

COUNCIL ACTION FORM

SUBJECT: SUSTAINABILITY ADVISORY SERVICES CONTRACT RENEWAL

BACKGROUND:

On July 1, 2010, the City entered into a contract with Iowa State University to utilize the services of its fulltime Director of Sustainability. Since that time, the contract has been extended on three other occasions. The current contract expired on June 30, 2014. For the past couple of years, the City Council approved a Scope of Services to focus only on the reduction of electric consumption. The expectation was that the primary focus would be to provide City staff assistance to the three committees in implementing the Task Force's recommendations.

In keeping with the Council's direction, staff is recommending that the Sustainability Advisory Services Contract with ISU be approved with the Scope of Services being targeted in four specific areas and or projects related to energy consumption reduction and sustainable practices for the community for 2014/2015, those include:

- 1) Provide a staff report to the City Council regarding best practices that other communities are doing to consider "environmental impacts" in policies.
- 2) Continue to support and strengthen the Smart Business Challenge through outreach and recruitment of participants, oversight of a Challenge intern, and marketing of outcomes and accomplishments of Challenge participants.
- 3) Biannual progress reports will be provided to Council will be provided – December and June.
- 4) Continue work with Iowa State University professors and students to develop a residential energy consumption comparison tool.
- 5) Remain in a consulting role with City departments in updating EcoSmart Program websites toward providing a more consistent customer experience.
- 6) Work with Public Works and Water and Pollution Control on reuse and diversion programs related to the waste stream, including the exploration of a composting and food waste program.

The FY 2014/15 operating budget includes \$25,000 for services to be performed under this contract with Iowa State University's Director of Sustainability.

ALTERNATIVES:

1. Approve the contract renewal with Iowa State University for sustainability advisory services for a one-year period from July 1, 2014, through June 30, 2015. Total work in FY 2014/15 shall be an amount not to exceed \$25,000.
2. Do not renew the agreement and direct staff to seek other alternatives to meet Sustainability Task Force Recommendations.

MANAGER'S RECOMMENDED ACTION:

Staff has worked with the Sustainability Coordinator to target specific programs and initiatives for 2014/2015 that will continue to move the recommendations of the Sustainability Task Force forward and to provide a more environmentally healthy community for the City's future.

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

**CONTRACT
FOR
SUSTAINABILITY ADVISORY SERVICES**

This Agreement, made and entered into the 1st day of July 2014, by and between the CITY OF AMES, IOWA, hereafter called the "City" and IOWA STATE UNIVERSITY, hereafter called "ISU."

WITNESSTH THAT:

WHEREAS, the City and ISU had previously entered into a Contract for Sustainability Advisory Services dated July 1, 2010, which was, by mutual consent, extended to December 31, 2011, and to June 12, 2012, and to June 30, 2013 and to June 30, 2014; and,

WHEREAS, the City and ISU remain committed to the concept of sustainability and are desirous of reducing carbon emissions; and

WHEREAS, ISU currently employs a Director of Sustainability to coordinate their sustainability efforts; and

WHEREAS, the sharing of the services of ISU's Director of Sustainability is a more efficient method for both the City and ISU to provide this service.

NOW, THEREFORE, the parties hereto, pursuant to and in accordance with the provisions of Chapter 28E Code of Iowa for joint exercise of governmental powers, agree as follows:

**I
PURPOSE**

The purpose of this agreement is to secure for the City and its citizens leadership, coordination, and support services for sustainability efforts directed at carbon emission reduction and promoting sustainable community practices.

**II
SCOPE OF SERVICES**

ISU, through its Director of Sustainability, shall assist City staff in the implementation of the Sustainability Task Force's recommendations related to electric consumption reduction and other sustainable practices by planning, implementing and carrying out the following programs or initiatives:

- 1) Provide a staff report to the City Council regarding best practices that other communities are doing to consider "environmental impacts" in policies.
- 2) Continue to support and strengthen the Smart Business Challenge through outreach and recruitment of participants, oversight of a Challenge intern, and marketing of outcomes and accomplishments of Challenge participants. Biannual progress reports will be provided to Council will be provided – December and June.

- 3) Continue work with Iowa State University professors and students to develop a residential energy consumption comparison tool.
- 4) Remain in a consulting role with City departments in updating EcoSmart Program websites toward providing a more consistent customer experience.
- 5) Work with Public Works and Water and Pollution Control on reuse and diversion programs related to the waste stream, including the exploration of a composting and food waste program.

III METHOD OF PAYMENT

Although this is a lump sum contract for consulting services, ISU anticipates devoting a maximum of 480 hours (25%) of the Director of Sustainability's time to complete the tasks identified in the Section II. Furthermore, ISU shall not charge for the use of ISU office space or office equipment (such as computing and communications) used on a day to day basis by the Director of Sustainability for conducting the work.

The City will disburse payments to ISU each month in the amount of \$2,083.33. The maximum total amount payable by the City under this agreement is \$25,000 for work detailed in the SCOPE OF SERVICES (Section II of this Contract) and no greater amount shall be paid.

IV SUPERVISION OF CONTRACTED SERVICES

The work of ISU's Director of Sustainability under this agreement shall be supervised and directed by the Ames City Manager. Each month, the Director of Sustainability shall provide a written report to the City Manager highlighting the progress being made to accomplish the asks required in Section II. While the Director of Sustainability Programs will be responsible to take the minutes of the meetings, clerical assistance to type the minutes, schedule meetings, prepare and send out meeting packets, type other documents, or reproduce documents required to perform the work identified in the SCOPE OF SERVICES (Section II) will be provided by the City Manager's Office.

V DURATION AND EARLY TERMINATION

This agreement shall be in full force and effect from and after July 1, 2014, until June 30, 2015. This agreement may be terminated without cause by either party upon the giving of notice 90 days advance written notice. On or before April 1, 2015, the parties will discuss renewal of this agreement.

VI DISCRIMINATION PROHIBITED

In accordance with Chapter 14 of the *Municipal Code*, no person shall, on the grounds of age, race, color, creed, religion, national origin, disability, sexual orientation, or sex be excluded from

participation in, be denied benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this Agreement.

IN WITNESS WHEREOF the parties hereto have, by their authorized representatives, set their hand and seal as of the date first above written.

CITY OF AMES, IOWA

ATTEST:

BY _____
Ann H. Campbell, Mayor

Diane R. Voss, City Clerk

IOWA STATE UNIVERSITY

BY _____
Steven Leath, President
Iowa State University