

AGENDA
MEETING OF THE AMES AREA METROPOLITAN
PLANNING ORGANIZATION TRANSPORTATION POLICY COMMITTEE AND
REGULAR MEETING OF THE AMES CITY COUNCIL
COUNCIL CHAMBERS - CITY HALL
DECEMBER 12, 2017

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

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

CALL TO ORDER: 6:00 p.m.

1. Motion setting January 9, 2018, as date of public hearing regarding Amendment to FY 2018-2021 Transportation Improvement Program
2. Motion setting January 9, 2018, as date of public hearing regarding Amendment to 2015-2019 Final Passenger Transportation Plan

POLICY COMMITTEE COMMENTS:

ADJOURNMENT:

REGULAR CITY COUNCIL MEETING*

*The Regular City Council Meeting will immediately follow the meeting of the Ames Area Metropolitan Planning Organization Transportation Policy Committee.

PRESENTATION:

1. Government Finance Officers Association Distinguished Budget Presentation Award

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.

2. Motion approving payment of claims
3. Motion approving Minutes of Regular Meeting of November 28, 2017
4. Motion approving Report of Contract Change Orders for November 16-30, 2017
5. Motion approving renewal of the following Beer Permits, Wine Permits, and Liquor Licenses:
 - a. Class C Liquor & Outdoor Service – Aunt Maude’s, 543-547 Main Street
 - b. Class C Liquor – Tip Top Lounge, 201 E. Lincoln Way
 - c. Class C Beer & Class B Wine – Casey’s General Store #2298, 428 Lincoln Way
6. Motion approving new Class C Liquor, Catering, & Outdoor Service for Thumbs Bar, 2816 West Street
7. Resolution approving appointment of Council Member Chris Nelson to Conference Board’s

Mini Board

8. Resolution accepting Annual Affirmative Action Report
9. Resolution approving Intergovernmental Agreement with Iowa Alcoholic Beverages Division for police enforcement of tobacco, alternative nicotine, and vapor products and regulations
10. Resolution approving 36-Month Line Volume Plan Agreement with Century Link for Information Technology Division
11. Resolution approving request from Hunziker Youth Sports Complex to install a fence and access gate
12. Resolution approving Encroachment Permit for sign at 2420 Lincoln Way (Freddy's Frozen Custard & Steakburgers)
13. Resolution approving Roadway Easement for University Boulevard paving
14. Resolution approving preliminary plans and specifications for 2017/18 Shared-Use Path System Expansion (Mortensen Road); setting January 17, 2018, as bid due date and January 23, 2018, as date of public hearing
15. Resolution approving preliminary plans and specifications for North River Valley Park Low-Head Dam Improvements Project; setting January 3, 2018, as bid due date and January 9, 2018, as date of public hearing
16. Resolution approving contract and bond for Furnishing 15kV Outdoor Metalclad Switchgear and 69kV Control Panels for Top-O-Hollow Substation
17. Resolution approving Change Order No. 1 in the amount of \$93,279.70 for 2015/16 West Lincoln Way Intersection Improvements (Franklin Avenue)
18. Resolution approving Plat of Survey for 2329, 2415, and 2505 University Boulevard
19. Resolution accepting partial completion of public improvements and lessening security for Quarry Estates Subdivision, 1st Addition
20. Resolution accepting partial completion of public improvements and lessening security for Crane Farm Subdivision, 2nd Addition
21. Resolution accepting completion of public improvements and releasing security for Scenic Point Subdivision
22. Resolution accepting completion of public improvements and releasing security being held for street trees for South Fork Subdivision, 3rd Addition

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

ORDINANCES:

23. First passage of ordinance limiting rental occupancy in single- and two-family residences
24. Second passage of ordinance rezoning property at 415 Stanton Avenue from Government/Airport Zoning District (S-GA) to Residential High-Density Zoning District (RH)
25. Second passage of ordinance to allow dog grooming as permitted use in Village Zoning District
26. Third passage and adoption of ORDINANCE NO. 4329 revising site landscape standards relating to administrative standards and other general landscape standards

PLANNING & HOUSING:

- 27. Staff Report on 321 State Avenue Development (affordable housing project)
- 28. Staff Report regarding garage door widths
- 29. Resolution approving Voluntary Annexation of 68.19 acres of land owned by Erben and Margaret Hunziker Apartments, LLC (Outlot Z of Cochrane Farm Subdivision - Auburn Trail)

ADMINISTRATION:

- 30. Staff Report regarding special event notification requirements in Downtown and Campustown
- 31. Staff Report on Welch Avenue Bicycle/Pedestrian Pilot Project

ELECTRIC:

- 32. Resolution selecting ForeFront Power of San Francisco, California, as the developer of the “SunSmart Ames” community solar project and entering into a Letter of Intent to begin working on the Energy Services Agreement

HEARINGS:

- 33. Hearing on 2016/17 Storm Water Erosion Control Program (South Skunk River - Carr Park to Homewood Golf Course) - Contract A:
 - a. Resolution approving final plans and specifications and awarding contract to On-Track Construction, LLC, of Nevada, Iowa, in the amount of \$793,415.00
- 34. Hearing on 2016/17 Storm Water Erosion Control Program (South Skunk River - Carr Park to Homewood Golf Course) - Contract B:
 - a. Resolution approving final plans and specifications and awarding contract to GreenTech of Iowa, LLC, of Grimes, Iowa, in the amount of \$82,637.50

FINANCE:

- 35. Council Budget Issues/Guidelines

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*.

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

SUBJECT: AMENDMENT TO THE FY 2018 – 2021 TRANSPORTATION IMPROVEMENT PROGRAM

BACKGROUND:

The amendment to the Fiscal Year 2018 - 2021 Transportation Improvement Program (TIP) includes the addition of a new project for FY 2018. The project by the City of Ames is for the Ames Traffic Network Master Plan with a total project cost of \$100,000. This project was awarded Iowa Clean Air Attainment funds in spring 2016 and programmed in FY 2017 of the FY 2017 – 2020 TIP. The project was anticipated to be under development during 2017 and therefore was not included in the FY 2018 – 2021 Transportation Improvement Program. Due to project delays, the current TIP needs to be amended to add this project to the 2018 Fiscal Year.

Although this was previously programmed, since this project does not appear in the current TIP, adding a new project constitutes an amendment to the program. Because this project was programmed in the previous TIP, no additional funds are needed. The comment period will be open during the following weeks and conclude at the public hearing on January 9, 2018.

ALTERNATIVES:

1. Amend the FY 2018 – 2021 Transportation Improvement Program to include the Ames Traffic Network Master Plan and set January 9, 2018, as the date for the public hearing.
2. Amend the FY 2018 – 2021 Transportation Improvement Program, with Transportation Policy Committee modifications, to include the Ames Traffic Network Master Plan and set January 9, 2018, as the date for the public hearing.

ADMINISTRATOR'S RECOMMENDED ACTION:

The Ames Traffic Network Master Plan was awarded by the Iowa Department of Transportation and must be programmed into the Transportation Improvement Program to access the funds. Because this project was programmed in the previous TIP, no additional funds are needed.

Therefore, the Administrator recommends that the Transportation Policy Committee adopt Alternative No. 1, as described above.

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

**SUBJECT: AMENDMENT TO THE AMES AREA MPO 2015 – 2019 FINAL
PASSENGER TRANSPORTATION PLAN**

BACKGROUND:

The Federal government requires a locally-coordinated planning process for transportation issues between health/human service agencies and transportation providers. States and metropolitan planning organizations, in turn, have been charged to carry out this process and therefore are required to develop a Passenger Transportation Plan (PTP). This plan provides needs-based justification for identifying passenger transportation priorities and strategies.

CyRide staff works on the AAMPO's behalf for this coordination with the Story County Human Service Council and Transportation Collaboration groups. The PTP must be updated, at a minimum, every five years. The Ames Area MPO last approved their PTP in March 2014 and will be required to submit their next full PTP to the Iowa DOT in 2019. During the interim, there must be documentation of at least two annual coordination meetings to be submitted to the IDOT by July 31st of each year; AAMPO exceeds this requirement.

PTP AMENDMENT INFORMATION:

In October 2017, **HIRTA announced their plans to implement a customer service portal** where customers will be able to book their trips online, change their account status (address, phone number, etc.), check on their trip status, and pay for trips online. HIRTA is implementing this for their passengers throughout their service area including Story County and Ames. Federal planning funds (Section 5310) support projects that improve mobility for seniors and individuals, and the portal will be an outstanding technological improvement benefiting ADA Paratransit (Dial-A-Ride) customers.

There is 5310 funding available within the existing annual Dial-A-Ride Service budget due to unspent funds from previous fiscal years, which can be used to support this one-time implementation of the HIRTA portal. Funding is anticipated to be drawn over a six-month period under the existing service agreement contract. Therefore, **no additional 5310 funding is needed; the only action needed is to specifically identify the project within the plan.** No other changes are being proposed to the PTP plan.

The text amendment to the Passenger Transportation Plan will include a public comment period starting on December 12, 2017. The amended plan, along with any

suggested modifications from the public and Transportation Policy Committee (TPC), will come back before the TPC at their January 9, 2018, meeting for formal approval.

ALTERNATIVES:

1. Review the amendment to the Ames Area MPO 2015 – 2019 Final Passenger Transportation Plan and set January 9, 2018, as the date for the public hearing.
2. Review and modify the amendment to the Ames Area MPO 2015 – 2019 Final Passenger Transportation Plan and set January 9, 2018, as the date for the public hearing.

ADMINISTRATOR'S RECOMMENDATION:

The amendment to the Ames Area MPO 2015 – 2019 Final Passenger Transportation Plan has been developed in coordination as prescribed by the Passenger Transportation Plan. No additional funding will be required. **The action being requested on December 12, 2017 is to set the date of hearing for the proposed amendment.**

Therefore, the Administrator recommends that the Transportation Policy Committee adopt Alternative No. 1, as described above.

MINUTES OF THE REGULAR MEETING OF THE AMES CITY COUNCIL

AMES, IOWA

NOVEMBER 28, 2017

The Regular Meeting of the Ames City Council was called to order by Mayor Ann Campbell at 6:00 p.m. on November 28, 2017, in the City Council Chambers in City Hall, 515 Clark Avenue, pursuant to law. Present were Council Members Bronwyn Beatty-Hansen, Gloria Betcher, Amber Corrieri, Tim Gartin, Chris Nelson, and Peter Orazem. *Ex officio* Member Rob Bingham was also present.

CONSENT AGENDA: Council Member Gartin requested to pull Item No. 10 (resolution approving encroachment permit for wooden structure at 4625 Reliable Street) for separate discussion.

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

1. Motion approving payment of claims
2. Motion approving Minutes of Regular Meeting of November 14, 2017
3. Motion approving certification of civil service applicants
4. Motion approving Report of Contract Change Orders for November 1-15, 2017
5. Motion setting January 23, 2018, at 5:30 p.m. and February 27, 2018, at 6:00 p.m. as Conference Board meeting dates
6. Motion approving 5-day (December 9-13) Class C Liquor License for Olde Main at Reiman Gardens, 1407 University Boulevard
7. Motion approving 5-day (December 7-11) Class C Liquor License for Greater Caterers of Iowa at CPMI Event Center, 2321 N. Loop Drive
8. Motion approving renewal of the following Beer Permits, Wine Permits, and Liquor Licenses:
 - a. Class C Liquor & Outdoor Service – Outlaws, 2522 Chamberlain Street
 - b. Class B Native Wine – Chocolaterie Stam, 230 Main Street
 - c. Class C Beer & B Native Wine – Swift Stop #8, 705 24th Street
 - d. Class C Liquor, Catering, & Outdoor Service – The Café, 2616 Northridge Parkway
 - e. Class B Liquor, Catering, & Outdoor Service – Country Inn & Suites, 2605 SE 16th Street
9. RESOLUTION NO. 17-668 approving annual 2017 Urban Renewal Report and certification of TIF Debt for Campustown and annual appropriation of Kingland TIF Rebate
10. RESOLUTION NO. 17-670 approving Amendment to Right-of-Way Permit and Easement regarding property at 1313 Jefferson Street
11. RESOLUTION NO. 17-671 approving Amendment to Engineering Services for 2007/08 Shared Use Path System Expansion (Bloomington Road to Ada Hayden)
12. RESOLUTION NO. 17-672 approving Engineering Services Agreement with Sargent & Lundy of Chicago, Illinois, for Repair of RDF Storage Bin in the amount of \$52,096 plus expenses for construction management
13. RESOLUTION NO. 17-673 awarding contract to Harold K. Scholz Company of Ralston, Nebraska, for Furnishing 15kV Outdoor Metalclad Switchgear and 69kV Control Panels for Top-O-Hollow Substation Expansion and Breaker Addition in the amount of \$615,923.40, inclusive of Iowa sales tax

14. RESOLUTION NO. 17-674 awarding contract to Keck Energy of Des Moines, Iowa, for CyRide fuel purchase for 2018
15. RESOLUTION NO. 17-675 accepting completion of 2015/16 Downtown Street Pavement Improvements (Clark Avenue)

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

ENCROACHMENT PERMIT FOR WOODEN STRUCTURE AT 4625 RELIABLE STREET: Council Member Gartin requested to have this item pulled because of his concern about the structure being too close to the street for children. Mr. Gartin inquired about the possibility of moving the structure back from the street, but still on that property. Council Member Betcher added that the structure was designed as a parklet, but it gets used by adults and children.

Elliott Thompson, 3211 Lettie Street, Ames, stated that the structure was anchored along the frame of an old scale so it was designed to fit that particular space. When kids are playing on the structure, it is usually in the grassy area close to the building. Most of the access points are on the north and west side of the structure.

Council Member Nelson asked Mr. Thompson about a possible long-term plan for the structure. Mr. Thompson responded that the structure is well-built with cedar and up to specifications from professors at Iowa State University. The thought is to keep it up as long as possible.

Council Member Betcher asked to have the traffic background. Mr. Thompson replied that there isn't much traffic on the wide street and there is a planter in front of the structure that is three feet from the street. Council Member Orazem added that a children playing sign or a sign with color could be installed to warn drivers.

Council Member Nelson asked if the City had any examples of something like this. Assistant City Manager Brian Phillips stated that the City has had parklets located in a street parking space before, but they were temporary structures reviewed by Inspections and Public Works.

This structure is different than a parklet in the sense that a parklet is intended to extend pedestrian space into the street. The City does not have exact examples like this.

Moved by Betcher, seconded by Beatty-Hansen, to adopt RESOLUTION NO. 17-669 approving an Encroachment Permit for wooden structure at 4625 Reliable Street.

Traffic Engineer Damion Pregitzer added that putting up signs and a speed advisory would be adequate. This area could be treated similar to a park area. He does not believe this to be a traffic issue.

Roll Call Vote: 5-1. Voting Aye: Betcher, Beatty-Hansen, Orazem, Corrieri, Nelson. Voting Nay: Gartin. Resolution declared adopted, signed by the Mayor, and hereby made a portion of these Minutes.

Mayor Campbell commented that many people were expecting the first reading of the ordinance pertaining to residential occupancy. The City Attorney has drafted the Ordinance as directed by the City Council, but has not had the opportunity to check the effect that Ordinance may have and attention that may be needed for other parts of the Code. Mayor Campbell added that a second reason for the delay was the unfortunate event of a petition that went out on the Iowa State University Campus that generated more than 3,000 signatures that has a good deal of misinformation in it dealing with the proposed ordinance. She continued by stating that she and the City Manager met with the Vice-President of Student Government and discussed some of those incorrect items and actions that the Student Government might take to help the City do some damage control. The City can anticipate the first reading of the proposed occupancy ordinance at the next regular City Council meeting on Tuesday, December 12.

PUBLIC FORUM: Mayor Campbell opened Public Forum. Richard Deyo, 505 8th Street #2, Ames, wished Mayor Campbell a happy belated birthday. There being no one else wishing to speak, the Mayor closed Public Forum.

HEARING ON 415 STANTON AVENUE (OLD CRAWFORD SCHOOL): Housing Planner Julie Gould reminded the Council of the letter that was referred to staff concerning the criteria for Urban Revitalization for the Crawford School site. Ms. Gould stated that there are two options to consider as “qualifying criteria”. In Option 1, the property must meet all of the following criteria:

- A. The building is no longer occupied as a public school, and has not been converted to another use prior to designation as an Urban Revitalization Area
- B. Structured parking (garage) is provided on site with at least one covered stall per unit
- C. The character of the existing building on the south and east elevations is maintained and preserved. The proposed addition matches the architectural style of the existing building.
- D. 100% of the exterior walls of the south and east facade of the existing building remains brick. The structure will remain, and historic materials will be preserved or adaptively reused when possible.

Ms. Gould continued to explain that Option 2 is the same with the addition that the site and building substantially conform to the site and architectural plans approved by the City Council as part of the Urban Revitalization Area plan (URA).

Planner Gould stated the developer has plans to redevelop the Old Crawford School Minor Land Use Plan site into an independent senior living facility. The Land Use Plan would have to change from high-density residential to low-density residential and the zoning would have to change from Airport Government zoning district, since previously school property, to High-Density Residential based on number of units proposed at 32. The Planning staff would recommend to do this agreement as a contract rezoning that addresses the criteria for the City Council.

Council Member Betcher inquired about who determines what substantially conforms. Ms. Gould responded that the Planning staff and Director would come before the City Council for approval on anything that significantly differs from the plan such as an architectural change.

Mayor Campbell opened the public hearing.

Luke Jensen, 2519 Chamberlain, Ames, stated that either option is fine for the developers as it relates to the Urban Revitalization Area. Mr. Jensen hopes to identify critical things that staff can participate in, but not have to come back to staff for minor things, such as a placement of a bush.

Leslie Kawaler, 2121 Hughes Street, Ames, a member of the Crawford Task Force and Board member of South Campus Area Neighborhood (SCAN), stated that both groups support the rezoning of the neighborhood school. Ms. Kawaler added that the Neighborhood had a meeting with 50 residents and the majority in favor of the project. The Neighborhood hopes that the City will help to facilitate the project by granting the Urban Revitalization designation that the developers have requested. This will help ensure the long-term stability of the Neighborhood.

Mayor Campbell closed the hearing once there was no one else wishing to speak.

Moved by Gartin, seconded by Corrieri, to approve Option 2 for the Urban Revitalization criteria to add that the site and building substantially conforms to the site and architectural plans approved by the City Council as part of the URA plan.

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

Moved by Betcher, seconded by Gartin, to adopt RESOLUTION NO. 17-676 to approve the Minor Land Use Policy Plan Minor Map Amendment for 415 Stanton Avenue from Low-Density Residential to High-Density Residential.

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

Moved by Betcher, seconded by Nelson, to pass on first reading of the ordinance to rezone property at 415 Stanton Avenue from Government/Airport Zoning District (S-GA) to Residential High Density zoning District (RH).

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

HEARING ON ZONING TEXT AMENDMENT TO ALLOW DOG GROOMING AS A PERMITTED USE IN VILLAGE ZONING DISTRICT: Planner Charles Kuester informed the City Council that there had been a request from a potential tenant of property in the Somerset commercial area to include dog grooming facilities. In 2011, the City had amended the use table to allow kennels and small animal veterinarians, but did not think the grooming component would be a critical issue. Staff and the Planning and Zoning Commission recommended approval of this.

Mayor Campbell opened the public hearing. She closed the hearing once there was no one wishing to speak.

Moved by Beatty-Hansen, seconded by Betcher, to pass on first reading an ordinance to allow dog grooming as a permitted use in Village Zoning District.

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

HEARING ON LAND USE POLICY PLAN MAJOR MAP AMENDMENT FOR NORTH ALLOWABLE GROWTH AREA: Mr. Kuester provided the information on the request for approval of a Land Use Policy Plan amendment and an amendment to the Ames Urban Fringe Plan for properties on both sides of George Washington Carver, south of 190th Street and South of Cameron School Road.

The request from Friedrich Land Development LLC and R. Friedrich & Sons Inc., is to designate all of this area as Urban Residential, which would allow the annexation and development of the property. They have also requested a Convenience Commercial Node at the intersection of Cameron School Road and George Washington Carver Avenue.

Planner Kuester commented that the Planning and Zoning Commission along with the Story County Board of Supervisors unanimously recommend designating all of this area as Urban Residential with the Commercial Node. Council Member Beatty-Hansen inquired about the possibility of Gilbert not taking action. Mr. Kuester responded that there is a process in place where by two City Councils and the Board of Supervisors sit together as one body and come up with a solution. Council Member Orazem asked what would be the concern of the City of Gilbert. Mr. Kuester believes the City of Gilbert has a concern with the loss of revenues to the township if that area were to be annexed. He did tell the Gilbert Council that it would lose the township levy, but they would also lose the obligation to provide services to that area. Gilbert is willing and able to provide those services with the new fire station on the south side of Gilbert and that is funded in part by the township levy. Mr. Kuester added that the Gilbert City Council did not turn down the request; they did not make a motion. Mr. Kuester plans to make an attempt to get the request back on Gilbert Council Meeting agenda.

Mayor Campbell opened the public hearing. She closed the hearing once there was no one wishing to speak.

Moved by Nelson, seconded by Betcher, to adopt RESOLUTION NO. 17-677 approving the Map Amendment from Priority Transitional Residential and Rural Transitional Residential to Urban Residential and North Allowable Growth Area for the area on the east side of George Washington Carver Avenue south of 190th Street and on west side of George Washington Carver Avenue south of Cameron School Road with the Node.

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

HEARING ON VACATING AND SALE OF CITY RIGHT-OF-WAY LOCATED ADJACENT TO 1101 BLACKWOOD CIRCLE: The Mayor opened the public hearing and closed same after no one requested to speak.

Moved by Nelson, seconded by Corrieri, to adopt RESOLUTION NO. 17-678 to approve the vacation of the right-of-way and to adopt RESOLUTION NO. 17-679 to approve the conveyance of the right-of-way by Quit Claim Deed to Jonathan M. Sargent.

Roll Call Vote: 6-0. Resolutions declared adopted unanimously, signed by the Mayor, and hereby

made a portion of these Minutes.

HEARING ON MAJOR SITE DEVELOPMENT PLAN (MSDP) FOR 3331 AND 3405 AURORA AVENUE: Planner Ray Anderson informed that the two eight-unit apartment buildings, one for each lot, have the same architectural features, materials, and site design as the approved two eight-unit apartment buildings just to the north on Aurora. Mr. Anderson added that the building will each have an eight-unit detached garage. The buildings will be two stories and have flat roofs. The Planning Department feels this would be a good transitional building type between an area that has three-story buildings and an area that will most likely be single-family homes. The apartment buildings do meet the new landscape requirements, screening requirements, and the Major Site Development requirement as well. Staff does recommend this Plan on the condition that a five-foot-wide sidewalk will be installed on Outlot C prior to a Certificate of Occupancy being issued for Lot 8.

Mayor Campbell opened the public hearing. No one came forward to speak and the hearing was closed.

Moved by Betcher, seconded by Gartin, to adopt RESOLUTION NO. 17-680 to approve Major Site Development Plan for two eight-unit apartment buildings, one at 3331 Aurora Avenue (Lot 8, Village Park Subdivision) and one at 3405 Aurora Avenue (Lot 9 Village Park Subdivision) with the stipulation: that a five-foot-wide sidewalk will be installed on Outlot C prior to a Certificate of Occupancy being issued for Lot 8.

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

WAIVER OF SUBDIVISION STANDARDS AT 23543-580TH AVENUE: Planner Kuester presented background information concerning the plat of land on 580th that had not gone through the City Council approval process like it should have this summer. Staff would like to clear up any possible future title issue with this land by having a resolution on file with the Story County Recorder approving that Plat of Survey.

Mr. Kuester continued by informing Council that this plat of land was once two lots, but has now been changed into three lots. Parcel A is a quarter-quarter section, then there is a larger piece that was split into two lots, which triggers a subdivision requirement through the City of Ames. If this issue had gone through subdivision, a waiver would have been requested for the requirements of installing infrastructure. This is a waiver that is usually granted by the City Council since it is outside the city limits. Staff did ask them to submit a Covenant for annexation.

Council Member Gartin inquired about how the plat of land was recorded. Mr. Kuester stated it was submitted to the Story County Recorder's office, who then routed internally to various County departments. Usually the City Planning Department or the City Assessor is given a copy for review, that did not happen in this case. There has been a discussion about the process and the City involvement. The County did state that they would tighten up the process and keep the City informed.

Council Member Orazem asked if there was a plan for this parcel. Mr. Kuester stated that it is owned by a regular developer, but there is not a particular project in mind at this time.

Justin Dodge, representing Hunziker Companies, 105 South 16th Street, Ames, stated that they followed the guidance of Story County and did not mean to overstep the bounds of the agreement. The plat of land is a field with a house on it. The plan is to parcel off to sell the part with the house as 20 acres and hold the rest for speculation for when it is industrial land.

Moved by Gartin, seconded by Beatty-Hansen, to adopt RESOLUTION NO. 17-681 to approving the waiver of subdivision standards and approve the Plat of Survey.

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

TAX ABATEMENT FOR NEW GREEK HOUSE CONSTRUCTION: Planner Charlie Kuester provided background on information on the tax abatement for new Greek house construction. The City Council in 2006 approved an Urban Revitalization Plan (URP) for East University to encourage and support the adaptive reuse of Greek houses to allow for expansion or additions under certain criteria. The URP was meant to encourage redevelopment not the demolition of Greek houses. The criteria for getting the Urban Revitalization tax abatement for a Greek house is that it had to have been an existing or former residence recognized by Iowa State University as part of the Greek residence system and 70% of the area of existing walls had to remain. Sigma Chi Fraternity had come to the City Council in 2011 with a demolition plan that was approved after demonstrating no economic reuse. The fraternity then asked to have the criteria for the tax abatement to include new construction. A video of that Council meeting was viewed and showed the direction of then Council Member Jami Larson giving direction to include new construction. Delta Tau Delta did the same actions in 2014, but that City Council denied the amendment to the abatement.

Mr. Kuester added that within this time frame two of the new Greek houses have been completed and are now being assessed. They will have already lost two years of any abatement that the Council may award them. If the Council were to chose not to amend the abatement and it extends beyond February 2018, the Greek houses would not be able to claim any abatement.

Justin Dodge, 2013 Green Briar Circle, Ames, representing the Greek Alumni Alliance stated that from the video it is clear that Jami Larsen with his motion, intended to include new construction of Greek houses. The purpose was clear to preserve the neighborhood for Greek houses, and not be turned into apartment buildings because of the zoning of Residential High Density.

Mayor Campbell added that the references to Jami Larsen is that he was the Council Member at the time that made the motion concerning the abatement for Greek housing.

John Fleming, 401 Pearson Avenue, Ames, stated that the people involved in the Greek system are important to Iowa State University and Ames. It is important to partner with them. Mr. Fleming added that he is in support of the abatement.

Jeremy Davis, 711 Beach Avenue, Ames, stated he was asked by Jami Larson to read his statement on this subject. Mr. Davis read to the Council that Mr. Larson's motion was to direct staff to come back with an abatement proposal that the Council could approve for the new construction of Greek houses that met the criteria described in the City staff's May 10, 2011, report to Council. The motion was made to support Jeff Benson's presentation that specifically addressed criteria that was covered in his report under "A. New Construction by Greek Organizations" and "B Design that exceeded mandatory standards". No where was it said that "70% of the area of existing exterior walls of the structure will remain". This was mistakenly put into the minutes and is incorrect. Both fraternities have built structures that would have met the criteria intended in the motion. Mr. Davis added that he also would recommend to Council the support of the new construction for Greek houses abatement.

Moved by Betcher, seconded by Beatty-Hansen, that the City not consider the tax abatement for Greek housing.

Council Member Betcher stated that the present Council maybe creating a complication that does not exist, because the present Council is not bound by previous Councils. The situation of the Greek Community and the City of Ames has changed over the past six years. Decisions on what to grant abatements for is under new context than what it was six years ago. In 2014, it was decided unanimously, except by Council Member Nelson that abstained, not to consider the abatement. The City should not use abatements to incentivize demolition. Demolition is not a sustainable way of addressing improvements. The decision that is made needs to be a vote from the present Council's thoughts.

Council Member Beatty-Hansen stated that allowing the tax incentive for new development seemed to rescind the 2006 original plan to provide tax incentive for redevelopment. Redevelopment is the public good. Council Member Beatty-Hansen wondered what the marginal public good would be with new development and what would a tax incentive have provided that would have given the City more public good.

City Manager Schainker clarified that there had been a mistake in the minutes but it was not the City Clerk, Diane Voss, who took those minutes. Mr. Schainker provided background about that time in Council when Jeff Benson had been an author of plans to incentivize redevelopment projects. Some concern at the time was that if the City did not allow the Greek housing to expand there was a possible threat they would develop outside the area. The start of this discussion was redevelopment but the City also wanted to make sure those type of housing opportunities stayed within the East University Area. Jeff Benson was an avid supporter of the area and after review of the film it can be seen that he was in support of allowing tax abatement of new construction for Greek housing that remained in that area. The possible tax abatement evolved over time because it was better than having to sell the houses off as apartments.

Council Member Betcher stated that the two houses still rebuilt without a tax abatement. Council Member Orazem responded that the Greek houses were anticipating the abatement. Council Member Betcher commented that Council had said no to this, but yet the houses didn't try to come

back to Council and try to convince Council to approve again. The two houses were still built, so she is confused on where the need for abatement is.

Council Member Nelson shared his memories and thoughts about that time beginning with the fact that the assessment was very surprising to the two Greek houses that rebuilt in comparison to similar amounts of money that had been invested into other properties. The assessments were very different. The fraternities probably relied on what they were seeing with other houses, not what happened to them. The fraternities would have had a different strategy had they known the outcome. Council Member Nelson added that he no longer has a conflict and believes this to be a global issue he intends to participate in.

Mayor Campbell stated that she did not believe this to be an issue of the high assessment but rather to preserve the Greek neighborhood and architectural integrity. The new buildings have more architectural integrity and house many more students and keep them close to campus. Council Member Corrieri added that she believed Sigma Kai was built on the impression from the meeting that evening, that they would be getting an abatement for a new construction.

Council Member Beatty-Hansen agreed that the houses are better, but doesn't understand how the abatement is going to make the public good better. Council Member Orazem stated that there is not a certainty of another incentive to build or expand the facilities of this integrity in the neighborhood. It is more expensive to build something like the Greek houses than the dorms. Iowa State University is not going to build something that is going to look like the Greek housing. There is a value. City Council also needs to stay true to a commitment or no one will want to do that again.

Council Member Beatty-Hansen is concerned that there is not an additional benefit to renovate if Council passes a tax abatement for new buildings. Council Member Orazem added that there is still the incentive for renovation. Sometimes it is cheaper to renovate than build new, depending on the project. Council Member Betcher commented that it is about the historic integrity and sustainability. Every time a house is torn down it will add thousands of tons of debris to a landfill. Council Member Beatty-Hansen added that Council would be taking away the incentive to renovate. Council Member Nelson stated there are constraints that sometimes decide whether it is a better decision to renovate rather than to build new. Depending on the circumstance, such as the need for greater capacity, there are reasons to build new other than just wanting new.

Council Member Nelson inquired if the tax abatement is just on the marginal increase on the taxable value, meaning they still pay the taxes on the value of the property before the project was undertaken. City Manager Schainker clarified that they are exempt from the incremental value. The abatement only includes the building value and not the land.

Vote on Motion: 2-4. Voting Aye: Betcher, Beatty-Hansen. Nay Vote: Gartin, Orazem, Corrieri, Nelson. Motion failed.

Moved by Orazem, seconded by Corrieri, to bring back to Council for approval an amendment to the URA to allow tax abatement to new construction of Greek housing.

Vote on Motion: 4-2. Voting Aye: Gartin, Orazem, Corrieri, Nelson. Voting Nay: Betcher, Beatty-Hansen. Motion passed.

#ALWAYS AMES CAMPAIGN: Public Relations Officer Susan Gwiasda reminded the Council of the purpose on the Always Ames Campaign. This Campaign came from the City Council goal of attracting young adults transitioning into families along the I-35 Corridor. The Campaign began in 2015. The City does not typically do a lot of Campaigns. Since there was a specific demographic, target audience, goal, and it was to be data driven a consultant was hired. The Campaign began in 2015 There are digital billboards and digital ads. The analytics show that people spend a lengthy time looking around the website.

Ms. Gwiasda informed Council that digital Billboards and digital advertisements were the two main components of the Campaign. ZLR, the consultant had reported back that the numbers for the digital display were at the industrial average, but going towards a downward trend that could mean saturation. When people were on the website, they were there for a long period of time.

Ms. Gwiasda stated that ZLR gave some suggestions to stay successful in the Campaign. The decline in numbers suggest to pull back on the on-line presence. Areas that Ames is lacking in showing is seeing what night life is like and outdoor things in the winter months. The City website needs to be refreshed. ZLR is going to finish with one more video about the living options and entertainment options and focus on Main Street. They will do a rollup and deliver to the City. The City will own the creative rights to use internal resources to adapt the materials, replicate, do videos and advertisements that look like what the City paid for.

Ms. Gwiasda commented that she thought one year of this Campaign was too short of a window to draw conclusions. She wanted feedback from Council on support of the Campaign and any possible changes, such as collaboration with other entities.

Council Member Betcher shared a possible opportunity for a partnership with Michael Wagler of Main Street Iowa. When he was in Ames he discussed an interest in the potential for Always Ames to help advertise the Main Street Cultural District. Ames has an excellent Main Street that doesn't do a very good job of telling its story. Council Member Betcher stated there could be a possibility of being able to get money and or graphic design help from the state to compliment the City's efforts.

Council Member Nelson asked Ms. Gwiasda if there was a plan to continue the Campaign with a smaller budget. Ms. Gwiasda responded that after having watched for the past year and there is a creative foundation that basically made a template. She is confident that the Campaign can continue with a smaller budget.

Moved by Betcher, seconded by Beatty-Hansen, to have Susan to talk with Michael Wagler at Main Street Iowa about partnering opportunities for the Main Street component of the Always Ames Campaign.

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

PARKING SYSTEM IMPROVEMENTS: Police Chief Chuck Cychosz gave a quick view of the items in the presentation. He stated the presentation would deal with the new parking trends and the updated philosophy on demand base parking. Demand base parking is a change of fee structure for the parking spaces that are most desired. Technology should have a greater presence in the way the City is serving the customer of today.

Chief Cychosz began by stating that overtime parking fines are five dollars. He suggests with other changes that will be proposed that the City wait to see what kind of violations are happening and then decide if it warrants an increase. Illegal parking is at \$15 if paid within seven days. The fine is increased to \$20 if paid late. There are cities, such as Iowa City, that have software that is able to give the first offense a warning and then charge from there. This is a visitor friendly approach.

Council Member Gartin stated that in Davenport he had noticed that there were not parking meters. Chief Cychosz responded that is the automated license plate readers that are very expensive. This allows the driver to practice safe driving while the reader will identify vehicles that have stayed in a parking space too long. This is a very efficient way of enforcing parking, but much more expensive and citizens have had concerns with storing license plates. Many cities are going to this for the convenience for the customer. This way a customer does not have to worry about the meter, just the time. There is not a lot of staff savings and there is no revenue being collected. Paying for the system would have to come out of system costs or citations. If the City were to move to a system that makes it easier for the customer to pay, violations will go down and it will generate higher compliance with less enforcement.

Chief Cychosz continued with the issue of illegal parking on game day. The enforcement staff has noticed a shift from misunderstood parking mistakes to knowing the difference between the cost differential of a citation versus the legal cost of event parking. There are examples of cities that use special enforcement zones and times for situations similar to this. He believes this is the time to explore a model with the City's Legal Department to establish a special event fines ordinance. The fine would need to be enhanced to \$35-\$40 to be ahead of the cost of legal parking areas. Mayor Campbell asked if there was adequate parking in the public lots for the special events. Chief Cychosz responded that he has asked that after each event and is always told there is space available in public lots managed by Iowa State University. The City has plenty of room to absorb more safe and legal parking. At this time it is normal for enforcement officers on a slow day to write 400 tickets and on a busy day they may write 1,000 tickets. The streets are checked to make sure a vehicle can get through, if not a vehicle will have to be towed. This is a huge issue.

Damion Pregetzer stated that the two goals with the parking meters is to look at the rates like an asset management tool. The rates are paying for the infrastructure. The rates on the street next to businesses are significantly cheaper than the rates at the intermodal. That makes it challenging to make investments into structured parking. The second goal is to put together a tiered structure that can simultaneously achieve both goals. The City of Ames charges \$.20 per hour downtown and \$.50

per hour in Campustown. The meters will only take coins or smart-cards. There are spaces that can be rented monthly. The City Parking fund is comprised of revenue from enforcement fees and parking rental/meter fees. Expenses of the Parking Fund are wages, equipment, materials, and facilities that mainly come from Police and Public Works, as well as, support services from various other City Departments. The City does operate 16 municipal parking lots along with two private ownership lots that the City operates through an agreement that states the City is responsible for minor maintenance. The present meter rates do not cover the long-term replacement of these lots. Based on the past, staff proposed an escrow of \$414,000 would cover infrastructure replacement as well as operations and maintenance per year.

Mr. Pregitzer commented that the City and University try to collaborate on different ideas that work in one area or the other. The City and University share the same customers. The University has been using an application called Parkmobile for two years. Parkmobile does not have a start up cost. The way the company recoups their cost is by charging a service fee to the user on the initial set up time. Any hourly time added will not incur an additional service fee. The hourly rate is then paid to the City. This application has the inner workings to follow any policy or operation the City decides upon.

Mr. Pregitzer stated that the results that Iowa State University has seen in the two years is a 15% growth of revenue and a 60% drop in fines. The University also did not receive any negative comments about being charged a service fee. This application is an addition to the current system. Customers will still be able to use coins or smart-cards. Credit cards will not be available for use at the meters. The third party vendors keep the City from the issue of having credit card numbers stored. There are other companies that have an application similar to Parkmobile. Those other companies will want a fee to manage it, while Parkmobile charges the user an up-front service fee.

Council Member Betcher asked if there was a thought of any issue with people staying in parking spaces. Mr. Pregitzer stated there was not an indication of that. A suggestion for the high priority meters is to change the time limit to be two hours and limit to only one extension of time.

Mr. Pregitzer finished with discussing restrictions for overnight parking. A survey was done in the Campustown and Downtown districts to solicit feedback on overnight parking restrictions. Results from the survey told staff that most preferred to have restrictions begin around four in the morning Monday - Thursday. There is a concern for those that have a late night job that would not be able to finish work until four in the morning. The respondents in majority felt that parking should be allowed starting at six in the morning. Most were in favor of ticketing only as the enforcement method. A very large majority of the respondents are in favor of having the snow ordinance include the Downtown Business District and the Campus Business District.

Director of Public Works John Joiner stated that staff does not recommend the increase of fines at this time.

Council Member Betcher brought up a thought of giving some of the parking fine money in the

Multi Cultural District or Campustown and Downtown Districts back to that area to make it reasonable to raise the parking rates. City Manager Schainker reminded Council that in a way the City is giving back to those districts by waiving parking fees for events that occur in those areas.

Director Joiner continued to the next issue of special event districts and fines that different staff could get together to discuss how to implement that.

City Manager Schainker noted the reason for these decisions is so a budget can be put together to reflect decisions made by Council. The new system can not be implemented until next fiscal year. The reason for the meter increase is because the City has some major capital improvement needs to reconstruct many parking lots in the City system and possible new technology equipment. The City has not had the rates to cover those items.

Moved by Beatty-Hansen, seconded by Betcher, to explore a special event fines ordinance for certain areas and certain times.

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

Moved by Beatty-Hansen, seconded by Nelson, to not increase fines at this time.

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

Director Joiner explained that the next issue is the meter rate structure of tier one at \$1.00, tier two at \$.75 and tier three at \$.50 with two, four, and ten hour time limits and a reserved parking rate of \$50 per month. The tier one would be higher priced than the intermodal and close to the intermodal.

Moved by Orazem, seconded by Beatty-Hansen, to accept staff recommendation of meter rates at tier one of \$1.00, tier two of \$.75, and tier three at \$.50 and rental rates of reserved parking rate of \$50 a month.

Council Member Betcher inquired if the motion is to include the recommendation to adjust the rates every three - five years. Director Joiner stated that is a note to report back to Council to ensure rates are in line.

Vote on Motion: 6-0. Motion carried unanimously

Moved by Orazem, seconded by Beatty-Hansen, to bring back a proposal for the Parkmobile application.

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

Director Joiner referred Council back to the survey that was presented by Mr. Pregitzer. Staff proposed parking restriction times to begin at four in the morning and end at six in the morning, seven days a week and apply the snow ordinance to the Downtown Business District and the Campus Business District.

Moved by Nelson, seconded by Gartin, to adopt staff recommendation of the restriction of overnight

parking from four in the morning and end at six in the morning, seven days a week and apply the snow ordinance to the Downtown Business District and the Campus Business District.

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

Public Works Director John Joiner stated there are things to still work on is simplification of the neighborhood parking regulations in SCAN and Old Towne areas. It is important to make those easier to understand and it will increase compliance and customer satisfaction.

Assistant City Manager Brian Phillips believes the Campus and Community Commission is about two months away on wrapping up the gathering space, then they will be ready for a new initiative.

Director Joiner concluded with stating that staff will explore a proposal for a type of way for people that are doing maintenance or improvement work in the Downtown and Campustown areas can use the meters adjacent to those businesses with a vendor or work permit. They would be able to use a parking space for the entirety of the day. The cost would be comparable to using the meter for a full day plus a small premium for convenience.

Mayor Campbell recessed at 8:26 p.m. She reconvened at 8:37 p.m.

UPDATE ON CITY OPERATIONS CARBON FOOTPRINT AND MAYORS' CLIMATE PROTECTION AGREEMENT: Assistant City Manager Brian Phillips reminded Council that staff was directed to have a proposal to sign onto the 2014 U.S. Mayors Climate Protection Agreement and specific goals that could assist the City in meeting the standards in that Agreement. Mr. Phillips stated that part of the 2007 Mayors Climate Protection Agreement the City established a goal to take the average from 2001-2006 carbon footprint and reduce the carbon footprint of City operations by 15% below that average by 2014. Evaluation was done by the demand side of City operations. By 2014, the goal was achieved in the Carbon footprint and building sector.

Mr. Phillips continued presenting the results of the previous goals. The Fleet sector improved in both CyRide and non-bus City transportation. CyRide had a 63% increased amount of riders on the buses; which has caused an 18% decrease in the CO2 per rider over that time. Non-CyRide vehicles have been replaced with more efficient vehicles by over 20%.

Mr. Phillips stated the third area evaluated is miscellaneous and is influenced significantly by street lights. The City of Ames has thousands of street lights. Those lights are currently being replaced with LED lights. The City does see a dip in electricity demand with the LED lights, then the community grows and expands and the usage demand rises again. This is the only area the City has not made an improvement over the baseline measurement period. Council Member Orazem stated that there is still a savings in using LED lights. He then inquired about how long before all street lights are converted. Director of Electric Service Don Kom stated the City should be fully converted in the next four years. Ames on average add 70 street lights per year. The City adds as many lights as what is made up by the energy saved. Council Member Betcher inquired about the life of an LED. Mr. Kom responded that staff was told the LED lights should last 20 years, but seeing some that are failing at the eight year mark.

Mr. Phillips concluded that the City has made a lot of improvements. The City continues to reinvest the money saved into additional projects that were the low hanging fruit projects. Now the City has higher cost projects that would have less of an impact on the carbon footprint.

Assistant Manager Phillips added that the City partners with Iowa State University to purchase a portion of time from the sustainability coordinator to work on City projects. This has led to a number of new initiatives. Electrical energy conservation was an important issue to Council, so the sustainability coordinator investigated areas that would make an impact in that area. This led to the City SmartEnergy program. Now the City is moving into areas to reduce waste reduction; such as Rummage Rampage.

Council Member Gartin feels there should be some way to capture the growth that Ames has made in the energy capacity per capita. Meaning Ames is using more energy but has reduced the rate per capita. Setting goals should be enlight of the City growing to be measured per capita. Nelson added that if we are growing someone else is not. Council Member Beatty-Hansen stated that there is not a down side to signing the Agreement and the City is doing a lot of the things in the 2014 Climate Change agreement.

Erv Klaas, 1405 Grand, Ames stated that global warming is heating up the planet and causing a change in climate. This is because of the insulating blanket of carbon dioxide in the earth's atmosphere, that is put there by people burning fossil fuels and producing more carbon dioxide. Action must be taken now at the local level to reduce the amount of CO2 emissions. The addiction to economic growth and use of cheap fossil fuels creates the carbon dioxide emissions. That is what is causing the rise in ocean levels, glaciers melting and more sever weather.

Mr. Klaas reiterated the need for the removal of carbon from the atmosphere and return the carbon back in the soil through reforestation and changes in agricultural practices. Mr. Klaas gave some suggestions on how to reduce emissions: change ordinances to encourage rooftop solar, convert all energy to solar, wind and geothermal, grow own food, and make complete streets to encourage bicycle use.

Council Member Gartin stated that the Council should discuss two things; ways to reduce carbon emissions and ways to address the carbon that is in the environment now. Council Member Gartin suggested the City enter into an agreement with an ISU group, Initiative for a Carbon Negative Economy, through the School of Engineers. Their thrust is to find ways to reduce carbon in the environment. The world can't remove and cut carbon fast enough. We have to find new technology to figure out a faster way to cut carbons. Council Member Gartin suggested a possibility of funding a couple of research assistantships specifically in the area of carbon reduction research. This would be a significant statement by the City to show support in the reduction of carbons.

Mayor Campbell stated that part of having Mary Rankin was to help with the coordination around the University. Council Member Beatty-Hansen added that she could assist in bringing back a proposal, but just her would not be enough. Council Member Betcher wants Council to think about how the decisions made impact the big picture. Mayor Campbell added that this item is deserving

of the attention that comes at goal setting time.

Moved by Beatty-Hansen, and seconded by Nelson, to sign onto the 2014 Mayors Climate Protection Agreement.

Mr. Phillips confirmed that the Agreement is a call to action. There are not particular actions required, but suggestions to communities. Council needs to identify what is important and what is the goal.

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

Gartin moved, seconded by Beatty-Hansen, to engage Mary Rankin to come back to Council with proposals of ways that Council can partner with ISU to address carbon reduction.

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

Moved by Nelson, seconded by Betcher, to direct staff to evaluate the carbon footprint of the City operations in the consideration of the changes in fuels used to generate electricity in the last decade and the demand site management parts at a later date.

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

ORDINANCE REVISING SITE LANDSCAPE STANDARDS RELATING TO ADMINISTRATIVE STANDARDS AND OTHER GENERAL LANDSCAPE STANDARDS:

Moved by Orazem, seconded by Corrieri, to pass on second reading to revise the site landscape standards relating to administrative standards and other general landscape standards.

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

ORDINANCE TO REVISE PORTION OF CHAPTER 28 RELATED TO WATER AND SEWER:

Mayor Campbell acknowledged that the water department has been in communication with USDA on who really owns the USDA pump station building.

Moved by Orazem, seconded by Gartin, to pass on third reading and adopt ORDINANCE NO.4327 revising portions of Chapter 28 related to Division II Water Service and Division III Sewers, as amended.

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

ORDINANCE TO APPROVE CHANGES TO APPENDIX N RELATING TO UTILITY RATES:

Moved by Betcher, seconded by Orazem, to pass on third reading and adopt ORDINANCE NO.4328 to approve changes to Appendix N relating to utility rates.

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

COUNCIL COMMENTS: Moved by Orazem, seconded by Betcher, to direct staff to bring back a report on the requested text amendment for the use of temporary sidewalk signs to include

Campustown Service Center.

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

ADJOURNMENT: Moved by Betcher to adjourn the meeting at 9:40 p.m.

Diane R. Voss, City Clerk

Ann H. Campbell, Mayor

Stacy Craven, Recording Secretary



REPORT OF CONTRACT CHANGE ORDERS

Period:	<input type="checkbox"/>	1 st – 15 th
	<input checked="" type="checkbox"/>	16 th – End of Month
Month & Year:	November 2017	
For City Council Date:	December 12, 2017	

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	2015/16 Downtown Pavement Improvements (Clark Ave)	2	\$669,611.80	Con-Struct, Inc.	\$-(4,066.98)	\$0.00	J. Joiner	MA
Public Works	2015/16 Downtown Pavement Improvements (Clark Ave)	3	\$669,611.80	Con-Struct, Inc.	\$-(4066.98)	\$3,537.45	J. Joiner	MA
Public Works	2016/17 US 69 Improvements (S. Duff Safety & Access Project)	1	\$1,150,026.00	Con-Struct, Inc.	\$0.00	\$22,984.82	J. Joiner	MA
Electric Services	Power Plant Electrician Services	5	\$24,000.00	The Baker Group	\$88,500.00	\$10,000.00	B. Kindred	CB
			\$		\$	\$		
			\$		\$	\$		

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5a-c

TO: Mayor Ann Campbell and Ames City Council Members

FROM: Lieutenant Dan Walter – Ames Police Department

DATE: December 6, 2017

SUBJECT: Beer Permits & Liquor License Renewal Reference City Council Agenda

The Council agenda for December 12, 2017, includes beer permits and liquor license renewals for:

- Class C Liquor & Outdoor Service - LC0024787 - Aunt Maude's, 543-547 Main Street
- Class C Liquor - LC0029665 - Tip Top Lounge, 201 E. Lincoln Way
- Class C Beer & Class B Wine - BC0027076 - Casey's General Store #2298, 428 Lincoln Way

A routine check of police records for the past twelve months found no liquor law violations for Aunt Maude's.

The check did identify calls for service at the Tip Top Lounge that required further analysis. Tip Top had 3 disorderly calls for service, 3 public Intoxications, 3 fights in progress and one assault. Most of these occurred in the parking lot of the business. Several would have been difficult for bar staff to control or eliminate while others were a result of bar staff calling police after taking appropriate actions, such as refusing service to an intoxicated subject, were unsuccessful. The police department has had success working with Tip Top management and is currently working on solutions for some of the overflow of issues from the bar into the parking areas of the business.

Casey's is a very busy location and had a total of 68 calls for service over the previous year. Almost all of these calls relate to non-alcohol offenses such as thefts, accidents and general calls for service. The calls for service related to alcohol were handled appropriately by staff and not a reflection of any issues related to their liquor license and management practices. For example, an intoxicated person stumbled into their location and locked himself in the bathroom.

The police department therefore recommends renewal for all of the above licenses.

Applicant License Application ()

Name of Applicant: <u>VSS Corporation</u>		
Name of Business (DBA): <u>Thumbs Bar</u>		
Address of Premises: <u>2816 West Street</u>		
City <u>Ames</u>	County: <u>Story</u>	Zip: <u>50014</u>
Business <u>(515) 268-1556</u>		
Mailing <u>1318 Arthur Drive</u>		
City <u>Ames</u>	State <u>IA</u>	Zip: <u>50010</u>

Contact Person

Name <u>David Blakeley</u>
Phone: <u>(515) 290-7719</u> Email <u>blakeleydavid@aol.com</u>

Classification Class C Liquor License (LC) (Commercial)

Term:12 months

Effective Date: 01/01/2018

Expiration Date: 01/01/1900

Privileges:

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

Status of Business

BusinessType: <u>Privately Held Corporation</u>
Corporate ID Number: <u>XXXXXXXXXX</u> Federal Employer ID <u>XXXXXXXXXX</u>

Ownership

David Blakeley

First Name: David **Last Name:** Blakeley
City: Ames **State:** Iowa **Zip:** 50010
Position: President
% of Ownership: 50.00% **U.S. Citizen:** Yes

Insurance Company Information

Insurance Company: <u>Founders Insurance Company</u>	
Policy Effective Date:	Policy Expiration
Bond Effective	Dram Cancel Date:
Outdoor Service Effective	Outdoor Service Expiration

Temp Transfer Effective

Temp Transfer Expiration Date:



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MEMO

7

To: Members of the City Council
From: Ann Campbell, Mayor
Date: December 12, 2017
Subject: Appointment to Conference Board's Mini-Board

Peter Orazem has been serving as the Council's representative on the Conference Board's Mini-Board. Since Council Member Orazem did not seek re-election to the City Council, a council member needs to be appointed to serve as the City's representative.

Therefore, I recommend that the Council approve the appointment of Chris Nelson to serve in this capacity.

COUNCIL ACTION FORM

SUBJECT: ANNUAL AFFIRMATIVE ACTION REPORT

BACKGROUND:

The City of Ames Affirmative Action Plan and Policy requires that the Affirmative Action Officer perform an availability and utilization analysis at the end of each fiscal year. The purpose of this analysis is to identify areas of the workforce that do not mirror the gender and ethnic/minority characteristics of the available qualified population and offer suggestions for addressing in the coming fiscal year.

The attached report represents the analysis for the end of fiscal year 2016/2017. The main trends are that the City of Ames doubled its number of recruitments to 88, which is up from 44 in FY 15/16. This resulted in double the number of applications to 4,162 for FY 16/17, which is up from 1,862 in FY 15/16. Other important trends for FY 16/17 include that minority and female applications more than doubled. And, the minority and female workforce numbers have either stayed the same or increased in all reported categories.

As we continue to improve our Affirmative Action reporting and outreach, The City of Ames will work over the next year to re-evaluate and make any necessary improvements to its Affirmative Action Outreach Groups. The City of Ames will also expand reporting for next year's Affirmative Action Plan to include hiring and/or promotional goals based on identified underutilization by position needs and available population in either the labor market or feeder job groups.

ALTERNATIVES:

1. Accept the Annual Affirmative Action Report.
2. Do not accept the report and request additional information.

CITY MANAGER'S RECOMMENDED ACTION:

The submission of this report is required under the City's Affirmative Action Plan and Policy. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, approving the Affirmative Action Report for the 2016/2017 fiscal year.



**CITY OF AMES
AFFIRMATIVE ACTION
EXECUTIVE SUMMARY
July 1, 2016 – June 30, 2017**

The City of Ames is strongly committed to maintaining a work environment and hiring practices that are free from illegal discrimination. The City is also committed to working toward a workforce that mirrors the gender and racial/ethnic characteristics of the available, qualified, and diverse population of the Ames community.

Each year, in accordance with the City of Ames Affirmative Action Policy and Plan, the Affirmative Action Officer prepares a report describing the City's progress toward attaining this goal. The information contained within this report summarizes the City of Ames' workforce, as it existed during the fiscal year between July 1, 2016 and June 30, 2017. This information is used to summarize the changes that have occurred in the gender and racial/ethnic characteristics of the workforce and of the community.

The City of Ames population data is obtained from the U.S. Census Bureau and is used as a benchmark for analysis. The data provided also reflects the estimated number of residents by gender and race in Story County and Iowa during the 2015 calendar year. These numbers are extrapolated based on the 2010 Census data (City of Ames and Story County population data includes the Iowa State University student population).

INTRODUCTION

Each year the Human Resources Department incorporates data from agencies and associations that depict the hiring and recruitment environment for the affirmative action reporting year. Attracting and hiring the most qualified individuals for open positions was a challenge in fiscal year 2016/2017 and will continue into 2017/2018, as we continue to experience relatively low unemployment rates in Story County (~2.6%)¹. An article from the International Public Management Association for Human Resources (IPMA-HR)², dated June 2017, indicated that turnover is a continued pitfall. Roughly 74% of state and local governments reported the hiring of new staff, which is slightly lower than 2016 (77%). This is significantly higher than 2013 at 27%, and 66% in 2014. Some of the most difficult positions to hire are Police Officer and Information Technology, as well as job specific, technical or professional skills positions. Recruitment data, analyzed and presented here support these data points.

GENDER REPRESENTATION

Females represented approximately 49%³ of the Story County population, 48%³ of the Ames population, and 50%³ of the statewide population.

The following data is based on the City of Ames female workforce.

- Full-time female employees increased from 25.21% in FY 15/16 to 26.57% in FY 16/17.
- Full-time female new hires increased from 14.8% in FY 15/16 to 35.9% in FY 16/17.
- Full time and other than full time new hires is comprised of 51.45% females.
- Total City female workforce has decreased slightly from 45.6% in FY 15/16 to 44.8% in FY 16/17 (the total City female workforce includes all full time and other than full time employees). The decrease was .8%, which is not a significant change.

The total number of applications (full and other than full time applications) received in FY 16/17 was 4162. Of that total, 1922 applications (or 46.18%) were female. This is more than double the application volume from FY 15/16, as total applications received totaled 1862 and female applications were at 805 and. The increase is largely attributed to the advertising of the following positions: Library Clerk; Secretary; Principal Clerk; and the Human Resources Secretary opening. In FY 16/17 there was an increase in job openings, roughly double, from FY 15/16 which resulted in more applications submitted. This also resulted in higher candidate pools, as well as higher percentages of female applications. Historical data on applications received for the past three years is presented below.

- FY 16/17 – received 1922 female applications (46.18% of total)
- FY 15/16 – received 805 female applications (43.23% of total)
- FY 14/15 – received 541 female applications (26.2% of total)

Another trend to note is that Library has started to utilize HR recruitment services, which has also contributed to an increase in reportable recruitment numbers. In FY 16/17 the Library had 9 recruitments (full time and other than full time), which is an increase from FY 15/16 of 2. In turn the total female applications received by Library in FY 16/17 equaled 630, which is a significant increase from FY 15/16 of 209.

¹ <https://www.iowaworkforcedevelopment.gov/labor-market-information-division>

² <http://slge.org/wp-content/uploads/2017/06/State-and-Local-Government-Workforce-2017-Trends.pdf>

³ U.S. Census Bureau <http://factfinder/census.gov>

MINORITY REPRESENTATION

Racial and ethnic minorities represent approximately 14.4%³ of the Story County population and 18.1%³ of the Ames population.

The following data is based on the City of Ames minority workforce.

- Full-time minority employees increased slightly to from 2.97% in FY 15/16 to 3.3% in FY 16/17.
- Full-time minority new hires equaled 1 for FY 16/17, down 1 from FY 15/16.
- Other than full-time minority new hires equaled 26 for FY 16/17, down 2 from FY 15/16.
- The total City minority workforce increased slightly from 5.41% in FY 15/16 to 5.75% in FY 16/17 (the total City workforce includes full-time and other than full-time employees).

It is important to note that our minority numbers stayed the same or increased in all reportable race/ethnic categories for both our full and other than full time workforce. What this means is that we have retained our existing minority workforce and continued to have success in hiring minorities in both our full and other than full-time positions.

The total number (full and other than full time applications) of minority applications received by the City of Ames' Human Resources Department increased (more than double) over previous years. While the total number (full and other than full time applications) of minority applications increased substantially over previous years the percentage of total minority applications to total applications overall decreased slightly by 1.51%. Historical data on applications received for the past three years is presented below.

- FY 16/17 – received 561 minority applications (13.47% of total)
- FY 15/16 – received 279 minority applications (14.98% of total)
- FY 14/15 – received 244 minority applications (11.8% of total)

Minority applicants applied for a variety of full and part time vacancies in FY 16/17 with no clear trends in the types of positions sought. That said, there were 11 recruitments where no minority candidates applied. Of these 11 recruitments, 10 were internal promotional opportunities.

Each recruitment selection process was unique and included different consideration factors such as a qualifications review, written, oral, and performance testing. It is important to note that great care is taken to ensure that selection procedures are job-related and that candidates are selected based on their merit. Based on the applicant tracking data, 3.05% of the minority applicants elected to end the selection process by either not scheduling for or showing for the written exam, not completing the application, or withdrawing from consideration. This number is down slightly from FY 15/16 of 3.5%. This downward trend shows success in minority applicants progressing further in our recruiting process, which subsequently leads to a greater number of qualified minority applicants at the offer stage and increases our ability to successfully hire minorities.

CONCLUSION

The City of Ames affirms its commitment to providing Equal Employment Opportunity for applicants by utilizing a variety of resources for diversity recruitment. Job postings are distributed to area resources dedicated to the same such as Iowa Workforce Development, NAACP, Mid Iowa Community Action, local community colleges and churches, the ISU Black Student Alliance, and local Veteran specific agencies to ensure public knowledge of vacancies.

The City of Ames continues to accept only on-line applications through NEOGOV, which makes it easier for applicants to apply for positions. The City's recruitment staff also follows a documented recruitment process that abides by Civil Service guidelines and aligns with the intent of the Office of Federal Contract Compliance Programs' regulations, meaning that every candidate is provided with a fair and consistent recruitment experience.

During the 2016/2017 fiscal year the City realized 35 full time separations, 17 of which were attributed to retirement and 1 to death. For FY 16/17 there were a total of 88 recruitments (full time and other than full time), up 44 recruitments from FY 15/16. Some of the increase in volume can be attributed to multiple hires. A few of the positions with multiple hires included: HR Officer (2 hires); Maintenance Worker (4 hires); and Civil Engineer II (2 hires). Of the 88 recruitments, close to half were recruitments that failed due to applicants not meeting the minimum requirements of the position or not receiving a passing civil service score. When a failed recruitment occurs an additional recruitment is opened, resulting in a duplicate recruitment process and subsequently higher recruitment totals. Examples of failed recruitments include: Risk Manager; Human Resources Officer; Human Resources Principal Clerk; Civil Engineer II; Recreation Manager; Principal Clerk, and Electrician to name a few. The last trend in recruitment data to note is that Library has started to utilize HR recruitment services, which has also contributed to higher recruitment numbers. In FY 16/17 the Library had 9 recruitments (full time and other than full time), which is an increase from FY 15/16 of 2. The total applications received (Library only) in FY 16/17 was 892, which is a significant increase from 257 in FY 15/16. In turn the total minority/women applications received in FY 16/17 equaled 773, which again is a significant increase from FY 15/16 of 257. Some of the benefits of Library utilizing HR services include access to NeoGov (applicant tracking system), utilizing the hiring expertise of HR professionals, and the resources that have been created through TCP Champions.

As our aging workforce transitions into retirement we can expect a great deal of effort to be spent in recruiting for the replacement of several top performing, high level professionals over the next several years giving us opportunity to increase our efforts in affirmative action recruitment and hiring. This opportunity is not without challenges when competing with other area employers for top talent.

The City of Ames continues to explore new initiatives to strengthen its affirmative action recruiting efforts. Below are the initiatives the recruiting team has planned for the 2017/2018 fiscal year.

- Continue to advertise openings to protected veterans through websites and publications that are specifically targeted to that audience.
- Facilitate formal leader and hiring manager training on recruitment and selection best practices and current process.
- Share the Affirmative Action report with hiring supervisors and managers.
- Have female or minority representation on on-site Oral Boards or panel interviews.

- Increase the use of social media in recruiting; particularly the targeted advertising features.
- Offer an all-employee Employee Development Center (EDC) course in Interviewing Skills and Best Practices.
- Continue to evaluate and improve Affirmative Action Outreach Groups to ensure our affirmative action outreach is relevant.
- Expand reporting to include a summary of data by race and/or gender group in any given job category. Hiring and/or promotional goals will be established based on identified underutilization number of positions needed, and available population in either the labor market or feeder job categories.

The City of Ames' Affirmative Action Policy and Plan will continue to provide guidance to City departments and employees with the duty to promote the City's values by defining and supporting diversity in the working and learning environments, by creating an environment that provides fair and equal opportunities for all employees, and by maintaining compliance with federal and state laws. The City will continue to work towards achieving a workforce that mirrors the qualified available population with a goal of maintaining a work place that is free of any illegal discrimination.

The City of Ames' Affirmative Action Policy and Plan provides complaint and investigation procedures for both applicant and current employees. This allows for recourse in the event an objective investigation is needed for complaints of illegal discrimination.

FEDERAL EEO-4 JOB CATEGORIES

1. **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: department heads, fire and police chiefs, and superintendents.
2. **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: human resource officers, systems analysts, and accountants.
3. **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill, which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: engineering technicians, inspectors, and police and fire sergeants.
4. **Protective Service Workers:** Occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes: police officers and firefighters.
5. **Paraprofessionals:** Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually requires less formal training and/or experience normally required for professional or technical status. Includes: library assistants, recreation coordinators, and administrative assistants.
6. **Administrative Support:** Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: principal clerks and senior clerks.
7. **Skilled Craft Workers:** Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics, plant operators, and equipment operators.
8. **Service-Maintenance:** Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: transit drivers, RRP process maintenance workers and maintenance workers.

WORK FORCE ANALYSIS

Full Time Workforce Race/Ethnicity Summary by EEO Categories
July 1, 2016 - June 30, 2017

Job Categories	FY	Racial/Ethnic Minorities <i>Men and Women</i>										Women Only # %			
		Total Employees		White	Asian / Pacific	American Indian/ Alaskan Native	Black or African American	Hispanic or Latino	Black or African American		Hispanic or Latino				
		#	%	#	%	#	%	#	%	#	%		#	%	
Administrators	16/17	39	97.44%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	2.56%	12	30.77%
	15/16	37	97.30%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	2.70%	11	29.73%
Professionals	16/17	72	95.83%	2	2.78%	0	0.00%	1	1.39%	0	0.00%	0	0.00%	29	40.28%
	15/16	66	95.45%	2	3.03%	0	0.00%	1	1.52%	0	0.00%	0	0.00%	25	37.88%
Technicians	16/17	44	95.45%	1	2.38%	0	0.00%	0	0.00%	0	0.00%	1	2.27%	9	20.45%
	15/16	40	97.50%	1	2.56%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	8	20.00%
Protective Service	16/17	96	93.75%	1	1.04%	0	0.00%	3	3.13%	2	2.08%	2	2.08%	11	11.46%
	15/16	89	94.38%	1	1.12%	0	0.00%	2	2.25%	2	2.25%	2	2.25%	9	10.11%
Paraprofessionals	16/17	23	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	9	39.13%
	15/16	22	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	9	40.91%
Administrative Support	16/17	69	97.10%	1	1.45%	0	0.00%	0	0.00%	0	0.00%	1	1.45%	60	86.96%
	15/16	61	98.36%	1	1.64%	0	0.00%	0	0.00%	0	0.00%	0	98.36%	52	85.25%
Skilled Craft Workers	16/17	72	97.22%	0	0.00%	0	0.00%	1	1.39%	1	1.39%	1	1.39%	0	0.00%
	15/16	71	97.18%	0	0.00%	0	0.00%	1	1.41%	1	1.41%	1	1.41%	0	0.00%
Service Maintenance	16/17	93	98.92%	1	1.08%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	5	5.38%
	15/16	86	98.84%	1	1.16%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	5	5.81%
2016/2017 Total		508	96.65%	6	1.18%	0	0.00%	5	0.98%	6	1.18%	6	1.18%	135	26.57%
2015/2016 Total		472	97.03%	6	1.27%	0	0.00%	4	0.85%	4	0.85%	4	0.85%	119	25.21%



WORK FORCE ANALYSIS

Other Than Full Time Workforce Race/Ethnicity Summary by EEO Categories

July 1, 2016- June 30, 2017

Job Categories	FY	Total Employees		Racial/Ethnic Minorities								Women Only			
		#	%	White	Asian / Pacific Islander	American Indian/ Alaskan Native	Black or African American	Hispanic or Latino	Men and Women	#	%	#	%		
Administrators	16/17	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
	15/16	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Professionals	16/17	2	100.00%	2	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	2	100.00%
	15/16	2	100.00%	2	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	2	100.00%
Technicians	16/17	19	94.74%	1	5.26%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	10	52.63%
	15/16	20	95.00%	1	5.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	9	45.00%
Protective Service	16/17	14	92.86%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	7.14%	8	57.14%
	15/16	13	92.31%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	7.69%	6	46.15%
Paraprofessionals	16/17	31	90.32%	2	6.45%	0	0.00%	1	3.23%	0	0.00%	0	0.00%	22	70.97%
	15/16	25	92.00%	2	8.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	18	72.00%
Administrative Support	16/17	87	93.10%	3	3.45%	0	0.00%	1	1.15%	2	2.30%	2	2.30%	65	74.71%
	15/16	74	93.24%	3	4.05%	0	0.00%	1	1.35%	1	1.35%	1	1.35%	57	77.03%
Skilled Craft Workers	16/17	2	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	50.00%
	15/16	1	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	100.00%
Service Maintenance	16/17	918	93.14%	15	1.63%	3	0.33%	26	2.83%	19	2.07%	466	50.76%		
	15/16	742	93.26%	12	1.62%	2	0.27%	19	2.56%	17	2.29%	406	54.72%		
2016/2017 Total		1073	93.10%	21	1.96%	3	0.28%	28	2.61%	22	2.05%	574	53.49%		
2015/2016 Total		877	93.27%	18	2.052%	2	0.228%	20	2.28%	19	2.17%	499	56.90%		

Table Comparison of City of Ames Employees to 2010 City of Ames Census and Estimated 2015 Ames City and Story County Residents

Total Ames Population	2010 Census		2000 Census		2015 Estimate		2016/2017 All	
	City of Ames	City of Ames	City of Ames	City of Ames	Story County	Story County	All Employees	Employees
White	48,456	46,517	83,538	1,276	1,482			
Asian/Pacific Islander	5,192	4,103	7,490	24	27			
American Indian/Alaskan Native	103	107	2,881	2	3			
Black/African American	1,993	1,385	2,785	24	33			
Hispanic/Latino ⁴	2,027	1,065	2,977	23	28			
Two or more races	1,194	Not reported	1,728	Not reported	8			
Total Racial/Ethnic	10,509	6,660	16,132	73	99			
Total Women	27,718	25,469	45,994	618	709			
Total Population	58,965	53,177	96,021	1,349	1,581			

Percent of Ames Population	2010 Census		2000 Census		2015 Estimate		2016/2017 All	
	City of Ames	City of Ames	Story County	All Employees	Story County	All Employees	Employees	Employees
White	82.18%	87.48%	87.30%	94.59%	93.74%			
Asian/Pacific Islander	8.81%	7.72%	7.80%	1.78%	1.71%			
American Indian/Alaskan Native	0.17%	0.20%	0.30%	0.15%	0.19%			
Black/African American	3.38%	2.60%	2.90%	1.78%	2.09%			
Hispanic/Latino ⁴	3.44%	2.00%	3.10%	1.70%	1.77%			
Two or more races	2.02%	Not reported	1.80%	Not reported	0.51%			
Total Racial/Ethnic	17.82%	12.52%	14.10%	5.41%	6.26%			
Total Women	47.01%	47.89%	47.90%	45.81%	44.85%			

¹ <http://quickfacts.census.gov>

² <http://factfinder.census.gov>

³ Includes seasonal parks and recreation employees and temporary library employees.

**Hispanic ethnicity may be of any race so also included in applicable race category



City of Ames Salary Analysis
 Full Time Employees
 July 1, 2016 - June 30, 2017

July 1, 2016 - June 30, 2017 Salary Level	FY	Total Employees #	Racial/Ethnic Minorities						Women Only #
			White #	Asian / Pacific #	American Indian/ Alaskan Native #	Black or African American #	Hispanic or Latino #		
25,000 - 32,999	16/17	0	0	0	0	0	0	0	0
	15/16	0	0	0	0	0	0	0	0
33,000 - 42,999	16/17	20	20	0	0	0	0	0	4
	15/16	21	20	1	0	0	0	0	8
43,000 - 54,999	16/17	123	116	3	0	2	2	2	48
	15/16	116	111	4	0	1	0	0	39
55,000 - 69,999	16/17	191	187	2	0	1	1	1	46
	15/16	182	180	0	0	1	1	1	40
70,000 Plus	16/17	174	168	1	0	2	2	3	37
	15/16	153	147	1	0	2	2	3	32
Total Full Time Employees	16/17	508	491	6	0	5	6	6	135
	15/16	472	458	6	0	4	4	4	119

City of Ames Turnover Analysis
 Full Time Employees
 July 1, 2016 - June 30, 2017

	13/14	14/15	15/16	16/17
New Hires	13/14	14/15	15/16	16/17
White	26	23	25	38
Asian/Pacific Islander	0	1	1	0
American Indian/Alaskan Native	0	0	0	0
Black/African American	0	1	0	1
Hispanic/Latino	0	0	1	0
Female	9	3	4	14
Separations	13/14	14/15	15/16	16/17
White	29	37	40	34
Asian/Pacific Islander	0	0	0	0
American Indian/Alaskan Native	0	0	0	0
Black/African American	0	1	0	1
Hispanic/Latino	0	0	0	0
Female	11	12	11	10



ITEM # 9
DATE: 12-12-17

COUNCIL ACTION FORM

SUBJECT: INTERGOVERNMENTAL AGREEMENT FOR POLICE ENFORCEMENT OF TOBACCO, ALTERNATIVE NICOTINE AND VAPOR PRODUCTS REGULATIONS

BACKGROUND:

The Police Department is requesting permission to renew a 28E intergovernmental agreement with the Iowa Alcoholic Beverages Division for enforcement of tobacco, alternative nicotine and vapor product laws. This agreement provides that the Alcoholic Beverages Division will pay the City of Ames \$75 for each compliance check conducted by the Police Department.

The Police Department will use this funding to continue compliance checks with local retailers related to underage tobacco and alternative nicotine and vapor products enforcement activities.

No matching funds are required with this grant.

ALTERNATIVES:

1. Approve the renewed 28E Agreement for Tobacco, Alternative Nicotine and Vapor Product Enforcement between the Police Department and the Iowa Alcoholic Beverages Division.
2. Do not approve the renewed the 28E Agreement for Tobacco, Alternative Nicotine and Vapor Products Enforcement between the Police Department and the Iowa Alcoholic Beverages Division.

MANAGER'S RECOMMENDED ACTION:

This state grant provides an outside source of funding to facilitate tobacco, alternative nicotine and vapor products regulations compliance within the community.

It is the recommendation of the City Manager that the City Council approve Alternative #1 authorizing the 28E intergovernmental agreement between the Police Department and the Alcoholic Beverages Division.

COUNCIL ACTION FORM

SUBJECT: CENTURYLINK 36-MONTH LINE VOLUME PLAN AGREEMENT

BACKGROUND:

The City of Ames contracts for telephone service with CenturyLink to provide 17 business telephone lines. These business lines provide telephone service to City locations, traffic signals, river gauges, and alarms. The present month-to-month business line rate is \$603.50 per month, or \$7,242.00 per year for these 17 business lines. A CenturyLink Line Volume Plan (CLVP) would allow the City to vary between 10–49 business lines at a lower fixed rate. CenturyLink has quoted monthly rates for the Line Volume Plan telephone service as follows:

- Current month-to-month contract at \$35.50 per month per line
- 36-month contract at \$24.99 per month per line

By entering into a 36-month agreement, the City will save approximately \$2,144.08 per year. Because the 36-month contract option covers more than one year, City Council approval is required. The CenturyLink agreement contains a “non-appropriation” clause, which fulfills a legal requirement to give the City the option to unilaterally cancel the contract if funds are not appropriated by the Council in future years.

ALTERNATIVES:

1. Approve a Line Volume Plan agreement between the City of Ames and CenturyLink to provide telephone service to the City for a 36-month period at a cost of \$424.83 per month, or \$5,097.96 per year.
2. Do approve the agreement at this time.

MANAGER’S RECOMMENDED ACTION:

By approving a 36-month Line Volume Plan agreement between the City and CenturyLink, the City will save \$2,144.08 per year.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving a Line Volume Plan agreement between the City and CenturyLink to provide telephone service for a 36-month period at a cost of \$424.83 per month, or \$5,097.96 per year.

COUNCIL ACTION FORM

SUBJECT: REQUEST FROM HUNZIKER YOUTH SPORTS COMPLEX TO INSTALL AN ENTRY GATE AND FENCE

BACKGROUND:

Hunziker Youth Sports Complex (HYSC) is requesting the City's approval for the installation of a programmable entry gate and fence. The proposed gate would be located on the road just south of the northern HYSC parking lot. A new fence would extend along the south and east sides of this parking lot. HYSC has experienced vandalism from vehicles being driven on playing fields after hours, which the gate and fence are intended to prevent.

HYSC leases this property from the City. The lease agreement allows HYSC to install a lockable barrier gate at its sole expense at a point on the road selected by the City. Since the City operates several water wells on the HYSC property, the lease also requires HYSC to provide gate keys to City of Ames staff. The proposed gate will allow City staff unrestricted access to the complex through an electronic gate code. HYSC will also maintain the entry drive as a connection between the Skunk River trail and trails along S. Duff Ave and Airport Road.

Originally, HYSC proposed installing the gate closer to Billy Sunday Road. City staff requested the proposed gate location be moved to address several concerns: the location further into the complex allows vehicles to turn around more easily if the gate is closed or inoperable for any reason, and maintains access to the recreational trail adjacent the parking lot. It also allows for police, complex staff, and others to more easily observe the complex and identify if inappropriate or illegal activity is occurring after the gate has been closed. Finally, it allows those who wish to walk dogs or use the recreational trail to park in the complex instead of along the access drive or in the Animal Shelter lot.

It should be noted that the original lease between the City and HYSC identified that the location of a future gate would be the dividing line between the portion of the access road that is to be maintained by the City and the portion to be maintained by HYSC. In practice, however, the road is already plowed in the winter by City staff when needed to access the water wells, and City staff has filled potholes along the length of the access road as needed. It is not anticipated that the location of the gate will cause the City's plowing or repair practices to change. **It should be noted that installing a gate and fence at the proposed location will result in a higher cost than installing it in the location originally proposed by HYSC. As a result, HYSC has included an additional \$14,000 in its FY 2018/19 City funding request for a portion of the new gate and fencing.**

If approved for this location, the installation of the gate and fence requires approval of a Flood Plain Development Permit. There is no cost for this permit, and City staff would sign the application as the representative of the property owner.

ALTERNATIVES:

1. Approve the request to install a gate and fence at the Hunziker Youth Sports Complex and authorize City staff to sign a Flood Plain Development Permit.
2. Deny the request to install a gate at the Hunziker Youth Sports Complex.

MANAGER'S RECOMMENDED ACTION:

The proposed gate will allow Hunziker Youth Sports Complex to better protect its facilities. The City will be granted unrestricted access to the Complex through a unique key code. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative no. 1, thereby approving the request to install a gate and fence at the Hunziker Youth Sports Complex and authorize City staff to sign a Flood Plain Development Permit.



Hunziker Youth Sports Complex

Proposed Entry Gate - Option #2



Scale: 1" = 100'-0"

Drawn: CES

Date: October 20' 2017

Revised:

COUNCIL ACTION FORM

SUBJECT: ENCROACHMENT PERMIT FOR A SIGN AT 2420 LINCOLN WAY

BACKGROUND:

Tri City Sign Company is seeking approval for an encroachment permit that would allow a sign to hang in the public way at 2420 Lincoln Way. The proposed sign is for Freddy's Frozen Custard & Steakburgers, and it will be a projecting sign mounted to the north façade of the building. It will extend approximately 31 inches over the sidewalk, but not affect use of the sidewalk.

The sign permit application for the proposed sign has been reviewed by the Inspections Division and complies with all regulations regarding signage. The sign permit application is pending approval, contingent upon the approval of the encroachment permit.

Chapter 22.3(3) of the Ames *Municipal Code* requires approval of the Encroachment Permit Application by the Ames City Council before the permit can be issued. By signing the agreement, the owner and tenant agree to hold harmless the City of Ames against any loss or liability as a result of the encroachment, to submit a certificate of liability insurance which protects the City in case of an accident, and to pay the fee for the encroachment permit. The owner and tenant also understand that this approval may be revoked at any time by the City Council. The fee for this permit was calculated at \$25, and the full amount has been received by the City Clerk's Office along with the certificate of liability insurance.

ALTERNATIVES:

1. Approve the request.
2. Deny the request.

MANAGER'S RECOMMENDED ACTION:

It is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby granting the encroachment permit for this sign.



APPLICATION FOR ENCROACHMENT PERMIT

An Encroachment Permit approved by the Ames City Council is required for anything of a "fixed character" which is "upon, over or under" the surface of any "street, alley, or sidewalk."

Address of Encroachment: 2420 LINCOLN WAY

Type of Encroachment: SIGN
(If the encroachment is a sign, please apply for a sign permit through the Inspections Division.)

Total Square Feet of the Area to Encroach: 2'-7" x 1'-6" = 3.875 (See attached submittal guidelines.)

Applicant is: [] Property Owner [] Tenant [X] Contractor

Name of Applicant: Tri City SIGN Co. Phone: 308-384-6335

Mailing Address: 363 N Elm St. Email: Tim@TriCitySign.com

Property Owner's Name: John Ward Phone: 319-521-4239

Mailing Address: MLY Inv. 1241 Park Place Email: John.Ward@MLYInvest.com
51C Cedar RAPIDS Ia 52402

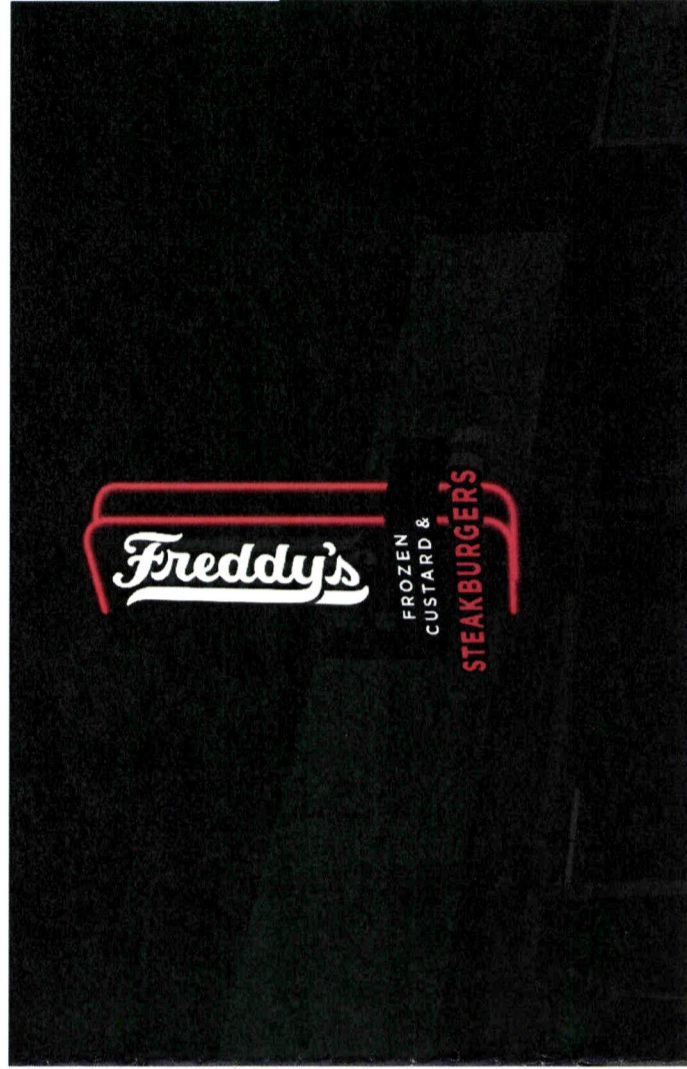
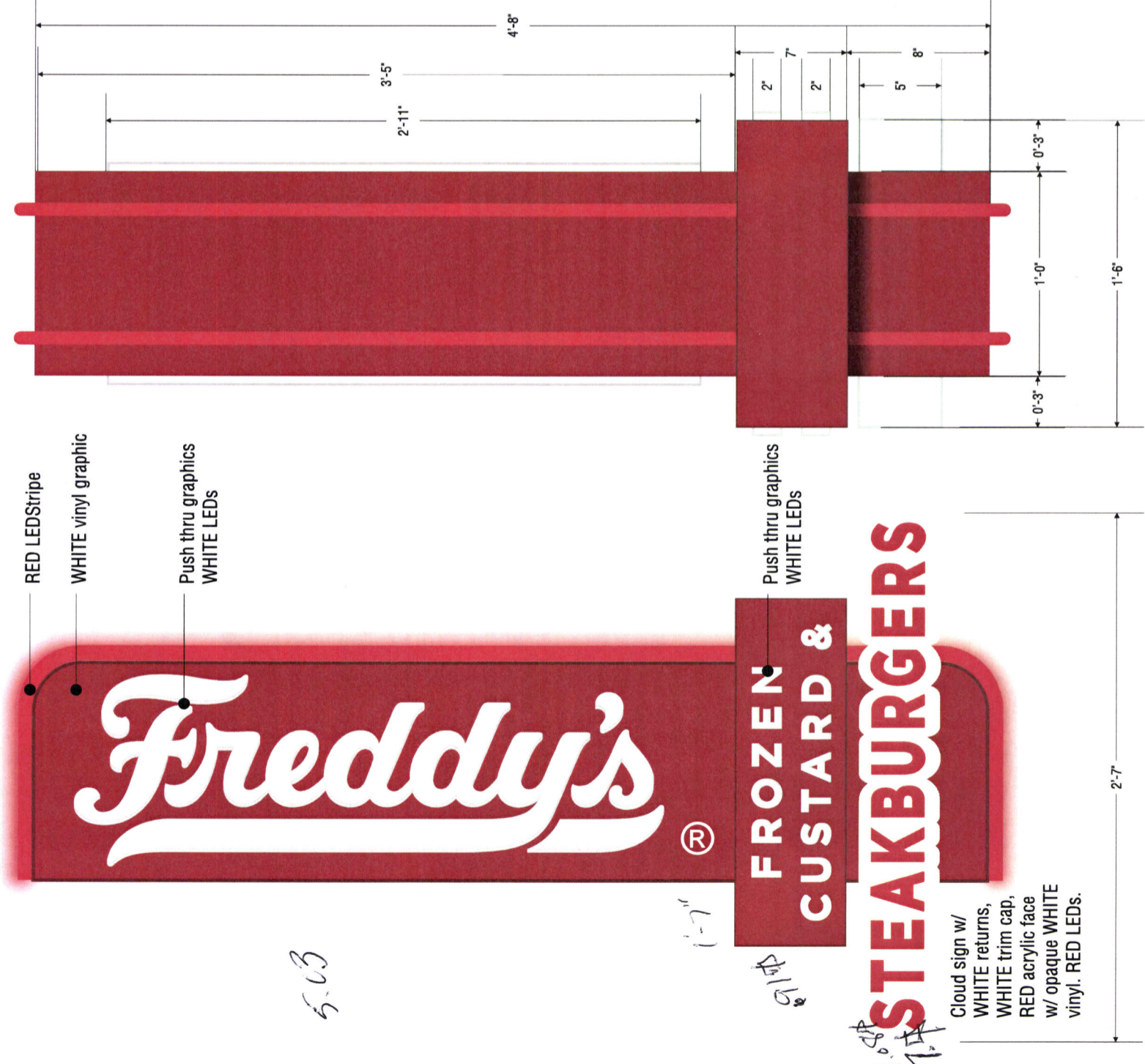
These items must be submitted with your application prior to approval of the permit:

- 1. An Encroachment Permit Agreement approved as to form by the City Attorney and signed by the owner of the building where the encroachment will occur (obtained from the City Clerk's Office).
2. A sketch of the encroaching item (i.e., sign, canopy, awning, etc.) drawn to scale.
3. A sketch showing the placement of the encroaching item on the property.
4. An insurance certificate with comprehensive general liability coverage in an amount of not less than \$500,000 combined single limit naming the City of Ames as an additional insured on the policy. Said certificate must be accompanied with a copy of Endorsement CG 2013.
5. A fee to be determined by the City's Building Official. The fee is \$1.00 per square foot of the encroachment or a minimum of \$25.00.

Applicant's Signature: [Signature] Date 11/13/17

Property Owner's Signature (If different): [Signature] Date 11/13/17

SCALE - 1 1/2" = 1'-0"



DESIGN TYPE

INTERIOR EXTERIOR

NEON DISPLAYS CHANNEL LETTERS

NON-ILLUM SIGNAGE REV. CHANNEL LETTERS

DUEL POLE SIGN SINGLE POLE SIGN

MONUMENT SIGN DIRECTIONAL

CHANGEABLE READER BOARD/ELE. DISPLAYS

PROJECT TYPE

NEW CONSTRUCTION

REMODELING

TENANT CHANGES

LANDLORD IMPROVEMENTS

CORPORATE CHANGES

AMENDMENTS TO EXISTING SIGNAGE

This sign is intended to be installed in accordance with the requirements of Article 600 of the National Electric Code and/or other applicable local codes. This includes proper grounding and bonding of the sign.

NOTICE:
ALL GRAPHIC REPRODUCTIONS ARE SUBJECT TO APPROVAL BY THE UNDERSIGNED & DATED PRIOR TO ANY FABRICATION OF PRODUCT. TRI CITY SIGN COMPANY HOLDS ALL AGREEMENTS FINAL AND TO CLIENT APPROVAL.

Signed _____ Date _____
Sales Rep. _____ Date _____

TRI CITY SIGN COMPANY
Designing Your Future

363 North Elm Street, Grand Island, NE 68801
800.339.4779
litcitysign.com © 2007 TRI CITY SIGN COMPANY

DRAWING NO. **6883**

SALESPERSON: Tim Marchese

DRAWN BY: *Amy Cox*

Scale: As Noted. INSPECTED BY:
Date: 11.08.17

Revised:

COUNCIL ACTION FORM

SUBJECT: APPROVE ROADWAY EASEMENT FOR UNIVERSITY BOULEVARD PAVING

BACKGROUND:

Story County has plans to pave University Boulevard from the roundabout at Collaboration Place south to 260th Street (near Black's Seed Farm). A portion of the needed right-of-way and easements is adjacent to future phases of the Iowa State University Research Park (ISURP). Because this is within the city limits of Ames, Story County has asked the City to obtain the easement in this area (see attached).

Staff consulted ISURP Administration officials who gave their support of the project along with agreement for granting the easement. With the land being controlled by the Board of Regents, City Attorney staff worked with ISU legal counsel to draft the easement and gain approval from the Regents.

ALTERNATIVES:

1. Approve the easement to the City from the Iowa State University Board of Regents which allows Story County to complete the paving of University Boulevard from Collaboration Place south to 260th Street.

In the future when ISU develops and plats this area of the Research Park, the land contained in this easement will be dedicated to the City as public right-of-way.

2. Reject the easement, which would require Story County to develop an alternative design to complete the project.

MANAGER'S RECOMMENDED ACTION:

With City Council approval of the easement, Story County will have all the necessary rights to build this road project, which is planned during the 2018 construction season. In addition, Story County will maintain the roadway after completion.

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

Preparer: Paula DeAngelo, 3550 Beardshear Hall, Ames, IA 50011(515) 294-5352
Return to: Kathy McKown, 200 General Services Building, Ames, IA 50011

ROADWAY EASEMENT

This Roadway Easement Agreement is entered into this ____ day of _____, 2017, by and between the Board of Regents, State of Iowa for the use and benefit of Iowa State University of Science and Technology (“Grantor”) and the City of Ames (“Grantee”)

WHEREAS, Grantor is the owner of certain real property located in the City of Ames, Story County, Iowa that is legally described as:

Outlot Z, Iowa State University Research Park, Phase III First Addition, Ames, Story County, Iowa (“Property”);

WHEREAS, the west 33 feet of the Property presently is subject to a public right of way easement and, pursuant to Iowa Code section 368.7A(2), is now a part of the municipal street system of the City of Ames;

WHEREAS, Grantee and Story County desire to improve an existing gravel road known as University Boulevard within the Grantee’s corporate limits and as 530th Avenue outside of Grantee’s corporate limits by reconstructing and paving University Boulevard south from the roundabout at Collaboration Place and the Iowa State University Research Park and 530th Avenue from Grantee’s corporate limits to 260th Street (“Roadway”) as part of a road paving project of Story County (“Project”); and

WHEREAS, municipal street construction standards require the widening of the public right of way for University Avenue from the existing 33 feet by an additional 17 feet to a total of 50 feet for the Roadway in part of the Property, and Grantee desires to make a record of the full extent of the new right of way area;

WHEREAS, the Roadway will benefit Grantor by: providing better and safer access to Iowa State University of Science and Technology teaching and research farm properties used daily by students, staff and faculty; supporting future Iowa State University Research Park development; and positioning the roadway network for further extension that will provide options for those traveling on a daily basis and for traffic management related to large events.

NOW, THEREFORE, Grantor, pursuant to Iowa Code §262.9(8) and in consideration of the payment of One Dollar and other considerations set forth in this Agreement, hereby grants to Grantee an easement consisting of the area outlined on Exhibit A, subject to the following terms and conditions:

1. Location: The easement granted pursuant to this Agreement shall be located upon and limited to the tract described in the legal description and depicted on the plat map document marked Exhibit A, which is attached and made part of this Agreement (“Easement Area”).
2. Use: Grantee shall use the Easement Area only for the purpose of constructing, reconstructing, using, maintaining, and repairing the Roadway as a public right of way, that may, at the Grantee’s option include, but is not limited to the paved traveled portion of the street, surface water drainage systems, sidewalks or shared use paths, and all appurtenant structures and fixtures. The parties acknowledge that the Easement Area and the Roadway will be a public right of way under the jurisdiction and regulatory authority of the Grantee and open to use by members of the public, and Grantor and Grantee may use the Roadway as other members of the public may use it.
3. Access: Grantee’s entrance upon the Grantor’s Property for the purpose of construction, reconstruction, use, maintenance, and repair of the Roadway shall be limited to the Easement Area shown in Exhibit A.
4. Construction: Grantor and Grantee shall each designate at least one representative to serve as its liaison to the other party regarding the initial Project. Grantee shall give notice to Grantor’s representative two weeks before initial construction of the Project is to begin on the Property and shall give a second notice 48 hours before initial construction of the Project is to begin on the Property. Upon request, Grantee shall provide Grantor with a copy of Grantee’s Project plans for initial construction of the Roadway on the Property. Grantee shall provide for one driveway entrance for the Property, the location of which Grantor and Grantee shall jointly determine.

Grantor’s property shall not be subjected to liens of any nature by reason of Grantee’s construction, maintenance or repair of the Roadway or by reason of any other act or omission of Grantee, including, but not limited to, mechanic’s and materialman’s liens. Grantee has no power, right or authority to subject Grantor’s property to any mechanic’s or materialman’s lien or claim of lien.

5. Utilities Crossings: All crossings of Grantor’s existing sewers, water lines, electric lines, tile lines, or other existing facilities shall be made in cooperation with and subject to the reasonable specifications of the engineer or other official of Iowa State University of Science and Technology in charge of such installations.
6. Restoration: As soon as reasonably possible after construction is complete, weather and season permitting, Grantee shall restore the Easement Area not utilized for the Roadway to its natural grade and previous condition or, if reasonably required by the construction, reconstruction, or repair, an improved grade and condition compatible therewith. As part of that effort, during construction Grantee shall remove and stockpile existing topsoil from areas to be excavated. Following construction of the Roadway, Grantee shall spread topsoil and seed areas within the Easement Area that are disturbed by the construction and not utilized for the Roadway.
7. Liability.
 - a. Damage to ISU Property. Grantee shall promptly notify Iowa State University of Science and Technology of any damage to the Easement Area, Property or other real or personal property of Iowa State University of Science and Technology (including but not limited to damage to crops, fences and field tiles) occurring while Grantee is constructing, maintaining or repairing the Roadway. At Grantor’s request, Grantee shall either repair or

replace the damaged property, reimburse Grantor for reasonable, documented expenses incurred by Grantor to repair or replace the damaged property or compensate Grantor for the loss of the property.

- b. Maintenance and Repair. As between Grantor and Grantee, Grantee shall be solely responsible for maintaining and repairing the Roadway, except any driveway aprons within the Easement Area provided for Grantor.
 - c. Third Party Claims. To the extent permitted by Chapter 670 of the Iowa Code and other applicable law, Grantee shall indemnify and hold harmless Iowa State University of Science and Technology, the Board of Regents – State of Iowa, the State of Iowa and their respective officers, employees and agents harmless from any claims, liabilities, damages, fines and expenses arising from the Roadway, use of the Easement Area by Grantee, or from any tort (as defined in Chapter 670 of the Iowa Code) arising from the acts or omissions of Grantee or its officers or employees.
 - d. Insurance. Grantee shall maintain appropriate insurance coverage or self-insure for liabilities that may arise from the activities set forth in this Agreement.
8. Rights Reserved & Limitations: Grantor reserves to itself and to Iowa State University of Science and Technology the right within the Easement Area to grant easements for or to construct sewers, water lines, electric lines, tile lines, or other facilities across or through the Easement Area in a manner that does not interfere with the Roadway and consistent with the fact that the Roadway shall be a part of the municipal street system. Grantor shall not erect or place within the Easement Area any building or other structure or improvement.
 9. Consideration: The consideration for the grant of this easement is the completion of the Roadway at no expense to Grantor and the benefits such Roadway will provide to Iowa State University of Science and Technology as outlined above.
 10. Duration: This easement is granted and all rights hereunder shall endure as long as the Grantee continues to use the same for a roadway. Whenever said use shall be discontinued, all rights granted herein shall terminate and revert to the Grantor. If the Property is ever subdivided, the Grantor shall, without cost to Grantee, convey fee title by permanent dedication of the right of way to Grantee subject to the approval of the Board of Regents, State of Iowa.
 11. Assignment Prohibited: This grant is to the Grantee only and cannot be assigned in whole or part to any other party without written consent of the Grantor, which shall not be unreasonably withheld.

Each and all the above terms, covenants and conditions are of the essence hereof, and Grantee, by accepting this instrument, covenants to comply and perform as so specified.

IN WITNESS WHEREOF, Grantor and Grantee have executed this instrument by their lawfully designated officials as of the date first written above.

BOARD OF REGENTS, STATE OF IOWA

By: Mark Braun
Mark Braun
Executive Director

State of Iowa)
County of Polk) S.S.

On this 27th day of November, 2017, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared the executive director of the Board of Regents, State of Iowa, to me personally known, who being by me duly sworn, did say that he is Mark Braun, that the instrument was signed on behalf of and by the authority of the Board of Regents, State of Iowa and that Mark Braun was authorized to execute this instrument by vote of the Board of Regents, State of Iowa at its meeting on 19th day of October, 2017, and that the execution of this instrument is a voluntary act and deed of the Board of Regents, State of Iowa and of the executive director.

Laura M. Dickson
Notary Public in and for Said County
My Commission expires: 12.6.19



CITY OF AMES

By _____
Ann H. Campbell
Mayor, City of Ames

State of Iowa)
County of _____) S.S.

On this _____ day of _____, 20____, before me, the undersigned, a notary public in and for said County in said State, personally appeared Ann H. Campbell, known to me and who executed the foregoing document and who acknowledged that she executed the same as a voluntary act and deed.

Notary Public in and for Said County
My commission expires: _____

EXHIBIT A

EASEMENT PLAT

INDEX LEGEND

LOCATION: OUTLOT Z, IOWA STATE UNIVERSITY RESEARCH PARK, PHASE III, FIRST ADDITION, AMES, IA.
 REQUESTOR: CITY OF AMES
 PROPRIETOR: BOARD OF REGENTS STATE OF IOWA
 SURVEYOR: MYRON G. DARINGER
 SURVEYOR COMPANY: CITY OF AMES
 RETURN TO: CITY OF AMES, PUBLIC WORKS ENGINEER
 515 CLARK AVE., AMES, IA 50010

515-239-5275

OWNER: BOARD OF REGENTS STATE OF IOWA FOR BENEFIT OF ISU

SURVEYOR'S REPORT

THIS SURVEY WAS PREPARED AT THE REQUEST OF THE CITY OF AMES FOR A PROJECT CALLED THE STORY COUNTY PCC PAVEMENT + GRADE AND NEW, ALL PRODUCED LINES, ANGLES, AND DISTANCES WERE MEASURED WITH A TRIMBLE R2 GPS UNIT.

EASEMENT DESCRIPTION

A PARCEL OF LAND WITHIN OUTLOT Z, IOWA STATE UNIVERSITY RESEARCH PARK, PHASE III FIRST ADDITION, TO THE CITY OF AMES, STORY COUNTY, IOWA, DESCRIBED AS FOLLOWS:

BEGINNING AT THE WEST QUARTER CORNER OF SECTION 22, TOWNSHIP 83 NORTH, RANGE 24 WEST OF THE 5TH P.M., STORY COUNTY IOWA; THENCE N 00°23'57" W ON THE WEST LINE OF SAID OUTLOT Z, A DISTANCE 969.99 FEET; THENCE N 89°36'12" E, ON THE SOUTH LINE OF THE PUBLIC RIGHT OF WAY WEST AND ADJACENT TO LOT 5 OF SAID FIRST ADDITION, A DISTANCE OF 50.00 FEET; THENCE S 00°23'57" E, TO A POINT ON THE SOUTH LINE OF SAID OUTLOT Z, A DISTANCE OF 970.44 FEET; THENCE N 89°52'36" W, ON THE SOUTH LINE OF SAID OUTLOT Z, A DISTANCE OF 50.00 FEET TO THE POINT OF BEGINNING.

THE DESCRIBED BOUNDARY CONTAINS 1.11 ACRES (48,509 S.F.), MORE OR LESS.

LINE	BEARING (M)	DISTANCE (M)	BEARING (P)	DISTANCE (P)
L-1	N 89°36'12" E	50.00'		
L-2	N 89°52'36" W	50.00'		
L-3	N 89°36'12" E	97.05'	S 89°36'00" W	97.00'
L-4	N 89°31'31" E	594.23'	S 89°32'18" W	594.16'
L-5	S 89°52'36" E	2644.12'	N 89°52'24" W	2644.20'


LEGEND

- MONUMENT FOUND, 1/2" REBAR W/ YELLOW CAP # 17151, UNLESS OTHERWISE INDICATED
- MONUMENT SET, 5/8" REBAR W/ ORANGE CAP # 19758

POB POINT OF BEGINNING

ROW RIGHT OF WAY

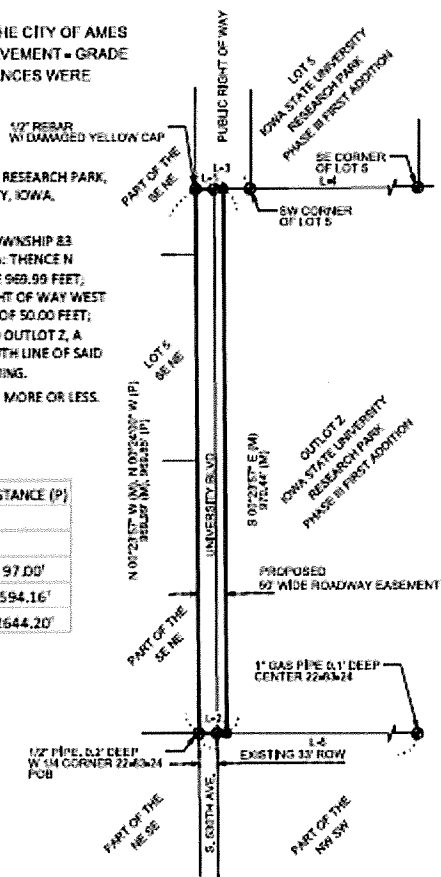
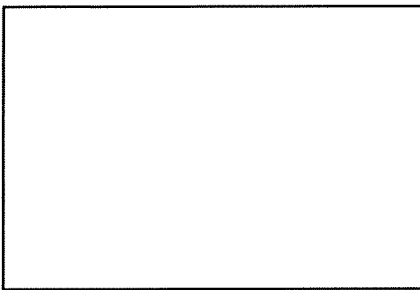
NOTE: ALL BEARINGS ARE ASSUMED.



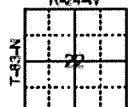
I HEREBY CERTIFY THAT THE [LAND SURVEY] NO DECLARATION WAS PREPARED AND THE RELATED SURVEY WORK WAS PERFORMED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL LAND SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA.

MYRON G. DARINGER
 MYRON G. DARINGER SURVEYING
 515 CLARK AVENUE, SUITE 201
 AMES, IOWA 50010
 DATE: 08/21/2017
 SHEET 1

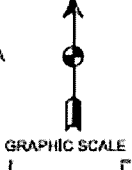
PAGES OR SHEETS COVERED BY THIS PLAT: SHEET 1



VICINITY SKETCH
 STORY COUNTY IOWA
 R-24-W



GRAPHIC SCALE



DATE	
DRAWN BY	
SCALE	
PROJECT	
OWNER	
FIELD BOOK	
SHEET	1 OF 1

COUNCIL ACTION FORM

SUBJECT: 2017/18 SHARED USE PATH SYSTEM EXPANSION – MORTENSEN ROAD

BACKGROUND:

This annual program provides for construction of shared use paths on street rights-of-way, adjacent to streets, and through greenbelts. **The location for this project is along Mortensen Road through the Crane Farm Subdivision, east of South Dakota.** This path is identified in the Long Range Transportation Plan (LRTP) and is also an important component for continuing a Complete Streets approach along this corridor.

Bolton & Menk, Inc., of Ames, Iowa, has completed plans and specifications on this project. The construction for this project has an estimated cost of \$161,447. Engineering and construction administration costs are estimated at \$32,300, bringing the **total estimated cost for the project to \$193,747.**

This Shared Use Path System Expansion project is shown in the 2017/18 Capital Improvements Plan with **funding in the amount of \$285,000** in Local Option Sales Tax (LOST). This funding leaves \$91,253 (47%) for contingency purposes.

ALTERNATIVES:

1. Approve the plans and specifications for the 2017/18 Shared Use Path System Expansion – Mortensen Road project by establishing January 17, 2018, as the date of letting and January 23, 2018, as the date for report of bids.
2. Do not approve this project.

MANAGER’S RECOMMENDED ACTION:

Normally, this path segment would have been paid by the developer. However, in this case, the developer completed certain roadway segments that normally would have been paid by the City. Therefore, in exchange for the developer’s work, the City is completing this path segment.

By approving these plans and specifications, it will be possible to continue a Complete Streets approach in this corridor and expand our shared use path system. This will also provide better services for residents in the area.

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

COUNCIL ACTION FORM

SUBJECT: NORTH RIVER VALLEY LOW-HEAD DAM IMPROVEMENTS

BACKGROUND:

The City of Ames constructed a low-head dam on the South Skunk River in 1984 to create a pool of water in the primary recharge zone for the aquifer that feeds the City's Downtown Well Field, thereby providing a means to increase the capacity of these wells during periods of drought. While the City has never promoted recreation at the dam, it is evident that the low-head dam attracts members of the public who use the area for recreation. Low-head dams can pose a serious drowning hazard due to the recirculation effect which occurs immediately downstream. Therefore, in 2013 the City initiated a project to replace the dam with features that create safe recreational opportunities while still allowing for aquifer recharge during drought.

In April 2016, RiverRestoration.org was awarded a contract to design the project. Prior to the start of design, staff hosted a stakeholder input meeting where representatives from the Skunk River Paddlers, Iowa Department of Natural Resources, Prairie Rivers of Iowa, Parks & Recreation Commission, and an adjacent property owner were able to learn about the project and help develop a list of project goals, beyond the first and foremost goal of improved safety.

In March 2017, staff presented Council with three different alternatives for the project. Alternative A included only the minimal amount necessary to mitigate the safety risk and comply with Iowa DNR requirements. Alternative B included the full in-stream recreation components, and Alternative C added the bank-side improvements and park amenities. City Council voted to move forward with Alternative C. With that direction, staff proceeded with completion of the plans and specifications, meeting with the stakeholder group throughout the design process to get their input.

The majority of the project will take place on City-owned property; however, a small portion of the project to be constructed on the downstream end is owned by Iowa State University. Attachment A shows the proposed project with a dark line dividing what land is owned by the City and the University, respectively. The University is willing to write a letter, with provisions for site restoration, providing construction access in support of the North River Valley Low-Head Dam Improvements.

Current funding for the project is as follows:

Grant Funds

Low Head Dam Safety Grant (2009)	\$ 75,000	
Low Head Dam Safety Grant (2016)	85,000	
Low Head Dam Safety Grant (2017)	112,901	
<u>Water Trails Enhancement Grant (2017)</u>	<u>120,000</u>	
Subtotal		\$392,901

Local (City) Funds

Water Utility Fund – FY 13/14 CIP	\$ 75,000	
Water Utility Fund – FY 16/17 CIP (from Source Water CIP Project)	150,000	
Parks System Improvements - FY 15/16 CIP Add Recreation Features	40,000	
Local Options Sales Tax	60,000	
<u>General Fund (FY 16/17)</u>	<u>150,000</u>	
Subtotal		\$475,000

In-Kind Donations/Services

Iowa Whitewater Coalition - confirmed	\$ 1,000	
Hawkeye Fly Fishing Assoc. – confirmed	1,000	
Ames Outdoor Alliance – confirmed	1,000	
Iowa Department of Natural Resources (construction Inspection services)	71,600	
<u>City of Ames Park & Recreation staff (tree removal)</u>	<u>16,000</u>	
Subtotal		\$90,600

Total Available Funding **\$958,501**

The current estimated cost for the project is as follows:

Total Project Costs

Engineering	\$ 112,675	
Mussel Survey (permit required)	30,153	
Construction (estimated)	716,354	
Construction Inspection	71,600	
<u>Contingency (4%)</u>	<u>27,719</u>	

Total Estimated Project Cost **\$958,501**

ALTERNATIVES:

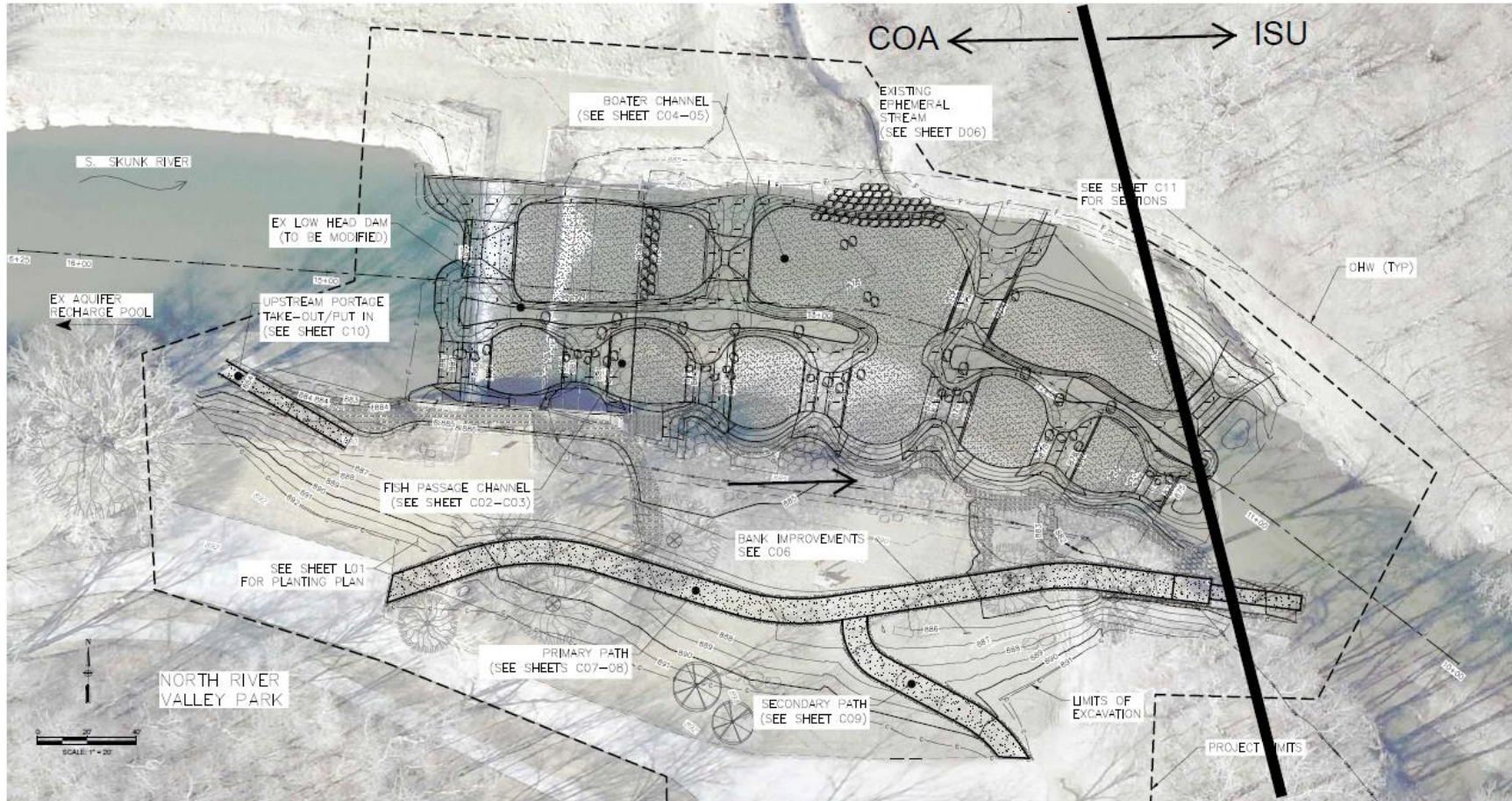
1. Grant preliminary approval of the plans and specifications and issue Notice to Bidders, setting January 3, 2018, as the bid due date and January 9, 2018, as the date of public hearing and award.
2. Do not approve plans and specifications and a notice to bidders at this time.

MANAGER'S RECOMMENDED ACTION:

As a result of the inherent danger of the City's low-head dam in North River Valley Park, staff has recommended a modification to the dam that will significantly reduce the downstream recirculation effect. Staff has worked diligently with stakeholders to provide an opportunity to not only increase the safety associated with the City's low-head dam, but also create a unique recreational facility not available elsewhere in the community.

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

ATTACHMENT A





CITY OF
Ames™

Caring People ♦ Quality Programs ♦ Exceptional Service

MEMO

To: Mayor and Members of the City Council

From: City Clerk's Office

Date: December 12, 2017

Subject: Contract and Bond Approval

There is no Council Action Forms for Item No. 16. Council approval of the contract and bond for this project is simply fulfilling a *State Code* requirement.

/jr

COUNCIL ACTION FORM

**SUBJECT: 2015/16 WEST LINCOLN INTERSECTION IMPROVEMENTS
(FRANKLIN AVENUE)**

BACKGROUND:

This project is for constructing left-turn lanes and installing redesigned traffic signals at the Franklin Avenue/Lincoln Way intersection and includes widening Lincoln Way to a 5-lane section eastward to South Wilmoth Avenue. This was done in response to the City's development agreement with the Aspen Heights housing development being constructed at 205 S. Wilmoth Avenue. Also, this project will widen Lincoln Way westward to Marshall Avenue. This will make Lincoln Way a continuous 5-lane section from S. Wilmoth Avenue to Dakota Avenue.

At the May 23, 2017 meeting, **City Council awarded the contract to Con-Struct, Inc. of Ames, Iowa in the amount of \$1,797,793.00.**

Throughout the project design, coordination with the Aspen Heights development was made to ensure that the connection between the two projects would match. Due to field adjustments from the Aspen Heights construction, a difference in elevation of approximately 2-3' was created between the development landscaping, and the path adjacent to Lincoln Way. **Staff approached the developer to find out how they wanted to resolve the problem and their preference was to build a retaining wall at their own expense.** The quote for this work from the project contractor was \$64,500.

Additionally, certain measured field quantities exceeded the anticipated design quantities resulting in a cost increase totaling \$28,779.70. This was mostly due to additional subbase work and additional PCC pavement quantities.

The total change order amount is \$93,279.70. City Purchasing Policies and Procedures states that change orders \$50,000 or above require City Council approval.

Project costs have been divided into three divisions to delineate the financial responsibilities of the parties involved: 1) The City of Ames, 2) the developer of the South Fork Subdivision, and 3) the developer of the Aspen Heights project. After this change order, the revised revenues and expenses for this project are estimated to be as follows:

Revenues

Fund	Amount
Road Use Tax	\$160,000
<u>Developer Contributions</u>	
South Fork Dev. ¹	\$302,238
Aspen Heights Dev.	\$609,651
Iowa DOT TSIP	\$500,000
G.O. Bonds	\$900,000
Total	\$2,471,889

Expenses

Activity	West Expansion		Franklin Intersection		Aspen Heights	Subtotal
	Division 1 (City)	Division 2 (City)	Division 2 (Dev.)		Division 3 (Dev.)	
Design	\$43,896	\$76,700			\$58,798	\$179,394
Land	\$11,080	\$169,721			\$62,120	\$242,921
Construction	\$329,839	\$552,238		\$552,238	\$456,759	\$1,891,073
Administration	\$23,089	\$77,314			\$31,974	\$132,377
Total	\$407,904	\$875,973		\$552,238	\$609,651	\$2,445,765

1. The agreement with Division 2 (South Fork) specifies that construction costs only are split 50/50 with the City after the \$500,000 safety grant has been applied. $(\$1,104,475 - \$500,000) / 2 = \$302,238$.

ALTERNATIVES:

1. Approve Change Order No. 1 in the amount of \$93,279.70
2. Do not proceed with the change order and direct staff to pursue additional alternatives.

CITY MANAGER'S RECOMMENDED ACTION:

By approving this change order, the developer can then proceed with reimbursement for the wall and quantities will be updated to reflect work performed.

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

COUNCIL ACTION FORM

SUBJECT: PLAT OF SURVEY (BOUNDARY LINE ADJUSTMENT) FOR 2329, 2415 & 2505 UNIVERSITY BOULEVARD

BACKGROUND:

The City's subdivision regulations are found in Chapter 23 of the Ames Municipal Code. These regulations include the process for creating or modifying property boundaries and for determining if any improvements are required in conjunction with the platting of property. The regulations also describe the process for combining existing platted lots or conveyance parcels in order to create a parcel for development purposes. A plat of survey is allowed by Section 23.309 for the consolidation of conveyance parcels and for boundary line adjustments.

This proposed plat of survey is for a boundary line adjustment of existing lot 3 in the Oakwood Subdivision Second Addition as well as existing Lot 4 and Lot 5 in the Gateway Green Hills Subdivision to form Parcels D, E and F. The existing lots have been in their present configuration since both Oakwood Subdivision Second Addition and Gateway Green Hills Subdivision were platted. The sites are zoned HOC (Highway-Oriented Commercial). Lots 4 and 5 of the Gateway Green Hills Subdivision are unbuilt lots. Lot 3 of the Oakwood Second Addition Subdivision contains the ISU Foundation building. Lot 3 is owned by the ISU Foundation with Lots 4 and 5 owned by Friends of ISU Hotel Holdings LLC. **The proposed change shifts a portion of the common north property line between Lot 3 and Lot 5 north and eastward intersecting with Lot 4 and the right-of-way of University Boulevard. The proposed adjustment of existing Lot 3 will alter the south property boundaries of existing lots 4 and 5 in the Gateway Green Hills Subdivision thereby creating parcels D, F and E.**

The proposed boundary line adjustment extends the proposed parcel D to University Boulevard in order that a driveway extending from University Boulevard connecting to the ISU Foundation building be moved on to the ISU Foundation's property. Approximately 42,000 square feet of land will be affected by the change. Upon approval of the proposed boundary line adjustment, all of the proposed parcels will meet dimensional requirements of the subdivision and zoning ordinances.

Approval of this plat of survey (Attachment B) will allow the applicant to prepare the official plat of survey and submit it to the Planning and Housing Director for review. The Director will sign the plat of survey confirming that it fully conforms to all conditions of approval. The prepared plat of survey may then be signed by the surveyor, who will submit it for recording in the office of the County Recorder.

ALTERNATIVES:

1. The City Council can adopt the resolution approving the proposed plat of survey.
2. The City Council can deny the proposed plat of survey if the City Council finds that the requirements for plats of survey as described in Section 23.309 have not been satisfied.
3. The City Council can refer this back to staff and/or the owner for additional information.

CITY MANAGER'S RECOMMENDATION:

Staff has determined that the proposed plat of survey satisfies all code requirements for a boundary line adjustment of existing lots and has made a preliminary decision of approval. The resulting two lots are designed to be conforming to underlying design standards and building setbacks of the Highway-Oriented Commercial zoning.

Therefore, it is the recommendation of the City Manager that the City Council accept Alternative #1, thereby adopting the resolution approving the proposed plat of survey.

**ADDENDUM
PLAT OF SURVEY FOR 2329, 2415 & 2505 UNIVERSITY BOULEVARD**

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: Lot 3; ISU Foundation
 Lot 4; Friends of ISU Hotel Holdings LLC
 Lot 5; Friends of ISU Hotel Holdings LLC

Existing Street Address: 2329, 2415 & 2505 University Boulevard

Assessor's Parcel #: 0916425238; 0916425025 and 0916425015

Legal Description:

PARCEL 'D' DESCRIPTION

A PART OF LOTS 4 AND 5, GATEWAY GREEN HILLS SUBDIVISION, AN OFFICIAL PLAT IN THE CITY OF AMES, AND LOT 3, OAKWOOD 2ND ADDITION, AN OFFICIAL PLAT AND A PART OF LOT 2, SAID OAKWOOD 2ND ADDITION, ALL IN THE CITY OF AMES, STORY COUNTY, IOWA AND MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHEAST CORNER OF SAID LOT 4; THENCE NORTH 89°22'02" WEST ALONG THE SOUTH LINE OF SAID GATEWAY GREEN HILLS SUBDIVISION, 551.31 FEET TO THE NORTHEAST CORNER OF SAID LOT 3; THENCE SOUTH 00°07'01" WEST ALONG THE EAST LINE OF SAID LOTS 3 AND 2, A DISTANCE OF 536.48 FEET TO THE NORTH LINE OF THE SOUTH 46.7 FEET OF SAID LOT 2; THENCE SOUTH 80°09'38" WEST ALONG SAID NORTH LINE, 659.95 FEET TO THE WEST LINE OF SAID OAKWOOD 2ND ADDITION; THENCE NORTH 00°11'29" EAST ALONG SAID WEST LINE, 449.72 FEET; THENCE NORTH 32°18'15" WEST ALONG SAID WEST LINE, 246.04 FEET TO THE NORTH LINE OF SAID OAKWOOD 2ND ADDITION; THENCE SOUTH 89°23'31" EAST ALONG SAID NORTH LINE, 483.20 FEET TO THE SOUTHWEST CORNER OF SAID LOT 5; THENCE SOUTH 89°22'02" EAST ALONG SAID NORTH LINE, 103.34 FEET; THENCE EASTERLY ALONG A CURVE CONCAVE SOUTHERLY WHOSE RADIUS IS 570.22 FEET, WHOSE ARC LENGTH IS 280.74 FEET AND WHOSE CHORD BEARS NORTH 81°22'07" EAST, 277.92 FEET; THENCE EASTERLY ALONG A CURVE CONCAVE NORTHERLY WHOSE RADIUS IS 630.00 FEET, WHOSE ARC LENGTH IS 229.59 FEET AND WHOSE CHORD BEARS NORTH 85°02'20" EAST, 228.32 FEET;

THENCE EASTERLY ALONG A CURVE CONCAVE SOUTHERLY WHOSE RADIUS IS 620.00 FEET, WHOSE ARC LENGTH IS 73.21 FEET AND WHOSE CHORD BEARS NORTH 77°58'54" EAST, 73.17 FEET; THENCE NORTH 81°21'53" EAST, 163.59 FEET TO THE EASTERLY LINE OF SAID LOT 4; THENCE SOUTH 05°31'04" EAST ALONG SAID EASTERLY LINE, 110.00 FEET TO THE POINT OF BEGINNING AND CONTAINING 10.17 ACRES (443,072 SQUARE FEET).

PARCEL 'E' DESCRIPTION

A PART OF LOT 5, GATEWAY GREEN HILLS SUBDIVISION, AN OFFICIAL PLAT IN THE CITY OF AMES, STORY COUNTY, IOWA AND MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHWEST CORNER OF SAID LOT 5; THENCE NORTH 00°07'53" EAST ALONG THE WEST LINE OF SAID LOT 5, A DISTANCE OF 84.43 FEET TO THE NORTHERLY LINE OF SAID LOT 5; THENCE NORTHEASTERLY ALONG SAID NORTHERLY LINE AND A CURVE CONCAVE NORTHWESTERLY WHOSE RADIUS IS 342.00 FEET, WHOSE ARC LENGTH IS 321.48 FEET AND WHOSE CHORD BEARS NORTH 61°22'19" EAST, 309.78 FEET; THENCE SOUTH 44°47'50" EAST ALONG SAID NORTHERLY LINE, 135.20 FEET; THENCE SOUTH 89°21'46" EAST ALONG SAID NORTHERLY LINE, 243.02 FEET; THENCE SOUTH 00°11'29" WEST ALONG SAID NORTHERLY LINE, 72.66 FEET; THENCE WESTERLY ALONG A CURVE CONCAVE SOUTHERLY WHOSE RADIUS IS 620.00 FEET, WHOSE ARC LENGTH IS 4.73 FEET AND WHOSE CHORD BEARS SOUTH 74°49'03" WEST, 4.73 FEET; THENCE WESTERLY ALONG A CURVE CONCAVE NORTHERLY WHOSE RADIUS IS 630.00 FEET, WHOSE ARC LENGTH IS 229.59 FEET AND WHOSE CHORD BEARS SOUTH 85°02'20" WEST, 228.32 FEET; THENCE WESTERLY ALONG A CURVE CONCAVE SOUTHERLY WHOSE RADIUS IS 570.22 FEET, WHOSE ARC LENGTH IS 280.74 FEET AND WHOSE CHORD BEARS SOUTH 81°22'07" WEST, 277.92 FEET TO THE SOUTH LINE OF SAID LOT 5; THENCE NORTH 89°22'02" WEST ALONG SAID SOUTH LINE, 103.34 FEET TO THE POINT OF BEGINNING AND CONTAINING 1.54 ACRES (67,214 SQUARE FEET).

PARCEL 'F' DESCRIPTION

A PART OF LOT 4, GATEWAY GREEN HILLS SUBDIVISION, AN OFFICIAL PLAT IN THE CITY OF AMES, STORY COUNTY, IOWA AND MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHEAST CORNER OF SAID LOT 4; THENCE NORTH 05°31'04" WEST ALONG THE EAST LINE OF SAID LOT 4, A DISTANCE OF 110.00 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 81°21'53" WEST, 163.59 FEET; THENCE WESTERLY ALONG A CURVE CONCAVE SOUTHERLY WHOSE RADIUS IS 620.00 FEET, WHOSE ARC LENGTH IS 68.48 FEET AND WHOSE CHORD BEARS SOUTH 78°12'01" WEST, 68.45 FEET TO THE WESTERLY LINE OF SAID LOT 4; THENCE NORTH 00°11'29" EAST ALONG SAID WESTERLY LINE, 72.66 FEET; THENCE NORTH 89°21'46" WEST ALONG SAID WESTERLY LINE, 243.02 FEET; THENCE NORTH 44°47'50" WEST ALONG SAID WESTERLY LINE, 135.20 FEET; THENCE NORTHEASTERLY ALONG SAID WESTERLY LINE AND A CURVE CONCAVE NORTHWESTERLY WHOSE RADIUS IS 342.00 FEET, WHOSE ARC LENGTH IS 46.03 FEET AND WHOSE CHORD BEARS NORTH 30°35'13" EAST, 45.99 FEET; THENCE NORTHEASTERLY ALONG SAID WESTERLY LINE AND A CURVE CONCAVE NORTHWESTERLY WHOSE RADIUS IS 190.00 FEET, WHOSE ARC LENGTH IS 190.72 FEET AND WHOSE CHORD BEARS NORTH 61°18'52" EAST, 182.81 FEET; THENCE NORTH 32°36'18" EAST ALONG SAID WESTERLY LINE, 56.82 FEET; THENCE NORTHEASTERLY ALONG SAID WESTERLY LINE AND A

CURVE CONCAVE SOUTHEASTERLY WHOSE RADIUS IS 110.00 FEET, WHOSE ARC LENGTH IS 38.16 FEET AND WHOSE CHORD BEARS NORTH 41°49'35" EAST, 37.97 FEET TO THE NORTH LINE OF SAID LOT 4; THENCE EASTERLY ALONG SAID NORTH LINE AND A CURVE CONCAVE NORTHERLY WHOSE RADIUS IS 387.27FEET, WHOSE ARC LENGTH IS 122.86 FEET AND WHOSE CHORD BEARS SOUTH 80°00'39" EAST, 122.34 FEET; THENCE SOUTH 89°05'57" EAST, 178.87 FEET TO THE NORTHEAST CORNER OF SAID LOT 4; THENCE SOUTH 00°58'28" WEST ALONG SAID EAST LINE, 21.11 FEET; THENCE SOUTH 05°30'19" EAST ALONG SAID EAST LINE, 292.46 FEET TO THE POINT OF BEGINNING AND CONTAINING 3.18 ACRES (138,496 SQUARE FEET

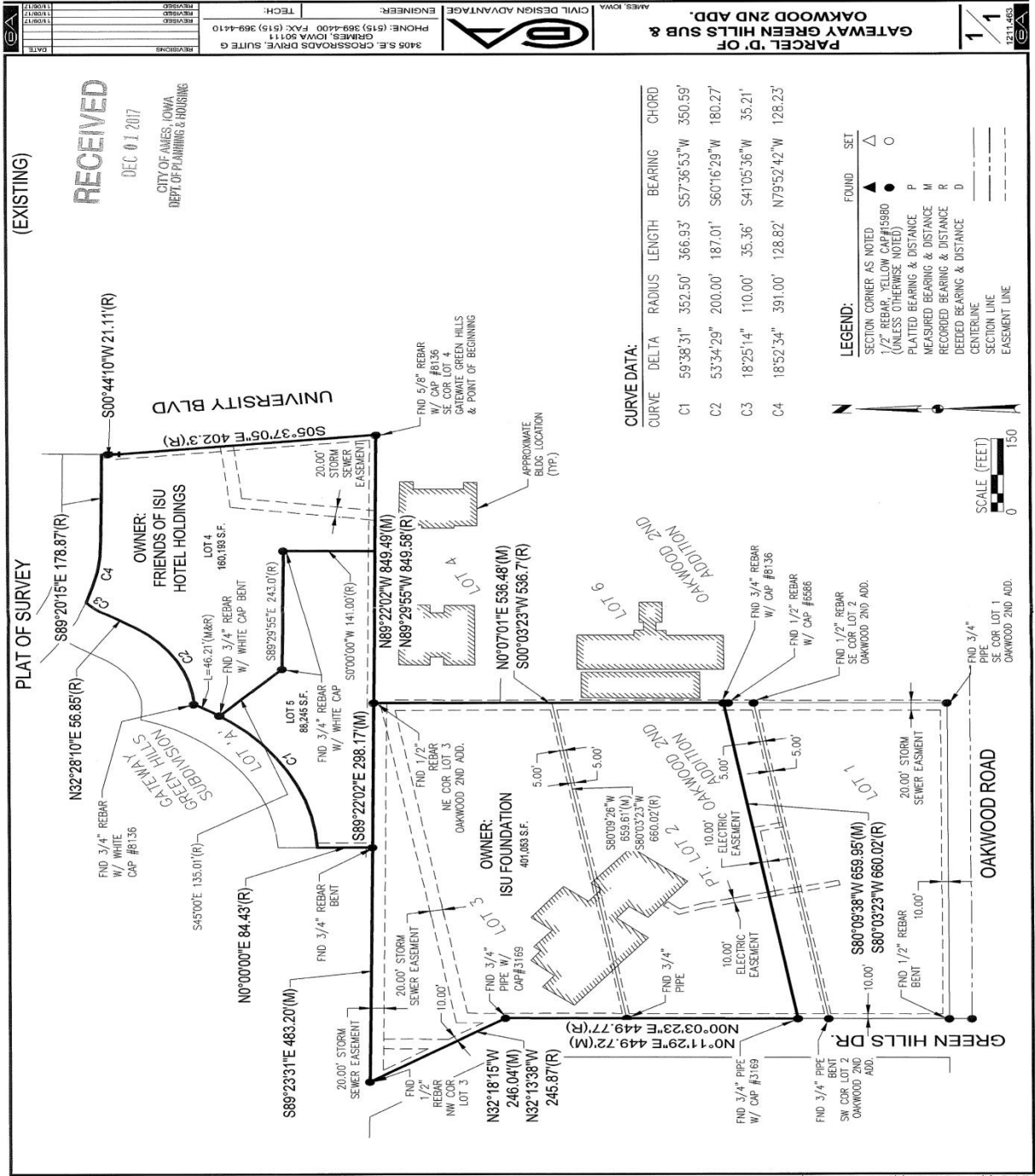
Public Improvements:

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. (no additional improvements required)

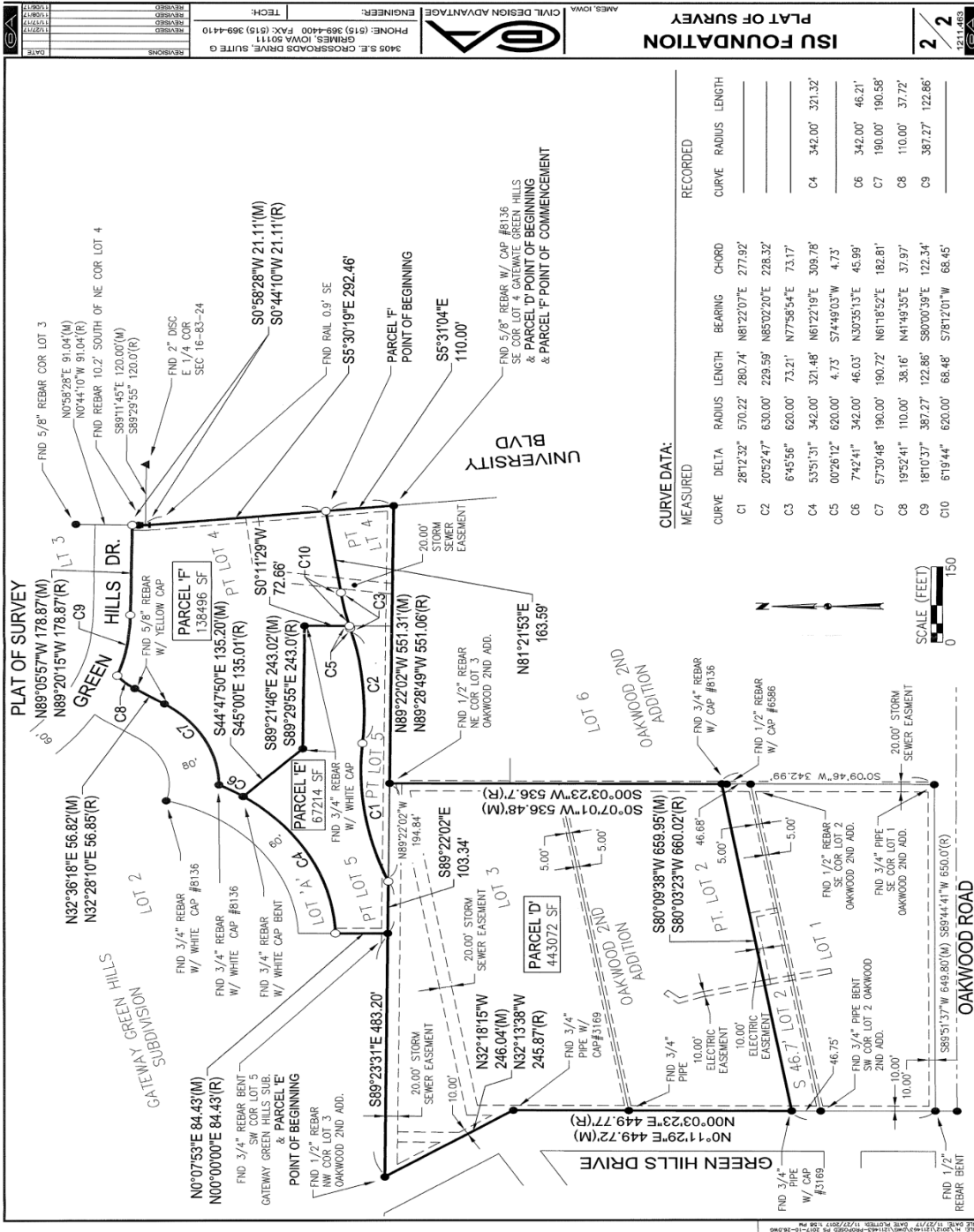
Note: The official plat of survey is not recognized as a binding plat of survey for permitting purposes until a copy of the signed and recorded plat of survey is filed with the Ames City Clerk's office and a digital image in Adobe PDF format has been submitted to the Planning & Housing Department.

Attachment A- Existing Conditions



72: N 203°23'11"E 483.20'(M) DATE PLOTTED: 11/29/17 DATE REVISION: 11/29/17 1:41 PM
 73: N 00°03'23"E 449.77'(M) DATE PLOTTED: 11/29/17 DATE REVISION: 11/29/17 1:41 PM
 74: N 00°03'23"E 449.77'(M) DATE PLOTTED: 11/29/17 DATE REVISION: 11/29/17 1:41 PM
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 81: N 00°03'23"E 449.77'(M) DATE PLOTTED: 11/29/17 DATE REVISION: 11/29/17 1:41 PM
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 85: N 00°03'23"E 449.77'(M) DATE PLOTTED: 11/29/17 DATE REVISION: 11/29/17 1:41 PM
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 89: N 00°03'23"E 449.77'(M) DATE PLOTTED: 11/29/17 DATE REVISION: 11/29/17 1:41 PM
 90: N 00°03'23"E 449.77'(M) DATE PLOTTED: 11/29/17 DATE REVISION: 11/29/17 1:41 PM
 91: N 00°03'23"E 449.77'(M) DATE PLOTTED: 11/29/17 DATE REVISION: 11/29/17 1:41 PM
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 94: N 00°03'23"E 449.77'(M) DATE PLOTTED: 11/29/17 DATE REVISION: 11/29/17 1:41 PM
 95: N 00°03'23"E 449.77'(M) DATE PLOTTED: 11/29/17 DATE REVISION: 11/29/17 1:41 PM
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 98: N 00°03'23"E 449.77'(M) DATE PLOTTED: 11/29/17 DATE REVISION: 11/29/17 1:41 PM
 99: N 00°03'23"E 449.77'(M) DATE PLOTTED: 11/29/17 DATE REVISION: 11/29/17 1:41 PM
 100: N 00°03'23"E 449.77'(M) DATE PLOTTED: 11/29/17 DATE REVISION: 11/29/17 1:41 PM

Attachment B- Proposed Plat of Survey





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

November 21, 2017

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

RE: Quarry Estates LOC Reduction #2

Ladies and Gentlemen:

I hereby certify that the water main, street lighting, shared use paths, pedestrian ramps, and erosion control, required as a condition for approval of the final plat of **Quarry Estates, 1st Addition** have been completed in an acceptable manner by **H&W Contracting of Sioux Falls, South Dakota , and Manatts, Inc of Ames, 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 **reduced to \$184,140**. The remaining work covered by this financial security includes installation of the final asphalt surfacing, some sidewalks (where houses have been constructed), and final adjustment of utility features.

Sincerely,

John C. Joiner, P.E.
Director

JJ/ec

cc: Finance, Contractor, Planning & Housing, Subdivision file

Quarry Estates, First Addition
November 2, 2016

Description	Unit	Quantity
Temporary Traffic Control	LS	1
Excavation and Embankment	CY	30,075
Subgrade Preparation	SY	10,800
Sanitary Sewer Gravity Main, Trenched, 8"	LF	4,752
Sanitary Sewer Service Stub, 4"	EA	53
Footing Drain Collector, Case D, Type 2, 8"	LF	1,404
Footing Drain Cleanout, 8"	EA	5
Sump Service Stub, 1.5"	EA	53
Storm Sewer, Trenched, RCP Class III, 15"	LF	804
Storm Sewer, Trenched, RCP Class III, 18"	LF	623
Storm Sewer, Trenched, RCP Class III, 24"	LF	402
Pipe Apron, RCP, 18"	EA	5
Pipe Apron, RCP, 24"	EA	2
Water Main, Trenched, 8"	LF	4,677
Fitting, M.J. Bend, 8"	EA	6
Fitting, M.J. Tee, 8"	EA	4
Fitting, M.J. Cross, 8"	EA	1
Water Service Stub, 1"	EA	53
Valve, M.J. Tapping, 12"x8"	EA	1
Valve, M.J. Gate, 8"	EA	14
Fire Hydrant Assembly (includes 8"x8"x6" M.J. Tee, 6" M.J. Gate Valve, 6" Pipe, and Hydrant)	EA	12
Temporary Blowoff Hydrant Assembly (includes 8"x6" M.J. Reducer, 6" Pipe, and Hydrant)	EA	5
Water Service Stub, 2"	EA	1
Sanitary Manhole, SW-301, 48"	EA	17
Storm Sewer Manhole, SW-401, 48"	EA	2
Single Grate Intake, SW-501	EA	9
Single Grate Intake, with Manhole SW-503	EA	7
Open-Sided Area Intake, SW-513, 48"x48"	EA	1
Sanitary Manhole Drop Connection	EA	2
PCC Curb and Gutter, 30"	LF	5,554
Trail Pavement, HMA, 6"	SY	600
Pavement, HMA Base, 6"	SY	2,402
Pavement, HMA Base, 7.5"	SY	5,540
Pavement, HMA Surface, 2"	SY	7,942
Pedestrian Ramps, PCC, 6"	SY	93
Detectable Warning Panels	SF	120
Class 'A' Rock Surfacing	TON	100
Manhole Adjustments	EA	11
Watervalue Adjustments	EA	2

Quarry Estates, First Addition
November 2, 2016

Sidewalk and Shared-Use Path, PCC, 4"	SY	3,915
Seeding (Type 1), Fertilizing and Mulching	AC	25
Inlet Protection	EA	16
Silt Fence	LF	2,500
Stabilized Construction Entrance	EA	2
Conservation Seeding, Planting, and Landscaping	LS	1



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

December 7, 2017

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

Ladies and Gentlemen:

I hereby certify that a portion of the sidewalk facilities required as a condition for approval of the final plat of **Crane Farm Subdivision 2nd Addition** have been completed in an acceptable manner by **various homebuilders**.

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 reduced to **\$53,981.60**. The remaining work covered by this financial security includes installation of the street paving surface course, COESCO, minor utility adjustments, street trees, and public sidewalks.

Sincerely,

John C. Joiner, P.E.
Director

JJ/tw

cc: Finance, Contractor, Planning & Housing, Subdivision file

Crane Farm Subdivision, 2nd Addition

December 7, 2017

Page 2

Description	Unit	Quantity
Pavement, HMA Surface Course Only	SY	3238
Manhole Adjustments	EA	4
Street Trees	EA	20
Erosion Control/COSESCO Security	ACRE	8
Sidewalk, 4", PCC	SY	1460



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

November 28, 2017

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

Ladies and Gentlemen:

I hereby certify that the sanitary sewer, storm sewer, subgrade preparation, curb & gutter and asphalt pavement, erosion control, and water main installation, required as a condition for approval of the final plat of **Scenic Point Subdivision** have been completed in an acceptable manner by **Ames Trenching of Ames, IA and Manatts Inc. of Ames, 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, Planning & Housing, Subdivision file

Scenic Point Subdivision

November 28, 2017

Page 2

Description	Unit	Quantity
MOBILIZATION	LS	1
EXCAVATION, CLASS 13	CY	4,800
SUBGRADE PREPARATION, 12"	SY	1,956
GRANULAR SUBBASE	SY	1,956
SANITARY SEWER GRAVITY MAIN, TRENCHED, 6"	LF	182
SANITARY FORCE MAIN, TRENCHED, 1.5"	LF	672
SANITARY SEWER SERVICE STUB	EA	7
STORM SEWER, TRENCHED, RCP CLASS III, 15-INCH	LF	250
PIPE CULVERT, TRENCHED, 36"	LF	25
PIPE APRON, RCP, 15"	EA	2
SUBDRAIN, PERFORATED, 6-INCH	LF	285
SUBDRAIN OUTLETS AND CONNECTIONS	EA	1
STORM SEWER SERVICE STUB	EA	7
WATER MAIN, TRENCHED, 8-INCH	LF	808
FITTING, 8"	LB	454
WATER SERVICE STUB, 1-INCH	EA	7
VALVE, 8"	EA	2
FIRE HYDRANT ASSEMBLY	EA	2
MANHOLE TYPE SW-301 (SANITARY)	EA	2
MANHOLE TYPE SW-401 (STORM)	EA	2
SANITARY LIFT STATION	EA	1
INTAKE, SW-505	EA	1
INTAKE, SW-506	EA	1
INTAKE, SW-513	EA	1
PAVEMENT, PCC, 6-INCH	SY	1,690
SIDEWALK, PCC, 5"	SY	2,160
CONVENTIONAL SEEDING, FERTILIZER, MULCH	ACRE	2.3
RIP RAP, CLASS 2	TON	5
SILT FENCE OR SILT FENC FOR DITCH CHECK	LF	1000
INLET PROTECTION DEVICE, INSTALL, MAINTAIN & REMOVE	EA	2



December 8, 2017

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

Ladies and Gentlemen:

The required street trees for **South Fork Subdivision Third Addition** have not yet been installed. On December 20, 2016 City Council approved an Improvement Agreement with the developer of South Fork Subdivision and accepts financial security in the amount of \$37,595 for the final improvements still outstanding in previous South Fork Additions. This financial security was to cover a mid-block walkway in the 8th Addition, common sidewalks in 3rd, 4th, and 8th Additions, street trees throughout the development, and correction to the easement granted in 4th Addition. Therefore, the financial security for the street trees yet to be installed as part of the South Fork Subdivision, Third Addition are currently covered under both Letter of Credit #404 (South Fork 3rd Addition) and Letter of Credit #429 (South Fork Wrap Up).

It is recommended at this time to release Letter of Credit #404 (South Fork 3rd Addition) and keep Letter of Credit #429 (South Fork Wrap Up) until such time as the trees are installed.

Sincerely,

John C. Joiner, P.E.
Director

cc: Finance, Developer, Planning & Housing, Subdivision file

COUNCIL ACTION FORM

SUBJECT: **ORDINANCE LIMITING OCCUPANCY IN
SINGLE AND TWO-FAMILY RENTAL DWELLINGS**

BACKGROUND:

As a result of recent changes at the State level, Staff has been working through ways to stabilize rental occupancy levels throughout the City. The City Council has made many motions over the last few months addressing several different aspects of a new occupancy ordinance. These motions have been prioritized based on the January 1, 2018 deadline. The proposed ordinance changes only reflect those issues that Staff feels need to be addressed by this deadline. This includes the following motions:

Motions from the October 24, 2017 regular meeting of the Ames City Council:

- Parking spaces will be in the garage, driveway, or existing legal parking spaces as of January 2018.
- Establish a cap of five adults in a low density residence.

Several motions from the October 24, 2017 meeting were amended at the November 14, 2017 meeting. Motions at this meeting include:

- Adopt a limit of three adults for one, two and three bedroom homes;
- Adopt a limit of one adult per bedroom, maximum of five adults, for homes exceeding three bedrooms.
- One-, two-, and three-bedroom houses require two parking spaces, and homes with more than three bedrooms are required to provide one space per bedroom.
- Use the Assessor's bedroom count as the baseline number as of January 1, 2018, or the number of bedrooms established through an official rental inspection, whichever is higher.

It should be noted that at the October 24, 2017 meeting, Council directed Staff to bring options back on how the addition of bedrooms might be limited. A motion to freeze the number of bedrooms failed at the November 14, 2017 meeting. The proposed code does not address whether or not a property could add bedrooms after January 1, 2018 for properties not subject to the moratorium or after the moratorium expires. However, discussion around approved parking spaces did indicate that additional parking could not be added.

CODE CHANGES:

The proposed code has removed any reference to 'family' within the Rental Code. There is still a definition of 'family' in the Zoning Code, but it is not being used to determine the number of occupants in rental properties. City staff will evaluate the needs to update the definition of Family in the Zoning Ordinance subsequent to the update to the Rental Code.

Section 13.406(5) addresses the off-street parking requirements. In an effort to be consistent with the rest of the Municipal Code, the dimension of a parking stall has been changed from 18 feet to 19 feet in 13.406(5)(a). An additional sentence was added to subsection (a) of the same section clarifying the ability to stack vehicles in a driveway. Changes based on Council's motions in 13.406(5) include the addition of subsections (d-f) which state that two off-street parking spaces are required for one-, two-, and three-bedroom units, units with four or more bedrooms need to have one parking space for each bedroom that is to be used to determine occupancy, and that off-street parking areas are limited to those in existence on January 1, 2018. The meaning of the January 1, 2018 reference is that it would always apply as a limit to property and that no new parking areas could be constructed to increase occupancy for a property.

Only those bedrooms that are to be used to set occupancy are required to have an off-street parking area. It's possible that a unit may have additional bedrooms, but no more than five bedrooms may be used to set occupancy. For example, a four-bedroom home that has three off-street parking spaces would be limited to three adults and a five-bedroom home with four off-street parking spaces would be limited to four adults.

Staff was able to remove many subsections from Sec. 13.503. Major changes include a section (13.503(4)(b)) specifically regulating dwelling houses as they are a distinguished use from single-family homes. The code requirements for dwelling houses are not changing from current standards. Dwelling houses will still be allowed one more person than the number of bedrooms with a maximum of five people, assuming they have the required amount of parking and are located in a zone in which the Zoning Code allows dwelling houses. Subsections (c-d) of 13.503(4) are intended to clean up the existing code to eliminate some of the confusion on apartments occupancy, notably it equalizes occupancy standards for all apartments, regardless of their construction before or after May 2000. These changes are not reflected in a motion on the first page. Rather, they are Staff's attempt to clarify the regulations for these types of properties in conjunction with the direction to regulate occupancy based upon adult occupants.

A new subsection, Section 13.503(4)(e), addresses the remaining motions from the first page. The subsections limit the number of adult occupants to three in one-, two-, and three-bedroom units with at least two parking spaces, limit the number of occupants in units with four or more bedrooms to one adult per bedroom, and caps the total number of adult occupants at five. This section also states that the number of bedrooms is determined by the number of bedrooms listed in the Assessor's records as of January 1,

2018, or by the number of bedrooms reflected in the inspection records as of January 1, 2018, whichever is greater.

The motion regarding the cap of five adults specifically states that the cap was to be in low density residences. Staff has determined that it is best to not base the new regulations on the base zone and instead base them on the type of use of a property with a single-family, two-family, or apartment dwelling. So, a single-family home in a high-density neighborhood will be held to the same standard as a single-family home in a low-density neighborhood. This should help with our education efforts in that people will no longer need to know the zone of their property when signing a lease. It also provides better guidance to the enforcement Staff. **The proposed ordinance places occupancy restrictions on all single-family and two-family dwellings, regardless of the zone. If Council feels that the cap should only be in low density areas, the proposed code will need to be amended.**

For properties seeking a new rental registration after January 1, 2018, the number of bedrooms shall be determined by an inspection conducted by the Inspection Division. This includes brand new (newly constructed) properties, existing properties that are not currently registered rentals, and properties that are demolished and replaced by a new structure. A new registration will require Inspections to determine the number of bedrooms, based on parking and building code requirements, at the time of the initial inspection. **It is important to note the new ordinance limits the existing registered rental properties, for the purpose of determining occupancy, to the number of bedrooms that are in existence on January 1, 2018.**

Here again, if the Council does not believe our interpretation of the direction given for counting bedrooms for existing properties that are not currently registered, structures that are demolished and replaced by a new building, or new properties; then the proposed code will need to be amended prior to a second reading.

ALTERNATIVES

1. The Council can approve the proposed ordinance on first reading.
2. The Council can reject the proposed ordinance.
3. The Council can approve the proposed ordinance with amendments.

CITY MANAGER'S RECOMMENDATION

Assuming the proposed code changes adequately reflect the previous direction given to the City staff, it is the recommendation of the City Manager that the City Council support Alternative #1 and thereby approve on first reading the attached ordinance on first reading.

This ordinance will: 1) set the occupant limit at three adults in units with three or less bedrooms and two off-street parking spaces, 2) limit one adult per bedroom for units with four or more bedrooms, 3) require one off-street parking space for a fourth or fifth bedroom if it is being used to determine occupancy, 4) cap the total number of occupants at five adults, and 5) freeze the current number of off-street parking spaces.

ORDINANCE NO.

AN ORDINANCE TO AMEND THE MUNICIPAL CODE OF THE CITY OF AMES, IOWA, BY REPEALING SECTION 13.104 (1)(c), SECTION 13.201 TERM OF “FAMILY”, SECTION 13.406(5)(a)(b)(c), SECTION 13.503(4),(5) AND ENACTING A NEW SECTION 13.104(1)(c), SECTION 13.406(5)(a)(b)(c)(d)(e)(f), SECTION 13.503(4)(a),(b),(c)(i)(ii),(d),(e)(i)(ii)(iii)(iv) THEREOF, FOR THE PURPOSE OF RESIDENTIAL OCCUPANCY; REPEALING ANY AND ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT TO THE EXTENT OF SUCH CONFLICT; PROVIDING A PENALTY; AND ESTABLISHING AN EFFECTIVE DATE.

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

Section One. The Municipal Code of the City of Ames, Iowa shall be and the same is hereby amended by enacting a new Section 13.104(1)(c), Section 13.406(5)(a)(b)(c)(d)(e)(f), Section 13.503(4)(a),(b),(c)(i)(ii),(d),(e)(i)(ii)(iii)(iv) as follows:

“Sec. 13.104. VIOLATIONS AND ENFORCEMENT.
(1) Violations.

(c) No person shall occupy, nor shall the owner or operator allow any persons to occupy, any dwelling unit in excess of the maximum occupancy permitted in this chapter.

Sec. 13.406. EXTERIOR PROPERTY AREAS

(5) Computation of required off-street parking spaces.

Number and dimensions of off-street parking spaces must comply with standards in the Zoning Ordinance Section 29.406, and the following:

(a) A parking space for each vehicle must be no less than 19 feet in length and 9 feet in width, and located upon an approved driveway that leads to the side or rear yard or to a garage. The area allocated for each vehicle must be available for parking at all times. Stacked parking for single family and two family dwellings is permitted for all required parking spaces.

(b) Garage parking spaces shall be counted as approved off-street parking spaces if the required area for each vehicle is available for parking at all times.

(c) Specific site conditions that may prevent compliance with these requirements shall be reviewed and may be approved on an individual case basis by the Building Official.

(d) Single family or two family rental dwelling units with one, two, or three bedrooms shall have at least two off-street parking spaces.

(e) Single family or two family dwelling units with four or more bedrooms shall have at least one off-street parking space for each bedroom accounted for in determining maximum occupancy.

(f) For purposes of subsections (d) and (e) above, off-street parking spaces for existing properties are limited to garage, driveway, or other legal existing parking spaces as of January 1, 2018.

Sec. 13.503. OCCUPANCY LIMITATIONS

The maximum occupancy for dwelling houses and apartment units shall be based upon compliance with all standards of the Code, including but not limited to parking spaces, area requirements, habitable space requirements, and the following:

(4) **Limits based on Zoning District - Maximum Occupancy**

(a) In all cases, each dwelling unit shall provide habitable floor space totaling at least eighty (80) square feet for the first occupant and sixty (60) square feet for each additional occupant.

(b) For Dwelling Houses, where permitted as a use in the Zoning Ordinance, the maximum occupancy of a dwelling unit shall be one more adult than the number of bedrooms, up to five adults, provided there is one parking space per bedroom for units with two bedrooms or more, or in University Impacted areas 1.25 parking spaces per bedroom in units with two or more bedrooms, and one bedroom units shall have 1.5 parking spaces per unit.

(c) Apartments in Residential Zones.

(i) The maximum occupancy is one more adult than the number of bedrooms, up to five adults, provided there is one parking space per bedroom for units with two bedrooms or more, or in University Impacted areas 1.25 parking spaces per bedroom in units with two or more bedrooms, and one bedroom units shall have 1.5 parking spaces per unit.

(ii) Provided, however, that with respect to dwelling units that, as of May 1, 2000, had a current Letter of Compliance stating an occupancy limit greater than the aforesaid, such occupancy limit shall be allowed to continue until such time as negated by a change of use or conditions in the property that would restrict the number of occupants in accordance with this subsection.

(d) Apartment Buildings Commercial Zoning. Maximum occupancy is one more adult than the number of bedrooms, up to five adults, when parking is provided consistent with the Zoning standards and Site Development Plan approval.

(e) The maximum occupancy for a single-family or a two-family dwelling unit shall be based upon compliance with all standards of the Code, including but not limited to parking spaces, area requirements, habitable space requirements, and the following:

(i) Three adult occupants for one, two and three bedroom dwelling units.

(ii) One adult occupant per bedroom, with a maximum of five adult occupants, for dwelling units with four or more bedrooms.

(iii) For rental dwelling units registered as of January 1, 2018, the number of bedrooms for determining maximum occupancy shall be determined by the number of bedrooms listed in the records of the Ames City Assessor as of January 1, 2018, or by the number of bedrooms reflected in the inspection records of the City of Ames Inspections Division as of January 1, 2018, whichever number is higher.

(iv) For rental dwellings for which a registration is being sought after January 1, 2018, the number of bedrooms for determining maximum occupancy shall be determined by an inspection by the Inspections Division.”

Section Two. Violation of the provisions of this ordinance shall constitute a municipal infraction punishable as set out by law.

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

Section Four. This ordinance shall be in full force and effect from and after its passage and publication as required by law.

Passed this _____ day of _____, _____.

Diane R. Voss, City Clerk

Ann H. Campbell, Mayor

Staff Report

321 STATE AVENUE DEVELOPMENT UPDATE

December 12, 2017

The City Council, at its July 11, 2017, meeting, provided direction to staff to proceed with development of a 37-lot subdivision at 321 State Avenue in partnership with J-Corp, Inc., as the developer of the site. The development concept includes platting of 37 lots as Phase 1 of development of the site with an option for a second phase of development in the future for a total of 43 lots. The planned subdivision will include a minimum of 20 affordable homes (18 in the first phase) to be constructed for low and moderate-income households and 17 market rate homes. J-Corp Inc. will be the developer for both the affordable and the market rate homes and they will be the builder of the all of the affordable low and moderate income homes. **In addition to providing the land for the subdivision that was purchased for \$550,000, the City has budgeted \$550,000 for public infrastructure and the developer has committed to \$400,000 for a total of \$950,000 earmarked for public improvements costs associated with this subdivision.**

On November 14, 2017, City Council was presented with bids on constructing the required public infrastructure for development of 321 State Avenue that totaled \$1,196,833.26. The City Council choose to accept the report of bids, but delayed a decision on whether to award the contract until December 19th due to a \$246,833 gap between the budgeted funds for the project and the lowest bidder's response. **In addition to the \$246,000 gap, there was no contingency included with the project estimates, which staff believes should be budgeted as an additional \$100,000. Therefore, the total gap between budgeted costs and the proposed bid with contingency is \$346,833.**

OPTIONS:

Staff considered three options to proceed with the project and reduce the financial gap. They included 1) changing the subdivision layout, 2) additional funding from the developer, 3) additional funding from the City, 4) additional funding from both the developer and the City.

Option 1 - Redesign

Staff believes that a redesign of the project would not substantially lower the total costs for infrastructure. The most significant costs in the low bid are related to site grading and utility infrastructure extensions to serve the new homes, which is necessary to serve all the homes. Not extending Tripp Street through the site and relying on a cul-de-sac access only may reduce the costs to some degree for paving. Based on estimated costs in the low bid package, staff estimates it may save between 50k-100k to not extend Tripp Street and modify the layout of the subdivision. There could be a reduction in total buildable lots as a result of a redesign as well. Not extending Tripp Street would also be inconsistent with City goals of connectivity for streets. Staff does not believe changing the Tripp Street extension is desirable for the project even though it would lower total costs somewhat. **If City Council wants to pursue this option of redesigning the site without a Tripp Street connection, it should reject the bids and ask the developer to redesign the subdivision layout and then proceed with a new bid package for the project in the Spring.**

Option 2 - Developer Funds

To close the financial gap, staff discussed additional funding with the developer along with the use of additional City funds. The developer did not offer to include additional money for the project. The developer commitment to the project will be maintained by assuming the costs for preparing of development plans, paying for the site work to build homes, financing the construction of homes, and contributing \$400,000 for the cost of public infrastructure.

Option 3 - City Funding

Staff revisited budgeting for the financial gap with the use of Community Development Block Grant funds. Since the City Council review in July of the proposal, staff has an updated accounting of its current rollover balance and potential sources for additional program income to direct to the 321 State Avenue project. The City has identified approximately \$96,000 of additional rollover (unspent) funding from the prior year that was not included in the approved Annual Action Plan. These funds could be planned to augment the \$550,000 currently earmarked for 321 State Avenue infrastructure. **This would leave an additional \$250,000 financial gap.**

Due to constraints on meeting the timeliness test for expenditures and projecting program income over the course of a year, staff cannot verify that another \$250,000 would be available in the current fiscal year to cover the remaining gap. Staff believes additional funds beyond the \$96,000 may be available for programming in the future, but this cannot be known at this time.

To ensure that complete funding is identified prior to initiating the project, staff has identified unobligated General Obligation Bond proceeds to assist in covering the costs of public improvements for streets, water, and sewer. To pursue this option, the **City Council will need to designate \$250,000 of these unobligated funds be reserved for use with the 321 State Avenue Project.**

Under this option, the total City investment in the project will be \$896,000 for infrastructure. Based upon producing 20 single-family detached LMI homes in Phase 1 and Phase 2, the individual subsidy per home is approximately \$72,300 when accounting for land costs plus infrastructure (\$550,000 land + \$896,000 infrastructure). In addition to this direct subsidy to reduce the initial sales price of the LMI homes, the City will also provide first time homebuyer financial assistance principally with loans of up to \$26,500 that are to be repaid with interest to the City. Closing cost grants of approximately \$3,500 may be part of the first time home buyer assistance package as well. **When accounting for closing costs assistance and development costs the direct subsidy that would not be repaid to the City would be approximately \$75,800 for each LMI home.**

If the City Council is comfortable with the identified General Obligation Bond funds and CDBG funding outlined in this option, the City Council can provide direction to staff to continue with the project and consider awarding a contract for construction of the project at its December 19th meeting along with finalizing a development agreement with J-Corp. If the City Council does not want to add additional funding to the project, it should direct staff to end negotiations on a development agreement with J-Corp and prepare to reject the infrastructure bids. Staff would return to City Council in January to explore other options for the property if the City Council chooses not to proceed with the project.

DEVELOPMENT AGREEMENT

Staff has been in negotiation with J-Corp on finalizing a development agreement for 321 State Avenue based upon the subdivision design and updated RFP response from July 2017. A draft agreement has been provided to J-Corp for their review and comment and the primary requirements for the City and developer are summarized below.

The Agreement includes provisions for cost sharing of the infrastructure improvements, including financial security and payment by J-Corp for their share of improvements. As mentioned earlier, the developer is responsible for development plans costs, building construction, and for \$400,000 of public infrastructure costs. Assuming Option 3 is pursued, the City is responsible for \$896,000 of public improvements. In addition, the City is obligated to fund a first time homebuyer program for the current fiscal year with the City Council's discretion to fund it in additional years depending upon future federal

funding. The City will also maintain ownership of the land during the development process and release lots to be sold as homes are completed.

The agreement contemplates an initial phase of development of 18 LMI homes with the City Council option to increase it to 20 LMI homes in Phase IIa or with additional funding to add attached single-family off the Manning Alley as part of Phase IIb. J-Corp is obligated to build houses consistent with their response to the RFP and the exhibits attached to the agreement with base prices of between \$128,000 and \$155,000. Staff in consultation with J-Corp and an identified homebuyer can modify the designs to meet the income limits of a specific household, but in no event is it expected there would be a home sales price below \$110,000. Potential construction costs savings may include modest reductions in overall homes sizes, no enclosed garage, or changes to the finish out of basements.

J-Corp is not required to build speculative houses for LMI households in advance of the City identifying a qualified buyer. J-Corp is only obligated to construct homes once the City has identified buyers and must start construction within 30 days of such notice. The developer may receive ownership of market rate lots once the first two LMI homes are sold and then may obtain an additional market rate lots for each sold LMI home on a one for one basis. The developer expects to profit from the sale of the market rate home lots and a limited amount from the construction of each LMI home. The developer's total profit is expected to be approximately \$300,000 based upon the earlier pro forma from July. **All lots, both LMI and market rate, will be restricted to "owner occupied" housing through recording of a covenant prior to the sale or transfer of the property to another owner besides the City.**

Staff Report

**Garage Door Width Cumulative Restriction to 27 Feet
Text Amendment Request**

December 12, 2017

BACKGROUND:

On September 12, 2017, the City Council referred to staff an email from Shelby Ebel, Chairperson of the Zoning Board of Adjustment, asking for review of the City's 27-foot maximum cumulative width for garage doors design standard. The email included a PowerPoint exhibit describing Ms Ebel concerns and issues with the current standard. The email and PowerPoint are included herein as Attachment 'A'.

In response to the referral, staff has prepared this report to provide the City Council with background information to assist the Council in determining 1) If the code language should be amended and if so, 2) What options the Council may wish to consider.

The limitation on garage door widths was last amended in April 2010. The staff report associated with the amendment indicates that garages were previously restricted to three internal parking spaces. According to the report, some of the language was unclear and interpretation of the stall limit was problematic and difficult to enforce. As a result of the concern on unintentionally restricting the number of interior parking spaces, the zoning standard was amended to regulate garage sizes based upon the cumulative width of garage doors rather than the number of parking spaces within the garage. **The approach to regulate total width of garage doors was intended to address aesthetic concerns rather than the number of parking spaces as had been the prior standard.**

The amended text allowed greater flexibility in the actual size of the garage interior while limiting the garage door width. With a standard garage door size available from suppliers at a width of 9-feet, the amended text allowed a maximum 27-foot dimension. This width allowance retained the ability of a single-family residence to have a three-car garage. Code compliance is easy to determine when reviewing plans with the current standard. The standard has appeared to be workable for most people over the past seven years, with the exception of two variance requests in the past year.

As mentioned by Ms. Ebel, the current code does have its limitations. All lot sizes and home sizes are subject to the same dimensional restriction for the cumulative garage width, regardless of lot configuration, placement of the garage on the lot, and visibility of the garage from the street frontage. **Although the current standard provided some flexibility for meeting market demands for larger garage interiors, it is still inflexible for addressing**

larger lots or unique situations where someone desires to have a larger number of garages and width of doors.

If the City Council is interested in changing the garage door limitation, there are other options available for addressing aesthetics and in some cases permitting large garages or a greater number of garage door accessed parking stalls. Communities that choose to regulate garages usually do so with the intent of keeping the garage visually subordinate to the rest of the residence. This is accomplished through the adoption of design standards. The current limit of 27 feet of garage doors is one way of setting such a standard. More commonly, a garage limit is expressed in the terms of the number of garage doors than width of garage doors.

Many communities also rely on more specific design standards for addressing aesthetics, such as: 1) placement of the garage on the lot and/ and its visibility from the street; and/or 2) percentage of the front façade that can be occupied by a front-loaded garage. Such restrictions are not foreign to the City of Ames, as the City has adopted more stringent standards related to the *placement* of garages in Somerset and in the Single Family Conservation Overlay. Specifically, the Somerset regulations require that the garage be no closer to the street than the rest of the façade. Regulations for the Single Family Conservation Overlay (which is the area between Grand and Duff Avenues, and 7th and 11th Streets) require that the garage be set back at least 18 feet from the rest of the façade.

OPTIONS:

Option 1- Maintain the current 27-foot of cumulative garge door width standard.

The basis of the total 27-foot width standard is 9-foot individual garage doors, which is the industry standard for typical single-family construction. The existing code is workable for most residential properties and compliance is easy to determine and enforce. Utility roll up doors of less than eight feet would continue to be exempt from the calculation.

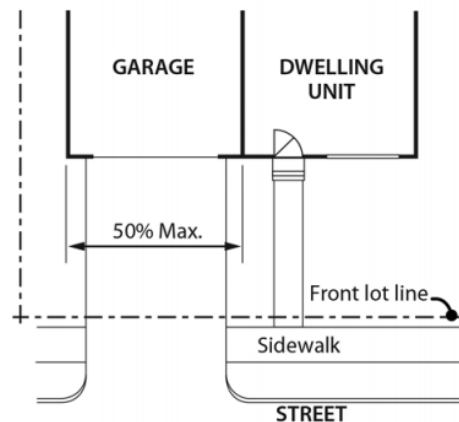
Option 2- Increase the cumulative dimensional standard from 27-feet to 30-feet.

If the Council believes that wider doors would be acceptable without negatively affecting the aesthetics of homes, the code could be amended to change the dimensional standard for slightly larger door allowances. An allowance for wider doors would allow more ease in entering and exiting of garages and would better accommodate larger, wider vehicles. However, larger doors would also increase the visual dominance of the garage when doors are visible from the street. Increasing the total to 30 feet would not permit garages with four garage doors, it would only allow for wider three garage door designs. Compliance would be easy to determine and enforce. This option would not allow for additional garage areas that are not visible from the street.

Option 3- Create an exemption to the 27-foot maximum cumulative width, whereby garage doors which are not parallel to the street and viewable from the street are allowed to exceed the existing maximum dimension.

This option retains the existing requirement, while allowing some flexibility for larger sites that utilize alternative configurations. It would solve the issue of detached garages behind the primary structure or other issues where the garage is not visible from the street. It would also give relief to side-loading garages where garage doors do not face the street. This allowance would likely lead to larger total garage sizes and potentially to four and five car garage door designs which could be visually dominating. Within this option the City could define an allowance for additional width and limit the total garage size to address overall size when attached to or in front of a home. Working through the details on this option may take some additional time to review the effects of garage layouts on typical lots in the City.

Option 4- Remove the 27-foot maximum cumulative width restriction and instead create a maximum percentage of the front façade that can be occupied with garage doors. Generally, communities that put a percentage restriction in place, limit the maximum percentage of the garage doors to 40 or 50 percent of the main floor length of the front façade. Setback of garage faces could also be included in this option. Side-loaded garages, rear-loaded garages, or garages located in rear yards not visible from the street would be exempt from any restriction on garage door width unless Council desires to provide guidance on the extent of the exception.



The visual impact of garages is more an issue of garage placement and/or percentage of the residence's street façade, rather than the width of the garage doors. This option restricts the percentage of the garage along the street frontage, while allowing additional garage elsewhere. It has the greatest potential of reducing the visual dominance of garages on the street facing façade, but would also be a major change from the current code and involve outreach to builders in the community on their opinion on the change. It would solve the issue of detached garages behind the primary structure or other issues where the garage is not visible from the street, and it would also give relief to side-loading garages where garage doors do not face the street. This option would require more time in building permit plan check to verify consistency with the percentage limitations. Given that this option is a major deviation from what is currently in place, outreach to home builders would be desirable as part of the process.

STAFF COMMENTS:

The current standard, although inflexible, does meet the typical homeowner's needs and based upon the industry standard for parking stall widths. In the event City Council has an interest in modifying the standard, City Council could choose an option that allows some flexibility in configuring a garage as described above. **If City Council is interested in additional research and outreach on new standards it should consider the priority of this text amendment request with other Council priorities for the Planning Division Work Plan and provide direction on the timing of undertaking this task. A text amendment limited to dimensional standards changes likely would not be considered a major issue and could be accommodated over the next few months.**

Attachment 'A' Email Request & PowerPoint

To: bobanncamp@aol.com, gartinforames@gmail.com, bronwynforames@gmail.com, gloriabetcherward1@gmail.com, nelson.ames@outlook.com, pforazem@gmail.com, amber.corrieri@gmail.com

From: Shelby Chamberlain Ebel <shelby.ebel@gmail.com>

Date: 08/24/2017 09:56PM

Cc: Kelly Diekmann <kdiekmann@city.ames.ia.us>

Subject: City of Ames Zoning Board of Adjustment- Variance Applications

(See attached file: Garage_Door_Zoning_Ordinance.pdf)

Mayor Campbell and Councilmembers-

I have been on the Zoning Board of Adjustment for nearly five years now and am currently serving my 3rd term as Chair of the ZBA. In that time, I hope that I have helped Ames develop in a desirable manner and that I have helped the people of Ames with their various development/use requests. It hasn't always been easy and sometimes I've had to tell people "no" for things when I really wish I could have told them "yes" which is what brings me to writing to you now. The ZBA has had two requests in the last year or so for variances from the 27' garage door restriction for single family homes. In each case, common sense would absolutely tell you that their requests were fine and should be allowed. However, variances have high standards that are hard to meet and the findings could not be made so the requests were accordingly denied. I've attached a pdf of a PowerPoint file that I created with some more information on the two requests, how the requirement doesn't fit well for many properties, and how I would propose the limitation on garage doors to be written.

In my professional life, I was a city planner in Fresno, CA for 7+ years and work as a planner now with the Iowa Department of Transportation. I have my AICP certification from the American Planning Association. I'm also working part time on a masters in city and regional planning at ISU. I have a lot of interest and experience in planning and I understand that a restriction on garage doors is not a big deal in the scheme things. I totally get that and can't believe that in all this time, this is what I'm writing to you for. But there have been the two instances now which really just don't sit right with me and I felt that need to speak up. I would ask each of you to please take a look at this issue and consider making a change.

Thank you so much for your time,
Shelby Ebel

Attachments:

Garage_Door_Zoning_Ordinance.pdf

GARAGE DOOR REQUIREMENTS

In Single Family Residential Areas

Current Zoning Ordinance

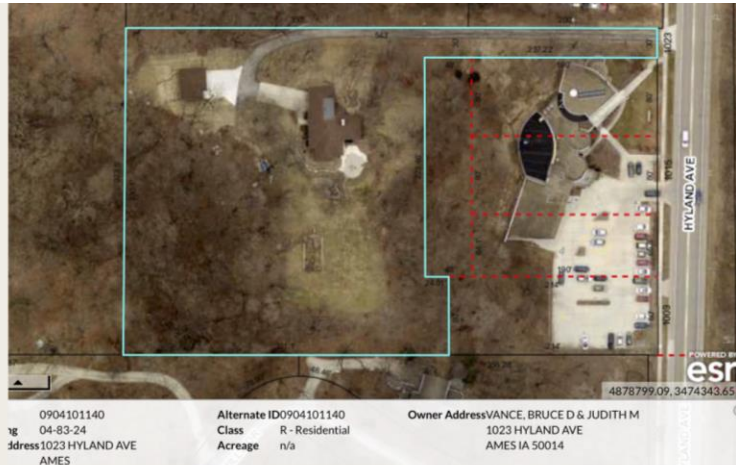
- Chapter 29, Section 29.408(7)(iii)(c) states that “[i]n any Agricultural or Residential district the cumulative garage door width shall not exceed twenty-seven (27) feet for a Single Family Dwelling or eighteen (18) feet per dwelling unit for a Two Family Dwelling.”
- According to staff’s presentation at the Zoning Board of Adjustment meeting last night, this standards was established mainly for aesthetic reasons and to ensure that the garage is clearly the accessory use and secondary to the residential structure/use
- And yet, townhouses like the ones below are allowed and constructed all over town which do not meet either of the goals that are imposed on single family residences



Variations at the ZBA

- There have been two requests at the ZBA in the last year or so for relief from this requirement. The properties are located at 1023 Hyland Avenue and 1602 Ada Hayden Road.
- Both requests were denied because they did not meet the findings to grant the variance. One of the findings for a variance says that there must be a hardship- or basically without approval of the variance, there is no way you can do anything with your property. It is a difficult standard to meet for any request and is unlikely (probably even impossible) to be met for a change to the garage door development standard.
- The restriction, when applied to these two situations, makes no sense. The standard is poorly written and results in an unfair restriction on homeowners.

1023 Hyland



- Property is a flag lot with the residence obscured from view from street (Hyland)
- There is an existing single family residence with an attached two-car garage. In 2016, the property owners were requesting approval of a variance to construct a detached garage at the rear of the lot, with a garage door that would exceed allowed linear feet
- Approval of the variance would not have conflicted with the goals of garage being the accessory use and no one besides the property owners would see the garage door so aesthetic goals are also met
- Detached garage was built (as you can see above) but with smaller door than what owners wanted

1602 Ada Hayden Road



New home under construction at the subject location

- Request at ZBA meeting on 8/23/17 for 3 garage doors, each 10' wide, to accommodate larger vehicles that the owners often drive
- Two of the garage stalls are side loading and are difficult to see from street view
- Approval of the variance would have still met the aesthetic goals of the zoning ordinance as well as being the secondary use to the residence. Looking at the plans above and using common sense, there is nothing objectionable about it.
- But the findings of a variance are incredibly difficult to make and the request was denied

Where the Requirement Goes Wrong

- This requirement does not fit well in the following instances, with regard to single family residences:
 - *corner lots,*
 - *side load garage,*
 - *large homes,*
 - *flag lots (or other lots where view from street is blocked/obscured), and*
 - *detached garages located behind the dwelling*

A Text Amendment Is Needed

- Language in Zoning Ordinance needs to be amended so that the restrictions apply only to the exterior elevation that is parallel to and viewable from the street and total feet of garage doors should be a percentage of the elevation because 27 feet of garage doors is a lot for some houses but not so much for others
 - *This would solve issue with detached garages behind the primary structure or other instances where it is not visible from the street*
 - *Furthermore, it would also give relief for side loading garages where garage doors do not face the street*

Parking Requirements, Generally Speaking, Need Help

- The standard width for a parking stall is 9 feet, for parking lots, ramps, etc., and I assume that is how the 27' standard (a multiple of 9) for garage doors was developed.
- Many of the larger vehicles on the road today are nearly 9 feet wide which leaves no room to exit or enter the vehicle. Many people in Iowa drive large trucks and SUVs and that is unlikely to change.
- I think many people would prefer a 10' garage door or parking stall and would encourage the Council to look at that issue as well. On a personal note, my husband drove a Chevy Silverado crew cab truck for two years but ended up trading it in for something smaller simply because it was such a pain to park. And he has a CDL and knows how to drive and park a large vehicle.

COUNCIL ACTION FORM

SUBJECT: **AUBURN TRAIL ANNEXATION**

BACKGROUND:

The City of Ames received an annexation petition in late 2016 from Hunziker Land Development, LLC, representing a 68.19-acre parcel owned by Erben and Margaret Hunziker Apartments, LLC. The property has an address of 4605 Hyde Avenue, lying on the west side of Hyde Avenue immediately north of Bloomington Heights and south of Rose Prairie. (Attachment A) The owner refers to it as Auburn Trail. The proposed annexation is for one property and is a 100% voluntary annexation request.

The City first considered annexation options for properties along Hyde Avenue in December 2016. Initially, the City Council directed staff to include several non-consenting owners in order to create more uniform boundaries. Since the City's long-range growth patterns anticipate annexation of the North Allowable Growth Area, the City Council thought it responsible to include the non-consenting owners in order to create those more uniform boundaries now as well as in the future. These more uniform boundaries result in the more efficient delivery of services for the City, County, and Township. The City Council approved that annexation on April 25, 2017 with Resolution Number 17-253.

Following a public hearing of the City Development Board, the Board denied the annexation after concluding that the inclusion of the non-consenting owners did not create more uniform boundaries.

At the applicant's request of November 14, 2017, the City Council directed that the initial request of annexation be placed on the agenda for action. Since the public hearing was previously held on the annexation, no further notification is required, although staff did send a courtesy notice to those homeowners along Hyde Avenue.

The proposed annexation territory is designated Urban Residential in the Ames Urban Fringe Plan. These designations allow for the annexation and development of the land. An excerpt from the Urban Fringe Plan is found in Attachment B.

The territory is also designated as part of the Allowable North Growth Area. This Land Use Policy Plan designation is intended to identify the residential areas of the City needed to accommodate the future population growth of Ames. An excerpt from the LUPP is found in Attachment C.

This annexation includes no non-consenting owners and lies farther than two miles from any other city and, therefore, no review or action by the City Development Board is needed if the City approves annexation.

The December 13, 2016, staff report outlined three annexation options for the area that included different combinations of 80/20 non-consenting annexations and a 100% voluntary annexation. It was noted then (and remains true today) that if only the Auburn Trail property were annexed as requested, it would require the consenting annexation of the Ames Golf and Country Club (AGCC), the Borgmeyer property, and several smaller parcels to overcome the non-consenting owners' 56 acres. If the City Council chooses to approve the requested annexation, it is unlikely that any further annexations can occur east of George Washington Carver Avenue unless and until the lands of The Irons Subdivision, The Ames Golf and Country Club, and the Borgmeyer property all seek consenting annexation concurrently.

Another option in that 2016 staff report was to defer the annexation of the Auburn Trail property and wait to include it with The Irons and Ames Golf and Country Club (Borgmeyer wasn't needed under this scenario) as an 80/20 annexation to include the remaining properties along Hyde. The City has an agreement with the Irons and AGCC to seek annexation when the City requests them to participate. City Council could direct staff to pursue this option in 2017 as a new 80/20 annexation application. However, since that 2016 report, Friedrich Properties has positioned property it owns along GW Carver and Cameron School Road for future annexation and its annexation could be complicated partially by annexing the AGCC and The Irons without the Borgmeyer property. If the Friedrich property is ultimately annexed (as seems likely with the recent AUF amendments), this option could not be implemented as it would create an island (the Borgmeyer property) surrounded by the City and a 50-foot sliver would be needed to maintain a connection to the County for the Borgmeyer property.

ALTERNATIVES:

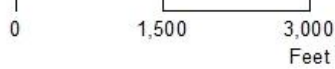
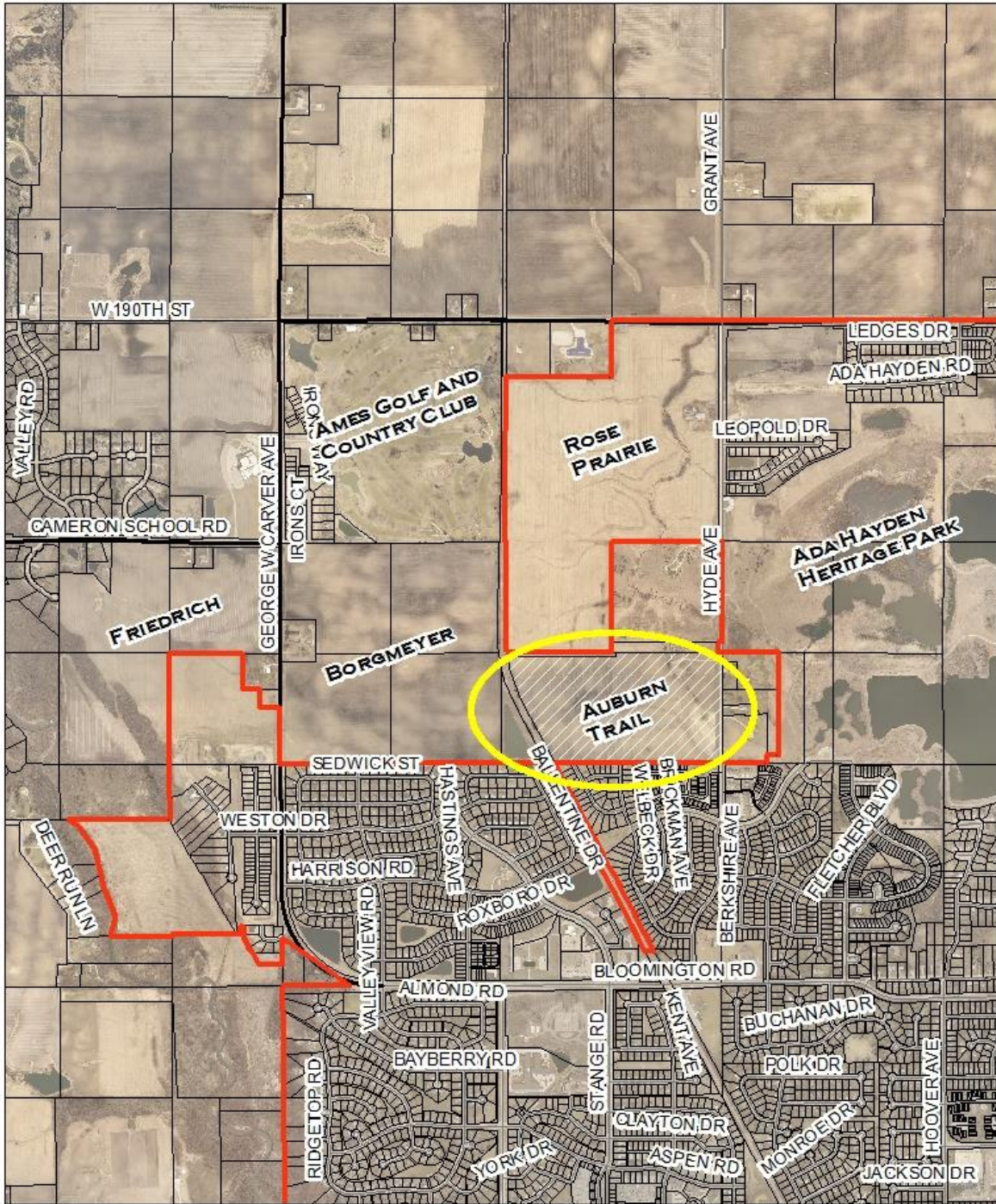
1. The City Council can approve the annexation of 68.19 acres of land owned by Erben and Margaret Hunziker Apartments, LLC, and legally described as Outlot Z of Cochrane Farm Subdivision. This is a 100 percent consenting annexation.
2. The City Council can deny the annexation.

CITY MANAGER'S RECOMMENDATION:


Since the LUPP and Urban Fringe Plan were amended, the policy of the City has been to annex and allow development in the North Growth Area. Recent annexations in this area include the Rose Prairie, Quarry Estates, and Hayden's Crossing. This Auburn Trail development is the last significant development parcel along Hyde Avenue and was made possible because of the east/west corridor that has been set aside along the north boundary of the site. If Auburn Trail proceeds now as a 100% voluntary annexation, in the future it will take a voluntary annexation comprising Borgmeyer, AGCC, and The Irons to create the necessary uniform boundaries along Hyde Avenue.

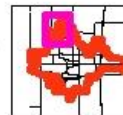
Therefore, it is the recommendation of the City Manager that the City Council support Alternative #1 thereby approving the annexation of 68.19 acres of 100 percent consenting land as shown on Attachment 1.

ATTACHMENT 1: PROPOSED ANNEXATION TERRITORY

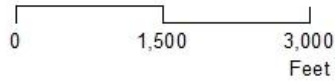
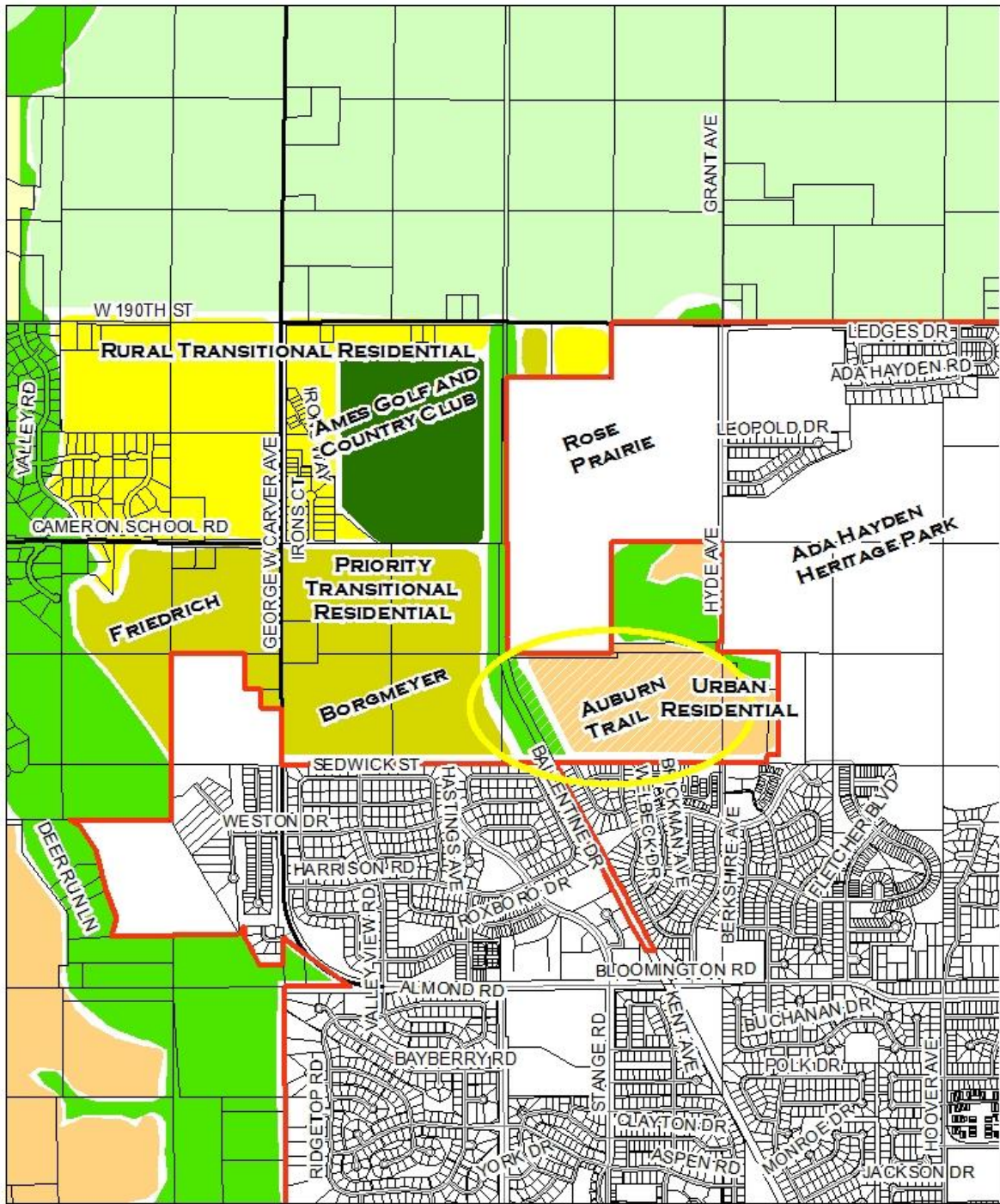


Legend


 Ames City Limits

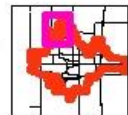


ATTACHMENT 2: AMES FUTURE LAND USE MAP [AUF EXCERPT]

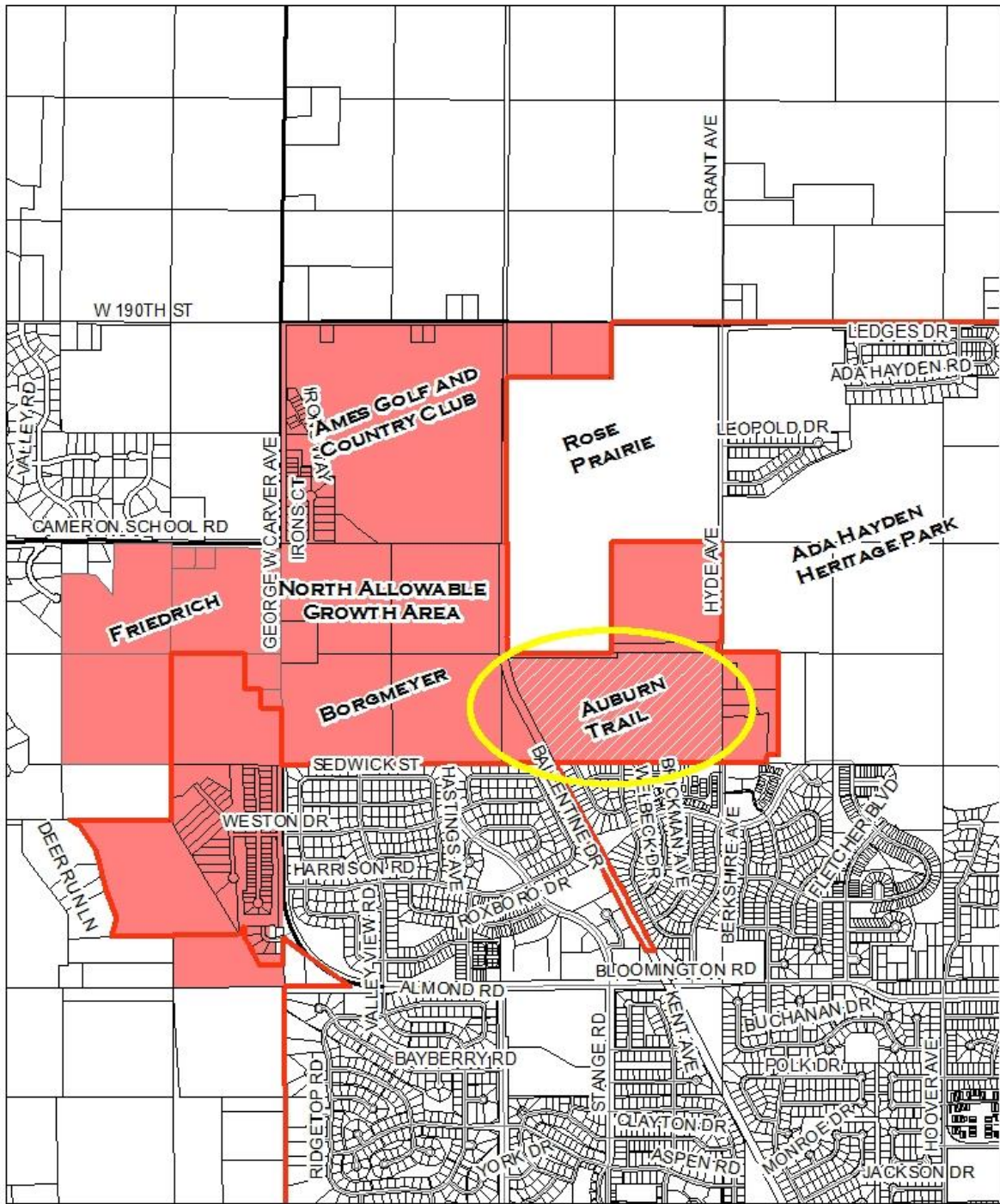


Legend

 Ames City Limits




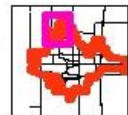
ATTACHMENT 3: AMES ALLOWABLE GROWTH AREAS [LUPP EXCERPT]



0 1,500 3,000
Feet

Legend

 Ames City Limits



Staff Report

EVENT NOTIFICATION IN DOWNTOWN AND CAMPUSTOWN

December 12, 2017

BACKGROUND:

At the April 25, 2017, City Council meeting, the Council requested to place on a future agenda a discussion regarding the process for organizers of events in Campustown and Downtown to notify affected neighbors.

The current special event process requires the organizer of an event that occurs even partially on City property to submit a Special Event Application at least 30 days prior to the event and to obtain approval from the City's Special Event Committee should the event occurs (even partially) on City property (streets, sidewalks, parking lots, parks, etc.). Some events may be approved administratively by City staff. Events that require the closure of arterial streets, metered parking, or CyRide routes typically come before the City Council for approval. It should be noted that City staff will typically work with an event organizer even if the application is filed with less than 30-day notice, so long as City staff could arrange a review meeting and put approvals before the City Council before the event. Holding event organizers to a firm 30-day requirement would result in many significant events in the community not taking place.

In 2014, the City Council requested a staff report regarding options to ensure affected properties are notified about special events. City staff provided a report on September 9, 2014, outlining how other cities approach this issue and providing options for the City Council to consider. The City Council considered options including requiring event organizers to: 1) Submit a written notification plan to the City prior to event approval, 2) Obtain approval signatures from affected parties, 3) Mail notifications to affected parties, or 4) Post temporary signage throughout the affected area. **The City Council chose to require that event organizers prepare a notification plan as part of their application. City staff would review that plan and recommend additional measures for any notification plans it deemed insufficient.**

Since that time, event organizers have been asked to describe their efforts or plans to communicate the details of their event to affected residents and businesses. On the Special Event Application form, organizers are given several options to consider. These options and an assessment of how frequently they are utilized are below:

Option	% of Events
Place signs in the affected area prior to the event	24%
Go door-to-door with event information	22%
Present the event to officially recognized community groups that represent the affected area (e.g., MSCD, CAA, neighborhood associations, etc.)	22%
Distribute event details to affected neighbors via email	11%
Obtain approval signatures from affected residents and business owners	7%
Other (describe):	7%
Mail notices to affected residents and businesses	6%

Other forms of notification organizers described included phone calls to affect parties, social media, and newspaper announcements.

Based on the comments raised at City Council meetings regarding event notification since this 2014 discussion, it is common for City staff to advise event organizers to follow the following process:

1. Submit special event application well in advance of the event. Participate in Special Event meeting with City staff.
2. Notify affected property owners, renters, and establishments of the proposed event and the date and time the City Council will discuss the event. Do not yet advertise the event.
3. Receive City Council approval for the event.
4. Begin advertising the event to the public.

Staff has noted that not all event organizers wait to receive approval prior to preparing advertisements for the event. Further, City staff has only been providing guidance to follow this process based upon the general discussion by the City Council; the Council, as a body, has not provided firm direction regarding how staff should handle advertising prior to an event being approved. City staff could require stricter adherence to these application and procedural requirements, but it would likely result in a variety of events being denied.

SUMMARY OF COMPLAINTS:

Complaints to the City regarding special events are rare. When written complaints are received, City staff forwards the complaint to the organizers and keeps the complaint on file for planning future iterations of that event. Staff strives to communicate verbal complaints as well. So far in 2017, eight complaints have been recorded.

Year	Event Applications	Complaints Recorded
2014	40	3
2015	44	1
2016	39	1
2017	45 (YTD)	8

Following the City Council discussion regarding this topic in April, City staff received an email from the Main Street Cultural District (MSCD) proposing that a petition be required for proposed events and that signatures of support be obtained, as opposed to acknowledgement of notification (Letter attached). In November, MSCD approved a policy outlining the notification steps an event organizer must follow if it intends to obtain a letter of support from MSCD. Event organizers are asked to meet with MSCD at least three months in advance of the event. MSCD will provide a contact list of those who may be affected by the event, and the organizers may then consult with the affected individuals to notify them and gauge support.

MSCD will not provide a letter of support for an event unless more than 50% of the affected businesses and residents express support for the event. **It should be noted that support from MSCD or CAA is weighed by City staff as one component of a successful outreach process, but ultimately it is City Council (or City staff, if appropriate) who determines if an event may proceed on City property.**

NOTIFICATION REQUIREMENTS IN OTHER COMMUNITIES:

City	Notification Requirements
Ankeny	Street closures require approval signatures from all property owners within the closed area. The City Clerk’s Office verifies the signatures.
Cedar Rapids	Written notification, a minimum of 48 hours before the event, to all affected property owners. Written notification includes the event route, date, start and finish times, and the applicant’s contact information.
Council Bluffs	Organizers mail or hand deliver a flyer/letter. Block parties require signatures indicating 100% approval.
Des Moines	A petition indicating approval/disapproval of the street closure must be signed by all-business/residents for street closures lasting more than one hour. The petition must be approved by 60% of affected businesses/residences. Applications with petitions containing less than 60% support are referred to City Council for consideration.
Dubuque	The City recommends that the organizer notifies the affected neighbors. At the City’s choice, the applicant may be required to obtain signatures of approval from 75% of adjacent business and property owners.
West Des Moines	60% of residents in a residential area must sign off and approve the event in a residential area. Events in Valley Junction must receive 75% approval from businesses. For very large events such as the triathlons, the City sends notices and charges the event organizers for the postage.
Sioux City	No written standard; however, if an event is in an area where it is known that residents or business owners have expressed concerns in the past, the event coordinator is required to develop a flyer to provide to the property owner and to provide the City with written notification from property owners supporting/denying the event.

Iowa City	Applicants must notify affected property owners.
Davenport	Organizers submit a copy of notices along with a listing of properties to whom the notice was delivered prior to approval of the special event.

NEXT STEPS:

If the City Council wishes to adopt specific event notification requirements for events in Downtown and Campustown, City staff offers the following questions to guide the Council’s decision making:

1. **Is the intent to inform affected neighbors of an event, or give them an opportunity to indicate their support (or lack thereof) for the event?**
 The Special Events webpage has a petition form that can be used by event organizers. It currently only indicates that the person signing has been informed. It does not ask for support or opposition. If the expectation is for affected neighbors to indicate support, what threshold of support needs to be shown? Examples of requirements in other communities include thresholds such as 60%, 75%, or 100% in limited circumstances.
2. **Who is considered an “affected neighbor?”**
 The Council could decide that those whose street frontage will be closed counts as affected. In some instances, a race route closes a circuit of streets, where access is controlled to the middle of the race route by volunteers. Should those in the middle of the route also be approached with a petition? Does the affected area include neighbors outside the confines of the closed streets to some extent?
3. **Are there minimum notification requirements the City Council believes all events in Downtown and Campustown should meet?**
 These could include the use of flyers, signature petitions, mailers, etc.
4. **What does the City Council believe should happen with events that do not meet the City Council’s expectations regarding the notification process? Should such events not be approved?**
 City staff estimates about 50% of the approved events in Ames are consistently organized by the same individuals; those organizers could easily be informed of any change in requirements easily. The remaining events are organized by committees and students groups that change who is responsible each year. Strictly applied notification requirements may be difficult for these groups to comply with.
5. **Does the City Council wish to see changes to notification requirements for all special events? Is the City Council comfortable having criteria for Downtown/Campustown events that are different from events that do not take place in Downtown/Campustown?**

Events held in the Downtown and Campustown area tend to be compact; events held in other areas of the City tend to be spread out, such as road races. Having two different notification procedures has the potential to be more confusing to applicants. However, a notification standard involving obtaining signatures from all affected residents and businesses in a business district would be much easier to achieve than obtaining signatures from all affected residents and businesses along a road race route, where hundreds to thousands of properties may be affected.



Downtown Events

Cindy Hicks

to:

bphillips@city.ames.ia.us, Heidi Petersen

04/27/2017 12:00 PM

Cc:

'Gloria J Betcher', Paul Livingston

Hide Details

From: Cindy Hicks <director@AmesDowntown.org>

To: "bphillips@city.ames.ia.us" <bphillips@city.ames.ia.us>, Heidi Petersen <hpetersen@city.ames.ia.us>

Cc: 'Gloria J Betcher' <gloriabetcherward1@gmail.com>, Paul Livingston <paul@hunziker.com>

Greetings Brian and Heidi,

I would like to propose a change to the process organizations follow to hold special events in downtown Ames. Currently MSCD directs those who want to organize an event (mainly those involving street closures) to use the petition form provided on the City website. I have included our entire process below. However, that petition just shows a business/resident has been notified of the event. The MSCD would like to see it changed to reflect support of the proposed event. I believe this is in line with what I heard from city council members on Tuesday evening as well. With the Velo race many downtown businesses expressed support for the event directly to me. Other than one, those who did not support the event never talked to me at all – even though I was in many of their shops last week. Only three of them indicated to the organizers of the race they did not support the event. While the letter of support was approved in February by the MSCD board – I did not give it to the organizers of Velo until the Wednesday - after they had talked to downtown business owners – and I had received numerous incidents of positive feedback from downtown businesses. I believe changing the petition so we the city and the MSCD are asking for the same thing would be very helpful and eliminate confusion. I understand this has never been an issue before this year. It is the belief of the MSCD, that by allowing outside organizations to produce events downtown we are adding to the diversity of what the heart of our community has to offer. We are also fulfilling the vision of the MSCD, which you can read below is to promote the district as a destination. It is my hope going forward, that streamlining our process for approval and the MSCD method of communicating the process to downtown businesses, we will eliminate the issues we are currently having. Thank you very much for your consideration of this request.

Planning an event in downtown Ames

1. Determine a day and place to hold your event.
2. Notify all businesses/residents in the area and have them sign the affected business/resident signature sheet. You can find this at: <http://www.cityofames.org/government/departments-divisions-a-h/city-clerk/licenses-and-permits/special-events>
3. Present a copy of the signature sheet to the Main Street Cultural District (MSCD) Executive Director.
Note: *If you are closing a street for your event a majority of businesses should support the event. If you hold your event on a Sunday, or in the evening, many businesses are closed.*
4. Executive Director will present the event to the MSCD board and ask them to support it. If they agree, a letter of support will be written and submitted to the City of Ames.
5. Complete City Special Event application which can be found at: <http://www.cityofames.org/government/departments-divisions-a-h/city-clerk/licenses-and-permits/special-events>
6. The city will set up a meeting between you and city staff to go over the logistics of your event. The purpose of this meeting is for you to make any adjustments necessary in order to get your event approved by city council.

7. City staff will refer your event application to city council and a day will be set for it to be on the agenda. The special events are almost always in the consent agenda section. You should have a representative present just in case council has any questions. This doesn't happen often, but it does happen.

Cindy Hicks

Executive Director



Office: 515-233-3472

Cell: 316-871-0837

www.amesdowntown.org

"Our mission here at Main Street Cultural District, is to advance and promote downtown as the destination District in the heart of the Ames community."

MSCD is an affiliate organization of the Ames Chamber of Commerce.

Staff Report

WELCH AVENUE BICYCLE/PEDESTRIAN PILOT PROJECT

December 12, 2017

BACKGROUND:

In 2014, the City Council directed staff to identify methods to reduce pedestrian/bicycle and bicycle/car collisions in the area near Welch Avenue and Lincoln Way. City staff, Campustown Action Association (CAA), and students from Iowa State identified alternatives to address these issues.

On May 24, 2016, City Council directed staff to implement a pilot project along the 100 and 200 blocks of Welch Avenue that would remove eight parking spaces in the 100 block and six in the 200 block. The project used concrete planters to close off the parking. Street furniture and bike racks were installed in the newly defined area. The goal was to create a safer environment for pedestrians and bicyclists while creating a usable pedestrian space for the district. The project has been in place since June 2016 with seasonal changes during the winter months that removed the street furniture but left bike racks and the planters in place.

OUTREACH:

The City tried several ways to receive feedback on this project. Feedback was specifically sought from people who may use the space. To try to reach users, the City installed sidewalk stickers with a hashtag. People could then post pictures or feedback with the hashtag in social media and we could find those comments. Unfortunately, only a handful of comments were received by this method.

Business owner feedback was collected separately. The City did traditional outreach such as notifying businesses of the installation, sending a letter requesting feedback, sending notices with utility bills asking for comment, and posting a video to Facebook.

FEEDBACK:

Emails

The City received feedback on the project through emails based on the outreach activities. The feedback indicated that there is not consensus regarding the project. Most of the comments that did not support the project were related to the reduction in parking in Campustown. Also mentioned were the condition and look of the planters, increased trash in the planters, and furniture not being used regularly.

Supportive comments mentioned feeling that the area was safer for bicyclists. Other comments noted that it was more pedestrian friendly, improved outdoor dining, and the availability of the bike racks installed with the project.

Campustown Action Association (CAA)

CAA indicated it received mixed feedback from its members. Some felt that the loss of parking was an issue, while others believed the benefits of outdoor seating and greenery outweighed the loss of parking. CAA felt the bicycle parking was used frequently and that the seating was used daily. It did receive feedback that patrons did not like the curb and would prefer a flat surface. Overall, CAA is supportive of efforts to improve safety for all modes of transportation and beautification of the area through greenery. CAA's full comments are attached for review.

ISU Student Government

Formal feedback from the ISU Student Government regarding this project has not been received. However, the City Council may recall that this topic was discussed during the October 2016 joint City Council-ISU Student Government meeting. Several members of the Student Government Senate provided feedback in support of the pilot project, noting they had received feedback from other students that the planters made them feel safer when walking or bicycling on Welch Avenue

Ames Bicycle Coalition

The Ames Bicycle Coalition (ABC) provided feedback that promoting bicycling and walking in Campustown should be a high priority. It feels the actions taken do promote the walkability and bikeability of this neighborhood and that the pilot project does make bicycling safer since bicycling is prohibited on the sidewalk in this area. ABC also appreciates the bicycle racks that were installed with the project. ABC's full comments are attached for review.

STAFF OBSERVATIONS:

The City placed cameras to observe the frequency of use of the space shortly after the installation in October 2016 and again in June 2017. The cameras focused on the 100 block of Welch Ave. The pictures in October showed that the tables and benches were not used much during the day, but saw an increase during the nighttime hours. In October, Arcadia Café was still under construction. In the June pictures there was infrequent use of the tables and benches throughout the time period with a slight increase during the nighttime hours. It should be noted that based on pictures and observational data the bike racks by CVS were used frequently throughout.

Staff from Police and Fire were also asked for input on the project. The feedback from Police was that it appeared to reduce some issues that the parked cars presented in the past (pedestrians crossing the road could be seen more easily and traffic moved more freely). However, the increased space for pedestrians to congregate can cause groups of pedestrians to move past the planters and into the roadway during busy times such as at bar close. The Fire Department observed that there have been issues with

delivery trucks now parking in the street. Some of the plantings have affected their visibility of pedestrians. City staff has adjusted the location of several planters to attempt to mitigate this issue. Both departments stated that there is an issue with taxis and rideshare services blocking the street and fire station driveway during busy times. Police is aware of this situation and is working on potential solutions.

NEXT STEPS:

This project was intended to be easily reversible if the City Council felt that it was unsuccessful and that the streetscape needed to be restored to its original configuration. Therefore, the materials purchased for the project (concrete planters and street furniture) can be re-used elsewhere in the City at the conclusion of the project.

As requested, staff has brought back feedback and observations of the pilot project. Staff is now seeking direction for the project. There are several options that City Council could consider.

Option 1. Leave the planters, bike racks, and street furniture in place until Welch Avenue is reconstructed in both the 100 and 200 blocks of Welch Avenue. A portion of Welch Avenue is currently programmed for reconstruction in the FY 2019/20 Capital Improvements Plan. The design process for this reconstruction project could include developing alternatives for permanent changes to the streetscape based on the observations from this pilot project.

Option 2. Adjust the scale of the project. The City Council could choose to only leave the planters in certain areas of the project. For example, City staff's observations of the project indicate that the bike rack plaza at the north end of the project is regularly utilized. The City Council could direct City staff to restore parking to other areas of the project and leave only this protected bike rack section in place. The planters and street furniture from other areas of the project would be relocated to appropriate locations elsewhere on City property.

Option 3. Remove all planters, street furniture, and bicycle racks. Restore parking to pre-existing conditions. Through this option, City staff would remove the planters and all street furniture and distribute them to appropriate locations elsewhere on City property. City staff would strive to install parking meters, signage, and pavement markings prior to the winter plowing season.

From: Portobello Road <portobelofashion@gmail.com>
To: cmellies@city.ames.ia.us

Date: Tuesday, October 25, 2016 04:11PM
Subject: Campustown Planter Project

History: [↩ This message has been replied to.](#)

Hi Corey,

I am a business owner in Campustown. I've been able to observe the pilot project first hand as there have been planters placed, and parking removed, directly in front of my business.

Unfortunately, it seems as though the planters haven't been kept up with and it is starting to devalue the area in front of the building I am in. The plants are uprooted, seeming as though the job hadn't been finished when they were placed in each one.

I've attached pictures so you can see. With money have been spent on the project, it makes sense that we would at least want it to look nice. If plants aren't buried when they are placed in each planter, they aren't able to root and in return die. Now there are just planters filled with dead plants, yikes! I thought you might appreciate a heads up with Homecoming happening this weekend. The team may want to make sure they look their best with all the alumni in town...and from here on out. If we can't keep up with the project, maybe it's time to move forward with parking again.

Thanks for your help with the project!















Talia Jensen

Owner
Portobello Road
PortobelloRoadblog.com

Attachments:


image1.JPG

image2.JPG

image3.JPG

From: Portobello Road <portobellofashion@gmail.com>
To: Corey Mellies <cmellies@city.ames.ia.us>

Date: Monday, December 19, 2016 01:51PM
Subject: Planters

History:  This message has been replied to and forwarded.

Hi Corey,

I hope you are having a great holiday season. Unfortunately, things in Campustown haven't been quite so great.

First: When will someone be around to clean out the planter area of the snow? People are unable to enjoy them at the moment with the snow and mush making the area look pretty dirty and uninviting. (Wasn't this the purpose of putting the planters in)

Second: The poor/lack of upkeep is devaluing the area in front of my business. I am willing to continue to give the planters a try but they sure aren't adding any value at the moment. The plants are dead in the planters, they now hold vomit and trash.

Third: With the cold weather and Christmas shoppers, complaining about the lack of parking has only increased. I'm at a loss for what to tell people other than, "CVS has been very kind to not tow too quickly." This shouldn't be CVS's responsibility, and customers shouldn't have to fight over parking in an area that is supposed to welcome visitors. This is even more disheartening as a visit Main Street and see their Free lot on the south side of the street with plenty of inviting spaces, even worse over small business Saturday when they had FREE METERED PARKING. It seems like we are really getting the shaft here in Campustown. As college attendance increases every semester it doesn't make sense for there to be less and less parking.

Thank you for listening to my complaints. Business has decreased greatly without spaces available for people to just pop in and make a quick purchase.

Merry Christmas,

Talia Jensen

Owner

Portobello Road

PortobelloRoadblog.com

From: Tim Hoekstra <hoekstrat2@gmail.com>
To: cmellies@city.ames.ia.us

Date: Thursday, June 15, 2017 07:02PM
Subject: campustown streetscape suggestion

Hi, as a Welch Ave. resident I believe the addition of tables and planters at the Welch & Hunt intersection in front of Trio/Blue Owl Bar would improve safety. Whenever a large vehicle parks in one or both of the parking spaces closest to the intersection it creates an unsafe blind spot for drivers on Hunt. They can't see southbound traffic on Welch. Having seating and low-growing plants in the planters would improve sightlines and safety for both drivers and pedestrians.

Thank you for considering my suggestion.


If you have any questions feel free to contact me.

Have a great day!

Tim Hoekstra
503 Welch Ave.
292-8248

From: Charlie Case <cyclnz@gmail.com>
To: cmellies@city.ames.ia.us

Date: Friday, July 21, 2017 06:54PM
Subject: Welch Avenue Extended Sidewalk

History:  This message has been replied to.

Corey,

In the City of Ames Electric Services newsletter you invited comments on the extended sidewalk along Welsh Avenue. I am a resident of Cedar Rapids, but own a condo in west Ames and spend over 90 nights in Ames to attending sporting events. I generally don't keep much food stocked, so I eat out frequently. And I also shop at the Cyclone clothing stores. There are many good choices in campustown, but the lack of convenient parking makes it difficult to support these businesses.

The loss of parking close to stores is a move in the wrong direction. I would like to see more short term public parking, not less. The parking in downtown Ames is near ideal with the large lots behind the businesses. I realize that can't be replicated, but if there were any way to find more parking in proximity to the businesses campustown, it would be greatly appreciated by those that aren't within walking distance.

Charlie Case

From: Aspen Pflanz <pflanzaspen@gmail.com>
To: cmellies@city.ames.ia.us

Date: Monday, July 31, 2017 05:29PM
Subject: Thoughts on Welch Ave. Parking Removal

Hello Corey Mellies,

My name is Aspen Pflanz, and I am an undergraduate at Iowa State in History and Political Science. I moved to Ames in the Fall of 2014 and have lived here permanently since August 2015. I plan on sticking around at ISU after I graduate in December to earn a graduate degree in Community and Regional Planning and pursuing a career in historic preservation.

That being said, I've been keeping up-to-date and interested in what the City of Ames has been up to in regards to improving the city's walkability and traffic flow. When I first heard the news of removing parking on Welch Ave., I was against it. I assumed that even more congestion would build up along the street because cars would need to continuously circle the block until a space opened up. It also didn't make much sense to me for the City to replace parking along the street with outdoor seating since parking is useful year-round unlike outdoor seating that's only practical for warmer months.

However, the past few months completely changed my perspective. I've been reading a lot of existing literature about urban design and pedestrian friendly neighborhoods, which frequently argues that parking is a poison for walkable neighborhoods. Jeff Speck's *Walkable City: How Downtown Can Save America, One Step at a Time* has been especially influential in my new attitude towards city parking and transportation development. More specifically to Campustown, though, was my capstone history course research about the riots of ISU's past VEISHEA celebrations. I understand now that the urban layout of Campustown actually *did* contribute to the VEISHEA disturbances. I also ride my bike quite a bit around Ames, so creating more biker-friendly roads makes me a whole lot happier. I don't have to worry about as much traffic along Welch now that cars aren't trying to park on both sides of the road. When I go into the area for coffee or cookies now, I really appreciate the picnic tables!

Thus, I am a firm believer that the removal of parking spaces along Welch is a step in the right direction for making Campustown not only a safer place, but a more attractive space. There is a large parking ramp one block away from Welch that I have not used once during my years in Ames. The City needs to put parking in its place. Walkable neighborhoods need to focus on the pedestrians using the area for reasons other than parking. Encouraging pedestrians to "sit and smell the roses" with the new planters and picnic tables is on the right track to establishing a city less dependent on automobiles and more aware of their surroundings.

Thank you,

Aspen Pflanz

Sent from my iPad

From: elizabeth <ewentzel@gmail.com>
To: cmellies@city.ames.ia.us

Date: Monday, July 31, 2017 09:01AM
Subject: Welch Ave

Hello

I received your email contact via Ames Bicycle Coalition as a member. I am also a fellow in the IA Walking College, Healthiest IA Initiative.

I am aware the City began an experiment a year ago along the first block or so of Welch south from Lincoln by removing parking and installing some seating and planters and bike racks. I read this is now under review as to whether to continue that or not. I think the seating and bike racks are a huge plus to this area. I think this area of Welch would be a great ped mall. If we build for cars we get cars and parking. If we build for destinations we get people walking and biking. I think the reduced parking, tables, bike lanes and bike racks on Welch promote a healthier lifestyle, are good for businesses in the area and make campus-town a very pleasant destination. This is the way of the future for city design.

I urge you to continue to develop this area of Welch into a very bike and pedestrian friendly place.

Thank You,
Elizabeth Wentzel
1125 Marston Ave
Ames

From: "City of Ames,IA" <webnotification@cityofames.org>
To: "Mellies, Corey " <cmellies@city.ames.ia.us>

Date: Monday, July 31, 2017 01:12PM
Subject: Email contact from City of Ames, IA

Message submitted from the <City of Ames, IA > website.

Site Visitor Name: Schuyler Corson
Site Visitor Email: wayfarer4@yahoo.com

In response to a request by the Ames Bicycle Coalition, I would like to express my appreciation of the bicycle/human friendly section along Welch Avenue, and would like to see more of such design, particularly around downtown, as well as the bike paths around town. I, as a dedicated commuter cyclist, am happy with the efforts made for bicycle friendly places around town, and look to see more.

My thanks

From: "Haas, Barbara L [ENGL]" <yikes@iastate.edu>
To: "cmellies@city.ames.ia.us" <cmellies@city.ames.ia.us>

Date: Monday, July 31, 2017 01:13PM
Subject: Welch Ave pilot project

My thoughts:

disallow parking on the east side of Welch Ave but remove bump-outs, planters & cafe seating so as to create an actual bike lane and also widen the thoroughfare.

Unless the City can designate daily custodial tidying up, the planters aren't suited to the kind of block 100 Welch is. Too much of a magnet for trash & vandalism.

Thank you!

Barbara

From: Diane E Nelson <djessnelson@yahoo.com>
To: cmellies@city.ames.ia.us

Date: Wednesday, August 02, 2017 11:00AM
Subject: Welch Ave

We've enjoyed the plantings and encourage you to make them permanent... tho it will be a different ambience when the gas station replaces the post office location.

Another couple thoughts:

Maybe try annual grasses or something like bronze fennel for height instead of shrubs in the planters?

Maybe paint a "carpet/rug" to help further distinguish the area?

Thanks
Diane Nelson
503 Ash Ave

Sent from my iPad

From: "D & A Weber" <daleannepatweb@gmail.com>
To: cmellies@city.ames.ia.us

Date: Monday, August 07, 2017 11:47AM
Subject: Welch Ave Parking Issue

Mr Mellies,

The lack of parking on Welch Ave has made getting to stores/restaurants rather difficult. With only one side of the street available for parking and many other businesses needing parking for their customers. There were spots on the west side behind the businesses before the City approved all of the new apartment buildings near campus town. It's fine to use the new parking garage if you are going to be at one of the establishments for several hours. When you business only takes 5-15 minutes then parking that far away is rather inconvenient.

I need to frequent Copyworks on a regular basis for a volunteer job I do copying newsletters and other documents. I have used them for the last 13 years as they give me the best price and the customer service is great. This last year with the east side of the street not accessible for parking it has been very difficult to get in and out of the businesses quickly as parking spots are hard to find for 10-15 mins, especially during Sept.-April! I know that many elderly who use the services at Copyworks for personal items to be put together for family gatherings or postcards. I have seen first hand how difficult it is for them find parking that's not far away as walking is difficult, especially in winter weather.

On a safety point, I don't think this new design of the flower boxes on the east side has made a lot of change due to the students/local residents still bike on the main sidewalks. Maybe not having the extra parking during evening hours has helped with less party problems/riots. I have rarely seen anyone using the benches or picnic tables. The last part about safety is trying to pull out into the street from the east side by CVS or Indian Delights as you are trying to miss the pedestrians/bikers on the actual sidewalk and then the next section watch for those who might be crossing the road in that area before the street.

I think it would be a good idea to move the street lights off of the road as that would help create a few more parking spaces. Most street lights are on the sidewalk next to the roads. Open up the parking on the east side of Welch just north of CVS until it gets to Indian Delights. This way the roads can be cleared in the winter between the driveways easier through that section.

Parking has always been a problem but it has gotten worse with the addition of apartment buildings and those people will want to park on the street too. Plus many students don't really care if they parking tickets maybe parking tickets in the campus town area should be higher.

Please reconsider the current street design on Welch to open up more parking for the businesses and the community patrons who want to visit these locations along Welch Ave.

Sincerely,
Anne

From: JoAnn Kinart <joann.kinart@gmail.com>
To: cmellies@city.ames.ia.us

Date: Friday, August 18, 2017 01:07PM
Subject: Welch Avenue

Corey:

I am happy to see that the City is asking for comments on the Welch Avenue streetscape.

As a native of Ames I have been a customer of many of the businesses over the years. It has always been an issue to find a parking space, but it has become extremely difficult since the number of spaces has been reduced. The businesses on Welch Avenue are frequented by more than students who may be walking; there are those of us who drive and need a parking space. I don't believe that the businesses want to limit their customers just to the student population.

I visited one of the businesses on last week and asked if they were in favor of the reduction in parking spaces. The answer was "no." I would suggest that each of the businesses be visited asking for their input.

Thank you.

JoAnn Kinart
2823 Monroe
Ames, Iowa

From: Mark Heinrich <runmarkrun.heinrich@gmail.com>
To: Cmellics@city.ames.ia.us

Date: Saturday, August 12, 2017 09:43AM
Subject: Welch Avenue

The concept of a wide pedestrian friendly avenue is exciting. Ames needs more outdoor dining downtown and elsewhere and this would foster that night out with the town atmosphere.

Until the actual hardscape is done this will not get the positives, people will feel like they are walking or sitting in the street. You may only hear the negatives of less parking available.

Mark Heinrich

From: Tim Hoekstra <hoekstrat2@gmail.com>
To: Corey Mellies <cmellies@city.ames.ia.us>

Date: Tuesday, August 15, 2017 06:37AM
Subject: Welch Ave. reconstruction suggestion

Good morning,

When Welch is reconstructed in the next couple years one improvement that would be welcome would be moving the street light bases out of the parking areas and to the edge of the sidewalks. The poles are currently in the way and make it more difficult to park than it has to be. It also makes it difficult in the winter to clear snow out effectively.

Also, removing light poles from the parking areas might open up another space or two.

Have a great day!

Tim Hoekstra
503 Welch Ave.

From: SUSAN FRASER <SFRASER04@msn.com>
To: "cmellies@city.ames.ia.us" <cmellies@city.ames.ia.us>

Date: Friday, August 18, 2017 12:06PM
Subject: Welch Avenue

Hi Corey,

I recently read the information in the "City Side" regarding the ongoing plans for Welch Avenue.

I am no longer a student at ISU, but I have lived most of my life in Ames. I believe in supporting the community and the University. I believe in spending my money locally. As a long time member of the community, I realize we do much for the convenience of the students and their numbers.

I get the feeling that the businesses of Campus Town no longer want the business of the town's people. Is that correct? Do the businesses no longer want our money? You are making it extremely difficult to get to those businesses by removing most of the parking. I know that bus/transit thing (sorry I don't recall the official name) is supposed to give parking for the area, but it is nearly impossible to find a spot to park. The Union ramp is usually full also.

By placing those planters in the way and enlarging the sidewalks, it says to me as a taxpayer that they no longer want our business. Oh, you do still want our tax money though, to fund these projects and pay you for these ideas, right?

I think you need to go back to the drawing board and find more parking for the area. My friends and I were just discussing this a couple of weeks ago. There are businesses there that we would like to use for their services, but we don't see it happening with the way it is today and with the plans for the future.

Thanks.

Susan Fraser

1444 Breckinridge Ct.

Ames, IA 50010

From: Stephen Ringlee <sringlee@hotmail.com>
To: "cmellies@city.ames.ia.us" <cmellies@city.ames.ia.us>

Date: Monday, August 21, 2017 08:29AM
Subject: Welch Ave Comments

Dear Corey:

Some comments on Welch Avenue from a neighbor, SCAN member and frequent visitor:

1. The decision to place planters on the east side was very foolish. These planters have added no safe spaces for pedestrian or dining users but instead have not only removed parking but created hazards for cars and bicyclists coming down the street. I note that nobody has used the freed-up former parking spaces for anything except the occasional push cart. Even those can't fit in between these massive planters. While it would be nice to employ the liberated street space for dining, no restaurants have yet done so because of the poor design. I also note that the planters themselves resemble something out of North Korea: industrial, massive, cheap, ugly in the extreme.
2. A better near-term plan would be to return most of the street to parking but install selected street bump-outs in front of designated restaurants, protected by more attractive barriers, to provide streetscape dining experiences but for now to leave most of the street in parking.
3. Yet a better long-term idea is to extend the sidewalk on lower Welch east side out to create a pedestrian path and dining area with more attractive planters. This would narrow the street but it would still be wide enough for traffic, emergency vehicles and shareway bicycle use. Planters should be narrow, inconspicuous and well-designed.
4. The west side should be left in parking for the local merchants.
5. Bicycle traffic on all of Welch should remain on the street but with far better "shareway" marks on the pavements to emphasize to motorists that they must share the space with cyclists.
6. The sidewalks on lower Welch should have permanent bicycle parking stands to which bikes can be locked. At present, there are no stands and most people lock bikes to parking meters, etc. which is inappropriate.

Kind regards,

Steve Ringlee

From: Sarah Cady <sarahdcady@gmail.com>
To: cmellies@city.ames.ia.us, Steve Schainker <:sschainker@city.ames.ia.us>, bphillips@city.ames.ia.us, Damion Pregitzer <dpregitzer@city.ames.ia.us>

Date: Wednesday, August 30, 2017 10:57AM
Subject: Welch Avenue Feedback

Hi Steve, Brian, Corey, and Damion,

The Ames Bicycle Coalition would like to submit brief feedback regarding the streetscaping experiment on Welch Ave. In general, we feel that promoting bicycling and walking in Campustown should be a high priority for the City of Ames. Making bicycling and walking safe and enjoyable for the rapidly increasing number of students residing south of Lincoln Way should be the top consideration as we move forward in planning for the future of Welch Ave. The city has purposely reduced urban parking requirements in this neighborhood to make it clear to residents that they should not bring a car if they are living in Campustown and to allow for higher density residences. However, that means we as a city must prioritize the walkability of this neighborhood.

From a bicycling standpoint, we feel that the streetscaping experiment makes bicycling down Welch Ave safer. This is achieved by improving visibility for drivers and bicyclists and also by removing the threat of a cyclist getting "doored" (riding into a car door being opened) when the cyclists are traveling downhill (northbound) at a relatively high rate of speed. Since bicycling on the sidewalk along Welch Ave is prohibited by city code, it should be a priority to make cycling in the street as safe as possible. The addition of bicycle parking off of the sidewalk is also a nice component that improves the convenience of bicycling while maintaining a sidewalk that can accommodate heavy pedestrian traffic. We feel that the city should work closely with Iowa State University in order to make a safe bicycling corridor down Welch Ave in order to accommodate the large numbers of cyclists traveling into campus from the south campus neighborhoods each morning.

As far as the concerns of business owners that the reduction of parking will result in a reduction in sales, there is now a large body of research that supports the hypothesis that improving biking and walking accessibility in a neighborhood actually tends to increase business in these types of districts. (<https://www.citylab.com/transportation/2012/12/cyclists-and-pedestrians-can-end-spending-more-each-month-drivers/4066/> , <https://www.citylab.com/solutions/2015/03/the-complete-business-case-for-converting-street-parking-into-bike-lanes/387595/>) While drivers tend to spend more money in one stop, pedestrians and cyclists are more likely to patronize a business more regularly when it is easily and safely accessible by walking and biking. In Campustown, we need to move away from the mentality that parking should be very cheap and always readily available directly outside of a business destination.

Thank you for your consideration of our feedback, and we look forward to a Campustown that prioritizes bicycling and walking.

Cheers,
Sarah Cady
Ames Bicycle Coalition President

From: Sarah Cady <sarahdcady@gmail.com>
To: Corey Mellies <cmellies@city.ames.ia.us>, Damion Pregitzer <dpregitzer@city.ames.ia.us>, bphillips@city.ames.ia.us, Steve Schainker <sschainker@city.ames.ia.us>
Cc: E Wentzel <ewentzel@gmail.com>, Steve Libbey <slibbey@netins.net>

Date: Wednesday, November 29, 2017 03:31PM
Subject: Re: Welch Ave. Pilot Project w/ Parking Removal

Hi all,

The Ames Bicycle Coalition would like to submit brief feedback regarding the streetscaping experiment on Welch Ave. In general, we feel that promoting bicycling and walking in Campustown should be a high priority for the City of Ames. Making bicycling and walking safe and enjoyable for the rapidly increasing number of students residing south of Lincoln Way should be the top consideration as we move forward in planning for the future of Welch Ave. The city has purposely reduced urban parking requirements in Campustown, while increasing density, to make it clear to residents that they should not bring a car. That means we as a city must prioritize the walkability and bikeability of this neighborhood.

From a bicycling standpoint, we feel that the streetscaping experiment makes bicycling down Welch Ave safer. This is achieved by improving visibility for drivers and bicyclists and also by removing the threat of a cyclist getting "doored" (riding into a car door being opened) when cyclists are traveling downhill (northbound) at a relatively high rate of speed. Since bicycling on the sidewalk along Welch Ave is prohibited by city code, it should be a priority to make cycling in the street as safe as possible. The addition of bicycle parking off of the sidewalk is also a nice component that improves the convenience of bicycling while maintaining a sidewalk that can accommodate heavy pedestrian traffic. Having wider sidewalks and discouraging bicyclists from using sidewalks also makes for a safer and more accessible Campustown for mobility impaired individuals using wheelchairs.

As far as business concerns for the reduction of traffic resulting in a reduction in business, there is now a large body of research that supports the hypothesis that improving biking and walking accessibility in a neighborhood actually tends to increase business in these types of districts. (<https://www.citylab.com/transportation/2012/12/cyclists-and-pedestrians-can-end-spending-more-each-month-drivers/4066/>) While drivers tend to spend more money in one stop, pedestrians and cyclists are more likely to patronize a business more regularly when it is easily and safely accessible by walking and biking.

Thank you for your consideration of our feedback, and we look forward to a Campustown that prioritizes bicycling and walking and accessibility for all Ames residents.

Cheers,
Sarah Cady

Ames Bicycle Coalition President

On Tue, Nov 21, 2017 at 8:16 AM, Corey Mellies <cmellies@city.ames.ia.us> wrote:

The City of Ames has sent out a letter to adjacent property owners and residents asking for feedback on the Welch Ave. Pilot Project that removed parking and added planters, seating and bike racks. I thought that your organizations may want to add your own feedback that may be used in our report to Council. The letter asks that we receive feedback by Dec. 4 as a report will go to Council on Dec. 12. If you have

already provided feedback please feel free to add any additional thoughts. If you have any questions please let me know. Thank You



Corey Mellies, P.E.
Director of Fleet Services

[515.239.5520](tel:515.239.5520) *main* | [515.337.2314](tel:515.337.2314) *cell* | [515.239.5529](tel:515.239.5529) *fax*

cmellies@city.ames.ia.us | City Hall, 515 Clark Avenue | Ames, IA 50010

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Attachments:

Image.15112725992440.gif



campustown
action
association

Campustown Action Association
119 Stanton Ave, Suite 602
Ames, IA 50014

December 4, 2017

I am writing to provide feedback on the Welch Avenue Planter Project. The Campustown Action Association reached out to our members several times throughout the implementation of the project. Responses were quite varied. There were some member businesses who felt the removal of parking on the east side of Welch was inconvenient for their customers. Their issue with the project seemed to stem only from the loss of parking, with no real opposition to planters and seating. There were also many members in favor of the project. They felt the benefits of outdoor seating and greenery seemed to outweigh the number of parking spots made unavailable.

The bicycle parking was highly used on a daily basis. There was also daily use of the seating areas on all but the most inclement weather days. In talking with patrons, the area seemed to be well-received. While they liked having gathering space, most commented they would prefer the seating to be on a flat surface, rather than having to deal with the curb. There were also positive comments from bicycles. Overall they felt safer traveling north on Welch without worrying about cars pulling out into traffic. The planters themselves provide much needed "green" in the district. We feel these plants are a good first step in the beautification efforts necessary to creating a vibrant, welcoming district for the entire community to enjoy.

CAA has and will continue to support the City of Ames and the City Council in their efforts to make Welch Avenue safer and easier to navigate for pedestrians, cyclists and motorists.

As always thank you for your time,

Karin Chitty
Executive Director

COUNCIL ACTION FORM

SUBJECT: DEVELOPMENT & OPERATION OF A 2 MW COMMUNITY SOLAR FARM – AWARD A LETTER OF INTENT

BACKGROUND:

In support of a City Council goal to expand sustainability efforts, Electric Services has been working to implement a community solar project. The project, identified as SunSmart Ames, has three components – Site Selection, Energy Services Agreement with the solar developer, and an Electric Customer Participation Program. Electric Services has been working on each of these three components in parallel. Ultimately, the goal is to present to the City Council an Energy Services Agreement (ESA) with the preferred developer in combination with a Customer Participation program where at least 80% of the project has been subscribed.

It should be remembered that the approach being recommended for our solar farm is similar to the one adopted by the Cedar Falls Utility. This approach calls for a private developer to take advantage of existing federal tax incentives and construct the solar farm. The City’s role in this partnership is to purchase the power generated from this private facility through an Energy Services Agreement. In addition, the City is expected to sell to interested electric customers shares of the energy output in the form of power packs. The revenue obtained through these sales will be used to pay for the obligation under the Energy Services Agreement and any rate incentives to the participants. In this way, the cost of the farm is not subsidized by the general customer base.

The purpose of this Council Action Form is to recommend and select a preferred developer for the solar farm. Because signing an Energy Services Agreement is predicated on achieving at least an 80% customer participation level, staff is only asking that the preferred developer be selected, and that the City enter into a Letter of Intent with the developer at this time.

Component 1 - Site Selection

The preferred site (outlined in green below) is located adjacent to the Ames Municipal Airport. It is ideally suited for solar development and has the public visibility that benefits a community solar farm. This land is owned by the City. The land is currently farmed, and the rent revenue is used to support the ongoing operation of the Ames Municipal Airport.

The City has received initial approval from the Federal Aviation Administration (FAA) that a solar farm at this location causes no hazards to aviation traffic. Upon final selection of a developer, the FAA analysis will have to be updated to reflect the specifics of the preferred developer’s design.



Component 2 - Customer Participation

Interested electric customers will subscribe to “Power Packs” in the SunSmart Ames project, and pay a one-time fee in return for billing credits equal to their pro-rated share of monthly generation output from the farm. The community solar farm will be entirely paid for through subscriptions made by the customers. **At present, Electric Services has received “Intent to Purchase” forms for approximately 45% of full capacity of the project.** If not enough customer subscriptions are obtained to meet Electric Services’ goal of 80% of the output of the project, then the City may elect to: a) not execute a contract with the selected developer, b) delay the project until the minimum number of shares are enrolled in the program, c) reduce the size of the Community Solar Farm to meet revised program demand estimates, d) or proceed with the project by obligating the general customer base to absorb the unfunded cost of the project.

Component 3 - Developer Selection

On May 2, 2017, a Request for Proposal (RFP) was issued to 94 developers for proposals to build, own and operate a two megawatt solar farm. The RFP was advertised on the Current Bid Opportunities section of the Purchasing webpage, and was also sent to two plan rooms and one citizen. On June 23, 2017, staff received proposals from 14 developers. The evaluation team was comprised of staff from Electric Services, Iowa State University Facilities Planning & Management Utilities, and the City’s consultant. Proposals were independently evaluated and ranked in the following two steps:

STEP 1:

The proposals were evaluated based on compliance with proposal documents. This criterion was rated on a Pass/Fail basis.

STEP 2:

The proposals were evaluated based on: 1) Price of a 25-year Power Purchase Agreement (PPA), and estimated project buyout costs; 2) Annual production estimates; 3) Annual performance guarantees; 4) Performance history and reliability of the equipment specified for this project in similar environments; 5) Strength and experience of the Developer's project team and proven expertise of the project team; 6) System and component product warranties; developer's proposed project financing capability and structure; project schedule; and experience with building at or near an airport location.

Each score was based on a scale of 1 to 10. Overall, 5,000 possible points were available cumulatively for each developer that responded. The price accounted for 50% of the RFP score and the Developer's approach; performance history and strength of developer's proposal; equipment selected; financing; warranties; and guarantees offered account for the other 50%.

The evaluated points and cost per megawatt hour are listed below:

Developers	Total Scores	Power Purchase Agreement per Megawatt Hour
ForeFront Power, San Francisco, CA	3975	\$60.00
Red Lion Renewables, Norwalk, IA	3944	\$60.00
Current Renewable Efficiencies, West Des Moines, IA	3818	\$63.90
Azimuth Energy, St Louis, MO	3609	\$67.50
The Conti Group, Edison, NJ	3472	\$72.00
GroSolar, White River Junction, VT	3435	\$68.00
Sunvest Solar, Inc, Pewaukee, WI	3345	\$71.00
RER Energy Group, Reading, PA	3048	\$85.00
Atwood Electric, Inc., Sigourney, IA	3022	\$80.00
NextEra Energy Resources Acquisitions, LLC, San Francisco, CA	2965	\$89.85
Guzman Energy, Coral Gables, FL	2903	\$89.75
Inovateus Solar, LLC, South Bend, IN	2854	\$88.50
Syncarpha Solar, LLC, New York, NY	2807	\$104.00
United States Solar Corporation, Minneapolis, MN	2691	\$69.00

The top four scoring developers were invited for interviews. Each provided a brief presentation introducing the team members, their roles, and the details in their proposal. Interviews were evaluated based on a clear understanding of the project and scope of services, response to prepared questions and other questions during the interview, a cohesive team approach, methods for achieving the desired outcomes, their ability to complete the proposed scope of services and defining what sets them apart from other developers. As with the proposal scoring, each criterion was weighted and given a score based on a scale of 1 to 10, with a maximum possible score of 5,000.

Based on the interviews, responses to the follow up questions and the determination of the best value to the Utility rate payers and the City, the evaluation team ranked the final four developers as follows:

Developers	Proposal Score	Interview Scores	Total Score	Rank	Price/mWh
ForeFront Power, San Francisco, CA	3975	3250	7225	1	\$60.00
Current Renewable Efficiencies, West Des Moines, IA	3818	3205	7023	2	\$63.90
Red Lion Renewables, Norwalk, IA	3944	3065	7009	3	\$60.00*
Azimuth Energy, St Louis, MO	3609	2890	6499	4	\$67.50

* assumes the \$15/mWh state tax credit is extended beyond December 31, 2017

Evaluating on price per megawatt alone is a little bit misleading given that each design will operate differently. Depending on the brand of solar panels used and racking system design, the amount of energy produced changes. Therefore, a low cost developer may have a more expensive project when the amount of energy produced is also considered. This is due to the fact that the energy services agreement links the monthly bill to the amount of energy produced. The energy produced also has a bearing on the cost of the power packs sold to the retail electric customer.

Developers	Price/mWh	Est. yearly energy production (in mWh)	Yearly Cost Of ESA	Est. Cost of ESA Over 25 Year Life of Project (in millions)
ForeFront Power, San Francisco, CA	\$60.00	2,977	\$178,620	\$4.465 M
Current Renewable Efficiencies, West Des Moines, IA	\$63.90	2,637	\$168,504	\$4.213 M
Red Lion Renewables, Norwalk, IA				
Fixed mounted w/ state tax credit	\$60.00	2,408	\$144,480	\$3.612 M
Tilt mounted w/state tax credit	\$60.00	2,748	\$164,880	\$4.122 M
Fixed mounted no state tax credit	\$75.00	2,408	\$180,600	\$4.515 M
Tilt mounted no state tax credit	\$75.00	2,748	\$206,100	\$5.153 M
Azimuth Energy, St Louis, MO	\$67.50	2,563	\$173,009	\$4.325 M

Based on the total scores and a unanimous decision by the evaluation team, staff has concluded that ForeFront Power will provide the best value for the ratepayers, offering 13% more energy over the next best proposal for only a 6% increase in total project cost. Furthermore, the staff believes the system being offered by ForeFront will be able to handle peak demand better due to its design, the developer offers a stable financing package, and the panels will be more visible from Highway 30.

This project will not move forward until at least 80% of the project has been committed to by the ratepayers. Approximately 45% of the project is currently committed. ForeFront has offered its assistance in developing additional marketing strategies to our customers for no additional cost to the project.

Staff is recommending that the City enter into a Letter of Intent (LOI) with Forefront Power, San Francisco, CA to:

- 1. Finalize the negotiations of the purchase power agreement**
- 2. Utilize its marketing support to help attract participation in the project.**
- 3. Extend the term of the proposal.**
- 4. Commit to work exclusively with the developer during the term of the LOI.**

Staff expects to bring back to the City Council a final Energy Services Agreement within the next 120 days if 80% participation is achieved. No payments will be made based on this Letter of Intent.

EUORAB held a meeting on November 13, 2017, during which the developer selection and letter of intent was discussed. EUORAB voted in support of ForeFront's selection and recommended that the City Council approve the Letter of Intent.

ALTERNATIVES:

1. Select ForeFront Power of San Francisco, CA, as the developer of the SunSmart Ames project and enter into a Letter of Intent to begin working on the Energy Services Agreement.
2. Select a different developer to construct the community solar farm.
3. Reject all proposals and delay the construction of the community solar farm.

CITY MANAGER'S RECOMMENDED ACTION:

Implementing a community solar project is one of the City Council goals to expand sustainability efforts. Unlike other generation projects, SunSmart Ames will only proceed if enough customers show a direct interest in the project. By selecting a developer, the City can finalize the subscription pricing and utilize the developer's solar marketing

expertise. By entering into a Letter of Intent, the City can move ahead with one developer to finalize an Energy Services Agreement to be brought back to Council for approval once the project is at least 80% subscribed. Therefore, based on the information provided by the evaluation team, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as stated above.



LETTER OF INTENT

This Letter of Intent (“LOI”) sets forth the current mutual intention of the Parties with respect to the terms of the Agreement (as defined below) currently under negotiation between the Parties, but, as more fully set forth in Section 16 of this LOI, does not create any binding obligations of, and shall not create any legal liability for, either Party except as set forth in Sections 6 through 15 of this LOI.

- 1. Project** A photovoltaic solar project with a nameplate capacity of approximately 2 MWdc (the “Project”) to be located in Ames, IA.
- 2. ForeFront Power:** FFP Origination, LLC or its designated project entity (“ForeFront Power”)
- 3. Purchaser:** City of Ames
- 4. Form of Agreement:** Purchaser and ForeFront Power (each, a “Party”, and jointly, the “Parties”) will use good faith efforts to negotiate and execute an energy services agreement (“Agreement”) in which ForeFront Power will sell 100% of the energy output of the Project (and other services as the Agreement may specify) to the Purchaser.
- 5. Effective Date:** November 29, 2017
- 6. Term:** The LOI will automatically expire on the date that is 120 days from the Effective Date of this LOI (“Expiration Date”) unless such Expiration Date is extended by the joint approval of the Parties.
- 7. Additional Services** ForeFront Power will use commercially reasonable efforts to assist Purchaser with marketing and subscribing the Project to Purchaser’s electric customers.
- 8. Conditions Precedent:** The Parties shall not be obligated to enter into the Agreement until the following conditions have been met:
 - a. The terms of the Agreement are acceptable to both Parties in form and substance, inclusive of the terms set forth in the Ames RFP response made by Forefront Power, LLC on June 20, 2017.
 - b. The Project achieves 80% subscription by Purchaser’s electric customers (the “Subscription Threshold”).

- 9. LOI Exclusivity:** Commencing on the Effective Date and continuing through the Expiration Date, the Parties hereto shall enter into an exclusive period (“Exclusivity Period”) with respect to the (a) preparation and execution of the Agreement, (b) preparation and execution of any other documents that may be necessary in connection with execution and delivery of the Agreement (the Agreement and such other documents being referred to collectively as the “Definitive Agreements”) and (c) pursuit of the Subscription Threshold. The Exclusivity Period may be extended by mutual agreement of the Parties. During the Exclusivity Period, Purchaser shall not, nor will Purchaser permit any of its representatives, subsidiaries or affiliates to initiate, solicit, or participate in any proposals, negotiations, or offers with respect to the Project or the Subscription Threshold with any person or entity other than ForeFront Power. Purchaser shall provide ForeFront Power with prompt notification of the occurrence of any facts or circumstances that will preclude Purchaser from consummating the transactions contemplated by this LOI.
- 10. Non-Circumvention** Purchaser acknowledges that ForeFront Power will spend considerable time and resources necessary for the subscription marketing of the Project and achievement of the Subscription Threshold. Therefore, Purchaser agrees that it shall not circumvent ForeFront Power by utilizing subscriptions obtained from its electric customers with a third party unless the Parties have failed to enter into the Agreement and any other Definitive Agreements prior to the Expiration Date notwithstanding both Parties’ commercially reasonable and good faith efforts.
- 11. Good Faith Negotiations:** The Parties hereto agree to cooperate fully with each other and use commercially reasonable and good faith efforts to negotiate, execute and deliver the Agreement and any other Definitive Agreements prior to the Expiration Date. The Agreement and other Definitive Agreements shall be drafted by counsel to ForeFront Power. Each Party will bear its own transaction expenses.
- 12. Assignment** Neither Party may assign any of its rights, duties or obligations under the Agreement without the prior consent of the other, with the exception that ForeFront Power may assign to an affiliate of ForeFront Power.
- 13. Miscellaneous** The Agreement shall contain representations, warranties, indemnities and covenants that are customary for transactions of this kind.
- 14. Confidentiality:** The Parties hereto, along with their respective officers, directors, employees and professional advisors, shall keep the terms of this transaction (including without limitation information concerning the Project) secret and confidential. Notwithstanding the foregoing, the Parties may disclose such information (a) to their respective lenders, attorneys, accountants, consultants and other financial advisors, potential investors, investors, potential lenders, and lenders (collectively, “Representatives”) solely for use in connection with their representation of such party or involvement in the transactions contemplated by this LOI and the Definitive Agreements (in which case, such party shall be responsible for disclosures by its Representatives in violation of the foregoing restrictions), (b) as may be required by applicable law, subpoena or court order, or (c) to any governmental agency as necessary for the development of the

Project. The Parties hereto shall not make any public announcement regarding this LOI or the Agreement without the prior written consent of all Parties.

15. Governing Law; Counterparts This LOI will be governed by the laws of the State of Iowa, and may be executed and delivered in one or more counterparts, each of which constitutes the same agreement.

16. Non-binding Effect Each party acknowledges and agrees that, notwithstanding any other provision of this LOI except for Sections 6 through 15, or any other action or statement of either party or any of their respective representatives, this LOI merely constitutes a statement of the current mutual intentions of the Parties with respect to the transactions described herein, does not contain all matters upon which Definitive Agreements must be reached in order for such transactions to be consummated, is not intended to and does not create any legally binding obligation on the part of any party, whether or how to consummate such transactions or otherwise, and no such obligation will exist unless and until the Agreement is executed and delivered by the Parties, and then only to the extent provided therein. Only Sections 6 through 15 of this LOI, constitute legally-binding obligations of the Parties.

[signature page follows]

Each of the undersigned agrees to the foregoing terms of this LOI.

City of Ames

By: _____

Name: Ann H. Campbell, Mayor

Title: Mayor

Attest by: _____

Diane R. Voss, City Clerk

FFP Origination, LLC

By: _____

Name:

Title:

COUNCIL ACTION FORM

SUBJECT: 2016/17 STORM WATER EROSION CONTROL PROGRAM (S. SKUNK RIVER – CARR PARK TO HOMEWOOD GOLF COURSE) CONTRACT A

BACKGROUND:

This annual program provides for stabilization of areas that have become eroded in streams, channels, swales, gullies, or drainage ways that are part of the storm water system. The program provides a more permanent control of the erosion and will reduce recurring maintenance costs in these areas. **The location for this project is along the South Skunk River adjacent to Carr Park, Homewood Golf Course, and Inis Grove Park.**

Contract A (this project) is for construction of the public improvements. The letting included a base bid, along with 4 bid alternates. Contract B, under separate bid, includes site restoration and will follow completion of this contract (Contract A).

On December 6, 2017, bids for the project were received as follows:

<i>Bidder</i>	<i>Base Bid Amount</i>	<i>Alternate 1 Amount</i>	<i>Alternate 2 Amount</i>	<i>Alternate 3 Amount</i>	<i>Alternate 4 Amount</i>
Engineer's estimate	\$567,853.00	\$111,227.50	\$61,238.50	\$26,452.00	\$108,259.50
Con-Struct, Inc.	\$615,388.80	\$127,925.50	\$68,751.50	\$38,815.00	\$126,133.50
On-Track Construction	\$618,902.00	\$114,340.00	\$60,173.00	\$40,540.00	\$123,833.00
J&K Contracting	\$752,808.10	\$145,111.45	\$78,233.90	\$46,917.00	\$149,277.75
Synergy Contracting	\$775,997.50	\$134,278.30	\$66,375.40	\$42,611.40	\$147,800.25

Alternates 1 and 2 include trail drainage improvements at separate locations along the project. Alternate 3 includes replacing the existing trail in locations where the base bid required the trail to be protected. Alternate 4 includes replacing the existing trail along the entire project.

Upon consideration of the funding available for the project, staff is recommending the selection of the Base Bid along with Alternates 1 and 2. Staff is

not recommending Alternates 3 or 4 at this time taking into consideration costs, funding, and current condition of the trail pavement.

The Total Amounts for the **Base Bid and Alternates 1 and 2** are as follows:

<i>Bidder</i>	<i>Total Bid Amount</i>
Engineer's estimate	\$740,319.00
On-Track Construction	\$793,415.00
Con-Struct, Inc.	\$812,065.80
J&K Contracting	\$976,153.45
Synergy Contracting	\$976,651.20

	<u>Expense</u>	<u>Revenue</u>
Contract A (this contract)	\$793,415.00	
Contract B	82,637.50	
Engineering/Admin	158,600.00	
Funding (see below)		\$1,050,000
TOTAL	\$1,034,652.50	\$1,050,000

This Storm Water Erosion Control project is shown in the 2016/17 Capital Improvements Plan with funding in the amount of \$250,000 in General Obligation Bonds and \$500,000 in Storm Sewer Utility Funds. Additional unobligated General Obligation Bonds from previously completed projects in the amount of \$300,000 brings the **total funding available to \$1,050,000**.

ALTERNATIVES:

1. a. Accept the report of bids for the 2016/17 Storm Water Erosion Control Program (S. Skunk River – Carr Park to Homewood Golf Course) Contract A project.
- b. Approve the final plans and specifications for this project.
- c. Award the 2016/17 Storm Water Erosion Control Program (S. Skunk River – Carr Park to Homewood Golf Course) Contract A Base Bid plus Alternates 1 and 2 to On-Track Construction, LLC, of Nevada, Iowa, in the amount of \$793,415.00.
2. a. Accept the report of bids for the 2016/17 Storm Water Erosion Control Program (S. Skunk River – Carr Park to Homewood Golf Course) Contract A project.
- b. Reject award and direct staff to modify the project for a future bid letting.

MANAGER'S RECOMMENDED ACTION:

By awarding this project, it will be possible to stabilize multiple areas along the S. Skunk River and further protect our sanitary sewer in the area.

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

COUNCIL ACTION FORM

SUBJECT: 2016/17 STORM WATER EROSION CONTROL PROGRAM (S. SKUNK RIVER – CARR PARK TO HOMEWOOD GOLF COURSE) CONTRACT B

BACKGROUND:

This annual program provides for stabilization of areas that have become eroded in streams, channels, swales, gullies, or drainage ways that are part of the storm water system. The program provides a more permanent control of the erosion and will reduce recurring maintenance costs in these areas. **The location for this project is along the South Skunk River adjacent to Carr Park, Homewood Golf Course, and Inis Grove Park.**

Contract B (this project) includes site restoration and will follow completion of Contract A (separate contract for public improvement construction).

On December 6, 2017, bids for the project were received as follows:

<i>Bidder</i>	<i>Total Bid Amount</i>
Engineer's estimate	\$ 91,425.00
GreenTech of Iowa, LLC	\$ 82,637.50
Soil-tek	\$ 94,673.00

	<u>Expense</u>	<u>Revenue</u>
Contract A	\$793,415.00	
Contract B (this contract)	82,637.50	
Engineering/Admin	158,600.00	
Funding (see below)		\$1,050,000
TOTAL	\$1,034,652.50	\$1,050,000

This Storm Water Erosion Control project is shown in the 2016/17 Capital Improvements Plan with funding in the amount of \$250,000 in General Obligation Bonds and \$500,000 in Storm Sewer Utility Funds. Additional unobligated General Obligation Bonds from previously completed projects in the amount of \$300,000 brings the **total funding available to \$1,050,000.**

ALTERNATIVES:

1. a. Accept the report of bids for the 2016/17 Storm Water Erosion Control Program (S. Skunk River – Carr Park to Homewood Golf Course) Contract B project.

b. Approve the final plans and specifications for this project.

c. Award the 2016/17 Storm Water Erosion Control Program (S. Skunk River – Carr Park to Homewood Golf Course) Contract B project to GreenTech of Iowa, LLC, of Grimes, Iowa, in the amount of \$82,637.50.

2. a. Accept the report of bids for the 2016/17 Storm Water Erosion Control Program (S. Skunk River – Carr Park to Homewood Golf Course) Contract B project.

b. Reject award and direct staff to modify the project for a future bid letting.

3. Do not proceed with the project at this time.

MANAGER'S RECOMMENDED ACTION:

By awarding this project, it will be possible to establish vegetation along the S. Skunk River that will stabilize the project area upon completion of construction.

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

FISCAL YEAR 2018/2019 CITY COUNCIL BUDGET ISSUES

Near the beginning of each year's budget preparation cycle, the City Manager and Finance staff presents City Council with a budget overview. This presentation has four main purposes:

1. Present the "big picture" of the coming year's budget, including factors that may impact Council's later decisions on the budget
2. Share budget-related input and requests that have been received from local citizens and organizations
3. Seek Council direction on select components of the budget (e.g., overall funding levels for human services and arts)
4. Receive any general funding or service level direction Council wishes to give for incorporation into the budget

OVERALL ECONOMIC CONDITION OF THE CITY

Though overall economic conditions in the City of Ames remain relatively strong, there is concern that revenue problems at the state level could lead to a reduction in property tax replacement that was part of recent state-wide property tax reform. Currently, the City receives approximately \$1,000,000 from this source.

The well reported impact of online commerce on traditional retail, coupled with low inflation, appears to be significantly reducing the growth rate of taxable retail sales and associated distribution of local option sales tax. This will have a negative impact on our budget.

We expect a continued modest increase in property valuation to have a positive financial impact on the City budget. The increase in taxable valuation will be partly offset by a reduction in the residential rollback rate from 56.94% to 55.62%.

We are anticipating smaller than average increases in health care costs and a continued modest rate of inflation on goods and services.

Commercial and industrial property will continue to be taxed at 90% of value regardless of what may happen with replacement tax. A new property classification was implemented in FY 2016/17; multi-residential property, formerly taxed at 90% of value, will take another step toward rollback at the residential rate and will be taxed at 78.75% of value, with no state replacement tax.

Interest revenues for the City investments have increased slightly during FY 2017/18, but remain at relatively low rates. Though this will provide some additional revenue, rates for G.O. Bonds are likely to increase from the current very favorable levels.

GENERAL FUND

The General Fund ended FY 2016/17 with a balance of \$12,217,134, creating a beginning balance for FY 2017/18 that is \$3,051,033 higher than what was anticipated in the adopted budget. Revenues for FY 2016/17 were \$486,231 higher than what was budgeted due to increased Hotel/Motel tax revenue (\$160,210) and building permit revenue (\$514,273). Other City revenues in the General Fund were actually \$188,252 lower than what was budgeted. Expenditures for FY 2016/17 were \$2,564,802 lower than what was budgeted, largely due to incomplete CIP and other special projects, as well as salary and other savings in various City departments.

Of the \$3,051,033 additional General Fund balance, \$2,070,406 has been earmarked for incomplete FY 2016/17 projects that have been carried over into the FY 2017/18 adjusted budget. These projects include the City Hall parking lot reconstruction project (\$650,463), outside consulting for special projects for the Planning Department (\$331,447), the Human Service Agency Capital Grant program (\$300,000), the feasibility study for the Healthy Life Center (\$100,000), body cameras for the Police Department (\$64,000), as well as a number of smaller expenditures. Excluding the carryovers, a balance of \$980,627 remains, which is available for programming into the FY 2017/18 adjusted budget.

Each year the City Manager explains that the Council could decide to use some amount of this additional balance to subsidize operating costs, thereby lowering property tax rates in FY 2018/19. However, he always cautions that this strategy will only lead to a larger increase in the following year when this one-time balance will need to be replaced with a more permanent revenue source. Therefore, it is strongly recommended that funds from this one-time available balance should be used for one-time expenses. As the FY 2018/19 budget is being prepared, the staff will search for opportunities to utilize these one time funds.

CYRIDE – BUDGET CHALLENGES

With the significant increase in student enrollment at ISU over the past years, CyRide's ridership has grown to a record number of over 6.6 million rides per year. While everyone can take great pride in the success of our public transit system, CyRide's Board is concerned about the long-term financial viability of the system. Ridership has stabilized in the past two years, which will allow CyRide, through the newly-designed route structure developed last year and implemented next year, to meet the growing needs and desires of its customers in a financially-constrained manner.

Federal and state funding will remain the same or be slightly increased. Health insurance costs from last year, as a result of the Affordable Care Act (ACA), have been reduced to reflect CyRide's health care costs experienced last year after more part-time drivers were offered health insurance to comply with this federal legislation. Because of our unique

scheduling process for drivers, CyRide will very likely require additional expenditures for administration to assure compliance with the ACA. Even with the additional administration, it is possible that ACA penalties will be incurred.

FIRE AND POLICE RETIREMENT AND IPERS

-MFPRSI

The City contribution rate to the Municipal Fire and Police Retirement System of Iowa (MFPRSI) will be slightly higher. The current rate is 25.68% of covered wages and will be 26.02% for FY 2018/19. The rate remains well above the City's minimum contribution rate of 17% and is expected to remain so in the foreseeable future. The employee contribution share remains fixed at 9.40%. Impact of the City contribution rate increase is estimated at around \$30,000.

-IPERS

The City contribution rate to the Iowa Public Employee Retirement System (IPERS) will also be higher. The current rate is 8.93% of covered wages and will be 9.44% for FY 2018/19, a City-wide budget effect of approximately \$140,000. The employee contribution will increase from 5.95% to 6.29% with the fixed 60/40 sharing of the pension cost.

HEALTH INSURANCE

For several years, the City of Ames experienced health insurance increases between 5% and 9% per year. With recent favorable claims experience and a strong self-insured fund balance, staff is projecting a 5% rate increase for FY 2018/19. With this increase in premiums charged under the self-insured plan, staff expects a small draw down in the fund balance, but the balance will still be above the requirements to maintain a self-insured plan and provide an adequate balance to fund possible claims fluctuations. Staff will review the status of the plan again after the end of December and evaluate the need for a larger increase. The City-wide effect of the 5% health insurance rate increase is approximately \$373,000.

ROLLBACK AND VALUATION

Since 1978, residential and agricultural property has been subject to an assessment limitation order, or "rollback," that limits annual growth of property values (all other classes of property were eventually added). Prior to the 2013 overhaul of the property tax system, property value growth was limited to 4% per year for agricultural, commercial, industrial and residential properties. If property values grew by more than 4%, the taxable value was rolled back to comply with the assessment limitation system.

In addition, the rollback included a formula that tied the growth of residential property to that of agricultural property. This connection is commonly referred to as "coupling" and limits the valuation of either property class to the smaller of the two. Since the law's inception, residential property has always been subject to significant rollbacks, while the other property classes did not grow as much and were usually taxed at or near their full assessed value.

While the property tax rollback system remains in place, several major changes were made during the 2013 legislative session. For each assessment year beginning in 2013, residential and agricultural property value growth is now capped at 3%, or whichever is lowest between the two classes (the coupling provision remains).

Commercial, industrial and railway property now have their own rollback, which began at 95% for valuations established during the 2013 assessment year (affecting FY 2014/15) and 90% for the 2014 assessment year and thereafter. The rollback percentage for these properties will remain fixed at 90% regardless of how fast or slow valuations grow.

The legislature created a standing appropriation, beginning in FY 2014/15, to reimburse local governments for the property tax reductions resulting from the new rollback for commercial and industrial property (railroad not included). The “backfill” was funded by the legislature for current fiscal year and future backfill appropriations are capped at the FY 2015/16 level. **Staff is concerned that continued funding of the State obligation to provide backfill for property tax relief may be at risk for FY 2018/19. The total amount of replacement tax backfill included in FY 2017/18 budget is \$973,210, representing 3.5% of levied taxes. If funding of the replacement tax is eliminated and City Council chooses to maintain current service levels, a property tax rate increase of approximately \$0.36 would be required.**

A new property class was established for multi-residential property, which first took effect in FY 2016/17. For buildings that are not otherwise classified as residential property, the definition of multi-residential property is broad and includes:

- Mobile home parks
- Manufactured home communities
- Land-leased communities
- Assisted living facilities
- Property primarily used or intended for human habitation containing three or more separate living quarters

The following rollback percentages will be phased in over eight years, beginning in budget FY 2016/17. **There is no backfill provision for this class, and estimated valuation in Ames is \$124.7 million, or a reduction of property tax dollars of approximately \$48,500 in FY 2018/19.**

Multi-Residential Property Rollback Schedule	
January 1, 2015	86.25%
January 1, 2016	82.50%
January 1, 2017	78.75%
January 1, 2018	75.00%
January 1, 2019	71.25%
January 1, 2020	67.50%
January 1, 2021	63.75%
January 1, 2022 and thereafter	same as residential

The rollback for residential property will be reduced from 56.94% of taxable value to 55.62% for FY 2018/19. The change in rollback will reduce taxable valuation by about \$40 million. The table below shows recent history of rollback.

Rollback Percentage Rates				
Property Class	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Residential	55.7335	55.6259	56.9391	55.6209
Com. & Ind.	90.0000	90.0000	90.0000	90.0000

LOCAL OPTION SALES TAX

Estimated Revenue

For the current year, local option sales tax receipts are expected to be \$7,681,419, which is down \$249,481 or 3.1% from the adopted budget. Though we had seen recent recovery in retail sales, these numbers indicate general weakness in taxable retail sales. **The staff forecast for local option sales tax revenue for FY 2018/19 is for no increase from the FY 2017/18 adopted budget, or \$7,930,900.** Local option sales tax will still need to increase by just over 3% from the FY 2017/18 adjusted revenue to achieve the recommended number. A summary of the Local Option Sales Tax Fund with some illustrative options for the FY 2018/19 budget is included as Attachment 1 to this document and is by no means a recommendation for the upcoming budget. Though we do not need specific budget decisions at this time, staff is requesting Council direction on funding levels for ASSET, COTA, and other outside organizations. **Staff is concerned that weakness in taxable retail sales may be part of a fundamental shift in retail and could have a long-term impact on the capital improvements and services funded by local option revenues as well as the property tax relief provided.**

CAPITAL IMPROVEMENT FUNDING FOR HUMAN SERVICE AGENCIES

The FY 2017/18 Budget includes \$300,000 in General Fund support (carried over from FY 2016/17) and \$200,000 in the Local Option Sales Tax fund to support a Human Services Agency Capital Improvements Program CIP. In September 2017, the City Council directed staff to enter into an agreement with United Way of Story County to administer this program using \$250,000 of City funds. As part of the discussion, the City Council requested a discussion during the Budget Guidelines Session regarding how to proceed with the remaining \$250,000 in City funds.

United Way anticipates receiving requests and allocating the City funds over the next seven months. These funds were allocated entirely from the General Fund, leaving \$50,000 in the General Fund and \$200,000 in the Local Option Sales Tax Fund that have appropriated but not authorized in the Budget for this purpose. Since the demand from the agencies will not be known for several more months, it may be appropriate to carry forward this unspent \$250,000. If the program is successful, the City Council could choose to authorize these additional funds in FY 2018/19.

ASSET Human Services Funding

The City Council adopted the priorities below for human services funding in FY 2018/19:

1. Meet basic needs, with emphasis on low to moderate income:

- Housing cost offset programs, including utility assistance
- Sheltering
- Quality childcare cost offset programs, including daycare and State of Iowa licensed in home facilities
- Food cost offset programs, to assist in providing nutritious perishables and staples
- Transportation cost offset programs for the elderly and families
- Legal assistance
- Disaster response
- Medical and dental aid

2. Meet mental health and chemical dependency needs

- Provide outpatient emergency access to services
- Provide crisis intervention services
- Provide access to non-emergency services
- Ensure substance abuse prevention and treatment is available in the community

3. Youth development services and activities

- Provide services for social development

The table below summarizes each year's ASSET allocations by funder.

	Story County	CICS	United Way	ISU Student Gov't.	City Budgeted Amount	City % Increase	Total
2012/13	\$ 1,029,339	\$ --	\$ 819,607	\$ 136,755	\$ 1,150,278	3.5%	\$ 3,135,979
2013/14	1,193,438	--	883,256	138,178	1,184,786	3.0%	3,299,850
2014/15	1,082,602	--	955,145	152,605	1,139,226	-3.8%	3,329,578
2015/16	879,857	349,856	1,002,833	167,339	1,212,375	6.4%	3,612,260
2016/17	1,031,870	430,718	1,084,827	178,882	1,278,973	5.5%	4,005,270
2017/18	1,072,156	448,724	1,193,303	194,430	1,355,711	6.0%	4,264,324

This year, ASSET added one agency, All Aboard for Kids, to the ASSET process. This agency provides summer enrichment programs for young children with autism spectrum disorders and related developmental disabilities. All Aboard for Kids is requesting \$2,000 in City funds for FY 2018/19.

The prior budget year is not the only way to evaluate the amount to budget for the next fiscal year. The amount budgeted at this time each year can vary if the volunteers do not recommend funding the entire amount. The amount contracted with agencies is often not entirely drawn down each year. In FY 2016/17, \$49,757 (3.6%) of the City allocation was not drawn down by agencies.

<i>Ames Requested FY 16/17</i>	<i>Ames Budget FY 16/17</i>	<i>Ames Contracted FY 16/17</i>	<i>Ames Request FY 17/18</i>	<i>Ames Budget FY 17/18</i>	<i>Ames Contract FY 17/18</i>	<i>Ames Request FY 18/19</i>
\$1,359,822	\$1,278,973	\$1,278,973	\$1,418,203	\$1,355,711	\$1,355,711	\$1,565,663

FY 2018/19 Program and Service Requests

For FY 2018/19, City ASSET funds requested by agencies total \$1,565,663, up \$209,952, or 15.5% over the current FY 2017/18 contracted services of \$1,355,711. The following are the largest dollar or percentage increase requests from the City:

- Ames Community Preschool Center (Day Care – Children)** – ACPC has requested a 25% increase (\$14,919) in City funds for the Children Day Care service. Similar percentage increases are being requested of Story County and United Way. ACPC attributes the increase in costs to challenges in attracting quality staff. ACPC also indicates it will investigate expanding its hours of operation in fall 2018.
- Boys and Girls Club (Daily Program)** – Boys and Girls Club has requested an increase in City funds from \$105,820 in FY 2017/18 to \$160,000 for next year. In total, the request to ASSET has increased from \$211,820 in FY 2017/18 to \$305,000 in FY 2018/19. This increase is due to Boys and Girls Club’s interest in developing an additional site to serve youth. The proposal increases the capacity at the Club from 141 at one time to 221 at one time. Boys and Girls Club has consulted with ASSET about its proposed additional site at Harvest Vineyard Church.
- Emergency Residence Project (Transitional Housing)** – ERP has requested a large increase for Transitional Housing. The City allocated \$5,000 in funding for Transitional Housing in FY 2017/18. ERP is requesting \$29,700 in ASSET funds from the City for FY 2018/19. ERP’s requests to United Way and to Story County are also substantial increases.
- MICA (Dental Clinics)** – The request to the City has increased from \$70,900 in FY 2017/18 to \$103,800 in the proposed FY 2018/19 budget. ASSET funds in total are requested to rise from \$149,897 in FY 2017/18 to \$219,897 in FY 2018/19. The Council may recall substantial ASSET funds were requested in the past two years to support the Dental Clinic in light of decreasing Medicaid reimbursements. Additionally, MICA received ASSET funder support outside the ASSET process (including \$50,000) to keep the Dental Clinic operational during FY 2016/17.
- Raising Readers (Thrive by Five)** – Raising Readers has requested a large increase for Thrive by Five. The City allocated \$8,860 in regular contract funding for Thrive by Five in FY 17/18. Raising Readers is requesting \$18,000 in ASSET funds from the City for FY 18/19, a 103% increase. Raising Readers’ requests to United Way and to Story County are also substantial increases.

In last year’s budgeting cycle, the City Council requested information as to which services indicated they had turned away clients due to a lack of funding. In FY 2018/19, there are 71 individual services for which agencies have requested City funding. The table below shows the breakdown of whether clients were turned away in the last full fiscal year and for what reasons:

Agency response to whether clients were turned away	# of services
No clients turned away	41
Clients turned away	16
No information provided regarding clients turned away	7
Some clients turned away due to ineligibility under criteria or rules violations	5
No clients turned away, but other sources of funding used or services curtailed	1
No data – new service	1

The “Clients Turned Away” category includes services where there is a waiting list. Of the 16 services in which clients were turned away, 12 involved a service where there are capacity limitations due to licensure or the number of available beds. The four remaining services where individuals were turned away are:

1. **MICA Family Development and Education.** MICA is not requesting an increase from the ASSET funders this year for this service.
2. **The Arc of Story County Respite Care.** The Arc of Story County is not requesting an increase from the ASSET funders this year for this service.
3. **The Salvation Army Bill Payer Program.** The Salvation Army noted that one client was turned away due to lack of volunteers. The agency is requesting an increase from \$3,650 in FY 2017/18 to \$4,563 in FY 2018/19.
4. **Youth and Shelter Services Mentoring Program.** YSS indicated that 16 youth were on the waiting list at the end of the school year and would be matched at the beginning of the school year. YSS is requesting an increase from \$25,170 in City funds for FY 2017/18 to \$28,000 in FY 2018/19.

In addition to the amount authorized for human services programs, the City will also budget its share of the ASSET administrative expenses. The City’s estimated share for these expenses in FY 2018/19 is \$4,500.

In the past several budget cycles, the City Council chose to authorize an ASSET increase of a fixed percentage, plus the amount necessary to fully fund the requests where clients were turned away due to a lack of funding. The table below indicates allocation options based on the percentage increases from the FY 2017/18 contracted amount of \$1,355,711.

Increase From Current	Dollar Increase	Total City Funding Authorized
0.28% (amt. to fully fund turn-away svcs.)	\$ 3,743	\$ 1,362,544
1%	13,557	1,369,268
3%	40,671	1,396,382
5%	67,786	1,423,497
15.5% (request)	209,952	1,565,663
+		
<i>ASSET Admin. Share</i>	\$ 4,500	<i>In addition to services</i>

The attached spreadsheet (Attachment A) indicates the services requested from the City compared to the current year, as well as the total amount requested from ASSET funders for each of these services. It does not include funding requested from other funders for services the City does not participate in.

COTA – Performing Arts Funding

The Commission on the Arts (COTA) allocation for FY 2017/18 is \$163,979, which was 5% higher than the \$156,170 allocated for FY 2016/17. **For FY 2018/19, COTA organizations have requested funding in the amount of \$162,885 (excluding special Spring and Fall Grants). This is a 0.6% (\$1,094) decrease from the FY 2017/18 appropriation.**

This year, applications for Annual Grant funding were received from 14 organizations. Three organizations that typically participate in this process did not submit applications: CoMotion Dance Theater, Friends of Ames Strings, and India Cultural Association. Several agencies that requested funds did not participate in the Annual Grant Workshop, which has been mandatory for several years. Although the COTA rules require that agencies may not receive any funds if they do not send a representative to the workshop, it appears reminders were not sent by City staff as they had been in previous years.

To reconcile this situation, the Commission offered to allow agencies that did not send representatives to the workshop to submit applications, but has made it clear that those agencies will not be eligible for funds above what they received for FY 2017/18. This decision affects five agencies. As always, a range of options is available for establishing an authorized allocation for FY 2018/19. It should be noted that COTA sets aside a portion of the funds authorized by the Council for Special Project Grant funds to distribute later in the year. Earlier this year, COTA decided to increase the flexibility of these funds. Awards may now be up to \$1,000 per project (up from \$750 each). Although the requests for Annual Grant funds are down, the City Council may wish to authorize a modest increase to allow for more Special Projects to be supported.

Increase From Current	Dollar Increase	Amount Authorized
-0.6% (request)	\$ -1,094	\$ 162,885
0%	0	163,979
1%	1,639	165,618
3%	4,919	168,898
5%	8,198	172,177

Funding Requests from Outside Organizations

City staff accepts applications from other organizations wishing to receive Local Option Sales Tax funds for their organizations’ operations. The City Council has exempted the Ames Economic Development Commission’s business development partnership, the Ames/ISU Sustainability Coordinator and the Ames Human Relations Commission from this process, since those activities are conducted in an official capacity on behalf of the City government.

The total amount allocated for the outside funding requests in FY 2017/18 was \$179,114. **The total FY 2018/19 request is \$278,220, which is a 55.3% increase over the 2017/18 total. It should be noted that the \$20,000 request from The Ames Foundation and \$14,000 of the request from the Hunziker Youth Sports Complex are for one-time projects (installation of entryway signage along I-35 and installation of a gate and fence at HYSC). Last year, it was the City Council’s preference to separate out one-time requests from ongoing operational requests. The remaining \$244,220 in requests for FY 2018/19 is for ongoing operations of the requesting agencies.**

Organization/Program	17/18 Award	18/19 Operations Request	% Change	18/19 One-Time Request
Ames Historical Society	\$ 40,000	\$ 43,500	8.75%	--
Ames Int’l Partner City Ass’n	8,000	8,000	0%	--
Campustown Action Ass’n	27,000	74,000	274%	--
Hunziker Youth Sports Complex	28,925	29,720	27.5%	\$ 14,000
Main Street Cultural District	41,189	54,000	31%	--
Story County Housing Trust Fund	34,000	35,000	2.9%	--
The Ames Foundation	--	--	--	20,000
TOTAL	\$179,114	\$ 244,220	55.3%	\$ 34,000

OPERATIONAL AND ONE-TIME REQUEST TOTAL: \$278,220

It should be noted that at the 2017 Budget Wrap-Up Session, the City Council approved \$20,000 for the MSCD Downtown Lighting project extension (FY 2016/17 General Fund contingency), \$15,000 for the Leadership Ames Entryway Signage Project (FY 2016/17 General Fund contingency), and \$2,700 for the Ames Historical Society Downtown Building Plaque Project (FY 2016/17 General Fund contingency).

The Council also authorized \$68,000 for a two year (FY 2016/17 and 2017/18) commitment to the Story County Housing Trust Fund Task Force. This funding came from the General Fund (\$34,000 of these funds are reflected in the table above).

With the exception of The Ames Foundation and HYSC requests, the other two large increases are being requested by MSCD and CAA. MSCD is requesting increases to cover its costs of being a designated Main Street Iowa community, hosting the Smithsonian Traveling Exhibit, obtaining Iowa Great Places designation and managing associated grants, downtown beautification, and event management and promotion. CAA’s request is

primarily associated with an increase in clean-up programming, including sidewalk power washing and weekly litter pickup.

Staff has not assumed the City Council will approve these requests. The past practice has been to include the amount approved for the prior fiscal year in the recommended budget. **City staff is seeking direction from the City Council regarding a total amount available to be allocated for the coming year and whether this amount should also cover one-time requests.** The applications will be reviewed by a committee of staff and residents with that budget authority in mind, and recommendations will be made to the City Council. As with other funding processes, a variety of options are available to the City Council:

Increase From Current	Dollar Increase	Amount Authorized
1%	\$ 1,791	\$ 180,905
3%	5,373	184,487
5%	8,956	188,070
36.3% (all requests, excl. one-time requests)	65,106	244,220
55.3% (all requests)	99,106	278,220

PUBLIC ART COMMISSION

City Council will receive the Public Art Commission’s request for funding for FY 2018/19 in January. The funding level of \$41,000 adopted for FY 2017/18 is currently included as the FY 2018/19 allocation for projecting the Local Option Sales Tax Fund balance.

STREET CONDITIONS / ROAD USE TAX FUND

In our annual Resident Satisfaction Survey's ranking of capital improvement priorities, the reconstruction of existing streets is the top priority for our citizens. This represents a challenge, since the lane-miles of streets continue to expand, existing streets continue to age, and recent winters have been particularly hard on our roadways.

The Road Use Tax Fund (RUTF) is accumulated through motor vehicle registration fees, motor vehicle fuel taxes, an excise tax imposed on the rental of automobiles, and a use tax on trailers. The RUTF revenue is restricted in use and the City uses the funds for operations and maintenance of street right-of-ways as well as capital improvements. The DOT is currently forecasting that RUTF distributions will be slightly higher in FY 2017/18. The adopted budget included \$7,046,318 in RUTF revenue; the adjusted budget will be a little less than 1% higher at \$7,105,282. For FY 2018/19, the DOT is forecasting a RUTF distribution of \$7,164,247 for the City of Ames. The FY 2017/18 budget is the second full year of distributions of fuel taxes after the 10 cent increase in the per gallon tax. Past experience has generally indicated that actual receipts are impacted by fuel prices and general economic activity. Both factors have been favorable for strong RUT receipts that could exceed current forecasts.

PARKING FUND

Based upon the May 16, 2017 Council workshop on the City's parking system, major changes will occur on both the expense and revenue sides of the Parking Fund.

One key Council decision was to expand parking revenues to cover capital improvements in the parking system. Parking revenues will now pay for the capital costs to maintain and replace the City's parking lots (parking infrastructure). Current parking rates are only able to cover the base operating costs of staff, equipment, and vehicles needed to manage City-owned parking. A new fee and fine rate structure is an essential step towards running the parking system as a standalone enterprise.

Changes Council has already approved or will consider in the near future include the following:

- Increasing parking meter fees
Beginning July 1, 2018, the City will establish new parking meter rates in the City's central business districts (CBD). The new tiered rate system will be made up of a \$1.00/hr., \$0.75/hr., and \$0.50/hr. meters. The highest rate will be used in the CBD core areas and be reduced in cost as moving further away from the core. Monthly reserved parking will also increase to \$50/month.
- Increasing Campus area parking enforcement through hiring more CSO's
Following the workshop on parking, Council directed the Police Department to hire additional CSO's to increase parking enforcement in the neighborhoods around the university campus. In order to accomplish this, the current year budget is being increased \$45,265. This cost increase will also be carried forward into next year for a total CSO cost of \$113,791.
- New parking payment technology
The City will also purchase new technologies to enhance the customer experience by implementing new technologies, specifically by accepting credit card payments by phone. These technologies will also provide information of real-time parking availability to help minimize driving around looking for an open parking stall.
- Consideration of a higher "special event" parking fine
Over the next several months, Police and the City Attorney's Office will explore the creation of a Special Event parking ordinance. This potential ordinance would establish a fine structure applied during events that have high parking impact, especially in neighborhood areas impacted by the ISU Campus. Staff is expected to report to City Council on this issue in early 2018.
- Other possible changes
There are also the issues of simplifying parking regulations in neighborhoods (e.g., SCAN), as well as exploring creation of a Vendor/Work/Contractor permit in the

CBD areas. Staff will work through the issues of cost, duration, and locations that this permit is good for before a proposal is presented to Council. If adopted, these changes would eventually also will impact the Parking Fund, though that would likely occur after FY 18/19.

Overall, the Parking Fund will be in a very dynamic state over the next two years as these changes are put in place and the financial impacts are evaluated.

Finally, as a follow up to the Council's recent parking system discussion, a question was raised regarding the added cost to acquire software to implement a graduated penalty system such as the one in Iowa City. That step would cost an additional \$15,000 beyond the \$12,000 base cost of software.

RESOURCE RECOVERY PER CAPITA FEE

In addition to user fees charged to the haulers, a *per capita fee* is charged to each jurisdiction served by our Resource Recovery System. This fee, based on the most recent decennial census, is paid by Ames, Story County and the eleven other participating cities; and a comparable fee is paid by ISU. The 2017/18 Adopted Budget shows this fee generating \$264,355, which is approximately 7% of budgeted revenues.

The per capita fee has remained at \$9.10 for the past six years. It had been \$10.50 for the six years before that time, but was reduced during a time when other System revenues were more than adequate. **As emphasized last year, it now appears that the per capita fee will need to be increased – possibly back to the \$10.50 level – in order to maintain a viable fund balance going forward. Whether this increase will be needed in this fiscal year or not until FY 2018/19 will be determined as the staff finishes its recommendation for the operating budget and five year CIP for this utility.**

DEBT SERVICE – COMPLETE STREETS

Approximately 33% of the property taxes that will be collected in the current fiscal year will go to pay for the debt service related to the issuance of General Obligation bonds. The vast majority of this debt is related to street and traffic improvements. Preliminary review of the CIP indicates that the average amount of G.O. Bond debt will increase from \$9,200,000 per year to \$10,005,000 per year. This increase is primarily related to our anticipated commitment to a Complete Streets philosophy requiring more on-street bike lanes associated with street construction as well as off-street bike paths. This increase in debt financing will have an impact on the property tax requirements in the coming years.

TOWN BUDGET MEETING

On October 3, 2017, the annual Town Budget Meeting was held. Minutes from the meeting are included as Attachment 3 to this document.

City Council's Input

(Given the information provided, Council's input is requested.)

Service Level Increases

Service Level Decreases

Other Issues

Attachment 1

LOCAL OPTION SALES TAX FUND SUMMARY

	FY 17/18 Adopted	FY 17/18 Adjusted	1% Increase COTA/ASSET FY 18/19 Estimated	3% Increase COTA/ASSET FY 18/19 Estimated	5% Increase COTA/ASSET FY 18/19 Estimated	Full Request COTA/ASSET FY 18/19 Estimated
Revenues						
Local Option Sales Tax	\$ 7,930,900	\$ 7,681,419	\$ 7,930,900	\$ 7,930,900	\$ 7,930,900	\$ 7,930,900
Transfer from Hotel/Motel	130,000	137,143	140,000	140,000	140,000	140,000
Grants	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-
Total Revenues	<u>8,060,900</u>	<u>7,818,562</u>	<u>8,070,900</u>	<u>8,070,900</u>	<u>8,070,900</u>	<u>8,070,900</u>
Transfers						
Ice Arena	20,000	20,000	20,000	20,000	20,000	20,000
Park Development	100,000	100,000	100,000	100,000	100,000	100,000
60% Property Tax Relief	4,758,540	4,608,851	4,758,540	4,758,540	4,758,540	4,758,540
Total Transfers	<u>4,878,540</u>	<u>4,728,851</u>	<u>4,878,540</u>	<u>4,878,540</u>	<u>4,878,540</u>	<u>4,878,540</u>
Expenses						
Human Service Agencies	1,355,711	1,355,711	1,369,268	1,396,382	1,423,497	1,565,663
Commission on the Arts	163,979	163,979	165,618	168,898	172,177	162,885
City Council Spec. Alloc.	149,114	149,114	150,605	153,587	156,644	244,220
Human Services Admin	19,505	20,683	21,303	21,303	21,303	21,303
Public Art	41,000	69,000	41,000	41,000	41,000	41,000
Municipal Band	27,035	27,061	27,170	27,170	27,170	27,170
	-	-	-	-	-	-
Total Expenses	<u>1,756,344</u>	<u>1,785,548</u>	<u>1,774,964</u>	<u>1,808,340</u>	<u>1,841,791</u>	<u>2,062,241</u>
Net Increase/(Decrease)	1,426,016	1,304,163	1,417,396	1,384,020	1,350,569	1,130,119
Beginning Balance	<u>2,694,799</u>	<u>5,812,850</u>	<u>2,155,925</u>	<u>2,155,925</u>	<u>2,155,925</u>	<u>2,155,925</u>
Available for CIP	4,120,815	7,117,013	3,573,321	3,539,945	3,506,494	3,286,044
CIP Projects	<u>1,845,000</u>	<u>4,961,088</u>	<u>1,655,000</u>	<u>1,655,000</u>	<u>1,655,000</u>	<u>1,655,000</u>
Ending Balance	2,278,415	2,155,925	1,918,321	1,884,945	1,851,494	1,631,044
Minimum Fund Bal. Rsv.	930,336	1,716,659	887,491	895,835	904,198	959,310
Avail Un-Resv Fund Bal.	<u>\$ 1,348,079</u>	<u>\$ 439,266</u>	<u>\$ 1,030,830</u>	<u>\$ 989,110</u>	<u>\$ 947,296</u>	<u>\$ 671,734</u>

(1) Percentage increases same as COTA/ASSET. FY 18/19 full request includes Story County Housing Trust Fund at \$35,000, funded in current year by General Fund.

			City of Ames		Service Statistics			
Agency	Service	Index	Contracted 17/18	Request 18/19	18/19 Proposed Units of Service	Unit of Service	18/19 Proposed Cost per Unit	Clients Turned Away in 16/17
ACCESS	Battering Shelter	2.08	\$ 49,450	\$ 54,890	2,600	24 Hr Period Food/Shelter	\$ 127.00	190 turned away due to lack of space.
ACCESS	Battering Crisis Intervention	3.07	\$ 2,856	\$ 3,142	190	Staff Hours	\$ 132.00	0
ACCESS	Battering Counseling and Support	3.07	\$ 26,952	\$ 29,647	1,550	Staff Hours	\$ 136.00	0
ACCESS	Rape Relief Crisis Intervention	3.08	\$ 2,026	\$ 2,229	370	Staff Hours	\$ 152.00	0
ACCESS	Rape Relief Counseling and Support	3.08	\$ 4,610	\$ 5,071	1,350	Staff Hours	\$ 136.00	0
ACCESS	Battering Courtwatch	3.10	\$ 5,310	\$ 5,841	425	Staff Hours	\$ 138.00	0
ACCESS	Public Education and Awareness	1.12	\$ 3,670	\$ 3,743	380	Staff Hours	\$ 125.00	0
			\$ 94,874	\$ 104,563				
Ames Comm. Preschool Center	Day Care - Infant	2.02	\$ 6,000	\$ 8,320	3,120	Full Days	\$ 62.37	"It is not possible to realistically estimate unmet need since families put their names on multiple waiting lists"
Ames Comm. Preschool Center	Day Care - Children	2.03	\$ 58,200	\$ 73,119	22,176	Full Days	\$ 46.55	Has 100 on waiting list. Hard to guess unmet needs until recontact families.
Ames Comm. Preschool Center	Day Care - School Age	2.04	\$ 27,000	\$ 32,000	55,100	Partial Days	\$ 10.25	Long waiting lists at each school site. Group size capped at 50.
			\$ 91,200	\$ 113,439				
All Aboard for Kids	Out of School Program	1.09	\$ -	\$ 2,000	420	Partial Days	\$ 70.00	No clients were turned away
			\$ -	\$ 2,000				
American Red Cross	Disaster Services Program	2.12	\$ 9,800	\$ 10,000	20	Staff Hours	\$ 4,135.00	No clients were turned away
			\$ 9,800	\$ 10,000				
Boys and Girls Club	Youth Development and Social Adjustment - Daily Program	1.07	\$ 105,820	\$ 160,000	42,134	Client Contact/Day	\$ 20.65	At least 25 youth were turned away because of limited capacity.
			\$ 105,820	\$ 160,000				
Campfire	Day Care- School Age	2.04	\$ 2,190	\$ 2,300	4,200	Partial Days	\$ 65.04	There were a few weeks of camp where it was at capacity and some families were turned away. No clients turned away due to an inability to pay. Estimate another 90 days of service could have been provided.
Campfire	Day Care - School Age - Scholarships	2.04	\$ 4,870	\$ 5,114	500	Partial Days	\$ 132.69	No families were turned away, even when the dollars ran out.
			\$ 7,060	\$ 7,414				
Center for Creative Justice	Correctional Services - Probation Supervision	2.09	\$ 57,460	\$ 60,333	4,800	Client Hours	\$ 67.27	0
			\$ 57,460	\$ 60,333				
ChildServe	Day Care - Infant	2.02	\$ 6,000	\$ 6,000	8,509	Full Days	\$ 50.47	No spots open most of the year, and 14 to 35 on the waiting list. All ASSET funds were used.
ChildServe	Day Care - Children	2.03	\$ 15,000	\$ 15,000	18,158	Full Days	\$ 44.69	There were about 6 openings through the year.
			\$ 21,000	\$ 21,000				
Emergency Residence Project	Emergency Assistance for Basic Material Needs	2.08	\$ 75,500	\$ 77,010	8,702	24 Hr Period Food/Shelter	\$ 33.60	Some referrals are turned away, especially if the referral has no connection to the Ames/Story County community and the shelter is full.
Emergency Residence Project	Transitional Housing	2.07	\$ 5,000	\$ 29,700	7,403	Full Days	\$ 14.15	Many applicants are turned away due to the limited openings available. The number has been difficult to track and has not been collected.
			\$ 80,500	\$ 106,710				
Eyerly Ball	Primary Treatment/ Health Maintenance - Crisis	3.09	\$ 10,000	\$ -	-	Contacts	N/A	0
			\$ 10,000	\$ -				
Good Neighbor	Emergency Assistance for Basic Material Needs	2.01	\$ 13,917	\$ 18,917	1,238	Client Contacts	\$ 118.77	Turned away 40 households requesting rent/utility assistance during the year. Grant funding was obtained that allowed Good Neighbor to return to all appointments being available.
Good Neighbor	Healthy Food Vouchers	2.01	\$ 3,333	\$ 7,833	1,867	Client Contacts	\$ 39.99	0
			\$ 17,250	\$ 26,750				
Heartland Senior Services	Day Care - Adults , Adult Day Center	3.02	\$ 54,344	\$ 61,844	5,523	Client Days	\$ 72.61	Participation days are reduced on occasion due to space limitations
Heartland Senior Services	Congregate Meals	3.06	\$ 23,462	\$ 24,166	6,624	Meals	\$ 10.61	0
Heartland Senior Services	Home Delivered Meals	3.05	\$ 13,500	\$ 15,000	29,000	Meals	\$ 8.17	0
Heartland Senior Services	Senior Food Program	3.01	\$ 4,177	\$ 4,177	1,345	Client Contacts	\$ 8.08	Not indicated
Heartland Senior Services	Service Coordination - Outreach	3.13	\$ 43,000	\$ 44,290	2,125	Client Hours	\$ 76.44	0
Heartland Senior Services	Activity and Resource Center	3.14	\$ 38,000	\$ 39,140	11,200	Client Contacts	\$ 10.74	0
			\$ 176,483	\$ 188,617				
HIRTA	Transportation - City	2.13	\$ 39,000	\$ 39,000	45,000	One-Way Trip	\$ 17.62	Not indicated
HIRTA	Transportation - Iowa City	2.13	\$ 2,000	\$ 2,000	50	One-Way Trip	\$ 232.00	Not indicated
			\$ 41,000	\$ 41,000				

Agency	Service	Index	City of Ames		18/19 Proposed Units of Service	Unit of Service	18/19 Proposed Cost per Unit	Service Statistics Clients Turned Away in 16/17
			Contracted 17/18	Request 18/19				
Legal Aid	Legal Aid - Society , Legal Aid - Civil	2.10	\$ 95,400	\$ 100,000	4,400	Staff Hours	\$ 67.80	None, except in conflicts of interest or ineligibility under income guidelines
			\$ 95,400	\$ 100,000				
Lutheran Services in Iowa	Crisis Intervention , Crisis Child Care	3.09	\$ 5,700	\$ 5,700	112	Contacts	\$ 525.71	0
Lutheran Services in Iowa	Primary Treat./Health Maint (Outpatient) School Based Ment	3.17	\$ 5,000	\$ 5,000	633	Client Hours	\$ 117.25	0
			\$ 10,700	\$ 10,700				
Mary Greeley Home Health Services	Community Clinics and Health Education	3.01	\$ 16,500	\$ 16,800	4,400	Clinic Hours	\$ 97.00	Not indicated
Mary Greeley Home Health Services	In-Home Health Assistance	3.04	\$ 13,500	\$ 14,500	7,970	Hours	\$ 50.70	0
			\$ 30,000	\$ 31,300				
MICA	Community Clinics - Child Dental	3.01	\$ 1,650	\$ 1,650	130	Clinic Hours	\$ 158.82	0
MICA	Dental Clinics	3.01	\$ 70,900	\$ 103,800	1,920	Clinic Hours	\$ 387.27	No eligible individual was turned away.
MICA	Community Clinics - Fluoride Varnish	3.01	\$ 825	\$ 825	933	Clinic Hours	\$ 58.88	0
MICA	Food Pantry	2.01	\$ 18,802	\$ 21,136	6,500	Client Contacts	\$ 11.03	0
MICA	Family Development/ Education	1.10	\$ 7,279	\$ 7,279	240	Client Hours	\$ 166.83	10 families on the waiting list were unable to participate.
			\$ 99,456	\$ 134,690				
NAMI	Public Education and Awareness	1.12	\$ 500	\$ 7,000	975	Staff Hours	\$ 43.08	0
NAMI	Wellness Center	1.02	\$ 6,000	\$ -	1,242	Staff Hours	\$ 43.88	0
			\$ 6,500	\$ 7,000				
Raising Readers	Thrive by Five	1.10	\$ 8,860	\$ 18,000	10,580	Client Hours	\$ 17.47	0
Raising Readers	Out-of-School Time Learning	1.10	\$ 8,550	\$ 18,000	3,100	Client Hours	\$ 31.99	No clients were turned away.
			\$ 17,410	\$ 36,000				
RSVP	Disaster Services - Volunteer Management for Emergencies	2.12	\$ 6,500	\$ 7,100	500	Staff Hours	\$ 27.78	0
RSVP	Transportation	2.13	\$ 1,000	\$ 1,430	2,150	One-Way Trips	\$ 12.72	0
RSVP	Volunteer Management	1.11	\$ 22,260	\$ 22,500	35,500	Staff Hours	\$ 3.86	0
			\$ 29,760	\$ 31,030				
The Arc of Story County	Special Recreation - Active Lifestyles	3.19	\$ 2,500	\$ 5,075	8,200	Participant Hours	\$ 9.75	0, but ran out of funding for the months of April, May and June. 7,500 units of service that were not billed to ASSET and were paid for with other funding sources
The Arc of Story County	Respite Care	3.11	\$ 4,000	\$ 4,000	650	Client Hours	\$ 18.46	Were not able to provide 8 children with respite funds, mainly due to the State administering the Children At Home grant.
The Arc of Story County	Service Coordination	3.13	\$ 1,200	\$ 1,400	340	Client Hours	\$ 22.94	0
			\$ 7,700	\$ 10,475				
The Salvation Army	Food Pantry	2.01	\$ 6,500	\$ 8,125	1,500	Client Contacts	\$ 40.53	Only turn someone away if they come earlier than 30 days.
The Salvation Army	Homelessness Prevention	2.01	\$ 20,500	\$ 25,625	225	Client Contacts	\$ 311.98	300 clients were turned away due to no available appointment times, household received help in past year, doesn't reside in County, eviction in spite of assistance, failure to follow program requirements, and a pattern of co-dependency on services.
The Salvation Army	Disaster Services	2.12	\$ 629	\$ 787	90	Staff Hours	\$ 94.44	Not indicated
The Salvation Army	Representative Payee Services	2.14	\$ 12,359	\$ 15,449	2,298	Client Contacts	\$ 41.00	24 clients are on the waiting list, but none has been turned away
The Salvation Army	Bill Payer	2.14	\$ 3,650	\$ 4,563	150	Client Contacts	\$ 115.06	1 client turned away due to lack of volunteers
			\$ 43,638	\$ 46,424				
University Community Childcare	Child Care - Infant	2.02	\$ 25,630	\$ 28,193	3,120	Full Days	\$ 72.14	Wait list for services, but remains fluid due to some families no longer being interested in services when contacted. Occupancy was 99% for the year, based on licensed capacity.
University Community Childcare	Child Care - Children	2.03	\$ 31,900	\$ 35,090	8,320	Full Days	\$ 58.95	Wait list for services, but remains fluid due to some families no longer being interested in services when contacted. Occupancy was 99% for the year, based on licensed capacity.
University Community Childcare	Comfort Zone	2.05	\$ 1,000	\$ 1,100	160	Partial Days	\$ 383.65	Children are only turned away if they do not have current immunization information or if they are not "mildly ill"
			\$ 58,530	\$ 64,383				
Volunteer Center of Story County	Volunteer Management	1.11	\$ 8,390	\$ 9,400	7,600	Staff Hours	\$ 17.07	0
Volunteer Center of Story County	Youth Engagement	1.02	\$ 1,400	\$ 2,350	2,500	Staff Hours	\$ 13.41	0
			\$ 9,790	\$ 11,750				
Youth and Shelter Services	Substance Abuse Treatment - Outpatient	3.16	\$ 8,500	\$ 8,500	427	Client Hours	\$ 286.85	0
Youth and Shelter Services	Primary Treatment /Health Maintenance Family Counseling	3.17	\$ 52,000	\$ 52,000	6,171	Client Hours	\$ 178.33	0

			City of Ames			Service Statistics		
Agency	Service	Index	Contracted 17/18	Request 18/19	18/19 Proposed Units of Service	Unit of Service	18/19 Proposed Cost per Unit	Clients Turned Away in 16/17
Youth and Shelter Services	Transitional Living / Homeless	2.01	\$ 2,250	\$ 3,250	5,500	Client Contacts	\$ 29.30	All transitional living locations were full a majority of the time with a waiting list
Youth and Shelter Services	Emergency Shelter - Rosedale	2.08	\$ 31,750	\$ 31,750	750	24 Hr Period Food/Shelter	\$ 362.47	22 Story County adult clients were turned away. 23 Story County youth were turned away.
Youth and Shelter Services	Rosedale Crisis	3.09	\$ 5,000	\$ 5,000	100	Contacts	\$ 100.00	New service
Youth and Shelter Services	Storks Nest	2.11	\$ 6,300	\$ 7,800	832	Client Contacts	\$ 44.57	0
Youth and Shelter Services	YSS Mentoring Program	1.07	\$ 25,170	\$ 28,000	5,450	Client Contact/Days	\$ 33.93	16 youth on waitlist at end of school year who will be matched at start of school year.
Youth and Shelter Services	Youth Development and Social Adjustment	1.07	\$ 28,300	\$ 28,300	2,520	Client Contact/Days	\$ 41.35	0
Youth and Shelter Services	Employment Assistance for Youth - Skills	1.08	\$ 20,515	\$ 17,000	1,800	Staff Hours	\$ 21.30	0
Youth and Shelter Services	Summer Enrichment	1.09	\$ 5,110	\$ 10,000	5,500	Partial Days	\$ 17.45	Not indicated
Youth and Shelter Services	Family Development/Education - Pathways, FADSS	1.10	\$ 9,735	\$ 10,735	2,450	Client Hours	\$ 47.37	0
Youth and Shelter Services	Public Education/ Awareness	1.12	\$ 30,000	\$ 30,000	3,000	Staff Hours	\$ 54.77	0
Youth and Shelter Services	Public Education/ Awareness - Child Safety	1.12	\$ 9,750	\$ 7,750	320	Staff Hours	\$ 94.01	Not indicated, but some school districts are no longer interested in the program
			\$ 234,380	\$ 240,085				

TOTAL \$ 1,355,711 \$ 1,565,663

MINUTES OF THE TOWN BUDGET MEETING**AMES, IOWA****OCTOBER 3, 2017**

The Town Budget Meeting was called to order by City Manager Steve Schainker at 7:04 p.m. on the 3rd day of October, 2017, in the Council Chambers of Ames City Hall, 515 Clark Avenue. He introduced Mayor Ann Campbell, City Council Member Tim Gartin, and City staff in attendance: Assistant City Manager Brian Phillips, Finance Director Duane Pitcher, Public Information Officer Susan Gwiasda, Management Analyst Tasheik Kerr, Budget Officer Nancy Masteller, and City Clerk Diane Voss.

Others Present:

Martin Edelson, 2417 Duff Avenue, Ames

John Haila, 2408 Suncrest, Ames

John Hall, representing the Ames Economic Development Commission, 304 Main Street, Ames

Ken Kruempel, 2519 Timberland Road, Ames

Janice Reutter, 2025 Duff Avenue, Ames

Joe Reutter, 2025 Duff Avenue, Ames

Casie Vance, representing the Ames Historical Society, 5006 Todd Drive, Ames

Jon Wolseth, 241 Village Drive, Ames

City Manager Schainker welcomed the audience and informed them that this meeting was the beginning of the process to prepare the 2018/19 City Budget. He invited the audience watching on television to call in or provide written comments and suggestions via email to the City Council. Mr. Schainker explained that residents will be asked tonight to explain where they would like to see more expenditure or less expenditure. The 2018/19 budget calendar and budget adoption process were explained by City Manager Schainker. The first step in the budget process is the Resident Satisfaction Survey. The Survey has gone out, and the results will be presented at the Council meeting to be held on October 10. City Departments have already started gathering information on their capital improvements and operating budgets. Mr. Schainker again emphasized that the purpose of this Town Budget Meeting was to gather input from the community. At its meeting to be held on December 12, 2017, the Council will be provided guidance on its budget priorities. Staff will put together the Operating Budget in November and December. On January 16, 2018, the recommended Capital Improvements Plan (CIP) will be presented. On January 23, public comments on the Capital Improvement Plan will be accepted. On February 2, February 6, 7, and 8, Budget Overview and Department Budget Hearings will be held. Budget Wrap-Up will be on February 13. The final budget hearing and adoption of the FY 2018/19 Budget will be held on March 6.

Finance Director Duane Pitcher explained that the City received approximately one-third (32.80%) of the property taxes that were paid in Ames for 2017/18. The School District received 45.34%; Story County, 19.73%, and DMAACC, 2.10%. Mr. Pitcher showed how the taxable valuation of property had changed from Fiscal Year (FY) 2008/09 to the current fiscal year. He explained the reduction in property taxes from FY 2013/14 to 2017/18 that has resulted from the distribution of Local Option Sales Taxes. Finance Director Pitcher provided a summary of the 2017/18 Adopted Revenues and Expenditures. The cost of services per residence for FY 2017/18

is \$591 per \$100,000 of valuation. A comparison of the City's property tax rate with other large communities in the state of Iowa was also shown. Ames has the second-lowest total tax levy per \$1,000 valuation. Mr. Pitcher showed how the 2017/18 Property Tax Levy, which is a compilation of the General Fund Levy, Trust and Agency Levy (partial Police/Fire benefits), and Transit Levy, was calculated. A sample property tax calculation for a home valued at \$100,000 was given for 2017/18 and the differences between FY 2014/15 to the present were shown. Finance Director Pitcher provided a three-year comparison of the cost of City services.

PUBLIC INPUT:

Martin Edelson, 2417 Duff, Ames, asked if property taxes were the City's only source of revenue. City Manager Schainker answered that they were only a portion of the City's revenues. Finance Director Pitcher stated that property taxes make up only about 15% of the total revenues.

After an inquiry from Joe Reutter, 2025 Duff Avenue, Ames, Mr. Schainker gave the definition of bond revenues. Mr. Reutter also asked if Inspections included permits for new homes. City Manager Schainker stated that it did; it includes Mechanical, Electrical, Plumbing, and Building.

Jon Wolseth, 241 Village Drive, Ames, asked for more funds and more staff time to be dedicated for rental inspections and enforcement and parking enforcement. He would also like to see the City offer buying incentives to convert rental properties to single-family homes. Mr. Wolseth also suggested that low- or no-interest revolving loans be available for low-income homeowners to make exterior home improvements. Another item raised by Mr. Wolseth was for the City to think about the way City services are concentrated in the center and eastern part of town. He pointed out that the residents of West Ames have no direct access to libraries; they have to drive or take CyRide. Mr. Wolseth believes that the services need to be "spread the public good" to the west side of Ames.

Martin Edelson again spoke, commenting about: (1) Roads and Safety. Mr. Edelson noted that he had attended a meeting held by the Public Works Department on the South Duff improvements. At that meeting, one of the comments made by a Public Works staff member was how that Department was impacted by its approved budget. In particular, noted was the Department's inability to maintain markings as "fresh" markings on streets. Apparently, that formerly was done twice a year, but now there are not enough funds in the annual budget. Mr. Edelson shared his belief that prioritization should be given to allocate funds in terms of safety; there should never be an instance where markings could not be maintained due to a lack of funding in the budget. (2) Healthy Neighborhoods. According to Mr. Edelson, a new Neighborhood Liaison is getting answers to many of their questions; however, there appears to be minimal financial support for neighborhoods. He noted that on the City's Web site, there is reference made to funding being available to neighborhoods for newsletters and postage to send them out. According to Mr. Edelson, he sent out a newsletter for the Inis Grove Neighborhood Association and attempted to get reimbursed; however, Planning & Housing staff was uncertain how to do that and mentioned that the Neighborhood Association had to be listed as a non-profit organization; to date, no reimbursement has been made. Mr. Edelson suggested that \$100 - \$150/neighborhood should be allowed. (3) Bridge to Connect Duff Avenue to the

“Undeveloped” Areas of Inis Grove Park. Mr. Edelson said that, formerly, there was a bridge that allowed access to Inis Grove Park from Duff Avenue; however, it fell apart years ago and has never been replaced. He believes that, since there is a lot more activity that will be happening in Inis Grove Park with the future construction of the Miracle Field/All-Inclusive Playground, he wondered if there was any talk about reconstructing such a bridge. City Manager Schainker indicated that he had not heard of any discussions about such a bridge.

John Hall, 304 Main Street, Ames, stated that he was representing the Economic Development Commission and the Ames Chamber of Commerce. On their behalf, Mr. Hall requested the following:

1. Since the annexation of the East Industrial, they would like to see dollars allocated to the Master Planning process and to lessen some of the burden of development particularly related to transportation items (e.g., turning lanes, shared use path, which would require expansion of the bridge).
2. South Grand Extension. They would like to see the next step (down to Airport Road) in the CIP as well as the trail.
3. Welcome signage coming into Ames on Highway 30, particularly at the Dayton Avenue Overpass. The Department of Transportation has made a major commitment on this.
4. Restrooms in Downtown, specifically in Tom Evans Plaza.
5. A parking structure in Downtown. This would be more relevant to the Kellogg and Main Street areas (south side of Main Street).
6. A median through the Campus area, similar to that seen during the community leaders’ trip to Columbia, Missouri, that provides safety for the pedestrians to be able to more safely cross Lincoln Way. They would like to see this item in the CIP for a median along Lincoln Way through the Campus area.
7. Modernization of the Bandshell. This would allow for the concerts that currently occur on the streets to the Bandshell and alleviate a lot of concerns that have been expressed during special concert events.

Joe Reutter said there is a storm water drainage problem around 20th and Duff. He referenced the heavy rain falls that occurred last fall and storm sewers not being able to carry the water., so water backed up in people’s basements. Mr. Reutter said their sump pump was operational, but the storm sewers were not able to keep up with the water. He noted that some things are being done, such as rain gardens on 24th Street; however, he is not sure if their effectiveness has been determined and at what level. City Manager Schainker advised that the City Council has allocated \$3.7 million/year to rehab sanitary sewer and storm sewer intakes. He stated that the City is also working on over-land flooding (from storm sewer) and bank stabilization (river

flooding). Mr. Schainker pointed out that as the City grows, there is more impervious surface. The Council is aware of this and is working on it.

Public Information Officer Susan Gwiasda said one message had been received via *Facebook Live* Curtis Powers. Mr. Powers asked where the City was regarding partnering with Ames High School on building a new pool and if the City would be willing to “quit the Healthy Life Center.” City Manager Schainker explained that the City Council had directed City staff to work with a number of partners to develop the Healthy Life Center concept. One of the things that the School District has to decide is whether it wants to put its competitive pool in with the City’s recreational pool or go it alone. The School District is trying to determine the costs to build what it needs separate from the City or whether it will partner with the City. As far as the Healthy Life Center, that is a policy decision that the Council will have to make.

Casie Vance, 416 Douglas Avenue, Ames, stated that the Ames Historical Society is planning to apply through the normal Outside Funding Request process for its annual funding. She noted that the Historical Society is supportive of anything that helps preserve the historical character of Ames.

City Manager Schainker encouraged the public to stay involved in the budget process.

The meeting adjourned at 8:05 p.m.

Diane Voss, City Clerk

To: Steve Schainker <sschainker@city.ames.ia.us>
From: Debra Lee <deblee58@yahoo.com>
Date: 09/07/2017 09:01AM
Subject: Suggestions for future budgets/CIP

Good morning, Steve,

I am sending this list of budget/CIP ideas early, as my schedule is somewhat uncertain for the next few weeks. I will hope to attend the October 3rd meeting, but am sending this just in case I am unable to be there. Thank you for this opportunity to provide some suggestions.

Sincerely,

Debbie Lee

Suggestions for future budgets/CIP:

1) Install a retaining wall at the southeast corner of O'Neil Park (corner of South Oak and South 4th).

2) Initiate a regular schedule for cleaning out the gutter along the sidewalk on the west side of Grand Avenue from approximately 5th Street south to Lincoln Way. (May be needed on the east side too; I am just familiar with the west side.)

3) Modify the Lincoln Way bridge over Squaw Creek for improved aesthetics.

4) Consider incorporating filling in sidewalk gaps as part of larger public works projects. I recognize that sidewalks are a 'third rail'...but this seemed like a sensible idea...

A neighborhood resident has suggested that it seems it would be most efficient to fill sidewalk gaps in conjunction with other street repair activities. This resident suggested that we might create a fund for use to provide as grants to assist residents with sidewalk installation under these circumstances.

An example is the work in progress on South 2nd Street between Hazel and Oak Avenues. Being an older neighborhood, we have several stretches with no sidewalks. This area is a very popular walking area for DOT employees and Optimae client/residents. It would have been an opportune moment to complete the sidewalks as part of this street replacement project.

5) Initiate effort to make accessing pedestrian crosswalk signals more 'user-friendly':

Step 1: Perform an inventory to identify intersections where accessing the button to initiate the crosswalk signal requires pedestrians to walk off paved surfaces (through mud/snow). (I can give you a starting list :-)

Step 2: Develop and implement plan to improve surfaces so that pedestrians can comfortably access the signal buttons.