

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

AMES, IOWA

FEBRUARY 4, 2008

The Ames City Council met in special session at 5:15 p.m. on February 4, 2008, in the Council Chambers in City Hall, 515 Clark Avenue, pursuant to law with Mayor Campbell presiding and the following Council members present: Doll, Goodman, Larson, Mahayni, Popken, and Rice. *Ex Officio* Member Luttrell was also present.

FY 2008/09 BUDGET PROPOSALS: Moved by Popken, seconded by Rice, to approve the proposed FY 2008/09 budget. (Vote will be taken on March 4, 2008.)

City Manager Steve Schainker distributed requests for funding received today from A Mid-Iowa Organizing Strategy (AMOS) and Ames Smart Growth Alliance.

The Council heard reports on the proposed budgets for the Transportation Program, including the Transit System, from Director Sheri Kyras and Transit Coordinator Tom Davenport. Ms. Kyras listed activities undertaken towards the accomplishment of budget goals set a year ago by CyRide, specifically, to increase ridership, which is up from 4.1 million to 4.6 million; add service coverage (routes); enhance customer experience; and enhance CyRide's image. An application has been submitted requesting funding for hybrid electric buses. CyRide worked together with four other transit systems to request funds from the Power Fund, which is a new program offered by the state, in an attempt to bring hybrid bus technology to the City of Ames. Budget impacts for each of the goals were also given. Marketing is a big factor; ridership needs to be kept above 4.3 million. State funding for marketing and public education purposes in the amount of \$25,000 this year and \$25,000 next year will be received. Putting bike racks on buses has been placed on hold until the facilities study is complete. Bus storage is nearly at capacity, and it is necessary to have enough space at the existing site to incorporate the bike racks.

Budget goals for 2008/09 were presented by Ms. Kyras. New service routes to the proposed lifestyle center and to the new aquatic center are being worked out. Other new service route corridors and a vanpool service are being looked at as well. Grant funding will be sought for new services. Federal dollars have increased by approximately 3%, which reduces the percentage of City/GSB/ISU funding. Ms. Kyras explained that two years ago, CyRide ridership dipped down to 4.1 million; that was low enough to cause one performance criterion not be to met and resulted in the loss of \$125,000 in federal funding.

Ms. Kyras added that she has had conversations with representatives at the state Office of Energy Independence, who are responsible for administering the Power Fund. Twenty-five million dollars (\$25,000,000)/year for the next four years has been set aside to try and reduce greenhouse gas emissions in the state of Iowa. Recognizing one of the Council's potential new goals of looking at a fare-free CyRide service within the entire city, Ms. Kyras asked them for their thoughts on participating in the grant program to fund a demonstration project. It is possible to be awarded up to 100% funding for as long as three years. Pre-applications are due February 1, March 1, or April 1, 2008, for the first-year's funding. City Manager Schainker noted that this approach has not yet been discussed with

ISU Administration. Ms. Kyras added that all information to complete the grant application has not been compiled; however, the application is fairly simple. To replace the fare box revenue, the request for funding would need to be approximately \$270,000. In going fare-free, ridership should increase, which means that another bus might have to be purchased; that would increase the grant request to approximately \$500,000 to \$800,000. The Mayor and Council members were asked if they were comfortable in submitting a Pre-Application. City Manager Schainker explained that it is not really a fare-free service; someone has to pay for it. The grant may not require a local match, but when the grant expires, the City, GSB, and ISU Administration would need to pay at least \$270,000 for continued operations. It was the consensus of the City Council that CyRide staff should move forward with completion of the Grant Pre-Application for submittal by April 1, 2008.

John Dunn, Water and Pollution Control Director, gave highlights on the budget for Water Production. Mr. Dunn pointed out that Water Quality Monitoring at Ada Hayden Park was not included in this budget.

Assistant Director Christina Murphy reviewed the budget for WPC Operations. She added that Ames was the only Iowa facility to be recognized with a Platinum Award through the National Association of Clean Water Agencies. Only two facilities in the entire United States have longer compliance streaks.

The Council heard an overview of the Public Safety Program, which included Traffic Control, as presented by Public Works Director John Joiner. Council Member Popken asked that lines be painted on the pavement to indicate where bicycles can best trip the in-street loop for the traffic signals. He noted that had been done in other communities and asked if it could be looked into for Ames.

Budget highlights of the Utilities Program, which included Resource Recovery, Water Distribution Maintenance, Storm Sewer Maintenance, and Sanitary Sewer Maintenance, were given.

Reports were summarized for the Transportation Program, which included the Street System, Parking Operation, and Airport. Mr. Joiner advised that the City Manager's Office, Parks & Recreation, and Public Works have formed a team to come up with innovative ways to make corridors more attractive. Pertaining to the turf/tree maintenance, *ex officio* Member Luttrell said that there are environmental groups on campus that are looking for volunteer projects. They want to get involved, but really don't know how. She suggested that the City contact ISU to get student groups involved in such activities. Director Joiner advised that the City will look into the feasibility of such a volunteer program.

Council Member Larson asked that comparisons be made with other general aviation operations the size of Ames to determine service levels, specifically clearing the runways of snow. Director Joiner said that the City has begun to look into operations performed at similar airports within the state. Mr. Larson said that he was hearing that if there is much more than a quarter-inch of snow on the runway, the bigger jets have to bypass Ames. They are diverted to another airport and then have to find transportation to Ames. Mr. Joiner advised that that is of particular concern in the evenings and weekends when the FBO and crews are not in the terminal building.

Lastly, Mr. Joiner reviewed the budget details for the Cemetery, Public Works Administration, Public Works Engineering, and Public Buildings. Council Member Mahayni recommended that the front entrance to City Hall be better maintained. He noted that some of the pavement is sinking and breaking. Director Joiner advised that, due to other priorities, staff has not been able to address that as quickly as they would like, but as soon as weather permits, staff will address the problem. Council Member Larson recommended that the entrance to City Hall be made more attractive and kept in the best possible condition.

COMMENTS: Moved by Goodman, seconded by Popken, to refer to staff the letter from Ames Little League, specifically requesting to know the current rules pertaining to advertising on outfield fences and enforcement of those rules.

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

ADJOURNMENT: Moved by Doll, seconded by Goodman, to adjourn at 6:40 p.m.

MINUTES OF THE SPECIAL MEETING OF THE AMES CITY COUNCIL

AMES, IOWA

FEBRUARY 5, 2008

The Ames City Council met in special session at 5:18 p.m. on February 5, 2008, in the Council Chambers in City Hall, 515 Clark Avenue, pursuant to law with Mayor Campbell presiding and the following Council members present: Doll, Goodman, Larson, Mahayni, Popken, and Rice. *Ex Officio* Member Luttrell was also present.

FY 2008/09 BUDGET PROPOSALS: The Council heard and discussed highlights of the Community Enrichment Program, which included Recreational Opportunities, presented by Director Nancy Carroll.

Ms. Carroll stated that increases in fees were necessary due, to a large part, to the state-mandated increase in minimum wage. She noted that they have approximately 200 seasonal employees; the wage increase equated to approximately \$47,000.

According to Ms. Carroll, due to technological advancements, the Department was able to cut its personnel total by 1.5 FTE. On-line registration has proven very beneficial to customers as well as to the staff. She said that the Department offers 134 activities, and the average cost for participation is \$40. There is a formal program in place for assisting low-income persons with registration fees.

Ms. Carroll highlighted the Donald and Ruth Furman Aquatic Center. She advised that the Aquatic Center budget was based on averages of other similar aquatic centers in Iowa (West Des Moines, Clive, and Cedar Falls). This budget assumes that the Furman Aquatic Center

will be operational beginning in June 2009 with a net revenue of approximately \$46,000 for one month.

Activities for the Community Center/Auditorium/Bandshell and the Wellness Program were described.

Ms. Carroll also highlighted the net revenue of Homewood Golf Course. Two fiscal goals are to break even operationally and to maintain an operational fund balance of 27% of operational expenses (\$44,000).

Regarding the Ice Arena, Ms. Carroll stated that the three fiscal goals are to: [1] break even operationally, [2] maintain an Operational Fund Balance of 15% of operational expenses (\$63,000); and [3] maintain a healthy capital reserve fund balance to ensure a quality facility for 30+ years. She reminded the City Council that the City and Iowa State University agreed, for FY 07/08, to redirect a \$40,000 contribution from the Capital Reserve Fund to the Operations Fund. The goal is to sell more ice time in the summer. Attempts to reduce expenses, specifically, utilities will also be made. Fee increases of 5% (\$13,500) are programmed into this budget.

The Park System budget was reviewed. There are 35 parks and woodland/open spaces. This equates to 1,203 acres of parkland.

Ms. Carroll recalled that the CIP had contained \$135,000 for a new shelter house/restroom to be constructed at Gateway Hills, and private funding for that project had been received in the amount of \$50,000. However, since the footprint would not allow the shelter house/restroom to be built at that location, the City Council had reallocated the City's contribution to the pier overlook feature at Ada Hayden. The private donor now has requested that \$40,000 of her contribution to go to the Dog Park, and the other \$10,000 to be used for tree planting or other things that staff believes would be advantageous at Gateway Park. Director Carroll said that staff will now be bringing plans and specifications to be approved by Council within the next four to six weeks for the Dog Park project. It is anticipated that construction would begin in mid- to late-summer, and if the weather allows, the Dog Park could open next fall or in Spring 2009.

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

The FY 2008/09 budget includes funding to increase a Records Clerk from one-half time to three-quarter time and hiring a half-time Evidence Technician. Due to a decrease of \$196,000 in the City's required contribution to the Municipal Police and Fire Retirement System of Iowa and savings in health insurance costs, there is an increase of only 1.4% from the FY 2007/08 to FY 2008/09 in Personal Services. Chief Cychosz also advised that increased funding for an increase in pay for School Crossing Guards is being requested. Recruiting and retaining crossing guards presents a growing challenge.

Chief Cychosz said that funding in the amount of \$40,500 to begin the hiring and training of new officers in advance of planned retirements is included in this budget as the Department prepares for personnel turnover. Typically, it takes approximately six months to train a new recruit.

According to the Chief, a new program, Certified Crime-Free Housing, will be introduced during this fiscal year. In addition, more extensive dialog with Ames Community School administrators will occur during FY 2008/09, and it is possible that a second School Resource Officer will be requested.

Chief Cychosz noted that the patrol vehicles being purchased by the City are flex-fuel vehicles.

It was noted that 25% of the budget for Community Safety Officers (CSOs) is being transferred to the General Fund due to the services that they are performing. In addition to their present duties, it is possible that CSOs will assist Animal Control Officers in the future.

The budget for Animal Shelter and Control was reviewed. Regarding the Urban Deer Program, Chief Cychosz stated that the DNR fly-over occurred last week, and the results of same will be forwarded to the City Council as soon as they are received.

The Fire Safety Activities portion of the Public Safety program was presented by Chief Clint Petersen and Deputy Chief Paul Sandoval.

Deputy Sandoval stated that calls increased another eight percent in the past fiscal year after increasing by 20% the year before. The Fire Department responded to 3,193 calls during the last fiscal year. Eighty-nine (89) of those calls were structure fires. Medical calls are also increasing. Deputy Chief Sandoval described the new response policy to unsubstantiated automatic alarms. The Department continues to meet the Council's goal of responding to 85% of the community within five minutes. This will continue to be monitored closely. Deputy Chief Sandoval said that three new fire fighters are being requested in this budget.

Chief Petersen reviewed the Fire Prevention and Safety Education budget, which includes the Inspections Division. The hiring of part-time Student Inspectors has worked out very well.

The Building Safety and Health and Sanitation budgets were briefly reviewed by Chief Petersen. City Sanitarian Kevin Anderson has begun inspecting sites formerly under the jurisdiction of the state, which has resulted in approximately \$14,000 in additional revenue for the City.

The meeting recessed at 6:57 p.m. and reconvened at 7:00 p.m.

The operations budget for the Electric Utility was explained by Director Don Kom. Under Electric Administration, Mr. Kom advised that the Energy Fair will be held on March 22 from 10 AM - 2 PM in the City Hall Gymnasium. A Renewables Conference will be held on March 25 at the Scheman Building. Mr. Kom said that 949 subscribers were added to the Prime Time Power program during the past year. That program is currently voluntary; however, an evaluation as to the merits of making it mandatory is being performed.

According to Mr. Kom, Ames Electric Utility rates are 18% lower than its neighbors. The rates are 32% lower for residential customers, 9% lower for commercial customers, and approximately 1% higher for industrial customers.

Demand-Side Management programs were highlighted. These include air conditioner rebates, commercial lighting rebates, energy audits, and weatherization. Funding for these programs will increase by 50% in 2008/09.

Council Member Goodman asked that the Council be provided with a memo that shows the savings, e.g., kilowatt dollars saved per hour, dollar invested/dollar saved, etc., for each of the demand-side management programs.

The budget for Election Production was briefly reviewed. The electric usage peak occurred on August 28, 2007, when 124.06 megawatts were used. The all-time peak occurred in 2006 when 126.2 megawatts were used. Mr. Kom advised that Unit #7 is now operating better than ever.

Director Kom described program activities under Electric Plant Control.

Rich Archer, Line Superintendent, listed several accomplishments of the Electric Distribution Division during the past fiscal year. He also described annual projects undertaken by this Division. The price of transformers and other materials has increased approximately 18% during the past FY, which has significantly impacted the budget.

Highlights of Electric Metering were presented by Director Kom. He said discussions regarding demand-side management have been discussed with the City's three largest industrial customers: Ball, 3-M, Sauer-Danfoss. Ball Manufacturing will be pursuing conservation measures regarding its lighting. Electric Services staff was encouraged to have conversations with those manufacturers on ways to reduce demand.

Lyndon Cook, Electrical Engineering Manager, presented the main programs under Electric Engineering. Staff from this division serves as the Geographic Information System (GIS) Coordinator for the Electric Department and maintains software for Engineering, Metering, and Electric Distribution's portable and fixed GIS workstations.

Mr. Cook explained the new mandatory NERC/MRO reliability and cyber security standards. These have combined to create significant new responsibilities for engineering staff. Because of the additional work requirements, a System Engineer position to help address system protection and planning issues was created; this replaced an Electric Production Foreman in Production.

Mr. Kom explained that Fuel/Purchased Power comprises the largest portion of the budget for Electric Services. He said that coal deliveries were much improved in 2007, and an adequate supply was maintained at all times. Assistant Director Brian Trower described the activities under this category. An Energy Procurement Coordinator position has been created, but currently is not filled. He advised that the projected budget is increasing due to federal emission requirements beginning in 2009. Mr. Trower explained the EPA Clean Air Interstate Rule and defined Nox allowances. He described the penalties that could result if the appropriate Nox allowances are not maintained to cover the emissions.

ADJOURNMENT: Moved by Doll, seconded by Goodman, to adjourn the meeting at 8:11 p.m.
Vote on Motion: 6-0. Motion declared carried unanimously.

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

AMES, IOWA

FEBRUARY 6, 2008

The Ames City Council met in special session at 5:17 p.m. on February 6, 2008, in the Council Chambers in City Hall, 515 Clark Avenue, pursuant to law with Mayor Campbell presiding and the following Council members present: Doll, Goodman, Larson, Mahayni, Popken, and Rice. *Ex Officio* Member Luttrell was also present.

FY 2008/09 BUDGET PROPOSALS: The City Council heard the report on the proposed budget for Library Operations presented by Director Art Weeks.

Budgets for General Government and Internal Services were presented, which included Fleet Maintenance Services and Fleet Acquisition and Disposal. Fleet Services Director Paul Hinderaker advised that he had signed paperwork today to send to the DNR requesting no further action required for the L.U.S.T. (Leaking Underground Storage Tanks) program for the warehouse site; that has been in the works for 18 years.

The budget for Human Resources was detailed by Director Julie Huisman. The Risk Management budget was highlighted by Jon-Scott Johnson. Jennifer Hubbard, Human Resources Officer, gave the budget for Health Insurance Management. She explained that this program was recently shifted from the Risk Management program.

Budgets were outlined for the City Council and Executive Management, City Clerk, Public Relations, and Cable TV. Council Member Larson recommended that the City's website be improved, both in content and appearance.

The budget for Legal Services was explained by City Attorney Doug Marek. The three-quarter-time Principal Clerk position is proposed to increase to full-time for FY 2008/09. Mr. Marek indicated that requests for assistance have increased, and without additional attorney support, the service level to departments will decrease. The attorneys have an open-door policy now; however, due to heavy workloads, the consultation process will probably need to be formalized in the future. Discussion ensued as to billing the City Attorney's time. Mr. Schainker advised that it is important to correctly reflect for whom the work is being done.

The meeting recessed at 7:25 p.m. and reconvened at 7:35 p.m.

Discussion continued on the budgets for Long-Range and Current Planning presented by Planning and Housing Director Steve Osguthorpe. According to City Manager Schainker, tracking of the time it takes to process customer requests/applications will occur.

The budget for Housing and Community Development was explained by Housing Coordinator Vanessa Baker-Latimer, reviewing specifically Leased Housing and Affordable Housing programs. Ms. Baker Latimer also gave the budget highlights for the Community Development Block Grant program.

Details of the Economic Development budget were given by Finance Director Duane Pitcher. Information on currently outstanding economic development loans was distributed by Mr. Pitcher. He noted that there have been no payments on the loan for Home Style Furniture since November 2005. In December 2005, the City Attorney sent out the Notice of Penalty of \$99,997.90 related to failure to create the promised number of jobs. Discussion at a Council meeting in December 2005 resulted in authorization being granted to give credit for the number of jobs that were created, which reduced the penalty to approximately \$50,000. Mr. Pitcher stated that the matter remains unresolved at this time.

Council Member Larson pointed out that, by referendum, one percent of the Local Option tax is to go to economic development. He did not envision that the one percent mandated by referendum to go to economic development would pay for administrative time on special events, processing economic development loans, etc.

Reports were given by Finance Director Duane Pitcher on Financial Services. The Storm Disaster Activity program was then explained: That activity reflects the Federal Emergency Management Agency (FEMA) disaster activities associated with the ice storm during Winter 2007.

Mr. Pitcher explained City Council Contingency and Special Allocations. For Special Allocations, the only amount programmed into this budget is \$3,000 for Partner Cities. Council Member Larson asked for a summary of other requests for funding.

The Merit fund was described by Director Pitcher. He also explained Accounting and Reporting.

Information Technology and Communication and WiFi Services were reviewed by Mr. Pitcher. An additional FTE was included in this budget to support public safety activities and GIS. Capital expenses are up due to replacing an AS400 and adding more computers in police cars.

Lastly, Mr. Pitcher gave the highlights for the Purchasing Services, Customer Service, and Parking Violation Collection budgets.

COMMENTS: Moved by Goodman to direct staff to request information to be given to the City Council as to where the money is going on the 13 COTA allocations, i.e., a breakdown of administrative costs, specifically detailing what the user fees are and what the materials fees are.

Assistant City Manager Sheila Lundt advised that that information will have to be requested from the agencies as it is not broken down in the requests submitted. Council Member Mahayni alluded to time being an issue; he did not feel that the information could be obtained prior to the budget wrap-up on February 12.

Motion died for lack of a second.

Council Member Goodman pointed out that he had made the above motion due to issues that had been raised pertaining to the proposed COTA allocations. Council Member Mahayni suggested that improvements may be needed to the application process. The Commission On The Arts could be asked to comment on the process. Ms. Lundt suggested that the Commission members be present at budget wrap-up to explain the criteria they base their decisions on when making funding allocations.

Moved by Doll, seconded by Mahayni, to refer to the Planning and Zoning Commission a proposed zoning text amendment to the Zone Use Tables in Community Commercial/Residential Node (CCR), Campustown Service Center (CSC), and Downtown Service Center (DSC) to prohibit household living except in combination with permitted non-residential use or uses, in which case Housing Living shall be located above the first floor.

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

In light of updates recently received by the Iowa League of Municipalities, Council Member Larson asked for a briefing from staff pertaining to support of the Metropolitan Coalition. It appears to him that there might be conflicts in philosophies on certain issues. City Manager Schanker explained that it is unknown now frequently the lobbyists will be sending out updates.

ADJOURNMENT: Moved by Doll, seconded by Goodman, to adjourn at 9:11 p.m.

Diane Voss, City Clerk

Ann H. Campbell, Mayor