

AGENDA
SPECIAL MEETING OF THE AMES CITY COUNCIL
AND REGULAR MEETING OF THE AMES CITY COUNCIL
CITY COUNCIL CHAMBERS
AMES CITY HALL
FEBRUARY 11, 2014

NOTICE TO THE PUBLIC: The Mayor and City Council welcome comments from the public during discussion. You are requested to step to the microphone, state your name for the record, and to 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.**

CALL TO ORDER: 5:15 p.m.

FY 2014/15 BUDGET WRAP-UP

1. Council Budget Presentations:
 - a. Arts Funding (COTA)
 - b. Human Services (ASSET)
 - c. Public Art
 - d. Outside Funding Requests
2. Public Input on Capital Improvements Plan (CIP) and Budget
3. Final Council Decisions:
 - a. Set salaries for Council appointees
 - b. Amendments to 2014-2019 CIP
 - c. Vote on motion to approve 2014-2019 CIP, as amended
 - d. Amendments to FY 2013/14 budget
 - e. Vote on motion to approve proposed budget amendments for FY 2013/14
 - f. Motion to set March 4, 2014, as date of public hearing on proposed budget amendments for FY 2013/14
 - g. Amendments to proposed FY 2014/15 budget
 - h. Vote on motion to approve proposed budget for FY 2014/15, as amended
 - I. Motion to set March 4, 2014, as date of final public hearing on proposed budget for FY 2014/15

REGULAR CITY COUNCIL MEETING*

*The regular City Council meeting will immediately follow Budget Wrap-Up.

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 Special Meetings of January 31, February 4, 5, and 6, 2014, and Regular Meeting of January 28, 2014
3. Motion approving Report of Contract Change Orders for January 16-31, 2014
4. Motion approving renewal of the following beer permits, wine permits, and liquor licenses:
 - a. Class C Liquor & Outdoor Service - Cy's Roost, 121 Welch Avenue
 - b. Class C Liquor & Outdoor Service - Mickey's Irish Pub, 109 Welch Avenue
 - c. Class E Liquor, C Beer, and B Wine - Fareway Store #386, 619 Burnett Avenue
 - d. Class E Liquor, C Beer, and B Wine - Fareway Store #093, 3619 Stange Road
 - e. Class C Liquor - El Azteca, 2727 Stange Road

- f. Class B Liquor - Holiday Inn Ames, 2609 University Boulevard
 - g. Class C Beer and B Wine - Gateway Express, 2400 University Boulevard
 - h. Class C Liquor - The 5 & Dime, 115 5th Street
5. Resolution accepting the 2013 Resource Recovery Annual Report
 6. Motion approving submission of application for 2014/15 Governor's Traffic Safety Bureau Grant, and if awarded, authorizing participation by Police Department
 7. Resolution setting March 4, 2014, as date of public hearing and notice of intent to issue Essential Corporate Purpose General Obligation Bonds in an amount not to exceed \$10,750,000; \$2,500,000 General Obligation Refunding Bonds, and associated tax levy for debt service
 8. Resolution setting date of public hearing for February 25, 2014, on vacating easement in Ringgenberg Subdivision, Fourth Addition
 9. Resolution approving preliminary plans and specifications for Fuel Oil Pipe Installation at Combustion Turbine Site; setting March 12, 2014, as bid due date and March 25, 2014, as date of public hearing
 10. Resolution waiving City's Purchasing Policy requirement for formal bidding procedures and awarding contract to Open Systems International, Inc., Medina, Minnesota, for the Power Plant SCADA Upgrade project in the amount of \$213,722, with applicable sales taxes to be paid directly by the City
 11. Resolution approving contract and bond for 2013/14 CyRide Route Paving Improvements Program #1
 12. Resolution approving contract and bond for 2012/13 Traffic Signal Program (Lincoln Way and Hayward Avenue)
 13. Resolution approving contract and bond for Furnishing Control Panels for Haber Road Substation
 14. Resolution approving Change Order Nos. 1, 2, and 3 for 2010/11 Airport Improvements (West Apron Rehabilitation)
 15. Resolution accepting completion of 2013/14 Resource Recovery Process Area Sprinkler System Replacement (Phase I)
 16. Resolution accepting completion of South River Valley Softball Fencing and Lighting Project
 17. Resolution accepting completion of public utilities and erosion control required for Four Seasons Park Subdivision - Phases 2 and 4, and releasing security being held therefor
 18. Resolution approving Plat of Survey for 633-18th Street, 1916 Grand Avenue, and 1924 Grand Avenue
 19. Resolution approving Final Plat for Baptist Acres Subdivision (3333 Stange Road)

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.**

HEARINGS:

20. Hearing on 1200 Amp Switchgear for Vet Med Feeder Extension:
 - a. Resolution approving final plans and specifications and awarding contract to WESCO Distribution of Des Moines, Iowa, in the amount of \$17,334 (inclusive of sales tax)
21. Hearing on Water Treatment Plant Tree Removal Project:
 - a. Resolution approving final plans and specifications and awarding contract to Aspen Land Clearing of Dows, Iowa, in the amount of \$54,910

PLANNING & HOUSING:

22. Resolution approving/motion denying 2014 Urban Revitalization tax abatement requests
23. Review of Planning and Housing Department Work Plan

ORDINANCES:

24. Second passage of ordinance exempting fraternities and sororities from Rental Housing Code
25. Second passage of ordinance eliminating *Ames Municipal Code* Sections 13.403(1.c) and 13.802(5) of Rental Housing Code (Fire Alarm System Retrofitting)

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, SPECIAL MEETING OF THE
AMES AREA METROPOLITAN PLANNING ORGANIZATION
TRANSPORTATION POLICY COMMITTEE, AND
REGULAR MEETING OF THE AMES CITY COUNCIL**

AMES, IOWA

JANUARY 28, 2014

REGULAR MEETING OF THE AMES CONFERENCE BOARD

The regular meeting of the Ames Conference Board was called to order by Chairman Pro Tem Matthew Goodman at 6:30 p.m. on January 28, 2014. Present from the Ames City Council were Gloria Betcher, Amber Corrieri, Tim Gartin, Chris Nelson, and Peter Orazem. Story County Board of Supervisors present were Rick Sanders and Paul Toot. Representing the Ames School Board were Jane Acker and Bill Talbot. Gilbert and United School Districts were not represented.

MINUTES OF FEBRUARY 26, 2013, MEETING OF THE CONFERENCE BOARD: Moved by Sanders, seconded by Orazem, to approve the minutes of the February 26, 2013, Meeting of the Ames Conference Board.

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

REAPPOINTMENT OF CITY ASSESSOR: Moved by Gartin, seconded by Talbot, to adopt RESOLUTION NO. 14-039 approving the reappointment of Greg Lynch as the City Assessor.

Board Member Sanders reported that there had been a substantial amount of conversation at the Mini Board meeting regarding moving back to a one-assessor system. It was noted that Bill Talbot, representing the Ames Community School Board; Rick Sanders, representing the Story County Board of Supervisors, and Peter Orazem, representing the Ames City Council, serve on the Mini-Board. Mr. Sanders clarified that appointment of a City Assessor is exclusively under the purview of the Ames City Council; it is not a decision of the Conference Board. The question as to whether there would be cost savings in combining the two assessors was also addressed by Mr. Sanders. He advised that "it would depend on how you look at it." However, after looking at the numbers, even if there were to be dramatic savings, e.g., 20%, from combining the two offices, the reality is that any savings would not impact the taxpayers of the City of Ames. Any savings would be realized by residents living outside of the City of Ames. Mr. Sanders said that, after those facts were known, it was fairly clear to him that there would continue to be an Ames City Assessor. Mr. Sanders also referenced a report prepared by City of Ames staff in September 2005, which provided a lot of information germane to this issue. With the information that has now been gleaned, Mr. Sanders shared that he would support the reappointment of Greg Lynch as the City Assessor. Mr. Sanders complimented City Assessor Lynch for doing a "phenomenal job" and stated that he was impressed with his knowledge base.

Board Member Orazem pointed out that the City of Ames provides approximately 80% of the business. If the decision were to be made to eliminate the City Assessor position, Ames would be only 1/16th of the vote regarding operations; which would be disproportionately small. He believes that, with the split of population in Story County, having an Ames City Assessor is the most reasonable way of doing business.

Roll Call Vote: 3-0. Motion declared carried unanimously.

ASSESSOR'S BUDGET PROPOSALS: Ames City Assessor Greg Lynch highlighted information from the City Assessor's 2014/15 Annual Report. Mr. Lynch specifically addressed the July 1,

2013, enactment of Senate File 295 (SF295), which deals with property tax reform. A brief description of each of the four components of the law were given, as follows:

1. Business Property Tax Credit (effective January 2013). This Credit is funded by the State and establishes a phased-in credit for commercial and industrial properties.
2. New rollbacks or assessment limitation and replacement claims for commercial, industrial, and railroad properties (effective 95% for 2013 Assessment and 90% for 2014 Assessment)
3. Changes to taxable value growth for residential and agricultural property, which was reduced from 4% to 3% effective January 2013
4. New classification of Multi-Residential (effective January 2015). This basically gives all the properties that are now commercial and used as residential components a roll-back.

Department activities were highlighted by City Assessor Lynch. He reported that the New Construction segment of the residential market continued its recovery. Overall sales volume for new homes increased 25% from 2012 to 2013. Also, the overall sales volume for existing homes rose significantly in 2013 (14.2%).

City Assessor Lynch complimented his staff members for their willingness to work extra hours and the teamwork displayed in implementing the provisions of Senate File 295. Staff identified 1,076 units that were qualified to receive the Tax Credit. Applications were mailed to those owners on November 6, 2013. After receiving only a 71% return rate as of December 15, reminder postcards had to be sent. Ultimately, a 91% return rate was realized by January 15, 2014.

Mr. Lynch explained the tax base changes for assessed and taxable values from 2012 to 2013. He advised that when a rollback increases, the taxable value increases. Mr. Lynch brought the Board members' attention to the tables showing Assessed Values by Class and Taxable Valuations by Class. He noted that, excluding railroads and utilities, the overall change for the upcoming fiscal year is 1.2% more taxable value. According to Mr. Lynch, included in SF295 is a provision for the State to reimburse the revenue lost due to the new Commercial and Industrial rollbacks. Converting the reimbursed revenue to taxable value, the overall taxable value change for the upcoming fiscal year would actually be 3.3%, which is more in line with the 3.8% and 3.3% that was experienced in 2012 and 2011, respectively.

According to Mr. Lynch, the Iowa Department of Revenue conducts a sales ratio study every year. That study is used to determine whether or not equalization orders are necessary. Equalization orders may only be issued in odd years. Median Sales Ratio for residential properties was explained by City Assessor Lynch. He advised that as long as the median sales ratio is between 95% and 105%, no equalization is required. If the ratio is outside that range, equalization orders will be issued. Mr. Lynch stated that it is estimated that Ames' current 2013 residential median sales ratio is 92.%. The Median Sales Ratio for 2012 was 99.3%. The Department of Revenue doesn't publish its final Median Sales Ratio until March. Mr. Lynch said even though the equalization study takes place in the summer, staff needs to know now to ensure that they do not receive equalization orders. It is evident that Ames is going to be approximately 5% lower on assessed values compared to market activity. Because of that, residential properties need to be revalued this year. Mr. Lynch explained that Ames uses models to accurately portray the market value. It currently uses "Adaptive Feedback Models," which are no longer supported by the

current software. The 2014/15 budget proposal includes the hiring of a multiple regression specialist to convert four existing models to the SPSS software.

Mr. Lynch advised that, regarding commercial properties, based on information provided by the Iowa Department of Revenue through May 2013 and on other sales that have occurred since then, it is estimated that the median sales ratio will be 94%. While the 94% ratio is just under the 95% threshold, Mr. Lynch said he felt it prudent to wait and see what the ratio does this year and then plan a course of action.

Dawn Tank, who recently resigned after nine years of service to the Ames City Assessor's Office, was publicly thanked by Mr. Lynch for her outstanding work.

It was noted that that the proposed budget contains an overall 3% increase in staff salaries based on 2% cost of living and 1% merit. Health insurance is going up by 6% this year, which is lower than in past years.

The major components of the data processing and software line item were highlighted by Mr. Lynch. There will be ongoing expenses for GIS and mapping.

In summary, Mr. Lynch noted that the FY 2014/15 Proposed Budget equates to \$966,926, which is a 6.3% increase. Without the capital expenses, it equates to a 3.3% increase.

Board Member Sanders pointed out that, in terms of tax levy rates required to sustain the City Assessor's budget, the proposed budget actually reduces the levy rate by one-half cent.

The annual survey, as required by the Conference Board, was summarized by Mr. Lynch. The Board's attention was brought to the comments that were contained within the Report.

Moved by Toot, seconded by Corrieri, to approve the recommendations of the Assessor's report, as above-discussed.

Roll Call Vote: 3-0. Motion declared carried unanimously.

Moved by Nelson, seconded by Sanders, to receive the proposed budget (adoption of the budget will occur after the hearing is held).

Roll Call Vote: 3.0. Motion declared carried unanimously.

Moved by Toot, seconded by Betcher, to set 6:30 p.m. on February 25, 2014, as the date of public hearing on the proposed FY 2014/15 City Assessor's budget.

Roll Call Vote: 3-0. Motion declared carried unanimously.

ADJOURNMENT: Moved by Sanders to adjourn the Ames Conference Board at 7:02 p.m.

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

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

The Ames Area Metropolitan Planning Organization (AAMPO) Transportation Policy Committee met in Special Session at 7:05 p.m. on the 28th day of January, 2014, in the City Council Chambers in City Hall, 515 Clark Avenue, pursuant to law with the following voting members present: Gloria Betcher, City of Ames; Amber Corrieri, City of Ames; Tim Gartin, City of Ames; Matthew Goodman, City of Ames; Chet Hollingshead, Boone County; Chris Nelson, City of Ames; Peter Orazem, City of Ames;

Jonathan Popp, City of Gilbert; Dan Rediske, Transit; and Paul Toot, Story County. AAMPO Administrator John Joiner, City of Ames Transportation Engineer Damion Pregitzer, and Civil Engineer Rudy Koester were also present. Voting Member Ann Campbell was absent.

ENGINEERING SERVICES AGREEMENT FOR PREPARATION OF 2040 LONG-RANGE TRANSPORTATION PLAN (LRTP): Moved by Corrieri, seconded by Betcher, 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.

The AAMPO Administrator John Joiner explained the composition of the AAMPO, its function, and requirements. He advised that, in addition to this Committee, there is another one called the Transportation Technical Committee. The Technical Committee is comprised of experts from member agencies that serve as an advisory body for the Transportation Policy Committee. The four main work areas that the AAMPO is responsible for annually are:

1. Transportation Planning Work Program: lays out what the work activities will be over the coming fiscal year
2. Transportation Improvements Program: lays out the projects that the AAMPO will have over the next four years
3. Public Participation Plan
4. Long-Range Transportation Plan: an update is required every five years, which will be due again in October 2015 (a 12- to 18-month process)

Mr. Joiner introduced Transportation Engineer Damion Pregitzer and Rudy Koester, formerly the City's Transportation Planner, who was recently promoted to Civil Engineer I. According to Mr. Joiner, when the AAMPO was created, it entered into an agreement with the City of Ames that the City would provide staff to the AAMPO. All other MPOs in the state of Iowa are stand-alone agencies.

Transportation Engineer Pregitzer explained the overall purpose of the LRTP. He reviewed the Plan development process that will occur over the next two years and lead up to its October 2015 adoption. According to Mr. Pregitzer, new to the process is a Mode Split. Staff had always made evaluations from a vehicle trip perspective (how vehicles are operating, level of service standards used to evaluate projects). The focus is now more on multi-modal, transit, walking and biking, and having a tool to evaluate those; the Mode Split does that.

The consultant selection process was reviewed by Mr. Pregitzer. The federally mandated process actually began in August 2013 with a Request for Qualification (RFQ) solicited by the AAMPO. A total of 47 proposals were received. A Consultant Selection Team evaluated the proposals and heard the presentations by the consultants. Scoring was done to ascertain which firms were competent and qualified to perform the work. As a result of the process, the team of HDR was selected to prepare the Plan. According to the federally mandated process, cost may not be a factor in the selection of the consultant. Mr. Pregitzer showed a chart of the fees paid to consultants in the past. In 2005, \$273,024 was paid; in 2010, \$374,367 was paid. Staff has now negotiated a contract with HDR at a fee not to exceed \$499,301. Federal planning funds will pay for 80% of the Plan (\$399,441). The City will need to provide a local match of \$99,860.

Mr. Gartin asked if the fee was comparable to the fee being paid by other similar size communities. Mr. Pregitzer answered that larger communities have multiple full-time staff members assigned to perform work for their Metropolitan Planning Organizations. If a consultant was not hired by the AAMPO, additional full-time staff members would need to be hired to conduct the LRTP update. It is estimated that up to four additional transportation planners would have to be hired to perform the work. Mr. Pregitzer noted that the Plan update needs to be performed every five years, which, based on the cost of \$499,301, would equate to approximately \$99,000/year. He reiterated that the cost to hire one Senior Transportation Planner would equate to that amount, and the City would probably need four of those to perform the work on the Plan update. It was noted by City Manager Schainker that the City's match would equate to approximately \$20,000/year.

Mr. Pregitzer advised that HDR had developed a tracking tool, which is on-line and open to the public to see which projects had been completed and which ones were still pending.

Mr. Hollingshead asked what parts of the Plan had been implemented and what parts had changed since 2005. Mr. Pregitzer reported that many trail sections had been implemented, and the Grand Avenue Extension had been delayed due to funding challenges. Mr. Goodman pointed out that, based on decisions made by the Ames City Council to change its Land Use Policy Plan, the Plan needs to be updated. He believes that, due to those decisions, the Plan will look much differently.

Council Member Gartin expressed his dismay that, according to federal rules, costs may not be a factor when evaluating the proposals.

Vote on Motion: 10-0. Motion declared carried unanimously.

The AAMPO Policy Committee meeting was adjourned at 7:36 p.m.

REGULAR MEETING OF THE AMES CITY COUNCIL

The Regular Meeting of the Ames City Council was called to order by Mayor ProTem Matthew Goodman at 7:43 p.m. on January 28, 2014, in the City Council Chambers in City Hall, 515 Clark Avenue. Present from the Ames City Council were Gloria Betcher, Amber Corrieri, Tim Gartin, Chris Nelson, and Peter Orazem. *Ex officio* Member Alexandria Harvey was also present. Mayor Ann Campbell was absent.

Mayor ProTem Goodman announced that Item No. 13 pertaining to the Power Plant SCADA Upgrade Project had been pulled by Electric Services staff.

Council Member Nelson asked that Item No. 16, Change Order No. 11 with A&P/Samuels Group for Library Renovation and Expansion, be pulled from the Consent Agenda for separate discussion.

CONSENT AGENDA: Moved by Orazem, seconded by Gartin, to approve the following items on the Consent Agenda:

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 16th 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 NO. 14-040 approving appointment of Jami Larson to Board of Review
 7. RESOLUTION NO. 14-041 approving Quarterly Investment Report for period ending December 31, 2013
 8. RESOLUTION NO. 14-042 approving Commission On The Arts (COTA) Special Grants for Spring 2014
 9. RESOLUTION NO. 14-043 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 NO. 14-044 approving transfer of cellular site leases on City property from T-Mobile to Iowa Wireless Services
 11. RESOLUTION NO. 14-045 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 NO. 14-046 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 NO. 14-047 approving contract and bond for Spring 2014 Unit 8 Boiler Repairs
 14. RESOLUTION NO. 14-048 approving Change Order for 2012/13 CyRide Pavement Improvements (Lincoln Way)
 15. RESOLUTION NO. 14-050 approving Change Order No. 7 with Abatement Specialties, LLC for Library Renovation and Expansion Abatement Work
 16. RESOLUTION NO. 14-051 accepting completion of 2011/12 Collector Street Improvements (Ridgewood Avenue)
 17. RESOLUTION NO. 14-052 accepting completion of 2012/13 CyRide Pavement Improvements (Todd Drive)
 18. RESOLUTION NO. 14-053 accepting completion of 2012/13 Downtown Pavement Improvements (Clark Avenue and Gilchrist Street)
 19. RESOLUTION NO. 14-054 accepting completion of 2012/13 Shared-Use Path Maintenance (Bloomington Road)
 20. RESOLUTION NO. 14-055 accepting completion of 2012/13 Water Main Replacement (East Lincoln Way)
 21. RESOLUTION NO. 14-056 accepting completion of Water Main Replacement No. 3 (Center Avenue)
 22. RESOLUTION NO. 14-057 approving Plat of Survey for 1017- and 1023-6th Street
 23. RESOLUTION NO. 14-058 approving Final Plat for Dauntless Subdivision, 9th Addition
 24. RESOLUTION NO. 14-059 approving Final Plat for Northridge Heights Subdivision, 16th Addition
- Roll Call Vote: 6-0. Resolutions/Motions declared adopted/approved unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

CHANGE ORDER NO. 11 WITH A&P/SAMUELS GROUP PERTAINING TO LIBRARY RENOVATION AND EXPANSION PROJECT: Council Member Nelson stated that he had pulled the item so that staff could explain why the amount of change orders had doubled for this project. Specifically, he wanted to know about the two items dealing with the roof.

Library Director Lynne Carey said she was not a technical-type person; however, knew that it had now been determined that the existing material in the 1940's roof was not solid enough to anchor the new roof to, and the roofers said they could not guarantee their work if additional decking

material was not used. She also had been advised that architects and the builders had found material that would ensure the performance of the roofers' work.

At the inquiry of Council Member Orazem as to why that wasn't known before, Ms. Carey advised that the roof was visually inspected, but later found to not be substantial enough.

Mr. Nelson asked to know about the second item on the Change Order and why it had not been foreseen. Ms. Carey said that it was her understanding that the steel columns that were pulled out were part of a tier system in the old library. It was not initially thought that the ones in question were providing structural support, but it was later discovered that they were.

Council Member Gartin asked Ms. Carey if staff felt they had a handle on the costs moving forward. Ms. Carey said that staff doesn't know if this is the final solution; however, there is an extremely healthy budget for possible change orders due to staff being so conservative up-front.

Moved by Corrieri, seconded by Betcher, to adopt RESOLUTION NO. 14-049 approving Change Order No. 11 with A&P/Samuels Group for the Library Renovation and Expansion Project. Roll Call Vote: 6-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

PUBLIC FORUM: No one came forward to speak, and Mayor Pro Tem Goodman closed Public Forum.

HOPE RUN ON JUNE 14, 2014: Melissa Rowen, 2227 Storm Street, Ames, highlighted the 14th Annual Hope Run to occur on June 14, 2014. Registration will open on-line in March. Brochures will be distributed in the near future. Ms. Rowen reported that there are approximately 100 volunteers helping to make the Run successful.

Moved by Orazem, seconded by Nelson, to adopt RESOLUTION NO. 14-060 approving closure of a 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. Roll Call Vote: 6-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

Moved by Orazem, seconded by Nelson, to adopt RESOLUTION NO. 14-061 approving a waiver of the Road Race Permit fee. Roll Call Vote: 6-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

CLASS B BEER PERMIT FOR INDIAN DELIGHTS EXPRESS: Moved by Orazem, seconded by Corrieri, to approve a Class B Beer Permit for Indian Delights Express, 120 Welch Avenue. Vote on Motion: 6-0. Motion declared carried unanimously.

CLASS C LIQUOR LICENSE FOR CHARLIE YOKE'S: Chief Chuck Cychosz brought the Council's attention to the Liquor License Renewal Criteria Form, which gave the statistics on a number of criteria pertaining to Charlie Yoke's.

Council Member Gartin cited his concerns over the number of calls for service and violations at the bar in question. He conveyed his appreciation for the management of Charlie Yoke's recently submitting a corrective action plan to the Police Department. It was noted that the Police

Department, in its written report to the Council, would be in favor of a license being issued for a six-month period.

Jason Crimmins, one of the owners of Charlie Yoke's, 2430 Lincoln Way, Ames, noted that he had been a co-owner of the bar for approximately 18 months. He said that he had taken over a "slow bar," which then became a "busy bar."

City Attorney Judy Parks provided guidance for the Council if it were to approve a 6-Month License. She said that, if the Corrective Action Plan were not to be followed, the Council would have the option of filing administrative actions with the Alcoholic Beverages Division. In addition, the Council would have an opportunity to review the bar's performance before that six months had elapsed when Charlie Yoke's owners would be requesting a new 12-month license.

Council Member Gartin asked the Police Department to explain how much of a burden is placed on the Police Department to respond to calls for service at Charlie Yoke's. Lieutenant Brinkley advised that it does cause a significant drain on the Department when several cars have to respond to the type of incidents that are occurring there. Mr. Crimmins alleged that he and his staff actually assist law enforcement by calling for police assistance for incidents that occur outside of his bar, e.g., fights, before they escalate.

Moved by Orazem, seconded by Corrieri, to deny renewal of Class C Liquor License for Charlie Yoke's, 2518 Lincoln Way and approve a 6-Month Class C Liquor License for Charlie Yoke's, 2518 Lincoln Way.

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

PARKING REGULATIONS ON TWAIN CIRCLE: Council Member Gartin advised that he would be abstaining from the vote on this item due to a conflict of interest.

Transportation Engineer Pregitzer provided the history behind the request of resident Emily Erickson for the parking regulations along Twain Circle to be changed to prohibit parking along the curved sections of the roadway. He advised that staff had conducted an on-site visit and a review of the reported accident history for Twain Circle. The Council was also informed that staff had received input from the property owners along Twain Circle, which revealed that the greatest area of concern was losing parking in front of the duplexes along the east-west segment. Based on the low crash history and feedback from the residents in the area, staff recommended that the "No Parking" area could start at a point 275 feet east of Dickinson Avenue rather than prohibiting parking on the entire street.

Moved by Orazem, seconded by Betcher, to 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.

Vote on Motion: 5-0-1. Voting aye: Betcher, Corrieri, Goodman, Nelson, Orazem. Voting nay: None. Abstaining due to a conflict of interest: Gartin. Motion declared carried.

2014-2019 CAPITAL IMPROVEMENTS PLAN (CIP): Mayor ProTem Goodman invited the public to provide input on the 2014-2019 CIP. He specifically noted that the vote on the CIP would be taken at Budget Wrap-Up on February 11, 2014. No one came forward to provide public input.

Moved by Gartin, seconded by Corrieri, to add a total of \$50,000 (\$20,000 in 2013/14 and \$30,000 in 2014/15) to develop a Facade Grant program in Campustown.

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

Moved by Orazem, seconded by Gartin, to allocate \$2 million in the CIP to extend sewer under the Interstate to the east side of 13th Street (to the first foot), with the funding coming from sewer fees.

Council Member Betcher noted that she did not know what the implications would be regarding the extension of sewer under the Interstate. City Manager Steve Schainker advised that sewer service ends on the west side of Dayton Road. He referenced past discussions of the City Council. Public Works Director John Joiner stated that if sewer service were to be extended to the east side of I-35, improvements needed to deteriorating infrastructure at Barilla should also be done.

Mr. Schainker noted that staff will need to review the exact location for the sewer line. Mr. Orazem said that he wanted the sewer extension in the CIP; however, was not sure as to what year or years it should be added.

Council Member Goodman referenced the agreement recently reached with Xenia Rural Water District and noted that he would like the City to negotiate water rights globally, not just with one entity. Mr. Orazem noted that none of the Rural Water Districts would be providing sewer service to the area in question.

City Manager Schainker told the Council members that it would be a policy question as to whether they wanted to commit to putting the sewer line across the Interstate before a conceptual plan had been completed.

Vote on Motion: 4-2. Voting aye: Corrieri, Gartin, Nelson, Orazem. Voting nay: Betcher, Goodman. Motion declared carried.

RENTAL HOUSING CODE: Seana Perkins, Building Official, noted that the Rental Code was not a stand-alone code; it is a part of the City's Municipal Code (Chapter 13). Chapter 13 was initially adopted in May 1977. Ms. Perkins provided a chronologically history of the changes to Chapter 13 that had been adopted since 2005. She also presented the history of discussions that had recently occurred and had culminated in the City Council, at its October 22, 2013, meeting, directing staff to place the exemption of Greek houses from the Rental Housing Code on a future Agenda. As a result of that direction, the City's legal staff had created an ordinance exempting sorority and fraternity organizations from Chapter 13 of the *Ames Municipal Code*.

In addition, Ms. Perkins reported that previous discussions with fraternity and sorority representatives had identified problems with the current parking standards related to additions or redevelopment of the existing Greek houses. Given the current parking standards, it might not be possible to add beds to those houses, and if even possible, it might require expensive structure parking for smaller sites. Ms. Perkins emphasized that the parking requirements in question would remain in the Zoning Ordinance even if sororities and fraternities are exempted from the Rental Housing Code. It was noted by City Manager Schainker that three fraternities had expressed, to the City's Planning staff, their intentions to expand or replace buildings; therefore, it would be appropriate for the Council to refer the parking issue to staff for its review.

Council Member Orazem pointed out that some fraternities and sororities have rented out rooms in the summer months. He felt that, at that point, the fraternity becomes a landlord, and the rules of the

Rental Code should apply. Mr. Orazem said that he would like to see something in the ordinance that states if a fraternity or sorority is renting to its own members, it is exempted; otherwise, it would be treated as a landlord/tenant arrangement and would not be exempted.

Council Member Corrieri stated her belief that fraternities and sororities needed to be defined in the Code. City Attorney Parks advised that it would be possible to move ahead with first passage of the ordinance in question and then staff would bring back the requested definition as an amendment to the Rental Housing Code.

Moved by Gartin, seconded by Betcher, to pass on first reading an ordinance exempting sorority and fraternity organizations from Chapter 13 of the *Ames Municipal Code*

Council Member Orazem asked City Attorney Parks what would happen if the motion on the table passes and fraternities/sororities rented to non-members during the summer. Ms. Parks said that, under the ordinance being presented to the Council, the intermittent short-time rental of rooms would be exempted as well.

Steve Jones, representing the Greek Alumni Alliance, spoke in an attempt to address Council Member Orazem's concerns. He stated that there are some Greek Houses who rent to non-members during the Summer Session; however, there are no Greek Houses rented to non-members during the regular academic year.

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

Moved by Nelson, seconded by Corrieri, to refer to staff the request to modify the parking requirements for fraternities and sororities.

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

Moved by Corrieri, seconded by Orazem, to request staff to define fraternities and sororities in the Rental Housing Code.

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

The meeting recessed at 8:46 p.m. and reconvened at 8:52 p.m.

FIRE ALARM SYSTEM RETROFITTING: Building Official Seana Perkins gave a summary of the Fire Alarm System Retrofitting discussions that began in 2008. Ultimately, a new time line for installation of automatic fire alarm systems in rental buildings with more than 16 units had been created; that compliance deadline was July 1, 2014. The Code also provided a mechanism for owners to apply for up to two extensions that could potentially extend compliance to July 1, 2019, if approved by the Building Board of Appeals. Ms. Perkins reported that, at their meeting on December 10, 2013, Council members had once again discussed the fire alarm system retrofitting requirement. Their discussions then led to a decision to direct staff to draft an ordinance to eliminate Sections 13.403(1c) and 13.802(5) of the Rental Housing Code and to rely on the existing language in International Fire Code (IFC) Section 1103.7.6. The City Council, at that meeting, had also directed the Fire Chief to come back with a recommendation to Council with a time frame for compliance and an explanation of what would be covered under their directive. Ms. Perkins reported that City staff intends to provide the time frame for compliance with the fire alarm system retrofitting requirement to the Council in Spring 2014.

Ms. Perkins noted that the fire alarm retrofitting requirement is currently in both the Rental Housing Code and the International Fire Code. It was emphasized that the IFC includes the fire alarm system retrofitting requirement, but also includes applicable exceptions that are not included within the Ames Rental Housing Code. She advised that the 2012 IFC sets the expectation that the Fire Code Official may utilize certain standards to obtain compliance. It was also noted that a newly proposed section to the *Ames Municipal Code* Chapter 8 (Fire Code) would add language to the effect that compliance with the provisions of IFC Chapter 11 “shall be completed within a time frame approved by the Fire Chief.”

At the inquiry of Council Member Gartin, Ms. Perkins shared comments that had been made during the public outreach process. Mr. Gartin asked specifically if staff had a sense of the impact that this decision was going to have on affected landlords. Fire Chief Shawn Bayouth said that staff had heard from some landlords that they had not been aware of the fire alarm system retrofitting requirement. They had been aware of many of the changes to Chapter 13, but had not taken note of this one. Mr. Bayouth stated that, during the amendment process to Chapter 13, management changes had occurred in the Fire Department and Inspections Division. He acknowledged that adequate notice had not been given to affected landlords.

Mr. Gartin asked how long it would take for the notification and public solicitation processes to be done properly. Fire Chief Bayouth said that he would follow the same time line as was used for the exemption of fraternities/sororities from Chapter 13.

Ex officio Member Alexandria Harvey expressed her concerns about extending the time frame for compliance. She pointed out that the staff report stated that it would impact 16 units. Ms. Harvey said that she would be in favor of delaying the vote until next spring when the staff has promised to provide a specific time frame for compliance. She reported that this issue was a high priority for students for fire safety. Fire Chief Bayouth answered that there would be a specific time frame given for compliance. He stressed the importance of ensuring that all the affected landlords be adequately notified.

Council Member Betcher shared her view that there has to be some responsibility on the part of individual property owners to read the City’s Rental Housing Code. Council Member Goodman concurred that the onus is on the rental property owner to become familiar with Chapter 13.

Gabrielle Williams, 425 Welch Avenue, Ames, and Gabe Walsh, 1224 Walton Drive, Ames, identified themselves as members of the Government of the Student Body. Ms. Williams noted that they were speaking in favor of safety of all tenants. She felt that property owners had had plenty of time since 2009 when the issue was first discussed to familiarize themselves with the requirements of Chapter 13. Mr. Walsh, representing off-campus students, agreed with Ms. Williams. He emphasized that it was important to keep the deadline for the safety of students and other tenants in the community.

Council Member Orazem asked to know the cost of fire alarm retrofitting. Fire Chief Bayouth answered that it would be an incredibly costly change for property owners “in the tens of thousands of dollars.”

Moved by Gartin, seconded by Orazem, to pass on first reading an ordinance eliminating *Ames Municipal Code* Sections 13.403(1.c) and 13.802(5) of the Rental Housing Code.

Council Member Orazem expressed his opinion that the requirement should be located in one code, not in both the IFC and the City Code. Also, he said he was comfortable deferring to the expertise of the Fire Chief to determine the time line for compliance.

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

Moved by Orazem, seconded by Betcher, to set the date for complete compliance with the Fire Alarm System Retrofitting requirement as July 1, 2020.

Council Member Goodman pointed out that the City Council will have another opportunity to discuss the compliance date in Spring 2014.

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

CHAPTER 31, HISTORIC DISTRICTS: Planning and Housing Director Kelly Diekmann and Planner Ray Anderson presented a report on possible changes to Chapter 31 of the *Municipal Code*. Mr. Diekmann reported that the City Council included the revision of Chapter 31 as a Planning Department priority in August 2010. He gave a chronological history of actions that had occurred since that date, including the identification of six project phases to accomplish the Scope of Work approved by the City Council in November 2011.

Director Diekmann reported that the staff-recommended changes were reviewed by the Historic Preservation Commission members at their meetings in November and December 2013. After review, the Commission then recommended that the City Council direct staff to proceed with the remaining phases to implement text amendments identified in the “Phase 1 Progress Report.”

Specific recommendations for updating Chapter 31 were presented in detail under three categories: Historic District Classifications, Design Issues, and Materials.

Category 1 - Historic District Classifications:

1. 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.
2. 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.

Director Diekmann showed the Council a map of the 19 impacted properties. If the Council agrees with the staff’s recommendations, a public outreach process to the affected property owners will begin.

3. 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.
4. 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:

1. Adopt new design guidelines for Contributing garages, including a standard for demolition that is less stringent than the standards for demolishing principal buildings.
2. 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.
3. Include allowance with new construction guidelines for new materials that match historic materials in size, design, texture, use, and other characteristics to be specified.
4. 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.
5. Modify standards for new garages to be more appropriate for garages compared to general standards for homes.
6. 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.

Council Member Gartin asked if these changes would result in a significant increase in costs for owners of the 19 affected properties if they ever wanted to make changes to their homes. Mr. Diekmann said that staff would be able to provide some insight into the costs, but it would depend on the change(s). Council Member Betcher shared that, during the eight years that she served on the Historic Preservation Commission, some of the requirements actually allowed property owners to use less-expensive materials.

Category 3 - Materials:

1. 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 exist:
 - a. The historic material on the structure is not readily available
 - b. Craftsmen with the skills needed to work properly with the historic material are not available
 - c. The historic material has inherent flaws, was of poor quality, or is causing damage to adjacent materials
 - d. Current codes that apply to the project require changes from historic materials
2. 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.

3. 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 hisotir building and its historic integrity.

Council Member Orazem expressed his dissatisfaction with the Materials Category due to substitute materials and elements only being allowed when the historic material was so deteriorated or damaged that it cannot be repaired. His primary concern was the cost of the materials being required. Planner Anderson noted that substitute materials are permissible for New Construction, such as garages. Director Diekmann pointed out that costs are currently not a consideration, but substitute materials may be used if historic material is not readily available.

Sharon Wirth, 803 Burnett Avenue, Ames, representing the Historic Preservation Commission, encouraged the City Council to move forward with the recommendations described in the staff report and direct staff to start drafting text amendments to Chapter 31. In her opinion, the changes would clarify the requirements. Ms. Wirth also stated her belief that “education was key.”

Moved by Betcher, seconded by Orazem, to support the recommendations listed above and direct staff to begin drafting text amendments to Chapter 31, present the draft amendments to the public and to the State Historic Society Office (SHPO), and proceed with public hearings for consideration of the text amendments for completion in 2014.

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

INFRASTRUCTURE INSTALLATION REQUIREMENTS: Director Diekmann told the Council that the City of Ames relies upon individual developers to provide the needed incremental infrastructure necessary to support development of a site. Those 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. Those include 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 might be connected to new development. Director Diekmann advised that development would trigger the requirement to install missing infrastructure.

Moved by Orazem, seconded by Corrieri, to 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.

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

2040 LONG-RANGE TRANSPORTATION PLAN: Transportation Engineer Pregitzer pointed out that the budgeted amount shown in the 2013/14 Capital Improvements Plan (CIP) showed \$80,000 from Road Use Tax, which would leave \$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 Road Use Tax Fund. The additional \$19,860 could be financed from the Road Use Tax Fund balance.

Moved by Corrieri, seconded by Nelson, to authorize the use of \$19,860 from the Road Use Tax Fund available balance.

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

Moved by Gartin, seconded by Corrieri, to adopt RESOLUTION NO. 14-062 approving the Engineering Services Agreement with HDR of Omaha, Nebraska, for preparation of the Plan in an amount not to exceed \$499,301.

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

PROPOSED WATER PLANT STUDENT OPERATOR PROGRAM: Lyle Hammes, Water Plant Superintendent, stated that the Water Plant is proposing to start a Student Operator Program. He reported that it is anticipated that there will be a 100% turnover in the Water Plant's Operations staff in the next six years due to retirements. In preparation for that turnover, Water Plant staff evaluated how to attract strong candidates for future full-time vacancies. One possibility is to implement a Student Operator Program. Under the proposed plan, students would be hired and trained over the summer months and ready to operate the Plant by the start of the Fall 2014 semester, covering the weekend evening and weekend overnight shifts.

Mr. Hammes listed the advantages to the City of using student operators. One of those benefits would be that it would provide a more attractive shift schedule for the City's permanent full-time operators. The benefits to students were also outlined. The proposed training period would be four to eight weeks. Mr. Hammes noted that the Iowa Department of Natural Resources was supportive of the proposed Program.

City Manager Schainker noted that there was no action being requested of the City Council. The concept will be incorporated into the Water Utility's operating budget request.

WPC PUMP PROCUREMENT: Water and Pollution Control Director John Dunn told the Council that, in FY 2008/09, the five-year CIP included a project that would replace the 14 main vertical turbine solids handling pumps at the City's Water Pollution Control (WPC) Plant. The 14 pumps consist of six raw water pumps, four first-stage trickling filter pumps, and four second-stage trickling filter pumps. Mr. Dunn provided a chronological history of the process to replace the 14 pumps. To-date, only one Flowserve pump has been installed and operating, and it does not meet the specified design flow. A second Flowserve pump had 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. It was noted by Mr. Dunn that 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. Mr. Dunn emphasized that 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.

Possible courses of action were explained by Mr. Dunn. He noted that the Council could declare Flowserve in default of its contract.

According to Director Dunn, 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. 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.

Moved by Betcher, seconded by Orazem, 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.

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

Moved by Nelson, seconded by Orazem, to adopt RESOLUTION NO. 14-063 authorizing the procurement of four new First-Stage Trickling Filter Pumps from Fairbanks as a negotiated single-source procurement in the amount of \$416,780.

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

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM: Housing Coordinator Vanessa Baker-Latimer gave a brief overview of the CDBG Program. She provided information on the programs where CDBG funds were used nationally as well as in Iowa. Ms. Baker-Latimer highlighted the extensive citizen participation process followed by staff pertaining to CDBG funds. The 2014 Story County Median Income Limits were shown to the Council. Eligible and ineligible activities were listed by Ms. Baker-Latimer. She noted that the City had not undertaken a job-creation program.

Council Member Gartin asked if Ms. Baker-Latimer had had any interaction with AMOS or other housing advocacy groups. Ms. Baker-Latimer answered that all citizen groups are invited to Public Forums. She had been invited to and had attended an AMOS meeting.

Ms. Baker-Latimer told the Council that HUD had recently enacted new requirements. Training will be offered in the near future. After the new requirements are known, Ms. Baker-Latimer will inform the City Council.

A time line of next steps for completion of the 5-Year Strategic Plan goals and 2014-15 Action Plan projects was presented by Ms. Baker-Latimer.

Council Member Goodman asked if it would be possible for the Council to take a step back and look at all the priorities. Ms. Baker-Latimer said she was willing to do that; however, the time frame for spending the CDBG funding would not change; it would remain as April 30. If the Council preferred to have additional discussion about the goals and 2014-15 Action Plan, she could request an extension from the Department of Housing and Urban Development. Planning and Housing Director Diekmann cautioned that revising the Strategic Plan and priorities and spending down the funding is a lot to get accomplished in four months. Assistant City Manager Bob Kindred noted that public forums will be held and staff will update on the Council on the input received.

HEARING ON 2013/14 COLLECTOR STREET PAVEMENT IMPROVEMENTS PROGRAM-SHELDON AVENUE (LINCOLN WAY TO HYLAND AVENUE): Mayor ProTem opened the public hearing. No one requested to speak, and the hearing was closed.

Moved by Orazem, seconded by Corrieri, to adopt RESOLUTION NO. 14-064 approving final plans and specifications and awarding a contract to Con-Struct, Inc., of Ames, Iowa, in the amount of \$896,526.49.

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

HEARING ON 2012/13 TRAFFIC SIGNAL PROGRAM (LINCOLN WAY AND HAYWARD AVENUE): The public hearing was opened by Mayor ProTem Goodman. There being no one wishing to speak, the hearing was closed.

Moved by Orazem, seconded by Corrieri, to authorize the use of \$6,100 from the Road Use Tax Fund available balance.

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

Moved by Orazem, seconded by Corrieri, to adopt RESOLUTION NO. 14-065 approving final plans and specifications and awarding a contract to Voltmer, Inc., of Decorah, Iowa, in the amount of \$195,040.88.

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 TRAFFIC SIGNAL PROGRAM (GRAND AVENUE AND 20TH STREET): Mayor ProTem Goodman opened the hearing and closed same after no one came forward to speak.

Moved by Betcher, seconded by Nelson, to adopt RESOLUTION NO. 14-066 approving final plans and specifications and awarding a contract to Baker Electric of Des Moines, Iowa, in the amount of \$181,579.05.

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

HEARING ON FURNISHING CONTROL PANELS FOR HABER ROAD SUBSTATION: The hearing was opened by Mayor ProTem Goodman. No one requested to speak, and the hearing was closed.

Moved by Nelson, seconded by Orazem, to adopt RESOLUTION NO. 14-067 approving final plans and specifications and awarding a contract to Schweitzer Engineering Laboratories, Inc., of Pullman, Washington, in the amount of \$93,934.85 (inclusive of sales tax).

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 Betcher, to pass on third reading and adopt ORDINANCE NO. 4168 to add the definition of “flashing yellow arrow” to *Municipal Code* Section 26.18(2)(k).

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

ORDINANCE ADOPTING 2012 EDITIONS OF INTERNATIONAL BUILDING, RESIDENTIAL, FIRE, EXISTING BUILDING, MECHANICAL, PLUMBING, AND FUEL GAS CODES, WITH LOCAL EDITS: Moved by Nelson, seconded by Orazem, to pass on third reading and adopt ORDINANCE NO. 4169 adopting, by reference, the 2012 Editions of International Building, Residential, Existing Building, Mechanical, Plumbing, and Fuel Gas Codes, with local edits; and ORDINANCE NO. 4170 adopting, by reference, the 2012 Edition of the International Fire Code, with local edits.

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

COUNCIL COMMENTS: Moved by Gartin, seconded by Orazem, to refer to staff the request of First National Bank dated January 22, 2014, to reserve three parking meters located in front of its

temporary location at 119 Stanton Avenue.

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

Moved by Gartin, seconded by Nelson, to refer to staff the request of Chuck Winkleblack dated January 24, 2014, to modify the parking standards for office uses in commercial zones.

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

Moved by Gartin, seconded by Nelson, to refer to staff for placement on a future agenda the alternate proposal of Dayton Park to address the penalty imposed by the City Council for non-compliance with the South Bell TIF Agreement.

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

ADJOURNMENT: Moved by Betcher to adjourn the meeting at 11:31 p.m.

Diane R. Voss, City Clerk

Ann H. Campbell, Mayor

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

AMES, IOWA

JANUARY 31, 2013

The Ames City Council met in special session at 2:07 p.m. on January 31, 2014, in the Council Chambers of City Hall, 515 Clark Avenue, pursuant to law with Mayor ProTem Matthew Goodman presiding and the following Council members present: Amber Corrieri, Tim Gartin, and Chris Nelson. Council Member Peter Orazem arrived at 2:37 p.m. Council Member Gloria Betcher arrived at 3:21 p.m. Mayor Ann Campbell and *Ex officio* Member Alexandria Harvey were absent.

FY 2014/15 BUDGET OVERVIEW: City Manager Steve Schainker told the Council that the FY 2014/15 budget he was recommending totaled \$236,821,276. He reported that there will be no property tax rate increase; it will remain at \$10.86/\$1,000 of assessed valuation. Mr. Schainker commended the work of Department Heads and their staff who had developed operating budgets in the General Fund that call for a decrease in expenditures of \$15,000 in FY 2014/15 compared to the prior year's Adopted.

Mr. Schainker also advised that the only utility rate increase programmed for 2014/15 was for sanitary sewer (8%). He informed the City Council that the recently completed Long-Range Facility Study had identified a significant number of needed capital improvement projects for the 24-year-old WPC Plant. Those improvements will need to be completed over the next five years and will necessitate a series of rate increases, beginning with the 8% increase in FY 2014/15.

Finance Director Duane Pitcher stated that the City's levy makes up 33.13% of a property's total tax bill; the School District makes up 44.72% (if in the Ames Community School District); 20.34% is the County's share (includes the City Assessor); and 1.81% goes to Des Moines Area Community College DMAACC). He reported that the recently passed State legislation, which reduced the taxable value on commercial and industrial properties from 100% to 95% of their assessed value, resulted in a loss of \$48,265,140 in taxable value.

Mr. Pitcher gave a comparison of City Property Tax Valuations and Total Levies to be collected for fiscal year 2013/14 for the 13 largest cities in Iowa. Ames has the second-lowest total city tax levy per \$1,000 valuation. Mr. Pitcher reiterated that, for FY 2014/15, the total tax levy/\$1,000 taxable valuation will be \$10.86. Mr. Schainker cautioned that the proposed budget did not include the levy if the convention center bond issue passes. Finance Director Pitcher presented a breakdown of the tax levy, including General, Employee Benefits, and Transit. The levy rate per \$1,000 without debt service equates to 7.27349. Net debt service adds 3.58189. The change in dollar value equates to a change in the dollar value of the levy of 1.17% (\$296,007). He noted that, without Local Option Tax, the levy would be \$12.68.

Council Member Nelson asked staff to provide an historical summary of the tax levy. Mr. Schainker covered that information, which was on Page 23 of the Special Reports.

Finance Director Pitcher presented an analysis of changes in taxable value for residential, commercial, industrial, and utilities (not including utilities subject to excise tax). He specifically noted that the percentage of assessed value subject to taxation for residential properties will increase from 52.8% in FY 2013/14 to 54.4% in FY 2014/15, yielding \$41,356,217 in additional taxable valuation. Commercial properties will decrease by \$41,634,238 and industrial properties will decrease by \$6,629,355 due to rollback. However, \$524,239 will be received from the newly

established State Replacement Tax proceeds will be received. The net change on existing property is -0.84.

The Police and Fire Trust Fund was explained by Mr. Pitcher. He described the use of applied principal to lower the estimated tax rate. For FY 2014/15, the tax rate is estimated to be 0.78331.

The Debt Service cost allocation for 2014/15 was reviewed by Mr. Pitcher. He named the projects for which the bond proceeds are used. The 2014/15 CIP General Obligation issue will equate to \$9,840,000. Mr. Pitcher provided a summary of current and proposed total debt service from 2013/14 to 2018/19. The FY 2014/15 Debt Service Levy will be 3.58189/\$1,000 valuation.

City Manager Schainker reported that another project not included in the debt service levy is the Research Park. Funding strategy for that project will need to be developed after certification of the budget.

Mr. Pitcher gave a detailed analysis of dollar value and percentage change of total levy by property type. Residential increased by 5.72%, Commercial decreased by 5.45%, Industrial decreased by 3.41%, and Utilities decreased by 6.58%. The percentage change in taxable value equates to 1.17%. He also gave an analysis of change in tax dollar payments by property type from FY 2013/14 to 2014/15. A five-year comparison of the percentage of taxable valuation by property type to total taxable valuation was shown to the Council.

Sample tax calculations for residential, commercial, and industrial properties were provided by Mr. Pitcher.

A summary of change in tax asking for 2014/15 was presented by Finance Director Pitcher. The total change in the General Levy will be \$107,659, Employee Benefit Levy will be \$90,920, Transit Levy will be \$35,915, and Debt Service Levy will be \$61,513; this results in a total change in tax asking of \$296,007.

The costs of City services for 2014/15 per residence from property taxes (based on a \$100,000 home) were summarized, as follows:

Streets/Traffic	\$	139
Police Protection		136
Fire Protection		89
Library		77
Recreation and Parks		56
Transit		36
General Support Services		23
Planning		10
Storm Sewer		6
Resource Recovery		6
Animal Control		5
Building and Grounds/Airport		5
Inspections/Sanitation		3
TOTAL	\$	<u>591/\$100,000</u>

An historic breakdown of the budget, specifically valuation increases and rollback, from 1993/94 to the present was given by Mr. Pitcher. He also reviewed the Full-Time Equivalents (FTEs)

recommended for 2014/15. The only increase in FTEs will be for Transit. Mr. Schainker explained how the costs of the new 5.6 FTEs would be allocated.

Finance Director Pitcher brought the Council's attention to the modest increases being proposed for development-related fees for FY 2014/15.

City Manager Schainker noted that information was included with the Special Reports to the Council pertaining to the ASSET allocation, COTA funding, Fall Grant Program from City Council Special Allocations account, and Public Art Commission.

The meeting recessed at 3:37 p.m. and reconvened at 3:41 p.m.

Budget Officer Nancy Masteller outlined the Fund Sheets beginning with the General Fund. Under the Transfers section, City Manager Schainker explained the "Electric - in Lieu of Taxes" line item. Ms. Masteller continued the explanation of Fund Sheets, including Special Revenue Funds [e.g., Local Option Sales Taxes, Hotel/Motel Tax, Leased Housing, Road Use Tax, City-Wide Affordable Housing, Tax Increment Financing, Employee Benefit Property Tax, Fire/Police Pension Retirement, FEMA/2010 Wind and Flood, Parks and Recreation Special Revenues, Don and Ruth Furman Aquatic Center Construction, Library Friends Foundation, Library Donations and Grants, Utility Assistance, Public Art Donations, Developer Projects, and Economic Development (Revolving Loans and Forgivable Loans)]. Also described by Ms. Masteller were Permanent Funds (Cemetery Perpetual Care Trust, Furman Aquatic Center Trust), Debt Service (payment of principal and interest on General Obligation Bonds, ISU participation in the repayment of bonds issued to fund Fire capital acquisitions), Capital Projects - Special Assessment, - Street Construction, - Airport Construction, - American Recovery and Reinvestment Act Energy Block Grant, - Various Construction Grants, and - Bond Proceeds.

Enterprise Funds were summarized by Budget Officer Masteller for the Water Utility, Water Construction (accounts for proceeds received from the State Revolving Loan Fund), Sewer Utility, Sanitary Sewer Improvements, Sewer Sinking (accounts for State Revolving Fund loan payments for sewer utility projects), Electric Utility, Parking Operations and Improvements, Transit Operations, GSB Transit Trust, Transit Capital Reserve, and Transit Agency Intermodal Facility (for construction of the Facility).

Referencing text on certain budget pages that states there is an unrestricted balance, e.g., Water, Council Member Gartin requested to have a line item added to point out that the funds were really dedicated for future large projects.

Ms. Masteller continued with the Enterprise Funds (Storm Sewer Utility, Ames/ISU Ice Arena, Ice Arena Capital Reserve (accounts for contributions from the City and ISU), Homewood Golf Course, and Resource Recovery.

Internal Services were summarized, including Fleet Maintenance, Fleet Replacement, Information Technology, Computer Replacement, Risk Management, and Health Insurance.

City Manager Schainker stated that \$247,000 had been placed in the Current Year Adjusted to be used for the Land Use Policy Plan update, \$1.1 million had been placed into the budget for City Hall Phase II renovations, and \$250,000 had been allocated for permit software for the Inspections Division.

Mr. Schainker brought the Council member's attention to the Projected Utility Increases for FY 2014/15 through 2018/19 that he had distributed to them. He emphasized that these were the best estimate at this time; however, are subject to change.

ADJOURNMENT: Moved by Nelson to adjourn the meeting at 5:08 p.m.

Diane R. Voss, City Clerk

Ann H. Campbell, Mayor

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

AMES, IOWA

FEBRUARY 4, 2014

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Facilities. Acting Director Iverson advised that the Facilities budget mainly provides for the routine operating and maintenance expenses of two facilities: City Hall (including parking, grounds, and the Veterans' Memorial) located at 515 Clark Avenue and the Maintenance Facility (including associated parking lots) located at 2207 Edison Street.

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

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

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

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

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

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

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

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

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

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

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

AMES, IOWA

FEBRUARY 5, 2014

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

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

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

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

Mr. Abraham advised that, although the Recreation budget includes almost \$1,972,425 in expenses, \$1,316,476 is generated through fees and charges. The tax subsidy is approximately \$655,949 (33%). The Parks Division generates revenue only through shelter reservations; 94% of that program budget is subsidized. Homewood Golf Course and Ames/ISU Ice Arena are both enterprise funds. Homewood’s revenue currently exceeds its expenses by \$27,000. The Ice Arena has a healthy fund balance; however, it is expected that expenses will exceed revenues by \$6,254. Total expenses for both divisions of the Department equate to \$3,258,797 and revenues equate to \$1,390,876. The total subsidy is \$1,867,921 (57%).

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The budget for Fuel and Purchased Power will decrease 0.5% to \$30,810,788. It is the largest component of the Electric Services budget. The major items include coal, market energy purchases, wind, fuel oil, transmission service, and refuse-derived-fuel payments. The increased wind energy purchases were highlighted. Wind energy purchases provided the equivalent of 15.1% of the City’s usage; RDF provided 5.1% of energy consumed. Market Energy prices are flat, but the quantity is up. The plan is to move to Network Integrated Transmission Service in 2014.

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

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

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

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

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

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

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

Details were given, by Police Chief Chuck Cychosz, of the budget for the Public Safety Program, which included Administration and Records, Crime Prevention and Police Services, General Investigation, Emergency Communications, and Forfeiture/Grants. It was noted that Animal Control and Parking Enforcement also falls under the Police Department.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

AMES, IOWA

FEBRUARY 6, 2014

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

City Clerk. Diane Voss presented the City Clerk’s Division budget. Many of the services provided by the City Clerk’s Office were summarized. Major sources of revenue and the largest expenses were highlighted.

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

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

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

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

Several upcoming events were announced by Ms. Gwasda.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Diane R. Voss, City Clerk

Ann H. Campbell, Mayor



REPORT OF CONTRACT CHANGE ORDERS

Period:	<input type="checkbox"/>	1 st – 15 th
	<input checked="" type="checkbox"/>	16 th – End of Month
Month & Year:	January 2014	
For City Council Date:	February 11, 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 (Buyer)
Public Works	2011/12 Downtown Street Pavement Improvements (Douglas Avenue)	4	\$1,215,016.00	Con-Struct, Inc.	\$32,509.81	\$3,000.23	B. Kindred	MA
Water & Pollution Control	Engineering Services	2	\$8,240,000.00	Fox Engineering Assoc., Inc.	\$529,745.00	\$15,200.00	K. Evans	MA
Fleet/Facilities	Dispatch Furniture for Police Remodel	4	\$40,293.25	Ergoflex Systems	\$23,084.50	\$198.92	D. Houghton	LM
			\$		\$	\$		
			\$		\$	\$		
			\$		\$	\$		

*Caring People
Quality Programs
Exceptional Service*

4a-h

TO: Mayor Ann Campbell and Ames City Council Members

FROM: Lieutenant Jeff Brinkley – Ames Police Department

DATE: February 4, 2014

SUBJECT: Beer Permits & Liquor License Renewal Reference City Council Agenda
February 11, 2014

The Council agenda for February 11, 2014, includes beer permits and liquor license renewals for:

- Class C Liquor & Outdoor Service – Cy’s Roost, 121 Welch Ave
- Class C Liquor & Outdoor Service – Mickey’s Irish Pub, 109 Welch Ave
- Class E Liquor, C Beer, and B Wine – Fareway #386, 619 Burnett Ave
- Class E Liquor, C Beer, and B Wine – Fareway #093, 3619 Stange Rd
- Class C Liquor – El Azteca, 2727 Stange Rd
- Class B Liquor – Holiday Inn Ames, 2609 University Blvd
- Class C Beer and B Wine – Gateway Expresse, 2400 University Blvd
- Class C Liquor – The 5 & Dime, 115 5th Street

A routine check of police records for the past twelve months found no violations for either Fareway, El Azteca, Holiday Inn, Gateway Expresse, or The 5 & Dime. The Police Department would recommend renewal of these six licenses.

During the past twelve months, two fire code violations (overcrowding) were issued at Cy’s Roost. Following the second, the manager was terminated and a new manager was hired. There have been no additional citations issued at Cy’s. Two persons were cited for on premises underage and one fire code violation (overcrowding) were issued at Mickey’s in the past year. In both cases, we are continuing to monitor compliance. The police department recommends renewal of both of these licenses.

COUNCIL ACTION FORM

SUBJECT: 2013 RESOURCE RECOVERY ANNUAL REPORT

BACKGROUND:

A calendar year report is prepared annually for the Resource Recovery System. Based on this annual report, and in accordance with existing contracts, billings are prepared for the participating communities and Iowa State University.

The 2013 Resource Recovery Annual Report shows that 54,159 tons of Municipal Solid Waste (MSW) were received at the plant during 2013, with 6.2 percent (3,347 tons) of that amount from Iowa State University. Approximately 81 percent (44,093 tons) of the total tons received at the plant were processed, and 64 percent (28,262 tons) of this became Refuse Derived Fuel (RDF). Approximately 9,903 tons (18.3 percent) were sent to the Boone County Landfill.

Revenues from all sources totaled \$4,062,011, and total expenses were \$4,196,226. This resulted in net reduction of \$134,216 to the Resource Recovery fund for 2013. This reflects the major capital improvements made during 2013, including the new primary shredder and the fire suppression room addition. The per capita fee charged to the other participating jurisdictions remained at \$9.10 for 2013, and the tipping fee for haulers remained at \$52.75 per ton.

ALTERNATIVES:

1. Accept the attached 2013 Resource Recovery Annual Report as presented, and authorize staff to distribute the report and to bill the participating communities and Iowa State University.
2. Request further information from staff.

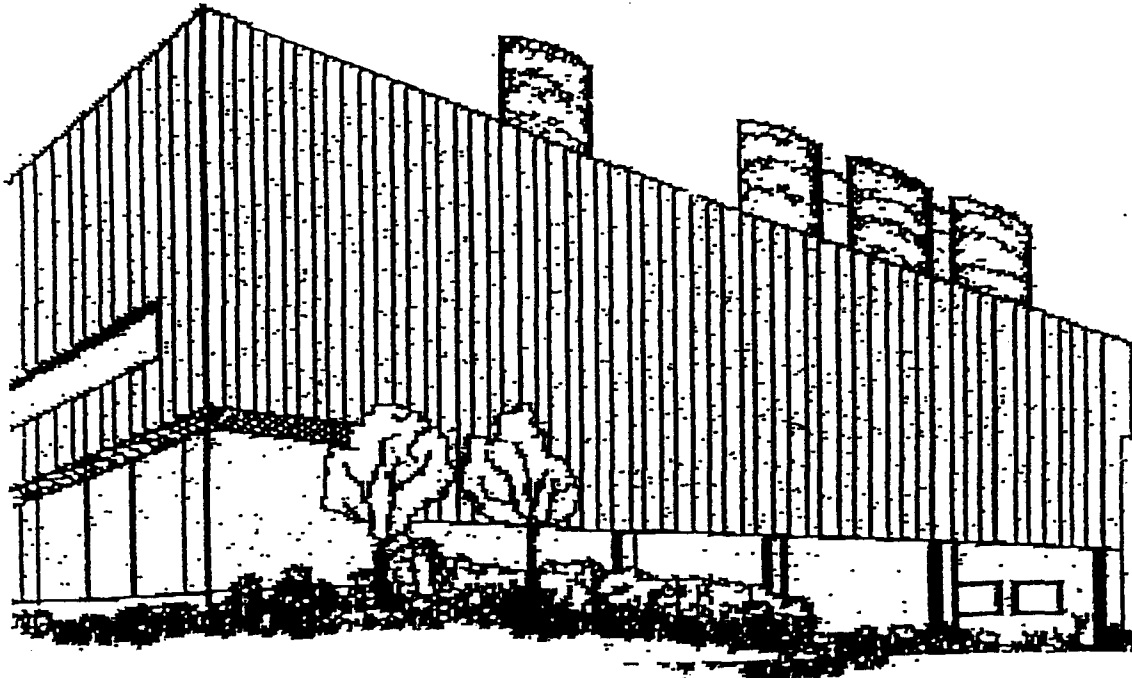
MANAGER'S RECOMMENDED ACTION:

Council acceptance of this report will allow staff to bill our participating partners for their respective portions of the Resource Recovery System's 2013 costs.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No.1, thereby accepting the 2013 Resource Recovery Annual Report as presented and authorizing staff to distribute the report and to bill the participating communities and Iowa State University.

**ARNOLD O. CHANTLAND
RESOURCE RECOVERY SYSTEM**

2013



CITY OF AMES, IOWA





February 11, 2014

Dear Resource Recovery System Members:

The Resource Recovery System continues to be one of the most successful methods of landfill diversion in the state of Iowa. Approximately **64% of the waste processed at the plant becomes Refuse Derived Fuel (RDF)**, which replaces a portion of the coal used for electric generation at the City of Ames Power Plant. Also, more than **2,000 tons of metal** and **170 tons of glass** are recovered for recycling. Drop-off disposal of Household Hazardous Materials (HHM) continues to be offered by appointment, keeping **nearly 11 tons** of HHM from the landfill.

The **2013 per capita charge**, which is payable on July 1, 2014 and December 1, 2014, **will be maintained at \$9.10**. The per capita charges will be based on the certified 2010 census. **The tipping fee rate will remain at \$52.75 per ton and the car line rates will continue to be \$8 for cars/passenger vans and \$22 for pickups/trailers.**

The system **agreements with the county and member communities/agencies are being renewed early in 2014**. We sincerely appreciate your hospitality and consideration as we made visits to all the member agencies during the fall of 2013 to gain input on renewing our agreements. We look forward to beginning the next exciting 20-year period in July 2014.

Several innovative ideas and improvements were made to the system during 2013. The most significant among these was **replacing the original primary shredder with a new, state-of-the-art shredder**. This is planned to reduce the amount of electrical demand, as well as reduce operations/maintenance and landfill transportation/disposal costs. A sprinkler room addition was also made to the facility. This will enable **replacement of the internal fire suppression system** during the coming year, which will increase safety at the plant. Another improvement was **replacement of the truck scale**. We will also continue to further evaluate **potential gasification technologies** as an option to the traditional RDF process.

We experienced some irregularity in our availability to commercial haulers during 2013 due to needed maintenance at the power plant, as well as the noted improvements to our facility. We appreciate the accommodations that were made by our customers and expect the improvements to provide a much more reliable system in 2014 and beyond.

If you or any of your constituents have questions about this annual report or any of the activities of the Resource Recovery System, please do not hesitate to contact me or our Superintendent, Gary Freel.

Sincerely,

John C. Joiner, P.E.
Public Works Director

CITY OF AMES, IOWA
RESOURCE RECOVERY SYSTEM
ANNUAL BILLING

Participating Communities
For Calendar Year 2013

REVENUES:

Per Capita	725,188.10	
Refuse sold for fuel	694,366.00	
Sale of metals	261,149.91	
Public fees	62,021.42	
Regular customers	2,085,789.14	
Reimbursements and refunds	13,516.23	
Other governmental units	18,493.39	
Iowa DNR SWAP Funding	-	
Out of County Revenue	7,117.88	
Scrap tires	2,467.50	
I.S.U. participation	200,222.79	
Interest Revenue	(8,322.29)	
		4,062,010.07

EXPENSES:

Operations	4,196,225.72	
Debt Service	-	
		<u>4,196,225.72</u>
	Net Loss	(134,215.65)

MATERIALS, REVENUES & EXPENSES RESOURCE RECOVERY SYSTEM

YEAR	AVAILABLE	TO PROCESS	(%)	FERROUS	(%) ¹	RDF	(%) ¹	(%) ²	REVENUES	EXPENSES	REV/EXP	NET EXPENSE (\$/TON)
1994	47,869	45,540	95%	1,906	4%	34,280	75%	72%	1,937,432	2,197,280	88%	5.43
1995	28,117	28,059	100%	1,097	4%	20,386	73%	73%	1,372,600 *	2,109,276	65%	26.20
1996	28,484	28,452	100%	835	3%	18,875	66%	66%	2,237,072 **	2,628,208	85%	13.73
1997	45,435	42,644	94%	1,464	3%	27,746	65%	61%	3,081,928	3,163,332	97%	1.79
1998	48,643	47,690	98%	1,903	4%	31,138	65%	64%	3,373,503	3,183,602	106%	(3.90)
1999	49,164	46,370	94%	1,654	4%	30,434	66%	62%	3,161,495	3,220,240	98%	1.19
2000	48,896	44,397	91%	1,401	3%	28,095	63%	57%	3,097,282	3,313,053	93%	4.41
2001	50,093	44,955	90%	1,104	2%	30,435	68%	61%	3,353,739	3,281,503	102%	(1.44)
2002	50,267	48,717	97%	1,258	3%	35,147	72%	70%	3,731,348	3,110,513	120%	(12.35)
2003	51,906	47,436	91%	1,678	4%	33,146	70%	64%	3,803,639	3,527,346	108%	(5.32)
2004	53,788	51,026	95%	2,332	5%	34,334	67%	64%	4,017,107	3,462,794	116%	(10.31)
2005	54,493	53,468	98%	2,250	4%	32,621	61%	60%	4,285,110	3,716,566	115%	(10.43)
2006	55,500	50,989	92%	2,229	4%	30,180	59%	54%	4,250,337 ***	4,449,985	96%	3.60
2007	57,333	52,820	92%	2,102	4%	34,182	65%	60%	4,392,686	4,531,663	97%	2.42
2008	57,470	52,716	92%	2,068	4%	36,060	68%	63%	4,632,493	3,725,904	124%	(15.77)
2009	53,395	46,647	87%	1,987	4%	31,040	67%	58%	3,956,279	5,507,045	72%	29.04
2010	58,756	57,494	98%	2,347	4%	37,865	66%	64%	4,937,018	4,605,121	107%	(5.65)
2011	55,270	50,611	92%	2,166	4%	34,422	68%	62%	4,697,573	3,729,248	126%	(17.52)
2012	53,106	49,381	93%	2,177	4%	32,329	65%	61%	4,641,704	4,089,447	114%	(10.40)
2013	54,159	44,093	81%	1,873	4%	28,262	64%	52%	4,062,010	4,196,226	97%	2.48
20 YEAR TOTAL	1,002,144	933,505	93%	35,831	4%	620,977	67%	62%	\$73,022,355	\$71,748,352	102%	(\$1.27)

¹Denotes percent of processed material

²Denotes percent of tons available

* Closed for renovation for part of the year (1995, 1996)

** Beginning in 1996, per capita is included as revenue

***Closed for one month for Air Knife Installation

TWENTY YEAR AVERAGES

<i>\$/Incoming Ton Revenue</i>	\$72.87
<i>\$/Incoming Ton Expense, Net</i>	(\$1.27)
<i>Percent Recovery - R.D.F.</i>	62%
<i>Percent Recovery - Ferrous</i>	4%

Figure 2

CITY OF AMES, IOWA

POPULATION - PERCENTAGES - CHARGES

Annual Billing - Calendar 2013
Per Capita - \$9.10

	<u>POPULATION</u> ¹	<u>PERCENT OF</u> <u>POPULATION</u>	<u>TOTAL</u>
Ames	49,765 ²	62.45%	\$452,861.50
Story County	8,706	10.92%	\$79,224.60
Nevada	6,798	8.53%	\$61,861.80
Story City	3,431	4.31%	\$31,222.10
Huxley	3,317	4.16%	\$30,184.70
Slater	1,489	1.87%	\$13,549.90
Roland	1,284	1.60%	\$11,684.40
Gilbert	1,082	1.36%	\$9,846.20
Maxwell	920	1.15%	\$8,372.00
Colo	876	1.10%	\$7,971.60
Cambridge	827	1.04%	\$7,525.70
Zearing	554	0.70%	\$5,041.40
McCallsburg	333	0.42%	\$3,030.30
Kelley	309	0.39%	\$2,811.90
TOTALS	79,691	100.00%	\$725,188.10

¹ Based on 2010 U.S. Census

² 58,965 minus I.S.U. 9,200

APPENDIX

**CITY OF AMES, IOWA
MONTHLY REFUSE VOLUMES - 2013**

	TOTAL REFUSE RECEIVED (Tons)	TONS RECEIVED FROM I.S.U.	TONS RECEIVED FROM N.A.D.C.	TONS RECEIVED FROM I.D.O.T.	TONS RECEIVED FROM OTHER
January	4,225	312	19	6	3,888
February	3,722	341	14	5	3,362
March	3,966	311	20	8	3,627
April	4,902	318	27	9	4,548
May	4,976	370	8	4	4,594
June	4,324	190	9	9	4,116
July	5,058	208	15	9	4,826
August	4,931	279	19	8	4,625
September	4,540	317	9	8	4,206
October	5,003	357	164	13	4,469
November	4,242	41	1	7	4,193
December	4,270	303	16	17	3,934
TOTAL	54,159	3,347	321	103	50,388
% OF TOTAL	100.0%	6.2%	0.6%	0.2%	92.9%

**CITY OF AMES, IOWA
RESOURCE RECOVERY PLANT VOLUMES
12/31/2013**

CLASS	2013 TRIPS	2013 WEIGHT	PERCENT OF TOTAL WEIGHT
Non-Scale Refuse (Car line)	4,058	1,128	2.1%
Commercial Haulers	8,210	38,554	71.1%
Private Industry/Contractors	549	759	1.4%
City of Ames	55	44	0.1%
Iowa State University	1,073	3,347	6.2%
Iowa Dept of Transportation	304	103	0.2%
U S D A Lab	113	321	0.6%
Directly to Boone	1,905	9,903	18.3%
TOTALS	16,267	54,159	100.0%

CITY OF AMES, IOWA
RESOURCE RECOVERY SYSTEM
FEE SCHEDULE

YEAR	PER CAPITA	TIPPING FEE	CARLINE	
			CARS	PICKUPS
2005/06	\$10.50	\$52.75/TON	\$8.00	\$22.00
2006/07	\$10.50	\$52.75/TON	\$8.00	\$22.00
2007/08	\$10.50	\$52.75/TON	\$8.00	\$22.00
2008/09	\$10.50	\$52.75/TON	\$8.00	\$22.00
2009/10	\$10.50	\$52.75/TON	\$8.00	\$22.00
2010/11	\$10.50	\$52.75/TON	\$8.00	\$22.00
2011/12	\$9.10	\$52.75/TON	\$8.00	\$22.00
2012/13	\$9.10	\$52.75/TON	\$8.00	\$22.00
2013/14	\$9.10	\$52.75/TON	\$8.00	\$22.00
2014/15	\$9.10	\$52.75/TON	\$8.00	\$22.00

COUNCIL ACTION FORM

SUBJECT: GOVERNOR'S TRAFFIC SAFETY BUREAU ENFORCEMENT GRANT

BACKGROUND:

The Ames Police Department is again requesting permission to apply for funding from the Governor's Traffic Safety Bureau to support additional overtime traffic enforcement, and to participate in the project should funding be awarded. The program is conducted through the Governor's Traffic Safety Bureau in cooperation with local and county law enforcement agencies to address traffic safety problems including alcohol, excessive speed, motorcycle and bicycle safety, and vehicle occupant protection. The program is designed with both enforcement and educational components to improve driver safety and protection, reduce impaired driving and enhance overall traffic safety. The Ames Police Department has participated in similar annual programs in the past.

This grant will support additional traffic enforcement during periods of high risk for impaired driving, excessive speed and crashes. The officers conducting this intensified traffic enforcement will be added to the normal staffing levels for the Police Department, and will work on an overtime basis. The areas in which these officers work will be selected on the basis of citizen complaints, officer observations and traffic incident data.

The grant application would request \$32,000 in funding for the following uses:

- To pay officers at an overtime rate,
- To replace an in-car video camera, a radar unit and a preliminary breath test device, and
- To fund acquisition of educational materials on traffic safety.

There is no local match required with this grant.

ALTERNATIVES:

1. Approve the Police Department's application for and participation in the Governor's Traffic Safety Bureau Enforcement Grant program.
2. Do not approve this application.

MANAGER'S RECOMMENDED ACTION:

Participation in this program allows our Police Department to devote additional resources to traffic safety without additional local costs. These funds help reduce traffic violations and improve traffic safety for the citizens of Ames.

Therefore, it is the recommendation of the City Manager that the City Council approve alternative #1, authorizing the submission of a grant application for \$32,000 and participation in this program of the Governor's Traffic Safety Bureau.

COUNCIL ACTION FORM

SUBJECT: PUBLIC HEARING AND NOTICE OF INTENT TO ISSUE \$10,750,000 ESSENTIAL CORPORATE PURPOSE GENERAL OBLIGATION BONDS, \$2,500,000 GENERAL OBLIGATION REFUNDING BONDS AND ASSOCIATED TAX LEVY FOR DEBT SERVICE

BACKGROUND:

The FY 2014/15 budget includes a number of General Obligation (G.O.) Bond funded capital improvements. A public hearing is required to authorize issuance of bonds and the levy of property taxes for debt to be issued. The dollar amounts and corresponding property tax levy for the planned G.O. bond issue are included as part of the FY 2014/15 budget.

The G.O. Bonds and debt service levy for the FY 2014/15 budget were based on projects listed in the table below. Council authorization will be required at a later date to authorize the actual sale of these bonds. The bonds are expected to be issued shortly after the start of the new fiscal year. **In addition to the G.O. Bonds to fund capital improvement projects, staff has identified a potential bond refunding that may provide savings in debt service costs. Though Council will be holding a public hearing and notice of intent on the sale of those bonds, the refunding sale will not go forward unless adequate savings are expected.**

Please note that, in addition to the amount to fund the \$9,840,000 in G.O. Bond funded capital projects, the not-to-exceed amount for the issuance includes \$910,000 additional authorization to allow for issuance costs and the option to sell our bonds at a premium over the par amount. **In any case, debt will not be issued in an amount where debt service exceeds the property tax levy included in the proposed budget.**

The Capital Improvements Plan's 2014/15 G.O. Bond issue and planned refunding will include the following projects:

Resource Recovery Improvements	\$ 300,000	
Grant Avenue Paving Assessments	2,175,250	
Debt to be Abated by Other Revenues		\$ 2,475,250
Grant Avenue Paving	649,750	
Collector Street Pavement Improvements	1,205,000	
CyRide Route Pavement Improvements	525,000	
Downtown Street Improvements	900,000	
Concrete pavement Improvements	1,655,000	
Asphalt/Seal Coat Street Rehabilitation	1,250,000	
Arterial Street Pavement Improvements	700,000	
Flood Mitigation	300,000	
Bridge Rehabilitation Program	180,000	
FY 14/15 CIP Tax Supported G.O. Debt		7,364,750
Refunding Bonds		2,500,000
Issuance Costs and Allowance for Premium		910,000
Grand Total – 2014/15 G.O. Issue		\$13,250,000

ALTERNATIVES:

1. Adopt a pre-levy resolution authorizing the issuance of Essential Corporate Purpose General Obligation and General Obligation Refunding Bonds in an amount not to exceed \$13,250,000 and the debt service property tax levy to pay principal and interest on the bonds and set the date of public hearing for March 4, 2014.
2. Reject the pre-levy resolution authorizing the issuance of Essential Corporate Purpose General Obligation Bonds, reduce the 2014/15 property tax levy, and delay the capital projects. Delaying the Essential Corporate Purpose Bonds may prevent the City from completing the bond funded projects reflected in the 2014/15 CIP.

MANAGER'S RECOMMENDED ACTION:

Prior to the issuance of this debt, state law requires that this pre-levy resolution be adopted. This is a required step in order to accomplish the Council's approved capital improvements for the upcoming fiscal year.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby adopting a pre-levy resolution authorizing the issuance of Essential Corporate Purpose General Obligation and General Obligation Refunding Bonds in an amount not to exceed \$13,250,000 and the debt service property tax levy to pay principal and interest on the bonds and set the date of public hearing for March 4, 2014.

COUNCIL ACTION FORM

SUBJECT: RINGGENBERG PARK 4TH ADDITION – SANITARY SEWER
EASEMENT VACATION

BACKGROUND:

With the continued development in Ringgenberg Park Subdivision, a request has been received to vacate a portion of a sanitary sewer easement that was created as a part of Ringgenberg Park 1st Addition. It is not unusual with developing properties to find that easement locations need to be changed to work with the proposed building plans. When that happens, the City will vacate the easement and the developer will grant a new one for the same purpose but in a different location on the property. The present situation is more involved than the typical easement vacation because the easement being vacated contains an active main serving a residential property.

The vacation is necessary in order for the property owner to secure financing for the new Village Cooperative planned for this area. The current sanitary sewer alignment is in conflict with the proposed building's footprint, and financing cannot be secured for the project with the sewer and easement in their current location.

The developer desires to begin construction as soon as the weather allows this spring. The Final Plat related to the site is scheduled to be approved at the February 25, 2014 Council meeting to establish a new easement. It is also the developer's intent for the new sanitary sewer, as shown in Attachment A, to be installed in spring 2014. Should the Final Plat not be approved at the February 25, 2014 meeting, the easement vacation hearing will be delayed to coincide with Final Plat approval.

The developer has agreed to provide a Letter of Credit prior to February 25, 2014, in the amount equal to the proposed relocation costs to secure the promise to relocate the sewer line that is in the easement presently. Should the Village Cooperative not be developed, the City would have the options to require the developer to install the new sanitary sewer main as proposed, to install the new sanitary sewer main utilizing the developer's financial security, or to re-establish the easement in its current location and return the letter of credit. The City's Legal staff is creating a development agreement for the proposed relocation of the sanitary sewer main that will also be presented at the February 25 Council meeting for approval.

With the easement being specified for sanitary sewer, no additional outreach to other utilities was necessary, since Public Works is the only utility stakeholder in the easement. Staff sees no problems with the relocation of the easement and sanitary sewer main.

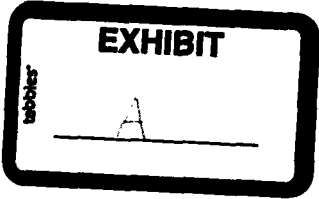
ALTERNATIVES:

1. Set February, 25, 2014 as the date of public hearing for the proposed vacation of the sanitary sewer easement as shown on Attachment A.
2. Direct staff to pursue other options.

MANAGER'S RECOMMENDED ACTION:

By moving forward with the process to approve vacation of this easement, Council will facilitate this property owner's ability to secure financing and move forward with the Village Cooperative development.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby setting February 25, 2014 as the date of public hearing for the proposed vacation of the sanitary sewer easement as shown on Attachment A.



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

VACATION EXHIBIT

OAKWOOD ROAD

NE CORNER LOT 12

Survey Description-Sanitary Sewer Easement to be Vacated:
A strip 20.00 feet in width across Lot 12, Ringgenberg Park Subdivision, Fourth Addition to the City of Ames, Story County, Iowa, being more particularly described as follows: Commencing at the Northeast Corner of said Lot 12; thence S01°13'07"E, 320.85 feet along the East line of said Lot 12, thence S86°56'58"W, 21.86 feet to the point of beginning thence S86°56'58"W, 300.13 feet; thence S24°01'18"E, 14.25 feet; thence S19°32'28"E, 6.98 feet; thence N86°56'58"E, 291.02 feet; thence N02°44'19"E, 20.10 feet to the point of beginning.

S01°13'07"E 320.85'

CEDAR LANE (ROW VARIES)

LOT 12
RINGGENBERG PARK SUBDIVISION,
FOURTH ADDITION

EXISTING SANITARY SEWER EASEMENT

EXISTING SANITARY SEWER EASEMENT TO BE VACATED

S86°56'58"W 21.86'

S24°01'18"E 14.25'

S86°56'58"W 300.13'

S19°32'28"E 6.98'

N86°56'58"E 291.02'

NEW SANITARY SEWER EASEMENT

N02°44'19"E 20.10'

BOBCAT DRIVE (40')

EXISTING SANITARY SEWER EASEMENT

OUTLOT B

GRAPHIC SCALE 1"=60'



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
R. Bradley Stumbo License #17161
My license renewal date is December 31, 2015

Date: 1-29-14



COUNCIL ACTION FORM

SUBJECT: FUEL OIL PIPE INSTALLATION AT COMBUSTION TURBINE SITE

BACKGROUND:

This project is for labor and materials to replace fuel oil piping at the Electric Services combustion turbine site. The combustion turbine site is located over a closed landfill north of the City Warehouse in east Ames. It was developed in the late 1960's, with the first unit placed in service in 1972. Fuel oil is delivered to and stored in a 300,000 gallon, 50 feet diameter, steel above-ground tank. Existing underground carbon steel fuel oil pipe runs to and from a pump house located south and across Pullman Street from the 50 foot diameter tank. The existing 4 inch supply and 2½ inch return fuel oil lines total approximately 350 feet of underground piping.

The project scope involves installing new double-walled carbon steel piping to replace the existing underground carbon steel piping that runs from the existing fuel oil storage tank to the existing fuel oil pump house. The new carbon steel pipe will tie into existing above ground flanged connections on the existing lines at the tank and inside the pump house. Existing piping will be abandoned in place.

The engineer's estimate for this project is \$128,000. Funding is available in the approved FY2013/14 Electric Production operating budget, which contains \$139,000 for CT# 1 Gas Turbine maintenance.

ALTERNATIVES:

1. Approve the preliminary plans and specifications for the Fuel Oil Pipe Installation at Combustion Turbine Site and set March 12, 2014, as the bid due date and March 25, 2014, as the date of public hearing and award of contract.
2. Do not approve plans and specifications at this time.

MANAGER'S RECOMMENDED ACTION:

This project is needed because all original lines installed in 1972 are subject to failure. This is the last section of pipe that needs to be replaced.

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

COUNCIL ACTION FORM

SUBJECT: POWER PLANT SCADA SYSTEM UPGRADE & UPGRADE TO CUSTOMER SUPPORT PACKAGE

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 SCADA 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 every three months and the current software version is three 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, the operating system, and the customer support package. The new features will help staff keep current in a world subject to North American Electric Reliability Corporation (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. Service provided for 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” level on customer support, will allow us to receive more timely updates in the future, which will save money over time.

Microsoft Windows 7 is now the 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 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 the 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 \$213,722. This amount is inclusive of \$121,290 for the SCADA software/hardware upgrade and \$92,432 for Electric Services to move from "gold" level customer service support to "diamond" level. If the City remained on "gold", for which we pay \$41,175 each year, the software/hardware upgrade cost from OSI would increase to \$190,890 for a total of \$232,065. 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 hardware/software upgrade and \$93,000 for customer support services.

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 \$213,722. This amount is inclusive of \$121,290 for the SCADA software/hardware upgrade and \$92,432 for the move from "Gold" to "Diamond" customer service support. The City will pay applicable sales taxes directly to the State of Iowa.
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 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 hardware/software upgrade and to move to diamond support service.**

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: February 7, 2014

Subject: Contract and Bond Approval

There are no Council Action Forms for Item Nos. 11 through 13. Council approval of the contract and bond for these projects is simply fulfilling a *State Code* requirement.

/jr

COUNCIL ACTION FORM

SUBJECT: APPROVAL OF CHANGE ORDERS FOR 2010/11 AIRPORT IMPROVEMENTS (WEST APRON REHABILITATION)

BACKGROUND:

The Capital Improvement Plan's Airports Improvements program identifies priority and funding for projects that are recommended in the City's Airport Master Plan. That plan details airport development needs for a 10-year period. The most recent Airport Master Plan was completed in 2008, and ensures that those projects shown qualify for Federal Aviation Administration (FAA) funding. Federal funding provides for 90 percent of the cost of eligible improvements to the Airport.

The 2010/11 program location was the West Apron Rehabilitation. This project included the complete reconstruction of the apron area along the west side of the Terminal Building. On April 10, 2012, City Council awarded this contract to Godbersen-Smith Construction of Ida Grove, Iowa, in the amount of \$1,256,500.65.

Change Order No. 1 in the amount of \$243.10 was administratively approved by staff, and included repair of an unknown field tile that was damaged during excavation.

Change Order No. 2 in the amount of \$20,972.50 was also administratively approved by staff, and included additional sub-grade preparation to scarify and compact the existing sub-grade.

Change Order No. 3, a reduction of (\$70,812.50), brings the total absolute value in change orders to \$92,028.10, which requires City Council approval. Change Order No. 3 includes various work activities required for the installation of select fill material. These activities had been planned and funded, but after more detailed geotechnical testing, they were determined to be unneeded.

The City's consultant who conducted construction observation on this project received FAA concurrence for all three change orders. The revised contract amounts reflect the actual field quantities as constructed.

Costs associated with this project to date include the following:

Godbersen-Smith Construction (original contract amount)	\$1,256,500.65
Godbersen-Smith Construction (Change Orders No. 1, 2 & 3)	(49,596.90)
Engineering and Construction Administration (estimate)	185,479.00
Total Estimated Cost	\$1,392,382.75

The project funding was identified in FY 2010/11 to come from the Airport Construction Fund with a maximum of **\$150,480** to serve as local match for the FAA grant (Federal Funds = 90%, Local Funds = 10%). Total Federal funds available for this project are **\$1,297,781.69**, bringing the **total available funding to \$1,448,261.69**.

ALTERNATIVES:

1. Approve Change Orders No. 1, 2, and 3 for the 2010/11 Airport Improvements (West Apron Rehabilitation) project in the net reduction amount of \$49,596.90.
2. Direct staff to pursue modifications to the project.

MANAGER'S RECOMMENDED ACTION:

The work covered by these change orders is complete and has received FAA concurrence under the provision of the grant. These change orders will allow for the project to move forward toward anticipated completion in spring 2014.

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

COUNCIL ACTION FORM

SUBJECT: 2013/14 RESOURCE RECOVERY PROCESS AREA SPRINKLER SYSTEM REPLACEMENT (PHASE 1)

BACKGROUND:

The 2010 annual loss prevention report prepared by FM Global Insurance, the City's previous provider of property, boiler and machinery insurance coverages, recommended that the Resource Recovery Plant's fire suppression system be upgraded. This upgrade is a Capital Improvement Plan (CIP) project that is being completed in two phases.

This first phase has now been completed. This work consisted of a 11' x 20' valve room addition to house backflow prevention and new system valves for domestic water and the fire control system. This valve room was constructed so that emergency services personnel can access the fire system and valves without having to enter the main building. The room contains a new, larger incoming water supply line, backflow preventers, fire system riser, and poured concrete walls to match the existing structure. The roof line of the new addition was also extended to cover and match the main building entrance.

The larger incoming water line and valves allow for the required increase in water flow for Phase 2 of the project, which is programmed in the 2014/15 CIP. Phase 2 will involve complete replacement of the original, deteriorating fire system piping and sprinkler heads. The design plan and layout of the sprinkler heads, cross main, and branch line piping will be determined taking into account the structural elements of the building and updates to fire codes.

Brown Engineering of Des Moines, Iowa, completed design services for the Phase I project. On May 28, 2013, Council approved final plans and specifications and awarded the construction contract to Woodruff Construction LLC of Ames, Iowa, in the amount of \$194,300. Change Order No. 1, in the amount of \$5,626, included additional costs for relocating the sanitary main and vent piping, as well as modifying a concrete pier, bringing total construction costs to \$199,926. With engineering costs of approximately \$24,700, the total project cost of Phase 1 is \$224,626.

Funding for Phase 1 was programmed in the CIP in the amount of \$65,000 from the Resource Recovery Fund and \$205,370 in revenue abated General Obligation Bonds, bringing total funding for Phase 1 to \$270,370. The remaining funds will be carried over as a contingency for Phase 2 improvements.

ALTERNATIVES:

1. Accept the 2013/14 Resource Recovery Process Area Sprinkler System Replacement (Phase 1) as completed by Woodruff Construction LLC of Ames, Iowa, in the amount of \$199,926.
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 stated above.

COUNCIL ACTION FORM

SUBJECT: **COMPLETION OF SOUTH RIVER VALLEY PARK
SOFTBALL FENCING AND LIGHTING PROJECT**

BACKGROUND:

On May 14, 2013, City Council approved preliminary plans and specifications for the South River Valley Park Softball Fencing and Lighting Project. This project was needed to replace old fencing and inadequate lighting.

On August 13, 2013, Council awarded the fencing contract to Des Moines Steel Fence in the amount of \$51,760 and the lighting contract to Van Maanen Electric in the amount of \$172,800. There were no change orders to this contract. Total costs for the project are shown below:

Project budget		\$260,000
Engineering costs	\$ 14,500	
Construction expenses	\$ 10,690	
Fencing	\$ 51,760	
Lighting	<u>\$172,800</u>	
Total Project Expenses		<u>\$249,750</u>

All of the work included in the contracts with Des Moines Steel Fence and Van Maanen Electric has now been completed.

ALTERNATIVES:

- 1) Accept completion of the following contracts:
 - a. South River Valley Park Softball Fencing with Des Moines Steel Fence at a total of \$51,760, and authorize final payment to the contractor.
 - b. South River Valley Park Softball Lighting with Van Maanen Electric, Inc. at a total of \$172,800, and authorize final payment to the contractor.

- 2) Delay acceptance of this project.

MANAGER'S RECOMMENDED ACTION:

The contractors for the South River Valley Park Softball Fencing and Lighting Project have successfully completed the work under the contract. Therefore, it is the recommendation of the City Manager that the Council adopt Alternative No. 1 as stated above.



Public Works Department
515 Clark Avenue, Ames, Iowa 50010
Phone 515-239-5160 ♦ Fax 515-239-5404

17

February 6, 2014

Honorable Mayor and Council Members
City of Ames
Ames, Iowa 50010

Ladies and Gentlemen:

I hereby certify that the public utilities and erosion control required as a condition for approval of the final plat of **Four Seasons Park – Phase 2 and 4** have been completed in an acceptable manner by **The Underground Company of Des Moines, IA**. The above-mentioned improvements have been inspected by the Engineering Division of the Public Works Department of the City of Ames, Iowa and found to meet City specifications and standards.

As a result of this certification, it is recommended that the financial security for public improvements on file with the City for this subdivision be released in full.

Sincerely,

John C. Joiner, P.E.
Director

JJ/jc

cc: Finance, Contractor, Construction Supervisor, PW Senior Clerk, Planning & Housing,
Subdivision file

Four Seasons Park – Phase 2 and 4

February 6, 2014

Page 2

Description	Unit	Quantity
Temporary Rock Entrance	EA	1
8-inch Sanitary Sewer	LF	1562
48-inch Dia. Sanitary Manhole (A)	EA	4
4-inch Sanitary Service	EA	57
8-inch Water Main	LF	2046
8-inch 11.25 Degree M.J. Bend	EA	2
8-inch 22.5 Degree M.J. Bend	EA	5
8-inch 45 Degree M.J. Bend	EA	4
8-inch M.J. Gate Valve	EA	4
8-inch M.J. Gate "Y" Branch	EA	1
8-inch x 8-inch x 8-inch Tee	EA	1
Hydrant and Hydrant Run (includes 8"x8"x6" M.J. Tee, 6" M.J.	EA	5
Temporary Blowoff Hydrant (includes 8"x6" M.J. Reducer, 6"	EA	3
1-inch Water Service (includes meter pit)	EA	57

COUNCIL ACTION FORM

SUBJECT: PLAT OF SURVEY FOR 633 18th STREET, 1916 GRAND AVENUE, AND 1924 GRAND AVENUE

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 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 633 18th Street, 1916 Grand Avenue, and 1924 Grand Avenue were originally platted as four lots for single-family homes (see Attachment A). In 2009, the southern two lots were combined through a plat of survey. **The proposed plat of survey (see Attachment B) is adjusting the boundary line of the four original platted lots to create three parcels of similar size.** The northern parcel and the southern parcel contain an existing single family home on each lot. The middle parcel is vacant and is being marketed for sale for construction of a new single-family home. No public improvements are required with the proposed plat of survey.

The proposed middle parcel contains an accessory structure. This will need to be relocated to the southern or northern lot or removed prior to releasing the plat of survey for recording. Zoning regulations do not allow an accessory structure without a principal building on the lot.

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

ALTERNATIVES:

1. The City Council can adopt a resolution approving the proposed plat of survey subject to removal of the accessory building the middle parcel.
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 Subdivision Code requirements and has rendered a preliminary approval.

Therefore, it is the recommendation of the City Manager that the City Council accept Alternative #1, thereby adopting a resolution approving the proposed plat of survey subject to removal of the accessory building the middle parcel.

**ADDENDUM: PLAT OF SURVEY FOR 633 18th STREET, 1916 GRAND AVENUE,
AND 1924 GRAND AVENUE**

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: Lots 2 and 3: David Cole and Ruth Cole
 Lots 4 and 5: Orville Cole and Francis Cole as Trustees of the
 Cole Family Living Trust

Assessor's Parcels: 0535300120, 0535300140, 0535300150

Legal Description: Lots 2, 3, 4, and 5, Gerbrach's Addition to Ames, Ames, Iowa

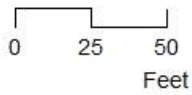
Public Improvements:

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.

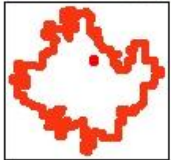
Note: The official plat of survey is not recognized as a binding plat of survey for permitting purposes until a copy of the signed and recorded plat of survey is filed with the Ames City Clerk's office and a digital image in Adobe PDF format has been submitted to the Planning & Housing Department.

**ATTACHMENT A
LOCATION MAP**



Legend

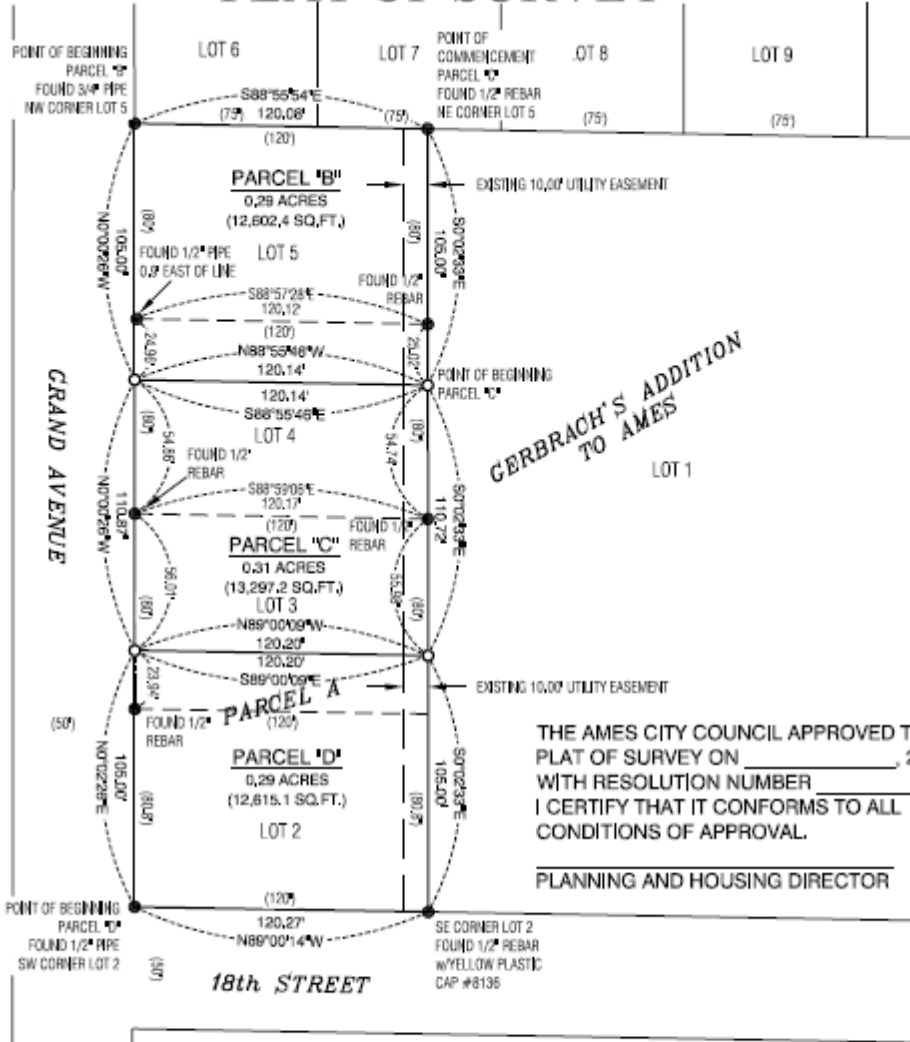
 Subject Site



ATTACHMENT B PROPOSED PLAT OF SURVEY

PREPARED BY - CLAPSADDLE-GARBER ASSOCIATES, INC. 16 EAST MAIN STREET, P.O. BOX 754, MARSHALLTOWN, IOWA 50158 - PHONE 641-752-6700

PLAT OF SURVEY



**GERBRACH'S ADDITION
TO AMES**

THE AMES CITY COUNCIL APPROVED THIS
PLAT OF SURVEY ON _____, 20____
WITH RESOLUTION NUMBER _____
I CERTIFY THAT IT CONFORMS TO ALL
CONDITIONS OF APPROVAL.

PLANNING AND HOUSING DIRECTOR

DESCRIPTION PARCEL 'B'
SEE SHEET 2 OF 2

DESCRIPTION PARCEL 'C'
SEE SHEET 2 OF 2

DESCRIPTION PARCEL 'D'
SEE SHEET 2 OF 2

OWNERS OF RECORD: LOT 2 & LOT 3 - DAVID A. COLE AND RUTH E. COLE
LOT 4 & LOT 5 - ORVILLE COLE AND FRANCIS L. COLE,
AS TRUSTEES OF THE COLE FAMILY LIVING TRUST

SURVEY REQUESTED BY: DAVID A. COLE
FIELD WORK COMPLETED: 10-7-2013

- LEGEND:**
- ▲ GOVERNMENT CORNER MONUMENT FOUND
 - △ GOVERNMENT CORNER MONUMENT SET
1/2" x 3/8" REBAR w/ORANGE PLASTIC ID CAP #17162
 - PARCEL OR LOT CORNER MONUMENT FOUND
 - SET 1/2" x 3/8" REBAR w/ORANGE PLASTIC
ID CAP #17162
 - () RECORDED AS

NOTE:
ALL BEARINGS ARE THE RESULT OF G.P.S. OBSERVATIONS.

 SCALE 1" = 80' 0 80'	<p>COLE SURVEY LOTS 2 THRU 5, GERBRACH'S ADDITION TO AMES AMES, IOWA</p> <p>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 Professional Land Surveyor under the laws of the State of Iowa.</p> <p>Travis R. Stewart, PLS _____ date _____ Iowa License Number 17162 My License Renewal Date is December 31, 2015 Pages or sheets covered by this seal: SHEET 1 OF 2 AND SHEET 2 OF 2</p>	 Clapsaddle-Garber Associates, Inc. 16 East Main Street Marshalltown, Iowa 50158 Ph 641-752-6700 www.cgsa.com				
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">DRAWN WLB</td> <td style="width: 50%;">SHEET NO. 1 OF 2</td> </tr> <tr> <td>DATE 1-15-2014</td> <td>PROJECT NO. 78273.05</td> </tr> </table>	DRAWN WLB	SHEET NO. 1 OF 2	DATE 1-15-2014	PROJECT NO. 78273.05
DRAWN WLB	SHEET NO. 1 OF 2					
DATE 1-15-2014	PROJECT NO. 78273.05					

COUNCIL ACTION FORM

SUBJECT: MAJOR FINAL PLAT FOR BAPTIST ACRES

BACKGROUND:

The City's subdivision regulations are included in Chapter 23 of the Ames Municipal Code. These "Subdivision Regulations" include 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 Baptist Acres, Heartland Baptist Church, is now requesting approval of a Final Plat (see Attachment B) following the approval of their Preliminary Plat on November 26, 2013. This proposed subdivision is on 33.67 acres and includes 2 lots. The north lot, Lot 1, is intended for the future construction of a church. A Special Use Permit is pending for the construction of a senior living facility, comprising senior apartments, assisted living, and a skilled care unit, on the south lot, Lot 2.

The Council approved rezoning of the north portion of the site to FS-RL (Suburban Low Density Residential) and the south portion to FS-RM (Suburban Medium Density Residential) with a master plan at their meeting on December 17, 2013. At that time, these lots did not exist so the rezoning was by a metes and bounds legal description. This subdivision plat reflects the legal descriptions from that rezoning so both newly created lots will be properly zoned and able to be developed accordingly.

Public improvements are required for this subdivision. An additional vehicle travel lane with curb and gutter for southbound Stange Road is required for this development as well as a sanitary sewer extension to serve both lots. **The owner has posted financial security and submitted an agreement whereby these improvements will be installed within two years following approval of the final plat, in accordance with the requirements of the subdivision ordinance.**

The property also has requirements for improvements along Stange Road for a shared use path. In lieu of public sidewalk within the George Washington Carver right-of-way, the applicant has provided for a public sidewalk easement along the street frontage that connects to the Somerset subdivision to the south and the existing shared use path along Bloomington Road.

The applicant has requested a waiver of the condition to financially secure the construction of these facilities and has provided an agreement for their installation. Subdivision Code 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 sidewalks from the owner specifying that, in lieu of financial security, occupancy of new structures will not be permitted by the City until the sidewalks associated with each individual lot are installed. **Consistent with this practice, the City Council may wish to waive this condition for financial security and allow sidewalk and shared use path to be deferred until occupancy of structures on abutting sites. This leaves the construction of these improvements open ended until development of the abutting property. Once a development begins, the abutting improvements are required within two years or prior to building occupancy, whichever occurs first.**

The owner also is granting a right-of-way easement for a portion of the property over which George Washington Carver Avenue was constructed. The owner is also supplying numerous other utility and pedestrian easements.

After reviewing the proposed Final Plat, staff finds that it complies with the approved Preliminary Plat (see Attachment C), adopted plans, and all other relevant design and improvement standards required by the Municipal Code, including provision of needed financial security and a sidewalk deferment agreement for the shared use path and sidewalk.

ALTERNATIVES:

1. The City Council can take the following two actions:
 - A. Waive the subdivision code requirement for financial security for shared use path and sidewalks in Baptist Acres, since the Developer has signed the "Agreement for Sidewalk and/or Bicycle Path" 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 Baptist Acres based upon the findings and conclusions stated above.

2. The City Council can take an alternative action:
 - A. Waive the subdivision code requirement for financial security for shared use path and sidewalk, but requires the installation of these improvements within two years of the final plat based upon the finding that their installation is not premature because it will connect to existing facilities; and,
 - B. Approve the Final Plat of Baptist Acres based upon the findings and conclusions stated above.

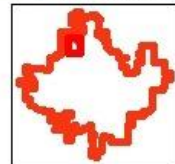
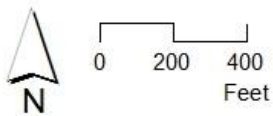
3. The City Council can deny the Final Plat for Baptist Acres if it finds that the development creates a burden on existing public improvements or creates a need for new public improvements that have not yet been installed.
4. The City Council can refer this request back to staff or the applicant for 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, with the granting of the sidewalk and shared use path waiver of financial security.

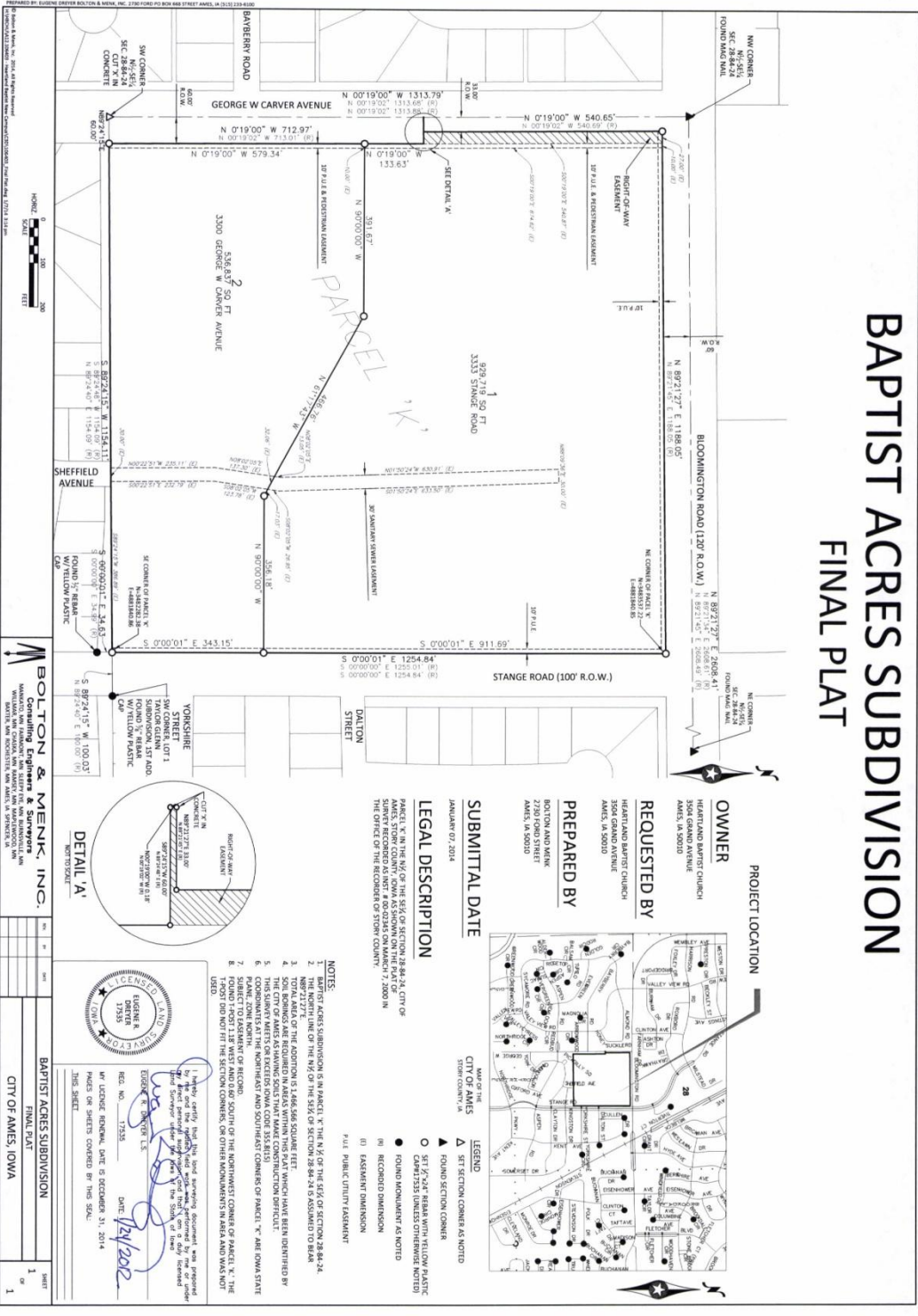
Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative #1 as described above, approving the Final Plat with a financial security to complete the remaining public improvements and an agreement for deferral of installation of sidewalks and shared use path.

Attachment A



Attachment B

BAPTIST ACRES SUBDIVISION FINAL PLAT



PROJECT LOCATION



OWNER

HEATHLAND BAPTIST CHURCH
3505 GRAND AVENUE
AMES, IA 50003

REQUESTED BY

HEATHLAND BAPTIST CHURCH
3505 GRAND AVENUE
AMES, IA 50003

PREPARED BY

BOLTON & MENK, INC.
2230 GRAND STREET
AMES, IA 50003

SUBMITTAL DATE

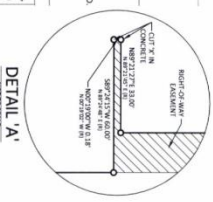
JANUARY 07, 2014

LEGAL DESCRIPTION

PARCEL 1 IN THE N/2 OF THE SE/4 OF SECTION 28-84-24, CITY OF AMES, STONE COUNTY, IOWA, AS SHOWN ON THE PLAT OF THE BAPTIST ACRES SUBDIVISION, PLAT NO. 17359 IN THE OFFICE OF THE RECORDER OF STONE COUNTY.

NOTES:

1. BAPTIST ACRES SUBDIVISION IS IN PARCEL 1 IN THE N/2 OF THE SE/4 OF SECTION 28-84-24, CITY OF AMES, STONE COUNTY, IOWA.
2. TOTAL AREA OF THE ADDITION IS 1,466.546 SQUARE FEET.
3. THE CITY OF AMES IS HAVING SLOTS THAT MAKE CONSTRUCTION DIFFICULT.
4. THIS SUBDIVISION MEETS OR EXCEEDS IOWA CODE 53.81815.
5. PLANNING ZONE NORTH - FOR RESIDENTIAL USE.
6. FOUND 1-FEET 11-INCH WEST AND 6-1/2 SOUTH OF THE NORTHWEST CORNER OF PARCEL 1. THE FOUND POINT DID NOT FIT THE SECTION CORNER, OR OTHER MONUMENTS IN AREA AND WAS NOT USED.



I, Eugene A. Menk, the undersigned, being a duly licensed Professional Engineer in the State of Iowa, do hereby certify that the above and foregoing plat was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer in the State of Iowa.

DATE: 12/1/2012

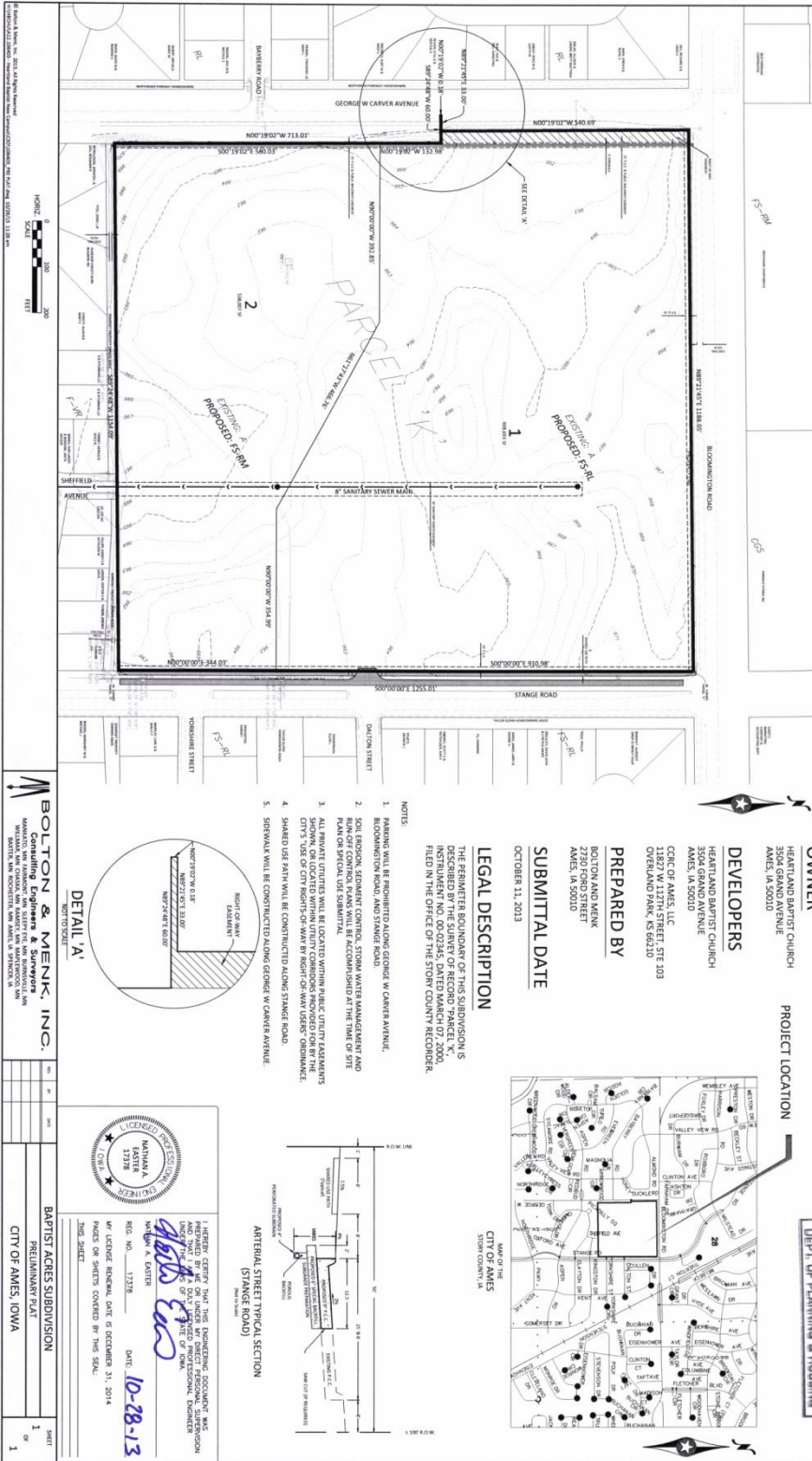
BOLTON & MENK, INC.
SURVEYORS
1000 WEST 11TH STREET, SUITE 100
AMES, IOWA 50003
PHONE: 562-2222
FAX: 562-2223
WWW.BOLTONANDMENK.COM

BAPTIST ACRES SUBDIVISION
FINAL PLAT
CITY OF AMES, IOWA

Attachment C

BAPTIST ACRES SUBDIVISION PRELIMINARY PLAT

RECEIVED
OCT 2 8 2013
CITY OF AMES, IOWA
DEPT. OF PLANNING & HOUSING



OWNER
HEARLAND BAPTIST CHURCH
3504 GRAND AVENUE
AMES, IA 50010

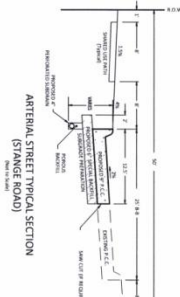
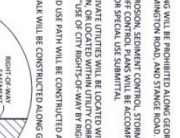
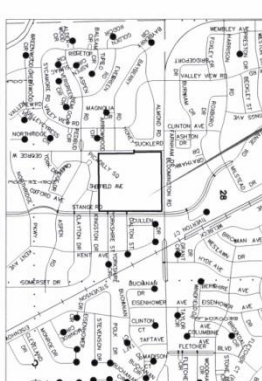
DEVELOPERS
HEARLAND BAPTIST CHURCH
CERC OF AMES, LLC
11827 W 117TH STREET, STE 103
OVERLAND PARK, KS 66210

PREPARED BY
BOLTON AND MENK
2730 GOND STREET
AMES, IA 50010

SUBMITTAL DATE
OCTOBER 11, 2013

LEGAL DESCRIPTION
THE BAPTIST ACRES SUBDIVISION IS DESCRIBED BY THE SURVEY OF RECORD PARCEL 'N', INSTRUMENT NO. 00-02345, DATED MARCH 07, 2000, FILED IN THE OFFICE OF THE STORM COUNTY RECORDER.

NOTES:
1. PARKING WILL BE PROVIDED ALONG GEORGE W CARVER AVENUE, BROOMINGTON ROAD, AND STANGE ROAD.
2. SOIL INSPECTION, SEWERAGE CONTROL, STORM WATER MANAGEMENT AND RUN-OFF CONTROL PLANS WILL BE ACCOMPLISHED AT THE TIME OF SITE PLAN OR SPECIAL USE SUBMITTAL.
3. ALL PRIVATE UTILITIES WILL BE LOCATED WITHIN PUBLIC UTILITY RIGHT-OF-WAY OR CITY'S USE OF CITY RIGHTS-OF-WAY BY RIGHT-OF-WAY USER'S ORDINANCE.
4. SHARED USE PATH WILL BE CONSTRUCTED ALONG STANGE ROAD.
5. SEWERAGE WILL BE CONSTRUCTED ALONG GEORGE W CARVER AVENUE.



I HEREBY CERTIFY THAT THE ENGINEERING DOCUMENT HAS BEEN PREPARED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF IOWA.
Nathan Easter
NATHAN EASTER
REG. NO. 17378
DATE: 10-28-13
BY LICENSE RENEWAL DATE IS DECEMBER 31, 2014
THIS SHEET

BOLTON & MENK, INC.
Consulting Engineers & Surveyors
1000 WEST 11TH AVENUE, SUITE 100
AMES, IA 50010
PH: 562-2200
FAX: 562-2201
WWW.BOLTONANDMENK.COM

BAPTIST ACRES SUBDIVISION
PRELIMINARY PLAT
CITY OF AMES, IOWA
SHEET 1 OF 1

Attachment D

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: VET MED SUBSTATION FEEDERS EXTENSION – 1200 AMP SWITCHGEAR

BACKGROUND:

On January 14, 2014, City Council approved preliminary plans and specifications for the 1200 Amp Switchgear for the Vet Med Feeder Extension. The complete project will add a new underground feeder south to the ISU Research Park. This particular portion of the project is for the purchase of a 1200 Amp Switchgear.

Bid documents were issued to eight 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 bid was also sent to one plan room. The engineer’s estimated cost of this project was \$20,000.

On January 29, 2014, two bids were received as shown below:

BIDDER	TOTAL
WESCO Distribution Des Moines, IA	\$17,334.00
Fletcher-Reinhardt Co. Cedar Rapids, IA	\$82,205.93

Staff reviewed the bids and concluded that the apparent low bid submitted by WESCO Distribution, Des Moines, IA, in the amount of \$17,334.00 (inclusive of Iowa sales tax) is acceptable.

The approved FY2013/14 CIP for Electric Services includes \$300,000 for materials and construction of this project. To date the project budget has the following items encumbered:

\$300,000.00	Amount budgeted for project
<u>\$17,334.00</u>	Actual cost for 1200 amp switchgear – (Pending Council approval of award for this agenda item)
\$282,666.00	Amount available to complete project (Cost of additional materials and of construction phase is estimated to cost \$280,000)

ALTERNATIVES:

1. Award a contract to WESCO Distribution, Des Moines, IA, for the 1200 Amp Switchgear for the Vet Med Feeder Extension in the amount of \$17,334.00 (inclusive of Iowa sales tax).
2. Reject all bids and do not purchase this equipment at this time.

MANAGER'S RECOMMENDED ACTION:

This project is necessary to extend feeder capacity from the Vet Med Substation to the ISU Research Park. This will provide capacity for new load growth and improve reliability to the Research Park and surrounding areas. To meet the project timetable, the switchgear must be ordered in advance of scheduling the installation.

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

COUNCIL ACTION FORM

SUBJECT: WATER TREATMENT PLANT TREE REMOVAL PROJECT

BACKGROUND:

The City is planning to construct a new water treatment plant and associated pipe infrastructure to interconnect the new water plant site with the existing site. The project will involve construction of new pipeline facilities through forested areas adjacent to the Skunk River. The first step in the piping project is to create two clear paths by clearing trees and brush so the construction can occur. All tree removal required by the other construction contracts is combined into a single clearing and grubbing contract. This work is on a critical path to enable the piping construction to begin in 2014.

A habitat assessment performed by Griggs Environmental Strategies, Inc. concluded that the Ames Water Treatment Plant project would have minimal negative effects on habitat of the endangered Indiana Bat. The City's engineering consultant has provided a design that avoids trees identified as potential roosting locations for the bats. The timeline for this project is based on communications with the US Army Corps of Engineers that require removal of any trees identified as potential Indiana Bat habitats during a critical window from October 15 to April 15 to avoid potential impacts to the endangered species.

A February 4, 2014 letter from the Army Corps of Engineers advised that this window has changed to October 1 to March 31, tightening that window. Even though the pipeline route completely avoids all trees identified as potential roosting sites for the Indiana brown bat, staff still desires to complete the tree removal during the critical window to avoid any possible concern over impacting a threatened species. Staff will work with the contractor to try to have all trees cut down prior to the March 31 date. Clearing and grubbing work will likely continue beyond this date with no adverse impacts on the bats. As stated earlier, the consultant has provided a design for this project to completely avoid removal of trees identified as potential roosting locations for the Indiana Bat species, so tree removal work can still take place outside of the identified window as long as trees specifically identified as potential roosting habitat are not removed.

On January 14, 2014, Council approved preliminary plans and specifications and issued a Notice to Bidders for the tree removal project. Bids were opened for the project on February 5, 2014. The six bids received are summarized below:

Bidders	Total Project Bid Price
Aspen Land Clearing	\$54,910.00
J. Pettiecord, Inc.	\$69,125.00
Keller Excavating, Inc.	\$78,867.50
Finco Tree / Wood Service, LLC	\$86,438.34
C. Hansen Services, LLC	\$92,917.50
Con-Struct, Inc.	\$145,181.30

The preliminary plans and specifications for the Water Treatment Plant Tree Removal Project prepared by FOX Engineering have not changed and staff recommends that Council approve these documents as final. The engineer's estimated cost for this tree removal project is \$68,917.75. Engineering expenses are included in the large design contract with FOX Engineering and are not broken out separately. This work was not specifically called out in the Capital Improvements Plan, but is included in the \$183,000 budgeted in the current year's CIP to be paid out of the Water Fund.

ALTERNATIVES:

1. Issue final approval of plans and specifications for the Water Treatment Plant Tree Removal Project, and award the project contract to Aspen Land Clearing of Dows, Iowa in the amount of \$54,910.
2. Do not award a contract at this time.

MANAGER'S RECOMMENDED ACTION:

This tree removal project is necessary in order to subsequently construct the new water treatment plant and associated pipe infrastructure to connect with existing systems. The work is part of the overall critical path schedule to begin major construction activities in 2014. Bids have been received, and the lowest responsive, responsible bid is below the engineer's estimate.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby issuing final approval of plans and specifications for the Water Treatment Plant Tree Removal Project, and awarding the project contract to Aspen Land Clearing of Dows, Iowa in the amount of \$54,910.

COUNCIL ACTION FORM

SUBJECT: 2014 URBAN REVITALIZATION TAX ABATEMENT REQUESTS

BACKGROUND:

In accordance with Chapter 404 of the *Code of Iowa*, the City Council has established Urban Revitalization Areas (URAs) with Plans specifying standards for types and elements of physical improvements that provide public benefits. When property within one of these URAs is developed, redeveloped, rehabilitated, or remodeled, the property owner is eligible for abatement of property taxes on the incremental increase in property value after the improvements are completed. This abatement can extend for three, five or ten years, based on the individual Revitalization Plan approved by Council.

The City Council has adopted URAs for the following areas and purposes:

- Commercial Program
- Sprinkler Retrofit Program
- Downtown URA
- Campustown URA
- East University Impacted URA
- West University Impacted URA
- North Sheldon URA
- South Lincoln URA

Every year, property owners who have improved property within the City's URAs during the previous year may apply for tax exemption on the incremental added value of their properties. The City must determine if the completed improvements meet the standards in the Urban Revitalization Plan for the URA in which the property is located. If the City Council finds that the standard is met, this approval is forwarded to the City Assessor, who then reviews the request and determines the value of the abatement.

Property owners of four redevelopment projects are requesting tax exemptions for the 2014 assessment year, which refers to improvements made in 2013.

Downtown URA

- 313 5th Street (Marrs Wealth Management)
- 123 Main Street (Sportsmen's)

East University URA

- 2035 Sunset (Iowa Gamma of Phi Delta Theta, 2035 Sunset, LLC)

Campustown URA

- 2650 Lincoln Way (Dunkin Donuts)

The project at 2650 Lincoln Way (Dunkin Donuts) does not meet the standards in the Campustown Urban Revitalization Plan. In summary, the property was not slum and blight, the project did not involve mixed commercial/residential use or a parking structure, nor was the building built before 1941. (See attached application and Campustown Matrix) The applicant approached staff within the last month well after completion of the project. Staff advised the applicant that based upon the reasoning above that it would not be eligible for abatement. However, the applicant has chosen to pursue the request for the project and submitted a timely application for Council consideration.

A listing of the other three project owners, locations, and estimated values is attached. The property owners have reported construction value totaling \$1,267,855 for these three projects. The estimates are based on construction cost and may not be the same as the added property value. Under the Urban Revitalization Plan for the East University URA, the owner may elect abatement to be applied over three, five, or ten years, depending as illustrated by the attached abatement schedule. Under the Urban Revitalization Plan for the Downtown URA, abatement is only available over three years.

ALTERNATIVES:

1. The City Council can deny the request for tax exemption for 2650 Lincoln Way as not conforming to the Campustown Urban Revitalization Plan, and approve the other three requests for tax exemption as conforming to the respective Urban Revitalization Plans.
2. The City Council can approve all of the requests for tax exemption if it finds that all four conform to the respective Urban Revitalization Plans.
3. The City Council can deny these requests for approval of the tax exemptions if Council finds the improvements to not be in conformance with the respective Urban Revitalization Plans.

MANAGER'S RECOMMENDED ACTION:

Staff has examined these projects as of January 2014, and finds that the work completed conforms to the respective Urban Revitalization Plans approved by the City Council, with the exception of 2650 Lincoln Way (Dunkin Donuts).

Therefore, it is the recommendation of the City Manager that the City Council accept Alternative #1, thereby denying the request for tax exemption for 2650 Lincoln Way as not conforming to the Campustown Urban Revitalization Plan, and approving the other three requests for tax exemption as conforming to the respective Urban Revitalization Plans.

This action will allow the qualifying requests for tax exemption to be processed by the City Assessor, who will determine the value of the respective tax exemptions.

2014 Tax Abatement Eligible Properties

Estimates of Incremental Values

East University Urban Revitalization Area

Iowa Gamma of Phi Delta Theta, 2035 Sunset, LLC
2035 Sunset
Greek House Renovation
10 years \$ 490,855

Downtown Urban Revitalization Area

Margaret Newton
123 Main Street (Sportsmen's)
Façade Reconstruction
3 Years \$ 77,000

Fifth Street 313 LC
313 5th Street (Marrs Wealth Management)
Façade and Interior Improvements
3 Years \$ 700,000

CAMPUSTOWN URBAN REVITALIZATION CRITERIA MATRIX

PROJECT MUST MEET CRITERIA OF ONE OF THESE COLUMNS	AND	PROJECT MUST MEET CRITERIA OF ONE OF THESE COLUMNS
<p>Slum and Blighted Properties where a majority of the assessed valuation of the properties has been determined to be substantially unsafe or to have an unsafe use by the City Council.</p>	<p>Parking A minimum of 70% of the total required parking is provided in a structure. If utilizing a parking deck, the restrictions in Chapter 29.406 12 of the Municipal Code must be adhered to.</p> <p>AND</p> <p>Mixed Use The first floor must be used for permitted commercial and retail uses as shown in Table 29.803(2) of the Municipal Code. The second floor must be used for either commercial or retail uses as shown in the Table 29.803(2) or for household living. All floors above the second floor must be used for household living.</p>	<p>Adaptive Reuse The building on the site was originally built before 1941.</p> <p>AND</p> <p>70% of the area of existing exterior walls of the structure will remain</p> <p>AND</p> <p>Historic materials and designs are preserved and/or restored.</p>
<p>Design Standards Retail and office uses on the first floor adjacent to a public sidewalk must have direct access to the public sidewalk.</p> <p>AND</p> <p>Signage The signage design, scale, materials, and colors shall be in proportion to and consistent with the architecture of the building and support the business identity.</p> <p>AND</p> <p>Brick Material 100% of the front and 80% of the three remaining sides of the structure shall be faced with clay brick for the first four stories. On stories five through seven any other building materials except vinyl will be allowed.</p>	<p>Underrepresented Properties that are to include a business use where that actual sales of the business use is below the expected sales for the business use as determined by the City Council to be of benefit to the City (should be supported by a retail leakage study).</p>	<p style="text-align: center;">OR</p> <p>Alternative Siding Material If historically significant - use and repair of historically appropriate siding material is permitted and must be maintained for the term of the selected tax abatement schedule.</p>
ALL RESIDENTIAL USES SHALL ALSO MEET THE FOLLOWING CRITERIA OR EQUIVALENT AS APPROVED BY THE CITY COUNCIL		
<ol style="list-style-type: none"> 1. Limit commercial space in the same building to the ground floor 2. Provide separate entrances for commercial and residential uses 3. Locate all residential entrances to be visible from the street and provide secure access control at each 4. Prevent access from the exterior to the interior through doors that serve only as fire exits 5. Prohibit public access to structured parking, using overhead door and secure access control 6. Provide transparent glass windows into all stairwells 7. Provide camera monitoring of all pedestrian and vehicle entrances and areas 	<ol style="list-style-type: none"> 8. Minimum widths of all exit routes: 48" for halls, 42" for doors, 60" between rails for stairs 9. No balconies are permitted 10. Provide for natural daylight requirements of applicable codes with exterior windows 11. On facades facing any street use only fixed windows 12. Design of all other windows to prevent passing of sphere larger than 4" diameter 13. Prevent by physical means access to all roofs 14. Where access is not required, provide security fencing controlling access to all areas between new or existing buildings 15. Provide a minimum of four 100 w. metal halide light fixtures on each building façade: two at elevation between first and second floors and two at elevation between third and fourth floor 	

University Area Urban Revitalization Program Application Form

(This form must be filled out completely before your application will be accepted.)

- 1. Property Address: 2650 LINCOLN WAY
- 2. Property Identification Number (Geocode): 0909125040
- 3. Urban Revitalization Area: CAMPUSTOWN
- 4. Legal Description (attach, if lengthy): SEE ATTACHMENT
- 5. Description of Improvements - Attach if lengthy: SEE ATTACHMENT

Improvement costs: \$ <u>524,400.00</u>
Beginning construction date: <u>OCTOBER 2012</u>
Estimated or actual completion date: <u>SEPTEMBER 2013</u>
Assessment year for which exemption is being claimed: <u>2013</u>
Exemption schedule (3, 5, or 10 years): <u>3 YEARS</u>

- 6. Property Owner: JON GULICK
- Business: TEAM INVESTMENTS L.L.C
- Address: 1310 WENIG RD NE #9 CEDAR RAPIDS, IA 52402
(Street) (City) (State) (Zip)
- 319-430-5000 - GULICKJON@AOL.COM
(Phone) (Fax) (e-mail)

I (We) certify that I (we) have submitted all the required information to apply for approval of the University Area Urban Revitalization Program and that the information is factual.

Signed by: Jon Gulick Date: 1-27-2014
Property Owner(s)

JON GULICK
Print Name

(Note: No other signature may be substituted for the Property Owner's Signature.)

RECEIVED

JAN 31 2014

CITY OF AMES, IOWA
DEPT. OF PLANNING & HOUSING

Property Legal Description;

Lots One (1) and Two (2), Hoover's Addition, Ames, Iowa, except the South 6 feet thereof; and beginning at the NE Corner of said Lot1, thence South 117 feet, thence East 43 feet, thence North 117 feet, thence West 43 feet to the point of the beginning, except the South 6 feet thereof.

RECEIVED

JAN 31 2014

**CITY OF AMES, IOWA
DEPT. OF PLANNING & HOUSING**

2650 Lincoln Way Improvements

Replaced roof inclusive of removal of asbestos contained in previous roofing

Interior demolition down to existing four walls and concrete floors

Complete interior remodel with new bathrooms, flooring and walls

Upgrade of all plumbing and electrical to code per the city of Ames

Replace HVAC systems with new systems

Addition of fire alarm system

Addition of security system

Replaced existing parking lot

New curbs and planter boxes for landscaping that will be completed in spring 2014

RECEIVED

JAN 31 2014

**CITY OF AMES, IOWA
DEPT. OF PLANNING & HOUSING**

COUNCIL ACTION FORM

**SUBJECT: REVIEW OF PLANNING & HOUSING DEPARTMENT
 PROGRAM OF WORK**

BACKGROUND:

During the City Council’s review of the proposed budget on February 6, staff presented a spreadsheet showing the City Council’s many goals and referrals assigned to the Planning and Housing Department. An updated spreadsheet showing additional information requested by the City Council is attached.

Presented below is a brief description of the 26 long-term planning projects currently assigned. A more in-depth explanation of each assignment will be provided at the February 11 Council meeting.

Line #	Planning Project	Background / “Why?”
1	LUPP update	Experience has shown that major updates to the plan are needed. A “LUPP 101” work session will first be held on existing goals and policies. Based on Council’s direction, a work plan for the update will then be prepared and a consultant hired to help with outreach and completion of the plan.
2	Zoning code evaluation to improve housing stock affordability	Identify and remove zoning code impediments to improving the city’s existing housing stock at lower costs.
3	Parking standards changes to improve storm water management	Initial staff report will research parking rates and design requirements. Follow-up includes preparing text amendments and public outreach. (May coordinate with line #16 project on landscaping.)
4	Investigation of ways to increase affordable housing availability	Prepare background report for affordable housing definitions; then prepare report on national examples of housing strategies. Based on Council’s direction, additional steps may then follow.
5	Eastern industrial park	Work with AEDC, Story County, Gilbert, and other stakeholders to amend Urban Fringe Plan; facilitate annexation, zoning and subdivision within area.
6	Economic development policy	Initial step is to prepare a report summarizing the City’s existing policy. Based on Council’s direction, help revise and update the policy.
7	Exploring ways to increase availability of all	Initial step is to prepare background report for the City’s housing needs and housing stock.

Line #	Planning Project	Background / "Why?"
	housing types	
8	Developing neighborhood engagement process to proactively address community issues	Initial step is to help develop a comprehensive report summarizing the City's existing code requirements and less formal processes to engage citizens.
9	Campustown façade grant program	Initial step is to work with CAA and a design consultant to design requirements and program guidelines. Second step is to administer the pilot project.
10	Chapter 31 historic preservation chapter update	Staff and the Historic Preservation Commission have been working on this update for over two years. Remaining work is to prepare draft text amendments, and to conduct public outreach and education.
11	Long Range Regional Transportation Plan update	This plan must be updated every 5 years. Planning provides needed land use and growth assumptions for modeling used in the updated plan.
12	Updating requirements for Right-of-way & infrastructure improvements outside of subdivisions	Many public improvements (including sidewalks, multi-purpose trails, turn lanes, street lighting, traffic signals, etc.) can be required under subdivision or zoning approvals. These may not currently be required, however, when site plans for single lot developments are approved.
13	Downtown historic district nomination	Staff, an outside consultant and the Historic Preservation Commission have been working on this project for three years. When completed, most of the Main Street Cultural District will be eligible for state and federal tax credits. This will be an added incentive for rehabilitation in this historic area.
14	Airport tall building text amendment	Under FAA regulations, this amendment is required before the City can apply for state airport funding this summer. This will codify existing City practice.
15	Greek house parking requirements	This referral begins to address the situation where additional parking would need to be developed when fraternities or sororities expand, or are replaced by a new building.
16	City-wide landscaping standards update	Long-term feedback from both developers and City staff indicate that many of the City's current site landscaping requirements are ineffective. Various alternatives were presented at a Council workshop, including eliminating current landscaping requirements and/or modifying the requirements to be more effective and/or to address modern

Line #	Planning Project	Background / "Why?"
		methods of stormwater management. A focus group of local stakeholders was established. Next steps are to use this group to consider the effectiveness of current standards and examples of alternatives, to prepare needed text amendments, and to conduct public outreach. (May coordinate with line #3 project on parking standards.)
17	Sign code update (digital signs & billboards)	The City's sign code is quite outdated and does not address modern digital signage. The billboards section of the code is unclear.
18	Urban Fringe Plan update with Story County & Gilbert	Story County asked Ames and Gilbert to devote staff resources to update the Urban Fringe Plan's land use classifications and future growth areas, and to identify any recommended changes.
19	Office parking standard text amendment	To reduce the required parking for office uses to be consistent with the City's retail parking regulations. Immediate application relates to commercial property at Sixth Street and Grand Avenue.
20	Commercial drive-through standards	Citizen-initiated request to review these standards' appropriateness in high pedestrian commercial areas.
21	Airport protection area expansion	To consider the land use compatibility for areas outside the City in consideration of a future runway expansion and meeting FAA requirements.
22	Lighting standards update	The City's lighting code standards are very dated, and new technologies would provide for better light control (both for off-site glare and for dark skies). Limited modifications to the City's lighting requirements were made for the Deery Brothers auto dealership, but additional effort is needed to modernize those standards city-wide.
23	Parking requirement reduction for existing buildings	Many older buildings have non-conforming parking. There are limited exceptions in the Code for re-use or expansion of these buildings. This referral would look at reducing parking requirements for existing buildings.
24	Hotel floor area ratio amendment (FAR)	Recent developer request desiring to build a four-story business class hotel in the HOC zoning district. Unlike other commercial zones, HOC restricts all buildings to a 50% FAR limit. This may require a hotel to acquire more land than is customary to meet site development requirements.
25	Flood protection standards regulatory	Exploration of amended floodplain regulations beyond the current 3' elevation requirement was

Line #	Planning Project	Background / "Why?"
	options	one of three thrusts growing out of the Comprehensive Floodplain Study completed in 2013. Council may give further direction in this area after a work session on February 18.
26	Campustown zoning standards for access corridors	Developer request to reconsider the need for mandatory mid-block building openings in Campustown.
27	Future referrals	???????

The City Council faces a key decision regarding the time frame within which staff can accomplish the above tasks. As the attached spreadsheet demonstrates, staff will be unable to accomplish all of these tasks within the next two years. (Remember, it was Council's desire to accomplish the tasks associated with your goal in two years.) This task completion timeline becomes even more difficult when Council considers the likelihood of its giving additional referrals to staff over the upcoming months. In addition, several of the priorities listed on the spreadsheet only estimate the time needed for the initial action step (e.g., a background report), which could readily be followed by many more hours needed to further pursue each goal.

Council can address this challenge in the following two ways:

I. One is to **eliminate or scale back existing goals and referrals** to better fit the available time. This would also need to include a significant reduction in future referrals over the next two years. A variation on this approach would be to reallocate staff time away from current planning projects, which would extend the time needed to process development applications and reduce our customer service.

II. The second approach is to **add additional resources** (time) to accomplish Council's goals and referrals more quickly. Staff has identified three options to achieve this.

a. The first option is to attempt to **contract on a temporary basis with a planning professional over the next two years**. This option would provide staff with the resources to work on Council's priorities and to maintain existing service levels in Current Planning while still devoting time to carry out the Land Use Policy Plan update. When the LUPP update is completed, this contract would then be terminated.

This option is dependent upon staff's ability to identify an experienced planner who would work on either a part- or full-time basis. Funding to contract with this individual could come from \$47,000 already included in the 2013/14 adjusted budget for outside contractual services, as well as \$10,000 currently budgeted for a planning intern. Assuming such an individual can be identified, additional funding during 2014/15 could be taken from the \$200,000 included in the 2013/14 adjusted budget for contractual assistance with the LUPP update. Since

replacement funding will likely be needed for the LUPP update, staff is confident that additional funding can be identified later this year to backfill that need. The main challenge with this option is the uncertainty of finding a qualified individual in our area who is interested in part-time and/or temporary contractual work.

b. The second option is to **hire one additional, full-time professional planner** to help accomplish Council's goals and referrals. Staff estimates that this action would require an additional expense of \$84,773, which could be reduced by also using the \$10,000 budgeted for an intern. This would equate to a 3 to 4 cent increase in the 2014/15 general property tax levy. Staff has no concerns regarding our ability to attract a qualified professional to fill a full-time position. On the other hand, this approach is more costly than the first option, and the City could potentially need to lay this person off after the LUPP update is completed.

c. A final option is for the City to **contract with a large consulting firm** to assist with some of Council's referrals and goals. Annual funding of anywhere between \$50,000 and \$100,000 (or more) could be budgeted for these services, depending on the firm's capabilities and the urgency of Council's goals. The two disadvantages of this approach are (1) a higher cost, and (2) that a great deal of staff time would need to be redirected to bring the firm up to speed on each referral and to guide and direct the firm's work. Overall, this does not appear to be the most cost-effective option, either in terms of dollars spent or in terms of staff's time.

ALTERNATIVES:

1. Direct staff to contract on a temporary basis with a planning professional to help accomplish Council's goals and referrals over the next two years.

Initial funding for this purpose could come from \$57,000 already included in the 2013/14 adjusted budget; and additional funding would be taken as needed from the \$200,000 currently allocated to begin the LUPP update.

2. Authorize one additional full-time equivalent (FTE) position in the 2014/15 budget, and direct staff to hire one additional, full-time professional planner to help accomplish Council's goals and referrals.

A net addition of \$74,773 would need to be added to the 2014/15 general property tax levy to fund this position.

3. Budget funding to contract with a large consulting firm to assist with some of Council's planning-related referrals and goals, and direct staff to send out a request for qualifications (RFQ) to initiate that effort.

4. Cut back on both existing and future goals and referrals, and prioritize the remaining referrals, so as to accomplish Council's highest priorities using existing resources.

MANAGER'S RECOMMENDED ACTION:

The first question Council needs to answer regards whether there are goals and/or referrals which it is willing to eliminate from or delay within the Planning and Housing Department's program of work. Further, Council should also determine whether or not it wishes to curtail future referrals in order to accomplish its highest priorities.

The second issue relates to whether or not Council is satisfied with the extended time frame needed to accomplish the tasks related to the Council's goals and other referrals. If so, no additional action is needed, and staff will continue to address these items in whatever priority order the City Council establishes.

If, however, Council desires to accomplish its priority goals and referrals within the next two years, additional resources will be needed. In that event, the most prudent approach will be **Alternative #1, which is to direct staff to contract, on a temporary basis, with a planning professional to help accomplish these tasks.**

The initial funding for this purpose could come from \$57,000 already included in the 2013/14 adjusted budget. Additional funding would also be taken as needed from the \$200,000 currently allocated for the LUPP update. Depending on the scope of this work, the LUPP funding might need to be replenished during next year's budget cycle.

In the event that staff is unsuccessful in identifying and contracting with a qualified planning professional, Council may be asked to authorize a permanent, additional FTE during the coming year. In that case, the same funding sources shown above would be used to cover this expense, and additional funding will need to be included in the 2015/16 General Levy to continue that position.

Regardless of which direction the Council chooses to proceed, it is important that the City Council prioritize the above tasks, along with any future assignments. Staff envisions working with the Council at a future meeting to help with this prioritization.

Line#	Council Goal Rank/Priority	Date Initiated	Planning Projects	Type	2014 January-June	2014 July-December	2015 January-June	2015 July- December	2016 January-June	2016 July-December	Total Hours	Departments	Project Comments
1	1	14-Jan	Examine the LUPP for relevancy and effectiveness	Council Goal		20	400	580	300		1300		Worksession on current goals and policies, prepare work plan for update, consultant for outreach and plan
2	2	14-Jan	Reevaluate building and zoning codes to determine if changes should be made to improve the existing housing stock at a lower cost	Council Goal			30				30	Inspections	Prepare Memo summarizing codes and outreach (additional hrs required for amendments and outreach)
3	3	14-Jan	Explore options for parking standards that improve storm water management	Council Goal		50	60				110		Staff report with research on parking rates and design requirements, prepare text amendments and do public outreach (may coordinate with Landscaping referral)
4	4	14-Jan	Investigate ways to increase availability of affordable housing	Council Goal	60	60					120	Housing	Prepare background report for affordable housing definitions, prepare report on national examples of housing strategies (additional hrs required for amendments and outreach)
5	5	14-Jan	Pursue the industrial park opportunity	Council Goal	40	40					80		Urban Fringe Plan amendment to 590th
6	7	14-Jan	Review and update the economic development policy	Council Goal			10				10	City Manager	Prepare memo summarizing existing requirements
7	9	14-Jan	Explore ways to increase availability of all types of housing	Council Goal		80					80		Prepare background report for housing needs and housing stock
8	10	14-Jan	Develop a process for neighborhood engagement to proactively address community issues	Council Goal		10					10	City Manager	Prepare memo summarizing existing requirements
9	14	14-Jan	Develop a facade grant program for Campustown	Council Goal	120	60					180		Work with CAA on design guidelines and program requirements
10	High	11-Jan	Chapter 31 and Historic District Update	Staff Initiated	180	150					330		Prepare draft text amendments, conduct outreach and education
11	High	14-Jan	Support Public Works in preparation of the Long Range Regional Transportation Plan Update	Staff Initiated	50	80	40	40			210		Provide land use and growth assumptions for modeling
12	High	14-Jan	Right of Way and infrastructure requirements outside of subdivisions	Staff Initiated	150	75					225	PW	Complete research and prepare draft text amendments for public outreach
13	High	2011	National Register Nomination for Downtown Main Street	Council General Interest	80	80					160		Issue RFP, prepare final application
14	High	12-Apr	Prepare an Airport Tall Building Text Amendment	Staff Initiated	30						30	PW	Draft text amendment in support of grant application for terminal expansion to codify current practice
15	High	14-Jan	Memo review of Greek Fraternities and Sororities Parking requirements	Developer Initiated	20						20		Prepare memo on current standards (additional hrs required for amendments and outreach)
16	Medium	11-Nov	Landscaping Standards text amendment with consultation of a working group	Staff Initiated/developer interest		160	110				270		Create work group to consider effectiveness of current standards and examples of alternatives, prepare text amendment
17	Medium	11-May	Sign Code for Digital Signs and Billboards	Staff Initiated				0	150		150	Inspections	Complete research on display types, prepare text amendments for standards and performance requirements
18	Medium	13-May	Memo Ames Urban Fringe Plan Review with Story County and Gilbert on potential update land use classifications and future growth areas	Council General Interest	40						40		Meet with staffs, identify common interest and report back for direction on any updates.
19	Medium	14-Jan	Office Parking standard Text Amendment	Developer Initiated	25						25		Prepare text amendment to reduce parking rate consistent with retail use.
20	Low	13-Nov	Request for review of drive through standards in commercial zones with high levels of pedestrian activity	Citizen Initiated			20				20		Memo on current standards (additional hrs required for text amendments and public outreach)
21	Low	12-Apr	Expand airport protection area for land uses outside of the city	Staff Initiated						100	100	PW/Story Co.	Assess land uses around airport within the counties and create mutual ordinance for limitation of land use
22	Low	12-Aug	Lighting Standards text amendment to modernize down-lighting and glare standards	Staff Initiated				120			120		Prepare text amendment modernizing lighting standards within Dark Sky standards.
23	Low	12-Jan	Text amendment to reduce parking requirements for existing buildings with non-conforming parking	Staff initiated			30				30		Prepare text amendment to potentially reduce parking for existing buildings.
24	Low	14-Jan	Hotel Floor Area Ratio (FAR) Text Amedment	Developer Initiated	10						10		Memo to CC concerning FAR limits effect on hotels in HOC Zoning
25	Low	13-Dec	Provide regulatory options for additional food protection standards of new development.	Council General Interest	20						20		Workshop February 2014 (additional hrs required for any text amendments and public outreach)
26	Low	13-Nov	Consider request to modify Campustown Service Center zoning standards for 20-foot access corridor requirement for each block.	Developer Initiated	0						0		Memo review of mandatory building opening requirement for access and utility corridors at mid-blocks in Campustown.
27			Future Referrals		??	??	??	??	??	??			
28													
29			Long Range Total (6 month projection of 850 hours available)		825	865	700	740	450	100	3680		

Line#	Council Goal Rank/Priority	Date Initiated	Planning Projects	Type	2014 January-June	2014 July-December	2015 January-June	2015 July- December	2016 January-June	2016 July-December	Total Hours	Departments	Project Comments
30													
31			Development Review and Current Planning Projects (6 month projection of 2350 hours needed)		2350	2350	2350	2350	2350	2350	14100		
32			Current Planning Application Projections										
33			Subdivisions		536	536							
34			Minor Site Plans		435	435							
35			Master and Major Site Plan		131	131							
36			Rezoning		133	133							
37			LUPP Amendments		89	89							
38			Annexation		32	32							
39			Downtown Façade		67	67							
40			Customer Service/Boards/General Support		280	280							
41			Neighborhoods/Bus. Associations		78	78							
42			ZBA Variance/Special Use		190	190							
43			Flood Plain/Zoning Letters/MISC		54	54							
44			Other Hist./URP/Tax Abatement		142	142							
45			Kick Off/Courtesy Review		158	158							
46			The following are a subset of current Development Projects subject to Council Initiation										
47		Ongoing	Downtown Façade Program	Council General Interest	67	67							Solicit annual applications, adminster grants
48		13-Nov	ISU Research Park Expansion area annexation, zoning, subdivision, and urban renewal plan	Developer Initiated	120	120						City Manager	Nine month process for project components
49		14-Feb	Annexation Request South Ames for Wessex Expansion	Developer Initiated	40	30							Council initiation and outreach for additional south annexations
50		13-Dec	Support Public Works with coordination of the Duff Traffic Signal and Median study	Council General Interest	25	25						PW	Traffic Signal property owner outreach and coordination of commercial shopping center opportunities
51		14-Jan	Northern Growth Area property rezoning and subdivision	Staff Initiated/Developer	40	180						PW	Consider rezoning requests with master plans and conservation subdivision reviews
52		13-Oct	Breckenridge LLC request to amend the LUPP and Rezoning of low density for the North Parcel along Lincoln Way to commercial and medium density and negotiate considerations for contract rezoning.	Developer Initiated	100	100							Master Plan and subdivision review for three sites
53		14-Jan	LUPP Amendment for S 17th Stree t to High Density Residential from Highway Commercial	Developer Initiated	10								Memo to CC on initiating the amendment. (additional hours for process of application)
54		14-Feb	Ames Golf & Country Club Request for Waivers of Subdivision Requirements	Developer Initiated	50							WPC,PW	Rural subdivision review without City water and sewer, covenants, conservation subdivision