

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

AMES, IOWA

FEBRUARY 4, 2014

The Ames City Council met in special session at 5:17 p.m. on February 4, 2014, in the Council Chambers in City Hall, 515 Clark Avenue, pursuant to law with Mayor Ann Campbell presiding and the following Council members present: Gloria Betcher, Amber Corrieri, Tim Gartin, Matthew Goodman, Chris Nelson, and Peter Orazem. *Ex officio* Member Alexandra Harvey was also present.

FY 2014/15 BUDGET PROPOSALS: Moved by Goodman, seconded by Nelson, to approve the proposed FY 2014/15 budget. (Vote will be taken on March 4, 2014.)

Library Services. Director Lynne Carey presented the proposed budget for Library Operations, including Administration, Outreach, Collection Development, Youth Services, Information Services, Circulation, Network Services, and Grants and Gifts.

Under Administration, Ms. Carey explained that there will be a necessary overlap for payments for certain services, such as cleaning and utilities, with the planned re-opening of the renovated Library. The Assistant Director position has been open since FY 2012/13, and the Department is considering a reorganization to coincide with the opening of the new facility. Plans are underway for a successful return to the expanded facility.

Ms. Carey highlighted, under Youth Services, the growth of the membership and involvement in the Team Advisory Group. She also noted that 2,997 children had participated in the summer reading program. The Library's temporary location did not have the amount of space for this program, so they partnered with Parks and Recreation and other City departments to offer innovative programming in the parks. The Library also collaborated with Ames Schools and "Ames Reads" to be able to offer the same level of programming throughout the year. The same methods are being planned for next summer since the Library will still be in its temporary location.

Council Member Gartin noted the concerted effort of the Library to work with ESL-type materials. He asked if they had seen an increase in the usage of those materials. Ms. Carey advised that she did not have that information available, but would provide it to the City Council.

Council Member Betcher asked if the collection agency paid for itself in returned materials and/or fines. Ms. Carey replied that it definitely was beneficial to use a collection agency.

Council Member Gartin asked Ms. Carey if the need for volunteers will increase with the move into the new facility. Ms. Carey said that it is believed that there will be a need for more volunteers. According to Ms. Carey, volunteer services equate to seven or eight full-time employees who never take vacation or a sick day.

Water Operations. John Dunn, Water and Pollution Control Assistant Director, provided an overview of the five divisions of the Water Department: Water Treatment Plant, Water Pollution Control Facility, Water Meter, Laboratory Services, and Administration. A summary of the service objectives for each division was given.

Mr. Dunn introduced Assistant Director Steve DuVall, WPC Superintendent Jim McElvogue, and the Supervisor of the Drinking Water Treatment Plant Lyle Hammes.

According to Director Dunn, the total Operating Budget is \$7,148,647. No also noted that no adjustment to drinking water rates is proposed for FY 2014/15.

Under Water Production, Mr. Dunn highlighted the improvement in energy efficiency for the well pump operation over the past two years. The Council was told that there was no real threat of a shortage of or the need for water rationing during the drought that began in 2011, and it was not necessary to pump from the lakes at Ada Hayden Park.

Under Water Treatment, the Council was told that a large one-time contract was awarded to remove additional lime from the lagoons to allow modifications associated with the new treatment plant. Mr. Dunn also highlighted the Department's plan to utilize student operators from Iowa State University and Des Moines Area Community College. There is an increase of \$8,306 in FY 2013/14 Budget to initiate the plan and a reduction of \$19,487 in FY 2014/15 Request in payroll savings as a result of the plan. It is estimated that there will be ongoing savings equating to approximately \$43,000/year.

According to Mr. Dunn, under the Water Pumping program, drought conditions over the past two summers resulted in record water demands. Five of the ten all-time highest single-day peaks have occurred since July 2012, including a new peak record of 9.5 million gallons per day. Seven of the top ten all-time peak three-day averages have also occurred since July 2012.

Under Storm Sewer Maintenance, a decrease in Personal Services was the result of shifting work activities from this program to Street Maintenance activities to more accurately reflect work done in normal yearly weather conditions.

Mr. Dunn noted that the Water Pollution Control Treatment Plant has not violated any discharge requirement set by the Iowa Department of Natural Resources since the design process since partial operation began. The Plant began full operation in November 1989.

The Council was told by Mr. Dunn that the reclassification of the South Skunk River to a primary contact recreation designation required the construction of an Ultraviolet Light Disinfection System that will come on-line in March 2014.

Director Dunn advised that, in 2013, the Water Pollution Control Facility received a Platinum 23 Peak Performance Award for completing 23 consecutive years of 100% compliance with its discharge permit. The Facility's record is the third longest compliance streak in the nation. The Facility has now completed its 24th year, and anticipate receipt of a Platinum 24 Award in 2014.

The budgets for Water and Pollution Control Metering and Water and Pollution Control Laboratory services were also reviewed by Mr. Dunn. Under Metering, it was noted that the Cross-Connection Control Program continues to see a steady increase in the number of backflow devices being tracked. Under Laboratory Services, it was noted that staff had worked closely with the Water Plant and WPC Plant Superintendents to identify any routine testing that was no longer required by a regulatory permit or providing operational value. As a result, 2,600 individual drinking water tests and over 700 wastewater tests had been eliminated. This has freed-up staff time to pick up new regulatory requirements coming in the current year and pick up new operational testing to aid in Plant performance, e.g., quarterly monitoring of the drinking water wells. The support for other City Departments being provided by Laboratory personnel was also highlighted.

Public Works. Public Works Director John Joiner introduced Tracy Warner, Civil Engineer; Corey Mellies, Operations Manager; Damion Pregitzer, Transportation Engineer; Gary Freel, Resource Recovery Superintendent; Bill Schmitt, Resource Recovery Assistant Superintendent; and Lynn Brennan, Administrative Assistant.

The Council heard an overview of the major work activities for the Public Safety Program, which included Traffic Maintenance, Traffic Engineering, and Street Lights presented by Public Works Director John Joiner.

Under Traffic Maintenance, Mr. Joiner specifically highlighted the replacement of incandescent bulb signal indicators with LED lamps. This has resulted in savings totaling nearly \$50,000 annually.

Budget highlights of the Utilities Program, which included Resource Recovery and Utility Maintenance were given.

Under Resource Recovery Operations, the per capita rate for the partner cities and Story County will remain at \$9.10 for FY 2014/15, tipping fees for municipal solid waste will remain at \$52.75/ton, cars and passenger vans will remain at \$8, and pickups and vehicles with trailers will remain at \$22. It was noted that the City's power generation system went through many short- and long-term maintenance projects during 2012/13 and 2013/14. This caused a much higher amount of waste to be diverted to the Boone County Landfill and reduced Resource Recovery's revenue normally received from sources such as tipping fees, RDF sales, and metal sales. That reduction in processing results in higher operational costs per ton.

Reports were summarized for Street System, including Street Surface Maintenance, Street Surface Cleaning, Snow and Ice Control, and Right-of-Way Maintenance; Parking; and Airport under the Transportation Program.

Under Snow and Ice Control, Mr. Joiner noted that 20 snow and ice events had been budgeted for; there have been 13 to date with a total of 17.5 inches of snow. Statistics on snow events from 1987 to Present were provided by Mr. Joiner.

Under Right-of-Way Maintenance, the Council was advised that Ames is one of three pilot cities for inclusion in an Iowa Department of Natural Resources grant with the United States Forest Service. The grant allows the City an opportunity to work with an urban forester on public education, to build a network of volunteers, to develop effective maintenance plans that ensure the health of forest resources, and to review ordinances to ensure protection and enhancement of Ames' urban forest for three years. It is anticipated that a draft maintenance plan, including how to deal with the Emerald Ash Borer, will be presented to City Council in Spring 2014.

Under Parking, Director Joiner highlighted the use of SmartCards as an alternative payment method for parking meters at select locations. In FY 2014/15, staff will be creating a Mobile parking application that includes maps.

The Council was advised that the Airport is a self-funded operation. Ames Municipal Airport currently has the second busiest non-controlled airport in the state with over 25,000 operations occurring annually. Conceptual building and hangar layouts will be submitted to the FAA in FY 2013/14 for feedback.

Lastly, Mr. Joiner provided highlights of the budgets for the Cemetery, Administration, and Engineering. He specifically noted the importance of Geographic Information Systems (GIS) in managing work activities and foster information sharing among departments.

Fleet Services. Interim Director Rich Iverson told the Council that the City had been named to *Government Fleets Magazine's* "100 Best Fleets" for three consecutive years. It has improved its standings each year. The Council was briefed on Fleet Maintenance Services and Fleet Acquisition and Disposal. Service Objectives for both programs were described.

Mr. Iverson advised that the City's fleet consists of 275 motorized pieces of equipment. The total fleet is valued at \$17 million. Fifteen percent of the City's Fleet is considered in the "green" category.

According to Mr. Iverson, no increase in administrative fees (overhead expenses) is planned for FY 2013/14. Fuel continues to be the largest line item (\$697,000 for FY 2013/14). The average fuel prices by fiscal year since 2002 through 2014 were shown.

Facilities. Acting Director Iverson advised that the Facilities budget mainly provides for the routine operating and maintenance expenses of 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.

Finance Services. Finance Director Duane Pitcher presented the budgets for Economic Development, Finance Services, including Administration and Budget, Accounting and Reporting, Information Technology, Communication Services, Purchasing Services, Customer Service and Parking Violation Collection.

Under Economic Development, Mr. Pitcher highlighted two local companies that had received support from the City in FY 2013/14: Kingland Systems, for which the local assistance is in the form of a Tax-Increment Financing rebate; and WebFilings, for which the local match is being provided in the form of property tax abatement. He noted that those projects were in keeping with the Council's goal to support private sector job growth, increase jobs, and develop a stronger tax base.

The Council was briefed by Director Pitcher on each of the programs under Finance Services. He advised that the 2014/15 Budget is up slightly for Finance Administration (0.7%) and down 2.1% for Accounting and Reporting. Decreases were noted in the budgets for Information Technology (0.4%), Communications and WiFi Services (2.3%), and Purchasing Services (5.7). Utility Customer Service will have a 2.0 increase for 2014/15 due, in part to an increase in postage rates and freight expenses.

Director Pitcher explained the Parking Violation Collection program, which will see an increase of 4.85.

City Council Contingency, which allows the Council to be able to respond to needs that were not foreseen at the time of budget preparation, was also highlighted by Director Pitcher. He noted that the allocation for FY 2014/15 is recommended to be \$50,000.

Finance Director Pitcher also explained the merit pool, which is used to reward employees for good performance. A percentage of increase is budgeted, however, City Manager Schainker

noted that City employees are not guaranteed any increases; it depends on their job performance.

COUNCIL COMMENTS: Moved by Gartin, seconded by Goodman, to refer to staff, for placement on an upcoming agenda, the letter from Bob Gibson of Civil Design Advantage dated January 17, 2014, pertaining to a waiver of some or all of the Division 4 Design and Improvement Standards of the Subdivision Ordinance with respects to the Ames Golf & Country Club.

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

ADJOURNMENT: Moved by Goodman, seconded by Corrieri, to adjourn at 7:26 p.m.

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

AMES, IOWA

FEBRUARY 5, 2014

The Ames City Council met in special session at 5:15 p.m. on February 5, 2014, in the Council Chambers in City Hall, 515 Clark Avenue, pursuant to law with Mayor Ann Campbell presiding and the following Council members present: Gloria Betcher, Amber Corrieri, Matthew Goodman, Chris Nelson, and Peter Orazem. Council Member Gartin and *ex officio* Member Alexandria Harvey were absent.

TIME EXTENSION FOR SUBMITTAL OF 2014-2019 COMMUNITY DEVELOPMENT BLOCK GRANT FIVE-YEAR CONSOLIDATED AND ANNUAL ACTION PLANS: Moved by Betcher, seconded by Goodman, to adopt **RESOLUTION NO. 14-068** setting March 18, 2014, as the date of hold a CDBG public forum workshop and authorizing a request for a time extension to submit the Consolidated Plan and Annual Action Plan to HUD by July 31, 2014. Roll Call Vote: 5-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

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

Parks & Recreation. Staff members Kellee Omled, Recreation Superintendent, and Mike King, Auditorium and Bandshell Manager, were introduced by Director Keith Abraham.

Mr. Abraham advised that, although the Recreation budget includes almost \$1,972,425 in expenses, \$1,316,476 is generated through fees and charges. The tax subsidy is approximately \$655,949 (33%). 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. Homewood’s revenue currently exceeds its expenses by \$27,000. The Ice Arena has a healthy fund balance; however, it is expected that expenses will exceed revenues by \$6,254. Total expenses for both divisions of the Department equate to \$3,258,797 and revenues equate to \$1,390,876. The total subsidy is \$1,867,921 (57%).

The importance of volunteers to the Parks and Recreation Department was emphasized by Mr. Abraham. Permanent staff in the Department totals 19.5; however, there are also over 400 seasonal workers.

Summarizing activities that occurred in 2012/13, Mr. Abraham advised that there were 12,000 program registrations in 155 programs; participants came from 9,353 Ames households. On-line registrations account for 40% of all registrations.

Highlights of the Instruction and Athletic Programs were given. A new program, Ultimate Frisbee, will be offered this year. It was also noted that the City partners with the Ames Racquet and Fitness Club to provide Parks and Recreation tennis lessons.

According to Director Abraham, the City offers 45 instructional programs. Registrations for instructional programs equated to 2,837.

There were over 3,943 participants in 29 different adult athletic programs. Ms. Abraham gave statistics showed that 350 teams had participated in the adult leagues..

Mr. Abraham reported that attendance totaled 96,353 in Summer 2013 at the Furman Aquatic Center. Weather played a large part in the decreased attendance. Swimming lessons continue to be popular with over 1,750 people of all ages learning to swim each year.

Activities for the Community Center/Auditorium/Bandshell and the Wellness Program were described. There were 116,500 visits to the Community Center Gymnasium; 14,800 people used the weight room, and 15,200 participated in open gym.

The Auditorium hosts an average of 56 events per year, with a total attendance at 26,620. Bandshell averages over 800 people at each Municipal Band concert.

There were over 7,200 participants annually in over 60 fitness classes/week. There are 30 fitness instructors and personal trainers. New programs will be offered: High-Intensity Interval Training, Tramp TRX, and Tabata Boot Camp. Over 55 people participate in the program for older adults. Humana reimburses the City for participant fees for the *Silver Sneakers* program.

The public/private partnership with the Green Hills Retirement Community was highlighted. The City provides fitness and aqua classes for GHRC residents, and some classes are also offered to the public. Expenses are anticipated to be \$21,434, and revenues are expected to be \$26,260.

Pertaining to the Homewood Golf Course, it was noted that the cell tower revenue equates to \$29,012 and motorized carts bring in \$40,000. The Fund Balance projected by June 2015 is \$164,385. There will be fee increases for the 2014 season. Rounds of golf have remained consistent at 19,000/year.

Regarding the Ice Arena, Acting Director Abraham reported the policy is to also maintain a fund balance of 15% of operational expenses. A rental fee increase of 4% is planned for 2014/15. Mr. Abraham reported that the Arena will be the host site for JV and Varsity High School Hockey State Tournaments for the next five years.

The Park System budget was reviewed. There are 37 parks and woodland/open spaces totaling over 1,224 acres. Mr. Abraham acknowledged Holub Greenhouse and Garden Center's annual

donation of \$8,000 in flowers for the “Adopt a Flower Garden” program. Plans are to plant more perennial species. As part of the City’s Sesquicentennial celebration Legacy Project, 150 trees will be planted by volunteers in the parks.

As a result of the Adult Softball program, fees will generate \$24,000 for ballfield services (seasonal labor, equipment, and supplies). The concession stand generates approximately \$4,500, which pays for utility costs and upkeep of the building and restroom.

Electric Services. Donald Kom, Director of Electric Services, introduced members of Electric Services staff who were present: Brian Trower, Assistant Director; Lyndon Cook, Electrical Engineering Manager; Dell Brown, Power Plant Manager; Tim Scher, Technical Services Supervisor; and Tim McCullough, Operations Superintendent.

Mr. Kom highlighted the operations budgets for each division (Administration, Production, Fuel Purchases, Distribution, Technical Services, and Engineering).

Administration decreased its budget by .05% from FY 2013/14. The November 12, 2013, decision of the City Council to convert Plant from coal to natural gas was noted. Beginning in 2014, staff will be hiring an engineering firm to aid in the development of plans and specifications to convert the Plant. Demand Side Management programs continue to be quite effective in keeping demand growth low. As a result of these programs, it is estimated that the peak demand has been reduced by over 11.3 megawatts and energy usage by over 14,000 megawatt-hours. Mr. Kom advised that the ECO Fair will be held on March 29, 2014.

Mr. Kom reminded the Council that increases in Ames’ rates were approved by the Council in late 2012 and implemented in January 2013. The new rates were actually lower for three of four customer classes than the average of four neighboring utilities.

“Smart Energy” programs were specifically highlighted. The budget is currently \$1,000,000, and no increase is planned for 2014/15; \$631,505 has been paid out to date, which is 63% of the budget. The installation of 400 *Prime Time Power* (PTP) switches has resulted in a reduction in demand of 3.7 MW. A total of 9,900 PTP switches have been installed. A solar rebate has been added, and an Industrial Interruptible Rate is being considered.

Electric Production’s total expenditures equate to \$10,778,602, which is a decrease of 0.4% over the FY 2013/14 Adopted. The all-time peak of 130.7 MW was reached on July 25, 2012. An electric peak of 130.2 occurred in August 27, 2013.

The budget for Fuel and Purchased Power will decrease 0.5% to \$30,810,788. 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. The increased wind energy purchases were highlighted. Wind energy purchases provided the equivalent of 15.1% of the City’s usage; RDF provided 5.1% of energy consumed. Market Energy prices are flat, but the quantity is up. The plan is to move to Network Integrated Transmission Service in 2014.

Electric Distribution Operations and Maintenance will see an increase of 4.2% from FY 2013/14. The main expense will be the tree trimming contract (up \$25,000) is very important to prevent outages. There will be system upgrades to reduce animal-related outages. An

underground cable pulling machine will be purchased. Mr. Kom noted the improved lighting on Welch Avenue.

Electric Distribution Extension/Improvements will decrease 2.3% from FY 2013/14 Adopted. There will be ongoing replacement of obsolete and deteriorating 4 kV facilities in the Downtown network. Major projects for FY 2014/15 were highlighting including the new extension of facilities will occur along street construction for Dotson Drive, State Avenue, Grant Avenue, around the Old Middle School site and at WebFilings.

There will be an increase of 7.2% for Electric Technical Services over FY 2013/14 Adopted. A new bucket truck will be purchased, and the rental of a bucket truck will decrease; therefore there will be a capital increase and a contractual decrease.

There will be a decrease of 1.5% for Electric Engineering. Feeder extensions from the Vet Med Substation will be constructed to serve load growth along South 16th Street, South Duff, and in the ISU Research Park.

In summary, the estimated total expenses for 2014/15 are projected at \$49,880,481 and revenues, at \$57,302,000. The ending Fund Balance for FY 2014/15 is estimated to be \$35,584,606. The fund balance target is \$10,100,000, which leaves a net Unreserved Fund Balance of \$25,484,606. The fund balance has allowed Electric Services to pay for major projects, e.g., 161 kV Line, with cash, which results in savings for taxpayers when bonding is not necessary. Director Kom advised that there is no rate increase is being requested for 2014/15.

Law Enforcement. Police Chief Chuck Cychosz introduced Doug Houghton, Support Services Manager; Commander Geoff Huff, Commander Jason Tuttle, and Ron Edwards, Animal Control Supervisor.

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.

Under Administration and Records, Chief Cychosz noted that the budget priorities for the Department have remained consistent for the last few years. This division's budget will increase by 4.5%. Technology improvements have allowed staff to be more effective in their jobs. Personnel costs, including cost increases in the police retirement fund and health insurance, continue to have the most significant impact on the budget.

Chief Cychosz gave highlights of the Crime Prevention and Police Services, specifically the Safe Neighborhoods Team (SNT), and Crime-Free Housing. Crime trends for robbery/assault arrests, intoxication/OWI, and noise/trespass/nuisance party were shown from 2000 to 2013. Chief Cychosz gave credit to the Crime-Free Housing Program and property managers for the decline in noise violations and trespass violations.

Regarding Crime-Free Housing, Council Member Orazem stated his desire to increase incentives for property owners and managers to participate. He suggested that the City post on-line the names of those who have gone through the training. Mr. Orazem would also like the Police Department to explore additional incentives for participation. He noted that the statistics show

that participation by property owners/managers greatly reduce the number of activities that necessitate enforcement by the Police Department.

Special initiatives being conducted by the General Investigations Division were listed. General Investigations include six Investigators, one Sergeant, two part-time Evidence Technicians, one part-time Mental Health Advocate, one School Resource Officer, and one Commander assigned to the Criminal Investigation Division. Statistics from the Mental and Emotional Health calls were given from 2007 to 2013, which appeared to indicate a very large increase. Chief Cychosz said that he believed the increase actually reflected that people were recognizing that the Police Department can direct them to the right places to get assistance. The Council was informed that there were 49 people who had accounted for over 470 contacts in the past year.

Under Emergency Communications, Chief Cychosz advised that 23,958 9-1-1 emergency calls had come in during the last fiscal year; over 3,776 of those were medical calls.

Highlights of Forfeiture/Grants and Parking Law Enforcement were given. The Department has been fortunate to receive a number of state and federal grants that provided a significant infusion of funds. Equipment is purchased and programs are added without relying on property tax support. The importance of the Emergency Operations Center (EOC) to the community was highlighted. Chief Cychosz noted the importance of the Council's support of the EOC grant.

Pertaining to the Animal Shelter, Chief Cychosz reported that facility improvements continue with larger cat housing enclosures, improved dog housing enclosures, and improved bedding for both dogs and cats. He noted the energy-efficient improvements that had occurred. Pointing out the importance of the appearance of the Shelter, Chief Cychosz advised that Parks and Recreation personnel had created a more inviting environment in front of the Shelter with new planters, plants, and other landscaping enhancements.

Chief Cychosz provided a brief overview of the Parking Enforcement program. The main focus of the Community Safety officers' duties (81%) was enforcing illegal parking, overtime meter regulations, and managing parking response during snow emergencies.

The meeting recessed at 7:27 p.m. and reconvened at 7:32 p.m.

Fire Department. Chief Bayouth introduced Rich Higgins, Deputy Chief of Support Services, and Paul Sandoval, Deputy Chief of Operations. Deputy Chief Sandoval was publicly recognized by the Chief for his 30 years of service to the Fire Department.

The Fire Safety Activities portion of the Public Safety program was presented by Chief Shawn Bayouth. This included budgets for Administration and Support, Suppression and Emergency Action, Prevention and Safety Education. The Agreement to provide fire protection services to Iowa State University that has been in place since the early 1980's was referenced by Chief Bayouth. Iowa State University pays an annual fee to the City for its providing those services.

The budget for Fire Administration and Support will increase by 1.2%. The Service Objective set by the City Council for the Department to respond to emergencies in the City within five minutes travel time at least 85% of the time. It is projected that, in 2014/15, fire fighters will meet that objective at least 87% of the time. Under Suppression and Emergency Action, it was noted that calls for emergency response continue to rise. They increased nearly seven percent in FY 2012/13. It was noted, however, that there was a four percent decline in false alarm

incident calls. Chief Bayouth informed the Council that efforts had been made to keep contractual costs down. In spite of those efforts, Electronic Engineering, which supplies and maintains radio communication hardware, has implemented a 15% increase for 2014/15 tower fees per radio and another 4% increase for 2015/16. Compounding that, the Fire Department tower fees had previously been paid in whole by E-911 funds; however, over the next four fiscal years, that contribution rate is being reduced by 25% each year until the Fire Department is eventually paying 100% of the tower fees. Another issue is that the current radio hardware is nearly two decades old, and Electronic Engineering will only be able to support current radio hardware. Chief Bayouth described the initiatives undertaken by the Department to help offset those rising contractual costs.

Highlights for the Fire Prevention and Safety Education were given. An initiative by the Fire Inspector during the past year was to specifically target high school seniors and their parents in an attempt to provide an important message about selecting fire-safe college living facilities.

Under Building Safety/Inspections, the upcoming purchase of permitting software was highlighted. Chief Bayouth noted that the \$250,000 for the project had been set aside in the FY 2012/13 General Fund balance. He advised that the entire purchasing process and the benefits of the software will be explained to the City Council at a future meeting.

The Council was informed by Chief Bayouth that, on September 9, 2013, the Building Board of Appeals had granted extensions for compliance with the sprinklering requirement for the last six Greek Houses. By October 1, 2016, it is expected that all will be in compliance.

Chief Bayouth said the Department realized salary savings due to the Building Official position not being filled right away and there are currently 1.5 administrative positions in Inspections still vacant. Approximately \$26,000 from salary savings was allocated to help pay for the permitting software.

According to Chief Bayouth, there has been an 87% increase over 2011/12 in the number of single-family homes being built. It is anticipated that the number will continue to increase since the Northern Growth Area annexations recently approved. It was noted that the number of units being inspected by the Housing Inspectors has gone up significantly (406 more units) since a second inspector has been hired. That position was created when a supervisor position was changed to an inspector position to meet the demands for rental inspections. It is hoped that rental housing inspection fees will not be increased for 2014/15. This is dependent on the number of rental housing units. According to Chief Bayouth, this also takes into account removing the \$100 fee for inspection of sororities and fraternities (after they were exempted from Chapter 13 of the Rental Housing Code).

It was stated by Chief Bayouth that the number of neighborhood inspections have decreased due to a decrease in complaints. He added that the Community Codes Liaison is doing a wonderful job.

COUNCIL COMMENTS: Mayor Campbell announced that she was extending the deadline by one week for submitting applications to serve on Boards and Commissions.

ADJOURNMENT: Moved by Goodman to adjourn the meeting at 8:00 p.m.

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

AMES, IOWA

FEBRUARY 6, 2014

The Ames City Council met in special session at 5:15 p.m. on February 6, 2014, in the Council Chambers in City Hall, 515 Clark Avenue, pursuant to law with Mayor Ann Campbell presiding and the following Council members present: Gloria Betcher, Amber Corrieri, Tim Gartin, Matthew Goodman, Chris Nelson, and Peter Orazem. *Ex officio* Member Alexandria Harvey was also present.

FY 2014/15 BUDGET PROPOSALS: The City Council heard reports on the Transportation Program (Transit) and General Government and Internal Services.

Transit System. Transit Director Sheri Kyras introduced Tom Davenport, Transit Coordinator.

Ms. Kyras advised that they are anticipating providing at least 6.5 million rides. She gave a six-year history of CyRide ridership. Ridership had increased 41.2% from 2006/07 to 2012/13. It appears that that level of growth will continue. At the inquiry of Council Member Gartin, Ms. Kyras answered that students account for approximately 91% of the ridership.

Ms. Kyras explained the anticipated increase of 5.6 FTEs in staffing (2.5 additional transit drivers, two additional full-time mechanics, and two additional part-time lane workers to fuel and service the buses). It was noted that the CyRide fleet had increased by 34 buses over the past seven years, with no additional staff in those areas. The repayment of the State Revolving Loan in the amount of \$17,500 (for local match required for construction of the Intermodal Facility) will be paid in 2014/15. The local payment is divided equally between the City and Iowa State University; each contributes \$8,750.

Major projects under the Administration and Support program were described by Ms. Kyras.

Under the Fixed Route Service program, Ms. Kyras reported on additional services to provide adequate capacity for ISU's anticipated enrollment increase and to reflect a system carrying 6.5 million riders. She also described the major projects for this program.

Under the Dial-A-Ride program, it was noted that CyRide is required, under the Americans with Disabilities Act (ADA) to provide complementary para-transit service for persons unable to use Fixed Route services. CyRide has contracted with another agency for the past nine years to provide this service.

According to Director Kyras, local funding shares will be 4.4% (65.719 cents/\$1,000 valuation) for the City and ISU and the 14.9% for the Government of the Student Body, Student fees will be increased by \$1.50 in 2014/15, raising the full-time student cost per semester to \$64.11.

Human Resources. The budget for Human Resources was detailed by Director Julie Huisman. In 2012/13, 50 recruitments were launched. For 2013/14 to date, 45 recruitments have occurred. Ms. Huisman highlighted the key recruitments completed through December 31, 2013. She also told the Council about the recruitments in process or expected. The importance of the Employee Development Center (EDC) was emphasized. Leadership and management training was also offered, and in 2012/13, 105 hours of leadership/management training was offered. That number decreased to 60 hours in 2013/14. Ms. Huisman also described a few of

the courses that have been or will be offered. The newest initiative, “Bringing Our Values to Life,” was explained. It will kick off in March and continue for 15 months.

The City’s Health Promotion program was highlighted. Last year, 95% of the City’s workforce (531) participated in at least one program.

Under Employee and Labor Relations, Ms. Huisman advised that 15 different negotiation sessions have occurred with the three open units (Blue Collar, Fire, Power Plant). Two-thirds of the City’s workforce are covered by Union contracts.

Health Insurance. Director Huisman introduced Laurie Textor, the newest Human Resources Officer. Ms. Textor presented highlights for the Health Insurance Management program. She noted that the City is self-insured.

Ms. Textor explained the service objective to keep the yearly rate increases below 10%. For FY 2014/15, 6% is being projected. Those are higher due to the fees required by the Affordable Care Act. It was noted that the health care claim/member has gone up. Ms. Textor explained the added-value programs that have been initiated in an attempt to keep healthcare claims low.

Risk Management. Risk Manager David Eaton highlighted, under insurance, the coverage limits and risk retention, risk improvements, liability and property claims administration. Under Self-Insurance, Mr. Eaton described workers’ compensation claims administration, identifying problem areas, the City’s safety program, reducing accident frequency and severity, implementing post-offer physical testing, department-specific initiatives, training, and compliance.

Service Objectives for the Risk Management program were highlighted by Mr. Eaton.

City Council. Management Analyst Brian Phillips provided a summary of the annual events sponsored in whole or in part by the City Council. He reported that, due to declining participation in the Citizen’s Academy, it will not be held during the next fiscal year. Mr. Phillips advised that funding decisions regarding outside requests will need to be made by the City Council at its Budget Wrap-Up Session to be held on February 11, 2014. He also noted that the 17.5% decrease in commodities was due to the Wi-Fi changes directed by Council and a funding shift of that program into the I. T. Division.

City Manager. Highlights of the major projects supported by the City Manager’s Office were given by Management Analyst Phillips. He noted the staff support provided for Boards, Commissions, and other organizations. The Excellence Through People program was also explained.

City Clerk. Diane Voss 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.

The meeting recessed at 7:00 and reconvened at 7:09 p.m.

Council Members Corrieri and Goodman left the meeting at 7:09 p.m.

Public Relations. Susan Gwasda, Public Relations Officer, listed ways that the City communicates internally and externally. She reported that there are approximately 170 press releases annually. There are two monthly and one quarterly newsletter published. Pertaining to social media, the City participates in *Twitter* and *Facebook*.

According to Public Relations Officer Gwasda, the use of GIS technology is increasing. Examples of uses were provided by Ms. Gwasda. *EcoSmart* and *Smart Energy* programs were highlighted. The promotion of the City's Sesquicentennial celebration is underway.

Several upcoming events were announced by Ms. Gwasda.

Cable TV. Ms. Gwasda noted that Derek Crisler, Cable Coordinator, was present. Highlights were provided for Channel 12 (Government) and Channel 16 (Public) were provided by Public Relations Officer Gwasda. Upgrades are being made and equipment replaced in the Control Room. Mr. Crisler has inventoried existing equipment and developed a replacement schedule for the equipment in an effort to bring the City into the digital age. New programs for weekly playback continue to be received. Under Mr. Crisler's leadership, there has been an increase in programs and continued improvement in quality.

Legal Services. City Attorney Judy Parks summarized the services provided by the Legal Department. She showed the Department's funding sources. Over 1,000 projects are worked on annually by three attorneys. Major projects for Planning and Housing, Public Works, Public Improvements for the Library, Electric, Mary Greeley Medical Center, and the Water Plant; Inspections, and Purchasing were listed by Ms. Parks. Other major tasks of the Legal Department were highlighted, including civil litigation and ordinance prosecution. Ms. Parks also showed a chart comparing the costs of services provided by the City Attorney versus a private attorney.

City-Wide Affordable Housing Community Development Block Grant. Vanessa Baker-Latimer, Housing Coordinator, noted that the City had become an Entitlement Community in 2004, and since that time have been receiving Community Development Block Grant (CDBG) funding. Ms. Baker-Latimer explained the Neighborhood Sustainability and Public Facilities Improvement Programs being undertaken with CDBG funding in FY 2013/14. She also noted that no programming or service accomplishments have been designated at this time for FY 2014/15. Staff will be soliciting input from the public before the Consolidated Plan and Annual Action Plan are submitted to the Department of Housing and Urban Renewal. The Council was informed by Ms. Baker-Latimer that the City had not yet been told the amount of its 2014/15 CDBG allocation.

Long-Range Planning and Current Planning (Planning & Housing). Highlights on the budgets for Long-Range and Current Planning were presented by Planning and Housing Director Kelly Diekmann. The Long-Range Planning activities for 2013/14 were outlined as were those planned to be undertaken in 2014/15.

Director Diekmann noted that the bulk of work comes in under the Current Planning Program. Development applications routinely processed by Planning staff were listed. A number of Current Planning activities being undertaken in 2013/14 were explained.

According to Mr. Diekmann, the benefits of the Ener-Gov License Module will increase staff efficiency for both Planning and the Inspections Division.

Mr. Diekmann informed the Council that the 2014/15 Budget does reflect development permit fee increases.

Lastly, Director Diekmann told the Council that the high level of development activity trends are projected to continue.

City Manager Schainker said that he had asked Director Diekmann to provide a listing of all outstanding referrals that had been directed to the Planning and Housing Department. The listing was distributed to the Mayor and City Council members. Mr. Schainker stated that the current staffing level will not allow for completion of all the projects and referrals in the next two years.

Assistant City Manager Bob Kindred pointed out that it was a directive of the City Council that staff have a “can-do” attitude when it came to Ames being a good place to do business.

Director Diekmann reported on the Council Work Plan for Planning Projects. He noted that the list did include the Council goals and existing referrals list. A priority for each project had been assigned by Director Diekmann. It was noted that the current mix of development projects with long-range planning projects results in an estimate of three years to complete all identified projects. The listing does not account for any additional referrals within the next 18 months. Mr. Diekmann emphasized that the single most variable is the amount of public outreach and focus on an issue.

Council Member Gartin asked what the City Council could do to help. City Manager Schainker offered that temporary staff could be hired or the Council could consider hiring an additional Planner.

It was noted that, on many of the tasks, an explanation of the referral needed to be provided to the Mayor and City Council.

Council Member Gartin suggested that, if a referral had been out there for a period of time, the Council should be asked if it was still a priority.

City Manager Schainker emphasized that he was definitely not advocating that nothing be referred to the Planning Department for the next two years. Mayor Campbell recommended that, when items are referred to Planning by the Council members from their non-agenda packet, a priority should be assigned to it. Council Member Orazem noted that when a Council member makes a referral to staff, he or she has no idea how long it will take.

Finance Director Duane Pitcher distributed a summary of the budget decisions pending for February 11, 2014. A summary of the Local Option Sales Tax Fund from 2013/14 to 2018/19 was also distributed. City Manager Schainker noted that, included in that report, was a line showing the remainder after reserve.

ADJOURNMENT: Moved by Betcher, seconded by Nelson, to adjourn at 9:05 p.m.

Diane R. Voss, City Clerk

Ann H. Campbell, Mayor