

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

AMES, IOWA

FEBRUARY 7, 2012

The Ames City Council met in special session at 5:18 p.m. on February 7, 2012, in the Council Chambers in City Hall, 515 Clark Avenue, pursuant to law with Mayor Campbell presiding and the following Council members present: Davis, Goodman, Larson, Orazem, Szopinski, and Wacha. *Ex officio* Member Finseth was also present.

FY 2012/13 BUDGET PROPOSALS: Moved by Wacha, seconded by Davis, to approve the proposed FY 2012/13 budget. (Vote will be taken on March 6, 2012.)

Library. Director Art Weeks presented the proposed budget for Library Operations, including Administration, Outreach, Collection Development, Youth Services, Information Services, Circulation, Network Services, and Grants and Gifts. Seventy-five percent (75%) of the Operating budget is allocated to Personal Services; 12%, Contractual; 11%, Collection, and 2%, Commodities. Increased participation in health benefit plan and increased contributions to IPERS increased the Personal Services line item. According to Director Weeks, the highlight of the Library budget is the \$18 million bond referendum, which was approved by 76% of the voters. Mr. Weeks pointed out the many partnerships to which the Library is a participant and the value of those partnerships, not only to the budget, but to the community. Pertaining to the partnership with Iowa Workforce Development, Mayor Campbell inquired if the State reimburses the Library for staff time or materials. Mr. Weeks replied that no funding is received from the State for that program. Council Member Larson asked to know the amount of Library staff time needed to assist those searching for jobs. Mr. Weeks advised that he did not have that information available. He noted that the State did provide equipment to facilitate the program. Special Programs offered by the Library were highlighted by Director Weeks. Relative to innovation, Mr. Weeks advised that the Library's E-Book collection has been expanded. In addition, the Library is beginning to implement Radio Frequency Identification and has improved the bandwidth of its T1 and DSL lines. It was pointed out by Mr. Weeks that only Iowa City out-circulates the Ames Public Library. It is anticipated, however, that usage of the Library will be slightly lower in 2012/13 due to the renovation project. The Library will close its present location for several months during the construction phase. It will relocate at an alternate site or sites depending on the size of the building they temporarily move into, but the location(s) might not be centrally located.

Director Weeks told the Council that the City of Gilbert elected not to renew its contract at \$55,000/year for service from the Ames Public Library. Gilbert then entered into a contract with Story City for a lesser fee. According to Mr. Weeks, Gilbert did not contact Ames or offer to negotiate the terms of the contract prior to signing with Story City. Council Member Larson pointed out that Gilbert residents are still using the Ames Library, and asked if it would be prudent for Ames to start charging to library cards. He expressed his concern about Ames residents paying property taxes for Library services, yet people outside the City are using the services for free. That is further exacerbated by the fact that Ames property taxes will be increasing to pay for the Library bond issue. Director Weeks explained that the Library is compensated somewhat through "Open Access" funding for circulation of items by residents of other communities that are not under contract with the Ames Library.

The Mayor compared services offered by the City's Parks and Recreation Department to those offered by the Public Library. Non-residents pay a higher fee to participate in Parks and Recreation Department activities. Non-residents do not pay property taxes, which supplement

the Parks and Recreation Department budget. Council Member Szopinski expressed her opinion that the Library provides an educational service. It was then noted by Council Member Orazem that there is limited access to resources at Iowa State University's Parks Library. Non-students and/or faculty pay a fee for those resources.

Council Member Goodman related that he had heard from residents of Gilbert who had expressed disappointment on the decreased level of service being provided by the Story City Library, specifically, there is no Bookmobile. Mr. Goodman suggested that Mr. Weeks discuss the situation again with Gilbert. Mr. Weeks advised that Gilbert had signed a three-year contract with Story City. He advised that circulation levels could be tracked.

Water. John Dunn, Water and Pollution Control Director, gave highlights of the budget of the Administration, Production, Treatment, Plant Maintenance, Plant Operation, Laboratory, and Water Metering/Cross-Connection Control. The 2012/13 Budget reflects an overall .6% change from the 2011/12 Adopted.

Water Administration budget is down 2.5%. The Smart Water Conservation Program will be ongoing to promote the role and importance of conserving drinking water to the community. Water Production will also reflect a -2.2% change from the 2011/12 Adopted. The first five-year cycle of the Well Rehabilitation Program will conclude in FY 2011/12, and a new cycle will be rebid in FY 12/13 at an estimated cost of \$110,000. There will be a 0.7% increase to the Water Treatment budget. For the first time in 12 years, a new operator was hired; that, in effect, reduced Personal Services expenses in the FY 2011/12 Adjusted. There will be an increase of 2.6% in the Water Laboratory budget. It was pointed out that Laboratory Services Division personnel and expenses are shared between Water and WPC programs. Highlights of the Water Pumping budget, which will increase by 10.4%, were given. A new federal rule changes the way sample locations for certain contaminants are selected. It requires utilities to identify locations at the average residence time and maximum residence time in the distribution system. To appropriately identify the sample locations, a Water Age Analysis Study is included in the current year's contractual expenses. Water Metering/Cross Connection Control reflects a .7% change from the 2011/12 Adopted. Mr. Dunn explained a survey left with customers following City staff replacing existing water meters. During the previous fiscal year, 99.8% of those surveys reported a "good" or "excellent" experience.

The proposed 2012/13 Budget for WPC Operations, including Administration, Plant Maintenance and Operation, and Laboratory, reflects a 3.5% change from the 2011/12 Adopted Budget. Larger maintenance projects are budgeted in the Capital Improvements Plan, but the staff time to administer the work is included in the Operating Budget. Mr. Dunn told the Mayor and Council that, for the 21st consecutive year, the City's Water Pollution Control Facility achieved 100% compliance with its NPDES Discharge Permit during calendar year 2010. He noted that only two facilities in the entire United States have longer compliance streaks. Mr. Dunn commended the staff members for that remarkable compliance record.

Public Works. The Council heard an overview of the major work activities for the Public Safety Program, which included Traffic Control (Traffic Maintenance and Traffic Engineering), presented by Public Works Director John Joiner. Replacing incandescent bulb signal indicators with LED lamps has resulted in nearly \$43,000 annually in electricity savings. Savings in materials cost will also be realized as the lamps will need to be replaced much less frequently.

Budget highlights of the Utilities Program, which included Resource Recovery, Water Distribution Maintenance, Storm Sewer Maintenance, and Sanitary Sewer Maintenance, were given. The Resource Recover Plant was recognized by the American Society of Mechanical Engineers for achievement in environmental and safety performance. It received the 2011 Facility of the Year Award, which was presented to the City of Ames at the Annual North American Waste-to-Energy Conference in Lancaster, Pennsylvania, in May 2011.

At the Council's previous request, Mr. Joiner advised that staff had estimated the cost to replace the Pedestrian Bridge over Squaw Creek at \$400,000. Eighty-five Thousand Dollars (\$85,000) would be for removal of the existing bridge. The new structure is estimated to cost between \$180,000 and \$200,000. When the Grand Avenue Extension goes forward, the bridge would be capable of being unbolted and reused at another site, possibly on the Skunk River Trail.

Also responding to a previous Council referral, Mr. Joiner advised that it would cost \$8,700 to install a railing on the 6th Street bridge over Squaw Creek. City Manager Schainker informed the Council that if it wished to move forward with that project, an amendment to the 2011/12 Budget would be necessary and could be made at the Budget Wrap-Up meeting on February 14.

Reports were summarized for Street Surface Maintenance, Street Cleaning, Snow and Ice Control; and Right-of-Way Maintenance. There have been 11 snow events accounting for ten inches of snow and two inches of rain. Mr. Joiner provided statistics on snow events from 1987 to the present. Mr. Joiner told the Council that the City was recently selected as one of three pilot cities for inclusion in an Iowa Department of Natural Resources (IDNR) grant application with the United States Forest Service. That grant would allow the City an opportunity to work with an urban forester on public education to build a network of volunteers to develop effective maintenance plans to ensure the health of trees and develop ordinances to protect and enhance the "urban forest." Two urban forestry interns will be hired to complete an inventory of all trees in the rights-of-way. Mr. Joiner believes that the inventory will be of great value for future planning, even if in the grant is not awarded to the Iowa DNR.

In reference to another previous referral to staff, Mr. Joiner showed where garbage cans are currently located in Campustown and where additional cans, requested by the Campustown Action Association (CAA), would be located. Council Member Goodman, who is a member of the CAA, told the Council about the usage patterns of the existing cans. Director Joiner advised that Capital costs would equate to \$850/can and ongoing operating costs would total \$17.32/can/month. Council Member Larson would like to know what type of partnership the City would have with the CAA and with business owners prior to authorizing additional trash cans. He also asked to know the location of dumpsters behind businesses as he does not believe it is the City's responsibility to clean up after commercial enterprises. Noting that if the number of additional trash cans being requested by the CAA is approved, it would mean a total of 40 trash cans for the City to maintain in Campustown. Director Joiner explained that the City contracts-out for emptying the trash cans. Mr. Larson stated that he preferred not to purchase 18 new trash cans all at once. Council Member Davis suggested that the City enter into a discussion with the CAA about long-term weekly maintenance.

Under Parking Operation and Maintenance, Mr. Joiner noted a pilot project where "Smart Cards" will be installed so that users may buy a prepaid card for parking time. Success of the pilot project may lead to changeover of the entire system over a ten-year period.

Lastly, Mr. Joiner reviewed the budget details for the Airport and Cemetery. Pertaining to the Airport, he pointed out that the Fixed Base Operator contract with Hap's Air Service is due to expire on June 30, 2012, and a Request for Proposal will be initiated. Council Member Larson asked if the new fencing being required at the Airport to comply with additional Federal Aviation Administration (FAA) security measures would require approval of a new Master Plan. Mr. Joiner stated that the City is due for an Master Plan update in the near future; the requirements will be rolled into that project. Mr. Larson requested to be informed as soon as possible about the scope of the construction of the terminal building, which will be funded in part by the FAA. City Manager Schainker noted that the City delayed construction of a new terminal building for a year to allow more public input to be provided. It was pointed out that there is a possibility of losing federal funds if the project is delayed.

Relating to improvements to the fence in front of Walgreen's, which was formerly referred to staff, Director Joiner reported that the fence is the responsibility of the City. A staff report pertaining to options for replacement of that fence will be provided to the Council in the near future.

Pertaining to the Cemetery, staff will be working on the implementation of a Focus Group to provide input and recommendations on how the cemetery can be a better experience for visitors. The budget includes \$7,500 in FY 2011/12 to allow for implementation of the recommendations from the Focus Group.

Lastly, Mr. Joiner reviewed the budgets for Public Works Administration, Engineering, and Public Buildings. The Engineering Division will focus on the Storm Sewer System. Inspections of construction sites for compliance with permits for erosion and sediment controls will occur.

The meeting recessed at 6:54 p.m. and reconvened at 7:05 p.m.

Finance. Finance Director Duane Pitcher presented the budgets for Storm Disaster Activity and Economic Development. Pertaining to Storm Disaster Activity, five projects remain incomplete, under appeal to FEMA, or include a request for an alternative project. City personnel costs associated with Economic Development have shifted from the Hotel/Motel Fund to the General Fund. Council Member Goodman questioned the shift, stating that time spent on economic development initiatives by the City Manager and Finance Director should be charged to the Hotel/Motel Fund. Mr. Schainker pointed out that the City's share of the Economic Development Coordinator (Seana Perkins) equates to \$60,000; that was the reason for increasing the allocation to the Ames Economic Development Commission from \$90,000 to \$150,000. Calculations demonstrating that retaining City personnel costs as well as the other expenses in the Hotel/Motel Tax would quickly deplete the Fund, as expenses would exceed revenues. Council Member Larson noted that to keep the amenities in the community, economic growth is necessary. Economic Development funds are used to stimulate that economic growth.

Mr. Pitcher gave an update on various companies that had received economic development funding from the City. He advised that one of the companies that had received City funding, i.e., BioForce Nanosciences, filed for bankruptcy. Any claims that will be made by the City will go through the bankruptcy proceedings. The City stands to be out approximately \$32,000.

Highlights of the budgets for Finance Administration, Accounting and Reporting, Information Technology and WiFi Services, and Communication were given by Director Pitcher. He also

reviewed budgets for Purchasing Services, Customer Service, and Parking Violation Collection. According to Mr. Pitcher, delinquency statistics are showing an upward trend in the number of customers who are having difficulty paying their utility bills. It was noted under Parking Violation Collection that expenses are indicating a need to increase the fines.

Lastly, Mr. Pitcher highlighted the City Council Contingency, which allows the Council to be able to respond to needs that were not foreseen at the time of budget preparation. City Manager Schainker noted that for FY 2012/13, the amount remains at \$50,000, however, the Adjusted budget annually is increased to \$100,000. Additionally, \$56,488 in carryover projects is shown in the 2011/12 amount. Mr. Pitcher explained past projects that had been covered through City Council Contingency. Council Member Davis asked at what point projects would be closed out, e.g., AMOS. City Manager Schainker indicated that amount (\$15,905) that was allocated for educational costs related to global warming and pollution reduction could be put back into the General Fund. He advised that if that is the desire of the Council, an amendment to the FY 2011/12 Budget could be made at Budget Wrap-Up.

Projects formerly funded by City Council Special Allocations were listed by Mr. Pitcher. The Council was reminded about the City's new grant process used to determine funding requests from outside groups. Discussion ensued about moving the funding for FACES from Hotel/Motel shown in the City Council's budget to the City Council Special Allocations program. Mr. Schainker indicated that an amendment could be made to do that at Budget Wrap-Up.

Finance Director Pitcher lastly explained the merit pool, which is used to reward employees for good performance. City Manager Schainker noted that City employees do not receive step increases, and other than those governed by Union contracts, City employees are not guaranteed any increases.

ADJOURNMENT: The meeting adjourned at 7:50 p.m.

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

AMES, IOWA

FEBRUARY 8, 2012

The Ames City Council met in special session at 5:15 p.m. on February 8, 2012, in the Council Chambers in City Hall, 515 Clark Avenue, pursuant to law with Mayor Campbell presiding and the following Council members present: Davis, Goodman, Larson, Orazem, Szopinski, and Wacha. *Ex officio* Member Finseth was also present.

FY 2012/13 BUDGET PROPOSALS: The Council heard and discussed highlights of the Community Enrichment, Public Safety, and Utilities Programs.

Parks & Recreation. Director Nancy Carroll advised that the Parks and Recreation Commission had approved the fees and charges for 2012/13 to support the Operating Budget. Staff worked hard to "hold the line" on expenses. Fees were increased where there was a direct program change. Many times the participants in that program had requested the change.

Ms. Carroll advised that, although the Recreation budget includes almost \$2 million in expenses, \$1.2 million is generated through fees and charges. The tax subsidy for that program is approximately \$660,000. The Parks Division generates revenue only through shelter reservations; 94% of that program budget is subsidized. Homewood Golf Course and Ames/ISU Ice Arena are both enterprise funds; no operational tax subsidy is used. The exception is for the capital improvements at both of those facilities.

The importance of volunteers to the Parks and Recreation Department was emphasized by Ms. Carroll. They have over 2,000 annual volunteers. Permanent staff in the Department totals 19.5; however, there are also over 400 seasonal workers.

Summarizing activities that occurred in 2010/11, Ms. Carroll advised that there were 12,000 program registrations in 141 programs; participants came from 8,700 Ames households. On-line registrations account for 30% of all registrations.

Highlights of the Instruction and Athletic Programs were given. The City partners with the Ames Racquet and Fitness Club to provide Parks and Recreation tennis lessons. Three out of 40 instructional programs have seen a decline in participation: youth basketball, soccer, and flag football, basically due to club teams. Registrations for instructional programs equated to 2,670. There were over 4,200 participants in adult athletic programs. Ms. Carroll gave statistics showing the program growth for adult sport leagues.

Council Member Goodman asked if there would be any way that the City could not staff the Brookside wading pool. Ms. Carroll said that staff will determine if there are any state requirements for staff to be present when the wading pool was in operation. It was also noted that this will be the last summer for the Municipal Pool Wading Pool. It will close and be demolished in Fall 2012 due to age, mechanical issues, and lack of usage.

Ms. Carroll reported that attendance totaled 103,000 in Summer 2010 and 100,298 in Summer 2011 at the Furman Aquatic Center. It is anticipated to show a net gain in FY 2012/13 of \$75,000. The facility receives no direct operating subsidy.

Activities for the Community Center/Auditorium/Bandshell and the Wellness Program were described. There were 115,000 visits to the Community Center Gymnasium; 81,000 programs were offered. The Auditorium hosts an average of 56 events per year. Bandshell averages over 800 people at each Municipal Band concert. There were over 2,400 participants in 60 fitness classes/week Ms. Carroll reported that the Wellmark 3-Point-Play Program totaled \$16,560 as of February 1, 2012, and per Council direction, that money will be used to purchase fitness equipment. It was also pointed out that over 325 people/week participate in Zumba classes. Over 55 people participate weekly in the "Silver Sneakers" fitness classes for older adults. Humana reimburses the City for participate fees. Another private/public partnership, fitness and aqua classes will be offered to Green Hills residents. In exchange for City staff instructors, classes will be open to the public; it is anticipated to break even operationally.

Pertaining to Homewood Golf Course, fees will not increase for the 2012 season. It was noted that the cell tower revenue equates to \$26,800 and motorized carts bring in \$19,000. It is the City's goal to maintain a fund balance of 27% of operational expenses. There are approximately 19,000 rounds of golf played at Homewood last year. Two tee renovations occurred in 2011.

Regarding the Ice Arena, Director Carroll reported the policy is to also maintain a fund balance of 15% of operational expenses. No rental fee increases are being recommended; however, the fund balance will be drawn down. Ms. Carroll reported on the long-term users' ice rental revenues per year.

The Park System budget was reviewed. There are 37 parks and woodland/open spaces totaling over 1,200 acres; however, only 337 acres are mowed. Fifty (50) to 60 trees are planted each year. Ms. Carroll acknowledged Holub Greenhouse and Garden Center's annual donation of \$8,000 in flowers for the "Adopt a Flower Garden" program.

Ms. Carroll recalled that the City's mosquito control program moved from Inspections Division to Parks Activities. Methods of control include fogging and the use of larvicide.

Electric. Donald Kom, Director of Electric Services, highlighted the operations budgets for each division (Administration, Production, Fuel Purchases, Distribution, Technical Services, and Engineering). The total expenditures for all divisions of the Electric Services Department equate to \$50,813,853, which is an increase of 3.0% from the FY 2011/12 Adopted. No rate increase is planned for FY 2012/13. Rate restructuring will occur, but not generate any additional revenue.

Director Kom reported that the Administration budget is up 13.9% from the 2011/12 Adopted Budget. That is due to an increase in insurance premiums, even though no claims have been filed. There was also a sharp increase due to Mid-Continent Area Power Pool (MAPP) charges (\$80,000).

According to Mr. Kom, overall, Ames' rates are 3% lower than neighboring utilities. Residential rates are 17% lower and commercial rates are 1% lower. Industrial rates are 38% higher. Mr. Kom pointed out that what it costs Ames to serve the industrial customers is what they are paying. It was also noted that MidAmerican Energy is planning a rate increase. Council Member Larson advised that the industrial rates are a concern to the Ames Economic Development Commission. At some point in time, Mr. Larson said he would like a workshop to get an idea for what the impact would be if Ames lost a major industrial customer. Council Member said he would like to know if installing infrastructure that another electricity provider might have could eventually reduce rates. City Manager Schainker cautioned about lowering the rates for one class as it then puts additional burden on the other classes.

"Smart Energy" programs were specifically highlighted. The budget is currently \$1,000,000; \$556,857 has been paid out to date, which is 56% of the budget. The City is considering adding solar to the rebate program. The installation of 418 *Prime Time Power* switches has resulted in a reduction in demand of 3.3 MW. There were 1,066 participants in 2011/12 in the City's Smart Energy programs, saving 1,139,426 kWh.

Electric Production's total expenditures equate to \$10,442,787, which is an increase of 0.9% over the FY 2011/12 Adopted. A new peak demand was reached on July 19, 2011, at 128.6 MW. Director Kom noted that several projects were delayed and now rolled into the 2012/13 Budget; those equated to \$1.1 million.

The budget for Fuel and Purchased Power will increase 3.7% to \$32,702,186. It is the largest component of the Electric Services budget. The major items include coal, market energy purchases, wind, fuel oil, transmission service, and refuse-derived-fuel payments. At the inquiry

of Mayor Campbell, Mr. Kom explained that the City purchases 30 MW of wind power; wind energy is currently the most expensive source. Coal quantity is down, but the price is higher.

Council Member Wacha recalled that the City Council had directed staff to work on coal storage alternatives, and asked for an update on any progress. Responding, Assistant Director Brian Trower stated that he had received a phone call from a representative of a possible coal storage facility. In summary, there is a lot of uncertainty throughout the United States regarding coal usage due to anticipated regulations that might be imposed by the EPA. Due to that uncertainty, there is hesitancy to build such a facility.

Electric Distribution Operations and Maintenance will see an increase of 0.6% from FY 2011/12. The main expense will be the tree trimming contract.

Electric Distribution Extension/Improvements will increase 6.5%. While fewer single-family homes were constructed compared to past years, work on apartments and commercial projects increased in 2011.

There will be an increase of 1.5% for Electric Technical Services over FY 2011/12. There will be an increase in transformers, tap changer repairs will be done at the Top-O-Hollow and Stange substations, there will be an upgrade in the Downtown Network, and there will be electric relocation at the North Grand Mall in anticipation of its expansion. The Mary Greeley Medical Center expansion project was also explained by Director Kom.

There will be a decrease of 12.8% for Electric Engineering. The FY 2011/12 Adopted included \$25,000 to contract transmission relay testing. The amount was removed since work is now done.

Police Department. 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, and Forfeiture/Grants. It was noted that Animal Control and Parking Enforcement also falls under the Police Department. The budget for overall operations is up 5.1%.

Under Administration and Records, the main project in 2012/13 will be the remodeling of the Emergency Operations Center. Chief Cychosz recalled that, in 2010, the Police Department had received a \$600,000 grant from the Department of Homeland Security for that improvement as well as renovations of other areas of the Police Department and the City Hall basement.

Other highlights included the Department's partnership with Story County and Iowa State University, which has resulted in entering into a contract for a new information management system (OSSI). According to Chief Cychosz, the Records Division has faced the additional challenge of implementing the Iowa court system's new Electronic Document Management System. The project was designed to move the courts to a nearly paperless system for court filings. It has resulted in an unfunded mandate for the City of Ames, costing the Department both time and resources with little benefit. It has not resulted in any less paper being produced.

Council Member Orazem left the meeting at 6:42 p.m.

Chief Cychosz gave highlights of the Crime-Free Housing program under Crime Prevention

and Police Services. Approximately 80 apartment owners/property managers have expressed an interest in the program. The simpler, less-expensive improvements are being done; however, the larger-expense items, such as improved lighting, seem to dissuade owners/property managers from fully participating. According to Chief Cychosz, the Police Department has started to see the benefits from lower call volumes in the areas where the owners have made the investment. A joint component, the Safe Neighborhoods Team, is now fully functioning with success. The Team has fostered stronger working relationships with residents, neighborhood organizations, and students. Chief Cychosz showed a chart evidencing the decrease in Noise Permits and Disorderly Conduct calls even in light of the increase in high-density housing. Another highlight under Police Services was that automated external defibrillators had been deployed in three area cars. It is planned to have them in all ten patrol cars before June 30, 2012.

Special initiatives being conducted by the General Investigations Division were listed. According to Chief Cychosz, technology has had a profound effect on this Division; incidents increase annually. General Investigations also includes the School Resource Officer, Juvenile Investigations, and Fraud. The Chief noted that the School Resource Officer does not just have a presence in the schools, but also in the community.

Chief Cychosz reported that the Police Department has seen a 67% increase in mental health-related service calls in 2011. During the past year, 561 mental health related incidents resulted in Mental Health Task Force notifications. The FY 2012/13 Budget includes a part-time position as the most-cost-effective way of addressing that workload increase. The position will provide support services to officers by compiling information and data on mental-health-related calls for service and provide analysis of the data. Council Member Larson asked if the Department tracks the calls for mental health-related service. He specifically wanted to know if there are repeat calls for the same individual. Chief Cychosz said he would check to see if that information is available.

Under Emergency Communications, Chief Cychosz reported that the Communications Center began, on February 23, 2011, handling Emergency Medical Dispatching. The dispatchers field an average of 220 medical calls/month. The Emergency Communications Center continued its formal working relationship with Iowa State University and Story County, which has allowed for more effective emergency and citizen support responses.

Highlights of Forfeiture/Grants and Parking Law Enforcement were given. Under parking, expenses exceed the revenue received if the ticket is paid. Chief Cychosz noted that he had presented a report on this to the Council recently. Whether to raise the fines will be a decision of the City Council.

Chief Cychosz reported that the service levels continue to increase at the Animal Shelter. Chief Cychosz recalled that the Council had adopted an ordinance to deal with dangerous domestic animals. Staff continues to encounter dangerous dogs, which pose extra challenges. Hearings concerning dangerous animals are held annually. In terms of sheltering, Animal Control is currently at an 89% rate for animal reclamation and adoption. It was noted that staff has enhanced its public interaction through Facebook and Twitter. Chief Cychosz explained the energy savings program that has been undertaken to improve the Shelter environment for animals and staff.

The meeting recessed at 7:34 p.m. and reconvened at 7:43 p.m.

Fire Department. The Fire Safety Activities portion of the Public Safety program was presented by Chief Clint Petersen. This included budgets for Administration and Support, Suppression and Emergency Action, Prevention and Safety Education, and Building Safety. Overall, the Department will see a 3.4% increase.

Chief Petersen emphasized the benefits of partnerships to the Fire Department. Specifically noted was the partnership with Iowa State University, both financially and in providing education for fire fighters.

Deputy Chief of Support Services Shawn Bayouth presented information on the Fire Prevention and Safety Education activity. He explained the three components of fire prevention and safety education: Engineering, Education, and Enforcement. For the first time in the last ten years, the number of false alarms dropped to below 20%. In addition, good progress on the fire sprinkling program has been made and is ongoing.

Deputy Chief Bayouth gave highlights for Fire Administration and Support. In 2011, fire fighters gave educational programs in 100% of Ames schools. Partnerships with state and federal agencies were noted, specifically highlighting the benefits of having the Iowa Fire Service Training Bureau located in Ames.

Deputy Chief Paul Sandoval stated that another partnership was formed by a formal agreement with Story County Haz Mat and the Des Moines Hazardous Materials Team to provide additional resources and technical skills that might be needed. He pointed out that Ames Fire has an excellent mutual working relationship with Ames Police and Iowa State University. Under Fire Suppression and Emergency Action, Chief Sandoval relayed that Fire Department personnel conducted training for water rescue prior to the opening of the Furman Aquatics Complex, trained with Power Plant personnel on confined space rescue, and on trench rescue with other City employees. Fire partnered with state and local law enforcement agencies on automobile extrication training. They also worked with Ames Labs and Environmental Health and Safety on hazardous materials training. Ames fire fighters assist the State Fire Marshal with arson investigator training.

At the inquiry of Council Member Goodman, Deputy Chief Sandoval advised that call volume increased by only four incidents – the lowest increase ever.

Building Official David Brown explained the three parts of the Inspections Division: building inspection, rental inspection, and neighborhood inspection. Mr. Brown commended his skilled staff for the positive responses that have been received on customer service surveys. The Inspections Division has been researching several vendors' systems for new software that will dramatically improve operating efficiencies and enhance customer service through online permit applications, inspection scheduling, approval issuance, and reporting. A transfer of \$175,000 from excess General Fund balance to the Computer Replacement Fund will assist with a future purchase of that software.

According to Mr. Brown, projects totaling between \$250,000 and \$260,000 are anticipated in the next two years. If that occurs, it will represent a large increase in permit fees.

It was noted that a challenge being worked on by staff is to expedite the occupancy of new buildings while tying up loose ends found during the inspection process.

Mr. Brown noted that there seems to be more acceptance of the Rental Code standards enacted in 2009; that appears to be due to increased public education.

Regarding Neighborhood Inspection, proactive public education has been beneficial. The Neighborhood Inspector spends a good deal of time explaining standards to residents and working with them on the improvements that need to be made.

Mr. Brown also advised that the Inspections Division is working on improving its web site.

At the inquiry of Mayor Campbell as to whether the City is receiving inquiries now that the Sanitarian duties have been shifted to the State, Chief Petersen stated that the state inspector living in Ames has been very responsive, and no problems have been reported.

ADJOURNMENT: Moved by to adjourn the meeting at 8:32 p.m.

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

AMES, IOWA

FEBRUARY 9, 2012

The Ames City Council met in special session at 5:16 p.m. on February 9, 2012, in the Council Chambers in City Hall, 515 Clark Avenue, pursuant to law with Mayor Campbell presiding and the following Council members present: Davis, Goodman, Larson, Szopinski, and Wacha. Council Member Orazem arrived at 5:18 p.m. *Ex officio* Member Finseth was also present.

FY 2011/12 BUDGET PROPOSALS: The City Council heard reports on the Transportation Program and General Government and Internal Services.

Transit System. Transit Director Sheri Kyras gave a six-year history of CyRide ridership. Ridership increased 1.5 million over those six years (34%), and it appears that that level of growth will continue. It is predicted that 6 million rides will occur in 2012/13. The increased ridership has necessitated the hiring of 20 more drivers, increased hours of service, and the budget rose from \$6.3 million to \$8.2 million in order to provide the same level of service to the community.

Service reductions necessary due to budget constraints were explained by Ms. Kyras. Significant expense increases were listed as fuel, wages and benefits, and property insurance. Cost-control measures were described by Ms. Kyras: They have entered into fuel contracts, hybrid buses are being purchased that increase the miles-per-gallon, they are paying lower maintenance costs due to a newer fleet, uniforms for the drivers and mechanics, the purchase of a support vehicle has been delayed, fare increases, and service reductions.

Ms. Kyras noted where the revenue will come from in 2012/13. There will be no change in federal dollars received; there will be a 15% increase in state dollars, local dollars from the three funders will increase a total of 7%, and it is anticipated that there will be \$200,000 more farebox revenue. Director Kyras explained that the 2013/14 Budget could be impacted by a reduction in federal dollars of \$141,000 and fuel prices if they remain volatile.

Director Kyras noted that the total operating budget is approximately \$8.3 million. The Transit Board wants to see at least a 10% closing balance. The budget presented should allow for that balance. As the Council representative on the Transit Board, Mr. Wacha advised that much effort by Board members and CyRide staff had been put into building a budget that would provide a 10% ending balance.

Major projects to increase efficiency were explained by Ms. Kyras: new scheduling software and new buses. According to Ms. Kyras, the Intermodal Facility is 70% complete, which will allow for increased customer service. Additional customer-service enhancements include vehicle-tracking software and bus shelter implementation.

Council Member Szopinski brought up that the Council had received a request from AMOS for CyRide to provide free ridership for children, particularly those in need. Director Kyras reported that discussions about that service had occurred at Transit Board meetings. It had been determined that to provide free ridership to K through 12-grade students would result in \$30,000/year in lost revenue. That figure is assuming that no new buses would be required and no additional staff would be hired. Ms. Kyras said that she had also heard that there was an initiative being looked at that a grant from United Way would be used to purchase CyRide tickets. The tickets would be provided to students whom have been identified by the School System as needing assistance.

At the inquiry of Mayor Campbell, Ms. Kyras reported that an RFP for Dial-a-Ride services was distributed on January 31, 2012. That will give staff several months to evaluate and discuss options prior to the current contract expiring on June 30, 2012.

The subject of efficiency of vehicles was raised by Council Members Larson and Goodman in light of the buses getting an average of 4.7 miles-per-gallon. Council Member Goodman suggested that smaller buses be used at night when ridership decreases.

Fleet. Director Paul Hinderaker presented the proposed budget for Fleet Maintenance Services and Fleet Acquisition and Disposal. Fleet Support Manager Rich Iverson was also present.

Under Maintenance Services, service levels have not changed. More maintenance is done in-house; that reduced costs by over \$25,000. The overhead charged to operating departments will be increased by \$130,000 to offset the loss of interest income. A portion of the Fleet salaries (\$15,000) will shift to Facilities. Discussion ensued on the projected cost of fuel. It was thought that the \$2.50/gallon was low. Mr. Hinderaker noted that the budget can be amended if the estimate is incorrect. City Manager also pointed out that fuel is charged back to the user departments.

Under Fleet Acquisition and Disposals, Director Hinderaker explained a Department objective to purchase 15% of the vehicles that contribute to the City's "green" goal.

Facilities. Director Hinderaker reported on the City Hall and the Maintenance Facility located on Edison Street. He noted that the facilities are aging and needing more attention. The list of needed improvements has been prioritized and replacement schedules created.

Human Resources. The budget for Human Resources was detailed by Human Resources Director Julie Huisman. In 2010/11, 54 recruitments were launched. A total of 3,244

applications were received, which was an increase of 37% from 2009/10. NEO-GOV, the on-line applicant tracking system, significantly reduced the amount of paper and postage used by the Department. Ms. Huisman listed the key recruitments performed during 2010/11.

The Employee Development Center (EDC) attendance was down 11% from 2010/11. Under leadership development, 105 “Power Hours” had been offered on a variety of topics.

Under Compensation and Benefits, the City of Ames was awarded a GOLD Well-Workplace Award in October 2011. Ames is the only city in Iowa to receive that Award.

Ms. Huisman advised that negotiations are currently being held with four bargaining units.

Council Member Orazem noted that the number of protected-class applicants doubled; however, those hired did not match that. He asked for information on the actual hires to be forwarded via email to the Mayor and City Council.

Risk Management. Risk Manager David Eaton highlighted the workers’ compensation, safety, and insurance categories. It was noted that claims for workers’ compensation and property insurance claims are the main budget-drivers. Current data indicates the potential to achieve a reduction in the number of claims by year end. Initiatives that allow the City to get out ahead of the claims were explained by Mr. Eaton.

The 2012/13 budget includes a 5% increase in the cost of Casualty Insurance. Mr. Eaton reported that an RFQ process is currently underway to qualify and select a property insurance broker. He also described the formal appraisal process underway to ensure that City facilities are adequately insured.

Health Benefits. Human Resources Officer Doug Garnett reviewed the service objective of Health Insurance Management: to keep average healthcare cost increases below national and regional averages. The health insurance rate increase calculated based on total City contributions is 5% for 2012/13. Mr. Garnett explained the Plan design changes to the pharmacy co-pay amounts.

He outlined the three programs that have strengthened the City’s ability to moderate and absorb expected fluctuations: (1) Outcomes Medication Therapy Management Services, (2) Disease Management Services provided by Wellmark/Healthways, and (3) Health Promotion.

City Clerk. Diane Voss presented the City Clerk’s Division budget. The Council’s use of iPads allowed for a large reduction in the Printing line item. The cost of iPads will be offset in savings in staff time and materials in less than one year. Major expenses for the City Clerk’s Division are the publication of legal notices, minutes, and ordinances, which is projected to equate to more than \$35,000/year; and the 2013 City Election.

Public Relations. Susan Gwiasda, Public Relations Officer, listed ways that the City communicates internally and externally. There were 169 media releases during 2011.

The new website was launched in February. Pertaining to social media, the City participates in Twitter and Facebook.

Ms. Gwiasda described the ongoing “Blue Zones” project that began in October 2011. She also detailed the Eco-Smart programs pertaining to “Smart Energy.” City staff also participated in several conservation events at ISU, Ames Schools, and the Farmers’ Market.

Discussion ensued about the risks associated with the City participating in social media and possible ways to protect the City against those risks.

Ms. Gwiasda also explained the many events that will be coordinated by the Public Relations Office, specifically, the Boards and Commissions Luncheon on March 21, ECO Fair on March 24, Yard Waste Free Day in April, opening day at Furman Aquatic Center on May 27. It was emphasized by Ms. Gwiasda that there will not be a spring Free Day at RRP.

Cable TV. Ms. Gwiasda pointed out that Derek Crisler, Cable Coordinator, was present. During Mr. Crisler’s tenure with the City, there has been an increase in programming and continued improvement in quality of programming. Embedded videos have been added to the City’s website. Three replacement cameras for the Council Chambers have been purchased and another one will be added in the near future.

According to Ms. Gwiasda, the Public Access Channel will move back to Channel 16. Under Mr. Crisler’s leadership, there has been an increase in programs and continued improvement in quality there as well.

Council Member Goodman gave his appreciation for the multiple improvements that Mr. Crisler has made to Channel 12.

Ms. Gwiasda gave tribute to the interns who assist the Public Relations Officer and Cable TV.

The meeting recessed at 7:30 p.m. and reconvened at 7:40 p.m.

Legal Services. According to City Attorney Doug Marek, Legal staff litigated over 600 enforcement and collection cases to final judgment. They represented the City in more than 77 Administrative actions. Property assessment appeals increased 126%. The City Attorney and two Assistant Attorneys drafted or reviewed over 19,089 documents, which was a 60% increase. Electronic filing for all court cases was fully implemented. Mr. Marek listed the major initiatives and public improvement projects on which legal support has been provided.

Funding sources contributing to the Legal Services’ budget were identified: Resource Recovery, Parking, Electric, Sewer, Water, Fees and Fines, Mary Greeley, other departments, and General Fund. Expenditures were reviewed. Personal Services are up 1.1%, Contractual is up 2.9%, and Commodities are down 2.0%.

Mr. Marek informed the Council that as the workload increases, some services are going to have to be cut. He explained the ways that they have tried to manage increased requests for legal services.

Planning & Housing. Highlights on the budgets for Long-Range and Current Planning were presented by Planning and Housing Director Steve Osguthorpe. Activities under Long-Range Planning were listed as land use planning, zoning, special studies, and annexations. Mr. Osguthorpe identified significant Land Use Policy Plan amendments that had been approved over the past year. He also described the projects in process and those anticipated. Director

Osguthorpe distributed a list of text and map amendments that had been made during the past year that helped make development happen. Under Current Planning, the types of development applications processed were listed.

Director Osguthorpe said the economy had caused a slight decrease in some application types, but the majority of applications had been stable or even increased.

Mr. Osguthorpe told the Council that Ames had been selected to host the 2012 APA Planning Conference from October 31 to November 2, 2012.

Leased Housing. Vanessa Baker-Latimer, Housing Coordinator, reminded the Council that the City had relinquished the administration of the Section 8 Housing Choice Voucher Program to the Department of Housing and Urban Development. The Program is now being administered by the Central Iowa Regional Housing Authority (CIRHA), and the City's budget no longer reflects the administration of that Program.

City-Wide Affordable Housing. Ms. Baker-Latimer advised that the County-Wide Partnership has been dissolved; it was in effect since 1990.

Ms. Baker-Latimer is currently administering the Hazard Mitigation Flood-Buy-Out/Demolition Process and the Iowans Helping Iowans program. In FY 2011/12 and FY 2012/13, the budget reflects .32 FTEs to cover the administration of non-CDBG-related programs and/or activities. In FY 2011/12 and 2012/13, staff will continue to host community forums and events to educate and engage the public on various housing topics, such as Hunger and Homelessness Awareness, Fair Housing, and Housing Fairs.

Community Development Block Grant (CDBG). Ms. Baker-Latimer said that the number of programs under the CDBG will be reduced. The programs to be implemented will be as follows: (1) Neighborhood Sustainability Program, which includes home improvement, home buyer assistance, dangerous buildings, and single-family conversion pilot program; (2) Public Facilities Improvement Programs, which include neighborhood infrastructure improvements. The projects to be completed under the CDBG-Recovery Funds Project were also explained.

City Council. Assistant City Manager Sheila Lundt presented the budget for the City Council. She listed the events that are proposed to be funded by the Council in 2012/13. Ms. Lundt advised that the GSB end-of-the-year event will only occur if the GSB requests it. It was also noted that there has been a decline in participation in the Ames Citizens Academy/"Civics 101." She advised that, for that reason, Council might want to suspend that program for one year. Ms. Lundt advised, however, that there is money set aside in the budget should the Council want to continue it. Financial support for the Main Street Cultural District activities is not included in the 2012/13 Budget.

Iowa State University partnerships that the City Manager's staff has been involved in were outlined by Ms. Lundt.

Executive Management. Ms. Lundt gave several highlights of the City Manager's Office budget. The many boards and commissions headed by members of that Office were listed. A major initiative is to work with staff on Excellence Through People. That program is currently concentrating on the Total City Perspective and how staff can all work together to provide excellent service at the best price.

Ms. Lundt advised that, in FY 2012/13, the part-time intern position will be converted to a full-time Management Analyst position. That person will assist all of the departments with special projects, write grants, facilitate process-improvement teams, and coordinate in-house sustainability programs for the total organization. The FY 2011/12 Adjusted Budget also reflects her retirement.

COMMENTS: City Manager Schainker reminded the Council of pending issues that will need decisions made at Budget Wrap-Up on February 14:

1. Pedestrian bridge over Squaw Creek
2. Railing on the 6th Street Bridge
3. Garbage cans in Campustown
4. Repair of City-owned fence in front of Walgreen's
5. Move funding for FACES out of Hotel/Motel Tax
6. Dropping funding for AMOS' educational forums (back into the Council Contingency Fund)
7. Parking fines
8. Flood-mitigation projects

Council Member Goodman suggested that a workshop be held to discuss the flood-mitigation projects. Council Member Larson said he did not want to be put in the position of having to make a decision on February 14 without having enough information about what caused the problems. He reiterated that he did not want to set a precedent of approving City funding related to flooding problems without having all the details. Assistant City Manager Bob Kindred recommended that a certain amount of funding be allocated with no specific locations identified. City Manager Schainker told the Council that staff will brainstorm options and bring those back.

9. Utilities to the east and utilities to the north
10. The Campustown group request for \$25,000 to support a Director position.
11. COTA funding
12. ASSET funding

ADJOURNMENT: Moved by Davis to adjourn at 9:26 p.m.

Diane R. Voss, City Clerk

Ann H. Campbell, Mayor