

AGENDA
SPECIAL MEETING OF THE AMES CITY COUNCIL
AND REGULAR MEETING OF THE AMES CITY COUNCIL
CITY COUNCIL CHAMBERS
AMES CITY HALL
FEBRUARY 14, 2017

NOTICE TO THE PUBLIC: The Mayor and City Council welcome comments from the public during discussion. You are requested to step to the microphone, state your name for the record, and to 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: 5:15 p.m.

FY 2017/18 BUDGET WRAP-UP

1. Council Budget Presentations:
 - a. Public Art
 - b. Arts Funding (COTA)
 - c. Human Services (ASSET)
 - d. Outside Funding Requests
 - e. Other Requests
2. Public Input on Capital Improvements Plan (CIP) and Budget
3. Final Council Decisions:
 - a. Set salaries for Council appointees
 - b. Amendments to 2017-2022 CIP
 - c. Vote on motion to approve 2017-2022 CIP, as amended
 - d. Amendments to FY 2016/17 budget
 - e. Vote on motion to approve proposed budget amendments for FY 2016/17
 - f. Motion to set March 7, 2017, as date of public hearing on proposed budget amendments for FY 2016/17
 - g. Amendments to proposed FY 2017/18 budget
 - h. Vote on motion to approve proposed budget for FY 2017/18, as amended
 - i. Motion to set March 7, 2017, as date of final public hearing on proposed budget for FY 2017/18

REGULAR CITY COUNCIL MEETING*

*The Regular City Council meeting will immediately follow Budget Wrap-Up.

PRESENTATION:

1. Presentation of 2016 Excellence in Concrete Award to the City by Iowa Ready Mixed Concrete Association for Skunk River Trail Extension

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 Special Meetings of January 31, February 3, February 7, 8, and

- 9, 2017, and Regular Meeting of January 24, 2017
4. Motion approving certification of civil service applicants
 5. Motion approving Report of Contract Change Orders for January 16-31, 2017
 6. Motion approving renewal of the following Beer Permits, Wine Permits, and Liquor Licenses:
 - a. Class C Liquor & Outdoor Service – Cy’s Roost, 121 Welch Avenue
 - b. Class C Liquor & Outdoor Service – Mickey’s Irish Pub, 109 Welch Avenue
 - c. Class E Liquor, C Beer, & B Wine – Fareway Store #386, 619 Burnett Avenue
 - d. Class E Liquor, C Beer, & B Wine – Fareway Store #093, 3619 Stange Road
 - e. Class C Liquor & Outdoor Service – El Azteca, 2727 Stange Road (pending dram)
 - f. Class B Liquor – Holiday Inn Ames, 2609 University Boulevard
 - g. Class C Beer & B Wine – Gateway Expresse, 2400 University Boulevard
 - h. Class C Liquor – Taking It Easy Lounge, 129 Lincoln Way
 - i. Class C Liquor – Ge’Angelo’s, 823 Wheeler Street, #9
 - j. Class C Liquor & Outdoor Service – The District, 2518 Lincoln Way (pending dram)
 - k. Class E Liquor, C Beer, & B Wine – Wal-Mart Supercenter #4256, 534 S. Duff Avenue
 - l. Class C Liquor & Outdoor Service – Buffalo Wild Wings, 400 S. Duff Avenue
 - m. Special Class C Liquor & Outdoor Service – Stomping Grounds, 303 Welch Avenue (pending dram)
 - n. Class C Beer & B Native Wine – Casey’s General Store #2905, 3612 Stange Road
 7. Motion approving transfer for Class E Liquor, C Beer, & Class B Wine permit for Wal-Mart Store #749, to new location at 3105 Grand Avenue (pending final inspection)
 8. Motion approving new Special Class C Liquor License & Outdoor Service for Blaze Pizza, 2320 Lincoln Way
 9. Motion approving ownership change for Class B Liquor License for Quality Inn & Suites, Starlite Village Conference, 2601 E. 13th Street
 10. Motion approving ownership change for Class C Beer & Class B Native Wine Permit for Tobacco Outlet Plus #530, 204 S. Duff Avenue
 11. Resolution approving 2016 Resource Recovery Annual Report
 12. Resolution approving Memorandum of Understanding for Law Enforcement Services at National Center for Animal Health
 13. Resolution approving appointment of Lauris Olson to serve as alternate to Central Iowa Regional Housing Authority (CIRHA) Board of Commissioners
 14. Resolution setting date of public hearing for March 7, 2017, on General Obligation Loan Agreement in an amount not to exceed \$8,000,000
 15. Resolution approving preliminary plans and specifications for 2016/17 Asphalt Street Pavement Improvements and 2016/17 Water System Improvement Program #2 – Water Main Replacement; setting March 1, 2017, as bid due date and March 7, 2017, as date of public hearing
 16. Resolution authorizing upgrades and new purchases for Electric Services to be paid with monies previously accumulated in the Fleet Replacement Fund for units being taken out of service
 17. Resolution awarding contract for FY 2016/17 Boiler Maintenance Services for Power Plant to TEI Construction Services, Inc., of Duncan, South Carolina, in an amount not to exceed \$200,000
 18. Resolution approving contract and bond for Water Pollution Control Facility Switchgear Rehabilitation Project
 19. Resolution approving contract and bond for CyRide 2016 Security Entry System, Phase 1
 20. Resolution approving contract and bond for 2016/17 CDBG Public Facilities Improvement Program (Mainstream Living Parking Lot)

21. Resolution approving contract and bond for South Skunk River Basin Watershed Improvements (City Hall Parking Lot)
22. Resolution approving contract and bond for 2016/17 Water System Improvements Program #1 - Water Service Transfer (8th Street, Hayward Avenue, Little Street)
23. Resolution accepting completion of the WPC Trickling Filter Pump Station Repainting Project
24. Resolution approving Plat of Survey for 601 and 603 South 16th Street and 1420 South Grand Avenue

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.**

HEARINGS:

25. Hearing on Annexation of property located at 4605 Hyde Avenue:
 - a. Resolution approving annexation
26. Hearing on 2014/15 Low-Point Drainage Improvements:
 - a. Resolution approving final plans and specifications and awarding contract to J&K Contracting, LLC, of Ames, Iowa, in the amount of \$332,881
27. Hearing on Resource Recovery Tipping Floor Replacement:
 - a. Resolution approving final plans and specifications and awarding contract to Con-Struct, Inc., of Ames, Iowa, in the amount of \$129,929

PLANNING & HOUSING:

28. Resolution approving Joint Use Parking Agreement for 3500 University Boulevard
29. Follow-up on 2017/18 CDBG Proposed Annual Action Plan projects

WATER & POLLUTION CONTROL:

30. Resolution approving Change Order No. 14 with Knutson Construction Services, Inc., of Minneapolis, Minnesota, for Water Treatment Plant Contract No. 2

ADMINISTRATION:

31. Staff report regarding sidewalk café requirements:
 - a. Motion directing staff to prepare ordinance

ORDINANCES:

32. First passage of ordinance making Clark Avenue “No Parking” at all times on both sides of street from Lincoln Way to Main Street

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 SPECIAL MEETING
OF THE AMES CITY COUNCIL**

AMES, IOWA

JANUARY 31, 2017

The Ames City Council met in special session at 4:04 p.m. on the 31st day of January, 2017, in the City Council Chambers in City Hall, 515 Clark Avenue, pursuant to law with Mayor Ann Campbell presiding. As it was impractical for all Council members to be present in person, the following Council members were brought into the meeting telephonically: Bronwyn Beatty-Hansen, Gloria Betcher, Tim Gartin, and Peter Orazem. Council Member Nelson joined the telephonic meeting at 4:08 p.m. Council Member Amber Corrieri was absent.

City Attorney Judy Parks advised that there was a legal reason to go into Closed Session.

CLOSED SESSION: Moved by Gartin, seconded by Betcher, to hold a Closed Session, as provided by Section 21.5(1)c, *Code of Iowa*, to discuss matters presently in or threatened to be in litigation. Roll Call Vote: 4-0. Motion declared carried unanimously.

The Council returned to Regular Session at 4:15 p.m.

Moved by Gartin, seconded by Betcher, to adopt RESOLUTION NO. 17-046 approving the payment of \$179,191.80 to EMC Insurance Companies for payment of a worker's compensation judgment. Roll Call Vote: 5-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

ADJOURNMENT: Moved by Gartin to adjourn the meeting at 4:16 p.m.

Diane R. Voss, City Clerk

Ann H. Campbell, Mayor

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

AMES, IOWA

FEBRUARY 3, 2017

The Ames City Council met in special session at 2:05 p.m. on February, 2017, in the Council Chambers of City Hall, 515 Clark Avenue, pursuant to law with Mayor Ann Campbell presiding and the following Council members present: Bronwyn Beatty-Hansen, Gloria Betcher, Tim Gartin, and Peter Orazem. Council Member Amber Corrieri arrived at 3:09 p.m. Council Member Chris Nelson and *ex officio* Member Sam Schulte were absent.

FY 2017/18 BUDGET OVERVIEW: City Manager Steve Schainker reviewed the schedule for the Budget Hearings to be held on February 7, 8, and 9, commencing at 5:15 p.m. when the individual Department Directors will present their budgets. The Budget Wrap-Up to be held on February 14, 2017, commencing at 5:15 p.m. The Final Budget Hearing will be held on March 7, 2017, commencing at 6:00 p.m. Amendments to Fiscal Year 2016/17 Budget and the 2017/18 Budget will be finalized on that date.

Finance Director Duane Pitcher reported that the recommended budget reflects a slight tax rate decrease from \$10.37327/\$1,000 of taxable valuation to \$10.37168/\$1,000 of taxable valuation. It is estimated that this rate will result in a tax increase for the average residential customer class of 2.78%, the commercial class of .83%, and a reduction to the industrial customer class of 0.01%. The increase in taxable value for property within the City is 3.8%. This is mainly due to the taxable values on existing property changing because of new construction, an increase in rollback rate for residential property, changes in classification, and continued implementation of reduced taxable value for multi-residential property. Because of prolonged vacancies in various departments as well as unanticipated revenues from Building Inspection fees, the available balance realized in the General Fund at the close of FY 2015/16 substantially exceeded the amount that was budgeted. In keeping with past directives from the Council for one-time monies, those funds will be used for one-time capital expenditures or for capital improvement projects that otherwise might have been requested in the FY 2017/18 budget. Even after taking into account that unexpected revenue, the budget reflects a 29.3% balance in the General Fund at the end of FY 2017/18, which is 4.3% greater than the City Council's goal for that Fund. The availability of those funds are warranted for two reasons: (1) The City Council has supported an immediate review of the overland flooding that occurred in many of the City's neighborhoods last fall. Available funds will allow the City to respond immediately with corrective projects that were identified in the FY 2016/17 analysis. (2) In response to a budget shortfall in FY 2016/17, there has been a discussion within the General Assembly to consider reducing the annual backfill revenue that was promised to cities when a property tax reduction for commercial properties was granted at the state level. The City currently relies on approximately \$1 million from the state to fund that backfill, and, therefore, the additional funds in the General Fund will protect the City should the State Legislature decide not to fulfill its promise in this year or next.

Mr. Pitcher presented a summary of the overall budget. He stated that the City's levy makes up 32.77% of a property's total tax bill: the School District makes up 45.30% (if in the Ames Community School District); 19.65% is the County's share (includes the City Assessor); and 2.28% goes to Des Moines Area Community College. Mr. Pitcher gave a comparison of City Property Tax Valuations and Total Levies to be collected for fiscal year 2016/17 for the 13 largest cities in Iowa. Ames has the second-lowest total city tax levy per \$1,000 valuation; the one lower is Urbandale.

Director Pitcher presented a breakdown of the tax levy, including General, Employee Benefits, and Transit. The levy rate per \$1,000 without debt service equates to 7.02474%. Net debt service adds 3.34694/\$1,000. He also reported on TIF valuation. He emphasized that the main part of the levy goes into the TIF, but the taxable TIF value is subject to the Debt Service Levy.

Finance Director Pitcher presented an analysis of changes in taxable value for residential, commercial, industrial, and utilities (not including utilities subject to excise tax). He specifically noted that the total change in taxable value will be an increase of 3.7%. Taxable values in all classes (Residential, Commercial/Multi Residential, Industrial, Utilities) increased. The total taxable value on of existing property in all four classes will be \$98,375,050.

The Police and Fire Trust Fund was explained by Mr. Pitcher. For FY 2017/18, the tax rate is estimated to be 0.72660, with applied fund balance of \$40,000.

The Debt Service levy for 2017/18 was reviewed by Mr. Pitcher. He reiterated that, for FY 2017/18, the Debt Service Levy equates to 3.34694%. The 2017/18 CIP General Obligation issue will equate to a total of \$7,521,000. He brought the Council’s attention to the projects for which the CIP General Obligation Bond proceeds will be used.

Mr. Pitcher gave a detailed analysis of dollar value and percentage change of total levy by property type. Sample tax calculations for residential, commercial, and industrial properties were provided by Mr. Pitcher. He reviewed the major items that impacted the rate of taxable valuation. Revenue increases from the 2015/16 Budget equated to approximately \$395,399; that, along with decreased expenses, really helped with the 2017/18 Proposed Budget. Additional 2016/17 revenue equated to \$63,707. After the carry-overs from 2015/16 were deducted, it equated to a Net Change in the 2016/17 Adjusted General Fund Balance of \$276,060.

The costs of City services for 2017/18 per residence from property taxes (based on a \$100,000 home) were summarized, as follows:

Streets/Traffic	\$	148
Police Protection		136
Fire Protection		89
Library (includes Debt Service for renovated library)		75
Recreation and Parks		50
Transit		37
General Support Services		24
Planning		10
Storm Sewer System		5
Resource Recovery		6
Facilities/Cemetery/Airport		5
Animal Control		5
Building Safety		<u>1</u>
TOTAL	\$	<u>591/\$100,000</u>

Finance Director Duane Pitcher reported that Ames receive a significant increase in Road Use Tax Revenue in 2016/17 (10 cents/gallon). Those funds are used for maintenance and construction of roads. For 2017/18, the City will receive a little over \$7 million.

An historic review of budget information from 1995/96 to 2017/18 was given, including residential and commercial/industrial rollback.

Projected Utility Rate Summary. Mr. Pitcher reviewed the projected utility rates, as follows: Electric rates are projected to increase across-the-board by 4% and Storm Sewer rates will increase by 5.32% in FY 2017/18. No rate increase is planned for Water or Sanitary Sewer in FY 2017/18; however, increases of 3.00% and 5.00%, respectively, are planned for FY 2018/19. In FY 2019/20, it is anticipated that Water rates will increase by 4.00% and by 6.50% in FY 2021/22. A 6.00% increase in sewer rates in FY 2020/21 is estimated to be needed. Resource Recovery Tipping Fees will increase in 2017/18; however, there will be no increase in the per-capita tax subsidy. For 2018/19, the per-capita fee will increase. Finance Director Pitcher provided Utility bill rate samples for the City's customers. The proposed utility increases will impact the total bill for minimum use residential customers by 2.06%; for median-use residential customers, by 2.57%; for small commercial customers, by 3.39%; for commercial (LP) - Tier 3 customers, by 3.61%; and for commercial (LP) - Tier 4 customers, by 3.70%.

Council Member Amber Corrieri arrived at 3:09 p.m.

Council Member Gartin brought staff's attention to Page 20 of the Special Reports specifically pertaining to the Human Service Agency Capital Improvement Program. He noted that staff was recommending using \$200,000 of the General Fund Available Balance in FY 2016/17. Mr. Gartin said he had learned that United Way has grant money that is unutilized. He asked if knowing that the United Way funds were sitting there not being used made a difference on what the City was recommending. Council Member Betcher said perhaps the City's funds could be used to leverage other funding. Mr. Gartin asked for information about United Way's grant program and whether it has input on whether the City's dollars would help to create some leverage opportunities. Council Member Orazem noted that that was one of the reasons that the City Council went with the ASSET process; to ensure that applicants didn't have to go from one funder to another funder; it was intended that there would be coordination among the various agencies. City Manager Schainker noted that staff placed that amount in the Budget; however, it is unclear at this time if there is a market for such a Program. Ms. Betcher said she would like the second year of the Program to have increased funding.

Moved by Gartin, seconded by Betcher, to direct staff to ask United Way about its grant program and utilization and also to provide the Council with feedback with respect to how the City and United Way could leverage together for projects.

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

Finance Director Pitcher noted the fees for Parks and Recreation as approved by the Commission. The FY 2016/17 Rental Housing Fee Schedule was reviewed. The percentage of increase is an estimate; it could change if more or few units are constructed. The final numbers will not be generated until April 2017.

Fund Summaries. Budget Officer Nancy Masteller outlined the Fund Sheets beginning with the General Fund. She reiterated that the ending balance of the General Fund was higher than what was anticipated. Ms. Masteller noted the recommended policy of retaining 25% of revenues as fund balance reserve; that would equate to \$7,938,276, which yields an Unreserved Fund Balance of \$1,367,825. City Manager Schainker advised that funding for one-time capital expenditures has historically come from that General Fund Reserve.

Ms. Masteller continued the explanation of Special Revenue Fund Sheets. Council Member Beatty-Hansen pointed out that staff, under the Hotel/Motel Tax, was projecting an increase in the ACVB Pass-Through; however, the ACVB is not showing an increase. City Manager Schainker recommended that the numbers estimated by City staff remain since the ACVB will only get the percentage agreed to from the Hotel/Motel revenues.

In response to Council Member Gartin's question, Finance Director Pitcher summarized the utilization of the Utility Assistance account. Mr. Pitcher believed the program was working well.

Definitions of Capital Projects - Special Assessments, Airport Improvements, Park Development, and Bond Proceeds. Permanent Funds - Cemetery and Donald and Ruth Furman Aquatic Center Trust - were reviewed.

Council Member Orazem asked where the donations from fund-raising efforts from the Friends of Emma McCarthy Lee Park and Munn Woods were showing up in the Operating Budget. Budget Officer Masteller said that no donations had come in from the Friends of Emma McCarthy Lee Park. Mr. Orazem recalled the City entering into an agreement with that Friends group.

Enterprise Funds were then summarized by Budget Officer Masteller for the Water Utility, Water Construction, Water Sinking (accounts for proceeds received from the State Revolving Loan Fund), Sewer Utility, Sewer Improvements, Sewer Sinking (accounts for State Revolving Fund loan payments for sewer utility projects), Electric Utility, Electric Construction, Electric Sinking (principal and interest payments for Electric Revenue Bonds), and Parking Operations. Ms. Masteller advised that it had been estimated that Parking Operations ending balance in 2015/16 would be \$336,284; however, it ended at \$417,633. There is now an Unreserved Fund Balance in the Parking Operations Enterprise Fund of \$287,948.

Ms. Masteller continued with the Enterprise Funds for Transit Operations, GSB Transit Trust, Transit Capital Reserve, and Transit Intermodal Facility Construction (should end in 2015/16). Mr. Schainker reminded the Council about the Agreement between Iowa State University and the City pertaining to the Intermodal Facility. The first year, there was a deficit, and the two entities had to

share in that subsidy. However, last year, there was a small amount of excess revenue, which allowed for the initiation of a Replacement Fund.

Explanations were given of the Enterprise Funds for Storm Sewer Utility, Ames/ISU Ice Arena, Ice Arena Capital Reserve, Homewood Golf Course, and Resource Recovery. For Homewood Golf Course, Mr. Schainker noted that 25% of Operating Expenses is reserved annually. Some revenue is received from a cell tower lease, and that reserve would help offset expenses if the cell tower lease were to be discontinued.

Internal Services were summarized, including Fleet Services, Fleet Reserve, Information Technology, Technology Reserve, Risk Management, and Health Insurance. Ms. Masteller noted that the City is self-insured. There will be a 4% increase in health insurance rates.

City Manager Schainker noted there are a few outstanding requests that will need to be dealt with at Budget Wrap-Up, and copies of those had been provided to the Council members in their packet.

Council Member Gartin said he would like to request \$1,000 for transit assistance for low-income children. City Manager Schainker asked if this would be paid to the Ames Community School District for distribution to those in need. Mr. Gartin said he thought that would be the way it would work.

Council Member Beatty-Hansen raised the issue of the request of the Story County Housing Trust. City Manager Schainker advised that this would be discussed next Tuesday.

Council Member Corrieri noted that work was being done by the Ames Bicycle Coalition pertaining to way-finding signage. She asked if the Council would like that to be pursued, would it require a consultant or could it be done in-house. Also, if it were to be a pilot project, what that might look like. Public Works Director John Joiner replied that staff could handle the wayfinding study in-house; no monies would need to be allocated for that. The signage would not be included in the 2017/18 CIP Budget, however.

City Manager Schainker stated that the Ames Bicycle Coalition had requested changes in the Capital Improvements Plan (CIP) pertaining to locations for projects pertaining to Multi-Modal Transportation. He said the Council would need to discuss the proposed changes at Budget Wrap-Up on February 14. Mr. Schainker noted that this would be a trade-off; no additional monies would be allocated. Noting that this not only included construction, but also the engineering, Council Member Gartin asked Public Works Director Joiner if this was do-able. Mr. Joiner indicated that because it was a trade-off and it wasn't adding projects, it was do-able.

ADJOURNMENT: Moved by Gartin to adjourn the meeting at 4:20 p.m.

Diane R. Voss, City Clerk

Ann H. Campbell, Mayor

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

AMES, IOWA

FEBRUARY 7, 2017

The Ames City Council met in special session at 5:15 p.m. on February 7, 2017, in the Council Chambers in City Hall, 515 Clark Avenue, pursuant to law with Mayor Ann Campbell presiding and the following Council members present: Bronwyn Beatty-Hansen, Gloria Betcher, Amber Corrieri, Tim Gartin, Chris Nelson, Peter Orazem, and *ex officio* Member Sam Schulte.

FY 2017/18 BUDGET PROPOSALS:

Library Services. Library Director Lynne Carey provided a copy of the Library's Strategic Plan for 2016-2018. Ms. Carey presented a summary of many of the programs and accomplishments of the Library over the past year. She explained the value of interns and volunteers to the Library. Mary Logsdon gave examples of how the Library is working with various community partners to expand its promotions and programs. She also described the Curate Responsive Collections/Program. Tracy Briseño explained how staff is engaging community members inside and outside the Library. She gave statistics on the increase in usage of e-books and magazines. Bookmobile activities, including a new schedule and partnership with Parks Library, were highlighted. Director Carey reviewed some of the future activities and initiatives planned.

Water Operations. John Dunn, Water and Pollution Control Director, provided an overview of the service objectives of the following divisions and programs of the Water Department: Administration, Water Treatment Plant Operations, WPC Facility Operations, W&PC Laboratory, and W&PC Metering. The new Water Treatment Plant will be operational in Late Summer 2017 with final completion in August. The Plant is anticipated to have a life span of 80 to 100 years and is designed to expand as necessary. It will be the largest LEED-certified water plant in the state of Iowa and one of only a few in the Midwest. Even with the construction of the \$70 million Water Plant, there will not be a rate increase in the Water or Sewer Fund for the next two years. Mr. Dunn reported that the Water Pollution Control Facility has completed 27 consecutive years of 100% compliance with its Discharge Permit. He gave an update on the NPDES Permit; it still hasn't been received.

Public Works. Public Works Director John Joiner gave an overview of the major work activities for the Transportation Program, which included Administration, Engineering, Traffic Engineering and Maintenance, the Street System, Parking Operations, and Airport Operations. Mr. Joiner explained the reorganization of the Grounds Division. Grounds work activities, such as mowing, horticultural activities, and the cemetery will now be handled by the Parks and Recreation Department. An Urban Forester position will be added, as will a Principal Clerk and three Parks Maintenance Workers. The Council was also informed about the restructuring of the Right-of-Way Maintenance Division. Mr. Joiner described the Geographic Data Portal, which was created in-house. In that Portal, there will be a customer reporting app; it will be rolled out later in Spring 2017. Under Operations, staff budgeted for 19 snow-and-ice events totaling 36 inches; there have been ten to date with a total of 12 inches of snow and 1.6 inches of rain. A new Fixed Base Operator will be on board on April 1, 2017. One of the changes will be that the FBO will handle mowing and snow removal at the Airport. Budget highlights of the Utilities Program, which included the Water Distribution System, Sanitary Ssewer Collection System, Storm Water Permit Program, Storm Sewer Maintenance, and Resource Recovery were given. A 25 cent/month increase in the Storm Water Utility Fee is being proposed. The Resource Recovery Plant Tipping Fee will increase from \$52.75 to \$55; it has not increased since 2002. The Per Capita charge will change for fiscal year 2018 from \$9.10 to \$10.50. Cemetery staff will be transitioning to the Parks and Recreation Department. Enhancements will be made to the columbarium and to the GIS application to help

people find where people are buried. At the request of Council Member Gartin, Operations Manager Justin Clausen explained the Emerald Ash Borer program. He said to date, approximately 700 trees have been removed and 900 new trees planted. Council Member Betcher asked staff to clarify to homeowners that a new tree might not be planted in the exact location where the Ash tree had been removed.

Fleet Services. Director Corey Mellies provided details of the budget for Fleet Services. Fuel has the largest impact on the Fleet budget. Fuel trends were explained. Prices have now leveled off after having declined since FY 2013/14. Mr. Mellies stated that the prices reflected in the chart are those paid to the Iowa Department of Transportation per contract. At the inquiry of Council Member Betcher, Director Mellies reported that the City's fleet is comprised of 50% diesel and 50% E85. The Green Fleet consists of Flex-fuel vehicles, hybrids, and all-electric vehicles.

Facilities. Director Mellies advised that the Facilities budget provides for the routine operations and maintenance expenses at two facilities: City Hall (including parking, grounds, and the Veterans' Memorial) located at 515 Clark Avenue and the Maintenance Facility (including associated parking lots) located at 2207 Edison Street. Flooring improvements have been made in City Hall over the past year and space has been repurposed. Mr. Mellies described upcoming projects that will occur, including the West Parking Lot resurfacing, LED lighting, and improvements to the Veterans' Memorial.

Finance Services. Finance Director Duane Pitcher presented the budgets for Economic Development and Financial Services, including Administration, Purchasing Services, Information Technology, Utility Customer Service, and Parking Violation Collection. Under Economic Development, the City issued bonds and began plans for extending utilities east of Interstate 35. Also, the infrastructure for expansion of the ISU Research Park was completed and the first year of incremental taxes in the TIF area began. Mr. Pitcher provided highlights of Financial Services, including the implementation of new reporting standards for investments and expenditure of federal funds. Award-winning design work has been done in the City's Print Shop. The City-wide phone system replacement has been completed in the Information Technology Division. That Division was relocated to the re-purposed City Hall basement. Information Technology will see an increase in capital due to equipment being replaced. Utility Customer Services implemented new Automated Meter Reading (AMR) technology. Mr. Pitcher described the ITRON's MV-RS meter-reading Route Management System; it will be upgraded to ITRON's Field Collection System.

ADJOURNMENT: Moved by Gartin to adjourn at 7:17 p.m.

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

AMES, IOWA

FEBRUARY 8, 2017

The Ames City Council met in special session at 5:20 p.m. on February 8, 2017, in the Council Chambers in City Hall, 515 Clark Avenue, pursuant to law with Mayor Ann Campbell presiding and the following Council members present: Bronwyn Beatty-Hansen, Gloria Betcher, Amber Corrieri, Chris Nelson, Peter Orazem, and *ex officio* Member Sam Schulte. Council Member Tim Gartin arrived at 7:14 p.m.

FY 2016/17 BUDGET PROPOSALS:

Parks & Recreation. Director Keith Abraham reviewed the fees and charges proposed for FY 2017/18, which includes an increase of 4% for ice rental at the Ames/ISU Ice Arena, an increase of \$.50/round for greens fees at Homewood Golf Course, an increase of \$.50 for daily admission and a 3% increase in the season pass for Furman Aquatic Center. Season pass renewals will continue to be at a 15% discount and new passes will continue to receive a 10% discount.

Mr. Abraham summarized large projects being worked on by the Department. He said that volunteers donate between 1,500 and 2,000 hours/yearly assisting Parks and Recreation with various projects. Specifically recognized was Woodruff Construction for its donation to make Greenbriar Park a reality.

Organizations that partner with Parks & Recreation were listed. According to Director Abraham, Holub's Greenhouse has donated over \$100,000 of plants over the years for park beautification. Also recognized were members of the Friends Groups: Ada Hayden Heritage Park, Emma McCarthy Lee Park and Munn Woods, Roosevelt Park, and Friends of Ames Swimming.

Highlights of planned new Parks and Recreation programming were given. Scholarship funding was explained. The need for facility space was expressed. The Department is trying to free-up space in the Community Center for open recreation.

A video created by Joe Brekke highlighting City parks was shown. Mr. Brekke made this video to show his gratitude to all who had contributed to make Ames parks so beautiful.

Director Abraham explained the reorganization of the Grounds Division and showed the new proposed Parks staff structure. The Department is continuing with the initiative of no trimming in the parks.

An update on the Emerald Ash Borer Response Plan was given. There have been over 300 trees removed to date in City parks. Over 250 trees have been planted; it will continue.

Mr. Abraham highlighted innovative approaches and suggestions from staff to improve operations, specifically to the sanitation packer and septic pumping at Ada Hayden Heritage Park.

Electric Services. Donald Kom, Director of Electric Services, highlighted the operations budgets for each division (Administration, Production, Fuel Purchases, Distribution, Technical Services, and Engineering). He announced that the large project of converting the Power Plant from coal to natural gas has been completed.

Mr. Kom stated that Electric Services will be participating in the Eco Fair to be held on March 25, 2017.

Under Administration, Demand Side Management has played a significant role in reducing peak; that program began in 2007. Over that time period, 32,500 megawatts (MW) have been saved; it has reduced peak by 17 megawatts. The Department is already at 114% of its FY 2016/17 Budget. One hundred thirty-two solar arrays have been completed. The City paid out \$50,000 in rebates in 2016 to solar customers.

Pertaining to Power Production, staff is taking a proactive approach to equipment maintenance and improved reliability. The Proposed Budget is up 7.9% from the FY 2016/17 Adopted. The electric peak happened on July 21, 2016, at 126.8 MW. The all-time peak occurred on July 25, 2012, at 130.7 MW.

Under Fuel/Purchased Power, the costs are up due to the transition from coal to natural gas. This program will see a 3.7% increase over the FY 2016/17 Adopted Budget. Renewable energy met 18% of the City's usage: 15% comes from wind energy and 3% comes from refuse-derived-fuel. According to Director Kom, market energy prices remain very low. The Energy Cost Adjustment will cross over from negative to positive.

The Distribution Operation and Maintenance budget is up 2.7% from the FY 2016/17 Adopted. The budget has been increased for storm damage restoration and tree trimming costs are up. In 2016, 738 street lights were converted to LED bulbs. The Distribution Extension/Improvements budget is down 1.7%.

The Technical Services Division replaced 1,000 automated meter reading meters. There is an increase in commodities due to a large order of meters for new apartments. This Division is installing more reliable SF6 breakers.

There will be a 2.9% decrease in the Engineering Division. The 161 kV line move necessitated by interstate improvements by the Iowa Department of Transportation (Iowa DOT) is underway. The Iowa DOT is assuming all costs of the pole relocation.

The estimated FY 2017/18 revenues are estimated at \$64,480,700. Its 2017/18 expenditures are estimated to be \$54,887,414. The minimum fund balance target is \$10,100,000. In order to meet an adequate fund balance, a 4% increase is being requested in Electric rates for 2017/18.

Law Enforcement. Details were given by Police Chief Chuck Cychosz of the budget for the Public Safety Program. Chief Cychosz described some of the policing challenges being faced by the Department currently. The Department attempts to meet those challenges through community outreach, training, and commitment.

Under the Administrative Division, \$20,000 is being requested in the current year to hire a consultant to analyze traffic stop data. Enhanced security for the Administration Division will be implemented through installation of a card controlled electronic access control system that will allow for access tracking.

Highlights of the Crime Prevention & Patrol Division were given. Several of the outreach activities that occurred throughout the year were described. The job of a Police Officer continues to broaden. As the community grows, the need for additional patrol officer services also grows. To maintain the level of service provided on an everyday basis, one Patrol Officer was added in FY 2016/17. Another Patrol Officer has been requested in 2017/18.

Vehicle accidents have increased from 2011 through 2016. There were 1,726 reported accidents in 2016. Estimated property damage from the 1,726 collisions was \$6.7 million. According to Chief Cychosz, roadway improvements recommended by staff can have a large impact on those numbers. The Department's partnership in the *Bike Walk Drive Smart* campaign has proven successful.

A chart of the noise complaints received from 2006 through 2016 was shown. Noise, trespass and nuisance party complaints have lowered and/or leveled off in the past two years.

Council Member Beatty-Hansen left the meeting at 6:45 p.m.

Under the General Investigation Division, Chief Cychosz noted that officers continue to observe a troubling increase in synthetic drugs and heroin. According to the Chief, synthetic Opioids that has been seen in many communities in Iowa is present in Ames and is of great concern to the Police Department.

There were 1,655 mental/emotional calls for service; these calls have leveled-off. The City partners with Eyerly-Ball, which dedicates a staff person to assist the City's staff person.

Chief Cychosz described new communications technology that will allow the Department to receive text messages to 9-1-1 emergencies and for individuals who are deaf, hard-of-hearing, or speech-disabled.

Chief Cychosz emphasized the important role social media plays for the Police Department.

Highlights of the Animal Control budget were given. There were 2,304 calls last fiscal year. The budget includes facility improvements needed to maintain the building and the health and safety of both animal and human occupants. The program will include a number of smaller projects, including replacement of exterior doors, added insulation, replacement of damaged ceiling tiles, improvements to lighting, replacement of the dog kennels and improvements to HVAC, repair of damaged concrete, and replacement of deteriorating storage sheds. The budget includes an increase in daily boarding fees to move closer to a cost-recovery level. The Animal Shelter's commitment to transparency was emphasized. In FY 2015/16, staff finalized a comprehensive review of statistical data. The Division's Website has been updated to include data and graphs on animal admissions and outcomes since July 1, 2005.

Council Member Gartin arrived at 7:14 p.m.

Information on the Parking Division's activities was provided, specifically related to deterrence and cost recovery.

Council Member Gartin asked Chief Cychosz to comment on the dramatic increase in juvenile cases since 2014/15. The Chief said that the numbers vary a lot; in some cases, several juveniles are involved in one case. He does not believe those numbers reflect an upward spike in juvenile arrests.

Mr. Gartin asked for an update on body cameras. Chief Cychosz said more information will be provided to the Council in the future. Money has been budgeted; it has been carried over.

Fire Department. Chief Shawn Bayouth detailed the budgets for Fire Safety, Administration and Support, Suppression and Emergency Action, and Building Safety/Inspections.

Chief Bayouth highlighted the Fire Fighter Recruit Academy and emphasized the benefits received from the addition of the Training Officer.

Mr. Bayouth highlighted some of the benefits of mutual aid partnerships. A picture of a fire scene where Ames partnered with Boone and Kelley Fire Department during the past year was shown.

Ames supplied the ladder truck.

Under Administration and Support, contractual costs will see a decrease of 27.4%, due in part to a shift in City Data Services costs. Computer costs will be reallocated to the appropriate activity to best represent actual costs, rather than all of the costs coming from Administration.

A new Fire Fighter will be added in 2017/18, which will result in a 4.2% increase in the Fire Suppression and Emergency Action budget. This person will serve as a rover to work across all three shifts similar to the Fire Fighter added in 2016/17.

Under Fire Prevention and Safety Education, staff made 980 public education presentations on fire safety topics, reaching approximately 1,200 people.

A new Plumbing Inspector FTE will be added under Building Safety/Inspections. The number of plumbing and mechanical inspections completed by the Plumbing Inspector is more than three times the average number of inspections completed by each of the other trade inspectors. There will not be a Building Permit and Plan Review Fee increase, but a 3% increase in Rental Housing Inspection Fees is proposed. The Council was also told that the way rental housing fees are billed will be revised.

ADJOURNMENT: Moved by Gartin to adjourn the meeting at 7:52 p.m.

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

AMES, IOWA

FEBRUARY 9, 2017

The Ames City Council met in special session at 5:21 p.m. on February 9, 2017, in the Council Chambers in City Hall, 515 Clark Avenue, pursuant to law with Mayor Ann Campbell presiding and the following Council members present: Bronwyn Beatty-Hansen, Gloria Betcher, Amber Corrieri, Tim Gartin, Chris Nelson, Peter Orazem, and *ex officio* Member Sam Schulte were absent.

FY 2016/17 BUDGET PROPOSALS:

Transit System. Transit Director Sheri Kyras gave highlights of the budgets for Administration and Support. She showed a chart depicting the ridership history and the predicted trend. Numbers of ridership are leveling off, which is believed that was due to (1) weather – when the weather allows, more people walk or ride bikes and (2) the development of Campustown.

Ms. Kyras reviewed revenues and expenses. The big change to expenses was the decrease in fuel costs. There will be an increase of \$2.25 in the student fee, which equates to \$75.35/semester for full-time students.

The impacts of the Affordable Care Act are resulting in an increase of \$284,000 in health insurance due to more employees being offered insurance and annual cost adjustments. This also results in approximately \$50,000 in administrative costs to track employee hours.

Ms. Kyras gave an update to past hiring challenges. They did begin the Fall 2016 at typical employment level (over 90% of driver shifts covered).

Major administrative projects that will be initiated were described. Services changes for the Fixed Route Service were explained. Major projects pertaining to service were also listed. Pertaining to Dial-A-Ride, the City remains under contract with HIRTA to provide that service; it will be up for renewal by July 1, 2017. Dial-A-Ride is funded 80% by federal dollars. The Annual Customer Service Survey will be conducted this spring.

City Council. Assistant City Manager Brian Phillips provided the Council with a summary of tasks and objectives they had set for FY 2015/16. He highlighted annual activities attended by the Mayor and City Council.

City Manager. Highlights of the major projects supported by the City Manager's Office were given by Mr. Phillips.

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

Public Relations. Susan Gwiasda, Public Relations Officer, listed ways that the City communicates internally and externally. She specifically highlighted press releases (223 in FY 2015/16), newsletters, the Web site, social media (16 *Facebook* pages, seven *Twitter* accounts, 2 *Instagram*), brochures, and community branding. The #AlwaysAmes Campaign was described by Ms. Gwiasda and examples of the Internet ads were shown. Ms. Gwiasda listed many of the recognition events that had been attended by the City Council and noted the events that the City will be hosting during the next few months.

Cable TV. Ms. Gwiasda stated that Derek Crisler, Cable Coordinator, continues to make improvements to the City's programming. The City is now broadcasting in HD and began HD streaming simulcast this fall. Specifically highlighted was the improvement to archiving meetings, allowing viewers to go directly to the section of the meeting that they are interested in. Mr. Crisler is also assisting those who wish to show videos on Channel 16.

Legal Services. City Attorney Judy Parks summarized the services provided by the Legal Department. Ms. Parks noted that there is one Assistant City Attorney position vacant; however, an announcement is forthcoming as to the person who will be hired. City Attorney Parks showed the Department's funding sources and how they are allocated. Major projects accomplished during the past fiscal year and those continuing into this fiscal year were listed. Another major task of this Department is Property Assessment Appeals. Claims and civil litigation requiring City Attorney representation were noted.

Human Resources. Director Kaila Kenjar said that this year has been one of transition and change and the focus has been on rebuilding. She summarized the initiatives for the Human Resources Department. Through the use of "HR Champions" and Total City Perspective (TCP), 65 recruitments have been closed and 18 are active. The 2017/18 Budget reflects an increase of 1/4 FTE for the Department Secretary. A new hiring assessment tool being introduced is the Predictive Index, which is a behavioral assessment to help determine how the applicant would fit in with the organization. Ms. Kenjar showed statistics on attendance at Employee Development Center courses and Leadership and Management Training. She noted that the City completed contracts with two bargaining units in 2016/17.

Risk Management. Human Resources Director Kenjar highlighted the main risk management initiatives and activities. She noted the largest expenses were Property and Liability Premiums. Insured values had increased considerably with the new Water Treatment Plant and, to a lesser degree, the Ames Airport. The City is investigating brokerage services for liability coverage servicing (claims handling, renewal preparation, coverage assessment). Human Resources will also continue implementation of Functional Job Assessments when the Risk Management position is filled.

Health Insurance Management. Andrea Cardenas presented highlights for the Health Insurance Management program. Health insurance rate increases from FY 2012-13 to the current year were shown. A Service Objective is to keep yearly rate increases below 10%. For 2017/18, a 4% increase is anticipated. A comparison of health insurance rate increases to the Wellmark *Book of Business* was made. The City has made some changes to be in compliance with the Affordable Care Act; it is unknown how that Act will impact the City in its self-insured status in the future.

Health Promotion Program. Ms. Cardenas listed the Wellness & Health Care Service Delivery Initiatives. She summarized the wellness and health care service delivery initiatives. Some of the services and programs were highlighted.

Planning. Planning and Housing Director Kelly Diekmann stated that the budget now reflects one program of planning services, merging the Current Planning program and Long-Range Planning program. He presented a pie chart of the planning activities and how much time they take. The Department is now fully staffed with five Planners. The permitting software will be active in March 2017. Current Planning applications have been consistent over the past three years. They process an average of 45 site development plans and 15 plats. Rezoning requests are up substantially due to development.

Highlights of the Long-Range Planning activities were given. It was noted that the Council priorities were reviewed in June 2016, November 2016, and January 2017. The primary project is the Lincoln Way Corridor Study. The East Industrial Annexation should be completed in Spring 2017. The Landscape Ordinance will be updated in Spring 2017. The 2700 Block of Lincoln Way Redevelopment has been completed. Director Diekmann listed major upcoming projects, which were Council priorities: Initiate update of the Comprehensive Plan in Summer of 2017; review Downtown/Campustown development priorities (housing, public space, etc.); and the 321 State Avenue affordable housing development. Mr. Diekmann explained that the Department will be asking to adjust five or six fees in an attempt to offset some of the costs of processing.

City-Wide Affordable Housing. In the absence of Vanessa Baker-Latimer, Housing Coordinator, Mr. Diekmann noted the city-wide housing activities for 2016/17 and 2017/18.

Community Development Block Grant. The Community Development Block Grant (CDBG) has a total budget of approximately \$921,000. The City received its 12th allocation, which totaled \$490,986. The total budget included \$385,072 of FY 2015/16 rollover funds and approximately \$45,721 of anticipated program income.

Conclusion. City Manager Steve Schainker provided a summary of the budget decisions that will need to be made at the Budget Wrap-Up session to be held on February 14, 2017. Distributed to the Council were memos pertaining to FY 2017/18 funding requests for the Commission on the Arts, ASSET, Ames Public Arts Commission, and Outside Funding requests.

Moved by Beatty-Hansen, seconded by Betcher, to direct staff to develop a recommendation pertaining to the Story County Housing Trust Fund concept.

Council Member Gartin commented that he would vote in favor of the motion, but voiced that he had some reservations on the concept. He wants to hear from Housing Coordinator Vanessa Baker-Latimer on this.

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

Moved by Betcher, seconded by Beatty-Hansen, to see a new CIP sheet that would add \$100,000 from the General Fund Balance to FY 2016/17, which would make the amount \$300,000; and appropriate an additional \$200,000 to FY 2017/18 out of Local Option Sales Tax for the Human Services Capital Grant Program.

Noting that 40% of Local Option Sales Tax was to go to community betterment, Council Member Beatty-Hansen recommended that the Council have a discussion in the future about what constitutes community betterment and the intent of the vote and how it was portrayed to the community.

City Manager Schainker noted that \$200,000 was already in the Proposed 2017/18 Budget to come from the General Fund.

Council Member Orazem asked if there had been any assessment of need for this proposed program. Council Member Betcher noted that this would be a pilot project; it is unknown at this time what the need is for these funds. She noted that the funds were being allocated - they aren't going to be spent until much more work is done on this. Council Member Nelson said he would much rather support the operational expenses of non-profit organizations through the ASSET process, rather than contribute to a capital project fund.

Moved by Betcher, seconded by Beatty-Hansen, to amend the motion to add \$100,000 from the General Fund balance to FY 2016/17 for the Human Services Capital Grant Fund and leave the second year at \$200,000.

Council Member Gartin shared that he would not be voting in favor of this because the real level of need is not known.

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

Moved by Corrieri, seconded by Nelson, to direct staff to bring an alternate CIP page to show the multi-modal roadway improvements requested by the Ames Bicycle Coalition.

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

Moved by Betcher, seconded by Beatty-Hansen, to direct that the City Manager investigate Council salaries in the ten largest cities to see if Ames is in line with other cities.

Vote on Motion: 3-3. Voting aye: Beatty-Hansen, Betcher, Nelson. Voting nay: Corrieri, Gartin, Orazem. Mayor Campbell voted nay to break the tie. Motion failed.

Moved by Gartin to allocate \$1,000 in funding for Cy-Ride vouchers for children from low- to moderate-income homes.

Mayor Campbell noted that United Way already has such a program.

Council Member Gartin withdrew the motion.

Mayor Campbell recommended that Council Member Gartin to determine what is offered by United Way.

ADJOURNMENT: Moved by Gartin to adjourn at 8:14 p.m.

Diane R. Voss, City Clerk

Ann H. Campbell, Mayor

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

AMES, IOWA

JANUARY 24, 2017

REGULAR MEETING OF THE AMES CONFERENCE BOARD

The regular meeting of the Ames Conference Board was called to order by Chairman Ann Campbell at 5:30 p.m. on January 24, 2017. Present from the Ames City Council were Bronwyn Beatty-Hansen, Gloria Betcher, Amber Corrieri, Tim Gartin, Chris Nelson, and Peter Orazem. Story County Board of Supervisors present were Martin Chitty, Lauris Olson, and Rick Sanders. Representing the Ames Community School Board were Lewis Rosser and Bill Talbot. Gilbert Community School District and United Community School District were not represented.

MINUTES OF FEBRUARY 23, 2016, MEETING OF THE CONFERENCE BOARD: Moved by Nelson, seconded by Sanders, to approve the Minutes of the February 23, 2016, meeting of the Ames Conference Board.

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

ASSESSOR'S BUDGET PROPOSALS: Ames City Assessor Greg Lynch highlighted information from the City Assessor's 2017/18 Annual Report.

City Assessor Lynch thanked Tom Carey for his service on the Board of Review. His term expired on December 31, 2016, and he is not seeking reappointment.

Mr. Lynch stated that taxable values increased 3.7% and assessed values have increased 2.3%.

City Assessor Lynch noted that both of the appraiser positions will be filled beginning January 25. However, there is still an existing vacancy for the database manager position. Although they are working to achieve full staffing in the Assessor's Office, staff is having a difficult time keeping up with the workload. He is requesting the addition of one more administrative assistant.

Mr. Lynch noted that while the Assessor's Office cost of living and merit increases are similar to what City employees receive, these increases for his office have fallen behind in the last two years. He referenced the chart on Page 7 which indicates that his staff's increases are 1% lower than the cost of living increases received by City employees. Mr. Lynch said that based on this, he has budgeted a 3.75% cost of living increase and a 1% merit pool, for a total of 4.75%.

City Assessor Lynch reported that aerial photography has been performed since 2012; it is prudent that these aerials be done every two years. The cost of this photography service has doubled, and the City has graciously agreed to help bear half of the cost for this service. For an additional \$3,000 over the next six years, the office will get aerial photography services every two years.

Board of Supervisors Member Sanders stated he is concerned that a 38% increase is being proposed over two years. Last year, the Board saw a major increase because, on the salary side, there were 27 pay periods instead of 26. What is being proposed, compared to FY 2016, is about 42% on the payroll side. Part of that is the addition of another employee. Mr. Sanders noted that in getting down to the bottom line, we are going from \$825,181 in FY 2016 to proposing \$1,146,000. He felt that what is being presented to the Board is not anywhere close to being sustainable.

Mr. Lynch noted that this would depend upon taxable value increases. Mr. Sanders stated that as has been discussed in past years, anything more than 3 to 3-1/2% projected out far enough is not sustainable.

Discussion was held regarding the salary increases proposed for FY 2017/18 and staffing levels and what was budgeted in the 2016/17 projected expenses. The Conference Board further discussed the past and current vacant positions existing in the City Assessor's Office.

Administrative Assistant Dawn Tank explained results and how these were arrived at in terms of the FY 2015/16 Actual Expenses. She further explained how she arrived at the figures pertaining to current staff versus current staff with the additional clerk and the percentage of changes.

Mr. Sanders advised that he wanted the Board members just to be aware that the City will not have a 32-cent levy next year, and that it will be seeing about a 42-cent levy instead.

In reference to questions posed by Council Member Tim Gartin regarding taxable values, Mr. Lynch reported that, from an assessment perspective, they will see an increase next year—primarily in residential and multi-residential values.

Board of Supervisors Member Lauris Olson stated the Mini Board discussed the back log of work in the Assessor's Office, as well as the hiring of a part-time person in lieu of interns.

Ms. Tank explained that the back log exists due to being short-staffed, and the office can not keep up with getting all records entered into their system. The part-time assistant will be tasked with getting the work caught up.

Moved by Sanders, seconded by Betcher, to approve the recommendations of the Assessor's Report.
Roll Call Vote: 3-0. Motion declared carried unanimously.

Moved by Sanders, seconded by Betcher, to receive the proposed budget (adoption of the budget will occur after the hearing is held).
Roll Call Vote: 3-0. Motion declared carried unanimously.

Moved by Sanders, seconded by Betcher, to set 5:30 p.m. on February 28, 2017, as the date of public hearing on the proposed FY 2017/18 City Assessor's budget.
Roll Call Vote: 3-0. Motion declared carried unanimously.

ADJOURNMENT: Moved by Gartin to adjourn the Ames Conference Board at 6:00 p.m.
Vote on Motion: 3-0. Motion declared carried unanimously.

MINUTES OF THE REGULAR MEETING OF THE AMES CITY COUNCIL

The Regular Meeting of the Ames City Council was called to order by Mayor Ann Campbell at 6:05 p.m. on the 24th day of January, 2017, in the City Council Chambers in City Hall, 515 Clark Avenue. Council Members Bronwyn Beatty-Hansen, Gloria Betcher, Amber Corrieri, Tim Gartin, Chris Nelson, and Peter Orazem were present. *Ex officio* Member Sam Schulte was absent.

CONSENT AGENDA: Mayor Campbell announced that staff has pulled Item No. 22 from the agenda. Moved by Orazem, 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 January 10, 2017, and Special Meetings of January 14, 2017, and January 17, 2017
3. Motion approving Report of Contract Change Orders January 1 - 15, 2017
4. Motion approving renewal of the following Beer Permits, Wine Permits, and Liquor Licenses:
 - a. Class C Liquor - HyVee Market Café, 3800 Lincoln Way
 - b. Class C Liquor & Outdoor Service - West Towne Pub, 4518 Mortensen Road, Ste. 101
 - c. Class C Liquor & Outdoor Service - Dublin Bay, 320 S. 16th Street
 - d. Special Class C Liquor - Shogun of Ames, 3704 Lincoln Way
5. Motion approving 5-day (January 27 - January 31) Class C Liquor License for McFly's at the Hansen Ag Student Learning Center, 2508 Mortensen Road
6. Motion approving 5-day (February 4 - February 8) Class C Liquor License for Dublin Bay at Ames Ford Lincoln, 123 Airport Road
7. Motion approving ownership change for Class C Beer Permit and Class B Native Wine Permit for Casey's General Store #2905, 3612 Stange Road
8. Motion approving ownership change for Class E Liquor License, C Beer, & B Native Wine Permit for Casey's General Store #2560, 3020 S. Duff Avenue
9. Motion approving ownership change for Class E Liquor License, Class C Beer, & Class B Wine for Wal-Mart Store #749, 3015 Grand Avenue
10. Motion approving ownership change for Class E Liquor License, Class C Beer, & Class B Wine for Wal-Mart Supercenter #4256, 534 S. Duff Avenue
11. Motion approving ownership change for Class E Liquor License, Class C Beer, & Class B Wine for Sam's Club, 305 Airport Road
12. RESOLUTION NO. 17-019 approving Quarterly Investment Report for quarter ending December 31, 2016
13. Correcting Resolutions for Sale of Alley between North Dakota Avenue and Delaware Street:
 - a. RESOLUTION NO. 17-020 rescinding Resolution No. 16-388 regarding sale to Cheryl Kruger
 - b. RESOLUTION NO. 17-021 rescinding Resolution No. 16-389 regarding sale to John Fisher and Kasandra Somers
 - c. RESOLUTION NO. 17-022 authorizing sale of alley to Lile Parker Fox
 - d. RESOLUTION NO. 17-023 authorizing sale of alley to Le and Joan Lubka
14. RESOLUTION NO. 17-024 approving preliminary plans and specifications for the 2016/17 CyRide Route Pavement Improvements (S. 3rd/4th Street); setting February 21, 2017, as bid due date and February 28, 2017, as date of public hearing
15. RESOLUTION NO. 17-025 approving single-source procurement of Website Subscription Service Upgrade with Vision Internet of El Segundo, California, in the amount of \$72,976
16. Contracts for Emerald Ash Borer Response Plan Years 3 and 4:
 - a. RESOLUTION NO. 17-026 awarding contract for Ash Tree Removals to LawnPro of Ames, Iowa, in the amount of \$8,156
 - b. RESOLUTION NO. 17-027 awarding contract for Ash Tree Stump Grinding to Finco Tree/Wood Service of Kelley, Iowa, in the amount of \$13,600
 - c. RESOLUTION NO. 17-028 awarding contract for Ash Tree Treatment to Robert Kinnucan Tree Experts of Lake Bluff, Illinois, in the amount of \$70,125
 - d. RESOLUTION NO. 17-029 awarding contract for Ash Tree Replacement to Country Landscapes of Ames, Iowa, in the amount of \$100,136.85
17. RESOLUTION NO. 17-030 awarding contract to Kriz Davis of Ames, Iowa, for purchase of LED Luminaries for Electric Services Department in the amount of \$128,796 (inclusive of Iowa sales tax)
18. RESOLUTION NO. 17-031 awarding contract to Ziegler Caterpillar of Altoona, Iowa, for purchase of Tractor Backhoe-Loader for Public Works Department in the amount of \$123,872
19. RESOLUTION NO. 17-032 awarding contract to Fischer Brothers Enterprises of Eau Claire, Wisconsin, for Furman Aquatic Center Waterslide Restoration Project in the amount of \$97,000

20. RESOLUTION NO. 17-033 approving contract and bond for City Hall Gymnasium HVAC Renovations
 21. RESOLUTION NO. 17-034 approving Change Order No. 2 with Wulfekuhle Injection and Pumping for Water Treatment Plant Lime Sludge Disposal Operations
 - ~~22. Resolution accepting completion of Power Plant Fuel Conversion – Mechanical Installation General Work Contract~~
 23. Grant Avenue (Hyde Avenue) Pavement Improvements:
 - a. RESOLUTION NO. 17-036 approving Change Order No. 3
 - b. RESOLUTION NO. 17-037 accepting completion
 24. ISU Research Park Phase III - Roadway Paving
 - a. RESOLUTION NO. 17-038 approving Change Order No. 5
 - b. RESOLUTION NO. 17-039 accepting completion
 25. RESOLUTION NO. 17-040 accepting completion of City Hall Roof Project
- 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: Mayor Campbell opened Public Forum.

Sharon Guber, 2931 Northwestern Avenue, Ames, wished to address the topic of owner-occupancy at the 321 State Avenue development, which is owned by the City. Ms. Guber reminded the Council that the City acquired the Middle Parcel from Breckenridge for owner-occupied housing. She also noted that the parcel was acquired with Community Development Block Grant funds with the intent of creating affordable home ownership opportunities. She wished to clarify issues regarding student housing and low- and moderate-income (lmi) housing. She pointed out that a household can have unrelated individuals living in lmi housing. She gave several scenarios indicating how part-time, full-time, and/or graduate students can all be classified as “families” in housing. Ms. Guber said that the point was made that the Middle Parcel would be family housing and that the only students residing there would be students with their families – this statement is inaccurate. She noted that the density of the neighborhood is in the City’s hands, and there is a great need for single-family housing in the City.

Ms. Guber stated that there is much uncertainty of how this property will be developed, and it has caused sales in the neighborhood to exceed what normally occurs in city neighborhoods. She reported that there have been 67 sales between January 2013 and December 2016; out of 31 owner-occupied sales, 17 homes became rental. And, out of 34 rental homes that sold, only 7 became owner-occupied. Ms. Guber presented an overhead of a map as the neighborhood currently looks. She questioned if the Council is now going to change the zoning to something other than its current Residential Low Density zoning.

Ms. Guber also provided the results of a survey that had been conducted to learn what amount of rental housing is acceptable. The interest of the people who responded (41% response rate) to the survey was clearly not to have any rental. Another question asked what housing style was preferable, which came back strongly for single-family detached. Ms. Guber came before Council tonight because she wanted to point out what is happening, and that some substance matter has been incorrectly stated by the City.

No one else requested to speak, and the Mayor closed Public Forum.

2017-2022 CAPITAL IMPROVEMENTS PLAN (CIP): Mayor Campbell invited members of the public to provide input on the 2017-2022 CIP. She noted that the vote on the CIP would be taken at Budget Wrap-Up on February 14, 2017.

Trevin Ward, 1012 Grand Avenue, Ames, said that he was representing the Ames Bicycle Coalition (ABC). Last year, the ABC asked that the City increase funding levels for bicycling and multi-modal infrastructure, which the Council did adopt. This year's CIP represents those funding levels. Mr. Ward indicated that, overall, the ABC is happy to see the impact that will occur within the bicycling and pedestrian network over the next five years. He said that there are some areas in the community, specifically the older neighborhoods in the downtown area surrounding both sides of Grand Avenue, that can be rectified relatively easy in a fashion that is budget-neutral. Mr. Ward commented that the ABC has made recommendations to fund several projects that it recommended last year (e.g., endorsement of bike boulevards and safe crossings).

Mr. Ward said that the ABC does have a couple of recommendations that focus on non-arterial streets. Way-finding systems can aid in individuals' use of facilities, such as shared-use paths and trails. The ABC has been in discussions with groups involved with a bike-share project that is being considered by Iowa State University. He stated that the ABC is not making any funding recommendations for the project, however, it fits within the City's long-range transportation goals. The ABC requests that the City work with ISU administration and the Student Government groups to ensure that if a bike-share system were to come to Ames, that it be integrated within the City's system.

Drew Kamp, 304 Main Street, Ames, representing the Ames Chamber of Commerce, reported that the Chamber shares quality of life issues regarding some trail enhancements. The CIP indicates that in 2019/20, the vet med trail will be paved from South 16th Street to the ISU Research Park. The Chamber saw value in this since a major workforce hub will be connected to a main thoroughfare (Grand Avenue extension). Mr. Kamp indicated that another area in need of trail enhancements is on Dayton Avenue from 13th Street north to the USDA and BASF facilities. Currently, there is heavy truck traffic, and there are cases where bicyclists are not able to share the roads with these large trucks. The Chamber felt that this area, too, is an economic hub, and there would be value in the installation of some trail enhancements in this area.

2016/17 U.S. HIGHWAY 69 IMPROVEMENTS PROGRAM (SOUTH DUFF AVENUE TRAFFIC SIGNAL): Public Works Director John Joiner updated the Council on the status of this project. He indicated that staff had been in contact with Walmart and expected to see signed documents this week. However, comments for suggested changes were received from Walmart; therefore, staff needs to work through these issues.

Mr. Joiner reported that the contractor, Con-Struct, Inc., had confirmed that it will extend its bid until the Council makes its decision to proceed. It is staff's recommendation to postpone this item until the issues are worked out with Walmart.

Moved by Betcher, seconded by Gartin, to postpone approval of the Cost-Share Agreement, Cross-Access Easement Agreement, and contract award for the 2016/17 U.S. Highway 69 Improvements Program (South Duff Avenue Traffic Signal).

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

DISCUSSION OF CAMPUS COMMUNITY COMMISSION: Assistant City Manager Brian Phillips stated that the Council had previously received a report regarding the concept of a Campus Community Commission (CCC). Feedback from both the Council and Iowa State University has been received. He indicated that to go forward with its creation, the Council will need to: 1) give direction regarding the desired charge and membership of this new body; and, 2) decide whether the Commission should be created by ordinance or resolution. Once these are determined, direction can be given to the City Attorney to create the appropriate documents establishing the Commission.

Council Member Gartin stated that he favored the use of a task force. He questioned how the Council is to know if this Commission “works.” He indicated there is no meaningful way to see if it addresses the goals and has a net positive impact.

Mayor Campbell stated that, in reference to the Student Affairs Commission, the members just stopped showing up at meetings, and it died on its own terms.

Council Member Betcher stated that, as with the Human Relations Commission, the CCC should provide an annual report to the Council indicating what has been accomplished over the course of a year.

Council Member Orazem referred to Attachment 10, Item 4c) of the report, which addresses final reports from each appointed task force after completion of its charge. These would be submitted to the Campus Community Commission, which then would be presented to the Council.

Mayor Campbell stated that the Student Government had made its recommendation, in terms of appointing two members. Also, a letter had been received from ISU’s president indicating that he will appoint one administrator to represent the university, in lieu of two as initially proposed.

Council Member Betcher commented that, after receiving input from ex officio Sam Schulte, she would be interested in seeing that the Commission be composed of membership that is broader than Campustown. She agreed that more coverage of the entire city was needed, and felt that a member from the Main Street Cultural District should be appointed. Council Member Beatty-Hansen also agreed and said that it would broaden the scope of the charge of the CCC.

City Manager Steve Schainker said that, regardless of the ultimate charge to the Commission, any work that is explored by it would require prior approval by the City Council. This is not only to control the Commission’s work, but to assure there will be no confusion as to which City commission has jurisdiction over a certain issue.

Moved by Beatty-Hansen, seconded by Corrieri, to establish the Campus Community Commission with eight voting members comprised as follows: Business Community Representative - 1; Neighborhood Association Representative - 1; City At-Large Representative - 1; Iowa State University Administration Appointee - 1; Campustown Action Association Appointee - 1; Main Street Cultural District Appointee - 1; and, Student Government Appointees - 2 with the following charge:

1. Provide a public forum to facilitate discussion of issues of common interest to the City of Ames, Iowa State University, and Iowa State University Student Government.
2. Offer an opinion/recommendation to the Council regarding issues brought forward to the Commission by the Council that are of common interest to the City of Ames, Iowa State University, and Iowa State University Student Government.
3. Subject to Council approval, investigate issues of common interest to the City of Ames, Iowa State University, and Iowa State University Student Government which are brought forward to the Commission and currently not being considered by the Council.
4. Subject to City Council approval, appoint and take input from appointed task forces on issues of common interest to the City of Ames, Iowa State University, and Iowa State University Student Government that are not being dealt with by City staff or another City Commission.

- a) Task forces shall be comprised of representatives from the Ames and Iowa State University communities appointed by the Campus Commission. Task force membership shall be as large as necessary to address the task force's charge. Each task force shall be chaired by a member selected by the Campus Community Commission. 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 charge given by the Commission and with Chapter 21 of the *Code of Iowa* (Iowa Open Meetings Law).
- b) 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 the charge from the Commission. 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 at City Hall or on the Iowa State University campus, but meetings may be held in alternate locations to provide more convenient access for special public forums.
- c) Upon completion of its charge, each task force shall submit copies of its final report to the Campus Community Commission. The Commission will present the report results to the City Council and gain Council approval if further action is necessary. If either the City Council or the Commission decides that no further action is required, the task force shall dissolve.

It was noted that three of the representatives will be appointed by the Mayor with approval of the City Council.

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

Assistant City Manager Phillips pointed out that with the Council's intent to proceed with the creation of the Campus Community Commission, additional action would need to be taken to repeal the ordinance that created the Student Affairs Commission.

Moved by Nelson, seconded by Betcher, to direct the City Attorney to draft an ordinance abolishing the Student Affairs Commission.

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

Moved by Corrieri, seconded by Beatty-Hansen, to direct the City Attorney to prepare a resolution regarding the establishment of the Campus Community Commission.

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

Moved by Betcher, seconded by Nelson, to include within the charge of the Campus Community Commission that it submit an annual report to the City Council.

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

ADOPTION OF REVISED CITY COUNCIL GOALS FOR 2017: Moved by Beatty-Hansen, seconded by Corrieri, to adopt the City Council Goals, Objectives, and Tasks, as revised at the Council's Goal-Setting Session on January 14, 2017.

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

STAFF REPORT ON REQUEST FOR TEXT AMENDMENT PERTAINING TO SOLAR: Planning Director Kelly Diekmann reported that this is a request for an amendment to the Zoning

Ordinance to enlarge the height limit for ground-mounted solar panels. This request was made on behalf of Iowa State Ready-Mix (ISRM) at 1109 East Lincoln Way, which is located within General Industrial zoning.

Mr. Diekmann advised that this would be a small change, however, it could have ramifications if large installations go in. Staff would then look to see if any other controls are necessary. The panels proposed by ISRM would rise approximately 15.5 feet above ground to the top of the installation. Staff is looking to see if the Council will allow the initiation of this request and begin the public hearing process.

Discussion was held regarding the degree of effect that would take place in allowing these installations in General, Planned, and Research/Innovation Industrial zoning districts.

Moved by Beatty-Hansen, seconded by Nelson, to allow Iowa State Ready-Mix to initiate the text amendment process in allowing for a 20-foot height limit on ground-mounted solar systems in all industrial zoning districts.

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

STAFF REPORT REGARDING PARKING REQUIREMENTS IN NEIGHBORHOOD COMMERCIAL ZONING DISTRICT: Planning Director Diekmann said that the Council had received a request to consider initiating a zoning text amendment that makes changes to the parking requirements in the Neighborhood Commercial (NC) zoning district. The property owner seeks relief from off-street parking requirements as they apply to uses within the NC district for a project they would like to re-use at 4625 Reliable Street. These particular property owners have space to construct a parking lot, but believe that the intent of the zoning district and their own personal interest for use of the property would be better served if the City would allow for “credit” to use available on-street parking instead. In this case, the property has so much street frontage that this would work well for them. The property owner is interested in the Council amending the Zoning Ordinance in a manner that does not require on-site parking for commercial uses in the NC zoning district.

Mr. Diekmann stated that the property owners desire to reuse the property with a small café and art gallery, which triggers the need to construct approximately 20 parking spaces on the site to comply with the zoning standards for parking. Future interests to host events would also require additional parking. A 20-space parking lot would take up approximately 20% of the open space on the site.

Planning Director Diekmann reviewed the three identified options for Council’s consideration in response to the request to initiate a text amendment: 1) no referral for a text amendment which would require construction of approximately 20 parking spaces; 2) a text amendment utilizing on-street parking as required parking in Neighborhood Commercial zoning; or, 3) eliminate parking requirements for commercial uses in the NC district.

John Hall, 304 Main Street, Ames, stated that he was representing the Chamber of Commerce and the Ames Economic Development Commission. Mr. Hall said that he is speaking on behalf of Eliot Thompson, property owner. This request is working to solve an economic need that exists in our community, and he is in favor of the project. He indicated that Option 2 is a good solution, especially looking at the unique property set-ups that exist. There should be some kind of measure that provides an opportunity to offer input when considering development/redevelopment of properties in these districts.

Moved by Nelson, seconded by Beatty-Hansen, to adopt Option 2, thereby allowing a text amendment to utilize on-street parking as required parking in Neighborhood Commercial zoning districts.

Eliot Thompson, 3211 Lettie Street, Ames, reported that he and his wife own the property at 4625 Reliable Street. The intent is to develop the property which would house a coffee shop, art gallery, and community space. This would provide such amenities that don't exist in that area of town. He stated that in meeting with Planning staff, he discovered a roadblock with the parking requirements, as previously described by Planning Director Diekmann. Mr. Thompson said that there is ample parking on both sides of the street in front of his property. He wishes to preserve the property's existing green space for community projects and to create a "neighborhood place."

Sharon Stewart, 437 Hilltop Road, Ames, advised that her husband and she will be opening a coffee shop at this location. Ms. Stewart explained that this development is intended to be pedestrian-oriented and is compatible with the scale of the surrounding areas. From her perspective, she wanted to address the City-wide influence regarding the changing of this text. When first discussed with City staff, she began looking at the locations of the other parcels that are zoned Neighborhood Commercial. Ms. Stewart showed an overhead map which indicates these locations. The majority of the other parcels are either near the Downtown or Campustown areas or on West Street. The Ace Hardware location is also zoned Neighborhood Commercial, and there is another parcel located on South 16th Street. She went to the Code text in considering what is the most similar language to the areas being looked at for Neighborhood Commercial. In reference to this text, she found that the language that is most similar is in both the Downtown Service Center and Campustown Service Center. Ms. Stewart said that the text amendment for Neighborhood Commercial could easily be supported as to why it fits within what has already been written. She supported Option 2.

Austin Stewart, 437 Hilltop Road, Ames, stated that he is an assistant professor in the Art and Visual Culture Department and Masters of Sustainable Design Program at Iowa State University. He said that some ideas have been discussed regarding the use of the green space in lieu of paved parking. They have considered using it as a potential space for a weekly farmers market; both of the existing markets are on the east side of town. Another option would be to have a neighborhood yard sale a couple times of year. Mr. Stewart indicated that a community garden might work well in the green space. All of these potential uses would have much more value to the neighborhood and community than that of parking spaces.

Mr. Stewart advised that there is a project currently underway. The development of clay sculptures has been implemented through a course at the College of Design, and participants wanted to do a project with that space. He indicated that the project could potentially provide public art pieces that could be used in the green space and used as playground equipment for kids. An outreach grant was obtained through the College to fund the development of these pieces, which are currently being designed and will be fabricated. Mr. Stewart stressed that they want to make this space usable for the community.

April Katz, 4626 Reliable Street, Ames, stated that she resides in the building that would be most impacted by this development. She is also a full professor at ISU in the College of Design, and she is an artist. Ms. Katz was thrilled that they are going to have this cultural center across the street from her and the coffee shop is appealing as well. Ms. Katz indicated that she is strongly in favor of Option 2. A parking lot is not appealing, and there is ample parking on the street at this location.

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

HEARING ON 2016/17 WATER SYSTEM IMPROVEMENTS PROGRAM #1 - WATER SERVICE TRANSFER: Mayor Campbell declared the hearing open. She closed the hearing after no one came forward to speak.

Moved by Orazem, seconded by Corrieri, to adopt RESOLUTION NO. 17-041 approving final plans and specifications and awarding contract to Ames Trenching & Excavating, Inc., of Ames, Iowa, in the amount of \$422,737.00.

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

HEARING ON SOUTH SKUNK RIVER BASIN WATERSHED IMPROVEMENTS (CITY HALL PARKING LOT): Mayor Campbell opened the public hearing. No one came forward to speak, and the hearing was closed.

Moved by Gartin, seconded by Corrieri, to adopt RESOLUTION NO. 17-042 approving final plans and specifications and awarding contract to Manatt's, Inc., of Brooklyn, Iowa, in the amount of \$948,116.35.

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

Moved by Betcher, seconded by Gartin, to adopt RESOLUTION NO. 17-043 approving the reallocation of \$161,400 to this project from savings from the City Hall Roof Improvement Project.

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

HEARING ON WATER POLLUTION CONTROL FACILITY ELECTRICAL SWITCHGEAR REHABILITATION PROJECT: The Mayor declared the hearing open. There being no one wishing to speak, the hearing was closed.

Moved by Gartin, seconded by Betcher, to adopt RESOLUTION NO. 17-044 approving final plans and specifications and awarding contract to Tri-City Electric Company of Iowa of Davenport, Iowa, in the amount of \$30,376.

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

HEARING ON 2016/17 CDBG PUBLIC FACILITIES IMPROVEMENT PROGRAM (MAINSTREAM LIVING PARKING LOT): The public hearing was opened by Mayor Campbell. No one came forward to speak, and the hearing was closed.

Moved by Gartin, seconded by Betcher, to adopt RESOLUTION NO. 17-045 approving final plans and specifications and awarding contract to Con-Struct, Inc., of Ames, Iowa, in the amount of \$84,763.90.

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

HEARING ON CYRIDE 2016 SECURITY ENTRY SYSTEM, PHASE 1: Mayor Campbell opened the hearing. There being no one wishing to speak, the hearing was closed.

Moved by Gartin, seconded by Corrieri, to adopt RESOLUTION NO. 17-035 approving final plans and specifications and awarding contract to Electronic Engineering Company of Des Moines, Iowa, in the amount of \$58,300.

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

COUNCIL COMMENTS: Moved by Gartin, seconded by Betcher, to request that staff provide a memo to Council regarding U-Haul's request for a text amendment.

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

In reference to a letter received from Luke Jensen regarding downtown redevelopment, Council Member Corrieri stated that there are issues the Council should be considering prior to addressing the vision of redevelopment.

Moved by Corrieri, seconded by Orazem, to receive recommendations and points to consider (e.g., parking ratios, stormwater management) from City staff related to the redevelopment of downtown Ames.

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

Moved by Betcher, seconded by Beatty-Hansen, to request that the City Manager provide a memo to Council listing projects that will be recommended in the 2016/17 Adjusted Budget being paid from the General Fund's available balance.

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

ADJOURNMENT: Moved by Betcher to adjourn the meeting at 7:21 p.m.

Diane R. Voss, City Clerk

Ann H. Campbell, Mayor

Jill L. Ripperger Recording Secretary

MINUTES OF THE AMES CIVIL SERVICE COMMISSION

AMES, IOWA

JANUARY 26, 2017

The Ames Civil Service Commission convened in regular session at 8:15 a.m. on January 26, 2017, 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, Pike, and Ricketts were brought into the meeting telephonically. Assistant City Manager Bob Kindred attended the meeting.

APPROVAL OF MINUTES: Moved by Pike, seconded by Ricketts, to approve the minutes of the December 15, 2016, Civil Service Commission meeting as written.

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

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

Environmental Instrument & Control Technician:	Timothy Giffen	74
Human Resources Analyst:	Linda Munden	81
	Samantha Perry	81
	Dawn Shedarowich	75

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

CERTIFICATION OF PROMOTIONAL-LEVEL APPLICANTS: Moved by Pike, seconded by Ricketts, to certify the following individuals to the Ames City Council as promotional-level applicants:

Streets Maintenance Lead Worker:	Erick Hill	81
	Scott Lundquist	78
	Russ Dickerson	76
	Zach Landhuis	74
	Bill Latham	72
	John Anderson	72

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

REQUEST TO ABOLISH RECREATION COORDINATOR ENTRY-LEVEL CERTIFIED LIST: Assistant City Manager Bob Kindred explained that there are two candidates on an existing certified list for the Recreation Coordinator position. One person has been hired for the position, and, recently, a second opening in this classification occurred. Human Resources staff contacted the remaining candidate and asked him to communicate with Parks and Recreation Director Keith Abraham about his interest in the position. The candidate never made contact with Mr. Abraham, leaving staff to believe he has no interest. Staff is requesting that the Commission abolish the existing certified list so that a new entry-level list may be created.

Moved by Crum, seconded by Ricketts, to grant the request to abolish the Recreation Coordinator entry-level certified list.

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

COMMENTS: Mr. Kindred advised that the Human Resources Department has not been fully staffed for about two years, therefore, he has been delegated to serve as the staff liaison to the Civil Service Commission during the interim. He did note that strides are being made to fill vacancies. An HR Analyst was hired this week, and it is expected that a new Human Resources Officer will be hired next week.

The next regularly scheduled Civil Service Commission meeting was set for February 23, 2017, at 8:15 a.m.

ADJOURNMENT: The meeting adjourned at 8:19 a.m.

Michael R. Crum, Chair

Jill Ripperger, Recording Secretary



REPORT OF CONTRACT CHANGE ORDERS

Period:	<input type="checkbox"/>	1 st – 15 th
	<input checked="" type="checkbox"/>	16 th – End of Month
Month & Year:	January 2017	
For City Council Date:	February 14, 2017	

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)
Water & Pollution Control	Well Rehabilitation Project	2	\$75,923.00	Northway Corporation	\$2,430.00	\$5,159.00	J. Dunn	MA
			\$		\$	\$		
			\$		\$	\$		
			\$		\$	\$		
			\$		\$	\$		
			\$		\$	\$		

*Caring People
Quality Programs
Exceptional Service*

6a-n

TO: Mayor Ann Campbell and Ames City Council Members

FROM: Lieutenant Dan Walter – Ames Police Department

DATE: February 6th, 2017

SUBJECT: Beer Permits & Liquor License Renewal Reference City Council Agenda
February 14th, 2017

The Council agenda for February 14th, 2017, includes beer permits and liquor license renewals for:

- Class C Liquor & Outdoor Service - LC0039938 - Cy's Roost, 121 Welch Avenue
- Class C Liquor & Outdoor Service - LC0037356 - Mickey's Irish Pub, 109 Welch Avenue
- Class E Liquor, C Beer, & B Wine - LE0001533 - Fareway Stores, Inc. #386, 619 Burnett Avenue
- Class E Liquor, C Beer, & B Wine - LE0001534 - Fareway Stores, Inc. #093, 3619 Stange Road
- Class C Liquor & Outdoor Service - LC0037495 - El Azteca, 2727 Stange Road
- Class B Liquor - LB0001961 - Holiday Inn Ames, 2609 University Blvd.
- Class C Beer & B Wine - BC0023731 - Gateway Expresse, 2400 University Blvd.
- Class C Liquor - LC0040645 - Taking It Easy Lounge, 129 Lincoln Way
- Class C Liquor - LC0040644 - Ge'Angelo's, 823 Wheeler St., Suite #9
- Class C Liquor & Outdoor Service - LC0042338 - The District, 2518 Lincoln Way
- Class E Liquor, C Beer, & B Wine - LE0001429 - Wal-Mart Supercenter #4256, 534 S. Duff Avenue
- Class C Liquor & Outdoor Service - LC0038199 - Buffalo Wild Wings, 400 S. Duff Avenue
- Special Class C Liquor & Outdoor Service - BW0092318 - Stomping Grounds, 303 Welch Avenue
- Class C Beer & B Native Wine - BC0029684 - Casey's General Store #2905, 3612 Stange Road

A routine check of police records for the past twelve months found no liquor law violations for the above listed business. The police department recommends renewal of licenses for the above business.

Cynthia Moehring

First Name: Cynthia **Last Name:** Moehring
City: Bentonville **State:** Arkansas **Zip:** 72712
Position: Sr. VP & Chief Compliance
% of Ownership: 0.00% **U.S. Citizen:** Yes

Steven Zielske

First Name: Steven **Last Name:** Zielske
City: Rogers **State:** Arkansas **Zip:** 72758
Position: Assistant Treasurer
% of Ownership: 0.00% **U.S. Citizen:** Yes

Insurance Company Information

Insurance Company: <u>Fidelity & Deposit Company of Maryland</u>	
Policy Effective Date:	Policy Expiration
Bond Effective	Dram Cancel Date:
Outdoor Service Effective	Outdoor Service Expiration
Temp Transfer Effective	Temp Transfer Expiration Date:

Applicant License Application ()

Name of Applicant: <u>On The Rise ISU, LLC</u>		
Name of Business (DBA): <u>Blaze Pizza</u>		
Address of Premises: <u>2320 Lincoln Way</u>		
City <u>Ames</u>	County: <u>Iowa</u>	Zip: <u>50014</u>
Business <u>(843) 849-1877</u>		
Mailing <u>1127 Queensborough Blvd</u>		
City <u>Mount Pleasant</u>	State <u>SC</u>	Zip: <u>29464</u>

Contact Person

Name <u>Brea Worley</u>
Phone: <u>(843) 849-1877</u> Email <u>bworley@otrba.com</u>

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

Term: 12 months

Effective Date: 03/01/2017

Expiration Date: 01/01/1900

Privileges:

- Outdoor Service
- Special Class C Liquor License (BW) (Beer/Wine)
- Sunday Sales

Status of Business

BusinessType: <u>Limited Liability Company</u>
Corporate ID Number: <u>531997</u> Federal Employer ID <u>81-4193147</u>

Ownership

On The Rise, LLC

First Name: On The Rise, **Last Name:** LLC
City: Mount Pleasant **State:** South Carolina **Zip:** 29464
Position: Owner
% of Ownership: 100.00% **U.S. Citizen:** **Yes**

Kevin Allardice

First Name: Kevin **Last Name:** Allardice
City: Mount Pleasant **State:** South Carolina **Zip:** 29464
Position: Managing Member
% of Ownership: 0.00% **U.S. Citizen:** **Yes**

Andrew Robertson

First Name: Andrew **Last Name:** Robertson
City: St. Charles **State:** Illinois **Zip:** 60175

Position: Managing Member

% of Ownership: 0.00%

U.S. Citizen: Yes

Insurance Company Information

Insurance Company: <u>Depositors Insurance Company</u>	
Policy Effective Date: <u>03/01/2017</u>	Policy Expiration <u>03/01/2018</u>
Bond Effective	Dram Cancel Date:
Outdoor Service Effective	Outdoor Service Expiration
Temp Transfer Effective	Temp Transfer Expiration Date:

Applicant License Application (LB0001328)

Name of Applicant: <u>Ackerman Investment Company</u>		
Name of Business (DBA): <u>Quality Inn & Suites, Starlite Village Conference</u>		
Address of Premises: <u>2601 E. 13th St.</u>		
City <u>Ames</u>	County: <u>Story</u>	Zip: <u>5001000</u>
Business <u>(515) 232-9260</u>		
Mailing <u>P.O. Box 1297</u>		
City <u>Fort Dodge</u>	State <u>IA</u>	Zip: <u>50501</u>

Contact Person

Name <u>Greg Bocken</u>	
Phone: <u>(515) 576-8181</u>	Email <u>gregstar@frontiernet.net</u>

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

Term: 12 months

Effective Date: 01/24/2018

Expiration Date:

Privileges:

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

Status of Business

BusinessType: <u>Privately Held Corporation</u>	
Corporate ID Number: <u>1193</u>	Federal Employer ID <u>42-0721426</u>

Ownership

Kathy Bocken

First Name: Kathy **Last Name:** Bocken
City: Fort Dodge **State:** Iowa **Zip:** 50501
Position: Secretary
% of Ownership: 29.00% **U.S. Citizen:** Yes

Greg Bocken

First Name: Greg **Last Name:** Bocken
City: Fort Dodge **State:** Iowa **Zip:** 50501
Position: Vice President
% of Ownership: 21.00% **U.S. Citizen:** Yes

Brian Bocken

First Name: Brian **Last Name:** Bocken
City: West Des Moines **State:** Iowa **Zip:** 50265
Position: Director
% of Ownership: 21.00% **U.S. Citizen:** Yes

James Bocken

First Name: James **Last Name:** Bocken
City: Fort Dodge **State:** Iowa **Zip:** 50501
Position: President
% of Ownership: 29.00% **U.S. Citizen:** Yes

Insurance Company Information

Insurance Company: <u>General Casualty</u>	
Policy Effective Date: <u>01/24/2017</u>	Policy Expiration <u>01/24/2018</u>
Bond Effective	Dram Cancel Date:
Outdoor Service Effective	Outdoor Service Expiration
Temp Transfer Effective	Temp Transfer Expiration Date:

Name of Applicant: <u>Kwik Trip, Inc.</u>		
Name of Business (DBA): <u>Tobacco Outlet Plus #530</u>		
Address of Premises: <u>204 S Duff Ave</u>		
City <u>Ames</u>	County: <u>Story</u>	Zip: <u>5001000</u>
Business <u>(608) 781-8988</u>		
Mailing <u>1626 Oak St</u>		
City <u>La Crosse</u>	State <u>WI</u>	Zip: <u>54603</u>

Contact Person

Name <u>Deanna Hafner</u>	
Phone: <u>(608) 793-6262</u>	Email <u>dhafner@kwiktrip.com</u>

Classification Class C Beer Permit (BC)

Term: 12 months

Effective Date: 06/02/2017

Expiration Date:

Privileges:

Class C Beer Permit (BC)

Status of Business

BusinessType: <u>Privately Held Corporation</u>	
Corporate ID Number: <u>106706</u>	Federal Employer ID <u>39-1036365</u>

Ownership

Donald Zietlow

First Name: Donald **Last Name:** Zietlow
City: **State:** Wisconsin **Zip:** 54650
Position: President
% of Ownership: 100.00% **U.S. Citizen:** Yes

Mark Zietlow

First Name: Mark **Last Name:** Zietlow
City: Rochester **State:** Minnesota **Zip:** 55902
Position: Asst. Secretary
% of Ownership: 0.00% **U.S. Citizen:** Yes

Insurance Company Information

Insurance Company: <u>First Western Insurance</u>	
Policy Effective Date:	Policy Expiration

Bond Effective

Dram Cancel Date:

Outdoor Service Effective

Outdoor Service Expiration

Temp Transfer Effective

Temp Transfer Expiration Date:

COUNCIL ACTION FORM

SUBJECT: 2016 RESOURCE RECOVERY ANNUAL REPORT

BACKGROUND:

A calendar year report is prepared annually for the Resource Recovery System. Based on this annual report, and in accordance with existing contracts, billings are prepared for the participating communities and Iowa State University.

The 2016 Resource Recovery Annual Report shows that 52,210 tons of Municipal Solid Waste (MSW) was generated within the system during 2016, with 3758 tons received from Iowa State University. Approximately 43,257 of the total tons received at the plant were processed to create 24,135 tons of Refuse Derived Fuel (RDF). Also, 1947 tons of metal and 159 tons of glass were recovered for recycling. Over 12 tons of Household Hazardous Material was diverted from the landfill.

Revenues from all sources totaled \$3,818,109 and total expenses were \$4,086,378. This resulted in net reduction of \$268,269 to the Resource Recovery fund balance for 2016. This reduction in the fund balance was impacted by the transition from coal to natural gas and other major capital improvements made at the Power Plant, necessitating that MSW be taken directly to Boone County landfill while those improvements were being made.

The revenues from recovered metals have dropped dramatically over the past several years, primarily due to a reduction in the overall demand for scrap metal worldwide. The ferrous metals recycling market is still in flux, reflecting low pricing globally in 2016 and projected for 2017. This has led to a loss in revenue of nearly \$200,000 per year, as compared to the 2014/15 budget. **Due to this reduction in revenue, the tipping fee will be increased from \$52.75 to \$55.00 beginning in FY 2017/18.** Tipping fees for municipal solid waste have been \$52.75/ton since 2002, while the statewide average for tipping fees has increased over \$17.00/ton over this same period of time. **The car line rates will be \$10 for cars/passenger vans and \$25 for pickups/trailers.**

From 2004 to 2010, the per capita fee was \$10.50, and prior to that it was \$11.75. In 2011, the tipping fee was lowered from \$10.50 to \$9.10. **Beginning in calendar year 2018, the per capita fee will return to \$10.50.** As this payment is made in arrears, the fee will not be billed until May 2019 and November 2019 (the per capita charges are

based on the certified 2010 census). **Billings in 2017 and 2018 will still be based on a per capita of \$9.10.**

ALTERNATIVES:

1. Accept the attached 2016 Resource Recovery Annual Report as presented, and authorize staff to distribute the report and to bill the participating communities and Iowa State University.
2. Request further information from staff.

MANAGER'S RECOMMENDED ACTION:

Council acceptance of this report will allow staff to bill our participating partners for their respective portions of the Resource Recovery System's 2016 costs.

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

ARNOLD O. CHANTLAND RESOURCE RECOVERY SYSTEM 2016 Annual Report



Table of Contents

Letter from the Director.....	i
Service Objectives & Highlights.....	ii
Annual Billing.....	1
Materials, Revenues & Expenses.....	2
Population-Percentages-Charges.....	3
Resource Recovery Plant Volumes.....	4
Resource Recovery System Fee Schedule.....	5

Thank you to our partners in sustainability!

- Nevada
- Story City
- Huxley
- Slater
- Roland
- Gilbert
- Maxwell
- Cambridge
- Zearing
- McCallsburg
- Kelley
- Story County
- Iowa State University



February 15, 2017

Dear Resource Recovery System Members:

A calendar year report is prepared annually for the Resource Recovery System. We are truly grateful to the member agencies for our long standing partnership and their **continuing commitment to sustainability!** Our continuing partners are **Nevada, Story City, Huxley, Slater, Roland, Gilbert, Maxwell, Cambridge, Zearing, McCallsburg, Kelley, Story County, and Iowa State University.**

The Resource Recovery System continues to be one of the most successful methods of landfill diversion in the state of Iowa. The 2016 Resource Recovery Annual Report shows that 52,210 tons of Municipal Solid Waste (MSW) was generated within the system during 2016. Approximately 43,257 of the total tons received at the plant were processed to create 24,135 tons of Refuse Derived Fuel (RDF). Also, 1947 tons of metal and 159 tons of glass were recovered for recycling. Over 12 tons of Household Hazardous Material was diverted from the landfill.

Revenues from all sources totaled \$3,818,109 and total expenses were \$4,086,378. This resulted in net reduction of \$268,269 to the Resource Recovery fund balance for 2016. This reduction is the result of the transition from coal to natural gas and other major capital improvements made at the Power Plant during 2015, necessitating that MSW be taken directly to Boone County landfill during those improvements.

Also, the revenues from recovered metals have dropped dramatically over the past several years, primarily due to a reduction in the overall demand for scrap metal worldwide. The ferrous metals recycling market is still in flux, reflecting low pricing globally in 2016 and projected for 2017. This has led to a loss in revenue of nearly \$200,000 per year, as compared to the 2014/15 budget. **Due to this reduction in revenue, the tipping fee will be increased from \$52.75 to \$55.00 beginning in FY 2017/18.** Tipping fees for municipal solid waste have been \$52.75/ton since 2002, while the statewide average for tipping fees has increased over \$17.00/ton during this same period of time. **The car line rates will be \$10 for cars/passenger vans and \$25 for pickups/trailers.**

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If you or any of your constituents have questions about this annual report or any of the activities of the Resource Recovery System, please do not hesitate to contact me or Bill Schmitt (515-239-5137).

Sincerely,

A handwritten signature in blue ink that reads 'John C. Joiner'.

John C. Joiner, P.E.
Public Works Director
(515) 239-5160 *main*
(515) 239-5404 *fax*

RESOURCE RECOVERY

The City of Ames and surrounding communities are served by the Arnold O. Chantland Resource Recovery Center. Communities sharing in this endeavor are **Cambridge, Gilbert, Huxley, Kelley, Maxwell, McCallsburg, Nevada, Roland, Slater, Story City, Zearing, and unincorporated Story County.**

Costs to these communities are figured on a per capita basis using 2010 census figures. Operations include separating combustible material and processing it into refuse-derived fuel (RDF). The RDF is sold as a supplemental fuel to the Electric Utility. Ferrous and non-ferrous metals are also separated and sold on the scrap market for recycling. The remaining material has been contract-hauled to the Boone County Landfill since July 1992 (the City of Ames closed its landfill on June 20, 1992). Plant maintenance is generally conducted during an annual two-week downtime to perform major repairs in addition to the daily routine maintenance and repairs. Yard waste activities involve the source separation and contracted composting/land application of “yard waste” (leaves, grass, tree limbs, etc.). In 2006, glass recycling was added to the recycling options provided by the plant. Household hazardous materials (HHM) collection began in 1998 with local events, and has progressed to Wednesday afternoon appointments for residents to dispose of their waste. Tires are accepted for a fee and recycled through a national tire recycling company. Compact fluorescent and incandescent light bulbs are accepted at no charge for recycling. A new bin has been placed on the tipping floor for used American flag collection, as well as a locked container specifically for sharps (needles, lancets, etc.) collection. Waste oil and batteries are also accepted for recycling.

Service Objectives:

Provide a responsible, sustainable, local solution for solid waste disposal in support of City Council’s goal to expand sustainability efforts

- Continue to accept any fluorescent or incandescent light bulbs for proper disposal
- Continue researching possible bio-energy connections with the Power Plant
- Maintain the Household Hazardous Materials (HHM) program, including sharps drop-off
- Provide used American flag collection for proper disposal
- Provide refuse derived fuel to the Power Plant as an alternative fuel source to natural gas
- Continue to provide proper recycling for waste oil, batteries, fluorescent bulbs, and tires
- Maintain positive relationships with member agencies
- Provide yard waste disposal for Story County residents
- Continue to expand glass recycling
- Maintain the closed landfill
- Continue community connections through school science fairs, service club presentations, and facility tours
- Maximize recycle/re-use of municipal solid waste

	2015/16 Actual	2016/17 Adopted	2016/17 Adjusted	2017/18 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	1,311,347	1,460,213	1,408,533	1,484,740	1.7%
Contractual	1,810,708	2,109,761	2,082,470	2,143,609	1.6%
Commodities	273,650	345,655	362,155	362,637	4.9%
Capital	32,317	-	-	-	
Other	-	-	-	-	
	3,428,022	3,915,629	3,853,158	3,990,986	1.9%
<i>Plus: Expenditures allocated from another program/activity:</i>					
Public Works Administration	86,035	120,126	110,656	124,070	3.3%
Total Expenditures	3,514,057	4,035,755	3,963,814	4,115,056	2.0%
Funding Sources:					
Resource Recovery Fund	3,514,057	4,035,755	3,963,814	4,115,056	2.0%
Total Funding Sources	3,514,057	4,035,755	3,963,814	4,115,056	2.0%
Personnel - Authorized FTE	15.00	15.00	15.00	15.00	

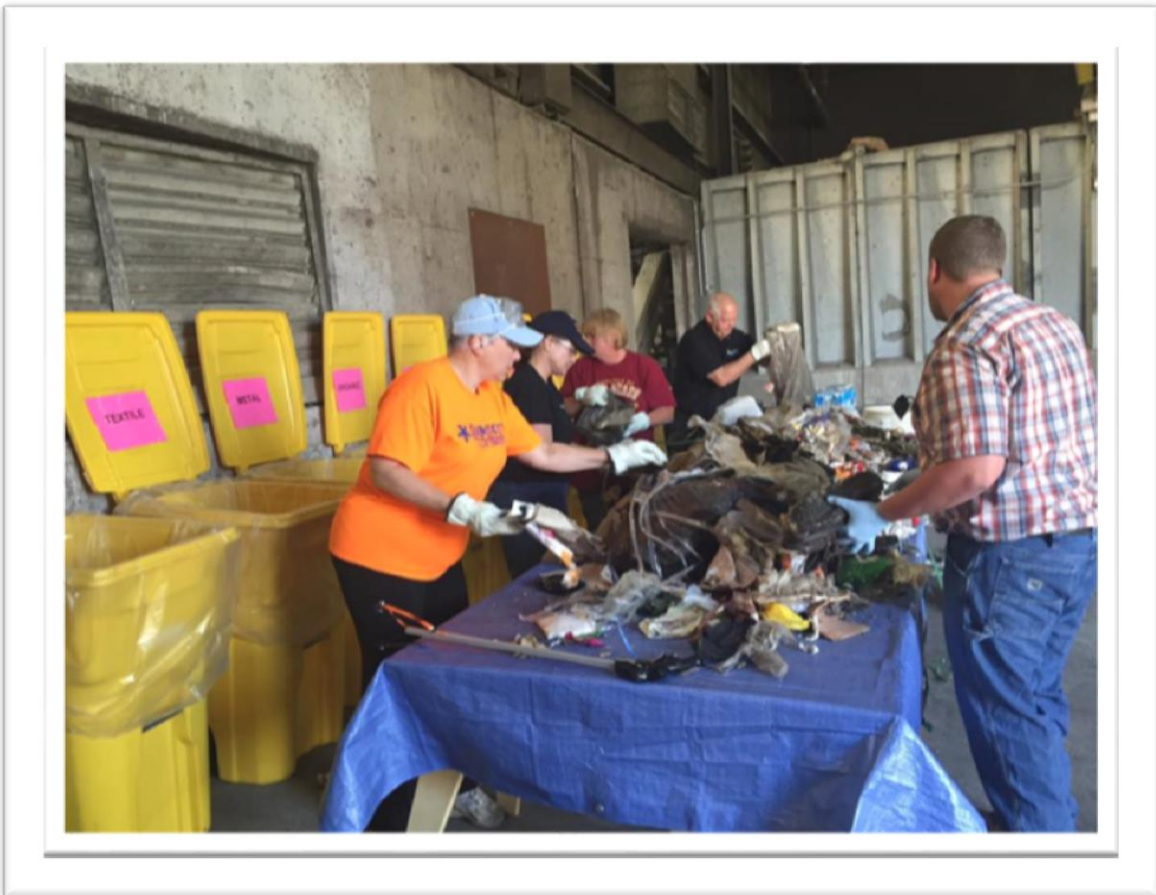
RESOURCE RECOVERY

Highlights:

The revenues that have been received for recovered metals have dropped dramatically over the past several years, primarily due to a reduction in the overall demand for scrap metal worldwide. The ferrous metals recycling market is still in flux, reflecting low pricing globally in 2016 and projected for 2017. This has led to a loss in revenue of nearly \$200,000 per year, as compared to the 2014/15 budget. Due to this reduction in revenue, a change to the tipping fee is requested in FY 2017/18. Tipping fees for municipal solid waste have been \$52.75/ton since 2002. Since 2004, the statewide average for tipping fees has increased by \$17.00/ton. A new tipping fee rate of \$55.00 is proposed in FY 2017/18.

The county produced 3,410 tons less material (7%) in FY 2015/16 than the previous year, an indication that residents are recycling and producing less waste. However, as a direct result of the power plant's conversion to natural gas, 10,422 tons were sent directly to the Boone County Landfill for disposal due to power plant downtime during the conversion. The drop in tonnage processed resulted in decreased revenues, not only from commercial customers, but also loss in sales of metal and RDF.

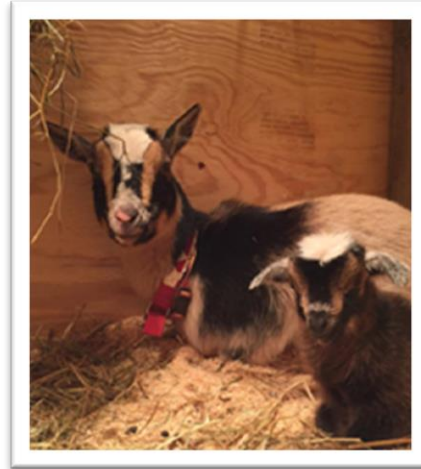
Resource Recovery secured a Solid Waste Alternatives Program (SWAP) grant from the Department of Natural Resources for "Waste Diversion and Public Opinion Study". A waste sort was performed in June 2016, and a consultant will be contracted in early 2017 to help develop and implement a two-part study, leading to enhanced waste diversion, increased efficiency of the Resource Recovery System, and increased awareness and understanding of citizen value and interest in additional waste management related services.



RESOURCE RECOVERY

Highlights, continued:

The John Deere Hybrid loader was put in service September 2015, with the expectation of reduced carbon footprint and improved tire usage. Service records on this equipment show a reduction in fuel usage of over 3,000 hours, while increasing horsepower by 23%. Tire wear has been more even and reduced the frequency of needed tire rotation, saving 20 man hours per year.



Refuse Derived Fuel (RDF) is being sold to the Power Plant based on the equivalent value of coal. With the conversion of the City of Ames Power Plant to natural gas being completed in 2016, staff is evaluating new methods of charging for the RDF which are reflective of the new system.

After Halloween, Resource Recovery partnered with a local farmer for the disposal of an estimated 100,000 pumpkins to remove the undesirable material from the waste stream. This was a successful and cost saving partnership.

Measures were taken to improve RDF quality and Btu value. Undesirable loads from grocery stores (high in moisture and organics) are now diverted directly to the Boone County Landfill to prevent contamination of waste material with liquids, rendering much of it unusable. The result is actually less material to the landfill as a whole, and the RDF for the power plant is of better quality and higher Btu value.

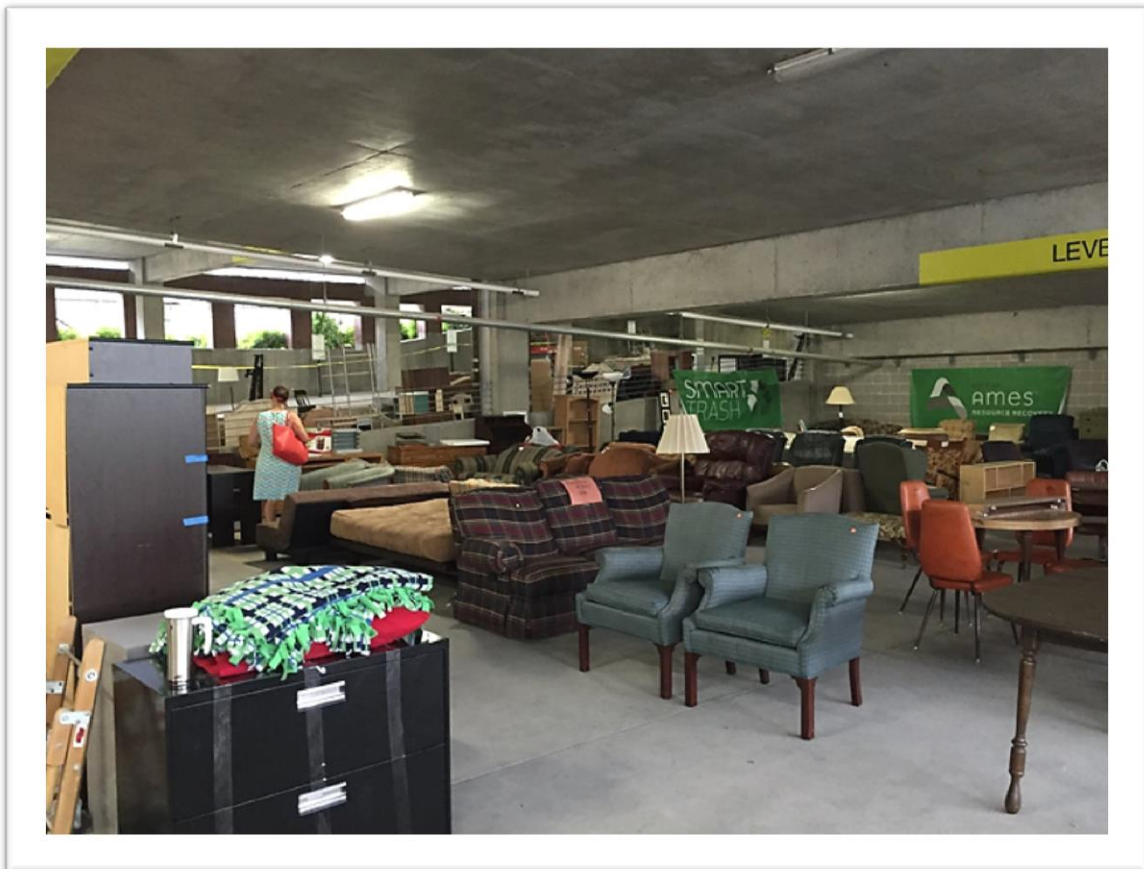
The replacement of the control room, break room, locker room, and office area HVAC system was completed in May. This new system replaced all components, some of which were original to the building in 1975.

RESOURCE RECOVERY

Highlights, continued:

The City of Ames, in partnership with the ISU Office of Sustainability, hosted “Rummage RAMPage,” a new event planned to keep reusable items out of the landfill during move out and lease changeovers. Students and community members are often faced with the dilemma of moving residences and discarding personal property; usable items are thrown in the trash or randomly discarded through dumping, and items end up abandoned, damaged, or deposited in the landfill. Rummage RAMPage was held at the Ames Intermodal Facility parking ramp, promoting sustainability in our community. Volunteers assisted with the collection of donations of still-usable items, and helped run the rummage sale in the parking ramp. Proceeds from the sale (about \$5,000) were divided among the non-profit volunteer groups that assisted. Items were offered for sale, “priced to move,” at \$1, \$5, \$10, and \$20. About 44,645 pounds of material (furniture and other household goods) were diverted from landfilling, and only 310 pounds were not able to be reused or recycled.

**RUMMAGE
RAMPAGE
2016** **RUMMAGE
RAMPAGE
2016** **RUMMAGE
RAMPAGE
2016**



RESOURCE RECOVERY

Highlights, continued:

The first floor break room and storage area were remodeled by staff. New flooring was installed, providing a cleaner, updated look. The new break area is large enough to enable training sessions/tours to be held on the first floor if desired. A new sign was put in place, tying this facility with the rest of the City's properties. New LED lighting was also installed over the sign on the south wall. These changes make RRP more visible!

Service Accomplishments:	2014/15 Actual	2015/16 Actual	2016/17 Adjusted	2017/18 Projected
Tons of refuse available	55,592	52,182	55,000	55,000
Tons of refuse diverted to Boone landfill	5,557	10,422	5,000	5,000
Tons of refuse processed	50,035	41,646	50,000	50,000
Tons of RDF to Electric Utility	28,425	23,483	28,000	28,000
Tons of glass recycled	173	180	180	180
Tons of metal recycled	2,270	1,182	2,300	2,300
Pounds of HHM* collected	21,235	24,132	25,000	25,000
ISU tons into plant	4,065	3,809	3,750	3,750
Average # of vehicles/free yard waste day	1,168	484	897	1,000
Efficiency and Effectiveness:				
% of available materials processed	90%	80%	85%	85%
Tons processed/operation hour	22.00	22.80	22.00	22.00
Processing costs/processed tons (including ISU)	\$72.52	\$78.92	\$74.44	\$77.78
Reject disposal rate/ton (Boone County)	\$45.50	\$46.50	\$47.50	\$47.50
% of processed materials that are sent to the landfill as rejects	35%	38%	35%	35%
Reject transportation rate/ton	\$14.19	\$13.30	\$15.00	\$17.00
Average cost/user free yard waste day	\$4.11	\$5.36	\$4.76	\$5.43

CITY OF AMES, IOWA
RESOURCE RECOVERY SYSTEM
ANNUAL BILLING

Participating Communities
Calendar Year 2016

REVENUES:

Per Capita	717,216.50
Refuse Derived Fuel-Electric	681,049.00
Sale of Metals	67,587.54
Public Fees	65,814.48
Regular Customers	2,002,888.95
Reimbursements and Refunds	3,042.48
Other Governmental Agencies	6,520.30
Out of County Revenue	2,701.16
ScrapTires	4,791.25
I.S.U. Solid Waste Share	237,816.20
Interest Revenue	26,786.81
Sale of Glass	118.05
Damage Claims	1,776.75

\$3,818,109.47

EXPENSES:

Operations	3,923,690.37
Debt Service	162,687.50

4,086,377.87

Net	
Income/Expense	(\$268,268.40)

**MATERIALS, REVENUES & EXPENSES
RESOURCE RECOVERY SYSTEM**

Year	Total	Refuse	% of Total Processed	Metals (Tons)	Glass (Tons)	RDF (Tons)	RDF (% of Processed	Total	Revenue	Expense
	Refuse (Tons)	Processed (Tons)						Diverted %		
1997	45,435	42,644	94%	1,464	0	27,746	65%	68%	\$3,081,928	\$3,163,332
1998	48,643	47,690	98%	1,903	0	31,138	65%	69%	\$3,373,503	\$3,183,602
1999	49,164	46,370	94%	1,654	0	30,434	66%	69%	\$3,161,495	\$3,220,240
2000	48,896	44,397	91%	1,401	0	28,095	63%	66%	\$3,097,282	\$3,313,053
2001	50,093	44,955	90%	1,104	0	30,435	68%	70%	\$3,353,739	\$3,281,503
2002	50,267	48,717	97%	1,258	0	35,147	72%	75%	\$3,731,348	\$3,110,513
2003	51,906	47,136	91%	1,678	0	33,146	70%	74%	\$3,803,639	\$3,527,346
2004	53,788	51,026	95%	2,332	0	34,334	67%	72%	\$4,017,107	\$3,462,794
2005	54,493	53,468	98%	2,250	0	32,621	61%	65%	\$4,285,110	\$3,716,566
*2006	55,500	50,989	92%	2,229	54	30,180	59%	64%	\$4,250,337	\$4,449,985
2007	57,333	52,820	92%	2,102	96	34,182	65%	69%	\$4,392,686	\$4,531,663
2008	57,470	52,716	92%	2,068	115	36,060	68%	73%	\$4,632,493	\$3,725,904
2009	53,395	46,647	87%	1,987	130	31,040	67%	71%	\$3,956,279	\$5,507,045
2010	58,756	57,494	98%	2,347	129	37,865	66%	70%	\$4,937,018	\$4,605,121
2011	55,270	50,611	92%	2,166	150	34,422	68%	73%	\$4,697,573	\$3,729,248
2012	53,106	49,381	93%	2,177	145	32,329	65%	70%	\$4,641,704	\$4,089,447
2013	54,159	44,093	81%	1,873	171	28,262	64%	69%	\$4,062,010	\$4,196,226
2014	55,698	47,494	85%	2,104	173	29,595	62%	67%	\$4,501,455	\$4,555,974
**2015	54,394	47,753	88%	2,201	177	25,194	53%	58%	\$4,205,529	\$4,342,664
2016	52,210	43,257	83%	1,947	159	24,135	56%	61%	\$3,818,109	\$4,086,378
20-YR TOTAL	1,088,460	998,110	92%	39,080	1,499	645,235	65%	70%	\$82,237,416	\$80,426,812

CITY OF AMES, IOWA

**POPULATION – PERCENTAGE – CHARGES
Annual Billing - Calendar 2016
Per Capita - \$9.10**

	<u>POPULATION</u>	<u>PERCENT OF POPULATION</u>	<u>TOTAL</u>
Ames	49,765	63.14%	\$452,861.50
Story County	8,706	11.05%	\$79,224.60
Nevada	6,798	8.63%	\$61,861.80
Story City	3,431	4.35%	\$31,222.10
Huxley	3,317	4.21%	\$30,184.70
Slater	1,489	1.89%	\$13,549.90
Roland	1,284	1.63%	\$11,684.40
Gilbert	1,082	1.37%	\$9,846.20
Maxwell	920	1.17%	\$8,372.00
Cambridge	827	1.05%	\$7,525.70
Zearing	554	0.70%	\$5,041.40
McCallsburg	333	0.42%	\$3,030.30
Kelley	309	0.39%	\$2,811.90
TOTALS	78,815	100.00%	717,216.50

¹ Based on 2010 U.S. Census

² 58,965 minus I.S.U. 9,200

CITY OF AMES, IOWA
RESOURCE RECOVERY PLANT VOLUMES
12/31/2016

CLASS	2016 TRIPS	2016 WEIGHT	PERCENT OF TOTAL WEIGHT
Non-Scale Refuse (Car line)	4,897	1,143	2.3%
Commercial Haulers	8,249	37,472	77.4%
Private Industry/Contractors	516	482	0.6%
City of Ames	39	45	0.1%
Iowa State University	998	3,758	7.4%
Iowa Dept of Transportation	130	55	0.2%
U.S.D.A. Lab	39	87	0.4%
Directly to Boone	1,922	9,168	11.6%
TOTALS	16,790	52,210	100.0%

**CITY OF AMES, IOWA
RESOURCE RECOVERY SYSTEM
FEE SCHEDULE**

YEAR	PER CAPITA	TIPPING FEE	CARLINE (Cars)	CARELINE (Trucks)
2005/06	\$10.50	\$52.75/TON	\$8.00	\$22.00
2006/07	\$10.50	\$52.75/TON	\$8.00	\$22.00
2007/08	\$10.50	\$52.75/TON	\$8.00	\$22.00
2008/09	\$10.50	\$52.75/TON	\$8.00	\$22.00
2009/10	\$10.50	\$52.75/TON	\$8.00	\$22.00
2010/11	\$10.50	\$52.75/TON	\$8.00	\$22.00
2011/12	\$9.10	\$52.75/TON	\$8.00	\$22.00
2012/13	\$9.10	\$52.75/TON	\$8.00	\$22.00
2013/14	\$9.10	\$52.75/TON	\$8.00	\$22.00
2014/15	\$9.10	\$52.75/TON	\$8.00	\$22.00
2015/16	\$9.10	\$52.75/TON	\$8.00	\$22.00
2016/2017	\$9.10	\$52.75/ton	\$8.00	\$22.00

COUNCIL ACTION FORM

SUBJECT: MEMORANDUM OF UNDERSTANDING FOR LAW ENFORCEMENT SERVICES AT THE NATIONAL CENTER FOR ANIMAL HEALTH

BACKGROUND:

The National Center for Animal Health (NCAH) is a major federal research facility on the east edge of the City of Ames. This facility maintains a high degree of internal security with perimeter fencing, access control, and guard staff on duty at all times. The NCAH also receives some security support from other federal agencies.

Nonetheless, law enforcement services are provided primarily by the Ames Police Department. Police services include routine patrol, emergency incident response, criminal reports, investigations, emergency response team support, and other actions as necessary. This commitment is consistent with services provided to other state and local agencies located within the City of Ames.

In order to clarify Ames Police jurisdiction, the general scope of services provided to the facility and staff, and the basic response plan; staff at the NCAH has prepared a memorandum of understanding. The content of this agreement outlines the general services to be provided by the city.

Because the agreement outlines the basic services to be provided to the NCAH and provides for ongoing cooperation between the security staff and the Ames Police Department, the Police Department is requesting permission to renew this basic service agreement.

ALTERNATIVES:

1. Approve renewal of the law enforcement memorandum of understanding with the National Center for Animal Health.
2. Do not approve renewal of the law enforcement memorandum of understanding with the National Center for Animal Health.

MANAGER'S RECOMMENDED ACTION:

The National Center for Animal Health is an important business customer within the city limits. In order to facilitate cooperation between city emergency services and the staff at this federal facility, a memorandum of understanding appears to have value. Consequently, it is the recommendation of the City Manager that the City Council support Alternative #1 and authorize the renewal of the memorandum of understanding with the NCAH for law enforcement services.



**USDA National Centers for Animal Health
1920 Dayton Avenue
Ames, Iowa 50010**

18 January 2017

MEMORANDUM FOR: Ames Police Department
Chief of Police
Ames, Iowa 50010

FROM: USDA National Centers for Animal Health

(NCAH) SUBJECT: Request for Police Assistance

1. Request acknowledgement that Ames Police Department assistance, if needed, will be provided for the National Centers for Animal Health (NCAH) campus. We are located at 1920 Dayton Avenue, east side of Ames. The National Centers for Animal Health (NCAH) campus is on Federal land.
2. We also request irregular visits/drive-by's by local law enforcement during non-duty hours (1630-0700) weekdays (24 hours) weekends.
3. We have 24x7 Security Guards that will make 911 calls as needed. If entrance to campus is required, a Security Guard will meet you outside the campus and escort you on campus to the scene.
4. In guidance of USDA Departmental Manual and due to the criticality of the missions performed at NCAH Campus, any and all sensitive documents provided to Ames Police Department will be considered "Security Sensitive Information" and will not distributed, to the extent allowed by law, to any agency or person outside Ames Police Department without prior consent of NCAH.
5. If you have any question, please contact me at 515-337-6835 or Command Center at 515-337-7138/7139.

Robert A. Steffes
Physical Security Manager
National Centers for Animal Health

ACKNOWLEDGEMENT

TO: National Centers for Animal Health (NCAH)

The Ames Police Department acknowledges your request for law enforcement assistance and, within the limits of available resources and competing priorities, will provide assistance for your installation.

Charles Cychosz
Chief of Police, Ames Police Department

Date

COUNCIL ACTION FORM

SUBJECT: APPOINTMENT OF AN ALTERNATE TO CENTRAL IOWA REGIONAL HOUSING AUTHORITY (CIRHA) BOARD OF COMMISSIONERS

BACKGROUND:

Back in March 2011, the City Council approved a 28-E intergovernmental agreement with Central Iowa Regional Housing Authority (CIRHA) to operate and administer the City's Section 8 Housing Choice Voucher Program within the Ames jurisdiction. As part of the 28-E agreement, the City Council authorized the Mayor to appoint a primary member and an alternate to represent the City on CIRHA's Board of Commissioners.

At the October 22, 2013, City Council meeting, the City Council approved the appointment of the Housing Coordinator as the primary member to represent the City on CIRHA's Board of Commissioners. Because the appointed member represents both Ames and Story County, staff contacted the Story County Board of Supervisors for its interest in appointing an alternate. The Story County Board of Supervisors agreed and appointed Deb Schildroth, Director of Story County Community Services Department as the alternate for the City's consideration. At the April 14, 2014, City Council meeting, the City Council approved the appointment of Deb Schildroth as the alternate to represent the City on the CIRHA's Board of Commissioners.

Staff was recently notified that the Story County Board of Supervisors has approved the appointment of Lauris Olson, as the new alternate for the City's consideration. City Council must approve the proposed change for it to become effective.

ALTERNATIVES:

1. The City Council can approve a resolution appointing Lauris Olson as the alternate Board Member Representative to the CIRHA Board of Commissioners for Ames/Story County and authorize the Mayor to complete the required forms with CIRHA.
2. The City Council does not approve appointing Lauris Olson as the alternate Board Member Representative to the CIRHA Board of Commissioners for Ames/Story County.

MANAGER'S RECOMMENDED ACTION:

This action will continue to provide for two individuals to represent Ames/Story County on the CIRHA Board. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative #1, thereby appointing Lauris Olson, as the alternate Board Member representative to the CIRHA Board of Commissioners for Ames/Story County.

COUNCIL ACTION FORM

SUBJECT: PUBLIC HEARING AND NOTICE OF INTENT TO ISSUE \$8,000,000 ESSENTIAL CORPORATE PURPOSE GENERAL OBLIGATION BONDS, AND ASSOCIATED TAX LEVY FOR DEBT SERVICE

BACKGROUND:

The FY 2017/18 budget includes a number of General Obligation (G.O.) Bond-funded capital improvements. A public hearing is required to authorize issuance of bonds and the levy of property taxes for debt to be issued. **The dollar amounts and corresponding property tax levy for the planned G.O. bond issue are included as part of the FY 2017/18 budget.**

The G.O. Bonds and debt service levy for the FY 2017/18 budget were based on projects listed in the table below. Council authorization will be required at a later date to authorize the sale of the bonds. Bonds are expected to be issued shortly after the start of the new fiscal year.

Please note that in addition to the amount to fund the \$7,521,000 in G.O. Bond-funded capital projects, the not-to-exceed amount for the issuance includes a \$479,000 additional authorization to allow for issuance costs and the option to sell our bonds at a premium over the face value of bonds. This will allow the City to accept the optimum bid with face value of bonds greater than \$7,521,000 needed to accomplish our projects. **In any case, debt will not be issued in an amount where debt service exceeds the property tax levy included in the proposed budget.**

The Capital Improvements Plan's 2017/18 G.O. Bond issue includes the following:

Grand Avenue Extension	4,000,000	
South Duff Improvements	276,000	
Arterial Street Improvements	620,000	
Collector Street Improvements	950,000	
Asphalt Street Improvements	850,000	
Downtown Street Improvements	250,000	
Accessibility Enhancement Program	125,000	
W Lincoln Way Intersection Improvements	450,000	
Subtotal Tax Supported Bonds		\$ 7,521,000
Issuance Cost and Allowance for Premium		479,000
Grand Total – 2016/17 G.O. Issue		\$ 8,000,000

ALTERNATIVES:

1. Adopt a resolution setting March 7, 2017 as the date for a public hearing to authorize the issuance of Essential Corporate Purpose General Obligation Bonds in an amount not to exceed \$8,000,000. After the public hearing and approval of the bond

issuance, a property tax pre-levy resolution to pay principal and interest on the bonds is required.

2. Reject setting March 7, 2017 as the date of public hearing for issuance of Essential Corporate Purpose General Obligation Bonds, reduce the FY 2017/18 property tax levy, and delay the associated capital projects. Rejection of the Essential Corporate Purpose Bonds will prevent the City from completing the bond-funded projects reflected in the CIP.

MANAGER'S RECOMMENDED ACTION:

Prior to the issuance of debt, state law requires that a public hearing be held and that a pre-levy resolution be adopted for bonds not yet issued to be repaid from the property tax levy. This is a required step in order to accomplish the Council's approved capital improvements for the upcoming fiscal year.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby adopting a resolution setting March 7, 2017 as the date for a public hearing to authorize the issuance of Essential Corporate Purpose General Obligation Bonds and in an amount not to exceed \$8,000,000.

COUNCIL ACTION FORM

**SUBJECT: 2016/17 ASPHALT STREET PAVEMENT IMPROVEMENTS
(NORTHWOOD DRIVE, THOMPSON DRIVE, TRAIL RIDGE ROAD,
TRAIL RIDGE CIRCLE, AND IDAHO AVE) & 2016/17 WATER SYSTEM
IMPROVEMENTS PROGRAM #2 – WATER MAIN REPLACEMENT**

BACKGROUND:

The Asphalt Street Pavement Improvements is the annual program for reconstruction and resurfacing (rehabilitation) of asphalt streets, typically located within residential neighborhoods. Streets within residential subdivisions have been installed using full-depth asphalt pavement since mid-1970. Full-depth replacement of these streets has become necessary due to structural pavement failure. Rehabilitation of existing asphalt streets is possible where the base asphalt layer is solid, but the surface course has failed.

The locations for this project include **Northwood Drive** (Duff Avenue to west of Thompson Drive), **Thompson Drive** (Kellogg Avenue to north circle), **Trail Ridge Road**, **Trail Ridge Circle**, and **Idaho Avenue** (Ontario Street to north circle). This pavement work will also be coordinated with water main replacement and service transfers on Northwood Drive, Trail Ridge Road, Trail Ridge Circle, and Westwood Drive. The programs have been combined into one project due to the shared locations of the work.

Staff has completed plans and specifications for this contract with a total estimated construction cost of \$1,844,023 for the base bid. Engineering and construction administration costs are estimated at \$276,603, bringing the **total estimated costs for the base bid to \$2,120,626**. Pavement reconstruction along Thompson Drive from Kellogg Avenue to Northwood Drive is included as an add alternate to the project. This additional work has a total estimated construction cost of \$53,360. The engineering and construction administration costs are estimated at \$8,004, bringing the total estimated costs for this add alternate to \$61,364.

The Asphalt Street Pavement Improvements are shown in the 2016/17 Capital Improvement Plan with \$1,250,000 in G.O. Bond funding. The Water System Improvements are shown in the 2016/17 Capital Improvements Plan with \$1,300,000 in funding from the Water Utility Fund. With the 2016/17 Water System Improvements Program #1 having an estimated project cost of \$485,357, there is \$814,643 left for Program #2. Additional Water System Improvement funds are available from past projects coming in under budget, so an additional \$25,947 will be utilized for this project. Various improvements to the sanitary sewer system will also be made with this project using \$43,125 in available funds from the Sanitary Sewer Rehabilitation Program. This brings the **total funds available to \$2,133,715**.

ALTERNATIVES:

1. Approve the plans and specifications for the 2016/17 Asphalt Street Pavement Improvements and the 2016/17 Water System Improvements Program #2 – Water Main Replacement (Northwood Drive, Thompson Drive, Trail Ridge Road, Trail Ridge Circle, and Idaho Ave) projects and establish March 1, 2017, as the date of letting and March 7, 2017, as the date for report of bids.
2. Do not approve this project.

MANAGER’S RECOMMENDED ACTION:

The combining of these two projects is intended to minimize the inconvenience to area residents by consolidating these projects into one construction season. In addition, this strategy should provide cost savings to the City by minimizing patching costs related to the water main work. By approving these plans and specifications, it will be possible to improve the reliability of the water system and to improve both water quality and street quality for our citizens in this area.

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

COUNCIL ACTION FORM**SUBJECT:** ELECTRIC SERVICES FLEET REPLACEMENTS**BACKGROUND:**

With the conversion of the Power Plant to natural gas, Electric Services' fleet needs have changed. This change is due to the elimination of the responsibility to handle coal and ash by large construction vehicles.

The most significant changes will be evident at the Power Plant. Staff has identified three pieces of equipment to dispose of including: coal loader, coal dozer, and water truck. The coal loader will be replaced by a skid steer while the other two units will not be replaced by any other equipment. All three units will be sold; however, the coal loader will be sold to Resource Recovery and Public Works. **Including the resale proceeds on this equipment, there is now \$707,576 in escrow from these three units available to purchase other needed equipment or be returned to the Electric Fund.**

For new purchases and upgrades, Electric Services is requesting a skid steer to replace the loader, a new all-terrain forklift, a new 45 foot articulating boom lift, an extend a fork pallet jack, an electric pallet jack, and upgrading the replacement of the dump truck to include a plow.

The skid steer in combination with the upgrade to the dump truck will replace the loader activities such as minor dirt work, spreading rock, and plowing snow at the ash pond. The new all-terrain forklift will replace a smaller unit already at the Plant. This unit is used for loading and unloading trucks, placing equipment, lifting equipment for repair in bad terrain areas, and handling bags at the ash pond. The 45 foot articulating boom lift will be a new unit. This will be used inside the Plant on the turbine deck to service the overhead cranes, lights, heaters, electrical, and steam systems. It will also be used outside for repairs on the ash silo, transformers, precipitator, cooling towers, cameras, lights, and a small amount of equipment. The extend a fork pallet jack and electric pallet jack are replacing units currently in the Power Plant that are not part of the fleet and are considered Plant equipment. In other divisions of Electric Services, the only change requiring funding is for the replacement of a cable puller that has insufficient funds. The other changes are updating the costs for two van replacements but these units all have sufficient funding.

The table below shows the capital needed:

Unit	Upgrade/New	Cost
Existing Dump Truck	Upgrade	\$ 20,000
Cable Puller	Upgrade	23,000
All terrain forklift, 55' reach	New	110,000
45' Articulating Boom Lift	New	85,000

Extend-a-fork Pallet jack	New	12,000
Electric Pallet jack	New	7,000
Skid Steer	New	60,000
Total		\$ 317,000

As shown above, the suggested new purchases will cost an additional \$317,000. It is recommended that the \$707,576 in escrow for items taken out of service be used to fund these costs. With the disposal of the coal dozer and loader and the other changes noted above, it is anticipated that the net effect will be to return approximately \$390,000 to the Electric Fund balance.

This approach does not require the capital expense to be placed in Electric Services' Production Division's operating budget, but does increase yearly escrow costs by \$28,068 from FY 2016/17 Adopted to FY 2017/18 Adopted. By contrast, the annual operating and maintenance costs are estimated to decrease by approximately \$34,000 over the same time period.

ALTERNATIVES:

1. Authorize the upgrades and new purchases for Electric Services to be paid with monies previously accumulated in the Fleet Replacement Fund for units being taken out of service.
2. Do not authorize these equipment purchases.

CITY MANAGER'S RECOMMENDED ACTION:

The Power Plant's conversion to natural gas resulted in significant operational changes that led to a need to better align fleet equipment with the Plant's activities. Using accumulated replacement funds from the old equipment means that the operating budget need not be increased. Once the purchases are completed, the remaining balance of depreciation funds totaling approximately \$390,000 will be transferred from the Fleet Replacement Fund back to the Electric Fund balance.

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

COUNCIL ACTION FORM

SUBJECT: BOILER MAINTENANCE SERVICES CONTRACT FOR POWER PLANT

BACKGROUND:

On November 22, 2016, City Council approved preliminary plans and specifications for a Boiler Maintenance Services Contract for Power Plant. This contract consists of a variety of boiler and pressure vessel maintenance, including structural steel and pressure vessel repair. This consists of emergency service, as well as regularly planned repairs and services during scheduled outages.

This contract is to provide boiler maintenance services for the period following final City Council approval of contract and performance bond through June 30, 2017. This will enable this and future renewals to coincide with the City's fiscal year. 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 twenty-seven companies and four plan rooms. The bid was advertised on the Current Bid Opportunities section of the Purchasing webpage and a Legal Notice was published on the websites of a contractor plan room service with statewide circulation and the Iowa League of Cities.

On December 21, 2016, bids were received from six companies as shown on Attachment A: Bid Summary on the attached report. Upon the initial evaluation, staff determined that the bids submitted from The Jamar Company and L & M Ethanol Maintenance Contracting Inc (L & M) were both non-responsive. The Jamar Company's bid was non-responsive because they did not sign their bid which is a mandatory requirement. L & M's bid was non-responsive because they did not submit references with their bid which prevented staff from having the ability to fully evaluate the bid to determine if L & M is capable of performing the required services successfully.

Attachment B shows a cost evaluation based on a sampling of personnel and associated travel/subsistence that the Power Plant requires for successful fulfillment for a typical work scenario performed on this service contract over a five day period.

Staff reviewed the remaining four bids and concluded, based on the time and material rates submitted, that the apparent low bid submitted by TEI Construction Services, Inc., Duncan, SC, in the not-to-exceed amount of \$200,000 is acceptable.

As there are provisions that would allow the City to renew the contract up to four additional one-year terms, staff did consider future year cost increases. Unfortunately, it

was not possible to get an accurate comparison because some of the bidders claimed that future labor rates were subject to future union negotiations. Staff will know the new labor rates prior to renewing the contract each year. If the labor rates seem out of line, staff will not recommend renewal and instead will re-bid for the services.

The approved FY2016/17 Power Plant operating budget for Electric Production includes \$200,000 for this contract. Invoices will be based on contract rates for time and materials for services actually received.

ALTERNATIVES:

1. Award a contract for the FY 2016/17 Boiler Maintenance Services Contract to TEI Construction Services, Inc., Duncan, SC, for hourly rates and unit prices bid, in an amount not-to-exceed \$200,000.

The 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. Award a contract for the FY 2016/17 Boiler Maintenance Services Contract to one of the other qualified bidders.
3. Reject all bids and direct staff to continue to utilize the Power Plant Maintenance Services Contract to meet the Power Plant's boiler maintenance needs.

MANAGER'S RECOMMENDED ACTION:

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

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



2017-073 BOILER MAINTENANCE SERVICES BID SUMMARY

LABOR:		TEI Construction Services, Inc. Duncan, SC			Capital City Boiler & Machine Works, Inc. Des Moines, IA			Pilibrico Company, LLC, Omaha, NE			PIC Group, Inc. Atlanta, GA			The Jamar Company Green Bay, WI			L & M Ethanol Maintenance Contracting Inc. Fort Dodge, IA		
BOILERMAKER		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)	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)
Day	Journeyman	\$53.39	\$77.77		\$75.00	\$100.00	\$125.00	\$83.48	\$122.10	\$161.08	\$57.00	\$77.41	\$98.72	Non-responsive: Did not sign Bid Form			Non-responsive: Did not submit references with their bid.		
	Foreman	\$57.69	\$84.23		\$85.00	\$110.00	\$135.00	\$87.68	\$128.25	\$169.18	\$58.78	\$79.68	\$101.80						
	General Foreman	\$71.22	\$102.06		\$85.00	\$110.00	\$135.00	\$90.48	\$132.35	\$174.58	\$63.54	\$89.30	\$109.84						
	Superintendent	\$84.13	\$121.42		\$85.00	\$110.00	\$135.00	\$97.48	\$142.60	\$188.08	\$73.42	\$101.27	\$126.04						
	Journeyman	\$53.39	\$77.77		\$80.00	\$105.00	\$130.00	\$84.20	\$122.86	\$161.84	\$57.00	\$77.41	\$98.72						
Night	Foreman	\$57.69	\$84.23		\$90.00	\$115.00	\$140.00	\$88.43	\$129.04	\$169.97	\$58.78	\$79.68	\$101.80						
	General Foreman	\$71.22	\$102.06		\$90.00	\$115.00	\$140.00	\$91.25	\$133.16	\$175.39	\$63.54	\$89.30	\$109.84						
	Superintendent	\$84.13	\$121.42		\$90.00	\$115.00	\$140.00	\$98.30	\$143.46	\$188.94	\$73.42	\$101.27	\$126.04						
	Journeyman	\$53.39	\$77.77		\$70.00	\$95.00	\$120.00	\$42.61	\$56.95	\$71.28	\$31.04	\$43.61	\$55.99						
	Foreman	\$57.69	\$84.23		\$70.00	\$95.00	\$120.00	\$44.06	\$59.05	\$74.04	\$44.53	\$60.36	\$77.12						
LABORER	General Foreman				\$70.00	\$100.00	\$130.00	\$46.23	\$62.21	\$78.18	\$45.15	\$61.72	\$78.77						
	Superintendent				\$70.00	\$100.00	\$130.00			\$73.42	\$101.27	\$126.04							
	Journeyman	\$34.74	\$49.80		\$70.00	\$95.00	\$115.00	\$42.61	\$56.95	\$71.28	\$31.04	\$43.61	\$55.99						
	Foreman				\$75.00	\$100.00	\$130.00	\$44.06	\$59.05	\$74.04	\$44.53	\$60.36	\$77.12						
	General Foreman				\$85.00	\$110.00	\$135.00	\$46.23	\$62.21	\$78.18	\$45.15	\$61.72	\$78.77						
Night	Superintendent				\$85.00	\$110.00	\$135.00			\$73.42	\$101.27	\$126.04							
	Journeyman	\$34.74	\$49.80		\$70.00	\$95.00	\$115.00	\$42.61	\$56.95	\$71.28	\$31.04	\$43.61	\$55.99						
	Foreman				\$75.00	\$100.00	\$130.00	\$44.06	\$59.05	\$74.04	\$44.53	\$60.36	\$77.12						
	General Foreman				\$85.00	\$110.00	\$135.00	\$46.23	\$62.21	\$78.18	\$45.15	\$61.72	\$78.77						
	Superintendent				\$85.00	\$110.00	\$135.00			\$73.42	\$101.27	\$126.04							
MILLWRIGHT		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)	Hourly Rate (ST)	Hourly Rate (OT)	Hourly Rate (DT)						
Day	Journeyman	\$53.39	\$77.77		\$100.00	\$125.00	\$140.00	\$57.21	\$75.02	\$93.53	\$42.20	\$60.77	\$77.91						
	Foreman	\$57.69	\$84.23		\$115.00	\$130.00	\$145.00	\$58.64	\$77.11	\$96.27	\$53.57	\$77.14	\$98.89						
	General Foreman	\$71.22	\$102.06		\$115.00	\$130.00	\$145.00	\$61.50	\$81.28	\$101.75	\$62.50	\$83.13	\$106.57						
	Superintendent	\$84.13	\$121.42		\$115.00	\$130.00	\$145.00	\$62.93	\$83.36	\$104.49	\$73.42	\$101.27	\$126.04						
	Journeyman	\$53.39	\$77.77		\$105.00	\$130.00	\$145.00	\$57.21	\$75.02	\$93.53	\$42.20	\$60.77	\$77.91						
Night	Foreman	\$57.69	\$84.23		\$120.00	\$135.00	\$150.00	\$58.64	\$77.11	\$96.27	\$53.57	\$77.14	\$98.89						
	General Foreman	\$71.22	\$102.06		\$120.00	\$135.00	\$150.00	\$61.50	\$81.28	\$101.75	\$62.50	\$83.13	\$106.57						
	Superintendent	\$84.13	\$121.42		\$120.00	\$135.00	\$150.00	\$62.93	\$83.36	\$104.49	\$73.42	\$101.27	\$126.04						
	Journeyman	\$53.39	\$77.77		\$75.00	\$100.00	\$125.00	\$69.11	\$88.25	\$127.38	\$57.00	\$77.41	\$98.72						
	Foreman	\$57.69	\$84.23		\$85.00	\$110.00	\$135.00	\$76.58	\$109.16	\$141.74	\$58.78	\$79.68	\$101.80						
STEAMFITTER	General Foreman	\$71.22	\$102.06		\$85.00	\$110.00	\$135.00	\$79.07	\$112.80	\$146.51	\$63.54	\$89.30	\$109.84						
	Superintendent	\$84.13	\$121.42		\$85.00	\$110.00	\$135.00			\$73.42	\$101.27	\$126.04							
	Journeyman	\$53.39	\$77.77		\$80.00	\$105.00	\$130.00	\$93.85	\$134.40	\$174.93	\$57.00	\$77.41	\$98.72						
	Foreman	\$57.69	\$84.23		\$90.00	\$115.00	\$140.00	\$105.21	\$151.00	\$196.77	\$58.78	\$79.68	\$101.80						
	General Foreman	\$71.22	\$102.06		\$90.00	\$115.00	\$140.00	\$108.76	\$156.18	\$203.60	\$63.54	\$89.30	\$109.84						
Superintendent	\$84.13	\$121.42		\$90.00	\$115.00	\$140.00			\$73.42	\$101.27	\$126.04								
TRAVEL & SUBSISTENCE																			
Description		Rate			Rate			Rate			Rate								
Subsistence:																			
Supervisors		\$155.00 per day (Supervisors & GF)			\$80.00 per day			\$125.00 per day			\$130.00 per day								
Craft		\$145.00 per day (all others but laborer does not get any)			\$80.00 per day			\$75.00 per day			\$120.00 per day								
Travel & Mileage																			
Supervisor travel					\$85.00 per hour			Journeyman ST rate			ST rate per hr max 12 hrs								
Supervisor mileage		\$.56 per mile for 1 round trip each job, from home to Ames			\$1.00 per mile			\$.75 per mile			\$.54 per mile								
Craft travel					\$65.00 per hour			Only if applicable at craft journeyman rate			ST rate per hr max 12 hrs								
Craft mileage		\$.56 per mile for 1 round trip each job, from home to Ames (laborers do not receive any)			\$1.00 per mile			Boilermakers do not receive travel or mileage unless hauling tools or equipment. All other crafts, if local (within 50 miles) do not receive travel or mileage.			\$.54 per mile								
Deliveries																			
Travel		Charged at rental rates plus actual gas receipts			\$65.00 per hour			\$42.61 per hour											
Mileage		\$1.50 per mile for 1 round trip per job			\$1.00 per mile			\$1.00 per mile											
MISC.																			
Description		Rate			Rate			Rate			Rate								
Safety supplies & equipment		Cost + 15% (normal PPE covered in labor rates above)			Cost + 30%			Cost + 10%			Cost + 12%								
Miscellaneous materials & consumables		Cost + 15% (small tools and consumables covered in labor rates above)			Cost + 12%			Cost + 10%			Cost + 12%								
Proposed price increases for renewal periods																			
Labor		Listed rates are valid through 12/31/17						Boilermaker Contract 1/1/17			Inflation 1/1/18								
Travel & Subsistence		3% per calendar year starting 1/1/18			5% per year			3% per year			3% per year								
Equipment & Tools		3% per calendar year starting 1/1/18			2% per year			0% per year			NA								

Example Work Scenario for Boiler Maintenance Services:

Description	TEI Construction Services, Inc.	Capital City Boiler & Machine Works,	Pilibrico Company, LLC,	PIC Group, Inc.
Labor:	\$11,586.92	\$16,890	\$17,241.20	\$11,528.22
Subsistence:	\$2,225.00	\$1,600.00	\$1,375.00	\$2,450.00
Travel:	\$0.00	\$372.40	\$444.95	\$2,445.84
Mileage:	\$772.80	\$279.20	\$255.00	\$3,970.08
Total:	\$14,584.72	\$19,141.60	\$19,316.15	\$20,394.14

The scenario was based on 10 hour days starting on a Tuesday and going through Saturday. One foreman, two certified welders, and one laborer.



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MEMO

To: Mayor and Members of the City Council

From: City Clerk's Office

Date: February 10, 2017

Subject: Contract and Bond Approval

There are no Council Action Forms for Item Nos. 18 through 22. Council approval of the contract and bond for these projects is simply fulfilling a *State Code* requirement.

/jr

COUNCIL ACTION FORM

SUBJECT: WATER POLLUTION CONTROL FACILITY TRICKLING FILTER PUMPING STATION PIPE RECOATING PROJECT

BACKGROUND:

On September 27, 2016, Council awarded a contract to TMI Coatings, Inc., of St. Paul, Minnesota, in the amount of \$58,500 for recoating the Water Pollution Control Facility Trickling Filter Pumping Station.

All work under this contract was completed in accordance with the plans and specifications on Wednesday, January 11, 2017. No change orders were issued for the project. A copy of the Engineer's Certification of Completion is attached.

ALTERNATIVES:

1. Approve completion and authorize final payment, in accordance with the contract, to TMI Coatings, Inc., for completion of the Water Pollution Control Facility Trickling Filter Pumping Station Pipe Recoating project.
2. Do not accept completion of the project at this time.

MANAGER'S RECOMMENDED ACTION:

Work for the project has been completed in accordance with plans and specifications. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, as stated above.



Engineer's Statement of Completion

Project: WPC Trickling Filter Pump Station Recoating Project	Date of Contract: September 27, 2016
Owner: Ames Water and Pollution Control Department	Contract No.: 2017-025
Engineer: Ames Water and Pollution Control Department	Contractor: TMI Coatings, Inc.

I hereby state that the **WPC Trickling Filter Pump Station Recoating** project has been satisfactorily completed in general compliance with the terms, specifications, and stipulations of said contract.

The work was completed on January 11, 2017.

I further state that the retainage may be released in accordance with the contract documents.

Date 2/7/17

Kristin M. Evans, Ph.D., P.E.

Environmental Engineer

Water and Pollution Control Department

COUNCIL ACTION FORM

SUBJECT: PLAT OF SURVEY FOR 601 & 603 S. 16TH STREET & 1420 S. GRAND AVENUE

BACKGROUND:

The City's subdivision regulations are found in Chapter 23 of the *Municipal Code*. These regulations include the process for creating or modifying property boundaries and for determining if any improvements are required in conjunction with the platting of property. Review procedures for Plats of Survey are found in Section 23.308.

The area of the Plat of Survey has been the subject of a number of zoning and subdivision requests over the past decade. The site has split zoning of Highway Oriented Commercial (HOC) and Planned Residential Development (PRD) reflecting the continued evaluation of interests for the properties (Attachment A). The City most recently approved a subdivision of the properties in 2014.

The proposed Plat of Survey (POS) is for the purpose of removing land in the Flood Plain, from inside the boundaries of Lot 3, Aspen Ridge 2nd Addition, located at 603 South 16th Street. The POS moves the north boundary of former Lot 3 and Lot 1 to the south by 20 feet. The developer wants to place all of the flood plain onto the new Parcel A (Former Outlot C) that will be a common drive into the subdivision and residential development within the PRD zoning. The remaining land of former Lot 3 would be available for development without any encumbrance of the flood plain. The Flood Plain is currently located within the north 20 feet of Lot 3.

The zoning designation of Parcel A is "F-PRD" (Planned Residence District), except for the 20-foot wide strip of land that extends west to the South Grand Avenue right-of-way. Parcels B and C are both zoned as "HOC" (Highway-Oriented Commercial). Notably, the north boundary that is adjusted as part of the POS is also a cross access easement that was required to ensure there was shared access out to South Grand Avenue from all of these properties in order to manage access along South Grand Avenue. Shared access also exists to South 16th Street.

Parcel A was formerly an outlot in the prior subdivision as it is an undeveloped phase of the approved Aspen Ridge Planned Residential Development. Development of Parcel A will not be possible until the Major Site Development Plan of the PRD is amended to reflect the new boundaries of the parcel and the intended development of the parcel. However, with the new boundaries of Parcel A extending to South Grand Avenue and the split zoning of HOC, the area of the common access easement will be able to be developed on its own prior to amending the PRD for the complete development of Parcel A.

Boundary line adjustments do not trigger additional infrastructure improvements, unless partial infrastructure improvements exist and are required to be extend across a property. **The proposed Parcels meet the requirements of having complete infrastructure along S. 16th Street, and S. Grand Avenue, as outlined in the Subdivision Code and does not trigger further extension of infrastructure.** Existing public access, and public utility easements are in place to serve the new parcels, and no changes are proposed to these easements. No new easements are proposed on parcels included in the Plat of Survey.

Approval will allow the applicant to prepare the official Plat of Survey and submit it to the Planning and Housing Director for review. The Director will sign the Plat of Survey, confirming that it fully conforms to all conditions of approval. The prepared Plat of Survey may then be signed by the surveyor, who will submit it for recording in the office of the Story County Recorder.

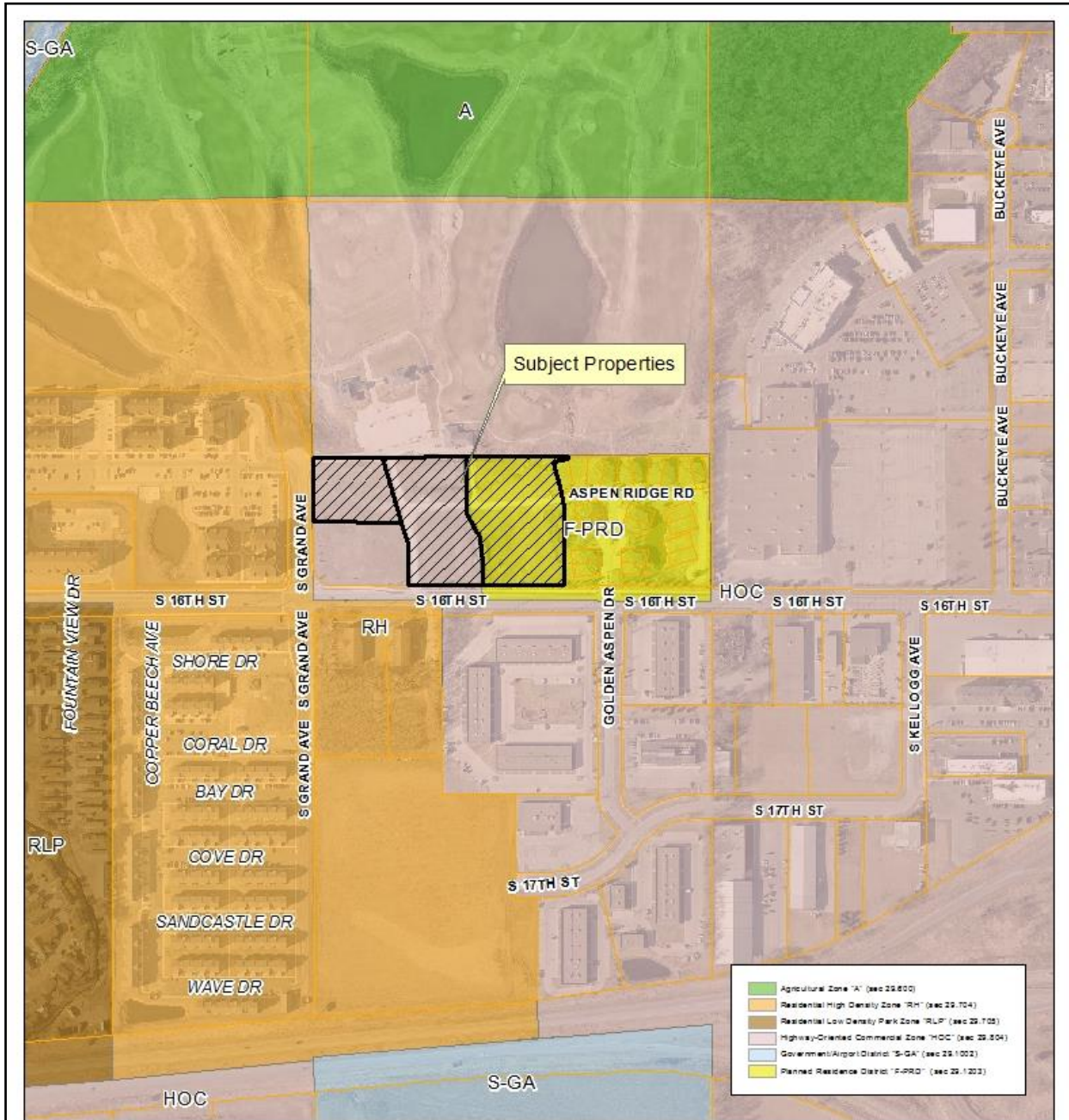
ALTERNATIVES:

1. The City Council can adopt the resolution approving the proposed Plat of Survey, for the properties located at 601 & 603 S. 16th Street, and 1420 S. Grand Avenue.
2. The City Council can deny the proposed Plat of Survey, for the properties located at 601 & 603 S. 16th Street, and 1420 S. Grand Avenue, if the City Council finds that the requirements for Plats of Survey, as described in Section 23.308, have not been satisfied.
3. The City Council can refer this back to staff and/or the owner for additional information.

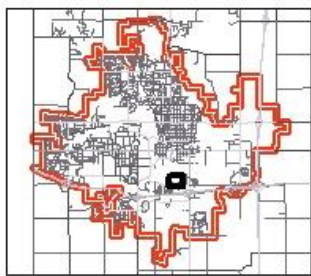
MANAGER'S RECOMMENDED ACTION:

Staff has determined that the proposed Plat of Survey satisfies all code requirements for approval. The proposed changed does not affect access or utilities to any of the parcels. The split zoning of the new parcel A is unusual, but is workable with the existing intent of it as a common shared driveway in the commercial area of the lot. Therefore, it is the recommendation of the City Manager that the City Council accept Alternative #1, thereby adopting the resolution approving the proposed Plat of Survey, for the properties located at 601 & 603 S. 16th Street, and 1420 S. Grand Avenue.

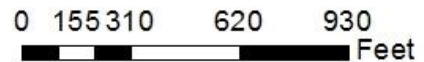
ATTACHMENT A: LOCATION & ZONING MAP



	Agricultural Zone "A" (sec 22.600)
	Residential High Density Zone "RH" (sec 22.104)
	Residential Low Density Park Zone "RLP" (sec 22.105)
	Highway-Oriented Commercial Zone "HOC" (sec 22.504)
	Government/Airport District "S-GA" (sec 22.1002)
	Planned Residence District "F-PRD" (sec 22.1003)



Location & Zoning Map 601 & 603 S. 16th Street 1420 S. Grand Avenue



COUNCIL ACTION FORM

SUBJECT: PUBLIC HEARING FOR AUBURN TRAIL ANNEXATION

BACKGROUND:

The City of Ames received an annexation petition from Hunziker Land Development, LLC, representing a 68.19-acre parcel owned by Erben and Margaret Hunziker Apartments, LLC. The property has an address of 4605 Hyde Avenue, lying on the west side of Hyde Avenue immediately north of Bloomington Heights and south of Rose Prairie. The owner refers to it as Auburn Trail. A location and ownership map is found in Attachment A.

Staff presented this annexation request to the City Council on December 13, 2016, for direction on annexation boundary options. One of the main issues was that it was not possible to annex the entire original parcel at this time as it would create an island of unincorporated area surrounded by the City of Ames. Staff presented future annexation options that would allow for all of the properties along Hyde Avenue to eventually be annexed. **The City Council directed staff to require the applicant to create a 50-foot strip of land along the north edge of the property and then to proceed with annexation (Subdivision approved in January 2017). Staff was also directed to maximize the amount of property that could be included in an 80/20 annexation to assist in future annexation efforts that could eliminate the county enclave along Hyde Avenue. To that end, four non-consenting owners on the east side of Hyde Avenue are also part of the annexation.**

The proposed annexation territory is designated Urban Residential in the Ames Urban Fringe Plan. This designation allows for the annexation and development of the land. An excerpt from the Urban Fringe Plan (AUF) is found in Attachment B.

The territory is also designated as part of the Allowable North Growth Area. This Land Use Policy Plan designation is intended to identify the residential areas of the City needed to accommodate the future population growth of Ames. An excerpt from the LUPP is found in Attachment C.

This Hunziker property was the subject of a pre-annexation agreement in 2013. The owner entered into an agreement with the City of Ames for, among other things, cost sharing on infrastructure and to seek annexation. The agreement noted that the property owner would try to complete a voluntary annexation application with the remaining property owners along Hyde Avenue to close the current gap. **If the voluntary annexation was not possible, Hunziker could propose annexation with a 50-foot wide remainder strip along the north boundary that would not be included in the annexation. The proposed annexation is consistent with the 2013 agreement.**

Inclusion of Non-consenting Owners

Annexations are governed by the *Code of Iowa* Section 368. Annexation petitions initiated by individuals or entities are classified as a voluntary application. With a voluntary application, the City may include up to 20 percent of the total annexed land area with additional non-consenting property owners. This is allowed to avoid creating islands (the *Code of Iowa* does not allow islands to be created by annexations) or create more uniform boundaries (to make the provisions of services more efficient and promote orderly growth). This rule is often referred to as the 80/20 rule for a minimum of 80 percent consenting land owner area and a maximum of 20 percent non-consenting land owner area.

At the December 13 City Council meeting, several owners of land proposed for annexation spoke in opposition to the annexation of their properties. They did not see a benefit to being annexed and paying higher taxes for city services. They were also concerned about the potential costs of water and sanitary sewer service connection fees to take advantage of access to City sewer and water. **Note that the connection fees are not associated with annexation.** Fees are only paid if someone chooses to connect to City utilities. In this case, the non-consenting property owners are able to continue to use their private septic systems and to receive water from Xenia upon annexation. **Attached to this report are answers to common questions regarding annexation, utilities, and the effects of being annexed to the City.**

Notwithstanding the comments of property owners, City Council directed staff to include additional properties under the 80/20 allowance. Four property owners (three of whom live in the proposed territory) are included. Their ownership is shown on Attachment A and are listed in the table below.

Proposed Annexation Property Owners	Acres
Erben and Margaret Hunziker Apartments, LLC	68.19
Paul and Margot Eness (non resident)	5.10
Mark Taylor and Allison Eness (resident)	1.24
Clayton Gregg and Julie Schwery (resident)	1.17
Roger and Lori Hamblin (resident)	6.99
Total	82.69
Percent Consenting/Non-consenting	82.46% / 17.54%

The proposed annexation boundary also allows the future annexation of the remainder of the North Growth Area without further concerns about creating islands. By maximizing the non-consenting properties with this annexation, it allows for future annexations (also using the 80/20 allowance) to complete the annexation of the North Growth Area and complete uniform boundaries for the City.

Annexation Considerations

The City has a policy requirement that annexations be consistent with the LUPP and the AUF. The growth areas identified in these documents are areas that were selected on, among other things, the ability to provide services to allow for annexation and

development. In this circumstance, the annexation area is consistent with the existing LUPP and Fringe Plan, the pre-annexation agreement signed with the owner in 2013, and the recent installation of infrastructure (sanitary sewer, water mains, paved roadway).

Upon annexation, a property will automatically assume the LUPP land use designation consistent with its use designation as described in the AUF. In this case, the Village/Suburban Residential designation would be assigned to these properties upon annexation.

All newly-annexed property is automatically zoned Agriculture. Zoning would not change unless a request is initiated by an individual property owner or by the City Council. Any proposed zoning would need to be consistent with the Land Use Policy Plan. City policy would require a Master Plan designating the types and numbers of housing units or other development at the time of rezoning consideration.

Also upon annexation, the City of Ames would provide fire and police protection, replacing the rural fire service (in this case, Gilbert Fire Department) and the County sheriff, respectively. Property taxes would change based on the next calendar year assessment. The new levy would be reflected in the tax statement in the fall of the following calendar year.

Traditionally, water service areas have been managed by the City at the time of annexation. The Hunziker property has secured an agreement with Xenia Rural Water Association on the terms of the buyout of service territory. The property falls within a City water connection district and sanitary sewer connection district whose fees would be paid at the time of development. The property is also subject to a special assessment for the costs of the paving of Hyde Avenue.

The non-consenting owners are not obligated to disconnect from Xenia and may remain customers indefinitely. If they wish to connect to City water, however, they can do so under the terms that are in place at the time they wish to connect. The properties are also on private septic systems. That may continue although if the system fails, a property owner may be obligated to connect to the City sanitary sewer system if the house lies within 200 feet of a city sanitary main. It appears that only one house (Eness/Taylor) would be subject to this state standard in the future. If they choose to connect to the City sanitary sewer, they can do so consistent with the policies and fees at the time they seek connection. These properties lie within sanitary sewer and water connection districts and fees for future connections are based on a per acre fee.

This land lies within the Gilbert School District and also within the Ames Electric service territory. These boundaries are not altered by annexation.

Land Use Policy

In 2010, the Ames Urban Fringe Plan—a component of the Land Use Policy Plan—was amended to designate the area between H.P. Jenson Subdivision (west of the former Oaks golf course) and the Union Pacific Railroad as Urban Residential. The areas identified as Natural Area were retained. As Urban Residential, the policy of the City is

that development will not occur on the land unless and until the land is annexed and full City services are extended to the site.

The Allowable Growth Area map of the Land Use Policy Plan was also amended in January 2011 to designate the area between the H.P. Jenson Subdivision and George Washington Carver Avenue as the North Allowable Growth Area.

The proposed territory is consistent with these goals of meeting the residential needs of the City and of requiring annexation prior to development.

Planning and Zoning Commission Recommendation: At the January 18, 2017 meeting of the Planning and Zoning Commission, the Commission voted 4-1 to recommend the annexation of 82.69 acres of land, including 14.50 acres owned by four non-consenting owners. At the public hearing, one owner and resident of the area spoke against the inclusion of the non-consenting properties. He expressed concerns about the costs of connecting to City utilities and the increased taxes.

ALTERNATIVES:

1. The City Council, following the public hearing, can approve the annexation of 82.69 acres of land, including 14.50 acres of non-consenting property as shown on Attachment 1 and direct staff to file the annexation with the state City Development Board if there has been no withdrawal of the consenting property owner within three days of the conclusion of the public hearing.
2. The City Council can approve an annexation of less than 82.69 acres by identifying which properties to exclude from the current proposal.
3. The City Council can deny the annexation.

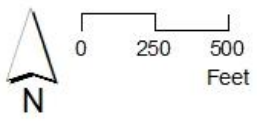
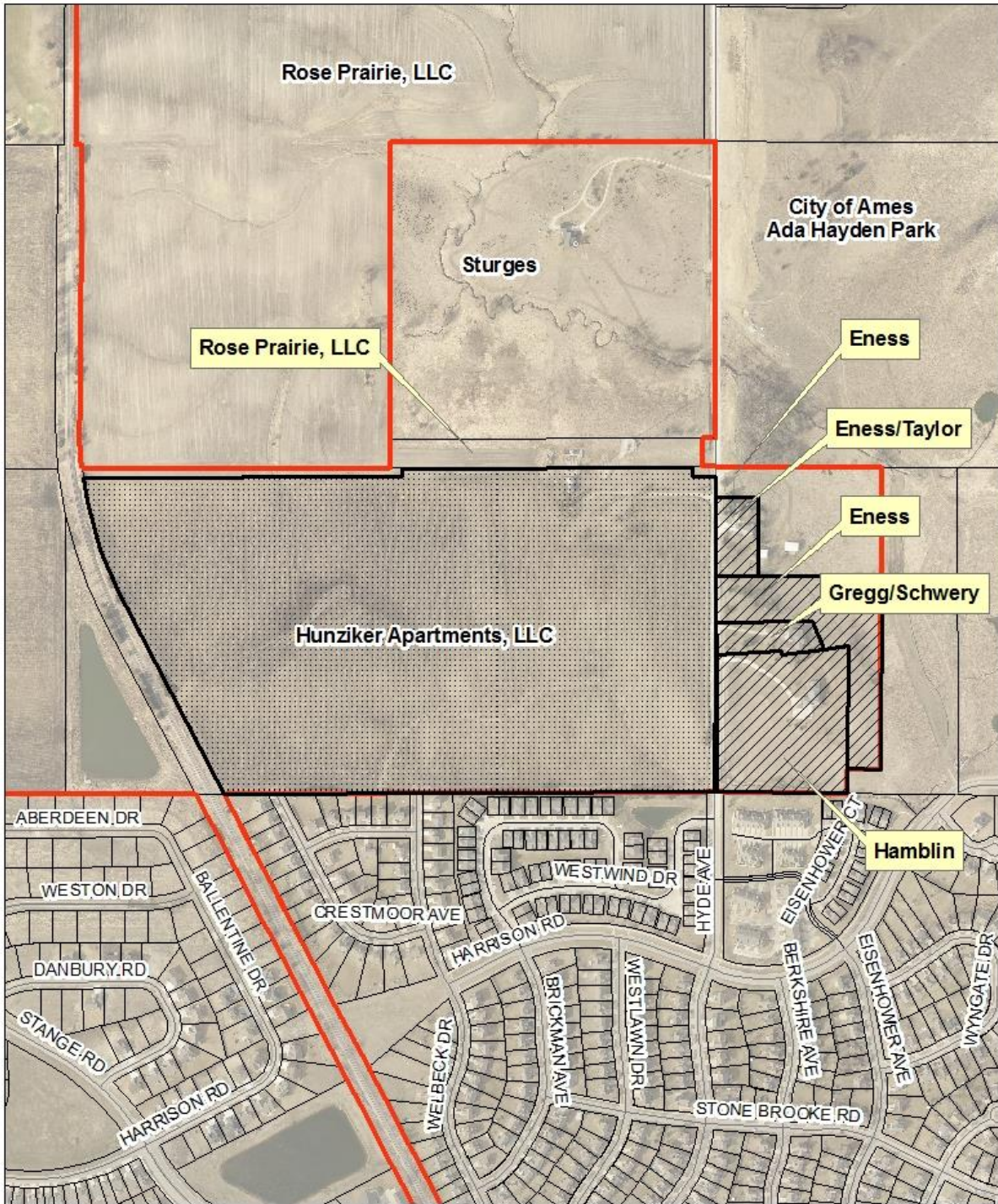
CITY MANAGER'S RECOMMENDATION:

Since the Urban Fringe Plan and LUPP were amended in 2010 and 2011 respectively, the policy of the City has been to annex and allow development in the North Growth Area. Recent annexations in this area include the Rose Prairie, Quarry Estates, and Hayden's Crossing. This Auburn Trail development is the last significant development parcel along Hyde Avenue.

The orderly development of the North Growth Area requires the annexation of these four properties and the eventual annexation of two additional non-consenting parcels adjacent to Auburn Trail in a future annexation. This two-phased approach using the 80/20 allowances will result in a more uniform boundary reflecting the limits of the North Growth Area.

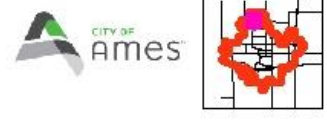
Therefore, the City Manager recommends that the City Council approve the annexation of 82.69 acres, including the additional 14.50 acres of non-consenting land and direct staff to file the annexation with the City Development Board.

ATTACHMENT 1: PROPOSED ANNEXATION TERRITORY AND OWNERSHIP

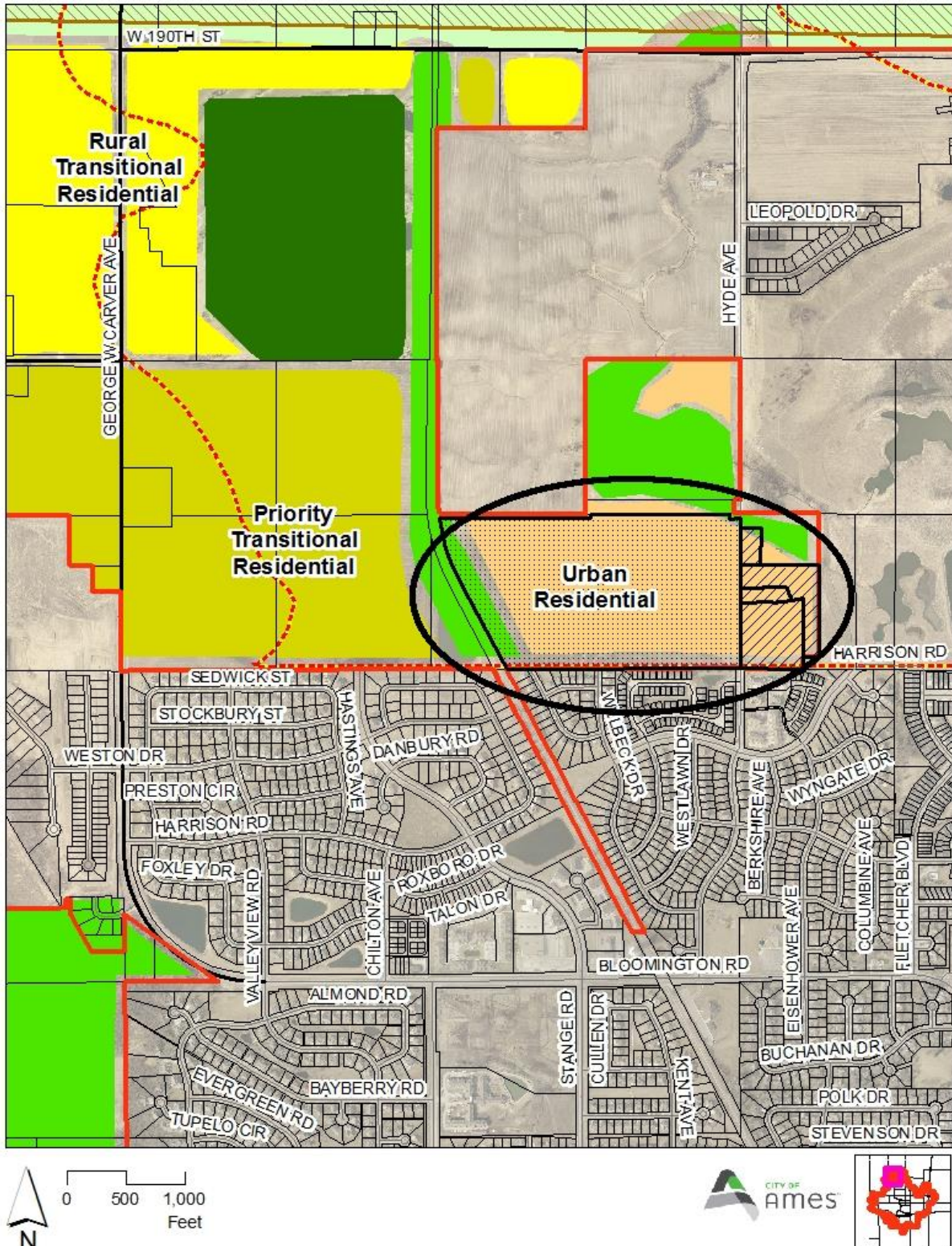


Legend
 Ames City Limits

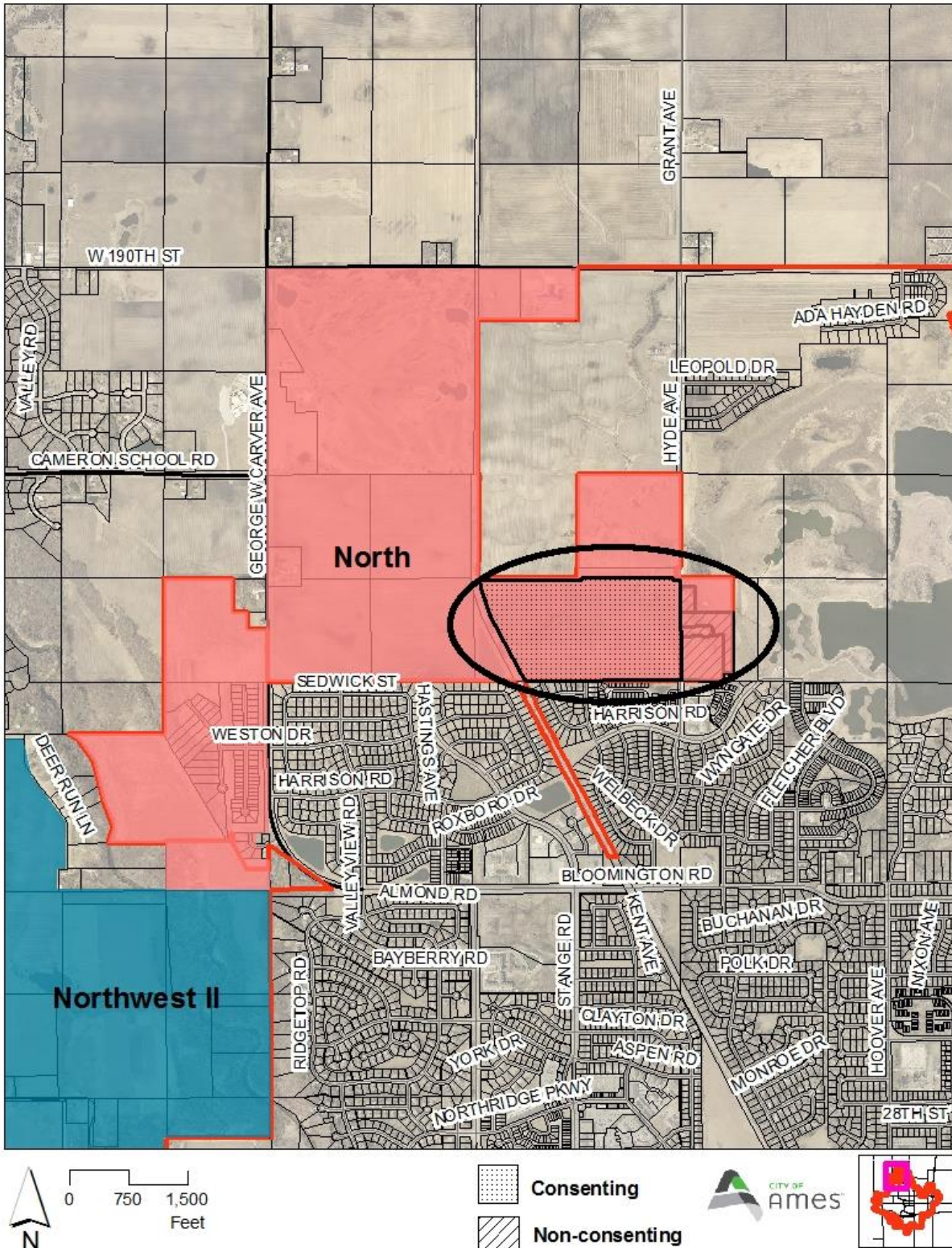
Consenting
 Non-consenting



ATTACHMENT 2: AMES FUTURE LAND USE MAP [AUF EXCERPT]



ATTACHMENT 3: AMES ALLOWABLE GROWTH AREAS [LUPP EXCERPT]



ATTACHMENT 4: QUESTIONS REGARDING ANNEXATION

1. What will be the zoning of my property after annexation and what does that mean? Will it have to change?

Upon annexation, a property is automatically zoned A-Agriculture. It will remain A-Agriculture until action by the City Council to change the zoning map. According to Ames City Code, the property owner, the Planning and Zoning Commission, or the City Council can initiate a zoning map change.

The property will be subject to all the zoning requirements of the City. For any specific question about how the requirements impact a particular property, please contact the Planning Division. However, a residential property in the A-Agriculture zoning district would be allowed to maintain that use indefinitely. If damaged or destroyed, a residential use could be re-established subject to the zoning requirements regarding setback, height, etc. There may be greater restrictions than the county would have on accessory and out buildings.

Inside the City, there are other restrictions that are often not found in the county. For example, discharging a firearm (except on agricultural land) and the burning of garbage is prohibited.

2. Am I required to disconnect from Xenia and hook up to water service when it comes near my property? Will there be connection fees? Can I connect to the new water main with my existing service line? What inspections will I need?

There is no requirement to connect to city water upon annexation unless you are subject to a covenant with the City of Ames to connect and pay the costs associated with the buyout of rural water. You may continue to use a well or, if you are already an existing Xenia customer, you may continue to purchase water from Xenia. If you choose to connect to the City of Ames water system, you may have to pay the costs of buying out water service territory from Xenia. New connections to Xenia will not be possible.

If you choose to connect to the public water system, you may be subject to an inspection of your plumbing system to determine whether the system has adequate venting and backflow protection to protect the public water system. You will need to correct any deficiencies found in that inspection prior to connecting to the public water system. It may be possible to use your existing service lines if it can be verified that they are made of approved materials and are in a safe condition. Any connection will need a plumbing permit and an inspection. The properties along Hyde Avenue are included in a water connection district which established fees based on the size of the property. The connection fee is currently (February, 2017) \$1,194.00 per acre. The fee increases five percent every July 1. The fee schedule can be found in Appendix W of the Ames Municipal Code and at <http://www.cityofames.org/home/showdocument?id=17754>.

3. Am I required to hook up to the sanitary sewer when it comes near my property? Will there be connection fees? What inspections will I need?

A connection to the City sanitary sewer system is required only if the existing system needs to be repaired and it is within 200 feet of a public sanitary sewer. The owner will need to obtain a plumbing permit and the connection is subject to review by the Inspections Division. The properties along Hyde Avenue are included in a sanitary sewer connection district which established fees based on the size of the property. The connection fee is currently (February, 2017) \$1,807.00 per acre. The fee increases five percent every July 1. The fee schedule can be found in Appendix W of the Ames Municipal Code and at <http://www.cityofames.org/home/showdocument?id=17754>.

The Story County Environmental Health Department does not determine if the septic system is functioning at the time of annexation, nor does the City. The County does inspect on-site septic systems when a house with a septic system is sold, whether it is in the city or out in the county.

If an on-site septic system is abandoned, the septic tank shall be pumped, the tank lid crushed into the tank, and the tank filled with sand or soil. The Story County Environmental Health Department can provide further information.

4. How will my taxes change after annexation?

After annexation, your property will be subject to the City of Ames levy, but no longer subject to the Rural Service Basic levy. Other levies, for example school district and county, will remain. The total levy for properties in Ames and in the Gilbert School District (for taxes payable July 1, 2016 through June 30, 2017) is \$36.23845 per \$1,000 of taxable valuation. This compares with \$29.75465 per \$1,000 of taxable valuation for property owners in Franklin Township in the Ames Community School District. The new levy will not be applied immediately upon annexation but will appear in your property tax statements about 20 months after the first day of the year that the City assessor revalues the property. The Story County web site has a tool to help you estimate your taxes, based on the city and school district in which your property is located. It can be found at: <http://www.storycountyiowa.gov/index.aspx?nid=486>.

5. Can I continue to heat using LP gas? Am I required to connect to natural gas? If so, when will that be brought to my property?

There are no prohibitions on LP tanks in the A-Agriculture zoning district. If you were to seek a change in zoning to some other residential district, there may be restrictions and be subject to the approval of the Ames Fire Department.

The City's natural gas provider is Alliant Energy. Under the terms of the franchise agreement, the provider must provide natural gas to the property line of anyone who requests in writing to Alliant Energy, to be served. If you wish to connect to natural gas, you will need a permit from the City and have the work inspected.

6. Under what circumstances can I get a burn permit for trees and brush? Are there fees?

The burning of yard waste is prohibited unless you apply for and obtain a burn permit from the Ames Fire Department. When evaluating an application for a burn permit, the Shift Commander will look at a number of factors, such as hydrant location, fire department access, proximity to combustibles, weather conditions, etc. There is no guarantee that a permit will be issued but the department will always do their best to work with you to find a solution. There is no fee for a burn permit.

7. I have a building under construction. If I am annexed prior to finishing it, will I need permits to complete it?

The County and the City have different permitting requirements and every project is unique. Please coordinate directly with the Ames Inspection Division to determine permitting needs. Also, please contact the Planning Division to determine zoning requirements for your project.

Important Numbers:

Planning Division.....	515-239-5400
Inspections Division.....	515-239-5153
Fire Department	515-239-5108
Story County Environmental Health Department.....	515-382-7241

COUNCIL ACTION FORM

SUBJECT: 2014/15 LOW POINT DRAINAGE IMPROVEMENTS (NORTHWOOD DRIVE)

BACKGROUND:

The Low Point Drainage Improvements is the annual program for drainage improvements to decrease flooding at low points. Low point drainage improvements are not focused on residential street locations, but rather on those locations most in need of the improvements as affected by standing water, flooding, and insufficient pipe capacity. The program identifies core locations for improvements each year. **The location for this project is the 2800 block of Northwood Drive.**

On February 8, 2017, bids for the project were received as follows:

<i>Bidder</i>	<i>Base Bid Amount</i>	<i>Alternate A Amount</i>	<i>Alternate B Amount</i>	<i>Alternate C Amount</i>
Engineer's estimate	\$134,849.20	\$6,500.00	\$69,633.60	\$45,055.20
J&K Contracting	\$184,208.00	\$6,200.00	\$83,650.00	\$58,823.00
Con-Struct, Inc.	\$226,372.25	\$9,105.00	\$110,863.00	\$70,788.00
Synergy Contracting	\$346,737.65	\$4,900.00	\$210,133.70	\$102,694.90

The base bid covers stabilization work in the ravine between Northwood Drive and Duff Avenue. Bid Alternate A is for a culvert debris screen on the south side of Duff Avenue. Bid Alternate B covers repair work to the Duff Avenue culvert outlet. Bid Alternate C covers stabilization work in the ravine between Duff Avenue and the South Skunk River.

The total bid amounts including the base bid and three alternates are as follows:

<i>Bidder</i>	<i>Total Bid Amount</i>
Engineer's estimate	\$256,038.00
J&K Contracting	\$332,881.00
Con-Struct, Inc.	\$417,128.25
Synergy Contracting	\$664,466.25

Engineering and administration costs are estimated to be \$60,000 bringing the total **estimated project costs to \$392,881.**

This Low Point Drainage Improvement is shown in the 2014/15 Capital Improvements Plan with funding in the amount of \$150,000 in Storm Sewer Utility Funds. There is also

\$250,000 available from unallocated G.O. Bond savings from previous projects. This brings the **total available funds to \$400,000.**

ALTERNATIVES:

1. a. Accept the report of bids for the 2014/15 Low Point Drainage Improvements (Northwood Dr).

b. Approve the final plans and specifications for this project.

c. Award the Base Bid, along with Alternates A, B, and C, for the 2014/15 Low Point Drainage Improvements (Northwood Drive) to J&K Contracting, LLC, of Ames, Iowa, in the amount of \$332,881.
2. a. Accept the report of bids for the 2014/15 Low Point Drainage Improvements (Northwood Drive).

b. Approve the final plans and specifications for this project.

c. Award the Base Bid, along with Alternate A, for the 2014/15 Low Point Drainage Improvements (Northwood Drive) to J&K Contracting, LLC, of Ames, Iowa, in the amount of \$190,408.
3. a. Accept the report of bids for the 2014/15 Low Point Drainage Improvements (Northwood Drive).

b. Approve the final plans and specifications for this project.

c. Award the Base Bid, along selected alternates, for the 2014/15 Low Point Drainage Improvements (Northwood Drive) to one of the other bidders.
4. a. Accept the report of bids for the 2014/15 Low Point Drainage Improvements (Northwood Drive).

b. Reject award and direct staff to modify the project for a future bid letting.
5. Do not proceed with the project at this time.

MANAGER'S RECOMMENDED ACTION:

By awarding this project, it will be possible to re-establish appropriate drainage conveyance and stabilize the channel to prevent erosion from migrating closer to the homes in this area.

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

COUNCIL ACTION FORM

SUBJECT: REPLACE TIPPING FLOOR CONCRETE AT C-1 AREA

BACKGROUND:

This project includes the removal and replacement of the tipping floor concrete at the C-1 conveyer area in the Resource Recovery Plant. This concrete area was constructed 41 years ago as part of the original plant project. After many years of patching with asphalt overlay, it has reached the end of its useful life. The existing concrete will be removed and replaced with new concrete. This project is tentatively scheduled for March 20-April 8 during the spring maintenance outage, which coincides with the Power Plant's planned maintenance outage and before the regular road construction season begins.

On February 8, 2017, bids for the project were received as follows:

<i>Bidder</i>	<i>Base Bid Amount</i>	<i>Standard PCC Alternate Amount</i>	<i>Quartzite QMC PCC Alternate Amount</i>	<i>Concrete Sealer Add Alternate</i>
Engineer's estimate	\$56,276.00	\$111,100.00	\$155,540.00	\$13,332.00
Con-Struct, Inc.	\$32,975.00	\$79,178.00	\$88,066.00	\$8,888.00
DeCarlo Corp.	\$30,404.00	\$82,944.18	\$95,956.08	\$5,999.40
Jensen Builders	\$37,372.70	\$74,588.25	\$88,575.30	\$6,999.30
Absolute Concrete	\$40,255.50	\$79,332.00	\$90,442.00	\$6,666.00
Caliber Concrete	\$58,947.51	\$69,373.92	\$80,712.06	\$16,476.13
Jasper Construction	\$49,106.00	\$99,990.00	\$111,100.00	\$2,777.50

Upon consideration of the funding available for the project, staff is recommending the selection of the Base Bid along with the Quartzite QMC PCC Alternate and the Concrete Sealer Add Alternate. The total amounts for the selected alternates are as follows:

<i>Bidder</i>	<i>Bid Amount</i>
Engineer's estimate	\$225,148.00
Con-Struct, Inc.	\$129,929.00
DeCarlo Corp.	\$132,359.48

Jensen Builders	\$132,947.30
Absolute Concrete	\$137,363.00
Caliber Concrete	\$156,135.70
Jasper Construction	\$162,983.50

Engineering and administration costs are estimated to be \$19,490 bringing the **total estimated project costs to \$149,419**. This project is included in the FY 2016/17 budget for **\$180,000**.

ALTERNATIVES:

1. a. Accept the report of bids for the Resource Recovery Replace Tipping Floor Concrete at C-1 Area project.
 - b. Approve the final plans and specifications for this project.
 - c. Award the Resource Recovery Replace Tipping Floor Concrete at C-1 Area project to Con-Struct, Inc. of Ames, Iowa, in the amount of \$129,929.00 for the base bid, Quartzite alternate, and sealer alternate.
2. a. Accept the report of bids for the Resource Recovery Replace Tipping Floor Concrete at C-1 Area project.
 - b. Reject award and direct staff to modify the project for a future bid letting.
3. Do not proceed with the project at this time.

MANAGER’S RECOMMENDED ACTION:

By awarding this project, it will be possible to replace the Tipping Floor concrete which is essential to the safe operations and efficiency at Resource Recovery.

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

COUNCIL ACTION FORM

SUBJECT: JOINT USE PARKING PLAN FOR 3500 UNIVERSITY BOULEVARD

BACKGROUND:

McFarland Clinic is the contract purchaser of land at 3500 University Boulevard in the ISU Research Park. McFarland Clinic requests approval of a Joint Use Parking Plan for the property located at 3500 University Boulevard to accommodate a medical use and a daycare use on the same site. (see Attachment C, Applicant Letter). The site, Lot 2 of the Iowa State University Research Park Phase III, 1st Addition, is 2.93 acres, and is located northeast of the intersection (roundabout) of University Boulevard and Collaboration Place (see Attachment A, Location Map). The site also has frontage along the Plaza Loop. The proposed *Agreement* would be between Iowa State University Research Park and the City of Ames that would then transfer to McFarland Clinic upon their completion of the acquisition of the site.

McFarland Clinic has submitted a Minor Site Development Plan (see Attachment B, *Minor Site Development Plan*), for review by staff for development of a new building to house a medical clinic and a child daycare center. The property is zoned as "RI"(Research Park Innovation District) and is within the Hub Activity Area. The proposed development includes a two-story building, with a total of 32,971 square feet of gross floor area, of which 23,671 square feet is for the medical clinic, and the remaining 9,300 square feet for the daycare. The daycare use is projected by the applicant to have capacity for approximately 130 students. Staffing for daycare is based upon state licensing requirements in relation to the age of children and ratios of children to staff.

The amount of required parking totals 205 parking spaces as independent uses for a daycare center and medical clinic. The proposed project has a total of 147 parking spaces on-site. The site has only one driveway and it connects to University Boulevard. The design of the site is such that the building can be accessed from either the parking lot on the west side or from the Plaza Loop on the east side of the site. It is intended that most of the drop off and pick up of daycare participants will be from the Plaza Loop.

In addition to on-site parking, the "RI" zone allows parking within the public right-of-way of Plaza Loop to count toward the required on-site parking in the "Hub Activity Area". Plaza Loop is a one-way street, with angled parking spaces lining both sides of the street. These parking spaces are for use by employees and visitors to the Hub Activity Area. There are 156 parking spaces on Plaza Loop. Of the 156 spaces, 141 of the

spaces are accounted for as required parking for the ISU Economic Development Core Facility. This leaves 15 spaces for use by other properties surrounding the Hub, including the proposed medical clinic and daycare facility. Staff has approved the use of these 15 spaces as additional capacity for use with the McFarland site. The combination of these 15 spaces and the 147 spaces on site total 162 parking spaces.

Medical office has one of the highest parking rates for uses described in the Zoning Ordinance. There are two different rates that can be applied to the use. Off-street parking requirements for a stand-alone medical office use (*Table 29.406(2) of the Municipal Code*) is based on a parking ratio of 1 space/143 square feet of floor area (7/1,000 sq. ft.). However, the Zoning Ordinance establishes that if there is an approved agreement for shared parking, the ratio is reduced to 1 space/200 square feet of floor area (5/1,000 sq. ft.). McFarland Clinic requests to take advantage of this reduced parking rate as part of the joint use parking agreement.

Approval of the Joint Use Parking Agreement would reduce the number of parking spaces required for the medical clinic from 166 spaces to 118 spaces for a reduction of 48 required spaces. The number of parking spaces required for the daycare center would remain at 39, regardless of a Joint Use Parking Plan. A total of 157 spaces would be required for the two uses (medical clinic and daycare center). The proposed parking lot would accommodate 147 of the 157 required spaces. The proposed shared parking plan would also allow for sharing of ten (10) of the on-site parking spaces due to a differentiation of peak demand to then meet the required parking on the site. In addition to the parking provided on site, there would still be 15 parking spaces along the Plaza Loop available to serve the site.

When a site cannot meet the parking required by the Zoning Ordinance, the option for joint use parking is permitted with Council approval when it can be shown that peak demand of other facilities would allow for both uses to be accommodated during their times of peak parking demand. Please refer to the Addendum, and attachments to this report for the applicant's and staff analysis of peak parking times for the two proposed uses.

The proposed joint use parking agreement is also attached. It includes limitations on the square footage and use of the property to match the described uses of the site to match the parking calculations. The agreement specifies a limit on the number of staff (25) assigned to the daycare use rather than the number of children. Based on state licensing requirements the number of students on site is directly tied to staffing levels and age of the children. The younger the children the higher number of staff per student is necessary. The desired 132 students can be accommodated with a staffing level of 25 persons, depending on the ages of the children.

The agreement also includes a requirement that employee parking occur on site and not within the Plaza Loop. There are also provisions that if there is a change of use or that

there are demonstrable impacts from the reduced parking that the City Council could modify or cancel the agreement. The negative impacts are associated with the use of the subject property and the effects any of its uses could have on the adjacent streets and parking, not issue that could be caused by the use of other properties adjacent to the site. This condition of the agreement is to ensure that the proposed use of the site does in fact match the actual use of the property and the request to reduce the required parking.

ALTERNATIVES:

1. The City Council can approve the Joint Use Parking Plan Agreement for the proposed medical clinic and daycare center, at 3500 University Boulevard.
2. The City Council can approve the Joint Use Parking Plan Agreement for the proposed medical clinic and daycare center, at 3500 University Boulevard, with modifications.
3. The City Council can deny the Joint Use Parking Plan Agreement for 3500 University Boulevard.
4. The City Council can refer this request to staff for further information.

MANAGER'S RECOMMENDED ACTION:

Staff concludes that the parking projections for the joint use of the site are realistic, given the reduced parking space ratio allowed for a medical office use, through a Joint Use Parking Agreement, and based upon the availability of the parking on Plaza Loop for some additional parking to help alleviate the daycare peak demand for drop-off and pick up. A key component of accepting this joint parking plan and the substantial reduction in parking is that City Council can choose to cancel the agreement upon notification to the property owner if the City Council determines there is insufficient parking to accommodate the mix of uses on the site and there are demonstrable impacts on the surrounding area.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative #1, thereby approving the Joint Use Parking Plan Agreement (see Attachment F, Joint Use Parking Plan Agreement) for 3500 University Boulevard.

ADDENDUM

Approval of a Joint Use Parking Plan. When acting upon an application for approval of a Joint Use Parking Plan, the City Council may approve the Plan if it finds that the criteria described in Section 29.406(17)(b) of the Zoning Ordinance are met by the application. These criteria, along with the applicant's and staff's responses, are provided below.

- 1. The analysis presents a realistic projection of parking demands likely to be generated.**

Applicant's Response:

The applicant has submitted an analysis of projected parking demands for the medical clinic, and the daycare center, based on hours of the day during which the clinic, and the daycare center would be open for business. The applicant states that: **“Clinic and daycare are analyzed conservatively with both at full legal/planned maximum capacity for both staff and clients. The daycare drop-off and pick-up traffic is based on the experience and observations of the day care tenant/provider.”**

Projections show that the total maximum number of parking stalls needed for the clinic and daycare combined, at any point in time throughout the day, is 149. The attached table and bar chart, provided by the applicant (*see Attachments D and E, Parking Analysis Table & Bar Chart*), illustrate that the need for 149 parking stalls to meet demand occurs at three times during each day. The first is at 8:00 a.m. to 8:15 a.m., when the clinic opens for the day, and children are arriving at the day care. The second is during the lunch hour between 12:00 p.m. and 1:00 p.m., and the third is at 4:30 p.m. to 4:45 p.m., as children are being picked up at the end of the day. The analysis for parking, broken down into 15-minute increments, shows arrivals of children for the daycare beginning at 6:15 a.m, with 5 arrivals, and increasing each 15 minutes to a maximum of 45 arrivals at 7:30 a.m. The parking demand for daycare staff is constant at 20 between 8:00 a.m. and 4:15 p.m.

Staff's Analysis: Table 29.406(2) of the Zoning Ordinance requires a medical office to provide 1 parking space for every 143 square feet of floor area, if there is an agreement for shared parking. It also requires parking to be calculated separately for other uses on that same site. This assumes that different people come to the site for the different uses. In the case of this type of medical clinic/daycare facility in one building, it is reasonable to assume that the occupants of one vehicle will be going to either the clinic, or the daycare. Therefore, the parking need for each vehicle arriving at the site, must be accounted for independently of all other vehicles, regardless of whether they are going to the clinic, or the daycare. Since the daycare use operates with peak times of pick-up and drop-off early in the morning, and in the late afternoon, it seems reasonable

that the minimum parking required by the ordinance will only be needed at the peak use times as each business opens, and then closes down for the day.

2. Peak demand is sufficiently distinct so that the City Council is able to clearly identify a number of spaces for which there will rarely be overlap of parking demand.

Applicant's Response: The applicant states that: "The Future Owner (McFarland Clinic) intends that the entire parking lot will be treated as a "shared use" on a first-come, first-served basis. Since the analysis we have supplied indicated a full-occupancy/parking stall use of less than the City Ordinance calculations (149 vs. 158), this should not be an issue."

Staff's Analysis: According to the parking analysis submitted by the applicant, parking demand for the daycare is greatest in the early morning, between 6:15 a.m. and 7:45 a.m., before the highest parking demand for the clinic begins at 8:00 a.m. The need for daycare parking increases again in the late afternoon, between 4:30 p.m. and 6:00 p.m., at a time when the parking demand for the clinic is decreasing. In contrast to the parking demand for the daycare, the medical clinic is projected to experience a constant high demand for parking between 8:00 a.m. and 4:30 p.m., with a difference of only 1 to 3 spaces throughout that time period.

The proposed Joint Use Parking Agreement requires that all employee parking for both the medical office and daycare center shall be in the on-site parking lot. Information provided by the applicant indicates that the maximum number of clinic employees is set at 52. Staff parking for the daycare shall be marked as reserved spaces. The daycare staff shall not exceed 25 employees on-site as a condition in the agreement as a means of managing the overall size of the daycare because the number of children can vary under licensing requirements of the state based upon staffing and age of children.

Of the 147 parking spaces proposed on-site, 77 (52+25) spaces will be needed as parking for employees of the two uses. This leaves 70 spaces on-site throughout the day for others visiting the site. If 10 additional spaces are available for use on Plaza Loop, the number of available spaces throughout the day increases to 80. The maximum number of parking spaces needed for patients of the clinic is projected by the applicant to be 73 spaces. Arrivals at the daycare, during non-peak times varies from 1 to 6 vehicles. The applicant asserts that the number of spaces available on-site, at peak times in the early morning, noon, and late afternoon will exceed the number of spaces available on-site by only 2 (149 vs. 147). The 2 spaces needed off-site, are available on Plaza Loop, with pedestrian access to the building from the Plaza Loop on-street parking. Staff asserts that the need for parking spaces throughout the day will likely require the use of parking spaces off-site along Plaza Loop for daycare drop-off and pick up, even

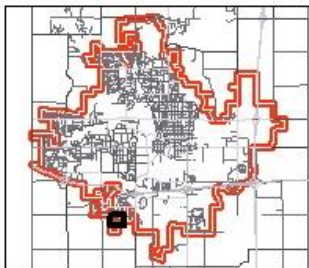
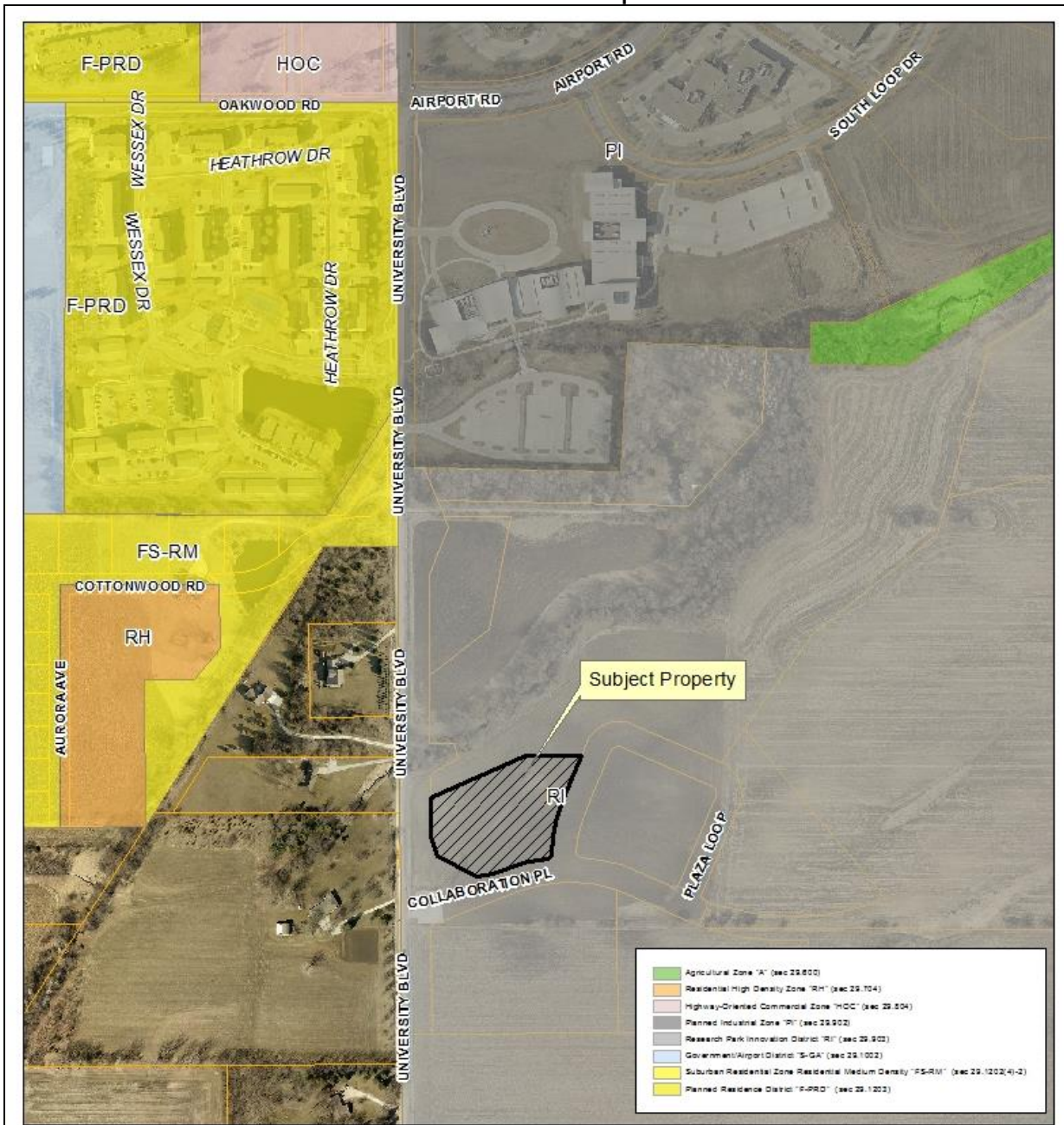
with approval of the reduced parking.

3. Rights to the use of spaces are clearly identified so as to facilitate enforcement.

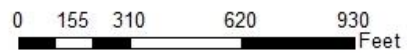
Applicant's Response: Signage will be placed on-site to indicate the assignment of parking for the daycare staff.

Staff's Analysis: The Joint Use Parking Agreement states that all employee parking for both the medical office and the daycare center shall be within the on-site parking lot. In addition, staff parking for the daycare shall be marked as reserved spaces to ensure they are available for day care use and staff does not utilize the Plaza Loop for parking. Although parking along the Plaza Loop is not assigned to the site for its use, its likely that Plaza Loop spaces will be used by daycare participants for drop-off and pick up. Staff estimates that approximately 15 spaces may be used for the daycare use along the Plaza Loop. The agreement includes a provision (#8) that if there are negative impacts to the surrounding roadways (University, Collaboration Place, Plaza Loop) from use of the site related to the reduced parking that the agreement may be modified or cancelled. This could include an overuse of the Plaza Loop parking spaces.

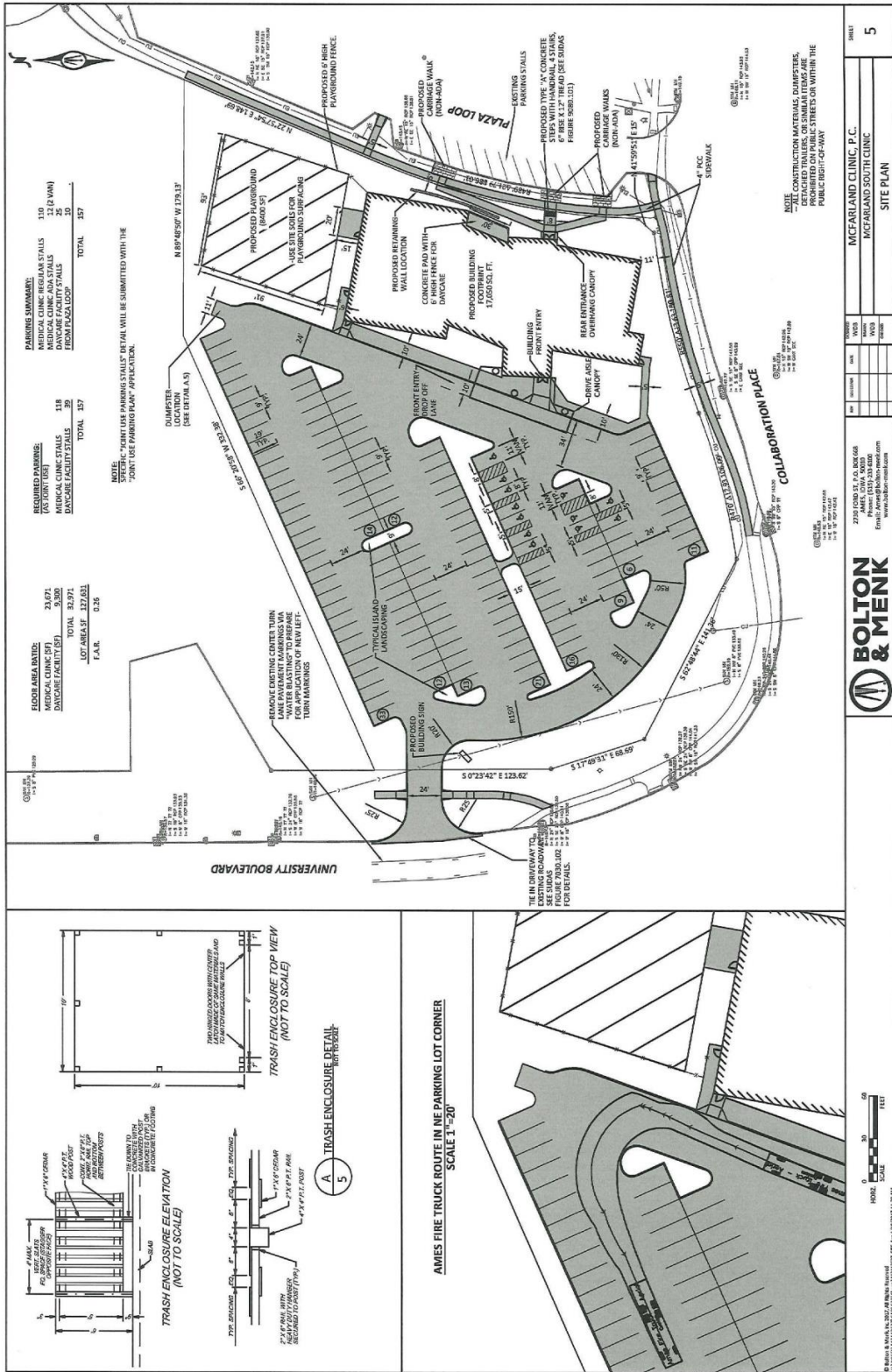
Attachment A Location Map



Location & Zoning Map 3500 University Boulevard



Attachment B Proposed Minor Site Development Plan



Attachment C Applicant Letter



Real People. Real Solutions.

2730 Ford Street
PO Box 668
Ames, IA 50010-0668

RECEIVED

JAN 11 2017

CITY OF AMES, IOWA
DEPT. OF PLANNING & HOUSING

Ph: (515) 233-6100
Fax: (515) 233-4430
Bolton-Menk.com

January 7, 2017

Mr. Ray Anderson
City of Ames Planning Department
City Hall - 515 Clark Ave.
Ames, IA 50010

RE: McFarland Clinic – South; 3500 University Boulevard, Suite 102
Shared Parking Application Data

Mr. Anderson,

The data noted below is intended to accompany the formal Joint Use Parking Plan Application Packet.

<u>Current Owner</u>	<u>Future Owner</u>	<u>Tenant #1</u>	<u>Tenant #2</u>
Iowa State research Park 2711 S Loop Dr., Ste. 4050 Ames, IA 50010 Steve Carter	McFarland Clinic 1215 Duff St. Ames, IA 50010 Roger Kluesner	Lily Pad Learning Center 600 E. 1st Street Huxley, IA 50124 Sara Hillebrand	Future Unknown Medical Tenant

The Future Owner intends that the entire parking lot will be treated as “shared use” and on a first-come, first-served basis. Since the analysis we have supplied indicated a full-occupancy/parking stall use of less than the City Ordinance calculations (149 vs. 158), this should not be an issue.

We have also attached an additional copy of our Sheet 5 showing the revised site plan and revised parking calculations, and the parking agreement documentation needed. Should you have any questions or concerns, please do not hesitate to call Jeff Harris with RMH Architects at (515) 292-6075 or myself at 515-233-6100, extension number 3293.

Respectfully Submitted,
Bolton & Menk, Inc.

Reed O. Schwartzkopf, PE
Project Manager.

Encl.

C:\Users\reedsc\Documents\Work Items\McFarland Clinic\Jt Pkg Agr\Application Data Required.docx

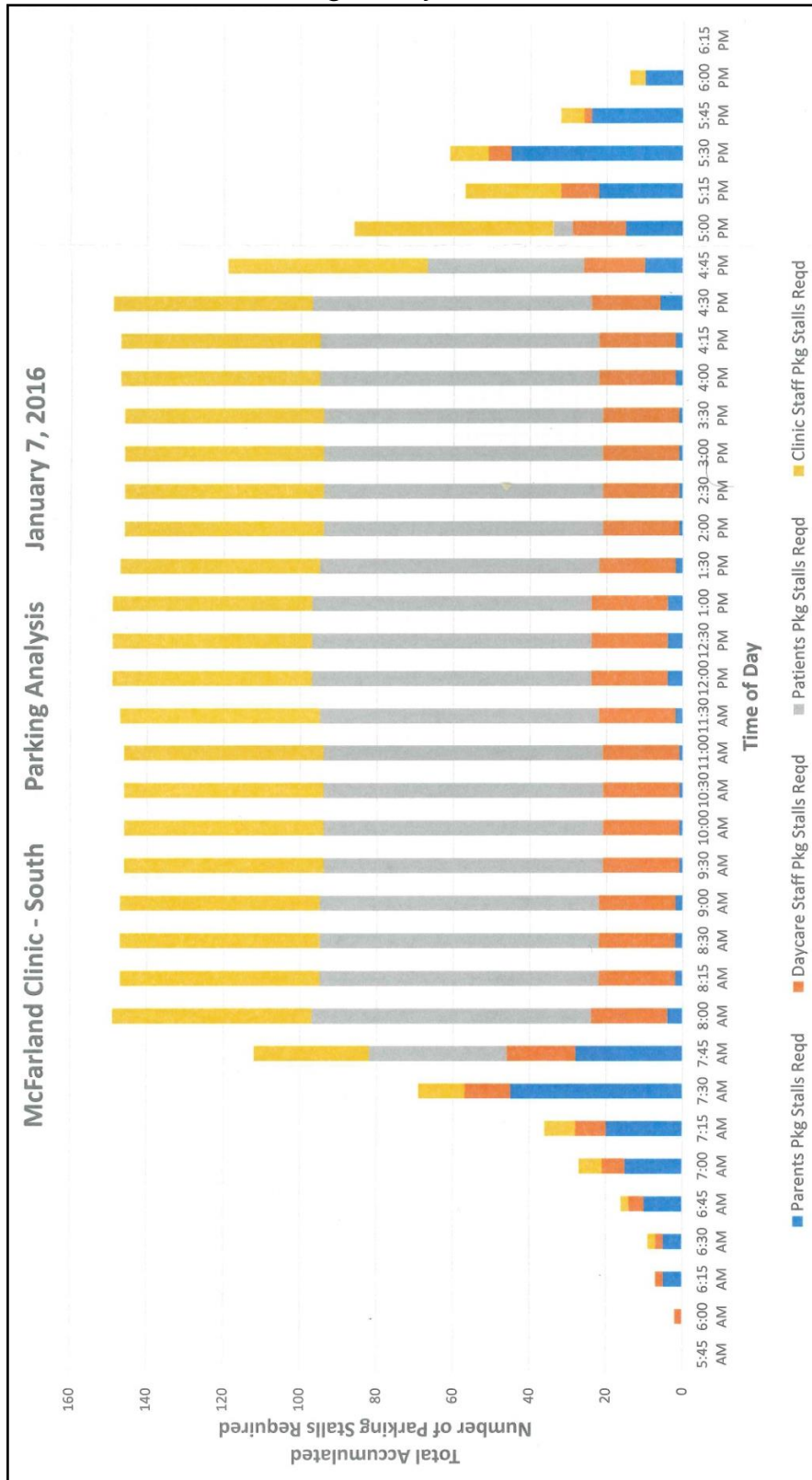
Bolton & Menk is an equal opportunity employer.

Attachment D Parking Analysis Table

Time	Daycare				Clinic				Total Stalls Req'd
	Parents		Daycare Staff		Patients		Clinic Staff		
	No. of Arrivals	No. of Departures	Pkg Stalls Req'd	No. of Kids	No. of Employees	Pkg Stalls Req'd	No. of Employees	Pkg Stalls Req'd	
5:45 AM	0	0	0	0	2	0	0	0	0
6:00 AM	5	5	5	5	2	0	0	0	2
6:15 AM	5	5	5	10	2	0	2	2	7
6:30 AM	10	10	10	35	4	4	2	2	9
6:45 AM	15	15	15	55	6	6	6	6	16
7:00 AM	20	20	20	100	8	8	8	8	27
7:15 AM	45	45	45	128	12	12	0	12	36
7:30 AM	28	28	28	132	18	18	36	30	69
7:45 AM	4	4	4	132	20	20	0	52	112
8:00 AM	2	2	2	132	20	20	73	52	149
8:15 AM	2	2	2	132	20	20	73	52	147
8:30 AM	2	2	2	132	20	20	73	52	147
9:00 AM	2	2	2	132	20	20	73	52	147
9:30 AM	1	1	1	132	20	20	73	52	146
10:00 AM	1	1	1	132	20	20	73	52	146
10:30 AM	1	1	1	132	20	20	73	52	146
11:00 AM	1	1	1	132	20	20	73	52	146
11:30 AM	2	2	2	132	20	20	73	52	147
12:00 PM	4	4	4	132	20	20	73	52	149
12:30 PM	4	4	4	132	20	20	73	52	149
1:00 PM	4	4	4	132	20	20	73	52	147
1:30 PM	2	2	2	132	20	20	73	52	146
2:00 PM	1	1	1	132	20	20	73	52	146
2:30 PM	1	1	1	132	20	20	73	52	146
3:00 PM	1	1	1	132	20	20	73	52	146
3:30 PM	1	1	1	132	20	20	73	52	146
4:00 PM	2	2	2	132	20	20	73	52	147
4:15 PM	2	2	2	132	20	20	73	52	147
4:30 PM	6	6	6	126	18	18	73	52	149
4:45 PM	10	10	10	116	16	16	41	52	119
5:00 PM	15	15	15	101	14	14	5	52	86
5:15 PM	22	22	22	79	10	10	0	25	57
5:30 PM	45	45	45	34	6	6	0	10	61
5:45 PM	24	24	24	10	2	2	6	6	32
6:00 PM	10	10	10	0	0	0	4	4	14
6:15 PM	0	0	0	0	0	0	0	0	0

Assumptions:
 1) Clinic and Daycare are analyzed conservatively with both at full legal/planned maximum capacity for both staff and clients
 2) The Future Clinic Tenant is analyzed as in #1) above, as the Clinic itself, which is also conservative
 3) The Daycare drop-off and pick-up traffic is based on the experience and observations of the Daycare Tenant/Provider

Attachment E Parking Analysis Bar Chart



Attachment F
Joint Use Parking Plan Agreement

DO NOT WRITE IN THE SPACE ABOVE THIS LINE, RESERVED FOR RECORDER

Prepared by: City of Ames Legal Department, 515 Clark, Ames, Iowa 50010 (Phone: 515-239-5146)

Return recorded document to: Ames City Clerk, 515 Clark Ave., Ames, IA 50010

JOINT USE PARKING AGREEMENT – IOWA STATE UNIVERSITY RESEARCH PARK FOR USES BY McFARLAND CLINIC

THIS AGREEMENT is made on the ____ day of _____, 2017, by and between Iowa State University Research Park, whose address is 2711 S. Loop Drive, Ames, Iowa 50010, (hereinafter called “Owner”), and the City of Ames, Iowa, whose address is 515 Clark Avenue, Ames, Iowa 50010, (hereinafter called “City”), sometimes referred to in this agreement individually as “party” or collectively as the “parties”.

RECITALS :

WHEREAS, Owner holds title to real property at 3500 University Boulevard, Ames, Iowa, 50010 which is legally described as:

Lot 2, Iowa State University Research Park Phase III, First Addition, Ames, Story County, Iowa (“the Property”).

WHEREAS, Owner seeks to enter into an agreement that will result in development of a 32,971 sq. ft. building for the purpose of operating a medical office use and day care center on the Property.

WHEREAS, the City of Ames *Municipal Code* (Section 29.406) establishes that use of a property requires on-site parking at the rates described within the zoning ordinance for each principal use on a site.

WHEREAS, the proposed development includes construction of 147 on-site parking spaces and use of existing off-site parking spaces on the adjacent public street known as Plaza Loop, as allowed within the Research and Innovation (RI) zoning district, upon City of Ames Planning Director approval, to satisfy the required parking for the medical office use of the site. The day care facility requires additional on-site parking.

WHEREAS, Owner has identified that due to a differentiation of peak demand between the two uses, that both uses can satisfactorily share the required parking of the medical office use.

WHEREAS, the City of Ames *Municipal Code*, with respect to off-street parking (Section 29.406), requires City Council approval of joint use, when the joint use of parking requires less parking spaces than individually required for each use by the *Municipal Code*.

WHEREAS, the City of Ames *Municipal Code* (Section 29.406(2)) permits a reduced parking rate for medical office uses of 5 parking spaces per 1,000 square feet of gross floor area when approved through a joint use parking agreement,

NOW THEREFORE, in consideration of the mutual covenants contained in this agreement, the parties covenant and agree as follows:

1. The principal uses permitted on the Property include Medical Office not to exceed 23,671 gross square feet, and a state licensed Day Care center not to exceed 9,300 square feet.
2. The Day Care center staff shall not to exceed 25 employees on-site.
3. All employee parking for both the Medical Office and the Day Care center shall be within the on-site parking lot.
4. Staff parking for the Day Care shall be marked as reserved spaces.
5. There shall be no enlargement of use on the Property requiring additional parking.
6. The principal uses of the Property may not be changed without approval by the City.
7. The Owner may terminate this agreement for joint use parking by providing 14 days of notice to the City that the medical office use will cease to operate and will be replaced by a general office use that requires city-specified parking at a rate less than the medical office use. The City shall not unreasonably withhold approval to terminate the agreement based upon a change of medical office use to a general office use.
8. The City agrees to the joint use of parking for the site based on the Owner's representation of the types of uses described in this agreement, and upon the anticipated use of parking use for the staff and clients of those uses. If, based on demonstrated actual use of the parking on the Property, there are found to be negative impacts to traffic circulation along University Boulevard, Plaza Loop, or Collaboration Place caused by uses on the Property, the City shall give the Owner a notice of opportunity to cure the negative impacts. The notice

shall provide a date by which a response is required, and shall provide a date to cure. Thereafter, the Owner shall promptly provide in writing the steps that it will take and when those will be implemented.

If the Owner fails to timely respond to the opportunity to cure, or, if after undertaking the opportunity to cure, the negative impacts have not been eliminated by the date to cure , the City shall have the right to terminate this agreement that permits joint use parking with the reduced parking for the medical office use. The decision to exercise the termination right shall be determined by the City Council. The City shall provide no less than 14 days advance written notice to the property owner of the time and date of the City Council meeting at which termination of the agreement is going to be considered.

- 9. The covenants in this agreement shall be binding and inure to the benefit of each of the parties, their heirs, legatees, representatives, transferees, successors, and assigns.

IN WITNESS THEREOF, the parties have executed this agreement on this ____ day of _____, 2017.

IOWA STATE UNIVERSITY RESEARCH PARK

CITY OF AMES, IOWA

By: _____
Steven Carter, President

By: _____
Ann H. Campbell, Mayor

Attest by: _____
Diane R. Voss, City Clerk

STATE OF IOWA, STORY COUNTY ss:
This instrument was acknowledged before me on this ____ day of _____, 20____, by Steven Carter, as President of Iowa State University Research Park.

Notary Public in and for State of Iowa

STATE OF IOWA, COUNTY OF STORY ss:
On this ____ day of _____, 20____, before me, a Notary Public in and for the State of Iowa, personally appeared Ann H. Campbell and Diane R. Voss, to me personally known, and, who, being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of Ames, Iowa; that the seal affixed to the foregoing instrument is the corporate seal of the corporation, and that the instrument was signed and sealed on behalf of the corporation by authority of its City Council, as contained in Resolution No. ____ adopted by the City Council on the ____ day of _____, 20____, and that Ann H. Campbell and Diane R. Voss acknowledged the execution of the instrument to be their voluntary act and deed of said corporation by it voluntarily executed.

Notary Public in and for State of Iowa

MORTGAGEE'S SUBORDINATION

KNOW ALL PERSONS BY THIS INSTRUMENT THAT:

_____ ("Mortgagee") is the present owner of that certain Mortgage given by _____ (Mortgagors) to _____ (Mortgagee), filed in the office of the Recorder of Story County, Iowa, on the _____ day of _____, 20_____, and recorded as Instrument No. _____.

NOW, THEREFORE, the Mortgagee, for good and valuable consideration, agrees that the aforesaid real estate mortgage shall be subordinate to the rights of the City of Ames, Iowa under this instrument.

IN WITNESS WHEREOF, the Mortgagee has caused this instrument to be executed on its behalf on this _____ day of _____, 20____.

By: _____

STATE OF IOWA, STORY COUNTY ss:

This instrument was acknowledged before me on this _____ day of _____, 20____, by _____, as _____ of said corporation.

Notary Public in and for State of Iowa

COUNCIL ACTION FORM

SUBJECT: 2017-18 PROPOSED ANNUAL ACTION PLAN PROJECTS FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM PUBLIC FORUM FOLLOW-UP

BACKGROUND:

On January 30 and 31, City staff hosted public forums to gather input regarding possible projects for consideration for the 2017-2018 CDBG Annual Action Plan as part the City's CDBG Program. A total of seven persons attended and participated in the forum discussions, including representatives from Habitat for Humanity of Central Iowa, ACCESS, YSS, and a representative from the Ames Tribune.

Staff also participated in an interview with KASI Radio to share information about the Action Plan Process and update regarding the CDBG programs addressing affordable housing needs.

The forum attendees participated in a group activity that involved the following activities:

- Review of the adopted 2014-18 Strategic Plan Goals and Priorities, for both low and moderate income, as well as for non-low- and moderate-income households.
- Review the current 2016-17 Action Plan Projects and budget.

The participants were then asked if the goals and priorities of the Strategic Plan were consistent with the project activities goals adopted in the 2016-17 Annual Action Plan.

After reviewing the anticipated program budget for program year 2017-18, participants were asked to select which program activities should continue for 2017-18. Additionally, the participants were advised that since we are entering into the fourth year of the five-year Consolidated Plan, major program suggestions or changes would not be recommended and should be considered for the upcoming 2018-2024 Consolidated Plan update.

The overall feedback centered around the continual need of affordable housing for low-income households in the areas of rental, shelters, transitional, and homeownership units and around the continuation of public services, such as Security Deposit, First Month's Rent, and Transportation Assistance. Attachment B reflects the participants' feedback and/or comments.

Looking ahead to next year, staff has assumed, for budgeting purposes, the City will receive the same amount of funding as last year. HUD has advised staff to assume this amount, although there has been no notification of the actual funding planning for next year.

The upcoming annual allocation is assumed to be \$490,986. Staff has budgeted the allotted maximum of 20% of the funding for administration of the program, which leaves approximately \$392,789 available for programming in addition to any anticipated rollover of unspent funds and program income. Staff is cautiously anticipating a rollover balance of approximately \$392,789, and program income of \$36,000 which would provide approximately \$821,578 of “program” funds (not including administration) to be available for the 2017-18 program year. Approximately \$98,197 would be set aside for program administration.

Anticipated/Proposed 2017-18 CDBG Program Revenue Resources

17-18 CDBG Allocation**	\$ 490,986
16-17 Anticipated Program Rollover	\$ 392,789
17-18 Anticipated Program Income	\$ 36,000
Total 2017-18	\$919,775

****Assumed same as 2016-17 Allocation**

Taking all of the above information under consideration (including public feedback) and prior discussions with the City Council regarding 321 State Avenue, staff is recommending the following proposed projects and budget for the 2017-18 Annual Action Plan.

Proposed 2017-18 Action Plan Projects

1 st Time Homebuyer Assistance Program	\$ 150,000
Public Infrastructure Improvements Program in relation to 321 State Avenue. (Old Middle School Site)	\$550,000
Renter Affordability (Deposits, 1 st Month's Rent & Transportation, Assistance) Programs	\$45,000
SF Housing Improvement Programs	\$60,000
Disposition of Properties	\$16,578
Total Programming	\$821,578
2017-18 Program Administration	\$ 98,197
Grand Total	\$919,775

Staff's rationale for recommending project activities for 2017-18 is as follows:

- The project activities are consistent with the recently adopted 2014-18 Five-Year Consolidated Plan goals that 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.** Additionally, the data outlined in the Comprehensive Housing Affordability Strategy (CHAS), and the American Community Survey (ACS) information for the City of Ames is consistent with the two needs outlined above. The activities are also consistent with the recently adopted NRSA.
- The proposed projects are consistent with the **City Council's goals and priorities to focus on neighborhood sustainability by improving and expanding the housing stock for low- and moderate-income households.**
- The proposed implementation sequence for the project activities should help meet HUD's timely expenditure requirements.
- All of the activities proposed would be of 100% benefit to low- and moderate-income persons.
- Disposition of properties is a HUD-mandated category related to ongoing costs associated with property ownership, such as property taxes and maintenance.

Staff is recommending that the anticipated budget of \$821,578 be allocated to the project activities outlined above. The need to improve and expand the supply of affordable housing for low and moderate income households is best accomplished through the implementation of the Homebuyer Assistance Program, the Housing Improvement Programs and the Renter Affordability Programs.

Notably outside of the proposed programs is the disposition of the 6th Street property purchased with CDBG funds in the summer of 2014. Based upon the direction on how to proceed with development of 321 State Avenue and difficulty in partnering on the development of the site on its own with affordable housing, staff has begun to explore with HUD the likely resale of the property and its effect on the former property acquisition program. The resale of the property could generate additional funds to support other programs identified in the new Action Plan. If City Council agrees to sell the property at a future date, the funding that remains after applying HUD regulations for recapture of costs will then be allocated to the programs in the plan.

ALTERNATIVES:

1. The City Council can approve the proposed 2017-18 Annual Action Plan Program Projects and proposed budget in connection with the City's Community Development Block Grant Program, as outlined above.
2. The City Council can approve the proposed 2017-18 Annual Action Plan

Program Projects and proposed budget in connection with the City's Community Development Block Grant Program, with modifications.

3. The City Council can refer this item back to staff with further direction.

MANAGER'S RECOMMENDED ACTION:

Although there was not a high level of participation in the Public Forums, those who attended were satisfied with the current program activities as continuing in the right direction to address the needs identified in the 5-Year Consolidated Plan. The proposed budget also focuses most of our resources on the development of affordable housing at 321 State Avenue, which is the main priority of the City.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative #1, thereby approving the proposed 2017-18 Annual Action Plan Program Projects and proposed budget in connection with the City's Community Development Block Grant Program, as outlined above.

This alternative will also authorize staff to prepare the Action Plan document for the required 30-day public comment period and set May 9, 2017, as the date for the public hearing for the submittal of the 2017-18 Annual Action Plan to HUD on or before May 17, 2017.

Attachment B

2017 Public Forums Participant Comments/Feedback January 30 and 31, 2017

1. Continue the following Programs
 - Deposit Assistance
 - Transportation Vouchers
 - Rehab/Single-Family
 - 321 State Public Improvements for Affordable Housing
 - Disposition of Properties and Maintenance
 - 1st Time Homebuyer Assistance Program

2. Consider adding back:
 - Public Facilities Improvements Program for Non-profits

3. Discontinue:
 - Childcare Assistance Program

COUNCIL ACTION FORM

SUBJECT: NEW WATER PLANT CHANGE ORDER NO. 14 – CONTRACT 2

BACKGROUND:

The new Water Treatment Plant project is budgeted to wrap up in the current fiscal year. Table 1 below shows the entire project budget, from 2008 through the mid-year budget amendments currently being considered by Council.

Table 1: Total Project Budget

	Water Fund	SRF Loan
All Prior Years	\$ 813,792	\$ 39,728,135
Current Year	706,002	29,667,686
Subtotal	\$ 1,519,794	\$ 69,395,821
Total		\$ 70,915,615

On October 14, 2014, the City Council awarded a construction contract to Knutson Construction of Minneapolis, Minnesota, for the City's new drinking water treatment plant. This contract, along with all other project expenses, are summarized in Table 2.

Table 2: Total Project Costs To Date

Contract	Amount	Total
FOX Engineering		
Original Contract	\$ 8,240,000	
Change Orders 1-11	763,986	\$ 9,003,986
Contract 1: Pipeline – S.M. Hentges & Sons		
Original Contract	\$ 3,197,273	
Change Orders 1-4	54,566	\$ 3,251,839
Contract 2: Treatment Plant – Knutson Construction		
Original Contract	\$ 52,497,000	
Change Orders 1-13	300,719	\$ 52,797,719
All Other Expenses		\$ 3,163,437
(e.g., land acquisition, lime sludge disposal, environmental investigations, etc.)		
Subtotal		\$ 68,216,981
Contingency		\$ 2,698,634
Total		\$ 70,915,615

Thirteen previous change orders have been executed for Contract 2 with Knutson Construction (see the attached summary for a description of each). Additional items have been identified that need to be addressed and that require a change to the contract. Knutson has provided a proposed change order for the work. Each item is described below.

- **SCADA revisions** – Changes have been requested to monitor the fire alarms at the existing Technical Services Complex through the SCADA system at the new treatment plant. Also included are staff-requested revisions to the control system. **Total cost is \$75,482.**
- **Replace valves along 13th Street** – Three distribution system valves near the new water plant will need to be operated during start-up but are difficult to operate or are inoperable. Replacing these valves would better isolate the distribution system so fewer customers would be impacted in case of a problem. **Total cost for the valves is \$64,023.**
- **Door hardware revisions** – Two doors needed to be modified to accommodate electric strikes for the security system. **Total cost for the change is \$3,032.**
- **Ammonia feed system** – Only the space for an ammonia feed system was included in the plant design; no equipment was included. Because of problems in maintaining a consistent chlorine level caused by fluctuating ammonia levels, it was subsequently determined by staff that the ammonia feed system should be installed now as a part of the initial plant construction. **Total cost for the system is \$145,082.**
- **City IT revisions** – Modifications made to phone system wiring and other components to allow connections to the City's IT infrastructure. **Total cost is \$39,119.**
- **Door hardware revisions at fire-rated doors** – Changes made to meet UL listing requirements. **Total cost for this change is \$2,146.**
- **Removal of high service pump disconnect panels** – Large disconnect panels were removed from the project and a number of stainless steel junction boxes were added. **Total savings for the change is \$249.**
- **Fan coil and Variable Frequency Drive (VFD) relocation** – Two VFDs needed to be moved to accommodate construction at the contractor's expense. City staff requested the other three VFDs be moved to allow for future equipment. **Total cost for this change is \$1,442.**
- **CO2 tank sidewalk and equipment revisions** – Paving was added to minimize maintenance around the tanks and modifications were made to make equipment more accessible for maintenance. **Total cost for this change is \$14,055.**
- **Add back in sample valves** – it was determined that valves that were initially removed are needed. **Total cost for this change is \$606.**
- **Ships ladder modification** – The elevations shown on the drawings did not match; the ladder dimensions and concrete elevations needed to be adjusted. **Total cost for this change is \$2,459.**
- **Stiffen metal stud knee wall** – Modification to the bracing in the walls in the control room. **Total cost for this change is \$3,423.**

- **Exterior stair revisions** – Elevations shown on the drawings did not match. Stair elevations needed to be adjusted. **Total cost for the change is \$5,587.**
- **Sink, WC, and garbage disposal wiring** – Low voltage wiring was not included on the plans for automatic sinks and toilets. **Total cost for the change is \$26,524.**
- **Fire/smoke dampers** – Dampers were not included on the drawings and are required by code. **Total cost for the change \$174,557.**
- **Turbidimeter model change** – The turbidimeter model specified is scheduled to be discontinued this summer. Rather than have obsolete equipment in the new treatment plant, the newer model was requested by staff. **Total cost for the change is \$7,644.**

The net cost for this change order is \$564,932. It is the opinion of the consulting team that this is a fair and reasonable price for the requested changes.

The table below shows project contingency before and after approval of this change order.

Table 3: Contingency Balance

	Total
Available Contingency Before Change Order 14	\$ 2,698,634
Contract 2 Change Order 14 (this Council Action)	564,932
Remaining Project Contingency	\$ 2,133,702

There are still a number of additional changes needed for the project that will result in additional changes to Contract 2. The contractor and consultant are working to determine appropriate pricing for these changes. As these are completed, they will appear on future change orders.

ALTERNATIVES:

1. Approve Change Order No. 14 for Contract 2 with Knutson Construction in the amount of \$564,932.
2. Do not approve the change order at this time.

MANAGER’S RECOMMENDED ACTION:

The proposed changes are to improve reliability and function of the water plant. The consulting engineers, City staff, and Knutson Construction have worked together to come up with reasonable, cost effective recommendations. After approving Change Order No. 14, the remaining contingency available for the project will be \$2,133,702. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as described above.

**New Water Treatment Plant
Summary of Change Orders to Construction Contracts**

Contract 1: S.M. Hentges & Sons (Pipeline)

Description	Net Change
Contract 1, Change Order #1 Raw water realignment, site work, communication structure	\$ 9,256.45
Contract 1, Change Order #2 Piping changes, bypass structure changes, hydrant valves	\$ 21,687.60
Contract 1, Change Order #3 Air relief hydrants, pedestrian ramp, thrust block removal and replacement	\$ 16,974.83
Contract 1, Change Order #4 Road stone, replace lime sludge line laterals, repaint hydrants	\$ 6,647.12
Total Approved Changes to Contract 1	\$54,566.00

Contract 2: Knutson Construction (Treatment Plant)

Description	Net Change
Contract 2, Change Order #1 Sanitary Sewer Realignment	\$ 127,023.00
Contract 2, Change Order #2 Second water service line; additional gate valve; change in pipe material; manhole waterproofing.	\$ 55,634.00
Contract 2, Change Order #3 Minor plumbing changes, tree removal, minor electrical change to elevator, process valve simplification	\$ 5,457.00
Contract 2, Change Order #4 Clearwell access hatches	\$ 6,192.00
Contract 2, Change Order #5 Debris removal, analyzers, access doors, lime pond gates, structural clarifications	\$ 21,790.00
Contract 2, Change Order #6 Electrical modifications, valve floor stand, tracer wire, loss of work time	\$ 22,624.00
Contract 2, Change order #7 Piping modifications to eliminate maintenance in a confined space	\$ 8,985.00
Contract 2, Change order #8 Flooring changes, plumbing modifications, concrete construction changes, valves, concrete pad	\$ 19,341.00

Contract 2, Change order #9 Miscellaneous construction modifications and process piping adjustments	\$ 3,659.00
Contract 2, Change order #10 Service water piping rerouting	\$ 6,027.00
Contract 2, Change order #11 Glass revisions	(\$ 2,360.00)
Contract 2, Change order #12 Natural gas pressure reducing valve and concrete pad	\$ 5,211.00
Contract 2, Change order #13 Lime pond work, water service lines, interior finish selections, hose bib modifications	\$ 21,136.00
Contract 2, Change order #14 Technology revisions, building modifications, equipment relocation, hardware revisions, code requirements	\$ 564,932.00
Total Approved Changes to Contract 2, including this request	\$865,651.00

Staff Report

**FOLLOW-UP REGARDING SIDEWALK CAFÉ
REQUIREMENTS, ALCOHOL SERVICE**

February 14, 2017

BACKGROUND:

At the September 20, 2016, City Council meeting, City staff presented a list of proposed changes to the Sidewalk Café ordinance. These changes originated from a letter sent by Campustown Action Association (CAA) to the City Council in 2012. A draft ordinance change was prepared to implement both CAA's requested changes and modifications proposed by City staff. At the September 20, 2016, meeting, the City Council raised several issues related to Sidewalk Cafes; those issues and staff's responses to them are indicated below:

1. Ensure that umbrellas can be made of fabric.

City staff has modified the draft ordinance to clarify that fabric umbrellas are acceptable.

2. How can we ensure that sidewalk café components won't be made from inappropriate materials (e.g., umbrella weights made from five-gallon buckets of concrete)?

Staff has modified the section of the proposed Code revision to require sidewalk café components to be made of "commercial quality materials marketed for the use(s) in which they are employed in the sidewalk café."

3. Since the City Council has modified new development standards to require the installation of five-foot sidewalks, do sidewalk cafes need to ensure five feet of clear space, or is four feet acceptable?

The 2010 ADA Accessibility Guidelines provide for a minimum accessible route width of four feet, with a five-foot passing space at least every 200 feet. This 200-foot length is far greater than that of any existing sidewalk café. The proposed and current Sidewalk Café Codes call for a four-foot clear space. If the City Council is concerned about meeting the five-foot-every-200-feet requirement, City staff feels this could be addressed on a case-by-case basis.

If the City Council fundamentally feels that five feet of sidewalk space should be the minimum standard in all locations where possible, it could direct staff to increase the required clear space to five feet. It should also be noted that under

both the existing and proposed Sidewalk Café Codes, a sidewalk café may not occupy more than 50% of the width of the sidewalk (e.g., for a 10-foot sidewalk, the maximum sidewalk café space is five feet, leaving a five-foot path for pedestrian travel).

4. What requirements exist in other communities to bring in sidewalk café elements at the end of each day?

The current Municipal Code requires Sidewalk Café components to be stored indoors at any time when the café is not in operation. A summary of comparable cities' requirements is below:

CITY	REMOVE DAILY?	NOTES
Cedar Falls, IA	Varies	Within 30 minutes of closing each night, all elements must either: 1) be removed, or 2) orderly secured by means of chains and locks or other secure means in a way that prevents their use to cause damage to persons or property. Secured elements must be arranged so they do not obstruct snow removal or other maintenance.
Cedar Rapids, IA	Varies	There is a distinction between permanent sidewalk cafes, which are not required to remove their furnishings, and temporary sidewalk cafes, which are required to remove their furnishings each night.
Des Moines, IA	Varies	Any sidewalk café serving alcohol must have a 36" wrought iron or similar fence. Sidewalk cafés not serving alcohol may have a similar enclosure. Furniture can be left within that enclosure overnight. If no enclosure is present, any sidewalk café furniture must be taken in each night.
Dubuque, IA	No	Any tables, chairs, etc., shall be secured within the sidewalk café area at the end of the day's operation so they are unusable and do not block emergency exits from any building.
Iowa City, IA		
Evanston, IL	Yes, unless fee paid	Tables, chairs, etc. may be stored upon the City sidewalk overnight for an additional fee of \$200 per year (in addition to standard sidewalk café permit fee of \$200). There are no specific requirements to secure or lock down those items. The Permit Office indicates most businesses bring items in each night.
Lawrence, KS	No	Sidewalk cafes are required to have a fenced enclosure. Tables and chairs are not required to be removed from the enclosure or locked up, although many businesses do lock them up.
Manhattan, KS		

It appears a variety of approaches are taken with respect to the daily removal of sidewalk café furniture. In several of the communities where removal is not required, the sidewalk café barriers are also required to be more substantial and in some instances are secured to the pavement, providing a more secure enclosure against tampering with sidewalk café furniture.

City staff's interest in this provision is to prevent sidewalk café furnishings from becoming an attractive nuisance. Removal of the furniture nightly resolves this concern. However, City staff is comfortable with a requirement to secure furnishings with locks and chains or cables. In this case, City staff would request information on the permit application regarding the method of securing the furnishings.

5. How can the City ensure that any parklet used for a sidewalk café could be removed quickly if necessary?

The application process for a parklet has not yet been defined. However, one of the criteria for an application could be for the applicant to describe how he/she would remove the parklet in a timely manner if required to do so.

6. What are methods through which alcohol service could be allowed at the sidewalk café of an establishment that does not qualify as a “restaurant” under Municipal Code?

The City Council's original direction to City staff was to “provide ways in which alcohol service at sidewalk cafes could be made a safe initial effort.” City staff responded by proposing that alcohol service at sidewalk cafes only be allowed at establishments that allow minors on the premises under Section 17.16 of Municipal Code. As currently written, Section 17.16 distinguishes between establishments whose sales of alcohol are less than 50% of their total sales, which are permitted to have minors on the premises (restaurants), and those whose sales of alcohol are greater than 50%, which may not have minors on the premises (bars).

If the City Council wishes to allow alcohol service at the sidewalk cafés of some establishments that are considered bars, but not at all of them, the question is how to distinguish between establishments in a manner that is not arbitrary. Options to address this include:

a) City Council Granted Exception

A business that does not meet the “restaurant” criteria, but wishes to provide sidewalk café service, could submit a request for an exception allowing the service of alcohol. The City Council would receive a staff report indicating the establishment's alcohol compliance history and the measures proposed to control the service of alcohol. The City Council

would then decide whether to allow an exception for that establishment to serve alcohol at its sidewalk café.

This option could be coupled with the ability for the City Council to impose additional conditions on a case-by-case basis to ensure safety. As with any sidewalk café, the City Manager could revoke the establishment's sidewalk café permit if the business is non-compliant or if a safety issue is created.

b) Allow with Increased Safety Standards

The Municipal Code could be modified to automatically allow for alcohol service at establishments that are considered "bars" if they meet additional safety criteria. These could include the use of substantial fencing instead of standard barrier materials (as is required in Des Moines, Lawrence, and Manhattan), a greater staffing requirement, earlier service cut-off times, a prohibition on liquor consumption, or other requirements.

This option would apply a blanket standard for any "bar" that wishes to serve alcohol at a sidewalk café. The challenge lies in determining what standard would achieve the appropriate balance between hospitality and safety, especially since both the City and potential proprietors have little to no experience with alcohol service in a sidewalk café setting. City staff would need direction from the City Council regarding what additional restrictions should be imposed.

c) Prohibit Sidewalk Café Alcohol Service at Bars; Revisit in One Year

Under this option, the proposed ordinance would remain as-drafted, with only restaurants being allowed to serve alcohol at a sidewalk café. After one year of experience with this new system, City staff would return this discussion to the City Council to consider options for allowing alcohol service at sidewalk cafes attached to bars.

Providing alcohol at sidewalk cafes is something with which the City has no experience. Limiting alcohol service to restaurants for a period of time allows both the establishments and City staff to gain familiarity with the operation of the new sidewalk café ordinance. This would allow for fine-tuning of the ordinance if necessary, before expanding the service of alcohol at sidewalk cafes to bars.

NEXT STEPS:

The City Council may choose to provide specific direction regarding the items indicated above, or additional issues related to sidewalk cafes. **Once this final direction has been received, it would be appropriate for the City Council to direct staff to prepare an ordinance modifying the Sidewalk Café Code with these changes.** This

ordinance would be then returned to the City Council for a hearing and three readings. It is City staff's intent to complete the ordinance change in time for the start of the Sidewalk Café season, which begins in April.

In order to refresh your memory regarding other issues related to a possible café ordinance that were presented to the Council last September, a copy of the power point slides is attached for your review.



City of Ames Sidewalk Café and Vending Code Workshop

1 *Smart Choice*



SIDEWALK CAFÉ BACKGROUND

- 2012: Request from CAA
 - Allow wait service at tables
 - Do not require barriers
 - However, if barriers required, ensure they are aesthetically pleasing
 - Allow alcoholic beverage service

Smart Choice



SIDEWALK CAFÉ BACKGROUND (2)

- City staff proposed additional modifications to Code
- City Council discussions in November 2012, May 2014
- Consultation with CAA, MSCD during process

Smart Choice



SIDEWALK CAFÉS – SITE



Standard Configuration (currently allowed)

Smart Choice

SIDEWALK CAFÉS – SITE (2)



Offset Configuration (proposed addition)

Smart Choice

SIDEWALK CAFÉS – SITE (3)

- Proposed Revision: Attached or offset cafes allowed
 - Must maintain four-foot clear path for pedestrians
 - Use of parklets allowed for offset cafes
 - Must be reviewed for safety, stormwater
 - Must request use of metered parking space from City Council, arrange for payment

Smart Choice



SIDEWALK CAFÉS - ACCESSORIES

- Proposed Revision: Accessory devices allowed
 - Air conditioners, fans permitted
 - Heaters permitted if approved by Fire Inspector
 - Noisemaking devices permitted if in compliance with Noise Ordinance

Smart Choice



SIDEWALK CAFÉS - MATERIALS

- Proposed Revision: Furniture and delineators may not be made of plastic, plastic resin, or fabric.
 - Per CAA's request
 - Staff proposes exception to allow furniture made of HDPE, which is similar in durability to wood but does not rot (it is used to make some park benches)

Smart Choice



SIDEWALK CAFÉS – TABLE SERVICE

- Proposed Revision: Table service is permitted
 - Tables must be bused promptly to keep waste materials from blowing away or being attractive to animals
 - Soiled tableware may not be kept in an outdoor bus stop (consistent with current Code)

Smart Choice



SIDEWALK CAFÉS – REVOC./DENIAL

- Proposed Revision: Appeals process for revocation or denial of a permit mirrors Vending License process
 - 20 days for licensee to appeal to City Council
 - License can be temporarily revoked for public safety purposes, failure to meet requirements of the Code, etc.

Smart Choice



SIDEWALK CAFÉS – DELINEATION

- Proposed Revision: Barriers at least 42 inches in height to separate patrons from pedestrian area or street.
 - Acceptable materials: ropes, chains, planters, fencing, other sturdy materials
 - Barriers required in comparable communities
 - Important to contain sidewalk café and keep clear path of travel
 - Alcohol service – Must take place within a defined “premises”

Smart Choice



SIDEWALK CAFÉS – ALCOHOL

- Proposed Revision: Alcohol permitted if safety requirements are met
 - City Council directed staff to work to make alcohol service a safe initial effort
 - Restrictions (only for sidewalk cafes where alcohol is served) include:
 - Allowing alcohol service only at “restaurants” as defined by the City’s 50/50 alcohol ordinance. Prohibits minors from being on the premises where 50% or more of the business’ sales are alcohol.
 - Prohibiting consumption of outside food and beverage

Smart Choice



SIDEWALK CAFÉS – ALCOHOL (2)

- Limiting number of patrons allowed to the number of chairs or fire code limit, whichever less
 - Prohibiting alcohol service in sidewalk cafés after 10:00 p.m.
 - Requiring staff supervision of the sidewalk cafe
 - If at an “offset” sidewalk café, prohibiting patrons from loitering with alcohol between the business and the sidewalk cafe
- Intent is that alcohol service is incidental to the dining experience. Not intended to extend bars onto the sidewalk.

Smart Choice



SIDEWALK CAFÉS – NEXT STEPS

- Sidewalk café season April 1 – October 31
 - Code revision will be presented to City Council

Smart Choice



ITEM# 12
DATE: 9/27/2016

COUNCIL ACTION FORM

SUBJECT: PARKING REGULATIONS ON CLARK AVENUE (MAIN STREET TO LINCOLN WAY)

BACKGROUND:

The 2015/16 Downtown Pavement Improvement program involves the reconstruction of Clark Avenue from Main Street to Lincoln Way and includes significant changes to the configuration of the street to accommodate all modes of travel (complete streets). Most notably, this includes the addition of bike facilities that use “green lane” markings, which denote potential high conflict areas for cyclists. Green lane markings are approved at the Statewide level by the Iowa DOT. These markings have also shown to increase safety for cyclists by bringing heightened visual awareness to those high-conflict zones.

During the design process, Staff discovered some existing parking regulations under *Municipal Code Section 18.31(55)* that will ultimately conflict with the new configuration for the street. The majority of Clark Avenue is Alternate Side Parking with a 3 AM to 6 AM restriction. However, in the segment beginning at the railroad track to Main Street, there is a small stretch that allows on-street parking, though the public very rarely uses it. **Therefore, Staff is recommending the elimination of parking at all times on both sides of the street from Lincoln Way to Main Street to accommodate the bike facilities. This will remove any conflicting code sections for Clark Avenue.**

ALTERNATIVES:

1. Direct the City Attorney to draft an ordinance to make Clark Avenue “No Parking” at all times on both side of the street from Lincoln Way to Main Street.
2. Direct staff to make alterations to the Clark Avenue project.

MANGER’S RECOMMENDED ACTION:

The 2015/16 Downtown Pavement Improvements marks the City’s first usage of the “green lane” marking for bike facility designation. Staff benefitted from working with local bike advocacy groups during the design process to obtain a cyclist perspective in these more congested corridors. The City hopes not only to improve safety and encourage the integration of modes, but to learn from this project moving forward with the City’s Complete Streets plan.

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

Clark Ave Parking Regulations



ORDINANCE NO.

AN ORDINANCE TO AMEND THE MUNICIPAL CODE OF THE CITY OF AMES, IOWA, BY REPEALING SECTION 18.31(55)(a)(b)(c) AND ENACTING A NEW SECTION 18.31(55)(a)(b)(c) THEREOF, FOR THE PURPOSE OF PARKING REGULATIONS ON CLARK AVENUE; REPEALING ANY AND ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT TO THE EXTENT OF SUCH CONFLICT; PROVIDING A PENALTY; 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 18.31(55)(a)(b)(c) as follows:

“Sec. 18.31. REGULATIONS FOR SPECIFIC STREETS OR LOCATIONS.

(55) **CLARK AVENUE.**

(a) Parking is prohibited on both sides between 3:00 a.m. and 6:00 a.m. from Main Street to Seventh Street.

(b) Parking is prohibited at all times on both sides from Lincoln Way to Main Street.

(c) Parking is prohibited at all times from the south line of Seventh Street south a distance of seventy-five (75) feet; and on the west side from Sixth Street to Seventh Street, except on Sunday.

Section Two. Violation of the provisions of this ordinance shall constitute a municipal infraction punishable as set out by law.

Section Three. All ordinances, or parts of ordinances, in conflict herewith are hereby repealed to the extent of such conflict, if any.

Section Four. 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