

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

**AMES, IOWA**

**FEBRUARY 5, 2019**

The Ames City Council met in Special Session at 5:15 p.m. on February 5, 2019, 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 Allie Hoskins was absent.

**FY 2019/20 BUDGET PROPOSALS:**

**Library Services.** Library Director Lynne Carey noted that she will be retiring in a few weeks. Mary Logsdon will serve as the Interim Director.

According to Ms. Carey, significant progress has been made on the strategic plan initiatives. The Plan was designed to be followed until the new Director is hired and a new strategic plan is created.

With a focus on safety and security, Director Carey specifically noted that software and hardware updates have been made, re-certification has been done for management staff in CPR and AED, and first-aid training has been received. An increase of .25 FTE in the Youth Services Division has been requested, which will allow a staff member to be on the floor at all times monitoring the area.

Ms. Carey explained that the Library is having issues filling positions for hourly staff due to the low unemployment rate in this area. Their pool of applicants is about one-third what it was three or four years ago, and there has been more turnover than usual. Therefore, an increase in the rate for hourly Library Aides is being requested. Funding has also been requested to add ten hours of custodial support to provide consistent back-of-house custodial service for FY 2019/20 and half of FY 2018/19.

Alissa Dornink-Haws, Resource Services Manager, explained the new Web site that was launched over the past year. Some of the programs and services that the Library offers to help the community members with tech issues were highlighted. She advised that the Library's virtual collection continues to increase with the addition of a new pilot program funded by the Ames Public Library Friends Foundation that introduced *Canopy*, a streaming movie service with access to over 30,000 titles.

Customer Account Services Manager Tracy Briseno informed the Council on some of the ways that the Library is improving equity and access, naming specifically the Playaway *Launchpad* and *Adventureland Pass* programs.

Ms. Carey noted that the Library expanded its efforts to combat the "summer learning slide" by offering special programs. The Library partners with Ames Reads, Raising Readers, the School District, the Harrison Barnes Academy, and United Way to provide these services, some of which are year-long. It was also noted that the Library provides free lunches daily during the summer through the USDA program. They provided approximately 120 lunches per day, which totaled over 5,500 lunches throughout the summer.

Director Carey advised that, under Youth Services, eight interns were employed to enhance programming and assist the increasing volume of families using the Library during the summer, especially around the daily free lunch program.

Ms. Dornink-Haws stated that there are over 500 volunteers at the Library, who provide

approximately 15,000 hours/year. She also noted the importance of “Super Fans,” who help with fund-raisers and help employees with projects throughout the year.

Ms. Briseno explained the importance of staff training and attendance at conferences.

**Water Operations.** Christina Murphy, Assistant Director of the Water and Pollution Control Department, provided an overview of the various programs included in the Administration budget.

Programs noted in the Plant Operations budget were: Source Water Supply, Treatment, and Pumping. Ms. Murphy shared that Ames had been named the city with the “Best Tasting Water in Iowa” for the second year in a row. She said that, with the construction of the new Water Plant, additional regulatory testing is required by the Iowa Department of Natural Resources. Water Plant staff has arranged to do the testing every day of the week with no impact on the budget.

Programs for Facility Operations. It was reported that the Water Pollution Control Facility has completed 29 consecutive years of 100% compliance with its Discharge Permit. This is the second-longest compliance record in the country. A new bar screen was constructed and the screenings are now removed in lieu of in-channel grinders. This will reduce maintenance issues with the equipment downstream in the process. As of January 1, 2019, a new Draft NPDES Permit has not been provided to the City. Due to the age and condition of the trickling filters, staff will move forward with a plan for meeting the nutrient reduction strategy without a new Permit.

Laboratory. A nutrient study for the WPC Plant, which started in June 2018, was completed in September. It will provide data for evaluating future modifications to the Plant to address nutrient treatment. Funds (\$10,000) have been added to the 2019/20 budget for repair of the HVAC system at the Technical Services Complex. Also, the computer components of the atomic absorption equipment are scheduled for replacement during FY 2019/20. Monthly nitrate and nitrite monitoring has begun in the water distribution system and source water due to new permit requirements.

W&PC Metering Services. The budget includes a projected 400 meters for new construction annually and an additional 1,000 meters for routine replacement of older meters. AMR units have been installed on construction meters to retrieve monthly reads.

Ms. Murphy noted that there will be some fee adjustments:

1. Proposed 7% water rate increase effective July 1
2. No rate increase for sewer rates this upcoming fiscal year
3. Annual update to meter setting fees based on actual costs
4. Increase other fees based on the across-the-board rate increases
5. New proposed fee for wastewater sampling

**Public Works.** Public Works Director John Joiner showed a video highlighting many of the accomplishments of the Public Works Department. One of those was implementation of the “Ames on the Go” mobile and Web site application.

Director Joiner gave an overview of the major work activities for the Utilities Program, including Water Distribution System Maintenance, Sanitary Sewer System Maintenance, Storm Water Permit program, Storm Water System Maintenance, and Resource Recovery. There will be a tipping fee increase from \$58.75 per ton on July 1, 2019. The per capita rate charges to program partners

increased from \$9.10 to \$10.50 for Calendar Year 2018. A study to evaluate optimizing RRP and associated Electric Services activities has been added to the FY 2019/20 Budget. The cost of the study will be split by RRP Operations and Electric Services.

Highlights were given for the 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 12 events with 21 inches of snow to date.

Under Parking Maintenance and Operations, the FY 2018/19 Budget was adjusted to include \$70,000 for a Downtown Parking Study using funding from the General Fund and Road Use Tax Fund. The Study is expected to be finished by March.

Regarding Airport Operations, Traffic Engineer Pregitzer reported that the number of general aviation operations more than doubled from FY 2016/17 to FY 2018/19. Mr. Joiner shared that the current FBO has provided high-quality customer service that has resulted in an increase of itinerant flights into the Airport and a 23% increase in fuel sales.

**Fleet Services.** Director Corey Mellies advised that the hourly rate for maintenance services will increase to \$73.24 in FY 2019/20, which is a 2.9% increase. The rate is designed to recover the cost of the technicians' salaries and benefits. The average fuel costs are projected to increase to \$2.45/gallon for FY 2019/20. The method used by staff to track fuel trends was explained.

According to Mr. Mellies, 22% of Fleet vehicles is considered "green." Two new all-electric vehicles have been purchased and charging stations have been installed at City Hall and Bandshell. In the future, the City will be going to hybrid police vehicles. That is estimated to save approximately \$5,000/year/vehicle and reduce the pounds of CO<sub>2</sub> by 44,000. Staff is discussing the use of biodiesel with REG. Two current challenges are that sedans are being phased-out and there are fewer options for E85 vehicles.

Director Mellies stated that utility costs for electricity and natural gas are expected to increase slightly in FY 2019/20.

**Facilities.** Mr. Mellies noted that Facilities Foreman John Forth assists and supports other City facilities and programs, including the Airport, Fire Stations, Public Library, Animal Shelter, and the Public Art program.

Over the past year, the employee lunchroom was remodeled and landscaping was installed at the Veteran's Memorial. ACCESS control (keycard system) will be installed in 2019 in City Hall. The project also includes systems for the Fire Stations and the Power Plant.

**Finance Services.** Finance Director Duane Pitcher presented the budgets for Financial Services, including Administration, Purchasing Services, Information Technology, Utility Customer Service, and Parking Violation Collection. There will be a shift in the FTE from Accounting Services to Finance Administration as part of a reorganization of workflow and job duties.

**ADJOURNMENT:** Moved by Gartin to adjourn at 6:49 p.m.

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

**AMES, IOWA**

**FEBRUARY 6, 2019**

The Ames City Council met in Special Session at 5:15 p.m. on February 6, 2019, 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 Allie Hoskins was absent.

Mayor Haila announced that the Council would be working off of an Amended Agenda. Added was a Resolution approving the closure of Welch Avenue to perform repairs to the sanitary sewer at 203 Welch Avenue.

Moved by Nelson, seconded by Betcher, to adopt RESOLUTION NO. 19-030 delegating authority to staff to approve the closure of Welch Avenue when requested by the contractor in order to facilitate the sewer repair at 203 Welch Avenue.

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

**FY 2019/20 BUDGET PROPOSALS:**

**Parks & Recreation.** Director Keith Abraham stated that the budget will increase 4.4% over the 2018/19 Adopted. Some of the factors affecting FY 2018/19 and 2019/20 budgets were named as:

1. Bringing the City's park facilities and amenities into compliance with the Americans with Disabilities Act. The Adjusted Budget includes \$26,000 to conduct a study to evaluate what improvements are needed.
2. Securing quality temporary staff in a low unemployment climate. A three-step pay plan has been developed to increase wages to be more competitive. The overall impact is an increase of \$126,678 for FY 2019/20.
3. Survey to gather feedback on programs, parks, facilities, and services provided by the Department. The Adjusted Budget includes \$10,000 to conduct a community-wide survey.

Mr. Abraham advised that 60% of activities/programs will have an increase in fees. Specifically highlighted were: Ice Arena ice rental rates (3%), Furman Aquatic Center daily admission (50 cents) and season passes (3%), and Homewood Golf Course green fees (50 cents/round).

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.

Mr. Abraham highlighted the partnerships entered into by the City with the Green Hills Retirement Community, Iowa State University, and Ames Community School District for use of facilities, and with "Friends" groups at Roosevelt Park and Ada Hayden Heritage Park.

New programs noted were the WIBIT Aqua Track & Wiggle Bridge at Furman Aquatic Center, "TRX Circuit," "Strong by Zumba," and "West Coast Swing Dance."

The number of scholarships offered and the dollar amount totals for Programs and Swim Passes from 2013/14 to the present were shown. Council Member Gartin stated that he would like to see the number of scholarships increase.

Regarding Park Maintenance, Mr. Abraham stated that the objective is to mow manicured turf areas on average every seven to ten days. The Department is continuing the “No Trimming in the Parks” effort. To date, 11 of the 36 parks are mostly trim-free.

Cemetery. Director Abraham stated that \$5,000 has been included in the FY 2019/20 Budget proposal to repair/restore grave markers or monuments that have sunk, tilted, or been damaged. Staff is working with volunteers and the Ames Historical Society to create and install interpretive signs highlighting the history of the Cemetery. In addition, staff installed 11 new water spigots featuring eco-friendly auto-shutoff valves and customized landscape block enclosures and bases for a higher quality appearance.

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. The Emerald Ash Borer Response Plan and Urban Forest Diversification and Reforestation Program continue.

**Planning.** Planning and Housing Director Kelly Diekmann provided an overview of Planning Services, which includes Current Planning, Long-Range Planning, and Administrative Services (shared with the Public Works and Fire Departments). He noted that staff from Planning Services supports three public boards: Planning and Zoning Commission, Zoning Board of Adjustment, and the Historic Preservation Commission.

A pie chart was shown indicating how much time is spent on Planning activities. Under Current Planning, applications declined by 15%. There were fewer Site Development Plan applications primarily due to fewer apartment projects. Mr. Diekmann highlighted the annexation requests and single-family subdivision Final Plats. According to Mr. Diekmann, City Council referrals increased by approximately 50% last year.

Major upcoming projects were listed as the Ames Plan 2040, Downtown/Campustown priorities (parking/plaza/redevelopment), and Downtown Gateway area projects.

Regarding Administrative Services, staffing is going to be maintained at five positions.

**City-Wide Affordable Housing.** Vanessa Baker-Latimer, Housing Coordinator, noted the city-wide housing activities for 2018/19 and 2019/20. 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 15th allocation of CDBG funding for 2018/19 in the amount of \$572,094. Additionally, \$595,531 was rolled over from FY 2017/18 and \$3,140 is anticipated to come from program income. That will bring the total available allocation to approximately \$1,170,765. Those funds will be utilized to support the City Council’s goal of addressing various housing/community development needs in the community. It was noted that the City Council annually authorizes the maximum 20% of the CDBG allocation for administrative expenses.

Ms. Baker-Latimer said that, in 2018/19, the construction of the Tripp Street extension through the 321 State Avenue site will be completed. There will be a discussion and approval of the plans for Phase II of the development of the 321 State Avenue site. They will be updating the 2019/23 Five-Year Consolidated Plan and its Fair Housing Impediments Study, and staff will continue administering the Deposit and Transportation Assistance Programs.

According to Ms. Baker-Latimer, the CDBG allocation for FY 2019/20 has not yet been announced; however, for budgeting purposes, the FY 2018/19 CDBG allocation (of \$572,094) is being used. She also informed the Council that, in May, the City will be submitting its 16<sup>th</sup> Annual Action Plan. If funding has been announced, the Plan is to be submitted to HUD on or before May 17, 2019; otherwise, an extension will need to be requested.

### **HOME Program.**

It was noted by Ms. Baker-Latimer that the City received its first allocation of HOME funds in the amount of \$750,000. That amount was broken down to include \$75,000 (10%) for administration; \$112,500 (15%) Community Housing Development Organization set-aside funds; and \$562,500 (75%) Program funds.

Ms. Baker-Latimer advised that HOME requires at 25% local match contribution (\$187,500). She noted that the City has allocated \$150,000 of General Obligation Bonds toward the infrastructure improvement for 321 State Avenue; that will count as the local match for the first two years. Eligible uses of HOME funds include tenant-based rental assistance, housing rehabilitation, assistance to homebuyers, and new construction of housing. HOME funds may also be used for site acquisition, site improvements, demolition, relocation, and other necessary activities related to development of non-luxury housing. It was specifically noted by Ms. Baker-Latimer that HOME funds will be utilized to support the City Council's goal of addressing affordable housing needs in the community.

City Planner Charlie Kuester, who retired in December, was recognized for his excellent service to the City over the past ten years.

**Fire Department.** Chief Rich Higgins introduced the two newly promoted Deputy Fire Chiefs Doug Allen and Tom Hackett.

Chief Higgins stated that the Fire Safety budget will see an overall 4.0% increase. Under Fire Administration and Support, a Training Officer has been hired. The organization chart noting the two major functions: Fire Safety and Building Safety was shown. The four major programs of the Fire Department are Administration and Support, Suppression and Emergency Action, Prevention and Safety Education, and Building Safety.

According to Chief Higgins, there will be a 3.9% increase to Fire Safety budget. That increase includes the cost of adding one firefighter to the Suppression and Emergency Response Division. The total FTEs for Fire Safety will be 59.75. Iowa State University was recognized for its 25% contribution to the Department's operating budget (approximately \$1.9 million next year).

A series of photos from accidents and fires that had been responded to by the Ames Fire Department were shown.

The Fire Administration and Support Program will have an increase of 8%. Two open vacancies exist within the Shift Commander rank. With new people in those positions, officer development (leadership training, command and control) is crucial; that accounts for the increase in the

contractual budget. New medical reporting software (mandated by the state of Iowa) also impacted the contractual budget. The Department is also preparing for a first-ever training site for Police and Fire. The training site will be located near the intersection of Pullman Street and Carnegie Avenue. Low-cost shipping containers were used to construct different training props.

The Fire Suppression and Emergency Action Program will see the addition of one firefighter and a slight decrease in the retirement system expense. The Peer Fitness Team was highlighted; it provides a holistic approach to firefighter health and wellness through a number of different programs. It was noted that, in working closely with the Inspections Division, local developers and realtors and fire crews have completed over 40 different training sessions by utilizing seven different acquired structures throughout Ames before they were demolished. All of the Department's Lieutenants have completed a nine-week Fire Inspector Certification course.

Fire Prevention and Safety Education Division. Photos of events showing Fire personnel teaching fire prevention and safety skills were shown. Contractual services under this Program increased 36% due to the *2018 International Fire Code* adoption process (last adopted in 2014) and a new subscription to the National Fire Protection Association.

Building Official Sara VanMeeteren stated that the Building Safety budget will see an increase of 2.8%. There will be no Permit or Rental Fee increases. An additional Housing Inspector position was added in September of 2017, but not filled until January 2018. The Community Codes Liaison was deployed for military service from July 2018 to February 2019. During his absence, Housing Inspectors and other staff had to work on Code enforcement in addition to their regular workload. It is anticipated, with the return of the Community Codes Liaison, a more proactive level of enforcement will resume.

Ms. VanMeeteren advised that the new inspections software, *Energov*, was implemented in March 2017. The Division also completed the Building Code Effectiveness Grading Sale rating through the Insurance Services Office. The Citizen Self-Service Portal component of the Energov software is planned to go live early in 2019. That will eliminate the need for Finance to mail invoices and track payments from permit holders. Staff is also investing more time at community events and meetings to help the public understand the importance of the Building Safety Division.

**Law Enforcement.** Chief Chuck Cychosz provided details of the budget for Police Administration and Records. Chief Cychosz advised that a Department-side peer support program has been initiated. It will identify specific individuals within the Department who will be trained to meet the specific support needs of Police Department staff. Events contributing to relationship building and problem-solving were highlighted. In conjunction with Story County and Iowa State University, a Request for Proposals process is underway to acquire a radio system that meets the needs of the City's emergency responders and all other City departments. The new system and its costs will be shared with the University and other Story County agencies.

Under Crime Prevention and Police Services, an additional Police Officer position has been added to the Patrol Division for FY 2019/20. The additional officer will be assigned as a second School Resource Officer and will allow the Department to assign one officer to the High School and one officer to the Middle School. Ongoing commitment to diversity and inclusion will include additional focused training. Training related to mental health issues, fair and impartial policing, and ETP is also included in the budget. A program to replace all in-car camera systems has been initiated and \$50,000 has been included in the FY 2018/19 budget for that purpose.

Chief Cychosz noted that patrol officers have administered Narcan seven times in the last year for suspected opioid overdoses. Photos of seized narcotics were shown.

A chart showing the trends in property crimes from 2008 to 2018 was shown. Thefts and burglaries are trending down; however, financial crimes have increased. An example of a scam and the creativity used to produce it was given. Also shown was a chart showing personal crimes (assaults, sex assaults, and domestic violence arrests). Regional crime and mobility trends were explained. The number of calls for noise, trespass, and nuisance parties from 2008 to 2018 was noted. In 2018, there were 145 calls relating to fireworks. There were 1,907 calls/contacts pertaining to mental/emotional health. New resources listed to help with those issues were the Mobile Crisis Response Team, the Assertive Community Treatment Team, an ISU Mental Health Advocate, and Transitional Living. The number of accidents in 2018 increased to 1,621 from 1,580 in 2017; however, it was a significant decrease from 2016 (1,726). The amount of damage in 2018 equated to \$5.5 million.

According to Chief Cychosz, increasingly sophisticated technology is being used for Emergency Communications. Access and security on the public safety network is managed through a software package called NetMotion. Reconfiguration of the NetMotion system to improve security and redundancy while maintaining easy access is underway. The project is funded by a U. S. Department of Justice grant program. Support for Emergency Medical Dispatch has been provided by a part-time Emergency Medical Dispatch Quality Assurance Coordinator. The part-time nature has made it difficult to retain people in the position; it is currently vacant and the structure of the position is being evaluated. An upgrade to the computer software that manages the Outdoor Storm Siren system is needed. Costs for the upgrade will be split between the City and Iowa State University. The cost for the software is \$10,330, which will be included in the “Other Community Protection Activity” budget in 2018/19. As the City expands, additional storm sirens will be needed. A planning team is reviewing locations and costs for new sirens.

Forfeiture and Grants. The Drug Task Force operations were highlighted. It was noted that the grant funding from the Governor’s Traffic Safety Bureau (GTSB) will continue next year. Funding from this year’s GTSB State and Community Highway Safety Grant will assist in addressing highway safety issues, including impaired driving. The Grant provides funds for officer overtime, educational materials, and specific equipment or hardware to aid in the enforcement process. Grant funding for FY 2018/19 is \$36,950. An award from the U. S. Department of Justice Edward Byrne Memorial Justice Assistance Grant was also received and will be used to extend a wellness program for officers and fund two training opportunities. Ames Foundation provided a donation to the Police Department to support efforts to enhance officer safety. A \$2,000 grant was also received from Wal-Mart to support community outreach.

Animal Control. Chief Cychosz advised that a part-time (25 hours/week) Veterinary Technician position was added beginning in FY 2018/19 to enhance the medical care of the animals entering the Shelter. Increased expenditures on enhanced veterinary services and products, e.g., diagnostic testing, vaccinations, and microchipping performed by the Veterinary Technician will reduce private veterinary hospital professional services costs. Funding in the amount of \$10,000 is included in the budget to conduct an architectural review of the aging shelter and to determine whether renovations to the existing facility are feasible. Capital budgeted in FY 2018/19 for animal shelter facility improvements and new dog kennels was carried over from FY 2017/18. In recent years, new medical procedures, including vaccinations and spaying/neutering, have been implemented for all animals adopted from the Shelter. New adoption fees designed to offset those costs are included in the FY 2019/20 budget. Adoption fees for cats/kittens will increase from \$40 to \$60 and the fees for

dogs/puppies will increase from \$50 to \$80. Donor and community monetary support remains significant. The Shelter also receives in-kind donations, e.g., pet food, medications, bedding, and other comfort items for the animals. In early 2019, the Animal Control field rescue unit vehicle will be wrapped with colorful graphics depicting animals to help promote services provided by the Shelter and Animal Control.

Under Parking Enforcement. The Council directive of increased parking enforcement and patrol in and around the neighborhoods south of the University was initiated. The one full-time position assigned to the Parking Law Enforcement activity was reclassified last May. The position now includes supervision of Community Safety Officers and public outreach as well as parking enforcement. The budget includes funding for replacement of the handheld ticket-writers and their supporting software. This project will include a significant upgrade to the parking software. The goal is to have the new equipment by Summer 2019. Access to the latest information about the parking industry is most readily available through the International Parking Institute (IPI), a national organization of public and private entities that own and/or manage parking resources. The City will join IPI for a year and send a staff member to the annual convention to gather information and learn. Continued members will be contingent on positive results.

**ADJOURNMENT:** Moved by Gartin to adjourn the meeting at 7:47 p.m.

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

**AMES, IOWA**

**FEBRUARY 7, 2019**

The Ames City Council met in Special Session at 5:15 p.m. on February 7, 2019, 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 Allie Hoskins was absent.

**FY 2019/20 BUDGET PROPOSALS:**

**Transit System.** Transit Director Sheri Kyras provided an overview of the budgets for the Transit System. She specifically noted that in 2018/19, they completed CyRide 2.0 service changes and are re-balancing service levels with demand by route. In 2019/20, modifications will be made to adjust services to new ridership patterns; there will be one reduction along with making six other improvements.

Director Kyras advised that this year will be the first in a very long time that Transit will receive additional federal dollars. It is estimated that federal funding will increase by \$250,000/year. A chart showing ridership history was shown; ridership is declining by approximately 1.5%/year due to decreased enrollment at Iowa State University and development patterns within the community that support student housing near Campus.

Ms. Kyras reviewed revenues and expenses under Transit Administration and Support. The total budget for Transit is \$12,219,372, which is an increase of 4.0%. New federal safety regulations will require a new full-time position in FY 2019/20; that position will serve as the agency's Chief Safety Officer, overseeing operations and maintenance, safety, risk management, and development of safety plans. Lower student enrollment/fees collected to support CyRide services is challenging the

level of service able to be provided in the community. There will be an increase of 4.6% in funding from the City. The Transit Levy will be 62.811 cents/\$1,000. The student fee will increase to \$85.10/semester for full-time students.

Major projects planned for FY 2019/20 were explained by Director Kyras. She named the six service improvements to the Fixed Route Service and noted the one service reduction, which will be to the #25 Gold Route (five instead of 6 buses/hour). It was noted that the FY 2018/19 budget had included five additional hours of weekday service/day to provide adequate capacity for the new service structure and allow staff to more quickly address service issues that were identified with the new CyRide 2.0 route structure and to address unanticipated overcrowding on specific routes at peak periods of the day. Staff will continue to work with the Transit Board to modify the new route structure to address additional “service gaps” identified as customers use the new system. With the new route structure, customers have provided a significant amount of feedback about how the new structure could be modified to allow customers to more easily use the system. In order to fill in the service gaps identified by CyRide customers, expenses will increase by \$160,207 to increase service. It is believed that this will be a multi-year effort to adjust service to maximize customer satisfaction with the new system. Another budget increase will occur due to the federal government raising the testing threshold for the transit industry from 25% to 50% of a transit system’s employees throughout the year; that increase will double CyRide’s cost for that activity.

According to Ms. Kyras, ridership on Dial-a-Ride is declining. Subsequently, the cost per rider is increasing. CyRide and Heart of Iowa Regional Transit Agency (HIRTA) staffs will be undertaking a marketing effort to reach out to individuals who could be eligible and would benefit from the service.

**City Council.** Management Analyst Tasheik Kerr highlighted annual and special events that had been attended by the Mayor and City Council. Of special note, Ms. Kerr stated that Assistant City Manager Bob Kindred will be retiring on April 1, 2019. Mr. Kindred has been employed by the City for 39 years.

**City Manager.** Highlights of the major projects supported by the City Manager’s Office were given by Ms. Kerr. A great deal of support for Council initiatives and community events is provided by this Department. She noted that City Manager staff also provides major staff support to a number of larger projects and to six of the 18 Boards and Commissions. The Ames Community Institute is also staffed by the City Manager’s Office. It was formed to address the needs of the City’s increasingly diverse community.

**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 the City’s efforts on branding a positive City identity. She noted some of the tasks performed by the Public Relations Division, i.e., Press Releases, three newsletters, posting to and monitoring various forms of social media, serve as the City’s Web Master, organize and attend recognition events, and administer the Resident Satisfaction Survey. Ms. Gwiasda advised that, to support the Council goal to “Expand Sustainability Efforts,” marketing materials continue to promote the SunSmart Ames community solar project, the new residential food composting rebate, water and electric conservation programs and rebate programs, and glass recycling. Specifically highlighted were the City’s waste diversion efforts, and in particular, “Rummage Rampage.”

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.** Derek Crisler, Media Production Services Coordinator, said that the City had received 2<sup>nd</sup> Place at the National Association of Telecommunications Officers and Advisors Annual Government Programming Award for the eight-year documentary video produced entitled, “Water Treatment Plant - For Decades to Come.” That documentary follows the efforts to plan, build, and fund the City’s new Water Plant facility. Other accomplishments noted were: started IGTV Channel on the City’s *Instagram* account and streaming meeting coverage on *YouTube*. In addition, Mr. Crisler reported that he had obtained his Remote Pilot’s License to operate drones.

**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 accessible to all of their customers. The main duties and tasks performed by the City Attorney’s Office were noted. City Attorney Lambert showed the Department’s funding sources and how they are allocated.

**Human Resources.** Assistant City Manager Bob Kindred, who had served as the Interim Director of Human Resources for the past eight months, presented the budget for the Department. He advised that Bethany Jorgenson, the newly hired Director, was looking forward to being present; however, was ill.

Mr. Kindred noted that there had been 62 recruitments launched in 2017/18, and as of February 1, 2019, there had already been 64 recruitments. Over 4,000 applications had been received in FY 2016/17 and FY 2017/18; there have been 2,120 received as of February 1, 2019. It was noted by Mr. Kindred that a .75 Principal Clerk position has been increased to full-time in FY 2018/19 and FY 2019/20.

Under Employee and Labor Relations, Mr. Kindred stated that negotiations with three bargaining units [Blue Collar (IUOE), Fire (IAFF), and Power Plant (IUOE)] will be occurring.

**Risk Management.** Bill Walton, Risk Manager, reported that staff was able to negotiate a flat fee structure for the Power Plant property insurance for 2018/19 and 2019/20, which will limit the amount of premium charged to an amount based on the increase in the value of the property alone. Liability and Professional Liability Insurance rates for FY 2018/19 were higher than forecast, and the FY 2018/19 and FY 2019/20 were adjusted to reflect the higher amounts. Staff will take the City’s Excess Workers’ Compensation Insurance out to the market this year in order to ensure that the City is receiving the best value. The Third-Party Administrator services for the City’s Workers’ Compensation and 411 claims will also be taken to market. A City-wide safety team is being established with the goal of improving the safety training program for City employees. Mr. Walton noted that multiple divisions have gone over 500 days without a lost-time injury.

**Health Insurance Management.** Human Resources Officer Krista Hammer reported that, in FY 2018/19, 50% of pharmacy claims paid were driven by the top five of each specialty and non-specialty category drugs, which is equivalent to 3% of overall prescriptions. The City will be evaluating plan design strategies to address the rising costs of prescription drugs.

The service objective for this activity is to keep yearly health insurance rate increases below 10%. A chart showing the health expenditures for FY 2019/20 was shown. According to Ms. Hammer,

contribution rates for City departments, employees, and retirees are projected to increase 2% for FY 2019/20, which will still allow the fund to retain a healthy balance with adequate coverage.

Wellness & Health Care Initiatives. Andrea Cardenas, Health Promotion Coordinator, reviewed the initiatives for this activity. She described the Health Promotion Program (*Healthy4LIFE*) and advised that, from FY 2016/17 to FY 2017/18, participants in this Program with critical results or uncontrolled chronic conditions decreased 62%, which is well above the industry benchmark of 50%. The FY 2019/20 health Promotion Program budget has been increased due to the higher number of employees participating in and completing the *Healthy4LIFE* Program.

Electric Services. Donald Kom, Director of Electric Services, highlighted the operations budgets for each division (Other Community Protection, Administration, Production, Fuel Purchases, Distribution, Technical Services, and Engineering). The total budget request for FY 2019/20 equates to \$58,824,151 and reflects a 4.8% increase over FY 2018/19.

Other Community Protection accounts for the electricity used to operate the City's street lights and storm warning system. This budget will see an increase of 5.2% from the FY 2018/19 Adopted due to additional street lights being installed in new subdivisions. Funds have been budgeted (from the General Fund) for a new siren in the new industrial park east of Interstate 35 in FY 2018/19 and a second siren will be installed in FY 2019/20 to support growth in the Iowa State Research Park area.

The Electric Administration budget will see a 3.0% increase from the FY 2017/18 Adopted. Notable projects were the development of the City's first Community Solar Farm. Director Kom noted that the Electric System peak usages remain stable; energy usage was up only by 0.5%. Mr. Kom invited the public to the 8<sup>th</sup> Annual Eco Fair, which will occur on April 20, 2019, 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 36 GWh and has resulted in lowering the peak by 25 MW. Regarding solar arrays, there have been 136 completely installed. This has resulted in the pay-out of \$218,340 through 2018.

Regarding the Power Production program, the total budget will decrease by 1.1%. Mr. Kom stated that the budget reflects capital improvements to boiler tubes and reduced overtime. It was noted that this Division has gone 653 days (as of 1/15/19) without a lost-time accident.

Director Kom reported that the electric peak occurred on July 12 at 124.8 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. Fuel prices remain stable. This budget provides for purchasing natural gas and RDF burned in the boilers. Renewable Energy met 20% of City usage. An Energy Cost Adjustment still remains as a credit on bills. Mr. Kom advised that Market Energy prices remain very low, but they are purchasing more to meet demand, which is causing higher expenditures.

Electric Distribution Operations/Maintenance is the division responsible for tree trimming, which continues to constitute a large expense; its budget will increase 5.6% from FY 2018/19 Adopted. They also continue animal-guarding of the Distribution System. In 2019, 55% of the street lights will be changed to LED.

The budget for Electric Technical Services will see an increase of 4.3%. Costs will increase due to replenishment of transformer oil inventory. They are creating a proactive program to extend life

expectancy of high-cost transformers.

The Electric Engineering budget is up 1.3% from FY 2019/20 Adopted. The 161kV move for the Iowa Department of Transportation project is complete; that was done at the IDOT's expense. The number of customer solar interconnections is decreasing. They are upgrading relays, controls, breakers, and switchgear aimed at improving reliability. This Division is managing several CIP projects.

Director Kom advised that the overall budget for FY 2019/20 is \$61,032,313, which is an increase of 7.0% over FY 2018/19 Adopted. The estimated Revenues are \$70,172,600. The minimum fund balance target of \$10,100,000 will be maintained. According to Director Kom, the Unreserved Fund Balance will be \$16,797,951.

**Conclusion.** City Manager Steve Schainker advised that Budget Officer Nancy Masteller had provided them a summary of the budget decisions that will need to be made at the Budget Wrap-Up session to be held on February 12, 2019. Memos pertaining to FY 2018/19 funding requests for the Commission on the Arts, ASSET, Ames Public Arts Commission, and Outside Funding requests were included in that packet of information..

**ADJOURNMENT:** Moved by Betcher to adjourn at 7:25 p.m.

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Diane R. Voss, City Clerk

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John A. Haila, Mayor