

**AGENDA**  
**REGULAR MEETING OF THE AMES CONFERENCE BOARD,**  
**SPECIAL MEETING OF THE AMES AREA METROPOLITAN**  
**PLANNING ORGANIZATION TRANSPORTATION POLICY COMMITTEE, AND**  
**REGULAR MEETING OF THE AMES CITY COUNCIL**  
**COUNCIL CHAMBERS - CITY HALL**  
**JANUARY 28, 2014**

**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.

**REGULAR MEETING OF THE AMES CONFERENCE BOARD**

**CALL TO ORDER: 6:30 p.m.**

1. Roll Call
2. Motion approving minutes of February 26, 2013, meeting
3. Resolution approving reappointment of Greg Lynch as City Assessor
4. 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 25, 2014, as date of public hearing on proposed FY 2013/14 City Assessor's budget

**CONFERENCE BOARD COMMENTS:**

**ADJOURNMENT:**

**SPECIAL MEETING OF THE AMES AREA METROPOLITAN  
PLANNING ORGANIZATION (AAMPO) TRANSPORTATION POLICY COMMITTEE\***

\*The Special Meeting of the AAMPO will immediately follow the Regular Meeting of the Ames Conference Board.

1. Motion to recommend that the Ames City Council approve the Engineering Services Agreement with HDR Engineering, Inc., of Omaha, Nebraska, for preparation of the 2040 Long-Range Transportation Plan in an amount not to exceed \$499,301

**POLICY COMMITTEE COMMENTS:**

**ADJOURNMENT:**

**REGULAR MEETING OF AMES CITY COUNCIL\*\***

\*\*The Regular Meeting of the Ames City Council will immediately follow the Special Meeting of the AAMPO Transportation Policy Committee.

**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 14, 2014, and Special Meetings of January 11, January 17, and January 21, 2014
3. Motion approving certification of civil service applicants
4. Motion approving Report of Contract Change Orders for January 1-15, 2014
5. Motion approving renewal of the following beer permits, wine permits, and liquor licenses:
  - a. Class C Liquor & Outdoor Service - West Towne Pub, 4518 Mortensen Road, Suite 101
  - b. Class C Liquor & Outdoor Service - Dublin Bay, 320 South 16<sup>th</sup> Street
  - c. Special Class C Liquor & Outdoor Service - Black Market Pizza, 2610 Northridge Parkway
  - d. Special Class C - Shogun of Ames, 3704 Lincoln Way
6. Resolution approving appointment of Jami Larson to Board of Review
7. Resolution approving Quarterly Investment Report for period ending December 31, 2013
8. Resolution approving Commission On The Arts (COTA) Special Grants for Spring 2014
9. Resolution approving agreement to provide Verizon Wireless limited right of entry to City property (Squaw Creek Park) for the purposes of inspection and testing
10. Resolution approving transfer of cellular site leases on City property from T-Mobile to Iowa Wireless Services
11. Resolution approving preliminary plans and specifications for Furnishing 15kV Outdoor Metalclad Switchgear and 69kV Control Panels for Ames Plant Distribution Substation; setting March 12, 2014, as bid due date and March 25, 2014, as date of public hearing
12. Resolution approving preliminary plans and specifications for park development for Northridge Heights; setting February 19, 2014, as bid due date and February 25, 2014, as date of public hearing
13. Resolution waiving formal bidding procedures and awarding contract for Power Plant SCADA Upgrade Project to Open Systems International, Inc., of Medina, Minnesota, in the amount of \$121,290 (plus applicable sales taxes)
14. Resolution approving contract and bond for Spring 2014 Unit 8 Boiler Repairs
15. Resolution approving Change Order for 2012/13 CyRide Pavement Improvements (Lincoln Way)
16. Resolution approving Change Order No. 11 with A&P/the Samuels Group for Library Renovation and Expansion Project
17. Resolution approving Change Order No. 7 with Abatement Specialties, LLC for Library Renovation and Expansion Abatement Work
18. Resolution accepting completion of 2011/12 Collector Street Improvements (Ridgewood Avenue)
19. Resolution accepting completion of 2012/13 CyRide Pavement Improvements (Todd Drive)
20. Resolution accepting completion of 2012/13 Downtown Pavement Improvements (Clark Avenue and Gilchrist Street)
21. Resolution accepting completion of 2012/13 Shared-Use Path Maintenance (Bloomington Road)
22. Resolution accepting completion of 2012/13 Water Main Replacement (East Lincoln Way)
23. Resolution accepting completion of Water Main Replacement No. 3 (Center Avenue)
24. Resolution approving Plat of Survey for 1017- and 1023-6<sup>th</sup> Street
25. Resolution approving Final Plat for Dauntless Subdivision, 9<sup>th</sup> Addition
26. Resolution approving Final Plat for Northridge Heights Subdivision, 16<sup>th</sup> Addition

**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:**

27. Requests for Hope Run on June 14, 2014:
  - a. Resolution approving closure of portion of Mortensen Road from 7:00 a.m. to approximately 8:15 a.m. and portion of State Avenue from 7:00 a.m. to approximately 9:00 a.m.
  - b. Resolution approving waiver of Road Race permit fee
28. Motion approving Class B Beer Permit for Indian Delights Express, 120 Welch Avenue
29. Motion approving/denying renewal of Class C Liquor License for Charlie Yoke's, 2518 Lincoln Way
30. Staff Report on Twain Circle parking regulations:
  - a. Motion directing staff to prepare ordinance

**ADMINISTRATION:**

31. 2014-2019 Capital Improvements Plan:
  - a. Receive public input
  - b. Motions amending CIP (if requested) [Vote will be taken on February 11, 2014]

**FIRE:**

32. Rental Housing Code:
  - a. First passage of ordinance exempting fraternities and sororities
  - b. Motion directing staff to consider request to modify parking requirements for fraternities and sororities
33. Fire Alarm System Retrofitting:
  - a. First passage of ordinance eliminating *Ames Municipal Code* Sections 13.403(1.c) and 13.802(5) of Rental Housing Code

**PLANNING & HOUSING:**

34. Overview of Community Development Block Grant Program
35. Chapter 31, *Historic Districts*:
  - a. Staff overview and presentation of proposed changes
  - b. Motion directing staff to prepare text amendments
36. Motion directing staff to research and prepare amendments to the *Ames Municipal Code* to require installation of missing infrastructure at the time of site plan review and approval

**PUBLIC WORKS:**

37. 2040 Long-Range Transportation Plan:
  - a. Motion authorizing use of \$19,860 from the Road Use Tax Fund available balance
  - b. Resolution approving Engineering Services Agreement with HDR of Omaha, Nebraska, for preparation of the Plan in an amount not to exceed \$499,301

**WATER & POLLUTION CONTROL:**

38. Staff Report on use of student operators
39. WPC Pump Procurement:
  - a. Motion to direct staff to continue to negotiate with Flowserve to obtain the most favorable terms possible to procure two pumps at a reduced price and delete two pumps from the

contract

- b. Resolution authorizing the procurement of four new First-Stage Trickle Filter Pumps from Fairbanks as a negotiated single-source procurement in the amount of \$413,352

**HEARINGS:**

- 40. Hearing on 2013/14 Collector Street Pavement Improvements Program - Sheldon Avenue (Lincoln Way to Hyland Avenue):
  - a. Resolution approving final plans and specifications and awarding contract to Con-Struct, Inc., of Ames, Iowa, in the amount of \$896,526.49
- 41. Hearing on 2012/13 Traffic Signal Program (Lincoln Way and Hayward Avenue):
  - a. Motion authorizing use of \$6,100 from Road Use Tax Fund available balance
  - b. Resolution approving final plans and specifications and awarding contract to Voltmer, Inc., of Decorah, Iowa, in the amount of \$195,040.88
- 42. Hearing on 2013/14 Traffic Signal Program (Grand Avenue and 20<sup>th</sup> Street):
  - a. Resolution approving final plans and specifications and awarding contract to Baker Electric of Des Moines, Iowa, in the amount of \$181,579.05
- 43. Hearing on Furnishing Control Panels for Haber Road Substation:
  - a. Resolution approving final plans and specifications and awarding contract to Schweitzer Engineering Laboratories, Inc., of Pullman, Washington, in the amount of \$93,934.85 (inclusive of sales tax)

**ORDINANCES:**

- 44. Third passage and adoption of ORDINANCE NO. 4168 to add definition of *flashing yellow arrow* to *Municipal Code* Section 26.18(2)(k)
- 45. Third passage and adoption of ORDINANCE NO. 4169 to adopt, by reference, 2012 Editions of International Building, Residential, Fire, Existing Building, Mechanical, Plumbing, and Fuel Gas Codes, with local edits

**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 REGULAR MEETING OF THE  
AMES CONFERENCE BOARD**

**AMES, IOWA**

**FEBRUARY 26, 2013**

**REGULAR MEETING OF THE AMES CONFERENCE BOARD**

The regular meeting of the Ames Conference Board was called to order by Chairperson Ann Campbell at 6:31 p.m. on January 22, 2013. Present from the Ames City Council were Jeremy Davis, Matthew Goodman, Peter Orazem, Victoria Szopinski, and Tom Wacha. Story County Board of Supervisors present were Wayne Clinton and Paul Toot. Representing the Ames School Board were Teresa Simpson and Bill Talbot. Ames City Council Member Jami Larson arrived at 6:32 p.m. Gilbert School District and United School District were not represented.

**MINUTES OF THE JANUARY 22, 2013, SPECIAL MEETING OF THE CONFERENCE BOARD:** Moved by Davis, seconded by Clinton, to approve the minutes of the Regular Meeting of the Conference Board held January 22, 2013.

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

**APPOINTMENT TO BOARD OF REVIEW:** Moved by Goodman, seconded by Clinton, to adopt RESOLUTION NO. 13-062 approving the reappointment of Judy Albright to the Board of Review.

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

**PUBLIC HEARING ON PROPOSED FY 2013/14 BUDGET FOR AMES CITY ASSESSOR'S OFFICE:** Chairperson Campbell opened the public hearing. No one came forward to comment, and the hearing was closed.

Moved by Clinton, seconded by Goodman, to adopt the proposed FY 2013/14 Budget for the Ames City Assessor's Office.

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

**ADJOURNMENT:** Moved by Davis, seconded by Clinton, to adjourn the Ames Conference Board at 6:33 p.m.

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

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Diane R. Voss, City Clerk

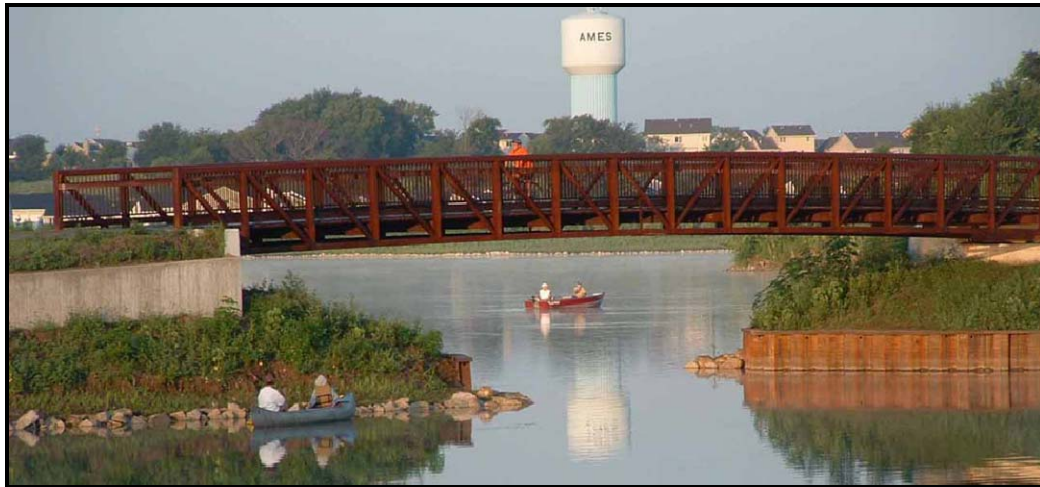
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Ann H. Campbell, Chairperson

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Gregory Lynch, City Assessor

# **City Assessor's 2014-2015 Annual Report To the Ames City Conference Board**



## **Conference Board Members**

### **Chairperson:**

Ames Mayor Ann Campbell

### **Ames City Council:**

Gloria Betcher • Amber Corrieri • Tim Gartin • Matthew Goodman • Chris Nelson • Peter Orazem

### **Story County Board of Supervisors:**

Wayne Clinton • Rick Sanders • Paul Toot

### **School Boards of Directors:**

#### **Ames:**

Jane Acker • Rodney Briggs • Luke Deardorff, • Mike Espeset • Tim Rasmussen • Teresa Simpson • Bill Talbot

#### **Gilbert:**

Tanya Austin • Sean Barber • Tyler Holck • Kim Moisman • John Nelson

#### **United:**

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

**Ames City Assessor's Budget Proposal for the 2014-2015 Fiscal Year**  
For the Conference Board meeting at 6:30 p.m. on January 28, 2014

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

The Mini Conference Board met January 7, 2014, to review the Assessor's budget proposal. Members present were Peter Orazem, 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 Brenda Swaim (City Assessor) and Julie Erickson (City Assessor).

For Conference Board Members, minutes from the Mini Conference Board meeting were included with the *2014-2015 Annual Report*. The public may view the minutes by visiting the Ames City Assessor's Office in City Hall.

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### **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.

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### **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:

Thomas Jackson	12/31/2014	Judy Albright	12/31/2018
Tom Carey	12/31/2016	Vacant	12/31/2019
Roy Zingg	12/31/2017		

A new member will need to be appointed 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 are 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.

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## VALUATION

In July of 2013 Senate File (SF) 295 was enacted. It deals with property tax reform. It contains the most sweeping changes to assessment practices in recent history. There are many changes within this law, but in particular, four components have or will directly impact our office. The following is a brief description of them.

1. Business Property Tax Credit, effective 1/2013
  - Establishes a phased in credit for commercial and industrial classed properties
2. New rollbacks or assessment limitation & replacement claims for commercial, industrial, and railroad properties
  - 95 % for 2013 Assessment
  - 90 % for 2014 Assessment
3. Changes to taxable value growth for residential & agricultural property
  - Reduced from 4% to 3%, effective 1/2013
4. New classification: Multi-Residential, effective 1/2015
  - Portions of properties less than three units used or intended to be used for human habitation (and a portion of the land) regardless of the number of units and that is not otherwise classed residential
  - Multi-Residential is to be used or intended to be used for human habitation

In order to implement the Business Property Tax Credit and have it effective for the 1/2013 assessment year, “units” had to be identified and applications filed in our office by January 15, 2014. We had obtained a copy of Senate File 295 when it was signed into law by the Governor, so we knew of the deadlines, but we were lacking the interpretation and direction from the Iowa Department of Revenue necessary for us to begin implementation. It wasn’t until early October that we felt informed enough to start. Our office identified 1,076 “units” that we felt qualified; we printed pre-filled application forms and mailed them out on November 6th. We asked that they be returned by December 7th. We had a 71 percent return rate as of December 15th, so we mailed out reminder post cards to the property owners that had received the previous applications. We ended up having a return rate of 91%.

A lot of overtime was needed to accomplish this and I want to publically thank and compliment our staff for their willingness to work the extra hours and the teamwork displayed pulling together to get this monumental task accomplished.

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## ASSESSED AND TAXABLE VALUES

It should be understood that when a roll back (assessment limitation is legal terminology for roll back) is applied, it reduces the taxable value. So when a roll back decreases, it also decreases the taxable value. This is shown below:

Assessed Value	\$100,000	\$100,000
Roll Back	50%	45%
Taxable Value	\$50,000	\$45,000

The tax base changes for assessed and taxable values from 2012 to 2013 are shown in the following two tables:

**Table 1.**

<b>Ames 100% Assessed Values by Class: (in Thousands of Dollars)</b>				
Class	2012 Actual	2013 Actual	Difference 2012 to 2013	% Change
Ag Land & Outbuildings	\$ 2,729	\$ 3,575	\$ 846	31.0%
Residential & Ag Dwellings	\$ 2,543,683	\$ 2,611,516	\$ 67,833	2.7%
Commercial	\$ 836,448	\$ 832,703	\$ (3,745)	-0.4%
Industrial	\$ 130,393	\$ 132,599	\$ 2,207	1.7%
Railroads & Utilities Minus Gas & Electric	\$ 12,649	\$ 12,089	\$ (560)	-4.4%
Total Except Gas & Electric	\$ 3,525,902	\$ 3,592,483	\$ 66,581	1.9%
Gas & Electric Valuation	\$ 5,661	\$ 16,335	\$ 10,674	188.6%
<b>100% Assessed Values Total</b>	<b>\$ 3,531,562</b>	<b>\$ 3,608,818</b>	<b>\$ 77,256</b>	<b>2.2%</b>
<i>T.I.F Value Not Included</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	

**Table 2.**

<b>Ames Taxable Valuations by Class: Roll Backs Applied (in Thousands of Dollars)</b>				
Class	2012 Actual	2013 Actual	Difference 2012 to 2013	% Change
Ag Land & Outbuildings	\$ 1,635	\$1,552	\$ (84)	-5.1%
Residential & Ag Dwellings	\$ 1,343,487	\$1,420,670	\$ 77,183	5.7%
Commercial	\$ 836,448	\$791,068	\$ (45,380)	-5.4%
Industrial	\$ 130,393	\$125,969	\$ (4,423)	-3.4%
Railroads & Utilities Minus Gas & Electric	\$ 12,649	\$ 11,819	\$ (830)	-6.6%
Total	\$ 2,324,612	\$ 2,351,078	\$ 26,466	1.1%
Military Exemptions	\$ (2,668)	\$ (2,607)	\$ 61	-2.3%
Taxable Total Except Gas & Electric	\$ 2,321,944	\$ 2,348,471	\$ 26,527	1.1%
Gas & Electric Valuation	\$ 5,661	\$ 6,437	\$ 776	13.7%
<b>Taxable Values Total</b>	<b>\$ 2,327,605</b>	<b>\$ 2,354,908</b>	<b>\$ 27,303</b>	<b>1.2%</b>
<i>T.I.F Value Not Included</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	

Sources: Iowa Department of Management Reports for Story County, January 1, 2014.

Categorical changes of the 2013 taxable values are illustrated in the following table: **Table 3.**

Class	2012 Taxable Value (in Thousands)	2013 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 2012 to 2013 (in Thousands)
<b>Residential</b>	<b>\$1,343,487</b>	<b>\$1,420,670</b>	(\$843)	\$14,418	\$21,672	\$41,356	\$580	<b>\$77,183</b>
% Changes			-0.1%	1.1%	1.6%	3.1%	0.0%	<b>5.7%</b>
<b>Commercial</b>	<b>\$836,448</b>	<b>\$791,068</b>	(\$6,038)	(\$33,466)	\$38,123	(\$41,635)	(\$2,365)	<b>(\$45,380)</b>
% Changes			-0.7%	-4.0%	4.6%	-5.0%	-0.3%	<b>-5.4%</b>
<b>Industrial</b>	<b>\$130,393</b>	<b>\$125,969</b>	(\$4,969)	(\$1,375)	\$0	(\$6,630)	\$8,550	<b>(\$4,424)</b>
% Changes			-3.8%	-1.1%	0.0%	-5%	6.6%	<b>-3.4%</b>
<b>Agricultural</b>	<b>\$1,635</b>	<b>\$1,552</b>	(\$2,762)	\$3,129	\$63	(\$591)	\$77	<b>(\$83)</b>
% Changes			-168.9%	191.4%	3.9%	-36.2%	4.7%	<b>-5.1%</b>
<b>Totals</b>	<b>\$2,311,963</b>	<b>\$2,339,259</b>	<b>(\$14,611)</b>	<b>(\$17,293)</b>	<b>\$59,858</b>	<b>(\$7,500)</b>	<b>\$6,842</b>	<b>\$27,296</b>
% Changes			-0.6%	-0.7%	2.6%	-0.3%	0.3%	<b>1.2%</b>
<i>Note: Does not include state-assessed property</i>								

Sources: 2013 Abstract of Assessment; 2013 Reconciliation Report.

**Agricultural assessed values (Table 1)** increased 31% from 2012 to 2013. This was a result of revaluation and class change.

**Agricultural taxable values (Tables 2 & 3)** experienced a decrease of 5.1% from 2012 to 2013. Categorically it decreased due to revaluation, and a decrease in the rollback from 59.9334% of the assessed value that was taxed for 2012 (taxes payable fall of 2013 and spring of 2014), to 43.3997% for 2013. It increased due to class change, new construction and expiring exemptions. The net result is a decrease of 5.1% of taxable value for 2013.

**Residential assessed values (Table 1)** increased 2.7% from 2012 to 2013. This was a result of new construction and class change from commercial.

**Residential taxable values (Tables 1 & 3)** experienced an increase of 5.7% from 2012 to 2013. Categorically it increased due to class changes, new construction, rollback, and expiring exemptions. The largest contributing factor was the increase in the rollback to 54.4002% of the assessed value from 52.8166% in 2012.

**Commercial assessed values** experienced a negligible decrease of 0.4% from 2012 to 2013. This was primarily the result of class change to residential.

**Commercial taxable values (Tables 1 & 3)** experienced a decrease of 5.4% from 2012 to 2013. Categorically it decreased because of revaluation, class changes, rollback, and court reduction. The largest contributing factor to the decrease was the implementation of a new 5% rollback. No roll back existed in 2012. It is part of the changes that were made due to SF 295.

**Industrial assessed values** experienced a slight increase of 1.7% from 2012 to 2013.

**Industrial taxable values** experienced a decrease of 3.4% from 2012 to 2013. Categorically it decreased because of revaluation, class changes, and rollback. The largest contributing factor to the decrease was the implementation of a new 5% rollback. No roll back existed in 2012. It is part of the changes that were made due to SF 295.

Excluding railroads and utilities, the overall change for the upcoming fiscal year is 1.2% more taxable value, as shown in Table 3.

Included in SF 295 is a provision for the State to reimburse the revenue lost due to the new Commercial and Industrial rollbacks. If one were to convert the reimbursed revenue to taxable value, the overall taxable value change for the upcoming fiscal year would be 3.3%. This is more in line with the 3.8% and 3.3% that was experienced in 2012 and 2011, respectively.

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## **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 continued its recovery. The table on **Attachment "D"** shows the quarterly activity of sales that are good for analysis (arms-length sales). This report indicates that the overall sales volume for new homes increased 25% from 2012 to 2013, from 44 to 55. 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 10.4% as compared to 2012 (shown in the row heading "New construction sales"). It was \$166.84 in 2012 and \$184.15 in 2013.

The overall sales volume for existing homes rose significantly in 2013. There were 674 sales in 2013 compared to 590 in 2012. This indicates that the overall sales volume for existing homes increased 14.2%. The average sale price per square foot increased 5.3%, from \$122.71 in 2012 to \$129.23 in 2013 (shown in the row heading "Existing houses"). The median sales price showed an increase of 2.1% from \$162,750 in 2012 to \$166,225 in 2013 (shown in the column heading "Median Price").

The Iowa Department of Revenue conducts a sales ratio study every year. This study is used to determine whether or not equalization orders are necessary. As long as the median sales ratio is between 95% and 105% no equalization is required. If the ratio is outside that range, then equalization orders will be issued. We estimate our current 2013 residential median sale ratio to be 92.8%. The median sales ratio for 2012 was 99.3%.

There is no doubt that our residential properties need to be revalued, and we are in the final stages of doing so. We plan to send out assessment rolls to residential property owners on April 1, 2014 that will reflect their current market values.

In regards to our commercial properties, based on information provided by the Iowa Department of Revenue through May of 2013 and on other sales that have occurred since then, I estimate our median sales ratio to be 94%. This is down from a year ago when it was 99.17%. While the 94% ratio is just under the 95% threshold, we feel it prudent to wait and see what the ratio does this year and then plan a course of action. Keep in mind that 2014 is not an equalization year, so equalization orders would not be issued.

Over the last year, staff has scanned all of the current residential property record cards, and they are available on the Beacon Web site. This allows 24-hour access to them. The cards have been donated to the Ames Historical Society. This freed up the existing space where these cards were stored in six four-drawer filing cabinets. We have placed a table with a workstation in the space, allowing the public access to our Web site, maps, and Pictometry. This also provides an area to assist the public with matters pertaining to their assessment as well as offer them the opportunity to obtain assistance in navigating our Web sites, online maps, and Pictometry.

We have also accomplished the following:

- Homestead application was made available online.
- Electronic assessment appeal form was created to be used in 2014.

Development of our Beacon Web site ([WWW.AmesAssessor.org](http://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.

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## **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
▪ Judy K. Heimerman, Office Assistant I	January	1990
▪ Matthew R. Emerson, Database Manager/IS Administrator	July	2012
▪ Julie Erickson, Administrative Assistant	September	2013

In August, Dawn Tank left our office. We wish to thank her for her nine years of excellent service. She was very detail oriented, and we will miss that.

She has been replaced by Julie Erickson. Julie has over 20 years of experience with four different City of Ames Departments. She started in September and is adjusting very well to the nuances and procedures associated with assessment work.

The City Assessor's current term expires December 31, 2014. I have fulfilled the continuing educational requirements of 150 total hours, of which 90 were tested. This is evidenced by a letter provided by the Iowa Department of Revenue, dated July 23, 2013, to the Chair of the Ames Conference Board. It is included for your perusal. I respectfully ask the Board for reappointment for another term.

## **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 17, 2013, indicates an increase of 1.2% since November of 2012. The following paragraph is from this release.

“The all items index increased 1.2 percent over the last 12 months, a larger increase than the 1.0 percent rise for the 12 months ending October. The 12-month increase in the index for all items less food and energy remained at 1.7 percent for the third month in a row. The food index increased 1.2 percent over the last 12 months, while the energy index declined 2.4 percent.”

I have to believe that this energy decrease is temporary and believe 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.)

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 2014-2015, 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
Deputy	\$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 a 6% 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 most of our needs.

The following is a list of just the major components:

City information services (Network, Email, GIS, IT needs)	\$26,600
Heartland Technology Solutions	\$ 4,500
Estimated CAMA software & ongoing support costs	\$16,600
Pictometry Aerial Photography	\$ 9,400
Fiber Connection to Story County	\$ 3,600
<u>Consulting (Miscellaneous IT issues)</u>	<u>\$ 7,500</u>
Total of Major Components (Rounded)	\$68,200

We contract with Pictometry International for aerial imagery. The last 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 have been paying \$7,176 per year 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. We feel this is very beneficial and have included this for a total cost for the aerial imagery and tools of \$9,400.

**Contingency:** This line is usually used for recurring and non-recurring expenses that do not fit a regular category.

**Modeling Consultant:** Currently the residential models we use are housed in a program called MicroSolve. This is no longer supported, so we need to migrate the models to a new program. We have been using SPSS software, and one new model has been constructed. It will be used for the 1/1/2014 revaluation of approximately 1,600 residential properties that have been built since 2001. This was a very time consuming process and required much of my time to accomplish. I would like to enlist the help of a multiple regression specialist to convert the other four existing models. I have been quoted an estimate of \$20,000 to accomplish this.

For comparison purposes, Linn County had their residential parcels inspected and revalued by a company named Vanguard for 1/1/2013. This was done at an expense of \$85.00 per improved parcel.

If we based revaluing 9,300 parcels (excluding our condominiums) at this \$85.00 per parcel cost, it would equate to \$790,500. This isn’t exactly an apples-to-apples comparison, as we wouldn’t be re-inspecting all of the properties. However, it would be a very economical way to not only bring our existing models into our new software but update them to be reflective of our current market.

## **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

## ASSESSMENT APPEALS

### PROPERTY ASSESSMENT APPEAL BOARD

For 2013, twenty-seven cases were filed with the Property Assessment Appeal Board (see Table 4). Ten cases involve commercial properties, one is industrial, and sixteen are residential. All of the residential units are the new assisted living condominium units in Green Hills.

### DISTRICT COURT

For 2013 there is only the new Kohl's store located at the North Grand Mall that has been filed in District Court (see Table 5)

**Table 4: 2013 Property Assessment Appeal Board Cases**

Doc #	Owner	PID	Address	Class
13-100-0172	North Grand Mall Partners, LLC	05-34-227-140	2801 Grand Avenue	Commercial
13-100-0173	Grand Center Partners, LLC	05-34-227-090	2501 Grand Avenue	Commercial
13-100-0211	Wilson Olds-Cadillac Co.	09-14-251-010	2212 S Duff Avenue	Commercial
13-100-0393	Lynn White Marital Trust	09-14-200-105	1719 S High Avenue	Commercial
13-100-0666	Long Johns Silvers - Jerrico, Inc.	09-02-355-031	533 Lincoln Way	Commercial
13-100-0667	Doolittle Oil Co.	09-02-355-150	533 Lincoln Way	Commercial
13-100-0696	DWB Family LLC-Series (Walgreen Co. Lessee)	05-34-227-120	2719 Grand Avenue	Commercial
13-100-0828	Foods, Inc.	05-27-476-009	3121 Grand Avenue	Commercial
13-100-0882	Sauer-Danfoss (US) Company	10-06-100-040	2800 E 13th Street	Industrial
13-100-0884	Lassaux Ames LC	09-07-226-030	4506 Lincoln Way	Commercial



**Table 4: 2013 Property Assessment Appeal Board Cases (continued)**

13-100-0792	Green Hills Health Care Center	09-16-255-100	2355 Hamilton Circle Unit 11	Residential
13-100-0793	Green Hills Health Care Center	09-16-255-105	2355 Hamilton Circle Unit 12	Residential
13-100-0794	Green Hills Health Care Center	09-16-255-110	2355 Hamilton Circle Unit 13	Residential
13-100-0795	Green Hills Health Care Center	09-16-255-115	2355 Hamilton Circle Unit 14	Residential
13-100-0796	Green Hills Health Care Center	09-16-255-120	2355 Hamilton Circle Unit 15	Residential
13-100-0797	Green Hills Health Care Center	09-16-255-125	2355 Hamilton Circle Unit 16	Residential
13-100-0798	Green Hills Health Care Center	09-16-255-130	2355 Hamilton Circle Unit 17	Residential
13-100-0799	Green Hills Health Care Center	09-16-255-135	2355 Hamilton Circle Unit 18	Residential
13-100-0800	Green Hills Health Care Center	09-16-255-140	2355 Hamilton Circle Unit 21	Residential
13-100-0801	Green Hills Health Care Center	09-16-255-145	2355 Hamilton Circle Unit 22	Residential
13-100-0802	Green Hills Health Care Center	09-16-255-150	2355 Hamilton Circle Unit 23	Residential
13-100-803	Green Hills Health Care Center	09-16-255-155	2355 Hamilton Circle Unit 24	Residential
13-100-0804	Green Hills Health Care Center	09-16-255-160	2355 Hamilton Circle Unit 25	Residential
13-100-0805	Green Hills Health Care Center	09-16-255-165	2355 Hamilton Circle Unit 26	Residential
13-100-0806	Green Hills Health Care Center	09-16-255-170	2355 Hamilton Circle Unit 27	Residential
13-100-807	Green Hills Health Care Center	09-16-255-175	2355 Hamilton Circle Unit 28	Residential
13-100-0808	Green Hills Health Care Center	09-16-254-015	2210 Hamilton Drive	Commercial

**Table 5: 2013 District Court Cases**

Kohl's	GRAND CENTER PARTNERS LLC	05-34-227-085	2423 Grand Ave	Commercial
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**SOURCES OF FUNDS AND BALANCES**

**Attachment “B”** is an explanation of the funds and balances used and proposed. The projected ending balance is about 20% of the annual budget for **Attachment “B.”** We feel this amount of reserves is adequate for this fiscal year.

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, 29 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](http://WWW.AmesAssessor.org) and [WWW.AmesAssessor.org](http://WWW.AmesAssessor.org), have been included.

Submitted January 21, 2014, by Gregory P. Lynch, Ames City Assessor.



Iowa Department of Revenue

Director: Courtney M. Kay-Decker  
Hoover State Office Building  
Des Moines, Iowa 50319  
[www.iowa.gov/tax](http://www.iowa.gov/tax)

July 23, 2013

Chairperson  
Ames City Conference Board  
City Hall  
515 Clark Ave Suite 2280  
Ames, IA 50010

Dear Chairperson:

This is to officially notify you that Greg Lynch, Ames City Assessor, has successfully completed the continuing education requirements for Iowa assessors as set forth in Iowa Code Section 441.8 (2012)

In compliance with Section 441.8, the Department certifies that Greg Lynch is eligible for reappointment as the Ames City Assessor.

Very truly yours,

A handwritten signature in black ink, appearing to read "Courtney M. Kay-Decker", with a long horizontal line extending to the right.

Courtney M. Kay-Decker  
Director

CKD/cp

cc: Greg Lynch, Ames City Assessor

**AMES CITY ASSESSOR  
2014-2015 BUDGET PROPOSAL**

Item	FY 12-13 Actual	FY 13-14 Budget	FY 13-14 Actual Expenses for the First 6 Months	FY 13-14 Projected Expenses for the Year	FY 14-15 Proposed Budget	% of Change Between Proposed & Current Budget
Assessor	\$ 116,683	\$ 120,172	\$ 60,021	\$ 120,172	\$ 123,786	3.0%
Deputy	93,612	96,148	48,156	96,148	99,034	3.0%
Staff	239,912	272,174	123,784	261,674	279,272	2.6%
Longevity	1,400	1,500	640	1,310	1,390	-7.3%
Professional Designation Bonuses	1,000	4,000	-	-	-	-100.0%
GIS Coordinator	-	-	-	-	-	N/A
Board of Review	2,960	6,600	-	6,600	6,600	0.0%
Overtime Pay	2,291	3,750	4,433	8,500	5,500	46.7%
Taxable Fringe Benefits	2,247	-	1,090	2,200	2,200	
Employer's Flex Benefits	-	-	-	-	-	N/A
F.I.C.A. @ 7.65%	33,704	38,582	17,465	38,585	39,610	2.7%
I.P.E.R.S. @ 8.93%	38,934	45,038	20,497	45,038	46,238	2.7%
Health Insurance & Workers' Comp	75,750	94,100	38,812	94,100	99,746	6.0%
Unemployment Compensation	-	500	-	-	500	0.0%
Life and Disability Insurance	2,637	4,410	1,452	4,410	4,410	0.0%
<b>Total Staff &amp; Related Expenses</b>	<b>\$ 611,129</b>	<b>\$ 686,974</b>	<b>\$ 316,350</b>	<b>\$ 678,737</b>	<b>\$ 708,286</b>	<b>3.1%</b>
Board of Review Expense	\$ 753	\$ 1,500	\$ 192	1,500	\$ 1,500	0.0%
Office Supplies	3,256	4,500	1,515	4,500	4,500	0.0%
Postage & Mailing	933	8,250	143	8,250	8,250	0.0%
Employee Mileage	3,283	5,640	1,093	5,640	5,640	0.0%
Telephone / Communication	4,887	5,200	1,862	5,200	5,400	3.8%
Data Processing / Software**	78,251	66,800	24,595	72,950	75,000	12.3%
Tyler Technologies	-	6,150	-	6,150	6,150	0.0%
Education / Training / Certification	15,928	20,000	8,440	13,000	20,000	0.0%
Office Maintenance (City Hall)	14,294	15,000	7,287	15,000	15,000	0.0%
Equipment (includes maintenance)	9,853	8,000	3,290	8,000	8,000	0.0%
Assessment Appeals / Court Costs	18,728	66,000	-	66,000	66,000	0.0%
Contingency	785	1,000	528	1,000	1,000	0.0%
<b>Total Office Expenses</b>	<b>\$ 150,951</b>	<b>\$ 208,040</b>	<b>\$ 48,944</b>	<b>\$ 207,190</b>	<b>\$ 216,440</b>	<b>4.0%</b>
<b>Sub-Total Expenses</b>	<b>\$ 762,080</b>	<b>\$ 895,014</b>	<b>\$ 365,294</b>	<b>\$ 885,927</b>	<b>\$ 924,726</b>	<b>3.3%</b>
Multi-Year Contracts**					8,000	N/A
Modeling Consultant	-	-	-	-	20,000	N/A
MAPS & GIS Project	\$ 14,825	\$ 14,200	\$ 8,025	\$ 14,200	\$ 14,200	0.0%
<b>Total Capital Projects</b>	<b>\$ 14,825</b>	<b>\$ 14,200</b>	<b>\$ 8,025</b>	<b>\$ 14,200</b>	<b>\$ 42,200</b>	<b>197.2%</b>
<b>Total Expenses</b>	<b>\$ 776,905</b>	<b>\$ 909,214</b>	<b>\$ 373,319</b>	<b>\$ 900,127</b>	<b>\$ 966,926</b>	<b>6.3%</b>

\*\*At Mini Board Request Segregated Multi-Year Contracts to Eliminate Distortion

**AMES CITY ASSESSOR**  
**2014–2015 PROJECTED SOURCE OF FUNDS AND BALANCES**

Item	Assessment Expense Fund
<b>Beginning Balance 7-1-2013</b>	<b>\$ 423,022</b>
Estimated Property Taxes	798,540
Other Income (Misc, Credits, Etc.)	8,596
Transfers In	-
Transfers Out	-
<b>Available Resources</b>	<b>\$ 1,230,158</b>
Expenses	(900,127)
<b>Estimated Ending Balance 6-30-2014</b>	<b>\$ 330,031</b>
<b>Estimated Beginning Balance 7-1-2014</b>	<b>\$ 330,031</b>
Property Tax Levy Proposed	798,292
Other Income (Misc, Credits, Etc.)	24,786
Transfers In	-
Transfers Out	-
<b>Available Resources</b>	<b>\$ 1,153,109</b>
Expenses	(966,926)
<b>Estimated Ending Balance 6-30-2015</b>	<b>\$ 186,183</b>

<b>NOTICE OF PUBLIC HEARING -- PROPOSED BUDGET</b> <b>Fiscal Year July 1, 2014 - June 30, 2015</b>	<b>ASSESSING JURISDICTION:</b>
	<b>Ames City Assessor</b>

The Conference Board of the above-named Assessing Jurisdiction will conduct a public hearing on the proposed fiscal year budget as follows:

<b>Meeting Date:</b>	<b>Meeting Time:</b>	<b>Meeting Location:</b>
February 25, 2014	6:30 PM	Council Chambers , Ames City Hall, 515 Clark Ave, Ames, IA

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:	<b>PROPOSED BUDGET SUMMARY</b>	Clerk's Name:
515-239-5375		Gregory P Lynch

FUND (Use Whole Dollars)	Expenditures			D Transfers Out	E Estimated Ending Fund Balance FY 2015	F Estimated Beginning Fund Balance FY 2015	G Estimated Other Receipts	H Transfers In	I Estimated Amount To Be Raised By Taxation
	A FYE 6-30-2013 Actual	B FYE 6-30-2014 Re-estimated	C FYE 6-30-2015 Proposed						
1. Assessment Expense	776,905	900,127	966,926		186,183	330,031	24,786	0	798,292
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. Tort Liability	0	0	0	0	0	0	0		0
7. TOTAL	776,905	900,127	966,926	0	186,183	330,031	24,786	0	798,292

Proposed taxation rate per \$1,000 valuation: \$ 0.33992

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			
<b>1995 Total Year</b>	<b>515</b>	<b>\$115,962</b>	<b>1,427</b>	<b>\$81.29</b>	<b>1963.2</b>	<b>\$97,750</b>	<b>n/a</b>	<b>n/a</b>
<b>1995 Sales Detail - Existing &amp; New:</b>								
<i>Existing houses</i>	452	\$106,322	1,355	\$78.47	1959	\$92,000	n/a	n/a
<i>New construction sales</i>	63	\$185,129	1,940	\$95.43	1994	\$172,676	n/a	n/a
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			
<b>2011 Total</b>	<b>522</b>	<b>\$182,291</b>	<b>1,487</b>	<b>\$122.56</b>	<b>1975.0</b>	<b>\$163,000</b>	<b>-2.8%</b>	<b>50.8%</b>
<b>2011 Sales Detail - Existing &amp; New processed to date:</b>								
<i>Existing houses</i>	492	\$177,672	1,477	\$120.29	1973	\$161,500	-1.0%	53.3%
<i>Single-Family Detached</i>	394	\$179,832	1,542	\$116.62	1968	\$163,000		
<i>Townhouses/Condos</i>	98	\$168,989	1,217	\$138.86	1992	\$154,500		
<i>New construction sales</i>	30	\$258,039	1,647	\$156.67	2011	\$252,412	-7.2%	64.2%
<i>Single-Family Detached</i>	27	\$262,547	1,667	\$157.50	2011	\$261,825		
<i>Townhouses/Condos</i>	3	\$217,467	1,466	\$148.34	2010	\$219,000		
1st Quarter 2012	92	\$177,415	1,480	\$119.88	1975.6			
2nd Quarter 2012	229	\$188,137	1,492	\$126.10	1975.4			
3rd Quarter 2012	187	\$184,675	1,491	\$123.86	1978.4			
4th Quarter 2012	126	\$194,139	1,438	\$135.01	1982.4			
<b>2012 Total</b>	<b>634</b>	<b>\$186,753</b>	<b>1,479</b>	<b>\$126.25</b>	<b>1977.7</b>	<b>\$169,750</b>	<b>3.0%</b>	<b>55.3%</b>
<b>2012 Sales Detail - Existing &amp; New processed to date:</b>								
<i>Existing houses</i>	590	\$179,529	1,463	\$122.71	1975	\$162,750	2.0%	56.4%
<i>Single-Family Detached</i>	453	\$185,283	1,530	\$121.10	1970	\$167,500		
<i>Townhouses/Condos</i>	137	\$160,503	1,239	\$129.54	1992	\$137,500		
<i>New construction sales</i>	44	\$283,622	1,700	\$166.84	2012	\$271,835	6.5%	74.8%
<i>Single-Family Detached</i>	40	\$288,206	1,719	\$167.66	2012	\$275,335		
<i>Townhouses/Condos</i>	4	\$237,784	1,511	\$157.37	2011	\$228,250		
1st Quarter 2013	81	\$173,039	1,353	\$127.89	1971.0			
2nd Quarter 2013	254	\$192,443	1,448	\$132.90	1978.0			
3rd Quarter 2013	245	\$199,597	1,462	\$136.52	1976.6			
4th Quarter 2013	149	\$199,875	1,475	\$135.51	1972.8			
<b>2013 Total</b>	<b>729</b>	<b>\$194,210</b>	<b>1,448</b>	<b>\$134.15</b>	<b>1975.7</b>	<b>\$171,500</b>	<b>6.3%</b>	<b>65.0%</b>
<b>2013 Sales Detail - Existing &amp; New processed to date:</b>								
<i>Existing houses</i>	674	\$183,896	1,423	\$129.23	1973	\$166,225	5.3%	64.7%
<i>Single-Family Detached</i>	518	\$191,503	1,497	\$127.92	1967	\$170,000		
<i>Townhouses/Condos</i>	156	\$158,638	1,180	\$134.44	1991	\$145,500		
<i>New construction sales</i>	55	\$320,608	1,741	\$184.15	2013	\$320,608	10.4%	93.0%
<i>Single-Family Detached</i>	50	\$326,123	1,766	\$184.67	2013	\$319,051		
<i>Townhouses/Condos</i>	5	\$265,460	1,488	\$178.40	2013	\$258,400		
<b>NOTE 1: Sales are assigned to quarters according to the month and year the deed was executed.</b>								
<b>NOTE 2: 1-family houses include townhouses, condominiums, detached houses, and attached houses.</b>								
<b>NOTE 3: Recent quarters may include unverified sales information; all sales are subject to correction.</b>								
<b>NOTE 4: Recent sales may not be included. New houses are not included until after they have been inspected.</b>								

## 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 mid November to 100 individuals who have had occasion to contact this office during the year 2013. Twenty-nine (29) were returned with all or part of the form filled in. Ten (10) indicated they had filed an appeal. One survey was returned by USPS as undeliverable. The form was substantively identical to the following summary for the questions regarding the City Assessor's Office:*

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

*(Check all that apply)*

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

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

- 4 – Online
- 4 – City Hall
- 0 – Fax
- 4 – Phone

**10** – (c) I filed an assessment appeal.

**6** – (d) An Assessor's employee visited my property.  
*(Please select property type.)*

- 6 – Residential
- 1 – Commercial
- 0 – Exempt

**6** – (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> (4 RESPONSES)

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

<http://www.amesassessor.org> (5 RESPONSES)

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

**Please rate your level of satisfaction:**

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

**22** - DEFINITELY    **4** - MOSTLY    **0** - NOT REALLY    **0** - DEFINITELY NOT    **3** - DOES NOT APPLY

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

**21** - DEFINITELY    **3** - MOSTLY    **0** - NOT REALLY    **2** - DEFINITELY NOT    **3** - DOES NOT APPLY

4. *I was treated with courtesy and respect.* (37 RESPONSES)

**23** - DEFINITELY    **3** - MOSTLY    **0** - NOT REALLY    **1** - DEFINITELY NOT    **2** - DOES NOT APPLY

5. *I was assisted in a timely manner.* (37 RESPONSES)

**24** - DEFINITELY    **2** - MOSTLY    **0** - NOT REALLY    **1** - DEFINITELY NOT    **2** - 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.):*
- Property records by last name
  - Nothing comes to mind
  - Better willingness to deal with taxpayers. Better treatment of people.
  - Being able to perform searches by name. Polk County and several other sites allow it and it is helpful.
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.
  - Thank you for sending the application for business property tax credit!
  - They are a helpful group of people.
  - The house sale went smoothly, the realtor was a big help too.
  - Always a good job greeting customers & taking care of requests.
  - Very difficult to work with. Definitely not user friendly.
  - All contact over the last 30 years always friendly and efficient + quick to follow through.
  - Friendly prompt & thorough. Was dreading going in but was a very pleasant experience.

***Questions 8-14 only apply to persons who filed an assessment appeal with the Board of Review.***  
*[Reference question 1(c)] (10 RESPONSES)*

8. *I learned about the appeal process and acquired the instructions/form: (please select only one)*  
(8 RESPONSES)  
**1** - ONLINE      **7** - CITY HALL / PHONE
9. *I was satisfied with the information/explanation of the appeal process.* (12 RESPONSES)  
**3** - DEFINITELY    **4** - MOSTLY      **0** - NOT REALLY    **2** - DEFINITELY NOT    **1** - DOES NOT APPLY
10. *My appeal to the Board was:* (12 RESPONSES)  
**6** - ORAL      **4** - NON-ORAL
11. *The Board gave me the opportunity to present arguments and evidence in support of my appeal.*  
(12 RESPONSES)  
**6** - DEFINITELY    **1** - MOSTLY      **2** - NOT REALLY      **0** - DEFINITELY NOT    **1** - DOES NOT APPLY
12. *My appeal to the Board was:* (12 RESPONSES)  
**5** - DENIED      **1** - GRANTED      **5** - GRANTED IN PART    **1** - RETRACTED



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

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

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

- Assessor filed appeal for me due to assessment error. I appreciated the help. Thanks

**GENERAL STATISTICS FOR G.I.S. BEACON WEB PAGE**

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

Statistics for [WWW.AmesAssessor.org](http://WWW.AmesAssessor.org) (aka [WWW.StoryAssessor.org](http://WWW.StoryAssessor.org)) 01 Jan 2013 - 31 Dec 2013

Total Web Site Requests: .....	2,203,662
Total Web Site Visits: .....	371,779
Percent Increase in Visits from 2012: .....	+10%
Average Requests / Visitor:.....	5.93

**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 <http://WWW.CityOfAmes.org/Assessor/> 01 Jan 2013 - 31 Dec 2013

Home Page Visitors.....	14,462
Sales .....	2,029
Estimate Your Property Tax.....	988
Maps .....	726
Credits & Exemptions .....	446
Data or Reports.....	261
Board of Review.....	175
Total Pages Viewed:.....	19,109



*Caring People ♦ Quality Programs ♦ Exceptional Service*

# MEMO

MPO 1a

To: Mayor and Council Members

From: John Joiner

Date: January 24, 2014

Subject: Background Information: What is the Ames Area Metropolitan Planning Organization (AAMPO)?

The population of the Ames area passed 50,000 people in the 2000 census. Consequently, the federal government now recognizes Ames as a “metropolitan area” and the Ames Area Metropolitan Planning Organization (MPO) was formed. The AAMPO is required to provide transportation planning services for the cities of Ames and Gilbert, as well as nearby portions of Boone County and Story County.

Under an Administrative Services agreement, the City of Ames performs the staffing functions for the AAMPO. The AAMPO carries out planning functions in accordance with the requirements of the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and the Iowa Department of Transportation (Iowa DOT). Federal funds are provided from these agencies for planning activities, as well as for street, trail, and transit projects. These federal allocations are typically made on an 80% federal and 20% local match basis. The local match typically is funded through Road Use Tax, General Obligation Bonds and CyRide funds, as appropriate.

Other than day-to-day staffing, there are two main bodies that govern the AAMPO:

**The Transportation Policy Committee (TPC)** – This is the governing body of the AAMPO and consists of elected officials from the member agencies.

**The Transportation Technical Committee (TTC)** – This is an advisory body for the TPC. It is comprised of technical staff from the member agencies.

There are three major work area requirements:

A **Long Range Transportation Plan (LRTP)** is required to be established and updated every five years. This is a fiscally constrained document that guides AAMPO’s activities and projects.

A **Transportation Planning Work Program (TPWP)** is required to be submitted annually. This lays out the anticipated planning activities during the coming fiscal year.

A **Transportation Improvements Program (TIP)** is also required to be submitted annually. This document plans how federal project funds will be used over the next four years. Each fiscal year this typically includes one street project and one trail project, as well as transit related projects and operational activities.

In addition, staff needs to reach out to the public following the **Public Participation Plan**, which is reviewed annually by staff. For more information on the AAMPO, please visit the following web page: <http://www.cityofames.org/index.aspx?page=211>.

**AMES AREA METROPOLITAN PLANNING ORGANIZATION (AAMPO)  
TRANSPORTATION POLICY COMMITTEE ACTION FORM**

**SUBJECT: ENGINEERING SERVICES CONTRACT FOR 2040 LONG RANGE  
TRANSPORTATION PLAN UPDATE**

**BACKGROUND:**

The Ames Area Metropolitan Planning Organization (AAMPO) is required to prepare an updated Long-Range Transportation Plan every five years. The next update is due for completion by October 1, 2015.

The overall purpose of the Long Range Transportation Plan (LRTP) is to identify a vision for transportation that is integrally linked with the adopted Land Use Policy Plan and Urban Fringe Plan. It will describe how transportation services will evolve over a 25-year period. The attached Scope of Services identifies each of the major tasks involved with the plan development, as well as the subtasks, which identify the work activity in greater detail.

As part of developing the plan, transportation data regarding mapping, traffic, transit, biking, and pedestrians will be gathered. The AAMPO Policy Committee will oversee development of the plan. The AAMPO Technical Committee will guide development of the plan, while staff will act as administrator for the MPO. The Goals and Objectives for the plan update will expand on the ones developed in the 2010 Plan, updated as necessary based on citizen input received during the public participation process and feedback received since the adoption of the 2010 plan. The updated Goals and Objectives will then be presented to the Policy Committee and will serve as the basis for decision making as projects are analyzed.

Opportunities for public participation in the process will be provided through several avenues. Numerous public meetings will be held to gather information regarding the community's transportation needs, including a design charrette process. There will be a Transportation Focus Group assembled that will advise the technical staff throughout the plan update. The Transportation Focus Group will be made up of a diverse group of public and private individuals from all parts of the Ames area representing various interests.

The focus group will include bicyclists, neighborhood associations, emergency service providers, CyRide (transit provider), business groups, ISU students and staff, industrial business representatives, and developers. A project web site will also be developed to engage the public and provide ongoing information about the Ames Area MPO and its transportation goals.

Base year transportation modeling for this plan will be done by Iowa Department of Transportation (Iowa DOT) in conjunction with the consultant and staff. Traffic and transit analyses will be included. This evaluation will also include all modes of travel, which includes the community's on-street and shared-use path systems as well as the potential of developing interconnections with a green-belt trail system. This also serves to bring an energy efficiency strategy into the planning process. **Bicycle and pedestrian level of service will be evaluated as part of this plan.**

The new plan will include both traditional elements and an emphasis on safety in accordance with state-of-the-practice planning measures and direction from national and local policy makers, as well as all required planning factors as specified in federal MAP-21 transportation legislation. A specific goal of this update will include a mode split step in the transportation model for transit, which involves an extensive on-board travel survey. A "mode split" takes a traditional "vehicle trip" model and converts it to "person trips", thereby allowing the model to estimate what mode (vehicle or transit) they would take when traveling through the Ames area. This then allows for greater accuracy when assessing impacts to the transportation system.

All of this will lead to the development and evaluation of a Universe of Alternatives for transportation improvements. Project concept plans will be drafted/updated for these improvements and each potential project will be checked to determine if it is financially feasible based upon year of expenditure dollars. The consultant will ultimately deliver the final report in both paper and electronic formats. All of this work will be completed within the next 21 months prior to October 1, 2015.

### **LRTP Development Process:**

#### Planning & Public Involvement Steps:

- Issues/Vision Workshop
- Compile Issues/Establish Vision
- Alternatives Development (Charrette)
- Evaluate Alternatives
- Alternative Evaluation Workshop
- Select Alternatives
- Create Draft 2040 Plan

#### Transportation Modeling Steps:

- Existing Land Use/Population/Employment
  - Develop 4-Step Model (Existing)
    1. Trip Generation
    2. Trip Distribution
    - 3. Mode Split/Mode Choice - New**
    4. Network Assignment
- Future Land Use/Population/Employment
  - 4-Step Model (Existing + Committed)

The planning and modeling efforts will run concurrently throughout the plan development.

## Consultant Selection Process

Following the Federally mandated requirements, the consultant selection process began in August 2013 when a Request for Qualification (RFQ) Statements was solicited by AAMPO. AAMPO sent the request to all pre-qualified firms registered with the Iowa DOT as having transportation planning skills. Of the 47 firms, approximately 7 firms called or visited expressing interest. As a result of the RFQ, three teams submitted statements. Typically, 3 to 5 firms with an average score of 80 out of 100 points is asked to submit proposals. The scores for the RFQ process are as follows:

2040 LRTP: RFQ Scores						
Firm	AAMPO	Public Works	Iowa DOT	ISU	CyRide	Average
SRF	92	88	66	85	99	86.0
LSA	88	92	82	81	96	87.8
HDR	85	89	84	76	83	83.4

In August, a consultant Selection Team consisting of staff from AAMPO, Public Works, Iowa State University, CyRide, and Iowa DOT reviewed the statements and asked the three teams to submit proposals. The three teams were HDR Engineering Inc. (HDR), LSA Associates, Inc. (LSA), SRF Consulting Group, Inc. (SRF), all of which came for onsite interviews in September 2013. Similarly to the RFQ evaluation, any firm having an average score of approximately 80 out of 100 points is considered competent of performing the LRTP plan update.

2040 LRTP: RFP Scores						
Firm	AAMPO	Public Works	Iowa DOT	ISU	CyRide	Average
SRF	89	84	73	96	97	87.8
LSA	90	84	83	95	84	87.2
HDR	83	76	88	92	84	84.6

<u>Scoring Criteria:</u>	<u>Points</u>
Project Understanding:	10
Design Team:	10
Key Personnel:	15
Previous Experience:	20
Project Approach:	5
Responsiveness:	10
Ability to Perform Works:	15
Proposed Project Schedule:	15

Prior to making a final determination, the selection team discussed the strengths and weaknesses of each firm in great detail. Each respective firm had assembled a team of people with diverse areas of expertise, which made selecting any one firm very difficult. However, the selection team was tasked with picking the firm that had the strongest overall team in all areas of transportation planning, public involvement, and technical knowledge to get the best product for our community. **During the interviews, it was found that HDR was proposing a much**

**stronger focus on the public engagement process than the other firms.** This was very impressive and will be quite important in developing the best possible plan because all steps of the update rely heavily upon user (customer) input and feedback. **It should be noted that, per Federal requirements, cost cannot in any way be part of the selection process. Cost can only be determined after a firm is selected and staff enters into negotiations to define the scope and fee for the project.**

As a result of that process, the team of HDR out of the Omaha, Nebraska office, with HDR's other subcontractors were selected to prepare the plan. HDR had the strongest working knowledge of the Ames area, since they created the 2010 LRTP. **HDR is also set apart from the other firms based upon their outstanding public participation plan, experienced team members, and proven technical capabilities.** Being one of the larger planning and engineering firms, HDR can also pull from a national employment base of subject matter experts as needed to provide innovative and creative transportation solutions.

Staff negotiated a contract with HDR and a fee not to exceed \$499,301. The contract will run over the next two fiscal years. Federal planning funds distributed to the MPO will pay for 80% of the plan, which will total approximately \$399,441. MPO/Planning Funds have been programmed for approximately \$308,000 in FY13/14 and \$132,000 in FY14/15, which brings the total programmed federal funding to \$440,000. The City of Ames will need to provide an approximate local match of \$99,860. The budgeted amount shown in the 2013/14 CIP has \$80,000 from Road Use Tax (RUT) funds, leaving an additional \$19,860 to be funded. In December 2013, projected savings of \$84,500 from the Traffic Signal Program for Lincoln Way and Hayward Avenue were returned to the balance of the RUT fund. The additional \$19,860 could be financed from the balance of the RUT Fund.

#### **ALTERNATIVES:**

1. Recommend that the Ames City Council approve the Engineering Services Agreement to prepare the 2040 Long Range Transportation Plan with HDR Engineering Inc. of Omaha, NE in an amount not to exceed \$499,301.
2. Recommend that the Ames City Council not execute the agreement with HDR, and direct the AAMPO staff to pursue negotiations with one of the remaining qualified firms.
3. Direct AAMPO staff to reject all proposals and begin with a new solicitation for preparing the 2040 Long Range Transportation Plan.

#### **ADMINISTRATOR'S RECOMMENDED ACTION:**

By executing the professional service agreement with HDR, the community will be able to begin its process for visioning and planning for the next 25 years of transportation in Ames and meet the required deadline of October 2015 for approval of the final plan.

Therefore, it is the counsel of the Administrator that the AAMPO Policy Committee recommend that the Ames City Council approve the Engineering Services Agreement to prepare the 2040 Long Range Transportation Plan with HDR Engineering Inc. of Omaha, NE in an amount not to exceed \$499,301.

**JOINT MEETING OF THE AMES CITY COUNCIL  
AND PARKS & RECREATION COMMISSION  
AND REGULAR MEETING OF THE AMES CITY COUNCIL**

AMES, IOWA

JANUARY 14, 2014

**JOINT MEETING WITH PARKS & RECREATION COMMISSION**

The Ames City Council met in special session at 6:00 p.m. with the Parks & Recreation Commission on the 14<sup>th</sup> day of January, 2014, 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: Gloria Betcher, Amber Corrieri, Tim Gartin, Matthew Goodman, Chris Nelson, and Peter Orazem. *Ex officio* Member Alexandria Harvey was also present.

**INDOOR RECREATIONAL AQUATICS CENTER:** Parks & Recreation Commission Chairperson Alisa Frandsen introduced the other members of the Commission present: Victoria Feilmeyer, Leo Milleman, Edward Moran, Melissa Rowan, and Jason Schaben. Commission Member Julia Johnston was absent. Ms. Frandsen advised that the Commission was present at this meeting to request that the Council: (1) approve the use of the Geitel Winakor bequest in the amount of \$1.8 million to move forward with an indoor aquatic center and (2) direct the Parks & Recreation Commission to initiate the exploration of a new indoor aquatic center (features, location, possible partnerships, funding, etc.).

Keith Abraham, Director of the Parks & Recreation, presented information on the following:

1. The Condition of the Municipal Pool. The Pool was built in 1965. It is a City-owned building on Ames Community School District (ACSD) property. The City and ACSD share operational and capital expenses on a 50/50 basis; that Agreement expires in April 2015. Mr. Abraham noted that the wading pool had been removed last summer due to recurring maintenance issues and decreased usage. The Pool is shared by three main user groups: ACSD, Ames Cyclone Aquatics Club (ACAC), and the City. Each of those users has specific hours of operation. Over the past 20 years, the City has spent approximately \$1.9 million on needed repairs. To make the Pool operational for the next ten or more years, \$3.5 million or more will need to be expended for HVAC and pool basin repairs. That estimate did not include any structural repairs. Pictures were shown of the current condition of the Municipal Pool.
2. Ames Community School District (ACSD) Plans. The ACSD has funding available to construct its own facility, which would be operational by 2015. They are focusing on building a 50-meter competitive indoor pool with a six-foot minimum depth. Because it would be designed as a competitive pool, the water temperature would be between 78 and 82 degrees. Community needs would not be met in a competitive pool, specifically, swim lessons; open swim; shallow water activities, e.g., water aerobics; warm water.
3. Shared-Use Agreement With ACSD Ends in April 2015. From a programming standpoint, ACAC would most likely make arrangements with the ACSD to use the competitive pool. Another possibility would be that the ACSD would compete with City programming to bring in additional revenue and make its facility more cost-effective. The City hopes to be able to maintain current programs and expand programs. If the Municipal Pool remains open after April 2015, the City would incur all expenses.



Presently, the City and ACSD split approximately \$100,000 in expenses. There also is the potential loss of revenue if ACAC and lap swimmers begin to use the ACSD facility. The City would also have to assume 100% of maintenance costs and project management. The Agreement does not address cost-sharing of any demolition or abandonment of the current Pool.

4. New Indoor Recreational Aquatic Center. A few years ago, the Parks & Recreation Commission put together a matrix as to what would be priority projects, based on the needs of the community. It included the following seven projects:
  1. Outdoor Aquatic Center (accomplished)
  2. Gymnasiums (accomplished through ACSD building project)
  3. Indoor Aquatic Center
  4. Community Parks:
    - a. In Southeast Ames
    - b. In Southwest Ames
    - c. In West Ames
    - d. In Northwest Ames

Key features to be considered in a new City indoor aquatic facility were listed. Public input would be needed. Pictures were shown of indoor aquatic centers that had been built in Overland Park, Kansas; Algona, Iowa; Clinton, Missouri; Gladstone, Missouri; Grandview, Missouri; and Ozark, Missouri.

Regarding potential location, the ACSD has stated that it is willing to set space aside next to its competitive pool for the City's facility. Public input would again be needed.

5. Geitel Winakor Bequest. The Parks & Recreation Commission had voted to recommend using the Winakor bequest to move forward with an indoor aquatic center. Other potential funding sources would be a bond referendum, donations, and partnerships.
6. Next Steps:
  - a. Continued conversation with the ACSD
  - b. City Council approval to begin the process
  - c. Hiring of a consultant
  - d. Touring other facilities
  - e. Public education and reaction
  - f. "Friends Group" formed
  - g. Commission recommends bond referendum date
  - h. Referendum is held
  - I. Facility designed and built

Director Abraham reiterated that, at its September 2013 meeting, the Parks & Recreation Commission voted to make two recommendations to the City Council:

1. To use the Winakor bequest (\$1.8 million) to move forward with an indoor aquatic center
2. To direct the Parks & Recreation Commission to initiate the exploration of a new indoor aquatic center, which may ultimately result in a bond referendum

Commission Member Milleman pointed out that the Winakor bequest of \$1.8 million will not build the pool; other resources would be needed. Mr. Abraham noted that a preliminary estimate of costs is \$6 - 9 million; however, it could be more or less than that amount depending on what would be included in the facility. There is a possibility of building the City's facility next to the ACSD new competitive pool; however, if that would not be the case, there would a cost for the land on which to construct the City's facility.

At the inquiry of Council Member Orazem, City Manager Schainker advised that the ACSD had stated that it had funding in place to pay for its facility. No separate referendum would be needed to pay for the School District's facility.

Mayor Campbell shared that she and City Manager Schainker had met with the Superintendent and President of the School Board last week. Mr. Schainker reiterated that the School District wants to build a competitive pool with a greater depth than what the City needs. There would definitely need to be two basins. It will take time to get public input, study the options, and decide on a funding mechanism.

Moved by Orazem, seconded by Gartin, to direct that the Winakor bequest (\$1.8 million) be used to move forward with an indoor aquatic center.

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

Moved by Betcher, seconded by Goodman, to direct the Parks & Recreation Commission to initiate the exploration of options for a new indoor aquatic center through a public process.

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

**ADJOURNMENT:** The Joint Meeting adjourned at 6:46 p.m.

### **REGULAR MEETING OF THE AMES CITY COUNCIL**

The Ames City Council met in special session at 6:48 p.m. on the 14<sup>th</sup> day of January, 2014, 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: Betcher, Corrieri, Gartin, Goodman, Nelson, Orazem. *Ex officio* Member Harvey was absent.

**PROCLAMATION:** Mayor Campbell proclaimed the entire year of 2014 as the celebration of the City's history. Accepting the Proclamation were Jim Black and Sheila Lundt, Co-Chair and Legacy Co-Chair of the Ames 150 Steering Committee, respectively; and Austin Woodin, President of the Ames Foundation.

Mr. Black gave a chronological list of Sesquicentennial events and activities being planned. He noted that two legacy projects: the planting of 150 trees in public spaces and the development of a traveling history trailer would continue to benefit the community for generations to come. Budget details were provided by Mr. Black. He reported that the Committee recently submitted a Fall Grant Application to the City with a request of \$31,500, which would provide much-needed seed money towards the estimated \$225,000 fund-raising goal. Mr. Black, on behalf of the Ames 150 Steering Committee, requested that \$10,000 of the \$31,500 Grant be allocated prior to March 31, 2014. Fund-raising for various projects is underway. Austin Woodin, President of the Ames Foundation, added that the Foundation had voted to make the Ames Sesquicentennial celebration its primary focus for 2014 by partnering with the 150 Steering

Committee. The Foundation will be contributing major funding toward the activities and projects as well as serving as the fiscal agent for the Committee.

**CONSENT AGENDA:** Council Member Nelson requested that Item No. 2, payment of claims, be pulled from the Consent Agenda for separate discussion.

Moved by Goodman, seconded by Corrieri, to approve the following items on the Consent Agenda:

1. Motion approving Minutes of Regular Meeting of December 17, 2013, and Special Meetings of December 30, 2013, and January 4, 2014
2. Motion approving appointment of Council Member Matthew Goodman as Mayor Pro Tem
3. Motion approving certification of civil service applicants
4. Motion approving Contract Change Orders for December 1-15 and December 16-31, 2013
5. Motion approving renewal of the following beer permits, wine permits, and liquor licenses:
  - a. Class C Liquor & Outdoor Service – Oddfellows, 823 Wheeler Street
  - b. Class C Liquor – Café Beau, 2504 Lincoln Way
  - c. Class C Beer & B Native Wine – Casey’s General Store #2560, 3020 South Duff Avenue
  - d. Special Class C Liquor – Vesuvius Wood-Fired Pizza, 1620 South Kellogg
  - e. Class A Liquor – American Legion Ames Post #37, 225 Main Street
  - f. Class C Liquor & Outdoor Service – Chipotle Mexican Grill, 435 S. Duff Ave., Ste. 10
6. RESOLUTION NO. 14-001 approving appointment of Council Member Chris Nelson to Ames Economic Development Commission Board of Directors
7. RESOLUTION NO. 14-002 approving appointment of Council Members Amber Corrieri and Tim Gartin to Ames Convention and Visitors Bureau Board of Directors
8. RESOLUTION NO. 14-003 approving appointment of Council Member Peter Orazem to Conference Board’s Mini Board
9. RESOLUTION NO. 14-004 approving appointment of Andrew Forbes to ASSET
10. RESOLUTION NO. 14-005 approving applications for procurement cards for Council Members Gloria Betcher, Amber Corrieri, Tim Gartin, and Chris Nelson and setting transaction limits
11. RESOLUTION NO. 14-006 approving certification of local government approval on behalf of local non-profit organizations receiving Emergency Shelter Grant funds
12. RESOLUTION NO. 14-007 approving Remote Parking Agreement between City and Randall Corporation for 2520 Chamberlain Street
13. RESOLUTION NO. 14-008 approving preliminary plans and specifications for 1200 Amp Switchgear for Vet Med Feeder Extension; setting January 29, 2014, as bid due date and February 11, 2014, as date of public hearing
14. RESOLUTION NO. 14-009 approving preliminary plans and specifications for Tree Removal at site for New Water Treatment Plant; setting February 5, 2014, as bid due date and February 11, 2014, as date of public hearing
15. RESOLUTION NO. 14-010 approving preliminary plans and specifications for 2013/14 Arterial Street Pavement Improvements - Lincoln Way (Thackeray Avenue to Hickory Drive); setting February 19, 2014, as bid due date and February 25, 2014, as date of public hearing
16. RESOLUTION NO. 14-011 approving preliminary plans and specifications for 2012/13 Asphalt/Seal Coat Rehabilitation Program - Carroll Avenue (East 9<sup>th</sup> Street to East 13<sup>th</sup> Street); setting February 19, 2014, as bid due date and February 25, 2014, as date of public hearing
17. RESOLUTION NO. 14-012 awarding contract for Ames Plant Area Substations Equipment Commissioning to L & S Electric, Inc., of Coon Rapids, Minnesota, in the amount of \$152,435
18. RESOLUTION NO. 14-013 awarding contract for Unit No. 7 Coal Mill Parts to Alstom Power, Inc., of Windsor, Connecticut, in the amount of \$141,131.99 (inclusive of sales tax)

19. RESOLUTION NO. 14-014 awarding contract for purchase of Unit No. 8 Steam Coil Air Heaters to Advanced Coil Technology, LLC, of Owatonna, Minnesota, in the amount of \$110,000 (plus applicable sales taxes to be paid directly by City to State of Iowa)
  20. RESOLUTION NO. 14-015 awarding a contract to WESCO Distribution of Des Moines, Iowa, for the purchase of Aluminum Cable in the amount of \$74,472, subject to metals adjustment at time of order
  21. Underground Trenching for Electric Services (from January 1, 2014, through December 31, 2014):
    - a. RESOLUTION NO. 14-016 approving renewal of Primary Contract with Ames Trenching & Excavating, Inc., of Ames, Iowa, in an amount not to exceed \$136,500
      - i. RESOLUTION NO. 14-017 approving contract and bond
    - b. RESOLUTION NO. 14-018 approving renewal of Secondary Contract with Communication Technologies, of Des Moines, Iowa, in an amount not to exceed \$58,500
      - i. RESOLUTION NO. 14-019 approving contract and bond
  22. RESOLUTION NO. 14-020 approving Change Order No. 10 with A&P/The Samuels Group for the Library Renovation and Expansion Project in the amount of \$56,043
  23. RESOLUTION NO. 14-021 accepting completion of NCAH Pump Station and Wastewater Metering Improvements
  24. RESOLUTION NO. 14-022 accepting completion of Water Pollution Control Supervisory Control and Data Acquisition (SCADA) Phase II
  25. RESOLUTION NO. 14-023 accepting completion of 2008/09 Traffic Signal Program (Lincoln Way & Sheldon Avenue)
  26. RESOLUTION NO. 14-024 accepting completion of 2009/10 Traffic Signal Program (Lincoln Way & Ash Avenue)
  27. RESOLUTION NO. 14-025 accepting completion of 2010/11 Traffic Signal Program (28<sup>th</sup> Street & Grand Avenue)
  28. RESOLUTION NO. 14-026 accepting completion of 2010/11 Traffic Signal Program (Southeast 16<sup>th</sup> Street & South Dayton Avenue)
  29. RESOLUTION NO. 14-027 accepting completion of Trickle Filter Pump Station Check Valve Replacement project
  30. RESOLUTION NO. 14-028 approving Plat of Survey for 2121 Sunset Drive
  31. RESOLUTION NO. 14-029 approving partial completion of public improvements for Northridge Heights Subdivision, 16<sup>th</sup> Addition, and lessening amount of required financial security
- Roll Call Vote: 6-0. Resolutions/Motions declared adopted/approved unanimously, signed by the Mayor, and hereby made a portion of these minutes.

**PAYMENT OF CLAIMS:** Moved by Goodman, seconded by Corrieri, to approve the payment of claims. Vote on Motion: 5-0-1. Voting aye: Betcher, Corrieri, Gartin, Goodman, Orazem. Voting nay: None. Abstaining due to a conflict of interest: Nelson. Motion declared carried.

**PUBLIC FORUM:** Susie Petra, 2011 Duff Avenue, Ames, thanked the Council and Parks & Recreation Commission for recommending the use of the Winakor bequest toward a type of water facility. Ms. Petra noted that the State of Iowa Data Center had revealed that the 55-and-older demographic is Story County's fastest growing segment of population. She alleged that that group wants the Ames community to have indoor year-round recreational facilities to help maintain a healthy quality of life. Specifically, they have stated that they are interested in warm-water aquatic therapeutic exercise, ballroom dancing, and year-round indoor walking. Ms. Petra pointed out that Ames is competing for retirees with the Des Moines Metro, which had recently

been recognized as the “Top Age-Friendly Area.” It was suggested by Ms. Petra that Ames explore solutions from a broad range of possible stakeholders. The community needs to be asked what it actually needs, what it wants, how much can be supported, and what is the best location. Ms. Petra stated that the League of Women Voters Wellness and Recreation Programs and Facilities Committee is interested in helping the Ames community maintain health and vitality and would be willing to assist in getting the dialogue started.

Judith Lemish, 327 South Maple, Ames, referenced a recent article in the *Ames Tribune* concerning a new pool at the High School. The article stated that it might also include the possibility of a community pool being attached to it. Three entities that would be making the decisions regarding the High School pool were listed as the City, the School District, and the Ames Cyclone Aquatic Club. Ms. Lemish suggested that a broader group of concerned citizens be involved when it comes to cost and use of a new indoor community pool. She said that she had been using Parks & Recreation aquatic services for approximately 40 years and wanted her voice to be heard. Ms. Lemish shared that she was not sure if the possible location at the High School would meet the total needs of the community. She wants there to be dialogue in regards to the scope of this project and possible location. Ms. Lemish requested that there be an open dialogue with all the stakeholders at the beginning of the process.

Richard Deyo, 505 Eighth Street, Apartment #2, Ames, noted that the City Council members had sworn to uphold the Constitution and laws of the State of Iowa. He said that they should swear to support the people of Ames, which is what he does. Mr. Deyo asked that the law be changed so that he would be allowed to speak under the “Council Comments” section.

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

**PRESENTATION OF AMES’ SESQUICENTENNIAL EVENTS/ACTIVITIES:** Legacy Co-Chair Sheila Lundt noted that Mr. Black had covered the planned activities. She again requested that, if the 150 Committee is awarded a grant through the Fall Grant process, \$10,000 be advanced to the Committee prior to March 31, 2014.

**SPECIAL CLASS C LIQUOR LICENSE & OUTDOOR SERVICE FOR MANGOSTINOS:** Moved by Goodman, seconded by Corrieri, to approve a Special Class C Liquor License & Outdoor Service for Mangostinos, 604 East Lincoln Way.  
Vote on Motion: 6-0. Motion declared carried unanimously.

**5-DAY CLASS C LIQUOR LICENSE FOR OLDE MAIN BREWING:** Moved by Betcher, seconded by Corrieri, to approve a 5-Day Class C Liquor License for Olde Main Brewing at CPMI Event Center, 2321 North Loop Drive.  
Vote on Motion: 6-0. Motion declared carried unanimously.

**PERMANENT TRANSFER OF CHARLIE YOKE’S CLASS C LIQUOR LICENSE:** Moved by Corrieri, seconded by Orazem, to approve the permanent transfer of the Charlie Yoke’s Class C Liquor License to 2518 Lincoln Way, pending issuance of Certificate of Occupancy.  
Vote on Motion: 6-0. Motion declared carried unanimously.

**ENCROACHMENT PERMIT AT AJ’S ULTRA LOUNGE:** Moved by Goodman, seconded by Orazem, to approve an encroachment permit for a sign at AJ’s Ultra Lounge, 2401 Chamberlain Street.

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

**REQUESTS FROM MAIN STREET CULTURAL DISTRICT FOR JANUARY DOLLAR DAYS:** Moved by Goodman, seconded by Corrieri, to adopt/approve the following:

1. RESOLUTION NO. 14-030 approving suspension of parking regulations and enforcement in the Central Business District (CBD) from 8:00 a.m. to 6:00 p.m., Thursday, January 30, through Saturday, February 1
  2. Motion approving a Blanket Temporary Obstruction Permit for CBD sidewalks from 8:00 a.m. to 6:00 p.m., January 30 - February 1
  3. Motion approving a Blanket Vending Permit for entire the CBD for January 30-February 1
  4. RESOLUTION NO. 14-031 approving a waiver of fee for Blanket Vending Permit
- Roll Call Vote: 6-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

**AMES GOLF & COUNTRY CLUB REQUEST TO BE REMOVED FROM AMES NORTH GROWTH AREA:** City Planner Charlie Kuester provided background information as to the request of the Ames Golf and Country Club (AGCC) that it be removed from the Northern Growth Area. He noted that the AGCC is outside of the City of Ames, but abuts the City along its eastern border and is within the Ames Northern Growth Area designation. Mr. Kuester referenced the Ames Urban Fringe Plan that was adopted in 2006 by the Cities of Ames and Gilbert and Story County. A map showing the Urban Fringe Plan land designations and the location of the AGCC was shown. It was noted by Planner Kuester that the AGCC has an Ames Urban Fringe Plan designation of Rural Transition Residential Area.

Mr. Kuester explained that the City of Ames manages growth through a combination of subdivision and land use controls. The Land Use Policy Plan (LUPP) provides policy direction on future growth and expansion of corporate boundaries. Additionally, the LUPP incorporates the Ames Urban Fringe Plan (AUF) to coordinate development within two miles of the City. The AUF is accompanied by a cooperative 28E Implementation Agreement between Ames, Gilbert, and Story County and contains a shared common vision of development that incorporates land use controls as well as applicability of subdivision requirements. The chief project-level development control for the City is application of its Subdivision Code (Chapter 23) to the two-mile fringe area as authorized by the *Code of Iowa*.

According to Mr. Kuester, the AGCC desires to develop a rural residential subdivision in the future on approximately 20 acres of its 155-acre property. The AGCC seeks clarification of the LUPP designation and the AUF Plan related to long-term development interests of the City and its desire to proceed with a subdivision without annexation. Mr. Kuester provided a report on the Allowable Growth Areas of Ames and the AUF Plan, how the LUPP and the AUF Plan currently apply to the Ames Golf and Country Club, and what options the City Council may consider regarding their request.

Mr. Kuester reviewed the subdivision regulations that would apply to this request. He advised that, when a request for a subdivision outside of the City is received, it generally includes a request for a waiver of City subdivision requirements (e.g. water, sewer, streets, sidewalks). In accordance with City policy, a request for waivers to the Design and Improvements Standards is not presented to the City Council unless and until the owner of the subject property presents certain covenants to the City, signed and ready for recording. At a minimum, the City requires those three covenants that bind the owner and all subsequent owners of the subdivision to do the

following: a) Seek voluntary annexation whenever the City Council asks them to do so, b) Pay any costs associated with the buyout of rural water service territory associated with a future annexation, and c) waive objections to any special assessment necessary to bring City infrastructure and services to their property in association with future annexation. Planner Kuester further advised that the City has obtained and recorded those covenants for approximately a dozen developments in the fringe of Ames. To date, the City Council has not yet sought annexation of any of those developments, since they are not yet adjacent to the City limits and are, therefore, ineligible for annexation.

The Council was briefed on the specific request of the AGCC. He noted that the property in question lies within the Northern Growth Area of Ames and is classified as a Rural Transitional Residential Area in the Ames Urban Fringe Plan. AGCC is willing to develop in a fashion similar to other nearby rural developments outside of the City. It is proposing a low-density residential development along portions of the perimeter of the golf course. Single-family housing is proposed along George Washington Carver Avenue and 190th Street, and town homes are proposed along George Washington Carver Avenue for a total of potentially 25 units. The AGCC partner developer (Bella Homes) is willing to sign the typical covenants to obtain waivers of City infrastructure requirements and submit a preliminary plat consistent with the City's Conservation Subdivision requirements. These waivers would include allowing for Xenia water service and some method of septic treatment systems rather than a centralized sewer system. The preliminary plat would be subject to City Council approval. If approved, development would then proceed outside of the City.

Council Member Gartin asked if any precedents had been set from similar proposals for land in the same designated area. Planning and Housing Director Diekmann explained that Rose Prairie (a large development located just to the east of the land in question) was the most obvious. It intended to subdivide under County regulations. The City did not approve the requested waivers, and it was not allowed to subdivide. A lawsuit and subsequent settlement resulted in the land eventually being annexed. The tract of land is now in the city limits; however, does not yet have the zoning designation to proceed. To the west of George Washington Carver, there are large-lot rural subdivisions that are currently under construction.. The City has followed its practice of getting the required covenants pertaining to annexation, rural water, and special assessments on those developments. Mr. Diekmann also noted that if the property is in the Ada Hayden Watershed, it has an extra layer of conservation subdivision requirements to protect the water supply.

Council Member Nelson asked how similar this was to the development of the former Oaks Golf Course. Planner Kuester answered that that approximately 40 acres was located in the AUF Plan Agricultural and Farm Service Preservation area that is already exempt from City review. The AUF Plan was changed from Parks and Open Space to Rural Residential for that property, however, it was still within that category. The developer had to meet County zoning and subdivision standards. It was pointed out by Mr. Diekmann that the former Oaks Golf Course was never part of the City's Northern Growth Area due to the expense of installing infrastructure there.

Planning and Housing Director Kelly Diekmann advised that the City Council was being asked to clarify the policy intent for the Northern Growth Area in relation to the AGCC property. He noted that, beyond the policy issue of rural subdivision, there would still remain technical issues related to water and sewer services at the time of subdivision. Mr. Diekmann presented three

options for the Council's consideration:

1. The City Council may articulate an interest to maintain the Northern Growth Area Designation for the AGCC property, express its expectation that all development will conform to urban infrastructure requirements of the Subdivision Code, and state an intent to not allow for rural subdivisions with waivers at this time.

According to Mr. Diekmann, that option is the most consistent with past City policy to not allow for new development without annexing to the City. The most significant example of this policy involved the proposed Rose Prairie development. He reported that if Council chooses this option, no referral would be warranted.

2. City Council may find there is a policy balance between maintaining the Northern Growth Area Designation with its objectives in relation to AGCC and willingness to consider a potential rural subdivision in the near term without annexation that is consistent with the Rural Transitional Residential Area classification of the AUF.

Mr. Diekmann stated that, if Council chooses that option, no referral would be required. Under this option, Council would be indicating its willingness to consider the possibility of development of a rural subdivision in this area prior to annexation. With this option, the next step would be for AGCC to submit a Preliminary Plat, covenants, and a request for waivers to City subdivision requirements

3. City Council may identify an interest in amending the LUPP to remove the Northern Growth Area Designation conflict with the Ames Urban Fringe Plan land use classification of Rural Transitional Residential Area.

Director Diekmann added that, if Council chooses that option, it would refer to staff the processing of a LUPP Amendment. A rural subdivision would then be processed and still be required to provide the typical covenants and be subject to Council approval of the preliminary plat.

Larry Curtis, 2042 Cessna, Ames, representing the AGCC, stated that he had been working on the proposed project since 2002. He advised that the AGCC is willing to sign any covenants that the City might require; they will comply with all regulations. It was Mr. Curtis's opinion that the City will not move out to the AGCC land for a very long time period. The applicant would like to have something done now so that residential development may be enjoyed at that location. Mr. Curtis requested that the City approve Option No. 2. At the inquiry of Council Member Goodman, Mr. Curtis stated that they are proposing the construction of 25 homes around the golf course. He pointed out that the golf course occupies the majority of the property, it has been in existence for over 100 years, and there are no foreseeable plans to change its use.

Council Member Goodman asked if the development would be somewhere close to the City's required density. Mr. Curtis advised that septic systems would be used so there had to be at least 25,000 square feet in terms of the lots; there would be larger lots than what is seen in the City. Mr. Goodman further inquired what impacts would be created for the development if the Council were to approve a county subdivision, but required some of its subdivision standards. Mr. Curtis said that they would be happy to work with City staff.



Council Member Orazem asked if there were systems other than septic systems that would be more amenable to hooking up to a sanitary sewer. Mr. Curtis said that the septic systems being discussed are very modern with state-of-the-art technology. He noted that part of the proposed development would be townhouses that would have a central waste disposal system (mound system), which is a common practice for these types of rural developments. The larger 25,000-square-foot lots would have their own systems. Director Diekmann advised that the decision on the type of system to be allowed would come back to the Council as part of its subdivision review.

Council Member Orazem asked if Mr. Curtis if the AGCC were aware that Xenia Rural Water District would serve the property until a time that the property would be annexed into the City. Mr. Curtis shared that the AGCC planned to come to an agreement with the Xenia Rural Water District.

Council Member Betcher raised the issue of the extension of urbanized services should the property in question be annexed. A map of the current boundaries of the City's water and sanitary sewer utilities was shown.

Council Member Goodman referenced the City's former approval of the Northern Growth Area and noted that the City would be making a \$1.8 million investment in that area. According to Mr. Goodman, the "hard conversation" regarding how that change will impact the future choices in the Northwest Area had never really occurred. He questioned whether the City, if it is installing sewer and water and possibly a Bloomington Road extension, was going to want the type of returns that come from that densely developed area in the North or the very, very sparsely developed areas in the Northwest. Mr. Goodman emphasized that the conversation needed to occur, not specifically about the 25 potential homes in question, but what the Council thinks about future growth in the area.

Council Member Goodman referenced the Meadow Glen Neighborhood, which is a County subdivision that is surrounded by City of Ames property. He noted that as Ames grows, having those small areas near where Ames might grow, may impede future annexations. His opinion is that, if there is further growth in the Southwest Area, it will be an increasingly large problem and impede that growth. It was recommended by Mr. Goodman that the Council members really think about what they expect to see in the area in question in the long term and let that guide them in making the decision.

Council Member Gartin asked if there were any downsides to going forward with Alternative No. 2 from the Council Action Form. Director Diekmann advised that No. 2 defers any specific action on the Country Club property until it proposes a Preliminary Plat and requests waivers of subdivision improvement requirements. There are no policy changes or commitments with No. 2; however, it does signal to the Country Club to pursue the development proposal with the City. Planner Kuester noted that the long-term implications are that if it eventually ends up in the city limits, there will be large-lot (one-acre size) development around the perimeter; it will not be the standard city density for the 25 lots.

Mayor Campbell said that she was not recalling a time when the City had annexed any property that had been developed by rural standards and not caused an inordinate number of headaches.

Moved by Goodman, seconded by Orazem, to articulate an interest to maintain the Northern

Growth Area designation for the AGCC property, express its expectation that all development will conform to urban infrastructure requirements of the Subdivision Code and state an intent to not allow for rural subdivisions with waivers at this time.

It was asked by Council Member Orazem who would pay for the extension of City services if Option No. 1 were approved and the applicant still wanted to move forward with residential development. Director Diekmann answered that, per City policy, all development in the Northern Growth Area pays its own way; the developer would be responsible for all the costs. City Manager Schainker presented a possible scenario where the City would do the project, bill the Country Club, and calculate the benefit of the infrastructure. When other areas develop in the vicinity, there would be an agreement with those who hook up afterwards that the money collected in those fees would be reimbursed to the Country Club development since it bore the costs initially.

Council Member Orazem asked how the cost of septic systems would compare with the cost of the extension of utilities. Mr. Curtis stated that the costs of the septic system run about \$10,000/lot; however, to extend City services would be astronomical; it would not be feasible to spread the costs of running utilities among only 25 homes.

Chris Gardner, representing developer Bella Homes, stated that the rough estimate was approximately \$3 million to \$4 million to run sewer and water lines. He also stated that the development would not be do-able if in that amount were to be divided among only 25 homes.

Council Member Goodman asked Mr. Gardner if he felt he could sell the homes at City density. Mr. Gardner replied that they could look at that option, but it is not their method of operation. It was also stated by Mr. Gardner that if the development were to be allowed, their plan was always to build as much as possible to City specifications. They will have the easements in place, and the roads, water lines, etc., would be built to City specifications so as to make the transition as seamless as possible when and if annexation occurs.

Mayor Campbell clarified that the motion on the floor would require the AGCC to develop to urban infrastructure requirements.

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

Moved by Orazem, seconded by Nelson, to approve Option #2: the City Council may find there is a policy balance between maintaining the Northern Growth Area designation with its objectives in relation to AGCC and willingness to consider a potential rural subdivision in the near term without annexation that is consistent with the Rural Transitional Residential Area classification of the AUF.

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

**HEARING ON ADOPTION, BY REFERENCE, OF 2012 EDITIONS OF INTERNATIONAL BUILDING, RESIDENTIAL, FIRE, EXISTING BUILDING, MECHANICAL, PLUMBING, AND FUEL GAS CODES (“Codes”):** Seana Perkins, Building Official, told the Council that the Codes provide the requirements, consistency, and guidance as the City’s Inspection Division reviews and inspects projects within the city limits of Ames. The nationally recognized Codes

are adopted in three-year cycles. Staff is requesting that the Council approve the 2012 Editions of the International Building, Residential, Fire, Existing Buildings, Mechanical, Uniform Plumbing, and Fuel Gas Codes.

Ms. Perkins explained the method of review by City staff. After staff's review was finished, the Building Board of Appeals reviewed the proposed text amendments to *Ames Municipal Code* Chapter 5 (Building, Electrical, Mechanical, and Plumbing Code) and Chapter 8 (Fire Code). A community outreach meeting was held on September 23, 2013, with invitations going out to individuals who had done business with the Inspections Division during the past year. On December 2, 2013, the Building Board of Appeals finished its review and recommended approval of the aforementioned Codes, with local amendments. On December 10, 2013, staff brought the respective Codes to the City Council and explained the local amendments. At that meeting, the Council set this meeting as the public hearing on the adoption of the Codes.

Ms. Perkins informed the Council that, typically, the City's adoption process follows the State of Iowa adoption process for the Codes; however, the State has not yet adopted the 2012 Codes due to significant setbacks with its staffing. City staff has been told that the State's process may occur during Spring 2014 or not at all, so Ames had decided to move ahead at this time.

The Council's attention was brought to the Council Action Form where the significant changes being proposed had been explained.

At the inquiry of Council Member Orazem, Ms. Perkins clarified that staff is not recommending that the International Energy Conservation Code (IECC) be adopted at this time.

At the initiation by Council Member Goodman, discussion ensued on automatic fire alarms and manual fire alarms. Mr. Goodman recalled that Council had directed that the Fire Code section of Chapter 13 be removed to allow for the International Codes to act as the authority for rental housing. City Manager Steve Schainker noted that the Council had already directed staff to remove the fire alarm requirement from the Rental Housing Code. Fire Chief Shawn Bayouth confirmed that that had been the Council's direction; the exclusion from the Rental Code (Chapter 13) will be brought back to the Council in the near future.

Council Member Goodman noted the input that had been provided by *ex officio* Member Alexandria Harvey, specifically that "the timing piece was a big loss." Mr. Goodman asked if it would be possible to keep "the timing piece" in the Rental Housing Code and refer to the International Fire Code for all other detail. Fire Chief Bayouth said that would be possible if that was Council's direction. He suggested that the City first find out all the properties that would be affected and to notify them through the Fire Inspection Division, instead of the Housing Inspection Division. Mr. Goodman recommended that there still be some sort of time line, so that it would bring it before the Council for discussion. Mr. Bayouth clarified that Council had already referred it back to staff for the Fire Chief to create a time line. The Fire Inspector is already working on an inventory of the affected structures. Staff will then make a recommendation as to when to start the time line. That time line would be included as a Department policy, not necessarily in any Code. City Manager Schainker clarified that the Council had already directed staff to eliminate that requirement for the Rental Housing Code and it would be coming back to Council. There would be two separate actions: (1) to remove the fire alarm requirement from the Rental Housing Code and (2) come back under the Fire Code with a recommendation as to how to deal with fire alarms with all the different kind of housing uses.

At the request of Council Member Gartin, Ms. Perkins reported more specifically on the community outreach efforts taken by staff to inform the public and contractors. There were eight local contractors attending. Those individuals were mainly interested in fact-finding; however, at that meeting, it was discovered that adoption of the IECC would cause issues for contractors. Staff then researched it more significantly and discovered that the City should continue to follow its existing standards.

City Manager Schainker advised that he had received an inquiry about a potential Code change that would require residences occupied by five or fewer people to have sprinklers. Ms. Perkins noted that the requirement would not be retroactive; it would relate to new construction. Council Member Corrieri asked for clarification if it would be for only new construction or would it also require that when ownership of the residence changes. Plans Examiner Scott Ripperger clarified that if the use of a single-family home was changed to a group house, that would change the occupancy and the requirement would then kick in. If the residence is already used as a group home and only the ownership changes, sprinklers would not be required.

Council Member Nelson asked for more detail regarding the calculation of the required number of plumbing fixtures. Building Official Perkins reported that the Inspections Division had been operating under a policy which allowed customers to utilize the Uniform Plumbing Code or Chapter 29 in the International Building Code for fixture counts. The change proposed is to actually add that policy to the International Building Code (allowing the use of Chapter 29).

Mayor Campbell opened the public hearing.

Scott Jarmon, 2816 York Drive, Ames, identified himself as a fire professional by trade. He expressed concerns about the time line for rental property compliance with the International Fire Code, pointing out that the retroactive requirements for fire alarm systems had been in the International Fire Code since 2003. Mr. Jarmon added that it is not a new Code or new information, and business owners and property owners are responsible for understanding the Codes pertaining to their own properties. The Code would affect properties with 16 or more sleeping units with interior hallways and/or properties that are three or more stories. He emphasized the value of automatic fire alarm systems. Mr. Jarmon wanted to make sure that the City Council members were aware of the ramifications of what they would be voting on. He noted that it had already been identified that there are 34 of those types of properties in the Ames community. The history of the City's adoption of the applicable Code was given by Mr. Jarmon. He reported that when the City added the requirement to its Rental Code, it increased the requirement to include automatic and manual alarms. The Council was told that the average cost of a 16-unit sprinkler system would be approximately \$27,000 to \$30,000, and the average cost for an alarm system to be installed in a similar property would be \$12,000. Mr. Jarmon attempted to make the Council aware of the value of an automatic fire alarm system. He told the Council that it was voting on whether or not it was alright to maintain apartments that do not meet current building standards to protect residents and emergency workers. The fire alarm systems give the residents early warning and response from the Fire Department. Mr. Jarmon recommended that the City not change the time line for implementation of fire alarm systems. It was pointed out by Mr. Jarmon that, formerly, the City gave owners five years to comply; however, an extension was requested. Mr. Jarmon cautioned that if the City is aware of a problem and chooses not to do anything about it, it becomes liable if someone gets injured. The inspector has a responsibility to bring the issue to the attention of the community leadership to

ensure that it is remedied. Mr. Jarmon noted that the problem had become evident, and the City had already placed a deadline for compliance.

There being no one else who wished to speak, the hearing was closed.

Moved by Orazem, seconded by Nelson, to pass on first reading an ordinance to adopt, by reference, the 2012 Editions of the International Building, Residential, Fire, Existing Building, Mechanical, Plumbing, and Fuel Gas Codes, with local edits.

Roll Call Vote: 6-0. Motion declared carried unanimously.

**HEARING ON MOTOR REPAIR FOR POWER PLANT:** Electric Services Director Donald Kom explained the bidding process. He told the Council that one bid was received. Staff reviewed the bid submitted by Electrical Engineering and Equipment Co., of Windsor Heights, Iowa, and determined that it was non-responsive because the bidder did not include a proposed price increase percentage for renewal periods within its bid.

The public hearing was opened by the Mayor. The hearing was closed after no one came forward to speak.

Moved by Orazem, seconded by Corrieri, to reject the bid and direct staff to rebid the project. Vote on Motion: 6-0. Motion declared carried unanimously.

Moved by Orazem, seconded by Corrieri, to adopt RESOLUTION NO. 14-032 approving preliminary plans and specifications for Motor Repair for the Power Plant; setting February 12, 2014, as bid due date and February 25, 2014, 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.

**HEARING ON 2013/14 CYRIDE ROUTE PAVEMENT IMPROVEMENTS PROGRAM #1 (JEWEL DRIVE, EMERALD DRIVE, KEN MARIL ROAD, DULUTH STREET):** The public hearing was opened by Mayor Campbell and closed after no one requested to speak.

Moved by Goodman, seconded by Orazem, to adopt RESOLUTION NO. 14-033 approving final plans and specifications and awarding a contract to Manatt's, Inc., of Ames, Iowa, in the amount of \$970,614.68. Roll Call Vote: 6-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

**2014 VEISHEA PANCAKE FEED:** Moved by Orazem, seconded by Goodman, to adopt RESOLUTION NO. 14-034 approving a contract with VEISHEA, Inc., in the amount of \$8,000 for the 2014 VEISHEA Pancake Feed, with the condition that patrons not be charged more than \$2.00 per person for participation in the event. Roll Call Vote: 6-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

**REALLOCATION OF FUNDING FROM FACES TO AMES HUMAN RELATIONS COMMISSION SESQUICENTENNIAL DISPLAY:** Moved by Goodman, seconded by Orazem, to adopt RESOLUTION NO. 14-035 authorizing the transfer of funds in the City Council's

Special Allocations program from FACES to the Human Relations Commission's sesquicentennial display in an amount not to exceed \$1,500.

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

**PUBLIC LIBRARY LEASE FOR PROPERTIES HOUSING TEMPORARY LIBRARY FACILITIES AT 620 LINCOLN WAY:**

Library Director Lynne Carey reminded the City Council that, on September 25, 2012, it had held a public hearing and approved an agreement to lease premises owned by Midwest Centers, LP, for occupancy by the Ames Public Library during completion of the Library Renovation and Expansion Project. The premises, located at 620 Lincoln Way, were leased for a 21-month period from November 1, 2012, to July 31, 2014. The Library collection, public service areas, and most staff workspaces are currently housed at that location. At the time the lease was executed, it was hoped that the permanent Library facility could be re-opened as early as July 2014, but it was contemplated that the time line could be subject to change. The terms of the Lincoln Center lease state that the premises could be leased on a month-to-month basis for up to 12 additional months with the same base rent and under the same terms and conditions as the original term.

According to Ms. Carey, the General Contractor now expects substantial completion of the Library Renovation and Expansion Project toward the end of July. Delivery and installation of furniture and equipment is being scheduled during the month of July. Systems testing and the move back to Douglas Avenue are now anticipated to take place in the month of August. Library staff has determined that, even if the collection and other items can be relocated in August, additional time will be needed to sell or dispose of leftover furniture and shelving and to fully vacate the leased space.

Moved by Nelson, seconded by Orazem, to adopt RESOLUTION NO. 14-036 extending the lease with Midwest Centers, LP, for the premises at 620 Lincoln Way for the months of August and September 2014 at the rate of \$14,300 per month.

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

**INTEGRATED LIBRARY SYSTEM (ILS):** Director Carey introduced Alissa Dornink, who is in charge of Resource Support Services and is the Integrated Library Administrator. Ms. Dornink explained to the Council that existing search options in the Library's online catalog were outdated and not meeting patron's or staff's needs. Staff had researched more user-friendly integrated library systems (online catalog). The Library Board had given staff direction to move forward with a Request for Proposals (RFP) from vendors for a new ILS that would provide a better customer experience and improve staff efficiency. Ms. Dornink provided details as to the evaluation of the five proposals received. The proposal submitted by Polaris Library Systems received the highest rating from each independent evaluator and received the highest cumulative score, both with and without pricing.

According to Director Carey, funding for the project is available from private donations for the renovation project. Ms. Dornink explained that the Library originally had requested funding through the City's Capital 2 Improvement Program process for 2015/16. However, private donations (from the "Friends of the Ames Public Library" group) for the renovation project are now being utilized and that has made the dollars originally designated in the CIP available for other important public improvements.

Moved by Betcher, seconded by Corrieri, to adopt RESOLUTION NO. 14-037 awarding the contract to Polaris Library Systems of Liverpool, New York, for the purchase of the Polaris Integrated Library System in the amount of \$131,431.

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 FOR YEAR ENDING JUNE 30, 2013:**

Tina Stanley, Assistant Director of Finance, summarized the Comprehensive Annual Financial Report (CAFR) for year ending June 30, 2013. She explained the purpose of the financial statements making up the CAFR. Ms. Stanley requested that the City Council accept the audited financial statements so that they could be submitted to the state and other users of the CAFR.

Moved by Goodman, seconded by Betcher, to adopt RESOLUTION NO. 14-038 approving the CAFR for the fiscal year ending June 30, 2013.

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

**ORDINANCE TO ADD DEFINITION OF *FLASHING YELLOW ARROW* TO MUNICIPAL CODE SECTION 26.18(2)(K):**

Moved by Orazem, seconded by Goodman, to pass on second reading an ordinance adding the definition of *flashing yellow arrow* to *Municipal Code* Section 26.18(2)(k).

Roll Call Vote: 6-0. Motion declared carried unanimously.

**COUNCIL COMMENTS:** Council Member Betcher referenced the Minutes of the Library Board, which stated that the previous Council had received a letter from the Library Director regarding Historic Preservation Tax Credits. Two sets of Library Board Minutes had indicated that the Library had not received a response from the City Council. Ms. Betcher would like the Council to respond to the Library Board. Mayor Campbell noted that the letter had not asked for a response and the Library Board is the body to make the decision about the Tax Credits. Mayor Campbell volunteered to respond to the Library Board stating basically that the Council had received its correspondence concerning Tax Credits.

Moved by Orazem, seconded by Goodman, to refer to staff the January 9, 2014, request of Kingland Campus Properties for a camera on a stoplight pole at the corner of Welch and Lincoln Way as part of its security plan.

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

Moved by Orazem, seconded by Goodman, to direct that staff prepare a memo back to the City Council related to the request of VKB Management in its letter dated January 4, 2014, to change an ordinance as it pertains to the Maximum FAR requirement.

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

Moved by Goodman, seconded by Orazem, to direct that staff prepare a memo back to the City Council pertaining to the request of CPM Development dated January 9, 2014, for a LUPP Amendment for property at 516 S. 17<sup>th</sup> Street.

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

Council Member Goodman asked for an update on the issue of exempting Greek Houses from the Rental Code. City Manager Schainker recalled that the City Council had directed staff to

bring back an ordinance that would exempt fraternities/sororities from the Rental Housing Code. He advised that representatives for the fraternities/sororities had contacted him and asked that this item not be brought back to the Council until after semester break. Mr. Schainker also recalled that there was an issue with parking relative to the Zoning Ordinance; that group wants to suggest changes. Those changes have not yet been received. City Manager Schainker asked for Council direction on when it wished to have the issues brought back.

Moved by Goodman, seconded by Betcher, to direct staff to place, on the next Regular Meeting Agenda, the exemption of Greek houses from the provisions of the Rental Housing Code.

City Manager Schainker asked if Mr. Goodman meant an exemption all the time and it would not depend on whether they rent out rooms or not. Mr. Goodman stated that was correct.

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

**CLOSED SESSION:** Moved by Orazem, seconded by Corrieri, to hold a Closed Session, as provided by Section 21.5c, *Code of Iowa*, to discuss matters in litigation.

Roll Call Vote: 6-0. Motion declared carried unanimously.

The Council reconvened in Regular Session at 10:40 p.m.

**ADJOURNMENT:** Moved by Goodman, seconded by Corrieri, to adjourn the Regular Meeting at 10:41 p.m.

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Diane Voss, City Clerk

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Ann H. Campbell, Mayor



## MINUTES OF THE CITY COUNCIL GOAL-SETTING SESSION

AMES, IOWA

JANUARY 11, 2014

The Ames City Council was called to order by Mayor Ann Campbell at 8:15 a.m. on the 11<sup>th</sup> day of January, 2014, in the Parks and Recreation Activities Room, 1500 Gateway Hills Park Drive. City Council Members present were Gloria Betcher, Amber Corrieri, Tim Gartin, Matthew Goodman, Chris Nelson, and Peter Orazem. City Manager Steven Schainker, City Attorney Judy Parks, Assistant City Manager Bob Kindred, Assistant City Manager Melissa Mundt, and Management Analyst Brian Phillips were also present. *Ex officio* Council Member Alexandria Harvey was also present.

**WELCOME:** Donna Gilligan introduced the agenda for the day. She noted that the two desired outcomes were to: 1. Establish a foundation for an effective working relationship as community leaders, and 2. Establish direction for the Ames City Council for the next two years.

Ms. Gilligan asked the Council Members to suggest words or phrases to describe the January 4<sup>th</sup> meeting. Suggestions from the Council Members included:

- No hidden agendas
- Opening to listening as a group
- Actually fun
- Liked getting to know each other
- Casual meeting was comfortable
- Optimism that Council Members are good decision makers
- Encouraged. The level of respect went up
- Looking forward to working with group
- Excited about the future
- Dedicated group

Ms. Gilligan reviewed what was said during the discussion on what makes an effective governing and decision making body. As Alexandria Harvey and Bob Kindred had been absent from the first meeting, Ms. Gilligan asked them to introduce themselves.

**SWOT ANALYSIS:** Ms. Gilligan asked the Council Members to write down strengths, weaknesses, opportunities, and threats for the City of Ames. These were placed on the SWOT board. The Council discussed the strengths and looked for themes or patterns in their responses.

The meeting recessed at 9:11 a.m. and resumed at 9:23 a.m.

The Council continued the discussion of themes in their responses for weaknesses, opportunities, and threats.

**BRAINSTORM GOALS AND OBJECTIVES:** Ms. Gilligan asked the Council Members to spend five minutes writing goals that reflected the SWOT analysis comments. The Council

Members then removed to the hallway, where they placed the goals on flipchart pages. Ms. Gilligan asked the Council Members to work silently to rearrange the goals into groups. The Council Members then worked to assign names to the goals.

The meeting recessed at 12:25 p.m. for lunch and resumed at 12:50 p.m.

Ms. Gilligan asked the Council Members to split into groups of two and each analyze one goal. The Council Members would then develop three to four objectives for each goal. The objectives established were placed on the overhead screen for discussion. The objectives that were modified include:

Develop Process for Neighborhood Engagement to Proactively Address Community Issues

City Manager Steve Schainker noted that some processes are required by law. However, there could be ways to require certain discussions in developments. This item would take some time to work on.

Review “One Community” Report

Mr. Schainker explained that this item would be addressed in a workshop setting.

Inform ACSD about Broader Issues in the Community

Council Member Betcher stated that she wanted to send a message to the school district. Mr. Schainker suggested that this topic might be addressed by an annual joint meeting like the one held with the Hospital Board. Mr. Schainker suggested that this item be changed to “Attempt to Identify Mutual Goals with the Ames Community School District.”

Develop a Façade Program for Campustown

Mr. Schainker said this item would be very exciting to work on.

Consult with Main Street Iowa Regarding Downtown Betterment and Funding Opportunities

Mr. Schainker stated that this would just require a meeting.

Incorporate Environmental Assessment When Implementing or Developing New Policies

Mr. Schainker said that this would not be a specific task, but would be incorporated into future reports. Council Member Betcher noted that tearing down a building has an environmental effect. Council Member Gartin stated that he did not know what “environmental assessment” meant in this context. The Council suggested that this item be changed to “Research what other cities are doing to consider the environmental impact when implementing policies.” The Council chose to also add “Explore options for parking standards that improve storm water management.”

Build Energy Efficient Strategy into Transportation Planning

Mr. Schainker noted that the City will soon be developing a new Long-Range Transportation Plan. Council Member Orazem suggested that he would like to see more construction of multi-use trails. Mr. Schainker suggested that be added as another objective. The Council chose to add “Develop a Greenbelt Trail Plan.”

### Develop Programs that Encourage Private Business, Homeowners, and Tenants to Reduce Waste, Energy, and Water Usage.

The Council Members discussed whether this was already occurring. Council Member Betcher suggested that government could model the way. She suggested the use of Styrofoam cups at City Council meetings was not very sustainable. The Council agreed to eliminate this objective.

The items regarding housing needs were discussed. The second objective was replaced with: “Re-evaluate building and zoning codes to determine if changes should be made to improve the existing housing stock at a lower cost.”

### Increase the Accountability of Funded Human Services

Council Member Goodman asked what that meant. He suggested the idea of a youth master plan. Mr. Goodman asked how we process requests for funding related to youth. Mayor Campbell suggested that this was a topic for discussion by the ASSET board.

### Explore a Supported Community Living Option for Mental Health

Mr. Schainker asked whether this was for all of ASSET or just Ames. Assistant City Manager Mundt stated that it would involve going to the ASSET joint funders and asking to investigate it. Council Member Goodman asked if a workshop could be held to coordinate the topics being brought to ASSET. It was decided to replace this objective with: “Proactively Engage with the ASSET Funders in Understanding the Needs in the Community (Including Mental Health and Youth Needs).”

### Develop an Economic Development Policy

Mr. Schainker pointed out that the City already has an economic development policy. Council Member Goodman stated that new research exists in effective economic development policy. There are unique ways to address this. Mr. Schainker stated that it would be good for the City Council to review the policy. The Council decided to add the following objective: “Identify characteristics of the type of community that supports ISU’s technology transfer efforts.”

Mayor Campbell suggested that this list should be emailed to the City Council for them to be worked on at home. The Council Members can rank the objectives with number one being the most important. The list would be due back on Wednesday. It was decided that a meeting would be held on Friday at 3:30 p.m. to complete the discussion.

**CONCLUSION:** Ms. Gilligan asked to conduct a plus/delta review of the meeting:

#### Plus

Working through problems  
Learned new things today  
List is a good product  
Good to hear the passion and involvement  
Donna and City Staff’s input

Delta

Tend to dig down too deeply

Could have skipped the SWOT or goal brainstorm step

**ADJOURNMENT:** The meeting concluded at 4:33 p.m.

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

**AMES, IOWA**

**JANUARY 17, 2014**

The Ames City Council met in special session at 3:40 p.m. on the 17<sup>th</sup> day of January, 2014, in the Parks and Recreation Activity Room, 1500 Gateway Hills Park Drive, pursuant to law with Mayor Ann Campbell, Council Members Gloria Betcher, Amber Corrieri, Tim Gartin, Matthew Goodman, Chris Nelson, and Peter Orazem; and *ex officio* Member Alexandria Harvey present. City Manager Steve Schainker, Assistant City Managers Bob Kindred and Melissa Mundt, City Attorney Judy Parks, and City Clerk Diane Voss were also in attendance.

**CITY COUNCIL GOAL-SETTING WORKSHOP.** Facilitator Donna Gilligan noted that this was a continuation of the goal-setting workshops held on January 4 and 11, 2014. She reviewed the list of objectives established at the January 11 workshop with the priority ranking each had received. Council Member Betcher noted that the Council members might not have been consistent in their rankings for the projects that were in progress. Some felt those should receive a higher rank and some felt that, since they were in the works, they should be ranked lower.

City Manager Schainker gave a summary of the six goals, objectives, and specific tasks. He also identified which department would be responsible for working on the tasks.

Discussion ensued on each goal, objective, and tasks.

**GOAL: PROMOTE A SENSE OF ONE COMMUNITY**

Objective: Review “One Community” Report to identify action steps to improve community involvement and integration

Task 1: Share the Report with the City Council

Task 2: Staff will prepare a report summarizing actions taken

Task 3: Council discussion to give direction if further actions are desired

Objective: Develop a process for neighborhood engagement to proactively address community issues

Task 1: Staff report regarding existing processes (policies, code, and practices) for public engagement, as well as research regarding how other cities approach community issues

Task 2: Council discussion to give direction if further actions are desired

Objective: Work with the Ames Community School District to identify mutual goals

Task 1: Schedule a joint workshop between Ames City Council and School Board to discuss goals

**GOAL: STRENGTHEN DOWNTOWN & CAMPUSTOWN**

Objective: Develop a facade grant program for Campustown

Task 1: Appropriate funding for FY 2014/15

Task 2: The planning staff will work with Campustown Action Association to define program goals

- Task 3: Retain consultant to assist staff in developing possible program guidelines and eligibility criteria
- Task 4: Planning staff will work with Campustown Action Association to develop final recommendations to City Council regarding pilot facade projects
- Task 5: Create tax abatement program that supports investment in existing buildings in conjunction with the facade program

Objective: Consult with Main Street Iowa (IEDA) regarding Downtown betterment and funding

- Task 1: The City manager will personally meet with representatives of Main Street Iowa to discuss funding opportunities
- Task 2: The City Manager will provide a written report regarding the outcome of the discussion

Discussion occurred regarding changes to the first objective and tasks for the Goal pertaining to sustainability efforts.

**GOAL: EXPAND SUSTAINABILITY EFFORTS**

Objective: Research what other cities are doing to promote sustainability

- Task 1: Staff report regarding existing processes
- Task 2: Incorporate into the City's Sustainability Coordinator contract an assignment to research what other communities are doing to consider "environmental impacts" in policies

Objective: Build energy efficiency strategy into transportation planning

- Task 1: Retain a consultant to develop the Long-Range Transportation Plan (1<sup>st</sup> Quarter 2014)
- Task 2: Council formally incorporates energy efficiency as a goal of the Long Range Transportation Plan (2<sup>nd</sup> Quarter 2014)
- Task 3: Staff and consultant will engage the public to identify specific projects that will achieve the energy efficiency goal (3<sup>rd</sup> Quarter 2014)
- Task 4: Council approves the proposed projects in the Long-Range Transportation Plan (4<sup>th</sup> Quarter 2014)

Objective: Explore options for parking standards that improve storm water management

- Task 1: Hold a workshop regarding the post-construction storm water ordinance, which includes discussion related to parking lots (1<sup>st</sup> Quarter 2014)
- Task 2: The Planning Director will develop options regarding possible modifications to the parking lot requirements (spaces and landscaping)
- Task 3: Staff will meet with developers, commercial owners, and other interested parties to receive feedback regarding proposed options
- Task 4: Council discussion to select desired option(s) for implementation

**GOAL: EXPAND SUSTAINABILITY EFFORTS (Continued)**

Objective: Develop a greenbelt trail plan

- Task 1: Retain a consultant to develop the Long-Range Transportation Plan (1<sup>st</sup> Quarter 2014)
- Task 2: Staff will present to Council the existing trail plan(s)
- Task 3: Council formally incorporates the goal(s) of a greenbelt trail system in the Long-Range Transportation Plan (2<sup>nd</sup> Quarter 2014)
- Task 4: Staff and consultant will engage the public to identify specific projects that will achieve the greenbelt trail system goal(s) (3<sup>rd</sup> Quarter 2014)
- Task 5: Council gives direction regarding greenbelt trail projects to be incorporated into the Long-Range Transportation Plan (4<sup>th</sup> Quarter 2014)

**GOAL: ADDRESS HOUSING NEEDS**

Objective: Explore ways to encourage the availability of all types of housing

- Task 1: Provide an overview of existing housing stock by value, zoning codes, and land availability (staff will provide that data)

Objective: Investigate ways to increase availability of affordable housing (income levels, housing prices, rental rates, rental, ownership)

- Task 1: City Council will provide options for definition of “affordable housing” after which the City Council will select the definition for this objective
- Task 2: Staff will provide creative strategies to generate affordable housing

Objective: Reevaluate building and zoning codes to determine if changes should be made to improve the existing housing stock at a lower cost

- Task 1: Staff will provide an analysis regarding impact of existing codes on the owners’ ability to renovate or expand existing housing (rental and owner-occupied)
- Task 2: Staff will meet with developers, builders, realtors, and AMOS to solicit their input and suggestions
- Task 3: Council discussion to give direction if further actions are desired

*Ex officio* Member Alexandria Harvey told the City Council that discussions had occurred at Iowa State University (ISU) Government of the Student Body (GSB) meetings regarding the need for a Tenant/Landlord Service. The Council then concurred to add the following Objective.

Objective: Explore, with the GSB, ISU, and Ames Rental Association, the creation of a Tenant/Landlord Service, including education and complaint and conflict resolution

- Task 1: Respond to future proposal of the GSB that it host a dialogue among ISU, ARA, GSB, and City Council

*Ex officio* Member Harvey proposed that the GSB create an action plan to bring to the City Council.

**GOAL: STRENGTHEN HUMAN SERVICES**

Objective: Increase the accountability of funded services

- Task 1: Staff report regarding current accountability mechanisms in the ASSET process
- Task 2: City Council will raise the issue of accountability at the ASSET Joint Funders' meeting and will request that ASSET funders direct their administrative staffs to develop recommendations for improving accountability (1<sup>st</sup> Quarter 2014)

Objective: Proactively engage with the ASSET funders in understanding the needs in the community (including mental health and youth needs)

- Task 1: Staff will provide a report to the City Council regarding the most recent (2010) Story County Community Health Needs Assessment (1<sup>st</sup> Quarter 2014)
- Task 2: Staff will provide Council with a written overview summarizing what a Youth Master Plan is (1<sup>st</sup> Quarter 2014)
- Task 3: City Council will review the most recent Story County Community Health Needs Assessment, including mental health and youth needs, and determine if the assessment tool is adequate
- Task 4: City Council will communicate suggestions to improve the assessment tool to the ASSET funders

**GOAL: PROMOTE ECONOMIC DEVELOPMENT**

Objective: Review and update the economic development policy

- Task 1: Staff will provide City Council with a report outlining the existing economic development policy and tax abatement incentive programs

Objective: Pursue the Industrial Park opportunity

City Manager Schainker noted that the first thing to be done would be to work on completing the Research Park.

- Task 1: Staff will provide a report outlining the issues (rural water, transportation, annexation, Urban Fringe planning, financing, utilities)
- Task 2: Staff will attempt to negotiate with Central Iowa Rural Water Association to resolve rural water issue
- Task 3: Staff will finalize conceptual design plan for new park
- Task 4: The City Council will approve funding strategy for new industrial park



Objective: Examine the LUPP for relevancy and effectiveness

- Task 1: Appropriate funding for LUPP consulting assistance in City Budget (1<sup>st</sup> Quarter 2014)
- Task 2: Planning Director will review the existing LUPP and Urban Fringe Plan with the City Council in a workshop setting
- Task 3: After completing Task 2, if the Council determines that elements of the LUPP are no longer relevant or effective, then the City Council will be asked to determine the scope for either updating or totally rewriting the LUPP
- Task 4: The Council will retain a consultant to work with staff to develop a community-wide process to accomplish the scope identified in Task 3

Objective: Develop a brand communication plan

- Task 1: Public Relations Officer will present report regarding the accomplishments of the joint Communications Team to date
- Task 2: Expand Communications Team by adding ISU Research Park, industrial, retail, and human services representatives to better reflect the community segments
- Task 3: The Communications Team will incorporate the Sesquicentennial message (“Ames: A Smart Choice for 150 Years”) and connect community history in all marketing endeavors
- Task 4: Each Team member intends to work within its organization to promote the community vision and present a unified voice for Ames

Objective: Identify characteristics of the type of community that supports ISU’s technology transfer efforts

- Task 1: Mayor and City Manager will ask ISU leadership how the City can support ISU’s efforts

Facilitator Donna Gilligan noted that the goal is that the objectives and tasks will be accomplished in two years; however, what she was hearing from the discussions of those present was that, in reality, all may not be completed in that time period. Assistant Manager Bob Kindred pointed out that there are many tasks that had already been assigned to staff. He added that the tasks being created from this goal-setting process did not include those or the ones that will be assigned in the future.

**COMMENTS:** Mayor Campbell explained the performance assessment of the City Manager and City Attorney, which is conducted annually. She said that Council Members Goodman and Nelson had agreed to take the lead on those evaluations.

The Mayor advised that the National League of Cities Conference would be held in Washington, DC, in early March. If a Council Member is interested in attending, he/she should contact the Mayor’s Secretary Jill Ripperger, to get registered for the Conference.

All Council members were encouraged by Mayor Campbell to attend the NAACP Banquet which is scheduled to occur on February 7.

**ADJOURNMENT:** The Special Meeting adjourned at 5:40 p.m.

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Diane R. Voss, City Clerk

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Ann H. Campbell, Mayor

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

**AMES, IOWA**

**JANUARY 21, 2014**

The Ames City Council met in special session at 5:15 p.m. on the 21st day of January, 2014, in the City Council Chambers in City Hall, 515 Clark Avenue, pursuant to law with Mayor Pro Tem Matthew Goodman presiding and the following Council members present: Gloria Betcher, Amber Corrieri, Tim Gartin, Chris Nelson, and Peter Orazem. Mayor Ann Campbell and *Ex officio* Member Alexandria Harvey were absent.

Mayor Pro Tem Goodman 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 one item of business.

**ORDINANCE ADOPTING, BY REFERENCE, 2012 EDITIONS OF INTERNATIONAL BUILDING, RESIDENTIAL, FIRE, EXISTING BUILDING, MECHANICAL, PLUMBING, AND FUEL GAS CODES, WITH LOCAL EDITS:** Moved by Corrieri, seconded by Orazem, to pass on second reading an ordinance to adopt, by reference, 2012 Editions of International Building, Residential, Fire, Existing Building, Mechanical, Plumbing, and Fuel Gas Codes, with local edits.

Roll Call Vote: 6-0. Motion declared carried unanimously.

**WORKSHOP ON THE 2014-2019 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 (2014 to 2019). Projected expenditures in the Plan total \$284,622,875. Mr. Schainker explained to the Council that the CIP is not a budget, but a plan; and as such, it is flexible depending on the Council's priorities for funding major projects. Mr. Schainker announced that public input will be taken at the Council meeting scheduled for January 28, 2014, and again at the Final Budget Public Hearing to be held on March 4, 2014.

Finance Director Duane Pitcher called the City Council's attention to Page VIII pertaining to the City's debt capacity. The City's total projected 2014/15 debt capacity will be \$115,168,498 (63.9%). He noted the City policy to reserve 25% of available debt capacity, which in 2014/15, will equate to \$45,054,625. 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. Mr. Pitcher brought the Council's attention to the Summary of Major Bond Issues for Fiscal Years (FY) 2014/15 through 2018/19.

**Public Safety - Fire.** Fire Chief Shawn Bayouth described three projects: (1) Forty-one Self-Contained Breathing Apparatus units to be purchased one-half in 2014/15 and the other half in 2015/16, (2) Fire Station #2 Restroom renovation to be delayed to 2016/17, and (3) Fire Station #1 Concrete Replacement (Driveway) to be delayed to 2017/18.

**Public Safety - Traffic.** John Joiner, Public Works Director, explained the seven projects under the Traffic program: Traffic Signal Program, Shared Use Path System Expansion, Traffic Engineering Studies, West Lincoln Way Intersection Improvements, Multi-Modal Roadway Improvements, Traffic Calming Program, and U. S. 69 Intersection Improvements.

At the inquiry of Council Member Gartin, Director Joiner explained that the input received from citizens and user groups as part of the public process for the Long-Range Transportation Plan determine which multi-use trails are recommended for improvements.

**Utilities - Resource Recovery Plant (RRP).** Resource Recovery Superintendent Gary Freel and Assistant Superintendent Bill Schmitt were present. Public Works Director Joiner described the four projects being recommended for the RRP, as follows: Resource Recovery System Improvements, Process Area Sprinkler System Replacement, Resource Recovery Exterior Enhancements, and Resource Recovery Cold Storage Building.

**Water and Pollution Control.** Water and Pollution Control Director John Dunn introduced staff present: Assistant Director Steve DuVall, Environmental Engineers Kris Evans and Matt Hawes, and Environmental Specialist Mike Klocke-Sullivan.

Director Dunn summarized past decisions made by the Council, which resulted in a plan to construct a new 15-million-gallon/day lime softening Water Treatment Plant on a new site. Conceptual drawings of the facility were shown. The cost in 2013 dollars is now estimated at approximately \$74,500,000. The estimated completion date for the new facility is 2017.

Other CIP projects for 2014/15 to 2018/19 were described as: Advanced Metering Infrastructure, Water Supply Expansion, Water Plant Facility Improvements, and Well Field Standby Power to select wells located in the Hunziker Youth Sports Complex. The Well Field Standby Power project may be accelerated should FEMA Hazard Mitigation Grant funding become available sooner.

**Utilities - Water Pollution Control.** Director Dunn said 13 projects are being recommended for the Utilities program. Descriptions were given for the following projects: Residuals Handling Improvements, Digester Improvements, Bar Screen Improvements, Facility Improvements, Mechanical and HVAC Replacements, Clarifier Maintenance, Electrical System Maintenance, Flow Equalization Expansion, Secondary Treatment Improvements, Lift Station Improvements, Structural Rehabilitation, Nutrient Reduction Modifications, and Cogeneration System Maintenance. Mr. Dunn told the Council that the Iowa Nutrient Reduction Strategy was released by the Iowa Department of Natural Resources in 2013. It requires the state's 102 largest municipal wastewater facilities to install technically and economically feasible process changes for nutrient removal. The next NPDES Permit for Ames will be issued in 2015. Within two years of that Permit re-issuance, Ames must submit to IDNR a preliminary engineering report that evaluates the cost and feasibility of installing nutrient reduction at the facility. Mr. Dunn noted the cost of the project would be approximately \$35,000,000. Efforts are underway to come up with lesser-expensive alternatives to achieving compliance and to influence the direction the requirement is going to go.

**Public Safety - Electric.** Don Kom explained the Outdoor Storm Warning System project, which would allow the City to acquire larger, new sirens to augment and eventually replace the smaller, older sirens, and fill in gap areas.

**Electric - Electric Services.** Donald Kom, Electric Services Director, reviewed capital projects broken down into three categories: Electric Services, Transmission/Distribution, and Power Plant.

Under Electric Services, no changes are being recommended to the Demand-Side Management Energy Conservation Programs. There is \$1 million budgeted per year for each of the next five years.

**Electric - Transmission & Distribution.** Seven projects were highlighted in the Transmission/Distribution category: 69kV Transmission Reconstruction, Top-O-Hollow Substation Expansion, Ontario Substation 69 kV Breaker Addition, Mortensen Road Feeder Reconstruction, Electric Distribution Roof Replacement, Dayton Avenue Substation Switchgear Upgrades, and Mortensen Road Transformer Protection.

**Electric - Power Plant.** Five of Electric Service's CIP projects fall under the category of the Power Plant: Units #7 and #8 Fuel Conversion, Natural Gas Transport Pipe to Power Plant, Continuous Emissions Monitoring System, Power Plant Relay/Control Replacement, and Turbine Controls Upgrade.

Mr. Kom provided a detailed explanation of the Units #7 and #8 Fuel Conversion and the Natural Gas Transport Pipe to the Power Plant from Northern Natural Gas's major pipeline near Story City, Iowa. He noted that the City Council had approved the conversion of the Ames Power Plant from coal-fired operation to natural gas-fired operation. Completion by April 2016 is necessary in order to meet the new EPA requirements. Mr. Kom emphasized that, if the deadline is not met, the Power Plant cannot run.

**Utilities - Water Distribution.** Public Works Director Joiner introduced Tracy Warner, Municipal Engineer. Two projects under this program: Water System Improvements and Campustown Public Improvements were described by Mr. Joiner

**Utilities - Storm Sewer.** Director Joiner described seven projects, as follows: Flood Mitigation - Localized Flooding, Low-Point Drainage Improvements, Storm Water Facility Rehabilitation Program, Storm Sewer Improvement Program, Flood Mitigation - River Flooding, Storm Sewer Erosion Control Program, and Storm Sewer System Analysis. It was noted by Mr. Joiner that one of the topics of the Council's February 18 Workshop will be storm water management.

**Utilities - Sanitary Sewer.** Two projects were highlighted by Mr. Joiner under this program: Sanitary Sewer Rehabilitation and Clear Water Diversion.

**Transportation - Streets Engineering.** According to Public Works Director Joiner, 12 projects are being recommended under this category. The projects were named as Grant Avenue Pavement Improvements, CyRide Route Pavement Improvements, Collector Street Pavement Improvements, Concrete Pavement Improvements, Downtown Street Pavement Improvements, Asphalt Street Pavement Improvements, Mortensen Road Improvements, Arterial Street Pavement Improvements, Seal Coat Pavement Improvements, Right-of-Way Restoration, Grand Avenue Extension, and Cherry Avenue Extension. Mr. Joiner advised that Grand Avenue Extension is very dependent on federal and state grants to be completed. Council Member Gartin expressed the importance of that project to the movement of traffic through Ames. He asked if there were other possible funding alternatives if state or federal monies do not come through. City Manager Schainker noted several other large projects that need financing and told the Council members that they will have to prioritize the projects and make decisions on which ones the City will be able to fund.

**Transportation - Street Maintenance.** Mr. Joiner explained the Bridge Rehabilitation Program, Pavement Restoration, Neighborhood Curb Replacement Program, Right-of-Way Appearance Enhancements, Shared Use Path Maintenance, Sidewalk Safety Program, and Salt Brine Facility.

**Transportation - Airport.** Director Joiner reviewed the Airport Improvements projects that are scheduled through 2018/19. There are no projects slated to occur in 2014/15.

**Community Enrichment - Public Works.** Municipal Cemetery Improvements were described by Mr. Joiner. Lane construction/maintenance will occur in 2014/15 and 2015/16, and water line replacement will occur in 2016/17.

The meeting recessed at 7:22 p.m. and reconvened at 7:28 p.m.

**Transportation - Transit.** Transit Director Sheri Kyras explained the funding sources for Transit projects among the Transit Fund, Federal Transit Administration, Federal/State Grants, and the Iowa State University Government of the Student Body. She described five projects planned for the next five years, as follows: Building Expansion and Modernization, Vehicle Replacement, CyRide Shop/Office Equipment, Bus Stop Improvements, and Technology Improvements. Ms. Kyras told the Council that CyRide will receive no federal capital funds for bus replacements after the 2014/15 budget year. It is being proposed in the CIP that five used buses be purchased each year from 2015/16 through 2018/19.

**Parks & Recreation.** Keith Abraham, Director of Parks and Recreation, briefed the Council on the 12 CIP projects, as follows: Municipal Pool Maintenance, Parks and Recreation Facility Improvements, Playground/Park Equipment Improvements, Ada Hayden Heritage Park, Community Gymnasiums, Furman Aquatic Center, Ames/ISU Ice Arena, Tennis Court Improvements, Roosevelt Neighborhood Park Development, Inis Grove Park Restroom Replacement, Moore Memorial Park, and Brookside Park Improvements. Noting that asphalt cart paths at Homewood Golf Course were being recommended in 2014/15, Council Member Betcher expressed her desire that the paths be constructed with pervious surface.

**Facilities/Fleet Services.** Facilities/Fleet Services Interim Director Rich Iverson explained the City Hall Improvements and City Maintenance Facility Improvements projects. Funds in the amount of \$50,000 are allocated per year for equipment or system failures. The City Maintenance Facility roof will be replaced in three phases over four years, starting in 2013/14.

**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 he had been working with the Campustown Action Committee to create a similar facade program for Campustown. More information will be brought before the Council in the near future, with the final decision being made on February 11 at the Budget Wrap-Up.

**Conclusion.** City Manager Schainker noted that the CIP could change based on future Council decisions on pending issues. He specified that no funding for expansion/renovation of the Convention Center or an indoor recreation aquatic center had been placed in the 2014 - 2019 CIP. Historically, he has never recommended funding for any projects that will require a referendum because, at the time of the adoption of the CIP, the results of the public vote are not known. In

addition, much work is needed to be done on expansion of the Research Park, and no funding recommendation was contained in the 2014-2019 CIP.

At the inquiry of Council Member Betcher as to how many of the funding sources for the projects were certain. City Manager Schainker advised that he would need to go through each project to provide that answer. He stated that what is certain is that the City would not start any project before the funding is determined.

Finance Director Pitcher reminded that public input on the CIP will be accepted on January 28.

**ADJOURNMENT:** Moved by Nelson, seconded by Corrieri, to adjourn the meeting at 8:32 p.m.

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Diane R. Voss, City Clerk

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Ann H. Campbell, Mayor

**MINUTES OF THE AMES CIVIL SERVICE COMMISSION**

**AMES, IOWA**

**JANUARY 23, 2014**

The Ames Civil Service Commission met in regular session at 8:15 a.m. on January 23, 2014, in the Council Chambers of City Hall, 515 Clark Avenue. Because it was impractical for the Commission members to be present in person, Commission Members Adams, Crum, and Shaffer were brought into the meeting telephonically.

**APPROVAL OF MINUTES:** Moved by Shaffer, seconded by Crum, to approve the minutes of the regular meeting of December 19, 2013, and the special meeting of January 6, 2014, 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:

Civil Engineer I:	Justin Clausen	81
	Rudy Koester	81
	Keith Hubbard	77
Electric Lineworker:	Michael Ylonen	85
	Cory Welch	82
Recreation Coordinator - Aquatics:	Bryce Bachman	80
	Stuart Tapson	71

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

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

Senior Heavy Equipment Operator:	Russ Dickerson	87
	Scott Lundquist	85
	Erick Hill	85
	Jake Kraehling	79
	Jason Bohning	77
	John Anderson	77
	Russ Moore	75
	Boyd Helton	72

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



**REQUEST FROM CITY STAFF TO ABOLISH RECREATION COORDINATOR - AQUATICS ENTRY-LEVEL CERTIFIED LIST:** Moved by Crum, seconded by Shaffer, to grant the request to abolish the Recreation Coordinator - Aquatics entry-level certified list.  
Vote on Motion: 3-0. Motion declared carried unanimously.

**COMMENTS:** The next regularly scheduled Civil Service Commission meeting was set for February 27, 2014, at 8:15 a.m.

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

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Terry Adams, Chair

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Jill Ripperger, Recording Secretary



# REPORT OF CONTRACT CHANGE ORDERS

<b>Period:</b>	<input checked="" type="checkbox"/>	1 <sup>st</sup> – 15 <sup>th</sup>
	<input type="checkbox"/>	16 <sup>th</sup> – end of month
<b>Month and year:</b>	January 2013	
<b>For City Council date:</b>	January 28, 2014	

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
Electric Services	Engineering & Construction Services for 161/69 KV Interconnect Project	8	\$152,948.09	DGR and Associates Company	\$465,871.00	\$22,600.00	D. Kom	KS
			\$		\$	\$		
			\$		\$	\$		
			\$		\$	\$		
			\$		\$	\$		
			\$		\$	\$		



# MEMO

*Caring People  
Quality Programs  
Exceptional Service*

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**5a-d**

**TO:** Mayor Ann Campbell and Ames City Council Members

**FROM:** Lieutenant Jeff Brinkley – Ames Police Department

**DATE:** January 17, 2014

**SUBJECT:** Beer Permits & Liquor License Renewal Reference City Council Agenda  
January 28, 2014

The Council agenda for January 28, 2014, includes beer permits and liquor license renewals for:

- Class C Liquor & Outdoor Service – West Towne Pub, 4518 Mortensen Rd #101
- Class C Liquor & Outdoor Service – Dublin Bay, 320 S 16<sup>th</sup> St
- Special Class C Liquor & Outdoor Service – Black Market Pizza, 2610 Northridge Pkwy
- Special Class C Liquor – Shogun of Ames, 3704 Lincoln Way

A routine check of police records for the past twelve months found no violations for any of the above listed businesses. The Police Department would recommend renewal of these four licenses.

**To:** Members of the City Council  
**From:** Ann H. Campbell, Mayor  
**Date:** January 24, 2014  
**Subject:** Appointment to Board of Review

There is a position on the Board of Review that is being vacated. Lowell Greimann's term expired December 31, 2013, and he has indicated that he does not wish to be reappointed. Therefore, an appointment needs to be made to fill this vacancy.

Therefore, it is my recommendation that the City Council appoint Jami Larson to serve a six-year term on the Board of Review.


AHC/jlr



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, 2014

**SUBJECT:** Investment Report for Quarter Ending December 31, 2013

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, 2013.

Discussion

This report covers the period ending December 31, 2013 and presents a summary of the investments on hand at the end of December 2013. 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 continue to be made at low interest rates and future interest income will remain reduced. The current outlook has the Federal Reserve maintaining the target rate into 2015. 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, 2013  
AND THE ACCUMULATED YEAR-TO-DATE

DESCRIPTION	BOOK VALUE	MARKET VALUE	UN-REALIZED GAIN/(LOSS)
CERTIFICATES OF DEPOSIT	14,500,000	14,500,000	0
FEDERAL AGENCY DISCOUNTS	1,946,960	1,918,000	(28,960)
FEDERAL AGENCY SECURITIES	72,035,345	71,492,799	(542,546)
COMMERCIAL PAPER			0
INVESTMENT POOLS			0
PASS THRU SECURITIES PAC/CMO	16,520	16,909	389
MONEY FUND SAVINGS ACCOUNTS	15,322,298	15,322,298	0
PASSBOOK/CHECKING ACCOUNTS	8,025,707	8,025,707	0
US TREASURY SECURITIES	2,971,400	2,961,825	(9,575)
INVESTMENTS	114,818,229	114,237,537	(580,692)
CASH ACCOUNTS	21,978,109	21,978,109	
TOTAL FUNDS AVAILABLE	136,796,339	136,215,647	(580,692)

ACCRUAL BASIS INVESTMENT EARNINGS

YR-TO-DATE
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GROSS EARNINGS ON INVESTMENTS:

352,573

INTEREST EARNED ON CASH:

20,294

TOTAL INTEREST EARNED:

372,867

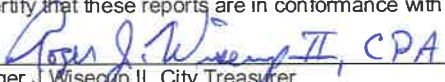


**Investments FY 2013-2014  
Portfolio Management  
Portfolio Summary  
December 31, 2013**

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 360 Equiv.	YTM 365 Equiv.
Certificates of Deposit	14,500,000.00	14,500,000.00	14,500,000.00	12.63	972	296	0.939	0.952
Money Market	15,322,297.64	15,322,297.64	15,322,297.64	13.34	1	1	0.362	0.367
Passbook/Checking Accounts	8,025,707.03	8,025,707.03	8,025,707.03	6.99	1	1	0.247	0.250
Federal Agency Coupon Securities	71,669,000.00	71,492,799.03	72,035,344.98	62.74	1,288	925	0.680	0.689
Federal Agency Disc. -Amortizing	2,000,000.00	1,918,000.00	1,946,960.00	1.70	1,513	1,247	0.641	0.650
Treasury Coupon Securities	3,000,000.00	2,961,824.75	2,971,399.89	2.59	1,255	1,246	0.909	0.921
Pass Through Securities /PAC/CMO	15,893.30	16,908.83	16,519.88	0.01	1,747	198	2.154	2.184
<b>Investments</b>	<b>114,532,897.97</b>	<b>114,237,537.28</b>	<b>114,818,229.42</b>	<b>100.00%</b>	<b>990</b>	<b>671</b>	<b>0.645</b>	<b>0.654</b>

Total Earnings	December 31 Month Ending	Fiscal Year To Date
Current Year	58,826.73	352,573.43
<b>Average Daily Balance</b>	<b>112,780,659.39</b>	
<b>Effective Rate of Return</b>	<b>0.61%</b>	

**US TREASURY CONSTANT MATURITY RATES  
PERIOD ENDING DECEMBER 31, 2013  
3 YEAR COMPARISON**

I certify that these reports are in conformance with the Iowa Public Investment Act.  
 1-8-14  
 Roger J. Wiseman II, City Treasurer

	December 31, 2013	December 31, 2012	December 31, 2011
3 Months	0.07%	0.05%	0.02%
6 Months	0.10%	0.11%	0.06%
1 Year	0.13%	0.16%	0.12%
2 Years	0.38%	0.25%	0.25%
3 Years	0.78%	0.36%	0.36%
5 Years	1.75%	0.72%	0.83%

Reporting period 12/01/2013-12/31/2013

Run Date: 01/02/2014 - 11:18

**Investments FY 2013-2014**  
**Portfolio Management**  
**Portfolio Details - Investments**  
**December 31, 2013**

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	YTM 365	Days to Maturity	Maturity Date
<b>Certificates of Deposit</b>												
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	170	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	273	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	151	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	516	06/01/2015
<b>Subtotal and Average</b>			<b>15,725,806.45</b>		<b>14,500,000.00</b>	<b>14,500,000.00</b>	<b>14,500,000.00</b>		<b>0.939</b>	<b>0.952</b>	<b>296</b>	
<b>Money Market</b>												
12224067	12224067	Great Western Bank			6,008,980.92	6,008,980.92	6,008,980.92	0.300	0.296	0.300	1	
SYS4531558874A	4531558874A	Great Western Bank			4,107,102.40	4,107,102.40	4,107,102.40	0.550	0.542	0.550	1	
SYS4531558874B	4531558874B	Great Western Bank			5,206,214.32	5,206,214.32	5,206,214.32	0.300	0.296	0.300	1	
<b>Subtotal and Average</b>			<b>15,321,708.72</b>		<b>15,322,297.64</b>	<b>15,322,297.64</b>	<b>15,322,297.64</b>		<b>0.362</b>	<b>0.367</b>	<b>1</b>	
<b>Passbook/Checking Accounts</b>												
SYS6952311634A	6952311634A	Wells Fargo			4,013,036.75	4,013,036.75	4,013,036.75	0.250	0.247	0.250	1	
SYS6952311634B	6952311634B	Wells Fargo			4,012,670.28	4,012,670.28	4,012,670.28	0.250	0.247	0.250	1	
<b>Subtotal and Average</b>			<b>8,025,547.45</b>		<b>8,025,707.03</b>	<b>8,025,707.03</b>	<b>8,025,707.03</b>		<b>0.247</b>	<b>0.250</b>	<b>1</b>	
<b>Federal Agency Coupon Securities</b>												
3133EAWY0	0599-12	Federal Farm Credit		07/10/2012	1,000,000.00	993,160.00	1,000,000.00	1.040	1.026	1.040	1,286	07/10/2017
3133EAZK7	0600-12	Federal Farm Credit		07/25/2012	1,500,000.00	1,484,925.00	1,500,000.00	0.970	0.957	0.970	1,300	07/24/2017
3133EA3H9	0609-12	Federal Farm Credit		10/11/2012	1,000,000.00	999,670.00	1,000,000.00	0.470	0.464	0.470	740	01/11/2016
3133EA4G0	0610-12	Federal Farm Credit		10/11/2012	1,000,000.00	989,380.00	1,000,000.00	0.700	0.690	0.700	1,196	04/11/2017
3133EA4H8	0614-12	Federal Farm Credit		10/19/2012	1,500,000.00	1,478,295.00	1,500,000.00	0.820	0.809	0.820	1,287	07/11/2017
3133EA4H8	0617-12	Federal Farm Credit		11/16/2012	890,000.00	877,121.70	890,000.00	0.820	0.809	0.820	1,287	07/11/2017
3133EC2L7	0618-12A	Federal Farm Credit		11/20/2012	1,500,000.00	1,499,955.00	1,500,000.00	0.440	0.434	0.440	681	11/13/2015
3133EC2L7	0618-12B	Federal Farm Credit		11/20/2012	1,000,000.00	999,970.00	1,000,000.00	0.440	0.434	0.440	681	11/13/2015
3133ECAS3	0621-12	Federal Farm Credit		12/31/2012	1,000,000.00	997,470.00	999,655.17	0.450	0.459	0.466	810	03/21/2016
3133EC3B8	0631-13	Federal Farm Credit		04/15/2013	1,299,000.00	1,297,155.42	1,299,000.00	0.520	0.513	0.520	869	05/19/2016
3133ECQT4	0636-13	Federal Farm Credit		05/30/2013	2,000,000.00	1,973,880.00	2,000,000.00	0.750	0.740	0.750	1,245	05/30/2017
3133ECQF4	0637-13	Federal Farm Credit		05/28/2013	1,000,000.00	999,300.00	1,000,133.79	0.250	0.237	0.240	512	05/28/2015
31331SYW7	0642-13	Federal Farm Credit		05/30/2013	2,000,000.00	2,116,780.00	2,116,846.23	4.450	0.306	0.310	516	06/01/2015
313373EE8	0530-11	Federal Home Loan Bank		04/15/2011	3,500,000.00	3,518,130.00	3,500,635.07	1.420	1.356	1.375	149	05/30/2014
3133792M0	0594-12	Federal Home Loan Bank		04/17/2012	3,500,000.00	3,509,275.00	3,500,000.00	0.540	0.533	0.540	485	05/01/2015
313380Z26	0613-12A	Federal Home Loan Bank		10/24/2012	1,500,000.00	1,491,765.00	1,500,000.00	0.625	0.616	0.625	1,027	10/24/2016
313380Z26	0613-12B	Federal Home Loan Bank		10/24/2012	1,000,000.00	994,510.00	1,000,000.00	0.625	0.616	0.625	1,027	10/24/2016
313381AN5	0615-12	Federal Home Loan Bank		11/23/2012	1,500,000.00	1,483,620.00	1,500,000.00	0.800	0.789	0.800	1,238	05/23/2017



**Investments FY 2013-2014**  
**Portfolio Management**  
**Portfolio Details - Investments**  
**December 31, 2013**

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	YTM 365	Days to Maturity	Maturity Date
<b>Federal Agency Coupon Securities</b>												
313382MC4	0628-13	Federal Home Loan Bank		04/15/2013	1,500,000.00	1,498,545.00	1,500,000.00	0.500	0.493	0.500	835	04/15/2016
313382TL7	0633-13	Federal Home Loan Bank		05/02/2013	2,250,000.00	2,246,805.00	2,250,350.42	0.500	0.487	0.493	852	05/02/2016
313379ER6	0640-13	Federal Home Loan Bank		05/30/2013	1,550,000.00	1,553,565.00	1,554,137.04	0.500	0.311	0.315	527	06/12/2015
313371PC4	0641-13	Federal Home Loan Bank		05/30/2013	1,500,000.00	1,509,660.00	1,508,710.33	0.875	0.257	0.260	345	12/12/2014
313381WJ0	0645-13	Federal Home Loan Bank		10/25/2013	1,500,000.00	1,498,574.17	1,499,573.90	0.410	0.465	0.471	758	01/29/2016
313383V81	0647-13	Federal Home Loan Bank		10/29/2013	1,000,000.00	1,001,215.42	1,002,202.66	0.375	0.276	0.280	604	08/28/2015
313379XC8	0649-13	Federal Home Loan Bank		12/19/2013	1,000,000.00	1,002,695.83	1,004,027.86	0.510	0.242	0.245	510	05/26/2015
313383V81	0650-13	Federal Home Loan Bank		12/19/2013	1,000,000.00	1,001,736.25	1,002,798.25	0.375	0.272	0.276	604	08/28/2015
3134G3NA4	0581-12	Federal Home Loan Mortgage Co.		02/28/2012	1,500,000.00	1,500,660.00	1,500,000.00	0.750	1.295	1.313	1,154	02/28/2017
3134G3M23	0607-12	Federal Home Loan Mortgage Co.		09/28/2012	1,000,000.00	985,700.00	1,000,000.00	1.020	1.006	1.020	1,366	09/28/2017
3137EACT4	0612-12	Federal Home Loan Mortgage Co.		10/17/2012	4,500,000.00	4,528,935.00	4,713,165.90	2.500	0.503	0.510	877	05/27/2016
3134G33R9	0626-13	Federal Home Loan Mortgage Co.		03/20/2013	1,500,000.00	1,498,800.00	1,500,000.00	0.450	0.444	0.450	744	01/15/2016
3135G0KM4	0611-12	Federal Nat'l Mtg. Assoc.		10/17/2012	3,500,000.00	3,510,745.00	3,506,349.22	0.500	0.365	0.370	511	05/27/2015
3136G05X5	0616-12	Federal Nat'l Mtg. Assoc.		11/30/2012	2,000,000.00	1,973,880.00	2,000,000.00	0.750	0.740	0.750	1,245	05/30/2017
3136G07M7	0619-12	Federal Nat'l Mtg. Assoc.		11/27/2012	1,500,000.00	1,475,715.00	1,500,000.00	0.900	0.888	0.900	1,426	11/27/2017
3135G0TD5	0620-12A	Federal Nat'l Mtg. Assoc.		12/31/2012	1,500,000.00	1,473,135.00	1,500,000.00	1.000	0.986	1.000	1,457	12/28/2017
3135G0TD5	0620-12B	Federal Nat'l Mtg. Assoc.		12/31/2012	1,000,000.00	982,090.00	1,000,000.00	1.000	0.986	1.000	1,457	12/28/2017
3136G1BZ1	0625-13	Federal Nat'l Mtg. Assoc.		03/08/2013	1,000,000.00	988,850.00	999,583.14	0.500	1.158	1.174	1,490	01/30/2018
3136G1BU2	0629-13	Federal Nat'l Mtg. Assoc.		04/05/2013	2,000,000.00	1,963,980.00	2,002,095.74	0.850	0.811	0.822	1,398	10/30/2017
3136G1E96	0632-13	Federal Nat'l Mtg. Assoc.		04/15/2013	3,000,000.00	2,976,600.00	3,005,062.12	0.900	0.893	0.906	1,241	05/26/2017
3136G1KG3	0634-13	Federal Nat'l Mtg. Assoc.		05/08/2013	3,000,000.00	2,965,290.00	3,000,000.00	0.750	0.740	0.750	1,223	05/08/2017
3135G0WU3	0635-13A	Federal Nat'l Mtg. Assoc.		05/15/2013	1,500,000.00	1,481,850.00	1,500,000.00	0.750	0.740	0.750	1,230	05/15/2017
3135G0WU3	0635-13B	Federal Nat'l Mtg. Assoc.		05/15/2013	1,000,000.00	987,900.00	1,000,000.00	0.750	0.740	0.750	1,230	05/15/2017
3136G1TC3	0644-13	Federal Nat'l Mtg. Assoc.		09/12/2013	1,000,000.00	1,002,190.00	1,000,000.00	2.000	1.973	2.000	1,715	09/12/2018
3135G0TW3	0646-13	Federal Nat'l Mtg. Assoc.		10/25/2013	1,180,000.00	1,180,890.24	1,181,114.44	0.400	0.394	0.400	575	07/30/2015
3136G1WT2	0648-13	Federal Nat'l Mtg. Assoc.		11/21/2013	1,000,000.00	998,430.00	999,903.70	0.800	0.792	0.803	1,055	11/21/2016
<b>Subtotal and Average</b>			<b>70,877,566.29</b>		<b>71,669,000.00</b>	<b>71,492,799.03</b>	<b>72,035,344.98</b>		<b>0.680</b>	<b>0.689</b>	<b>925</b>	
<b>Federal Agency Disc. -Amortizing</b>												
31359MEL3	0630-13	Federal Nat'l Mtg. Assoc.		04/10/2013	2,000,000.00	1,918,000.00	1,946,960.00	0.631	0.641	0.650	1,247	06/01/2017
<b>Subtotal and Average</b>			<b>1,946,960.00</b>		<b>2,000,000.00</b>	<b>1,918,000.00</b>	<b>1,946,960.00</b>		<b>0.641</b>	<b>0.650</b>	<b>1,247</b>	
<b>Treasury Coupon Securities</b>												
912828SY7	0651-13	U.S. Treasury		12/23/2013	3,000,000.00	2,961,824.75	2,971,399.89	0.625	0.909	0.921	1,246	05/31/2017
<b>Subtotal and Average</b>			<b>862,636.72</b>		<b>3,000,000.00</b>	<b>2,961,824.75</b>	<b>2,971,399.89</b>		<b>0.909</b>	<b>0.921</b>	<b>1,246</b>	

**Investments FY 2013-2014  
Portfolio Management  
Portfolio Details - Investments  
December 31, 2013**

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	YTM 365	Days to Maturity	Maturity Date
<b>Pass Through Securities /PAC/CMO</b>												
31371LMX4	0458-09	Federal Nat'l Mtg. Assoc.		09/18/2009	5,024.36	5,336.17	5,193.93	4.000	2.109	2.138	59	03/01/2014
31371LWK1	0465-09	Federal Nat'l Mtg. Assoc.		10/08/2009	6,589.67	7,027.82	6,886.21	4.500	2.252	2.284	273	10/01/2014
31371LVX4	0466-09	Federal Nat'l Mtg. Assoc.		10/19/2009	4,279.27	4,544.84	4,439.74	4.000	2.056	2.084	243	09/01/2014
<b>Subtotal and Average</b>			<b>20,433.75</b>		<b>15,893.30</b>	<b>16,908.83</b>	<b>16,519.88</b>		<b>2.154</b>	<b>2.184</b>	<b>198</b>	
<b>Total and Average</b>			<b>112,780,659.39</b>		<b>114,532,897.97</b>	<b>114,237,537.28</b>	<b>114,818,229.42</b>		<b>0.645</b>	<b>0.654</b>	<b>671</b>	

**Investments FY 2013-2014**  
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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
<b>Certificates of Deposit</b>												
144241705	144241705	GWB	2,000,000.00	0.510	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	0.710	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	1.064	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	1.226	06/01/2015	10/14/2011	1.209	1.226	06/01 - At Maturity		4,500,000.00	4,500,000.00
<b>Certificates of Deposit Totals</b>			<b>14,500,000.00</b>				<b>0.939</b>	<b>0.952</b>		<b>0.00</b>	<b>14,500,000.00</b>	<b>14,500,000.00</b>
<b>Money Market</b>												
12224067	12224067	GWB	6,008,980.92	0.300			0.296	0.300	06/01 - Monthly		6,008,980.92	6,008,980.92
SYS4531558874A	4531558874A	GWB	4,107,102.40	0.550			0.542	0.550	07/01 - Monthly		4,107,102.40	4,107,102.40
SYS4531558874B	4531558874B	GWB	5,206,214.32	0.300			0.296	0.300	07/01 - Monthly		5,206,214.32	5,206,214.32
<b>Money Market Totals</b>			<b>15,322,297.64</b>				<b>0.362</b>	<b>0.367</b>		<b>0.00</b>	<b>15,322,297.64</b>	<b>15,322,297.64</b>
<b>Passbook/Checking Accounts</b>												
SYS6952311634A	6952311634A	WF	4,013,036.75	0.250			0.247	0.250	10/31 - Monthly		4,013,036.75	4,013,036.75
SYS6952311634B	6952311634B	WF	4,012,670.28	0.250			0.247	0.250	10/31 - Monthly		4,012,670.28	4,012,670.28
<b>Passbook/Checking Accounts Totals</b>			<b>8,025,707.03</b>				<b>0.247</b>	<b>0.250</b>		<b>0.00</b>	<b>8,025,707.03</b>	<b>8,025,707.03</b>
<b>Federal Agency Coupon Securities</b>												
3133EAWY0	0599-12	FFCB	1,000,000.00	1.040	07/10/2017	07/10/2012	1.026	1.040	01/10 - 07/10		1,000,000.00	1,000,000.00
3133EAZK7	0600-12	FFCB	1,500,000.00	0.970	07/24/2017	07/25/2012	0.957	0.970	01/24 - 07/24	Received	1,500,000.00	1,500,000.00
3133EA3H9	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
3133EA4G0	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
3133EA4H8	0614-12	FFCB	1,500,000.00	0.820	07/11/2017	10/19/2012	0.809	0.820	01/11 - 07/11	Received	1,500,000.00	1,500,000.00
3133EA4H8	0617-12	FFCB	890,000.00	0.820	07/11/2017	11/16/2012	0.809	0.820	01/11 - 07/11	Received	890,000.00	890,000.00
3133EC2L7	0618-12A	FFCB	1,500,000.00	0.440	11/13/2015	11/20/2012	0.434	0.440	05/13 - 11/13	Received	1,500,000.00	1,500,000.00
3133EC2L7	0618-12B	FFCB	1,000,000.00	0.440	11/13/2015	11/20/2012	0.434	0.440	05/13 - 11/13	Received	1,000,000.00	1,000,000.00
3133ECAS3	0621-12	FFCB	1,000,000.00	0.450	03/21/2016	12/31/2012	0.459	0.466	03/21 - 09/21	Received	999,500.00	999,655.17
3133EC3B8	0631-13	FFCB	1,299,000.00	0.520	05/19/2016	04/15/2013	0.513	0.520	05/19 - 11/19	Received	1,299,000.00	1,299,000.00
3133ECQT4	0636-13	FFCB	2,000,000.00	0.750	05/30/2017	05/30/2013	0.740	0.750	11/30 - 05/30		2,000,000.00	2,000,000.00
3133ECQF4	0637-13	FFCB	1,000,000.00	0.250	05/28/2015	05/28/2013	0.237	0.240	11/28 - 05/28		1,000,190.00	1,000,133.79
31331SYW7	0642-13	FFCB	2,000,000.00	4.450	06/01/2015	05/30/2013	0.306	0.310	06/01 - 12/01	Received	2,165,188.50	2,116,846.23
313373EE8	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	3,500,635.07
3133792M0	0594-12	FHLB	3,500,000.00	0.540	05/01/2015	04/17/2012	0.533	0.540	05/01 - 11/01		3,500,000.00	3,500,000.00
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

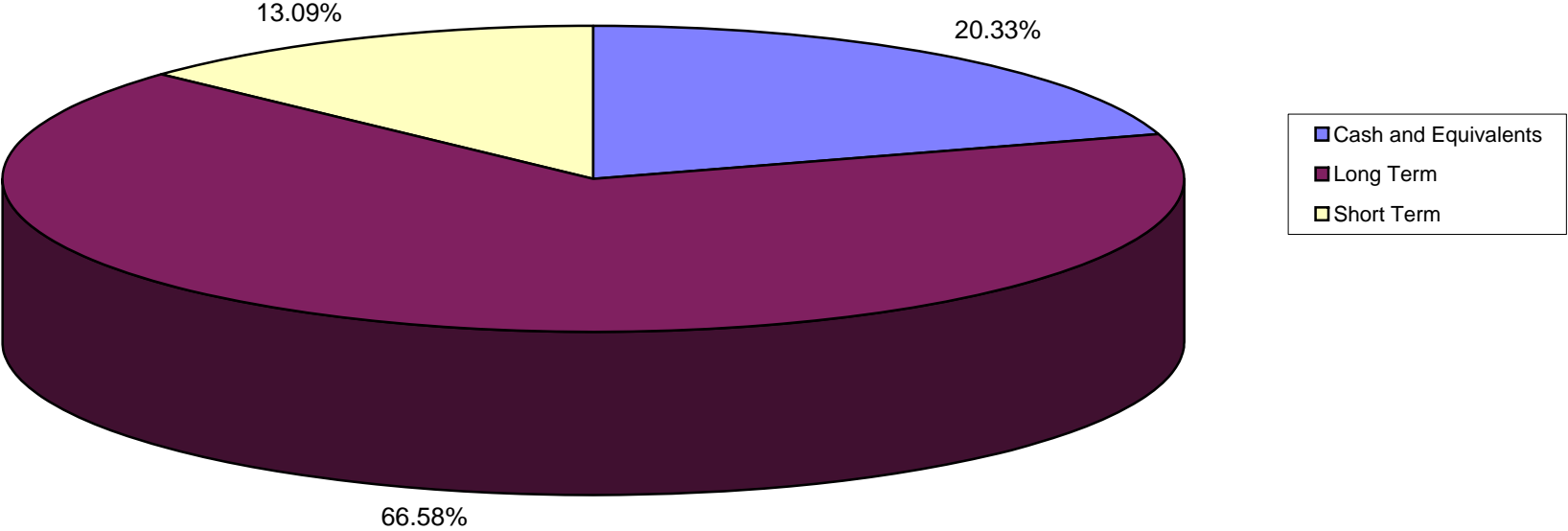
**Investments FY 2013-2014**  
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CUSIP	Investment #	Issuer	Par Value	Stated Rate	Maturity Date	Purchase Date	YTM 360	YTM 365	Payment Dates	Accrued Interest At Purchase	Current Principal	Book Value
<b>Federal Agency Coupon Securities</b>												
313381AN5	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
313382MC4	0628-13	FHLB	1,500,000.00	0.500	04/15/2016	04/15/2013	0.493	0.500	10/15 - 04/15		1,500,000.00	1,500,000.00
313382TL7	0633-13	FHLB	2,250,000.00	0.500	05/02/2016	05/02/2013	0.487	0.493	11/02 - 05/02		2,250,450.00	2,250,350.42
313379ER6	0640-13	FHLB	1,550,000.00	0.500	06/12/2015	05/30/2013	0.311	0.315	06/12 - 12/12	Received	1,555,812.50	1,554,137.04
313371PC4	0641-13	FHLB	1,500,000.00	0.875	12/12/2014	05/30/2013	0.257	0.260	06/12 - 12/12	Received	1,514,100.00	1,508,710.33
313381WJ0	0645-13	FHLB	1,500,000.00	0.410	01/29/2016	10/25/2013	0.465	0.471	01/29 - 07/29	1,469.17	1,497,937.50	1,499,573.90
313383V81	0647-13	FHLB	1,000,000.00	0.375	08/28/2015	10/29/2013	0.276	0.280	02/28 - 08/28	635.42	1,001,730.00	1,002,202.66
313379XC8	0649-13	FHLB	1,000,000.00	0.510	05/26/2015	12/19/2013	0.242	0.245	05/26 - 11/26	325.83	1,003,790.00	1,004,027.86
313383V81	0650-13	FHLB	1,000,000.00	0.375	08/28/2015	12/19/2013	0.272	0.276	02/28 - 08/28	1,156.25	1,001,675.00	1,002,798.25
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
3134G3M23	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	4,713,165.90
3134G33R9	0626-13	FHLMC	1,500,000.00	0.450	01/15/2016	03/20/2013	0.444	0.450	07/15 - 01/15	Received	1,500,000.00	1,500,000.00
3135G0KM4	0611-12	FNMA	3,500,000.00	0.500	05/27/2015	10/17/2012	0.365	0.370	11/27 - 05/27	Received	3,511,795.00	3,506,349.22
3136G05X5	0616-12	FNMA	2,000,000.00	0.750	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	0.900	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	1.000	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	1.000	12/28/2017	12/31/2012	0.986	1.000	06/28 - 12/28		1,000,000.00	1,000,000.00
3136G1BZ1	0625-13	FNMA	1,000,000.00	0.500	01/30/2018	03/08/2013	1.158	1.174	07/30 - 01/30	Received	999,500.00	999,583.14
3136G1BU2	0629-13	FNMA	2,000,000.00	0.850	10/30/2017	04/05/2013	0.811	0.822	04/30 - 10/30	Received	2,002,500.00	2,002,095.74
3136G1E96	0632-13	FNMA	3,000,000.00	0.900	05/26/2017	04/15/2013	0.893	0.906	08/26 - 02/26	Received	3,006,120.00	3,005,062.12
3136G1KG3	0634-13	FNMA	3,000,000.00	0.750	05/08/2017	05/08/2013	0.740	0.750	11/08 - 05/08		3,000,000.00	3,000,000.00
3135G0WU3	0635-13A	FNMA	1,500,000.00	0.750	05/15/2017	05/15/2013	0.740	0.750	11/15 - 05/15		1,500,000.00	1,500,000.00
3135G0WU3	0635-13B	FNMA	1,000,000.00	0.750	05/15/2017	05/15/2013	0.740	0.750	11/15 - 05/15		1,000,000.00	1,000,000.00
3136G1TC3	0644-13	FNMA	1,000,000.00	2.000	09/12/2018	09/12/2013	1.973	2.000	03/12 - 09/12		1,000,000.00	1,000,000.00
3135G0TW3	0646-13	FNMA	1,180,000.00	0.400	07/30/2015	10/25/2013	0.394	0.400	01/30 - 07/30	1,114.44	1,180,000.00	1,181,114.44
3136G1WT2	0648-13	FNMA	1,000,000.00	0.800	11/21/2016	11/21/2013	0.792	0.803	05/21 - 11/21		999,900.00	999,903.70
<b>Federal Agency Coupon Securities Totals</b>			<b>71,669,000.00</b>				<b>0.680</b>	<b>0.689</b>		<b>4,701.11</b>	<b>72,203,978.50</b>	<b>72,035,344.98</b>
<b>Federal Agency Disc. -Amortizing</b>												
31359MEL3	0630-13	FNMA	2,000,000.00	0.631	06/01/2017	04/10/2013	0.641	0.650	/ - Final Pmt.		1,946,960.00	1,946,960.00
<b>Federal Agency Disc. -Amortizing Totals</b>			<b>2,000,000.00</b>				<b>0.641</b>	<b>0.650</b>		<b>0.00</b>	<b>1,946,960.00</b>	<b>1,946,960.00</b>

**Investments FY 2013-2014  
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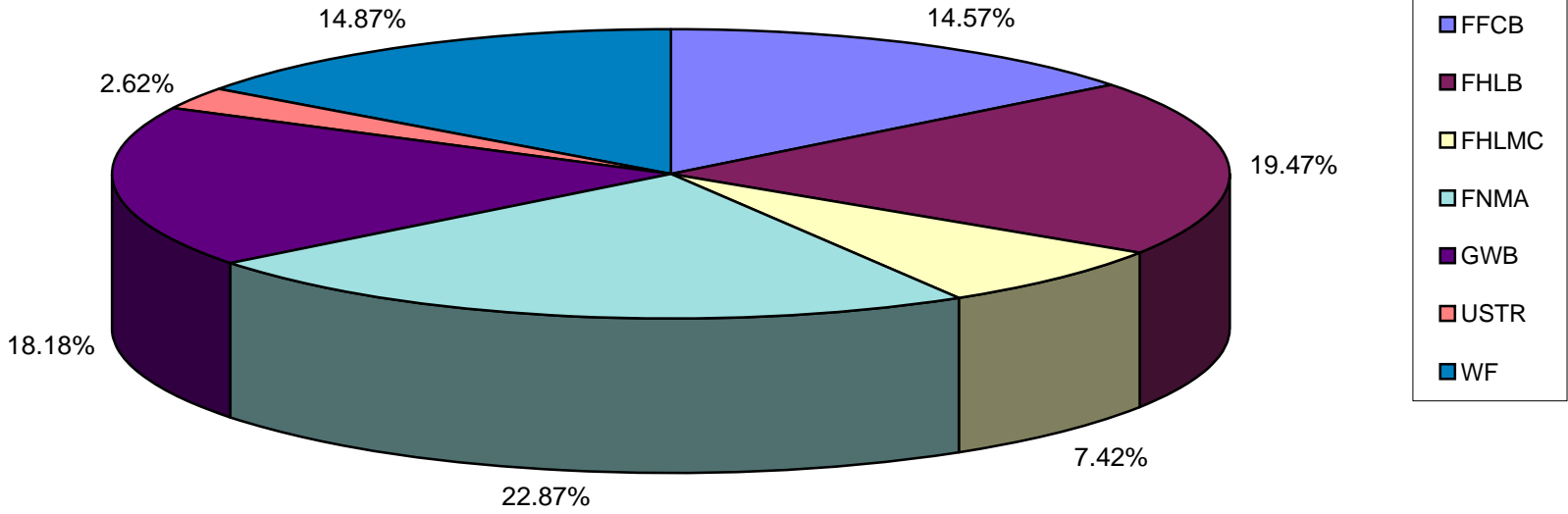
CUSIP	Investment #	Issuer	Par Value	Stated Rate	Maturity Date	Purchase Date	YTM 360	YTM 365	Payment Dates	Accrued Interest At Purchase	Current Principal	Book Value
<b>Treasury Coupon Securities</b>												
912828SY7	0651-13	US TRE	3,000,000.00	0.625	05/31/2017	12/23/2013	0.909	0.921	05/31 - 11/30	1,184.75	2,970,000.00	2,971,399.89
<b>Treasury Coupon Securities Totals</b>			<b>3,000,000.00</b>				<b>0.909</b>	<b>0.921</b>		<b>1,184.75</b>	<b>2,970,000.00</b>	<b>2,971,399.89</b>
<b>Pass Through Securities /PAC/CMO</b>												
31371LMX4	0458-09	FNMA	5,024.36	4.000	03/01/2014	09/18/2009	2.109	2.138	10/25 - Monthly	Received	5,193.93	5,193.93
31371LWK1	0465-09	FNMA	6,589.67	4.500	10/01/2014	10/08/2009	2.252	2.284	11/25 - Monthly	Received	6,886.21	6,886.21
31371LVX4	0466-09	FNMA	4,279.27	4.000	09/01/2014	10/19/2009	2.056	2.084	11/25 - Monthly	Received	4,439.74	4,439.74
<b>Pass Through Securities /PAC/CMO Totals</b>			<b>15,893.30</b>				<b>2.154</b>	<b>2.184</b>		<b>0.00</b>	<b>16,519.88</b>	<b>16,519.88</b>
<b>Investment Totals</b>			<b>114,532,897.97</b>				<b>0.645</b>	<b>0.654</b>		<b>5,885.86</b>	<b>114,985,463.05</b>	<b>114,818,229.42</b>

**Portfolio by Asset Class**



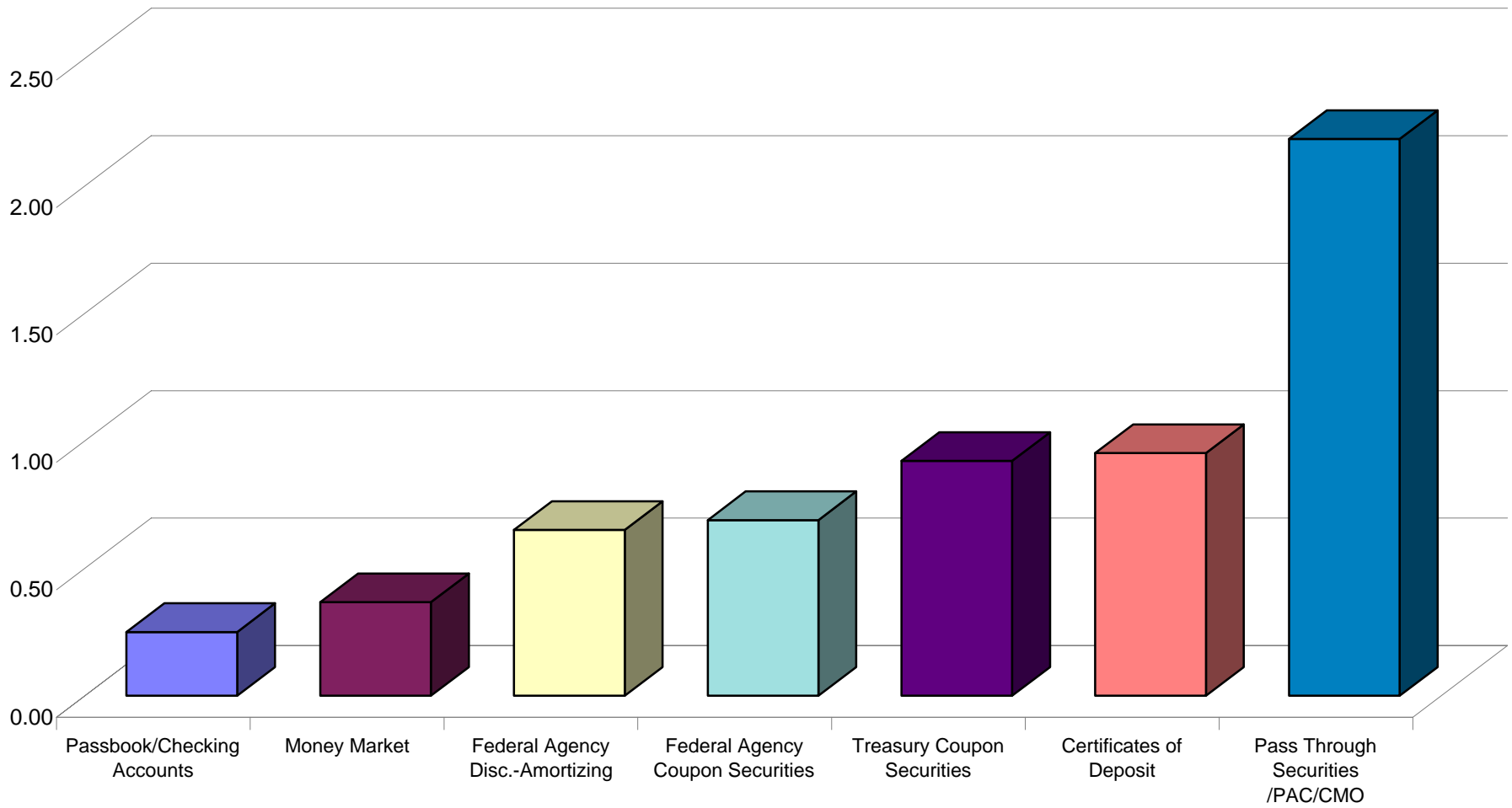
For Quarter Ending December 31, 2013

### Par Value by Issuer Graph



For Quarter Ending December 31, 2013

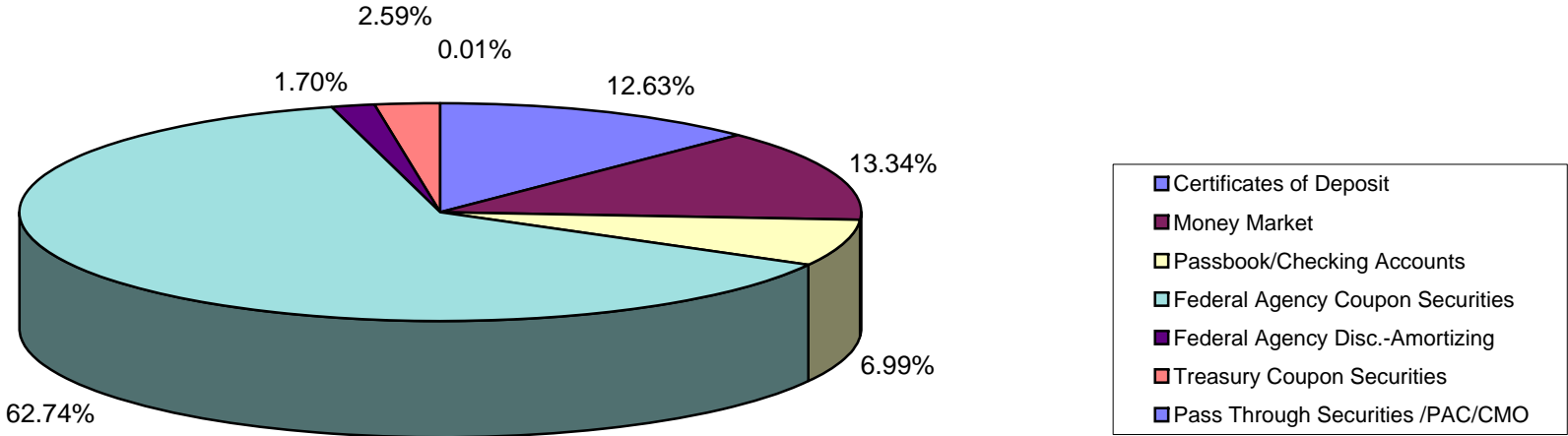
## Investment Yield by Type



For Quarter Ending December 31, 2013



### Book Value By Investment Type



For Quarter Ending December 31, 2013

**COUNCIL ACTION FORM**

**SUBJECT: COMMISSION ON THE ARTS SPECIAL GRANTS FOR SPRING 2014**

**BACKGROUND:**

On November 2, 2013, the Commission on the Arts (COTA) finalized its recommendations for the Spring 2014 Special Grants. A total of five grant requests were received from five different organizations. The organizations requested \$3,200 in funding, with \$1,755.15 being available from the 2013/14 budget for Spring Special Grants.

Based on the merits of each application and the criteria established for the special grants, COTA recommended the following allocations, which were then sent to the organizations in contract form in December. The contracts are now being presented for your approval.

**COTA SPRING 2013-2014 SPECIAL GRANT REQUESTS**

<b>Organization</b>	<b>Request</b>	<b>Project</b>	<b>Final</b>
Ames Chamber Artists	\$700	Employ instrumentalists	\$536.40
VEISHEA	\$750	Stars Over VEISHEA	\$0.00
India Cultural Association	\$750	Natya Barati Theater	\$559.00
Ames Community Arts Council	\$250	Arts in Ames Awards	\$193.15
Story Theater Company	\$750	Perform/present teen drama	\$466.60
<b>Total Requested</b>	<b>\$3,200</b>		<b>\$1,755.15</b>

The Commission takes seriously its charge to be certain of how the proposal for funding will be completed and be certain that it is understood how the public is benefitted. VEISHEA was not funded for a Special Project Grant, due to their request being an addition to the Annual Grant activities. The Special Grant is provided to allow for unforeseen activities that were unknown at the time of the annual grants process.

The Council approved \$1,950 for Fall 2013 Special Grants from the Special Projects budget. This left an amount of \$1,755.15 available for Spring 2014 Special Grants.

**ALTERNATIVES:**

1. The City Council can approve the special grant contracts as recommended COTA.
2. The City Council can hold these contracts and ask the Commission for further information.

**MANAGER'S RECOMMENDED ACTION:**

It is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the Spring 2014 special grant contracts as recommended by the Commission on the Arts.

**COUNCIL ACTION FORM**

**SUBJECT: AGREEMENT PROVIDING VERIZON WIRELESS TEMPORARY LIMITED RIGHT OF ENTRY TO SQUAW CREEK PARK**

**BACKGROUND:**

Several cellular providers have contracts to place private cellular network equipment on City property. In March 2012, City staff was approached by a firm representing Verizon Wireless to place a cellular antenna on City property located south of the Iowa Department of Transportation. This location would bolster Verizon's network around the Iowa State Center and the downtown area, which would benefit both Verizon's customers and the City's emergency responders (several key components of the Police communications equipment use Verizon's network). Verizon's preferred site for this new tower is approximately 350 feet east of South Maple Avenue near the Parks and Recreation Department's Squaw Creek Community Gardens. Over the past year, City staff and Verizon have negotiated the terms of using this site for a cellular antenna.

City staff and Verizon have arrived at lease terms that staff supports bringing to the City Council for approval. Before that can occur, however, Verizon must complete a lengthy review of the lease agreement. City staff has been told that this review could take several months. One key provision of this draft lease is that the City would not receive rental payments until construction commences on the site.

Before construction could occur, Verizon will need access to the site to conduct soil tests and take measurements. This access is authorized by signing of the main lease by both the City and Verizon, but access would be withheld until the lease is signed. Alternatively, access could begin earlier through adoption of a separate agreement that allows Verizon access for testing and measurement purposes only. Since Verizon has indicated that the lease approval will take several months, adoption of this separate agreement would allow Verizon's tasks to be conducted concurrently, moving the potential construction date up by several months.

Under the terms of this temporary agreement, Verizon and its contractors would have rights to enter the property to conduct inspections, surveys, structural strength analyses, subsurface boring tests, an environmental site assessment, and any other types of testing Verizon deems necessary. These activities would be conducted at Verizon's cost and the City would not be responsible for the actions of Verizon's employees or contractors. Verizon would be required to notify the City at least 48 hours prior to accessing the site.

This agreement would be in effect for a period of one year. However, upon execution of the permanent lease, the temporary agreement's terms regarding site access would be

superseded by the lease agreement's terms. If no lease agreement is completed, Verizon would be responsible for returning the area to its original condition.

**ALTERNATIVES:**

1. Approve the temporary agreement granting Verizon Wireless a limited right of entry to City property for the purposes of inspection and testing.
2. Do not approve an agreement with Verizon Wireless.

**MANAGER'S RECOMMENDED ACTION:**

Verizon Wireless has expressed interest in locating a cellular antenna on City property, and a temporary access agreement will allow Verizon to conduct some of its required inspections and testing prior to approval of the long-term site lease. This agreement does not obligate the City to lease the site to Verizon, and Verizon would be responsible for restoring the area if the permanent lease is not signed.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the temporary access agreement granting Verizon Wireless a limited right of entry to City property for the purposes of inspection and testing.

**LIMITED RIGHT OF ENTRY**

The undersigned is the owner (“Owner”) of the property, premises or easement (the “Property”) described as follows:

Address: 600 South Maple Avenue, Ames, IA 50010

Assessors Property ID: 09-10-275-000

Consent. Subject to the limitations and conditions below, the Owner does hereby grant permission to Verizon Wireless and its agents, employees, consultants and representatives (herein individually and collectively referred to as “Verizon Wireless”) to enter onto the Property and contiguous property owned or controlled by the Owner for the purpose of performing an inspection of the Property, including surveys, a structural strength analysis, subsurface boring tests, an environmental site assessment, and any other activities as Verizon Wireless may deem necessary, at the sole cost of Verizon Wireless. In addition, Verizon Wireless may remove samples of the soil from the Property.

Indemnity. To the fullest extent permitted by law, Verizon Wireless shall indemnify and hold harmless the Owner, its agents, and employees from and against all claims, damages, losses, and expenses including, but not limited to, attorney’s fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss, or expense (1) is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the work itself), including the loss of use resulting therefrom; and (2) is caused in whole or in part by any negligent act or omission of Verizon Wireless, any subcontractor, anyone directly or indirectly employed by any of them or any one for whose acts, any of them may be liable.

Insurance. Verizon Wireless agrees that it will, at its own expense, procure and maintain occurrence basis Commercial General Liability (CGL) insurance from a company or companies authorized to do business in the state of Iowa, in amounts not less than \$1,000,000 Combined Single Limit (Bodily Injury and Property Damage) per occurrence and \$2,000,000 Aggregate Limits. Certificates of Insurance will be provided by Verizon Wireless indicating that Owner has been named as Additional Insured on the policy(ies) and further stating that Owner will be notified of changes or cancellation per the Terms of said policy(ies). In no case will Verizon Wireless coverage be construed to provide coverage for acts of negligence alleged to be caused by the sole negligence of employees of the Owner.

Limitations and Conditions. The consent granted above is subject to the following limitations and conditions: 1) at least 48 hours prior to entering onto Property, Verizon Wireless shall notify Owner in writing or by telephone; 2) notification shall include the identities of the agents, employees, consultants, and representatives of Verizon Wireless who will be entering onto the Property, the time and date of the planned entry, the locations on Property where Verizon will be

conducting inspection activities, and the nature of the inspection activities being conducted; 3) notification shall be directed to the attention of Joshua Thompson, Parks and Facilities Superintendent ([jthompson@city.ames.ia.us](mailto:jthompson@city.ames.ia.us), 515-239-5364); 4) Owner reserves the right to limit or deny access or to require rescheduling of inspection activities if Owner determines that planned inspection activities by Verizon Wireless would interfere with previously-scheduled construction activities or otherwise jeopardize the security, safety, or confidentiality of City of Ames employees.

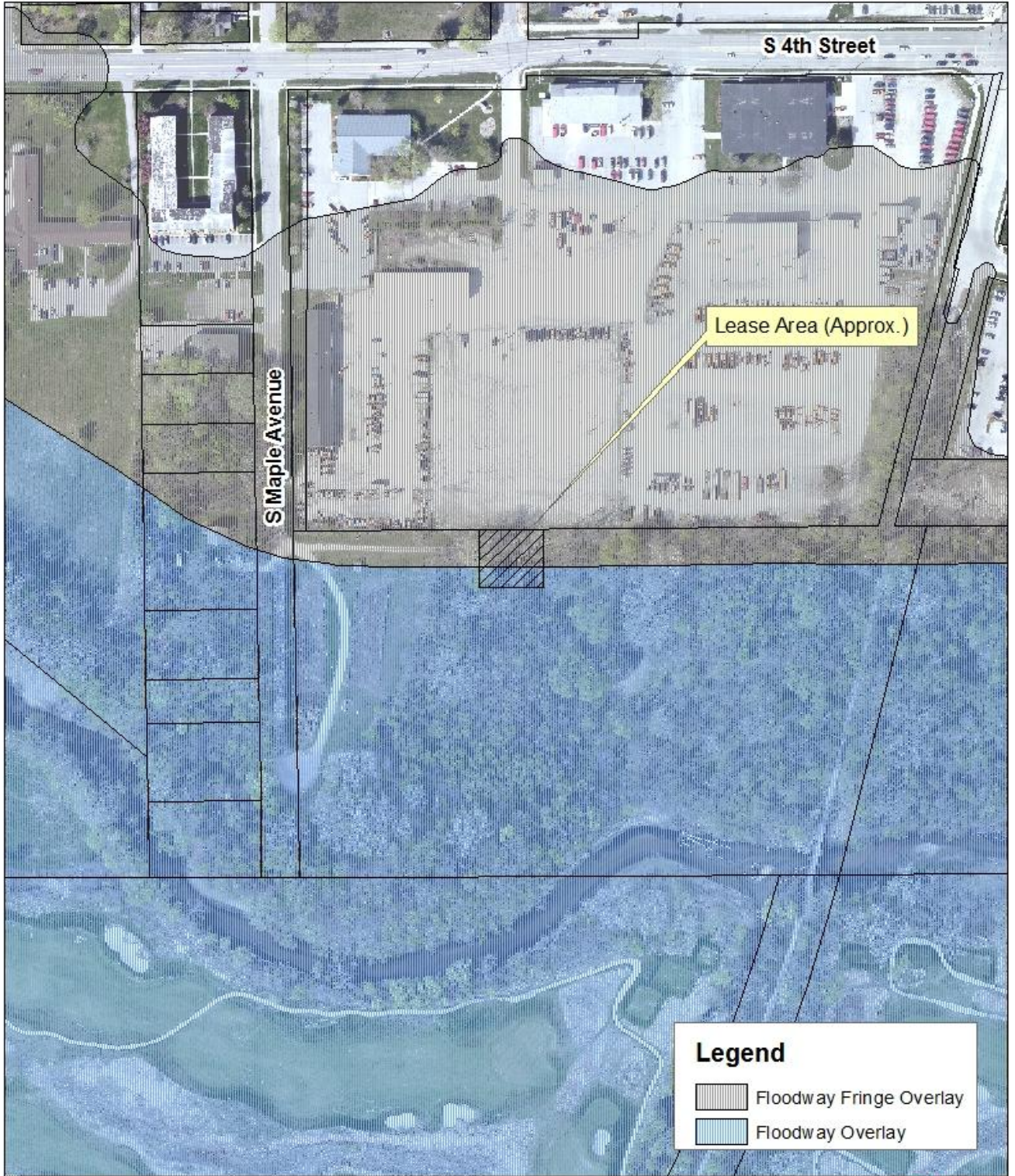
Authority. The individual executing this consent on behalf of the Owner represents to Verizon Wireless that such individual is authorized to do so by requisite action of the Owner.

Term. This consent is granted for a period of three hundred and sixty-five (365) days from the date indicated below. Recognizing that the Owner and Verizon Wireless are currently in negotiations for a lease agreement concerning this Property, this consent shall be voided upon the commencement date of that lease agreement. Thereafter, the terms of that lease agreement shall govern the use of the Property. In the event that the Term of this consent expires and no lease agreement is adopted by the Owner and Verizon Wireless for this Property, Verizon Wireless shall return the Property to its original condition.

**OWNER:**

By: \_\_\_\_\_

Date: \_\_\_\_\_



**COUNCIL ACTION FORM**

**SUBJECT: TRANSFER OF CELLULAR SITE LEASES FROM T-MOBILE TO IOWA WIRELESS SERVICES**

**BACKGROUND:**

Several cellular providers have contracts to place private cellular network equipment on City property. One of these locations is Homewood Golf Course, where T-Mobile and its affiliates have a free-standing antenna. Another location is the BRET water tower on Bloomington Road, where T-Mobile antennas are attached to the tower's structure. Both of these agreements were originally signed in December, 1996. Both had five-year terms which automatically renew at five-year intervals for 30 total years. The current renewals expire on December 31, 2016, and may renew twice more (until year 2026).

T-Mobile has entered into an agreement with Iowa Wireless Services, LLC to assign its interest in these two lease agreements. Iowa Wireless Services would assume the responsibility to make payments and perform the activities outlined in the original leases. The City has been asked to consent to this transfer between T-Mobile and Iowa Wireless Services.

**ALTERNATIVES:**

1. Approve transfer of the lease for cellular antennas at Homewood Golf Course and BRET Water Tower from T-Mobile to Iowa Wireless Services, LLC.
2. Direct staff to gather more information about this transfer.

**MANAGER'S RECOMMENDED ACTION:**

T-Mobile has requested transfer of its leases at these locations to Iowa Wireless Services. T-Mobile has completed its responsibilities outlined in the lease agreements, and Iowa Wireless Services will be required to comply with the existing lease provisions.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving transfer of the lease for cellular antennas at Homewood Golf Course and BRET Water Tower from T-Mobile to Iowa Wireless Services, LLC.



**COUNCIL ACTION FORM**

**SUBJECT: PRELIMINARY PLANS AND SPECIFICATIONS FOR SWITCHGEAR AND CONTROL PANELS - AMES PLANT DISTRIBUTION SUBSTATION**

**BACKGROUND:**

This portion of the “Ames Plant Distribution Substation Upgrade” project is for the purchase of a 15kV Outdoor Metalclad Switchgear and 69kV Controls Panels. The estimated cost of this equipment is \$425,000. Upon City Council approval and receipt of favorable bids, this equipment will be ordered.

The approved FY2013/14 CIP for Electric Services includes \$1,160,000 for construction under the Ames Plant Distribution Substation Switchgear and Feeder Extension project. To date the project budget has the following items encumbered:

**Ames Plant Distribution Substation**

<b>\$1,160,000.00</b>	<b>Amount Budgeted for Project</b>
\$210,000.00	Encumbered Engineering for Ames Plant (A.P.) Distribution Substation (Approved by City Council on April 24, 2012.)
\$112,754.50	Actual cost for SF6 circuit breakers. (Awarded by City Council on July 23, 2013)
\$9,466.00*	Actual cost for electrical materials. (Awarded by City Council on July 23, 2013) *This amount includes applicable sales taxes to be paid directly by the City to the State of Iowa.
\$260,012.56	Actual cost for materials installation phase for the Ames Plant Distribution Substation Project. (Awarded by City Council on September 24, 2013)
<b><u>\$592,233.06</u></b>	<b>Total committed to Date</b>
<b>\$425,000.00</b>	<b>Estimated cost for the purchase of the 15kV Outdoor Metalclad Switchgear and 69kV Controls Panels – this item (pending Council approval of plans and specifications for this agenda item)</b>

**ALTERNATIVES:**

1. Approve the plans and specifications for the Furnish 15kV Outdoor Metalclad Switchgear and 69kV Controls Panels for Ames Plant Distribution Substation project and set March 12, 2014, as the bid due date and March 25, 2014, as the date of hearing and award of contract.
2. Do not approve the plans and specifications at this time.

**MANAGER'S RECOMMENDED ACTION:**

This equipment is necessary to complete the project at the Ames Plant distribution substation, and is necessary for Electric Services to continue providing safe, reliable, service to the customers in the City.

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

**COUNCIL ACTION FORM**

**SUBJECT: APPROVAL OF PLANS AND SPECIFICATIONS FOR 2014  
NORTHRIDGE HEIGHTS PARK IMPROVEMENTS**

**BACKGROUND:**

This project is to finish the development of Northridge Heights Park. To date, the City has incurred \$57,339 of expenses for engineering services, transporting fill dirt to the site, and the spreading of fill dirt to rough grade.

Items yet to be completed are final grading, installation of storm sewer inlets, erosion control, installation and connection of water line and electric service, sidewalk, seeding, and drinking fountain.

The engineering firm's estimate for construction of this bid package is \$145,500. In addition, the City will incur expenses of approximately \$30,000 for the purchase and installation of a shelter, benches, basketball goals, swings, and park sign. The total cost to finish developing the park is approximately \$175,500.

The amount available for this project is \$154,141.

If needed, additional funds are available from savings on the following completed projects: \$3,193 from Brookside Tennis Courts, \$6,536 from Brookside Steps and Walls, and \$15,000 from Auditorium Curtains and Stage Flooring.

**ALTERNATIVES:**

1. Approve plans and specifications for the 2014 Northridge Heights Park Improvements and set February 19, 2014 as the bid due date and February 25, 2014 as the date of hearing and award of the construction contract.
2. Do not approve the plans and specifications at this time, delaying the 2014 Northridge Heights Park Improvements.

**MANAGER'S RECOMMENDED ACTION:**

The proposed project will finish the development of Northridge Heights Park at a total cost of \$232,839 and add a much anticipated Neighborhood Park in this area.

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 2014 Northridge Heights Park Improvements and set February 19, 2014 as the bid due date and February 25, 2014 as the date of hearing and award of the construction contract.

**COUNCIL ACTION FORM**

**SUBJECT: POWER PLANT SCADA SYSTEM UPGRADE**

**BACKGROUND:**

The City of Ames Electric Services uses a Supervisory Control and Data Acquisition (SCADA) System to monitor status and control power flows, electric generation, interconnections to neighboring utilities, distribution, and transmission. Data from the SCADA is used as the basis for billing energy transactions. The existing system was installed in 2000 and had routine software updates in 2002, 2003, 2009 and 2013. In 2008 the hardware, operating system, and software were all upgraded. The SCADA system was supplied and is supported by Open Systems International Inc. (OSI) from Medina MN. And the software is based on Microsoft “.NET” technology. Advancements have continued to be made to the software and the current software version is 3 revisions newer than ours.

The primary reasons to upgrade the existing SCADA system are for reliability and maintainability. The proposed upgrades will apply to hardware, OSI Software, and the operating system. The new features will help staff keep current in a world subject to NERC operating requirements. The current software has many custom features that become increasingly difficult to maintain during an upgrade when there are large gaps in time and versions of software. The new system will transition from version 37 to version 40, and the Microsoft SQL Server will be upgraded to the latest edition. This will aid in speed (access to data for reports), programming (new features), and security. The existing version of Microsoft SQL is at “end of life” and will no longer include security patches. Upgrading ensures continued support from Microsoft. This upgrade, along with the upgrade from “gold” to “diamond” on customer support, will allow us to receive automatic updates in the future, which will save money over time.

Microsoft Windows 7 is now the new standard operating system installed on new IT computers. The existing SCADA software is only partially compatible with our business system IT managed computers.

The benefits of the proposed upgrade include, but are not limited to, the following:

- Brings our system and operating license up to date with all the latest revisions.
- Gains full compatibility with Windows 7 and possibly Windows 8 for use on City business network computers.
- Provides enhanced database and display building tools.
- Provides the audit trail required by MISO (Midwest Independent System Operator) and NERC (North American Electric Reliability Corporation) for energy transaction and reliability issues.

- Takes advantage of recent software operational improvements and security enhancements that our present software does not have.
- Positions Electric Services to better respond to anticipated NERC and MISO requirements in the near future.

**Upgrading our existing SCADA with OSI is the most practical and cost-effective way to meet the new system requirements while gaining more functionality and security. This requires a single-source purchasing arrangement with our current SCADA software supplier.**

**For these reasons, staff is requesting that the City Council waive the City's purchasing policies requiring formal competitive bids and award a contract to Open Systems International, Inc., of Medina, MN in the amount of \$121,290 for this SCADA software upgrade.** Since Open Systems International, Inc. is not licensed to collect sales taxes for the State of Iowa, the City would pay applicable Iowa sales taxes directly to the state.

**The FY 2013/14 budget includes \$136,000 for this SCADA software upgrade.**

**ALTERNATIVES:**

1. The City Council can waive the City's purchasing policy requirement for formal bidding procedures, and award a contract to Open Systems International, Inc., Medina, MN, for the Power Plant SCADA Upgrade project in the amount of \$121,290, with applicable sales taxes to be paid directly by the City.
2. The City Council can postpone the SCADA upgrade and secure competitive bids for a new system, which most likely will cost more than the system upgrade with OSI.
3. The City Council can decide to postpone the SCADA upgrade until the current system is no longer supported (portions of which occur in March of 2014), which adds to the risk of non-compliance with MISO operating requirements.

**MANAGER'S RECOMMENDED ACTION:**

The Electric Utility is required by regulatory authorities to maintain a functional SCADA system. In addition, it is in the City's best interest to improve the SCADA system in a timely and cost-effective manner. **The most effective way to complete this SCADA system upgrade is to enter into an agreement with our existing SCADA software supplier to complete the current software upgrade.**

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



# MEMO

**To:** Mayor and Members of the City Council

**From:** City Clerk's Office

**Date:** January 24, 2014

**Subject:** Contract and Bond Approval

There is no Council Action Form for Item No.   14  . Council approval of the contract and bond for this project is simply fulfilling a *State Code* requirement.

/jr

**COUNCIL ACTION FORM**

**SUBJECT: 2012/13 CYRIDE ROUTE PAVEMENT IMPROVEMENTS  
(LINCOLN WAY: FRANKLIN AVENUE TO HAYWARD AVENUE)**

**BACKGROUND:**

This is the annual program for pavement improvements to streets that are or were bus routes. These streets were originally designed and built for lighter residential traffic. With these streets designated as bus routes, accelerated deterioration of the street pavement occurred. Pavement improvements will now restore or improve these street sections to carry projected traffic volumes.

The 2012/13 program locations were Todd Drive from South Dakota Avenue to Allcott Drive, and Lincoln Way from Franklin Avenue to Hayward Avenue. **This specific project was for Lincoln Way** and involved a mill and overlay of the existing pavement, as well as sanitary sewer and storm sewer repairs identified during the design. On April 23, 2013, City Council awarded this project to Manatt's, Inc., of Ames, Iowa, in the amount \$649,697.97.

**This action will be for the City Council to approve Change Order No. 1, the balancing change order for this project in the amount of \$54,034.31. This change order includes balancing the contract quantities to the actual field installed quantities.** Major items in this change order include additional concrete patching quantities and additional asphalt surfacing quantities. Upon removal of the existing asphalt surface, a section of Lincoln Way had experienced accelerated deterioration. The deficient concrete was removed and patched and additional asphalt was required to bring the street back into profile. This brings overall construction costs to \$703,732.28

A table with the estimated funding and cost breakdown, including estimated engineering and administrative costs between the different locations, is shown below:

Engineering/Administration (estimated – overall program)	\$ 138,000.00
Todd Drive – South Dakota to Alcott (actual)	\$ 203,439.25
<b>Lincoln Way – Franklin to Hayward (actual)</b>	<b><u>\$ 703,732.28</u></b>
	\$1,045,171.53

Final acceptance of the project by City Council will be delayed until spring 2014 to ensure that vegetative restoration is well established. This program was financed in the amount of **\$1,420,000** with General Obligation (G.O.) Bonds. Remaining G.O. Bond funding can be used for future projects.



**ALTERNATIVES:**

1. Approve Change Order No. 1 in the amount of \$54,034.31 for the 2012/13 CyRide Route Pavement Improvements (Lincoln Way: Franklin Avenue - Hayward Avenue).
2. Direct staff to pursue modifications to the project.

**MANAGER'S RECOMMENDED ACTION:**

This change order will allow the project to move forward towards final acceptance and close-out preparation.

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

**COUNCIL ACTION FORM**

**SUBJECT: LIBRARY RENOVATION AND EXPANSION PROJECT –  
CHANGE ORDER NO.11 WITH A&P/SAMUELS GROUP**

**BACKGROUND:**

The City Council is being asked to approve Change Order #11 with A&P/The Samuels Group for the Library Renovation and Expansion Project. Change Order #11 provides solutions to problems in the 1940 section of the Library that were discovered after renovation work began and must be corrected to provide a solid, renovated facility. This request includes the following four tasks, which will result in an increase in the contract sum of \$229,929:

- 1) Add \$34,427 to install trench drains, new tile and sump pumps to manage groundwater infiltration in the basement of the 1940 building. Prior work to seal the exterior wall did not remediate the issue completely. This work will eliminate standing water by directing the flow into sump pumps.
- 2) Add \$62,694 for structural steel columns to provide permanent support for the floor of the future Board Room (formerly known as the Founders' Suite). The floor of the former Founders' Suite, which deflected after the shelving uprights in the room beneath it were removed, must be re-leveled and permanently supported.
- 3) Add \$17,742 to provide a temporary roof over the 1940 building while any locations in need of repair are located, and to protect the building while the new metal deck is installed.
- 4) Add \$115,066 for a new metal deck that will be attached to the steel joists of the 1940 roof to provide structural support for the new roof. Stronger decking material than presently exists in the 1940 roof is required for anchoring the new, energy-efficient roof.

A summary of the Samuels Group's contract to date appears below.

Original Contract Sum	\$12,543,350
Net changes authorized by Change Orders #1-10	\$ 233,715
Contract Sum after processing Change Order #10	\$ 12,777,065
Contract Sum increase by approval of Change Order #11	\$ 229,929
New Contract Sum including Change Order #11	\$ 13,006,994

In planning for the renovation and expansion project, the library allocated \$12,543,350 for construction costs to be borne by the single prime contractor as well as \$1,000,000

for potential change orders. As shown above, the Samuels Group's contract amount after processing Change Order #10 is now \$12,777,065, leaving \$766,285 in reserve for potential construction cost change order requests. With approval of Change Order #11, the construction cost change order allowance will be reduced to \$536,356. The Library Board of Trustees considered this request at its regular meeting on January 16<sup>th</sup>, 2014, and adopted a resolution recommending Council approval of Change Order #11 in the amount of \$229,929.

**ALTERNATIVES:**

1. Approve Change Order #11 with A&P/Samuels Group, A Joint Venture, to allow for basement waterproofing, trench drains, and sump pumps; structural repairs to the Board Room floor; a temporary rubber roof; and roof deck repair of the 1940 building for an increase in the contract sum of \$229,929.
2. Do not approve Change Order #10.

**MANAGER'S RECOMMENDED ACTION:**

The changes requested as part of Change Order #11 will address problems that were uncovered in the 1940s building as part of the ongoing renovations. The Library Renovation and Expansion project is scheduled to be completed late summer 2014.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving Library's General Contractor Change Order #11 with A&P/Samuels Group, A Joint Venture, in the amount of \$229,929.

**COUNCIL ACTION FORM**

**SUBJECT: LIBRARY RENOVATION AND EXPANSION ABATEMENT WORK  
CONTRACT – CHANGE ORDER NO. 7**

**BACKGROUND:**

The contractor hired to remove lead-based paint and asbestos for the Library renovation project is Abatement Specialties, LLC, of Cedar Rapids. Lead based paint continues to be identified with the project as renovation work moves forward. **Recently, lead-based paint was identified on a cornice that needs to be removed from the southwest corner of the 1940 building to allow for the installation of steel studs for new walls. While this job will only cost \$2,280, the cost of changes since City Council last reviewed this contract on August 27, 2013 is more than 20% of the original sum awarded.** This is calculated by adding in changes #5-6 (totaled \$9,458) and #7 (\$2,280), which is greater than 20% (\$9,931.80) of the original contract and therefore needs City Council approval.

Original Contract Sum	\$ 49,659.00
Net changes authorized by Change Orders #1-6	\$ 44,686.00
Contract Sum after processing Change Order #6	\$ 94,345.00
Contract Sum increase by approval of Change Order #7	\$ 2,280.00
New Contract Sum including Change Order #7	\$ 96,625.00

An amount of \$269,551 is presently identified as a contingency for owner expenses in the Library's project cost summary. After processing Change Order #7, the amount in reserve for other additional changes will be \$267,271. The Library's Building Project Committee reviewed this request on January 22, 2014, and now requests Council approval of Change Order #7 to the Abatement Specialties' contract in the amount of \$2,280.

**ALTERNATIVES:**

1. Approve Change Order #7 with Abatement Specialties, LLC, to allow for removal and disposal of lead-based paint on a cornice for an increase in the contract sum of \$2,280.
2. Do not approve Change Order #7.

**MANAGER'S RECOMMENDED ACTION:**

Construction debris containing lead is regulated under state and federal law, and appropriate measures must be taken to remove and dispose of it properly. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as stated above.

**COUNCIL ACTION FORM**

**SUBJECT: 2011/12 COLLECTOR STREET PAVEMENT IMPROVEMENTS – RIDGEWOOD AVENUE (13<sup>TH</sup> STREET TO 16<sup>TH</sup> 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** (13<sup>th</sup> Street to 16<sup>th</sup> Street), and **Hayes Avenue** (20<sup>th</sup> Street to 24<sup>th</sup> Street). **This specific project was for Ridgewood Avenue from 13<sup>th</sup> Street to 16<sup>th</sup> Street.** Work included removal of the street and replacement with new concrete pavement along with minor utility upgrades.

On July 24, 2012, City Council awarded the project to Con-Struct, Inc. of Ames, Iowa, in the amount of \$495,400. Three change orders were processed for this project and were administratively approved by staff in accordance with Purchasing Policies and Procedures. Change order one, in the amount of \$4,500, added in restoration of disturbed sanitary sewer services. Change order two, in the amount of \$2,481, added in minor modifications to the storm sewer system. Change order three was the balancing change order for this project in the amount of \$16,032.26. This change order reflects actual quantities installed in the field. Construction was completed in the amount of \$518,413.26. Engineering and contract administration costs totaled \$81,576, bringing overall project costs to \$599,989.

Funding for this project and program was identified in the 2011/12 Capital Improvements Plan (CIP) in the amount of \$1,898,500 from General Obligation (G.O.) Bonds, \$1,060,000 from MPO/STP funds, and \$47,500 in Sanitary Sewer funds, for total **program funding of \$3,006,050**. Remaining G.O. Bond funding can be used for future projects. The estimated breakdown of costs and funding between the different locations is shown below:

Street	Project Costs	Revenue by Source			
		G.O. Bonds	Sanitary Sewer	MPO-STP	Total
Hayes Avenue (Accepted 10-11-11)	\$493,442	\$493,442	0	0	\$493,442
<b>Ridgewood Avenue (this project)</b>	<b>\$599,989</b>	<b>\$707,485</b>	<b>0</b>	<b>0</b>	<b>\$707,485</b>
Ash Avenue (Accepted 3-26-13)	\$1,457,458	\$697,573	\$47,550	\$1,060,000	\$1,805,123
Total	\$2,550,889	\$1,898,500	\$47,550	\$1,060,000	\$3,006,050

**ALTERNATIVES:**

1. Accept the 2011/12 Collector Street Pavement Improvements - Ridgewood Avenue (13<sup>th</sup> Street to 16<sup>th</sup> Street) project as completed by Con-Struct, Inc. of Ames, Iowa, in the amount of \$518,413.26.
2. Direct Staff to pursue modifications to the project.

**MANAGER'S RECOMMENDED ACTION:**

This project was completed in accordance with the 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 as described above.

**COUNCIL ACTION FORM**

**SUBJECT: 2012/13 CYRIDE ROUTE PAVEMENT IMPROVEMENTS (TODD DRIVE/ SOUTH DAKOTA AVENUE TO ALCOTT AVENUE)**

**BACKGROUND:**

This is the annual program for pavement improvements to streets that are or were bus routes. These streets were originally designed and built for lighter residential traffic. With these streets designated as bus routes, accelerated deterioration of the street pavement occurred. Pavement improvements will now restore or improve these street sections to carry projected traffic volumes.

The 2012/13 program locations were Todd Drive (South Dakota Avenue to Alcott Avenue) and Lincoln Way (Franklin Avenue to Hayward Avenue). The work involved a mill and asphalt overlay of the existing pavement, as well as a section of full-depth pavement replacement.

On June 11, 2013, City Council awarded this project to Manatts, Inc. of Ames, Iowa in the amount of \$201,992.08. A balancing change order, in the amount of \$1,501.17, was administratively approved by staff in accordance with Purchasing Policies and Procedures. This change order reflected actual quantities installed in the field. Construction was completed in the amount of \$203,493.25.

A table with the estimated funding and cost breakdown, including estimated engineering and administrative costs between the different locations, is shown below:

Engineering/Administration (estimated – overall program)	\$ 138,000.00
<b>Todd Drive – South Dakota to Alcott (actual)</b>	<b>\$ 203,439.25</b>
Lincoln Way – Franklin to Hayward (actual)	<u>\$ 703,732.28</u>
	\$1,045,171.53

This program is financed in the amount of **\$1,420,000** with General Obligation (G.O.) Bonds. Remaining G.O. Bond funding can be used for future projects.

**ALTERNATIVES:**

1. Accept the 2012/13 CyRide Route Pavement Improvements (Todd Drive from South Dakota Avenue to Alcott Avenue) project as completed by Manatt's, Inc. of Ames, Iowa, in the amount of \$203,493.25.
2. Direct Staff to pursue modifications to this project.

**MANAGER'S RECOMMENDED ACTION:**

This project was completed in accordance with the 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 as described above.



**COUNCIL ACTION FORM**

**SUBJECT: 2012/13 DOWNTOWN STREET PAVEMENT IMPROVEMENTS  
(CLARK AVENUE – MAIN STREET TO 5<sup>TH</sup> STREET, &  
GILCHRIST STREET – LINCOLN WAY TO KELLOGG AVENUE)**

**BACKGROUND:**

The annual Downtown Street Pavement Improvements program is for rehabilitation/reconstruction of streets within the downtown area. The 2012/13 program locations were **Clark Avenue** (Main Street to 5<sup>th</sup> Street) and **Gilchrist Street** (Lincoln Way to Kellogg Avenue). The project included removal and replacement of the existing pavement, storm sewer improvements including a pervious pavement section on Gilchrist Street between Clark Avenue and Kellogg Avenue, and ornamental street lighting and a ribbon of colored concrete sidewalk on Clark Avenue to match the previously reconstructed areas of downtown.

On May 28, 2013, City Council awarded this project to Con-Struct, Inc. of Ames, Iowa, in the amount of \$551,295.70. Two change orders were processed for this project and were administratively approved by staff in accordance with Purchasing Policies and Procedures. Change order one, in the amount of \$1,920, addressed minor changes to street lighting. Change order two was the balancing change order for this project in the amount of \$24,178.48. This change order addressed additional soil stabilization measures due to soft soils and additional porous concrete along 5<sup>th</sup> Street to promote water quality, and also balanced the actual quantities installed in the field. Construction was completed in the amount of \$577,394.18. Engineering and contract administration costs totaled \$86,610, bringing **overall project costs to \$664,004.**

The project is financed in the amount of \$950,000 with General Obligation Bonds and \$50,000 in Electric Utility Funds for street lighting, bringing total available funding to \$1,000,000. Remaining G.O. Bond funding can be used for future projects.

**ALTERNATIVES:**

1. Accept the 2012/13 Downtown Street Pavement Improvements (Clark Avenue from Main Street to 5<sup>th</sup> Street and Gilchrist Street from Lincoln Way to Kellogg Avenue) project as completed by Con-Struct, Inc., of Ames, Iowa, in the amount of \$577,394.18.
2. Direct Staff to pursue modifications to the project.

**MANAGER'S RECOMMENDED ACTION:**

This project was completed in accordance with the 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 as described above.

**COUNCIL ACTION FORM**

**SUBJECT:** 2012/13 SHARED USE PATH MAINTENANCE (BLOOMINGTON ROAD  
– HOOVER AVENUE TO TAFT AVENUE)

**BACKGROUND:**

The City's shared use path transportation system has continued to expand throughout the community. These shared use paths were typically constructed with five inches of asphalt or concrete pavement. Structural failure, drainage problems, and vegetation infringement are several of the causes for the need to improve these pavements. This annual program provides for those improvements.

This specific project involved reconstruction of the shared use path on Bloomington Road from Hoover Avenue to Taft Avenue. This section was identified as a priority through an inventory of shared use path pavement conditions throughout Ames.

On March 26, 2013, City Council awarded this project to Manatt's, Inc., of Ames, Iowa, in the amount of \$67,614.45. A balancing change order, in the amount of \$7,744.24, was approved by staff in order to reflect actual quantities installed in the field, including additional vegetative restoration to improve the aesthetics of the project. Construction was completed in the amount of \$75,358.69. Total overall project costs, including engineering and contract administration, amount to **\$96,208.69**.

Funding for this project was in the amount of **\$141,220**. This includes \$50,000 from Local Option Sales Tax included in the 2012/13 Capital Improvements Plan, plus \$91,220 of Local Option Sales Tax funding carried over from previous years' allocations for shared use path maintenance. Remaining funds will be utilized for future projects.

**ALTERNATIVES:**

1. Accept the 2012/13 Shared Use Path Maintenance (Bloomington Road: Hoover Avenue - Taft Avenue) project as completed by Manatt's Inc., of Ames, Iowa, in the amount of \$75,358.69.
2. Direct staff to pursue modifications to the project.

**MANAGER'S RECOMMENDED ACTION:**

This project was completed in accordance with the 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 as described above.

**COUNCIL ACTION FORM**

**SUBJECT: 2012/13 WATER SYSTEM IMPROVEMENTS (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 four-inch supply lines, transferring water services from four-inch water mains in streets where larger water mains exist, and abandoning four-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 four-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 specific project entailed placing an eight-inch water main along East Lincoln Way from Center Avenue to 729 East Lincoln Way. The project also included transferring water services to the new eight-inch water main and abandonment of the four-inch and six-inch water main.

On March 27, 2012, City Council awarded this project to Ames Trenching and Excavating of Ames, Iowa, in the amount of \$154,686. A balancing change order, a reduction in the amount of \$1,833, was administratively approved by staff in accordance with Purchasing Policies and Procedures. This change order reflected actual quantities installed in the field. Construction was completed in the amount of \$152,853.

The 2012/13 Water System Improvements Program includes expenses as follows:

<b>East Lincoln Way Water Main Replacement (this project)</b>	<b>\$152,853.00</b>
South Wilmoth – Tripp Water Main Replacement (as bid)	\$382,958.83
Lincoln Way Water Service Transfers (actual)	\$ 90,712.97
Center Avenue Water Main Replacement (actual)	\$129,752.66
Engineering and Contract Administration (Estimated)	<u>\$135,000.00</u>
	\$891,277.46

Project funding is shown in the 2012/13 Capital Improvements Plan in the amount of **\$900,000** from the Water Utility Fund.

**ALTERNATIVES:**

1. Accept the 2012/13 Water System Improvements Program (Water Main Replacement) as completed by Ames Trenching of Ames, Iowa, in the amount of \$152,853.
2. Direct Staff to pursue modifications to the project.

**MANAGER'S RECOMMENDED ACTION:**

This project was completed in accordance with the 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 as described above.

**COUNCIL ACTION FORM**

**SUBJECT: 2012/13 WATER SYSTEM IMPROVEMENTS PROGRAM – WATER MAIN REPLACEMENT #3 (CENTER AVENUE)**

**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 specific project included placing a 12-inch water main along Center Avenue from Lincoln Way to East 2<sup>nd</sup> Street. The project also included installation of a new fire service and domestic water service to the Resource Recovery Plant that was coordinated with the Plant's fire sprinkler improvements project.

On July 23, 2013, City Council awarded this project to Ames Trenching and Excavating of Ames, Iowa, in the amount of \$118,078. A balancing change order, in the amount of \$11,674.66, was administratively approved by staff in accordance with Purchasing Policies and Procedures. This change order reflected actual quantities installed in the field including additional valve and water main work necessary to tie onto the existing water main at East 2<sup>nd</sup> Street. Construction was completed in the amount of \$129,752.66.

The 2012/13 Water System Improvements Program includes expenses as follows:

East Lincoln Way Water Main Replacement (actual)	\$152,853.00
South Wilmoth – Tripp Water Main Replacement (as bid)	\$382,958.83
Lincoln Way Water Service Transfers (actual)	\$ 90,712.97
<b>Center Avenue Water Main Replacement (this project)</b>	<b>\$129,752.66</b>
Engineering and Contract Administration (Estimated)	<u>\$135,000.00</u>
	\$891,277.46

Project funding is shown in the 2012/13 Capital Improvements Plan in the amount of **\$900,000** from the Water Utility Fund.

**ALTERNATIVES:**

1. Accept the 2012/13 Water System Improvements – Water Main Replacement #3 (Center Avenue) as completed by Ames Trenching & Excavating of Ames, Iowa, in the amount of \$129,752.66.
2. Direct Staff to pursue modifications to the project.

**MANAGER'S RECOMMENDED ACTION:**

This project was completed in accordance with the 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 as described above.

**COUNCIL ACTION FORM**

**SUBJECT: PLAT OF SURVEY FOR 1017 AND 1023 6<sup>TH</sup> STREET**

**BACKGROUND:**

Subdivision regulations for the City of Ames are included in Chapter 23 of the Ames Municipal Code. This Subdivision Code includes the process for creating or modifying property boundaries, and specifies whether any improvements are required in conjunction with the platting of property. The City also uses the Subdivision Code as means of reviewing the status of conveyance parcels, which are non-conforming lots created through a private conveyance of land, to determine if the lot is indeed a buildable lot. A Plat of Survey is a single-step review within Section 23.308 for City Council approval of minor activities, such as boundary line adjustments and conformance determination of conveyance parcels.

The properties at 1017 and 1023 6<sup>th</sup> Street are multi-family rental properties. (See Location Map – Attachment A.) **The proposed plat of survey is adjusting the boundary line by moving the line approximately 10 feet to the east. This adjustment removes an encroachment into the setbacks of the building on the west lot and results in utility service lines being on the lot which they serve.**

The owner has agreed to provide a public utility easement along the north property lines where electric lines currently exist. (See Proposed Plat of Survey – Attachment B.) The easement documents, which do not require City Council approval, will be provided before the Plat of Survey is recorded. Each of the structures will meet required setbacks of the underlying zoning district.

**ALTERNATIVES:**

1. The City Council can adopt a resolution approving the proposed plat of survey.
2. The City Council can deny the proposed plat of survey if 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.

**CITY MANAGER'S RECOMMENDED ACTION:**

Staff has determined that the proposed plat of survey satisfies all code requirements pursuant to 23.308(4)(c), and has rendered a preliminary decision to approve the proposed plat of survey.

Therefore, it is the recommendation of the City Manager that the City Council accept Alternative #1, thereby adopting the resolution approving the proposed plat of survey subject to receipt of the signed public utility easements.

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



**SUBJECT: PLAT OF SURVEY FOR 1017 AND 1023 6<sup>TH</sup> STREET**

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 site is located at:

Owners: Sixth Street 1017 LLC for 1017 6<sup>th</sup> Street  
Sixmanse Co-op, Inc. for 1023 6<sup>th</sup> Street

Assessor's Parcels: 0903425220 and 0903425230

Legal Description: All of the South 90 feet of Block 23 in College Park Addition First North to Ames, Iowa, lying West of a line projected due North from the North line of Sixth Street in Ames, Iowa, at a point 218 feet West of the intersection of the west line of Northwestern Avenue with the said North line of Sixth Street.

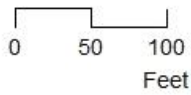
**Public Improvements:**

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

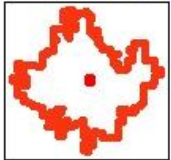
- Installed prior to creation and recordation of the official plat of survey and prior to issuance of zoning or building permits.
- Delayed, subject to an improvement guarantee as described in Section 23.409.
- Not Applicable.

Note: The official plat of survey is not 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.

**ATTACHMENT A  
LOCATION MAP**



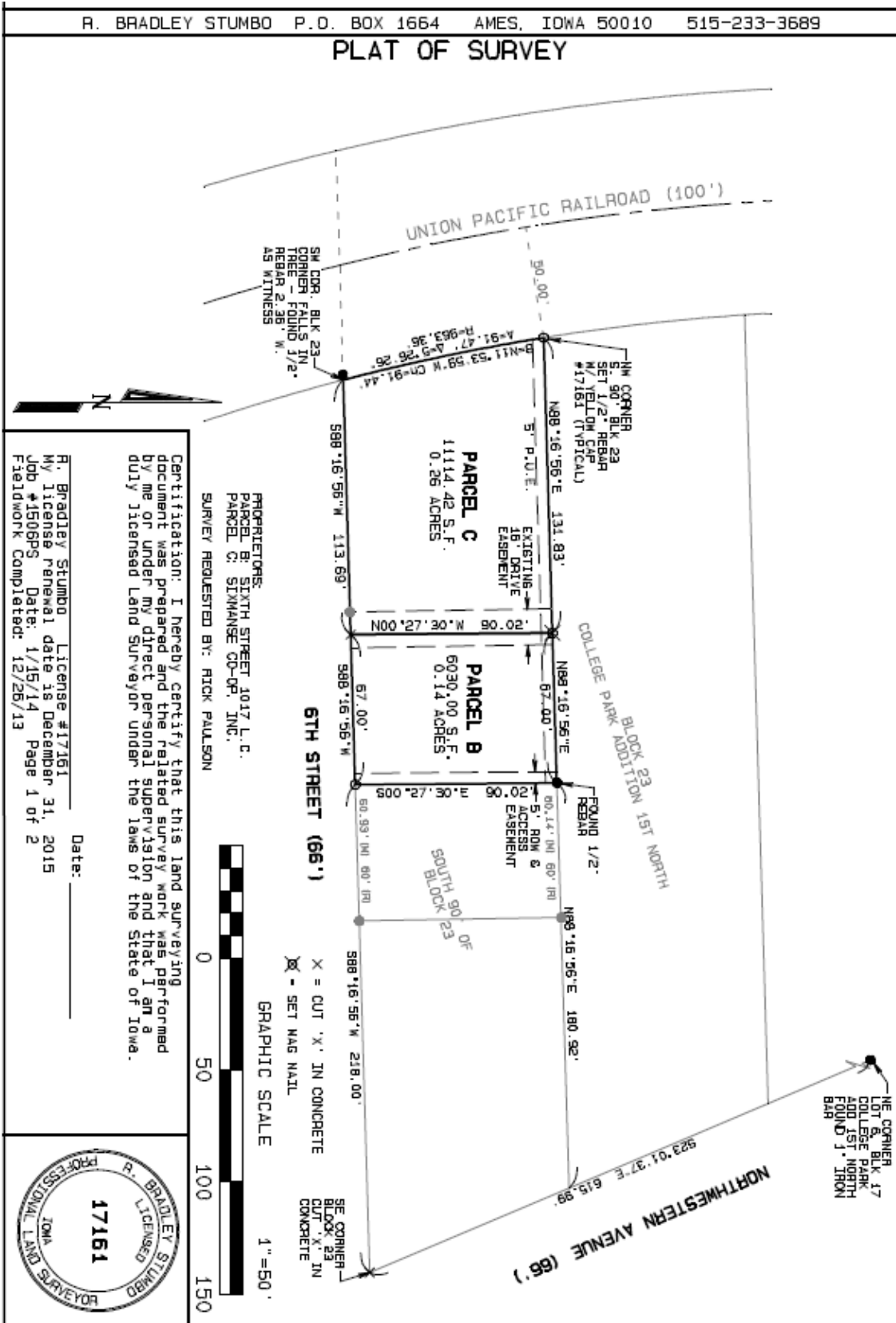
**Legend**  
[Black outline box] Subject Parcels



# ATTACHMENT B PROPOSED PLAT OF SURVEY

R. BRADLEY STUMBO P.O. BOX 1664 AMES, IOWA 50010 515-233-3689

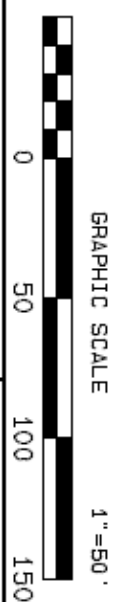
## PLAT OF SURVEY



**PROPRIETORS:**  
 PARCEL B: SIXTH STREET 1017, L.C.  
 PARCEL C: SIMMANS CO-OP, INC.  
**SURVEY REQUESTED BY:** RICK PAULSON

**CERTIFICATION:** I hereby certify that this land surveying document was prepared and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Land Surveyor under the laws of the State of Iowa.

**R. Bradley Stumbo** License #17161  
 My license renewal date is December 31, 2015  
 Job #1506PS Date: 1/15/14 Page 1 of 2  
 Fieldwork Completed: 12/26/13



**COUNCIL ACTION FORM**

**SUBJECT:** MINOR FINAL PLAT DAUNTLESS SUBDIVISION 9<sup>TH</sup> ADDITION

**BACKGROUND:**

Subdivision regulations for the City of Ames are included in Chapter 23 of the Ames Municipal Code. This Subdivision Code includes the process for creating or modifying property boundaries, and specifies whether any improvements are required in conjunction with the platting of property. Creation of new lots is classified as either a major or minor subdivision. **A Minor subdivision includes three or less lots and does not require additional public improvements. A Minor subdivision does not require a preliminary plat, and may be approved by Council as a final plat only, subject to the applicant completing the necessary requirements.** After City Council approval of the plat, it must then be recorded with the County Recorder to become an officially recognized subdivision plat.

Dakota Crossing, LLC is requesting approval of a Final Plat for a minor subdivision of the 4.90-acre property located at 4510 Mortensen Road, southeast of the intersection of Mortensen Road and South Dakota Avenue (see *Attachment A*). This a partially developed site with a gas station and a separate multi-tenant commercial building within the "CCN" (Community Commercial Node) zoning district, with the "O-GSW" (Southwest Entryway Gateway Overlay District).

The proposed Final Plat (see *Attachment B*) shows the subject site with the division of property as requested by the owner. Proposed Lot 1 includes 3.86 acres, and is a fully developed commercial site known as Dakota Crossing. Proposed Lot 2 includes 1.05 acres, and is planned for additional commercial development. The overall layout of this area relies upon a common access driveway from Mortenson and a second access from Dickinson Avenue to the west to serve the developed and undeveloped portions of this area. With this Final Plat, an ingress/egress easement 55 feet wide is proposed on the northern portion of proposed Lot 1 to provide access for proposed Lot 2 across Lot 1, and for access to the remainder of the undeveloped area. An ingress/egress easement presently exists across proposed Lot 1 near the detention pond that provides an alternate means of access to proposed Lot 2. An ingress/egress easement 30 feet wide is located on land abutting the west property line of proposed Lot 2. This easement will be used to provide access to proposed Lot 2.

All public utilities are in place to serve proposed Lot 2. Public easements for water main and underground electric lines are shown on the Final Plat for existing utilities.

Division of the existing lot establishes a property boundary between proposed Lot 1 and Lot 2 that does not presently exist. This new boundary line creates the need for

additional perimeter landscaping for existing parking spaces and drive aisles to remain in compliance with the adopted landscape and screening regulations in Article 4 of Chapter 29 of the *Municipal Code*. **To approve a Final Plat for this property, it is necessary that the property owner provide a revised landscape plan for the area of the site where the new landscaping is required (along the property boundary that separates Lot 1 and Lot 2). Since the landscaping cannot be installed in January, the property owner must provide a written cost estimate for the plants and installation, and a form of financial security (check, cash or letter of credit) for the City to hold in escrow until such time that the landscaping is installed. A date by which the landscaping must be completed must also be established. The property owner has complied with these requirements, and the landscaping is to be installed no later than May 31, 2014.**

**ALTERNATIVES:**

1. The City Council can approve the Final Plat for Dauntless Subdivision, 9<sup>th</sup> Addition. A separate landscape installation agreement has been approved by the City staff that requires the landscape installation by May 31, 2014.
2. The City Council can deny the Final Plat for Dauntless Subdivision, 9<sup>th</sup> Addition, if it finds that it does not comply with the applicable ordinances, standards or plans.
3. The City Council can refer this request back to staff or the applicant for additional information. (The *Municipal Code* requires a final decision regarding final plat approval be rendered by the City Council within 60 days of the complete application for Final Plat approval of a Minor Subdivision. City Council must approve, approve subject to conditions, or disapprove this Final Plat application no later than February 4, 2014 to meet the 60 day deadline, or have the applicant grant an extension.)

**MANAGER'S RECOMMENDATION:**

The proposed Final Plat for Dauntless Subdivision, 9<sup>th</sup> Addition, is consistent with the City's existing subdivision and zoning regulations, to other City ordinances and standards, to the City's Land Use Policy Plan, and to the City's other duly adopted plans. The granting of the cross access easements to serve allow for circulation throughout all of the area is critical to original planning for this area and the original subdivision and Site Plan approvals.

**Therefore, it is the recommendation of the City Manager that the City Council accept Alternative #1, thereby approving the Final Plat for Dauntless Subdivision, 9<sup>th</sup> Addition.**

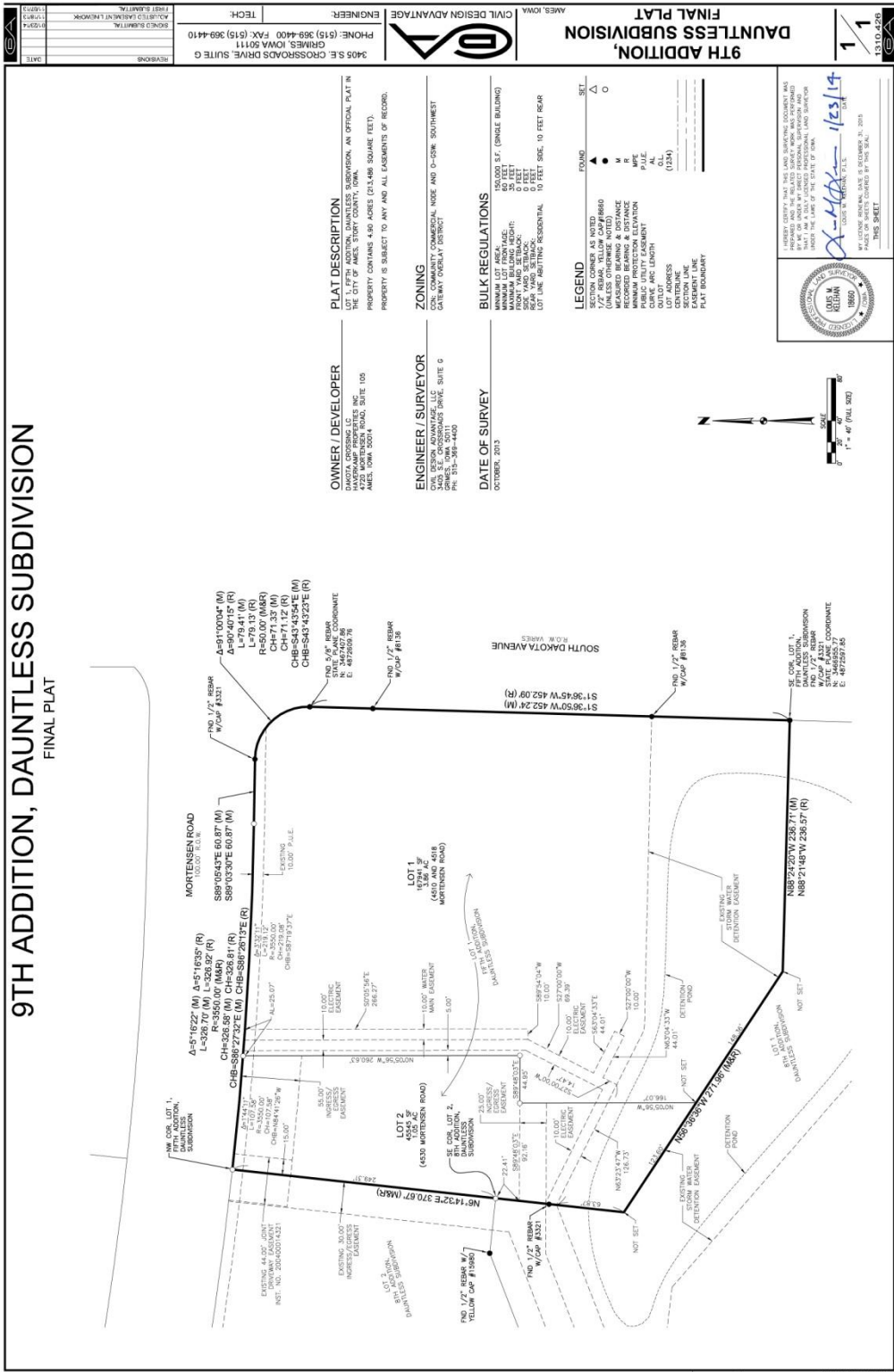
# Attachment A



**Location Map  
Dauntless  
9th Addition**



Attachment B  
Proposed Final Plat of Dauntless Subdivision, 9<sup>th</sup> Addition



## **Attachment C Applicable Laws**

The laws applicable to this case file are as follows:

*Code of Iowa*, Chapter 354.8 states in part:

A proposed subdivision plat lying within the jurisdiction of a governing body shall be submitted to that governing body for review and approval prior to recording. Governing bodies shall apply reasonable standards and conditions in accordance with applicable statutes and ordinances for the review and approval of subdivisions. The governing body, within sixty days of application for final approval of the subdivision plat, shall determine whether the subdivision conforms to its comprehensive plan and shall give consideration to the possible burden on public improvements and to a balance of interests between the proprietor, future purchasers, and the public interest in the subdivision when reviewing the proposed subdivision and when requiring the installation of public improvements in conjunction with approval of a subdivision. The governing body shall not issue final approval of a subdivision plat unless the subdivision plat conforms to sections 354.6, 354.11, and 355.8.

Ames *Municipal Code* Section 23.303(3) states as follows:

(3) City Council Action on Final Plat for Minor Subdivision:

(a) All proposed subdivision plats shall be submitted to the City Council for review and approval in accordance with Section 354.8 of the Iowa Code, as amended or superseded. Upon receipt of any Final Plat forwarded to it for review and approval, the City Council shall examine the Application Form, the Final Plat, any comments, recommendations or reports examined or made by the Department of Planning and Housing, and such other information as it deems necessary or reasonable to consider.

(b) Based upon such examination, the City Council shall ascertain whether the Final Plat conforms to relevant and applicable design and improvement standards in these Regulations, to other City ordinances and standards, to the City's Land Use Policy Plan and to the City's other duly adopted plans. If the City Council determines that the proposed subdivision will require the installation or upgrade of any public improvements to provide adequate facilities and services to any lot in the proposed subdivision or to maintain adequate facilities and services to any other lot, parcel or tract, the City Council shall deny the Application for Final Plat Approval of a Minor Subdivision and require the Applicant to file a Preliminary Plat for Major Subdivision.



**COUNCIL ACTION FORM**

**SUBJECT: MAJOR FINAL PLAT FOR NORTHRIDGE HEIGHTS SUBDIVISION 16<sup>TH</sup> ADDITION**

**BACKGROUND:**

The City's subdivision regulations are included in Chapter 23 of the Ames Municipal Code. This "Subdivision Code" includes the process for creating or modifying property boundaries, and specifies whether any improvements are required in conjunction with the platting of property. The creation of new lots is classified as either a major or minor subdivision, with a major subdivision requiring a two step platting process to finalize the creation of new lots. The "Preliminary Plat" is first approved by the City Council, and identifies the layout of the subdivision and any necessary or required public improvements. Once the applicant has completed the necessary requirements, including provision of required public improvements or provision of financial security for their completion, an application for a "Final Plat" may then be made for City Council approval. After City Council approval of the Final Plat, it must then be recorded with the County Recorder to become an officially recognized subdivision plat.

The property owner for the Northridge Heights Subdivision 16<sup>th</sup> Addition, Uthe Development Company, is now requesting approval of a Final Plat. This proposed subdivision phase is on 30.06 acres and includes 25 residential lots for single-family detached homes, one 19-acre outlot for the future construction of residential lots, an extension of Stange Road, and the construction of Danbury Road and Brighton Circle (*see Attachments A & B*).

After reviewing the proposed Final Plat, staff believes it complies with the approved the Preliminary Plat, adopted plans, and all other relevant design and improvement standards required by the Municipal Code, including provision of needed financial security and a sidewalk and street tree deferment agreement.

Public improvements are required for this subdivision. The public utilities, curb and gutter for streets, and the base asphalt paving have all been installed, inspected by the Public Works engineering staff, and found to meet City specifications and standards.

Financial security, in the form of a Letter of Credit in the amount of \$66,465, has been received and placed on file with the City Clerk's Office for the remaining public improvements for the 16<sup>th</sup> Addition. These remaining public improvements include an additional layer of asphalt surfacing, street lighting, pedestrian ramps, and erosion control. As part of the final plat submittal, an "Agreement for Public Improvements" has been included for recording with the approved Final Plat, which requires the owner to construct the remaining public improvements. The Letter of Credit will be released upon satisfactory completion of these public improvements.

There is no financial security on file with the City Clerk's office for sidewalks or street trees. The applicant has requested a waiver of this condition and provided an agreement for their installation. As an alternative to installing sidewalks before lots are platted and homes are constructed, Section 23.403 (14) allows deferment of sidewalks with financial security when installation is considered premature. Notwithstanding this requirement for financial security, the City Council's past practice has been to accept a signed, written agreement for sidewalk and street trees from the owner specifying that, in lieu of financial security, occupancy of new structures will not be permitted by the City until the sidewalks and street trees associated with each individual lot are installed. Consistent with this practice, the City Council may wish to waive this condition and allow sidewalks and street trees to be deferred until occupancy of structures on abutting sites.

### **ALTERNATIVES:**

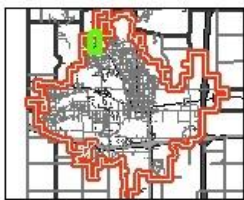
1. The City Council can take the following two actions:
  - A. Waive the subdivision code requirement for financial security for sidewalks and street trees in the Northridge Heights 16<sup>th</sup> Addition, since the Developer has signed the "Agreement for Sidewalk and Street Trees" requiring the installation of these improvements prior to occupancy or within 24 months of issuance of a building permit; and,
  - B. Approve the Final Plat of Northridge Heights Subdivision, 16<sup>th</sup> Addition, based upon the findings and conclusions stated above.
2. The City Council can deny the Final Plat for Northridge Heights 16th Addition if it finds that the development creates a burden on existing public improvements or creates a need for new public improvements that have not yet been installed.
3. The City Council can refer this request back to staff or the applicant for additional information. (The *Municipal Code* requires a final decision regarding final plat approval be rendered by the City Council within 60 days of the complete application for Final Plat approval of a Major Subdivision. City Council must approve, approve subject to conditions, or disapprove this Final Plat application no later than March 11, 2014 to meet the 60 day deadline.)

### **MANAGER'S RECOMMENDED ACTION:**

Staff has evaluated the proposed final subdivision plat and determined that the proposal is consistent with the Preliminary Plat approved by City Council and that the plat conforms to the adopted ordinances and policies of the City of Ames as required by Code.

**Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative #1 as described above, approving the Final Plat with a financial security to complete the remaining public improvements and an agreement for deferral of installation of sidewalks and street trees.**

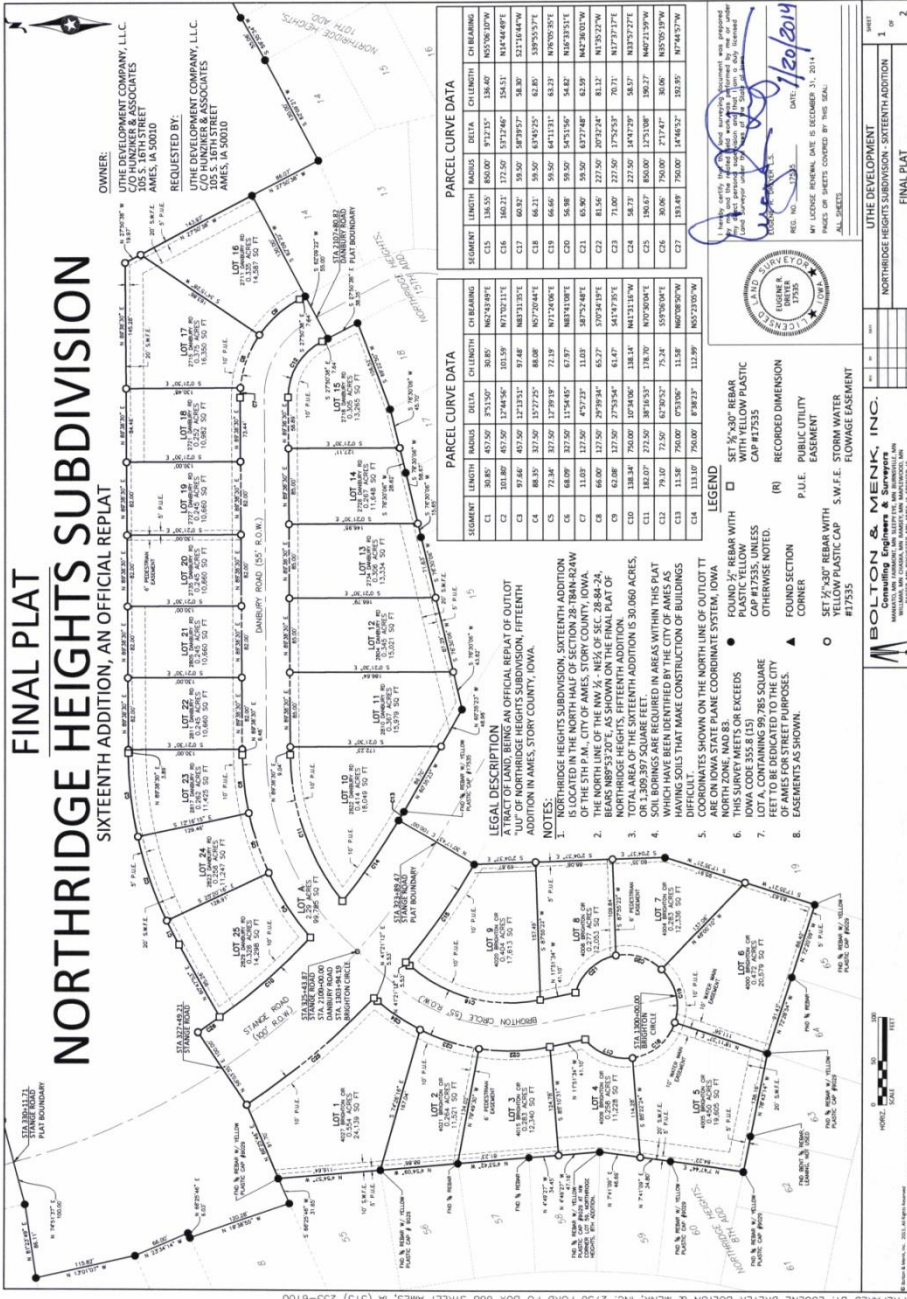
# Attachment A



**Location Map  
Northridge Heights  
16th Addition**



# Attachment B



## FINAL PLAT NORTH RIDGE HEIGHTS SUBDIVISION SIXTEENTH ADDITION, AN OFFICIAL REPLAT

OWNER:  
UTHE DEVELOPMENT COMPANY, L.L.C.  
C/O HUNZIKER & ASSOCIATES  
105 S. 16TH STREET  
AMES, IA 50010

REQUESTED BY:  
UTHE DEVELOPMENT COMPANY, L.L.C.  
C/O HUNZIKER & ASSOCIATES  
105 S. 16TH STREET  
AMES, IA 50010

SEGMENT	LENGTH	BEARING	DELTA	CH. LENGTH	CH. BEARING
C15	184.55	80.00	97.23	338.47	N07506107W
C16	160.21	172.50	57.32	324.53	N14244897E
C17	60.82	50.50	58.93	58.80	S21154497W
C18	66.21	50.50	43.93	52.80	S3935327E
C19	66.66	50.50	44.13	63.27	N7820395E
C20	56.90	50.50	47.51	64.87	N4233251E
C21	61.56	227.50	29.24	63.29	N4236207W
C22	71.00	227.50	29.24	81.27	N732327E
C23	58.73	227.50	14.72	58.57	N8793277E
C24	30.06	750.00	7.17	30.06	N2520197W
C25	151.49	750.00	14.63	152.05	N7445270W

SEGMENT	LENGTH	BEARING	DELTA	CH. LENGTH	CH. BEARING
C1	30.80	47.50	27.50	38.00	N0243497E
C2	101.80	47.50	127.50	101.50	N0730211E
C3	97.46	47.50	127.50	97.46	N0231205E
C4	88.35	37.50	127.50	88.00	N0720447E
C5	72.34	37.50	127.50	72.50	N0725009E
C6	68.09	37.50	117.50	67.97	N0719108E
C7	11.00	127.50	47.23	11.00	S0725248E
C8	66.00	127.50	29.93	65.27	S0949197E
C9	62.08	127.50	29.93	61.47	S4147937E
C10	118.34	760.00	107.00	118.34	N4131157W
C11	182.07	72.50	62.93	178.20	N0230004E
C12	79.10	72.50	62.93	75.24	S0920047E
C13	11.58	760.00	0.93	11.58	N0270050W
C14	111.10	760.00	0.93	112.00	N0232007W

**LEGAL DESCRIPTION**  
AN OFFICIAL REPLAT OF OUTLOT 7 OF NORTH RIDGE HEIGHTS SUBDIVISION, FIFTEENTH ADDITION IN AMES, STORY COUNTY, IOWA.

**NOTES:**

- NORTH RIDGE HEIGHTS SUBDIVISION, SIXTEENTH ADDITION IS THE CITY OF AMES, STORY COUNTY, IOWA.
- THE NORTH LINE OF THE NW 1/4, MEAS. OF SEC. 28-84-24, BEARS 88°53'20" E, AS SHOWN ON THE FINAL PLAT OF NORTH RIDGE HEIGHTS SUBDIVISION, FIFTEENTH ADDITION IN AMES, STORY COUNTY, IOWA.
- TOTAL AREA OF THE SIXTEENTH ADDITION IS 30.060 ACRES.
- SOIL BORINGS ARE REQUIRED IN AREAS WITHIN THIS PLAT HAVING SOILS THAT MAKE CONSTRUCTION OF BUILDINGS DIFFICULT.
- COORDINATES SHOWN ON THE NORTH LINE OF OUTLOT 7 ARE BASED ON THE IOWA COORDINATE SYSTEM, IOWA NORTH ZONE, NAD 83.
- THIS SURVEY MEETS OR EXCEEDS THE REQUIREMENTS OF IOWA CODE 330.8 (15) FOR A PUBLIC UTILITY RIGHT-OF-WAY.
- FEET TO BE DEDICATED TO THE CITY OF AMES FOR STREET PURPOSES.
- ASSESSMENTS AS SHOWN.



SET 1/2"-30" BEARS WITH YELLOW PLASTIC WITH YELLOW CAP #17535, UNLESS OTHERWISE NOTED.

FOUND SECTION CORNER

P.U.E. PUBLIC UTILITY EASEMENT

SET 1/2"-30" BEARS WITH YELLOW PLASTIC CAP #17535, UNLESS OTHERWISE NOTED.

S.W.F.E. STORM WATER FLOWAGE EASEMENT #17535

DATE: 1/20/2014

BY: [Signature]

FOR: [Signature]

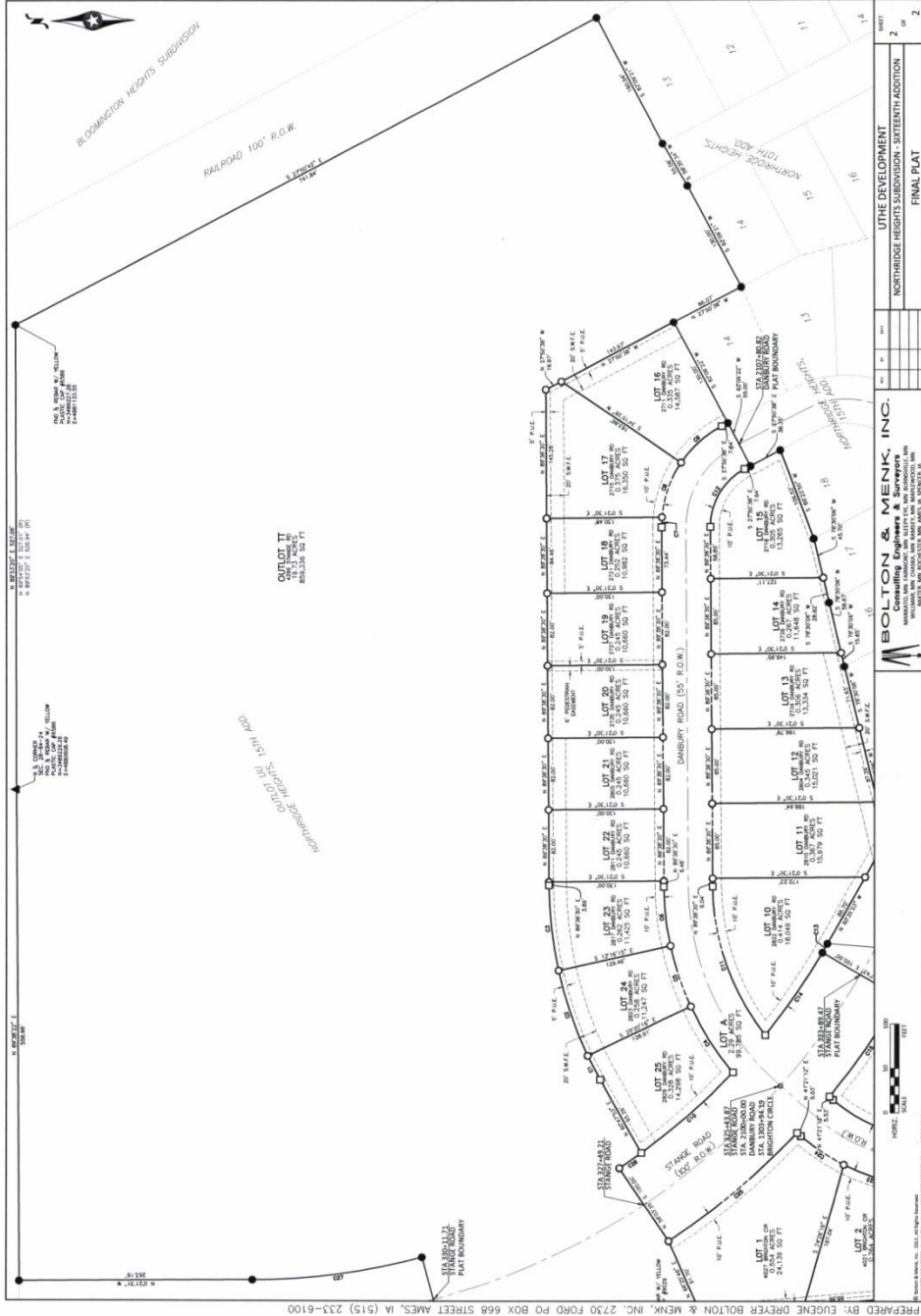
PREPARED BY: EUCENE GREYER BOLTON & MENK, INC., 2730 FORD RD BOX 668 STREET AMES, IA (515) 233-6100

UTHE DEVELOPMENT  
NORTH RIDGE HEIGHTS SUBDIVISION - SIXTEENTH ADDITION

FINAL PLAT

1 of 2

# Attachment B



## **Attachment C**

### **Applicable Laws and Policies Pertaining to Final Plat Approval**

Adopted laws and policies applicable to this case file include, but are not limited to, the following:

*Code of Iowa*, Chapter 354.8 states in part:

A proposed subdivision plat lying within the jurisdiction of a governing body shall be submitted to that governing body for review and approval prior to recording. Governing bodies shall apply reasonable standards and conditions in accordance with applicable statutes and ordinances for the review and approval of subdivisions. The governing body, within sixty days of application for final approval of the subdivision plat, shall determine whether the subdivision conforms to its comprehensive plan and shall give consideration to the possible burden on public improvements and to a balance of interests between the proprietor, future purchasers, and the public interest in the subdivision when reviewing the proposed subdivision and when requiring the installation of public improvements in conjunction with approval of a subdivision. The governing body shall not issue final approval of a subdivision plat unless the subdivision plat conforms to sections 354.6, 354.11, and 355.8.

#### *Ames Municipal Code Section 23.302*

(10) City Council Action on Final Plat for Major Subdivision:

(a) All proposed subdivision plats shall be submitted to the City Council for review and approval. Upon receipt of any Final Plat forwarded to it for review and approval, the City Council shall examine the Application Form, the Final Plat, any comments, recommendations or reports examined or made by the Department of Planning and Housing, and such other information as it deems necessary or reasonable to consider.

(b) Based upon such examination, the City Council shall ascertain whether the Final Plat conforms to relevant and applicable design and improvement standards in these Regulations, to other City ordinances and standards, to the City's Land Use Policy Plan and to the City's other duly adopted plans.

(c) The City Council may:

(i) deny any subdivision where the reasonably anticipated impact of such subdivision will create such a burden on existing public improvements or such a need for new public improvements that the area of the City affected by such impact will be unable to conform to level of service standards set forth in the Land Use Policy Plan or other capital project or growth management plan of the City until such time that the City upgrades such public improvements in accordance with schedules set forth in such plans; or,

(ii) approve any subdivision subject to the condition that the Applicant contribute to so much of such upgrade of public improvements as the need for such upgrade is directly and proportionately attributable to such impact as determined at the sole discretion of the City. The terms, conditions and amortization schedule for such contribution may be incorporated within an Improvement Agreement as set forth in Section 23.304 of the Regulations.

(d) Prior to granting approval of a major subdivision Final Plat, the City Council may permit the plat to be divided into two or more sections and may impose such conditions upon approval of each section as it deems necessary to assure orderly development of the subdivision.

(e) Following such examination, and within 60 days of the Applicant's filing of the complete Application for Final Plat Approval of a Major Subdivision with the Department of Planning and Housing, the City Council shall approve, approve subject to conditions, or disapprove the Application for Final Plat Approval of a Major Subdivision. The City Council shall set forth its reasons for disapproving any Application or for conditioning its approval of any Application in its official records and shall provide a written copy of such reasons to the developer. The City Council shall pass a resolution accepting the Final Plat for any Application that it approves.

*(Ord. No. 3524, 5-25-99)*

**COUNCIL ACTION FORM**

**SUBJECT: MARY GREELEY MEDICAL CENTER HOPE RUN**

**BACKGROUND:**

Mary Greeley Medical Center is sponsoring the 14<sup>th</sup> Annual Hope Run for Hospice on Saturday, June 14, 2014, beginning at 8:00 a.m. The event includes 5k and 1 mile running events, and a Hope Run Jr. event. In previous years, over 600 runners and 100 volunteers have participated in the event. The route will affect portions of Mortensen Road, State Avenue, Lettie Street, Wilmoth Avenue, Tripp Street, Dotson Drive, Baughman Road, Beedle Drive, Lincoln Swing, Abraham Drive, and Cochrane Parkway.

In order to facilitate the safe movement of participants, temporary street closures are needed on June 14, 2014, as follows:

- Mortensen Road between Seagrave Blvd. and State Avenue from approximately 7:00 a.m. until approximately 8:15 a.m.
- State Avenue between Mortensen Road and Arbor Street from approximately 7:00 a.m. until approximately 9:00 a.m.

In addition, closures are also need on the following streets from 7:00 a.m. to approximately 9:30 a.m.:

- Lettie Street, from State Avenue to S Wilmoth Avenue
- S Wilmoth Avenue, from Lettie Street to Tripp Street
- Tripp Street, from S Wilmoth Avenue to Beedle Drive
- Beedle Drive, from Aplin Road to Lincoln Swing
- Lincoln Swing, from Beedle Drive to Abraham Drive
- Abraham Drive, from Lincoln Swing to the shared use path
- Cochrane Parkway, from the shared use path to Beedle Drive

A waiver of the Road Race fee of \$25 has also been requested by the event organizers. Mary Greeley Medical Center operates as a non-profit entity.

Event organizers will notify residents and businesses affected by the closure by sending letters and posting flyers in the area prior to the race. Public Works will provide barricades and traffic cones to facilitate the road closures, and volunteers recruited by Mary Greeley will staff them. Additionally, Public Works staff will place digital signboards in the area during the week prior to notify residents of the event.

**ALTERNATIVES:**

1. Approve the various road closures and waiver of Road Race fee as requested by Mary Greeley Medical Center.
2. Deny the requests from Mary Greeley Medical Center and direct staff to work with organizers to find an alternative location for the event.

**MANAGER'S RECOMMENDED ACTION:**

Mary Greeley Medical Center's Hope Run for Hospice is a worthwhile philanthropic event for the Ames community. City Council approval is necessary in order for this event to occur as planned.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the requests for the Hope Run described above.





January 23, 2014

Dear Ames City Council Members:

The 14th Annual Hope Run for Hospice is scheduled for Saturday, June 14, at the Ames Middle School. In 2013 we had a record 600+ participants and more than 100 volunteers, raising more than \$30,000 in funds and in-kind support for the Israel Family Hospice House. This is a great community event that will continue to grow in years to come.

In order to facilitate the movement of the participants, we respectfully request temporary street closures June 14, 2014, for the following arterial streets:

- Mortensen Road between Seagrave Blvd. and State Avenue from 7:00 a.m. until approximately 8:15 a.m.
- State Avenue between Mortensen Road and Arbor Street from 7:00 a.m. until approximately 9:00 a.m.

and the following streets from 7:00 a.m. to approximately 9:00 a.m.:

- Lettie Street, from State Avenue to S Wilmoth Avenue
- S Wilmoth Avenue, from Lettie Street to Tripp Street
- Tripp Street, from S Wilmoth Avenue to Beedle Drive
- Beedle Drive, from Aplin Road to Lincoln Swing
- Lincoln Swing, from Beedle Drive to Abraham Drive
- Abraham Drive, from Lincoln Swing to the multi-purpose trail (until 9:30 a.m.)
- Cochrane Parkway, from multi-purpose trail to Beedle Drive (until 9:30 a.m.)

Additionally, we respectfully request a waiver of the \$25 Road Race fee in support of this great fundraiser for our local hospice house.

Again, thank you for your continued support of the Hope Run for Hospice. Please contact me if you have any questions or concerns at 515-239-2158 or [hammesdodge@mgmc.com](mailto:hammesdodge@mgmc.com).

Sincerely,

Andrea Hammes Dodge  
Senior Development Coordinator

P.S. I hope to see you on Saturday, June 14 for this year's Hope Run for Hospice – runners and walkers of all abilities are encouraged to participate! Please visit [www.mgmc.org/hoperun](http://www.mgmc.org/hoperun) for more information.

**Applicant**

<b>Name of Applicant:</b>	<u>BISWAS ENTERPRISES, LLC</u>		
<b>Name of Business (DBA):</b>	<u>INDIAN DELIGHTS EXPRESS</u>		
<b>Address of Premises:</b>	<u>120 WELCH AVENUE,</u>		
<b>City:</b> <u>Ames</u>	<b>County:</b> <u>Story</u>	<b>Zip:</b> <u>50014</u>	
<b>Business Phone:</b>	<u>(515) 203-0896</u>		
<b>Mailing Address:</b>	<u>304 BEEDLE DRIVE</u>		
<b>City:</b> <u>AMES</u>	<b>State:</b> <u>IA</u>	<b>Zip:</b> <u>50014</u>	

**Contact Person**

<b>Name:</b>	<u>DIPAK BISWAS</u>		
<b>Phone:</b>	<u>(515) 203-0896</u>	<b>Email Address:</b>	<u>biswasdipak@hotmail.com</u>

**Classification:** Class B Beer (BB) (Includes Wine Coolers)

**Term:** 12 months

**Effective Date:** 02/01/2014

**Expiration Date:** 01/31/2015

**Privileges:**

Class B Beer (BB) (Includes Wine Coolers)

**Status of Business**

<b>BusinessType:</b>	<u>Limited Liability Company</u>		
<b>Corporate ID Number:</b>	<u>363927</u>	<b>Federal Employer ID #</b>	<u>26-2691122</u>

**Ownership**

**DIPAK BISWAS**

**First Name:** DIPAK

**Last Name:** BISWAS

**City:** AMES

**State:** Iowa

**Zip:** 50014

**Position** OWNER

**% of Ownership** 100.00 %

**U.S. Citizen**

**Insurance Company Information**

<b>Insurance Company:</b>	<u>Auto Owners Insurance Company</u>		
<b>Policy Effective Date:</b>		<b>Policy Expiration Date:</b>	
<b>Bond Effective Continuously:</b>		<b>Dram Cancel Date:</b>	
<b>Outdoor Service Effective Date:</b>		<b>Outdoor Service Expiration Date:</b>	
<b>Temp Transfer Effective Date:</b>		<b>Temp Transfer Expiration Date:</b>	

<b>Ames Police Department</b> <b>Liquor License Renewal Criteria Form</b>
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Business name: Charlie Yoke'sReport Date: January 17, 2014Address: 2518 Lincoln Way, recently transferred from 2430 Lincoln WayReview Period: 01-15-2013 to 01-15-20141 of 1: Number of quarterly alcohol meetings attended during twelve-month renewal period.33: Number of citations issued during twelve-month renewal period.50: Number of calls for service at the business during twelve-month renewal period.1: Number of fire code violations during twelve-month renewal period.100%: Percentage of employees who have attended police ID training during twelve-month renewal period.

List of any additional precautions employed by the business to assist in preventing underage on premise or consumption:

<input type="checkbox"/> Electronic ID handheld	<input type="checkbox"/> Additional Training _____
<input type="checkbox"/> ALS (Alternative Light Sources	<input type="checkbox"/> Alarms

Other: \_\_\_\_\_

Incentives for confiscated DLs  Yes  No

Level of cooperation extended to police by bar employees:

 High  Medium  Low

High Level of Cooperation – Responds to requests for improvements made by the Police Department or Inspections as soon as possible. Calls for assistance where appropriate before the situation gets “out of hand”. High attendance at ID training. Fake Ids turned over to Police Department.

Low Level of Cooperation – Does not respond to reasonable requests made by the Police Department or Inspections. Lets problems get out of hand before calling for help. Low or no attendance at ID training. No effort to seize fake Ids.

Average Occupancy:

 High  Medium  Low

High: At or near capacity each night of operation

Medium: At capacity on some nights and fewer patrons on other nights

Low: Rarely at capacity

Occupancy

High

Medium

Low

High – 200-300 Fire Code Occupancy

Medium – 100 – 200 Fire Code Occupancy

Low – Under 100 Fire Code Occupancy

Fire Inspection Comments: The new facility is limited to occupant load of 240 based on limited toilet facilities.

Building Inspection Comments: None.

#### Additional Comments

Charlie Yoke's is a relatively new liquor establishment in Campustown. The owners are Jason Crimmins and Mike Roberts. In addition to Charlie Yoke's, they also own Blue Owl Bar and the Dinkey Café.

Starting in March 2013, our department started to respond to an increasing number of calls for service in and around Charlie Yoke's. These calls were specifically related to intoxicated persons and disorderly conduct/assault. During this same time, the number of liquor violations that were found at the bar started to increase. On most weekends, Charlie Yoke's was operating at its allowed capacity per fire code, 367 persons.

During the summer, there were additional violations that continued to occur. There were also ongoing problems related to outdoor sound from the premises that exceeded limits allowed in the City Code. Generally, bar employees were cooperative with officers during these contacts and worked with us to resolve problems. That was not always true when we encountered Mr. Roberts. Mr. Roberts was issued three municipal infractions for noise violations due to speakers located on the outside of the premises. The problem was later corrected and there have not been issues related to noise since that time.

We continued to see a consistent pattern of calls for service at Charlie Yoke's when the fall semester began. During this time we cited the bar for overcrowding in violation of their authorized capacity of 367 people. We also cited a minor, off-duty employee for on premises and possession of alcohol underage as a patron of Charlie Yoke's.

On October 30, 2013, Assistant City Attorney Jessica Spoden, Sergeant Mike Arkovich, Commander Jason Tuttle, and I met with Mr. Crimmins and Mr. Roberts at the Ames Police Department. We discussed the performance of Charlie Yoke's to date and that it was going to be very difficult for the Police Department to recommend renewal with the number of violations that had been occurring. We also talked about ways to deal with some of the operational challenges that Charlie Yoke's was facing.

We received an e-mail the next day from Mr. Crimmins outlining a corrective action plan. Mr. Crimmins outlined 11 steps in the plan that Charlie Yoke's would take to hold employees accountable internally, and thereby ensuring compliance with City Ordinances and the Iowa Code. The plan was a well thought-out solution to several of the problems that Charlie Yoke's was facing.

I am pleased to report to you that our calls for service have declined to near zero for Charlie Yoke's since their plan has been in effect. We have identified only one liquor law violation since that time as well. Since our meeting, we have communicated more regularly and seen a definite improvement in the level of cooperation that we are receiving from the owners.

Charlie Yoke's recently transferred their license from 2430 Lincoln Way to 2518 Lincoln Way. They opened for business in their new location on January 16, 2014. I will update you at renewal time about how the new location is working out.

**Because of the effort and cooperation that Mr. Crimmins and Mr. Roberts have shown since our meeting in October, the Police Department is recommending approval of a 6-month liquor license. We have seen good progress since October, but want to be sure that Charlie Yoke's continues to be compliant. A 6-month license puts them back in front of you in July with a summary of their performance for the spring semester and most of summer. With a continued pattern of compliance, we would be prepared to recommend a 12-month renewal at that time.**

Police Department's liquor license renewal recommendation – 6-month:  YES /  NO

Report Submitted by: Lt. Jeff Brinkley #864

#	Establishment	Date	Report #	Violation	Person Cited
1	AJ's Ultra Lounge	3/3/2013	13-001080	On Premises (called in by bar)	Vieths, Natalie B
2	AJ's Ultra Lounge	4/14/2013	13-001826	Overcrowding	warning to Lee
1	Café Beaudelaire	12/11/2013	13-006371	Serving Intoxicated Person	Bottenfield, Nicholas
1	Café Mood	4/5/2013	13-001676	Liquor License Inspection	warning to Nijem, Fadi
2	Café Mood	4/13/2013	13-001799	On Premises	Nelson, Laura
3	Café Mood	6/25/2013	13-003208	Minor Consuming on Premises - Employee	warning to Nijem, Fadi
4	Café Mood	7/26/2013	13-003717	Noise	Nijem, Fadi
5	Café Mood	8/17/2013	13-004085	On Premises/PAULA	Aug, Miranda
6	Café Mood	8/17/2013	13-004085	On Premises/PAULA	Peterson, Rebecca
7	Café Mood	8/17/2013	13-004085	Fail to Prevent Consumption/Allow Minor on Premises	Singh, Harmit
8	Café Mood	9/8/2013	13-004595	Serious Assault/Disorderly Conduct	Meeks, Stormy
9	Café Mood	9/8/2013	13-004595	Serious Assault/Disorderly Conduct	Tellez, Casey
10	Café Mood	9/8/2013	13-004595	Serious Assault/Disorderly Conduct	Kesler, Melanie
11	Café Mood	10/5/2013	13-005151	On Premises	Mosley, Kalen
12	Café Mood	12/12/2013	13-006394	Selling Alcohol to Minors	Stephenson, Rebecca
1	Casey's - S Duff	11/2/2013	13-005690	Selling Alcohol to Minors	Holsinger, James
1	Charlie Yoke's	3/1/2013	13-001048	On Premises	Corbin, Chloe
2	Charlie Yoke's	3/1/2013	13-001048	On Prem/Intox/Fake ID	Moellers, Tara C
3	Charlie Yoke's	3/1/2013	13-001048	On Prem/Intox/Fake ID	Cummings, Mark Q
4	Charlie Yoke's	3/1/2013	13-001048	On Premises	Spears, Miranda S
5	Charlie Yoke's	3/15/2013	13-001337	On Premises	Vieths, Natalie B
6	Charlie Yoke's	4/28/2013	13-002202	Intox	Swomley, Nicole
7	Charlie Yoke's	5/3/2013	13-002287	Noise	Roberts, Michael
8	Charlie Yoke's	5/10/2013	13-002419	Noise	Roberts, Michael
9	Charlie Yoke's	5/25/2013	13-002682	Noise	VanJaarsveld, Chris
10	Charlie Yoke's	5/25/2013	13-002683	Intox	Harrison, Cole
11	Charlie Yoke's	6/1/2013	13-002798	On Premises	Whitlock, Meredith
12	Charlie Yoke's	6/7/2013	13-002895	On Premises	Anderson, Kara
13	Charlie Yoke's	6/28/2013	13-003266	Noise - 2nd	Roberts, Michael
14	Charlie Yoke's	7/21/2013	13-003638	On Premises/PAULA	Pfenning, Alaina

#	Establishment	Date	Report #	Violation	Person Cited
15	Charlie Yoke's	7/21/2013	13-003639	Intox	Fandel, Keith
16	Charlie Yoke's	8/17/2013	13-004086	On Premises	Johnson, Peighton
17	Charlie Yoke's	8/22/2013	13-004195	On Premises	Christopher, Cheyenne
18	Charlie Yoke's	8/31/2013	13-004418	On Premises	Guse, Shelby
19	Charlie Yoke's	9/15/2013	13-004762	Overcrowding	Roberts, Michael
20	Charlie Yoke's	9/29/2013	13-005032	On Premises	Kelly, Brennan
21	Charlie Yoke's	9/29/2013	13-005037	Intox	Philogene, Jeff
22	Charlie Yoke's	9/29/2013	13-005038	Intox	Tucker, Duane
23	Charlie Yoke's	10/18/2013	13-005361	On Premises	McDonald, Samantha
24	Charlie Yoke's	10/18/2013	13-005361	On Premises	Tucker, Lauren
25	Charlie Yoke's	10/18/2013	13-005363	Intox/CCW/Possession of Prescription Drugs	Sparks, Robert
26	Charlie Yoke's	10/25/2013	13-005488	On Premises/PAULA - Employee	Eccles, Marykate
27	Charlie Yoke's	12/12/2013	13-006395	Selling Alcohol to Minors	Corbin, Chloe
1	Cy's Roost	8/23/2013	13-004216	Overcrowding	Peterson, Michael
2	Cy's Roost	9/14/2013	13-004759	Overcrowding	Peterson, Michael
3	Cy's Roost	12/11/2013	13-006369	Serving Intoxicated Person	Huber, Mark
1	Dangerous Curves	1/5/2013	13-000076	Lap Dance Ordinance Violation	Miller, Elysia Eirene
2	Dangerous Curves	7/14/2013	13-003520	Lap Dance Ordinance Violation	Schaffer, Kinley
1	Es Tas	3/15/2013	13-001338	On Premises	Grinvalds, Andrew
2	Es Tas	4/26/2013	13-002201	On Premises	Nash, Kelsie
1	Joe's Pizza	7/19/2013		Consumption on Unlicensed Premises	warning to Joe
1	Kmart	11/2/2013	13-005688	Selling Alcohol to Minors	Murph, Kadedra
1	Kum & Go - Duff	11/2/2013	13-005684	Selling Alcohol to Minors	Graham, Kentry
1	Mickey's	6/12/2013	13-002990	On Premises/Intox/Fake ID	Probst, Alexa
2	Mickey's	6/12/2013	13-002990	On Premises	Smejkal, Haleigh
3	Mickey's	6/27/2013	13-003237	Overcrowding	Mickey's Irish Pub
1	Outlaws	1/19/2013	13-000311	Serving After Hours	Jennings, Stacey Mitchell
2	Outlaws	3/8/2013	13-001181	Intox	Arter, Brienne
1	Paddy's Irish Pub	1/24/2013	13-000429	Overcrowding	Ishmael, Kyle Andrew
1	Sips	10/5/2013	13-005149	On Premises	Harris, Kayla






**From:** "Charlie Yoke's" <charlieyokes@gmail.com>  
**To:** Jeff A Brinkley <JBrinkley@city.ames.ia.us>, jtuttle@city.ames.ia.us, markovich@city.ames.ia.us, Chris Van <cvanjy@gmail.com>

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**Date:** Thursday, October 31, 2013 12:12  
**Subject:** Charlie Yoke's Corrective Action Plan

History:  This message has been replied to.

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Hello All.

I want to start by saying that I appreciate you all taking the time to meet with Mike and I yesterday. It has always been our goal to be a pillar of the Campustown community and a standard to which you as well as the general public can hold other bars. Due to my own ignorance, we are falling short of that goal and I want to apologize and let you know the corrective action steps that we will be implementing immediately to remedy this.

1. We have recently taken Chris Van Jaarsveldt out from behind the bar on Friday nights. This move frees up 2 of either Mike, Chris, or Jason to be available, on-site every Thursday, Friday, and Saturday. He is our most experienced employee and our general manager. I have absolute confidence in him and his decision making ability. He is the most familiar with our staff and law enforcement. He is an enormous asset and is aware of all the issues we discussed yesterday. He has also been CC'd on this email.
2. More substantial signs will be posted at all entrances stating that you must be 21 to enter the bar after 9PM.
3. Every employee has been given 30 days to complete the ID training course. Employees that have taken it before, will retake it. In the past it has been stated to us that an officer would conduct a course in-house for those not able to attend the monthly course at city hall. I am checking into times that our more unavailable employees have open and would like to get that arranged. Any employee failing to complete the course will be cut from the schedule until it is completed.
4. Any minor employee cited for possession of alcohol on premise will be terminated immediately.
5. All staff members will be instructed on the signs of intoxication. Any staff member cited for overserving will face a penalty ranging from suspension to termination.
6. Any staff member that "passes" a compliance check will receive a \$100 bonus.
7. Our doors located on Lincoln Way will become "Exit Only" at 11:30PM on Thursday, Friday, and Saturday. The doors will remain staffed to insure no entry. This staff member will then be available to keep an eye on the crowd for signs of intoxication, fights, etc. This will also allow us to keep 1 capacity count and clear up any confusion caused by 2 doors as we approach our building capacity.
8. Our door staff has been instructed to form a line once we reach a capacity of 310. This is a reduction of over 15%. Once we reach 310 people, management will assess the crowd, confirm the count, and determine how to proceed.
9. Any staff member knowingly allowing entrance to a minor or someone without an ID will be

terminated immediately. Our door staff will be evaluated frequently and the weaker members will be released in order to avoid complacency.

10. Fake ID's will be taken from the patron and made available to them at 2AM or 11AM the next day. Through discussions with Chris this seems to be our biggest problem. We were instructed by law enforcement not to confiscate fake IDs because it creates an issue for them returning the IDs to people that may need them for travel or other purposes. We are the only bar that actually returns IDs we deem fake to the people trying to use them. This makes us a "risk free" place for people to try using them. Our current 2 door system also then requires us to catch the fake ID twice if we return it and they try again at the other door. Could you please clarify how you want us to handle this issue? Does the offer to return the ID at 2AM satisfy your need to return the ID as well as our need to discourage their use?

11. Outdoor speaker use has been indefinitely suspended.

If possible, I would like the citation records for the other bars in Campustown as well as the Main Street Cultural District. This information provides me a basis for comparison and gives me a tool I can use to shame my staff members that think they are doing a good job. I would encourage those reports to be made available monthly as they were previously.

The only other question I have is regarding service calls to our area. As I stated in our meeting, our staff makes many of those calls. I am not comfortable choosing between directing staff to call for their safety and the safety of our patrons and not calling to avoid penalty for excess service calls. Any guidance on this would be greatly appreciated.

Again, thank you for your time and if anyone has any questions or comments, please contact me by email or at 515-450-9688.

Cheers,  
Jason Crimmins

**COUNCIL ACTION FORM**

**SUBJECT: PARKING REGULATIONS ON TWAIN CIRCLE**

**BACKGROUND:**

On October 15, 2013, City Council referred a letter from Emily Erickson requesting that the parking regulations along Twain Circle be changed to prohibit parking along the curved sections of the roadway. Currently, parking is restricted on Twain Circle at all times on the north and east sides of the road. In her letter, Ms. Erickson described safety concerns related to operating her vehicle through the curve when vehicles were parked along its inner curb. She also mentioned that this situation is made worse during the winter months.

Staff conducted an on-site visit to observe traffic and conducted measurements to determine the required stopping sight distances. The majority of operating speeds along Twain Circle range approximately from 20 to 25 MPH. This would require sight distance of an oncoming vehicle to be 115 to 155 feet. **When this standard is applied to the roadway, additional parking prohibitions are needed approximately 25 feet on either side of the curve.**

Staff also conducted a review of the reported accident history for Twain Circle and found two Property Damage Only accidents in January 2007 and November 2010. One accident was alcohol related. However, the other was a sideswipe, which provides some support to the situation Ms. Erickson described in her letter.

**Proposed No Parking Regulation Changes**

In analyzing the sight distance issues, the new required no parking area to address these safety concerns would remove almost all on-street parking spaces along Twain Circle. Because of this, a strictly engineering based recommendation would be to remove all on-street parking. This is a safe alternative and the easiest to regulate as well as to enforce.

However, in reaching out to the property owners along Twain Circle, it was found the greatest area of concern was losing parking in front of the duplexes along the east-west segment of Twain Circle. It was felt this would be a hardship to lose that parking for visiting friends or family. **Therefore, based upon the low crash history and feedback from our residents, the recommended “No Parking” area could be reduced to start at a point 275 feet east of Dickinson Avenue rather than prohibiting parking on the entire street.**

A map showing the current and proposed parking restrictions is attached below.

It should be noted that Municipal Code Section 18.24(2) allows the staff to temporarily suspend parking restrictions upon request for special circumstances such as graduations, open houses, receptions, etc.

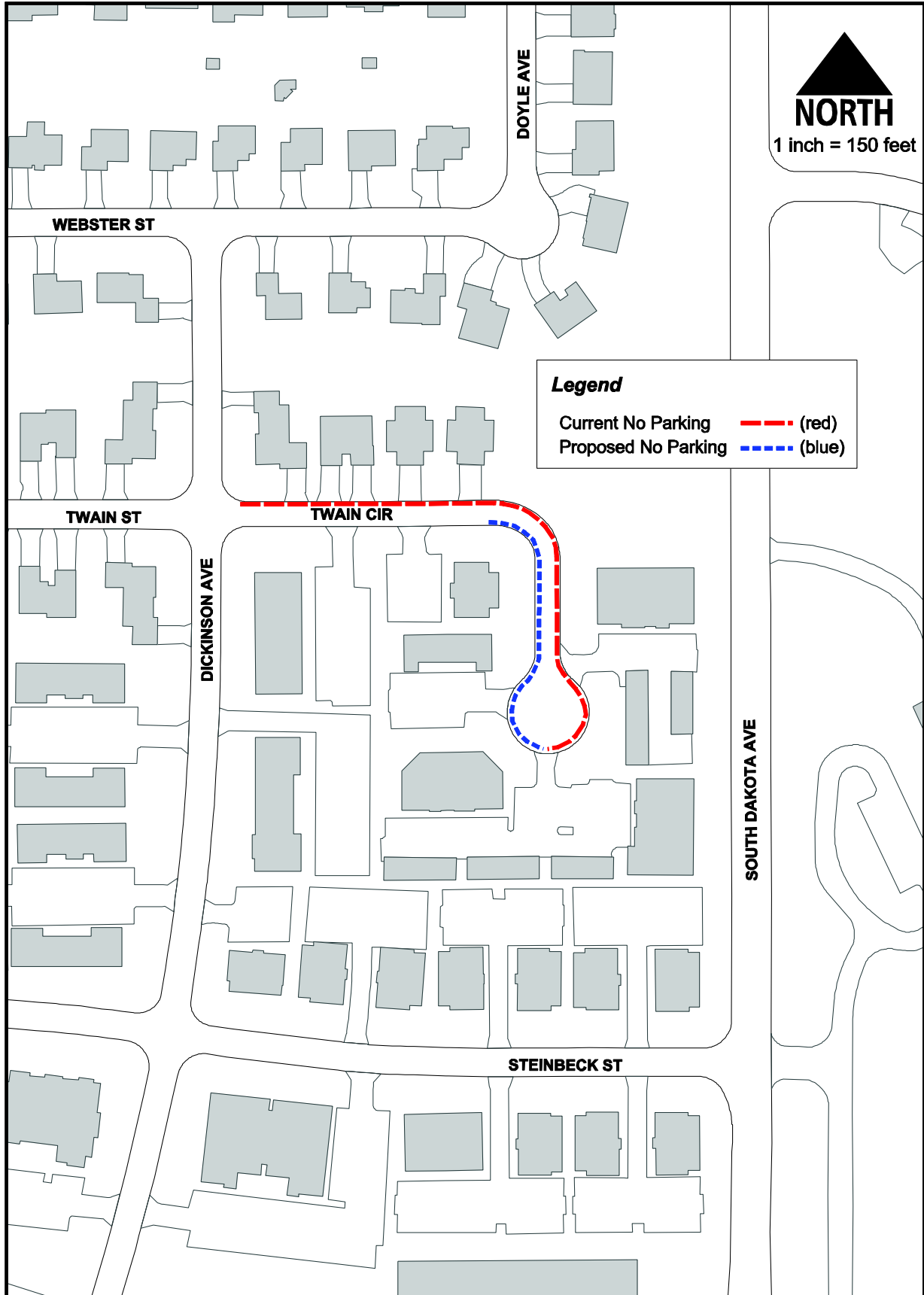
**ALTERNATIVES:**

1. Direct the City Attorney to draft an ordinance that would restrict parking at all times on the north and east sides of Twain Circle, as well as on the south and west sides of Twain Circle starting at a point 275 feet east of Dickinson Avenue.
2. Direct the City Attorney to draft an ordinance that would restrict parking at all times on both sides of Twain Circle.
3. Reject the request, thereby keeping No Parking on the north and east sides only.

**MANAGER'S RECOMMENDED ACTION:**

Either alternative 1 or 2 would improve safety by providing increased sight distance of oncoming vehicles while allowing for better and more efficient street cleaning and snow removal. However, **Alternative #1 is more responsive to the concerns of the local residents while making needed safety improvements to the street.**

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby directing the City Attorney to draft an ordinance that would restrict parking at all times on the north and east sides of Twain Circle, as well as on the south and west sides of Twain Circle starting at a point 275 feet east of Dickinson Avenue.



## Staff Report

**HISTORY OF RENTAL HOUSING CODE REVISIONS**

January 28, 2014

The City's Rental Housing Code, Chapter 13 of the Ames Municipal Code, was adopted in May 1977. **The purpose of the Rental Housing Code has historically been to insure that rental housing is “safe, sanitary, and suitable.” The Code provides housing maintenance standards for existing structures and premises, with a goal of consistent code application and enforcement.**

In early 2005, staff conducted a series of meetings regarding rental housing. These meetings included rental property owners, tenants, neighborhood residents, students, and City inspectors. Various categories of rental property owners were included so that there was representation from three different groups identified as small, medium, and large operators. Citizen input indicated that sections of the rental housing code could benefit from revision to focus more effort on properties of concern and to reward well maintained and protected properties with longer inspection intervals. Although Chapter 13 had been amended 23 times, the City of Ames had not conducted a comprehensive review of its Rental Housing Code since 1977. In 2007, Fire Department Inspections staff recommended a comprehensive review of the whole chapter to address code ambiguity and interpretation conflicts that had been encountered.

In response to this recommendation, the City Council directed staff to form an ad hoc Rental Housing Advisory Committee (RHAC). The charter of this group was to clarify and update Chapter 13, the Ames Rental Housing Code. The RHAC started meeting in May 2008. Initially, it was anticipated that the ad hoc team would conduct six to ten meetings to prepare recommendations for additional public meetings and Council consideration. The RHAC actually met once a week for a period of six months and continued to conduct meetings for a total of approximately 18 months. Throughout the meetings, the RHAC discussed every provision of that chapter and considered the standards from the points of view of property owners, future property owners, residents, visitors, tenants, and neighbors. While the City staff were not voting members of the RHAC, they did offer alternative recommendations if deemed appropriate from a public safety standpoint.

Staff and the Ames Rental Association (ARA) presented a draft ordinance of Chapter 13 to the Property Maintenance Appeals Board (PMAB) in September 2010. The City Council then held a workshop to discuss the proposed ordinance in October 2010. The review process had allowed consensus to be reached on all but a handful of provisions. Council gave direction on how those issues were to be decided, and the final ordinance was approved by City Council on May 24, 2011. The current ordinance is the result of that multi-year effort and represents the collaborative effort of City staff, rental property owners, renters, neighborhood residents, and students.

**COUNCIL ACTION FORM**

**SUBJECT:**           **FRATERNITY AND SORORITY EXEMPTION FROM THE RENTAL HOUSING CODE**

**BACKGROUND:**

The Rental Housing Code (Chapter 13) has general provisions addressing its scope which make it applicable to all existing residential rental structures. It further provides that five categories of residential rental structures are exempt from this code. Fraternities and sororities are not on that list. The Rental Housing Code includes three references to Fraternity and Sorority organizations, specifically Sections 13.301(a.i), 13.601(2) and 13.602(1), as shown below:

*(3) Inspection cycles.*

*Letters of compliance shall be issued for terms of one, two, three, or four years, shall expire at the end of those terms, and shall not be renewed without inspection. The period shall be determined by the Building Official based on the following criteria:*

*(a) One year*

*(i) **all fraternity and sorority occupancies;...***

*(2) Rooming units.*

*In lodging, boarding, **fraternity and sorority houses**, the maximum number of persons sharing the same bathroom facilities shall be eight (8)...*

*(1) Privacy.*

*Toilet rooms and bathrooms shall provide privacy and shall not constitute the only passageway to a hall or other space, or to the exterior. A door and interior locking device shall be provided for all common or shared bathrooms and toilet rooms. **Exception: fraternities, sororities, and dormitories.***

The *Municipal Code* Sections cited above are the only specific sorority and fraternity references in the Rental Housing Code, but they confirm that fraternity and sorority organizations are subject to rental inspections under the general scope of that chapter and because they are omitted from the exempt category list.

The applicability of the compliance standards outlined in Ames *Municipal Code* fraternity and sorority organizations was discussed at the December 11, 2012 City Council meeting. At that meeting, City staff outlined the differences between Greek housing and other typical rental units.

It was pointed out that the inhabitants of fraternities and sororities are members of the organization that operates their housing. In fact, they participate in the management of these facilities and, therefore, can make sure that their own safety is protected. **Therefore, a case can be made that Greek housing should be added to the list of uses that are exempt from the Rental Housing Code, thus joining the list of other exempt uses such as hotels, motels, university housing, state-licensed health and custodial facilities, owner-occupied single family housing dwellings, and other residential occupancies specifically regulated by state and federal authority.**

If rental housing inspections of Greek houses were to be re-initiated, City staff may identify problems related to S traps, access windows, restroom occupancy, etc., that heretofore have not been brought to the attention of officers of the Greek houses and quite possibly lead to the elimination of this type of housing.

At the December 11, 2012 meeting, Council directed staff *“to organize a round table discussion on this issue with people of interest, i.e., Boards that run the fraternities and sororities or other owners, residents, and the Office of Greek Affairs; and that staff describe and provide the philosophy behind the exemptions.”*

This round table discussion was held at a special City Council meeting on September 17, 2013. Although no City Council action was taken, the community was able to provide input on this issue. Input gathered at this meeting was overwhelmingly in favor of exempting sororities and fraternities from the Ames *Municipal Code*, Chapter 13 (Rental Housing Code).

At the October 22, 2013 meeting, City Council directed staff *“to place on a future City Council agenda the exemption of Greek houses from the Rental Housing Code.”* As a result of this direction, the City’s legal staff has created the attached draft Ordinance exempting sorority and fraternity organizations from Ames *Municipal Code*, Chapter 13.

**ALTERNATIVES:**

1. a. Approve the attached ordinance exempting sorority and fraternity organizations from Ames *Municipal Code*, Chapter 13.  
b. Motion to refer to staff a request to modify parking requirements for fraternities and sororities.
2. Approve the attached ordinance exempting sorority and fraternity organizations from Ames *Municipal Code*, Chapter 13, but do not refer the request to modify parking requirements.
3. Retain Ames *Municipal Code Chapter 13* as it is currently written, and direct staff to inspect fraternities and sororities within the parameters of the existing Rental Housing Code.



It should be emphasized that fraternities and sororities have never been inspected for Rental Housing Code compliance. If this practice is reversed, it is quite probable that this type of housing would cease since it would be cost prohibitive to comply.

**MANAGER'S RECOMMENDED ACTION:**

It is staff's conclusion that sororities and fraternities are significantly different in both ownership and operation as compared to other typical rental units across the City, and may not be able to comply with all of the requirements of the Chapter 13 of the Ames *Municipal Code*. The specific direction given on October 22, 2013 indicates that the City Council concurs with this finding. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative #1 and approve the attached ordinance exempting fraternities and sororities from the Rental Housing Code.

**Previous discussions with fraternity and sorority representatives identified problems with the current parking standards related to additions or redevelopment of the existing houses. Given the current parking standards, it may not be possible to add beds to these houses and, even if possible, it might require expensive structure parking for smaller sites.**

**It is important to point out that these parking requirements will remain in the Zoning Ordinance even if sororities and fraternities are exempted from the Rental Housing Code, as recommended. Since, at least, three fraternities have expressed their intention to the Planning staff to either expand or replace their buildings in the near future, it seems appropriate that this parking issue be referred to staff for review. There is no assurance that acceptable alternative parking requirements can be identified. However, given the importance of these buildings to the fabric of these neighborhoods, it is important that we try.**

**There was obviously some confusion over this issue and it should have been referred by the Council at the same time the exemption request was first made. The staff would support such a referral. This referral will then have to be prioritized with the other Council Goal and Referral tasks that Planning and Housing Department will present to City Council in February.**

**ORDINANCE NO.**

**AN ORDINANCE TO AMEND THE MUNICIPAL CODE OF THE CITY OF AMES, IOWA, BY ENACTING A NEW SUBSECTION 13.100 (5)(f) AND REPEALING SECTION 13.301(3)(a)(i), SECTION 13.601(2) AND SECTION 13.602(1) AND ENACTING NEW SECTIONS 13.601(2) AND 13.602(1) THEREOF, FOR THE PURPOSE OF EXEMPTING FRATERNITIES AND SORORITIES FROM THE RENTAL HOUSING CODE; REPEALING ANY AND ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT TO THE EXTENT OF SUCH CONFLICT; AND ESTABLISHING AN EFFECTIVE DATE.**

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

Section One. The Municipal Code of the City of Ames, Iowa shall be and the same is hereby amended by enacting a new Subsection 13.100 (5)(f) and repealing Section 13.301(3)(a)(i), Section 13.601(2) and 13.602(1) and enacting new Sections 13.601(2) and 13.602(1)as follows:

**DIVISION 1  
ADMINISTRATION**

**Sec. 13.100 GENERAL**

...

**“(5) Exceptions.**

The following residential structures are exempt from these rules:

...

- (f) fraternity and sorority houses;

...

**Sec. 13.601. REQUIRED PLUMBING FACILITIES.**

...

**(2) Rooming units.**

In lodging or boarding houses, the maximum number of persons sharing the same bathroom facilities shall be eight (8). Such facilities shall be located to afford privacy and to be accessible from a common hall or passage way to all persons sharing the facilities.

...

**Sec. 13.602. TOILET ROOMS.**

**(1) Privacy.**

Toilet rooms and bathrooms shall provide privacy and shall not constitute the only passageway to a hall or other space, or to the exterior. A door and interior locking device shall be provided for all common or shared bathrooms and toilet rooms. Exception: dormitories.”

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

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 \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Diane R. Voss, City Clerk

\_\_\_\_\_  
Ann H. Campbell, Mayor

**COUNCIL ACTION FORM**

**SUBJECT: ELIMINATE FIRE ALARM SYSTEM RETROFITTING FROM RENTAL HOUSING CODE**

**BACKGROUND:**

An extensive community involvement process that began in 2008 ultimately led to adoption of a revised Ames *Municipal Code* Chapter 13, the City's Rental Housing Code in September of 2009. Fire alarm retrofitting requirements that that been in place for many years under the International Fire Code were written into this chapter with a new section recommended by a citizen advisory committee being added to enact a specific timeline for installation of automatic fire alarm systems in rental buildings with more than 16 units. The July 1, 2014 deadline provided five years from the date that the revised Rental Housing Code was adopted to comply with this new provision. The Code also provided a mechanism for owners to apply for up to two extensions which could potentially extend compliance to July 1, 2019 if approved by the Building Board of Appeals.

**At the City Council meeting on December 10, 2013, Council discussed this Fire Alarm System Retrofitting requirement. Council then directed staff “to draft an ordinance eliminating Ames Municipal Code Sections 13.403(1.c) and 13.802(5) of the Rental Housing Code and to direct staff to rely on the existing language in the International Fire Code Section 1103.7.6.” The City Council also directed “staff, and in particular, the Fire Chief, to come back with a recommendation to Council on a time frame and what all is covered under the directive.” City staff intends to provide the time frame for compliance with the Fire Alarm System Retrofitting requirement to the Council in spring of 2014.**

The following is an excerpt from the existing Ames *Municipal Code* Chapter 13, specifically Section 13.802(5), which includes the fire alarm system retrofitting requirement:

*(5) Fire alarm system retrofitting.*

*At a minimum, all existing R-2 occupancies of more than 16 dwelling or sleeping units, shall have an automatic, or manual and automatic fire alarm system installed throughout all interior corridors serving sleeping units in accord with the following schedule:*

- (a) Each and every existing building that comes within the scope of this section shall be retrofitted as aforesaid not later than July 1, 2014.*
- (b) Should a facility be unable to meet the prescribed date of July 1, 2014 the owners can request up to two extensions. Requests for extension will be heard by the Building Board of Appeals.*

- (i) *A first request for extension may be brought to the Board prior to July 1, 2013. If granted an extension for three years, the implementation period would end on July 1, 2017.*
- (ii) *Should a facility be unable to meet the extended compliance date of July 1, 2017. A second request for extension may be brought to the Board prior to July 1, 2016. If granted an extension for two years, the implementation period would end on July 1, 2019.*
- (iii) *In order to grant an extension, the Board shall find all of the following five criteria have been met:*
  - (a) *The owners have made a compelling case that they cannot be Code compliant by the prescribed ordinance date.*
  - (b) *The owner's request for extension is based upon financial need.*
  - (c) *The owners have made substantial and unsuccessful efforts to acquire necessary funds.*
  - (d) *Complete and thorough cost estimates, construction plans, and Code compliant alarm system designs have been developed.*
  - (e) *The owners have a viable plan for compliance if an extension is granted.*

The following is an excerpt from Ames *Municipal Code* Chapter 13, specifically Section 13.403(1.c), that includes a list of prior approvals that shall not continue:

*(c) Fire alarm system.*

*Retrofitting all pre-existing R-2 occupancies of more than 16 dwelling or sleeping units shall have an automatic, or manual and automatic fire alarm system installed throughout all interior corridors serving sleeping units, within the time limits specified elsewhere in this Code.*

In a City Council staff report dated May 29, 2009, fire alarm system retrofitting was discussed. The rental code that was in place at the time, prior to the adoption of our existing Rental Housing Code, did not include this provision because the requirement already existed under the International Fire Code. The May 29<sup>th</sup> staff report included a "Consensus Statement" that this type of fire code requirement can have a dramatic impact on occupant safety in larger apartments (16 or more units) by assuring advance warning to all tenants. This statement was followed by a "Concession to Landlords" which stated that the proposed rental code provides a generous timeline for installation of the required alarm system of five years from the date of adoption of the code (July 1, 2009). Possible time extensions were available based upon the same model as Council previously approved in the retroactive sprinkler ordinance.

Inspections staff reviewed property records and determined that 14 rental property owners and 35 properties would be affected, and has had the opportunity to alert the rental community of this requirement via an e-mail with an application form. To date, Inspections staff has not yet received an application for an extension request.

It is noteworthy that the International Fire Code (IFC) currently includes the fire alarm system retrofitting requirement, *plus applicable exceptions* that are not included within

the Rental Housing Code, thereby creating a duplication of the fire alarm system retrofitting requirement. The non-identical verbiage between the Codes allows the rental provision to be more specific than the IFC. The IFC is written broadly to regulate all types of occupancies (industrial, commercial, and residential) and lacks a specific timeline for compliance. With the adoption of the IFC on a three year cycle, the standards are updated regularly. However the Rental Housing Code is not on a similar review cycle. We now have the fire alarm system retrofitting requirement in two locations, in the Rental Housing Code and in the IFC.

Inspections staff and the Council are currently in the process of adopting the 2012 Codes, including the 2012 IFC. The third reading of the ordinance adopting the 2012 IFC with local amendments is scheduled for the January 28 Council meeting. As previously stated, the fire alarm system retrofitting requirement currently resides in the IFC Section 1103.7.6. The 2012 IFC sets the expectation that the Fire Code Official may utilize the following standards to obtain compliance with the 2012 IFC:

*1101.4 Owner notification.*

*When a building is found to be in noncompliance with this chapter, the fire code official shall duly notify the owner of the building. Upon receipt of such notice, the owner shall, subject to the following time limits, take necessary actions to comply with the provisions of this chapter.*

*1101.4.1 Construction documents.*

*Construction documents necessary to comply with this chapter shall be completed and submitted within a time schedule approved by the fire code official.*

*1101.4.2 Completion of work.*

*Work necessary to comply with this chapter shall be completed within a time schedule approved by the fire code official.*

*1101.4.3 Extension of time.*

*The fire code official is authorized to grant necessary extensions of time when it can be shown that the specified time periods are not physically practical or pose an undue hardship. The granting of an extension of time for compliance shall be based on the showing of good cause and subject to the filing of an acceptable systematic plan of correction with the fire code official.*

A newly proposed section to Ames *Municipal Code* Chapter 8, Fire Code, adds the following language:

*8.202.9 Amendments*

*Compliance with the provisions of this Chapter [IFC Chapter 11, Construction Requirements for Existing Buildings] shall be completed within a time frame approved by the fire chief.*

To prevent the duplication of the fire alarm system retrofitting requirement, it would be understandable to eliminate the references to fire alarm system retrofitting in the Rental Housing Code, *Ames Municipal Code* Sections 13.403(1.c) and 13.802(5); and to instead rely on the International Fire Code, which provides for the Fire Chief to set an allowable timetable for compliance. The Fire Chief intends to present a proposed compliance timeline to Council in the spring of 2014.

**ALTERNATIVES:**

1. Eliminate the fire alarm system retrofitting requirement from Ames Municipal Code Sections 13.403(1.c) and 13.802(5).
2. Retain Ames *Municipal Code* Sections 13.403(1.c) and 13.802(5) as currently written.

**MANAGER'S RECOMMENDED ACTION:**

The City Council reviewed this issue on December 10, 2013 and directed staff to create an ordinance that would eliminate the fire alarm system requirement from the Rental Housing Code and rely on the requirements prescribed in the International Fire Code. This code allows the Fire Chief to set an allowable timetable for compliance.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1. This alternative will eliminate the fire alarm system retrofitting requirement in *Ames Municipal Code* Sections 13.403(1.c) and 13.802(5), thereby rely on the existing language in the International Fire Code Section 1103.7.6. The Fire Chief has stated that he intends to provide the time frame for compliance with the Fire Alarm System Retrofitting requirement to the City Council in spring of 2014.

**ORDINANCE NO.**

**AN ORDINANCE TO AMEND THE MUNICIPAL CODE OF THE CITY OF AMES, IOWA, BY REMOVING CHAPTER 13 SECTION 13.403(1)(c) AND SECTION 13.802(5) THEREOF, FOR THE PURPOSE OF REMOVING THE FIRE ALARM SYSTEM RETROFITTING REQUIREMENT FROM THE RENTAL HOUSING CODE; REPEALING ANY AND ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT TO THE EXTENT OF SUCH CONFLICT; AND ESTABLISHING AN EFFECTIVE DATE.**

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

Section One. The Municipal Code of the City of Ames, Iowa shall be and the same is hereby amended by removing Chapter 13 Section 13.403 (1)(c) and Section 13.802(5) from the Rental Housing Code:

“.”


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

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 \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Diane R. Voss, City Clerk

\_\_\_\_\_  
Ann H. Campbell, Mayor


 **Department of Planning & Housing  
Housing and Community Development**

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## Community Development Block Grant (CDBG)


### Program Overview

**January 28, 2014**

 **CDBG Program Background**

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- ✓ The Program was created as part the Housing and Community Development Act (HCDA) of 1974, as amended.
- ✓ Congress appropriates funds annually.  
(FY14: \$35 million)
- ✓ The Community Development Block Grant (CDBG) is one of the longest-running programs administered by the U.S. Department of Housing and Urban Development (HUD).

 **CDBG Program Purpose**

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The primary purpose of the Community Development Block Grant (CDBG) program is the **development of viable urban communities by providing decent housing, a suitable living environment and expanded economic opportunities, principally for persons of very low- and low-income.**

CDBG is an important tool for helping local governments tackle serious challenges facing their communities.

 **CDBG Program Basis**


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The CDBG program provides annual grants on a formula basis to **approximately 1209** general units of local government and States.

The annual CDBG appropriation is allocated between States and local jurisdictions called **"non-entitlement" and "entitlement" communities** respectively.


**States distribute CDBG funds to non-entitlement localities not qualified as entitlement communities.**



 **CDBG Program Basis, cont.**

**Entitlement communities** are comprised of central cities of Metropolitan Statistical Areas (MSAs); metropolitan cities with populations of at least 50,000; and qualified urban counties with a population of 200,000 or more (excluding the populations of entitlement cities).


HUD determines the amount of each grant by using a formula comprised of several measures of community need, including the extent of poverty, population, housing overcrowding, age of housing, and population growth lag in relationship to other metropolitan areas.

 **CDBG Program Basis, cont.**

Nationally, CDBG funds were spent for the following purposes in 2011:<sup>[1]</sup>

- Public infrastructure (32.7%)
- Housing (24.8%)
- Administrative and planning (15.1%)
- Public services (11.4%)
- Economic development (7.3%)
- Property acquisition (4.9%)
- Other (3.8%)

1. "CDBG Expenditure Reports/U.S. Department of Housing and Urban Development (HUD)". Portal.hud.gov. Retrieved 2012-09-20.


 **CDBG Program Basis, cont.**

**Citizen Participation**

Entitlements must develop and follow a detailed plan that provides for and encourages citizen participation. This integral process emphasizes participation by persons of low or moderate income, particularly residents of predominantly low- and moderate-income neighborhoods, slum or blighted areas, and areas in which the grantee proposes to use CDBG funds.

The plan must provide citizens with the following: reasonable and timely access to local meetings; an opportunity to review proposed activities and program performance; provide for timely written answers to written complaints and grievances;

The must identify how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate.

 **CDBG Program Basis, cont.**

**LOW AND MODERATE INCOME (LMI)**

- The LMI objective is the most important of the three national objectives because it is the primary objective of the CDBG Program;
- At least 70% of all expenditures (over a 1-3 consecutive year period) must support activities which comply with the LMI National Objective;
- The Housing Objective is the only LMI national objective method based on households assisted.
- Qualifying household income is based on not exceeding 80% of the area median income (AMI) of the county or non metro state . The median income is determined by HUD.

**CDBG Program Basis, cont.**

**2014 Story County Median Income Limits**

80% (Low Income)		50% (Very Low Income)		30% (Extremely Low Income)	
Family Size	Gross Income Cannot Exceed	Family Size	Gross Income Cannot Exceed	Family Size	Gross Income Cannot Exceed
1	\$42,100	1	\$26,300	1	\$15,800
2	\$48,100	2	\$30,050	2	\$18,050
3	\$54,100	3	\$33,800	3	\$20,300
4	\$60,100	4	\$37,550	4	\$22,550
5	\$64,950	5	\$40,600	5	\$24,400
6	\$69,750	6	\$43,600	6	\$26,200
7	\$74,550	7	\$46,600	7	\$28,000
8	\$79,350	8	\$49,600	8	\$29,800

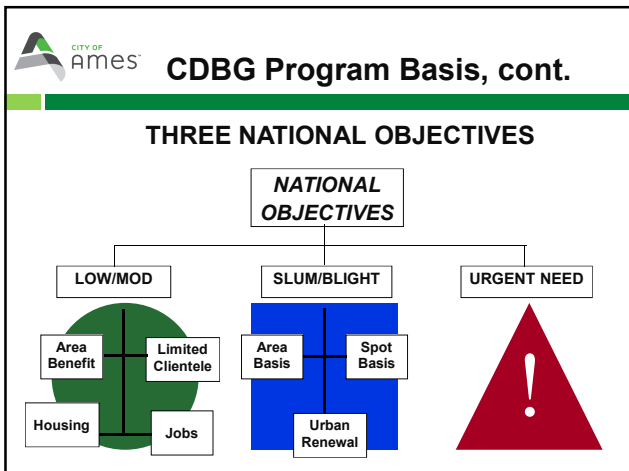
Median Area Income for 2014 is \$75,100

**CDBG Program Basis, cont.**

**CDBG in Iowa**

IA-FY13 Allocations

Entitlement	CDBG13	HOME13	HOPWA13	ESG13
Ames	\$509,171	\$0	\$0	\$0
Cedar Falls	\$265,976	\$0	\$0	\$0
Cedar Rapids	\$1,085,181	\$309,935	\$0	\$0
Council Bluffs	\$866,376	\$0	\$0	\$0
Davenport	\$1,316,865	\$408,548	\$0	\$0
Des Moines	\$3,516,662	\$770,308	\$0	\$243,429
Dubuque	\$974,408	\$0	\$0	\$0
Iowa City	\$596,122	\$352,649	\$0	\$0
Sioux City	\$1,534,726	\$346,861	\$0	\$109,959
Waterloo	\$1,190,399	\$435,428	\$0	\$0
West Des Moines	\$227,165	\$0	\$0	\$0
Iowa Non-entitlement	\$21,858,155	\$5,693,611	\$395,682	\$2,043,693



- CDBG Program Basis, cont.**
- INELIGIBLE ACTIVITIES**
- Activities that the CDBG regulations expressly **prohibit**:
    - Buildings for conduct of government & general government expenses
    - Political activities
    - New housing construction (some exceptions)
    - Income payments
    - Purchase of equipment
    - Operating and maintenance expenses
  - Some exceptions for ED and CBDO activities, interim assistance




**CDBG Program Basis, cont.**

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**ELIGIBLE ACTIVITIES**

- Grantees are free to select those activities that **best** meet the needs of their communities, in accordance with the **National Objectives** and requirements of the **CDBG Program**.
- The following is **simply a representative overview of eligible activities**. These activities are loosely group in very general categories for the purpose of the overview.



**ELIGIBLE ACTIVITIES, cont.**

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**Activities Related to Housing:**

- Lead-paint testing and abatement
- Code enforcement
- Slum and Blight Removal

**In each of the activities below, National Objective is not met until the unit(s) are occupied by the specified number of LMI households:**

- Property acquisition to be used for permanent housing
- Rehabilitation of property for permanent housing
- Conversion of non-residential structures into permanent housing
- Assistance to a household to enable it to acquire ownership of a home (homeownership assistance); and
- Hookups to connect residential structures to water and sewer systems



**ELIGIBLE ACTIVITIES, cont.**

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**Activities Related to Public Facilities:**

- **Infrastructure**
  - Streets, sidewalks, water, sewer
- **Neighborhood facilities**
  - Parks, playgrounds, Recreational facilities
- **Facilities for special needs populations**
  - Homeless shelters, Group homes
- **Clearance and demolition**
- **Special Assessments**

*Types of activities include: acquisition, rehabilitation, construction, or installation of public improvements or facilities.*




**ELIGIBLE ACTIVITIES, cont.**

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**Activities Related to Public Services include:**

- **Security Deposit Assistance**
- **Continuum of housing and services targeted for homeless, transitional housing clients and people with special needs**
- **Child care Assistance**
- **Transportations Assistance**
- **Services for senior citizens**
- **Utility Assistance**
- **Employment Services**
- **Crime Prevention**

*(Note: This activity has a **PROGRAM CAP** and some activities can only be assist on a interim basis of up to 3 months.*

 **ELIGIBLE ACTIVITIES, cont.**

The Public Service must be either:

A **new** service or a **quantifiable** increase in the level of a service above that which has been provided by on behalf of the unit of local government through funds raised.

This requirement is intended **to prevent the substitution of CDBG funds** for recent support of public services by the grantee using local or State government funds in the 12 months preceding the grantee's Consolidated Plan or Action Plan to HUD.

 **ELIGIBLE ACTIVITIES, cont.**


**Activities Related to Economic Development:**

**A. Microenterprise Assistance (5 or less employees), including:**

- Technical assistance to a new or existing microenterprise or to persons developing a microenterprise, and
- General Support to owners of micro-enterprises or to persons developing a microenterprise.

**B. Special Economic Development Activities (5 or more employees), including:**

- Acquisition, Construction, Rehabilitation or Installation of commercial or industrial buildings or structures and other related real property equipment and improvements.

 **ELIGIBLE ACTIVITIES, cont.**

**Activities Related to Economic Development, cont.:**


Designed to create or retain permanent jobs, **at least 51%** of which (computed on a full-time equivalent basis) will be held by or made available to LMI persons.

**Public Benefit Standards:**

**Individual:** One job created/retained for each \$50,000 in direct CDBG assistance or \$1,000 per LMI person receiving goods/ services (area benefit activities)


**Aggregate:** Assistance cannot exceed \$35,000 per FTE Job; or \$350 per LMI person receiving goods/services (area benefit activities)

Cities have to if they want to required that jobs to be **created or retain** and if they want the benefit to be **individual or aggregate**


 **PROGRAM CAPS**

The CDBG program has the following funding caps per year:


- 1. Planning & Administration- 20%**
- 2. Public Services activities- 15%; and**
- 3. "Special "Economic Development Activities- has to meet a particular kind of financial analysis (known as the "appropriate" determination).**

 **OTHER FEDERAL REQUIREMENTS**

- ❑ Fair Housing and equal opportunity (Title IV&VIII)
- ❑ Handicapped accessibility
- ❑ Employment and contracting
- ❑ Environmental review (NEPA)
- ❑ Flood insurance
- ❑ Lead-based paint
- ❑ Labor standards
- ❑ Debarred contractors
- ❑ Conflict of interest
- ❑ Acquisition and relocation (Uniform Act of 1970)

 **THE CONSOLIDATED PLAN**

The Consolidated Plan is the document that is submitted to HUD that serves as the planning document (comprehensive housing affordability strategy and community development plan) of the jurisdiction for funding under any of the CPD formula grant programs.

 **CONSOLIDATED PLAN, cont.**

What are the components of the Consolidated Plan?

**Component 1:**  
The **Strategic Plan** establishes goals to identify, prioritize, and address the general needs of low and moderate income persons for housing, jobs, and services for a three (3) or five (5)-year period;

**Component 2:**  
Annually, in a **Action Plan** address how are those needs will be carried out through various program activities.

**Component 3:**  
Annual report called the **Consolidated Annual Performance and Evaluation Report (CAPER)**.


\*The City of Ames is on the 5-year cycle

 **CONSOLIDATED PLAN, cont.**

**Component 1-Strategic Plan**

The goals of the **Strategic Plan** must fall into these categories:

1. Major Housing and Community Development needs of **Low and Moderate Income residents** of the community
2. Other major Housing and Community Development needs (for residents who are **not of low and moderate income**)




**CONSOLIDATED PLAN, cont.**

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**City of Ames CURRENT  
2009-2014 STRATEGIC PLAN GOALS AND PRIORITIES  
FOR LOW AND MODERATE-INCOME PERSONS**

1. CDBG funds should be used to strengthen neighborhoods by implementing affordable housing programs and services through acquiring, demolishing, and rehabilitating housing units that support homeowners, homebuyers, and renters to obtain and remain in affordable housing
2. CDBG funds should be used to promote one community by implementing programs that support a continuum of new or expanded housing and services targeted for homeless, transitional housing clients, and persons with special needs
3. CDBG funds should be used to strengthen neighborhoods by implementing programs that will increase or improve public facilities, infrastructure, and services




**CONSOLIDATED PLAN, cont.**

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**City of Ames  
2009-2014 COMMUNITY DEVELOPMENT  
GOALS AND PRIORITIES  
FOR NON- LOW AND MODERATE-INCOME PERSONS**

1. CDBG funds should be used for slum and blight removal in non-low and moderate income areas to assist in redevelopment projects to decrease the number of substandard housing units through acquisition, demolition, and new construction to the maximum limit that CDBG funds are allowed




**CONSOLIDATED PLAN, cont.**

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**Component 2-Action Plan**

The **Annual Action Plan** is a component of the Consolidated Plan that outlines the type(s) of Program Activities/Projects that will be undertaken that addresses one or all of the goals outlined in the 3 or 5-year Priority Needs.



**City of Ames CDBG  
Allocations from HUD:**

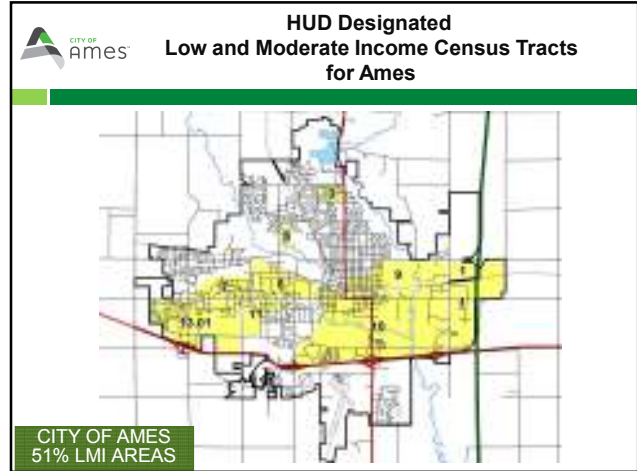
<u>Year</u>	<u>Amount</u>	<u>Program \$'s</u>	<u>Admn. \$'s (20%)</u>
2004-05	\$589,000	\$471,200	\$117,800
2005-06	\$562,732	\$450,186	\$112,546
2006-07	\$502,589	\$402,071	\$100,518
2007-08	\$500,165	\$400,132	\$100,033
2008-09	\$479,660	\$383,728	\$ 95,935
2009-10	\$491,369	\$393,096	\$ 98,273
2010-11	\$534,545	\$427,636	\$109,909
2011-12	\$449,081	\$359,277	\$ 89,804
2012-13	\$511,276	\$409,021	\$ 102,255
2013-14	\$509,171	\$407,337	\$101,834

This is an average of approximately \$500,000 over the last 10 years

**Annual Action Plan, cont.**


**2004-13 Action Plan Project Activities & Budget**

ANNUAL PROGRAM PROJECTS 2004-2012	Priority Goal Met	% of Low & Moderate-Income Benefited	CDBG Program Category	Amount and Percent of CDBG Funds Expended
Renter Affordability Programs (Deposits Transportation, and Child Care Assistance)	1	100%	Public Service	\$283,430 (7%)
1) Public Infrastructure Improvements; 2) Minor Repair Program for Non-Profits;	2 & 3	100%	Public Facilities	\$1,385,678 (33%)
1) Neighborhood Sustainability Programs, (Acquisition/Reuse, Lease-Purchase, Slum and Blight, Operation/Repair, Housing Improvement, Homebuyer Assistance)	1	96%	Housing Activities	1,767,189 (41%)
General Administration & Progra				\$818,739 (19%)



- CONSOLIDATED PLAN, cont.**
- Component 3-Consolidated Annual Performance  
and Evaluation Report (CAPER)**
- CAPER must include two major parts
  - Narrative component
  - Consolidated Plan progress elements
  - CDBG-specific elements
  - Financial reports
  - Grantee must submit annual report to HUD within 90 days of close of program year
  - Prior to submission, grantee must make report available to public for at least 15 days
  - Grantee must summarize comments and make final report available to public

- Timeline of Next Steps**
- 5-year Strategic Plan Goals**
1. CDBG Overview Presentation to City Council: January 2014
  2. HUD Training on Consolidated Plan: February 2014
  3. Public Forums (Strategic Plan Goals) February 2014
  4. Prepare 2014-2019 Strategic (Goals) Plan: March 2014
- Anticipated Dates**
5. 30-day Public Comment Period: April 23-May 7, 2014
  6. Public Hearing May 13, 2014
  7. Submit Strategic Plan to HUD on or before May 17, 2014

 **Timeline of Next Steps**


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**2014-15 Action Plan Projects**


1. CDBG Overview Presentation to City Council:	January 2014
2. HUD Training on Consolidated Plan:	February 2014
3. Public Forums (Action Plan Projects)	???
4. Prepare 2014-2015 Action Plan Projects:	???

**Anticipated Dates**

5. 30-day Public Comment Period:	???
6. Public Hearing	???
7. Submit Strategic Plan to HUD on or before	???

 **CDBG PROGRAM OVERVIEW**

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 **QUESTIONS?  
AND/OR  
COMMENTS**



**COUNCIL ACTION FORM**

**SUBJECT:**     **PROGRESS REPORT ON UPDATE TO HISTORIC PRESERVATION  
ORDINANCE (*MUNICIPAL CODE* CHAPTER 31)**

**BACKGROUND:**

Chapter 31 of the *Municipal Code* was first adopted by the City Council in 1988. This chapter encompasses the City's regulations that apply directly to historic resources, either designated as local historic landmarks, or included within a local historic district. Following the adoption of Chapter 31, the Ames Historic Preservation Commission (HPC), which includes seven members appointed by the Mayor, was established. In 1989, City Council designated the Old Town Historic District as Ames' first local historic landmarks district. Since that time, the HPC has reviewed proposals by property owners for exterior alterations and additions to historically significant structures.

In applying the design guidelines for alterations and new construction over time, the Commission discovered provisions of Chapter 31 that are ambiguous, identified inconsistencies between various sections of the regulations, noted terms that need to be refined, and expressed the need for design guidelines that apply to specific exterior features of homes, such as decks and egress windows, that are not adequately addressed in Chapter 31.

As the HPC began to discuss the need for changes to Chapter 31, a consultant was hired by the City to prepare the "Ames Comprehensive Historic Preservation Plan (ACHP)", which, upon completion, was adopted by the City Council on November 24, 2009. The consultant recommended a thorough review and updating of Chapter 31 as a priority in meeting the goals, objectives and action steps identified in the ACHP. To address inconsistencies and problematic provisions of Chapter 31, it was recommended that the classification of local historic resources be changed from a 3-tier system of "Contributing", "Compatible", and "Non-Contributing" structures which applies only to the principal structure on each site, to a 2-tier system of "Contributing" and "Non-Contributing" structures which would apply to principal structures and accessory structures (i.e., houses and garages) on each site. These tiers would then be consistent with the National Park Service historic resource classification system. In addition, it was suggested that clarity of the Code could be enhanced by resolving inconsistencies within the regulations, by incorporating graphics into the design guidelines to illustrate what is expected, by refining the definition of terms within the Code, and by addressing provisions that are ambiguous. Lastly, the consultant emphasized the importance of avoiding conflicts between changes to Chapter 31 provisions and other adopted City codes (i.e., building codes and ADA provisions).

Following adoption of the ACHP, the City Council included the "Chapter 31 Revision Process" as a Planning Department priority in August 2010. In May 2011, the City submitted a completed Iowa Historic Resource Development Program (HRDP) Grant application to the State Historic Society Office (SHPO) requesting funding to hire a

consultant to review and revise the Chapter 31 regulations. The City was notified in August 2011 that the request for grant funding was not approved.

In response to not receiving the grant funding for the update of Chapter 31, staff proposed that the City Council revise the Scope of Work for the Chapter 31 update for the purpose of staff conducting the update as an alternative to hiring a consultant. In November 2011 the City Council approved the revised Scope of Work proposed by staff (see *Attachment 1 "Scope of Work"*).

To accomplish the Scope of Work, the following six project phases were identified by staff and endorsed by the City Council and HPC:

- **Phase 1** included activating a Work Group for feedback to staff and review, research and analysis of Design Guidelines (**Completed**)
- **Phase 2** is the preparation of the initial draft of recommended text amendments to Chapter 31
- **Phase 3** is a series of workshops by experts in various historic preservation topics (**HPC has conducted three workshops, and may schedule additional workshops in the future**)
- **Phase 4** is the presentation of draft revisions to obtain public input
- **Phase 5** is consideration of the draft text amendments by the State Historic Preservation Office (SHPO) and by the HPC and City Council
- **Phase 6** is Public Hearings and adoption of amendments by the HPC and City Council

The Work Group formed as part of Phase 1 included one representative from each of the following groups of major stakeholders:

- Old Town Historic District
- West/South Campus Neighborhood
- Developers of property in Ames
- Architects
- Builders/Craftsmen who specialize in the rehabilitation of historic homes

Staff met with the Work Group on a frequent basis between March 2012 and May 2013 to review the provisions of Chapter 31 and for staff to obtain feedback regarding the various Code provisions that needed to be addressed. **Issues concerning Chapter 31 that were discussed at Work Group meetings are documented in the "Issue Sheets" ([see the "Phase 1 Progress Report" on the City of Ames website](#)).** Discussion of issues included the following:

- Conversion from 3-tier to 2-tier classification system
- Adoption of 2003 Site Inventory for Old Town Historic District
- Requiring alterations to existing garages to meet preservation standards when classified as "Contributing or "Compatible"
- Alteration Area & New Construction Area
- Use of Substitute Materials
- Synthetic Siding/Exterior Materials

- Synthetic Materials for Windows and Doors
- Consistent/Compatible Materials
- Accessibility Standards
- Porches and Other Similar Exterior Entrance Features

During this time, staff periodically gave the HPC updates on feedback from the Work Group.

Upon completion of tasks by the Work Group, the “Phase 1 Progress Report” was prepared by staff in October 2013. This report included recommendations to the Historic Preservation Commission and the City Council on proceeding with specific text amendments and public outreach (see “Phase 1 Progress Report” on the City of Ames website).

**Those staff recommendations were reviewed by the Historic Preservation Commission at their meetings in November and December, 2013. After reviewing the staff report, the HPC is recommending that the City Council direct staff to proceed with the remaining phases to implement text amendments identified in the recommendations of the “Phase 1 Progress Report.”**

The following three broad categories of recommendations for updating Chapter 31 have been identified, and are described further below:

1. Historic District Classifications
2. Design Issues
3. Materials

Staff has summarized the relevant issues and recommendations for each category to guide the scope of potential text amendments. For a full explanation of the issues and range of options that have been reviewed, see [“Phase 1 Progress Report” on the City of Ames website](#). In consideration of staff resources for on-going administration of Chapter 31, Staff does not believe that there would be an additional burden on staff time. One of the objectives of the update is to make reviews more efficient through better direction and guidelines and this may allow for more staff level reviews of minor activities without going to a full board for review. Additionally, the annual number of permits requested has been on average less than one per month with the HPC. The intended changes should not substantially increase the number of HPC reviewed Certificates of Appropriateness that involve a significant amount of staff time in preparing public hearing notices and staff reports.

### **Category #1, Historic District Classifications**

- Adopt the **two-tier classifications system** consistent with national standards that identify properties as either Contributing to the historic significance of the district or Non-Contributing, and apply the Regulations to all Contributing properties.
- Adopt the **2003 Inventory of the Old Town Historic District**, replacing the 1988 survey, thereby applying the two-tier classification system and **applying the regulations to 19 additional properties**. (See Attachment 2 for Map)

- Apply preservation standards to **Contributing garages** in the Old Town Historic District supported by the 2003 Inventory and if identified as contributing for any future districts. Approximately 50% of the homes in the Old Town Historic District have a garage identified as Contributing in the 2003 Survey.
- **Simplify terms** and remove the distinction between **Alteration Area and New Construction Area**. Apply the same standards for either alterations or new construction to all areas of a Contributing building in a manner consistent with the Secretary of the Interior's Standards for Treatment of Historic Properties.

### Category #2, Design Issues

- Adopt **new design guidelines for Contributing garages**, including a standard for demolition that is less stringent than the standards for demolishing principal buildings.
- Develop **new design guidelines for all new construction and additions** anywhere on a Contributing property, consistent with simplifying Alteration Area and New Construction Area terminology.
- Include allowance with new construction guidelines for **new materials that match historic materials** in size, design, texture, use and other characteristics to be specified.
- Add Design Guidelines that **allow ramps** when they:
  - Are located to preserve historic character;
  - Minimize loss of historic features at the point where the ramp connects (porch, railings, steps, windows);
  - Are incorporated behind historic feature;
  - Are faced with painted untreated wood, brick or stone, depending on type and quality of historic materials.
- Modify standards for **new garages** to be more appropriate for garages compared to general standards for homes.
- For porches, decks, fences, ramps, egress windows and fire escapes, revise the regulations by allowing for new elements, new design details, substitute materials, and consistency within all codes.

### Category #3, Materials

- For alterations, improve guidance about in what situations to allow **substitute materials** and elements in place of historic materials and elements. Allow substitute materials and elements when the historic material on the structure is so deteriorated or damaged that it cannot be repaired and one of these conditions exists:

- The historic material on the structure is not readily available;
  - Craftsmen with the skills needed to work properly with the historic material are not available;
  - The historic material has inherent flaws, were of poor quality or are causing damage to adjacent materials; or
  - Current codes that apply to the project require changes from historic materials.
- Simplify terms and eliminate the distinction between **compatible and consistent** to regulate materials for alterations. For alterations, improve guidance about what materials are allowed to substitute for historic materials, including standards for specific substitute materials in specific applications, such as fiber-cement board siding on new construction. Require substitute materials to be compatible with the historic materials in appearance.
  - Require the involvement of qualified professionals in exploring options and developing details so that the **substitute material** can be installed without irreversibly damaging or obscuring the architectural features and trim of the building, thereby preserving the historic building and its historic integrity.

Use of appropriate materials is critical to the integrity of an historic resource. The above described changes clarify what is required of a material to be consistent with historic character and how it may be applied to a home. The intent of this language is not to broadly allow for replacement of historic materials with substitute materials on Contributing resources, but instead make it clearer to a homeowner when it is allowed and how to proceed. However, it would also allow for a clearer understanding that substitute materials are permissible for New Construction, such as additions and new structures.

### **ALTERNATIVES:**

1. The City Council can support the recommendations described in this report and **direct staff to start drafting text amendments** to Chapter 31, present the draft amendments to the public and to SHPO, and proceed with public hearings for consideration of the text amendments to Chapter 31 for completion in 2014.
2. The City Council can support the recommendations described in this report, but **defer implementation until it is prioritized along with other Council priority projects** for the Planning and Housing Department.
3. The City Council can direct staff to draft text amendments that vary from those outlined in this report, as determined by the City Council.
4. The City Council can defer action and request further information or analysis from staff or the HPC.

## **CITY MANAGER'S RECOMMENDED ACTION:**

Staff believes the above describe topics and proposed direction to proceed with developing text amendments accomplishes the original goals and scope of work for the Chapter 31 Update. The focused amendments will support the integrity of an historic district, while allowing for accommodation of the desires of contemporary lifestyles. The described approach is a balance of these two objectives. Additionally, staff believes it will improve overall customer service without a significant increase in staff time for the on-going administration of Chapter 31.

The Historic Preservation Commission has reviewed the staff recommendations for changes to Chapter 31, based upon feedback from the Work Group, and supports the recommendations as proposed by staff.

Staff believes if Council directs staff to initiate text amendments now it will allow for the project to be completed by the end of 2014. Staff's next steps would be to complete draft text amendments for public review in the spring of 2014, complete public outreach and coordination with SHPO in the summer of 2014, and return to City Council for adoption of text amendments in the fall of 2014.

While the update of Chapter 31 has been a longstanding interest of the City, there are approximately 25 additional interests of Council Goals or Council referrals that are currently outstanding. Planning staff will provide an update of outstanding Council Goals and Referrals at an upcoming Council meeting in February. However, staff believes that – due to the time already invested in background work on this project – it should continue forward at this time to the next step of drafting text amendments.

**Therefore, it is the recommendation of the City Manager that the City Council accept Alternative #1, thereby supporting the recommendations described in this report and directing staff to begin drafting text amendments to Chapter 31, to present the draft amendments to the public and to SHPO, and to proceed with public hearings for consideration of the text amendments to Chapter 31, with planned completion in 2014.**

**Attachment 1**  
**Scope of Work for Chapter 31 Update**

- Review the existing Design Guidelines in Chapter 31 and update them where necessary to reflect current preservation practice and sustainability trends for the use of alternative materials in residential districts, and to reflect a range of “periods of significance.”
- Develop new fence Design Guidelines that will be appropriate for the various historic districts and landmarks throughout the city.
- Develop Design Guidelines for garages, including, but not limited to, appropriate standards for solid/void ratio, materials, and appearance.
- Assess the impact of making the local historic district resource classifications (3-tier system of “Contributing”, “Compatible” and “Non-Contributing”) consistent with the National Park Service resource classification (2-tier system of “Contributing” and “Non-Contributing”) that would also be applied to garages.
- Analyze how terms are used in Chapter 31, and determine if definitions are needed.
- Develop and clarify definitions as well as Design Guidelines to distinguish between “Consistent” and “Compatible” in terms of materials and architectural design.
- Develop Design Guidelines to address ADA issues (e.g. – how to sensitively incorporate a ramp into the design of the structure).
- Develop specific Design Guidelines to allow the sensitive integration of egress windows and fire escapes.

## Attachment 2 Proposed Old Town Historic District Contributing Properties Map

Changes to Classification of Properties in Old Town Historic District  
From 1988 to 2003 Inventories



*Note that Compatible from the 1988 Inventory is treated the same as a Contributor for the process of requiring a Certificate of Appropriateness under the current CHP. 31*



**COUNCIL ACTION FORM**

**SUBJECT: RIGHT-OF-WAY INFRASTRUCTURE INSTALLATION REQUIREMENTS**

**BACKGROUND:**

The City of Ames relies upon individual developments to provide the needed incremental infrastructure necessary to support development of a site. These expectations about the necessity of infrastructure improvements for development exist for residential, commercial, industrial, or institutional uses. The City relies upon its subdivision ordinance, Chapter 23 of the Ames Municipal Code, to require the installation of appropriate infrastructure. This includes various right-of-way improvements, including paved streets, sidewalks, bike paths, street trees, and street lights. The City also includes improvement requirements for electricity, water, sanitary sewer and storm water. The subdivision code also allows for review of any off-site impacts that may be connected to new development.

When a subdivision is approved, required infrastructure is installed prior to approval of the final plat. Alternatively, if the infrastructure is not all installed by that time, financial security is obtained from the owner to ensure installation by a certain date. In the case of sidewalks and street trees, the owner often prefers not to install them until a site plan is approved, since construction and driveway locations will have an impact on their location, feasibility and durability. In that case, an agreement is signed by the owner that these items will be installed prior to the City issuing a certificate of occupancy for each property. In addition to major and minor subdivisions, the City reviews plats of survey for minor changes to boundary lines and lot configurations. These action have very limited circumstances for installation of infrastructure, and then only for sidewalks.

**Even with these various requirements, there are some instances where development occurs in areas where there is no mechanism in place to require needed infrastructure improvements.** In commercial areas, this may be vacant or redevelopment properties that sometimes lack sidewalks and street trees or do not meet current street improvement requirements for multi-use paths, approaches, etc. There are very few unimproved roads in the City (e.g. gravel), but there are some industrial areas of the city that have almost no street improvements or are severely deficient in meeting current expectations for sidewalks, street trees, lighting, etc. There may also be examples of single-family homes being built in an area not governed by a pre-existing subdivision installation agreement where there is no means to complete the streetscape improvements.

**Over the years this situation has caused frustration to the City Council, such as when developers were not required to fill in gaps in sidewalks or multi-purpose trails as individual lots were developed. More recently, the City's Development**

**Review Committee (DRC) has reviewed a number of commercial and multi-family developments as minor site plans without subdivision, where sidewalks, street trees, or other infrastructure is missing along the sites' frontage. Not having a mechanism to require them with new building construction, the DRC is obligated to approve the development, and an opportunity to have a development meet the standard expectations of the City is lost.**

**PROPOSED AMENDMENTS:**

**Staff has identified the potential benefit to the City of a separate right-of-way improvement ordinance to ensure that certain infrastructure needed to serve a site is provided at the time of development.** This is in response to DRC's experience with review of commercial and multi-family development that has not provided expected frontage and sidewalk improvements. The range of required improvements could match that of the subdivision code, or it could specify a limited number of requirements for development of an existing lot. It could also be written to address specific zoning districts or street improvement conditions. Another interest would be to ensure that frontage improvements of a site (e.g. sidewalks, curb, gutter, street trees) are in a state of good repair with the timing of a new development.

Several Iowa communities trigger the requirement for certain frontage improvements (mostly, sidewalks) prior to issuance of a certificate of occupancy.<sup>1</sup> The need for these improvements is noted at the time of site plan review. The missing improvements are required to be installed as part of the project and prior to issuance of a certificate of occupancy.

If the City Council chooses to consider developing a new ordinance, it could amend the Municipal Code to require identification of missing infrastructure at site plan review and to then require installation prior to occupancy. If directed by the City Council to prepare amendments to the Municipal Code, staff's analysis will address the following questions and infrastructure needs:

- What deficient infrastructure should be installed? This could include:
  - Sidewalks
  - Multi-use paths
  - Street trees
  - Street lights
  - Curb and gutter
  - Bus stops
  - Crosswalks
  - Street paving
  - Traffic turn lane approaches

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<sup>1</sup> Different communities place this requirement in different portions of the ordinance. For example, Sioux City has included this requirement in their adopted building code. Marion, Davenport, and Urbandale place this requirement in a separate code section governing sidewalks. West Des Moines places it in the zoning ordinance.

- Coordination of Planning and Housing, Public Works, and Inspections for review of improvements and certificate of occupancy for a building.
- In active subdivisions, some cities require the installation of all sidewalks (even on vacant lots) when a certain threshold of build-out is reached. Should this be considered for Ames?
- Under what circumstances and by whose authority can waivers be granted from these requirements.
- What type of development will trigger requirements – new development, major additions, substantial remodeling, etc.?

**ALTERNATIVES:**

1. The City Council can direct staff to research and prepare amendments to the Ames Municipal Code to require the installation of missing infrastructure at the time of site plan review and approval.
2. The City Council can choose not to proceed with creating a new right-of-way improvement ordinance at this time.

**MANAGER’S RECOMMENDATION:**

Staff has recognized this deficiency in our development codes and is bringing this issue to Council for its consideration. The Development Review Committee has reviewed options and, if the City Council desires, can work to develop a new ordinance for City Council review and potential adoption.

Infrastructure is a necessary part of the urban environment and, in most instances, the City has ordinances in effect to assure their installation. However, there are some areas in the community where infrastructure is lacking, yet there is no mechanism in place currently to require its installation. This issue will likely continue to arise as redevelopment of existing sites continues to occur to meet market demands for commercial and residential uses.

**Therefore, it is the recommendation of the City Manager that the Council accept Alternative #1, thereby directing staff to research and prepare amendments to the Municipal Code to require the installation of missing infrastructure at the time of site plan review and approval.**

If Council chooses to move ahead with Alternative No. 1, staff will develop options, hold a public outreach meeting to receive input and comments, and prepare a recommendation to be brought back to City Council for consideration. Staff estimates that coordination of City departments and holding a public outreach meeting will require six months of time to bring this project back to Council.

**COUNCIL ACTION FORM**

**SUBJECT: 2040 LONG RANGE TRANSPORTATION PLAN UPDATE –  
ENGINEERING SERVICES CONTRACT**

**BACKGROUND:**

The Ames Area Metropolitan Planning Organization (AAMPO) is required to prepare an updated Long-Range Transportation Plan every five years. The next update is due for completion by October 1, 2015.

The overall purpose of the Long Range Transportation Plan (LRTP) is to identify a vision for transportation that is integrally linked with the adopted Land Use Policy Plan and Urban Fringe Plan. It will describe how transportation services will evolve over a 25-year period. The attached scope of services identifies each of the major tasks involved with the plan development, as well as the subtasks, which identify the work activity in greater detail.

As part of developing the plan, transportation data regarding mapping, traffic, transit, biking, and pedestrians will be gathered. The AAMPO Policy Committee – which includes the Ames City Council – will oversee development of the plan. The AAMPO Technical Committee will guide development of the plan, while staff will act as administrator for the MPO. The goals and objectives for the plan update will expand on the goals and objectives developed in the 2035 Plan, the current plan which was adopted in 2010. The new plan will be updated as appropriate based on citizen input received during the public participation process and feedback received since adoption of the current plan. The updated goals and objectives will then be presented to the Policy Committee and will serve as the basis for decision making as potential projects are analyzed.

Opportunities for public participation in the process will be provided through several avenues. Numerous public meetings will be held to gather information regarding the community's transportation needs, including a design charrette process. A Transportation Focus Group will be assembled to advise the technical staff throughout the plan update. This focus group will be made up of a diverse group of public and private individuals from all parts of the Ames area representing various interests.

The focus group will include, but not be limited to, bicyclists, neighborhood associations, emergency service providers, CyRide (transit provider), business groups, ISU students and staff, industrial business representatives, and developers. A project web site will also be developed to engage the public and provide ongoing information about the Ames Area MPO and its transportation goals.

Base year transportation modeling for this plan will be done by Iowa Department of Transportation (Iowa DOT) in conjunction with the consultant and staff. Traffic and transit analyses will be included. This evaluation will also include all modes of travel, which includes the community's on-street and shared-use path systems as well as the potential of developing interconnections with a green-belt trail system. This also serves to bring an energy efficiency strategy into the planning process. **Bicycle and pedestrian level of service will be evaluated as part of this plan.**

The new plan will not only include traditional transportation planning elements, but will also contain an emphasis on safety in accordance with state-of-the-practice planning measures and direction from national and local policy makers, as well as all required planning factors as specified in federal MAP-21 transportation legislation. A specific goal of this update will include a "mode split" step in the transportation model for transit, which involves an extensive on-board travel survey. A mode split takes a traditional "vehicle trip" model and converts it to "person trips", thereby allowing the model to estimate what mode (vehicle or transit) they would take when traveling through the Ames area. This then allows for greater accuracy when assessing impacts to the transportation system.

All of this will lead to the development and evaluation of a "universe of alternatives" for transportation improvements. Project concept plans will be drafted or updated for these improvements, and each potential project will be checked to determine if it is financially feasible based upon year of expenditure dollars. The consultant will ultimately deliver the final report in both paper and electronic formats. All of this work will be completed within the next 21 months prior to October 1, 2015.

### **L RTP Development Process:**

#### Planning & Public Involvement Steps:

- Issues/Vision Workshop
- Compile Issues/Establish Vision
- Alternatives Development (Charrette)
- Evaluate Alternatives
- Alternative Evaluation Workshop
- Select Alternatives
- Create Draft 2040 Plan

#### Transportation Modeling Steps:

- Existing Land Use/Population/Employment
  - Develop 4-Step Model (Existing)
    1. Trip Generation
    2. Trip Distribution
    - 3. Mode Split/Mode Choice - New**
    4. Network Assignment
- Future Land Use/Population/Employment
  - 4-Step Model (Existing + Committed)

The planning and modeling efforts run concurrently throughout the plan development.

### **Consultant Selection Process**

Following federally mandated requirements, the consultant selection process began in August 2013 when a Request for Qualification (RFQ) Statements was solicited by AAMPO. AAMPO sent the request to all pre-qualified firms registered with the Iowa

DOT as having transportation planning skills. Of the 47 registered firms, approximately seven firms called or visited to express interest. As a result of the RFQ, three teams submitted statements. (Typically, 3 to 5 firms with an average score of 80 out of 100 points are asked to submit proposals.) The scores for the RFQ process were as follows:

2040 LRTP: RFQ Scores						
Firm	AAMPO	Public Works	Iowa DOT	ISU	CyRide	Average
SRF	92	88	66	85	99	86.0
LSA	88	92	82	81	96	87.8
HDR	85	89	84	76	83	83.4

In August, a consultant Selection Team consisting of staff from AAMPO, Public Works, Iowa State University, CyRide, and Iowa DOT reviewed the statements and asked the three teams to submit proposals. The three teams were HDR Engineering Inc. (HDR), LSA Associates, Inc. (LSA), and SRF Consulting Group, Inc. (SRF).

These three firms came to onsite interviews in September 2013. The scoring matrix and evaluative criteria used for those interviews is shown below. As with the RFQ evaluation, any firm having an average score of approximately 80 out of 100 points is considered competent to perform the LRTP plan update.

2040 LRTP: RFP Scores						
Firm	AAMPO	Public Works	Iowa DOT	ISU	CyRide	Average
SRF	89	84	73	96	97	87.8
LSA	90	84	83	95	84	87.2
HDR	83	76	88	92	84	84.6

<u>Scoring Criteria:</u>	<u>Points</u>
Project Understanding:	10
Design Team:	10
Key Personnel:	15
Previous Experience:	20
Project Approach:	5
Responsiveness:	10
Ability to Perform Works:	15
Proposed Project Schedule:	15

### **Why HDR?**

Prior to making a final determination, the selection team discussed the strengths and weaknesses of each firm in great detail. Each respective firm had assembled a team of people with diverse areas of expertise, which made selecting any one firm very difficult. However, the selection team was tasked with picking the firm that had the strongest overall team in all areas of transportation planning, public involvement, and technical knowledge to get the best product for our community. **During the interviews, it was found that HDR was proposing a much stronger focus on the public engagement**

**process than the other firms.** This was very impressive and will be quite important in developing the best possible plan because all steps of the update rely heavily upon user (customer) input and feedback. **It should be noted that, per Federal requirements, cost cannot in any way be part of the selection process. Cost can only be determined after a firm is selected and staff enters into negotiations to define the scope and fee for the project.**

As a result of that process, the team of HDR out of the Omaha, Nebraska office, with HDR's other subcontractors were recommended to prepare the plan. HDR had the strongest working knowledge of the Ames area, since they created the 2010 LRTP. **HDR is also set apart from the other firms based upon their outstanding public participation plan, experienced team members, and proven technical capabilities.** Being one of the larger planning and engineering firms, HDR can also pull from a national employment base of subject matter experts as needed to provide innovative and creative transportation solutions.

Staff negotiated a contract with HDR and a fee not to exceed \$499,301. The contract will run over the next two fiscal years. Federal planning funds distributed to the MPO will pay for 80% of the plan, which will total approximately \$399,441. MPO/Planning Funds have been programmed for approximately \$308,000 in FY13/14 and \$132,000 in FY14/15, which brings the total programmed federal funding to \$440,000. The City of Ames will need to provide an approximate local match of \$99,860. The budgeted amount shown in the 2013/14 CIP has \$80,000 from Road Use Tax (RUT) funds, leaving an additional \$19,860 to be funded. In December 2013, projected savings of \$84,500 from the Traffic Signal Program for Lincoln Way and Hayward Avenue were returned to the balance of the RUT fund. The additional \$19,860 could be financed from the balance of the RUT Fund.

### **ALTERNATIVES:**

- 1 a. Authorize \$19,860 be allocated from the Road Use Tax available balance to fund this consulting contract.
  - b. Approve the Engineering Services Agreement to prepare the 2040 Long Range Transportation Plan with HDR Engineering Inc. of Omaha, NE in an amount not to exceed \$499,301.
2. Do not execute the agreement with HDR and select one of the other companies to assist with the development of a Long Range Transportation Plan.
3. Do not execute the agreement with HDR and initiate a new RFQ/RFP process to select a consultant to assist with the development of a Long Range Transportation Plan.

**MANAGER'S RECOMMENDED ACTION:**

By executing the professional service agreement with HDR, the community will be able to begin its process for visioning and planning for the community's next 25 years of transportation needs, and will meet the required deadline of October 2015 for approval of the final plan.

Therefore, it is the recommendation of the City Manger that the City Council adopt Alternative No. 1, thereby approving the Engineering Services Agreement to prepare the 2040 Long Range Transportation Plan with HDR Engineering Inc. of Omaha, NE in an amount not to exceed \$499,301.



## Staff Report

**PROPOSED WATER PLANT STUDENT OPERATOR PROGRAM**

January 28, 2014

Three years ago the Water Plant operations staff saw its first vacancy in nearly 12 years. As with many utilities, Ames is experiencing a wave of retirements among its employees. That opening began what is expected to be a 100% turnover in the Water Plant's operations staff in the next six years, simply due to retirements.

In preparation for this turnover, Water Plant staff has evaluated how to attract strong candidates for future full-time vacancies. One possibility that staff is very interested in is to implement a Student Operator Program, similar to those already implemented by the Iowa City Water Plant; the University of Iowa Water Plant; the Moorhead, Minnesota Water Plant; and the Brookings, South Dakota Wastewater Plant. In each case, the student operator positions are comprised primarily of engineering students who work mostly on weekends.

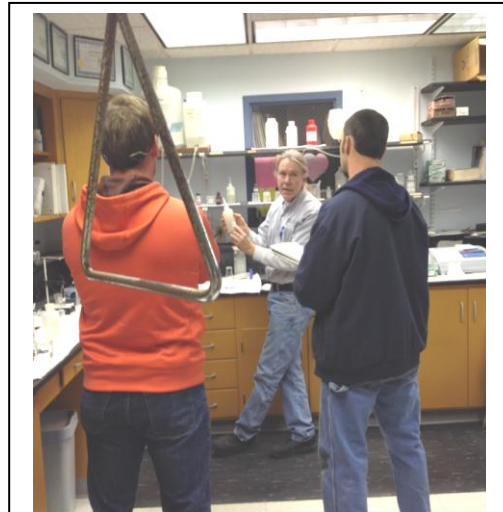
The Ames Water Plant is proposing to start a similar program. Under the proposed plan, four students will be hired to start work right after the end of the spring 2014 semester. These students will train over the summer months, and will be ready to operate the plant by the start of the fall 2014 semester, covering the weekend evening and weekend overnight shifts.

There is a need for a modest increase (\$8,306) in the current year's operating budget to allow the students to begin in May 2014. Through attrition, the number of permanent full-time operators will be reduced from six to five in 2014/15, with the vacancy resulting from an expected retirement late in calendar 2014 not being filled. Though the reason for this proposal was not specifically to save money, there would be a modest savings in FY 14/15 of approximately \$19,500. **These budget adjustments have been included in the FY 13/14 amended and FY 14/15 requested budgets that will be presented to Council next week.**

Advantages of the proposed student operator program include the following:

- It will provide an opportunity to expose college students to the drinking water profession. Like many professions, the drinking water industry is facing a wave of retirements, and a program like this that exposes students to the opportunities and rewards of the field is extremely important. It is even possible that some may become future City of Ames employees, either as an operator or as a staff engineer.

- It will provide a more attractive shift schedule for our permanent full-time operators. The quickly rotating schedule will be slowed down, and operators will work fewer weekend shifts.
- The program is modeled after the Ames Water Plant's very successful "Assistant Operator" classification. This has been in place for approximately three years with no change in the performance of the treatment plant or quality of water provided to our community. This classification was also created to try to expand the pool of qualified potential employees.
- During the transition from the existing Water Plant to the new Water Plant, it would be beneficial to have additional temporary staff to help operate both plants during the switchover. The student operators would also provide more flexibility for covering long vacations or extended absences for the full-time operators.
- Student employees bring a dynamic level of energy and enthusiasm to the workplace, which helps to further the City's goal of providing "an enjoyable and stimulating work place."
- As with other student operator programs, Ames would primarily use engineering students. It has been our experience that these students pick up the concepts of plant operations very quickly, because they have already had classes on the science and practices of water treatment. Two of the City's engineering interns have already spent time job shadowing plant operators. The operators observed that the students grasped these duties very quickly.
- It would keep current operators up to speed on their job. There is no better way to make sure people understand the principles and science behind what they do than to need to explain it to others.
- It would keep the employee training plan up-to-date.
- The Iowa Department of Natural Resources is supportive of this proposed program, and has no concerns about the ability of students to handle the tasks and responsibilities of operating a large water treatment facility.
- Iowa State University has a wealth of engineering students who may be interested in these positions. Staff has already reached out, and those efforts have been well-received by both professors and students.



Water Plant Operator Mike Buns explains the treatment process to DMACC students.

- After the first year, there will be a slight cost savings in the operating budget, which helps to further the City's goal of "providing exceptional service at the best price."

Additionally, this position will be opened up to students in the new DMACC Water and Wastewater Technology Programs. These students are enrolled to begin a career in water plant operations. Therefore, if a student from that program is selected to work as a student operator, that student could possibly become employed as a future, full-time operator.

One aspect that differentiates this from other Student Operator Programs staff has investigated is that there will be a full-time operator on duty during the day shift each Saturday and Sunday. In the other utilities using this program, each weekend is staffed exclusively with students. Ames Water Plant leadership sees a lot of benefit to having one full-time operator working each weekend day to ensure things are running smoothly. Any day-to-day questions the students have can thus be answered at both ends of their shifts. In addition, any time a student has questions or concerns, full-time staff will be available to answer.

**Staff wants to convey very clearly our belief that this change in the way the Water Plant is staffed will continue the long tradition of outstanding performance by the facility and its operators.** The minimum qualifications for these student operators will be no different than what is already required for an Assistant Operator, and the training provided to the students will be just as comprehensive as for any other new addition to the operating team. The only difference is that the students will be part-time, temporary employees. It is also worth noting that the current full-time operators have been involved extensively in the consideration of this student operator program, and there is considerable support for it from them.

**There is no action being requested of the City Council at this time. This concept will be incorporated into the Water utility's operating budget request. Staff wanted to inform the Council of this innovative concept that we hope to initiate in the near future.**

**COUNCIL ACTION FORM****SUBJECT: WATER POLLUTION CONTROL FACILITY PUMP PROCUREMENT****BACKGROUND:**

Beginning in FY 2008/09, the five year CIP included a project that would replace the fourteen main “vertical turbine solids handling” pumps at the City’s Water Pollution Control (WPC) plant. The fourteen pumps consist of **six raw water pumps, four first stage trickling filter pumps, and four second stage trickling filter pumps**. All pumps were eighteen years old at the beginning of this process, and maintenance staff had noted that pump failures were occurring with increased frequency and severity. The plant experienced several emergency repairs in the spring of 2008, indicating that the pumps were nearing the end of their useful lives.

Below is a chronology of the process to replace these fourteen pumps.

- On October 14, 2008, Council awarded a contract to **Fairbanks Morse** for \$158,936 to provide two new pumps to replace **two of the six raw water** pumps. Two bids were received, from Fairbanks Morse and Flowserve Pump Division. The pumps were installed in 2009 and are operating without issue.
- On September 8, 2009, Council awarded a contract to **Flowserve Pump Division** to provide four new pumps to replace **all four first stage** trickling filter pumps. There were two bids received, Fairbanks Morse and Flowserve Pump Division. A purchase order was issued on September 18, 2009 to Flowserve Pump Division for a total contract amount of \$219,492 and a contractual delivery date of April 30, 2011. The original delivery date was missed. City staff agreed to extend the delivery date to June 30, 2011, but included terms that, if not met, would allow the city to cancel the contract. The pumps were delivered by the revised date. However, **to date we only have one Flowserve pump installed and operating and it does not meet the specified design flow**. A second Flowserve pump has been installed, but was pulled for modification or repair four times – twice for bearing replacements and twice in an attempt to modify the pump to operate within the required flow specifications.
- On January 25, 2011, Council awarded a contract for \$354,656 to provide four new pumps to replace **all four second stage** trickling filter pumps to the only bidder, **Fairbanks Morse**. These pumps were installed in 2012, and there was a problem with one pump shortly after start-up. The pump was pulled and sent back to the supplier for inspection, from which there were no significant findings. All four pumps are now installed and are operating without issue.
- On January 11, 2011, staff made their first attempt to bid the **four remaining raw water** pumps at the plant. Bids were received from three companies: Fairbanks, Flowserve, and Patterson Pump. Flowserve was the low bidder. Council followed

staff's recommendation to reject all bids and determined that additional language was needed in the specifications to ensure interchangeability between the first two raw water pumps installed in 2009 and the last four pumps being purchased in 2011.

The **four raw pumps were rebid** in January 2012. On March 27, 2012, Council awarded a contract to **Fairbanks Morse** for \$472,880 to provide four new pumps to replace the final four raw water pumps. Two bids were received: Fairbanks Morse and Flowserve Pump Division. Flowserve was the low bidder but was determined to be not responsible because of concerns with the equipment and their performance history regarding the first stage pumps awarded in 2009. The Fairbanks pumps were installed in July of 2013 and are now operating without issue.

To date, the City has made no payment to Flowserve pending resolution of issues with the **four first stage trickling filter pumps**. The manufacturer has failed on two separate attempts to modify the pumps to achieve the required flow, and there have already been two bearing failures. Staff provided Flowserve with one last chance to meet the required flow rate with a third shipment back to the factory for rework. Flowserve has now modified the pump and it is ready for shipment to the plant for installation and testing. However, in a letter dated July 2, 2013, Flowserve proposed new terms to the contract that are not favorable to the City regarding payment and performance. Staff did not agree with the new proposed terms, and the manufacturer was told to hold the pumps until further notice. Staff met with the City Attorney to see what remedies were available and to develop a response to the manufacturer.

The City Attorney's Office issued a letter to Flowserve on October 4, 2013, stating our dissatisfaction with the situation and proposing what staff judged to be an amicable way to resolve the contract. The City's proposal was to purchase the one pump that is in place and operating at 90% of the required flow for 90% of its purchase price. Because procuring new pumps from another vendor could take more than a year, the City would also agree to purchase the second modified Flowserve pump currently at the factory, as it is needed to replace one of the original pumps that has now failed. Flowserve responded in a written letter dated November 22, 2013 with a counter-proposal that was not acceptable to staff. The City Attorney has made repeated attempts to discuss a settlement with Flowserve, but to date Flowserve has not responded. As of the last correspondence from Flowserve, there is agreement to pay 90% for the first pump, and to delete the last two pumps. The point of continuing discussion revolves around the price for the second pump and the warranty period for the two pumps that the City would purchase.

The existing first stage trickling filter pumps, which were already at the end of their useful life when the contract was awarded to Flowserve in 2009, now have an additional four years of wear, and staff is very concerned about the potential for a pump failure. Having functional pumps in the first stage trickling filter process is paramount to the plant being able to pass its full-rated flow and treat to a level that avoids violation of the facility's NPDES permit. Recognizing that there is only one viable provider of this style pump, staff retained HDR Engineering, a national consulting firm, to negotiate a purchase price with Fairbanks on behalf of the City using their recent experience with similar pumps specified and purchased by other clients to arrive at a fair market price.

Staff has received a firm quote dated December 12, 2013 from Fairbanks in the amount of \$416,780 to provide these four pumps. (See attached letter proposal.) Delivery of these pumps will take approximately 40 weeks after the City awards a contract.

**It should be noted that one possible course of action would be for the Council to declare Flowserve in default on their contract. If that were to happen, it is reasonable to assume that Flowserve would demand the immediate return of the one pump that is already installed but pumping below the required flow rate. That would prove extremely problematic for the treatment facility. The original pumps are in such a state of deteriorated performance that the one working Flowserve pump is critical, even though it is pumping less than was called for in the specifications. For that reason, staff recommends that the City continue to negotiate with Flowserve to purchase the one installed pump and the second pump that has been modified but not yet delivered by Flowserve.**

In anticipation of a difficult negotiation and the potential that an unfavorable impasse may be encountered with Flowserve, staff included funds in the FY 12/13 midyear budget amendments to allow for both full payment to Flowserve in the amount of \$219,429 and procurement of four new pumps from Fairbanks. Those funds have now been rolled over into the FY 13/14 budget amendments that will be presented to Council in February. **As long as Council approves the recommended budget, funding will be available and earmarked in the carryover from last fiscal year to cover all six of the alternatives shown below.** Alternative 4 would expend all of the funds budgeted for the pump replacement. Alternatives 1, 2, 3, 5, and 6 would result in a net savings to the budget.

#### **ALTERNATIVES:**

1. A. Direct staff to continue to negotiate with Flowserve to obtain the most favorable terms possible to procure two pumps at a reduced price and delete two pumps from the contract. When acceptable terms are reached, the agreement would be brought back to Council for approval.  
  
B. Authorize the procurement of four new first stage trickling filter pumps from Fairbanks Morse as a negotiated, single source procurement in the amount of \$416,780.
2. Direct staff to negotiate with Flowserve as described in Alternative 1. Do not approve the negotiated single source proposal from Fairbanks and direct staff to solicit formal bids.
3. Direct staff to accept the most recent terms proposed by Flowserve, agreeing to pay 90% for the first pump, 100% for the second pump, deleting the third and fourth pumps, and foregoing the warranty on the two purchased pumps. Direct staff to purchase four new pumps from Fairbanks as a negotiated, single-source procurement. This would offer the quickest resolution.
4. Direct staff to end negotiations with Flowserve, accept receipt of all four Flowserve pumps under contract, and pay the contracted amount to Flowserve upon delivery.

Purchase four new pumps from Fairbanks as a negotiated, single-source procurement. This would offer the most expensive resolution.

5. Direct staff to continue to negotiate with Flowserve on all four pumps as originally awarded by Council on September 8, 2009, with no direction to purchase pumps from Fairbanks. **This would be the least expensive resolution, but would have the greatest risk for reduced plant capacity and discharge permit violations.**
6. Declare Flowserve in default of their contract. Provide direction to staff on the preferred means to procure new pumps. This alternative would likely require the City to surrender the one working Flowserve pump immediately, effectively reducing the capacity of the Water Pollution Control Facility. **This would be the least preferable resolution, as the City would need to return the one working pump already installed.**

#### **MANAGER'S RECOMMENDED ACTION:**

All water being treated by the Water Pollution Control Facility must pass through the first stage trickling filter pumps. Any reduction in the capacity of these pumps results in a reduction in the overall capacity of the treatment facility. The original pumps are failing and must be replaced as quickly as possible. Staff has worked for more than four years to resolve a non-performance by Flowserve in providing replacement pumps, without an acceptable resolution. Staff is now requesting direction from Council to restore the intended pumping capacity of the Trickling Filter Pump Station as quickly as possible, while providing at least some level of reliability during the procurement of the new pumps and minimizing the overall cost to the utility. In order to begin the lengthy procurement of these pumps from another vendor, staff has already negotiated a firm quote from Fairbanks Morse.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby directing staff to continue negotiating with Flowserve to obtain the most favorable terms possible to procure two pumps at a reduced price and delete two pumps from the contract, and authorizing procurement of four new first stage trickling filter pumps from Fairbanks Morse as a negotiated single source procurement in the amount of \$416,780.



# Fairbanks Morse

Pentair Pump Group

3601 Fairbanks Ave.  
Kansas City, KS.  
Phone: 913-371-5000  
Fax: 913-748-4025

December 12, 2013

City of Ames – Purchasing Department  
c/o HDR, Inc.  
300 E Locust Street Suite 210  
Des Moines, IA 50309

## **Project: Trickling Filter Pumps TF-1 thru 4**

We are pleased to propose the following equipment

Trickling Filter Pumps per preliminary Section 11072

4 each single stage, 16" - VTSH, Vertical Turbine Solids-Handling Pump. The units shall be supplied complete with non-clog bowl assembly, column with splitter vane, enclosed line shaft, surface discharge head, AES SCUSI 1.875" Mechanical seal Pump will be shipped completely assembled, less driver and mechanical seal.

4 each 100hp, 1200 rpm, TEFC XP, Vertical Solid Shaft, High Thrust, 3/60/460v Premium efficient, inverter duty, TBA Full Load Amp Motor

### Included:

- Non-Witness certified factory bowl performance test and bowl hydrostatic test.
- Submittals, instruction and maintenance manuals.
- Startup and Training.
- Factory Paint as specified

### Not Included:

- MCC, Controls or VFD's
- Vibration probe.
- Anchor bolts.
- Wetwell baffles
- Mechanical or electrical equipment removal, assembly and installation.
- Miscellaneous components and accessories including valves and fittings.



**Pentair** Pump Group



- Pressure gauges.
- Motor Lubricants
- Structural supports, shims, grouting or templates.
- Field Testing including instrumentation, water or power.
- Field Painting.
- Unloading
- Soleplate

**Taxes, duties or special monies have not been included in this proposal.**

Total Price FOB factory, freight allowed to jobsite..... \$ 412,400.00

Options

A - Performance Bond 24 months from acceptance.....\$ 6,180.00 adder  
 (Not to exceed 3 years from ship date) **Option A is accepted by the City**

B - Non Inverter Duty Rated Motor, following features omitted.....\$( 1,800.00 ) deduct  
 Insulife VPI Insulation Treatment **Option B is accepted by the City**

Insulated Bearing  
 SGR Grounding Ring

C – Non Inverter Duty Standard Efficiency Motor, without following.....\$( 5,228.00 ) deduct  
 Insulife VPI Insulation Treatment **Option C is declined by the City**

Insulated Bearing  
 SGR Grounding Ring

Only Option B or C may be selected, Option A is applicable regardless of motor.

Pricing per KC585 terms and conditions with modification as previously agreed 3/23/12.

Submittals will be made available 8-10 weeks after receipt of procurement agreement.

New equipment will be manufactured in 28-30 weeks from receipt of approved submittals

Please feel free to call if you have any questions regarding this information.

Sincerely,

Don Skinner  
 Application Engineer  
 Fairbanks Morse Pump  
 913-748-4243

c: Andrew Larson (Z&F)

**COUNCIL ACTION FORM**

**SUBJECT: 2013/14 COLLECTOR STREET PAVEMENT IMPROVEMENTS – SHELDON AVENUE (LINCOLN WAY TO HYLAND)**

**BACKGROUND:**

This annual program is for reconstruction or rehabilitation of arterial streets to restore structural integrity, serviceability, and rideability. Locations are chosen in accordance with the City’s most current street condition inventory. The 2013/14 program location is Sheldon Avenue (Lincoln Way to Hyland).

This project will include the removal of the existing pavement and replacement with new concrete pavement, storm sewer improvements, sanitary sewer repairs, installation of ADA compliant pedestrian facilities, and the re-alignment of the intersection of Sheldon Avenue and Design I Road (Iowa State University). Construction is scheduled to be completed through an Iowa Department of Transportation (DOT) contract during late spring/summer of 2014.

City staff and the design consultant, Stanley Consultants, held a project informational meeting including area residents and Iowa State University (ISU), as well as a separate meeting with ISU to discuss this project in more detail. Coordination with ISU (including their various departments) was critical to developing a construction schedule that will minimize the impacts upon ISU and their various activities.

**Because project funding includes Iowa DOT Surface Transportation Program (STP/MPO) funds, the contract was required to follow Iowa DOT schedules and be let by the Iowa DOT.** On January 22, 2014, bids were received and read by the Iowa DOT as follows:

<b><u>Bidder</u></b>	<b><u>Amount</u></b>
Engineer’s Estimate	\$1,174,701.75
Con-Struct, Inc.	\$ 896,526.49
Allied Manatts Group	\$ 974,104.35
Concrete Technologies, Inc.	\$1,017,650.11

Engineering and construction administration are estimated in the amount of \$180,000, bringing total estimated project costs to \$1,076,526.49.

Funding for this project was programmed in the amount of \$1,060,000 from STP/MPO funds, \$420,000 from General Obligation Bonds (G.O. Bonds), \$48,000 from Sanitary Sewer Funds, and \$38,500 from the Sidewalk Safety Program, bringing total program funding to **\$1,566,500.**

**ALTERNATIVES:**

- 1a. Accept the report of bids for the 2013/14 Collector Street Pavement Improvements – Sheldon Avenue (Lincoln Way to Hyland).
  - b. Approve the final plans and specifications for the 2013/14 Collector Street Pavement Improvements – Sheldon Avenue (Lincoln Way to Hyland).
  - c. Award the 2013/14 Collector Street Pavement Improvements – Sheldon Avenue (Lincoln Way to Hyland) to Con-Struct, Inc. of Ames, Iowa, in the amount of \$896,526.49, contingent upon receipt of Iowa DOT concurrence.
2. Reject the project.

**MANAGER'S RECOMMENDED ACTION:**

By accepting the report of bids, approving final plans and specifications and awarding the contract with DOT concurrence, it will be possible to move forward with the rehabilitation of Sheldon Avenue during the 2014 construction season based on combined scheduling with ISU. In order to complete this project by fall semester move in, ISU Residence Hall officials requested that this project be initiated during the spring semester.

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

**COUNCIL ACTION FORM**

**SUBJECT: 2012/13 TRAFFIC SIGNAL PROGRAM (LINCOLN WAY & HAYWARD AVENUE)**

**BACKGROUND:**

The Traffic Signal Program is the annual CIP program that provides for replacing older traffic signals in the City by constructing new traffic signals. This program will result in improved visibility, reliability, and signal aesthetics.

Although recent advances in technology have extended the normal, useful life for traffic signal installations well past the previously expected 25 years, some of the older generation traffic signals still in use now exceed their functional age. Components at those installations (including conduits, wiring, signal heads, and poles) need to be completely replaced. In addition, this program provides for the necessary upgrades to the traffic signal system as technology continues to change. In recent years, the traffic signal replacements have included radar detection systems instead of the typical in-pavement loop detection system that frequently was the point of vehicle detection failure. Another advantage of the radar detection system is that it also detects bicycles.

On January 22, 2014, bids on this project were received as follows:

	<b>Base Bid</b>	<b>Alternatives</b>	<b>Total</b>
Engineer's Estimate	\$173,066.80	\$26,400.00	\$199,466.80
Voltmer, Inc.	\$195,040.88	\$21,263.00	\$216,303.88
KWS, Inc.	\$204,684.25	\$22,980.00	\$227,664.25
Iowa Signal, Inc.	\$218,835.03	\$20,286.00	\$239,121.03
Watts Electric Company	\$258,003.69	\$19,320.00	\$277,323.69
Baker Electric		**Non-Responsive Bid**	

Baker Electric was determined to have a non-responsive bid due to the omission of a price for bid item 69 "Erosion Control Mulch".

The bid alternatives were to provide spare equipment to have on-site replacements in the rare event of equipment failures. Due to the cost, however, all bid alternates were rejected. Since the base bid will meet all standards, specifications, and federal access requirements, it is appropriate to move forward with awarding the base bid to Voltmer, Inc. of Decorah, Iowa, in the amount of \$195,040.88. Engineering and construction administration for the program is estimated at \$13,000, bringing **total estimated costs to approximately \$208,100.**

This project received **\$111,500** from an Iowa Department of Transportation (DOT) Traffic Safety Improvement Program grant. The Capital Improvements Plan also provided local financing of \$175,000 from the Road Use Tax (RUT) Fund. In December 2013, at the time of approval of plans and specifications, the RUT financing was reduced to **\$90,500** to reflect the Engineer's Estimate. The remaining \$84,500 of the original \$175,000 was returned to the RUT Fund. With bids coming in slightly higher

than anticipated, **\$6,100** will be needed from the RUT Fund. **This will provide total funding in the amount of \$208,100.**

**ALTERNATIVES:**

- 1a. Accept the report of bids for the 2012/13 Traffic Signal Program (Lincoln Way and Hayward Avenue) for the base bids only, thereby rejecting all bid alternates.
  - b. Approve the final plans and specifications for this project.
  - c. Award the base bid for the 2012/13 Traffic Signal Program (Lincoln Way and Hayward Avenue) to Voltmer, Inc. of Decorah, Iowa, in the amount of \$195,040.88.
  - d. Authorize use of an additional \$6,100 from the Road Use Tax available balance to finance this project.
2. Do not proceed with the project at this time.

**MANAGER'S RECOMMENDED ACTION:**

By approving this project, the structural and operational integrity of the signal at Lincoln Way and Hayward will be restored during the 2014 construction season.

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

**COUNCIL ACTION FORM**

**SUBJECT: 2013/14 TRAFFIC SIGNAL PROGRAM (GRAND AVE. & 20<sup>TH</sup> ST.)**

**BACKGROUND:**

The Traffic Signal Program is the annual program that provides for replacing older traffic signals by constructing new traffic signals in the City. This program will result in improved visibility, reliability, and signal aesthetics.

Although recent advances in technology have extended the normal, useful life for traffic signal installations well past the previously expected 25 years, some of the older generation traffic signals still in use exceed their functional age. Components at those installations (including conduits, wiring, signal heads, and poles) need to be completely replaced. In addition, this program provides for the necessary upgrades to the traffic signal system as technology continues to change. In recent years, the traffic signal replacements have included radar detection systems instead of the typical in-pavement loop detection system that frequently was the point of vehicle detection failure. Another advantage of the radar detection system is that it also detects bicycles.

On January 22, 2014, bids on this project were received as follows:

	<b>Base Bid</b>	<b>Alternatives</b>	<b>Total</b>
Engineers Estimate	\$159,669.50	\$24,800.00	\$184,469.50
Baker Electric	\$181,579.05	\$30,984.00	\$212,563.05
Voltmer, Inc.	\$187,723.15	\$25,339.00	\$213,062.15
KWS, Inc.	\$186,250.00	\$27,080.00	\$213,330.00
Iowa Signal, Inc.	\$196,230.57	\$24,186.75	\$220,417.32
Watts Electric Company	\$244,520.41	\$23,135.00	\$267,655.41

The bid alternatives were to provide spare equipment to have on-site replacements in the rare event of equipment failures. However, due to cost all bid alternates were rejected. Since the base bid will meet all standards, specifications, and federal access requirements, it is appropriate to move forward with awarding the base bid to Baker Electric of Des Moines, Iowa, in the amount of \$181,579.05.

Engineering and construction administration for the program is estimated at \$12,000, bringing **total costs to \$193,579.05**. The Capital Improvements Plan includes **\$200,000** from the Road Use Tax Fund for this project.

**ALTERNATIVES:**

- 1a. Accept the report of bids for the 2013/14 Traffic Signal Program (Grand Avenue and 20<sup>th</sup> Street) for the base bids only, thereby rejecting all bid alternates.
- b. Approve the final plans and specifications for this project.

- c. Award the 2013/14 Traffic Signal Program (Grand Avenue and 20<sup>th</sup> Street) to Baker Electric of Des Moines, Iowa, in the amount of \$181,579.05.

2. Do not proceed with the project at this time.

**MANAGER'S RECOMMENDED ACTION:**

By approving this project, the structural and operational integrity of the designated signal will be restored during the 2014 construction season.

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

**COUNCIL ACTION FORM**

**SUBJECT: HABER ROAD ELECTRIC SUBSTATION CONTROL PANELS**

**BACKGROUND:**

On December 17, 2013, the City Council approved preliminary plans and specifications for the Furnishing Controls Panels for Haber Road Substation project.

Bid documents for this project were issued to eleven firms. 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 engineer's estimate of the cost of these control panels was \$125,000.

On January 15, 2014, nine bids were received as shown on the attached report. Electric Services staff, along with an engineer from Dewild Grant Reckert & Associates (DGR) Company, reviewed the bids and concluded that that the apparent low bid submitted by Schweitzer Engineering Laboratories, Inc., Pullman, WA, in the amount of \$93,934.85 (inclusive of Iowa sales tax) is acceptable.

The approved FY2013/14 CIP for Electric Services includes \$1,700,000 for engineering, materials and construction of this project, with Iowa State University contributing an estimated \$319,600 to the cost.

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

<b>\$1,700,000.00</b>	<b>Amount Budgeted for Project</b>
\$122,700.00	Encumbered Engineering for Ames Plant Switchyard (Approved by City Council on April 24, 2012.)
\$39,500.00	Contract Change Order to Engineering for Ames Plant Switchyard (Approved administratively on October 8, 2013)
\$56,377.25	Actual cost for SF6 circuit breakers. (Awarded on July 13, 2013)
\$122,868.40*	Actual cost for electrical materials. (Awarded by City Council on July 23, 2013) *This amount includes applicable sales taxes to be paid directly by Ames to the State of Iowa.
\$198,469.55	Actual cost for Ames Plant Substation control panels. (Awarded by City Council on September 10, 2013)
\$372,460.40	Actual cost for materials installation phase for the Ames Plant Switchyard Project (Awarded by City Council on September 24, 2013)



\$7,809.00	Contract Change Order No. 1 to materials installation phase for the Ames Plant Switchyard Project (Approved administratively on December 5, 2013)
<b>\$93,934.85</b>	<b>Actual cost for Control Panels for Haber Road Substation (pending Council approval of award of this agenda item)</b>
<b><u>\$1,014,119.45</u></b>	<b>Total committed to Date</b>
\$685,880.55	Amount available to complete project. (Relay and Controls equipment and installation at the Dayton and Stange substations.)

**ALTERNATIVES:**

1. Award a contract to Schweitzer Engineering Laboratories, Inc., Pullman, WA, for the Furnishing Control Panels for Haber Road Substation project in the amount of \$93,934.85 (inclusive of Iowa sales tax).
2. Reject all bids and delay the purchase of the control panels for this project.

**MANAGER'S RECOMMENDED ACTION:**

This equipment will improve our existing relaying and controls by coordinating and communicating better with other new equipment installations on the electric system, thus helping Electric Services continue providing safe, reliable service to customers in the City.

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



## INVITATION TO BID NO. 2014-118 FURNISHING CONTROLS PANELS FOR HABER ROAD SUBSTATION BID SUMMARY

BIDDER:	Schweitzer Engineering Laboratories, Inc. Pullman, WA	Birmingham Control Systems Birmingham, AL	Electrical Power Products Des Moines, IA	RSI Global, Inc. Harvey, LA	ProEnergy Services LLC Sedalia, MO	CG Automation Solutions USA Springfield, NJ	Harold K Scholz Co Ralston, NE	Myers Power Products, Inc. Ontario, CA	Eaton Omaha, NE
DESCRIPTION	PRICE	PRICE	PRICE	PRICE	PRICE	PRICE	PRICE	PRICE	PRICE
Control Panel P3, "HR62 Panel"	\$12,350.00	\$13,195.00	\$14,728.95	\$15,571.00	\$15,450.00	\$18,393.00	\$18,200.00	\$17,174.00	\$12,667.00
Control Panel P4, "HR63 and Bus Panel"	\$18,155.00	\$19,385.00	\$20,429.83	\$22,877.00	\$22,540.50	\$25,010.00	\$26,000.00	\$30,044.00	\$23,041.00
Control Panel P5, "HR61/AP Line Panel"	\$24,165.00	\$24,995.00	\$26,931.98	\$29,171.00	\$26,852.00	\$31,164.00	\$34,200.00	\$36,462.00	\$47,305.00
Control Panel P6, "HR64/SR Line Panel"	\$30,250.00	\$31,995.00	\$33,061.36	\$35,853.00	\$34,605.00	\$37,134.00	\$42,000.00	\$51,573.00	\$56,687.00
Communication cables, per Cable Schedule	\$935.00	\$1,565.00	\$663.55	\$1,314.00	\$5,540.50	\$1,397.00	\$1,095.33	\$3,749.00	\$1,640.00
<b>SUBTOTAL:</b>	<b>\$85,855.00</b>	<b>\$91,135.00</b>	<b>\$95,815.67</b>	<b>\$104,786.00</b>	<b>\$104,988.00</b>	<b>\$113,098.00</b>	<b>\$121,495.33</b>	<b>\$139,002.00</b>	<b>\$141,340.00</b>
<b>SALES TAX (7%):</b>	<b>\$6,009.85</b>	<b>\$6,379.45</b>	<b>\$6,707.10</b>	<b>\$7,335.02</b>	<b>\$7,349.16</b>	<b>\$7,916.86</b>	<b>\$8,504.67</b>	<b>\$9,730.14</b>	<b>\$9,893.80</b>
<b>FREIGHT (NON- TAXABLE):</b>	<b>\$2,070.00</b>	<b>\$1,500.00</b>	<b>\$300.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,862.00</b>	<b>\$2,000.00</b>	<b>\$0.00</b>	<b>\$1,000.00</b>
<b>TOTAL BASE BID:</b>	<b>\$93,934.85</b>	<b>\$99,014.45</b>	<b>\$102,822.77</b>	<b>\$112,121.02</b>	<b>\$112,337.16</b>	<b>\$122,876.86</b>	<b>\$132,000.00</b>	<b>\$148,732.14</b>	<b>\$152,233.80</b>
<b>LEAD TIME</b>	12 WEEKS ARO	12-14 WEEKS ARO	n/a	15 WEEKS ARO	May 28, 2014	12-14 WEEKS ARO	May 28, 2014	May 28, 2014	16-20 WEEKS ARO

NOT LICENSED  
TO COLLECT IA  
SALES TAX

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