

AGENDA
REGULAR MEETING OF THE AMES CITY COUNCIL
COUNCIL CHAMBERS - CITY HALL
JANUARY 22, 2013

NOTICE TO THE PUBLIC: The Mayor and City Council welcome comments from the public during discussion. **If you wish to speak, please complete an orange card and hand it to the City Clerk. When your name is called, please step to the microphone, state your name for the record, and limit the time used to present your remarks in order that others may be given the opportunity to speak.** The normal process on any particular agenda item is that the motion is placed on the floor, input is received from the audience, the Council is given an opportunity to comment on the issue or respond to the audience concerns, and the vote is taken. On ordinances, there is time provided for public input at the time of the first reading. In consideration of all, if you have a cell phone, please turn it off or put it on silent ring.

CONFERENCE BOARD MEETING

CALL TO ORDER: 6:30 p.m.

1. Roll Call
2. Motion approving minutes of the July 10, 2012, meeting
3. Discussion of City Assessor's budget proposals:
 - a. Motion approving recommendations of Assessor's report
 - b. Motion to receive proposed budget (adoption of budget will occur after hearing is held)
 - c. Motion to set 6:30 p.m. on February 26, 2013, as date of public hearing on proposed FY 2013/14 City Assessor's budget

COMMENTS:

ADJOURNMENT:

REGULAR MEETING OF AMES CITY COUNCIL*

*The City Council's Regular Meeting will immediately follow the Conference Board Meeting.

CONSENT AGENDA: All items listed under the consent agenda will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time the Council members vote on the motion.

1. Motion approving payment of claims
2. Motion approving Minutes of Regular Meeting of January 8, 2013, and Special Meeting of January 15, 2013
3. Motion approving certification of civil service applicants
4. Motion approving Report of Contract Change Orders for January 1-15, 2013
5. Motion approving renewal of the following beer permits, wine permits, and liquor licenses:
 - a. Class C Liquor - The 5 & Dime, 115 5th Street
 - b. Class C Liquor & Outdoor Service - West Towne Pub, 4518 Mortensen Road, Suite 101
 - c. Class C Liquor & Outdoor Service - Dublin Bay, 320 South 16th Street
 - d. Special Class C Liquor & Outdoor Service - Black Market Pizza, 2610 Northridge Parkway
 - e. Class C Liquor & Outdoor Service - Mickey's Irish Pub, 109 Welch Avenue
6. Resolution approving Quarterly Investment Report for period ending December 31, 2012
7. Resolution approving plans and specifications for 2012/13 Asphalt Street Reconstruction – 2012/13 Water System Improvements (South Wilmoth Avenue, Hilltop Road, Tripp Street, and Morningside Street), Water Main Replacement; setting February 20, 2013, as bid due date and February 26, 2013, as date of public hearing

8. Resolution approving plans and specifications for Toronto Area Water Main Replacement (Toronto Street, Arizona Avenue, Tucson Court, Windsor Circle); setting February 20, 2013, as bid due date and February 26, 2013, as date of public hearing
9. Resolution approving plans and specifications for 2012/13 Ames Municipal Cemetery Paving Improvements; setting February 20, 2013, as bid due date and February 26, 2013, as date of public hearing
10. Resolution approving plans and specifications for Hickory Drive Improvements (Lincoln Way and Westbrook Drive); setting February 20, 2013, as bid due date and February 26, 2013, as date of public hearing
11. Resolution awarding contract to Freightliner of Des Moines, Iowa, for the purchase of Medium-Duty Truck Chassis for Electric Distribution Division at a cost of \$79,678
12. Resolution approving Change Order No. 2 for 2011/12 Collector Street Pavement Improvements (Ash Avenue)
13. 2012 Electric Services Underground Trenching Project:
 - a. Resolution accepting completion of 2012 Underground Trenching primary contract with Ames Trenching & Excavating
 - b. Resolution accepting completion of 2012 Underground Trenching back-up contract with Dig America
 - c. Resolution approving preliminary plans and specifications for rebid of Underground Trenching for Electric Services; setting February 14, 2013, as bid due date and February 26, 2013, as date of public hearing
14. Resolution accepting completion of 2012/13 Collector Street Pavement Improvements (Meadowlane Avenue - East 13th Street to Carr Drive)
15. Resolution approving completion of Brookside Park East Side Improvements
16. Resolution approving Plat of Survey for 125 Hyland Avenue

PUBLIC FORUM: This is a time set aside for comments from the public on topics of City business other than those listed on this agenda. Please understand that the Council will not take any action on your comments at this meeting due to requirements of the Open Meetings Law, but may do so at a future meeting. The Mayor and City Council welcome comments from the public; however, at no time is it appropriate to use profane, obscene, or slanderous language. **The Mayor may limit each speaker to five minutes.**

PERMITS, PETITIONS, AND COMMUNICATIONS:

17. Motion approving 5-day Class C Liquor License for Olde Main Brewing Company at CPMI Event Center, 2321 North Loop Drive
18. Motion approving new Class C Liquor License for Charlie Yoke's, 2428-2430 Lincoln Way
19. Motion approving new Special Class C Liquor License for Shogun of Ames, 3704 Lincoln Way
20. Motion approving new Class C Liquor License & Outdoor Service for Cazador, 3605 Lincoln Way

ADMINISTRATION:

21. 2013-2018 Capital Improvements Plan:
 - a. Receive public input
 - b. Motions amending CIP (if requested)
22. Annexation Agreements with Hunziker Land Development, LLC, and Quarry Estates:
 - a. Direction to staff regarding negotiation of Agreement

PUBLIC WORKS:

23. Staff report on Stone Brooke Subdivision erosion concerns
24. Resolution accepting completion of contract provisions for redevelopment of North Grand Mall

PLANNING & HOUSING:

25. 2013/14 Proposed Annual Action Plan in connection with the City's Community Development Block Grant Program:
- a. Resolution approving projects and authorizing staff to prepare the Action Plan

FINANCE:

26. Report of the Ames Municipal Utility Plan from the Utility Retirement Advisory Board

ELECTRIC SERVICES:

27. Resolution awarding contract to NAES Corporation of Houston, Texas, in the amount of \$807,800 for Steam Turbine No. 8 Overhaul

HEARINGS:

28. Hearing on vacating electric facilities easement at 218-5th Street:
- a. Resolution approving vacating electric facilities easement granted by Youth & Shelter Services for its properties located at 218-5th Street
29. Hearing on vacating utility easements in the Streets of North Grand Subdivision:
- a. Resolution approving vacating utility easements
30. Hearing on Programmatic Agreement with Iowa State Historic Preservation Office (SHPO) in connection with administration of City's Community Development Block Grant (CDBG) Program:
- a. Resolution approving Agreement and authorizing submittal to SHPO

ORDINANCES:

31. First passage of ordinance striking references to Board of Health in *Municipal Code* Chapter 11 (Health and Sanitation)
32. First passage of ordinance striking reference to Board of Health in the index of the *Municipal Code*
33. Second passage of ordinance rezoning property located at 2008-24th Street from Residential Low-Density (RL) to Residential High-Density (RH)

COUNCIL COMMENTS:

ADJOURNMENT:

***Please note that this agenda may be changed up to 24 hours before the meeting time as provided by Section 21.4(2), *Code of Iowa*.**

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

AMES, IOWA

JULY 10, 2012

The Special Meeting of the Ames Conference Board was called to order by Chair Ann Campbell at 6:30 p.m. on July 10, 2012. Present from the Ames City Council were Jeremy Davis, Matthew Goodman, Jami Larson, Peter Orazem, and Victoria Szopinski. Representing the Ames School Board were Mike Espeset and Bill Talbot. Story County Supervisors, Gilbert School District, and United School District were not represented.

MINUTES OF THE FEBRUARY 28, 2012, AND JUNE 26, 2012, CONFERENCE BOARD MEETINGS: Moved by Goodman, seconded by Talbot, to approve the minutes of the Regular Meeting of the Conference Board on February 28, 2012, and the Special Meeting of the Conference Board on June 26, 2012.

Vote on Motion: 2-0. Motion declared carried unanimously.

HEARING ON AMENDMENT TO 2012/13 CITY ASSESSOR'S BUDGET: The Mayor opened the public hearing and closed same after no one came forward to speak.

Moved by Larson, seconded by Talbot, to adopt RESOLUTION NO. 12-363 approving the amendment to the 2012/13 City Assessor's Budget to transfer money from the Special Appraiser's Fund to the Assessment General Fund.

Vote on Motion: 2-0. Motion declared carried unanimously.

ADJOURNMENT: Moved by Goodman, seconded by Davis, to adjourn the Ames Conference Board meeting at 6:31 p.m

Vote on Motion: 2-0. Motion declared carried unanimously.

Diane R. Voss, City Clerk

Ann H. Campbell, Chair

Gregory Lynch, City Assessor

City Assessor's 2013-2014 Annual Report To the Ames City Conference Board



Conference Board Members

Chairperson:

Ames Mayor Ann Campbell

Ames City Council:

Jeremy Davis • Matthew Goodman • Jami Larson • Peter Orazem • Victoria Szopinski • Tom Wacha

Story County Board of Supervisors:

Wayne Clinton • Rick Sanders • Paul Toot

School Boards of Directors:

Ames:

Rodney Briggs • Luke Deardorff • Mike Espeset • David Putz • Teresa Simpson • Bill Talbot • Dan Woodin

Gilbert:

Tanya Austin • Marcia DeZonia • Tyler Holck • Kim Mosiman • Mary Zimmerman

United:

Valerie Brewer • Marvin Davis • Leonard Larsen • Ron Miller • Kathy Toms

Ames City Assessor's Budget Proposal for the 2013-2014 Fiscal Year

For the Conference Board meeting at 6:30 p.m. on January 22, 2013

The following report outlines the structure, programs, duties and activities of the Ames City Assessor's Office.

The Mini Conference Board met January 3, 2013, to review the Assessor's budget proposal. Members present were Jami Larson, Ames City Council; Bill Talbot, Ames School Board of Directors; Rick Sanders, Story County Board of Supervisors; and Greg Lynch, Ames City Assessor. Also present were Dawn Tank (City Assessor), Brenda Swaim (City Assessor) and Tami Moen (City Assessor).

For Conference Board Members, minutes from the Mini Conference Board meeting were included with the *2013-2014 Annual Report*. The public may view the minutes by visiting the Ames City Assessor's Office in City Hall.

CONFERENCE BOARD

Iowa assessment laws can be found in Chapter 441 of the *Iowa Code*. Other chapters affect the process and there are numerous administrative rules. The *Code* creates a Conference Board for each county. City Assessors are optional for cities with populations over 10,000. City Assessors are created by ordinance and a Conference Board is automatically created. The City Conference Board includes the City Council, School Boards of Directors (Ames, Gilbert, and United Community) and County Board of Supervisors. The Mayor is chairperson. **The Conference Board votes as three voting units, with a majority of the members present for each unit determining the unit's vote. At least two members of a voting unit must be present in order to vote. A quorum is reached when at least two members from two units are present.**

The Conference Board must meet annually to propose a budget for publication. The Board must meet again to hold a budget hearing and approve a budget. The Ames City Conference Board has used a subcommittee called the Mini Conference Board to facilitate the budget discussion. Each of the three voting bodies appoints one member to the Mini Board to conduct a preliminary meeting to discuss budget proposals with the Assessor and report back to their full body. The Mini Board has also been used to draft a personnel policy handbook and advise the Assessor on policy issues.

The Conference Board appoints the Assessor, Examining Board and Board of Review. The Examining Board is activated when the Assessor position is vacant, or in the unlikely event of a Deputy Assessor appealing a termination or disciplinary action.

BOARD OF REVIEW

The Ames Board of Review has five members. Members are appointed for staggered six-year terms. The *Code* requires members to have different occupations, and that at least one is experienced in real estate or construction. The Board of Review meets annually in a limited time frame to hear appeals. Most decisions from the Assessor can be appealed (e.g. value, classification, exemption). The expiration date for each of the board members is as follows:

Judy Albright	12/31/2012	Tom Carey	12/31/2016
Lowell Greimann	12/31/2013	Roy Zingg	12/31/2017
Thomas Jackson	12/31/2014		

Judy Albright will need to be reappointed this year.

ASSESSOR

The Conference Board appoints, or reappoints, an assessor for a six-year term. Iowa assessors are required to pass a comprehensive examination before being eligible to be appointed. In order to be reappointed, 150 hours of state-approved continuing education, of which at least 90 hours must be tested courses, are required during the six-year term.

The main duties of the Assessor are to classify and value all taxable property in the assessment jurisdiction. Iowa law requires reassessment in odd-numbered years and notification of changes of value in even-numbered years. Even-numbered year changes are typically new construction or renovation of existing structures. In odd-numbered years, the Ames office recalculates values and sends notices to property owners.

In addition, the Assessor administers multiple exemption programs. The most common is the homestead credit and military service exemption. Less common, but more problematic, are exemption claims for religious and charitable organizations.

In the course of classifying and valuing property in Ames, extensive property-related information is acquired. Public information laws require, and common sense dictates, that most of this information be readily available for review. This often involves considerable time and effort, but it is an essential part of the operation.

It is also important for the Conference Board members to fully understand what the Assessor does not do:

- Does not calculate or collect taxes.
- Does not set the level of value – the Assessor measures the level of value, as indicated by sales of real property in Ames.
- Does not make the laws and rules for assessments.

The most visible function of the office tends to be providing information to the public via the Internet or through requests in the office. However, the first priority and the primary effort of the office is discovering changes in real property; such as new construction, and maintaining the classification and values for the entire tax base of Ames.

In summary, the Assessor has a variety of duties and functions and is an integral component of local government operations.

VALUATION

The tax base changes from 2011 to 2012 were as follows:

Ames Taxable Valuations by Class: 100% Assessed Values (in Thousands of Dollars)				
Class	2011 Actual	2012 Actual	Difference 2011 to 2012	% Change
Ag Land & Outbuildings	\$ 2,724	\$ 2,729	\$ 5	0.2%
Residential & Ag Dwellings	\$ 2,510,877	\$ 2,543,683	\$ 32,805	1.3%
Commercial	\$ 817,190	\$ 836,448	\$ 19,258	2.4%
Industrial	\$ 132,578	\$ 130,393	\$ (2,185)	-1.6%
Railroads & Utilities Minus Gas & Electric	\$ 12,288	\$ 12,649	\$ 360	2.9%
Total Except Gas & Electric	\$ 3,475,658	\$ 3,525,902	\$ 50,244	1.4%
Gas & Electric Valuation	\$ 6,202	\$ 5,661	\$ (542)	-8.7%
100% Assessed Values Total	\$ 3,481,860	\$ 3,531,562	\$ 49,702	1.4%
T.I.F Value Not Included	\$0	\$0	\$0	

Source: Iowa Department of Management Report for Story County, January 1, 2013.

Ames Taxable Valuations by Class: Rolled Back or Taxable Values (in Thousands of Dollars)				
Class	2011 Actual	2012 Actual	Difference 2011 to 2012	% Change
Ag Land & Outbuildings	\$ 1,567	\$ 1,635	\$ 68	4.3%
Residential & Ag Dwellings	\$ 1,274,315	\$ 1,343,487	\$ 69,171	5.4%
Commercial	\$ 817,190	\$ 836,448	\$ 19,258	2.4%
Industrial	\$ 132,578	\$ 130,393	\$ (2,185)	-1.6%
Railroads & Utilities Minus Gas & Electric	\$ 12,288	\$ 12,649	\$ 360	2.9%
Total	\$ 2,237,939	\$ 2,324,612	\$ 86,673	3.9%
Military Exemptions	\$ (2,727)	\$ (2,668)	\$ 59	-2.2%
Taxable Total Except Gas & Electric	\$ 2,235,212	\$ 2,321,944	\$ 86,732	3.9%
Gas & Electric Valuation	\$ 6,202	\$ 5,661	\$ (542)	-8.7%
Taxable Values Total	\$ 2,241,414	\$ 2,327,605	\$ 86,191	3.8%
T.I.F Value Not Included	\$0	\$0	\$0	

Source: Iowa Department of Management Report for Story County, January 1, 2013.

Agricultural values increased primarily due to a legislated plat law change which extended the “frozen” period from three years to five years. Also influencing it was an increase in rollback from 57.5411% of the assessed value that was taxed for 2011 (taxes payable fall of 2012 and spring of 2013), to 59.9334% for 2012. The net result is an increase of 4.3% of taxable value for 2012.

Residential assessed values increased 1.3% overall (shown above in the first table under Residential & Ag Dwellings). The second table explains the change in taxable value by category. 50.7518% of the assessed value was taxed for 2011 (taxes payable fall of 2012 and spring of 2013). The 2012 rollback factor is 52.8166%. This increase in the rollback is the primary driver of the net 5.4% change in taxable value (shown on the second table under Residential & Ag Dwellings) from 2011 to 2012.

Commercial assessed values experienced a net increase of about 2.4% overall (shown on the previous page). This was due to both an increase in transfers and new construction. The rollback did not change and remains at 100%.

Industrial assessed values decreased slightly by 1.6%. This was due primarily because of a District Court ruling reducing the value of the Barilla Pasta Manufacturing Plant.

A more detailed description of the reasons for the value changes for each class is illustrated in the following chart:

Class	2011 Taxable Value (in Thousands)	2012 Taxable Value (in Thousands)	Change from Revalue of Existing Property	Change from Class Transfers & Annexation	Net Change from New Construction & Buildings Removed	Change from Rollback Percentage	Change from New & Expiring Exemptions, TIF, Court Reductions, Equalization	Total Change 2011 to 2012 (in Thousands)
Residential	\$1,274,315	\$1,343,487	\$170	(\$5,660)	\$22,995	\$52,522	(\$856)	\$69,171
% Changes			0.0%	-0.4%	1.8%	4.1%	-0.1%	5.4%
Commercial	\$817,190	\$836,448	(\$306)	\$9,553	\$12,746	\$0	(\$2,735)	\$19,258
% Changes			0.0%	1.2%	1.6%	0.0%	-0.3%	2.4%
Industrial	\$132,578	\$130,393	(\$459)	\$0	\$1,382	\$0	(\$3,108)	(\$2,185)
% Changes			-0.3%	0.0%	1.0%	0.0%	-2.3%	-1.6%
Agricultural	\$1,567	\$1,635	(\$1,518)	\$1,691	\$0	\$65	(\$170)	\$68
% Changes			-96.8%	107.9%	0.0%	4.2%	-10.9%	4.3%
Totals	\$2,225,651	\$2,311,963	(\$2,113)	\$5,584	\$37,123	\$52,587	(\$6,868)	\$86,313
% Changes			-0.1%	0.3%	1.7%	2.4%	-0.3%	3.9%
Note: Does not include state-assessed property								

Sources: 2012 Abstract of Assessment; 2012 Reconciliation Report.

Excluding railroads and utilities, the overall change for the upcoming fiscal year is 3.9% more taxable value.

DEPARTMENT ACTIVITIES

Revaluation of existing properties is continuous. Staff has been busy this fall and winter measuring, listing and valuing new construction and remodeled properties. The staff is constantly engaged in acquiring information about building changes, construction costs, selling prices and terms, and numerous other items that affect market value. Sales information is reviewed and investigated through letters and inspections. Due to the efforts of the entire staff, the assessed property values assigned by the Ames City Assessor's Office consistently rank among the most uniform and equitable assessments in the state.

The new construction segment of the residential market demonstrated a slump during 2011 but recovered in 2012. The table on **Attachment "D"** shows the quarterly sales activity. This report indicates that the overall sales volume for new homes decreased 30% from 2010 to 2011, from 43 to 30, but in 2012 it increased back to 43. The price per square foot is the most reliable indication of price increase. Annual percentage changes and cumulative changes since 1995 are the right two columns. The report shows that the sales price for new homes increased. The average new home price per square foot is up approximately 6.3% as compared to 2011 (shown in the row heading "New construction sales"). It was \$156.67 in 2011 and \$166.53 in 2012.

The overall sales volume for existing homes had a dramatic rise in 2012. There were 575 sales in 2012 compared to 492 in 2011. This indicates that the overall sales volume for existing homes increased 16.87%. The average sale price per square foot increased 2.05%, from \$120.29 in 2011 to \$122.76 in 2012 (shown in the row heading "Existing houses"). The median sales price showed a slight increase of 1.49% from \$161,500 in 2011 to \$163,900 in 2012 (shown in the column heading "Median Price"). This coupled with a median sales ratio of 99.3 % for sales that are believed to be included in the Iowa Department of Revenue's sale ratio analysis for equalization leads me to the conclusion that residential revaluation for January 2013 wouldn't be required. But since our current software that is used to generate our values is no longer supported, we have developed a new model and are currently calibrating it; we plan to use it to revalue our residential properties.

In regards to our commercial properties, based on information provided by the Iowa Department of Revenue through October of 2012 and on other sales that have occurred since then, I estimate our median sales ratio to be 98%. This is down from a year ago when it was 100.7%. The 98% ratio is within the range of 95% to 105% which excludes it from equalization by the Department of Revenue. Based on this, no citywide commercial revaluation is warranted.

In 2010 and 2011 we successfully installed and used new real estate software named Incode, which is produced by Tyler Technologies. This software is housed on a server located in the Story County Administration Building.

Over the last year, we have been working closely with Tyler Technologies' conversion team to convert over to their new Microsoft.Net based system. This is a vastly improved product which should enable us to complete the data entry of values and other information necessary for our annual Abstract and Reconciliation reports in a more efficient fashion. This information is also relied upon by the County Auditor and Treasurer. The interface of the new real estate system should also provide better access to data and reports to answer questions for other city departments and the public. Tyler installed the new system in December, is currently in the testing phases with our data, and plans to go live with the new system on our network February 19th.

We have also accomplished the following:

- Scanned all of the current residential property record cards and made them available on the Beacon Web site, allowing 24-hour access to them.
- Set up electronic delivery of Board of Review cases, decreasing the number of photocopies by 72% -- from a count of 69,064 in 2011 to 19,247 in 2012.
- Developed a GIS toolbar to assist with searches in ArcGIS, sharing the tool with both county and city GIS users.
- Modified/Enhanced commercial comparable search for Ames on our Beacon Web site.
- Began planning and development of a revised network directory structure for reorganization, including retention planning, upon migration to the new structure in 2013-2014.

Development of our Beacon Web site (WWW.AmesAssessor.org) to better serve our needs as well as the public's continues. It continues to be our most active method of communication with the public. The data files created for the Web site are the backbone of real property information for several city and county departments. Map files are uploaded regularly from the Story County Auditor's files, and data files are uploaded nightly from the county's real estate system and both assessors' offices. In addition, map layers for Ames zoning are updated by the city's GIS staff as the Planning department makes zoning changes.

Digital photos for most properties are available on our website, but continue to require ongoing maintenance.

STAFF

The full-time employees of the City Assessor's Office and their starting dates as full-time employees with the Assessor's office are as follows:

▪ Gregory P. Lynch, City Assessor	February	2006
▪ Brenda M. Swaim, Deputy Assessor	December	1996
▪ Mitchel K. Friedow, Appraiser II	October	1998
▪ Dawn M. Tank, Office Assistant II	January	2004
▪ Judy K. Heimerman, Office Assistant I	January	1990
▪ Matthew R. Emerson, Database Manager/IS Administrator	July	2012

The City Assessor's current term expires December 31, 2014.

In April of 2012, Paul Overton was appointed as the Boone County Assessor. We thank Paul for his 13 years of service to the property owners of Ames and wish him the best of luck in his new position. He is a consummate professional and will be missed.

With his departure, an opportunity surfaced to examine our work flows and personnel needs.

Brenda Swaim originally started as an intern while attending ISU, and eventually was hired as an appraiser in 1996. Over time, her role expanded to encompass the evolving information and technology needs of the office. Her IT role gave her keen insight into the work flow of the office and an invaluable understanding of how the office functioned. When the time came to hire a replacement for Paul, she was a natural choice. Thankfully she accepted the role as Chief Deputy, a position in which she has excelled.

Prior to filling the vacant position created by Brenda's promotion, she and I evaluated the current and future needs of the office. We came to the conclusion that our greatest need would be someone with SQL expertise who could handle our ever evolving technical, database management, and information systems needs.

Fortunately, our search proved fruitful. We were able to hire Matt Emerson, who has six years of experience with SQL in addition to his 14 years of programming experience and 16 years of Web design. With his familiarity of some of the systems in place as well as the basic real estate data and software, he was able to hit the ground running and is a valuable asset to the office.

BUDGET PROPOSAL

Attachment A is the budget expense proposal. Explanations for various line item expenses follow:

Salaries: The Consumer Price Index (CPI), published by the Bureau of Labor Statistics of the U.S. Department of Labor, shown in a news release dated December 14, 2012, indicates an increase of 1.8% since November of 2011.

“The Consumer Price Index for All Urban Consumers (CPI-U) declined 0.3 percent in November on a seasonally adjusted basis, the U.S. Bureau of Labor Statistics reported today. Over the last 12 months, the all items index increased 1.8 percent before seasonal adjustment.

“The gasoline index fell 7.4 percent in November; this decrease more than offset increases in other indexes, resulting in the decline in the seasonally adjusted all items index. The energy index fell 4.1 percent in November despite increases in the indexes for natural gas and electricity. The food index rose 0.2 percent with the food at home index increasing 0.3 percent, the same increases as in October.” (“Consumer Price Index Summary.” *Bureau of Labor Statistics*. United States Department of Labor, 14 Dec 2012. Web. 19 Dec 2012. <<http://www.bls.gov/news.release/cpi.nr0.htm>>.)

It is interesting to note that the IRS allowance for mileage reimbursement increased for January 1, 2013, while the gasoline index fell 7.4 percent in November. As stated above this large monthly decrease for the gasoline index offset other increases. I have to believe that this gasoline decrease is temporary, and a 2% cost of living salary increase is warranted.

The expense items for the Assessor and all other staff are budgeted with a 2.0% cost of living increase and a 1.00% merit pool, for a total of 3.00%. (As always, exact salaries for staff will be based upon individual evaluations.)

The salaries of the other employees have \$1,000 bonus included, but it would only be paid upon achievement of certain professional designations. I have excluded myself in this process.

Board of Review salaries are \$17.50 per hour. There is also a clerk to take the minutes. For budgeting purposes, we estimate that the clerk will need to put in 1.5 times the hours of the Board. The clerk is paid at a rate of \$15.00 per hour.

During 2013-2014, we will need to employ three interns to assist us with various projects that arise. This expense is estimated to be \$33,000 and it's included in the “Staff” line item.

Taxable Fringe Benefits: This line includes mileage allowance for two of the full-time employees who use their private auto for work purposes. Employees must provide a copy of their insurance card and driver's license annually. In return for maintaining liability insurance and a dependable vehicle that is available to the employee during working hours, each full-time employee is paid monthly as follows (less mileage reimbursement*):

Assessor	\$100
Deputies (1)	\$90

Additionally, this line includes a monthly cell phone allowance of \$25.00 a month for the four full-time staff that have regular duties outside the office. The allowance is paid if the employee has a cell phone available for office use during work hours as well as for on-call availability for IT staff.

Health Insurance: The amount budgeted last year was based on our current staffing and use levels. I received notice that we could expect an 8% increase in health insurance costs for the upcoming fiscal year.

This also includes a pro-rated amount of the group workers' compensation insurance for the fiscal year.

Life and Disability Insurance: This line represents life and disability insurance from the city for all full-time employees.

Board of Review Expenses: This line represents payment of the Board's mileage, postage and supplies. It also includes a stipend to reimburse the members for the use of their laptops during sessions. The cost comes to \$1,500.

Supplies, Telephone, Etc.: These amounts are mostly self-explanatory. Most are based on past experience and the city's estimate of charges for next year.

* **Mileage:** This line represents reimbursement to employees who use their personal auto for work purposes. It is paid at the current IRS rate. (As of January 1, 2013, the rate is \$0.565 per mile.)

Mitch Friedow, appraiser, has been using a pool vehicle provided by the city whenever possible. The rate for it is currently \$0.45 per mile.

Data Processing & Software: This line typically includes the maintenance on existing software and upgrades as well as payments to the City's Information Technology Department for use of the network within City Hall. It also now includes the cost of using City IT for all of our needs. The following is a list of just the major components:

City Information Services (Network, Email, GIS, IT needs)	\$25,100
Tyler Technologies (Real Estate Software)	\$ 6,200
Estimated CAMA software & ongoing support costs	\$14,800
Pictometry Aerial Photography	\$ 8,700
Fiber Connection to Story County	\$ 3,600
Consulting (Miscellaneous IT issues)	\$ 5,000
<hr/>	
Total of Major Components (Rounded)	\$63,400

Assessment Appeals:

Property Assessment Appeal Board

For 2012, fifteen cases were filed with the Property Assessment Appeal Board (see Table 1 on the next page). Ten are cases involving parcels held in a cooperative form of ownership. These all had deficiencies in their Articles of Incorporation, and their classification as of January 1, 2012, was changed from residential to commercial when brought to our attention by the City Attorney. It is more of a legal question than a valuation issue.

For assessment year 2011, out of the twenty cases that were filed with the Property Assessment Appeal Board, three cases are still outstanding (see Table 2 on the next page).

District Court

For 2012, there was an appeal of the new 216-unit condominium complex known as The Grove, located at 1407-1525 S. Grand Avenue, and it has been settled. The original assessment placed on it did not take into account a value loss due to vacancy. As of January 1, 2012, it had a 26% vacancy rate; correcting for this overstatement of value resulted in a reduction of \$7,647,500 – from \$28,146,400 to \$20,498,900.

The Barilla Pasta manufacturing plant was a case appealed to District Court in 2011. The trial was held in early October, and the court ruled that its value is \$36,030,000. This is a reduction of \$5,230,000 or 13% from its assessed value of \$41,260,000.

For 2011, the Property Assessment Appeal Board had ordered the Super Wal-Mart (534 S. Duff Avenue) value to be set at \$19,000,000, which was a reduction of \$1,300,000 from its assessed value of \$20,300,000. In July 2012, the petitioner, Wal-Mart, filed a Petition for Judicial Review with the Iowa District Court concerning this 2011 case. The trial is set for January 30, 2013.

Table 1: 2012 Property Assessment Appeal Board Cases

Property ID	Property Address	Appellant	Case Status
05-27-430-025	3305 Roy Key Ave	3305 Roy Key Cooperative Association	Hearing date has not been set yet.
05-34-227-120	2719 Grand Ave	Walgreen's #12108	Hearing date has not been set yet. This case has been consolidated with the 2011 case.
09-02-329-120	720 Kellogg Ave	Kellogg Housing Cooperative Inc	Hearing date has not been set yet.
09-02-403-010	327 E 7th St	J & L Sorenson Enterprises Cooperative Association II	Hearing date has not been set yet.
09-02-406-100	324 E 7th St	J & L Sorenson Enterprises Cooperative Association II	Hearing date has not been set yet.
09-04-352-270	136 Campus Ave	136 Campus Cooperative Association	Hearing date has not been set yet.
09-11-175-190	209 S 5th St	J & L Sorenson Enterprises Cooperative Association I	Hearing date has not been set yet.
09-11-175-200	211 S 5th St	J & L Sorenson Enterprises Cooperative Association I	Hearing date has not been set yet.
09-11-175-210	213 S 5th St	J & L Sorenson Enterprises Cooperative Association I	Hearing date has not been set yet.
09-11-175-220	217 S 5th St	J & L Sorenson Enterprises Cooperative Association I	Hearing date has not been set yet.
09-11-175-230	225 S 5th St	J & L Sorenson Enterprises Cooperative Association I	Hearing date has not been set yet.
09-11-210-020	320 S Duff Ave	Target Corporation (Dayton Hudson Corp.)	Settled at \$6,722,000. This is a reduction of \$1,401,000 or 17% from its assessed value of \$8,123,000.
09-11-375-100	1311 Buckeye Ave 1333 (FKA: 1315 Buckeye Ave)	FHS Ames 2 LP	Withdrawn
09-11-380-030	1404 Buckeye Ave	FHS Ames 2 LP	Withdrawn
09-11-380-040	1410 Buckeye Ave	FHS Ames 2 LP	Withdrawn

Table 2: Outstanding 2011 Property Assessment Appeal Board Cases

Property ID	Property Address	Appellant	Case Status
05-34-227-120	2719 Grand Ave	Walgreen's #12108	Hearing date has not been set yet. This case has been consolidated with the 2012 case.
09-11-100-115	620 Lincoln Way	Midwest Centers, L.P.	Hearing is scheduled for 1-14-2013.
09-11-210-020	320 S Duff Ave	Target Corporation (Dayton Hudson Corp.)	Settled at \$6,722,000. This is a reduction of \$1,761,000 or 21% from its assessed value of \$8,483,000.

Contingency: This line is used for recurring and non-recurring expenses that do not fit a regular category. We estimate this at \$1,000.

GIS AND MAPPING

The MAPS Committee is an ongoing project that we support. Our office is responsible for the following:

Support Assurance (Story County)	\$ 6,300
Web Hosting (The Schneider Corporation)	\$ 5,100
Beacon Pictometry Module (The Schneider Corporation)	\$ 1,800
<u>Basic System Support (The Schneider Corporation)</u>	<u>\$ 1,000</u>
Total Funding	\$14,200

We contracted with Pictometry International for new aerial imagery. The flight was in March of 2012, but because of early foliage, the photography was not acceptable. The company gave us these images at no cost and re-flew the city in November of 2012. We will be paying \$7,176 per year for the next two years to cover this project. We have embarked on what we hope is now a three year cycle for aerial photography. Pictometry now has available a cloud based system that will cost \$1,500 per year. We feel this is very beneficial and have included this for a total cost for the aerial imagery and tools of \$8,676.

SOURCES OF FUNDS AND BALANCES

Attachment “B” is an explanation of the funds and balances used and proposed. The projected ending balance is about 30% of the annual budget for **Attachment “B.”** We feel this amount of reserves is adequate.

A copy of the official budget detail form to be published is **Attachment “C.”**

CITIZEN SURVEY & EVALUATION

The Conference Board requires an annual survey of citizens and an evaluation of the Assessor by the Conference Board. The annual survey was performed recently and the results follow this report (**Attachment “E”**).

Of the 100 forms mailed, 37 were returned. All comments written on the returned survey forms are included. In addition, material concerning the use of the Assessor’s Web sites, WWW.AmesAssessor.org and WWW.AmesAssessor.org, have been included.

Submitted January 9, 2013, by Gregory P. Lynch, Ames City Assessor.

AMES CITY ASSESSOR
2013–2014 BUDGET PROPOSAL

Item	FY 11-12 Actual	FY 12-13 Budget	FY 12-13 Actual Expenses for the First 6 Months	FY 12-13 Projected Expenses for the Year	FY 13-14 Proposed Budget	% of Change Between Proposed & Current Budget
Assessor	\$ 113,828	\$ 116,662	\$ 58,222	\$ 116,553	\$ 120,172	3.0%
Deputies	153,322	163,436	46,582	93,252	96,148	-41.2%
Staff	160,895	195,084	115,925	238,333	272,174	39.5%
Longevity	1,540	1,660	680	1,400	1,500	-9.6%
Professional Designation Bonuses	1,000	4,000	-	-	4,000	0.0%
GIS Coordinator	-	-	-	-	-	N/A
Board of Review	2,407	6,600	-	6,600	6,600	0.0%
Overtime Pay	-	2,500	-	2,500	3,750	50.0%
Taxable Fringe Benefits	3,203	4,560	1,113	2,600	-	-100.0%
Employer's Flex Benefits	-	-	-	-	-	N/A
F.I.C.A. @ 7.65%	32,035	37,829	16,068	35,285	38,582	2.0%
I.P.E.R.S. @ 8.93%	34,251	42,873	19,067	39,989	45,038	5.0%
Health Insurance & Workers' Comp	69,807	87,100	38,414	75,800	94,100	8.0%
Unemployment Compensation	-	500	-	-	500	0.0%
Life and Disability Insurance	3,466	4,200	1,263	2,550	4,410	5.0%
Total Staff & Related Expenses	\$ 575,754	\$ 667,004	\$ 297,334	\$ 614,862	\$ 686,974	3.0%
Board of Review Expense	\$ 708	\$ 1,800	\$ 143	\$ 1,000	\$ 1,500	-16.7%
Office Supplies	2,397	4,500	1,689	4,500	4,500	0.0%
Postage & Mailing	946	8,250	291	8,250	8,250	0.0%
Employee Mileage	3,227	5,640	1,703	4,000	5,640	0.0%
Telephone / Communication	4,131	5,400	2,250	4,550	5,200	-3.7%
Data Processing / Software	55,908	70,900	27,120	70,900	66,800	-5.8%
Tyler Technologies		13,300	1,139	13,300	6,150	-53.8%
Education / Training / Certification	15,699	20,000	7,345	20,000	20,000	0.0%
Office Maintenance (City Hall)	15,360	17,825	7,785	15,666	15,000	-15.8%
Equipment (includes maintenance)	5,786	8,000	1,601	6,000	8,000	0.0%
Assessment Appeals / Court Costs	70,470	56,000	18,140	44,100	66,000	17.9%
Contingency	1,125	1,500	660	1,000	1,000	-33.3%
Total Office Expenses	\$ 175,757	\$ 213,115	\$ 69,866	\$ 193,266	\$ 208,040	-2.4%
MAPS & GIS Project	\$ 15,025	\$ 12,400	\$ 10,750	\$ 14,200	\$ 14,200	14.5%
Total Special Projects	\$ 15,025	\$ 12,400	\$ 10,750	\$ 14,200	\$ 14,200	14.5%
Total Expenses	\$ 766,536	\$ 892,519	\$ 377,950	\$ 822,328	\$ 909,214	1.9%

<p style="text-align: center;">AMES CITY ASSESSOR</p> <p style="text-align: center;">2013–2014 PROJECTED SOURCE OF FUNDS AND BALANCES</p>

Item	Assessment Expense Fund
Beginning Balance 7-1-2012	\$ 179,207
Estimated Property Taxes	887,044
Other Income (Misc, Credits, Etc.)	2,456
Transfers In	135,121
Transfers Out	-
Available Resources	\$ 1,203,828
Expenses	(822,328)
Estimated Ending Balance 6-30-2013	\$ 381,500
Estimated Beginning Balance 7-1-2013	\$ 381,500
Property Tax Levy Proposed	798,540
Other Income (Misc, Credits, Etc.)	1,938
Transfers In	-
Transfers Out	-
Available Resources	\$ 1,181,978
Expenses	(909,214)
Estimated Ending Balance 6-30-2014	\$ 272,764

NOTICE OF PUBLIC HEARING -- PROPOSED BUDGET					ASSESSING JURISDICTION:				
Fiscal Year July 1, 2013 - June 30, 2014					Ames City Assessor				
The Conference Board of the above-named Assessing Jurisdiction will conduct a public hearing on the proposed fiscal year budget as follows:									
Meeting Date:		Meeting Time:			Meeting Location:				
2/26/2013		6:30 PM			Council Chambers Ames City Hall,515 Clark Ave,Ames Iowa				
At the public hearing any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget. This notice represents a summary of the supporting detail of receipts and expenditures on file with the Conference Board Clerk. Copies of the Supplemental Budget Detail (Schedule 673-A) will be furnished upon request.									
Clerk's Telephone Number:		PROPOSED BUDGET SUMMARY					Clerk's Name:		
515-239-5370							Gregory P Lynch		
FUND (Use Whole Dollars)	A	B	C	D	E	F	G	H	I
	Expenditures			Transfers Out	Estimated Ending Fund Balance June 30, 2014	Estimated Beginning Fund Balance July 1, 2013	Estimated Other Receipts	Transfers In	Estimated Amount To Be Raised By Taxation
FYE 6-30-2012 Actual	FYE 6-30-2013 Re-estimated	FYE 6-30-2014 Proposed							
1. Assessment Expense	441,466	822,328	909,214		272,764	381,500	1,938	0	798,540
2. FICA				0	0	0	0		0
3. IPERS				0	0	0	0		0
4. Emergency				0	0	0	0		0
5. Unemployment Comp.	0	0	0	0	0	0	0		0
6. Special Appraisers	325,070								
7. Tort Liability	0	0	0	0	0	0	0		0
8. TOTAL	766,536	822,328	909,214	0	272,764	381,500	1,938	0	798,540
Proposed taxation rate per \$1,000 valuation:					\$	0.34391			

Residential Sales Summary by Quarter for Ames, Iowa

As of January 10, 2013

Sales Period:	# Sold	Average Price	Average Hse Size	Price per sq.ft.	Average Year Built	Median Price	Annual % Change per SF	Cumulative % change \$/SF 1995 base
1st Quarter 1995	74	\$113,790	1,517	\$75.00	1961.1			
2nd Quarter 1995	147	\$120,453	1,411	\$85.38	1965.5			
3rd Quarter 1995	171	\$107,542	1,362	\$78.95	1962.3			
4th Quarter 1995	123	\$123,608	1,480	\$83.51	1963.1			
1995 Total Year	515	\$115,962	1,427	\$81.29	1963.2	\$97,750	n/a	n/a
1995 Sales Detail - Existing & New:								
Existing houses	452	\$106,322	1,355	\$78.47	1959	\$92,000	n/a	n/a
New construction sales	63	\$185,129	1,940	\$95.43	1994	\$172,676	n/a	n/a
1st Quarter 2008	85	\$182,780	1,513	\$120.81	1971.9			
2nd Quarter 2008	260	\$174,543	1,412	\$123.61	1970.2			
3rd Quarter 2008	191	\$185,097	1,494	\$123.89	1973.4			
4th Quarter 2008	90	\$181,775	1,464	\$124.16	1980.3			
2008 Total	626	\$179,921	1,458	\$123.39	1972.9	\$164,950	-4.3%	51.8%
2008 Sales Detail - Existing & New processed to date:								
Existing houses	594	\$174,283	1,442	\$120.86	1971	\$160,250	-0.4%	54.0%
Single-Family Detached	482	\$176,736	1,497	\$118.06	1966	\$163,000		
Townhouses/Condos	112	\$163,725	1,207	\$135.65	1992	\$149,150		
New construction sales	32	\$284,588	1,758	\$161.88	2007	\$293,771	5.5%	69.6%
Single-Family Detached	24	\$286,330	1,852	\$154.61	2007	\$279,022		
Townhouses/Condos	8	\$279,361	1,478	\$189.01	2007	\$315,662		
1st Quarter 2009	88	\$187,867	1,439	\$130.55	1976.6			
2nd Quarter 2009	211	\$185,111	1,495	\$123.82	1976.6			
3rd Quarter 2009	208	\$185,817	1,456	\$127.62	1975.9			
4th Quarter 2009	106	\$171,433	1,452	\$118.07	1969.6			
2009 Total	613	\$183,381	1,466	\$125.06	1975.2	\$163,000	1.4%	53.8%
2009 Sales Detail - Existing & New processed to date:								
Existing houses	587	\$178,548	1,452	\$122.97	1974	\$160,000	1.7%	56.7%
Single-Family Detached	488	\$183,231	1,493	\$122.73	1970	\$165,750		
Townhouses/Condos	99	\$155,466	1,248	\$124.57	1991	\$139,500		
New construction sales	26	\$292,501	1,791	\$163.32	2008	\$252,986	0.9%	71.1%
Single-Family Detached	20	\$317,417	1,886	\$168.30	2008	\$263,968		
Townhouses/Condos	6	\$209,450	1,475	\$142.00	2008	\$193,250		
1st Quarter 2010	96	\$180,792	1,423	\$127.05	1978.0			
2nd Quarter 2010	234	\$181,180	1,438	\$125.99	1976.0			
3rd Quarter 2010	115	\$189,110	1,487	\$127.18	1982.4			
4th Quarter 2010	87	\$185,248	1,494	\$123.99	1977.2			
2010 Total	532	\$183,489	1,455	\$126.11	1977.9	\$166,000	0.8%	55.1%
2010 Sales Detail - Existing & New processed to date:								
Existing houses	489	\$173,930	1,431	\$121.54	1975	\$159,000	-1.2%	54.9%
Single-Family Detached	376	\$182,213	1,512	\$120.51	1970	\$167,250		
Townhouses/Condos	113	\$146,367	1,161	\$126.07	1991	\$137,500		
New construction sales	43	\$292,204	1,730	\$168.90	2009	\$274,310	3.4%	77.0%
Single-Family Detached	36	\$299,134	1,776	\$168.43	2010	\$274,655		
Townhouses/Condos	7	\$256,562	1,495	\$171.61	2009	\$224,000		
1st Quarter 2011	68	\$173,053	1,482	\$116.77	1971.8			
2nd Quarter 2011	203	\$187,817	1,482	\$126.73	1976.6			
3rd Quarter 2011	144	\$173,350	1,476	\$117.45	1974.1			
4th Quarter 2011	107	\$189,712	1,516	\$125.14	1975.0			
2011 Total	522	\$182,291	1,487	\$122.56	1975.0	\$163,000	-2.8%	50.8%
2011 Sales Detail - Existing & New processed to date:								
Existing houses	492	\$177,672	1,477	\$120.29	1973	\$161,500	-1.0%	53.3%
Single-Family Detached	394	\$179,832	1,542	\$116.62	1968	\$163,000		
Townhouses/Condos	98	\$168,989	1,217	\$138.86	1992	\$154,500		
New construction sales	30	\$258,039	1,647	\$156.67	2011	\$252,412	-7.2%	64.2%
Single-Family Detached	27	\$262,547	1,667	\$157.50	2011	\$261,825		
Townhouses/Condos	3	\$217,467	1,466	\$148.34	2010	\$219,000		
1st Quarter 2012	92	\$177,415	1,479	\$119.96	1975.6			
2nd Quarter 2012	230	\$188,135	1,492	\$126.10	1975.3			
3rd Quarter 2012	188	\$184,264	1,488	\$123.83	1978.3			
4th Quarter 2012	108	\$193,584	1,418	\$136.52	1982.7			
2012 Total	618	\$186,314	1,476	\$126.24	1977.6	\$169,750	3.0%	55.3%
2012 Sales Detail - Existing & New processed to date:								
Existing houses	575	\$179,113	1,459	\$122.76	1975	\$163,900	2.1%	56.5%
Single-Family Detached	441	\$184,827	1,527	\$121.04	1970	\$167,900		
Townhouses/Condos	134	\$160,311	1,238	\$129.49	1992	\$137,250		
New construction sales	43	\$282,601	1,697	\$166.53	2012	\$269,000	6.3%	74.5%
Single-Family Detached	39	\$287,197	1,716	\$167.36	2012	\$274,670		
Townhouses/Condos	4	\$237,784	1,511	\$157.37	2011	\$228,250		
NOTE 1: Sales are assigned to quarters according to the month and year the deed was executed.								
NOTE 2: 1-family houses include townhouses, condominiums, detached houses, and attached houses.								
NOTE 3: Recent quarters may include unverified sales information; all sales are subject to correction.								
NOTE 4: Recent sales may not be included. New houses are not included until after they have been inspected.								

Customer Satisfaction Survey

The Ames City Conference Board requires an annual customer survey be made as a means of evaluating the City Assessor's Office. Forms were sent in late November to 100 individuals who have had occasion to contact this office during the year 2012. Thirty-seven (37) were returned with all or part of the form filled in. Twelve (12) indicated they had filed an appeal. One envelope was returned without a survey. The form was substantively identical to the following summary for these questions regarding the City Assessor's Office:

1. My business with the Assessor's Office included:
(37 RESPONSES)

(Check all that apply)

17 – (a) I filed for a Homestead or Veteran's Exemption.

15 – (b) I inquired / requested information about sales or general property assessment information.

- 8 – Online
- 3 – City Hall
- 1 – Fax
- 5 – Phone

12 – (c) I filed an assessment appeal.

5 – (d) An Assessor's employee visited my property.

- 3 – Residential
- 2 – Commercial
- 0 – Exempt

9 – (e) Other.

Please answer ONLY if you selected 1(b):

I used the following assessor web site(s):

(Check all that apply)

<http://www.cityofames.org/Assessor> (14 RESPONSES)

- 2 – Assessment appeal information.
- 8 – Property tax information.
- 3 – Residential sales book (MS Word format).
- 1 – Residential sales book (MS Excel format).
- 7 – Other report(s) and/or data.
- 4 – Commercial sales information.
- 6 – Maps.

<http://www.amesassessor.org> (15 RESPONSES)

- 13 – Property information.
- 8 – Property tax information and/or paid taxes.
- 5 – Residential comp search.
- 3 – Identified zoning information.
- 1 – Soils report.
- 9 – Maps.
- 0 – Mailing address change.
- 1 – Other – “Comparable Sales”

Please rate your level of satisfaction:

2. The person I contacted listened and understood my question(s). (36 RESPONSES)

27 - DEFINITELY 5 - MOSTLY 1 - NOT REALLY 0 - DEFINITELY NOT 3 - DOES NOT APPLY

3. I was satisfied with the response to my inquiry. (35 RESPONSES)

24 - DEFINITELY 5 - MOSTLY 2 - NOT REALLY 2 - DEFINITELY NOT 2 - DOES NOT APPLY

4. I was treated with courtesy and respect. (30 RESPONSES)

32 - DEFINITELY 3 - MOSTLY 0 - NOT REALLY 0 - DEFINITELY NOT 2 - DOES NOT APPLY

5. I was assisted in a timely manner. (30 RESPONSES)

28 - DEFINITELY 6 - MOSTLY 0 - NOT REALLY 0 - DEFINITELY NOT 3 - DOES NOT APPLY

6. *What, if anything, would you like the City Assessor's Office to be offering that it is **NOT**? (Service, policy, information, etc.):*

- I would like property diagrams (floor plans and sketches) available online.
- Building footprints for residential & commercial parcels.
- Easier way to download data.
- More communication.
- Integrated services online.
- To be able to search online by name. Polk Counties (sic) site I can type in a name and all matches come up for that name or owner.
- Database of comparable commercial sales (?)

7. *Additional comments/observations relating to the City Assessor's Office:*

- I was most impressed with the helpfulness + polite response from the lady when I visited the office. The man who came to inspect the unit was also most professional.
- Keep up the good work! Communication / Customer Service are key when dealing with the public.
- Judy is great to work with, friendly and very quick to respond.
- Always a positive experience.
- Use online to get information all the time.
- The Board (of Review) was very understanding.
- Judy & Dawn do a great job. Compliments to both of them. Thank you for their help.

Questions 8-14 only apply to persons who filed an assessment appeal with the Board of Review.

[Reference question 1(c)] (12 RESPONSES)

8. *I learned about the appeal process and acquired the instructions/form: (please select only one)*
(12 RESPONSES)

7 - ONLINE 5 - CITY HALL / PHONE

9. *I was satisfied with the information/explanation of the appeal process.* (12 RESPONSES)

5 - DEFINITELY 4 - MOSTLY 2 - NOT REALLY 0 - DEFINITELY NOT 1 - DOES NOT APPLY

10. *My appeal to the Board was:* (12 RESPONSES)

8 - ORAL 4 - NON-ORAL

11. *The Board gave me the opportunity to present arguments and evidence in support of my appeal.*
(12 RESPONSES)

8 - DEFINITELY 3 - MOSTLY 0 - NOT REALLY 0 - DEFINITELY NOT 1 - DOES NOT APPLY

12. *My appeal to the Board was:* (12 RESPONSES)

8 - DENIED 4 - GRANTED 1 - GRANTED IN PART 0 - RETRACTED

13. *I was satisfied that the Board of Review made an informed decision based on all the information presented.*
(12 RESPONSES)

4 - DEFINITELY 1 - MOSTLY 2 - NOT REALLY 5 - DEFINITELY NOT 0 - DOES NOT APPLY

14. *Additional comments regarding the appeal process or the operation of the Board of Review:*

- Based on evidence presented by both sides the Board did not make the informed decision. I have won and lost appeals before and make this statement solely about cases presented this time and solely as to how presented.
- Good job acted by public servants – Thanks
- My purchase price and appraisal came in 20 – 30% below assessed. I appealed with that current, fair market valuation and was denied. That is inconsistent with the responsibility of the Assessor's Office.

GENERAL STATISTICS FOR BEACON SITE

(provides an overview of the site usage and behavior of our Web site visitors)

Statistics for WWW.AmesAssessor.org (aka WWW.StoryAssessor.org) 01 Jan 2012 - 31 Dec 2012

Total Requests:.....	2,075,693
Total Visits:	339,363
Percent Increase in Visits from 2011:	+12.7%
Average Requests / Visitor:	6.12

GENERAL STATISTICS FOR ASSESSOR PAGE ON CITY OF AMES WEB SITE

(provides an overview of the site usage and behavior of our Web site visitors)

Statistics for WWW.CityOfAmes.org/Assessor 01 Jan 2012 - 31 Dec 2012

Total Requests:.....	21,065
Total Visits:	14,865
Average Requests / Visitor:	1.42

The City of Ames updated their Web site in 2011 as well as their methodology for tracking Web site usage.

Due to incomplete data from 2011, we were unable to accurately determine a change in usage trends between 2011 and 2012.



Mini Conference Board

515 Clark Avenue
Ames, Iowa 50010
Phone (515) 239-5370
Fax (515) 239-5376

Minutes for Thursday, January 3, 2013 **(UNAPPROVED)**
Room 233, Ames City Hall, 515 Clark Avenue, Ames, IA

- Call to Order: 3:07 p.m. by Chairperson Jami Larson
- Members Present:
 - Jami Larson, Ames City Council
 - Bill Talbot, Ames School Board of Directors
 - Rick Sanders, Story County Board of Supervisors
 - Greg Lynch, Ames City Assessor
- Also Present:
 - Brenda Swaim, Chief Deputy Assessor, Ames City Assessor's Office
 - Dawn Tank, Office Assistant II, Ames City Assessor's Office
- Minutes from January 4, 2012, Mini Conference Board Meeting.
 - Moved by Sanders, seconded by Talbot to approve the minutes without corrections. Motion declared carried unanimously.
 - Sanders had asked about the item in the minutes which discussed quorum for the Conference Board and notification of entities. Larson stated that it was covered during the last Board meeting. Diane Voss, City Clerk, is sending out notifications to all entities, including United Community School District and Gilbert School District. Larson said he talked to Mayor Ann Campbell and City Manager Steve Schainker about making the Conference Board more open to everyone. Sanders said last time worked well when everyone was seated around the dais.
- Discussion of City Assessor's 2012-2013 Budget Proposal
 - Department Activities
 - Lynch said he is proud that the office has completed scanning of all property record cards, and a press release was sent to the public today letting them know of the project's completion. Once appraisers and others who use the information know the resource is available, they will be getting information themselves rather than calling in. A public terminal will be set up at the front of the office so there is easy access to the information. This will hopefully save significantly on staff time.
 - Pictometry flew over Ames last spring, but there was too much foliage. They did another flight in the fall, so the office has that version as well. The company has created Connect, a cloud version where users can view images while in the field. The office will pay \$1500 per year for 100 licenses which can be shared around the City. Larson asked whether the main benefit is access in field. Lynch confirmed this, and Swaim added that another benefit is that you don't have to have the EFS software on your computer. Lynch said this will also help with connecting Boone county information which was taken last year, which is needed for



requests in the 2-mile radius outside the City. Larson asked whether it had been decided to go in on the cost with (Story) County. Lynch said the City is doing this on their own. The County may do an ortho shot, which is straight down from above. This will be done by another company so that the information is certified. The City (Public Works) may share some of the cost for this imagery so they have the digital elevation models.

- Staff
 - Lynch noted that Paul Overton left and his position, Chief Deputy Assessor, was filled by Swaim. Matt Emerson was hired to take over some of Swaim's duties. Larson asked whether the office is using the City's Human Resources Department. Lynch confirmed that they are.
- Salaries
 - There is a request for a 2% raise for cost of living and 1% for merit. Larson confirmed that the City is also using those numbers, mainly because there are no step increases like other entities have. Information for the other budget items was obtained from the City.
- Data Processing, Software
 - Lynch noted page 4 of the Mini Board Report shows the office's major data processing costs. The budget for consulting fees was decreased by \$5,000 because Emerson can do many of these things rather than hiring someone from outside.
- Assessment Appeals
 - Lynch stated that the bulk of the appeals had to do with hearings on cooperatives. There was a Supreme Court ruling regarding Jasper County's decision to not allow a coop to be residential. Because of this they scrutinized how coops were formed, comparing them to the detailed description of requirements in Iowa law. The Ames City Attorney talked to other city attorneys and requested a list of cooperatives to check on which properties in the city didn't meet the legal requirements. There were several which fit that category. They have since been corrected, and in 2013 will go back to residential if they have since met the requirements.
 - The Barilla case was held; the settlement was in the middle between what this office had done and the one from their appraisers. Target went to PAAB and was again settled in the middle between this office's appraisal and the two the appellant had done. Lynch noted that there is a sunset clause which states that PAAB will end on June 30, 2013, unless this year's legislature does something to continue it. There was a review hearing committee in December. The assessors had five recommendations, which were well received by the committee members.
 - Larson mentioned that in Doug Marek's exit interview he said time constraints were an issue. Of particular concern was time spent on appeals. He asked for Lynch's response to whether the City should cover these costs. Lynch said this office is never sued, it is the Board of Review that's sued and the City Attorney is the attorney for the Board. Larson pointed out that all other City departments are charged by the Legal department. If



all departments are charged equally, then that is fair. If a particular case requires extra expertise, then an outside source can be hired. Sanders said this should be added into the budget. Talbot said there needs to be a statutory duty check to see whether the City Attorney is required to represent the Assessor's Office. Larson agreed, but pointed out there is also a need to see if it is a statutory duty to not charge for those services. Larson said Assistant City Attorney Judy Parks is working on getting cost numbers, and will be working with Marek as necessary. Lynch said he can plug in whatever number is determined to be fair. Tank pointed out that if PAAB goes away, the hours needed from Legal will go down. Larson said the purpose here is to have a placeholder in the budget for legal costs until Judy Parks has the numbers done. Lynch noted that it is necessary to have the information in time to get everything to the full Conference Board. Larson said they should have hours from Legal on Monday.

- Reducing the 2013-2014 Proposed Budget
 - Sanders questioned why overtime pay went from \$2,500 to \$3,750. Lynch explained that is for Dawn Tank and Judy Heimerman who put in many extra hours leading up to April 15. They can only accumulate a certain amount of comp time before it becomes a problem with lack of coverage in the office. Tank said that prior to last year they were only allowed to use comp time, so that number was zero until last year, when it was then budgeted for a payout. Tank said she is leaving in August, so there will need to be funds available at that time for her payout. The group decided to leave the amount at \$3,750. Sanders noted that the Board of Review expense is tough to predict, and questioned the increase to \$1,800. Swaim said all residential properties will be getting notices for the first time since 2005 because of the new model, so more people may be contesting their assessed value. Tank pointed out the cost of a few items which are likely to go up with the notice mailing. Sanders suggested changing it to \$1,500. He also questioned the amount budgeted for supplies. Tank said it was reduced last year because of the budget cuts. There will also be office supplies which will need to be replaced for map printing such as plotter paper and cartridges. Sanders asked whether the postage budget can be reduced, but Tank said that would be impossible because of the large mailing. He also asked about mileage. Tank clarified federal rates. Sanders questioned the amounts budgeted for phones and for education and training. Tank explained where those numbers came from. Lynch noted that the State is no longer doing continuing education for free, so that needs to be accounted for in the budget. Larson asked about the amount budgeted for office maintenance. Lynch said the amounts are received from the City based on square footage. Swaim noted that the City will not be charging to install the public work station in the office. Tank explained the miles driven and long distance charges spreadsheets. Lynch stated that Pictometry will help with mileage because the assessors don't have to go out in the field for every question. Talbot questioned paying \$90-100 per



vehicle per month for the use of two personal vehicles. Swaim said that 56 cents per mile doesn't cover the use of the car, particularly when it is used as an office. Talbot asked how the rest of the City handles it. Larson said he is not sure what other departments do, but the stipend is low for the use of a car, depending on how much the car is used. Sanders wondered whether it would be cheaper to lease a small car. Lynch said that there is too much schedule overlap for one car to work for the office. Sanders said he liked the budget but asked that \$4,000 be cut. Tank questioned how things would be handled if something cost more than predicted, such as legal costs. Sanders said there can be a meeting called to deal with special circumstances. Talbot asked whether there is an attempt to have the same benefits and policies as rest of city. Larson said there is an attempt, but despite an awareness that there are differences they want to get as close as possible. There was a discussion of cost of vehicle usage, stipends for car usage, different city and federal mileage rates. Sanders moved to accept the budget with a cut of \$4,000. This would not include the added attorney fees. Seconded by Talbot. Motion carried unanimously.

- Other Business
 - There was no other business.
- Adjournment
 - Moved by Sanders, seconded by Talbot to adjourn the meeting. The meeting adjourned at 4:20 p.m.

Minutes prepared January 3, 2013, by Tami Moen, Intern, Ames City Assessor's Office.

MINUTES OF THE REGULAR MEETING OF THE AMES CITY COUNCIL

AMES, IOWA

JANUARY 8, 2013

The regular meeting of the Ames City Council was called to order by Mayor Ann Campbell at 7:00 p.m. on January 8, 2013, in the City Council Chambers in City Hall, 515 Clark Avenue. Present from the Ames City Council were Jeremy Davis, Matthew Goodman, Jami Larson, Peter Orazem, Victoria Szopinski, and Tom Wacha. *Ex officio* Member Sawyer Baker was also present.

Mayor Campbell announced that the Council was working off an Amended Agenda. An item had been added under Consent to set the date of public hearing on the Programmatic Agreement with the Iowa State Historic Preservation Office (in connection with the Community Development Block Grant program).

PRESENTATION OF SOUTHEAST ENTRYWAY LIGHTING PROJECT: Mayor ProTem Larson showed pictures of the 12 light sculptures located at the southeast entryway into the City (Dayton Avenue). Initially, the light sculptures were to be unveiled to the public on December 20, 2012; however, a snowstorm hit Ames, and those plans were canceled.

Civil Engineer Eric Cowles provided a chronological history of the Project, summarizing the different sources of funding that made it possible.

Mr. Larson introduced Dave Dahlquist, RDG, who was the artist hired by the City to design the Project. Mr. Dahlquist thanked the City of Ames and its employees for its perseverance and envisioning a dynamic entrance to the City; the Iowa Department of Transportation, Monte Parrish and the South Ames Business Association, private funders, engineers from Snyder & Associates, fabricators with CLE, and several of his current and past colleagues. Private contributors were specifically recognized.

CONSENT AGENDA: Moved by Goodman, seconded by Davis, to approve the following items on the Consent Agenda:

1. Motion approving payment of claims
2. Motion approving Minutes of Regular Meeting of December 18, 2012
3. Motion approving Reports of Change Orders for December 1-15 and December 16-31, 2012
4. Motion approving renewal of the following beer permits, wine permits, and liquor licenses:
 - a. Class B Liquor - Quality Inn & Suites, 2601 E 13th Street
 - b. Class C Liquor & Outdoor Service - Oddfellows, 823 Wheeler Street
 - c. Special Class C Liquor - Shogun Japanese Steakhouse, 3704 Lincoln Way
 - d. Class C Liquor - Café Beau, 2504 Lincoln Way
 - e. Class C Beer & B Native Wine - Casey's General Store #2560, 3020 South Duff Avenue
 - f. Special Class C - Vesuvius Wood-Fired Pizza, 1620 South Kellogg
 - g. Class A Liquor - American Legion Ames Post #37, 225 Main Street
5. RESOLUTION NO. 13-016 setting date of public hearing on request to submit Draft Programmatic Agreement with the Iowa State Historic Preservation Office in connection with the City's Community Development Block Grant (CDBG) Program
6. RESOLUTION NO. 13-001 approving Commission On The Arts (COTA) Special Grants for Spring 2013
7. RESOLUTION NO. 13-002 approving preliminary plans and specifications for 2009/10 Low-Point Drainage (Crystal Street); setting February 6, 2013, as bid due date, and February 12, 2013, as date of public hearing
8. RESOLUTION NO. 13-003 approving requested date change for CyRide Facility Expansion and

- Flood Mitigation Project by setting February 6, 2013, as new bid due date, and leaving February 12, 2013, as date of public hearing, subject to Ames Transit Agency Board of Trustees approval
9. RESOLUTION NO. 13-004 awarding contract to Clarke's Sheet Metal, Inc., of Eugene, Oregon, in the amount of \$92,733.63 for two RDF Drag Conveyors
 10. RESOLUTION NO. 13-005 awarding contract to WESCO Distribution, Inc., of Des Moines, Iowa, in the amount of \$174,349.01 for Metal-Enclosed Switchgear
 11. RESOLUTION NO. 13-006 accepting completion of Year 1 of 5-Year Water Plant Well Rehabilitation Contract
 12. RESOLUTION NO. 13-007 accepting completion of Grand Avenue Extension (S. 16th Street North 400 Feet)
 13. RESOLUTION NO. 13-008 accepting completion of 2010/11 Concrete Program (Lincoln Swing and Oakland Street)
 14. RESOLUTION NO. 13-009 accepting completion of South Duff Avenue/SE 16th Street Frontage Road
- Roll Call Vote: 6-0. Resolutions declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

PUBLIC FORUM: No one came forward to speak during this time.

5-DAY SPECIAL CLASS C LIQUOR LICENSE FOR OLDE MAIN: Moved by Davis, seconded by Larson, to approve a 5-Day Special Class C Liquor License for Olde Main at ISU Alumni Center, 420 Beach Avenue.
Vote on Motion: 6-0. Motion declared carried unanimously.

REZONING PROPERTY AT 2008-24TH STREET: Mayor Campbell noted that the hearing on this matter had been continued from December 11, 2012. She asked if there was anyone else who wanted to speak. No one came forward, and the hearing was closed.

City Planner Karen Marren summarized the actions taken to date on the Land Use Policy Plan Map change and rezoning of 2008-24th Street. On September 25, 2012, the Council had directed staff to work with the applicant to include conditions on the rezoning that would mirror the existing uses by Northcrest Retirement Community (Northcrest). Ms. Marren advised that, if the rezoning is approved, Northcrest will complete the purchase of the subject property and consolidate it with its existing property into a single parcel of land. She noted that the rezoning of the parcel in question would be an extension of the RH (Residential High-Density) zone abutting its east property line.

Ms. Marren shared the staff's findings of fact with the Council. Based upon the analysis, staff had concluded that the proposed rezoning of the subject property was consistent with the Future Land Use Map and Goals and Objectives of the City's Land Use Policy Plan (LUPP). According to Ms. Marren, staff believes that the rezoning of the subject land would be a logical extension of the RH zoning to the east of the site in question. Ms. Marren recalled that, if the zoning classification were changed to High-Density Residential, but the subject property were not developed as senior housing, apartment buildings could be constructed on the land. Staff had, therefore, previously recommended, and the Council concurred, that the zoning change be approved with conditions that the use of the site be limited to uses consistent with or existing on the current Northcrest facility. Staff had met with Northcrest representatives to determine what services could be permitted under the RH zoning classification and determined that uses listed under both categories of Group Living and Community Facilities could be limited for the property to

accommodate the needs and still be in line with RH zoning. A height condition, which was recommended by the Planning and Zoning Commission at its meeting of November 28, 2012, could be included to help minimize the impact to surrounding properties and still be consistent with the existing Northcrest facility.

A Development Agreement that included the following three use conditions was presented to the Council for its approval:

1. Uses for the site be conditioned to include Group Living uses limited to assisted living facilities; congregate Housing, primarily dedicated to senior facilities, hospices, and nursing and convalescent homes; and any accessory recreational facilities permitted under the Code accessory to the senior housing or nursing care provided on the site.
2. Uses for the site be conditioned to include community facilities limited to community centers, senior centers, and any accessory uses permitted under the Code that would be accessory to the senior services provided on the site, such as offices, meeting rooms, food preparation areas, health and therapy areas, day-care uses primarily dedicated to senior clients, and athletic facilities.
3. The maximum building height not exceed the existing building height of the current Northcrest property or four stories, whichever is lower.

David Miller, President of the Northcrest Community Board, voiced complete support of the proposal presented by the staff.

Moved by Davis, seconded by Szopinski, to adopt RESOLUTION NO. 13-010 approving the Developer's Agreement with the three above-written conditions.

Roll Call Vote: 5-0-1. Voting aye: Davis, Goodman, Larson, Orazem, Szopinski. Voting nay: None. Abstaining due to a conflict of interest: Wacha. Resolution declared adopted, signed by the Mayor, and hereby made a portion of these Minutes.

Moved by Goodman, seconded by Szopinski, to pass on first reading an ordinance rezoning property located at 2008-24th Street from Residential Low-Density (RL) to Residential High-Density (RH).

Roll Call Vote: 5-0-1. Voting aye: Davis, Goodman, Larson, Orazem, Szopinski. Voting nay: None. Abstaining due to a conflict of interest: Wacha. Motion declared adopted.

POST-ANNEXATION DESIGNATIONS: City Planner Kuester advised that, prior to the adoption of the Ames Urban Fringe Plan in 2007, the City's Land Use Policy Plan had land use designations within the City that were the same as outside the City. He further clarified that if an area located outside the city limits were designated Village/Suburban Residential, it would retain that designation after the land was annexed. With the adoption of the Ames Urban Fringe Plan, a new designation was created for areas outside the city limits intended for residential development. Even though the Urban Residential designation was similar to Village/Suburban Residential, the different terminology does not allow for the automatic reassigning of the LUPP designation after annexation.

According to Mr. Kuester, it was discovered during the recent Rose Prairie annexation that, after annexation in 2011, there was no LUPP designation assigned to it. Therefore, as part of the Athen

and Quarry Estates annexation requests, City staff asked the applicants to submit an application for an LUPP Map Amendment. It was staff's intent to process both applications so that the City Council could take action on them simultaneously.

Mr. Kuester described several issues with that process:

1. The process of an annexation and an LUPP Map Amendment are different so that assuring that the public hearings on each occur at the same Council meeting cannot be guaranteed.
2. In the case of the Athen request, the property just went through a long process for an LUPP amendment (from Priority Transitional Residential to Urban Residential). An additional amendment process might lead to confusion among the neighbors who participated in the previous amendment process.

It was pointed out by Planner Kuester that, under current policy, the assigning of an LUPP designation is not automatic; it requires a deliberate action by the City Council. However, upon annexation, zoning is automatic. Section 29.302 assigns an Agricultural zoning classification when a tract of land is annexed. The City Council then has to change it through the specified process for a zoning map amendment.

Mr. Kuester suggested that language be incorporated into the LUPP that would automatically allow for the designation of newly-annexed property consistent with the LUPP. Since the Urban Fringe Plan allows for annexation only of land designated Urban Services, it would be possible to assign LUPP designations that correlate directly with the Urban Fringe designations, i.e., Urban Residential would become Village/Suburban Residential. The other Urban Fringe Plan designations of Planned Industrial, Community Commercial Node and Convenience Commercial Node would carry over into the LUPP Map. In addition, language in the LUPP could be incorporated that designates Natural Areas in the Urban Fringe Plan as Environmentally Sensitive Areas in the LUPP as the descriptions of those land uses are similar and are intended to designate areas of steep slopes, flood plains and areas of natural vegetation.

Mr. Kuester shared that staff believes, by adopting changes that assign LUPP designations automatically upon annexation, the City can be more responsive to customer timetables. Staff and City Council time can be used more efficiently, and multiple similar processes for a single tract of land can be avoided.

With the City Council's direction, City staff can prepare language to amend the LUPP to allow the automatic assigning of LUPP designations of lands following annexation. Language to incorporate these changes can be developed and submitted to the Planning and Zoning Commission as a minor text amendment to the LUPP. This amendment would likely be incorporated into Appendix C: Land Use Policy Plan Amendment Process. This amendment could be brought back to the City Council in late February for approval. If approved by the City Council, it would apply to the pending Athen and Quarry Estates annexation requests as well as to the previously approved Rose Prairie annexation.

Moved by Larson, seconded by Davis, to direct staff to prepare language to amend the LUPP to allow for the automatic assigning of LUPP designations of lands following annexation.

Council Member Goodman stated his concern if there would ever be a designation in the Urban Fringe Plan that would be inconsistent with the adjacent LUPP uses. Assistant City Manager Bob Kindred recommended that the staff bring maps of the LUPP uses and Urban Fringe Plan uses when the amendment is brought back to the Council.

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

NORTH GROWTH ANNEXATION: Mr. Kindred, serving as the Acting Planning and Housing Department Director, provided the historical background for this item. He recalled that, in 2010, the City Council amended the Land Use Policy Plan to designate land extending west of the Oaks Golf Course to George Washington Carver Avenue as the North Growth Area. In 2011, the City Council approved the annexation of Rose Prairie. That annexation was preceded by an agreement that, among other things, identified how the property owners along Grant Avenue (including the City) would contribute funding for the paving of that road. The developer of Rose Prairie signed and the City executed that agreement prior to annexation. During that same time, Quarry Estates signed a similar Developer's Agreement, but it was not approved by the City Council since all three developers had not signed the annexation agreements. The developers for Lots 2 and 11 (Hunziker and Fidelity Bank) chose not to execute an agreement regarding the reimbursement for the extension of the infrastructure along Grant Avenue. On July 6, 2012, the City of Ames had received an Annexation Petition from Kurt Friedrich for the Quarry Estates property. On December 21, 2012, the City received an Annexation Petition from Chuck Winkleblack for the Athen property located along George Washington Carver. A separate annexation agreement still needs to be prepared for the Athen annexation for the cost-sharing of the sanitary sewer improvements, the zoning use limitations, and to require the construction of the proposed senior living facility.

Mr. Kindred reported that, following completion of the staff report that was included with the January 8, 2013, City Council agenda, staff received additional important information from the state's City Development Board. That information affected Option Two as described in the earlier report [to postpone action on the Quarry Estates and Athen annexations until the owners of the larger Hunziker property (Parcel 2) applies for annexation]; and an Option Three was now being provided for the Council's consideration. The state's City Development Board (CDB) expressed concern, since the three areas in question are not contiguous, whether they could be considered as a single annexation. The CDB's next meeting is January 9. Staff from both the City's Legal and Planning Departments will attend that meeting to explain the City's northern growth situation and discuss whether the Board would support the approach taken in Option Two. If the City Development Board determines that the three non-contiguous areas for annexation must remain as separate annexation actions, then Option 2 should no longer be considered. Given that possibility, Mr. Kindred told the Council that staff had developed a third option.

City Planner Charlie Kuester summarized the three options:

Option One would move the Quarry Estates and Athen annexations forward as separate annexations and include the following steps:

1. Begin on January 8 with the referral of both petitions to the Planning and Zoning Commission.
2. The City Council would conduct a public hearing on both applications on March 26.

3. Prior to March 26, an annexation agreement would be prepared to address the sanitary sewer and zoning issues for the Athen request.
4. Separate annexation agreements would also be developed with the two developers who own property in Area C [Quarry Estates (Parcel 10, and the northern Hunziker property (Parcel 11)] to address the costs of paving Grant Avenue, as well as other relevant issues.

Mr. Kuester emphasized that this option did not ensure that funding is secured for the southern portion of Grant Avenue paving from the owner of Parcel 2 (Hunziker).

Option Two involves postponing action on the Quarry Estates and Athen annexations for a brief period until the larger Hunziker property (Parcel 2) also applies for annexation. Under this option, the three separate areas would be handled as one single annexation, in which case the 80/20 Rule would allow the annexation of the entire 355 acres. Steps would include the following:

1. The same annexation agreement described under Option One would be needed for the Athen land.
2. In addition to the annexation agreements for Quarry Estates and the northern Hunziker parcel noted under Option One, an annexation agreement would also be developed for the southern Hunziker property (Parcel 2).
3. Hunziker would agree to promptly begin the annexation process for its southern parcel by submitting an annexation petition.
4. Action on forwarding all three annexation requests to the Planning and Zoning Commission could occur at the January 22 or February 12 Council meetings.
5. This schedule would culminate in a public hearing before the City Council on April 9 or April 23.

According to Mr. Kuester, Option Two was predicated on the understanding that all three annexation requests could be combined to meet the state's threshold of at least 80% of the land being annexed voluntarily. However, after talking with the Community Development Board, that option is contingent on the decision of the CDB to be made at its meeting on January 9, 2013.

Option Three would consider the annexation of Areas A, B and C separately. For Area B, the annexation of Parcel 2 alone would not be large enough to bring in the other properties under the state's 80/20 Law. Option Three would involve the following steps:

1. Council would delay referring the Quarry Estates and Athen annexation requests to the Planning & Zoning Commission until the January 22 or February 12 Council meetings.
2. Annexation agreements would be developed with the two developers who own property in Area C [Quarry Estates, Parcel 10 and the northern Hunziker property (Parcel 11)] to address the costs of paving Grant Avenue, among other issues.
3. There could be two possible courses of action as it relates to the southern Hunziker property. First, a separate development agreement could be written for Parcel 2 so that when that land is eventually annexed, it would also reimburse the City for its share (20%) of the Grant Avenue paving cost. The southern Hunziker property would **not** have to seek annexation at this time. However, under this approach, the developer would not be obligated to begin paying his share of Grant Avenue until this parcel is annexed, which could take some time. A second approach could be to subdivide Parcel 2 into two lots with one being a narrow lot running east-west along the northern boundary. This approach would avoid creation of an island out of parcels 3, 4, 5, 6, 7, 8, and 9.

4. The same annexation agreement described under Option One would be needed for the Athen land.
5. Staff would also be directed to consult with the owners of Parcels 3 and 4 (Sturges and Fidelity Bank, respectively) to discuss their interest in being voluntarily annexed into the City. If they both are willing to do so, then annexation applications from both owners, as well as from Hunziker for Parcel 2, could initiate the annexation of Area B in its entirety.

Council Member Larson asked who would pay for the Hunziker share of the road until annexation of that Parcel occurred. Mr. Kindred advised that the City would up-front the cost. He noted that the developers of Rose Prairie had already agreed to be subject to a special assessment. The City would issue General Obligation Bonds, pave the street, and then assess the developer's share of the cost against their property over a period of ten years. City Manager Schainker pointed out that there are two possible scenarios under Option 3. It would depend on whether the Council approved that Option and then a particular scenario. According to Mr. Schainker, there are issues to be worked out if the Hunziker Parcel does not come in with the others.

It was the opinion of Council Member Larson that the Council should wait until the decision of the state's City Development Board is known. City Manager Schainker said that an additional possible option would be to direct the staff to talk to the owners of the parcels to the east and the north of Area B to see if they would be willing to consent to annexation, it would be above the 80% requirement.

Mr. Kindred told the Council members that if they deferred action on this item at this meeting, staff would (1) work with the Hunzikers and request that they apply for annexation, (2) meet with the property owners of Lots 3, 4, 5, 6, 7, 8, and 9 to discuss their potential interest in voluntary annexation, and (3) meet with the City Development Board to ascertain whether Option 2 was viable. Council Member Szopinski said that she saw those tasks as mandatory for the Council to be able to make a fully informed decision on this issue.

Council Member Larson recalled that City staff had previously met with the property owners of Lots 3 through 9. It was his recollection that all the developers of property along Grant Avenue had agreed to absorb the costs for the street improvements for those owners in an attempt to get them to voluntarily annex. Mr. Schainker verified that and added that, pertaining to water and sewer, those owners would not incur any costs unless they decided to hook up to the utilities. Mr. Larson questioned why the property owners would not agree to voluntary annexation. City Manager Schainker said that some people want to live outside city limits for a variety of reasons.

Council Member Goodman asked if Rose Prairie had been annexed when the discussion of the annexation of land along Grant Avenue was taking place. Mr. Schainker recalled that the developers of Rose Prairie had anticipated bringing in Parcel 3 (the Sturges property); if Parcel 3 had come in, it would have been over 80%. However, those negotiations fell through, and Rose Prairie was the only land annexed. Assistant City Manager Kindred added that staff would like to continue conversations with the Sturges Family.

Council Member Goodman suggested that another option would be to repeal the annexation approval of Rose Prairie and bring that land in with the Quarry Estates area, thus equating to more than 80%. City Manager Schainker said that the owner has rights that were granted as part of the annexation. Those would be taken away and it could not be guaranteed that they would get them back; however, staff could approach them to see if they would be willing to discuss. An incentive

to doing so could be the requirement for sprinklering; Rose Prairie is currently obligated to build sprinklering in all new homes. Council Member Orazem questioned the legality of such an arrangement: de-annexing with the expectation of re-annexing to meet the 80/20 Rule. Planner Kuester stated that staff would need to raise that option with the Community Development Board to see if that is legal.

Joanne Olson, 3817 Columbine, Ames, said that the Bloomington Heights Neighborhood would be hugely impacted. She noted that the primary access to the development would be Hyde Avenue, which was designed as a local road, it has geometric design features of a local road; simply calling it a collector road does not give it the geometric design features to handle the traffic that occur with a collector road. Ms. Olson said that the City needs to figure out a way to make Hyde a collector road, e.g., widening the street; or, planning roads from Stange Road north or from George Washington Carver east to provide access to the properties in a safe and straight manner. She emphatically believes that if development of this magnitude is going to occur to the north, the City needs to seriously address medical response and fire response to the area. Ms. Olson contended that the Council had talked about financial and legal, but not livability (quality of life) issues. A second concern of hers is that Ames taxpayers will pay for 23% of the paving of Grant Road. She recalled a former request of area homeowners to pave a short street south of Ada Hayden. The response from the City Council was that the City would not pay for the paving because only the area homeowners would be gaining the benefits. Ms. Olson believes that all the cost to pave Grant Avenue should be borne by the developers, who will benefit financially from the development of 423 homes. Ms. Olson asked to have dialog with the Council members about the sensible development of land to the north.

Jacek Koziel, 3902 Westlawn Drive, Ames, stated that he was also a resident of the Bloomington Heights Neighborhood. He encouraged the Council to “come to the table” with stronger negotiations on behalf of the citizens of Ames. Mr. Koziel does not believe that Ames taxpayers should bear the costs of paving the road or extending water and sewer. He urged the Council to negotiate a much better deal that minimizes the impacts on Ames taxpayers. Increased traffic on Hyde Avenue is a big concern for Mr. Koziel. He, too, believes that Hyde Avenue was not designed to handle that much traffic.

Mr. Kindred stated that he and staff from Public Works will arrange for a meeting with representatives of the Bloomington Heights Neighborhood to discuss concerns.

The history of why the City is obligated to pay 23% of the paving of the road was given by Mr. Kindred. It was part of the negotiations that occurred between the City, Rose Prairie, Hunzikers, and Quarry Estates.

Noting the needed information that was pending from the Community Development Board, City Manager Schainker told the Council that staff needed time to talk to the affected property owners, developers of Rose Prairie, and to ascertain options based on the ruling of the CDB. He said that staff would move ahead to do that unless the Council directed staff to “de-couple” Athen and Quarry Estates. The Mayor summarized that no Council action was necessary unless it wanted staff to go ahead with Option 1 (“to de-couple”).

Council Member Goodman said he believed that the conversation occurring at this meeting was the result of the Council’s lack of commitment to good planning. He thinks that the Council, with its choices, has been working hard for the marketplace, rather than working to improve quality

of life. According to Mr. Goodman, this has complicated Council's ability to get things done and been unfair to County residents, who made decisions on the Land Use Policy Plan (LUPP) that states there will be no development there, and then that changes. Mr. Goodman said that is the exact opposite of the "sad story" the Council had to tell the citizen who came before the City in regards to a possible large park area in Western Ames to be paid for in part with a bequest. That area was in the LUPP, and the citizen was told to review the LUPP to see what was planned. In that regard, the City stuck to the Plan. Mr. Goodman sees it as unfair to citizens for the Council to decide how to build subdivisions based on the "future," and then the "future" changes. He said Hyde Avenue was designed based on a certain future. Citizens are now forced to deal with the "fickleness of City government." Regarding the fire response mentioned by the resident near Hyde Avenue, Mr. Goodman shared his biggest frustration that because the City is moving ahead with Quarry Estates, it is changing its definition of fire service and the way a decision is made on whether to build a new fire station, i.e., to save money. It was Mr. Goodman's contention that the City changed its rubric so that it doesn't have to pay for new fire stations - even though there will be many new houses in that area - "instead of when the world will be made safer." Mr. Goodman also alleged that it was a threat, not an inevitability, that caused the City to pay for 23% of the paving of Grant Avenue; Council chose to take the path that the horizontal property regime threatened by the developers of Rose Prairie was going to happen. He defined the particular horizontal property regime as "a crazy, large, horizontal, multi-acre condo resort in the middle of Iowa, which had never happened before. Mr. Goodman stated that he personally never believed that it would ever happen; "it was a threat meant to leverage pressure on Council... to enter into a cost-share agreement."

Council Member Orazem pointed out that it would have been better had the City not been sued by those developers. He shared that this City Council never believed it was the ideal way to develop the property, but was a party to it because, in part, by previous-Council decisions that led to a threatened law suit that the City Attorney had expected would cause excessive costs to be borne by the City.

Council Member Wacha added that these situations are never easy, and it's easier to look with hindsight and say that "Council should have done this or that." Mr. Wacha shared that he had had a conversation with former-Mayor Ted Tedesco. Former Mayor Tedesco told Mr. Wacha that he believed what had perpetrated growth to the north to this extent was when the City made the decision to annex the former Hallett's Quarry into Ada Hayden Heritage Park.. Mr. Wacha pointed out that Ames now has a beautiful park; however, it drastically changed growth in the City - many, many people want to live in the vicinity of that beautiful Park. It was Mr. Wacha's opinion that this discussion is an extension of the lawsuit and the "mess" that this Council walked into.

Council Member Larson refuted Mr. Goodman's comment as it related to fire service. He stated that the City did not change its rubric to make this project happen. He recalled that Council had asked staff to look at how other communities measure emergency response. After that analysis was completed, it was evident that most of the other communities had a far lesser standard and measured it by setting a goal, rather than a number mandate. The City then changed its method of measurement (to a performance standard). He noted that the former measurement was almost impossible to measure because of the "specifics versus the City as a whole when calculating 85% in a five-minute response time." The change was the result of an analysis of response time in general. Mr. Larson stated that to insinuate that the response time goal was changed to make this project happen is unfair and wrong.

Mayor Campbell announced that this subject would come back before the Council after the findings of the CDB are known. Mr. Kindred said it could be up to four weeks.

RETAINAGE AGREEMENT FOR OUTSIDE LEGAL SERVICES: Moved by Davis, seconded by Goodman, to adopt RESOLUTION NO. 13-011 approving the Engagement and Retainer Agreement with Dorsey & Whitney LLP for legal services with an initial amount of up to \$50,000.

At the inquiry of Council Member Goodman, City Manager Schainker explained that the Legal Department would, when a project is identified as appropriate for outside counsel to handle, seek the approval from the Mayor and City Council. If given, the specific Dorsey & Whitney attorney would then be assigned so that sufficient funds could be budgeted for the work. Mr. Schainker emphasized that approval of the City Council would be required on each incident.

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

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) Finance Director Duane Pitcher introduced Tina Stanley, who was hired approximately six months ago as the Assistant City Finance Director. Ms. Stanley presented the CAFR. The auditor's opinion pertaining to the City's financial statements for the year ended June 30, 2012, was included in the CAFR. The opinion was "clean," with no material weaknesses identified or significant deficiencies noted. The auditors offered no recommendations for improvement included in the Report.

Moved by Davis, seconded by Szopinski, to adopt RESOLUTION NO. 13-012 approving the Comprehensive Annual Financial Report for year ending June 30, 2012.

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

2014-18 FEDERAL AIRPORT CAPITAL IMPROVEMENTS PLAN: Transportation Engineer Damion Pregitzer advised that, as an annual requirement of the Federal Aviation Administration (FAA), the City of Ames submits an Airport Capital Improvement Plan (CIP) to the FAA showing the next five federal fiscal years of airport projects. The information contained in the Federal CIP forms is then copied to the Airport Improvements Program of the City's CIP to ensure the obligation of local matching funds required for each project. City Manager Schainker noted that this year's submittal includes the revised Ames Terminal Building project shown in fiscal year 2015/16 at a total project funding of \$3,200,000 as directed by City Council at the December 18, 2012 meeting. The project is shown to have \$450,000 in Federal Funds, \$150,000 in State Funds, and \$2,600,000 in local funds. At this time the local funds are anticipated to be split as follows: \$867,000 in City Funds, \$867,000 from Iowa State University, and \$866,000 from private donation (local businesses). It was emphasized by Mr. Schainker that ISU and local businesses have not been approached by the City; it was put in the CIP for planning purposes only. The extension of the Main Runway 0/19 would be secondary.

Moved by Davis, seconded by Larson, to adopt RESOLUTION NO. 13-013 approving the 2014-2018 Federal Airport Capital Improvements Plan.

Roll Call Vote: 4-2. Voting aye: Davis, Larson, Orazem, Wacha. Voting nay: Goodman, Szopinski. Resolution declared adopted, signed by the Mayor, and hereby made a portion of these Minutes.

2012/13 WEST LINCOLN WAY INTERSECTION IMPROVEMENTS: Mr. Pregitzer explained that this project is for constructing turn lanes and installing traffic signals at the Dotson Drive/Lincoln Way intersection. A traffic impact report for South Fork Subdivision justified the improvements. An existing agreement requires the developer and the City to share equally in the construction costs of the improvements.

Moved by Davis, seconded by Goodman, to adopt RESOLUTION NO. 13-014 approving preliminary plans and specifications for 2012/13 West Lincoln Way Intersection Improvements (Lincoln Way and Dotson Drive); setting February 6, 2013, as bid due date, and February 12, 2013, as the date of public hearing.

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

RESOURCE RECOVERY PRIMARY SHREDDER REPLACEMENT: Public Works Director John Joiner told the Council that the current primary shredder had been in use since 1975; it is very inefficient. This piece of equipment utilizes high-speed shaft hammer mill technology. The 38-year-old shredder is driven by a 4160 volt, 1000 horse power motor with high electric demand rates and a poor power factor. Newer equipment utilizes much smaller and lighter weight components. The modernization of shredding equipment will result in a reduction of electrical usage, increase safety and overall capacity throughput, with a reduction of maintenance requirements leading to lower operational costs. Newer, modern equipment will enable staff to further improve upon material recovered and utilize an estimated additional 900 tons of the waste stream by processing items that are currently taken directly to the landfill. The project is estimated to have a 6.5-year payback.

Mr. Joiner said that currently, the CIP reflects this project in FY 2013/14 for design and FY 2014/15 for construction. Because of the enhanced safety, minimized operational downtime, and reduced operational costs, staff will be recommending during the Council's CIP discussion on January 15 that this project be advised by one year.

Moved by Davis, seconded by Szopinski, to adopt RESOLUTION NO. 13-015 approving funding of \$130,000 from the Resource Recovery Fund for qualified engineering design services, beginning Phase 1 of the Resource Recovery Primary Shredder Replacement.

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

GIS-BASED PAVEMENT MANAGEMENT SYSTEM: Ben McConville, GIS Coordinator, gave a presentation on the City's Pavement Management System. He advised that the System is a GIS-enabled decision-support tool that aids in making more consistent, accurate, and informed decisions concerning the life cycle of street surfaces. The System gives the engineer a method by which to look at the road network as a whole, allowing them to visualize and predict impacts of reconstruction and maintenance activities on the entire network. As a result, Public Works staff is better equipped to make data-driven decisions based on analytical cost/benefit scenarios that factor in construction practices and underlying pavement conditions relative to the entire road network and available budget. The System is helping ensure the City's street construction and maintenance funds continue to be allocated as cost effectively and efficiently as possible.

According to Mr. McConville, the City Council approved pavement data acquisition beginning in 2008, whereby the City entered into a contract with CTRE. To date, the City has three years

of data collection completed: 2008, 2009 and 2011. The most recent data collection took place in Fall of 2012 and will be delivered in Spring 2013. The power of the system lies in the data and the ability to analyze multiple data sets simultaneously. In 2011, City staff worked with CTRE to incorporate the City's historical pavement data which included surface types, sub-surface material and the age of the surface. As the City continues to build its pavement condition inventory predictive analysis such as pavement performance curves, pavement life cycles, and cost benefit analysis, this system becomes increasingly beneficial in decision-making.

Civil Engineer Cowles described the Pavement Condition Index. He noted that many factors play into the actual life cycle of a street, such as the structure design, environmental factors (summer heat and winter ice/snow), the pavement age, and the amount and type of traffic it is exposed to. Having this information together in one place is critical for the pavement management system's success. It will help staff more clearly identify the City of Ames' personalized performance curves. Mr. Cowles explained a typical Street Performance Curve example used by the Federal Highway Administration (FHWA) to illustrate the impact. It showed two key elements important to planning. The first is preventative maintenance will extend the life of a pavement at a lower long-term cost. The second is once a pavement gets to a certain point of deterioration, the rate at which it fails increases rapidly.

Pavement types and street classifications in Ames were defined by Mr. Cowles. He then reviewed the Pavement Condition Index values by pavement type and roadway classifications.

Mr. Cowles said that, with three years of Pavement Condition Index (PCI) data, one of the goals of both the CIP Program and tracking of the PCI is to continue to invest in current infrastructure and show, via data collection, that the investment being made is making a difference to the overall City-wide PCI. Graphs were shown that showed that the past CIP investments were having a positive impact, illustrating overall average PCI Values are increasing. According to Mr. Cowles, it is equally important to see what kind of investments are being made to create those increased values. Graphs were presented that showed that relative to both roadway classification and pavement type. The categories showed where the investments had provided change from year to year based upon need; however, the total funding level had also trended up. The larger impacts to this were the Stimulus grants, the impact of the population increase relative to the receipt of Road Use Tax (RUT) and several projects bids that were under estimate allowing for the unutilized funds to be reallocated to other projects.

Graph 3 was presented by Mr. Cowles, which showed three example streets that had PCI data collected in 2008 & 2009, prior to overlays in 2009 and 2010. Graph 4 showed three example streets that have been either recently reconstructed or are scheduled for reconstruction; the PCI Values on those streets were low and dropping, meaning those streets were in poor condition. (Meadowlane Avenue was reconstructed this 2012 and the Ridgewood Avenue reconstruction will be completed in 2013.). According to Mr. Cowles, Sheldon Avenue provides an excellent example a street that once it gets to a certain point, the life expectancy of the street dramatically decreases. Sheldon Avenue is scheduled to be reconstructed in 2014. The reconstruction schedule is the result of coordinating with the impacted stakeholders. Iowa State has been undertaking several recent structural projects which required access from Sheldon Avenue which contributed higher than normal truck traffic. Also, the signal installation at the Lincoln Way intersection and the resurfacing of Lincoln Way from Hayward Avenue to Franklin Avenue are planned in 2013.

Mr. Pregitzer pointed out that the investments being made in street improvements are working. The average weighted PCI Values are increasing. The process leads to a lengthening of the pavement life cycle by identifying streets that can be rehabilitated before they are in need of complete reconstruction. As a result, the City benefits as rehabilitations are less expensive, allowing the City to increase the number of projects and improve the overall system PCI value. The data obtained by this process allows the staff to determine trends in the pavement condition of our streets and to better analyze/forecast future maintenance activities and construction projects which are ultimately reflected in the Capital Improvement Plan requests.

Council Member Szopinski asked if a similar system was used for bike paths. Mr. Pregitzer answered that a Bike Path Inventory was completed three years ago, and a similar rating system was used. He advised that the City is fortunate to hire interns, who are ISU students, who inventory the bike paths and ascertain their condition. It is a similar system, but is more manual.

SANITARY SEWER SYSTEM EVALUATION: Public Works Director Joiner stated that the ability of the sanitary sewer system to convey wastewater well into the future is dependent on the removal of the current large amount of infiltration and inflow (I/I) in the system that occurs during rain events. In order to minimize the need for costly expansions to the Water Pollution Control (WPC) facility, as well as to convey flows from new development as the City grows, the City must work to reduce the overall I/I in the system. To help accomplish this goal, a 2008 Sanitary Sewer System Study recommended development of a full Sanitary Sewer System Evaluation (SSSE).

According to Mr. Joiner, the evaluation is a comprehensive and systematic program for identifying the defects that could contribute I/I across the entire city-wide sanitary sewer system. It also involves prioritizing those defects and establishing rehabilitation costs so that repairs can be included in the Capital Improvements Plan. The SSSE program generally consists of the following tasks: data collection, sewer televising, smoke testing, manhole inspection, flow monitoring and hydraulic modeling. Not only will the SSSE identify sources of I/I, it also identifies areas of aging infrastructure in need of repair to prevent unexpected failures and emergency repairs.

On March 27, 2012, City Council approved a contract with Veenstra & Kimm (V&K) engineering consultants to complete the SSSE in the amount of \$2,198,500. A project website was established where residents and businesses can access current sewer evaluation activities (www.amessewerstudy.com). A Cable Channel 12 show was run explaining smoke testing and the potential impacts to areas residents and businesses. Public informational meetings have been held to gather input from the public. Overall the project is expected to proceed into 2014, including providing a required project update to DNR by July 1, 2014.

In preparing the draft 2013-2018 Capital Improvements Plan, staff worked with V&K to summarize the work that has been completed to date. Overall, weather during the past year has been very dry so certain work activities have been advanced while others have been put on hold. To date, smoke testing and manhole inspections are complete in 10 of the 16 watersheds. Televising of the sanitary sewer system continues with 5 watersheds being complete. During the winter months, televising of the siphons and railroad crossings will be a primary focus. Due to the dry weather, the flow monitoring activity has been primarily recording base flow information. As the snow melts in the spring, flow monitoring will continue. The project tasks including flow monitoring will continue through 2013. During the manhole inspections and televising of the

sewers, each pipe and structure are given a rating factor of 1 through 5. A rating of 5 means that there is a missing section, void, fracture, or collapse. Ratings of 5 are recommended to be fixed within 12 months. A rating of 4 means that there is a longitudinal crack, circumferential fracture or open joints. Ratings of 4 are recommended to be fixed within 5 years. As of September 2012, with approximately 40 percent of the system having been inspected, it is estimated that there are \$6.9 million worth of ratings 4 and 5 to be fixed in the City of Ames sanitary sewer system.

Mr. Joiner reported that, projecting the same rate of defects over the remaining 60 percent of the system, it is anticipated that the City of Ames may need to make \$17 million worth of infrastructure improvements to the sanitary sewer system pipes and structures over the next five or six years. He noted that, included in the proposed CIP that will be presented to City Council next week, will be sanitary sewer improvements in an amount of \$3.27 million annually for the next five years with funding from State's SRF Fund. These funds, if approved through DNR, would fix infrastructure defects with rating of 4 and 5. Additionally in the CIP is an annual amount of \$200,000 from Sanitary Sewer Utility Funds for routine sewer rehabilitation.

City Manager Schainker advised that, because of the significant impact this new initiative will have on sanitary sewer rates, the City Council will have to decide if these expenditures should be spread over a greater time period in order to mitigate the immediate impact on rates.

WPC LONG-RANGE FACILITY PLAN PROJECT UPDATE: Environmental Engineer Kristin Evans reminded the Council members that, on February 28, 2012, they had awarded a contract to HDR, Inc. to complete a Long-Range Facility Plan for the Water Pollution Control Facility. She said that staff had worked with the consulting team to develop the Plan for the next 20 years at the facility. She and Director John Dunn would be providing an update to the process to the Council; there would be no Council action necessary at this meeting.

Ms. Evans provided a summary outlining the major conclusions of the Facility Plan. The Plan provides direction on how best to accommodate increased flows and loads due to growth, meet changes in regulations (nutrients), and prepare for the replacement of aging equipment and infrastructure while making the most efficient use of capital investments (trying to prevent building something only to be removed a few years later). The Council was told that, essentially, the Plant has enough capacity to meet the projected growth of Ames through 2035 if the National Pollution Discharge Elimination System (NPDES) Permit regulations do not change. Unfortunately, nutrient removal is a known regulatory change that will trigger major upgrades to the WPC Facility. The aging infrastructure will be addressed through increased capital improvement projects. The WPC Facility Plan still needs to be finalized by incorporating the findings of the Sanitary Sewer System Evaluation when that project is complete. The CIP dollar amounts were presented to the Council. Mr. Dunn said that the numbers had been refined by staff to spread the impact on rates over multiple years, and those were provided to the Council. The dollar amounts and projects provided to the Council at this meeting were the consultant's estimate and will be refined as individual projects are initiated.

Mr. Dunn emphasized to the Council that included in the proposed CIP that will be presented to City Council on January 15, 2013, will be \$14,238,000 worth of projects recommended in the facility analysis. He said that, because of the significant impact the new initiative will have on sanitary sewer rates, the City Council will have to decide if those expenditures should be spread over a greater time period in order to mitigate the immediate impact on rates. Projected CIP needs for Years 6 - 10, 11-15, and 16-20 were given.

Ms. Evans presented staff's recommendation: that investment in Plant infrastructure is critical, there should be a balance between proactive and reactive maintenance, and long-term planning is essential.

Mr. Schainker said that the challenge will be the need for increases in the Sanitary Sewer fund in addition for those built in for the new Water Treatment Plant.

ORDINANCE MAKING REVISIONS TO INTERNAL CODE REFERENCES IN SIGN CODE: Brian Phillips, Management Analyst, recalled that, in November 2012, staff reported to Council about several clean-up concerns that existed in the Sign Code. In response to that report, the City Council had directed staff to draft an ordinance correcting those issues. Staff recommended a modification to Section 21.113, which is the section that currently requires that a sign owner remove any sign that no longer advertises a bona fide business, product or service after a period of six months. Mr. Phillips explained that, because *signs* are defined differently in the *Code* than *sign structures*, a business that closes must take down its sign but can leave up an empty sign pole indefinitely. The proposed ordinance would require removal of the sign and/or sign structure within six months of the closure of the business.

According to Mr. Phillips, several of the corrections are necessary because in 2010, the Sign Code was moved out of Chapter 5 and into its own chapter. References in sections 21.123, 21.128, 21.129, 21.130, and Appendix N need to be amended to reflect the correct chapter. It was also pointed out by Mr. Phillips that until 2010, a Sign Code violation was charged with a \$500 fine. Because Appendix N does not currently refer to the correct chapter, a violation of the Sign Code has been charged on the standard municipal infraction schedule (\$30 per violation). In correcting Appendix N to reflect the correct chapters, a violation of the Sign Code would revert to its original fine of \$500 per violation.

Additionally, changes to Sections 21.114 and 21.121 are needed to change the Hospital-Medical zone's abbreviation from "H-M" to its current "S-HM."

Mr. Phillips reported that, in 1997, the City removed an exception for public, educational, charitable, fraternal or religious signs in response to an Iowa Attorney General's opinion that such exceptions violated "content neutrality" and could, therefore, be ruled unconstitutional if challenged in court. The proposed ordinance would remove two additional similar exceptions in 21.115 and 21.121. That change would continue to allow political signs under the "temporary signs" criteria (no permit required, must not exceed 32 square feet in area, and may only be up for 90 days at a time). Public, educational, charitable, fraternal, and religious signs would remain legal, but must be submitted through the permitting process like all other signs. A summary of the changes recommended by staff was given.

The Council was reminded by Mr. Phillips that it had directed staff to address electronic signs in addition to the Code clean-up. He advised that staff intends to bring recommendations on electronic signs in a separate report at a later date.

Council Member Goodman said he personally believed that having to remove the pole could hinder the business owner from being able to rent the commercial space again. The pole is one component that could be left, so that the cost of the pole would not need to be borne by the new tenant. Council Member Szopinski noted that, on the other hand, the City did not want abandoned poles left to deteriorate.

Neighborhoods Inspector Sara VanMeeteren gave examples of businesses that had ceased to exist, but left an unsightly sign.

Discussion ensued as to what would be an acceptable time frame for removal of a sign and/or pole after the business ceased to exist.

Moved by Goodman, seconded by Larson, to table discussion on the sign ordinance clean-up.
Vote on Motion: 6-0. Motion declared carried unanimously.

Moved by Goodman, seconded by Orazem, to direct staff to add the following two requirements to the Sign Ordinance: (1) the sign must have a panel in it at all times and (2) if a property is razed, the sign pole must be razed at the same time.

Moved by Szopinski to amend the motion to state that if a property is vacated for a certain amount of time, the sign must be removed.
Motion to amend failed for lack of a second.

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

Council Member Goodman said he would be in favor of setting a time limit on allowing a pole sign to exist when the business was no longer in existence, but was unsure what that time limit should be.

ORDINANCE SETTING STORM WATER RATE: Moved by Goodman, seconded by Wacha, to pass on third reading and adopt ORDINANCE NO. 4136 setting the Storm Water Rate.
Roll Call Vote: 6-0. Ordinance declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

ORDINANCE PERTAINING TO LIGHTING AND ALTERNATIVE LANDSCAPE STANDARD FOR AUTO AND MARINE CRAFT USES: Moved by Goodman, seconded by Davis, to pass on third reading and adopt ORDINANCE NO. 4137 pertaining to lighting and alternative landscape standards for auto and marine craft trade uses.
Roll Call Vote: 6-0. Ordinance declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

ORDINANCE CORRECTING SCRIVENER'S ERROR IN TABLE 29.805(3) PERTAINING TO PLANNED REGIONAL COMMERCIAL ZONE DEVELOPMENT: Moved by Wacha, seconded by Goodman, to pass on third reading and adopt ORDINANCE NO. 4138 correcting a scrivener's error in Table 29.805(3) pertaining to Planned Regional Commercial Zone Development Standards.
Roll Call Vote: 6-0. Ordinance declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

ADJOURNMENT: Moved by Davis to adjourn the meeting at 10:02 p.m.

Diane R. Voss, City Clerk

Ann H. Campbell, Mayor

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

AMES, IOWA

JANUARY 15, 2013

The Ames City Council met in special session at 5:15 p.m. on the 15th day of January, 2013, in the City Council Chambers in City Hall, 515 Clark Avenue, pursuant to law with Mayor Ann Campbell presiding and the following Council members present: Jeremy Davis, Jami Larson, Victoria Szopinski, and Tom Wacha. *Ex officio* Member Sawyer Baker was also present. Council Member Peter Orazem arrived at 5:18 p.m. Council Member Matthew Goodman arrived at 5:30 p.m.

Mayor Campbell announced that the primary purpose of this meeting was to concentrate on the five-year Capital Improvements Plan. However, the Council firstly needed to take action on two items of business.

EASEMENTS IN THE STREETS OF NORTH GRAND SUBDIVISION: Moved by Davis, seconded by Wacha, to adopt RESOLUTION NO. 13-017 setting the date of public hearing to vacate easements in the Streets of North Grand Subdivision.

Roll Call Vote:4-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

IOWA ECONOMIC DEVELOPMENT AUTHORITY APPLICATION FOR FINANCIAL ASSISTANCE FOR 3M: Moved by Davis, seconded by Larson, to adopt RESOLUTION NO. 13-

018 endorsing Iowa Economic Development Authority application for financial assistance for 3M. Roll Call Vote:6-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

Council Member Orazem arrived at 5:18 p.m.

WORKSHOP ON THE 2013-2018 CAPITAL IMPROVEMENTS PLAN (CIP): City Manager Steve Schainker emphasized that the Plan outlines the City's funding strategy for major public improvement projects to be completed over the next five fiscal years (2013/14-2017/18). Projected expenditures in the Plan total \$253,106,184. Mr. Schainker announced that public input will be taken at the Council meeting scheduled for January 22, 2013, and again at the final budget public hearing to be held on February 12, 2013.

City Manager Schainker told the Council that he did not recall a time when the City had been engaged in so many important studies that will impact the Capital Improvements Plan. He specifically named the Long-Term Facilities Study for the Water Pollution Control Plant, Power Resource Option Study for the Electric Utility, Gasification Study for the Resource Recovery Plant, Sanitary Sewer System Evaluation for the collection system, and the Flood Mitigation Study as it relates to river and overland flooding. He emphasized that the studies will not be completed in time to incorporate the recommendations chosen by the Council into the CIP. Completion of this year's CIP was made particularly difficult because those studies are not finished and the Council has not adopted any recommendations. Mr. Schainker perceived that the CIP would be adopted, but could be modified in the near future based on the results of the studies. Based on the recommendations that the Council will adopt, the budget may be substantially impacted, which in turn, may impact utility rates.

Finance Director Duane Pitcher advised that the Draft CIP is available online on the City's web page. He called the City Council's attention to Page VIII pertaining to the City's debt capacity and reviewed the Summary of Major Bond Issues. The bulk of the 2013/14 total (\$19,679,000) is for the Library Renovation (\$13,479,000). According to Director Pitcher, the City's total debt capacity after the Council Reserves will be \$114,217,768 (64.59%); even after the Library issue, the City has a substantial amount of debt capacity. City Manager Schainker noted that one of the reasons that the City has a Aaa bond rating is due to the City Council being more conservative than the state law requires. At the inquiry of Council Member Orazem, Director Pitcher advised that the debt for the new Water Treatment Plant will not be shown under the Projection of Debt Capacity because it is being funded through a State Revolving Fund loan and repaid through water revenues.

Public Safety - Fire. Fire Chief Shawn Bayouth introduced Deputy Chief Paul Sandoval and newly promoted Deputy Chief Rich Higgins.

Council Member Goodman arrived at 5:30 p.m.

Chief Bayouth described the Fire Station Improvements to be accomplished at Fire Station 1, 2, and 3 in 2013/14, 2015/16, and 2016/17, respectively. He also stated that 41 Self-Contained Breathing Apparatus units need to be replaced as they will have reached their life expectancy. The CIP shows funds to purchase one-half of the units in 2014/15 and the other half in 2015/16. The Department is looking for Grant possibilities for that large project.

Council Member Larson brought up the possible relocation of Fire Station 2 from Campustown. City Manager Schainker stated that discussions need to occur with University officials, who may be a partner with the City on that relocation, and others in West Ames who will be impacted. Relocation will take a bond issue. Before the City makes any major renovations to Fire Station 2, the decision on relocation will need to be made, but that is not probable within the next five years. Council Member Goodman asked if the Council's decisions to grow to the north, instead of in the Southwest Growth Area, would impact the plans to relocate Fire Station 2. Mr. Schainker advised that Fire Station 2 is no longer ideally located. It is difficult for fire apparatus to leave from and return to the Station due to high pedestrian and traffic volumes on Welch Avenue. This creates safety issues for not only the fire fighters, but also pedestrians. Moving the station would not have any ramifications on manpower; however, would be a major building investment.

Public Safety - Traffic. John Joiner, Public Works Director, explained the site and cost changes for the Traffic Signal Program and the Multi-Modal Roadway Improvements, a schedule delay for U. S. 69 Intersection Improvements (specifically 13th Street/Grand due to crash data from 2012) to start community conversation, cost changes for the West Lincoln Way Intersection Improvements to construct turn lanes and install traffic signals at the Franklin Avenue/Lincoln Way intersection, which were justified by a traffic input report for South Fork Subdivision. A new project described was the Traffic Calming Program. The three locations being recommended by staff were first brought to the Council last October (Hayes, Ridgewood/Summit/Crescent, and Jewel). The 2015/16 location is Hyde Avenue, which is tied in to the paving of Grant Avenue. Council Member Larson noted that Grant Avenue turns into Hyde when you enter Ames' city limits. The Shared Use Path Expansion shows the 2013/14 as the Skunk River Trail from E. Lincoln Way to the current terminus in South River Valley Park. It is anticipated that, by the end of the five-year

Plan, the entire Skunk River Trail will be completed, which would connect the Hunziker Youth Sports Complex as well. It was noted by Mr. Joiner that the Long-Range Transportation Plan Update will begin in 2013/14 and be adopted in 2015. In response to Council Member Goodman's inquiry, Mr. Joiner said that the Long-Range Transportation Plan entirely relies on the Land Use Policy Plan and the Fringe Area Plan. City Manager Schainker said that the LUPP and Fringe Plan that are approved at the time of the update are the ones that will be used.

Council Member Szopinski noted that the 2012 crash data had shown that the 13th Street/Grand Avenue intersection was the third highest location for traffic accidents, behind South Duff/South 5th and South Duff/South 16th. Director Joiner said that when input was provided on the Long-Range Transportation Plan, the 13th /Grand intersection was identified by the community as the one needing addressed the most. He noted that the U. S. 69 Intersection Improvements project was two years out, and it is just to start a community conversation. In answer to Ms. Szopinski's inquiry, Mr. Joiner said that the intersections ranking first and second will be remedied by the Grand Avenue Extension. It is hoped that the City will receive grants in order to proceed with that project.

Utilities - Resource Recovery Plant (RRP). Resource Recovery Superintendent Gary Freel was present. Public Works Director Joiner informed the Council that there are changes to the scope and costs changes to purchase new and replacement components and equipment at the RRP. The schedule to replace the 37-year-old high-speed Primary Shredder has been advanced. Phase 1 (design and engineering work, removal/demolition of existing equipment, and bidding of new equipment) will be completed in 2012/13 and Phase 2 (purchase and installation of a new shredder, conveyors, and electrical equipment) will be done in 2013/14. Mr. Joiner noted that the RFP had been sent to design firms, so that staff would be ready to move ahead with installation in 2013/14. Public Works staff has been working with Electric, and an outage is planned for October/November, to accommodate the installation of the shredder. It was reported by Director Joiner that staff had discussed the possibility of using revenue-abated bonds to pay for the shredder. Discussions will continue with the City Manager and Finance. The CIP shows a cash payment of \$1,000,000; however, that might change. Mr. Schainker said this project is causing a predicament because it is not know whether the City will move into a new system or keep the same system. There are already challenges for next year due to uncontrollable expenses (Police & Fire Retirement, debt service on the Library). The Fund Balance is decreasing, and it will take a revenue adjustment to build it back up. Drawing down the \$1,000,000 in cash would be a problem; recommendations will be forthcoming to the Council..

Utilities - Water Distribution. Mr. Joiner noted a cost change for the Water System Improvements (for replacing water mains, installing larger distribution main, transferring water services to the larger mains, and abandoning old mains).

Utilities - Storm Sewer. Director Joiner described cost and site changes for Flood Response and Mitigation Projects, the Low-Point Drainage Improvements and a site change for the Storm Sewer Improvement Program (to repair or replace deteriorated storm sewer pipes and intakes). He also noted a delay in the Storm Sewer Outlet Erosion Control and Storm Water Facility Rehabilitation Programs due to re-prioritizing the Storm Sewer Utility Fund projects. The bank stabilization is scheduled in 2015/16 to best coordinate with construction of a segment of the Skunk River Trail; it is important in protecting public infrastructure from future damage. City Manager Schainker said that he had challenged Public Works to find a cost-effective way to protect the Skunk River Trail

other than this, which is a worst-case scenario. He emphasized that Page 38 contains the flood mitigation project; however, no recommendations have been made. This will come to the Council in a March or April workshop when the specific projects will be added based on the Flood Study.

A new project, the Storm Sewer System Analysis (to aid in identifying deficient storm sewer capacity and future storm sewer improvements) to establish an accurate GIS storm sewer system and hydraulic modeling of the network to help mitigate localized flash flooding will be undertaken in FY 2015/16, 2016/17, and 2017/18. This study will be similar to that currently being done on the Sanitary Sewer System. At the inquiry of Council Member Goodman as to whether any community requires “gray water systems.” Mr. Joiner said that he did not know of any Iowa communities that already regulate or mandate that.

Utilities - Sanitary Sewer. Mr. Joiner noted a cost change to the Sanitary Sewer Rehabilitation Program, which was discussed at the January 8, 2013, Council meeting. Severe structural defects (ratings of 4 or 5), as identified by the Sanitary Sewer System Evaluation, will be addressed first. There is \$3.27 million/year for five years. That will be funded through the State Revolving Fund. Mr. Joiner said that when the state reviews the application for that Fund to do this work, it will want to see that the City is continuing to do routine maintenance as well as the rehabilitation. For that reason, there is also \$200,000 allocated out of the Sewer Utility Fund for routine maintenance. City Manager Schainker emphasized that the rehabilitation will impact the Sanitary Sewer Rate. In previous CIPs, there was a total of \$300,000/year programmed for routine maintenance. The SSSE identified the need; this goes from \$1.5 million to over \$17 million over a five-year period. It was noted that the System Evaluation is only about 40% complete.

Transportation - Streets Engineering. According to Public Works Director Joiner, there will be cost, revenue, and site changes in the annual Collector Street Pavement Improvements Reconstruction Program and CyRide Route Pavement Improvements; a cost change in the Downtown Street Pavement Improvements and Asphalt/Seal Coat Street Rehabilitation Program. There will be cost and site changes for the Concrete Pavement Improvements, Arterial Street Pavement Improvements, and Asphalt Street Reconstruction Programs. A new project, Mortensen Road Improvements, will include improvements of the existing pavement and adding curb and gutter within the same area. There will be cost and revenue changes for the Grand Avenue Extension. A Transportation Funding Study in 2012/13 identified federal and state grants that might be available for funding this project. The cost estimates will have to be updated. Revenues will be updated to include the addition of MPO/STP funding in 2015/16, 2016/17, and 2017/18. Cherry Avenue Extension was another new project described. Cherry Avenue will be extended south and connected to both East 3rd Street and Southeast 5th Street.

Transportation - Street Maintenance. Mr. Joiner explained the Bridge Rehabilitation Program, which will be advanced and incur cost changes. The 6th Street Bridge over Squaw Creek will be the focus with preliminary design occurring in 2013/14, final design occurring in 2014/15, and construction occurring in 2015/16. A new project, Pavement Restoration for street maintenance, will have \$75,000 allocated for each of the five years of the CIP. There will be no changes to the Neighborhood Curb Replacement Program, with \$12,500 allocated each year from 2013/14 to 2017/18; or to the annual Shared Use Path Maintenance Program. There will be cost and revenue changes to the Sidewalk Safety Program due to the need for additional surveys, design, and inspection for pedestrian ramps; and to the Lincoln Way Median Improvements (enhancement of medians on Lincoln Way from Beach Avenue to Sheldon Avenue), as a result of adding the actual

construction of the median improvements. Operations Manager Corey Mellies explained that a group of stakeholders was established from the Ames Foundation, Iowa State University, Campustown Action Association, Greek Community and adjacent property owners to assist the City with a Master Plan for median improvements. Retaining Wall Reconstruction project will have cost and site changes due to the addition of the Maxwell Avenue location in 2015/16. Private funding has been added to the financing. The construction of a Salt Brine Storage Facility is a new project listed in 2015/16. Mr. Joiner advised that a discussion of the necessity for the City to make brine was met with willingness from Iowa State University and the Ames Community School District to perhaps partner in that endeavor.

Transportation - Airport. Director Joiner recalled that the replacement of the terminal building was delayed from 2013/14 in order to hold public/user meetings to further define the scope of the building project. Discussions with other entities will continue to occur in hopes of constructing the building beginning in 2015/16.

Community Enrichment - Public Works. Staff had met with family members who frequently visit the City's cemetery and received information on needed improvement projects. As a result of the input, the Municipal Cemetery Improvements Program has been increased to upgrade the lanes and water service over the next five years. In 2013/14, 2014/15, and 2015/16, \$65,000 will be allocated; \$70,000 will be allocated in 2016/17.

Water and Pollution Control. Water and Pollution Control Director John Dunn introduced staff present: Assistant Director Steve DuVall, Water Meter Supervisor Dave Blumer, Environmental Specialist Mike Klock-Sullivan, and Environmental Engineers Kris Evans and Matt Hawes.

Director Dunn presented a comparison of the 2012 CIP expense projections to the 2013 projections.

Pertaining to the new Water Treatment Plant, Mr. Dunn recalled that there was a delay in securing the property, so no significant work was undertaken to further the conceptual design during the year. He described the cost changes from last year's CIP. Mr. Dunn pointed out that the proposed funding source for the majority of the project will be loans from the Iowa Drinking Water State Revolving Fund; those will be repaid over 20 years out of water revenues. In addition, the project has been awarded a loan forgiveness of approximately \$6,224,000 for constructing the facility to a LEED (Leadership in Energy and Environmental Design) certified standard.

Water Plant Facility Improvements, including annual equipment repairs, major maintenance activities, replacement, and upgrades at the current WTP and associated remote facilities, such as wells, elevated tanks, and booster pump stations, will see a scope change. Mr. Dunn emphasized that no major facility improvements are planned at the existing Plant; only maintenance and repairs necessary to keep the Facility operational until the new Plant comes online in four years will be done. The Remote Site Access Control project is being delayed until FY 2015/16 to ensure that it is compatible with the security system to be installed at the new WTP. Low-Head Dam Modifications will be delayed until Fall 2013; the scope and cost will also change. There will be no change to the Automatic Meter Reading Conversion due to begin in 2014/15. Pertaining to the Water Supply Expansion, Mr. Dunn noted that the schedule for bringing new wells online has been accelerated by one year due to the peak demands revealed by the drought of 2012. Full development of the I-35 West Well Field is now included in the five-year CIP. The new Well

Field Standby Power project to provide standby electrical power to select wells located in the Hunziker Youth Sports Complex is due to begin in 2017/18. The Demolition of the Old Water Treatment Plant at 300 E. 5th Street is a new project that will begin in 2017/18 and conclude in 2019/20. The two-story Technical Services Complex will remain and continue to be utilized by the Water and Pollution Control Department.

Utilities - Water Pollution Control. A graph of the Total Sewer CIP Expense Projection for 2012 and 2013 was shown.

Director Dunn said that there would be no change to the WPC Plant Residuals Handling Improvements. New projects were described: [1] Co-Generation System Maintenance will begin in 2013/14 with the overhaul of MG #2, which is currently inoperable; MG #1 with a boiler system will be replaced in 2016/17; and MG #3 will be overhauled in 2017/18. [2] Lift Station Improvements will occur in 2013/14 (South Dayton Avenue) and 2015/16 (Northwood). [3] WPC Clarifier Maintenance will occur in 2013/14, 2014/15, 2016/17, and 2017/18. Mr. Dunn highlighted the benefits of staff consulting engineers and coating experts regarding cost-effective maintenance. [4] Secondary Treatment Improvements to replace Solids Contact Blowers, repair Screw Pumps, rehabilitate Solids Contact Screw Pumps, and replace Solids Contact Gate Values and Diffusers. [5] Mechanical and HVAC Replacements to replace equipment. [6] Structural Rehabilitation includes periodic structural rehabilitation of buildings and structures, and [7] Bar Screen Improvements, which will allow for the installation of a third bar screen and a screenings washer/compactor/conveyor system at the WPC Facility. The bar screens provide physical removal of large debris, such as rags, board, and other large items that can plug downstream treatment units. Scope and cost changes for the WPC Electrical System Maintenance, Digester Improvements, and WPC Plant Facility Improvements were described. The Flow Equalization Expansion project has been delayed until 2015/16. This project would add an additional 6.0 million gallons, increasing the Plant's effective storage capacity to 10.4 million gallons. The delay of approximately six months to allow final estimates of effective inflow and infiltration removal to be incorporated into the sizing of the new basin.

The meeting recessed at 7:20 p.m. and reconvened at 7:30 p.m.

Electric - Electric Services. Donald Kom, Electric Services Director, introduced Dell Brown, Power Plant Manager.

Mr. Kom reviewed capital projects broken down into three categories: Electric Services, Transmission/Distribution, and Power Plant. There is only one new project for this CIP, which is the Unit #7 Crane Repair.

Under Electric Services, there will be no change to the Demand-Side Management Energy Conservation Programs. There is \$1 million budgeted per year for each of the next five years. To date, the Program has resulted in 6.6 megawatt reduction. Discussion ensued on the possibility of mandating Prime Time Power program. At the inquiry of Council Member Davis, Director Kom advised that 9,000 out of approximately 18,000 property owners voluntarily participate in the program. Council Member Larson asked how many owners of rental housing units participate in the program. Mr. Kom will provide that information to the Council.

Electric - Transmission & Distribution. Eight projects were highlighted in the Transmission/Distribution category: 69kV Switchyard Relay/Control Replacement, Ames Plant Distribution Substation, Mortensen Road Feeder Reconstruction, Vet Med Substation Feeders, Top-O-Hollow Substation Expansion, 69 kV Transmission Reconstruction, Ontario Substation 69 kV Breaker Addition, and Dayton Avenue Substation Switchgear Upgrades.

The Vet Med Substation Feeders project, to occur in 2013/14, will add a new underground feeder south of the Research Park area and a new overhead feeder north to provide capacity for new load growth along South 16th Street, South Duff, and for ISU stadium expansion. The Top-O-Hollow Substation Expansion and Breaker Addition scheduled to occur in 2013/14 will convert the existing direct-buried underground 69kV transmission tap connection to a more reliable dual-source overhead transmission connection. It was also noted that, for the 69kV Transmission Reconstruction, Iowa State University's share of the project is based on a load-ratio-share at the time of implementation (currently 18.8%).

Electric - Power Plant. Seven of Electric Service's CIP projects fall under the category of the Power Plant: Gas turbine #2 Inlet Heating, Combustion Turbine #1 Evaporator Cooler, Unit #7 Crane Repair, EPA - Unit #8 Mercury Reduction, Unit #8 Precipitator Control, Cooling Tower Repairs, and Underground Storage Tanks. According to Director Kom, Continuous Emissions Monitoring System Replacement will see a cost change and be delayed until 2014/15. To meet new EPA monitoring requirements in the future, a complete system change-out is being recommended. Also, the EPA - Unit #8 Mercury Reduction project will be delayed as staff needs to evaluate options for mercury reduction technology, so a specific technology has yet to be selected and costed-out.

The one new project, Unit #7 Crane Repair, will occur in 2013/14. The equipment is crucial to the operations of the Power Plant; it is used to do overhauls and repairs on the #7 Turbine/Generator and to hoist other Plant material and equipment from sub-basement and basement into the Plant.

Key points of the Electric Services budget were raised by Director Kom. He said that the budget focuses on improving reliability with proactive replacement of old, out-of-date, and deteriorating equipment and building redundancy.

Transportation - Transit. Transit Director Sheri Kyras told the Council that there were changes needing to be made to the CIP due to federal funding cuts. She said that the new Federal Transportation Bill was approved last fall and was devastating to transit systems the size of Ames' system. That Bill is valid for two years and means that Ames will receive no federal capital dollars. Over the past five years, Ames has averaged about \$2.5 million/year from the federal government. There will be delays in projects and some projects will not move forward as a result of the loss of federal funding.

The Building Expansion & Modernization project had been delayed from last fall. The request for bids is out now. The bid document contains the actuated fuel shut-off system, which was recommended by FM Global for facility safety. From 2014/15 to 2017/18, there is only \$170,000 being allocated; that would pay for roof replacements and other repairs to keep the facility minimally maintained.

Pertaining to Vehicle Replacement, Ms. Kyras reiterated that CyRide will receive no federal capital funds for bus replacements after the 2014/15 budget year. Any purchases after that time would have to be funded with 100% local dollars. The City needs to replace six buses/year to keep the Fleet age the same as where it is today. Only two buses are planned to be purchased in 2016/17 and 2017/18; therefore, the operating costs will increase as the Fleet increases in age. There is \$12,000 budgeted each year for replacement of computers, and \$40,000 to \$50,000/year is allocated for the purchase of shop equipment. Due to the reduction in federal funding, CyRide will no longer be able to continue the Bus Stop Improvements program past 2016/17. After that time, any improvements to bus shelters will need to come out of the local Transit Fund as opposed to federal funding.

Council Member Davis asked for an update on the GPS System for CyRide buses. Ms. Kyras said the system has been purchased, and they are working with the vendor. The City had planned on the System to work on the Verizon network; however, that would not be possible until March. CyRide has decided to “go live” with the AT & T network, even though it is not quite the coverage that had been hoped for. Their goal is to go live for the public on February 1. Council Member Wacha noted that The Government of Student Body proposed the System, paid for it, and agreed to fully fund it for the first three years. He also advised that the System is not only a benefit for students and CyRide drivers, but also to the CyRide staff. Staff can, while using the System, see the entire Transit map of the whole City and see where buses are in real time. The System does not count ridership; another System component would be needed to do that.

Parks & Recreation. Nancy Carroll, Director of Parks and Recreation, told the Council that the Parks & Recreation Commission reviewed the CIP with City Manager Schainker last November. The Commission had recommended and staff took into consideration two specific items: (1) The Civic Plaza, which was removed because the funding had not come together. (2) The City would accept the former elementary school parcels that the School District no longer needed for transition into neighborhood parks. Ms. Carroll noted that no funds were placed in the CIP for development of said neighborhood parks. Regarding Edwards Elementary School, the playground equipment could be relocated; however, the City is recommending that the equipment remain there and be gifted to the City. Ms. Carroll advised that the Parks & Recreation was very appreciative of the letter sent by the Mayor to the Ames Community School District regarding the City’s use of some of the unused school properties as open-space parks as long as the land was “clean, green, and gifted.” City Manager Schainker advised that the City had not yet received a response to Mayor’s Campbell’s letter. A meeting is scheduled among representatives of the School District, Director Carroll, and City Manager Schainker. Mr. Schainker said that if the school gifted the City with the land, discussions would need to occur with the affected neighborhood residents regarding the design of such neighborhood parks. If that all comes together, funding for park development should be shown in the second year of the CIP. At the inquiry of Council Member Wacha, Ms. Carroll advised that the City’s operating costs for maintaining parks is approximately \$900/acre.

Municipal Pool Maintenance will have no change at this time. Ms. Carroll updated the Council on the possibility of the School District building a new competitive pool at Ridgewood and 16th Street. It is hoped that the footprint for that building would allow that, when the City had funding (through a bond issue) ready, a warm-water recreational pool could be added on. She stated that many residents would not be happy with using the competitive pool because the water is kept at a lower temperature and there will not be a shallow end, which the current pool has to allow for swimming lessons to be taught year-round. It was noted that the Joint Use Agreement with the

Ames Community School District will expire on April 30, 2015, so the City and School District will need to address the need for new indoor aquatic facilities in the near future. Mr. Schainker reiterated that he and Ms. Carroll will be meeting with the School District in the very near future. According to City Manager Schainker, sharing of gymnasium space will also be discussed.

The Parks and Recreation Facility Improvements at various facilities will have a scope and cost change. Playground/Park Equipment Improvements will have a cost change and site change: . outdoor exercise equipment will be placed at Moore Memorial Park. It is anticipated that the Wellmark 3-Point Play Program will provide \$20,000 in funding. Improvements to Ada Hayden Heritage Park planned in each of the five years were explained. Four Sand Volleyball Courts with lights will be constructed east of the tennis courts at Emma McCarthy Lee Park will be constructed in 2013/14.

Ms. Carroll shared that the Operations Budget will include funding for consulting engineer services to assess the bath house that still exists at the Carr Pool site. If the structural integrity is present, staff would look at transitioning the bathhouse into a year-round or seasonal shelter. Public input will be received if that project is deemed possible.

New projects were explained: (1) City/School District Partnership: Gymnasiums. An agreement will be prepared for School Board and City Council approval to allow Parks and Recreation to coordinate activities when school is not in session. (2) Furman Aquatic Center. Canopies will be replaced in 2013/14, the basins will be painted in 2014/15 and 2016/17, and speed slides could be installed in 2017/18. (3) Brookside Park Improvements. The gravel driveway/parking lot east of Squaw Creek will be replaced with an approximate 15-stall parking lot adjacent to 6th Street in 2014/15. The light fixtures will be replaced and additional poles with fixtures will be adding in 2016/17. (4) Pedestrian Bridge across Squaw Creek at Moore Memorial Park is planned for 2016/17.

Maintenance projects at the Ames/ISU Ice Arena are scheduled to occur in 2013/14. Ms. Carroll said, however, that she was invited to a meeting at Iowa State University to hear about the potential construction of a new learning and pavilion center to the north of the Ice Arena. This would be used for classroom space and horse shows. Bids will be opened on January 24, 2013, for the construction of that facility. There had been previous conversations about additional parking for the Ice Arena, and the thought is that when the pavilion is built, parking could be added to accommodate the Ice Arena as well. Ms. Carroll had been told that the additional parking was included in the bid document as an add alternate. The estimated cost of the parking would be approximately \$100,000. Staff has proposed to meet with the ice users next week to get their input. If the City moves ahead with constructing the additional parking, the rubber flooring in the hallway and locker rooms of the Ice Arena, estimated to cost \$175,000, be pushed back to the fifth year of the CIP.

Tennis Court Improvements will be resurfaced at Inis Grove Park in 2014/15 and at Emma McCarthy Lee Park in 2016/17. A new restroom is planned to be constructed in Inis Grove Park in 2015/16.

Ms. Carroll told the Council that the Northridge Heights Park will begin to be developed next spring.

An update to the possible park property in West Ames was given by Ms. Carroll. She said that she had been having discussions with the family who owns the land. Family members have indicated to Ms. Carroll that they need approximately six more months to work through the legalities. No funding for such a park was included in this CIP.

Noting that Nancy Carroll had submitted her resignation and this would be her last CIP presentation, Council Member Goodman thanked Nancy for her responsiveness to Ames citizens' concerns and her openness to citizen input.

Library. Lynne Carey, Acting Library Director, gave an update on the Ames Public Library Renovation. She announced that the fund-raising efforts of the Library Friends Foundation continue and are going very well. The project is on schedule. Ms. Carey announced that it was initially believed that the property tax increase would be \$.61/1,000; however, it is going to be less than that amount. A new project, the Integrated Library System, is planned for 2015/16. This System is used to automate basic processes required for library management.

Facilities/Fleet Services. Fleet Services Management Paul Hinderaker explained that \$50,000 has been budgeted for maintenance or replacement of items in the City Hall building. All monies budgeted are not used every year; there is accumulation of approximately \$200,000 to use for major replacement, such as carpeting. The Edison Maintenance Facility Improvements project encompasses several improvements to the Maintenance Facility shared by Public Works and Fleet Services.

Community Enrichment. City Manager Steve Schainker said there were no changes proposed for the Neighborhood Improvement Program or the Downtown Facade Program. Mr. Schainker noted that the Downtown Facade Program has not moved into Campustown yet. The Council will need to make a decision about doing that. Unallocated funds in those Programs do not carry over.

Conclusion. City Manager Schainker announced that there are a lot of unknowns in the CIP at this time, which are dependent on the results of a number of studies still outstanding. He believes that the Water and Electric Utilities will be most directly affected; those will subsequently impact property tax rates.

Council Member Davis suggested that City Manager Schainker prepare a list of projects that could be delayed one year.

City Manager Schainker reminded that public input on the CIP will be accepted on January 22.

ADJOURNMENT: Moved by Davis to adjourn the meeting at 9:25 p.m.

Diane R. Voss, City Clerk

Ann H. Campbell, Mayor

MINUTES OF THE AMES CIVIL SERVICE COMMISSION

AMES, IOWA

JANUARY 8, 2013

The Ames Civil Service Commission met in regular session at 8:15 a.m. on January 8, 2013, in the Council Chambers of City Hall, 515 Clark Avenue, with Commission Members Adams, Crum, and Shaffer present. Also in attendance was Director of Human Resources Julie Huisman.

APPROVAL OF MINUTES: Moved by Shaffer, seconded by Crum, to approve the minutes of the November 15, 2012, Civil Service Commission meeting as written.

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

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

Printing Services Technician:	Cynthia Hemingway	88
	John Knoblock	88
	Derek Zarn	86
	Erin Kurth	85
	Donald Erickson	83
	Erin Lindsay	83
	Vanessa Roys	81
	Dan Strodtman	80
	Andrew Bash	79
	Amanda Sanders	79
	Meris Buljubasic	78
	Barry Groh	78
	June Gross	78
	David Nicholas	78
	Connor Ringgenberg	78
	Ryan Rutter	78
	Maria Sibbel	78
	Mary Haddock	77
	Sheri Nelson	77
	Vonnie Weuve	77
	Mario Davila	75
	Kenneth Rariden	75
	Brian Wakefield	75
	Adam Hillburg	74
	Gary Hintze	74
	Adrienne Nelsen	74
	Rick Jagerson	73
	Mark Meyer	73
	Keith Partridge	72
	Nicholas Schuler	72
	Lorinda Everett	70
	Kristopher Knechel	70
	Micki Nelson	70

Utility Customer Services Clerk:	Susan Girard	93
	Ann Keigley	92
	David Lunaburg	91
	Raph Montag	91
	Dawn Wing	91
	Michelle Jacobson	90
	Nicki Maestre	90
	Cassie McElhaney	90
	Kerin Overturf	90
	Samone York	90
	Corrine Baker	89
	Melissa Huen	89
	Todd Van Voorst	89
	Linda Burbey	88
	Abbey Cooney	88
	Susan Francis	88
	Matthew Saylor	88
	Mindy Heggen	87
	Melissa Kauzlarich	87
	Laura Love	87
	Aimee Lunde	87
	Alison Dabel	86
	Ashlee Gillette	86
	Alison Parker	86
	Megan Bark	84
	Susan Clifford	84
	Carrie Engelman	84
	Janice Gammon	84
	Jennifer Meimann	84
	Barbara Clark-Finch	83
	Tina McCann	83
	Lisa Vaughn	83
	Kelley Burton	82
	Pepita Petrus	82
	Nicole Wilson	82
	Joleen Bohning	81
	Simone Donovan	81
	April Etler	81
	Lee Jackson	81
	Diana Karavida	81
	Tanya Killian	81
	Jeananne Robins	81
	Amanda Rose	81
	Kathy Williams	81
Water/Wastewater Laboratory Technician:	Jennifer Croskrey	95
	Dustin Albrecht	94

Elizabeth Brown	93
David Carter	93
Erik Creger	92
Zachary Parsons	92
Sean Boyce	91
Dennis Mokaya	91
Brian Anderson	90
Hoa Chi	90
Dawn Moriarity	88
Garrett Tow	88
Erica Bauer	87
Colton Meyer	87
Brandon Munyon	87
Elaine Park	87
Dustin Waggoner	87
Angela Berte	86
Justin Heick	85
Brandon Pals	85
Douglas Seela	85
Jennifer Seeman	85
Sushil Tuladhar	85
Adam Hillburg	84
Christina Slaughter	84
Jillian Temple	84
Ben Wakefield	83
Chad Ott	82
Jessica Robinson	82
Shawn Karber	81
Ryan Olive	81
Anthony Evans	80
Christopher Streigle	80
Tanya Ferguson	79
Lynn Underberg	78
Malissa Klinger	77
Martin Koch	77
Brooks Lofstedt	76
Anna Hall	75
Cassie Moens	75

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

COMMENTS: The next regularly scheduled Civil Service Commission meeting was set for January 24, 2013, at 8:15 a.m.

ADJOURNMENT: The meeting adjourned at 8:16 a.m.

Terry Adams, Chair

Jill Ripperger, Recording Secretary



REPORT OF CONTRACT CHANGE ORDERS

Period:	<input checked="" type="checkbox"/>	1 st – 15 th
	<input type="checkbox"/>	16 th – end of month
Month and year:	January, 2013	
For City Council date:	January 22, 2013	

Department	General Description of Contract	Contract Change No.	Original Contract Amount	Contractor/ Vendor	Total of Prior Change Orders	Amount this Change Order	Change Approved By	Purchasing Contact Person/Buyer
Public Works	2012/13 Collector Street Pavement Improvements (Meadowlane)	2	\$698,559.80	Con-Struct, Inc.	\$11,525.43	\$19,977.67	M. Mundt	MA
Electric Services	Fall Asbestos Removal for Power Plant	1	\$77,500.00	Environmental Edge	\$0.00	\$5,500.00	D. Kom	CB
Public Works	2012/13 CDBG Public Facilities Neighborhood Infrastructure (Beedle & Aplin)	1	\$338,818.93	Manatt's, Inc.	\$0.00	\$14,542.63	J. Joiner	MA
Electric Services	Top O' Hollow Transformer Load Tap Changer Installation	1	\$9,327.00	Jordan Transformer	\$0.00	\$4,200.00	D. Kom	CB
Public Works	2011/12 Shared Use Path System Expansion (Skunk River Trail/HYSC - SE 16 th St)	1	\$252,409.75	Con-Struct, Inc.	\$0.00	\$2,615.40	T. Warner	MA
Water & Pollution Control	WPC Facility Biosolids Basin	2	\$105,900.00	Ames Trenching & Excavating, Inc.	\$231,084.00	\$10,922.75	J. Dunn	MA

*Caring People
Quality Programs
Exceptional Service*

5a-e

TO: Mayor Ann Campbell and Ames City Council Members

FROM: Lieutenant Jeff Brinkley – Ames Police Department

DATE: January 18, 2012

SUBJECT: Beer Permits & Liquor License Renewal Reference City Council Agenda
January 22, 2013

The Council agenda for January 22, 2013, includes beer permits and liquor license renewals for:

- Class C Liquor – The 5 & Dime – 115 5th Street
- Class C Liquor and Outdoor Service – West Towne Pub, 4518 Mortensen #101
- Class C Liquor and Outdoor Service – Dublin Bay, 320 S 16th Street
- Special Class C Liquor and Outdoor Service – Black Market Pizza, 2610 Northridge Parkway
- Class C Liquor and Outdoor Service – Mickey's Irish Pub, 109 Welch Avenue

A routine check of police records found no violations for 5 & Dime, West Towne Pub, Dublin Bay, or Black Market Pizza. The Police Department would recommend renewal of these licenses.

During the past year, six persons were cited for on premises underage at Mickey's, they were cited for one fire code violation for over-crowding, and they have a pending citation for selling alcohol to an intoxicated person.

I would recommend renewal of license for Mickey's at this time. We will continue to monitor and check compliance with liquor laws and fire code and report back to you prior to renewal if there are continued problems.



City Treasurer

P. O. Box 811
515 Clark Avenue
Ames, Iowa 50010
515-239-5119
Fax 515-239-5320

TO: Mayor and City Council

FROM: Roger Wisecup, CPA 
City Treasurer

DATE: January 8, 2013

SUBJECT: Investment Report for Quarter Ending December 31, 2012

Introduction

The purpose of this memorandum is to present a report summarizing the performance of the City of Ames investment portfolio for the quarter ending December 31, 2012.

Discussion

This report covers the period ending December 31, 2012 and presents a summary of the investments on hand at the end of December 2012. The investments are valued at amortized cost; this reflects the same basis that the assets are carried on the financial records of the City. All investments are in compliance with the current Investment Policy.

Comments

The Federal Reserve has continued to maintain its target rate for federal funds at zero to 0.25 percent. While the yield curve has a normal shape, rates are at historic lows. This means that future investments will be made at lower rates and future interest income will decrease. The current outlook has the Federal Reserve maintaining the target rate at zero to 0.25 percent and anticipates that this exceptionally low range for the federal funds rate will be appropriate at least as long as the unemployment rate remains above 6.50 percent. Therefore, we will maintain our investment strategy, extending some investments maturities to the twelve months and longer range.

CITY OF AMES, IOWA

CASH AND INVESTMENTS SUMMARY
AND SUMMARY OF INVESTMENT EARNINGS

FOR THE QUARTER ENDED DECEMBER 31, 2012
AND THE ACCUMULATED YEAR-TO-DATE

DESCRIPTION	BOOK VALUE	MARKET VALUE	UN-REALIZED GAIN/(LOSS)
CERTIFICATES OF DEPOSIT	23,500,000	23,500,000	0
FEDERAL AGENCY DISCOUNTS			0
FEDERAL AGENCY SECURITIES	66,311,355	66,386,096	74,741
COMMERCIAL PAPER	7,994,146	7,991,045	(3,101)
INVESTMENT POOLS			0
PASS THRU SECURITIES PAC/CMO	169,888	176,738	6,850
MONEY FUND SAVINGS ACCOUNTS	14,276,027	14,276,027	0
PASSBOOK/CHECKING ACCOUNTS	8,013,678	8,013,678	0
US TREASURY SECURITIES			0
INVESTMENTS	120,265,094	120,343,584	78,490
CASH ACCOUNTS	10,306,693	10,306,693	
TOTAL FUNDS AVAILABLE	130,571,787	130,650,277	78,490

ACCRUAL BASIS INVESTMENT EARNINGS

YR-TO-DATE

GROSS EARNINGS ON INVESTMENTS:

364,084

INTEREST EARNED ON CASH:

17,555

TOTAL INTEREST EARNED:

381,639



Investments FY 2012-2013
Portfolio Management
Portfolio Summary
December 31, 2012

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 360 Equiv.	YTM 365 Equiv.
Certificates of Deposit	23,500,000.00	23,500,000.00	23,500,000.00	19.54	872	492	0.850	0.862
Money Market	14,276,027.39	14,276,027.39	14,276,027.39	11.87	1	1	0.542	0.550
Passbook/Checking Accounts	8,013,677.54	8,013,677.54	8,013,677.54	6.66	1	1	0.247	0.250
Commercial Paper Disc. -Amortizing	8,000,000.00	7,991,045.00	7,994,146.40	6.65	221	96	0.336	0.340
Federal Agency Coupon Securities	65,890,000.00	66,386,095.57	66,311,355.40	55.14	1,170	957	0.666	0.675
Pass Through Securities /PAC/CMO	163,835.74	176,738.32	169,888.26	0.14	1,666	423	2.292	2.324
Investments	119,843,540.67	120,343,583.82	120,265,094.99	100.00%	833	631	0.639	0.648

Total Earnings	December 31	Month Ending	Fiscal Year To Date
Current Year		64,114.93	364,083.74
Average Daily Balance		120,984,740.83	
Effective Rate of Return		0.62%	

US TREASURY CONSTANT MATURITY RATES
PERIOD ENDING DECEMBER 31, 2012
3 YEAR COMPARISON

I certify that these reports are in conformance with the Iowa Public Investment Act.

Roger J. Wiseman II, CPA 1-8-13
Roger J. Wiseman II, City Treasurer

	December 31, 2012	December 31, 2011	December 31, 2010
3 Months	0.05%	0.02%	0.12%
6 Months	0.11%	0.06%	0.19%
1 Year	0.16%	0.12%	0.29%
2 Years	0.25%	0.25%	0.61%
3 Years	0.36%	0.36%	1.02%
5 Years	0.72%	0.83%	2.01%

Investments FY 2012-2013
Portfolio Management
Portfolio Details - Investments
December 31, 2012

Page 1

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	YTM 365	Days to Maturity	Maturity Date
Certificates of Deposit												
SYS48315	48315	First National Bank		10/15/2010	5,000,000.00	5,000,000.00	5,000,000.00	1.000	0.986	1.000	150	05/31/2013
144241696	144241696	Great Western Bank		10/01/2012	2,000,000.00	2,000,000.00	2,000,000.00	0.360	0.355	0.360	262	09/20/2013
144241702	144241702	Great Western Bank		10/01/2012	2,000,000.00	2,000,000.00	2,000,000.00	0.360	0.355	0.360	353	12/20/2013
144241705	144241705	Great Western Bank		10/01/2012	2,000,000.00	2,000,000.00	2,000,000.00	0.510	0.503	0.510	535	06/20/2014
144241707	144241707	Great Western Bank		10/01/2012	3,500,000.00	3,500,000.00	3,500,000.00	0.710	0.700	0.710	638	10/01/2014
SYS7809399202	7809399202	Wells Fargo		10/14/2011	4,500,000.00	4,500,000.00	4,500,000.00	1.064	1.049	1.064	516	06/01/2014
SYS7809399210	7809399210	Wells Fargo		10/14/2011	4,500,000.00	4,500,000.00	4,500,000.00	1.226	1.209	1.226	881	06/01/2015
Subtotal and Average					23,500,000.00	23,500,000.00	23,500,000.00		0.850	0.862	492	
Money Market												
SYS4531558874A	4531558874A	Great Western Bank			4,093,473.62	4,093,473.62	4,093,473.62	0.550	0.542	0.550	1	
SYS4531558874B	4531558874B	Great Western Bank			10,182,553.77	10,182,553.77	10,182,553.77	0.550	0.542	0.550	1	
Subtotal and Average					14,276,027.39	14,276,027.39	14,276,027.39		0.542	0.550	1	
Passbook/Checking Accounts												
SYS6952311634A	6952311634A	Wells Fargo			4,007,020.99	4,007,020.99	4,007,020.99	0.250	0.247	0.250	1	
SYS6952311634B	6952311634B	Wells Fargo			4,006,656.55	4,006,656.55	4,006,656.55	0.250	0.247	0.250	1	
Subtotal and Average					8,013,677.54	8,013,677.54	8,013,677.54		0.247	0.250	1	
Commercial Paper Disc. -Amortizing												
3024A6PU0	0601-12A	FCARI		08/10/2012	1,500,000.00	1,499,355.00	1,499,033.34	0.400	0.409	0.415	58	02/28/2013
3024A6PU0	0601-12B	FCARI		08/10/2012	1,000,000.00	999,570.00	999,355.56	0.400	0.409	0.415	58	02/28/2013
3024A6PF3	0602-12A	FCARI		08/10/2012	1,500,000.00	1,499,520.00	1,499,250.00	0.400	0.410	0.415	45	02/15/2013
3024A6PF3	0602-12B	FCARI		08/10/2012	1,000,000.00	999,680.00	999,500.00	0.400	0.410	0.415	45	02/15/2013
36959HTM9	0608-12	General Electric Capital Corp.		10/01/2012	3,000,000.00	2,992,920.00	2,997,007.50	0.210	0.213	0.216	171	06/21/2013
Subtotal and Average					8,000,000.00	7,991,045.00	7,994,146.40		0.336	0.340	96	
Federal Agency Coupon Securities												
3133EABE7	0579-12A	Federal Farm Credit		01/30/2012	1,500,000.00	1,501,020.00	1,499,693.96	1.230	1.218	1.235	1,490	01/30/2017
3133EABE7	0579-12B	Federal Farm Credit		01/30/2012	1,000,000.00	1,000,680.00	999,795.97	1.230	1.218	1.235	1,490	01/30/2017
3133EAYJ5	0592-12	Federal Farm Credit		03/30/2012	1,000,000.00	1,000,740.00	1,000,070.13	0.330	0.316	0.321	272	09/30/2013
3133EAWY0	0599-12	Federal Farm Credit		07/10/2012	1,000,000.00	1,001,660.00	1,000,000.00	1.040	1.026	1.040	1,651	07/10/2017
3133EAKZ7	0600-12	Federal Farm Credit		07/25/2012	1,500,000.00	1,501,960.42	1,500,040.42	0.970	0.957	0.970	1,665	07/24/2017
3133EAK80	0606-12A	Federal Farm Credit		09/14/2012	1,500,000.00	1,500,075.00	1,500,000.00	0.900	0.888	0.900	1,595	05/15/2017
3133EAK80	0606-12B	Federal Farm Credit		09/14/2012	1,000,000.00	1,000,050.00	1,000,000.00	0.900	0.888	0.900	1,595	05/15/2017

Portfolio 2013
AC
PM (PRF_PM2) 7.2.5

Investments FY 2012-2013
Portfolio Management
Portfolio Details - Investments
December 31, 2012

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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	YTM 365	Days to Maturity	Maturity Date
Federal Agency Coupon Securities												
3133EA3H9	0609-12	Federal Farm Credit		10/11/2012	1,000,000.00	999,170.00	1,000,000.00	0.470	0.454	0.470	1,105	01/11/2016
3133EA4G0	0610-12	Federal Farm Credit		10/11/2012	1,000,000.00	1,000,020.00	1,000,000.00	0.700	0.690	0.700	1,561	04/11/2017
3133EA4H8	0614-12	Federal Farm Credit		10/19/2012	1,500,000.00	1,500,363.33	1,500,273.33	0.820	0.809	0.820	1,652	07/11/2017
3133EA4H8	0617-12	Federal Farm Credit		11/16/2012	890,000.00	890,762.93	890,709.53	0.820	0.809	0.820	1,652	07/11/2017
3133EC2L7	0618-12A	Federal Farm Credit		11/20/2012	1,500,000.00	1,499,723.33	1,500,128.33	0.440	0.434	0.440	1,046	11/13/2015
3133EC2L7	0618-12B	Federal Farm Credit		11/20/2012	1,000,000.00	999,815.56	1,000,085.56	0.440	0.434	0.440	1,046	11/13/2015
3133ECAS3	0621-12	Federal Farm Credit		12/31/2012	1,000,000.00	999,365.00	999,625.00	0.450	0.459	0.466	1,175	03/21/2016
313373EE8	0530-11	Federal Home Loan Bank		04/15/2011	3,500,000.00	3,553,060.00	3,502,169.47	1.420	1.356	1.375	514	05/30/2014
3133XXYY9	0572-11	Federal Home Loan Bank		11/15/2011	1,500,000.00	1,512,210.00	1,511,077.63	1.875	0.302	0.306	171	06/21/2013
313373KA9	0588-12A	Federal Home Loan Bank		03/30/2012	1,000,000.00	1,001,880.00	1,001,850.13	0.800	0.217	0.220	115	04/26/2013
313373KA9	0588-12B	Federal Home Loan Bank		03/30/2012	1,000,000.00	1,001,880.00	1,001,850.13	0.800	0.217	0.220	115	04/26/2013
313372TV6	0593-12A	Federal Home Loan Bank		04/02/2012	500,000.00	503,140.00	502,688.67	1.100	0.313	0.317	251	09/09/2013
313372TV6	0593-12B	Federal Home Loan Bank		04/02/2012	1,000,000.00	1,006,280.00	1,005,377.33	1.100	0.313	0.317	251	09/09/2013
3133792M0	0594-12	Federal Home Loan Bank		04/17/2012	3,500,000.00	3,518,655.00	3,500,000.00	0.540	0.533	0.540	850	05/01/2015
313376C86	0596-12A	Federal Home Loan Bank		04/26/2012	1,500,000.00	1,500,510.00	1,500,468.68	0.300	0.208	0.211	126	05/07/2013
313376C86	0596-12B	Federal Home Loan Bank		04/26/2012	1,000,000.00	1,000,340.00	1,000,312.45	0.300	0.208	0.211	126	05/07/2013
313380FJ1	0603-12	Federal Home Loan Bank		08/28/2012	1,000,000.00	999,660.00	1,000,000.00	0.300	0.296	0.300	512	05/28/2014
313380GB7	0604-12	Federal Home Loan Bank		08/28/2012	1,000,000.00	1,000,060.00	1,000,000.00	0.400	0.395	0.400	604	08/28/2014
313380PR2	0605-12	Federal Home Loan Bank		09/27/2012	1,000,000.00	999,850.00	1,000,000.00	0.300	0.296	0.300	542	06/27/2014
313380Z26	0613-12A	Federal Home Loan Bank		10/24/2012	1,500,000.00	1,497,180.00	1,500,000.00	0.625	0.616	0.625	1,392	10/24/2016
313381AN5	0615-12	Federal Home Loan Bank		11/23/2012	1,500,000.00	998,120.00	1,000,000.00	0.625	0.616	0.625	1,392	10/24/2016
3137EABJ7	0529-11	Federal Home Loan Mortgage Co.		04/15/2011	3,000,000.00	3,039,870.00	3,032,370.16	3.500	0.834	0.846	148	05/29/2013
3134G3NA4	0581-12	Federal Home Loan Mortgage Co.		02/28/2012	1,500,000.00	1,497,600.00	1,500,000.00	0.800	0.789	0.800	1,603	05/23/2017
3137EACJ6	0589-12A	Federal Home Loan Mortgage Co.		03/30/2012	1,000,000.00	1,504,395.00	1,500,000.00	0.750	1.295	1.313	1,519	02/28/2017
3137EACJ6	0589-12B	Federal Home Loan Mortgage Co.		03/30/2012	1,000,000.00	1,004,230.00	1,004,012.44	1.625	0.230	0.234	104	04/15/2013
3137EACL1	0590-12	Federal Home Loan Mortgage Co.		03/30/2012	1,000,000.00	1,005,190.00	1,004,643.24	1.625	0.230	0.234	104	04/15/2013
3134G23H3	0591-12	Federal Home Loan Mortgage Co.		03/30/2012	1,000,000.00	1,001,560.00	1,004,643.24	0.875	0.306	0.310	300	10/28/2013
3137EABJ7	0595-12A	Federal Home Loan Mortgage Co.		04/26/2012	1,500,000.00	1,519,935.00	1,001,412.32	0.500	0.316	0.320	287	10/15/2013
3137EABJ7	0595-12B	Federal Home Loan Mortgage Co.		04/26/2012	1,000,000.00	1,013,290.00	1,520,171.54	3.500	0.220	0.223	148	05/29/2013
3134G3M23	0607-12	Federal Home Loan Mortgage Co.		09/28/2012	1,000,000.00	1,000,850.00	1,013,447.69	3.500	0.220	0.223	148	05/29/2013
3137EACT4	0612-12	Federal Home Loan Mortgage Co.		10/17/2012	4,500,000.00	4,806,180.00	1,000,000.00	1.020	1.006	1.020	1,731	09/28/2017
3136F9DU4	0478-10	Federal Nat'l Mtg. Assoc.		01/05/2010	500,000.00	505,305.00	4,801,779.90	2.500	0.503	0.510	1,242	05/27/2016
3136FTM30	0580-12	Federal Nat'l Mtg. Assoc.		02/15/2012	1,500,000.00	1,500,165.00	502,422.49	4.000	2.219	2.250	104	04/15/2013
3135G0KM4	0611-12	Federal Nat'l Mtg. Assoc.		10/17/2012	3,500,000.00	3,510,010.00	1,500,000.00	0.500	1.371	1.390	1,506	02/15/2017
3136G05X5	0616-12	Federal Nat'l Mtg. Assoc.		11/30/2012	2,000,000.00	1,994,660.00	3,510,866.46	0.500	0.365	0.370	876	05/27/2015
							2,000,000.00	0.750	0.740	0.750	1,610	05/30/2017

Portfolio 2013
AC
PM (PRF_PMT) 7.2.5

Investments FY 2012-2013
Portfolio Management
Portfolio Details - Investments
December 31, 2012

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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	YTM 365	Days to Maturity	Maturity Date
Federal Agency Coupon Securities												
3136G07M7	0619-12	Federal Nat'l Mtg. Assoc.		11/27/2012	1,500,000.00	1,494,495.00	1,500,000.00	0.900	0.888	0.900	1,791	11/27/2017
3135G0TD5	0620-12A	Federal Nat'l Mtg. Assoc.		12/31/2012	1,500,000.00	1,497,540.00	1,500,000.00	1.000	0.986	1.000	1,822	12/28/2017
3135G0TD5	0620-12B	Federal Nat'l Mtg. Assoc.		12/31/2012	1,000,000.00	998,360.00	1,000,000.00	1.000	0.986	1.000	1,822	12/28/2017
Subtotal and Average			66,857,583.24		65,890,000.00	66,386,095.57	66,311,355.40		0.666	0.675	957	
Pass Through Securities / PAC/CMO												
31371LB99	0442-09	Federal Nat'l Mtg. Assoc.		02/18/2009	22,760.20	24,528.90	23,499.91	4.500	2.576	2.612	212	08/01/2013
31371K3N9	0444-09	Federal Nat'l Mtg. Assoc.		03/23/2009	3,179.42	3,473.13	3,326.47	5.500	2.138	2.167	59	03/01/2013
31371LW3	0454-09	Federal Nat'l Mtg. Assoc.		06/16/2009	26,538.50	28,868.85	27,591.75	5.000	2.742	2.780	304	11/01/2013
31371LMX4	0458-09	Federal Nat'l Mtg. Assoc.		09/18/2009	66,406.11	71,456.29	68,647.32	4.000	2.109	2.138	424	03/01/2014
31400GJZ9	0463-09	Federal Nat'l Mtg. Assoc.		09/28/2009	0.03	0.03	0.03	6.000	2.059	2.088	0	01/01/2013
31371LWK1	0465-09	Federal Nat'l Mtg. Assoc.		10/08/2009	24,749.76	26,673.06	25,863.50	4.500	2.252	2.284	638	10/01/2014
31371LVX4	0466-09	Federal Nat'l Mtg. Assoc.		10/19/2009	20,201.72	21,738.06	20,959.28	4.000	2.056	2.084	608	09/01/2014
Subtotal and Average			345,599.03		163,835.74	176,738.32	169,888.26		2.292	2.324	423	
Total and Average			120,984,740.83		119,843,540.67	120,343,583.82	120,265,094.99		0.639	0.648	631	

Investments FY 2012-2013
Portfolio Management
Portfolio Details - Cash
December 31, 2012

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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	YTM 365	Days to Maturity
Average Balance			0.00								0
Total Cash and Investments			120,984,740.83		119,843,540.67	120,343,583.82	120,265,094.99		0.639	0.648	631

Investments FY 2012-2013
Portfolio Management
Investment Status Report - Investments
December 31, 2012

Page 1

CUSIP	Investment #	Issuer	Par Value	Stated Rate	Maturity Date	Purchase Date	YTM 360	YTM 365	Payment Dates	Accrued Interest At Purchase	Current Principal	Book Value
Certificates of Deposit												
SYS48315	48315	FN	5,000,000.00	1.0000	05/31/2013	10/15/2010	0.986	1.000	05/31 - At Maturity		5,000,000.00	5,000,000.00
144241696	144241696	GWB	2,000,000.00	0.3600	09/20/2013	10/01/2012	0.355	0.360	09/20 - At Maturity		2,000,000.00	2,000,000.00
144241702	144241702	GWB	2,000,000.00	0.3600	12/20/2013	10/01/2012	0.355	0.360	12/20 - At Maturity		2,000,000.00	2,000,000.00
144241705	144241705	GWB	2,000,000.00	0.5100	06/20/2014	10/01/2012	0.503	0.510	06/20 - At Maturity		2,000,000.00	2,000,000.00
144241707	144241707	GWB	3,500,000.00	0.7100	10/01/2014	10/01/2012	0.700	0.710	10/01 - At Maturity		3,500,000.00	3,500,000.00
SYS7809399202	7809399202	WF	4,500,000.00	1.0640	06/01/2014	10/14/2011	1.049	1.064	06/01 - At Maturity		4,500,000.00	4,500,000.00
SYS7809399210	7809399210	WF	4,500,000.00	1.2260	06/01/2015	10/14/2011	1.209	1.226	06/01 - At Maturity		4,500,000.00	4,500,000.00
Certificates of Deposit Totals			23,500,000.00	0.850			0.862			0.00	23,500,000.00	23,500,000.00
Money Market												
SYS4531558874A	4531558874A	GWB	4,093,473.62	0.550			0.542	0.550	07/01 - Monthly		4,093,473.62	4,093,473.62
SYS4531558874B	4531558874B	GWB	10,182,553.77	0.550			0.542	0.550	07/01 - Monthly		10,182,553.77	10,182,553.77
Money Market Totals			14,276,027.39				0.542	0.550		0.00	14,276,027.39	14,276,027.39
Passbook/Checking Accounts												
SYS6952311634A	6952311634A	WF	4,007,020.99	0.250			0.247	0.250	10/31 - Monthly		4,007,020.99	4,007,020.99
SYS6952311634B	6952311634B	WF	4,006,656.55	0.250			0.247	0.250	10/31 - Monthly		4,006,656.55	4,006,656.55
Passbook/Checking Accounts Totals			8,013,677.54				0.247	0.250		0.00	8,013,677.54	8,013,677.54
Commercial Paper Disc. -Amortizing												
3024A6PU0	0601-12A	FCAR	1,500,000.00	0.4000	02/28/2013	08/10/2012	0.409	0.415	02/28 - At Maturity		1,496,633.34	1,499,033.34
3024A6PU0	0601-12B	FCAR	1,000,000.00	0.4000	02/28/2013	08/10/2012	0.409	0.415	02/28 - At Maturity		997,755.56	999,355.56
3024A6PF3	0602-12A	FCAR	1,500,000.00	0.4000	02/15/2013	08/10/2012	0.410	0.415	02/15 - At Maturity		1,496,850.00	1,499,250.00
3024A6PF3	0602-12B	FCAR	1,000,000.00	0.4000	02/15/2013	08/10/2012	0.410	0.415	02/15 - At Maturity		997,900.00	999,500.00
36959HTM9	0608-12	GECA	3,000,000.00	0.2100	06/21/2013	10/01/2012	0.213	0.216	06/21 - At Maturity		2,995,397.50	2,997,007.50
Commercial Paper Disc. -Amortizing Totals			8,000,000.00	0.336			0.340			0.00	7,984,536.40	7,994,146.40
Federal Agency Coupon Securities												
3133EABE7	0579-12A	FFCB	1,500,000.00	1.2300	01/30/2017	01/30/2012	1.218	1.235	07/30 - 01/30		1,499,625.00	1,499,693.96
3133EABE7	0579-12B	FFCB	1,000,000.00	1.2300	01/30/2017	01/30/2012	1.218	1.235	07/30 - 01/30		999,750.00	999,795.97
3133EABE7	0592-12	FFCB	1,000,000.00	0.3300	09/30/2013	03/30/2012	0.316	0.321	09/30 - 03/30		1,000,140.78	1,000,070.13
3133EAWY0	0599-12	FFCB	1,000,000.00	1.0400	07/10/2017	07/10/2012	1.026	1.040	01/10 - 07/10		1,000,000.00	1,000,000.00
3133EAKZ7	0600-12	FFCB	1,500,000.00	0.9700	07/24/2017	07/25/2012	0.957	0.970	01/24 - 07/24	40.42 Received	1,500,000.00	1,500,040.42
3133EAK80	0606-12A	FFCB	1,500,000.00	0.9000	05/15/2017	09/14/2012	0.888	0.900	11/15 - 05/15		1,500,000.00	1,500,000.00

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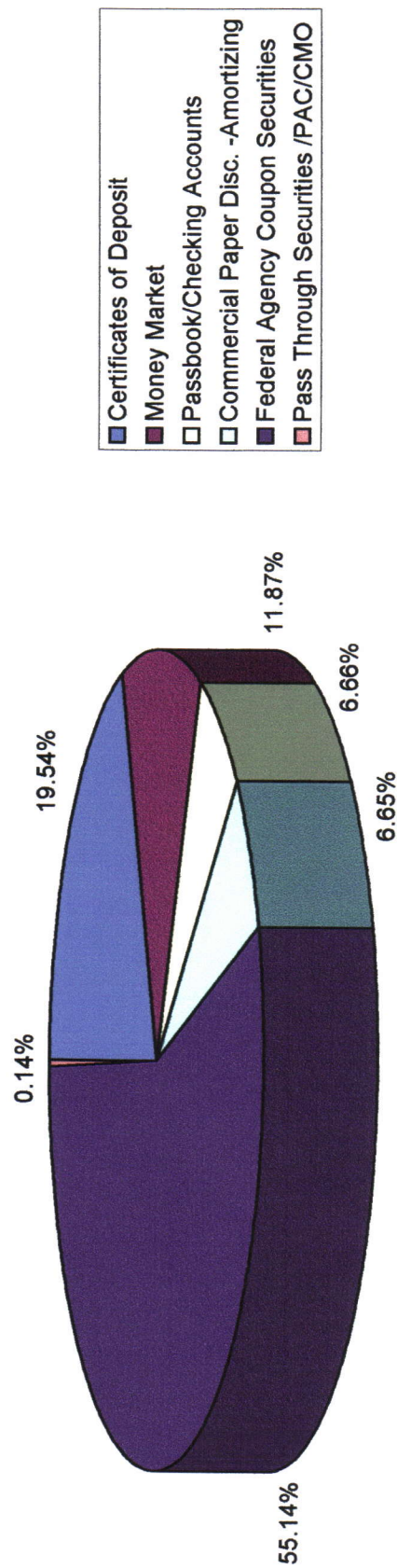
CUSIP	Investment #	Issuer	Par Value	Stated Rate	Maturity Date	Purchase Date	YTM 360	YTM 365	Payment Dates	Accrued Interest At Purchase	Current Principal	Book Value
Federal Agency Coupon Securities												
3133EAK80	0606-12B	FFCB	1,000,000.00	0.900	05/15/2017	09/14/2012	0.888	0.900	11/15 - 05/15	Received	1,000,000.00	1,000,000.00
3133EAK39	0609-12	FFCB	1,000,000.00	0.470	01/11/2016	10/11/2012	0.464	0.470	01/11 - 07/11		1,000,000.00	1,000,000.00
3133EAA40	0610-12	FFCB	1,000,000.00	0.700	04/11/2017	10/11/2012	0.690	0.700	04/11 - 10/11		1,000,000.00	1,000,000.00
3133EAA48	0614-12	FFCB	1,500,000.00	0.820	07/11/2017	10/19/2012	0.809	0.820	01/11 - 07/11	273.33	1,500,000.00	1,500,273.33
3133EAC27	0617-12	FFCB	890,000.00	0.820	07/11/2017	11/16/2012	0.809	0.820	01/11 - 07/11	709.53	890,000.00	890,709.53
3133EAC27	0618-12A	FFCB	1,500,000.00	0.440	11/13/2015	11/20/2012	0.434	0.440	05/13 - 11/13	128.33	1,500,000.00	1,500,128.33
3133EAC27	0618-12B	FFCB	1,000,000.00	0.440	11/13/2015	11/20/2012	0.434	0.440	05/13 - 11/13	85.56	1,000,000.00	1,000,085.56
3133EACAS3	0621-12	FFCB	1,000,000.00	0.450	03/21/2016	12/31/2012	0.459	0.466	03/21 - 09/21	125.00	999,500.00	999,625.00
31337EE8	0530-11	FHLB	3,500,000.00	1.420	05/30/2014	04/15/2011	1.356	1.375	05/30 - 11/30	Received	3,504,795.00	3,502,169.47
3133XXYX9	0572-11	FHLB	1,500,000.00	1.875	06/21/2013	11/15/2011	0.302	0.306	12/21 - 06/21	Received	1,537,533.62	1,511,077.63
313373KA9	0588-12A	FHLB	1,000,000.00	0.800	04/26/2013	03/30/2012	0.217	0.220	04/26 - 10/26	Received	1,006,210.00	1,001,850.13
313373KA9	0588-12B	FHLB	1,000,000.00	0.800	04/26/2013	03/30/2012	0.217	0.220	04/26 - 10/26	Received	1,006,210.00	1,001,850.13
313372TV6	0593-12A	FHLB	500,000.00	1.100	09/09/2013	04/02/2012	0.313	0.317	09/09 - 03/09	Received	505,605.00	502,688.67
313372TV6	0593-12B	FHLB	1,000,000.00	1.100	09/09/2013	04/02/2012	0.313	0.317	09/09 - 03/09	Received	1,011,210.00	1,005,377.33
3133792M0	0594-12	FHLB	3,500,000.00	0.540	05/01/2015	04/17/2012	0.533	0.540	05/01 - 11/01	Received	3,500,000.00	3,500,000.00
313376C86	0596-12A	FHLB	1,500,000.00	0.300	05/07/2013	04/26/2012	0.208	0.211	05/07 - 11/07	Received	1,501,380.00	1,500,468.68
313376C86	0596-12B	FHLB	1,000,000.00	0.300	05/07/2013	04/26/2012	0.208	0.211	05/07 - 11/07	Received	1,000,920.00	1,000,312.45
313380FJ1	0603-12	FHLB	1,000,000.00	0.400	08/28/2014	08/28/2012	0.296	0.300	11/28 - 05/28		1,000,000.00	1,000,000.00
313380GB7	0604-12	FHLB	1,000,000.00	0.300	05/28/2014	08/28/2012	0.296	0.300	02/28 - 08/28		1,000,000.00	1,000,000.00
313380PR2	0605-12	FHLB	1,000,000.00	0.300	06/27/2014	09/27/2012	0.296	0.300	03/27 - 09/27		1,000,000.00	1,000,000.00
313380Z26	0613-12A	FHLB	1,500,000.00	0.625	10/24/2016	10/24/2012	0.616	0.625	04/24 - 10/24		1,500,000.00	1,500,000.00
313380Z26	0613-12B	FHLB	1,000,000.00	0.625	10/24/2016	10/24/2012	0.616	0.625	04/24 - 10/24		1,000,000.00	1,000,000.00
313381AN5	0615-12	FHLB	1,500,000.00	0.800	05/23/2017	11/23/2012	0.789	0.800	05/23 - 11/23		1,500,000.00	1,500,000.00
3137EABJ7	0529-11	FHLMC	3,000,000.00	3.500	05/29/2013	04/15/2011	0.834	0.846	05/29 - 11/29	Received	3,167,100.00	3,032,370.16
3134G3NA4	0581-12	FHLMC	1,500,000.00	0.750	02/28/2017	02/28/2012	1.295	1.313	08/28 - 02/28		1,500,000.00	1,500,000.00
3137EACJ6	0589-12A	FHLMC	1,000,000.00	1.625	04/15/2013	03/30/2012	0.230	0.234	04/15 - 10/15	Received	1,014,467.92	1,004,012.44
3137EACJ6	0589-12B	FHLMC	1,000,000.00	1.625	04/15/2013	03/30/2012	0.230	0.234	04/15 - 10/15	Received	1,014,467.92	1,004,012.44
3137EACL1	0590-12	FHLMC	1,000,000.00	0.875	10/28/2013	03/30/2012	0.306	0.310	04/28 - 10/28	Received	1,008,880.00	1,004,643.24
3134G33H3	0591-12	FHLMC	1,000,000.00	0.500	10/15/2013	03/30/2012	0.316	0.320	04/15 - 10/15	Received	1,002,760.00	1,001,412.32
3137EABJ7	0595-12A	FHLMC	1,500,000.00	3.500	05/29/2013	04/26/2012	0.220	0.223	05/29 - 11/29	Received	1,553,563.61	1,520,171.54
3134G3M23	0595-12B	FHLMC	1,000,000.00	3.500	05/29/2013	04/26/2012	0.220	0.223	05/29 - 11/29	Received	1,035,709.06	1,013,447.69
3137EABJ7	0607-12	FHLMC	1,000,000.00	1.020	09/28/2017	09/28/2012	1.006	1.020	03/28 - 09/28		1,000,000.00	1,000,000.00
3137EACT4	0612-12	FHLMC	4,500,000.00	2.500	05/27/2016	10/17/2012	0.503	0.510	11/27 - 05/27	Received	4,819,995.00	4,801,779.90
3136F9DU4	0478-10	FNMA	500,000.00	4.000	04/15/2013	01/05/2010	2.219	2.250	04/15 - 10/15	Received	527,485.91	502,422.49
3136FTM30	0580-12	FNMA	1,500,000.00	0.500	02/15/2017	02/15/2012	1.371	1.390	08/15 - 02/15		1,500,000.00	1,500,000.00

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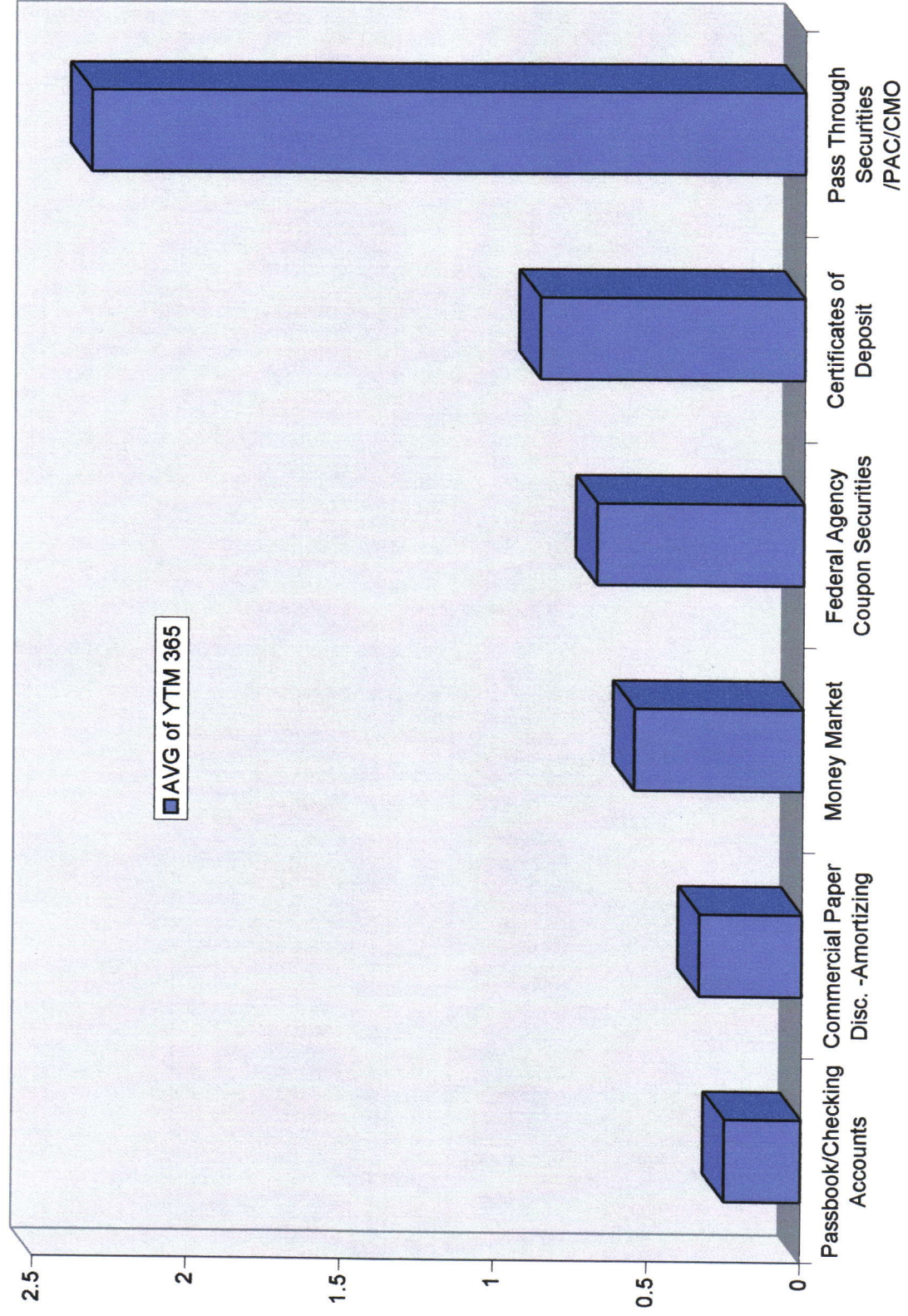
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CUSIP	Investment #	Issuer	Par Value	Stated Rate	Maturity Date	Purchase Date	YTM 360	YTM 365	Payment Dates	Accrued Interest At Purchase	Current Principal	Book Value
Federal Agency Coupon Securities												
3135G0KM4	0611-12	FNMA	3,500,000.00	0.5000	05/27/2015	10/17/2012	0.365	0.370	11/27 - 05/27	Received	3,511,795.00	3,510,866.46
3136G05X5	0616-12	FNMA	2,000,000.00	0.7500	05/30/2017	11/30/2012	0.740	0.750	05/30 - 11/30		2,000,000.00	2,000,000.00
3136G07M7	0619-12	FNMA	1,500,000.00	0.9000	11/27/2017	11/27/2012	0.888	0.900	05/27 - 11/27		1,500,000.00	1,500,000.00
3135G0TD5	0620-12A	FNMA	1,500,000.00	1.0000	12/28/2017	12/31/2012	0.986	1.000	06/28 - 12/28		1,500,000.00	1,500,000.00
3135G0TD5	0620-12B	FNMA	1,000,000.00	1.0000	12/28/2017	12/31/2012	0.986	1.000	06/28 - 12/28		1,000,000.00	1,000,000.00
Federal Agency Coupon Securities Totals			65,890,000.00	0.666			0.675			1,362.17	66,619,103.82	66,311,355.40
Pass Through Securities / PAC/CMO												
31371LB99	0442-09	FNMA	22,760.20	4.5000	08/01/2013	02/18/2009	2.576	2.612	03/25 - Monthly	Received	23,499.91	23,499.91
31371K3N9	0444-09	FNMA	3,179.42	5.5000	03/01/2013	03/23/2009	2.138	2.167	04/25 - Monthly	Received	3,326.47	3,326.47
31371LW3	0454-09	FNMA	26,538.50	5.0000	11/01/2013	06/16/2009	2.742	2.780	07/25 - Monthly	Received	27,591.75	27,591.75
31371LMX4	0458-09	FNMA	66,406.11	4.0000	03/01/2014	09/18/2009	2.109	2.138	10/25 - Monthly	Received	68,647.32	68,647.32
31400GJZ9	0463-09	FNMA	0.03	6.0000	01/01/2013	09/28/2009	2.059	2.088	10/25 - Monthly	Received	0.03	0.03
31371LWK1	0465-09	FNMA	24,749.76	4.5000	10/01/2014	10/08/2009	2.252	2.284	11/25 - Monthly	Received	25,863.50	25,863.50
31371LVX4	0466-09	FNMA	20,201.72	4.0000	09/01/2014	10/19/2009	2.056	2.084	11/25 - Monthly	Received	20,959.28	20,959.28
Pass Through Securities / PAC/CMO Totals			163,835.74	2.292			2.324			0.00	169,888.26	169,888.26
Investment Totals			119,843,540.67	0.639			0.648			1,362.17	120,563,233.41	120,265,094.99

Book Value By Investment Type

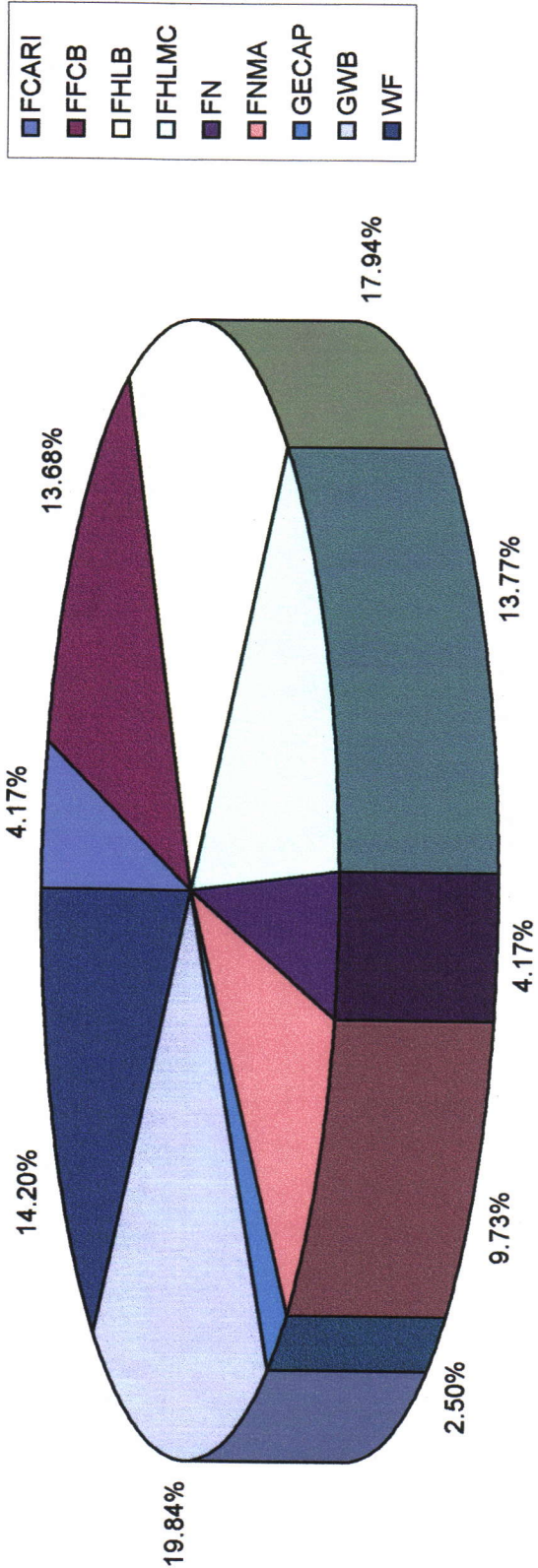


Investment Yield by Type

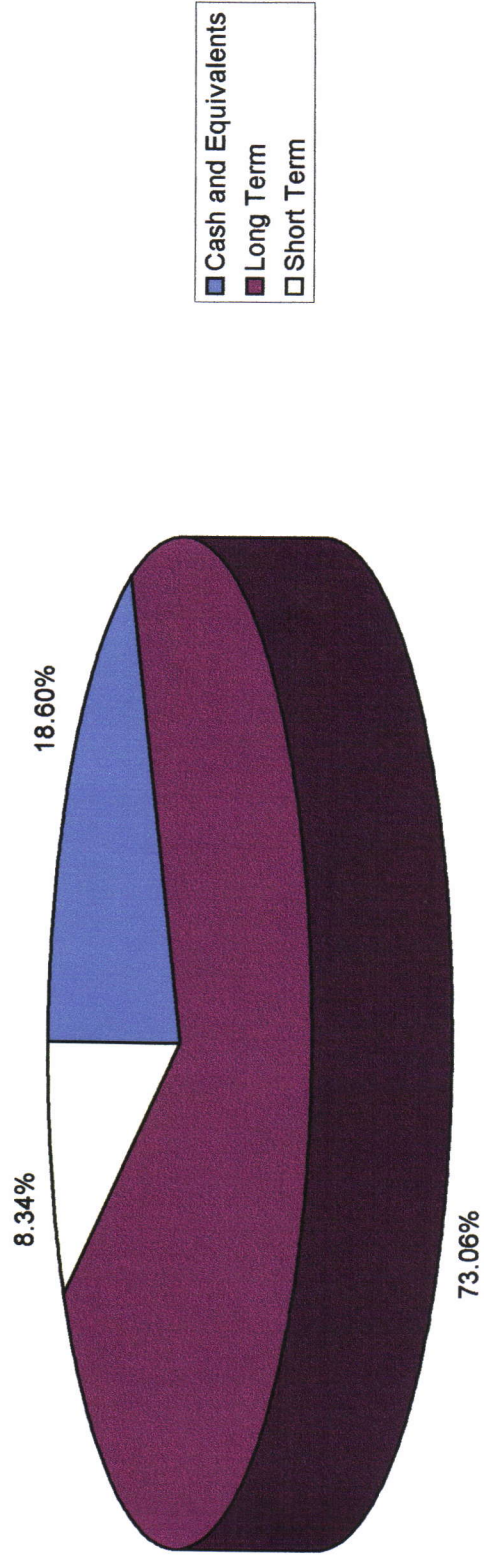


For Quarter Ending December 31, 2012

Par Value by Issuer Graph



Portfolio by Asset Class



For Quarter Ending December 31, 2012

COUNCIL ACTION FORM

SUBJECT: 2012/13 ASPHALT RESURFACING AND SEAL COAT
REMOVAL/ASPHALT RECONSTRUCTION PROGRAM & THE 2012/13
WATER MAIN REPLACEMENT (SOUTH WILMOTH AVENUE,
MORNINGSIDE DRIVE, HILLTOP ROAD AND TRIPP STREET)

BACKGROUND:

This is an annual program for removal of built-up seal coat from streets with asphalt surface, as well as asphalt resurfacing of various streets. This program restores surface texture, corrects structural deficiencies, removes built-up seal coat, and prevents deterioration of various streets. This resurfacing process results in better riding surfaces, increased safety with improved surface texture, and increased life expectancy of streets. Built-up seal coat on streets causes excessive crown which results in vehicles dragging at driveway entrances. Complete removal of this built-up seal coat allows for repair to curb and gutter and placement of a new asphalt surface.

Since this area is also in need of a water main replacement, this project will include the water main work in an effort to minimize the inconvenience to area residents by consolidating these projects into one construction season. Additionally, this will provide cost savings to the City by minimizing patching costs related to the water main work.

The locations for asphalt resurfacing and seal coat removal/asphalt reconstruction and water main replacement in this contract include South Wilmoth Street (Lincoln Way to Morningside Street), Morningside Street, Hilltop Road and Tripp Street (South Wilmoth to Hilltop Road).

Staff has completed plans and specifications for this contract with a total estimated construction cost of \$1,055,026. Engineering and construction administration costs are estimated at \$160,000, bringing total estimated costs for this portion to \$1,215,026.

Programmed funding and projected expenses are summarized below:

	<u>Expenses</u>	<u>Funding</u>
G.O. Bonds		\$ 620,500
Road Use Tax		\$ 650,000
Water Funds		\$ 489,750
2012/13 Seal Coat Rem/Asphalt Recon. (estimated)	\$ 629,166	
2012/13 Water System Improvements (estimated)	\$ 425,861	
Engineering (estimated)	<u>\$ 160,000</u>	<u> </u>
Totals	\$1,215,027	\$1,760,250

Remaining Asphalt Resurfacing and Seal Coat Removal/Asphalt Reconstruction funds will be utilized on other streets as guided by the Pavement Management System.

ALTERNATIVES:

1. Approve the 2012/13 Asphalt Resurfacing and Seal Coat Removal/Asphalt Reconstruction Program & The 2012/13 Water Main Replacement (South Wilmoth Avenue, Morningside Drive, Hilltop Road And Tripp Street) by establishing February 20, 2013, as the date of letting and February 26, 2013, as the date for report of bids.
2. Reject the project.

MANAGER'S RECOMMENDED ACTION:

This project will continue the City's efforts to restore the life span of various streets within the community. Approval will facilitate construction in 2013.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the 2012/13 Asphalt Resurfacing and Seal Coat Removal/Asphalt Reconstruction Program & The 2012/13 Water Main Replacement (South Wilmoth Avenue, Morningside Drive, Hilltop Road And Tripp Street) by establishing February 20, 2013, as the date of letting and February 26, 2013, as the date for report of bids.

COUNCIL ACTION FORM

SUBJECT: TORONTO AREA WATER MAIN REPLACEMENT

BACKGROUND:

The annual Water System Improvements program provides for replacing water mains in areas that are experiencing rusting water problems. It also provides for installing larger distribution mains in areas that have a high concentration of 4-inch supply lines, transferring water services from 4-inch water mains in streets where larger water mains exist, and abandoning 4-inch water mains. Eliminating duplicate water mains, where possible, improves water flow and helps reduce rusty water. Installing larger distribution lines in areas that have a high concentration of 4-inch supply lines and less than desirable fire-fighting capacity (predominately in the older areas of the community) provides larger supply quantities in relation to the current and proposed land uses, in accordance with the Land Use Policy Plan.

This project entails placing an 8-inch water main along Toronto Street from North Dakota to Alberta Avenue, Windsor Court, Arizona Avenue from Toronto Street to Ontario Street, and Tucson Circle from Center Avenue to 729 East Lincoln Way. This project will also include transferring water services to the new 8-inch water main and abandonment of the 6-inch water main. The project is in response to neighborhood comments regarding rusty water in the area.

Staff completed plans and specifications with estimated construction costs of \$390,810. Engineering and construction administration costs are estimated at \$57,000 bringing total estimated project costs to \$447,810. **Funding for the project will be from unobligated funds from previous Water System Improvements projects in the amount of \$450,000.**

ALTERNATIVES:

1. Approve the Toronto Area Water Main Replacement by establishing February 20, 2013, as the date of letting and February 26, 2013, as the date for report of bids.
2. Do not approve this project.

MANAGER'S RECOMMENDED ACTION:

It should be emphasized that this project was not previously programmed in the approved CIP. However, over the past year the City staff has received many

complaints regarding rusty water from residents in this area. By utilizing remaining funds, it will be possible to respond to these concerns and improve the water quality for our residents in this area. If this project is approved by the City Council at this time, the work may commence as soon as possible this spring.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the Toronto Area Water Main Replacement by establishing February 20, 2013, as the date of letting and February 26, 2013, as the date for report of bids.

COUNCIL ACTION FORM

SUBJECT: 2012/13 AMES MUNICIPAL CEMETERY IMPROVEMENTS (PAVING IMPROVEMENTS)

BACKGROUND:

There are nearly two miles of paved lanes north of 9th Street within the Ames Municipal Cemetery boundaries. These lanes provide public access for visitors to gravesites and for funerals as well as for access for crews and equipment for funeral preparations and maintenance of the sites and grounds. Prior to 2008/09, endowed care funds were used for surface maintenance of the cemetery lanes. Beginning in 2008/09, state regulations were put into place that prohibited the use of these funds for all cemetery costs. As a result of these new regulations and loss of funding created by them, maintenance of the lanes was stopped, but continued use has created deterioration of the lanes.

After reviewing the lanes in the cemetery, a plan was created to address the deficiencies over several years. This project will entail a three-inch overlay of the lane adjacent to the office and parking lot, seal coat in the areas around the maintenance buildings, and will provide a two-inch overlay for some of the southern lanes of the cemetery. The City also has a contract for slurry sealing some of the lanes in the northeast area of the cemetery.

The estimated construction cost is \$75,000. With engineering and construction administration estimated at \$1,000, the total estimated expenses are \$76,000. The available funding for this project is \$59,075 of Local Option Sales Tax from the Capital Improvements Plan in FY 11/12 and 12/13, and \$17,065 remaining from the cemetery fence project bringing total funding to \$76,140.

ALTERNATIVES:

1. Approve the plans and specifications for the 2012/2013 Ames Municipal Cemetery Improvements (Paving Improvements) by establishing February 20, 2013, as the date of letting and February 26, 2013, as the date for report of bids.
2. Reject the project.

MANAGER'S RECOMMENDED ACTION:

This project will improve the look and ride for visitors to the Ames Municipal Cemetery. These paving improvements were discussed by the Cemetery Focus Group to accompany other improvements that have been made at the cemetery, including benches and trash cans.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the plans and specifications for the 2012/2013 Ames Municipal Cemetery Improvements (Paving Improvements) by establishing February 20, 2013, as the date of letting and February 26, 2013, as the date for report of bids.

COUNCIL ACTION FORM

SUBJECT: **HICKORY DRIVE (LINCOLN WAY – WESTBROOK DRIVE)**

BACKGROUND:

Staff has received several complaints about the pavement condition on Hickory Drive between Lincoln Way and Westbrook Drive. Hickory Drive is an existing asphalt roadway with concrete curb & gutter. The pavement management data shows this section of roadway as being in the category of “poor” with a pavement condition index of 30.

The Hickory Drive (Lincoln Way – Westbrook Drive) project will replace the existing HMA Pavement with new full-depth HMA pavement and a new rock sub-base. It will also include replacement of 300 feet of the existing HMA frontage road to accommodate the increased traffic as a result of the 2012/2013 West Lincoln Way Intersection Improvement Project (Dotson Drive & Lincoln Way).

The construction base bid work includes all of the work mentioned above with some additional spot repairs and associated work. The optional add alternate, estimated to cost \$15,000, is to add PCC curb and gutter to the south side of the frontage road where a wooden fence currently exists. This alternate will only be accepted if the bids allow for the additional expense.

This project includes anticipated expenses as follows:

Base Bid (estimated)	\$ 160,800
Optional Add Alternate (estimated)	\$ 16,800
Engineering/Administration (estimated)	<u>\$ 23,000</u>
Total	\$ 200,600

Grand Avenue Extension project funds had previously been programmed as a match for anticipated congressionally directed funds, or earmarks. The anticipated earmarks were not received, so City Council redirected the G.O. Bonds to fund other work in accordance with priorities recommended by the City’s Pavement Management System. **On July 26, 2011, City Council approved the redirection of G.O. Bonds in the amount of \$300,000 from the Grand Avenue Extension project to be used to reconstruct the South Duff Avenue/S.E. 16th Street frontage road and Hickory Drive from Lincoln Way to Westbrook Drive. The South Duff Avenue/S.E. 16th Street Frontage Road was completed and accepted by City Council on January 8, 2013, in the amount of \$96,129.89. Thus, the remaining balance available to be used for Hickory Drive (Lincoln Way – Westbrook Drive) is \$203,870.11.**

Any remaining funds will be utilized for contingencies and possibly for additional projects.

ALTERNATIVES:

1. Approve the Hickory Drive (Lincoln Way – Westbrook Drive) project by establishing February 20, 2013, as the date of letting and February 26, 2013, as the date for report of bids.
2. Do not proceed with this project.

MANAGER'S RECOMMENDED ACTION:

It is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the Hickory Drive (Lincoln Way – Westbrook Drive) project by establishing February 20, 2013, as the date of letting and February 26, 2013, as the date for report of bids.

COUNCIL ACTION FORM

SUBJECT: FLEET ACQUISITION PROGRAM – FOR THE PURCHASE OF MEDIUM DUTY TRUCK CHASSIS

BACKGROUND:

The City's fleet has two (2) digger derrick trucks, both used by our Electric Distribution Division. One of the existing digger derrick trucks, #409 is approved for replacement in FY 12/13 with a larger unit. On December 18, 2012 the City Council approved the purchase of a truck body, and digger derrick with accessories, to Altec Industries, Inc., of Saint Joseph, MO.

This bid is for the truck chassis the body and derrick will be mounted on.

The budget for this truck is \$253,640. Funding sources for the replacement of this truck are as follows:

Equipment Replacement Fund – Truck #409	\$130,384 (balance on 10/31/12)
Electric Department Operating Budget FY12/13	95,000
Contributions to fund in coming months	8,256
Estimated salvage value for truck #409	<u>20,000</u>
Total	\$253,640

Only one bid was received for the body and derrick, from Altec Industries, Inc. of St. Joseph, MO.

Altec's quoted price for derrick, body & accessories	(\$153,424)	
Estimated chassis purchase price	(89,500)	(subject to 5% tax)
Tax	<u>(4,475)</u>	
Total	(\$247,399)	

Bids for the new truck chassis are as follows:

<u>Bidder</u>	<u>Year</u>	<u>Make / Model</u>	<u>Bid</u>
Freightliner of Des Moines	2014	Freightliner M2106	\$79,678
O'Halloran International	2012	International Workstar	\$83,012
Truck Country	2014	Freightliner 108SD	\$85,040
Kenworth Mid-Iowa	2014	Kenworth T370	\$86,450
Housby Mack	2014	Mack	\$97,950

Evaluation of the bids determined the equipment offered complies with the specifications required by the City. The base bid from Freightliner of Des Moines for the chassis is acceptable.

ALTERNATIVES:

1. Award this bid to Freightliner of Des Moines for the chassis for \$79,678.
2. Reject the bid and re-bid.

MANAGER'S RECOMMENDED ACTION:

The Director of Fleet Services and Electric Department staff agree that purchasing the Freightliner M2106 Chassis from Freightliner of Des Moines will provide a quality machine to meet the established service requirements at a reasonable price.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No.1, thereby approving to award this bid to Freightliner of Des Moines for the chassis for \$79,678.

COUNCIL ACTION FORM

SUBJECT: 2011/12 COLLECTOR STREET PAVEMENT IMPROVEMENTS – ASH AVENUE (MORTENSEN PARKWAY TO KNAPP STREET)

BACKGROUND:

This annual program is for reconstruction or rehabilitation of collector streets. Locations are chosen in accordance with the most current street condition inventory. The 2011/12 program locations were Ash Avenue (Mortensen Parkway to Knapp Street), Ridgewood Avenue (13th Street to 16th Street), and Hayes Avenue (20th Street to 24th Street).

This project was for Ash Avenue from Mortensen Parkway to Knapp Street. This project included curb and gutter repairs and an asphalt overlay of the roadway from Mortensen Parkway to just south of Country Club Boulevard and a street replacement from just south of Country Club Boulevard to Knapp Street. Repair of the existing storm sewer and sanitary sewers were completed throughout the project. A bicycle only lane along the west side of the road from Mortensen Parkway to just south of Country Club Boulevard was added with input from residents as a means to slow the vehicular traffic in the neighborhood.

On March 27, 2012, City Council awarded the project to Manatt's, Inc. of Ames, Iowa, in the amount of \$1,161,811.46. Engineering and construction administration for this program (all locations) is estimated in the amount of \$450,000.

Change Order No. 1, in the amount of \$33,651.00, was administratively approved by staff in accordance with purchasing policy. This change order included work required to lower an existing water main so that it would have sufficient cover to protect from freezing.

This action will be for the City Council to approve Change Order No. 2, the balancing change order for this project in the amount of \$19,085.41. This change order includes balancing the contract quantities to the actual field installed quantities. Major items in this change order include additional patching of the asphalt base, additional driveway and sidewalk reconstruction necessary due to changes in the roadway elevation, and additional sod necessary for surface restoration. This brings final construction costs to \$1,214,548.

Funding for this program was identified in the 2011/12 CIP in the amount of \$1,898,500 from General Obligation Bonds, \$1,060,000 from MPO/STP funds, and \$80,000 in Sanitary Sewer funds, for total program funding of \$3,038,500. A table with the estimated funding and cost breakdown between the different locations is shown, below:

Street	Projected Costs	Revenue by Source			
		G.O. Bonds	Sanitary Sewer	MPO-STP	Total
Hayes Avenue (Completed)	\$491,015	\$491,015	0	0	\$491,015
Ridgewood Avenue (As bid)	\$495,400	\$707,485	0	0	\$707,485
Ash Avenue (Actual inc. CO's)	\$1,214,548	\$200,000	\$80,000	\$1,060,000	\$1,340,000
Engineering/Admin	\$450,000	\$500,000			\$500,000
Total	\$2,650,963	\$1,898,500	\$80,000	\$1,060,000	\$3,038,500

ALTERNATIVES:

1. Approve Change Order No. 2 in the amount of \$19,085.41 for the 2011/12 Collector Street Pavement Improvements – Ash Avenue (Mortensen Parkway to Knapp Street).
2. Direct staff to pursue modifications to the project.

MANAGER'S RECOMMENDED ACTION:

This change order will allow for the project to move forward through final audit by the Iowa Department of Transportation. Following this audit, the project will return to the City Council for final acceptance.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving Change Order No. 2 for the 2011/12 Collector Street Pavement Improvements – Ash Avenue (Mortensen Parkway to Knapp Street).

COUNCIL ACTION FORM

SUBJECT: ELECTRIC SERVICES UNDERGROUND TRENCHING CONTRACT

BACKGROUND

On February, 14, 2012, City Council approved preliminary plans and specifications for underground trenching contract for Electric Services. The scope of work consists of a contractor furnishing all equipment, tools, labor, and materials not supplied by Electric Services for excavating, trenching, directional-boring and backfilling for installation of conduits, ground sleeves, box pads, vaults, handholes, and other appurtenances. The work also includes the necessary clearing, sheeting and shoring, boring and jacking, dewatering, pipe embedment, and other appurtenant work. Trenching and excavation services can be required as part of new construction or maintenance projects. These services are occasionally needed during off hours as part of emergency repairs.

On April 10, 2012, City Council awarded the **primary contract** in the amount not-to-exceed \$175,500 to Ames Trenching & Excavating and the **back-up contract** in the amount not-to-exceed \$19,500 to Dig America to provide underground trenching services for Electric Services. The amount budgeted for this contract was \$195,000.

All of the work included in these contracts has been completed and the Electrical Engineer has provided a certificate of completion. The total contract amount for work performed for 2012 was \$49,553.80 for Ames Trenching and \$0 for Dig America. Council should note that the contract includes a provision that would allow the City to renew the contract for up to four additional one-year terms at stated rates. **Electric Services staff has determined not to renew these contracts and would like rebid them. The reason staff would like to rebid is due to several of the bid item descriptions need to be changed to more accurately reflect the work required under the bid item.**

The changes to the descriptions have been made and staff would prefer to rebid this contract. This contract rebid is for the 2013 calendar year. This contract also includes a provision that would allow the City to renew the contract for up to four additional one-year terms at stated rates.

The approved FY 2012/13 operating budget for Underground System Improvements contains \$935,000. Trenching and excavation services would be included in this account. The trenching and excavation services covered by this contract would also be used for the relocation of Electric Services facilities to clear sites for Public Works roadway improvement projects. Funds have been designated in various CIP projects for those relocation activities.

ALTERNATIVES:

- 1) a. Accept completion of the **primary contract** for the 2012 Underground Trenching Contract for Electric Services with Ames Trenching & Excavating, at a total cost of \$49,553.80.

b. Accept completion of the **back-up contract** for the 2012 Underground Trenching Contract for Electric Services with Dig America, at a total cost of \$0.

c. Approve preliminary plans and specifications for the rebid of the underground trenching contract for Electric Services, and set February 14, 2013, as the bid due date and February 26, 2013, as the date of public hearing and award of contract.
- 2) Delay acceptance of these contracts.

MANAGER'S RECOMMENDED ACTION:

The contractors for the 2012 Underground Trenching Contract have completed all of the work for the 2012 period.

These services are necessary to provide trenching and excavation for new construction, maintenance, and emergency repair activities of the Electric Services Department. The annual renewable contracting process has reduced the City's exposure to market forces regarding prices and availability for labor, equipment, travel, and supplies for these services. Additionally, City staff has saved a considerable amount time obtaining quotes, evaluating bids and awarding the services.

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

COUNCIL ACTION FORM

SUBJECT: 2012/13 COLLECTOR STREET PAVEMENT IMPROVEMENTS – MEADOWLANE AVENUE (13TH STREET TO CARR DRIVE) AND 2012/13 PARKS AND RECREATION FACILITY IMPROVEMENTS (CARR POOL & POOL DECK DEMOLITION)

BACKGROUND:

This annual program is for reconstruction or rehabilitation of collector streets. Locations are chosen in accordance with the most current street condition inventory. The 2012/13 program location was Meadowlane Avenue (13th Street to Carr Drive).

This project included the replacement of the existing street with concrete pavement, driveway approaches, and upgraded pedestrian facilities to meet the current federal regulations. Staff held a public meeting to obtain input on staging, construction timing, and special access needs. The project also included the 2012/13 Parks and Recreation Facility Improvements for the Carr Pool deck and pool basin demolition.

On July 24, 2012, City Council awarded the project to Con-Struct, Inc. of Ames, Iowa, in the amount of \$698,559.80. Construction was completed in the amount of \$730,062.90. Two change orders were processed for this project. The first change (\$11,525.43) order was administratively approved by staff in accordance with purchasing policy and included changes to storm sewers and added additional demolition activities at Carr Pool. The second change order was the balancing change order for this project. The second change order (\$19,977.76) included the addition of soil stabilizing measures for soft and yielding soils and balanced the actual field installed quantities. Engineering and administration costs were \$110,000 bringing total project costs to \$840,062.90

Funding for this project was identified in the 2012/13 Collector Street Improvements Program in the amount of \$1,250,000 from General Obligation Bonds along with \$80,000 from Local Option Sales Tax revenues designated for the Carr Pool work in the Capital Improvements Plan for the 2012/13 Parks and Recreation Facility Improvements Program.

ALTERNATIVES:

1. Accept the 2012/13 Collector Street Pavement Improvements - Meadowlane Avenue (13th Street to Carr Drive) and the 2012/13 Parks and Recreation Facility Improvements (Carr Pool deck and pool demolition) as completed by Con-Struct, Inc. of Ames, Iowa, in the amount of \$730,062.90.
2. Direct staff to pursue modifications to the project.

MANAGER'S RECOMMENDED ACTION:

The project has now been completed in accordance with approved plans and specifications, and is within the approved budget.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby accepting the 2011/12 Collector Street Pavement Improvements - Meadowlane Avenue (13th Street to Carr Drive) and the 2012/13 Parks and Recreation Facility Improvements (Carr Pool deck and pool demolition) as completed by Con-Struct, Inc. of Ames, Iowa, in the amount of \$730,062.90.

COUNCIL ACTION FORM

SUBJECT: **FINAL PAYMENT OF BROOKSIDE PARK IMPROVEMENTS**

BACKGROUND:

In June 2012, City Council awarded a contract to Manatt's Inc. in the amount of \$484,000 to replace four tennis courts, the east steps adjacent Brookridge Avenue, the walkway leading from Brookridge Avenue west into Brookside Park and to refurbish the west step's limestone walls.

In the event change orders were required, \$41,000 was included as contingency. Two (2) change orders were required that totaled \$17,690. This increased the overall contract to Manatt's Inc. to \$501,690.

ALTERNATIVES:

1. Authorize a final payment in the amount of \$25,084.50 (5% retainage of the \$501,690 total) to Manatt's Inc. for Brookside Park improvements.
2. Do not authorize a final payment to Manatt's Inc.

CITY MANAGER'S RECOMMENDED ACTION:

It is the recommendation of the City Manager that the City Council adopt Alternative No. 1, authorizing a final payment in the amount of \$25,084.50 (5% retainage of the \$501,690 total) to Manatt's Inc. for Brookside Park improvements.

COUNCIL ACTION FORM

SUBJECT: PLAT OF SURVEY – 125 HYLAND AVENUE & 118-122 CAMPUS AVENUE

BACKGROUND:

Application for a proposed plat of survey has been submitted for:

- ☐ Conveyance parcel (per Section 23.307)
- ☒ Boundary line adjustment (per Section 23.309)
- ☐ Re-plat to correct error (per Section 23.310)
- ☐ Auditor's plat (per Code of Iowa Section 354.15)

The subject site is located at:

Street Address: 125 Hyland Avenue & 118-122 Campus Avenue
Assessor's Parcel #: 0904352220, 0904352230 & 0904352130
Legal Description: Lots 27 & 35 Athletic Park Addition
Owners: 125 Hyland Avenue, L.C.

The plat consolidates three parcels into one parcel so the owner can construct on apartment structure. On November 27, 2012, City Council waived the subdivision lot design standard that prohibits creating a lot with double frontages or reverse frontages in a residential zoning district for these properties. A copy of the proposed plat of survey is attached for Council consideration.

Pursuant to Section 23.308(4)(c), a preliminary decision of approval for the proposed plat or survey has been rendered by the Planning & Housing Department, without conditions.

The preliminary decision of approval requires all public improvements associated with and required for the proposed plat of survey be:

- ☐ Installed prior to creation and recordation of the official plat of survey and prior to issuance of zoning or building permits.
- ☐ Delayed, subject to an improvement guarantee as described in Section 23.409.

☒ Not Applicable.

Under Section 23.307(5), the Council shall render by resolution a final decision of approval if the Council agrees with the Planning & Housing Director's preliminary decision.

ALTERNATIVES:

1. The City Council can adopt the resolution approving the proposed plat of survey if the Council agrees with the Planning & Housing Director's preliminary decision to approve the proposed plat of survey.
2. The City Council can deny the proposed plat of survey if the City Council finds that the requirements for plats of survey as described in Section 23.308 have not been satisfied.
3. The City Council can refer this back to staff and/or the owner for additional information.

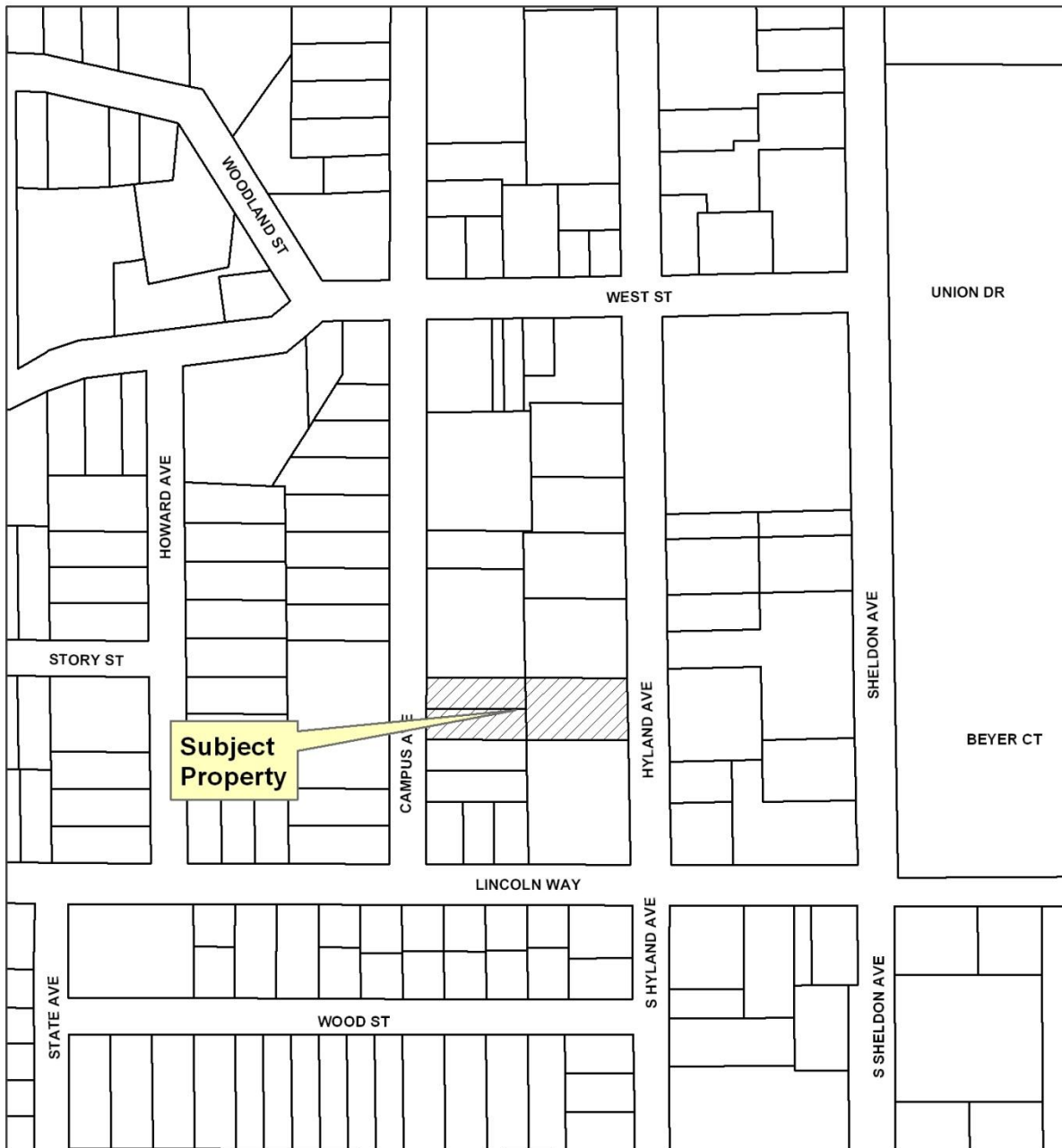
MANAGER'S RECOMMENDED ACTION:

The Planning & Housing Department has determined that the proposed plat of survey satisfies all code requirements, and has accordingly rendered a preliminary decision to approve the proposed plat of survey.

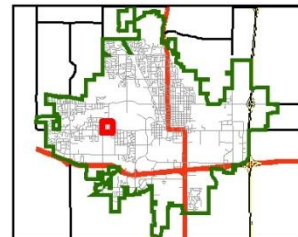
Therefore, it is the recommendation of the City Manager that the City Council act in accordance with Alternative #1, which is to adopt the resolution approving the proposed plat of survey.

Approval of the resolution will allow the applicant to prepare the official plat of survey and the Planning & Housing Director to review and sign the plat of survey confirming that it fully conforms to all conditions of approval. Once signed by the Planning & Housing Director, the prepared plat of survey may then be signed by the surveyor, making it the official plat of survey, which may then be recorded in the office of the County Recorder.

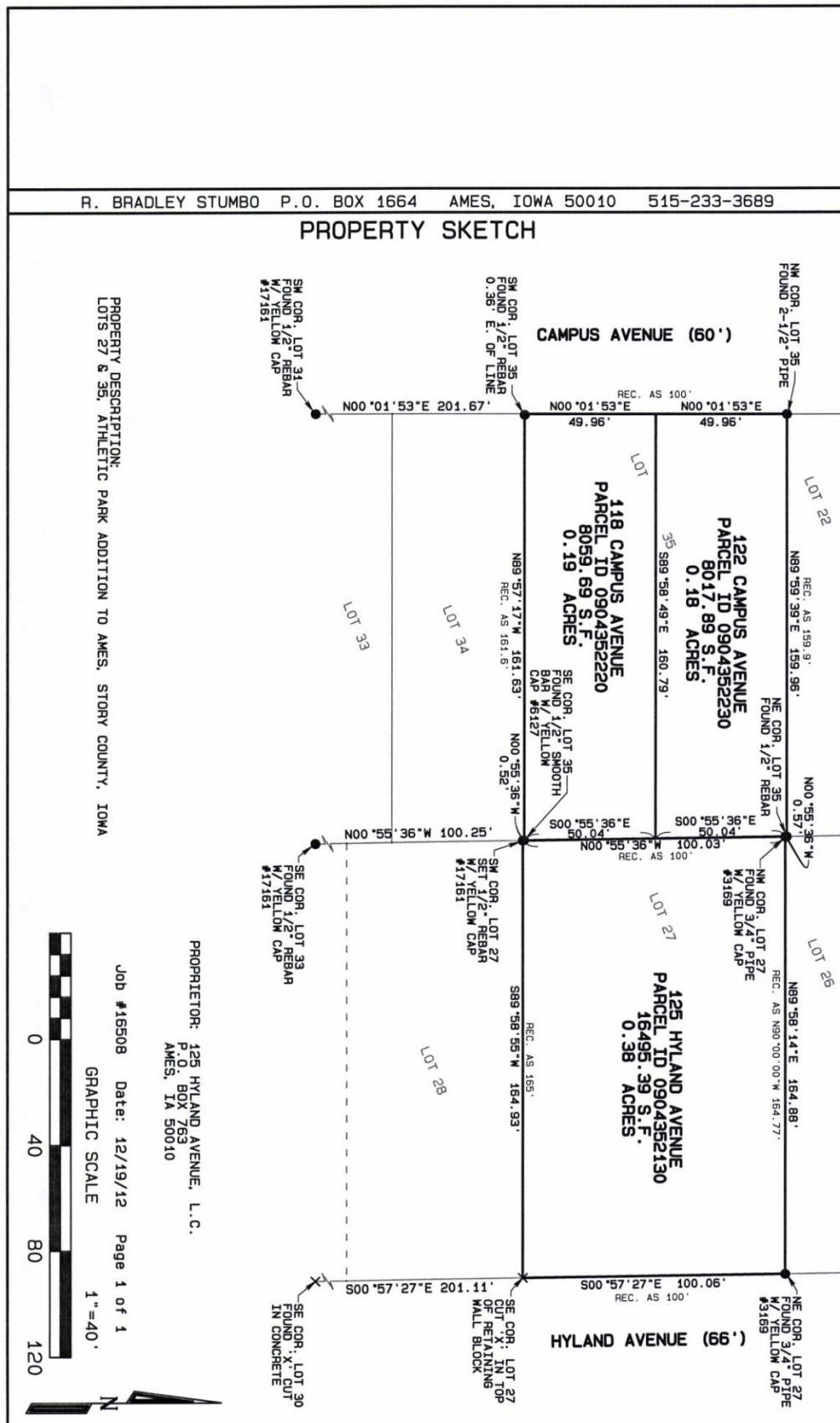
It should be noted that according to Section 23.308(10), the official plat of survey will not be recognized as a binding plat of survey for permitting purposes until a copy of the signed and recorded plat of survey is filed with the Ames City Clerk's office, and a digital image in Adobe PDF format has been submitted to the Planning & Housing Department.



LOCATION MAP
125 HYLAND, 118 & 122 CAMPUS



EXISTING CONDITIONS



PLAT OF SURVEY

GRAPHIC SCALE 1"=40'

A horizontal graphic scale bar. The top part is a single row of alternating black and white segments. The bottom part is a double row of alternating black and white segments. The bar is divided into three sections by vertical lines, with labels '0', '40', and '80' below the first, second, and third sections respectively. The text 'GRAPHIC SCALE' is at the top left and '1"=40\'' is at the top right.

A circular professional seal for a land surveyor. The outer ring contains the text "R. BRADLEY STUMBO" at the top and "IOWA LAND SURVEYOR" at the bottom. The inner circle contains the word "LICENSED" at the top and the license number "17161" in the center.

License Application ()

ITEM NO.

1-22-13

Applicant

Name of Applicant: LJPS, Inc

Name of Business (DBA): Olde Main Brewing Co

Address of Premises: CPMI Event Center, 2321 N Loop Dr

City: Ames

County: Story

Zip: 50010

Business Phone: (515) 232-0553

Mailing Address: 316 Main St

City: Ames

State: IA

Zip: 50010

Contact Person

Name: Jamie Courtney

Phone: (515) 291-8346

Email Address: jcourtney@oldemainbrewing.com

Classification: Class C Liquor License (LC) (Commercial)

Term: 5 days

Effective Date: 01/26/2013

Expiration Date: 01/30/2013

Privileges:

Class C Liquor License (LC) (Commercial)

Status of Business

BusinessType: Privately Held Corporation

Corporate ID Number: 286196

Federal Employer ID # 770613629

Ownership

Len GriffenFirst Name: LenLast Name: GriffenCity: PotomacState: MarylandZip: 24854Position Vice President% of Ownership 25.00 %

U.S. Citizen

Scott GriffenFirst Name: ScottLast Name: GriffenCity: AmesState: IowaZip: 50010Position President% of Ownership 50.00 %

U.S. Citizen

Sue GriffenFirst Name: SueLast Name: GriffenCity: PotomacState: MarylandZip: 24854Position Treasure% of Ownership 25.00 %

U.S. Citizen

Insurance Company InformationInsurance Company: Founders Insurance CompanyPolicy Effective Date: 01/26/2013Policy Expiration Date: 01/31/2013

Bond Effective Continuously:

Dram Cancel Date:

Outdoor Service Effective Date:

Outdoor Service Expiration Date:

Temp Transfer Effective Date:

Temp Transfer Expiration Date:

TO: Mayor Ann Campbell and Ames City Council Members

FROM: Lieutenant Jeff Brinkley – Ames Police Department

DATE: January 18, 2012

SUBJECT: New Class C Liquor License for Charlie Yoke's, 2428-2430 Lincoln Way

The Council agenda for January 22, 2013, includes a new 12-month Class C Liquor License for Charlie Yoke's. The business started with a six-month instead of a twelve-month license to see how the business worked out before committing to a full-year license.

At Charlie Yoke's, six persons have been cited for on premises underage; one person was arrested for fake ID, on premises, and public intoxication; they were cited for one fire code violation for over-crowding; and have a pending citation for selling alcohol to an intoxicated person. Our department received a letter from Andrew Chaplin, manager, at the end of November outlining changes he has made to operations at Charlie Yoke's. Since that time, we have only issued one citation.

I would recommend approval of the license for Charlie Yoke's at this time. We will continue to monitor and check compliance with liquor laws and fire code and report back to you prior to renewal if there are continued problems.

License Application ()

ITEM NO.

1-22-13

Applicant

Name of Applicant: Burgers Ink LLC

Name of Business (DBA): Charlie Yoke's

Address of Premises: 2430 Lincoln Way

City: Ames

County: Story

Zip: 50014

Business Phone: (515) 292-3328

Mailing Address: 2430 Lincoln Way

City: Ames

State: IA

Zip: 50014

Contact Person

Name: Jason Crimmins

Phone: (515) 450-9688

Email Address: charlieyokes@gmail.com

Classification: Class C Liquor License (LC) (Commercial)

Term: 12 months

Effective Date: 02/13/2013

Expiration Date: 02/12/2014

Privileges:

Class C Liquor License (LC) (Commercial)

Sunday Sales

Status of Business

BusinessType: Limited Liability Company

Corporate ID Number: 437709

Federal Employer ID # 45-5412828

Ownership

Jason Crimmins

First Name: Jason

Last Name: Crimmins

City: Ames

State: Iowa

Zip: 50014

Position Owner

% of Ownership 50.00 %

U.S. Citizen

Michael Roberts

First Name: Michael

Last Name: Roberts

City: Boone

State: Iowa

Zip: 50036

Position Owner

% of Ownership 50.00 %

U.S. Citizen

Insurance Company Information

Insurance Company: Illinois Casualty Co

Policy Effective Date: 02/13/2013

Policy Expiration Date: 02/12/2014

Bond Effective Continuously:

Dram Cancel Date:

Outdoor Service Effective Date:

Outdoor Service Expiration Date:

Temp Transfer Effective Date:

Temp Transfer Expiration Date:

License Application ()

ITEM NO.

1-22-13

Applicant

Name of Applicant: Burgers Ink LLC

Name of Business (DBA): Charlie Yoke's

Address of Premises: 2430 Lincoln Way

City: Ames

County: Story

Zip: 50014

Business Phone: (515) 292-3328

Mailing Address: 2430 Lincoln Way

City: Ames

State: IA

Zip: 50014

Contact Person

Name: Jason Crimmins

Phone: (515) 450-9688

Email Address: charlieyokes@gmail.com

Classification: Class C Liquor License (LC) (Commercial)

Term: 12 months

Effective Date: 02/13/2013

Expiration Date: 02/12/2014

Privileges:

Class C Liquor License (LC) (Commercial)

Sunday Sales

Status of Business

BusinessType: Limited Liability Company

Corporate ID Number: 437709

Federal Employer ID # 45-5412828

Ownership

Jason Crimmins

First Name: Jason

Last Name: Crimmins

City: Ames

State: Iowa

Zip: 50014

Position Owner

% of Ownership 50.00 %

U.S. Citizen

Michael Roberts

First Name: Michael

Last Name: Roberts

City: Boone

State: Iowa

Zip: 50036

Position Owner

% of Ownership 50.00 %

U.S. Citizen

Insurance Company Information

Insurance Company: Illinois Casualty Co

Policy Effective Date: 02/13/2013

Policy Expiration Date: 02/12/2014

Bond Effective Continuously:

Dram Cancel Date:

Outdoor Service Effective Date:

Outdoor Service Expiration Date:

Temp Transfer Effective Date:

Temp Transfer Expiration Date:

License Application ()

ITEM NO.

1-22-13

Applicant

Name of Applicant: Shogun of Ames, Inc.

Name of Business (DBA): Shogun of Ames

Address of Premises: 3704 Lincoln Way

City: Ames

County: Story

Zip: 50014

Business Phone: (515) 292-8282

Mailing Address: 3704 Lincoln Way

City: Ames

State: IA

Zip: 50014

Contact Person

Name: Jin Hui Li

Phone: (347) 574-2230

Email Address: allanlin12@yahoo.cn

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

Term: 12 months

Effective Date: 01/23/2013

Expiration Date: 01/22/2014

Privileges:

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

Sunday Sales

Status of Business

BusinessType: Privately Held Corporation

Corporate ID Number: 490DP447908

Federal Employer ID #

Ownership

Jin Hui Li

First Name: Jin Hui

Last Name: Li

City: Ames

State: Iowa

Zip: 50014

Position Manager

% of Ownership 100.00 %

U.S. Citizen

Insurance Company Information

Insurance Company: CNA Surety

Policy Effective Date:

Policy Expiration Date:

Bond Effective Continuously:

Dram Cancel Date:

Outdoor Service Effective Date:

Outdoor Service Expiration Date:

Temp Transfer Effective Date:

Temp Transfer Expiration Date:

License Application ()

ITEM NO.

1-22-13

Applicant

Name of Applicant: Rodriguez Velarde Guerra Corporation

Name of Business (DBA): Cazador

Address of Premises: 3605 Lincoln Way

City: Ames County: Story Zip: 50014

Business Phone: (515) 321-3883

Mailing Address: 3605 Lincoln Way

City: Ames State: IA Zip: 50014

Contact Person

Name: Jose / Jesus

Phone: (515) 321-3883 Email Address: jarpolin@gmail.com

Classification: Class C Liquor License (LC) (Commercial)

Term: 12 months

Effective Date: 02/06/2013

Expiration Date: 02/05/2014

Privileges:

Class C Liquor License (LC) (Commercial)
Outdoor Service
Sunday Sales

Status of Business

BusinessType: Privately Held Corporation

Corporate ID Number: 342422 Federal Employer ID # 01-0888030

Ownership

Jesus Rodriguez

First Name: Jesus Last Name: Rodriguez

City: Ankeny State: Iowa Zip: 50021

Position President

% of Ownership 60.00 % U.S. Citizen

Jose I Velarde

First Name: Jose Last Name: I Velarde

City: Ankeny State: Iowa Zip: 50021

Position Vice President

% of Ownership 40.00 % U.S. Citizen

Insurance Company Information

Insurance Company: Travelers Casualty Insurance Company of America

Policy Effective Date:

Policy Expiration Date:

Bond Effective Continuously:

Dram Cancel Date:

Outdoor Service Effective Date:

Outdoor Service Expiration Date:

Temp Transfer Effective Date:

Temp Transfer Expiration Date:

Staff Report

**ANNEXATION AGREEMENTS WITH HUNZIKER LAND DEVELOPMENT L.L.C.
AND QUARRY ESTATES**

January 22, 2013

Background:

The City Council has decided to delay any final action regarding a request to annex the Athen property until a funding strategy for the paving of Grant Avenue has been finalized to accommodate the expansion of the allowable growth area to the north that was recently approved with the change in the Land Use Policy. (You will recall the City Council has already committed to invest \$1,400,000 to extend water and sewer lines to this area.) Therefore, the Council has directed the staff to negotiate two annexation agreements with Hunziker, since they own two separate parcels along Grant Avenue.

The City Council will also remember that there currently is an approved annexation agreement with the owners of Rose Prairie. Relying on the language from this document as a model, both representatives from Hunziker and Quarry Estates previously were provided an annexation agreement for their approval. While Quarry Estates representatives signed the proposed agreement, it was not approved by the City Council. Rather, the Council had hoped to approve agreement with Hunziker and Quarry Estates at the same time. **Based on our most recent discussions, there appears to be two policy issues that will need City Council direction before we can move ahead to prepare a mutually acceptable agreement for your approval.**

Issue 1: Sprinklers in Homes

During negotiations with the developers of Rose Prairie, it became apparent that any new development north along Grant Avenue would impact our overall emergency response time that was in effect at the time. In order to address this concern, the developer suggested that we include in their annexation agreement that “any residential building shall include a fire sprinkler system that is in accordance with the National Fire Standard 13D and, if applicable, in compliance with the Building Code.”

It was acknowledged that while the sprinkler requirement would help offset the longer response times projected for fire incidents to this area, it would not improve the situation for emergency medical calls.

Chuck Winkleblack who represents the Hunziker Land Development is adamant that no agreement can be reached for their two properties unless this sprinkler requirement is eliminated. Officials from Quarry Estates subsequently have stated that although we do have a signed agreement from them that includes this sprinkler requirement, they will

not proceed with their development unless this requirement is removed from the agreement.

The issue before the City Council is whether or not to include this residential sprinkler requirement in the annexation agreements with Hunziker and Quarry Estates?

Issue 2: Extension of Electric Utility Lines to Area B?

Relying on the previous Land Use Policy Plan that did not anticipate any development to the north, the developer of Bloomington Heights was not required to extend the electric distribution system to the northern edge of his property up to Hunziker property. Therefore, in order to develop the Hunziker property once it is annexed, someone must pay for this extension of the distribution system up to the Hunziker property as shown on the attached map.

Electric Services has indicated the current estimated cost to extend the electric system to Area B is as follows:

Overhead Lines from Bloomington Road to Southern Edge of Area B	\$150,000	Underground Lines from Bloomington Road to Southern Edge of Area B	\$300,000
Harrison east, north on Welbeck (Underground)	\$130,000	Harrison east, north on Welbeck (Underground)	\$130,000
Total Estimated Cost	\$280,000	Total Estimated Cost	\$430,000

Chuck Winkleblack has indicated that he expects the City to pay for the cost to extend the electric distribution system up to his property. From there, the developer will pay for the electric system improvements throughout its subdivision in accordance with our existing Subdivision Code.

The issue before the City Council is who should be responsible for extending the electric distribution system from Bloomington Road up to the southern boundary line of the Hunziker property?

Staff Comments:

Knowing that these are two important issues for the developers, it seems more appropriate to obtain Council guidance at this time, so that staff can move ahead with completing annexation agreements that can be supported by all parties.

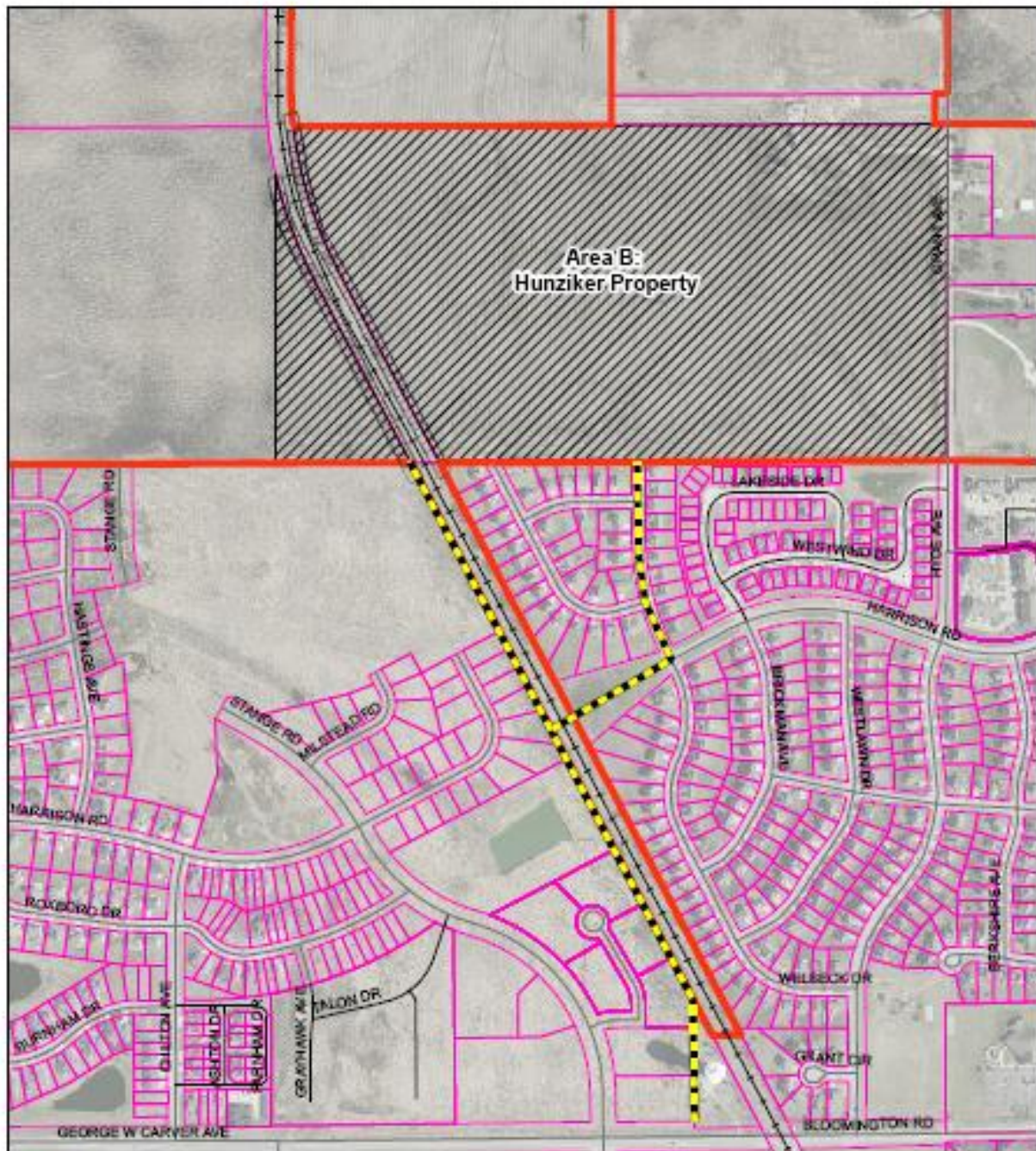
An argument can be made that with the change in how we measure and utilize the emergency response time measurement, as well as the move away from a targeted growth policy in the Land Use Policy Plan, the requirement for residential sprinklers in the developments along Grant Avenue will no longer help eliminate the need for a fourth fire station. Therefore, the elimination of this requirement can now be justified.

In regards to the extension of the electric distribution systems, either of the following two positions could be supported. First, it could be reasoned that the developer of Area B should not be held financially responsible because the City did not require the developer to the south to extend the electric system to the northern edge of his property. Therefore, it should be the City's responsibility to finance the electric line extension.

On the other hand, with the change in the LUPP that allowed property along Grant Avenue to be developed, it was expected that all infrastructure costs would be borne by the developer. Therefore, it could be argued that the developer should bear the cost of the electric line extension to his property.

Regardless of which positions the City Council takes regarding these two issues, a decision will have to be made whether the electric line from Bloomington Road along the railroad right-of-way up to Area B and northward to 190th Street should be constructed underground or overhead. Current Council policy would have this segment of distribution system installed underground, since it abuts residential land. However, it should be noted that the electric utility's long-term plans call for this route to also serve as a corridor for a future 161kv transmission line, which would normally be constructed with overhead poles.

The policy question for Council is whether the current distribution lines along the tracks should be installed overhead. Doing so would be a visible precursor to what could someday be larger overhead lines.



Legend

Ames City Boundary

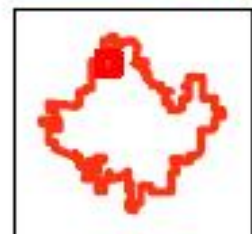
Hunziker Property

Proposed Electric Line Paid For by City

30' Easement for Future Transmission Line



0 260 520 Feet



STAFF REPORT

STONE BROOKE SUBDIVISION EROSION CONCERNS

JANUARY 22, 2013

The Storm Sewer Outlet Erosion Control annual program provides for stabilization of areas that have become eroded due to discharges of the storm sewer system into streams, channels, swales, gullies, or drainage ways in residential areas. The intent of this annual CIP program is to provide a more permanent control of the erosion and will reduce recurring maintenance costs in these areas.

The location identified for this program in 2011/12 was the creek adjacent to the Stone Brooke Subdivision. **The area of study was the creek crossing at Hoover Avenue to the outlet at Ada Hayden Park** (see attached map). Subsequently, the engineering analysis took place through this program. In August 2012 Public Works staff and Nate Easter of Bolton & Menk met with Ted Tedesco, resident at 4002 Stone Brooke Road, on-site to determine the issues affecting the area. Mr. Tedesco's neighbor, Paul Mumm, resident at 1506 Stone Brooke Road, was also present. Both gentlemen were concerned about settlement near a storm sewer pipe that carries storm water from an intake on Stone Brooke Road, between the Tedesco and Mumm properties, and discharges into the creek. The concern with the settlement is that it appears to be creeping towards the homes. During the meeting, both neighbors also described the way in which water flows through the area during heavy rain events, such as encountered during the summer of 2010.

More recently, on November 11, 2012, City Council referred to staff a request to investigate the issues related to storm water in Stone Brooke Subdivision as outlined in an email from Monte Parrish, Association President.

STAFF COMMENTS:

The main area of concern for these property owners is an area of settlement between their respective properties. Between these properties is an existing storm sewer pipe that outlets into the creek. The land settlement is occurring above/near the storm sewer pipe installation. There are several possibilities as to why the land could be settling. The primary reasons could include surface erosion, side slope sloughing along the channel, channel undercutting, utility pipe collapse, and poor compaction of utility trenches. **It is the City's responsibility to maintain the creek, since it carries public stormwater discharge; as well as to maintain the storm sewer pipe.**

City staff televised the section of storm sewer to determine if there were any irregularities in the storm sewer and **found no evidence of collapse, cracks, holes, or soil infiltration into the storm sewer.** The drainage channel through this entire study was analyzed, showing little evidence of significant erosion. **The only point of issue**

was the small location between the two homes, noted above. There is sufficient channel armoring (rip-rap) along the sides and bottom of the channel in this area, since the City previously had a contractor install the channel protection. There was evidence of sediment in the rip-rap in some areas, which has come from upstream sources. **No major bank erosion in this area was found that would lead to the settlement issue** (undercutting or surface). In fact, it was found that this stretch of drainage channel is one of the more stable drainage channels across the City.

During the discussion, the neighbors also described how water overtops the creek bank and how the water moves through the area during high water events (see attached map). The flooding they described in the areas near Stone Brooke Subdivision is not damaging to any permanent structures in the area. This out of bank flow allows for storm water in excess of the channel capacity to overtop and recede slowly, limiting erosion in the area. In fact, this area could serve as a model to illustrate how an urban channel can function well with surrounding uses.

After meeting with these neighbors, staff and the City's consulting engineer walked the channel upstream from the outlet point at Ada Hayden to the culvert crossing at Hoover Avenue. While walking the channel, it was noted that the condition of the creek bed, banks and vegetation are similar to the desired end result improvements recently constructed at College Creek in west Ames. The banks are firm and stable with good vegetation, and the creek bed had medium sized rocks to manage flow in normal conditions. The overland flows that occur are also consistent with how a creek should work in reasonably heavy rain events to meander out of its banks and work its way back into its banks downstream. It was also noted that the below grade addition on the back of 4006 Stone Brooke Road did not have flooding in the rain events of 2010 (see attached map for location).

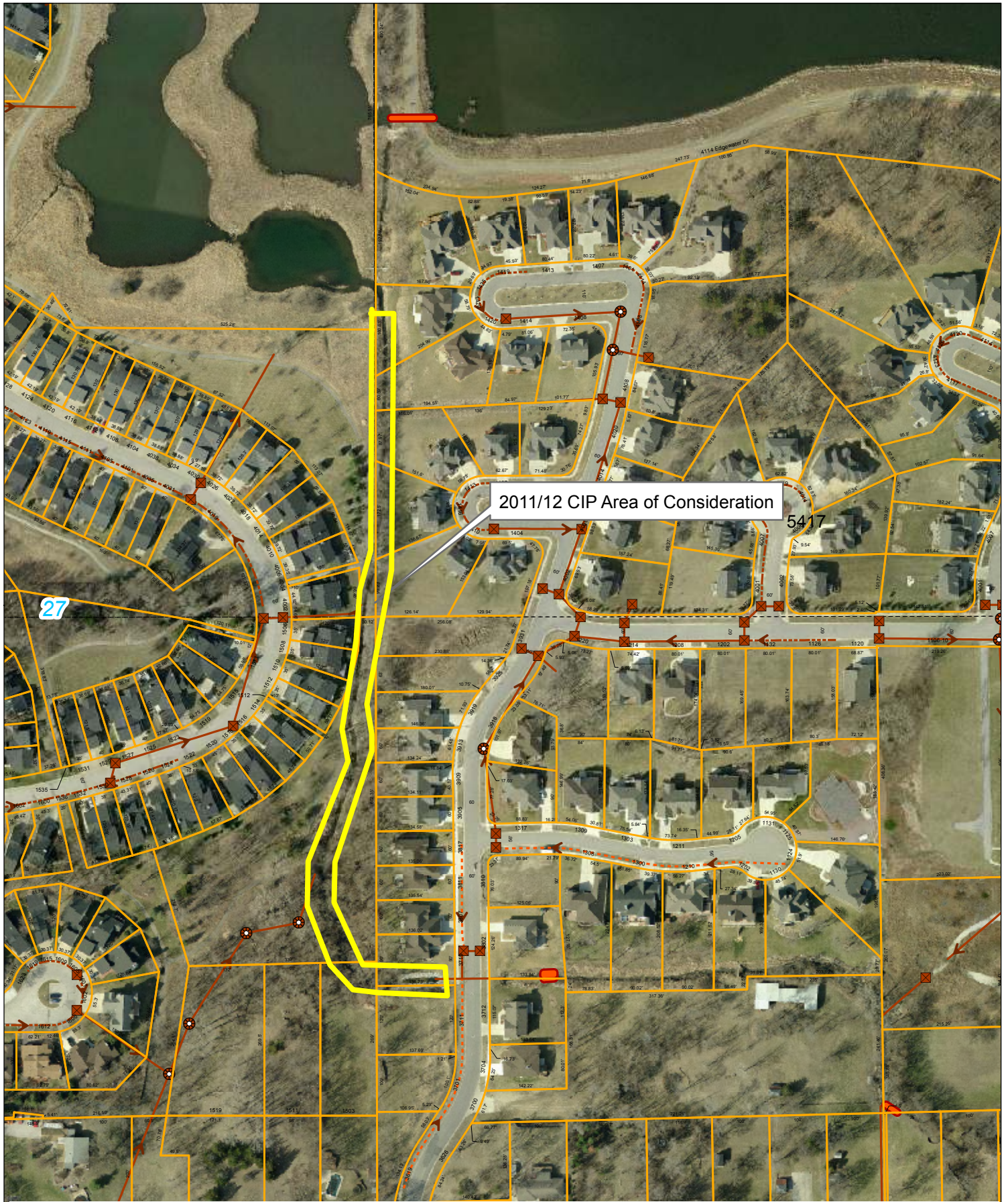
During review of the area, it was determined that there is no existing storm water easement along the drainage channel. There is an existing utility easement, but this easement is not intended for access for storm water improvements or maintenance. If improvements or maintenance is required, the City does not currently have access rights for these activities. Any work that is to be done now or in the future will require an easement to perform that work. **In moving forward, staff will approach the homeowners' association about obtaining a permanent storm water easement.**

SUMMARY:

- 1) **The likely reason for the settlement is due to poor compaction above/near the storm sewer trench when the pipe was installed.** Therefore, the settlement will be monitored with an electronic survey to ensure that the area is no longer settling. An initial survey will be taken with repeated surveys monthly between spring 2013 and fall 2013. If settlement is shown to have ceased, the area will be stripped of the existing grass, soil will be added, and the area will be re-sodded. If the settlement is not yet complete, however, the area will be excavated, fill material added and compacted, and the area will then be re-sodded.

- 2) With regards to the creek and the out-of-bank flows, no further action is recommended in this area of the Stone Brooke Subdivision.

These improvements will utilize funding already identified for this location in the 2011/12 Storm Sewer Outlet Erosion Control program. Although \$100,000 was initially identified for this program, it is estimated that the work noted above should cost in the range of \$10,000 to \$15,000. That should address the needs identified by these neighbors; and will allow the remainder of this appropriation to be reallocated to highly prioritized storm water drainage improvements in other parts of the city. This action could be done with a temporary construction easement from the adjacent property owners for access to the area while the neighborhood association is being approached about a permanent easement.



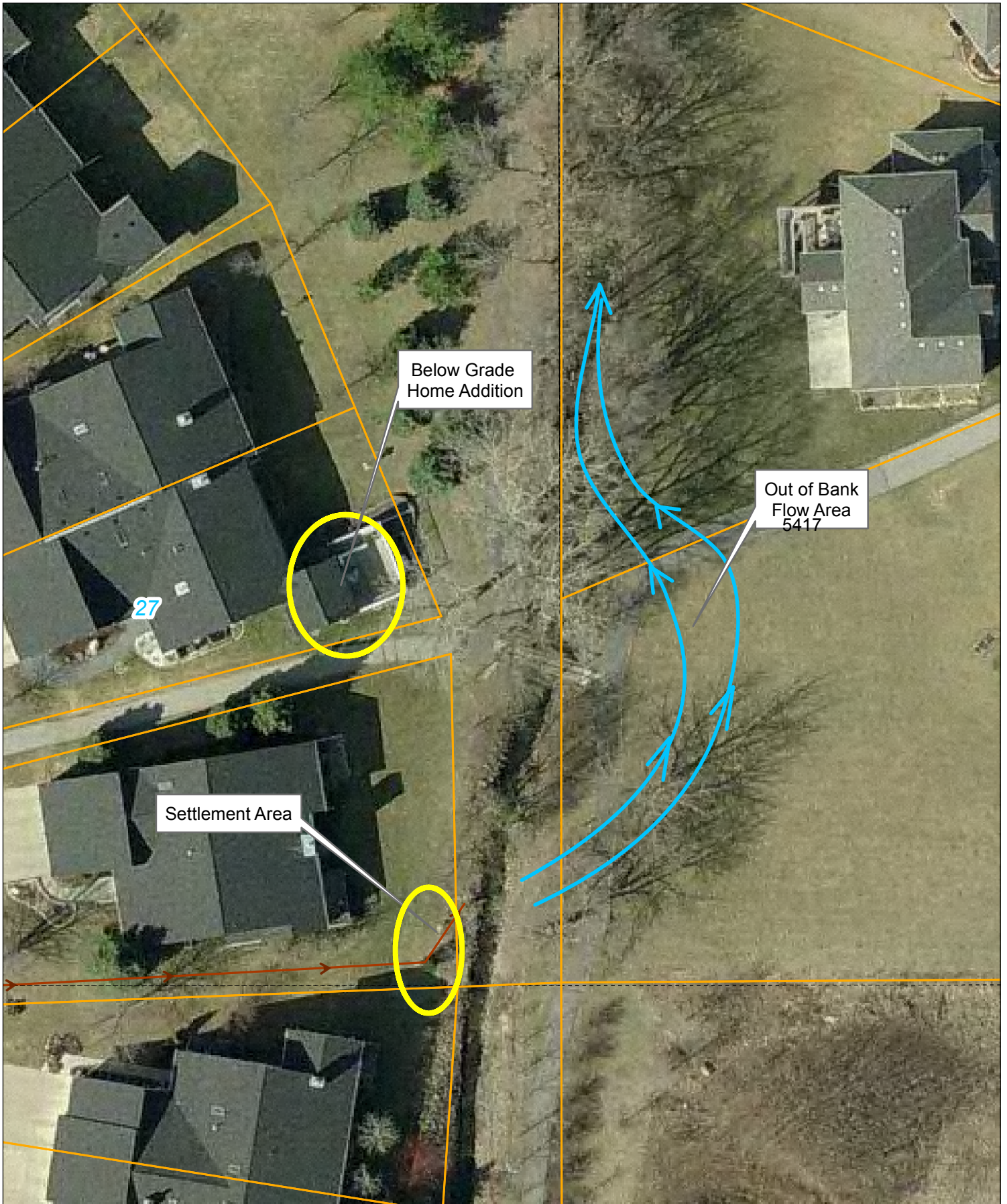
Geographic Information System (GIS) Product Disclaimer: City of Ames GIS map data does not replace or modify land surveys, deeds, and/or other legal instruments defining land ownership and land use nor does it replace field surveys of utilities or other features contained in the data. All features represented in this product should be field verified. This Product is provided "as is" without warranty or any representation of accuracy, timeliness or completeness. The burden for determining accuracy, completeness, timeliness, merchantability and fitness for or the appropriateness for use rests solely on the User.



Settlement Area Between 4002/1506 Stone Brooke Road Area Map



Title:	
Scale:	1 in = 225 ft
Date:	12/13/12



Geographic Information System (GIS) Product Disclaimer: City of Ames GIS map data does not replace or modify land surveys, deeds, and/or other legal instruments defining land ownership and land use nor does it replace field surveys of utilities or other features contained in the data. All features represented in this product should be field verified. This Product is provided "as is" without warranty or any representation of accuracy, timeliness or completeness. The burden for determining accuracy, completeness, timeliness, merchantability and fitness for or the appropriateness for use rests solely on the User.



**Settlement Area Between
4002/1506 Stone Brooke Road**



Title:	
Scale:	1 in = 33 ft
Date:	12/13/12

E-Mail from Monte Parrish RE Stone Brooke Storm Water Issue

Fwd: Stone Brooke Storm Water Creek.

Jami Larson

to:

DVoss

11/21/2012 09:24 PM

Cc:

Bobanncamp, tom, jlarson101, jeremyndavis, pfo, matthew, victoria28,
sawyerkbaker, SSchainer
Show Details

Diane-

This is the email that was sent by Monte. I am copying all Council Members, because it appears that only Steve, Ann, Peter, Matthew and I originally received it.

Jami

-----Original Message-----

From: Iowa House <iowahouse@mchsi.com>

To: SSchainer <SSchainer@city.ames.ia.us>; jjoiner
<jjoiner@city.ames.ia.us>; bobanncamp <bobanncamp@aol.com>; jlarson101
<jlarson101@aol.com>; pfo <pfo@iastate.edu>; matthew
<matthew@fightingburrito.com>

Cc: banderames <banderames@aol.com>; lee.griffin <lee.griffin@bmo.com>;
drust <drust@mchsi.com>; jrring <jrring@mchsi.com>; ehart
<ehart@iastate.edu>; Art Pohm <avpohm@aol.com>; swansonrp
<swansonrp@msn.com>; etiowa <etiowa@gmail.com>; dfcarter
<dfcarter@mchsi.com> Sent: Sun, Oct 28, 2012 1:32 pm
Subject: Re: Stone Brooke Storm Water Creek.

Hello Steve,

The erosion issue that affect Ted and Joanie Tedesco's home is also affecting several other residences in Stone Brooke. Per some of my earlier discussions with Stone Brooke developer Bill Allen, much of this storm water comes as far away as the North Grand Mall. We believe it essential that we make some substantive progress on this storm water issue and stand ready to assist in any way we can.

Thanks!

Monte Parrish
President, Stone Brooke Homeowners Association
1511 Stone Brooke Rd.
Ames, Iowa 50010
515-292-2474 (work)
515-232-2432 (h)
515-292-9218(f)

On Oct 28, 2012, at 10:17 AM, MonteParrish@aol.com wrote:

From: TedJoanie@aol.com

To: MonteParrish@aol.com, BanderAmes@aol.com

CC: jjoiner@city.ames.ia.us, SSchainer@city.ames.ia.us

Sent: 10/22/2012 2:44:04 P.M. Central Daylight Time

Subj: Stone Brooke Storm Water Creek.

Monte & Bob,

As you are aware I have had several conversations with the Public Works

E-Mail from Monte Parish RE Stone Brooke Storm Water Issue
Dept. of the City of Ames, as my property at 4002 Stone Brooke Road, has
erosion issues from the additional flows in the storm water creek.

I go back about a number of years ago when the city hired Armstrong
Company of Ames to come in and rip-rap the creek to stabilize the creek
banks. This was done with the thought that the city had a storm water
management agreement with the Stone Brooke Homeowners Association.

Earlier this summer, the city did hire a consultant to look at the creek
and the problems that exist with capacity etc. since additional
development has occurred on the east side of the creek. A representative
of the city and the consultant did come out and I did visit with them.
They did advise at that time there was no agreement on record and that they
would pursue getting one in place. Nothing has happened up to this point.
I did visit with the city manager and he advised it would be proper for
the president of the association to write the Mayor and City Council and
request that this item be placed on the agenda of a future meeting to
discuss where we stand and what action can be taken.

I would ask that this communication occur as soon as possible.
Thank You,

Ted Tedesco
Ames, Iowa
515-290-4189

COUNCIL ACTION FORM

SUBJECT: **RELEASE OF DEVELOPMENT AGREEMENT FOR PROPERTY AT
STREETS OF NORTH GRAND SUBDIVISION**

BACKGROUND:

In 2007 the City entered into a development agreement with the owners of North Grand Mall to facilitate the proposed subdivision and redevelopment of that site. The City was given a bond for the proposed public improvements (sanitary sewer and water connections) and for the proposed private improvements (parking lot restriping and fire door).

In 2012 the City Council approved a supplemental agreement with the owners of North Grand Mall. This agreement amended the terms under which the City would release them from the bonding obligations.

In June, 2012, all obligations of the first and supplemental agreements had been satisfied and the Council released the bonds held by the City.

The owners of the Mall are now asking for a resolution formally releasing them from the Development Agreement of 2007 and the Supplemental Agreement of 2012. They need this release in order to clear title issues prior to closing on the Kohl's property.

ALTERNATIVES:

1. The City Council can approve the request to release the owner of North Grand Mall from the terms of the Development Agreement and Supplemental Agreement.
2. The City Council can deny the request to release the owner of the mall from the terms of the two agreements.
3. The City Council can refer this item to staff for further information.

MANAGER'S RECOMMENDED ACTION:

The two development agreements were adopted to ensure that certain public and private improvements were completed for the redevelopment of North Grand Mall. Work is underway on the redevelopment, and several tenants are anticipated to open their doors within a few months. As noted in the attached letter from the City Attorney's office, the terms of the agreements have been satisfied and the bonds were released.

Therefore, it is the recommendation of the City Manager that the City Council approve Alternative #1 as described above.



City Attorney's Office

515 Clark Avenue, P. O. Box 811
Ames, IA 50010
Phone: 515-239-5146 • Fax: 515-239-5142

June 7, 2012

The Honorable Ann H. Campbell and
Members of the City Council

Re: Streets of North Grand Subdivision – Developer's Satisfaction of All Obligations

Dear Mayor Campbell and Members of the City Council:

You will recall that in 2007 the City approved a development agreement for the Streets of North Grand Subdivision. The City's approval was conditioned upon the owners reconfiguring the mall parking lot to meet the minimum off-street parking requirements of the adaptive reuse site plan and the Municipal Code. The owners provided the City with a performance bond to guarantee that the parking lot would be reconfigured in a timely manner. The City granted extensions of time in 2008, 2009, 2010, and 2011. Because the parking lot reconfiguration has never been completed, however, the performance bond remains on file with the City.

On January 10, 2012, the City of Ames entered into a supplemental agreement pertaining to the Streets of North Grand Subdivision. The purpose of the supplemental agreement was to provide an alternative means for the owners of the mall to comply with the City's minimum off-street parking standards. The supplemental agreement obligates the mall owners, Grand Center Partners and North Grand Mall Partners, to achieve several milestones in furtherance of redevelopment of the mall. The supplemental agreement provides that upon the owners' completion of the redevelopment milestones, the performance bond required by the 2007 agreement would be released. A copy of the supplemental agreement is attached for your reference.

The first two milestones specified in the supplemental agreement were adoption of an amended adaptive reuse site plan and approval of a remote parking agreement. The owner completed these two milestones last January.

The remaining milestones required the owners to submit evidence of construction financing in an amount not less than \$8,000,000, and evidence of binding leases from tenants for the areas identified as Retail A and Retail D on the attached exhibit to the supplemental agreement. These requirements have now been met.

The owners recently provided satisfactory evidence of construction financing in the amount of \$10,350,000. They also provided satisfactory evidence of tenant leases for Retail A and Retail D. Relevant documents were filed with the Story County Recorder on April 5th and May 9th. With the satisfaction of all of the owners' obligations set out in the supplemental agreement, the security requirement of the 2007 agreement is terminated and the bond on file with the City is released.

Yours truly,

 Digitally signed by Doug Marek
Date: 2012.06.07 14:59:55 -05'00'

Douglas R. Marek
City Attorney

Attachment: Supplemental Agreement

cc: Greg Kveton
Steve Schainker

COUNCIL ACTION FORM

**SUBJECT: 2013-14 PROPOSED ANNUAL ACTION PLAN PROJECTS FOR
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
PUBLIC FORUM FOLLOW-UP**

BACKGROUND:

As part of the City's process for preparing the CDBG Annual Action Plan, staff on February 7, 8 and 9, 2013, hosted three public forum meeting opportunities. The goals of the public forums are to 1) educate the public about the CDBG Program, 2) receive feedback on program activities based on customer input received from staff during program implementation and/or from requests for assistance, and 3) receive input from various community groups, organizations and citizens regarding other possible program activities.

A total of 26 persons, representing AMOS, Youth & Shelter Services, Heartland Senior Services, Story County Community Housing Corporation, Emergency Residence Project, Project Iowa, United Church of Christ, St. Thomas Aquinas Church, five citizens and the Ames Tribune attended and/or gave specific input.

The overall feedback and concerns from the public forums continues to center around Affordable Housing, and more specifically this year towards affordable rental housing.

Interest was expressed to see if CDBG funds could be used in the following areas: (Staff comments follow in italics)

- 1. Support the City continuance of utilizing CDBG funds to administer the Renter Affordability Program (deposit and/or first month's rental assistance).**

At Council's direction, this program was reinitiated for the current year, with anticipation that the program could be continued in 2013/14.

- 2. Expand the Dangerous Buildings Program to include substandard rental properties for non-profit organizations to build new affordable housing units.**

The existing Dangerous Buildings Program was designed to remove both residential and commercial dangerous buildings, with a focus on public safety, under our slum and blight removal program. The additional expansion for non-

profit organizations would require more program extensive administrative implementation and oversight to insure that the LMI benefit is achieved.

- 3. Set aside the 15% public service cap for non-profit organizations in order for them to apply for the implementation of various programs or services.**

Under the CDBG regulations the activity (ies) would need to be a new or expanded program or service. The City currently uses the ASSET process to fund non-profit human services.

- 4. If any affordable housing is removed for any reason (dangerous, substandard, flooding, expansion, etc.), there should be a one-to-one replacement of each property, due to the affordable housing shortage.**

A policy statement suggested for City Council consideration.

- 5. Utilize CDBG funds to assist Project Iowa with job training opportunities for under-employed persons seeking living wage careers and employers seeking workers, thereby transforming lives and benefitting communities.**

This is an eligible activity under CDBG. However, it is not one of the three priority goals for addressing the needs for low- and moderate- income (LMI) persons contained in the City's current Five-Year Consolidated Plan for 2009-2014.

- 6. Utilize CDBG funds to subsidize K-12 students for CyRide transportation costs to attend school.**

Council discussed this budgetary request in the past and chose not to subsidize this effort. Under CDBG regulations individual households would have to meet the LMI guidelines for qualification.

- 7. Utilize CDBG funds to assist with expanding affordable rental housing.**

This is an area where Council would need to determine if it desires to incentivize rental property owners.

8. Utilize CDBG funds to assist with the Coordination Intake Process for non-profits to track assistance provided to homeless individuals and/or households.

This is also an activity that should appropriately be considered and/or addressed by ASSET.

Depending on the amount of CDBG funds that the City will receive for 2013-14, and taking into consideration the public forum comments, staff recommends the following programs be considered for implementation: **Home Improvement Rehabilitation, Homebuyer Assistance, Acquisition/Reuse, Operations & Repair, Dangerous Buildings, Deposit Assistance and Neighborhood Infrastructure Improvements.** (See attachment 1.)

Staff's rationale for recommending a continuation of these programs is as follows:

- The proposed projects are consistent with the Council's goals and priorities to **focus on neighborhood sustainability** by improving both the housing stock and the infrastructure in low- and moderate-income vital core neighborhoods.
- The proposed projects reduce the downtime for starting **new programs**, thus helping the City to meet HUD's timely expenditure requirements.
- The limited number of programs proposed for FY 2013-14 reflects the workload capabilities of staff available to administer the CDBG program.
- The activities meet the Housing and Community Development priority goals outlined in the City's 2009-14 Consolidated Plan.

All of the activities proposed except for the Dangerous Building Program would be of 100% benefit to low- and moderate-income persons and/or neighborhoods.

ALTERNATIVES:

1. The City Council can approve the proposed 2013-14 Annual Action Plan Program Projects in connection with the City's Community Development Block Grant Program. This alternative will also authorize staff to prepare the Action Plan document for the required 30-day public comment period.
2. The City Council can approve the proposed 2013-14 Annual Action Plan Program Projects with modifications.
3. The City Council can refer this item back to staff with further direction.

MANAGER'S RECOMMENDED ACTION:

Significant public input was received regarding how the City's CDBG allocation could be spent next year. While a number of programs suggested by the public could be viable in

the future, two important factors must be considered. First, adding most of these programs at this time would require the City to go through the lengthy process of updating our current Five-Year Consolidated Plan. Second, each newly created program would involve a significant amount of staff time to create and administer. Such efforts would detract from staff's efforts to administer the current activities, which all focus on City Council's goal of strengthening our neighborhoods and which are consistent with the priorities in the City's 2009-14 Consolidated Plan. It would be most efficient to delay consideration of these new programs until 2013/14 when the City goes through the process of creating the next Five-Year Consolidated Plan.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative #1, thereby approving the proposed 2013-14 Annual Action Plan Program Projects, and authorizing staff to prepare the Action Plan document for the 30-day public comment period.

ATTACHMENT 1

PROPOSED 2013-14 PROPOSED ANNUAL ACTION PLAN PROGRAM PROJECTS

Project Activities	Program Description	Priority Goal	CDBG National Objective
<p>The Neighborhood Sustainability Program is comprised of the following subcomponent programs:</p> <ol style="list-style-type: none"> 1. Home Improvement Rehabilitation Program 2. Homebuyer Assistance 3. Dangerous Buildings Program 4. Deposit Assistance Program 5. Acquisition/Reuse 6. Operation & Repair 	<p>The overall goal of the Neighborhood Sustainability program is: (a) to increase the availability of housing to low- and moderate-income families; (b) maintain and sustain decent, safe, and sanitary housing stock in existing neighborhoods by providing home repair grants for owner-occupied housing units; (c) provide repair assistance when purchasing foreclosed properties to sell to first-time homebuyers or to a non-profit housing organization for homeownership; (d) provide down payment and closing cost assistance to first-time homebuyers; (e) demolish deteriorated properties in conjunction with our Dangerous Building Initiatives; and (f) provide deposit and/or first month rent assistance to Section 8 Housing Choice Voucher households.</p>	1, 2	Low- & Moderate-Income Benefit
<p>The Public Improvement Program is comprised of the following subcomponent programs:</p> <ul style="list-style-type: none"> • Neighborhood Infrastructure Improvements (curb, street resurfacing, sidewalks, etc.) in targeted low- and moderate-income census tracts 	<p>The overall goal of the Public Improvement Program is to preserve and enhance the viability and aesthetics of our core existing neighborhoods by maintaining the public infrastructure.</p>	3	Low- & Moderate-Income Benefit

COUNCIL ACTION FORM

**SUBJECT: REPORT ON THE AMES MUNICIPAL UTILITY PLAN FROM THE
UTILITY RETIREMENT ADVISORY BOARD**

BACKGROUND:

The Municipal Code of the City of Ames, Iowa, Section 28.403 established a participant review board elected from various utility departments that have members of the Ames Municipal Utility Retirement Plan. Duties of the Board are to monitor, review, and evaluate, on a continuing basis, the performance of the Ames Municipal Utility Retirement Plan and report annually to the City Council.

The City of Ames is the plan sponsor for a 401(a) defined contribution retirement plan. This plan is available to employees who receive at least ten percent of their salary funding from City of Ames utilities. Vanguard serves as plan administrator for the City.

In December 2012, the Board met with Michelle Fox, Relationship Manager from Vanguard. Michelle presented a brief overview of the company, and provided information demonstrating that the fee structure and investment return performance are highly competitive.

Michelle Fox also presented a plan and participant overview. The Plan has a total balance of over \$26.8 million with 131 active participants and 146 total participants. The Plan balance was then broken down by investment fund type, including beginning and ending balances, total number of participants, and percentage of total assets. Summary information for the plan is attached.

After discussion, the Board passed a motion to accept the review and contents of the Vanguard presentation and to recommend that the relationship with Vanguard as plan administrator be continued.

ALTERNATIVES:

1. Accept the report from the Utility Retirement Advisory Board.
2. Refer the report back to the Utility Retirement Advisory Board for further information.

MANAGER'S RECOMMENDED ACTION:

After review and discussion of the material presented by Vanguard, the Board has voted to continue the relationship with Vanguard.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby accepting the report from the Utility Retirement Advisory Board.



Summary fee report

408(b)(2) disclosure for CITY OF AMES MUNICIPAL UTILITY RETIREMENT
SYSTEM PLAN

Calculated as of October 31
2012

Plan Assets	Total all-in fees	
\$26,886,799	\$79,871	0.30%
	Asset - based fees by provider	
	■ Vanguard	\$73,871
	■ Non-Vanguard	\$0
	■ Other investments	\$0
	Total fees by service	
	Asset-based fees net of recordkeeping	0.17% \$45,572
	■ Vanguard (less recordkeeping credit)	\$45,572
	■ Non-Vanguard (less payment for recordkeeping)	\$0
	■ Other investments	\$0
<ul style="list-style-type: none"> ■ Vanguard \$26,886,799 ■ Non-Vanguard \$0 ■ Other investments \$0 	■ Recordkeeping compensation by source	0.13% \$34,299
	Total direct compensation: Fee paid directly from plan	\$6,000
	Total indirect compensation: Payment for recordkeeping from non-Vanguard funds	\$0
	Total recordkeeping compensation from plan sponsor	\$0
	Vanguard current recordkeeping credit	\$28,299
	■ Additional fees	\$0
	Total all-in fees	\$79,871
Participant accounts		
146		



All-in fee report

408(b)(2) disclosure for CITY OF AMES MUNICIPAL UTILITY RETIREMENT SYSTEM
PLAN

Calculated as of October 31
2012

Vanguard fund asset-based fees

Fund Name	Assets	Expense ratio	Morningstar average	Current recordkeeping credit
Vanguard 500 Index Fund Investor Shares	\$4,059,815	0.17%	1.13%	0.10%
Vanguard Wellington Fund Investor Shares	\$3,850,726	0.27%	1.00%	0.10%
Vanguard Retirement Savings Trust**	\$2,824,386	0.31%	N/A	0.15%
Vanguard Prime Money Market Fund	\$2,592,734	0.20%	N/A	0.10%
Vanguard Windsor II Fund Investor Shares	\$2,477,450	0.35%	1.19%	0.10%
Vanguard Total Bond Market Index Fund Investor Shares	\$2,020,933	0.22%	0.90%	0.10%
Vanguard Total Stock Market Index Fund Investor Shares	\$1,833,808	0.18%	1.13%	0.10%
Vanguard Morgan Growth Fund Investor Shares	\$1,426,298	0.42%	1.27%	0.10%
Vanguard Equity Income Fund Investor Shares	\$1,404,176	0.31%	1.19%	0.10%
Vanguard U.S. Growth Fund Investor Shares	\$1,234,553	0.44%	1.27%	0.10%
Vanguard International Growth Fund Investor Shares	\$1,142,903	0.47%	1.42%	0.10%
Vanguard Explorer Fund Investor Shares	\$503,540	0.50%	1.45%	0.10%
Vanguard Target Retirement 2015 Fund	\$368,391	0.17%	0.49%	0.10%
Vanguard LifeStrategy Growth Fund	\$278,485	0.17%	0.98%	0.10%
Vanguard Target Retirement 2020 Fund	\$266,161	0.17%	0.56%	0.10%
Vanguard Target Retirement 2025 Fund	\$254,557	0.18%	0.49%	0.10%
Vanguard LifeStrategy Moderate Growth Fund	\$131,691	0.16%	1.00%	0.10%
Vanguard LifeStrategy Income Fund	\$131,690	0.13%	0.91%	0.10%
Vanguard Target Retirement 2035 Fund	\$54,792	0.19%	0.48%	0.10%
Vanguard Target Retirement 2040 Fund	\$10,265	0.19%	0.56%	0.10%
Vanguard Target Retirement 2010 Fund	\$9,317	0.17%	0.53%	0.10%
Vanguard Target Retirement Income Fund	\$8,282	0.17%	0.50%	0.10%
Vanguard LifeStrategy Conservative Growth Fund	\$1,845	0.15%	0.91%	0.10%
Vanguard total	\$26,886,799	0.27%	1.10%	0.11%
Vanguard total asset-based fees		\$73,871	\$237,024	\$28,299

** The Expense Ratio of this investment includes fees paid to Vanguard for management of the fund, but does not include fees paid to the issuers of synthetic investments contracts. These synthetic investment contract fees equate to .18%. Fund performance results are net of synthetic investment contract fees.

*The current recordkeeping payment is paid by the fund, fund company, or its advisor to Vanguard for recordkeeping and shareholder servicing. For more information on these payments, please refer to the fund's prospectus. Additional fees may be described below.

Recordkeeping fees

Fee description	Paid by	Total fee
Total recordkeeping compensation from plan sponsor		\$0
Annual Administrative Fee (Paid By Participant Gross Per Capita)	Participants	\$6,000
Total direct compensation*		\$6,000
Total indirect compensation (Current recordkeeping payment from non-Vanguard funds)		\$0
Vanguard current recordkeeping credit		\$28,299
Total recordkeeping compensation		\$34,299

* Direct compensation includes fees paid out of the plan. Plan sponsors may pay appropriate fees from the plan forfeiture account if permitted in the plan document.

Additional fees

Fee description	Paid by	Fee
Ad Hoc Reporting (Paid By Participant Gross Per Capita)	Participant Gross Per Capita	As Agreed Upon
Additional Processing (Paid By Participant Gross Per Capita)	Participant Gross Per Capita	As Agreed Upon



All-in fee report

408(b)(2) disclosure for CITY OF AMES MUNICIPAL UTILITY RETIREMENT SYSTEM
PLAN

Calculated as of October 31
2012

Additional fees		
Fee description	Paid by	Fee
Annual Administrative Fee For Each Loan (Paid By Participant Fixed Per Capita)	Participants	\$25 Per Loan Maintenance
Client Requested Account Adjustments (Paid By Participant Gross Per Capita)	Participant Gross Per Capita	As Agreed Upon
Conversion - Asset Transfer (Paid By Participant Gross Per Capita)	Participant Gross Per Capita	As Agreed Upon
Conversion - Divisional Transfers (Paid By Participant Gross Per Capita)	Participant Gross Per Capita	As Agreed Upon
Conversion - Plan To Plan Transfers (Paid By Participant Gross Per Capita)	Participant Gross Per Capita	As Agreed Upon
Conversion - Start Up Plans (Paid By Participant Gross Per Capita)	Participant Gross Per Capita	As Agreed Upon
Fee Disclosure Change Notice(s)	Plan sponsors	\$.50 Per Mailed Notification
Legal Notice(s)	Plan sponsors	\$1.50 Per Mailed Notification
Loan Origination Fee NonSelf-Provisioned (Paid By Participant Fixed Per Capita)	Participants	\$90 Per Loan Origination
Loan Origination Fee Self-Provisioned (Paid By Participant Fixed Per Capita)	Participants	\$40 Per Loan Origination
Miscellaneous Fees (Paid By Participant Gross Per Capita)	Participant Gross Per Capita	As Agreed Upon
Mistake of Fact Processing (Paid By Participant Gross Per Capita)	Participant Gross Per Capita	\$50 per occurrence
Participant Education Retirement Service (Paid By Participant Gross Per Capita)	Participant Gross Per Capita	As Agreed Upon
Plan Consulting Services (Paid By Participant Gross Per Capita)	Participant Gross Per Capita	As Agreed Upon
QDRO Processing (Paid By Participant Fixed Per Capita)	Participants	\$50
Requested Statement Enclosures (Paid By Participant Gross Per Capita)	Participant Gross Per Capita	As Agreed Upon
Return of Excess (Paid By Participant Gross Per Capita)	Participant Gross Per Capita	\$50 per occurrence
Termination related compensation*		\$20,000
*Vanguard charges a fee for the conversion services that it will perform to transfer a plan to a subsequent provider. The standard conversion services fee above will apply unless otherwise outlined in the recordkeeping fee agreement. Early termination fees also outlined in your recordkeeping fee agreement may apply if the arrangement is terminated in the first three years.		

All-in fee summary	
Vanguard total asset-based fees	\$73,871
Non-Vanguard total asset-based fees	\$0
Other investment total asset-based fees	\$0
Total direct compensation	\$6,000
Total recordkeeping compensation from plan sponsor	\$0
Included additional fees	\$0
Other additional fees	Variable
Total all-in fees	\$79,871
Total assets	\$26,886,799
Total expense ratio	0.30%

Plan summary

October 31, 2011 versus October 31, 2012

City of Ames Municipal Utility Retirement System Plan – 090886

October 31, 2011

Total Plan Balance	\$24,623,292.38
Total Balance Net of Loans	\$24,561,559.20
Number of Active Participants	132
Number of Participants With a Balance	146
Average Participant Balance	\$168,229.86

October 31, 2012

Total Plan Balance	\$26,931,729.17
Total Balance Net of Loans	\$26,886,799.05
Number of Active Participants	131
Number of Participants With a Balance	146
Average Participant Balance	\$184,156.16

Transactions

11/1/2011 through 10/31/2012

	Number of participants	Amount
Exchanges	17	\$2,191,218.13
Outstanding Loans	5	\$44,214.72
Terminations	11	\$1,287,916.23

Participant overview

	Amount
Plan Net Cash Flow	\$393,107.63
Net Cash Flow Per Participant	\$2,692.52

Web Registration

Number of Participants	96
Percent of Total	65.75%

Assets by investment

October 31, 2011 versus October 31, 2012

City of Ames Municipal Utility Retirement System Plan – 090886

Investments	Asset balance October 31, 2011	Number of total participants	Percentage	Asset balance October 31, 2012	Number of total participants	Percentage
Short Term Reserve Funds						
Vanguard Prime Money Market Fund	\$2,855,281.52	61	11.60%	\$2,592,733.91	58	9.63%
Vanguard Retirement Savings Trust	\$2,395,861.47	28	9.73%	\$2,824,386.34	32	10.49%
Bond Funds						
Vanguard Total Bond Market Index Fund	\$1,819,318.67	50	7.39%	\$2,020,932.78	51	7.50%
Balanced Funds						
Vanguard LifeStrategy Conservative Growth Fund	\$746.91	1	0.00%	\$1,844.93	2	0.01%
Vanguard LifeStrategy Growth Fund	\$222,188.55	11	0.90%	\$278,485.19	10	1.03%
Vanguard LifeStrategy Income Fund	\$104,874.50	7	0.43%	\$131,689.99	8	0.49%
Vanguard LifeStrategy Moderate Growth Fund	\$113,890.90	7	0.46%	\$131,690.63	7	0.49%
Vanguard Target Retirement 2010 Fund	\$1,856.00	1	0.01%	\$9,317.01	1	0.03%
Vanguard Target Retirement 2015 Fund	\$260,327.93	2	1.06%	\$368,390.84	3	1.37%
Vanguard Target Retirement 2020 Fund	—	—	—	\$266,161.00	2	0.99%
Vanguard Target Retirement 2025 Fund	\$188,609.24	6	0.77%	\$254,556.83	6	0.95%
Vanguard Target Retirement 2035 Fund	\$49,350.98	1	0.20%	\$54,791.63	1	0.20%
Vanguard Target Retirement 2040 Fund	—	—	—	\$10,265.31	1	0.04%
Vanguard Target Retirement Income Fund	\$7,344.57	1	0.03%	\$8,281.80	1	0.03%
Vanguard Wellington Fund	\$3,999,029.73	76	16.24%	\$3,850,726.30	73	14.30%
Stock Funds						
Vanguard 500 Index Fund	\$3,470,850.34	76	14.10%	\$4,059,815.04	75	15.07%
Vanguard Equity Income Fund	\$1,169,213.02	44	4.75%	\$1,404,176.24	48	5.21%
Vanguard Explorer Fund	\$463,547.17	26	1.88%	\$503,540.07	25	1.87%
Vanguard International Growth Fund	\$1,014,993.71	57	4.12%	\$1,142,903.22	57	4.24%
Vanguard Morgan Growth Fund	\$1,477,181.12	46	6.00%	\$1,426,298.28	46	5.30%
Vanguard Total Stock Market Index Fund	\$1,534,111.85	53	6.23%	\$1,833,808.14	53	6.81%
Vanguard U.S. Growth Fund	\$1,040,885.78	51	4.23%	\$1,234,553.45	51	4.58%
Vanguard Windsor II Fund	\$2,372,095.24	59	9.63%	\$2,477,450.14	56	9.20%
Loan Funds						
Loan Fund	\$61,733.18	5	0.25%	\$44,930.12	5	0.17%
Totals	\$24,623,292.38		100.00%	\$26,931,729.17		100.00%

For institutional use only. Not for public distribution.

COUNCIL ACTION FORM

SUBJECT: POWER PLANT STEAM TURBINE NO. 8 OVERHAUL

BACKGROUND:

On September 25, 2012, City Council approved preliminary plans and specifications for the Steam Turbine No. 8 Overhaul. This unit is scheduled to be disassembled and inspected after over 27,000 hours of operation during the spring 2013 outage. This work is required to replace worn parts and inspect the turbine and generator for repairs that may be needed to avoid more serious damage. Repairs and replacement of worn parts will be completed as the inspection progresses. Experience has shown that certain parts require replacement every outage and some parts become unusable during the disassembly process. Also worn sections and cracks found during the inspection require various types of weld repairs.

On October 9, 2012, City Council approved the procurement of the steam turbine parts required for this project. The parts have been, and continue to be, delivered to the Power Plant, at a cost of \$526,086.90 (inclusive of IA sales-tax) plus freight to be paid by the City.

This portion of the project is for the procurement of an experienced turbine contractor to perform all the disassembly, cleaning, repairing and reassembly of Unit 8 Turbine Generator.

In order to avoid the similar problems experienced the last time Unit 7 was overhauled, staff intended to: 1) give greater emphasis on a company's proven expertise when evaluating preferred bidder; 2) gain a tighter control on costs by requiring bids for optional work should it be identified once the unit is opened; and 3) dedicate a staff engineer to oversee the project.

Bid documents were issued to sixty-three potential bidders. The bid was advertised on the Current Bid Opportunities section of the Purchasing webpage and a Legal Notice was published in the Ames Tribune. The bid was also sent to three plan rooms.

In addition to the Base Bid, (which consists of turbine disassembly; inspection; cleaning; turbine generator reassembly; valves, auxiliaries, turbine rotor and component shipping to repair facility; and the completion of minor repairs on all components), the bid contains fourteen options based on time and material not to exceed prices for major repair work that may be necessary once the unit is opened up. The purpose of the option bids was to limit costs for the City and pay actual costs for the repair since the scope of each repair could not be defined for a lump sum bid. However, most of the bidders qualified their not-to-exceed option

prices with a labor hour limitation as they were not willing to accept risk for an unknown repair scope. They bid based on their experience with completing this type of work but were not willing to accept risk for the possibility of more extensive damage and more extensive required repairs.

On October 31, 2012, eleven bids were received as shown on “**Attach C - Bid Summary**” on the attached Bid Report.

Council may recall from the November 13, 2012, meeting when bids were reported that staff determined that the bid submitted by Turbocare was found to be non-responsive because bid security was not submitted with its bid.

As a result, ten bids remained for Electric Services staff to evaluate. **After the further evaluation of the remaining bids staff determined that the bid submitted by Power Plant Field Services was also non-responsive due to exceptions they took to critical technical components of the specification.** The exceptions are as followed: 1) they will not supply any cribbing, floor protection and scaffolding; 2) shifted responsibility for freight and shipping from them to the City; 3) placed hour limitations for main steam valve and control valve work; 3) required the City to have all new cam bushings and bearings; 4) all cutting of bolts was considered extra work; and 5) required the City to supply a mobile crane if needed.

Staff selected the options they anticipate utilizing and added the Base Bid to determine the winner as shown on “**Attach B – Award Evaluation.**” It is important to note that “**Attach A – Summary**” shows a summary of the key components derived from evaluation conducted on “**Attach B**”.

Based on the Base Bid and the summation of all options selected for award, staff concluded that the apparent low bid submitted by NAES Corporation, Houston, TX, in the amount of \$807,800 (inclusive of applicable Iowa sales tax) is acceptable. This price consists of the lump sum portion, not-to-exceed portion and time and materials qualified portion. Council should note NAES did not supply a not-to-exceed time and material price for Option 7 which staff selected. As a result, staff estimated a cost for evaluation purposes of \$130,000 based on the other bids and past staff experience.

The engineer’s estimate to perform the overhaul work with the present work scope required and a reasonable amount of repair is \$1,830,000. The approved FY 2012/13 Budget and Capital Improvements Plan includes \$3,500,000 for the turbine generator overhaul including parts, professional technical assistance, and contractor services. As mentioned earlier the parts were awarded in the amount of \$526,086.90 (inclusive of IA sales-tax) plus freight. The City will reimburse the contractor for actual delivery costs. The engineer’s estimate for the parts portion was \$533,000. The approved FY 2012/13 Budget includes \$2,000,000 for parts in the Unit #8 Blading and Diaphragm/Parts project associated with the Unit #8 Turbine Generator Overhaul. The entire overhaul project scope has changed considerably since the amounts above were

budgeted. Initially a large number of blades and stationary steam path components were planned for replacement. Staff decided to make one more repair on the components before replacing during the next outage. As a result the overhaul estimate is much less than budgeted.

Council should note that professional technical service is utilized during major turbine generator work to provide instructions and advice on disassembly and reassembly, parts replacement and repair procedures. This year due to the significant repairs anticipated and value of parts procured, staff believes it will be very beneficial to procure the professional technical assistance from General Electric International, Inc. (GE) who is the Steam Turbine No. 8 manufacturer and parts supplier. The cost-not-to-exceed estimate will be \$256,870.00. GE's proposal is currently being reviewed by the City's Legal Department to identify any terms and conditions that could pose a risk to the City. **This will be presented to City Council for consideration at a future meeting.**

To date, the project budget has the following items encumbered:

1.	\$526,086.90*	Actual cost for Unit #8 Steam Turbine Parts. *Council should not this total does not include freight. The City will reimburse the contractor for actual delivery costs.
2.	\$807,800.00	Actual cost of Base Bid, plus cost-not-to-exceed Options for Steam Turbine No. 8 Overhaul. (this item)
3.	\$256,870.00	A cost-not-to-exceed for GE representative to provide technical direction for this overhaul. (will be presented to City Council for consideration at a future meeting)
Total \$1,590,756.90		

Work on this project would begin during the 2013 spring outage which is scheduled to start April 1, 2013.

ALTERNATIVES:

1. Award a contract to NAES Corporation, Houston, TX, for the Steam Turbine No. 8 Overhaul in the amount of \$807,800.00.

This amount consists of:

- \$443,800 for the lump sum base bid contract portion.
- \$91,500 for the time and material based "not to exceed" contract portion.
- \$272,500 for the estimated time and material based contract portion.

2. Reject all bids and cancel the Unit 8 Turbine overhaul.

MANAGER'S RECOMMENDED ACTION:

The Unit 8 Turbine-Generator is scheduled for a major overhaul starting in the spring of 2013. Turbine-generator overhauls are typically performed in the industry about every five years to restore unit efficiency and to maintain good unit life and reliability. Without this overhaul, the Power Plant's performance would degrade considerably over time and the risk of catastrophic failure will increase. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as stated above.



INVITATION TO BID NO. 2013-037 STEAM TURBINE NO. 8 OVERHAUL SUMMARY

[illegible]

Council should note the following:


HPI, Turbine Pros and Wood Group's "Option" bids are based on a pricing range depending on whether the work is conducted "on-site" or "off-site".

* Evaluated Base and Total are less all applicable sales tax since five of the bidders are not licensed to collect.

****NAES bid "time & materials" for Option #7. Based on typical work performed and other bid's submitted from the other bidder's Electric Services' staff estimates total "time & materials not-to-exceed" with NAES to be \$130,000.**

***Council should note that the all the responsive bidders (except for Mitsubishi Power Systems and Wood Group) in this column qualified most of the "not-to-exceed" pricing. They qualified based on assumptions of typical work conducted in a turbine overhaul and limited the manhours. The "Qualified" work items are actually time & material work items. For example: On Option 1 NAES based their \$15,000 "not-to-exceed" price on 100 man hours. If the man hours exceeds 100 then the price would change.

total "not to exceed" with NAES to be \$130,000.									
OVERALL TOTAL (inclusive of IA Sales Tax)	\$807,800.00	\$956,887.00 - \$977,380.00	\$904,300.00 - \$939,580.00	\$1,009,844.00	\$1,693,795.00	\$1,281,823.00	\$1,295,572.63 - \$1,315,850.70	\$1,183,375.00	\$1,459,986.00
OVERALL TOTAL (less IA Sales Tax)	\$778,750.00	\$927,764.55 - \$948,257.55	\$904,300.00 - \$939,580.00	\$971,939.00	\$1,693,795.00	\$1,281,823.00	\$1,241,421.08 - \$1,261,699.15	\$1,183,375.00	\$1,459,986.00

		INVITATION TO BID NO. 2013-037 STEAM TURBINE NO. 8 OVERHAUL BID SUMMARY																					
BIDDER:		NAES Corporation Houston, TX		HPI-LLC Houston, TX		Turbine Pros Rogers, MN		Power Generation Service, Inc Anoka, MN		Turbine Diagnostic Services Odessa, FL		General Electric Intl Inc Omaha, NE		Wood Group Power Plant Services, Inc., Alpharetta, GA		Mitsubishi Power Systems Americas, Inc. Orlando, FL		Midwest Service Center, Hobart, IN		Turbocare Chicopee, MA		Power Plant Field Services Ball Ground, GA	
DESCRIPTION																							
BASE		\$443,800.00		\$445,160.00		\$490,480.00		\$541,492.00		\$629,438.00		\$643,129.00		\$773,593.51		\$863,907.00		\$885,470.00		Non-Responsive.		Non-Responsive.	
IA Sales Taxes included in the above Amount:		\$29,050.00		\$29,122.45		Not included		\$37,905.00		Not licensed to collect IA sales tax		Not included		\$54,151.55		Not included		Not licensed to collect IA sales tax					
Evaluated Base (less all taxes)		\$414,750.00		\$416,037.55		\$490,480.00		\$503,587.00		\$629,438.00		\$643,129.00		\$719,441.96		\$863,907.00		\$885,470.00					
OPTIONS																							
1	Major repair of first stage nozzle parts	\$15,000.00		\$18,250.00		\$14,500.00		\$28,428.00		\$97,836.00		\$14,743.00		\$18,061.69		\$79,753.00		\$36,995.00					
2	Major repair of first stage deflector	\$7,500.00		\$18,250.00		\$14,500.00		\$3,605.00		\$24,221.00		\$4,775.00		\$18,061.69		\$34,776.00		\$23,061.00					
3	Major repair of both rows of first stage rotating blades	\$15,000.00		\$21,650.00		\$17,200.00		\$3,605.00		\$29,436.00		\$9,550.00		\$21,425.14		\$17,069.00		\$26,570.00					
4	Major repair of second thru fifth stage blades	\$30,000.00		\$54,130.00		\$43,000.00		\$7,416.00		\$84,721.00		\$19,100.00		\$53,562.86		\$34,139.00	Minor Repair	\$60,731.00					
5	Major repair of second thru fifth stage diaphragms	\$30,000.00		\$77,540.00		\$61,600.00		\$62,830.00		\$264,581.00		\$60,910.00		\$76,731.91		\$419.00	each blade	\$53,660.00					
6	Major repair of 14 th thru 17 th stage	\$30,000.00		\$74,540.00		\$61,600.00		\$77,250.00		\$317,492.00		\$294,833.00		\$76,731.91		\$623.00	each blade	\$151,356.00					
7	Major repair of 14 th thru 17 th stage blades with installation and supply of erosion shields	T & M		\$154,080.00		\$122,400.00		\$206,000.00		\$139,768.00		\$26,987.00		\$152,467.30		\$17,069.00		\$116,525.00					
																\$1,004.00	erosion shield each blade						
8	Surface preparation and re-coating of the internals of the main lube oil tank	\$10,000.00		\$3,745.00		No Bid		T & M		\$34,339.00		No Bid		T & M		Exception		\$8,700.00					
9	Machining and repair of the generator collector rings	\$15,000.00		\$43,680.00	on-site	\$34,700.00	on-site	\$36,050.00		\$38,204.00		\$49,585.00		\$43,222.90	on-site	\$58,830.00		\$15,004.00					
			\$23,187.00	off-site	\$18,420.00	off-site	\$22,944.83							off-site									
10	Supply of two technical advisors	No Bid		Cannot provide		\$85,150.00	Technical Director day shift	\$123,600.00	per each TFA	\$194.00	per hr per man	\$250,850.00		Included in Base Bid		\$118,913.00	each MPSA TFA	\$139,480.00					
11	Supply of one generator specialist	Included		\$16,120.00		N/A		Included		\$194.00	per hr per man			Included in Base Bid		Included		\$16,292.00					
12	Repowering and boring of four main shaft journal bearings. Include shipping if	\$54,000.00		\$19,970.00		\$42,200.00	on-site	\$19,313.00		\$24,282.00		\$55,941.00		\$43,326.88		\$6,021.00		\$43,330.00					
				\$25,200.00	off-site																		
13	Inspection and testing the generator	\$16,500.00		\$16,120.00		\$20,370.00		\$15,100.00		\$22,500.00		\$24,109.00		\$19,731.06		\$55,015.00		\$20,944.00					
14	Turbine rotor low speed spin balance	\$21,000.00		shop \$17,890.00		\$17,200.00	on-site	\$8,755.00		\$21,122.00		\$7,885.00		\$18,933.85		\$14,750.00		\$10,048.00					
				\$15,200.00	off-site																		
												\$26,676.00	Start-Up Specialist										
												\$31,000.00	Perf. Bond										

\$6,300.00	Turb. Rotor Transp. (both ways)
\$6,300.00	Nozzle Plate and Diaphragms Transp (both ways)

Old CAF
28
ITEM # 4
DATE: 12-18-12

COUNCIL ACTION FORM

**SUBJECT: VACATION OF UTILITY EASEMENTS –YOUTH & SHELTER SERVICES
PARKING LOT**

BACKGROUND:

On September 2, 2011, the Electric Services Department obtained an electric facilities easement for the future placement of a pad-mount transformer to provide alternate electric service to the buildings in the block encompassed by Main Street, Kellogg Avenue, 5th Street, and Douglas Avenue. The easement was granted by Youth and Shelter Services, 420 Kellogg Avenue, on property owned by them at 218 5th Street.

During recent construction activities in the alley north of Main Street, it was determined by Electric Services staff that the proposed location of the future transformer would not be feasible due to difficulties in extending future buried wires to and from the transformer. An alternate location for the future transformer was identified on the YSS site and an easement has been granted for this new location. **The original electric facilities easement obtained for this purpose, therefore, is no longer required.**

Staff has reviewed the easement vacation location, and the easement is only an Electric Services easement. No other utility facilities will be affected by the vacation of this easement.

ALTERNATIVES:

1. Approve the vacation of the easement shown in Attachment A on the Youth and Shelter Services property, and set the date of public hearing for January 22, 2013.
2. Do not approve the request to vacate the easements shown in Attachment A on the Youth and Shelter Services property.

MANAGER'S RECOMMENDED ACTION:

Since a new location for the transformer has been found that is more easily accessible now and in the future, the City no longer has a need for the easement.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the vacation of easements shown on Attachment A, and setting the date of public hearing for January 22, 2013.

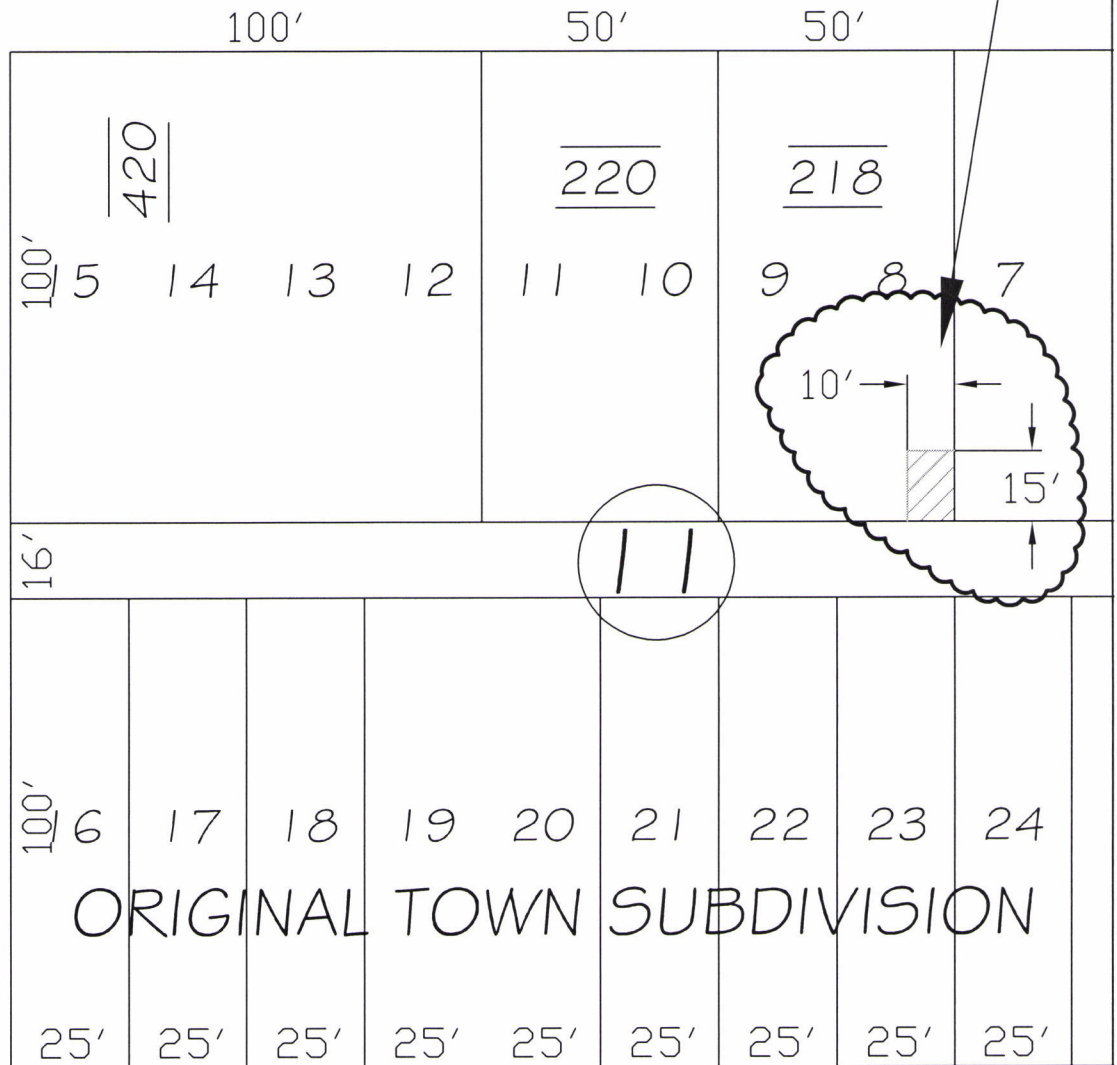
5th Street

EASEMENT TO
BE VACATED

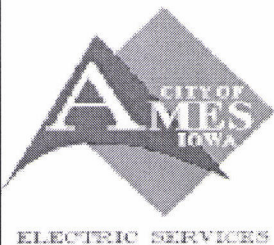
Kellogg Avenue



NO SCALE



Main Street



ELECTRIC UTILITY
EASEMENT

YOUTH & SHELTER SVCS, INC.
218 5TH STREET
AMES, IOWA

Drawn: MEI 8/27/09

Drawing Number

Checked:

EXHIBIT "A"

Approved:

Sheet 1 of 1

Scale: NONE

COUNCIL ACTION FORM

SUBJECT: VACATION OF UTILITY EASEMENTS – STREETS OF NORTH GRAND

BACKGROUND:

North Grand Mall is currently moving forward with the improvements identified on the adaptive reuse plan approved by the City Council in January, 2012. That plan differed from the original plan approved in 2007. Because the new buildings proposed in 2007 are not now being constructed, a number of easements that were created in that plat are no longer needed. The City Council, in December, 2012, approved a new plat to create a separate lot for the proposed Kohl's building. In order to clear title issues prior to closing, GK Development, the owner of the mall, is requesting the vacation of these unneeded easements.

Staff has reviewed the easement locations and verified that the vacation of these easements would have no impact on public utilities as the lot is served by other easements.

ALTERNATIVES:

1. Set January 22, 2013 as the date of the public hearing and action on a resolution to approve the vacation of the subject easements.
2. Do not set a public hearing for the vacation of the easements.

MANAGER'S RECOMMENDED ACTION:

In order to accommodate the expected sale of the Lot 1 of Streets of North Grand, Plat 2, these easements are proposed to be vacated. Staff has determined that these easements are redundant and will have no impact on providing services to the site.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative 1, thereby setting January 22, 2013 as the date of the public hearing and action to approve the vacation of the subject easements.

COUNCIL ACTION FORM

SUBJECT: **SUBMISSION OF DRAFT PROGRAMMATIC AGREEMENT TO
IOWA STATE HISTORIC PRESERVATION OFFICE (SHPO)**

BACKGROUND:

As part of the City's Community Development Block Grant (CDBG) Program agreement with the Department of Housing and Urban Development (HUD), the City is responsible for conducting a number of environmental checklist requirements and conditions before proceeding with a project. HUD-funded projects vary widely as to their complexity, and there are different levels of environmental review triggered by different kinds of projects. The National Historic Preservation Act of 1966 requires federal agencies to consider the impact of their projects on historic properties. This process is known as the "Section 106" review. Section 106 is incorporated into the environmental review compliance requirements in conjunction with the HUD CDBG program regulations.

To fulfill these requirements, entitlement cities in Iowa need to work closely with the Iowa State Historic Preservation Office (SHPO). SHPO is responsible for ensuring that the state and entitlement cities utilizing CDBG funds are in compliance with the Section 106 review and HUD regulations regarding identification and preservation of historic properties.

A draft agreement has been developed to outline the process and procedures which the City will use to comply with the Section 106 regulations for certain types of project undertakings (e.g., housing rehabilitation and infrastructure projects), and to determine if the projects would affect any properties and/or landmarks that are included or eligible to be included in the National Register of Historic Places. The agreement will streamline the process for approval, which in the past has delayed project start dates significantly. As required by the regulations, the City will submit requests to SHPO and send notifications to Indian Tribes in cases where projects would involve ground disturbing activities and/or the rehabilitation of buildings over 50 years old that may have potential historic/architectural significance.

Additionally, the newly revised Section 106 regulations now require that the City involve the public and other interested parties (such as the City's Historic Preservation Commission, the Ames Historical Society, and Preservation Iowa) in the consultation process, so that they are aware that these regulations are in place to enhance the preservation of historic properties and landmarks in our community. The agreement, however, in no way interferes with the local historic preservation processes, procedures or regulations.

The City's 2005 agreement with SHPO is expired and obsolete. The updated draft agreement is very similar to the 2005 agreement, but now incorporates the languages and

processes of the newly revised Section 106 of the National Historic Preservation Act as noted above.

The updated draft agreement has been reviewed and revised by the HUD Regional Office in Kansas City, and was reviewed by the Ames Historic Preservation Commission at its November 19th meeting. The Commission fully endorsed the “draft” agreement (see attached letter). A copy of the draft agreement was sent both to the Ames Historical Society and the Midwest Office of the National Trust for Historic Preservation. No comments were received from either entity. A copy was sent to Preservation Iowa, which also expressed their support (see attached letter). A copy was also sent to the specified Indian tribes, from whom no comments were received.

The community has been notified that the updated draft agreement was available for public comment and that the hearing for comments would be at the January 22, 2013 City Council meeting. The next step is to approve submittal of the updated draft agreement to SHPO for their review and approval. Once SHPO approves the agreement, the agreement would then be submitted to the Advisory Council on Historic Preservation and HUD for acceptance.

The updated draft agreement and letters of support are attached.

ALTERNATIVES:

1. The City Council can approve submittal of the updated draft programmatic agreement to SHPO for their review and approval.
2. The City Council can deny approval to submit the updated draft programmatic agreement to SHPO for their review and approval.

CITY MANAGER'S RECOMMENDED ACTION:

The updated draft agreement outlines the process and procedures which the City will use to comply with HUD’s Section 106 regulations for certain types of project undertakings that may affect properties and landmarks that are included or eligible to be included in the National Register of Historic Places. **The agreement also streamlines the process for approval, which in the past has delayed project start dates significantly.**

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative #1, thereby approving submittal of the updated draft programmatic agreement to SHPO for their review and approval.

**PROGRAMMATIC AGREEMENT AMONG
THE CITY OF CITY OF AMES,
THE IOWA STATE HISTORIC PRESERVATION OFFICER,
AND
THE ADVISORY COUNCIL ON HISTORIC PRESERVATION
REGARDING ALTERNATIVE PROCEDURES GOVERNING
COMPLIANCE WITH THE NATIONAL HISTORIC PRESERVATION
ACT FOR UNDERTAKINGS WITH REVIEW RESPONSIBILITIES
DELEGATED UNDER 24 CFR PART 58**

WHEREAS, Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §§ 470 *et seq.*, hereinafter, NHPA), requires federal agencies to take into account the effects of their undertakings on historic properties and to afford the Advisory Council on Historic Preservation (ACHP) a reasonable opportunity to comment on such undertakings; and,

WHEREAS, the U.S. Department of Housing and Urban Development (hereinafter, HUD) has allocated to the City of AMES (hereinafter, City) funds through various programs including the Community Development Block Grant program (hereinafter, CDBG), authorized by Title I of the Housing and Community Development Act of 1974, in accordance with Section 104(g) (42 U.S.C. 5304(g)) and the HOME Investment Partnerships Program (hereinafter, HOME), authorized by Title II of the Cranston-Gonzalez National Affordable Housing Act, in accordance with Section 443 (42 U.S.C. 11402); and,

WHEREAS, pursuant to 24 CFR Part 58, the City must assume responsibilities for environmental review, decision-making, and action that would apply to HUD under Section 106 of the NHPA and its implementing regulations 36 CFR Part 800; and,

WHEREAS, the City has consulted with the Iowa State Historic Preservation Officer (hereinafter, SHPO) and the ACHP and has determined that certain HUD-funded actions have the potential to cause effects to historic properties while others do not; and,

WHEREAS, given the breadth and number of Iowa's non-entitlement and entitlement community funding recipients and the need for timely and efficient delivery of governmental assistance, the City, SHPO, and ACHP have agreed that the Section 106 process for undertakings where the City has assumed HUD environmental responsibilities pursuant to 24 CFR Part 58 may be addressed programmatically in order to effectively and expeditiously meet regulatory obligations as an alternative to standard Section 106 procedures, as allowed by 36 CFR 80.14; and,

WHEREAS, the City, in the interest of streamlining, will enter into lead federal agency agreements pursuant to 36 CFR Part 800.2(a)(2) when such agreements are mutually advantageous and of net benefit to the ultimate recipient of federal aid; and, the City will use the NEPA process when practicable and feasible to address the requirements of both the Section 106 and NEPA processes in a timely and efficient manner pursuant to 36 CFR Part 800.8; and,

WHEREAS, the City has contacted federally recognized tribes that may attach religious and cultural significance to historic properties that may be affected by HUD-funded undertakings, notifying them of the collective desire and intent of the signatories to address Section 106 compliance programmatically, to notify them of the types of undertakings pursued under 24 CFR part 58 programs and to solicit their views on which types of undertakings may have potential to affect properties of interest to them and how they wish to be consulted upon them, and finally to review and comment upon the programmatic agreement in the capacity of a concurring party; and,

WHEREAS, the City, in consultation with the SHPO and ACHP, has identified other interested parties including but not limited to the Ames Historic Preservation Commission, Ames Historical Society, Preservation Iowa, the Midwest Office of the National Trust for Historic Preservation and has afforded them and the public a reasonable opportunity to comment by disseminating information about the programmatic agreement. The City will continue to consult with Native American tribes and other consulting parties on individual undertakings and involve the public by utilizing HUD procedures for soliciting public involvement found at 24 CFR Part 58.43; 58.45-46; 58.59 and other applicable sections of that part, as appropriate.

NOW THEREFORE, the City, the SHPO, and the ACHP as signatories, agree that, upon execution of this programmatic agreement, undertakings where the City has assumed HUD environmental responsibilities pursuant to 24 CFR Part 58 shall be implemented in accordance with the following stipulations and conditions in a timely manner and with adequate resources in order to take into account the effects of these undertakings on historic properties.

STIPULATIONS

The City will ensure that the following stipulations are implemented:

I. CITY RESPONSIBILITIES

- A. The City shall ensure that all historic properties investigations, evaluations, and data recovery efforts conducted pursuant to this agreement shall be performed in accordance with the Secretary of the Interior's Standards and Guidelines for Identification and Evaluation and by or under the direct supervision of an individual that meets the Secretary of the Interior's Professional Qualifications Standards (48 FR 44738-9, September 29, 1983); and shall be performed in a manner that is consistent with Secretary of the Interior's Standards and the *Guidelines for Archaeological Investigations in Iowa*, and all other federal or state standards as appropriate. The City shall ensure that final archaeological reports resulting from data recovery are responsive to contemporary professional standards and to the Department of the Interior's *Format Standards for Final Reports of Data Recovery Programs* (42 FR 5377-79). Precise location data should be provided only in a separate appendix if it appears that release of such data could jeopardize archeological deposits.

- B. The City shall ensure that documentation submitted to the SHPO for review meets or exceeds the standards outlined at 36 CFR 800.11 and is consistent with the ACHP's *Meeting the "Reasonable and Good Faith" Identification Standard in Section 106 Review* (issued November 2011). Pursuant to Section 304 of the NHPA (16 U.S.C. 470w-3) and Chapter 22 7(22) of the Iowa Code, the City shall withhold from disclosure to the public, information relating to the location or character of historic resources and archaeological sites when it has been determined that disclosure of such information may create a substantial risk of harm, theft, or destruction to such resources or to the area or place where such resources are located.
- C. The City shall ensure that appropriate interim controls, as allowed by 24 CFR Part 35.1330, shall be implemented in lieu of full lead-based paint abatement in all historic properties when such procedures are deemed by the City and SHPO to be practicable and feasible.
- D. The City shall ensure that artifacts and records resulting from archaeological investigation made pursuant to this agreement shall be curated at a facility in the State of Iowa that meets or exceeds the Secretary of the Interior's Standards (36 CFR Part 79).
- E. The City shall involve the National Park Service (hereinafter NPS) on all undertakings involving National Historic Landmarks in accordance with 36 CFR 800.10.
- F. The City shall provide letter notification to the SHPO of its intent to enter into a lead federal agency agreements. The notification shall specifically identify the HUD undertaking, partnering agencies, and indicate the City's lead or subordinate role under the agreement.

II. SHPO RESPONSIBILITIES

- A. SHPO shall comment on all undertakings designated for their review within the timeframes required by this programmatic agreement.
- B. SHPO staff shall provide technical assistance as needed to aid the City in carrying out the terms of this programmatic agreement.

III. ACHP RESPONSIBILITIES

- A. ACHP shall participate in cases in which dispute resolution among parties is required as indicated in Stipulation VII, below and in instances when the Criteria for Council Involvement in Reviewing Individual section 106 cases are met (36 CFR 800, Appendix A).

IV. UNDERTAKINGS EXEMPT FROM SHPO REVIEW

- A. The City shall determine individual undertakings exempt from SHPO review based on the criteria outlined in Appendix A of this programmatic agreement.
- B. For an undertaking determined by the City to be exempt from SHPO review, the City shall document its determination by completing an *Excluded from SHPO Review, Project Determination Form* (Appendix B) and attach it and its supporting documentation to the project's environmental assessment document. This concludes the City's responsibilities for complying with Section 106 for the specific undertaking.
- C. If all activities of an undertaking are not exempt from SHPO review, the entire undertaking shall be reviewed according to the procedures outlined in Stipulation V, below.

V. REVIEW OF NON-EXEMPT UNDERTAKINGS

A. Public and Consulting Party Involvement

- 1. The City shall invite parties to consult on specific undertakings subject to review under this programmatic agreement with the exception of those undertakings that are exempt under HUD regulations (24 CFR Part 58.34) or are categorically excluded as being not subject to review of the laws listed at 24 CFR Part 58.5 in accordance with 24 CFR Part 58.35(b), and those exempt from SHPO review as itemized at Part 2 of Section I, Appendix B. Parties that have a consultative roll in the section 106 process include, but are not limited to the following: federally recognized Indian tribes, county and municipal historic preservation commissions, the public, and individuals and organizations who, due to the nature of their legal or economic relation to the undertaking, or their concern with the undertaking's effects on historic properties, demonstrate a legitimate interest.

B. Identification and Evaluation of Historic Properties

1. Identification

- a. For each undertaking, the City shall determine and document an area of potential effects (APE) as defined in 36 CFR 800.16(d).
- b. The City shall examine existing information on historic properties within the APE as a basic level of investigation. Sources of existing information include the National Register of Historic Places (hereinafter, NRHP), the *Iowa Site Inventory* maintained by the SHPO, and *I-SitesPro Archaeological Sites and Surveys Databases* maintained by the Office of the State Archaeologist of Iowa and the I-Sites portal system maintained by the Iowa Department of Transportation .

- c. The City shall seek input from other parties that may have a particular interest in the undertaking and may have information to offer regarding the land-use history of the APE and any historic properties that may be affected within.
- d. Based on the nature of the undertaking and the potential for the APE to contain historic properties, the City may undertake field survey work in its efforts to identify and evaluate historic properties. The City shall ensure that fieldwork is performed by individuals that meet the Secretary of the Interior's Professional Qualifications Standards for archaeology, architectural history, or history, as appropriate.

2. Evaluation

- a. The City shall determine the historic significance of resources within the APE through the application of the NRHP criteria and in accordance with 36 CFR 800.4(c).

3. Results of Identification and Evaluation

- a. The City shall submit documentation of their historic property identification efforts to the SHPO according to the SHPO review process for HUD undertakings, as outlined on the SHPO's website. Submittals should include a *Request for SHPO Comment on a HUD Project* form and all other applicable supporting documentation requested on the form.
- b. If no historic properties are located within the APE or the undertaking will not affect historic properties within the APE, the City will submit to SHPO a finding of "no historic properties affected." If the SHPO concurs with the City's finding or does not respond within 30 days of receipt of the finding, the City's responsibilities under Section 106 will be fulfilled.

C. Assessment and Resolution of Adverse Effects

- 1. If historic properties will be affected by the undertaking but the effects do not meet the criteria of adverse effect outlined in 36 CFR 800.5(a)(1) or the undertaking is modified to ensure consistency with the Secretary's Standards for the Treatment of Historic Properties, the City shall submit to SHPO a finding of "no adverse effect." If the SHPO concurs with the City's finding or does not respond within 30 days of receipt of the finding, the City's responsibilities under Section 106 will be fulfilled.
- 2. If the City determines that the undertaking will result in "adverse effects" to historic properties and the SHPO agrees, the City will continue consultation to resolve adverse effects.
 - a. The City shall first consider ways to modify an undertaking to avoid or minimize adverse effects. If the City determines that alternatives to avoid or

minimize adverse effects are impractical, unfeasible, or imprudent, the City shall involve consulting parties and the SHPO in the development of measures to mitigate adverse effects of the undertaking.

- b. Mitigation measures shall be formalized through the development of a letter of agreement (LOA) executed between the City and SHPO.
- c. Upon execution of the LOA, the City shall provide the ACHP a copy of the LOA and shall implement the undertaking in accordance with the LOA. Upon execution of the LOA and the implementation of its terms, the City's responsibilities under Section 106 will be fulfilled.

VI. UNANTICIPATED DISCOVERIES

A. *Human remains.* Iowa law protects all human burials regardless of their historical age, sex, or cultural/ethnic affiliation. The City shall ensure that the following procedures are observed in the event that human remains are encountered during construction or archaeological investigations.

- 1. In the event that human remains or burials are encountered during archeological investigations or construction activities, work shall cease in the area, appropriate steps shall be taken to secure the site, and officials at the Burials Program at the University of Iowa - Office of the State Archaeologist (OSA, Shirley Schermer, 319-384-0740) and the SHPO shall be notified.
- 2. If the remains appear to be ancient (i.e., determined by the OSA to be older than 150 years), the Burials Program at OSA shall have jurisdiction to ensure that the appropriate procedures in accordance with Chapter 263 of the Iowa Code are observed.
- 3. Human remains less than 150 years old are protected under Chapter 566 of the Iowa Code. In the event that human remains appearing less than 150 years in age are encountered, the City shall ensure that appropriate law enforcement authorities and the Iowa Department of Health are notified.

B. *Archaeological material (non-mortuary related).* The City shall ensure that the following procedures are observed in the event that previously undetected non-mortuary-related archeological materials are encountered during construction or archaeological investigations.

- 1. All activities in the area of the resource shall cease immediately, appropriate steps shall be implemented to secure the site, and the SHPO shall be notified of the discovery.
- 2. An archaeologist retained by the City will inspect the work site and determine the extent of the affected archeological resource within 48 hours of its discovery.

Construction work may then continue in the area outside the archeological resource as it is defined by the archaeologist in consultation with the SHPO.

3. Before work can resume in the area of any unanticipated discovery, the City must determine the NRHP eligibility of the archeological resource in consultation with the SHPO.
4. Upon a determination of eligibility, the City shall submit a plan for avoidance, protection, recovery of information, or destruction without data recovery to the SHPO for review and comment. The City will notify all consulting parties of the unanticipated discovery and provide the proposed treatment plan for their consideration. The SHPO and consulting parties will have seven (7) calendar days to provide comments on the proposed treatment plan upon receipt of the information. The City may implement the proposed treatment plan if SHPO fails to respond within the allotted timeframe.
5. Work in the affected area shall resume upon either:
 - a. The development and implementation of an appropriate data recovery plan, other recommended mitigation procedures, or agreement among the RE and the SHPO that the site does not warrant mitigation; or,
 - b. Agreement by SHPO and the City that the newly located archeological materials are not eligible for inclusion on the NRHP.

C. *Architectural Properties.* The City shall ensure that the following procedures are observed in the event that post-review effects to historic buildings, objects, structures, or districts are identified.

1. If it appears that an undertaking will affect a previously unidentified property that may be historic, or affect a known historic property in an unanticipated manner, the City shall ensure all work in the area of the discovery ceases and take all reasonable measures to avoid or minimize harm to the property until consultation regarding the discovery is concluded.
2. The City shall notify the SHPO of the discovery as soon as practicable. The notification shall include the City's evaluation of the property's NRHP eligibility (if previously unidentified), the City's determination of effects, and a plan to resolve adverse effects if applicable.
3. The City may resume project activities in the area of the discovery 1) if the SHPO concurs that the effects are not adverse or 2) upon implementation of the plan to resolve adverse effects.
4. If the SHPO does not respond within seven (7) calendar days of receipt of the City's notification, the City may either 1) resume project activities in the area of the

discovery if the City determines the effects are not adverse, or 2) implement actions to resolve adverse effects and then resume project activities.

VII. DISPUTE RESOLUTION

- A. Should any signatory to this agreement object at any time to any actions proposed or the manner in which the terms of this agreement are implemented, the City shall consult with such party to resolve the objection.
- B. If City determines that such objection cannot be resolved, then the City will:
 - 1. Forward all documentation relevant to the dispute, including the City's proposed resolution, to the ACHP. The ACHP shall provide the City with its advice on the resolution of the objection within fifteen (15) days of receiving adequate documentation. Prior to reaching a final decision on the dispute, City shall prepare a written response that takes into account any timely advice or comments regarding the dispute from the ACHP and/or signatories and provide them with a copy of this written response. The city will then proceed according to its final decision.
 - 2. If the ACHP does not provide its advice regarding the dispute within the fifteen (15) day period, then the City may make a final decision on the dispute and proceed accordingly. Prior to reaching such a final decision, the City shall prepare a written response that takes into account any timely comments regarding the dispute from the signatories to the agreement and provide them and the ACHP with a copy of such written response.
 - 3. The responsibilities of the PA signatories to carry out all other actions subject to the terms of this agreement that are not the subject of the dispute remain unchanged.

VIII. AMENDMENT

- A. Any signatory to this programmatic agreement may request that any or all of its articles be amended subsequent to the programmatic agreement's execution, whereupon the other signatories will consult in accordance with 36 CFR Part 800.13, to consider such amendment. The City must notify the ACHP of its intent to amend the programmatic agreement and invite the ACHP's review and comment. The amendment will be effective on the date a copy signed by all of the signatories is filed with the ACHP. The City shall ensure that copies of the amended programmatic agreement are provided to all of the signatories.
- B. Revisions to the appendices shall not require notification of and review by the ACHP. However, the City shall ensure that the ACHP is provided file copies of finalized versions that reflect all revisions.

IX. TERMINATION AND DURATION

- A. If any signatory to this agreement determines that its terms will not or cannot be carried out, that party shall immediately consult with the other parties to attempt to develop an amendment per Stipulation VIII, above or other form of resolution. If within thirty (30) days resolution through amendment or other means cannot be reached, any signatory may terminate the agreement upon written notification to the other signatories.
- B. Once the agreement is terminated or becomes null and void, the review of undertakings enabled by 24 CFR part 58 programs shall follow the standard Section 106 process outlined in 36 CFR § 800 subpart B until the City executes a new agreement pursuant to 36 CFR § 800.14.
- C. This agreement will become void seven (7) years from the date of its execution. Prior to such time, the City may consult with the other signatories to reconsider the terms of the agreement and amend it in accordance with Stipulation VIII, above.

X. MONITORING AND REPORTING

The City shall provide the SHPO with an annual report of activities of the previous calendar year by March 31 of the following year while this Agreement remains in effect. The report shall account for projects that are both excluded from and subject to SHPO review and will include individual project numbers and names including property address, level of historic property investigation, historic properties identified, and determinations of effect.

XI. EXECUTION OF THE AGREEMENT

Execution of this agreement by the City, the SHPO, and the ACHP and the implementation of its terms evidences that the City has taken into account program effects on historic properties and has afforded the SHPO and ACHP an opportunity to comment.

SIGNATORIES

Iowa Department of Economic Development (IDED)

BY: _____ Date: _____
CITY OFFICIAL, TITLE

State Historic Preservation Office (SHPO)

BY: _____ Date: _____
Douglas W. Jones, Interim Deputy State Historic Preservation Officer

Advisory Council on Historic Preservation (ACHP)

BY: _____ Date: _____
John M. Fowler, Executive Director

CONCURRING PARTIES

APPENDIX A: UNDERTAKINGS NOT NORMALLY REQUIRING SHPO CONSULTATION

In addition to projects and activities that are either exempt under HUD regulations (24 CFR Part 58.34) or may be categorically excluded as being not subject to review of the laws listed at 24 CFR Part 58.5 in accordance with 24 CFR Part 58.35(b), the signatories agree that the following types of activities do not have the potential to cause adverse effects on historic properties, assuming such historic properties are present, and therefore the City has no further obligations under Section 106 once appropriately documented with the HPS.

Section 1. Administrative Costs and Non –Brick and Mortar Financial Assistance

- a. Economic development activities including equipment purchase, inventory financing, interest subsidy, operating expenses, and similar costs associated with construction or expansion of existing operations where physical improvements, if any, will be limited to those listed in Sections 2 and 3, below;
- b. Activities to assist homebuyers to purchase existing dwelling units or dwelling units under construction, including closing costs and down payments assistance, interest buydowns, interim mortgage assistance, and similar activities that result in the transfer of title where no change in use will occur and physical improvements, if any, will be limited to those listed in Sections 2 and 3, below;
- c. Building acquisition where physical improvements, if any, will be limited to those listed in Sections 2 and 3, below.

Section 2. Undertakings Involving Ground Disturbance

Non-Specific Activities

If the project will **NOT** involve buildings, districts, objects, structures, defined sites, or cultural landscapes that are 50 years of age or older and not listed in or previously determined eligible for the NRHP in the Area of Potential Effects; there are no archaeological sites whose exact location or boundaries are unknown (i.e. triangle sites) within 1-mile of the APE; **AND** either of the following conditions is met, the SHPO does not need to review the project regardless of activity. Document how the project meets the qualifying criteria on an Excluded from SHPO Review Form.

Qualifying Criteria:

- a. The Area of Potential Effects (APE) was intensively surveyed after 1989, determined by the federal agency not to contain archaeological sites that are NRHP-listed, eligible, or unevaluated, and this finding was accepted by the Iowa SHPO. This requires consultation with Office of the State Archaeologist or *I-SitesPro* online databases and the I-Sites portal system maintained by the Iowa Department of Transportation to determine.
- b. The APE has been profoundly disturbed. *Profound disturbance* as it relates to the APE occurs when a past activity or activities have physically altered the *three-dimensional* APE of an undertaking *in its entirety* to the point where there is no potential for an archaeologically significant property to remain.

Specific Excluded Activities

When the following ground disturbing activities are proposed for any project locations not meeting the Qualifying Criteria, they will be considered excluded from further review by the SHPO or ACHP, because the activities have limited potential to adversely affect historic properties (some exceptions noted in *italics* below):

- a. Photoscopic pictures of water and/or sewer pipe
- b. Re-lining of non-historic water and/or sewer pipe (i.e., polyvinyl, transite and other composite plastic pipe; clay pipe less than 24 inches in diameter, post-WPA pre-cast concrete pipe and boxes)
- c. Point repairs of water and/or sewer pipe
- d. Hydrant replacements
- e. Manhole cover replacements
- f. New/replacement service lines and related appurtenances involving boring or slit trenches up to one (1) foot in width and up to 100 feet in length, if no known NRHP listed, eligible, or unevaluated properties, including sites and historic districts, are within the APE and no triangle sites are within 1-mile of the APE
- g. Equipment replacement, purchase, removal, and/or installation
- h. Disturbances confined to the current footprint of an existing facility compound, such as water and/or sewer treatment plants, if no known NRHP listed, eligible, or unevaluated properties, including sites and historic districts, are within the APE and no triangle sites are within 1-mile of the APE
- i. Directional boring of utility lines without sending and receiving pits, if no known NRHP listed, eligible, or unevaluated properties, including sites and historic districts, are within the APE and no triangle sites are within 1-mile of the APE
- j. Connecting pits relating to directional boring for utility lines no bigger than 10 feet by 10 feet, if no known NRHP listed, eligible, or unevaluated properties, including sites and historic districts, are within the APE and no triangle sites are within 1-mile of the APE
- k. In-place replacement of non-historic water and/or sewer mains (i.e., polyvinyl, transite and other composite plastic pipe; clay pipe less than 24 inches in diameter, post-WPA pre-cast concrete pipe and boxes), if no known NRHP listed, eligible, or unevaluated properties, including sites and historic districts, are within or immediately adjacent to the APE and no triangle sites are within 1-mile of the APE
- l. In-place replacement of wells in existing well fields
- m. Test boring/well sites to determine soil suitability, if no recorded archeological sites are within or immediately adjacent to the APE
- n. Replacement in-place of concrete or asphalt sidewalks
- o. Replacement of water towers on the same parcel when that parcel is less than one (1) acre in size, if water tower to be demolished is less than 50 years old and the new tower is not more than a 10% increase in capacity or an increase of more than 20 feet in height as compared to the existing water tower

- p. Utility upgrades without land disturbance
- q. Parking lot rehabilitation or construction of less than one (1) acre in size, without the installation of storm drains or other related below-ground appurtenances located on row-cropped agricultural land or profoundly disturbed areas as defined above, provided that any ground disturbance activities will be confined to the plowzone, which generally extends 10 to 12 inches below the surface
- r. Replacement of overhead conductor cable and replacement in-place of existing utility poles.
- s. Resurfacing and/or rehabilitation of existing concrete or asphalt roads, drives, or entries where there will be no change in the existing horizontal and vertical alignment. *This does not apply to roads found eligible for listing on the NRHP.*
- t. Pavement widening and/or shoulder construction and the addition of auxiliary lanes, such as turn lanes or climbing lanes where there will be no change in the existing horizontal and vertical alignment of an existing right of way. *This does not apply to roads found eligible for listing on the NRHP.*
- u. Demolition of non-historic buildings when all activity is confined to the current footprint of the original construction, which includes a presumed builder's trench extending three (3) feet beyond the existing foundation/footing, and, when ground surface conditions are stable enough to support the weight and movement of heavy equipment on bare ground or on temporary mats without sinking into the ground, rutting the ground surface, or resulting in any form of earthmoving at the demolition site

Section 3. Undertakings Involving Architectural/Historical Resources

Non-Specific Excluded Activities

If any of the following conditions are met, SHPO does not need to review the architectural portion of a project regardless of activity. Document how the project meets the qualifying criteria on an Excluded from SHPO Review Form.

Qualifying Criteria:

- a. The Project will involve a building of any type that is less than 50 years old and that is not listed in or previously determined eligible for the NRHP (individually or as a contributing component to a historic district).
- b. The Area of Potential Effect (APE) has been intensively field surveyed by a professional historian or architectural historian within the last 10 years, determined not to contain historic properties, and the finding was accepted by the Iowa SHPO.
- c. The APE was subject to a reconnaissance field survey conducted by a professional historian or architectural historian within the last 10 years and determined not to contain historic properties or properties needing additional evaluation, and the Iowa SHPO accepted the finding as part of formal consultation with any Federal Agency under Section 106.
- d. The Project will involve a building that has been reviewed by the SHPO within the last 10 years and found to be "not eligible" for listing on the NRHP. Please note this does not

include properties simply added to the Iowa Site Inventory within 10 years. The property must have been signed off as being “not eligible” by SHPO staff.

Specific Excluded Activities

When the following activities are proposed for any architectural properties not meeting the Qualifying Criteria, they will be considered excluded from further review by the SHPO, because the activities have limited potential to adversely affect historic properties (some exceptions noted in *italics* below). Document how the project meets the qualifying criteria on an Excluded from SHPO Review Form.

1. Exterior Rehabilitation

- a. Caulking and weather stripping in a color complementary to the adjacent surfaces
- b. Scraping, extremely low-pressure (less than 100 psi) washing, and/or repainting of exterior cladding. *This does not apply to destructive surface preparation treatments such as water blasting, sand or other particle blasting, power sanding, or chemical cleaning. This does not apply to the application of non-breathable paint (elastomeric, vinyl, etc.)*
- c. Repair or in-kind replacement of windows (i.e., new windows will duplicate the material, dimensions, design, detailing, and operation of the extant or known historic windows; glazing will be clear, non-reflective, and without tint; window sashes will not be clad with aluminum or synthetic material), as follows (*this does not apply to the replacement of existing archaic, decorative, or architectural/structural glass*):
 - i. Repair, scrape, paint, and re-glaze existing windows.
 - ii. Repair or in-kind replacement of window sash, glass, and/or hardware, including jam tracks. Consideration should be given first to identifying ways to repair rather than replace damaged historic materials.
 - iii. Repair or in-kind replacement of damaged and non-operable transoms. Consideration should be given first to repair rather than replacement of damaged historic materials.
- d. Installation of storm windows and doors provided that they conform to the shape and size of the historic windows and doors. The meeting rail of storm windows must coincide with that of the existing sash. Color should complement trim; mill finish aluminum is not acceptable.
- e. Repair or in-kind replacement (i.e., the new features will duplicate the extant material, dimensions, and detailing) of the following features (*consideration should be given first to identifying ways to repair rather than replace damaged historic materials*):
 - i. Porches - railings, post/columns, brackets, cornices, steps, flooring, ceilings, and other decorative treatments.
 - ii. Roofs.
 - iii. Siding.
 - iv. Exterior architectural details and features.
 - v. Doors, including cellar/bulkhead doors.

- vi. Gutters and downspouts.
 - f. Repair or reconstruction of concrete/masonry walls, parapets, chimneys, or cornices, provided any new masonry or mortar matches the color, strength, composition, rake, and joint width of existing walls, and no power tools are used on historic materials. (*Work on historic masonry must follow the guidance provided in Preservation “Brief #2: Repointing Mortar Joints in Historic Masonry Buildings,” currently found online at <http://www.nps.gov/history/hps/tps/briefs/brief02.htm>.*)
 - g. Bracing and reinforcing of chimneys and fireplaces, provided the bracing and reinforcing are either concealed from exterior view or removable in the future.
 - h. Construction or replacement of wheelchair ramps, provided the ramps are on secondary façades and will not directly impact the material fabric of the building.
 - i. Installation of temporary wheelchair ramps on any façade.
 - j. Substantial repair or in-kind replacement of signs or awnings. *This does not apply to historic sign—painted, neon, or otherwise.*
2. Interior Rehabilitation
- a. Non-destructive or concealed testing for damage assessment or identification of hazardous materials (e.g., lead paint, asbestos, etc.).
 - b. Scraping and repainting of interior trim.
 - c. Plumbing repair/replacement, including pipes and fixtures when no structural alteration is involved. *This does not apply to historic fixtures, which must be repaired for this allowance to apply.*
 - d. HVAC system repair, replacement, and/or cleaning, including furnaces, pipes, ducts, radiators, or other HVAC units when no structural alteration or exposed new ductwork is involved. *This does not apply to historic fixtures, which must be repaired for this allowance to apply.*
 - e. Repair or replacement of electrical wiring, including switches and receptacles. *This Allowance does not apply to installing exposed wiring such as surface mounted wiring, conduits, piping, or to the installation of new systems where they will affect significant interior features.*
 - f. Repair or replacement of interior fire detection, fire suppression, or security alarm systems. *This Allowance does not apply to exposed systems such as surface mounted wiring, conduits, or piping where replacement will affect significant interior features.*
 - g. Restroom improvements for handicapped accessibility, provided the work is contained within existing restroom and significant interior materials and features (e.g., historic trim or architectural details) are not altered.
 - h. Repair or in-kind replacement of interior floors, walls, and ceilings. This applies to the repair of interior finishes, including plaster and wallboard, provided the repair is restricted to the damaged area and does not affect adjacent materials. *This does not apply to historic architectural finishes such as decorative plaster or plaster substrates or decorative materials such as wainscoting, murals, gold leaf, etc.*

- i. Installation of drywall over existing wall surface, provided no decorative plaster or other decorative features are covered and all historic trimwork is reinstalled.
 - j. Installation of insulation in ceilings, attic spaces, and crawl spaces. *This does not apply to the installation of urea formaldehyde foam insulation (A.K.A. “spray foam”) or any other insulation containing water.*
 - k. Installation of insulation in wall spaces, provided an appropriate interior vapor barrier or vapor barrier paint is used and historic exterior clapboards are removed and reinstalled carefully. *This does not apply to the installation of urea formaldehyde foam insulation (A.K.A. “spray foam”) or any other thermal wall insulation containing water.*
 - l. Repair or pouring of concrete cellar floor in an existing cellar.
 - m. Repair or replacement of cabinets and countertops. *Historic “built-in” cabinets must be repaired for this to apply.*
3. Site Improvements
- a. Repair or in-kind replacement of driveways, parking lots, and walkways, although consideration should be given first to repair rather than replacement of damaged historic materials whenever feasible.
 - b. Repair or in-kind replacement of non-historic landscaping and utilities, such as paving, planters, trellises, irrigation, and lighting.
 - c. Repair or in-kind replacement of fencing and other exterior retaining or freestanding walls, provided masonry and mortar matches the color, strength, composition, rake, and joint width of historic wall and no power tools are used on historic materials. (*Work on historic masonry must follow the guidance provided in Preservation “Brief #2: Repointing Mortar Joints in Historic Masonry Buildings,” currently found online at <http://www.nps.gov/history/hps/tps/briefs/brief02.htm>.*)

APPENDIX B
EXCLUDED FROM SHPO REVIEW, PROJECT DETERMINATION FORM

Recipient Name:
Recipient Address:

Contract Number:

For information on this request, contact:

Contact Name:

Contact Phone Number:

Project Description:

Project Address (Street, City, Zip):

Project County:

Reason Project Activity is Exempt from SHPO Review (reproduce reason from *Undertakings Not Normally Requiring SHPO Consultation*, which can be found in Appendix A of the programmatic agreement):

Pictures: Take a before and after picture of the primary façade of any buildings directly impacted by rehabilitation activities. Attach them to this form.

Applicant Certification:

As the duly designated certifying official of the recipient, I also certify that: I am authorized to and do consent to assume the status of responsible federal official under the National Environmental Policy Act of 1969 and each provision of law designated in the 24 CFR 58.

Signature and Title of the Certifying Officer of Applicant



December 4, 2012

Iowa State Historic Preservation Office
Attention: Sarabeth Anderson
600 East Locust
Des Moines, Iowa, 50319

Dear Ms. Anderson:

At the November meeting, the Historic Preservation Commission for the City of Ames reviewed a draft of the Programmatic Agreement between the City of Ames, the Iowa State Historic Preservation Office, and the Advisory Council on Historic Preservation.

The Historic Preservation Commission expresses support of this draft agreement to streamline processes regarding housing rehabilitation and the usage of HUD funds. The agreement provides a plan for appropriate consideration/review of historic resources that might be involved while streamlining the process of rehabbing needed affordable housing for the citizens of Ames.

We urge you to approve this agreement so the City of Ames can move ahead with needed housing rehabilitation.

Respectfully submitted,

Sharon Wirth
Chairperson
Ames Historic Preservation Commission



director@preservationiowa.org - www.preservationiowa.org

December 12, 2012

Mrs. Vanessa Baker-Latimer
Housing Coordinator
City of Ames Department of Planning and Housing
515 Clark Ave.
Ames, Iowa 50010

Re: City of Ames Programmatic Agreement with State Historic Preservation Office (SHPO)

Dear Mrs. Baker-Latimer;

We received the Draft Programmatic Agreement between the City of Ames, The State of Iowa Historic Preservation Office and the Advisory Council on Historic Preservation regarding HUD's Section 106 review process required for Community Development Block Grant funded programs.

Thank you for providing us with the opportunity to review and provide input. We support the document and the procedures outlined within it to help streamline the process of accessing Community Development Block Grant funds in meeting the needs of the community.

Sincerely,

Vincent C. Lintz

Executive Director
Preservation Iowa

500 East Locust Street, Suite 500, Des Moines, IA 50309 - PO Box 42184, Urbandale IA 50323-3854 (mailing) - 515.490.3166

Preservation Iowa builds partnerships that enhance our economic
and cultural future through the preservation of Iowa's historic resources.



City Attorney's Office

515 Clark Avenue, P. O. Box 811
Ames, IA 50010

Phone: 515-239-5146 • Fax: 515-239-5142

January 15, 2013

The Honorable Ann H. Campbell, Mayor,
and Members of the City Council
of the City of Ames, Iowa

Re: Ordinances striking all references to the board of health from the Ames Municipal Code

Dear Mayor Campbell and Council Members:

Attached please find two ordinances for your review and approval. The first ordinance removes all references to the board of health from Chapter 11 of the Ames Municipal Code. The second ordinance removes the references to board of health from the code's index pages. Because these references are in different areas of the code, two separate ordinances are needed to remove them.

As you can see, in the ordinance which deals with Chapter 11, Health and Sanitation, Sections 11.9, 11.10, and 11.11 have been removed in their entirety, while Sections 11.5, 11.6, 11.7 and 11.8 have been replaced. Sections 11.5 through 11.8 are the remaining sections of Chapter 11 that have been renumbered due to the removal of the three sections that refer to the board of health.

Iowa Code Chapter 137 establishes local boards of health. It creates both city boards of health and county boards of health. With the abolishment of our local board of health, the county board of health will take over the responsibilities that were previously identified in our municipal code. I have spoken with Margaret Jaynes at Story County Environmental Health and she has indicated that the county is willing and able to take over this role. I therefore do not have any concerns regarding the removal of these provisions from our code.

For your reference, I have attached the specific language that is being removed from Chapter 11 of the Ames Municipal Code.

Sincerely,

Kristine Stone
Assistant City Attorney

Sec. 11.5 BOARD OF HEALTH -- MEMBERSHIP, NAME.

The city council shall act as the board of health for the City of Ames, Iowa and at such times as the council acts in that capacity it may be called the "Board of Health of the City of Ames, Iowa.

(Ord. No. 763, Sec. 1; Code 1956, Sec. 19-1; Ord. No. 2985, Sec. 1, 9-22-87) [State Law Ref. Iowa Code Sec. 137]

Sec. 11.6. POWERS OF BOARD OF HEALTH.

The board of health shall have the following powers:

(1) To enforce the state health laws and the rules and lawful orders of the state department of health.

(2) To make and enforce such reasonable rules and regulations not inconsistent with law or with rules of the state board of health as may be necessary for the protection and improvement of the public health. Such rules and regulations shall become effective upon approval of the city council and publication in a newspaper having general circulation in the city. Before approving any rule or regulation, the board of health shall hold a public hearing on the proposed rule or regulation. The notice of the public hearing, stating the time and place and the general nature of the proposed rule or regulation shall be published at least ten (10) days before the hearing in a newspaper of general circulation in the area served by the board.

(Ord. No. 2523, Sec. 2, 8-5-75) [State Law Ref. Iowa Code Sec. 137.6 and 137.7]

Sec. 11.9 WASTEWATER DISPOSAL, STATE RULES ADOPTED

(1) The rules of the Iowa Department of Natural Resources pertaining to 'on-site wastewater treatment and disposal systems' promulgated as 567-69.1 through 567-69.16 Iowa Administrative Code, as the same may be amended or added to from time to time, are by this reference adopted and made a part of this section as if fully set out, except as hereinafter provided.

(2) Applications for permits under said rules shall be submitted to the Ames City Sanitarian, who shall make an inspection before construction and make a recommendation to the Ames City Council, acting as the local board of health, with respect to the issuance or denial of the permit.

(3) A permit to construct or reconstruct an on-site wastewater treatment and disposal system shall not be issued unless the City Council finds that:

(a) The City sanitary sewer system is not reasonably accessible at the site for which the application is made;

(b) The system can and will be designed, constructed and operated to meet the standards of the aforesaid rules;

(c) And any fees established by the City Council for the permit have been paid.

(4) No such system shall be used until it has been inspected by the City Sanitarian and found to meet the standards and requirements of the aforesaid rules.

(5) All existing systems shall be inspected and analyzed every other year, and at any time the Sanitarian has reason to suspect that a system has failed in its function. When any on-site wastewater treatment and disposal system is found by the City Sanitarian to be failing in its function, the owners or persons in control of the premises shall be sent a notice to connect the premises to the sanitary sewer system immediately. Failure to do so within 72 hours shall be a violation of this section unless the persons so ordered appeal to the City Council and the City Council finds that the sanitary sewer is not reasonably accessible at that site. If the Council finds that the sanitary sewer is not reasonably accessible, it shall, acting as the Board of Health, order the system reconstructed to meet the standards adopted in subsection (1) above.

(Ord. No. 3079, Sec. 1, 4-24-90)

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE MUNICIPAL CODE OF THE CITY OF AMES, IOWA, CHAPTER 11, HEALTH AND SANITATION, BY STRIKING ALL REFERENCES TO THE BOARD OF HEALTH AND RENUMBERING THE REMAINING SECTIONS IN THE CHAPTER.

BE IT ENACTED, by the City Council for the City of Ames, Iowa, that:

Section One. The Municipal Code of the City of Ames, Iowa shall be and the same is hereby amended by repealing Section 11.5 in its entirety and replacing it with the following Section 11.5:

“Sec. 11.5. PENALTIES FOR OFFENSES PERTAINING TO HEALTH AND SANITATION.

(1) A violation of any provision of Chapter 11, Health and Sanitation, shall be a municipal infraction punishable by a penalty of \$50 for a person’s first violation and \$100 for each repeat violation.

(2) Alternatively, a violation of any provision of Chapter 11, Health and Sanitation, can be charged by a peace officer of the city as a simple misdemeanor.

(Ord. No. 2523, Sec. 2, 8-5-75; Ord. No. 3497, Sec. 9, 8-25-98; Ord. No. 3551, 3-7-00) [State Law Ref. Iowa Code Sec. 137.21]”

Section Two. The Municipal Code of the City of Ames, Iowa shall be and the same is hereby amended by repealing Section 11.6 in its entirety and replacing it with the following Section 11.6:

“Sec. 11.6. BURIAL OF HUMAN BODIES OUTSIDE CEMETERIES.

Burial of human bodies outside legally established cemeteries is prohibited.

(Ord. No. 3027, Sec. 1, 11-22-88)”

Section Three. The Municipal Code of the City of Ames, Iowa shall be and the same is hereby amended by repealing Section 11.7 and replacing it with the following Section 11.7:

“Sec. 11.7. HAZARDOUS MATERIALS CLEAN UP.

(1) **Definitions.** For the purpose of this section these words and phrases have the following meanings:

(a) **Hazardous waste** means any substance as defined in section 455B.411, subsection 3, paragraph a, Code of Iowa, and the rules of the Iowa Department of Natural Resources.

(b) **Hazardous substance** means any substance as defined in section 455B.381, subsection 5, of the 1993 Code of Iowa.

(c) **Hazardous conditions** means the same as set out in section 455B.381, subsection 4, of the 1993 Code of Iowa.

(d) **Persons having control over a hazardous substance** means the same as set out in section 455B.381, subsection 7, of the 1993 Code of Iowa.

(e) **Clean up** means the same as set out in section 455B.381, subsection 1, of the 1993 Code of Iowa.

(f) **Treatment** means a method, technique, or process, including neutralization, designed to change the physical, chemical or biological character or composition of a hazardous substance so as to neutralize it or to render the substance non-hazardous, safe for, transport, amendable for recovery, amendable for storage, or to

reduce it in volume. Treatment includes any activity or processing designed to change the physical form or chemical composition of hazardous substance to render it non-hazardous.

(2) **Clean Up Required.** Whenever a hazardous condition is created by the deposit, injection, dumping, spilling, leaking or placing of a hazardous waste or substance, so that the hazardous substance or waste or a constituent of the hazardous waste or substance may enter the environment or be emitted into the air or discharged into any waters, including ground waters, the person having control over a hazardous substance shall cause the condition to be remedied by a clean up, as defined in the proceeding section, as rapidly as feasible to an acceptable, safe condition. The cost of clean up shall be borne by the person having control over a hazardous substance. If the person having control over a hazardous substance does not cause the clean up to begin in a reasonable time in relation to the hazard and circumstances of the incident, the City may proceed to procure clean up services and bill the person having control over a hazardous substance. If the bill for those services is not paid within thirty (30) days the City shall proceed to obtain payment by all legal means it deems reasonable and appropriate.

(3) **Notification.** The City employee leading the response to a hazardous materials spill shall notify the Story County Sheriff as soon as possible.
(Ord. No. 3271, Sec. 1, 4-26-94)"

Section Four. The Municipal Code of the City of Ames, Iowa shall be and the same is hereby amended by repealing Section 11.8 and replacing it with the following Section 11.8:

“SEC. 11.8. OUTDOOR STORAGE OF HOUSEHOLD APPLIANCES AND FIXTURES.

Any person who abandons or otherwise leaves unattended any refrigerator, icebox, washing machine, dishwasher, kitchen range, clothes dryer, freezer, commode, urinal, bathroom sink, kitchen sink, or other large household appliance, bathroom fixture, kitchen fixture, or similar container, outside of buildings, or any person who allows such refrigerator, ice box, washing machine, dishwasher, kitchen range, clothes dryer, freezer, commode, urinal, bathroom sink, kitchen sink, bathroom fixture, kitchen fixture, or other large household appliance, or similar container, to remain outside of buildings or premises in the person’s possession or control, abandoned or unattended, commits a violation of this section.

(Ord. No. 3486, Sec. 1, 6-9-98)"

Section Five. The Municipal Code of the City of Ames, Iowa shall be and the same is hereby amended by repealing Sections 11.9, 11.10 and 11.11 in their entirety.

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

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

Section Eight. This ordinance shall be in full force and effect from and after its passage and publication as required by law.

Passed this _____ day of _____, 2013

ATTEST:

Diane R. Voss, City Clerk

Ann H. Campbell, Mayor

ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE MUNICIPAL CODE OF
THE CITY OF AMES, IOWA, INDEX, TO REMOVE ALL
REFERENCE TO THE BOARD OF HEALTH.**

BE IT ENACTED, by the City Council for the City of Ames, Iowa, that:

Section One. The Municipal Code of the City of Ames, Iowa shall be and the same is hereby amended by repealing the reference to “Board of Health” from the Index.

Section Three. This ordinance shall be in full force and effect from and after its passage and publication as required by law.

Passed this _____ day of _____, _____.

ATTEST:

Diane R. Voss, City Clerk

Ann H. Campbell, Mayor