

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

AMES, IOWA

FEBRUARY 6, 2018

The Ames City Council met in special session at 5:15 p.m. on February 8, 2018, in the Council Chambers in City Hall, 515 Clark Avenue, pursuant to law with Mayor John Haila presiding and the following Council members present: Bronwyn Beatty-Hansen, Gloria Betcher, Amber Corrieri, Tim Gartin, David Martin, and Chris Nelson. Also present was *ex officio* Member Rob Bingham.

Moved by Betcher, seconded by Nelson, to approve the proposed budget for FY 2018/19 for the City of Ames. The vote on this motion will be taken at the Final Budget Hearing to be held on March 6, 2018.

FY 2018/19 BUDGET PROPOSALS:

Library Services. Library Director Lynne Carey introduced Mary Logsdon, Adult Services Manager, and Alissa Dornink-Haws, Resource Services Manager. Ms. Carey shared that, as a part of the Library's succession planning, managers rotate through all the major activities that are happening in the administrative aspect of Library service.

Ms. Carey presented a summary of many of the programs and accomplishments of the Library over the past year. According to Ms. Carey, the Library is participating in a nation-wide public relations/marketing initiative called "Libraries Transform," which is the basis for the Library's budget presentation. This initiative is meant to show the many ways that libraries change lives. The Ames Library believes it transforms lives through its fantastic staff. Ms. Carey stated that the vast majority of the Library's budget goes for staffing. Regarding staffing, Ms. Carey stated that there will be three major staffing levels. One change is that the position of Operations Manager has been re-worked to be a Operations Coordinator. The Operations Coordinator supervises Library Aides. It was noted that it formerly took the Library aides three days to get things back on the shelf; however, now it takes about six hours. Savings from that reclassification and other areas has allowed for a new .5 FTE, a Marketing Assistant, to be added next fiscal year. Also, more hours are needed for custodial work, and a Custodian position has been added. A project is underway to replace existing fluorescent light bulbs with Light Emitting Diode (LED) bulbs, furthering the Council's objective of expanding sustainability.

According to Ms. Carey, this was Year 2 of the Library's strategic plan. Everything is going very well, due in part by the wonderful support the Library gets from the community.

Ms. Carey noted that the Library expanded efforts to combat the "summer learning slide" by offering special programs. The Library partnered with the Boys & Girls Club and the Nevada School District to serve free lunches to children and teens each weekdays from the date that school is out until it starts. At the inquiry of Council Member Gartin, Ms. Carey stated that 110 to 120 children are provided free lunch per day during the summer. Partnerships with other agencies have furthered the Library's goal of equal access were also highlighted by Ms. Carey.

Adult Services Manager Mary Logsdon provided information on many of the activities that embraces "Because Learning to Read Comes Before Reading to Learn." Highlights from the Small Talk Program, Project Smiles, the Harrison Barnes Reading Academy, and "Battle of the Books" Program were given. Ms. Logsdon also noted partnerships with Workiva and other organizations that have allowed for young-adult and adult programs to be initiated. The diversity of Program offerings has really expanded. Many programs that came about because of partnerships were named.

Ms. Dornink-Haws shared that the Library is to be the conduit for information to be shared in a variety of ways. She gave a few examples of the classes and programs being offered, including Computer Basics classes. Ms. Dornink-Haws said that increased downloadable items are now available through Hoopla, which is a new digital media streaming service for movies, music, audiobooks, e-books, comics, and TV shows. In addition, the Library offers new on-line resources, such as Brain HQ and Consumer Reports.

Director Carey stated that the Teen Advisory Group planned and presented several successful activities. According to Ms. Carey, any money made is then turned in for enhancements of library service. Ms. Carey recognized how, again, partnerships with different agencies and organizations have enhanced the services and programs able to be offered. More information on “Battle of the Books” competition was given. Specifically highlighted was the partnership with the Ames Community School District and Iowa State University School of Education that allowed for the formation of “The Learning Circle,” which offers ISU students the opportunity to work directly with community-based youth literacy programs.

At the inquiry of Council Member Gartin, Ms. Carey answered that volunteers have provided over 16,000 hours/year of service. Those volunteering range from providing up to 20 hours/week to those who may provide one day a year.

Noting that there are so many at-risk children in the community, Council Member Gartin stated that he would like the City Council to support a program that sends every kindergartner home with five or ten books. Director Carey said that the desire is there, but funding is the issue. She said they have been looking for grants that would help fund such a program. Mr. Gartin suggested that the Library come up with a proposal for such an initiative to present to the City Council.

Water Operations. Christina Murphy, Assistant Director of Water and Pollution Control Department, introduced their leadership team: Lyle Hammes, Water Plant Superintendent; Dave Gammon, Assistant Water Plant Superintendent; Jim McElvogue, Water Pollution Control Superintendent; and Mary Ann Ryan, Laboratory Supervisor. She also recognized Darrell Hunter, Assistant Water Pollution Control Superintendent, who just retired after 40 years of service; and Dave Blumer, Water Meter Supervisor, who was not able to be at this meeting.

Ms. Murphy provided an overview of the various programs included in the Administration budget. According to Ms. Murphy, there were a few unanticipated increases in the Administration’s Operating Budget due to the transition to the new Plant. Estimates on operating costs at the Plant had been made based on spreadsheets and information that was known at that time. One of the changes was an increase for electricity and natural gas. A comparison between the electrical and natural gas expenses for the new and old water plant was given. It was noted that the new Plant is approximately eight times larger than the old space. Also, the new Plant has 12,000 square feet more water storage. In addition, the ceilings at the new Plant are 22.5 feet higher than the ceilings at the old Plant. Ms. Murphy stated that steps will be to fine-tune the HVAC, lighting controls, and Plant processes to improve efficiency. Work continues with the contractor to ensure that the lighting control system and dehumidification are working properly. Staff is coming up with additional ways to save electricity, such as turning off the mixers when not in use and turning off lights when no staff is present in that area. The importance of preventative maintenance was also described. There are some regulatory requirements that had to be followed, such as placing equipment inside the building, that increased operating costs.

Programs noted in the Water Treatment Plant Operations budget were: Source Water Supply (22

wells and three under design), Treatment, and Pumping. New single-day and three-day peak production records were set in July. Ms. Murphy shared that Ames had been named the city with the “Best Tasting Water in Iowa” and will be competing this summer for Best Tasting Water in the Nation.” Ms. Murphy noted that there is a decrease in contractual expenses. This is due in part to staff spending only what is absolutely needed, not necessarily what is budgeted.

Programs for WPC Facility Operations, W&PC Laboratory, and W&PC Metering Services were summarized. The WPC facility is now 28 years old. Staff does an excellent job with maintenance of the Plant, which increases its life. There is no word on the NPDES Permit. It was reported that the Water Pollution Control Facility has completed 28 consecutive years of 100% compliance with its Discharge Permit. This is the second-longest compliance record in the country.

Ms. Murphy noted that there will be some fee adjustments. Those will be brought to Council along with other City fees.

After being questioned by Council Member Gartin, Director Dunn stated that there were so many requests for tours of the new Plant, they had to be suspended. He shared that the Plant will be open for tours on Saturday, March 24, from 9:00 a.m. to Noon.

Public Works. Public Works Director John Joiner introduced Justin Clausen, Operations Manager; McKinlee Ritter, Public Works Analyst; Municipal Engineer Tracy Warner, Engineering Division; Bill Schmitt, Resource Recovery Manager; and, Damion Pregitzer, Traffic Engineer.

Director Joiner gave an overview of the major work activities for the Utilities Program, including Water Distribution, Sanitary Sewer Collection System, Storm Water Permit program, Storm Sewer Maintenance, and Resource Recovery. Mr. Joiner noted the Storm Water Utility fee increases. According to Director Joiner, the per capita charge at Resource Recovery will be \$10.50 for calendar year 2018. Mr. Joiner explained that the fee will not be billed until May 2019 and November 2019.

Ms. Warner informed the Council that the annual Eco Fair will be held on April 21.

Highlights for the Transportation Program, which included Administration, Engineering, Traffic Engineering and Maintenance, the Street System, Parking Operations, and Airport Operations. Under the Snow & Ice Control Program, Mr. Joiner noted that staff planned for 19 events with a total of 36" of snow; there have been nine events with 21.5 inches of snow to date.

Traffic Engineer Pregitzer stated that there has been an increase in fuel sales since the new Fixed Base Operator (FBO) Central Iowa Air Service took over. More corporate jets are using the Regional Airport, which is due in part to the reputation of the new FBO.

Mr. Clansmen answered an inquiry from Council Member Betcher about the sidewalk-clearing initiatives in Campustown, stating that over 200 violations have been issued to those who have not cleared their sidewalks in Campustown. According to Mr. Clansmen, there are 400 properties in the area in question, which is Ash to Sheldon and Lincoln Way to Storm.

Fleet Services. Director Corey Mellies explained how the Fleet Operations is run. According to Mr. Mellies, the average fuel costs are decreasing to \$2.15 per gallon. It is expected that they will increase to \$2.35/gallon for FY 2018/19. Fuel continues to be the largest line item in the Fleet Operations’ budget.

According to Mr. Mellies, 21% of Fleet vehicles is considered “green.” The “Green Fleet” consists of Flex-fuel vehicles, hybrids, and all-electric vehicles. An all-electric vehicle will be added in 2018/19. There will be a charging station installed at City Hall, and two other charging stations will be installed in locations in the City. Fleet Services will also be reviewing Purchasing Procedures to find improvements for the purchase of more sustainable vehicles.

Facilities.

Director Mellies described upcoming projects, which will include new furniture for the Employee Lunchroom, landscaping at the Veteran’s Memorial, and card readers for City Hall access.

Finance Services. Finance Director Duane Pitcher noted that the City does not have an Economic Development Division, but it has a program to promote economic development by implementing economic development-related City Council objectives. These programs are administered by City Manager Schainker and Mr. Pitcher. The City also shares a position with the Ames Economic Development Commission for assistance with economic development endeavors.

Mr. Pitcher presented the budgets for Financial Services, including Administration, Purchasing Services, Information Technology, Utility Customer Service, and Parking Violation Collection.

ADJOURNMENT: Moved by Beatty-Hansen, seconded by Betcher, to adjourn at 7:21 p.m.

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

AMES, IOWA

FEBRUARY 7, 2018

The Ames City Council met in special session at 5:15 p.m. on February 7, 2018, in the Council Chambers in City Hall, 515 Clark Avenue, pursuant to law with Mayor John Haila presiding and the following Council members present: Bronwyn Beatty-Hansen, Gloria Betcher, Amber Corrieri, Tim Gartin, David Martin, and Chris Nelson. Also present was *ex officio* Member Rob Bingham.

FY 2018/19 BUDGET PROPOSALS:

Parks & Recreation. Director Keith Abraham introduced Joshua Thompson, Parks and Facilities Superintendent.

Mr. Abraham advised that the Parks and Recreation Commission has reviewed the fees and charges proposed for FY 2018/19. Forty-four percent of activities/programs will be experiencing an increase. Specifically highlighted were the increases that will occur at Furman Aquatics Center, City Hall Auditorium, Ice Arena, and Homewood Golf Course. Council Member Gartin noted that there is a public good in helping to subsidize the arts in the community. He asked to know how the City treats non-profit organizations that use the Auditorium. Mr. Abraham noted that the true cost for the Auditorium equates to between \$65 - \$80/hour. Mr. Gartin said he views this as a policy-type issue, and he would like the Council to have a conversation about non-profit organizations using public facilities. City Manager Steve Schainker said that this is something that the staff should look at for next year’s budget. Director Abraham shared that staff had contacted other cities to see what they do; the City’s rates are on the low to middle end.

Mr. Abraham noted the shortage of temporary staff experienced last year. Temporary staff wages will increase approximately \$100,000 in 2018/19. A five-year plan has been created.

The Council was informed of several large projects being worked on by the Department. Specifically named were the City-Wide Survey, ADA Inventory and Transition Plan, Miracle League Field and All-Inclusive Playground, and the Healthy Life Center.

Director Abraham emphasized the importance of volunteers to the Parks and Recreation programs.

Organizations that partner with Parks & Recreation were listed. Also recognized were members of the Friends Groups: Ada Hayden Heritage Park, Emma McCarthy Lee Park, Munn Woods, and Roosevelt Park.

Highlights of planned new Parks and Recreation programming were given. Auditorium and Bandshell events were also listed.

The Scholarship Funding was explained by Director Abraham. The number given increased from 39 (in FY 2015/16) to 99 (2016/17).

Regarding facility space, Mr. Abraham advised that staff is seeking priority arrangement with the Ames School District, which would free-up the Community Center Gymnasium for open recreation.

One of the Department's service objectives is to mow manicured turf areas on average every seven to ten days. The average for 2016 was 12.5 days; that average was reduced to eight days in 2017. Another initiative was no trimming in the parks. Daley, Duff Avenue, Hutchison, Northridge Heights, and Roosevelt Parks are now virtually trim-free.

The Department is in the process of hiring a forester. It is hoped that that person will be on board by April. The Tree Inventory needs to be updated and a Comprehensive Tree Management Plan created.

Staff has started updating grilling areas around shelters and updating electrical controls and switching light fixtures to LED in shelters. The history of the number of sanitation rounds made was shown.

Cemetery. Director Abraham stated that a mini-excavator has been purchased for digging graves.

Right-of-Way Management. Under right-of-way management, staff is addressing hazardous trees, pruning new and old trees, and planting new trees in partnership with the Ames Foundation.

Electric Services. Donald Kom, Director of Electric Services, introduced Brian Trower, Assistant Director of Electric Services; Curtis Spence, Power Plant Manager; Ken Tiarks, Technical Services Supervisor; Lyndon Cook, Electrical Engineering Manager; and Collin Dettmann, Manager of Energy Market Production.

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

The Electric Administration budget will decrease 1.4% from the FY 2017/18 Adopted. Notable projects were the development of the City's first Community Solar Farm and the offering transmission credits. There were two unusually long power outages in 2017: on July 20 when a tree fell and on October 21, there was a relay failure at a substation. Mr. Kom invited the public to the 8th Annual Eco Fair, which will occur on April 21, 2018, in the City Hall Gymnasium. Also, under

Administration, Mr. Kom emphasized that the Demand Side Management program has played a significant role in reducing peak; that program began in 2007. Over the years, this has saved nearly 40 GMh and has resulted in lowering the peak by 25 MW. This is a very popular program: 92% of the budget (through 66% of the FY 2017/18 budget) has already been spent. Regarding solar arrays, there have been 135 completely installed. This has resulted in the pay-out of \$218,340 in 2017.

Regarding the Electric Production program, the total budget will be up 1.1%. The GT-1 repair has been completed. The proposed budget reflects a more proactive approach to equipment maintenance and improved reliability. The City still has three years left on the Natural Gas Long-Term Contract. The Transport has seven years remaining on the Contract. The electric peak occurred on July 20 at 124.9 MW. The all-time peak occurred on July 25, 2012, at 130.7 MW.

Fuel/Purchased Power is the largest of all the program budgets; however, it will decrease by 0.5% in 2018/19. This budget provides for purchasing natural gas and RDF burned in the boilers. Renewable Energy met 19% of City usage [17% came from the Wind Contract and 2% came from refuse-derived fuel (RDF)]. An Energy Cost Adjustment still remains as a credit on bills.

Electric Distribution Operations/Maintenance is the division responsible for tree trimming, which continues to constitute a large expense. They also continue animal-guarding of the Distribution System. Personnel responded to 239 after-hours trouble calls. In 2017, 21% of the street lights were changed to LED.

Electric Distribution Extension/Improvements is up slightly (0.5%). Work remains strong for apartment and commercial projects. There will be a relocation of Duff/S. 16th Street line. They will be replacing aged/failing underground cable, poles and wires, and overhead switches. The obsolete substation relay, switch, and breaker will be replaced.

The budget for Electric Technical Services is up approximately 1.0%. Automated meter reading meters will replace old meters. Increased cost

The Electric Engineering budget is up 3.0% from FY 2017/18 Adopted. The 161kV line had to be moved due to the Iowa Department of Transportation project; that was done at the IDOT's expense. The number of customer solar interconnections is decreasing. This Division is managing several CIP projects. They are upgrading relays, controls, breakers, and switchgear aimed at improving reliability.

Director Kom advised that the overall budget at \$57,061,478, which is an increase of 0.147% over FY 2017/18 Adopted. The estimated FY 2018/19 Revenues are \$66,768,320. The minimum fund balance target was suggested to be \$10,100,000. A minimum fund balance has never been established for the Electric Utility. Noting that the City budget has other programs where a minimum balance has been set, Council Member Gartin would like to know how staff arrived at the suggested number for Electric. Mr. Kom will discuss this with EUORAB, and it will be an item to be discussed by the City Council at a later date. According to Director Kom, the Unreserved Fund Balance is expected to exceed the recommended target minimum for the full-term of the current CIP. Therefore, if all things stay the same, it is not anticipated that there will be a need for a rate increase for at least five years. The Council was told that, on average, the City of Ames rates are 15% lower than neighboring utilities.

Community Protection, which includes street lights and storm warning system, is under the Public Safety Program. This budget will increase 5.3% from the FY 2017/18 Adopted. This increase is due

to the installation of additional street lights in new subdivisions. It was noted that this program is funded by the General Fund.

Fire Department. Chief Shawn Bayouth introduced Deputy Chiefs Paul Sandoval and Rich Higgins, and Building Official Sara VanMeeteren.

Chief Bayouth stated that the Fire Safety budget will see an overall 4.0% increase. Under Fire Administration and Support, a Training Officer has been hired.

There will be a 4.18% increase to the Fire Suppression & Emergency Action budget. A new FTE (for a fire fighter) has been requested. Regarding the use of social media, the Fire Department has approximately 3,500 followers on *Facebook*, which has been an effective tool in communicating safety messages and advertising upcoming City and Department events. Chief Bayouth advised that 12 fire fighters have been certified as Hazardous Materials Technicians due to grant funding from Iowa Homeland Security being received. A new initiative was described as a voluntary residential lock box program that is placed on owner-occupied structures that allows fire fighters to safely gain access during an emergency and provide assistance to victims in need of medical attention without damaging doors or windows.

Deputy Chief Rich Higgins shared a new initiative under the Fire Prevention and Safety Education program. Mr. Higgins explained that the Fire Inspector, who had been in that position for 11 years, retired last year. There was a seven-month period before a new Fire Inspector was hired. During that interim, fire crews made inspections. This allowed the fire fighters to out in the public, proved to be very successful, and it was decided to continue with that initiative. Over the next year, it is anticipated that fire crews will be conducting approximately 300 fire inspections. Also under Fire Prevention & Safety Education, the Fire Department launched a new fire safety campaign using trading cards. The cards feature important fire safety messages and fun facts.

Sara VanMeeteren, Building Official, presented highlights of the Building Safety/Inspections program. She gave an update on the new Inspections software program, EnerGov, which was implemented in March 2017. Staff is currently preparing to implement the Citizen Self Service Portal; it is hoped that it will go live in the spring of 2018. The portal will help streamline permit applications and complaint processes for the City's customers. Chief Bayouth stated that there will be no fee increase for Building Permits or Plan Review for 2018/19. There was a new FTE approved, and a new Housing Inspector has been hired.

Two approaches for the fee increases for Rental Housing were explained by Chief Bayouth. City Manager Schainker stated that a decision on which approach the Council wants to use needs to be made prior to approval of the FY 2018/19 Budget. He advised that staff could wait until next Tuesday's Budget Wrap-Up Session if the Council did not want to make the decision tonight.

The meeting recessed at 7:08 p.m. and reconvened at 7:13 p.m.

Law Enforcement. Chief Chuck Cychosz introduced Commander Huff, who is in charge of Investigations; Commander Tuttle, who is in charge of the Patrol Division; Doug Houghton, Support Services Manager; and Ron Edwards, Animal Control Supervisor.

Details were given by Police Chief Chuck Cychosz of the budget for Police Administration and Records. In an effort to increase trust and transparency within the community, the Department has contracted with St. Ambrose University Professor Chris Barnum to collect data and analyze the

Department's traffic stops. That study of Potential Disproportionate Minority Contacts is underway. The Department is also in the process of purchasing cameras for Campustown.

The Chief broke down by category where officers' time is spent, as follows:

Criminal Enforcement	45%
Community Caretaking/Civil	21%
Traffic	21%
Mental Health	8%
Outreach	3%
Medical-Related	2%

Chief Cychosz also gave an update on the Radio System Project, which is moving forward. More information will be on the February 13, 2018, City Council Agenda.

Community outreach is a Department-wide priority in the Crime Prevention and Police Services. Problem-solving and building relationships are its core goals. Chief Cychosz referenced the recent "Town Hall" meeting on opioid and other substance abuse. He noted that a life was recently saved by the Ames Police officers who employed the use of the Narcan nasal spray after an opioid overdose. All Department staff members have been trained in identifying opioid overdoses and the proper administration of the nasal spray. Also, under this program, body cameras/car cameras are being purchased. A new Police Officer position has been included in the 2018/19 Requested Budget. Chief Cychosz highlighted the importance of the Department's Mental Health Advocate.

Pertaining to neighborhood quality of life, the number of noise, trespass, and nuisance parties from 2007 to 2017 was shown. There were 202 noise complaints related to fireworks.

Under the General Investigation program, Chief Cychosz highlighted the increased use of technology in the gathering of evidence. He noted the changing nature of the crimes being committed. The Department often collaborates with investigators from other jurisdictions on certain types of crimes, e.g., credit card fraud, to catch the perpetrators. Chief Cychosz advised that the School Resource Officer focuses on youth and their families during the summer months.

Council Member Corrieri left the meeting at 7:50 p.m.

Chief Cychosz cited the success of the collaboration of the Ames Police Department with other agencies on its Emergency Communication program. According to the Chief, last year, 19,000 9-1-1 calls and over 100,000 non-emergency calls came into the Ames Emergency Operations Center. He noted the anticipated progress and improvements to automated reporting and video within the next 15 years. Chief Cychosz said that is what was important about the radios that will be recommended for purchase: The radios being recommended have the capability for state-wide reach and the ability to integrate with other communications centers.

Chief Cychosz said that the Department is increasingly cognizant of the trauma that staff experiences after major incidents.

Under Police Forfeiture and Grants, Chief Cychosz noted that any forfeiture that is received by the Department first goes before a Judge, who determines if it is appropriate.

Under Parking Enforcement, five CSOs have been added. There is a new Parking Enforcement Coordinator. Chief Cychosz told the Council that in order for the Department to issue “tiered” violations, new equipment would have to be purchased; the cost is estimated at \$15,000. Chief Schainker indicated that the Council first has to decide how that would work. Chief Cychosz stated that an Ordinance would have to be adopted. Mr. Schainker added that if the Council wants the new equipment and software to be purchased, they would have to move to amend the 2017/18 Budget during Budget Overview on February 13. Research is being done on a Special Event Ordinance. More information will be brought to the Council.

Animal Control. Ron Edwards said that the proposed budget includes a new position, which is a Vet Tech. Also, a Building Assessment will be done to ensure that it is effective in meeting the health and security needs of the variety of animals being housed. The Shelter was built 23 years ago. There is a changing nature of animals being housed at the Shelter. An Impound Fee for repeated impounds is being proposed. There continues to be increases in response to wildlife (an 82% increase over last year). Mr. Edwards emphasized the importance place on transparency at the Ames Animal Shelter.

ADJOURNMENT: Moved by Gartin to adjourn the meeting at 8:22 p.m.

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

AMES, IOWA

FEBRUARY 8, 2018

The Ames City Council met in special session at 5:18 p.m. on February 8, 2018, in the Council Chambers in City Hall, 515 Clark Avenue, pursuant to law with Mayor John Haila presiding and the following Council members present: Bronwyn Beatty-Hansen, Gloria Betcher, Amber Corrieri, Tim Gartin, David Martin, and Chris Nelson. *Ex officio* Member Rob Bingham was absent.

FY 2018/19 BUDGET PROPOSALS:

Transit System. Transit Director Sheri Kyras gave highlights of the budgets for Administration and Support. She showed a chart depicting the ridership history and the predicted trend. Numbers of ridership are leveling off.

Ms. Kyras reviewed revenues and expenses. The total budget for Transit is \$11.75 million. On the revenue side, there will be a rollback of the fare to 2011 which is \$1/ride, instead of the current fare of \$1.25. There will be an increase of 4.7% in funding from the City. Also, the Transit Levy is \$0.63361/\$1,000. The student fee increased \$1.25 to \$79.60/semester for a full-time student.

On the expense side, the impacts of the Affordable Care Act are resulting in an increase of \$178,944 in health insurance due to more employees being offered insurance and annual cost adjustments. There will also be a \$50,000 increase in overtime due to driver shortages. It is also proposed to increase the initial driver wage from \$15.29 to \$15.60/hour. That will need to be approved by the City Council. An additional FTE has been requested, which is a Part-Time Information Technology employee. The Transit Board approved five additional hours of service per day.

Ms. Kyras described the major projects that are planned for 2018/19.

The Dial-a-Ride budget is lower, which is based on a lower number of rides. The number of rides

is lower mainly because the number of eligible riders is decreasing.

City Council. Assistant City Manager Brian Phillips provided the Council with a summary of tasks and objectives they had set for FY 2017/18. He highlighted annual activities attended by the Mayor and City Council.

City Manager. Highlights of the major projects supported by the City Manager's Office were given by Mr. Phillips. He noted that City Manager staff also provides support to six of the 18 Boards and Commissions.

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

Public Relations. Susan Gwiasda, Public Relations Officer updated the Council on Community Branding. She highlighted the ways the City communicates internally and externally: newsletters, the Web site, social media (*Facebook* pages, *Twitter* accounts, *Instagram*), and brochures. Ms. Gwiasda stated that her office sends out between 150 and 200 press releases per year. Concerning the City's Web site, one of the initiatives being worked on is accessibility.

The *AlwaysAmes* Campaign was described by Ms. Gwiasda. She also listed the ways that the City is working toward one of the Council's goals, i.e., Sustainability. Ms. Gwiasda recognized the partnership with Merry Rankin, Sustainability Coordinator whom the City shares with Iowa State University. At the inquiry of Mayor Haila, Ms. Gwiasda advised that Rummage Rampage will increase by one day in the coming year.

Ms. Gwiasda listed many of the recognition events that had been attended by the City Council and noted the events that the City will be hosting during the next few months.

Media Production Services. Ms. Gwiasda advised that Cable TV has had a name change to Media Production Services. She recognized Derek Crisler, who had been awarded the Telly Award for a Resource Recovery Plant video; this is a national award. Mr. Crisler also just recently completed an eight-year Water Treatment Plant documentary, which is airing now. According to Ms. Gwiasda, Mr. Crisler came up with the idea for using *Facebook Live*. Also highlighted was the "Donut Disrespect" video, which was produced in partnership with the Police Department. The campaign as well as the video have been very popular.

Legal Services. City Attorney Mark Lambert summarized the services provided by the Legal Department. He reviewed the main goals of the Department. One of the things that Mr. Lambert said he and his staff have worked hard on and consider a goal is accessibility. The attorneys work hard to make themselves available to all of their customers. The main duties and tasks performed by the City Attorney's Office were noted.

Mr. Lambert named the staff of "Team Legal:" Becki Rippke, Jill Grimsley, Ann Lelis, Victoria Feilmeyer, and the new Assistant City Attorney Jane Chang, who will begin her employment with the City on February 12, 2018.

City Attorney Lambert showed the Department's funding sources and how they are allocated. It was noted that the City Attorney's Office pays 90% of the costs of the Clerk of Court's Office that is located in the Ames City Hall; the Police Department pays the other 10%.

Mr. Lambert also advised that the Court System charges the City Attorney's Office a filing fee of \$5 for every criminal complaint. When a fine and court costs are paid, the filing fee is subtracted out of the amount paid to the City Attorney's Office. In the cases where someone doesn't pay their fine or court costs, the City Attorney's Office is being charged those costs.

Human Resources. Director Kaila Boothroy presented the budget for Human Resources. Also assisting in the presentation of the Department budget was Andrea Cardenas, Health Promotion Coordinator. New staff members introduced were Krista Hammer, Human Resources Officer, and Bill Walton, Risk Manager.

According to Ms. Boothroy, the Human Resources Department has been in "rebuilding mode" for a couple years. Five of the vacant positions have now been filled.

Ms. Boothroy stated that 44 recruitments were launched in 2015/16; 88, in 2016/17; and in 2017/18, 45 recruitments closed and 32 are still active. There were 1,862 applications received in 2015/16; 4162 in 2016/17; and 2156 so far in 2017/18. She noted the assistance that had been provided by other City staff ("HR Champions"), who were trained to handle recruitments. Highlights of Employee and Leadership Development classes were given. Under Employee & Labor Relations, for 2018/19; there will be three bargaining units up for negotiations: Blue Collar, Fire and Power Plant.

Risk Management. Human Resources Director Boothroy highlighted the significant risk management activities. Expenses for property premiums paid and projected were reviewed. Risk Management initiatives explained were a Request for Proposal for brokerage services for liability coverage servicing and six additional Functional Job Assessments

Health Insurance Management. Andrea Cardenas, Health Promotion Coordinator, highlighted their service objective to keep yearly health insurance rate increases below 10%. She showed a chart of the increases from 2013/14 to 2016/17. Main expenses under Health Insurance Management are for personal services, a Health and Benefits Consultant, and increased utilization of contracted services. Ms. Cardenas presented the Wellness and Health Care Service Delivery Initiatives. Some of the services and programs offered under the Health Promotion Program were noted.

The meeting recessed at 7:00 p.m. and reconvened at 7:05 p.m.

Planning. Planning and Housing Director Kelly Diekmann provided an overview of Planning Services (which merged the Current Planning program and Long-Range Planning programs). Also, they are one-third of the Administrative Services Division, which is shared with Public Works and Fire). Mr. Diekmann presented a pie chart of the planning activities and how much time they take. According to Mr. Diekmann, the current Planning Permitting software became active in March 2017. The Planning applications remain relatively consistent overall. In FY 2016/17, there were 152 applications filed. The three-year average is 157/year.

Mr. Diekmann explained that Administrative Services is the branch that provides support for Fire, Public Works, and Planning and Housing Departments. They are the first contact for customer service and general inquiries. The staff of Administrative Services also serve multiple Boards and Commissions of the three Departments. In 2015/16, they reorganized the staff and reduced support staff positions from six to five.

At the inquiry of Council Member Betcher, Director Diekmann answered that there is funding

allocated for training and education for the Historic Preservation Commission. He acknowledged that the Commission is now trying to figure out its role; there have been a lot of new members. Mayor Haila asked about the 2017/18 Adjusted number for Contractual. Mr. Diekmann stated that consultants' fees are in that line item. He noted the \$441,778 includes \$381,000 in carry-over funding. The carry-overs include \$225,000 that has been set aside for the start of the Comprehensive Plan update. Funds are also being carried over for completing the Lincoln Way Corridor Streetscape Plans and other Council priorities.

City-Wide Affordable Housing. Vanessa Baker-Latimer, Housing Coordinator, noted the city-wide housing activities for 2017/18 and 2018/19. Staff will continue to host community forums and events to train, educate, and engage the public regarding various housing topics/awareness, such as hunger, homelessness, and fair housing. Staff will also partner with other City departments and organizations to promote and educate the public on various housing concerns through special events.

Community Development Block Grant. Ms. Baker-Latimer advised that the City received its 14th allocation of CDBG funding in the amount of \$510,515. Additionally, \$489,731 was rolled over from FY 2016/17 and \$211,750 is anticipated to come from program income in FY 2017/18. That will bring the total available allocation to approximately \$1,211,996. Those funds will be utilized to support the City Council's goal of addressing various housing/community development needs in the community. Also, they are working on the development of plans to bid and begin construction of the Tripp Street extension through the 321 State Avenue site during the remainder of 2017/18. Neighborhood sustainability programs, e.g., home improvement, acquisition/demolition/clearance/rehabilitation, rental deposit, transportation assistance, and single-family repair programs will be administered. In addition, staff plans to acquire one or two vacant properties.

Ms. Baker-Latimer advised that the CDBG allocation for FY 2018/19 has not yet been announced; however, for budgeting purposes, the FY 2017/18 CDBG allocation (of \$510,515) is being projected for FY 2018/19. She also informed the Council that, in May, the City will be submitting its fifth and final Annual Action Plan as part of its 2014-19 Five-Year Consolidated Plan. The City will also be submitting a new Five-Year (2019-24) Consolidated Plan in May 2019, and Ms. Baker-Latimer encouraged participation by the Mayor and City Council.

Conclusion. City Manager Steve Schainker provided a summary of the budget decisions that will need to be made at the Budget Wrap-Up session to be held on February 13, 2018. He pointed out that already distributed to the Council were memos pertaining to FY 2018/19 funding requests for the Commission on the Arts, ASSET, Ames Public Arts Commission, and Outside Funding requests. The Council will also need to make a decision on Rental Housing Fees.

COUNCIL COMMENTS: Moved by Gartin, seconded by Beatty-Hansen, to direct staff to reschedule the Council meeting of July 24 to July 31, 2018. This was due to RAGBRAI coming through Ames on July 24, 2018.

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

ADJOURNMENT: Moved by Corrieri, seconded by Beatty-Hansen, to adjourn at 7:51 p.m.

Diane R. Voss, City Clerk

John A. Haila, Mayor