

AGENDA
MEETING OF THE AMES AREA METROPOLITAN PLANNING ORGANIZATION
TRANSPORTATION POLICY COMMITTEE, JOINT MEETING OF THE AMES
HISTORIC PRESERVATION COMMISSION AND AMES CITY COUNCIL, AND
REGULAR MEETING OF THE AMES CITY COUNCIL
COUNCIL CHAMBERS - CITY HALL - 515 CLARK AVENUE
MAY 28, 2019

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

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

CALL TO ORDER: 6:00 p.m.

1. Hearing on First Amendment to Federal Fiscal Year (FFY) 2019-2022 Transportation Improvement Program (TIP):
 - a. Motion approving First Amendment to 2019-2022 TIP
2. Motion approving Draft Second Amendment to FFY 2019-2022 TIP and setting public hearing date for July 9, 2019
3. Motion approving Draft FFY 2020-2023 TIP and setting public hearing date for July 9, 2019
4. Hearing on Fiscal Year (FY) 2020 Transportation Planning Work Program (TPWP):
 - a. Motion approving Final FY 2020 TPWP
5. Motion recommending City Council approval of the Planning Services Agreement with HDR Engineering, Inc., of Omaha, Nebraska, for preparation of 2045 Long-Range Transportation Plan Update

POLICY COMMITTEE COMMENTS:

ADJOURNMENT:

JOINT MEETING OF AMES HISTORIC PRESERVATION COMMISSION
AND AMES CITY COUNCIL*

*The Joint Meeting of the Ames Historic Preservation Commission and Ames City Council will immediately follow the meeting of the Ames Area Metropolitan Planning Organization Transportation Policy Committee.

1. Report of Historic Preservation Commission activities

REGULAR CITY COUNCIL MEETING**

**The Regular City Council Meeting will immediately follow the Joint Meeting of the Ames Historic Preservation Commission and City Council.

PRESENTATION:

1. Presentation of LEED Certification for new Water Plant

CONSENT AGENDA: All items listed under the Consent Agenda will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time the Council members vote on the motion.

2. Motion approving payment of claims
3. Motion approving Minutes of Regular Meeting held May 14, 2019
4. Motion approving 5-day Class C Liquor License (June 15-19) - Gateway Hotel and Conference Center, 429 Alumni Lane
5. Motion approving 5-day Special Class C Liquor License with Outdoor Service (September 5-9) - Bethesda Lutheran Church, 1517 Northwestern Avenue
6. Motion approving 5-day Class C Liquor License with Outdoor Service (June 17-21) - Levy at Iowa State University, 1800 S 4th Street, pending receipt of satisfactory background checks
7. Motion approving Premise Update - Hy-Vee Food Store #1, 3800 W Lincoln Way
8. Motion approving Premise Update - Hy-Vee Food & Drugstore #2, 640 Lincoln Way
9. Motion approving renewal of the following Beer Permits, Wine Permits, and Liquor Licenses:
 - a. Class B Liquor License with Catering and Sunday Sales - Gateway Hotel and Conference Center, LLC, 2100 Green Hills Drive
 - b. Class C Liquor License with Class B Wine, Outdoor Service and Sunday Sales - Della Viti, 323 Main Street, #102
10. Motion rejecting bids for Ames Fire Station #2 Restroom Addition
11. Resolution authorizing Mayor to sign 28E Agreement between Ames Community School District and City of Ames to share in the cost of two School Resource Officers
12. Resolution approving FY 2019/20 Outside Funding contracts
13. Resolution approving FY 2019/20 Commission On The Arts (COTA) Annual Grant contracts
14. Resolution approving Amendment to Funding Agreement with Iowa Department of Agriculture and Land Stewardship for Grand Avenue Extension Project
15. Resolution approving contract with Delta Dental of Iowa to provide administrative services for dental benefits effective July 1, 2019, through June 30, 2020
16. Resolution approving contract with Wellmark for administrative services, specific and aggregate excess insurance, and access fees for health insurance benefits effective July 1, 2019, through June 30, 2020
17. Resolution awarding 3-year Wellness Program Services contract, with option to renew for two additional one-year periods, to UnityPoint-Optimum Health Solutions of Peoria, Illinois, effective July 1, 2019, in the total amount of \$98,160 for first three years
18. Management Services to be performed for Ames Transit Agency:

- a. Resolution approving waiver of City's Purchasing Policy requirement for competitive proposals
 - b. Resolution awarding contract to SRF Consulting Group, Inc., of Omaha, Nebraska, in an amount not to exceed \$40,000
19. Vacation and Sale of 100' x 7' public right-of-way adjacent to 635 Agg Avenue:
- a. Resolution setting June 11, 2019, as date of hearing on vacating right-of-way, subject to receipt of new Utility Easement
 - b. Resolution setting July 9, 2019, as date of hearing on conveyance of vacated right-of-way to Steven and Sarah Walter
20. Resolution approving Purchase Agreement with Kent E. and Joan E. Cooper for Parcel 11 (450 South Grand Avenue) in connection with South Grand Avenue Extension Project
21. Requests from ISU Homecoming Central Committee for Iowa State University Homecoming Parade on October 20, 2019:
- a. Motion approving blanket Temporary Obstruction Permit
 - b. Motion approving blanket Vending License
 - c. Resolution approving closure of portions of Pearle Avenue, 5th Street, Main Street, Clark Avenue, Burnett Avenue, Kellogg Avenue, Douglas Avenue, Depot Lot TT, City Hall Parking Lot M, City Hall Parking Lot MM from 12:00 p.m. to 4:00 p.m.
 - d. Resolution approving closure of parking spaces along the Parade route from 12:00 p.m. to 4:00 p.m.
 - e. Resolution approving usage of electricity
 - f. Resolution approving waiver of electrical fees
 - g. Resolution approving waiver of Vending License fee
22. Requests for Dock Dog Jumping Competition:
- a. Motion approving blanket Temporary Obstruction Permit
 - b. Resolution approving blanket Vending License
 - c. Resolution approving waiver of Vending License fee
 - d. Resolution approving closure of Burnett Avenue between 5th and 6th Streets
 - e. Resolution approving closure of 14 metered parking spaces on Burnett Avenue and six metered parking spaces on 5th Street to provide parking for First National Bank employees who will be displaced due to the event
 - f. Resolution approving waiver of parking meter fees in the total amount of \$90
 - g. Resolution approving usage of electrical outlets
 - h. Resolution approving waiver of electric fees in the total amount of \$6
23. Resolution approving preliminary plans and specifications for Scaffolding and Related Services and Supply Contract for Electric Services; setting June 19, 2019, as bid due date and June 25, 2019, as date of public hearing
24. Resolution awarding contract to ABM of Des Moines, Iowa, for custodial services at the Ames Public Library in the amount of \$91,541.70
25. Resolution awarding contract to Ames Ford Lincoln of Ames, Iowa, for five Hybrid Utility vehicles in the amount of \$179,290; exercising Option #1: Hybrid Utility with safety features for \$37,874.20, and Option #2: Public Safety (Fire) Hybrid SUV for \$35,628.20
26. Resolution awarding contract for FY 2019-20 Electric Distribution Line Clearance Program to Wright Tree Services of Des Moines, Iowa, for hourly rates and unit prices in an amount not to

- exceed \$327,437, subject to receipt of the required Performance Bond
27. Resolution awarding contract for Right-of-Way Tree Trimming and Removal Program for Parks & Recreation Department to Pitts Lawn & Tree Service of Huxley, Iowa, in an amount not to exceed \$85,000
 28. Resolution approving contract and bond for Power Plant Steam Turbine No. 7 Parts Procurement - Argo Turboserve Corporation
 29. Resolution approving contract and bond for Power Plant Steam Turbine No. 7 Parts Procurement - Mechanical Dynamics & Analysis LLC
 30. Resolution approving renewal of contract with MCG Energy Solutions, LLC, of Minneapolis, Minnesota, for MISO Market Participant Services for one-year period from July 1, 2019, through June 30, 2020, in the total amount of \$129,857.28
 31. Resolution approving renewal of contract with Burns & McDonnell of Chesterfield, Missouri, for Professional Services for Power Plant Fire Risk Mitigation for one-year period from July 1, 2019, through June 30, 2020, in an amount not to exceed \$50,000
 32. Resolution accepting completion of 2017/18 CDBG Public Facilities Neighborhood Infrastructure Improvements Program (Tripp Street Extension from Wilmoth Avenue to State Avenue)

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

ADMINISTRATION:

33. ASSET:
 - a. Resolution approving FY 2019/20 Contracts with Human Services agencies
 - b. Resolution approving ASSET Policies and Procedures
 - c. Staff Report regarding Joint Funders' Meeting next steps
34. HEALTHY LIFE CENTER:
 - a. Resolution calling an election to be held on September 10, 2019, on the proposition of entering into a loan agreement and issuing general obligation bonds in a principal amount not to exceed \$29,065,000 for a Healthy Life Center, including an aquatic center and therapy pool, exercise facilities, child care and activity areas, physical therapy and medical rehabilitation facilities, facilities providing care and services for senior citizens, and public meeting spaces, and constructing necessary public infrastructure improvements

PLANNING & HOUSING:

35. Staff Report on Campustown Facade Grant request

POLICE:

36. Staff Report regarding Public and Employee Safety on City Properties

HEARINGS:

- 37. Hearing on Final Amendments to Fiscal Year 2018/19 Budget:
 - a. Resolution amending current budget for Fiscal Year ending June 30, 2019
 - b. Resolution approving 2018/19 and 2019/20 transfers between funds
- 38. Hearing on Unit 7 Turbine Generator Overhaul for Power Plant:
 - a. Motion accepting Report of Bids and delaying award of contract
- 39. Hearing on Boiler Maintenance Services Contract for Power Plant:
 - a. Motion accepting Report of Bids and delaying award of contract
- 40. Hearing on 2017/18 Downtown Street Pavement Improvements Project - Main Street Alleys (Duff - Douglas, Kellogg - Burnett):
 - a. Resolution approving final plans and specifications and awarding contract to Con-Struct Inc., of Ames, Iowa, in the amount of \$211,973.20
- 41. Hearing on Teagarden Drainage Improvements (continued from April 23, 2019):
 - a. Resolution approving final plans and specifications and awarding contract to Con-Struct, Inc., of Ames, Iowa, in the amount of \$333,494

ORDINANCES:

- 42. First passage of ordinance repealing Rental Concentration Cap

DISPOSITION OF COMMUNICATIONS TO COUNCIL:

COUNCIL COMMENTS:

ADJOURNMENT:

Please note that this Agenda may be changed up to 24 hours before the meeting time as provided by Section 21.4(2), *Code of Iowa*.

ITEM # AAMPO 1

DATE: 05-28-19

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

**SUBJECT: AMENDMENT TO THE FEDERAL FISCAL YEAR 2019 - 2022
TRANSPORTATION IMPROVEMENT PROGRAM**

BACKGROUND:

The Federal Fiscal Year 2019 – 2022 Transportation Improvement Program (FFY 19-22 TIP) was adopted by the Transportation Policy Committee in July of 2018. During the development of the program, the MPO was working with the Iowa DOT to **implement Federally required performance-based planning and programming targets** as required by the Fixing America's Surface Transportation Act (FAST Act). In September of 2018, the Transportation Policy Committee took action to adopt a series of targets for the following areas: transit asset management, roadway safety, pavement and bridge condition, system performance and freight reliability. The MPO has since been requested to update our TIP to reflect the most current information regarding the mandated performance target areas.

A comment period was opened on March 26, 2019 and concluded on May 10, 2019. No requested changes were received to the proposed amendments during the comment period.

ALTERNATIVES:

1. Approve the amended FFY 2019 – 2022 Transportation Improvement Program.
2. Approve the amended FFY 2019 – 2022 Transportation Improvement Program, with Transportation Policy Committee modifications.

ADMINISTRATOR'S RECOMMENDED ACTION:

The Ames Area MPO Transportation Technical Committee has reviewed and now recommends approval of the proposed amendments to the FFY 2019 - 2022 Transportation Improvement Program.

Therefore, it is recommended by the Administrator that the Transportation Policy Committee adopt Alternative No. 1, thereby approving the amendment to the FFY 2019 - 2022 Transportation Improvement Program for submission to the Iowa Department of Transportation.



FY 2019 - 2022 Transportation Improvement Program

The Ames Area MPO prepared this report with funding from the U.S. Department of Transportation's Federal Highway Administration and Federal Transit Administration, and in part through local matching funds of the Ames Area MPO member governments. These contents are the responsibility of the Ames Area MPO. The U.S. government and its agencies assume no liability for the contents of this report or for the use of its contents. **The Ames Area MPO approved this document on the 10th of July, 2018 and amended May 28, 2019.** Please call (515) 239-5160 to obtain permission to use.



Final

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The FY 2019-2022 Transportation Improvement Program

About the Transportation Improvement Program

The Fiscal Year 2019-2022 Transportation Improvement Program (FY 19-22 TIP) is the short-range implementation program for federally funded and regionally significant transportation projects. The TIP is a requirement of 23 CFR 450.326 for metropolitan planning organizations to develop a program reflecting the investment priorities established in the long range transportation plan covering at least four (4) years. The Ames Area MPO develops a new TIP annually in cooperation with the Iowa Department of Transportation and CyRide. The Ames Area TIP is included into the State Transportation Improvement Program (STIP), which is developed by the Iowa Department of Transportation.

The Planning Area

Area Background

The Ames Area MPO was officially designated the MPO of the Ames urbanized area by the Governor of Iowa in March 2003. This designation was the result of the Ames urbanized area having a population of greater than 50,000 in the 2000 census. As a result of the 2010 Census, the urbanized areas of Ames and Gilbert were combined into one urbanized area, therefore requiring the Metropolitan Planning Area to be

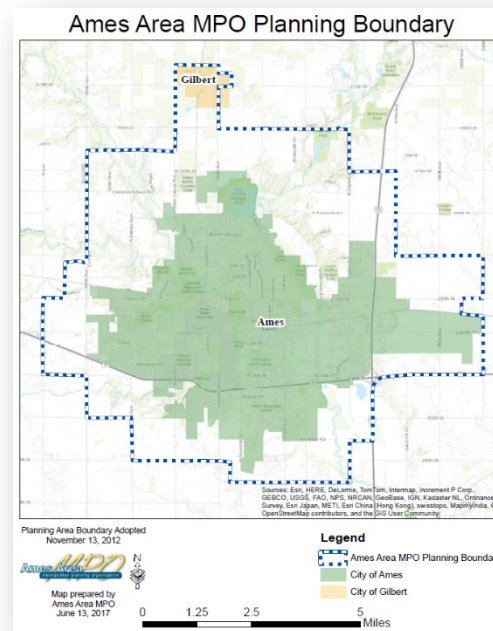
expanded to encompass this area in its entirety. The Ames Area MPO approved the current Metropolitan Planning Area boundary on November 13, 2012. The City of Gilbert and Iowa State University were added to the Transportation Policy Committee on March 26, 2013.

Definition of Area

Ames is located in central Iowa and is served by Interstate 35, U.S. Highway 30, and U.S. Highway 69. Surface transportation needs are met through over 248 centerline miles of streets. The community has a very progressive transit system, CyRide, which carries over six million bus passengers per year.

While the majority of transit users have Iowa State University ties, CyRide serves the entire Ames community.

The Ames Area MPO area includes the Ames Municipal Airport, which serves general aviation needs for business, industry, and recreation users. On average 119 aircraft operations occur per day at the Ames Municipal Airport. Railroad provides freight service to the area by dual east-west mainline tracks and a northern agricultural spur.



Planning Process

Introduction

The Transportation Improvement Program serves as a list of DOT and locally sponsored federal-aid eligible and Swap surface transportation improvements within the Ames-Gilbert region. The regional TIP will be consolidated into the State Transportation Improvement Program (STIP) along with the other 26 planning agencies in the State of Iowa.

Projects in the Ames Area TIP must be consistent with the long range transportation plan, known as Ames Mobility 2040. The Transportation Improvement Program is approved by the Ames Area MPO Transportation Policy Committee.

Performance-Based

The Federal Surface Transportation Bill, known as FAST Act, requires State and MPO agencies to develop performance measures to carry out a performance-based planning process. The Ames Area MPO will implement required metrics in coordination with the Iowa Department of Transportation. The MPO will be responsible to report on the following areas of performance:

- Safety
- Pavement, Bridge, System Performance, Freight
- Transit Asset Management

Performance based planning and performance management became a focus for State and regional transportation planning with the signing of the 2012

surface transportation bill Moving Ahead for Progress in the 21st Century (MAP-21). This bill included requirements for performance based planning and performance management and set seven national goals. The Ames Area MPO must establish and use a performance-based approach to transportation decision making to support the national goals.

Key Terms:

- Goal: a broad statement that describes a desired end state
- Objective: a specific, measurable statement that supports achievement of a goal
- Performance Measures: metric used to assess progress towards meeting an objective
- Target: specific level of performance that is desired to be achieved within a certain timeframe

Safety

The safety measures are:

- Number of Fatalities
- Rate of Fatalities per 100 million VMT
- Number of Serious Injuries
- Rate of Serious Injuries per 100 million VMT
- Number of Non-Motorized Fatalities and Non-Motorized Serious Injuries

Rather than setting its own safety targets, the Ames Area MPO has chosen to support the Iowa DOT's safety targets as published in the most recent Iowa Highway Safety Improvement Program Annual Report. The MPO supports

those targets by reviewing and programming all Highway Safety Improvement Program (HSIP) projects within the MPO boundary that are included in the DOT's Transportation Improvement Program.

Any Iowa DOT sponsored HSIP projects within the MPO area were selected based on the strategies included in the Strategic Highway Safety Plan and safety performance measures and were approved by the Iowa Transportation Commission. The Iowa DOT conferred with numerous stakeholder groups, including the Ames Area MPO, as part of its target setting process. Working in partnership with local agencies, Iowa DOT safety investments were identified and programmed which will construct effective countermeasures to reduce traffic fatalities and serious injuries. The Iowa DOT projects chosen for HSIP investment are based on crash history, roadway characteristics, and the existence of infrastructure countermeasure that can address the types of crashes present. The Iowa DOT continues to utilize a systemic safety improvement process rather than relying on "hot spot" safety improvements.

Pavement and Bridge

The pavement and bridge measures are:

- Percent of Interstate pavements in Good condition
- Percent of Interstate pavements in Poor condition
- Percent of non-Interstate NHS pavements in Good Condition
- Percent of non-Interstate NHS pavements in Poor condition

- Percent of NHS bridges classified as in Good condition
- Percent of NHS bridges classified as in Poor condition

Rather than setting its own pavement and bridge targets, the Ames Area MPO has chosen to support the Iowa DOT's pavement and bridge targets as submitted in the most recent baseline period performance report. The MPO supports those targets by reviewing and programming all Interstate and National Highway System projects within the MPO boundary that are included in the DOT's Transportation Improvement Program.

Any Iowa DOT sponsored pavement and bridge projects within the MPO area were determined in alignment with the Iowa Transportation Asset Management Plan (TAMP) and the pavement and bridge performance measures. The TAMP connects Iowa in Motion 2045 and system/modal plans to Iowa DOT's Five-Year Program and the STIP. Iowa in Motion 2045 defines a vision for the transportation system over the next 20 years, while the Five-Year Program and STOP identify specific investments over the next four to five years. The TAMP has a 10-year planning horizon and helps ensure that investments in the Five-Year Program and STIP are consistent with Iowa DOT's longer-term vision. Starting in 2019, the TAMP will also integrate the pavement and bridge performance targets.

The Iowa DOT conferred with numerous stakeholder groups, including the Ames Area MPO and local owners of NHS assets, as part of its target setting process. The

methodology used to set targets used current and historical data on condition and funding to forecast future condition. Asset management focuses on performing the right treatment at the right time to optimize investments and outcomes. Management systems are utilized to predict bridge and pavement needs and help determine the amount of funding needed for stewardship of the system. The TAMP discusses the major investment categories that the Commission allocates funding through. Once the Commission approves the funding for these categories, Iowa DOT recommends the allocation of the funds to specific projects using the processes described in the TAMP. Pavement and bridge projects are programmed to help meet the desired program outcomes documented in the TAMP.

System and Freight Reliability

The system performance and freight measures are:

- Percent of person-miles traveled on the Interstate that are reliable
- Percent of person-miles traveled on the non-Interstate NHS that are reliable
- Truck Travel Time Reliability Index

Rather than setting its own system and freight reliability targets, the Ames Area MPO has chosen to support the Iowa DOT's system and freight reliability targets as submitted in the most recent baseline period performance report. The MPO supports those targets by reviewing and programming all Interstate and National Highway System

projects within the MPO boundary that are included in the DOT's Transportation Improvement Program.

The Iowa DOT conferred with numerous stakeholder groups, including the Ames Area MPO, as part of its target setting process. Variability within the existing travel time dataset was used to forecast future condition. Projects focused on improving pavement and bridge condition also often help improve system reliability and freight movement. Additional projects focused specifically on improving these areas of system performance are developed in alignment with the target-setting process for related performance measures, and the freight improvement strategies and freight investment plan included in the State Freight Plan. This plan includes a detailed analysis and prioritization of freight bottlenecks, which are locations that should be considered for further study and possibly for future improvements. The process also involved extensive input from State, MPO, RPA, and industry representatives. State projects identified in the freight investment plan and programmed in the STIP were highly-ranked freight bottlenecks.

Transit Asset Management

Public transit capital projects included in the STIP align with the transit asset management (TAM) planning and target setting processes undertaken by the Iowa DOT, transit agencies, and MPOs. The Iowa DOT establishes a group TAM plan and group targets for all small urban and rural providers while large urban providers establish their own TAM plans and targets. Investments are made in alignment with TAM plans with the intent of keeping the

state's public transit vehicles and facilities in a state of good repair and meeting transit asset management targets. The Iowa DOT allocates funding for transit rolling stock in accordance with the Public Transit Management System process. In addition, the Iowa DOT awards public transit infrastructure grants in accordance with the project priorities established in Iowa Code chapter 924. Additional state and federal funding sources that can be used by transit agencies for vehicle and facility improvements are outlined in the funding chapter of the Transit Manager's Handbook. Individual transit agencies determine the use of these sources for capital and operating expenses based on their local needs.

The transit asset management targets are:

- Equipment: Percent of non-revenue vehicles met or exceeded Useful Life Benchmark
- Rolling Stock: Percentage of revenue vehicles met or exceeded Useful Life Benchmark
- Facilities: Percentage of assets with condition rating below 3.0 on FTA TERM scale
- Infrastructure: Not applicable.

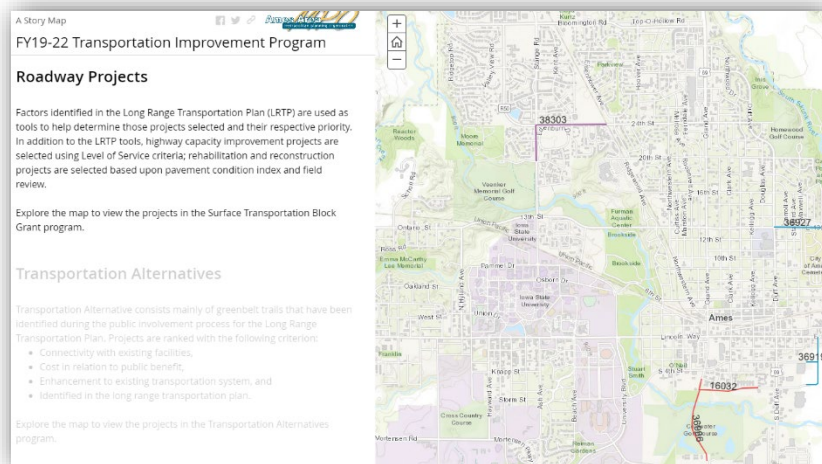
In May 2017, the Ames Area MPO adopted transit asset management targets. The infrastructure performance measure element which FTA requires is limited to rail fixed guideway assets of which there is not any rail passenger with Ames. The first Transit Asset Management Plan is due in October 2018. With the adoption of this plan, performance measure elements will be included in regional transportation planning documents.

Public Participation

The Transportation Improvement Program was developed in coordination with MPO member agencies, regional stakeholders, and members of the public. The following activities were hosted by the MPO to prepare the FY19-22 TIP.

- August/September 2017,
 - MPO reviews regional ICAAP grant applications
- February/March 2018,
 - MPO solicits area agencies for regional STBG and STBG-TAP applications
- May 17, 2018,
 - Transportation Technical Committee review
- May 18, 2018,
 - Public input session at the Ames City Hall
- May 22, 2018,
 - Transportation Policy Committee draft review
- July 10, 2018,
 - Transportation Policy Committee public hearing and adoption.

Postings for meetings are performed in accordance with our approved Public Participation Plan. Draft documents are available on the Ames Area MPO website at www.aampo.org and include a map of roadway projects by programmed fiscal year. Notice of meetings were posted at the Ames City Hall and on the Ames Area MPO website as 'News'.



Public Comment Web App

Network Operations and Maintenance

The capital investment and other measures necessary to preserve the existing transportation system, as well as operations, maintenance, modernization, and rehabilitation of existing and future transportation facilities are annually reviewed and programmed. Preservation, operating, and maintenance costs are included as a priority for funding. Maintenance and rehabilitation projects are also included in the AAMPO LRTP. In addition

to STBG funding, the City of Ames utilizes RUTF, Local Option Sales Tax, and General Obligation funding for system preservation projects. A program is also included in the City of Ames 2018-2023 CIP to address shared use path maintenance. The LRTP and Land Use Policy Plan (LUPP) both use an intersection efficiency standard of Level of Service (LOS) C.

Title VI Compliance

The Ames Area MPO adheres to the City of Ames's Title VI of the Civil Rights Act of 1964 Compliance Plan. The AAMPO carries out its transportation planning processes without regard to race, color, or national origin. The Compliance Plan provides information on the Ames Area MPO Title VI compliance policies, complaint procedures, and a form to initiate the complaint process for use by members of the public. For more information or to file a complaint or concern, please contact the AAMPO Administrator at the City of Ames Public Works Administration Office at 515-239-5160.

Self Certification

The AAMPO Transportation Policy Committee certified that transportation planning activities in the Ames metropolitan area are being carried out in accordance with governing Federal regulations, policies and procedures. This certification was approved at the meeting on March 27, 2018. A copy of the document is included in Appendix B.

Fiscal Constraint

The Iowa DOT Office of Program Management provides the Ames Area MPO estimated STBG/STBG-Swap, Iowa's TAP, and STBG-Tap-Flex funding targets for each of the four years. The MPO is also provided DOT statewide revenue estimates.

Each year prior to development of the Iowa DOT's Five-Year Program and the Statewide Transportation Improvement program both state and federal revenue forecasts are completed to determine the amount of funding available for programming. These forecasts are a critical component in the development of the Five-Year Program and as such are reviewed with the Iowa Transportation Commission. The primary sources of state funding to the DOT are the Primary Road Fund and TIME-21 Fund. These state funds are used for the operation, maintenance and construction of the Primary Road System. The amount of funding available for operations and maintenance are determined by legislative appropriations. Additional funding is set aside for statewide activities including engineering costs. The remaining funding is available for right-of-way and construction activities associated with the highway program.

Along with the state funds, the highway program utilizes a portion of the federal funds that are allocated to the state. A federal funding forecast is prepared each year based on the latest apportionment information available. This forecast includes the various federal programs and identifies which funds are allocated to the Iowa DOT for

programming and which funds are directed to locals through the MPO/RPA planning process, Highway Bridge Program and various grant programs.

In 2017, the State of Iowa authorized local jurisdictions to "swap" federal funds with the Iowa DOT in exchange for Primary Road Funding on a dollar-for-dollar basis. The exchange is anticipated to reduce project costs and delays for local jurisdictions by eliminating some Federal requirements. Federal and State laws, including environmental review, will still be applicable regardless of funding. Ames will pursue utilizing swap funds for all eligible projects.

Additional insight into the Iowa DOT's programming process can be found at the Office of Program Management's Five-Year Program webpage at

http://iowadot.gov/program_management/five-year-program

The AAMPO FY 2019 programming targets are \$1,751,615 for STBG, \$89,000 for STBG-TAP and \$68,000 for STBG-TAP Flex. The project costs shown in the TIP are in year of expenditure (YOE) dollars. This is accomplished by developing an estimate of costs in the current bidding environment and then applying an inflation factor of 4% per year. The Ames City Council has

programmed these projects in the City of Ames 2018-2023 Capital Improvement Program for the local funding allocation. These funds are generated from the City of Ames annual Road Use Tax Fund (RUTF) distribution, Local Option Sales Tax, and General Obligation (GO) Bonds. The transit program does not have targets, and thus the requests involve significant costs in the anticipation of maximizing the amounts received.

The following include a list of Federal and State funding programs which would be included in the TIP.

Federal Grant Programs:

- *Congestion Mitigation and Air Quality Improvement Program (CMAQ)*
- *Demonstration funding (DEMO)*
- *Highway Safety Improvement Program (HSIP)*
- *Metropolitan Planning Program (PL)*
- *National Highway Performance Program (NHPP)*
- *State Planning and Research (SPR)*
- *Surface Transportation Block Grant Program (STBG)*
- *Transportation Alternatives Setaside Program (TAP)*
- *Federal Lands Access Program (FLAP) and Tribal Transportation Program (TTP)*
- *National Highway Freight Program (NHFP)*

State Administered Grant Programs

- *City Bridge Program*
- *Highway Safety Improvement Program – Secondary (HSIP-Secondary)*
- *Iowa Clean Air Attainment Program (ICAAP)*
- *Recreational Trail Program*
- *Iowa's Transportation Alternatives Program*

Financial Constraint Summary Tables

Table 1 Summary of Costs and Federal Aid								
Federal Aid Program	2019		2020		2021		2022	
	Total Cost	Federal Aid	Total Cost	Federal Aid	Total Cost	Federal Aid	Total Cost	Federal Aid
PL	\$121,000	\$97,000	\$121,000	\$97,000	\$121,000	\$97,000	\$121,000	\$97,000
STBG	\$13,295,000	\$5,900,000	\$529,000	\$225,000	\$539,000	\$225,000	\$555,000	\$225,000
TAP	\$1,235,000	\$399,000	\$521,000	\$160,000	\$500,000	\$159,000	\$681,000	\$159,000
NHPP	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CMAQ	\$2,745,000	\$2,196,000	\$0	\$0	\$0	\$0	\$0	\$0
STBG-HBP	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SWAP-HBP	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
STBG-SWAP	\$0	\$0	\$1,500,000	\$900,000	\$4,900,000	\$3,490,000	\$4,200,000	\$1,600,000

Table 2 STBG/STBG-Swap Fiscal Constraint Table				
	2019	2020	2021	2022
Unobligated Balance (Carryover)	\$5,667,154	\$1,586,769	\$2,220,769	\$304,769
STBG/SWAP target	\$1,751,615	\$1,691,000	\$1,731,000	\$1,731,000
STBG-TAP-Flex target	\$68,000	\$68,000	\$68,000	\$0
Subtotal	\$7,486,769	\$3,345,769	\$4,019,769	\$2,035,769
Programmed funds	\$5,900,000	\$1,125,000	\$3,715,000	\$1,825,000
Balance	\$1,586,769	\$2,220,769	\$304,769	\$210,769

Table 3 STBG-TAP Fiscal Constraint Table				
	2019	2020	2021	2022
Unobligated Balance (Carryover)	\$466,286	\$156,286	\$85,286	\$15,286
STBG-TAP target	\$89,000	\$89,000	\$89,000	\$89,000
STBG-TAP-Flex target	\$0	\$0	\$0	\$68,000
Subtotal	\$555,286	\$245,286	\$174,286	\$172,286
Programmed funds	\$399,000	\$160,000	\$159,000	\$159,000
Balance	\$156,286	\$85,286	\$15,286	\$13,286

	2019	2020	2021	2022
City of Ames Total Operations	\$648,502	\$674,443	\$701,420	\$729,477
City of Ames Total Maintenance	\$1,654,507	\$1,720,688	\$1,789,515	\$1,861,096
City of Gilbert Total Operations	\$54,036	\$56,197	\$58,445	\$60,783
City of Gilbert Total Maintenance	\$58,880	\$61,235	\$63,685	\$66,232
Iowa DOT Total Operations and Maintenance	\$692,713	\$724,933	\$748,995	\$773,262
Total O&M	\$3,108,639	\$3,237,496	\$3,362,060	\$3,490,850

	2019	2020	2021	2022
City of Ames Total RUTF Receipts	\$7,917,455	\$8,234,153	\$8,563,519	\$8,906,060
City of Ames Total Other Road Monies Receipts	\$7,089,966	\$7,373,565	\$7,668,507	\$7,975,247
City of Ames Total Receipts Service Debt	\$13,469,354	\$14,008,128	\$14,568,453	\$15,151,192
City of Gilbert Total RUTF Receipts	\$145,284	\$151,095	\$157,139	\$163,424
City of Gilbert Total Other Road Monies Receipts	\$37,378	\$38,873	\$40,428	\$42,045
City of Gilbert Total Receipts Service Debt	\$0	\$0	\$0	\$0
Total Non-Federal Aid Road Fund Receipts	\$28,659,436	\$29,805,814	\$30,998,046	\$32,237,968

Revenues	2019	2020	2021	2022
Primary Road Fund	\$671,500,000	\$665,300,000	\$671,000,000	\$673,400,000
TIME-21	\$132,700,000	\$135,000,000	\$135,000,000	\$135,000,000
Miscellaneous	\$25,000,000	\$25,000,000	\$25,000,000	\$25,000,000
Federal Aid	\$357,200,000	\$365,700,000	\$365,700,000	\$365,700,000
Total	\$1,186,400,000	\$1,191,000,000	\$1,196,700,000	\$1,199,100,000
Statewide Allocations				
Operation & Maintenance	\$339,700,000	\$355,500,000	\$367,300,000	\$379,200,000
Consultant Services	\$80,000,000	\$80,000,000	\$80,000,000	\$80,000,000
Contract Maintenance	\$31,400,000	\$31,400,000	\$31,400,000	\$31,400,000
Railroad Crossing Protection	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000
Miscellaneous Programs	\$34,800,000	\$34,800,000	\$34,800,000	\$34,800,000
Total	\$490,900,000	\$506,700,000	\$518,500,000	\$530,400,000
Funds Available for ROW/Construction	\$695,500,000	\$684,300,000	\$678,200,000	\$668,700,000

FY 2018 Project Status Report

<i>TPMS #</i>	<i>Project Number</i>	<i>Location</i>	<i>Type of Work</i>	<i>Status</i>	<i>Total Project Cost</i>	<i>Total Federal Aid</i>	<i>Sponsor</i>
36986	STP-U-0155(697)-70-85	South Grand Avenue, from 0.1 miles north of S. 16th Street north 0.54 miles to S 5th Street.	Grade and Pave, Bridge new	Delayed to FFY 2019	\$ 12,500,000	\$ 3,500,000	City of Ames
35644	STP-U-0155(696)-70-85	13th Street, from Ridgewood Avenue east 0.31 miles to Harding Avenue	Pavement Rehab	Let 03/18	\$ 1,480,000	\$ 1,060,000	City of Ames
16032	STP-U-0155(690)-70-85	South Grand Avenue and S 5th Street from S Grand Avenue east 0.12 miles west of S Duff Avenue	Grade and Pave	Let 04/18	\$ 3,040,000	\$ 2,396,000	City of Ames
34019	IMX-35()-02-85	I-35: US 30 to County Road E29 (NB)	Pavement Rehab, Traffic Signs	Let 10/17	\$ 3,812,000	\$ 3,431,000	Iowa DOT District 1
14980	STP-E-0155(684)-8V-85	In the City of Ames, Skunk River Trail, From Bloomington Road to Ada Hayden Park	Ped/Bike Grade & Pave	Let 06/18	\$ 544,000	\$ 320,000	City of Ames
14983	STP-E-0155(SE16TH)-70-85	In the City of Ames, Skunk River Trail: From SE 16th Street to East Lincoln Way	Ped/Bike Grade & Pave	Delayed to FFY 2020	\$ 521,000	\$ 160,000	City of Ames
21260	STP-E-0155(SE16TH)-8V-85	In the City of Ames, Skunk River Trail: From SE 16th Street to East Lincoln Way	Ped/Bike Structures, Ped/Bike Miscellaneous	Summer 2018	\$ 835,000	\$ 240,000	City of Ames
34581	STP-A-0155(694)-86-85	Ames Traffic Network Master Plan	Planning Study	Summer 2018	\$ 100,000	\$ 80,000	City of Ames
34214	RGPL-PA22(RTP)-PL-00	Transportation Planning	Trans Planning	Ongoing	\$ 119,000	\$ 95,000	AAMPO

Project Selection

About the Project Selection Process

The Ames Area Metropolitan Planning Organization (AAMPO) uses a project selection criteria system as a means of prioritizing submitted projects. The AAMPO selects regional surface transportation projects submitted to the AAMPO for inclusion in the Transportation Improvement Program (TIP). These projects are reviewed by staff, the Transportation Technical Committee (TTC) and Transportation Policy Committee (TPC). Approved projects are programmed in the TIP based on the recommendation of the TTC and staff. The TIP also includes projects awarded with State and Federal funds as applicable through the respective grant program.

Surface Transportation Block Grant Program (STBG)

Factors identified in the Long Range Transportation Plan (LRTP) are used as tools to help determine those projects selected and their respective priority. In addition to the LRTP tools, highway capacity improvement projects are selected using Level of Service criteria; rehabilitation and reconstruction projects are selected based upon pavement condition index and field review. A STBG application form shall be submitted to be considered to receive federal-aid funding. This form can be requested from the Ames Area MPO staff or downloaded from the Ames Area MPO website at www.aampo.org. Projects which are eligible to utilize the Iowa STBG-SWAP funds will be programmed as such after being selected through the STBG project selection process.

Transportation Alternative (STBG-TAP)

Transportation Alternative consists mainly of greenbelt trails that have been identified during the public involvement process for the Long Range Transportation Plan. Trail segments shown in the plan are sized proportionately based upon estimated construction costs.

A TA application form shall be submitted to be prioritized and submitted for recommendation. Submitted projects are ranked with the following criterion:

- Connectivity with existing facilities,
- Cost in relation to public benefit,
- Enhancement to existing transportation system, and
- Identified in the long range transportation plan. Applications for TA projects can be requested from the Ames Area MPO staff or downloaded directly from the Iowa Department of Transportation website.

Other Programs

Bridge projects consist of necessary repairs recommended by the biennial Iowa Department of Transportation (IDOT) bridge inspections. The IDOT requires these inspections for bridges within the local jurisdictions of the Ames Area MPO. A Candidate List is created by the IDOT Office of Local Systems based on priority points ranking. Local agencies and the Ames Area MPO work with the IDOT on programming necessary bridge projects based on priority and available funding.

The Transit Board selects operating projects for CyRide as identified in the approved Passenger Transportation Plan (PTP), which serves as a needs assessment for all regional human and health service agencies. The Transit Board also approves matching funds for capital projects based upon identified route expansions.

All projects are consistent with the approved Ames Mobility 2040 Long Range Transportation Plan.

Revising the TIP

Often after development and subsequent adoption of the TIP, changes may need to be made to the list of programmed projects. Examples of changes might be adding or deleting projects, moving a project between years in the TIP, adjusting project cost, or changing the vehicle numbers of transit vehicles.

A major requirement of a project receiving Federal transportation funds is for the project to be included in the TIP and Statewide Transportation Improvement Program. Once a project has received Federal Authorization for construction it does not need to be included in the TIP. This is one of two major reasons for adding or deleting a project from the TIP. The other major reason for adding a project is the awarding of a grant for a project, which can happen throughout the year. Projects programmed through the STBG-SWAP program will be included in the TIP as informational items and modifications to these projects will be pursued using the following revision processes as outlined.

Changes to the TIP are classified as either “amendments” or “administrative modifications”.

Amendments

Amendments are major changes involving the following:

- **Project Cost** – projects in which the recalculated project costs increase federal aid by more than 30 percent or increase total federal aid by more than \$2 million from the original amount.
- **Schedule Changes** – projects added or deleted from the TIP.
- **Funding Source** – projects receiving additional federal funding sources.
- **Scope Changes** – changing the project termini, project alignment, the amount of through traffic lanes, type of work from an overlay to reconstruction, or a change to include widening of the roadway.

Amendments are presented to the Policy Committee and a public comment period is opened, which lasts until the next Policy Committee meeting (the Policy Committee meets on an as needed basis, giving a 3-4 week public comment period). Public comments are shared at this meeting with the Policy Committee and action is taken to approve the amendment.

Administrative Modifications

Administrative Modifications are minor changes involving the following:

- **Project Cost** – projects in which the recalculated project costs do not increase federal aid by more than 30 percent or do not increase total federal aid by more than \$2 million from the original amount
- **Schedule Changes** – changes in schedules to projects included in the first four years of the TIP
- **Funding Source** – changing funding from one source to another
- **Scope Changes** – all changes to the project's scope require an amendment

Administrative modifications and amendments are subject to different AAMPO Policy Committee and public review procedures. Administrative modifications are processed internally and are shared with the Policy Committee and the public as informational items

Federal Transit Administration Section

FY 2019 Transportation Improvement Program Project Justification

The following transit projects identified within the draft FY 2019 – 2022 TIP were included within the Passenger Transportation Plan (PTP) Update, meeting the requirements to have the Enhanced Mobility for Seniors and Individuals with Disabilities formulized federal funding within an approved PTP prior to TIP approval. The following narrative describes the projects within the initial year of the plan.

General Operations

This funding supports the day-to-day transit operations of the Ames Transit Authority from Ames' urbanized area federal apportionment, Transit Intensive Cities, and State Transit Assistance funding.

Contracted Paratransit (Dial-A-Ride) Service

According to federal regulations, public transit agencies providing fixed-route transit service in their community must also provide door-to-door transportation service within a $\frac{3}{4}$ mile area of that fixed-route service. Therefore, CyRide purchases transportation service for its Dial-A-Ride operations in order to meet this ADA requirement. This requirement has been expanded to the entire city limits of Ames.

Automated Vehicle Announciators

Bus drivers must comply with the Americans with Disability Act (ADA) and manually announce major transit locations along transit routes along with any stops the public request. In 2017, CyRide began working with Iowa State University's Alliance for Disability Awareness group which has communicated their desire for drivers to announce all bus stops throughout the Ames' community without

customers needing to verbally make a request to the driver. CyRide plans to automate this process over the next several years by purchasing an automated vehicle annunciator (AVA) system synced with LED signage to help keep all passengers, disability or not, better informed of where the bus is located along the bus route(s). Such a system would be over and beyond what is required for ADA.

An AVA system will make riding the bus more convenient and provide independence to hearing or visually disabled passengers. Automated announcements will make the announcements more uniformly stated across the transit system by having the stops announced in a similar method and at a consistent volume to be heard over loud noise inside and outside the buses. An AVA system will also allow CyRide's drivers to focus on operating the vehicle safety instead of having to take one hand off the wheel to speak into the intercom system every few blocks.

Heavy Duty Bus Replacement

Eight large forty-foot buses have exceeded FTA guidelines for useful life. Bus numbers are 07117, 00956, 00958, 07133, 07124, 07132, 07129, 07123. These units will be replaced with 40' heavy-duty buses, equipped with cameras. These replacement vehicles will be ADA accessible.

Bus Wash & HVAC Equipment

The bus wash lane and equipment was originally built in 2002 and will be removed and replaced with a new wash system with HVAC improvements. The current bus washer is now 16 years old, has cycled more than 125,622 times, and past the point where the equipment can be repaired as the manufacturer is no longer in business and parts are no longer readily available when the equipment fails.

Specifically, CyRide's architect recommends the following be removed and replaced for this project: 1) Removal of existing bus wash equipment, including sprayer and brush assembly and frame, and removal of existing bus water reclaim system, 2) The existing floor pits are anticipated to remain, with some upgrades and repairs to plumbing systems, 3) Replacement of existing water service pipe and installation of new pressure reducer, 4) Installation of new bus wash system, including new water reclaim, new reverse osmosis system and new blower system, 5) Ventilation upgrades, included new exhaust fans and makeup air and ducts above the bus wash bay, 6) Electrical upgrades to accommodate new bus wash equipment and HVAC improvements; elevate to flood proof, 7) Replacement of two existing corroded hollow metal doors and frames, 8) Replacement of manual overhead fire door to an electric overhead fire door, 9) Refinishing existing adjacent concrete block walls and ceilings and 10) Lighting improvements to wash area.

Appendix A: FFY 2019 – 2022 TPMS Printout

TPMS Sponsor Appr. Status	Project # Location Funding Program	Length FHWA# S.T.R		Pgm'd Amounts in 1000's				Total	STIP#
				FY19	FY20	FY21	FY22		
STBG - Surface Transportation Block Grant Program									
Story - 85									
16032 Ames	STP-U-0155(690)--70-85 DOT Letting: 11/20/2018 In City of Ames, On S Grand Ave from Squaw Creek Dr south 0.1 mile to S 5th St, and S 5th St from S Grand east to S Duff	0.64 MI --	Project Total Federal Aid	3,040 2,396	0 0	0 0	0 0	3,040 2,396	TA
Final TIP Approved	Grade and Pave	--	Regional FA SWAP	2,000 0	0 0	0 0	0 0	2,000 0	--
PA NOTE: Phase 1 of two phase project. Total STBG for both phases is \$5,500,000 (\$3,500,000 on Phase 2 TPMS 36986). Total Project Cost \$17,450,000 through FY19/20									
36986 Ames	STP-U-0155(697)--70-85 DOT Letting: 12/18/2018 In the city of Ames, On SOUTH GRAND AVE, from 0.1 miles north of S. 16th Street North .54 Miles to S 5th Street,	0.54 MI --	Project Total Federal Aid	12,500 5,300	0 0	0 0	0 0	12,500 5,300	TA
Final TIP Approved	Grade and Pave,Bridge New	0:0:00	Regional FA SWAP	3,500 0	0 0	0 0	0 0	3,500 0	--
PA NOTE: Phase 2 of two phase project. Total STBG for both phases is \$5,500,000 (\$2,000,000 on Phase 1 TPMS 16032). Total Project Cost \$17,450,000 through FY19/20									
16103 MPO-22 / AAMPO	RGPL-PA22(LRTP)--ST-85 Ames MPO Planning: STP Funds for Transportation Planning	0 MI --	Project Total Federal Aid	500 400	0 0	0 0	0 0	500 400	TA
Final TIP Approved	Trans Planning	--	Regional FA SWAP	400 0	0 0	0 0	0 0	400 0	--
35617 MPO-22 / AAMPO	RGTR-PA22Q--ST-85 CyRide: Vehicle Purchase	0 --	Project Total Federal Aid	0 0	529 225	0 0	0 0	529 225	TA
Final TIP Approved	Transit Investments	--	Regional FA SWAP	0 0	225 0	0 0	0 0	225 0	--
36918 MPO-22 / AAMPO	RGTR-PA22Q--ST-85 CyRide: Vehicle Replacement	0 --	Project Total Federal Aid	0 0	0 0	539 225	0 0	539 225	TA
Final TIP Approved	Transit Investments	--	Regional FA SWAP	0 0	0 0	225 0	0 0	225 0	--
38304 MPO-22 / AAMPO	RGTR-0155Q--ST-85 CyRide: Vehicle Replacement	0 --	Project Total Federal Aid	0 0	0 0	0 0	555 225	555 225	TA
Final TIP Approved	Transit Investments	--	Regional FA SWAP	0 0	0 0	0 0	225 0	225 0	--

Ames Area MPO
FFY 2019 – 2022 Transportation Improvement Program








TPMS Sponsor Appr. Status	Project # Location Funding Program	Length FHWA# S.T.R.		Pgm'd Amounts in 1000's				Total	STIP#
				FY19	FY20	FY21	FY22		
SWAP-STBG - SWAP - STBG equivalent									
Story - 85									
35616 Ames	STBG-SWAP-0155()--SG-85 In the city of Ames, On North Dakota Avenue, from Ontario Street North 0.17 Miles to Union Pacific Railroad Tracks	0 --	Project Total Federal Aid	0 0	1,500 0	0 0	0 0	1,500 0	
Final TIP Approved	Pave	--	Regional FA SWAP	0 0	900 900	0 0	0 0	900 900	--
36919 Ames	STBG-SWAP-0155()--SG-85 In the city of Ames, On Cherry Avenue, from E Lincoln Way South .4 Miles to Southeast 5th Street,	0.498 --	Project Total Federal Aid	0 0	0 0	2,400 0	0 0	2,400 0	
Final TIP Approved	Grade and Pave	0:0:00	Regional FA SWAP	0 0	0 0	1,890 1,890	0 0	1,890 1,890	--
36927 Ames	STBG-SWAP-0155()--SG-85 In the city of Ames, On East 13th Street, from Duff Avenue East .4 Miles to Meadowlane Avenue,	0.356 --	Project Total Federal Aid	0 0	0 0	2,500 0	0 0	2,500 0	
Final TIP Approved	Pavement Rehab	0:0:00	Regional FA SWAP	0 0	0 0	1,600 1,600	0 0	1,600 1,600	--
38303 Ames	STBG-SWAP-0155()--SG-85 In the city of Ames, On Stange Rd and 24TH ST, from Blankenburg Dr North .4 Miles to 24th ST and East .8 Miles to RR,	0.788 --	Project Total Federal Aid	0 0	0 0	0 0	4,200 0	4,200 0	
Final TIP Approved	Grade and Pave	0:0:00	Regional FA SWAP	0 0	0 0	0 0	1,600 1,600	1,600 1,600	--
STBG-TAP - Transportation Alternatives									
Story - 85									
37446 Ames	TAP-U-0155(699)--8I-85 DOT Letting: 02/19/2019 In the city of Ames, SW greenbelt trail, from Beedle Drive East .94 Miles to Intermodal Facility	0.94 MI --	Project Total Federal Aid	400 159	0 0	0 0	0 0	400 159	TA
Final TIP Approved	Ped/Bike Grade & Pave	--	Regional FA SWAP	159 0	0 0	0 0	0 0	159 0	--
21260 Ames	TAP-U-0155(SE16TH)--8I-85 Skunk River Trail: From SE 16th Street to East Lincoln Way	1.033 MI --	Project Total Federal Aid	835 240	0 0	0 0	0 0	835 240	TA
Final TIP Approved	Ped/Bike Structures, Ped/Bike Miscellaneous	--	Regional FA SWAP	240 0	0 0	0 0	0 0	240 0	--
14983 Ames	TAP-U-0155(SE16th)--8I-85 In the City of Ames, Skunk River Trail: From SE 16th Street to East Lincoln Way	1 MI --	Project Total Federal Aid	0 0	521 160	0 0	0 0	521 160	TA
Final TIP Approved	Ped/Bike Grade & Pave	--	Regional FA SWAP	0 0	160 0	0 0	0 0	160 0	--
DOT NOTE: Project eligible for FHWA TAP funding									

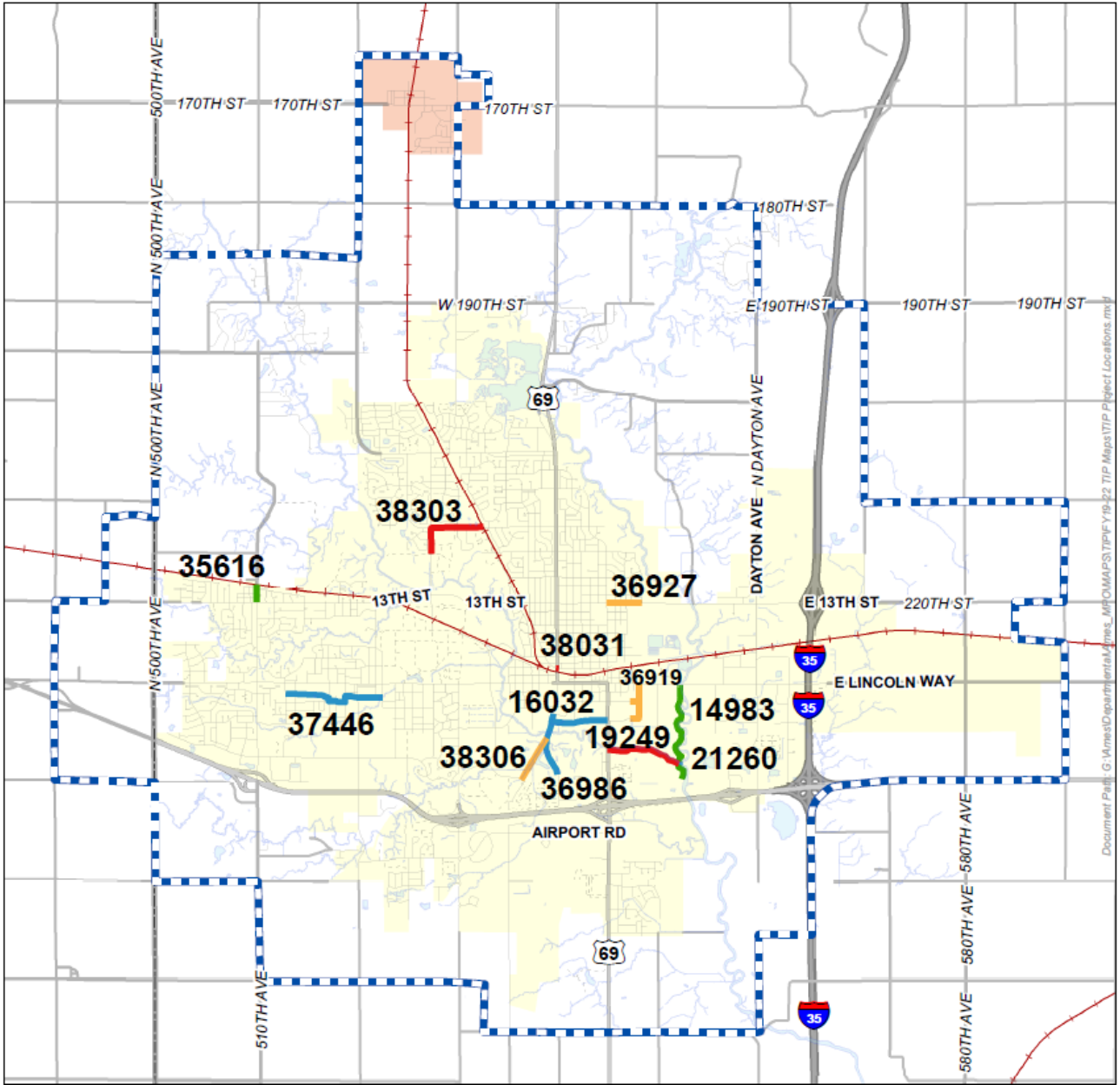
Ames Area MPO
FFY 2019 – 2022 Transportation Improvement Program

TPMS Sponsor Appr. Status	Project # Location Funding Program	Length FHWA# S.T.R		Pgm'd Amounts in 1000's				Total	STIP#
				FY19	FY20	FY21	FY22		
Story - 85 (continued)									
38306 Ames	TAP-U-0155() -- 8I-85 In the city of Ames, On Vet Med Trail, from S Grand Ave South .53 Miles to S 16th St, Ped/Bike Grade & Pave	0.533 -- 0:0:00	Project Total Federal Aid Regional FA SWAP	0 0 0 0	0 0 0 0	500 159 159 0	0 0 0 0	500 159 159 0	TA --
19249 Ames	TAP-U-0155() -- 8I-85 Squaw Creek: From Skunk River to S. Duff Avenue Ped/Bike Grade & Pave	0.78 MI -- 0:0:0	Project Total Federal Aid Regional FA SWAP	0 0 0 0	0 0 0 0	0 0 0 0	681 159 159 0	681 159 159 0	TA --
PL - Metropolitan Planning									
Story - 85									
34214 MPO-22 / AAMPO Final TIP Approved	RGPL-PA22(RTP) -- PL-85 VARIOUS Trans Planning	0 -- --	Project Total Federal Aid Regional FA SWAP	121 97 0 0	121 97 0 0	121 97 0 0	121 97 0 0	484 388 0 0	TA --
PRF - Primary Road Funds									
Story - 85									
38031 DOT-D01-MPO22 Final TIP Approved	BRFN--69() -- 39-85 US 69: GRAND AVE IN AMES 0.1 MI N OF LINCOLN WAY Bridge Deck Overlay	0 MI -- --	Project Total Federal Aid Regional FA SWAP	0 0 0 0	0 0 0 0	0 0 0 0	265 0 0 0	265 0 0 0	TA --

FY 2019 - 2022 Transportation Improvement Program

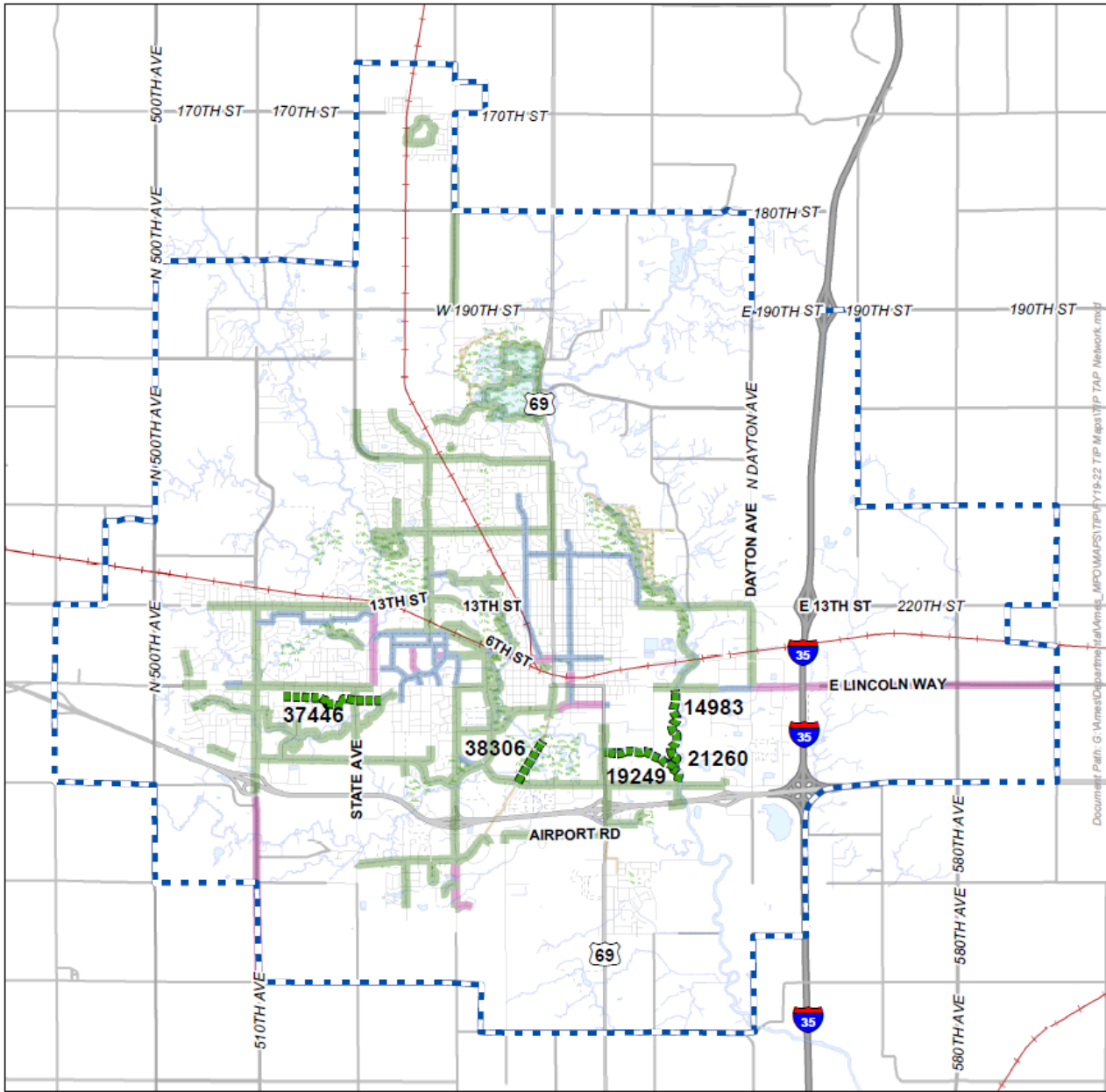
Project Location Map

- Legend**
-  AMES MPO BOUNDARY
 - Program Year**
 -  2019
 -  2020
 -  2021
 -  2022
 -  City of Gilbert
 -  City of Ames

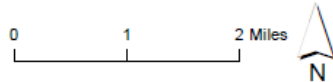


FY 2019 - 2022 Transportation Improvement Program

Non-Motorized Project Location Map



- Legend**
- Ames Area MPO Boundary
 - Transportation Alternative Projects**
 - Future Shared Use Path
 - Existing Bike and Trail Network**
 - Nature Trail
 - Dedicated On Street Facility
 - Shared Lane Bike Facility
 - Shared Use Path
 - Parks



Document Path: G:\mmap\Departments\Map\Ames_MPO\MAPS\TIP\FY19-22_TIP_Maps\TIP_TAP_Network.mxd

Ames Area MPO
FFY 2019 – 2022 Transportation Improvement Program

Fund	Sponsor	Transit # Expense Class Project Type	Desc / Add Ons / Addnl Info		FY19	FY20	FY21	FY22
5339	Ames	2837 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 00956	Total	493,300			
				FA	419,305			
				SA				
5339	Ames	2838 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 00958	Total	493,300			
				FA	419,305			
				SA				
STA, 5307	Ames	914 Operations Misc	General Operations	Total	12,118,870	12,218,688	36,070,005	13,215,633
				FA	2,406,365	2,496,000	25,958,410	2,699,674
				SA	805,748	837,978	871,497	906,257
5310	Ames	919 Operations Misc	Contracted Paratransit Service	Total	187,500	196,875	206,719	217,055
				FA	150,000	157,500	165,375	173,644
				SA				
5339	Ames	5088 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 07133	Total	493,300			
				FA	419,305			
				SA				
5339	Ames	5089 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 07124	Total	493,300			
				FA	419,305			
				SA				
5339	Ames	5090 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 07132	Total	493,300			
				FA	419,305			
				SA				
5339	Ames	5091 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 07129	Total	493,300			
				FA	419,305			
				SA				
5339	Ames	5092 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 07123	Total	493,300			
				FA	419,305			
				SA				
5339	Ames	4659 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 07117	Total	493,300			
				FA	419,305			
				SA				
5310	Ames	5100 Capital Expansion	Annunciators	Total	147,095	125,000	125,000	125,000
				FA	117,676	100,000	100,000	100,000
				SA				
PTIG	Ames	5101 Capital Replacement	Bus Wash & HVAC Equipment	Total	743,284			
				FA				
				SA	594,627			
5339	Ames	4672 Capital Replacement	Light Duty Bus (176" wb) Diesel, UFRC, VSS, BioDiesel Unit #: 00333	Total		115,960		
				FA		98,566		
				SA				
5339	Ames	4673 Capital Replacement	Light Duty Bus (176" wb) Diesel, UFRC, VSS, BioDiesel Unit #: 00334	Total		115,960		
				FA		98,566		
				SA				
5339	Ames	4674 Capital Replacement	Light Duty Bus (176" wb) Diesel, UFRC, VSS, BioDiesel Unit #: 00335	Total		115,960		
				FA		98,566		
				SA				

Ames Area MPO
FFY 2019 – 2022 Transportation Improvement Program

Fund	Sponsor	Transit # Expense Class Project Type	Desc / Add Ons / Addnl Info		FY19	FY20	FY21	FY22
5339	Ames	4675 Capital Replacement	Light Duty Bus (176" wb) Diesel, UFRC, VSS, BioDiesel Unit #: 00336	Total		115,960		
				FA		98,566		
				SA				
5339	Ames	4678 Capital Replacement	Light Duty Bus (176" wb) Diesel, UFRC, VSS, BioDiesel Unit #: 00337	Total		115,960		
				FA		98,566		
				SA				
5339	Ames	4679 Capital Replacement	Light Duty Bus (176" wb) Diesel, UFRC, VSS, BioDiesel Unit #: 00338	Total		115,960		
				FA		98,566		
				SA				
5310	Ames	920 Capital Replacement	Associated Transit Improvements	Total		50,000	50,000	50,000
				FA		40,000	40,000	40,000
				SA				
5339	Ames	1895 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 00953	Total		513,032		
				FA		436,077		
				SA				
5339	Ames	1899 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 00948	Total		513,032		
				FA		436,077		
				SA				
5339	Ames	1901 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 00957	Total		513,032		
				FA		436,077		
				SA				
5339	Ames	2836 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 07125	Total		513,032		
				FA		436,077		
				SA				
5339	Ames	2839 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 00954	Total		513,032		
				FA		436,077		
				SA				
5339	Ames	2840 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 00955	Total		513,032		
				FA		436,077		
				SA				
5309, 5339	Ames	3314 Capital Expansion	Maintenance Facility Expansion	Total		5,000,000	22,183,200	
				FA		4,000,000	17,746,560	
				SA				
STP, 5339	Ames	4042 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 00785	Total		513,032		
				FA		436,077		
				SA				
5339	Ames	4043 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 00762	Total		513,032		
				FA		436,077		
				SA				
5339	Ames	4044 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 00778	Total			533,553	
				FA			453,520	
				SA				
5339	Ames	4045 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 00763	Total			533,553	
				FA			453,520	
				SA				

Ames Area MPO
FFY 2019 – 2022 Transportation Improvement Program

Fund	Sponsor	Transit # Expense Class Project Type	Desc / Add Ons / Addnl Info		FY19	FY20	FY21	FY22
5339	Ames	4046 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 00779	Total			533,553	
				FA			453,520	
				SA				
5339	Ames	4047 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 00793	Total			533,553	
				FA			453,520	
				SA				
5339	Ames	4048 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 00700	Total			533,553	
				FA			453,520	
				SA				
5339	Ames	4049 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 00792	Total			533,553	
				FA			453,520	
				SA				
5339	Ames	4662 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 07119	Total			533,553	
				FA			453,520	
				SA				
5339	Ames	4660 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 07120	Total			533,553	
				FA			453,520	
				SA				
5339	Ames	4661 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 07118	Total				554,895
				FA				471,661
				SA				
5339	Ames	5097 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 970	Total				554,895
				FA				471,661
				SA				
5339	Ames	5098 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 977	Total				554,895
				FA				471,661
				SA				
5339	Ames	5099 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 975	Total				554,895
				FA				471,661
				SA				
5339	Ames	4663 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 07121	Total				554,895
				FA				471,661
				SA				
5339	Ames	4664 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 972	Total				554,895
				FA				471,661
				SA				
5339	Ames	4665 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 974	Total				554,895
				FA				471,661
				SA				
5339	Ames	4666 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 971	Total				554,895
				FA				471,661
				SA				

Appendix B: Ames Area MPO Self Certification

AMES AREA METROPOLITAN PLANNING ORGANIZATION ANNUAL SELF-CERTIFICATION

In accordance with 23 CFR 450.334, the STATE DEPARTMENT OF TRANSPORTATION and the Ames Area Metropolitan Planning Organization for the Ames, Iowa urbanized area(s) hereby certify that the transportation planning process is addressing the major issues in the metropolitan planning area and is being conducted in accordance with all applicable requirements of:

- (1) 23 U.S.C. 134, 49 U.S.C. Section 5303, and 23 CFR Part 450;
- (2) In nonattainment and maintenance areas, Sections 174 and 176(c) and (d) of the Clean Air Act as amended (42 U.S.C. 7504, 7506(c) and (d) and 40 CFR 93);
- (3) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- (4) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex or age in employment or business opportunity;
- (5) Section 1101(b) of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (Pub. L. 109-59) regarding the involvement of Disadvantaged Business Enterprises in FHWA and FTA funded planning;
- (6) 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- (7) The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*) and 49 CFR parts 27,37, and 38, and USDOT implementing regulation;
- (8) Older Americans Act, as amended (42 U.S.C. 6101);
- (9) 23 U.S.C. 324, regarding prohibition of discrimination based on gender; and
- (10) Section 504 of the Rehabilitation Act of 1973 and 49 CFR Part 27, regarding discrimination against individuals with disabilities.

For AAMPO:



John Haila, Chair
Transportation Policy Committee

5/10/2018
Date

Appendix C: Approval

RESOLUTION NO. 18-409

RESOLUTION APPROVING FY 2019-2022 TRANSPORTATION IMPROVEMENT PROGRAM FOR THE CITY OF AMES

WHEREAS, the Ames Area Metropolitan Planning Organization is the designated Metropolitan Planning Organization (MPO) for the Ames Metropolitan Area; and,


WHEREAS, the Transportation Policy Committee, in cooperation with the state, is conducting a continuing, cooperative, and comprehensive (3-C) transportation planning process pursuant to 23 CFR 450.114(c).

NOW, THEREFORE, BE IT RESOLVED by the Ames Area Metropolitan Planning Organization Transportation Policy Committee that the Federal Fiscal Year 2019-2022 Transportation Improvement Program is hereby approved, and submittal of the document to the Iowa Department of Transportation for inclusion in its Statewide Transportation Improvement Program is hereby further approved.

ADOPTED THIS 10th day of July, 2018.



Diane R. Voss, City Clerk



John A. Haila, Mayor

Introduced by:	Betcher	
Seconded by:	Olson	
Voting aye:	Beatty-Hansen, Betcher, Bibiloni, Corrieri, Gartin, Haila, Martin, Olson, Nelson, Zinnel	
Voting nay:	None	Absent: Popp

Resolution declared adopted and signed by the Mayor this 10th day of July, 2018.

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

**SUBJECT: AMENDMENT TO THE FEDERAL FISCAL YEAR 2019 - 2022
TRANSPORTATION IMPROVEMENT PROGRAM**

BACKGROUND:

To receive Federal funds for transportation improvement projects, it is necessary for the projects to be included in the approved Iowa Department of Transportation statewide plan. The Ames regional FFY 2019 – 2022 Transportation Improvement Program was originally adopted in July 2018. In September, CyRide applied for Iowa Clean Air Attainment Program (ICAAP) funds from the State of Iowa. On January 8, 2019, the **Iowa Transportation Commission awarded a total of \$702,848 to CyRide of ICAAP funds for West Ames Changes: New expansion route #21 Lilac & bus; added frequency #1 Red, #11 Cherry, #7 Purple.** To make the funds accessible for CyRide, the projects must be programmed into the FFY 2019 - 2022 TIP to allow the transfer of funds from the highway program to the transit program.

This amendment to the Federal Fiscal Year (FFY) 2019 - 2022 Transportation Improvement Program adds one project:

TPMS #	Project Sponsor	Project Name	Federal Funds	Total Project Cost	Year
(NEW)	CyRide	West Ames Route Changes: New expansion route #12 Lilac & bus; added frequency #1 Red, #11 Cherry, #7 Purple	\$702,848	\$905,817	FFY 2019

Under the Ames Area MPO planning process, amendments to the TIP requires an opportunity for public review and comment as well as approval by both the AAMPO Technical Committee and Policy Committee. The public input period will be from May 28 to June 28, 2019. **After this comment period, this item will come before the AAMPO Policy Committee again on July 9, 2019, for final approval.**

ALTERNATIVES:

1. Approve the draft amendment to the Federal Fiscal Year 2019 – 2022 Transportation Improvement Program and set July 9, 2019, as the date for the public hearing.
2. Modify the draft amendment to the Federal Fiscal Year 2019 – 2021 Transportation Improvement Program and set July 9, 2019, as the date for the public hearing.

ADMINISTRATOR'S RECOMMENDED ACTION:

The Ames Area MPO Transportation Technical Committee has unanimously recommended approval of the FFY 2019 – 2022 Transportation Improvement Program amendment. Therefore, the Administrator recommends that the Transportation Policy Committee adopt Alternative No. 1 as described above.

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

SUBJECT: DRAFT FEDERAL FISCAL YEAR 2020 - 2023 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

BACKGROUND:

To receive Federal funds for transportation improvement projects, it is necessary for the projects to be part of the approved statewide plan. The initial step in this process is for the Ames Area MPO to develop a draft Transportation Improvement Program (TIP). The attached draft plan provides for projects for street improvements, CyRide improvements, and trail projects. In January 2019, the Ames Area MPO distributed applications for new funding for Surface Transportation Block Grant (STBG) and Transportation Alternative (STBG-TAP) projects. One STBG application was received, and no STBG-TAP applications were received.

TPMS #	Project Sponsor	Project Name	Federal Fund Request	Total Project Cost	Federal Fiscal Year
(NEW) -	CyRide	Vehicle Replacement	\$225,000	\$850,000	2023

Projects selected for regional transportation funding, along with previously awarded projects and state-sponsored projects within the Ames area, have been incorporated into the Draft FFY 2020 – 2023 Transportation Improvement program. The Transportation Technical Committee reviewed the draft on May 16, 2019. The draft document and map of the projects are available for public review and comment on the Ames Area MPO webpage. The final FFY 2020 – 2023 Transportation Improvement Program is due to the Iowa Department of Transportation by July 15, 2019.

ALTERNATIVES:

1. Approve the Draft Federal Fiscal Year 2020 – 2023 Transportation Improvement Program and set July 9, 2019, as the date for the public hearing.
2. Direct modifications to the Draft Federal Fiscal Year 2020 – 2023 Transportation Improvement Program and set July 9, 2019, as the date for the public hearing.

ADMINISTRATOR’S RECOMMENDED ACTION:

The Administrator recommends that the Transportation Policy Committee adopt Alternative No. 1, as noted above.

DRAFT

Federal Fiscal Years 2020 – 2023 Transportation Improvement Program

Ames Area Metropolitan Planning Organization

The Ames Area MPO prepared this report with funding from the U.S. Department of Transportation's Federal Highway Administration and Federal Transit Administration, and in part through local matching funds of the Ames Area Metropolitan Planning Organization member governments. These contents are the responsibility of the Ames Area MPO. The U.S. government and its agencies assume no liability for the contents of this report or for the use of its contents. The Ames Area MPO approved this document on July 9, 2019. Please call (515) 239.5160 to obtain permission to use.

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INTRODUCTION

The Federal Fiscal Year 2020 - 2023 Transportation Improvement Program is the short-range implementation program for Federally funded and regionally significant transportation projects. The TIP is a requirement of 23 CFR 450.326 for metropolitan planning organizations to develop a program reflecting the investment priorities established in the long-range transportation plan covering at least four (4) years. The Ames Area MPO develops a new TIP annually in cooperation with the Iowa Department of Transportation and CyRide. The Ames Area TIP is included into the State Transportation Improvement Program (STIP), which is developed by the Iowa Department of Transportation.

The TIP can be found online at:

<https://www.cityofames.org/government/aampo/tip>

The STIP can be found online at:

https://iowadot.gov/program_management/statewide-transportation-improvement-program-stip

Role of the TIP

The Transportation Improvement Program (TIP) is a public document developed of planned transportation improvements within the Ames Area MPO planning boundary that are expected to utilize Federal-aid funds. Each project must include specific information detailing the project including the scope, year-of-expenditure cost, funding sources, and location. Projects included in the program are those receiving Federal funds or are considered regionally significant. Local projects not using Federal funds to construct them may not be listed in the program.

The TIP is a short-range plan and is considered a tool for implementing the long-range transportation plan. Projects must be identified in the long-range plan prior to being listed in the TIP, and a project can not receive Federal funds unless it is contained in the TIP.

Ames Area MPO Organization

The Ames Area MPO was officially designated the MPO of the Ames urbanized area by the Governor of Iowa in March 2003. This designation was the result of the Ames urbanized area having a population of greater than 50,000 in the 2000 census. As a result of the 2010 Census, the urbanized areas of Ames and Gilbert were combined into one urbanized area, therefore requiring the Metropolitan Planning Area to be expanded to encompass this area in its entirety. The Ames Area MPO approved the current Metropolitan Planning Area boundary on November 13, 2012. The City of Gilbert and Iowa State University were added to the Transportation Policy Committee on March 26, 2013.

Ames is located in central Iowa and is served by Interstate 35, U.S. Highway 30, and U.S. Highway 69. Surface transportation needs are met through over 248 centerline miles of streets. The community has a very progressive transit system, CyRide, which carries over six million bus passengers per year. While the majority of transit users have Iowa State University ties, CyRide serves the entire Ames community.

The Ames Area MPO area includes the Ames Municipal Airport, which serves general aviation needs for business, industry, and recreation users. On average 119 aircraft operations occur per day at the

Ames Municipal Airport. Railroad provides freight service to the area by dual east-west mainline tracks and a northern agricultural spur.

The Ames Area MPO provides continuity of various transportation planning and improvement efforts throughout the Ames urban area. The City of Ames serves as the fiscal agent for the Ames Area MPO.

The Ames Area MPO consists primarily of two standing committees: The Transportation Policy Committee and the Transportation Technical Committee.

TRANSPORTATION POLICY COMMITTEE

The Transportation Policy Committee (TPC) is the policy setting board of the MPO and the membership consists of local officials. Voting membership on the committee includes city and county governments located, wholly or partially, in the Ames Area MPO planning boundary as well as the local transit agency. Currently the TPC membership includes: City of Ames, City of Gilbert, CyRide, Boone County, and Story County. The Iowa Department of Transportation, the Federal Highway Administration, the Federal Transit Administration, and Iowa State University serve as advisory, non-voting, representatives.

TRANSPORTATION TECHNICAL COMMITTEE

The Transportation Technical Committee (TTC) consists of technical personnel from various agencies involved in transportation issues within the planning area. The Transportation Technical Committee formulates the procedural details of the Transportation Planning Work Program. The committee reviews and monitors the output of various MPO activities identified in the work program and makes recommendations to the policy committee. The committee is also responsible for assisting in developing the short and long-range transportation plans. The Iowa Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration serve as advisory, non-voting, representatives.

Public Participation in the Planning Process

This document was developed in coordination with MPO member agencies, regional stakeholders, and members of the public. The MPO planning process includes strategies to disseminate information about the project selection process and provides opportunities for interested parties to provide information to the policy committee.

EDUCATION AND INFORMATION

WEBSITE

The Ames Area MPO utilizes the MPO website at <https://www.aampo.org> to make draft documents, maps, and other materials accessible anytime of any day in a format that is adaptable to mobile devices and website text which can be translated into any language available through translation services.

E-NOTIFICATION

Anyone with an e-mail address may sign-up for receiving notifications of news and events published from the MPO with our e-notification system. During the development of this program, approximately 160 users receive e-notifications, including announcements of FFY 20-23 TIP public meetings, public comment periods, and draft documents.

PUBLIC INVOLVEMENT OPPORTUNITIES

PUBLIC OPEN HOUSE

An open house provides members of the public to drop-in to view projects, meet with staff, and leave comments on the proposed program. There is no formal presentation allowing for visitors to come and go at any time during the event.

PUBLIC COMMENT PERIOD

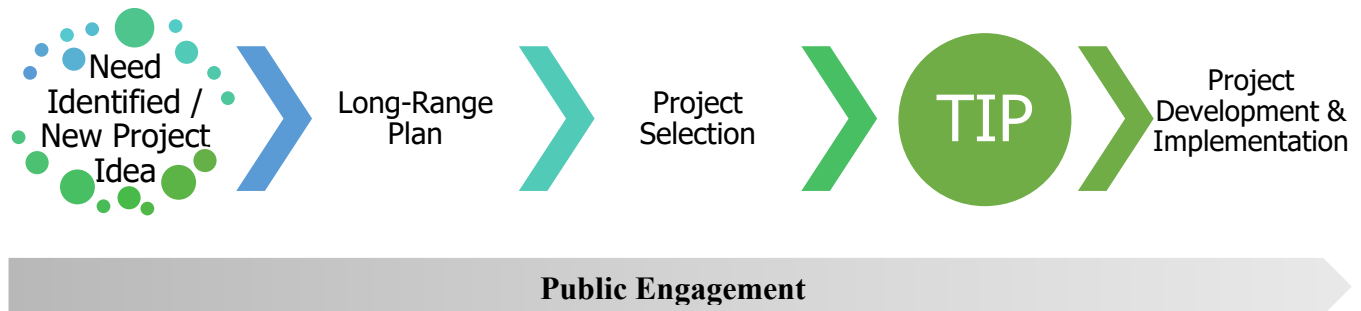
During the comment period, the draft document and maps of the proposed projects are available online or in hardcopy at the Ames Area MPO office.

TRANSPORTATION POLICY COMMITTEE HEARINGS

The Transportation Policy Committee hearings provide time for anyone of the public to address the committee prior to consideration of the program. The meetings are livestreamed on Ames Channel 12 and on Facebook. Meetings are also made available on-demand on the City of Ames website, on the City of Ames Facebook page, and on the City of Ames YouTube channel.

PROGRAM DEVELOPMENT

The Transportation Improvement Program (TIP) serves as a list of DOT and locally sponsored federal-aid eligible and Swap surface transportation improvements within the Ames-Gilbert region. Projects in the Ames Area TIP must be consistent with the long-range transportation plan, known as Ames Mobility 2040. The final document, approved by the Transportation Policy Committee, will be consolidated into the State Transportation Improvement Program (STIP) along with the other 26 planning agencies in the State of Iowa.



Performance Based Planning and Performance Management

Performance based planning and performance management became a focus for State and regional transportation planning with the signing of the 2012 surface transportation bill Moving Ahead for Progress in the 21st Century (MAP-21). The Federal government established a seven national goals through MAP-21, and maintained in subsequent Federal legislation, with the purpose of improving decision-making through performance-based planning and programming.

The Ames Area MPO must establish and use a performance-based approach to transportation decision making to support the national goals.

KEY TERMS:

- Goal:** a broad statement the describes a desired end state
- Objective:** a specific, measurable statement that supports achievement of a goal
- Performance Measures:** metric used to assess progress towards meeting an objective
- Target:** specific level of performance that is desired to be achieved within a certain timeframe

National Goals

- Safety
- Infrastructure Condition
- Congestion Reduction
- System Reliability
- Freight Movement and Economic Vitality
- Environmental Sustainability
- Project Delivery

Regional Goals

- Connected, Efficient, and Reliable
- Safety
- Environment
- Accessibility
- Economy and Goods Movement
- Asset Management

ROAD SAFETY

Goal: Significant reduction in traffic fatalities and serious injuries on all public roads.

Performance Measures

Goal Area	Road Safety
Performance Measures	<ul style="list-style-type: none"> • Number of Fatalities • Rate of Fatalities per 100 million VMT • Number of Serious Injuries • Rate of Serious Injuries per 100 million VMT • Number of Non-Motorized Fatalities and Non-Motorized Serious Injuries

Performance Targets

Rather than setting its own safety targets, the Ames Area MPO has chosen to support the Iowa DOT's safety targets as published in the most recent Iowa Highway Safety Improvement Program Annual Report. The MPO supports those targets by reviewing and programming all Highway Safety Improvement Program (HSIP)¹ projects within the MPO boundary that are included in the DOT's Transportation Improvement Program.

Any Iowa DOT Sponsored HSIP projects within the MPO area were selected based on the strategies included in the Strategic Highway Safety Plan and safety performance measures and were approved by the Iowa Transportation Commission. The Iowa DOT conferred with numerous stakeholder groups, including the Ames Area MPO, as part of its target setting process. Working in partnership with local agencies, Iowa DOT safety investments were identified and programmed which will construct effective countermeasures to reduce traffic fatalities and serious injuries. The Iowa DOT projects chosen for HSIP investment are based on crash history, roadway characteristics, and the existence of infrastructure countermeasure that can address the types of crashes present. The Iowa DOT continues to utilize a systemic safety improvement process rather than relying on "hot spot" safety improvements.

Performance Measure	Five Year Rolling Averages	
	2013-2017 Baseline	2015-2019 Targets ²
Number of Fatalities	338.0	353.6
Fatality Rate – per 100 million VMT	1.027	1.047
Number of Serious Injuries	1,498.8	1,483.7
Serious Injury Rate – per 100 million VMT	4.568	4.391
Non-Motorized Fatalities and Serious Injuries	146.4	149.8

*Ames Area MPO Targets adopted September 25, 2018

¹ https://iowadot.gov/systems_planning/fpmam/IA-HSIP-2018-AnnualReport.pdf

² Methodology for Iowa DOT FHWA Safety Targets https://iowadot.gov/systems_planning/fpmam/Iowa-2015-2019-safety-targets.pdf

TRANSIT SAFETY

Goal: Improve safety of all public transportation systems, specifically in the areas of fatalities, injuries, safety events (ex.: collisions, derailments), and system reliability.

Performance Measures

Goal Area	Transit Safety
Performance Measures	<ul style="list-style-type: none"> • Number of Fatalities • Number of Serious Injuries • Safety Events • System Reliability

Performance Targets

CyRide's Safety Plan, which will be re-certified each year, will include processes and procedures to implement Safety Management Systems (SMS) at CyRide to anticipate future risks and detect problems before safety issues occur. This plan will include strategies for minimizing the exposure of the public, personnel, and property to unsafe conditions and again include safety performance targets. SMS will support a data-based framework to identify and analyze safety hazards and risks to prioritize resources towards the mitigation of these issues. As CyRide's Safety Plan and safety performance targets are established for FY2021, this information will be shared with the Ames Area MPO after July 20, 2020 as projects are prioritized within the Ames Area MPO's LRTP, TPWP and TIP.

PAVEMENT AND BRIDGE

Goal: Maintain the condition of pavement and bridges in a state of good repair.

Performance Measures

Goal Area	Pavement and Bridge
Performance Measures	<ul style="list-style-type: none"> • Percent of Interstate pavements in Good condition • Percent of Interstate pavements in Poor condition • Percent of non-Interstate NHS pavements in Good Condition • Percent of non-Interstate NHS pavements in Poor condition • Percent of NHS bridges classified as in Good condition • Percent of NHS bridges classified as in Poor condition

Performance Targets

Rather than setting its own pavement and bridge targets, the Ames Area MPO has chosen to support the Iowa DOT's pavement and bridge targets as submitted in the most recent baseline

period performance report³. The MPO supports those targets by reviewing and programming all Interstate and National Highway System projects within the MPO boundary that are included in the DOT's Transportation Improvement Program.

Any Iowa DOT sponsored pavement and bridge projects within the MPO area were determined in alignment with the Iowa Transportation Asset Management Plan (TAMP) and the pavement and bridge performance measures. The TAMP connects Iowa in Motion 2045 and system/modal plans to Iowa DOT's Five-Year Program and the STIP. Iowa in Motion 2045 defines a vision for the transportation system over the next 20 years, while the Five-Year Program and STIP identify specific investments over the next four to five years. The TAMP has a 10-year planning horizon and helps ensure that investments in the Five-Year Program and STIP are consistent with Iowa DOT's longer-term vision. Starting in 2019, the TAMP will also integrate the pavement and bridge performance targets.

The Iowa DOT conferred with numerous stakeholder groups, including the Ames Area MPO and local owners of NHS assets, as part of its target setting process. The methodology used to set targets used current and historical data on condition and funding to forecast future condition. Asset management focuses on performing the right treatment at the right time to optimize investments and outcomes. Management systems are utilized to predict bridge and pavement needs and help determine the amount of funding needed for stewardship of the system. The TAMP discusses the major investment categories that the Commission allocates funding through. Once the Commission approves the funding for these categories, Iowa DOT recommends the allocation of the funds to specific projects using the processes described in the TAMP. Pavement and bridge projects are programmed to help meet the desired program outcomes documented in the TAMP.

Performance Measure	2017 Baseline	4 Year Targets ⁴
Percentage of pavements of the Interstate System in Good condition	N/A	49.4%
Percentage of pavements of the Interstate System in Poor condition	N/A	2.7%
Percentage of pavements of the non-Interstate NHS in Good condition	50.9%	46.9%
Percentage of pavements of the non-Interstate NHS in Poor condition	10.6%	14.5%
Percentage of NHS bridges classified as in Good condition	48.9%	44.6%
Percentage of NHS bridges classified as in Poor condition	2.3%	3.2%

*Ames Area MPO Targets adopted September 25, 2018

³ 2018 Baseline Performance Period Report https://iowadot.gov/systems_planning/fpmam/2018-Baseline-Performance-Period-Report.pdf

⁴ Methodology Iowa DOT Pavement and Bridge Performance Measures https://iowadot.gov/systems_planning/fpmam/2018-2021-Pavement-Bridge-Targets.pdf

TRANSIT ASSET MANAGEMENT

Goal: Maintain the condition of public transit assets in a state of good repair.

Performance Measures

Goal Area	Transit Asset Management
Performance Measures	<ul style="list-style-type: none"> • Equipment: Percent of non-revenue vehicles met or exceeded Useful Life Benchmark • Rolling Stock: Percentage of revenue vehicles met or exceeded Useful Life Benchmark • Facilities: Percentage of assets with condition rating below 3.0 on FTA TERM scale • Infrastructure: (Not applicable)

Performance Targets

Public transit capital projects included in the STIP align with the transit asset management (TAM) planning and target setting processes undertaken by the Iowa DOT, transit agencies, and MPOs. The Iowa DOT establishes a group TAM plan and group targets for all small urban and rural providers while large urban providers establish their own TAM plans and targets. Investments are made in alignment with TAM plans with the intent of keeping the state’s public transit vehicles and facilities in a state of good repair and meeting transit asset management targets. The Iowa DOT allocates funding for transit rolling stock in accordance with the Public Transit Management System process. In addition, the Iowa DOT awards public transit infrastructure grants in accordance with the project priorities established in Iowa Code chapter 924. Additional state and federal funding sources that can be used by transit agencies for vehicle and facility improvements are outlined in the funding chapter of the Transit Manager’s Handbook. Individual transit agencies determine the use of these sources for capital and operating expenses based on their local needs.

CyRide, the transit agency within the Ames Area MPO, has established their own TAM plan and targets. In March 2019, the Ames Area MPO adopted transit asset management targets. The infrastructure performance measure element which FTA requires is limited to rail fixed guideway assets of which there is not any rail passenger with Ames.

Performance Measure	2019 Targets	2020 Targets	2021 Targets	2022 Targets	2023 Targets
Rolling Stock – 40’-60’ Buses Percentage of fleet exceeding CyRide’s ULB of 15 years	35%	35%	39%	37%	36%
Rolling Stock – Cutaways Percentage of fleet exceeding FTA ULB of 10 years	67%	89%	89%	0%	0%
Equipment – Shop Trucks Percentage of fleet exceeding CyRide’s ULB of 10 years	0%	0%	0%	0%	0%
Facilities – Admin./Maintenance Percentage of facilities rated under 3.0 on TERM scale	0%	0%	0%	0%	0%
Facilities – Ames Intermodal Facility Percentage of facilities rated under 3.0 on TERM scale	0%	0%	0%	0%	0%

*Ames Area MPO Targets adopted March 26, 2019

SYSTEM AND FREIGHT RELIABILITY

Goal: Achieve a significant reduction in congestion on the National Highway System.

Performance Measures

Goal Area	System and Freight Reliability
Performance Measures	<ul style="list-style-type: none"> • Percent of person-miles traveled on the Interstate that are reliable • Percent of person-miles traveled on the non-Interstate NHS that are reliable • Truck Travel Time Reliability Index

Performance Targets

Rather than setting its own system and freight reliability targets, the Ames Area MPO has chosen to support the Iowa DOT's system and freight reliability targets as submitted in the most recent baseline period performance report⁵. The MPO supports those targets by reviewing and programming all Interstate and National Highway System projects within the MPO boundary that are included in the DOT's Transportation Improvement Program.

The Iowa DOT conferred with numerous stakeholder groups, including the Ames Area MPO, as part of its target setting process. Variability within the existing travel time dataset was used to forecast future condition. Projects focused on improving pavement and bridge condition also often help improve system reliability and freight movement. Additional projects focused specifically on improving these areas of system performance are developed in alignment with the target-setting process for related performance measures, and the freight improvement strategies and freight investment plan included in the State Freight Plan. This plan includes a detailed analysis and prioritization of freight bottlenecks, which are locations that should be considered for further study and possibly for future improvements. The process also involved extensive input from State, MPO, RPA, and industry representatives. State projects identified in the freight investment plan and programmed in the STIP were highly-ranked freight bottlenecks.

Performance Measure	2017 Baseline	4 Year Targets ⁶
Percent of the person-miles traveled on the Interstate that are reliable	100%	99.5%
Percent of the person-miles traveled on the non-Interstate NHS that are reliable	N/A	95.0%
Truck Travel Time Reliability (TTTR) Index	1.12	1.14

*Ames Area MPO Targets adopted September 25, 2018

⁵ 2018 Baseline Performance Period Report https://iowadot.gov/systems_planning/fpmam/2018-Baseline-Performance-Period-Report.pdf

⁶ Methodology Iowa DOT System Performance and Freight Measures https://iowadot.gov/systems_planning/fpmam/2018-2021-System-Performance-Freight-Targets.pdf

Air Quality

The Clean Air Act requires the United States Environmental Protection Agency (EPA) to set limits on how much of a particular pollutant can be in the air anywhere in the United States. National Ambient Air Quality Standards (NAAQS) are the pollutant limits set by the Environmental Protection Agency; they define the allowable concentration of pollution in the air for six different pollutants: Carbon Monoxide, Lead, Nitrogen Dioxide, Particulate Matter, Ozone, and Sulfur Dioxide.

The Clean Air Act specifies how areas within the country are designated as either “attainment” or “non-attainment” of an air quality standard and provides the EPA the authority to define the boundaries of nonattainment areas. For areas designated as non-attainment for one or more National Ambient Air Quality Standards, the Clean Air Act defines a specific timetable to attain the standard and requires that non-attainment areas demonstrate reasonable and steady progress in reducing air pollution emissions until such time that an area can demonstrate attainment.

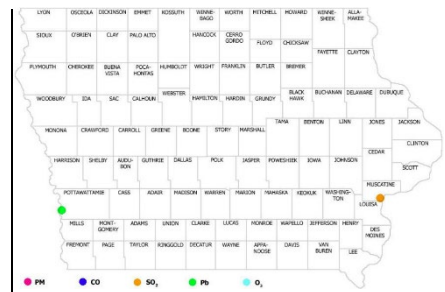


Figure 1. Iowa Non-Attainment Areas (2015)⁷

The Ames Area MPO does not exceed the National Ambient Air Quality Standards and is considered an attainment area.

Counties Designated "Nonattainment" or "Maintenance" for Clean Air Act's National Ambient Air Quality Standards (NAAQS) *

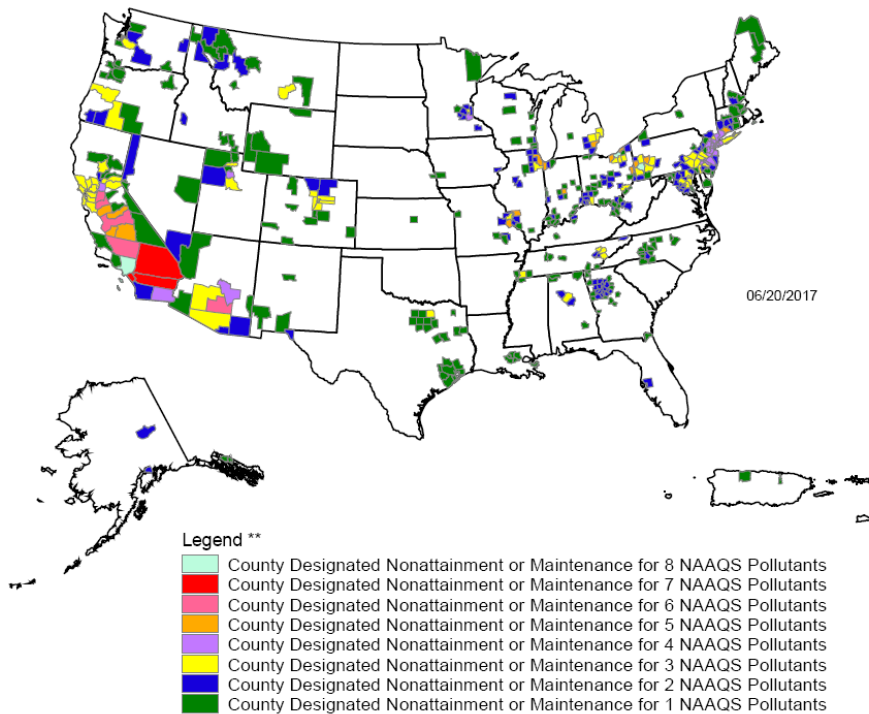


Figure 2. U.S. Green Book

The Ames area is not subject to air quality conformity requirements, therefore updating the long-range transportation plan every five years. However, the Ames Area MPO will perform activities to monitor and promote air quality issues in the region. The State of Iowa provides grant opportunities through the Iowa Clean Air Attainment Program (ICAAP) to promote air quality in Iowa’s transportation system.

⁷ Iowa Department of Natural Resources, Ambient Air Quality Improvements in Iowa, <https://www.iowadnr.gov/airmonitoring>

Regional Transportation Goals

During the planning process of the Ames Mobility 2040 Long Range Transportation Plan, the community identified six goals to guide the plan. Each goal had a number of objectives identified along with a measure to rank the effectiveness of the project towards reaching the regional goals.



A baseline was identified for each per performance measure for both 2015, the year of the plan, and 2040, the planning horizon year of the plan. The baseline served as the measure to evaluate potential projects to determine if the project would contribute to reaching the regional target.

CONNECTED, EFFICIENT, AND RELIABLE

Goal: Provide a connected transportation system that offers efficient and reliable mobility options for all modes of travel

Performance Measures

Goal Area	Connected, Efficient, and Reliable
Performance Measures	<ul style="list-style-type: none"> System Reliability / Reliability Index 80 (RI₈₀) Miles of On-Street Bicycle Facilities

Performance Targets

Performance Measure	2015 Baseline	2040 E+C Baseline	2040 Targets
System Reliability / Reliability Index 80 (RI ₈₀)	Arterial System: RI ₈₀ = 1.20 Freeway System: RI ₈₀ = 1.03	N/A	Address reliability issues at the two (2) NHS segments with poorest reliability
Miles of On-Street Bicycle Facilities	3.9 Miles On-Street Lanes / Paved Shoulders 57 Miles Shared-Use Paths / Sidepaths	11.1 Miles On-Street Lanes / Paved Shoulders 66 Miles Shared-Use Paths / Sidepaths	Increase the segment-mileage of on-street bicycle facilities by 100% compared to current levels

SAFETY

Goal: Provide a safe transportation system

Performance Measures

Goal Area	Safety
Performance Measures	<ul style="list-style-type: none"> Serious Injury / Fatal Crashes

Performance Targets

Performance Measure	2015 Baseline	2040 E+C Baseline	2040 Targets
Serious Injury / Fatal Crashes	< 2.6 fatal crashes/year < 20 major injury crashes/year	N/A	Address safety issues at five (5) locations with highest crash rates or most serious injury / fatal crashes.

ENVIRONMENT

Goal: Consider and mitigate the impacts of the transportation system on the natural and built environment

Performance Measures

Goal Area	Environment
Performance Measures	<ul style="list-style-type: none"> • VMT per Household • VHT per Household • Transit Mode Share

Performance Targets

Performance Measure	2015 Baseline	2040 E+C Baseline	2040 Targets
VMT per Household	41.6 daily VMT per household	49.7 daily VMT per household	2040 VMT per household grows by 10% or less compared to 2010 levels.
VHT per Household	1.00 daily VHT per household	1.28 daily VHT per household	2040 VHT per household grows 20% or less compared to 2010 levels.
Transit Mode Share	12.5% of all modeled (auto and transit) trips	12.0% of all modeled (auto and transit) trips	2040 transit mode share is higher than 2010 transit mode share.

ACCESSIBILITY

Goal: Provide an accessible transportation system that fits within the context of its surroundings and preserves community character

Performance Measures

Goal Area	Accessibility
Performance Measures	<ul style="list-style-type: none"> • Household and Employment Proximity to Transit • EJ Proximity to Transit • Household and Employment Proximity to Bicycle Facilities • EJ Proximity to Bicycle and Pedestrian Facilities

Performance Targets

Performance Measure	2015 Baseline	2040 E+C Baseline	2040 Targets
Household and Employment Proximity to Transit	Households: 74% Access; Employment: 77% Access	Households: 63% Access; Employment: 65% Access	Maintain housing and jobs proximity (¼ mile walk distance) within 5% of 2010 levels.
EJ Proximity to Transit	82% of EJ households	82% of EJ households	Maintain levels of transit proximity (within ¼ of a route) to EJ households within 5% of non-EJ households.
Household and Employment Proximity to Bicycle Facilities	Households: 75% Access; Employment: 67% Access	Households: 73% Access; Employment: 67% Access	Increase the percentage of employment and households within ¼ mile of bicycle facilities by 25%.
EJ Proximity to Bicycle and Pedestrian Facilities	88% of EJ households	88% of EJ households	Provide higher levels of bicycle facility proximity (within ¼ mile of a facility) to EJ households than non-EJ households.

ECONOMY AND GOODS MOVEMENT

Goal: Provide a transportation system that supports the regional economy and efficiently moves goods

Performance Measures

Goal Area	Economy and Goods Movement
Performance Measures	<ul style="list-style-type: none"> LOS / Congested Miles of Primary Freight Corridors

Performance Targets

Performance Measure	2015 Baseline	2040 E+C Baseline	2040 Targets
LOS / Congested Miles of Primary Freight Corridors	0.5 Miles	2.0 Miles	2040 congested miles of NHS lower than 2010

ASSET MANAGEMENT

Goal: Maintain transportation infrastructure in a state-of-good-repair

Performance Measures

Goal Area	Asset Management
Performance Measures	<ul style="list-style-type: none"> Pavement Condition Index (PCI) Bridge Condition (NBI Ratings) Transit State of Good Repair

Performance Targets

Performance Measure	2015 Baseline	2040 E+C Baseline	2040 Targets
Pavement Condition Index (PCI)	105 lane miles of state and Arterial/Collector Roads rated “poor”	N/A	Reconstruct federal-aid roadways rated poor.
Bridge Condition (NBI Ratings)	3 Structurally Deficient Bridges	N/A	Reconstruct structurally deficient bridges.
Transit State of Good Repair	10.9 years avg. vehicle age	35.9 years avg. vehicle age	Maintain avg. fleet age at 15 years old or newer.

Applications for Submitting Projects

Instructions for submitting projects for STBG or STBG-TAP regional funds are posted by the first of the year on the MPO website. A news notification is distributed to members of the Transportation Technical Committee along with anyone who has signed up for e-notifications on the MPO website. In January 2019, 153 e-notifications were distributed for each the STBG application announcement and the STBG-TAP application announcement.

Project Selection

Projects are selected from the Ames Mobility 2040 plan for awarding regional transportation funding. Projects identified for in the short-term (years 2016-2025) are prioritized for regional funds. The MPO solicits two applications for the two primary transportation programs: the Surface Transportation Block Grant and the Transportation Alternatives program.

SURFACE TRANSPORTATION BLOCK GRANT

The Surface Transportation Block Grant (STBG) is generally awarded to regional projects which improve capacity through construction, reconstruction and rehabilitation to the highway network. Projects are evaluated in the long-range plan based on the six goals of the plan.

TRANSPORTATION ALTERNATIVES

Transportation Alternatives (STBG-TAP) projects mainly consist of greenbelt trails. STBG-TAP projects are evaluated with the following criteria:

- Connectivity with existing facilities
- Cost in relation to public benefit
- Enhancement to existing transportation system
- Identified in the long-range transportation plan.

Applications for both STBG and STBG-TAP are made available on the Ames Area MPO website and distributed to MPO member agencies and to a publicly available e-mail distribution list.

Other programs include bridge projects consisting of necessary repairs recommended by the biennial Iowa Department of Transportation (Iowa DOT) bridge inspections. The Iowa DOT requires these inspections for bridges within the local jurisdiction of the Ames Area MPO. A candidate list is created by the Iowa DOT Office of Local Systems based on priority points ranking. Local agencies and the Ames Area MPO work with the Iowa DOT on programming necessary bridge projects based on priority and available funding.

Federal Transit Administration Planning Process

In addition to FHWA program projects, the TIP includes all projects which Federal Transit Administration (FTA) funding may be utilized. A portion of Federal fuel tax revenue is placed in the mass transit account of the Federal Highway Trust Fund. These funds, along with General Fund appropriations, are reserved for transit purposes and are administered by the Federal Transit

Administration. The transit portion of the TIP was developed in cooperation with CyRide, the urban transit operator in the Ames Area MPO planning area. The following transit projects identified in the FFY 2020-2023 TIP were included within the Passenger Transportation Plan (PTP), meeting the requirement to have the Enhanced Mobility for Seniors and Individuals with Disabilities formualized Federal funding within an approved PTP prior to TIP approval. The following narrative describes the projects within the initial year of the plan.

FFY 2020 PROJECT JUSTIFICATION

GENERAL OPERATIONS

This funding supports the day-to-day transit operations of the Ames Transit Authority from Ames' urbanized area Federal apportionment, Transit Intensive Cities, and Transit Assistance funding.

CONTRACTED PARATRANSIT (DIAL-A-RIDE) SERVICES

According to Federal regulations, public transit agencies providing fixed-route transit service in their community must also provide door-to-door transportation services within a ¼ mile area of that fixed-route service. Therefore, CyRide purchases transportation service for its Dial-A-Ride operations in order to meeting the ADA requirement. This requirement has been expanded to the entire city limits of Ames.

AUTOMATED VEHICLE ANNUNCIATORS

Bus drivers must comply with the Americans with Disability Act (ADA) and manually announce major transit locations along transit routes along with any stops the public request. In 2017, CyRide began working with Iowa State University's Alliance for Disability Awareness group which has communicated their desire for drivers to announce all bus stops throughout the Ames' community without customers needing to verbally make a request to the driver. CyRide plans to automate this process over the next several years by purchasing an automated vehicle annunciator (AVA) system synced with LED signage to help keep all passengers, disability or not, better informed of where the bus is located along the bus route(s). Such a system would be over and beyond what is required for ADA.

An AVA system will make riding the bus more convenient and provide independence to hearing or visually disabled passengers. Automated announcements will make the announcements more uniformly stated across the transit system by having the stops announced in a similar method and consistent volume to be heard over loud noise inside and outside the buses. An AVA system will also allow CyRide drivers to focus on operating the vehicle safely instead of having to take one hand off the wheel to speak into the intercom system every few blocks.

HEAVY DUTY BUS REPLACEMENTS

Eight large forty-foot buses have exceeded FTA guidelines for useful life. Bus numbers are. These units will be replaced with 40' heavy-duty buses, equipped with cameras. These replacement vehicles will be ADA accessible.

FINANCIAL ANALYSIS

Forecasts of Available Revenue

Projects in the Transportation Improvement Program are fully-funded projects using Federal transportation funds or are regionally significant transportation projects. The TIP must demonstrate that all projects are within available funding amounts. The Ames Area MPO allocates regional transportation funds through the STBG, Iowa's TAP, and STBG-TAP-Flex programs. However, projects may also receive Federal or State funds through competitive grants.

REGIONAL TRANSPORTATION FUNDING

The Iowa Department of Transportation Office of Program Management provides the Ames Area MPO estimated STBG/STBG-Swap, Iowa's TAP, and STBG-TAP-Flex funding targets for each of the four years in the program. The MPO is also provided DOT statewide revenue estimates.

The FFY 2020 programming targets are \$1,795,089 for STBG, \$87,363 for Iowa's TAP, and \$66,772 for STBG-TAP-Flex. The project costs shown in the TIP are in year-of-expenditure (YOE) dollars. This is accomplished by developing an estimate of costs in the current bidding environment and then applying an inflation factor of 4 percent per year.

The Ames City Council has programmed city sponsored projects in the City of Ames 2019-2024 Capital Improvements Plan (CIP) for the local funding allocation. These funds are generated from the City of Ames annual Road Use Tax Fund (RUTF) distribution, Local Option Sales Tax, and General Obligation (GO) bonds.

The transit program does not have targets; therefore, the requests involve significant costs in the anticipation of maximizing the amounts received.

OTHER FEDERAL AND STATE FUNDING PROGRAMS

Transportation projects within the Ames region may also receive funding through Federal or State grant programs.

FEDERAL GRANT PROGRAMS

- Congestion Mitigation and Air Quality Improvement Program (CMAQ)
- Demonstration funding (DEMO)
- Highway Safety Improvement Program (HSIP)
- Metropolitan Planning Program (PL)
- National Highway Performance Program (NHPP)
- State Planning and Research (SPR)
- Federal Lands Access Program (FLAP)
- Tribal Transportation Program (TTP)

- National Highway Freight Program (NHFP)

STATE ADMINISTERED GRANT PROGRAMS

- City Bridge Program
- Highway Safety Improvement Program – Secondary (HSIP-Secondary)
- Iowa Clean Air Attainment Program (ICAAP)
- Recreational Train Program
- Iowa's Transportation Alternatives Program

FEDERAL AND STATE TRANSIT FUNDING PROGRAMS

- Metropolitan Transportation Planning Program (Section 5303 and 5305)
- Statewide Transportation Planning Program (Section 5304 and 5305)
- Urbanized Area Formula Grants Program (Section 5307)
- Bus and Bus Facilities Program (Section 5339)
- Enhanced Mobility of Seniors and Individuals with Disabilities Program (Section 5310)
- Nonurbanized Area Formula Assistance Program (Section 5311)
- Rural Transit Assistance Program (RTAP) (Section 5311(b)(3))
- TAP Flexible Funds
- State Transit Assistance (STA)
 - STA Special Projects
 - STA Coordination Special Projects
- Public Transit Infrastructure Grant Fund

IOWA DEPARTMENT OF TRANSPORTATION REVENUE ESTIMATES

Each year prior to development of the Iowa DOT's Five-Year Program and the Statewide Transportation Improvement Program both state and Federal revenue forecasts are completed to determine the amount of funding available for programming. These forecasts are a critical component in the development of the Five-Year Program and as such are reviewed with the Iowa Transportation Commission. The primary sources of state funding to the DOT are the Primary Road Fund and TIME-21 Fund. These state funds are used for the operation, maintenance and construction of the Primary Road System. The amount of funding available for operations and maintenance are determined by legislative appropriations. Additional funding is set aside for statewide activities including engineering costs. The remaining funding is available for right of way and construction activities associated with the highway program.

Along with the state funds, the highway program utilizes a portion of the Federal funds that are allocated to the state. A Federal funding forecast is prepared each year based on the latest apportionment information available. This forecast includes the various Federal programs and identifies which funds are allocated to the Iowa DOT for programming and which funds are directed to locals through the MPO/RPA planning process, Highway Bridge Program and various grant programs. Implementation of a Federal aid swap will increase the amount of Federal funds that are utilized by the Iowa DOT.

Fiscal Constraint Tables

Table 1 Summary of Costs and Federal Aid (in \$1,000)

PROGRAM	2020		2021		2022		2023	
	Total Cost	Federal Aid	Total Cost	Federal Aid	Total Cost	Federal Aid	Total Cost	Federal Aid
STBG	\$13,595.00	\$5,725.00	\$832.00	\$225.00	\$865.00	\$225.00	\$850.00	\$225.00
STBG-TAP	\$1,756.00	\$559.00	\$500.00	\$159.00	\$681.00	\$159.00	\$0	\$0
NHPP	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CMAQ	\$3,651.00	\$2,899.00	\$0	\$0	\$0	\$0	\$0	\$0
STBG-HBP	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SWAP-HBP	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
STBG-SWAP	\$0	\$0	\$4,800.00	\$3,490.00	\$5,700.00	\$2,500.00	\$0	\$0

Table 2 STBG/STBG-Swap Fiscal Constraint

	2020	2021	2022	2023
UNOBLIGATED BALANCE (CARRYOVER)	\$7,702,020	\$2,438,881	\$483,881	\$1,886,881
STBG/SWAP TARGET	\$1,795,089	\$1,693,000	\$1,693,000	\$1,693,000
STBG-TAP-FLEX TARGET	\$66,772	\$67,000	\$0	\$67,000
SUBTOTAL	\$9,063,881	\$4,198,881	\$2,176,881	\$2,111,881
PROGRAM FUNDS	\$6,625,000	\$3,715,000	\$1,825,000	\$225,000
BALANCE	\$2,438,881	\$483,881	\$1,886,881	\$1,886,881

Table 3 STBG-TAP Fiscal Constraint

	2020	2021	2022	2023
UNOBLIGATED BALANCE (CARRYOVER)	\$569,504	\$97,867	\$25,867	\$20,867
STBG-TAP TARGET	\$87,363	\$87,000	\$87,000	\$87,000
STBG-TAP-FLEX TARGET	\$0	\$0	\$67,000	\$0
SUBTOTAL	\$656,867	\$184,867	\$179,867	\$107,867
PROGRAM FUNDS	\$559,000	\$159,000	\$159,000	\$0
BALANCE	\$97,867	\$25,867	\$20,867	\$107,867

Table 4 Forecasted Operations and Maintenance (O&M) Costs on the Federal-Aid System

SOURCE: 2018 CITY STREET FINANCE REPORT	2020	2021	2022	2023
CITY OF AMES TOTAL OPERATIONS	\$2,733,942	\$2,843,299	\$2,957,031	\$3,075,312
CITY OF AMES TOTAL MAINTENANCE	\$5,493,443	\$5,713,181	\$5,941,708	\$6,179,377
CITY OF GILBERT TOTAL OPERATIONS	\$58,896	\$61,252	\$63,702	\$66,250
CITY OF GILBERT TOTAL MAINTENANCE	\$57,345	\$59,638	\$62,024	\$64,505
IOWA DOT TOTAL OPERATIONS AND MAINTENANCE	\$842,317	\$832,112	\$858,783	\$885,917
TOTAL O&M	\$9,185,943	\$9,509,483	\$9,883,249	\$10,271,361

Table 5 Forecasted Non-Federal Aid Revenue

SOURCE: 2018 CITY STREET FINANCE REPORT	2020	2021	2022	2023
CITY OF AMES TOTAL RUTF RECEIPTS	\$7,824,287	\$8,137,259	\$8,462,749	\$8,801,259
CITY OF AMES TOTAL OTHER ROAD MONIES RECEIPTS	\$8,814,653	\$9,167,239	\$9,533,929	\$9,915,286
CITY OF AMES TOTAL RECEIPTS SERVICE DEBT	\$19,132,963	\$19,898,282	\$20,694,213	\$21,521,982
CITY OF GILBERT TOTAL RUTF RECEIPTS	\$143,575	\$149,318	\$155,291	\$161,502
CITY OF GILBERT TOTAL OTHER ROAD MONIES RECEIPTS	\$15,461	\$16,079	\$16,722	\$17,397
CITY OF GILBERT TOTAL RECEIPTS SERVICE DEBT	\$0	\$0	\$0	\$0
TOTAL NON-FEDERAL AID ROAD FUND RECEIPTS	\$35,930,939	\$37,368,177	\$38,862,904	\$40,417,420

Table 6 Iowa DOT Five-Year Program Funding

	(\$ MILLIONS)			
REVENUES	2020	2021	2022	2023
PRIMARY ROAD FUND	\$687.70	\$693.80	\$703.20	\$703.20
TIME-21	\$135.00	\$135.00	\$135.00	\$135.00
MISCELLANEOUS	\$25.00	\$25.00	\$25.00	\$25.00
FEDERAL AID	\$389.20	\$365.70	\$365.70	\$365.70
TOTAL	\$1,236.90	\$1,219.50	\$1,228.90	\$1,228.90
STATEWIDE ALLOCATIONS	2020	2021	2022	2023
OPERATIONS & MAINTENANCE	\$363.20	\$358.80	\$370.30	\$382.00
CONSULTANT SERVICES	\$82.50	\$82.50	\$82.50	\$82.50
CONTRACT MAINTENANCE	\$31.40	\$31.40	\$31.40	\$31.40
RAILROAD CROSSING PROTECTION	\$5.00	\$5.00	\$5.00	\$5.00
MISCELLANEOUS PROGRAMS	\$34.80	\$34.80	\$34.80	\$34.80
TOTAL	\$516.90	\$512.50	\$524.00	\$535.70
FUNDS AVAILABLE FOR ROW/CONSTRUCTION	2020	2021	2022	2023
TOTAL	\$720.00	\$707.00	\$704.90	\$693.20

FFY 2019 PROJECT STATUS REPORT

	TPMS	Location	In \$1,000s		Status	Sponsor
			Awarded	Total		
STBG	16032	In Ames, S Grand Ave from Squaw Creek Dr South 0.1 mile to S 5 th St., and S 5 th St. from S Grand to S Duff	2,396	3,040	Rolled over to FFY 2020	City of Ames
STBG	36986	In Ames, S Grand Ave. from 0.1 miles north of S 16 th St North 0.54 miles to S 5 th Street	5,300	12,500	Rolled over to FFY 2020	City of Ames
STBG	16103	STBG Funds from planning	400	500	Authorized	City of Ames
STBG-TAP	37446	In Ames, SW greenbelt trail from Beedle Dr. east 0.94 miles to Intermodal Facility	159	400	Rolled over to FFY 2020	City of Ames
STBG-TAP	21260	In Ames, Skunk River Trail from SE 16 th St to East Lincoln Way	240	835	Rolled over to FFY 2020	City of Ames
PL	34214	Transportation Planning Funds	97	121	Ongoing	City of Ames

CHANGING AN APPROVED TIP

Often after development and subsequent adoption of the TIP, changes may need to be made to the list of programmed projects. Examples of changes might be adding or deleting projects, moving a project between years in the TIP, adjusting project cost, or changing the vehicle numbers of transit vehicles.

A major requirement of a project receiving Federal transportation funds is for the project to be included in the TIP and Statewide Transportation Improvement Program (STIP). Once a project has received Federal Authorization for construction it does not need to be included in the TIP. This is one of two major reasons for adding or deleting a project from the TIP. The other major reason for adding a project is the awarding of a grant for a project, which can happen throughout the year. Projects programmed through the STBG-SWAP program will be included in the TIP as informational items and modifications to these projects will be pursued using the following revision processes as outlined.

Changes to the TIP are classified as either **amendments** or **administrative modifications** and are subject to different AAMPO Transportation Policy Committee and public review procedures.

Amendments

Amendments are major changes involving the following:

Project Cost: Projects in which the recalculated project costs increase Federal aid by more than 30 percent or increase the Federal aid by more than \$2 million from the original amount.

Schedule Changes: Projects added or deleted from the TIP.

Funding Source: Projects receiving additional Federal funding sources.

Scope Changes: Changing the project termini, project alignment, the amount of through traffic lanes, type of work from an overlay to reconstruction, or a change to include widening of the roadway.

Amendments are presented to the Transportation Policy Committee and a public comment period is opened, which lasts until the next policy committee meeting (the Transportation Policy Committee meets on an as needed basis, giving a 3-4 week public comment period). Public comments are shared with the Transportation Policy Committee and action is taken on the amendment.

Administrative Modifications

Administrative Modifications are minor changes involving the following:

Project Cost: Projects in which the recalculated project costs do not increase Federal aid by more than 30 percent or does not increase the Federal aid by more than \$2 million from the original amount.

Schedule Changes: Changes in schedule for projects included in the first four years of the TIP.

Funding Source: Changing funding from one source to another.

Scope Changes: All changes to the scope require an amendment.

Administrative modifications are processed internally and are shared with the Transportation Policy Committee and the public as information items.

HIGHWAY PROGRAM FOR FEDERAL FISCAL YEARS 2020 – 2023

TPMS Sponsor Appr. Status	Project # Location Funding Program	Length FHWA# S.T.R.		Pgm'd Amounts in 1000's				Total	STIP#
				FY20	FY21	FY22	FY23		
Swap STBG									
Story - 85									
36919 Ames	STBG-SWAP-01550--SG-85 In the city of Ames, On Cherry Avenue, from E Lincoln Way South .4 Miles to Southeast 5th Street,	0.498 --	Project Total Federal Aid	0 0	2,400 0	0 0	0 0	2,400 0	
Submitted	Grade and Pave	0:0:00	Regional Swap	0 0	1,890 1,890	0 0	0 0	1,890 1,890	--
36927 Ames	STBG-SWAP-01550--SG-85 In the city of Ames, On East 13th Street, from Duff Avenue East .4 Miles to Meadowlane Avenue,	0.356 --	Project Total Federal Aid	0 0	2,500 0	0 0	0 0	2,500 0	
Submitted	Pavement Rehab	0:0:00	Regional Swap	0 0	1,600 1,600	0 0	0 0	1,600 1,600	--
38303 Ames	STBG-SWAP-01550--SG-85 In the city of Ames, On Stange Rd and 24TH ST, from Blankenburg Dr North .4 Miles to 24th ST and East .8 Miles to RR.	0.788 --	Project Total Federal Aid	0 0	0 0	4,200 0	0 0	4,200 0	
Submitted	Grade and Pave	0:0:00	Regional Swap	0 0	0 0	1,600 1,600	0 0	1,600 1,600	--
35616 Ames	STBG-SWAP-01550--SG-85 In the city of Ames, On North Dakota Avenue, from Ontario Street North 0.17 Miles to Union Pacific Railroad Tracks	0 --	Project Total Federal Aid	0 0	0 0	1,500 0	0 0	1,500 0	
Submitted	Pave	--	Regional Swap	0 0	0 0	900 900	0 0	900 900	--
Surface Transportation Block Grant Program									
Story - 85									
36986 Ames	STP-U-0155(697)--70-85 DOT Letting: 09/17/2019 In the city of Ames, On SOUTH GRAND AVE, from 0.1 miles north of S. 16th Street North .54 Miles to S 5th Street,	0.54 MI --	Project Total Federal Aid	12,500 5,300	0 0	0 0	0 0	12,500 5,300	
Submitted	Grade and Pave,Bridge New	0:0:00	Regional Swap	3,500 0	0 0	0 0	0 0	3,500 0	--
PA NOTE: Phase 2 of two phase project. Total STBG for both phases is \$5,500,000 (\$2,000,000 on Phase 1 TPMS 16032). Total Project Cost \$17,450,000 through FY19/20									

Highway Program

FFY 2020-2023 Transportation Improvement Program | AAMPO

TPMS Sponsor Appr. Status	Project # Location Funding Program	Length FHWA# S.T.R		Pgm'd Amounts in 1000's				Total	STIP#
				FY20	FY21	FY22	FY23		
Story - 85 (continued)									
16032 Ames	STP-U-0155(690)--70-85 DOT Letting: 07/16/2019 In City of Ames, On S Grand Ave from Squaw Creek Dr south 0.1 mile to S 5th St, and S 5th St from S Grand east to S Duff	0.64 MI --	Project Total Federal Aid	3,040 2,396	0 0	0 0	0 0	3,040 2,396	
Submitted	Grade and Pave	--	Regional Swap	2,000 0	0 0	0 0	0 0	2,000 0	--
PA NOTE: Phase 1 of two phase project. Total STBG for both phases is \$5,500,000 (\$3,500,000 on Phase 2 TPMS 36986). Total Project Cost \$17,450,000 through FY19/20									
35617 MPO-22 / AAMPO Submitted	RGTR-PA22Q--ST-85 CyRide: Vehicle Purchase Transit Investments	0 -- --	Project Total Federal Aid Regional Swap	800 225 225 0	0 0 0 0	0 0 0 0	0 0 0 0	800 225 225 0	--
36918 MPO-22 / AAMPO Submitted	RGTR-PA22Q--ST-85 CyRide: Vehicle Replacement Transit Investments	0 -- --	Project Total Federal Aid Regional Swap	0 0 0 0	832 225 225 0	0 0 0 0	0 0 0 0	832 225 225 0	--
38304 MPO-22 / AAMPO Submitted	RGTR-0155Q--ST-85 CyRide: Vehicle Replacement Transit Investments	0 -- --	Project Total Federal Aid Regional Swap	0 0 0 0	0 0 0 0	865 225 225 0	0 0 0 0	865 225 225 0	--
37442 MPO-22 / AAMPO Submitted	RGTR-0155Q--ST-85 CyRide Vehicle Replacement Transit Investments	0 -- --	Project Total Federal Aid Regional Swap	0 0 0 0	0 0 0 0	0 0 0 0	850 225 0 0	850 225 0 0	--
STBG - Iowa's Transportation Alternatives Program									
Story - 85									
21260 Ames	TAP-U-0155(SE16TH)--8I-85 Skunk River Trail: From SE 16th Street to East Lincoln Way	1.033 MI --	Project Total Federal Aid	835 240	0 0	0 0	0 0	835 240	
Submitted	Ped/Bike Structures, Ped/Bike Miscellaneous	--	Regional Swap	240 0	0 0	0 0	0 0	240 0	--
37446 Ames	TAP-U-0155(699)--8I-85 DOT Letting: 11/19/2019 In the city of Ames, SW greenbelt trail, from Beedle Drive East .94 Miles to Intermodal Facility	0.94 MI --	Project Total Federal Aid	400 159	0 0	0 0	0 0	400 159	
Submitted	Ped/Bike Grade & Pave	--	Regional Swap	159 0	0 0	0 0	0 0	159 0	--

Highway Program

TPMS Sponsor Appr. Status	Project # Location Funding Program	Length FHWA# S.T.R.		Pgm'd Amounts in 1000's				Total	STIP#
				FY20	FY21	FY22	FY23		
Story - 85 (continued)									
14983 Ames Submitted	TAP-U-0155(SE16th)–8I-85 In the City of Ames, Skunk River Trail: From SE 16th Street to East Lincoln Way Ped/Bike Grade & Pave	1 MI -- --	Project Total Federal Aid Regional Swap	521 160 160 0	0 0 0 0	0 0 0 0	0 0 0 0	521 160 160 0	--
DOT NOTE: Project eligible for FHWA TAP funding									
38306 Ames Submitted	TAP-U-0155Q–8I-85 In the city of Ames, On Vet Med Trail, from S Grand Ave South .53 Miles to S 16th St, Ped/Bike Grade & Pave	0.533 -- 0:0:00	Project Total Federal Aid Regional Swap	0 0 0 0	500 159 159 0	0 0 0 0	0 0 0 0	500 159 159 0	--
19249 Ames Submitted	TAP-U-0155Q–8I-85 Squaw Creek: From Skunk River to S. Duff Avenue Ped/Bike Grade & Pave	0.78 MI -- 0:0:0	Project Total Federal Aid Regional Swap	0 0 0 0	0 0 0 0	681 159 159 0	0 0 0 0	681 159 159 0	--
Congestion Mitigation Air Quality									
Story - 85									
20047 MPO-22 / AAMPO Submitted	STP-A-PA22Q–86-85 #12 Lilac New Route & Bus; Frequency Improvements on #1 Red, #11 Cherry and #7 Purple. Transit Investments	0 -- --	Project Total Federal Aid Regional Swap	906 703 0 0	0 0 0 0	0 0 0 0	0 0 0 0	906 703 0 0	--
Metropolitan Planning									
Story - 85									
34214 MPO-22 / AAMPO Submitted	RGPL-PA22(RTP)–PL-85 VARIOUS Trans Planning	0 -- --	Project Total Federal Aid Regional Swap	125 100 0 0	125 100 0 0	125 100 0 0	125 100 0 0	500 400 0 0	--
Primary Road Funds									
Story - 85									
38175 DOT-D01-RPA11 Submitted	STPN–35Q–2J-85 I-35: US 30 INTERCHANGE IN AMES Erosion Control,Traffic Signs	0 MI -- --	Project Total Federal Aid Regional Swap	950 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	950 0 0 0	--
38175 DOT-D01-RPA11 Submitted	STPN–35Q–2J-85 I-35: US 30 INTERCHANGE IN AMES Erosion Control,Traffic Signs	0 MI -- --	Project Total Federal Aid Regional Swap	950 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	950 0 0 0	--

Highway Program

TPMS Sponsor Appr. Status	Project # Location Funding Program	Length FHWA# S.T.R.		Pgm'd Amounts in 1000's				Total	STIP#
				FY20	FY21	FY22	FY23		
Story - 85 (continued)									
39359 DOT-D01-MPO22 Submitted	IMN-350-0E-85 I-35: SE RAMP OF THE US 30 INTERCHANGE Grading, Right of Way	0 MI -- --	Project Total Federal Aid Regional Swap	0 0 0 0	76 0 0 0	0 0 0 0	0 0 0 0	76 0 0 0	--
38031 DOT-D01-MPO22 Submitted	BRFN-690-39-85 US 69: GRAND AVE IN AMES 0.1 MI N OF LINCOLN WAY Bridge Deck Overlay	0 MI -- --	Project Total Federal Aid Regional Swap	0 0 0 0	0 0 0 0	265 0 0 0	0 0 0 0	265 0 0 0	--

TRANSIT PROGRAM FOR FEDERAL FISCAL YEARS 2020 – 2023

Fund	Sponsor	Transit # Expense Class Project Type	Desc / Add Ons / Addnl Info		FY20	FY21	FY22	FY23
5339	Ames	1895 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 07117	Total	493,300			
				FA	419,305			
				SA				
5339	Ames	1899 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 07133	Total	493,300			
				FA	419,305			
				SA				
5339	Ames	1901 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 07124	Total	493,300			
				FA	419,305			
				SA				
5339	Ames	2836 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 00956	Total	493,300			
				FA	419,305			
				SA				
5339	Ames	2839 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 07132	Total	493,300			
				FA	419,305			
				SA				
5339	Ames	2840 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 07129	Total	493,300			
				FA	419,305			
				SA				
5339	Ames	3314 Capital Expansion	Maintenance Facility Expansion	Total	615,000	6,300,166		
				FA	461,250	5,000,000		
				SA				
5339	Ames	4042 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 07123	Total	493,300			
				FA	419,305			
				SA				
5339	Ames	4043 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 00958	Total	493,300			
				FA	419,305			
				SA				
5310	Ames	5100 Capital Expansion	Annunciators	Total	147,095	125,000		
				FA	117,676	100,000		
				SA				
5339	Ames	5549 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 00957	Total	493,300			
				FA	419,305			
				SA				
5339	Ames	5550 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 00954	Total	493,300			
				FA	419,305			
				SA				
5339	Ames	5551 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 00953	Total	493,300			
				FA	419,305			
				SA				
5307	Ames	5552 Capital Expansion	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel	Total	493,300			
				FA	394,640			
				SA				
5307	Ames	5554 Operations Expansion	West Ames Route Changes	Total	385,260			
				FA	308,208			
				SA				

Transit Program

Fund	Sponsor	Transit # Expense Class Project Type	Desc / Add Ons / Addnl Info		FY20	FY21	FY22	FY23
5339	Ames	4672 Capital Replacement	Light Duty Bus (176" wb) Diesel, UFRC, VSS, BioDiesel Unit #: 00333	Total	111,500			
				FA	94,775			
				SA				
5339	Ames	4673 Capital Replacement	Light Duty Bus (176" wb) Diesel, UFRC, VSS, BioDiesel Unit #: 00334	Total	111,500			
				FA	94,775			
				SA				
5339	Ames	4674 Capital Replacement	Light Duty Bus (176" wb) Diesel, UFRC, VSS, BioDiesel Unit #: 00335	Total	111,500			
				FA	94,775			
				SA				
5339	Ames	4675 Capital Replacement	Light Duty Bus (176" wb) Diesel, UFRC, VSS, BioDiesel Unit #: 00336	Total	111,500			
				FA	94,775			
				SA				
5339	Ames	4678 Capital Replacement	Light Duty Bus (176" wb) Diesel, UFRC, VSS, BioDiesel Unit #: 00337	Total	106,100			
				FA	90,185			
				SA				
5339	Ames	4679 Capital Replacement	Light Duty Bus (176" wb) Diesel, UFRC, VSS, BioDiesel Unit #: 00338	Total	106,100			
				FA	90,185			
				SA				
5307	Ames	5575 Capital Expansion	Heavy Duty Articulated Bus Diesel, UFRC, VSS, Low Floor, BioDiesel	Total	281,250	281,250	281,250	281,250
				FA	225,000	225,000	225,000	225,000
				SA				
PTIG	Ames	5583 Capital Replacement	HVAC Facility Projects	Total	634,510			
				FA				
				SA	507,608			
PTIG	Ames	5613 Operations Expansion	HVAC Facility Projects	Total	16,863			
				FA				
				SA	13,490			
STA, 5307	Ames	914 Operations Misc	General Operations	Total	12,118,870	12,603,625	13,107,770	13,632,081
				FA	2,502,620	2,602,724	2,706,833	2,815,106
				SA	808,075	840,398	874,014	908,975
5310	Ames	919 Operations Misc	Contracted Paratransit Service	Total	187,500	187,500	187,500	187,500
				FA	150,000	150,000	150,000	150,000
				SA				
5310	Ames	920 Capital Replacement	Associated Transit Improvements	Total		50,000	50,000	140,000
				FA		40,000	40,000	40,000
				SA				
5339	Ames	4662 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 00955	Total		513,032		
				FA		436,077		
				SA				
5339	Ames	5616 Capital Replacement	Heavy Duty Bus (40-42 ft.) UFRC, VSS, Low Floor Unit #: 00778	Total		805,000		
				FA		620,000		
				SA				
5339	Ames	5617 Capital Replacement	Heavy Duty Bus (40-42 ft.) UFRC, VSS, Low Floor Unit #: 00779	Total		805,000		
				FA		620,000		
				SA				

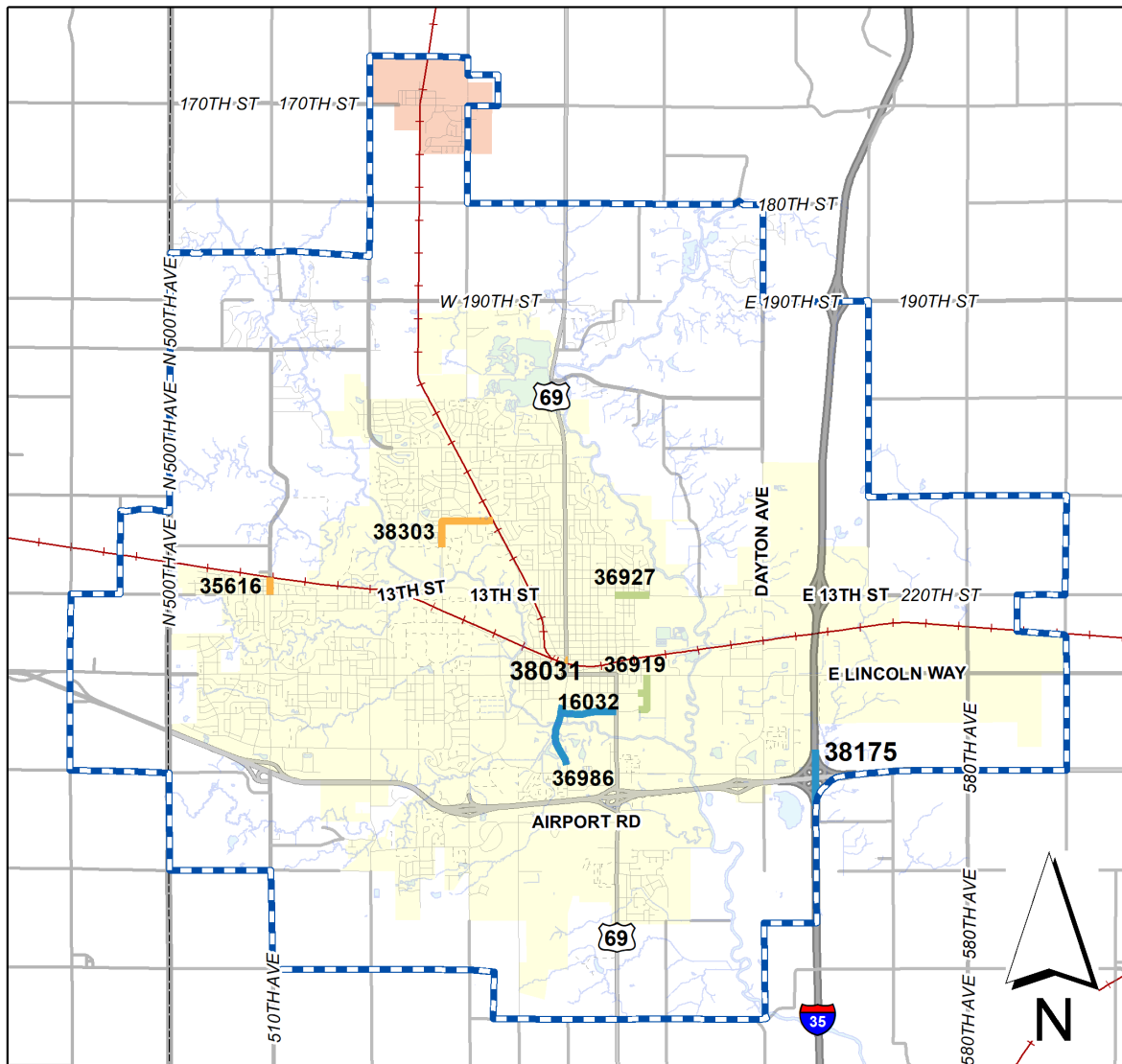
Transit Program

Fund	Sponsor	Transit # Expense Class Project Type	Desc / Add Ons / Addnl Info		FY20	FY21	FY22	FY23
5339	Ames	5620 Capital Expansion	Charging Stations, Dispensers, Transformer, Parts/Tools (BEB Project)	Total		172,000		
				FA		125,000		
				SA				
5339	Ames	5621 Capital Rehabilitation	Battery Electric Bus Facility Construction	Total		152,200		
				FA		129,370		
				SA				
5339	Ames	5622 Capital Other	Batter Electric Bus Project Management	Total		145,000		
				FA		116,000		
				SA				
5339	Ames	5623 Capital Other	Batter Electric Bus Project Trainnig	Total		10,600		
				FA		9,010		
				SA				
5339	Ames	5624 Capital Rehabilitation	Engineering & Design - Battery Electric Bus Projectg	Total		48,000		
				FA		40,800		
				SA				
5339	Ames	4044 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 07125	Total		513,032		
				FA		436,077		
				SA				
5339	Ames	4045 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 00948	Total		513,032		
				FA		436,077		
				SA				
5339	Ames	4046 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 00778	Total		513,032		
				FA		436,077		
				SA				
5339	Ames	4047 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 00785	Total		513,032		
				FA		436,077		
				SA				
5339	Ames	4048 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 00762	Total		513,032		
				FA		436,077		
				SA				
5339	Ames	4049 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 00779	Total		513,032		
				FA		436,077		
				SA				
5339	Ames	4660 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 00972	Total		513,032		
				FA		436,077		
				SA				
5339	Ames	4661 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 00974	Total			533,553	
				FA			453,520	
				SA				
5339	Ames	5097 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 00976	Total			533,553	
				FA			453,520	
				SA				
5339	Ames	5098 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 00973	Total			533,553	
				FA			453,520	
				SA				

Transit Program

Fund	Sponsor	Transit # Expense Class Project Type	Desc / Add Ons / Addnl Info		FY20	FY21	FY22	FY23
5339	Ames	5099 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 00950	Total			533,553	
				FA			453,520	
				SA				
5339	Ames	4663 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 00970	Total			533,553	
				FA			453,520	
				SA				
5339	Ames	4664 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 00971	Total			533,553	
				FA			453,520	
				SA				
5339	Ames	4665 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 00975	Total			533,553	
				FA			453,520	
				SA				
5339	Ames	4666 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 00977	Total			533,553	
				FA			453,520	
				SA				
5339	Ames	5555 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 00952	Total				577,092
				FA				490,528
				SA				
5339	Ames	5563 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 00951	Total				577,092
				FA				490,528
				SA				
5339	Ames	5564 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 00949	Total				577,092
				FA				490,528
				SA				
5339	Ames	5565 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 00501	Total				577,092
				FA				490,528
				SA				
5339	Ames	5566 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 00502	Total				577,092
				FA				490,528
				SA				
5339	Ames	5567 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 00503	Total				577,092
				FA				490,528
				SA				
5339	Ames	5568 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 00504	Total				577,092
				FA				490,528
				SA				
5339	Ames	5569 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 00188	Total				577,092
				FA				490,528
				SA				
5339	Ames	5570 Capital Replacement	Light Duty Bus (176" wb) Diesel, UFRC, VSS, BioDiesel Unit #: 00390	Total				139,915
				FA				118,928
				SA				
5339	Ames	5571 Capital Replacement	Light Duty Bus (176" wb) Diesel, UFRC, VSS, BioDiesel Unit #: 00391	Total				139,915
				FA				118,928
				SA				

Maps



FFY 2020 - 2023 Transportation Improvement Program

Roadway Project Location Map

Legend

Program Year

— FFY 2020

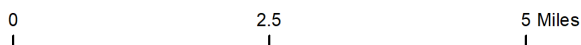
— FFY 2021

— FFY 2022

— Ames Area MPO Boundary

— City of Gilbert

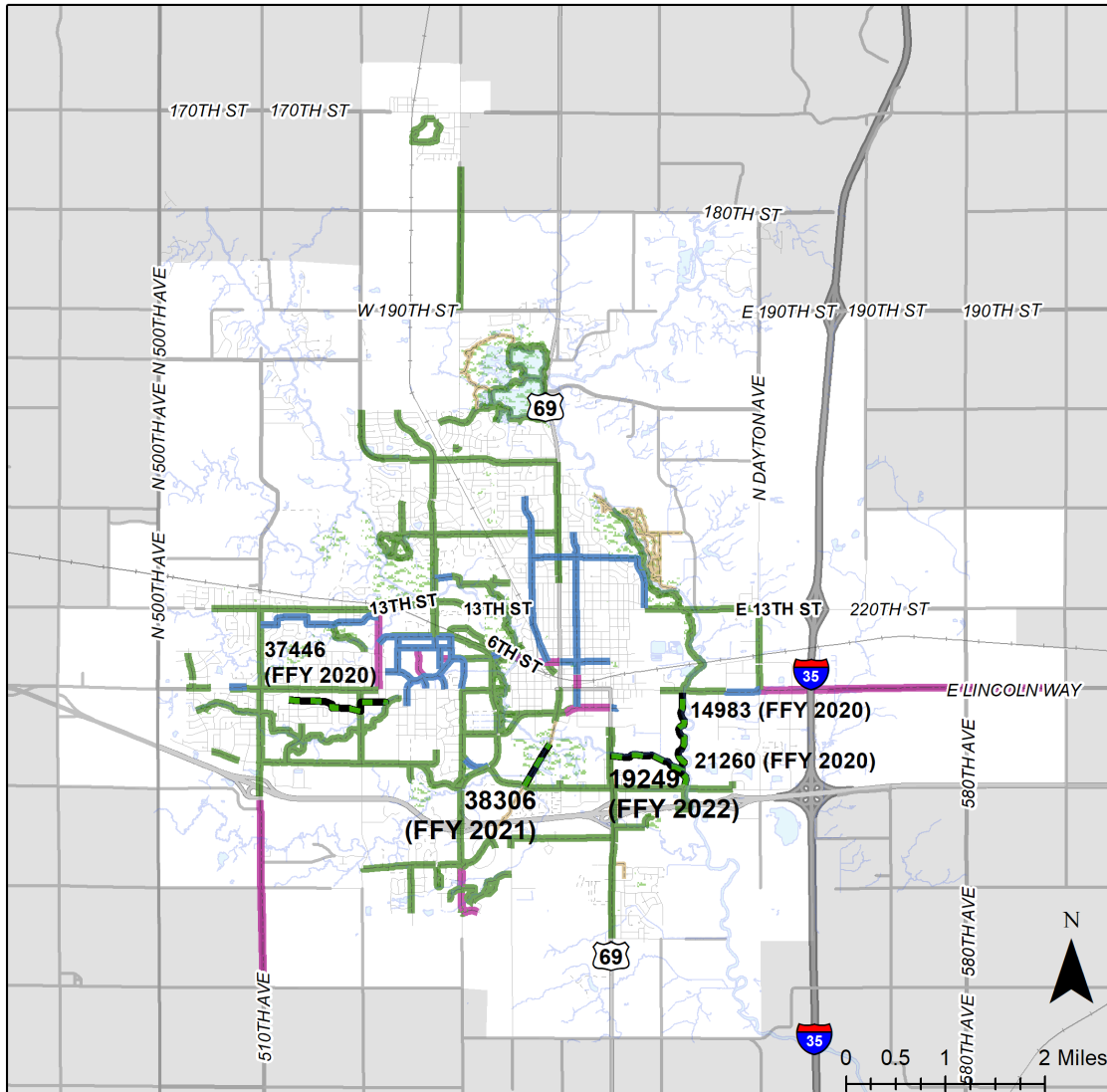
— City of Ames



Date Saved: 5/22/2019
Author: Tony Filippini



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Legend

Transportation Alternative Projects

— Programmed Regional Projects

Existing Bike and Trail Network

— Nature Trail

— Dedicated Bike Lane

— Shared Lane Bike Route

— Shared Use Path

**FFY 2020 - 2023
Transportation
Improvement
Program**

**Transportation Alternatives (TAP)
Project Location Map**

Date Saved: 5/10/2019
Author: Tony Filippini



SELF-CERTIFICATION OF THE MPO PLANNING PROCESS

AMES AREA METROPOLITAN PLANNING ORGANIZATION ANNUAL SELF-CERTIFICATION

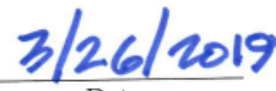
In accordance with 23 CFR 450.334, the STATE DEPARTMENT OF TRANSPORTATION and the Ames Area Metropolitan Planning Organization for the Ames, Iowa urbanized area(s) hereby certify that the transportation planning process is addressing the major issues in the metropolitan planning area and is being conducted in accordance with all applicable requirements of:

- (1) 23 U.S.C. 134, 49 U.S.C. Section 5303, and 23 CFR Part 450;
- (2) In nonattainment and maintenance areas, Sections 174 and 176(c) and (d) of the Clean Air Act as amended (42 U.S.C. 7504, 7506(c) and (d) and 40 CFR 93);
- (3) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- (4) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex or age in employment or business opportunity;
- (5) Section 1101(b) of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (Pub. L. 109-59) regarding the involvement of Disadvantaged Business Enterprises in FHWA and FTA funded planning;
- (6) 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- (7) The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*) and 49 CFR parts 27,37, and 38, and USDOT implementing regulation;
- (8) Older Americans Act, as amended (42 U.S.C. 6101);
- (9) 23 U.S.C. 324, regarding prohibition of discrimination based on gender; and
- (10) Section 504 of the Rehabilitation Act of 1973 and 49 CFR Part 27, regarding discrimination against individuals with disabilities.

For AAMPO:



John Haila, Chair
Transportation Policy Committee



Date

RESOLUTION OF APPROVAL

[INSERT RESOLUTION OF APPROVAL (JULY 9, 2019)]

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

SUBJECT: FINAL FY 2020 TRANSPORTATION PLANNING WORK PROGRAM

BACKGROUND:

As a part of the federal regulations governing Metropolitan Planning Organizations, the Federal Highway Administration and the Federal Transit Administration provide planning funds to reimburse these agencies for transportation planning activities. The Iowa Department of Transportation administers this program.

The Transportation Planning Work Program (TPWP - attached) includes several work elements to ensure an integrated transportation system. These elements include:

- Administrative tasks for transportation planning
- Programming and development for the Transportation Improvement Program
- Comprehensive transportation planning and in-depth technical analysis
- Enhanced transit planning for coordination, accessibility, and efficiency
- Public participation enhancement and incorporation into the transportation planning process
- Committee support
- Maintenance and development of the Long-Range Transportation Plan

Some expected products in the FY 2020 TPWP include the development of the Transportation Improvement Programs and ongoing activities related to the Long Range Transportation Plan update.

The Transportation Policy Committee approved the draft TPWP on March 26, 2019. Federal and State partners at the Iowa Department of Transportation, Federal Highway Administration, and the Federal Transit Administration were provided the opportunity to review the draft. **The TPWP was found to conform to State and Federal regulations and determined to include appropriate planning activities to perform the regional transportation planning process.**

ALTERNATIVES:

1. Approve the final FY 2020 Transportation Planning Work Program for submission to the Iowa Department of Transportation.
2. Modify the final FY 2020 Transportation Planning Work Program with Transportation Policy Committee modifications for submission to the Iowa Department of Transportation.

ADMINISTRATOR'S RECOMMENDED ACTION:

The Ames Area MPO Transportation Technical Committee has developed and recommends approval of this FY 2020 Transportation Planning Work Program. Our State and Federal partners have determined it meets appropriate regulations.

Therefore, it is recommended by the Administrator that the Transportation Policy Committee adopt Alternative No. 1, thereby approving the final FY 2020 Transportation Planning Work Program for submission to the Iowa Department of Transportation.

Fiscal Year 2020 Transportation Planning Work Program

Ames Area Metropolitan Planning Organization

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INTRODUCTION

The Fiscal Year 2020 Transportation Planning Work Program (TPWP) is the regional work plan for the fiscal year beginning July 1, 2019 and ending June 30, 2020. The TPWP is a requirement of 23 CFR 450.308(b) for metropolitan planning organizations to develop a document identifying work proposed for the next one-year period by major activity and task. The document includes details to indicate who will perform the planning activity, the schedule for completing the activity, what products should result from each activity, funding for each activity as well as a total program budget.

PERFORMANCE BASED PLANNING

Performance based planning and performance management became a focus for State and regional transportation planning with the signing of the 2012 Federal surface transportation bill Moving Ahead for Progress in the 21st Century (MAP-21). The Federal government established seven national goals through MAP-21, and maintained in subsequent Federal legislation, with the purpose of improving decision-making through performance-based planning and programming.

National Goals

- Safety
- Infrastructure Condition
- Congestion Reduction
- System Reliability
- Freight Movement and Economic Vitality
- Environmental Sustainability
- Project Delivery

The Ames Area MPO must establish and use a performance-based approach in transportation decision making to support the national goals. The Ames Area MPO will implement required metrics in coordination with the Iowa Department of Transportation, which includes setting regional targets for several performance measures established by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). Future reports on the Ames Area MPO's progress in reaching regional targets will be included in future long range transportation planning documents.

KEY TERMS:

Goal: a broad statement that describes a desired end state

Objective: a specific, measurable statement that supports achievement of a goal

Performance Measures: metric used to assess progress towards meeting an objective

Target: specific level of performance that is desired to be achieved within a certain timeframe

Road Safety

The safety measures are:

- Number of Fatalities
- Rate of Fatalities per 100 million VMT
- Number of Serious Injuries
- Rate of Serious Injuries per 100 million VMT
- Number of Non-Motorized Fatalities and Non-motorized Serious Injuries

In September 2018, the Ames Area MPO adopted to support the targets of the Iowa Department of Transportation.

Transit Safety

As a recipient of urbanized area formula grant funding, the Ames Transit Agency (CyRide) is to establish and self-certify its initial agency safety plan by July 20, 2020, where safety performance targets will be established within this plan based on the following safety performance measures FTA established in the National Public Transportation Safety Plan including:

- Fatalities
- Injuries
- Safety Events
- System Reliability

CyRide's Safety Plan, which will be certified each year, will include processes and procedures to implement Safety Management Systems (SMS) at CyRide to anticipate future risks and detect problems before safety issues occur. This plan, which must be in place by July 20, 2020 for FY 2021, will include strategies for minimizing the exposure of the public, personnel, and property to unsafe conditions and again include safety performance targets. SMS will support a data-based framework to identify and analyze safety hazards and risks to prioritize resources towards the mitigation of these issues.

Pavement and Bridge

The pavement and bridge measures are:

- Percent of Interstate pavements in Good condition
- Percent of Interstate pavements in Poor condition
- Percent of non-Interstate NHS pavements in Good Condition
- Percent of non-Interstate NHS pavements in Poor condition
- Percent of NHS bridges classified as in Good condition
- Percent of NHS bridges classified as in Poor condition

In September 2018, the Ames Area MPO adopted to support the targets of the Iowa Department of Transportation.

Transit Asset Management

The Transit Asset Management (TAM) targets are:

- Equipment: Percent of non-revenue vehicles met or exceeded Useful Life Benchmark
- Rolling Stock: Percentage of revenue vehicles met or exceeded Useful Life Benchmark
- Facilities: Percentage of assets with condition rating below 3.0 on FTA TERM scale
- Infrastructure: Not applicable. (The infrastructure performance measure element, which FTA requires, is limited to rail fixed guideway assets. There is no fixed guideway passenger transport in the Ames region.)

CyRide has established their own TAM plan and targets. In March 2019, the Ames Area MPO adopted TAM targets.

System and Freight Reliability

The system performance and freight measures are:

- Percent of person-miles traveled on the Interstate that are reliable
- Percent of person-miles traveled on the non-Interstate NHS that are reliable
- Truck Travel Time Reliability Index

In September 2018, the Ames Area MPO adopted to support the targets of the Iowa Department of Transportation.

Performance Management Agreement

The Iowa Department of Transportation (Iowa DOT) and the Ames Area Metropolitan Planning Organization (MPO) agree to the following provisions. The communication outlined in these provisions between the MPO and Iowa DOT will generally be through the statewide planning coordinator in the Systems Planning Bureau.

1. Transportation performance data
 - a. The Iowa DOT will provide MPOs with the statewide performance data used in developing statewide targets, and, when applicable, will also provide MPOs with subsets of the statewide data, based on their planning area boundaries.
 - b. If MPOs choose to develop their own target for any measure, they will provide the Iowa DOT with any supplemental data they utilize in the target-setting process.
2. Selection of performance targets
 - a. The Iowa DOT will develop draft statewide performance targets for FHWA measures in coordination with MPOs. Coordination may include in-person meetings, web meetings, conference calls, and/or email communication. MPOs shall be given an opportunity to provide comments on statewide targets and methodology before final statewide targets are adopted.
 - b. If an MPO chooses to adopt their own target for any measure, they will develop draft MPO performance targets in coordination with the Iowa DOT. Coordination methods will be at the discretion of the MPO, but the Iowa DOT shall be provided an opportunity to provide comments on draft MPO performance targets and methodology prior to final approval.

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3. Reporting of performance targets
 - a. Iowa DOT performance targets will be reported to FHWA and FTA, as applicable. MPOs will be notified when Iowa DOT has reported final statewide targets.
 - b. MPO performance targets will be reported to the Iowa DOT.
 - i. For each target, the MPO will provide the following information no later than 180 days after the date the Iowa DOT or relevant provider of public transportation establishes performance targets, or the date specified by federal code.
 1. A determination of whether the MPO is 1) agreeing to plan and program projects so that they contribute toward the accomplishment of the Iowa DOT or relevant provider of public transportation performance target, or 2) setting a quantifiable target for that performance measure for the MPO's planning area.
 2. If a quantifiable target is set for the MPO planning area, the MPO will provide any supplemental data used in determining any such target.
 3. Documentation of the MPO's target or support of the statewide or relevant public transportation provider target will be provided in the form of a resolution or meeting minutes.
 - c. The Iowa DOT will include information outlined in 23 CFR 450.216 (f) in any statewide transportation plan amended or adopted after May 27, 2018, and information outlined in 23 CFR 450.218 (q) in any statewide transportation improvement program amended or adopted after May 27, 2018.
 - d. MPOs will include information outlined in 23 CFR 450.324 (f) (3-4) in any metropolitan transportation plan amended or adopted after May 27, 2018, and information outlined in 23 CFR 450.326 (d) in any transportation improvement program amended or adopted after May 27, 2018.
 - e. Reporting of targets and performance by the Iowa DOT and MPOs shall conform to 23 CFR 490, 49 CFR 625, and 49 CFR 673.
 4. Reporting of performance to be used in tracking progress toward attainment of critical outcomes for the region of the MPO
 - a. The Iowa DOT will provide MPOs with the statewide performance data used in developing statewide targets, and, when applicable, will also provide MPOs with subsets of the statewide data, based on their planning area boundaries.
 5. The collection of data for the State asset management plans for the NHS
 - a. The Iowa DOT will be responsible for collecting bridge and pavement condition data for the State asset management plan for the NHS.

Air Quality

The Clean Air Act requires the United States Environmental Protection Agency (EPA) to set limits on how much of a particular pollutant can be in the air anywhere in the United States. National Ambient Air Quality Standards (NAAQS) are the pollutant limits set by the Environmental Protection Agency; they define the allowable concentration of pollution in the air for six different pollutants: Carbon Monoxide, Lead, Nitrogen Dioxide, Particulate Matter, Ozone, and Sulfur Dioxide.

The Clean Air Act specifies how areas within the country are designated as either “attainment” or “non-attainment” of an air quality standard and provides the EPA the authority to define the boundaries of nonattainment areas. For areas designated as non-attainment for one or more NAAQS, the Clean Air Act defines a specific timetable to attain the standard and requires that non-attainment areas demonstrate reasonable and steady progress in reducing air pollution emissions until such time that an area can demonstrate attainment. Each state must develop and



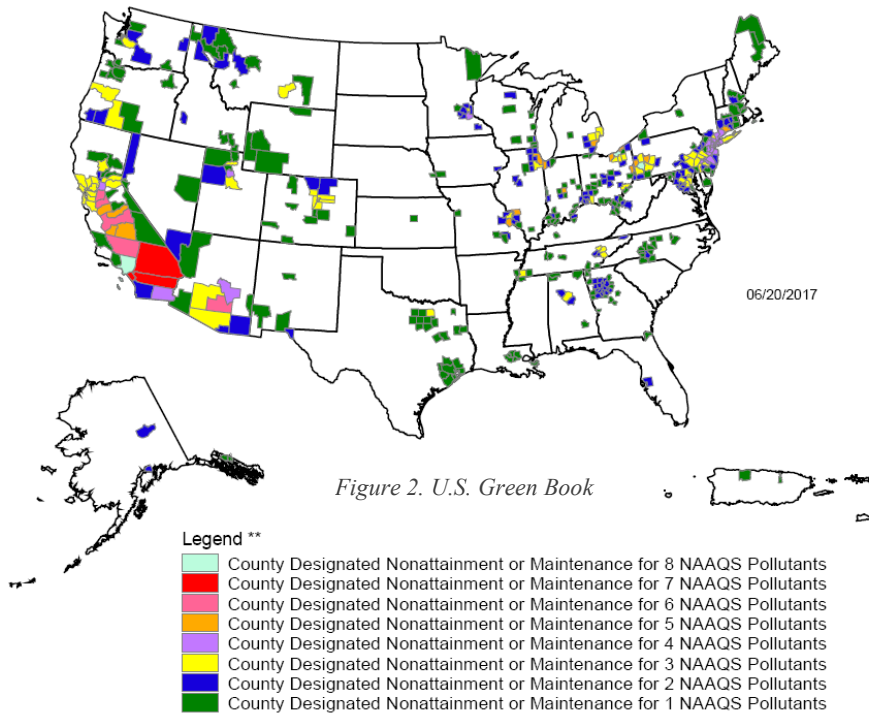
Figure 1. Iowa Non-Attainment

submit a State Implementation Plan (SIP) that addresses each pollutant for which it fails to meet the NAAQS.

Individual state air quality agencies are responsible for defining the overall regional plan to reduce air pollution emissions to levels that will enable attainment and maintenance of the National Ambient Air Quality Standards. This strategy is articulated through the State Implementation Plan.

Regions which do not meet air quality standards are required to develop transportation plans in conformance with the State Implementation Plan (SIP), including more frequent updates to plans such the long-range transportation plan.

Counties Designated "Nonattainment" or "Maintenance" for Clean Air Act's National Ambient Air Quality Standards (NAAQS) *



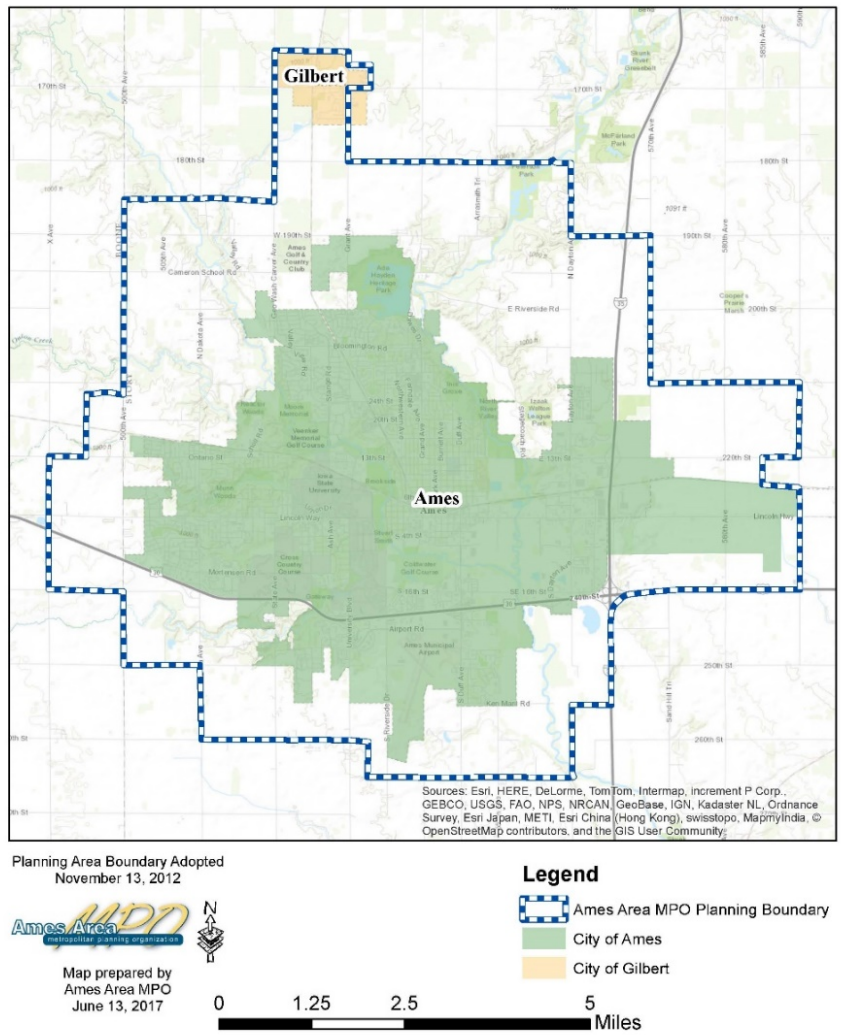
The **Ames Area MPO does not exceed the National Ambient Air Quality Standards** and is considered an attainment area. The Ames area is therefore not subject to air quality conformity requirements, therefore maintaining the long-range transportation on a five-year development cycle. However, the Ames Area MPO will perform activities to monitor and promote air quality issues in the region. The State of Iowa provides grant opportunities through the Iowa Clean Air Attainment Program (ICAAP) to promote air quality in Iowa's transportation system.

AMES AREA MPO ORGANIZATION

The Ames Area MPO was officially designated the MPO of the Ames urbanized area by the Governor of Iowa in March 2003. This designation was the result of the Ames urbanized area having a population greater than 50,000 in the 2000 Census.

As a result of the 2010 Census, the urbanized areas of Ames and Gilbert were combined into one urbanized area, therefore requiring the Metropolitan Planning Area to be expanded to encompass this area in its entirety. The Ames Area MPO approved the current Metropolitan Planning Area boundary on November 13, 2012. The City of Gilbert and Iowa State University were added to the Transportation Policy Committee on March 26, 2013.

Figure 3. Ames Area MPO Planning Boundary



The Ames Area MPO provides continuity of various transportation planning and improvement efforts throughout the Ames urban area. The City of Ames serves as the fiscal agent for the Ames Area MPO.

Ames is located in central Iowa and is served by Interstate 35, U.S. Highway 30, and U.S. Highway 69. Surface transportation needs are met through over 248 centerline miles of streets. The community has a very progressive transit system, CyRide, which carries over six million bus passengers per year. While the majority of transit users have Iowa State University ties, CyRide serves the entire Ames community. The Ames Area MPO area includes the Ames Municipal Airport, which serves general aviation needs for business, industry, and recreation users. On average 119 aircraft operations occur per day at the Ames Municipal Airport. Railroad provides freight service to the area by dual east-west mainline tracks and a northern agricultural spur.

The Ames Area MPO consists primarily of two standing committees: The Transportation Policy Committee and the Transportation Technical Committee.

Transportation Policy Committee

The Transportation Policy Committee (TPC) is the policy setting board of the MPO and the membership consists of local officials. Voting membership on the committee includes city and county governments located, wholly or partially, in the Ames Area MPO planning boundary, as well as the local transit agency. Currently the TPC membership includes: City of Ames, City of Gilbert, CyRide, Boone County, and Story County. The Iowa Department of Transportation, the Federal Highway Administration, the Federal Transit Administration, and Iowa State University serve as advisory, non-voting, representatives.

Transportation Policy Committee Membership		
<i>Representative Agency</i>	<i>Member</i>	
City of Ames †	John Haila	Mayor
City of Ames	Bronwyn Beatty-Hansen	Council Member
City of Ames	Gloria Betcher	Council Member
City of Ames	Amber Corrieri	Council Member
City of Ames	Tim Gartin	Council Member
City of Ames	David Martin	Council Member
City of Ames	Chris Nelson	Council Member
Boone County	Bill Zinnel	Board of Supervisors
Story County	Lauris Olson	Board of Supervisors
Ames Transit Agency	Juan Bibiloni	CyRide Board Member
City of Gilbert	Jonathan Popp	Mayor
Iowa Dept. of Transportation ‡	Andy Loonan	District 1 Transportation Planner
Federal Highway Administration ‡	Darla Hugaboom	Iowa Division Community Planner
Federal Transit Administration ‡	Daniel Nguyen	Region 7 Community Planner
Iowa State University ‡	Cathy Brown	Director for Planning Services

† Chair ‡ Non-voting

Transportation Technical Committee

The Transportation Technical Committee (TTC) consists of technical personnel from various agencies involved in transportation issues within the planning area. The TTC formulates the procedural details of the Transportation Planning Work Program. The committee reviews and monitors the output of various MPO activities identified in the work program and makes recommendations to the policy committee. The committee is also responsible for assisting in developing the short and long-range transportation plans. The Iowa Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration serve as advisory, non-voting, representatives.

Transportation Technical Committee Membership		
<i>Representative Agency</i>	<i>Member</i>	
City of Ames (Chair)	Tracy Warner	Municipal Engineer
City of Ames (Vice-Chair)	Damion Pregitzer	Traffic Engineer
City of Ames	Justin Clausen	Operations Manager
City of Ames	Kelly Diekmann	Director of Planning & Housing
City of Ames	Justin Moore	Planner
CyRide	Barb Neal	Transit Director
Iowa State University	Cathy Brown	Campus Planning Assistant Director
Boone County	Scott Kruse	County Engineer
Story County	Darren Moon	County Engineer
Ames Community School Dist.	Gerry Peters	Facilities Director
Ames Economic Development Commission	Drew Kamp	Director of Public Policy & Business Development
Iowa Dept. of Transportation ‡	Andy Loonan	District 1 Transportation Planner
Federal Highway Administration ‡	Darla Hugaboom	Iowa Division Community Planner
Federal Transit Administration ‡	Daniel Nguyen	Region 7 Community Planner

‡ Non-voting

PLANNING PRIORITIES OF THE FY 2020 WORK PROGRAM

The FY 2020 TPWP addresses the planning goals of the Ames Area MPO, which are:

- Provide a connected transportation system that offers efficient and reliable mobility options for all modes of travel.
- Provide a safe transportation system.
- Consider and mitigate the impacts of the transportation system on the natural and built environment.
- Provide an accessible transportation system which fits within the context of its surroundings and preserves community character.
- Provide a transportation system that supports the regional economy and efficiently moves goods.
- Maintain transportation infrastructure in a state-of-good-repair.

The following documents are developed, updated, or maintained by the Ames Area MPO:

- Transportation Planning Work Program (TPWP)
- Transportation Improvement Program (TIP)
- Public Participation Plan (PPP)
- Long Range Transportation Plan (LRTP)
- Passenger Transportation Plan (PTP)

PRIVATE SECTOR INVOLVEMENT

Consultants will be used to perform tasks associated with the long-range transportation plan update (Task 5). The LRTP update will span three years and included in the FY 2019, FY 2020 and the FY 2021 work programs.

DEVELOPMENT OF THE WORK PROGRAM

The FY 2020 Transportation Planning Work Program was developed by input from the Ames Area MPO staff, members of the Transportation Technical Committee, the general public, and the Transportation Policy Committee. The following milestones describe the process in which the Transportation Planning Work Program was developed.

March 14, 2019 – Transportation Technical Committee

A review of the draft FY 2020 Transportation Planning Work Program by the Transportation Technical Committee.

March 15 – May 11, 2019 – Public Input Period

A public comment period for the draft FY 2020 Transportation Planning Work Program was established from March 15 through May 11. During the comment period, the recommended draft document was posted on the AAMPO.org website along with notifications distributed to the general public. Comments could be submitted via online form, e-mail, mail, and by phone.

March 26, 2019 – Transportation Policy Committee Meeting

A review of the FY 2020 Transportation Planning Work Program by the Transportation Policy Committee.

April 2019 – Review from Federal and State Partners

Federal and State partners at the Federal Highway Administration, Federal Transit Administration, and Iowa Department of Transportation review the Ames Area MPO Draft FY 2020 Transportation Planning Work Program. By April 30, 2019, the MPO receives comments to address in the final FY 2020 TPWP document.

May 28, 2019 – Transportation Policy Committee Hearing

Public hearing held by the Transportation Policy Committee to consider adoption of the FY 2020 Transportation Planning Work Program with opportunities from the public to respond and present to the committee.

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WORK ELEMENTS

Task 1 – Administration and Support

OBJECTIVE

To initiate and properly manage the “3-C” planning process, ensuring that it is continuous, cooperative, and comprehensive, and in compliance with applicable State and Federal laws and regulations.

PREVIOUS WORK

- Administer the FY 2019 Transportation Planning Work Program
- Develop and approve the FY 2020 Transportation Planning Work Program
- Complete annual Self Certification
- Attend Iowa DOT quarterly MPO meetings
- Quarterly submittals for planning funding reimbursement
- Filing and reporting routine items required by the Iowa Department of Transportation, Federal Transit Administration, and Federal Highway Administration
- Conducted four Transportation Policy Committee meetings on: July 10, 2018; September 25, 2018; March 26, 2019; and May 28, 2019
- Conducted three Transportation Technical Committee meetings on: September 6, 2018; March 14, 2019; and May 16, 2019
- Conduct a public meeting on May 17, 2019
- Updated meeting agendas, minutes, and materials on the MPO website at www.aampo.org

DESCRIPTION

This task includes all administrative tasks which support activities of the MPO including the following: prepare and submit required documents to maintain the continuity and credibility of the planning process. Sponsor and conduct meetings and provide support to policy and technical committees. Prepare budgets, maintain financial records, and ensure monies are spent appropriately. Coordinate activities with participating agencies and other public and private interests.

Purchase/lease supplies, computer equipment and other equipment necessary to carry out planning efforts. Maintain software and purchase necessary upgrades when beneficial to the MPO.

Task also includes conducting informational meetings, as well as public hearings, to obtain public input and feedback on ongoing activities. The Public Participation Plan, along with other pertinent documents maintained and developed by the Ames Area MPO are posted online at www.aampo.org. The Public Participation Plan will be evaluated for modifications to evolve with communication preferences as warranted.

The MPO staff will participate in conferences, seminars, meetings, and other training opportunities to remain familiar with the latest regulations and techniques related to the transportation planning field as provided by the Federal Transit Administration, Federal Highway Administration, American Planning

Association, Environmental Protection Agency, Iowa Department of Transportation, peer transportation planning organizations, and other agencies and professional organizations.

FY 2020 PRODUCTS

Product	Estimated Timeline			
Maintain records and files in accordance with retention requirements	Q1	Q2	Q3	Q4
Complete reports, surveys, and other materials as requested by Federal, State, or other governmental agencies	Q1	Q2	Q3	Q4
Carry out Annual Certification and all matters required of the certification	Q1	Q2	Q3	Q4
Administration of Transportation Planning Work Program	Q1	Q2	Q3	Q4
Monitor, coordinate, and implement performance measures into MPO planning processes as required by Federal and State regulation	Q1	Q2	Q3	Q4
Administer meetings of the Transportation Policy Committee and Transportation Technical Committee	Q1	Q2	Q3	Q4
Participation in regional and state-wide coordination meetings related to transportation planning	Q1	Q2	Q3	Q4
Marketing and outreach of MPO planning activities	Q1	Q2	Q3	Q4
Participate and organize conferences, trainings, and coordination meetings pertinent to transportation planning hosted by Federal, State, professional organizations, or other agencies	Q1	Q2	Q3	Q4

Task 2 – Transportation Improvement Program

OBJECTIVE

Develop and maintain a regional program of near-term projects that are consistent with the Ames Area MPO long range transportation plan.

PREVIOUS WORK

- Ames Area MPO FY 2018 – 2021 Transportation Improvement Program
 - Processed required amendments and administrative modifications in accordance with outline procedures
- Ames Area MPO FY 2019 – 2022 Transportation Improvement Program
 - Development and adoption of the FY 2019 – 2022 Transportation Improvement Program
 - Prepare resolutions supporting regional Iowa Clean Air Attainment Program (ICAAP) grant applications
 - Update the program to reflect the MPO’s compliance with the FAST-Act, with approved performance targets.
- Ames Area MPO FY 2020 – 2023 Transportation Improvement Program
 - Solicit and select list of local Surface Transportation Block Grant program (STBG) and Transportation Alternatives (STBG-TAP) projects for funding
 - Develop draft program document for committee review and public participation process

DESCRIPTION

The Ames Area MPO is responsible for developing the funding program of transportation projects which use Federal funds, utilize STBG-Swap funds, or are regionally significant. The MPO carries out a process for soliciting regional projects for the Surface Transportation Block Grant (STBG) and Transportation Alternatives program (STBG-TAP). The MPO also reviews regional projects seeking Iowa Clean Air Attainment Program (ICAAP) funds.

Projects which are awarded Federal funding, use STBG-Swap, or are regionally significant are included in the Transportation Improvement Program (TIP). The TIP is developed in coordination with local governments, the State of Iowa, and transit operators. Consistent with the Public Participation Plan, opportunities for public review and comments will be provided for all Transportation Policy Committee actions on the TIP. Coordination with the Iowa DOT Statewide Transportation Improvement Program (STIP) will also be undertaken.

FY 2020 PRODUCTS

Product	Estimated Timeline			
FY 2019 – 2022 Transportation Improvement Program				
Maintain program through processing formal amendments and administrative modifications as required	Q1	-	-	-
FY 2020 – 2023 Transportation Improvement Program				
Develop and adopt the program	Q1	-	-	-
Maintain program through processing formal amendments and administrative modifications as required	-	Q2	Q3	Q4
FY 2021 – 2024 Transportation Improvement Program				
Prepare resolutions supporting regional Iowa Clean Air Attainment Program (ICAAP) grant applications	Q1	Q2	-	-
Solicit and prioritize list of local "Transportation Alternatives" (TA) projects for funding	-	-	Q3	Q4
Solicit and select list of local "Surface Transportation Block Grant" program (STBG) projects for funding	-	-	Q3	Q4
Develop draft program document for committee review and public participation process	-	-	-	Q4

Task 3 – Comprehensive Planning

OBJECTIVE

Integrate transportation planning and land use planning for Ames Area MPO member jurisdictions.

PREVIOUS WORK

- Updated Safe Routes to School maps in summer 2018
- Attend Midwest Transportation Model user Group quarterly meetings
- Performed model analysis for potential development scenarios
- Prepared regional data for use in the Ames travel demand model
 - Processed parcel data and land use assignment
 - Developed 2015 model network

DESCRIPTION

Participate in regional activities which enhance the transportation network including data collection, collaboration with local transportation activities, technical assistance for member agencies, and other activities promoting a comprehensive approach.

FY 2020 PRODUCTS

Product	Estimated Timeline			
Prepare updates to the Safe Routes to School map as necessary in coordination with the Ames Community School District	Q1	-	-	-
Provide technical assistance to local cities in incorporating regional transportation planning goals and objectives into comprehensive, sub-area, capital improvement, and other local plans	Q1	Q2	Q3	Q4
Perform data collection and GIS data maintenance of community assets used in transportation planning analysis, including traffic and trail count data	Q1	Q2	Q3	Q4
Maintain travel demand model including trip generation, trip distribution, trip assignment, calibration, and validation	Q1	Q2	Q3	Q4
Develop travel demand model following the ISMS (Iowa Standardized Model Structure) architecture	Q1	Q2	-	-
Traffic signal synchronization review	Q1	Q2	Q3	Q4
Development of Ames Comprehensive Plan growth scenarios	Q1	Q2	-	-
Analyze potential alternative funding sources	Q1	Q2	Q3	Q4
Maintain and update the Regional ITS Architecture as necessary	Q1	Q2	Q3	Q4

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Task 4 – Transit Planning

OBJECTIVE

Enhance a coordinated, accessible, and efficient transit system.

PREVIOUS WORK

- Human service/transportation provider coordination meetings and plan updates
- 2020-2024 Passenger Transportation Plan (PTP) development
- System Redesign Planning
- Equal Employment Opportunity (EEO) Program update
- Disadvantage Business Enterprise (DBE) Program reports
- Title VI Program Update
- Transit Asset Management Performance Measures
- MPO Planning Agreement development

DESCRIPTION

Planning efforts will reflect prioritization of the following areas:

- Develop safety and security plan for transit
- Transit Asset Management planning
- Title VI Program and Limited English Proficiency (LEP) Plan Update submissions
- Disadvantaged Business Enterprise Goals submission
- Triennial Federal review of compliance with Federal Transit Administration regulations
- Participation of transit operators in metropolitan and statewide planning
- Coordination of non-emergency human service transportation
- Planning for transit system management and transit services
- Make transit capital investment decisions through effective system planning
- Bus stop planning for future ADA improvements

This item involves transit planning issues related to land use and development issues, ridership surveys and analyses, plans to manage transit agency in accordance to the Federal Transit Administration guidelines, and the study of student and commuter service. Meetings will be held to facilitate the locally developed coordinated public transit/human-services transportation plan to improve transportation services for the low-income, aging and disabled populations within the community. Efforts will concentrate on improving operating efficiencies of current services and eliminating gaps where and when transportation is not available. The Transportation Planner may conduct various planning and ridership studies throughout the year.

FY 2020 PRODUCTS

Product	Estimated Timeline			
Various transit plans, administration and audits of the following programs requiring annual certifications by the transit agency: Equal Employment Opportunity Program (EEO), Title VI Program, Limited English Proficiency (LEP), Disadvantaged Business Enterprise (DBE), Transit Asset Management Plan, CyRide Safety & Security Plan, Federal Audits/Reviews.	Q1	Q2	Q3	Q4
Update 2020-2024 Ames Area MPO Passenger Transportation Plan (PTP) as needed; monthly PTP coordination with Transportation Collaboration and Human Service Council groups	Q1	Q2	Q3	Q4
Capital/Financial planning to analyze fleet and facility needs for five-year period	Q1	Q2	Q3	Q4
Transit Service Planning for current/new services	Q1	Q2	Q3	Q4
Transit Management Planning of current/new policies	Q1	Q2	Q3	Q4
Long-term facility expansion studies	Q1	Q2	Q3	Q4
Bus stop amenities planning	Q1	Q2	Q3	Q4
TAM performance targets and safety performance measures	Q1	Q2	Q3	Q4

Task 5 – Long Range Transportation Planning

OBJECTIVE

Provide framework for orderly, efficient growth of an integrated, multi-modal transportation network.

PREVIOUS WORK

- Evaluation of potential schedule for next Long Range Transportation Plan update
- Update the plan as necessary to ensure compliance with transportation planning requirements
- Perform model analysis related to long range transportation projects and potential impacts on the regional network
- Prepare preliminary schedule of activities for the LRTP Update (2045 Horizon Year)
- Solicit request for consultant to prepare the LRTP update (2045 Horizon Year)
- Implement contract(s) for consultant services

DESCRIPTION

The 2040 Long Range Transportation Plan (titled: Ames Mobility 2040) became effective October 2015. To support activities of the Long Range Transportation Plan, the MPO will continue to monitor and update the plan as necessary. Both in support of the current plan and in anticipation of the update, plan elements will be monitored.

By October 2020, the Ames Area MPO will adopt an updated Long Range Transportation Plan. In this fiscal year, the MPO will conduct a substantial amount of the plan. The updated LRTP will extend the planning horizon year to 2045 and have significant updates to comply with FAST-Act performance-based planning requirements.

The LRTP update will include private consultant participation to complete the plan update.

FY 2020 PRODUCTS

Product	Estimated Timeline			
Update current plan, as necessary, to ensure compliance with transportation planning requirements	Q1	Q2	Q3	Q4
Coordinate planning effort with area stakeholders and agencies	Q1	Q2	Q3	Q4
Develop draft LRTP chapters	Q1	Q2	Q3	Q4

FY 2020 BUDGET SUMMARY AND FUNDING SOURCES

Work Hours Summary

Activity	Agency Responsible	Staff Hours
1. Administration	AAMPO	1,086
2. Transportation Improvement Program	AAMPO	176
3. Comprehensive Planning	AAMPO	493
4. Transit Planning	AAMPO	601
5. Long Range Planning	AAMPO	1,004 – AAMPO staff 2,400 – Consultant

Budget Summary

Activity	Total Cost	Total Local Match	Federal Funds						
			Total Federal Amount	FTA 5305d New	FTA 5305d C/O	FHWA STBG New	FHWA STBG C/O	FHWA PL New	FHWA PL C/O
1 - Admin	\$70,000	\$14,000	\$56,000	\$ -	\$ -	\$ -	\$ 49,224	\$3,224	\$3,552
2 - TIP	\$15,000	\$3,000	\$12,000	\$ -	\$ -	\$ -	\$ 10,548	\$691	\$761
3 - Comp	\$50,000	\$10,000	\$40,000	\$ -	\$ -	\$ -	\$ 35,160	\$2,303	\$2,537
4 - Transit	\$44,697	\$8,939	\$35,758	\$33,870	\$1,888	\$ -	\$ -	\$ -	\$ -
5 - LRTP	\$312,500	\$62,500	\$250,000	\$ -	\$ -	\$ -	\$219,748	\$14,394	\$15,858
Total	\$492,197	\$98,439	\$393,758	\$33,870	\$1,888	\$ -	\$314,679	\$20,612	\$22,709

Table of Unobligated Planning Funds

	FTA 5305d New	FTA 5305d C/O	FHWA STBG New	FHWA STBG C/O	FHWA PL New	FHWA PL C/O	TOTAL
Starting Available Balances	\$33,870	\$ 1,888	\$ -	\$314,679	\$99,960	\$22,709	\$473,106
Programmed	\$33,870	\$ 1,888	\$ -	\$314,679	\$20,612	\$22,709	\$393,758
Unobligated Federal Funds	\$ -	\$ -	\$ -	\$ -	\$79,348	\$ -	\$79,348

REVISIONS TO THE WORK PROGRAM

The work program is developed annually, however, can be amended at any time throughout the life of the document. The following section outlines the process to be used to amend the work program.

MPO Approval Process

The Ames Area MPO Transportation Policy Committee is the designated body to approve the scope and budget of the Transportation Planning Work Program. The Transportation Policy Committee will consider adopt of the original program as well as all amendments in accordance with the Public Participation Plan.

Agency Approval Requirements

All work program changes require prior written Federal approval, unless waived by the awarding agency. The following table denotes the approving agency for various changes to work programs.

Revision type	Approving Agency
Request for additional Federal funding	Federal
Transfer of funds between categories, projects, functions, or activities which exceeds 10 percent of the total work program budget when the Federal share of the budget exceeds \$150,000	Federal
Revision of the scope or objectives of activities	Federal
Transferring substantive programmatic work to a third party (consultant)	Federal
Capital expenditures, including the purchasing of equipment	Federal
Transfer of funds allotted for training allowances	Federal
Transfer of funds between categories, projects, functions, or activities which do not exceed 10% of the total work program budget, or when the Federal share of the budget is less than \$150,000	Iowa Department of Transportation
Revisions related to work that does not involve Federal funding	Ames Area MPO

All necessary TPWP approvals are required to be in place prior to the commencement of activity, purchasing of equipment, or request for reimbursement. As it relates to procurement of equipment and services, there should be no notification of award, signed contract, placement of an order, or agreement with a contractor prior to receiving the necessary approval.

All revision requests should be submitted electronically to the Iowa DOT Systems Planning Bureau and the agency's District Planner. Documentation for the revisions shall include the following:

- A resolution or meeting minutes showing the revision's approval
- Budget summary table with changes highlighted/noted
- Modified section(s) of the plan's work elements with changes highlighted/noted

If all necessary information is provided, the request will then be forwarded to the Federal Highway Administration and Federal Transit Administration for review and any necessary approvals. Notification by the approving agency will be in writing.

Revision requests shall, at a minimum, include:

- A resolution or meeting minutes showing the approval of the revision
- Budget summary table with changes highlighted/noted
- Modified section(s) of the plan's work elements with changes highlighted/noted

FEDERAL REVISION APPROVAL

Revisions where FHWA/FTA is the designated approving agency shall require written approval by FHWA/FTA prior to commencement of activity, purchasing of equipment, or request for reimbursement.

IOWA DOT SYSTEMS PLANNING BUREAU REVISION APPROVAL

Revisions where the Iowa DOT Systems Planning Bureau is the designated approving agency shall require written approval by the Iowa DOT Systems Planning Bureau

prior to commencement of activity or request for reimbursement.

AMES AREA MPO REVISION APPROVAL

Revisions where the MPO is the approving agency shall be approved by the Policy Board.

COST ALLOCATION PLAN

The local match for salaries and other expenses is a part of the City of Ames Program Budget adopted by the City of Ames City Council for all personnel and associated expenses. Costs billed will be for those specified. The main source of local-match funds will come from the City of Ames Road Use Tax allocation. New FY 2017 funds have been combined with the carryover amounts for expense allocations. Carryover funds will be used first before new allocations. The Ames Area MPO does not charge indirect costs.

APPENDIX

- A. Self- Certification of Procurement and Consultant Selection Procedures
- B. Transportation Policy Committee Meeting Minutes

[INSERT SIGNED SELF-CERTIFICATION OF PROCUREMENT AND CONSULTANT
SELECTION PROCEDURES]

[INSERT SIGNED MINUTES OF THE
MAY 28, 2019 TRANSPORTATION POLICY COMMITTEE MEETING]

ITEM # AAMPO 5

DATE: 05-28-19

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

**SUBJECT: PLANNING SERVICES CONTRACT FOR 2045 LONG RANGE
TRANSPORTATION PLAN UPDATE**

BACKGROUND:

The Ames Area Metropolitan Planning Organization (AAMPO) is required to prepare an updated Long-Range Transportation Plan every five years. The next update is due for completion by October 12, 2020. The overall purpose of the Long Range Transportation Plan (LRTP) is to identify a vision for transportation and develop a package of regional transportation projects which are fiscally constrained. It will describe how transportation services will evolve over the next 25 years. The attached Scope of Services identifies each of the major tasks involved with the plan development, as well as the subtasks, which define the work activity in greater detail.

As part of developing the plan, transportation data regarding mapping, traffic, transit, biking, and pedestrians will be gathered. The AAMPO Transportation Policy Committee will oversee the development of the plan. The AAMPO Transportation Technical Committee will guide the development of the plan, while staff will act as an administrator for the MPO. The Goals and Objectives for the plan update will expand on the ones developed in the 2015 Plan, updated as necessary based on citizen input received during the public participation process and feedback received since the adoption of the 2015 plan. The updated Goals and Objectives will then be presented to the Policy Committee and will serve as the basis for decision making as projects are analyzed.

Opportunities for public participation in the process will be provided through several avenues throughout the process. Numerous public meetings will be held to gather information regarding the community's transportation needs, including interactive online educational materials and public input opportunities.

Base year transportation modeling for this plan will be developed by AAMPO staff in coordination with the Iowa Department of Transportation (Iowa DOT). Traffic and transit analyses will be included. This evaluation will also include all modes of travel, which includes the community's on-street and shared-use path systems as well as the potential of developing interconnections with a greenbelt trail system. This also serves to bring an energy efficiency strategy into the planning process.

The new plan will include both traditional elements and an emphasis on safety following state-of-the-practice planning measures and direction from national and local policymakers, as well as all required planning factors and performance-based planning and programming as specified in federal MAP-21 transportation legislation.

All of this will lead to the development and evaluation of a universe of alternatives for transportation improvements. Project concept plans will be drafted/updated for these

improvements, and each potential project will be checked to determine if it is financially feasible based upon year-of-expenditure dollars. The consultant will ultimately deliver the final report in both paper and electronic formats. All of this work will be completed within the next 17 months before October 12, 2020.

L RTP Development Process:

- Planning, Public Involvement, and Modeling Steps:
- Existing Regional Report
- Vision Workshop
- Future System Evaluation
- Alternatives Development
- Evaluate Alternatives
- Alternatives Evaluation Workshop
- Select Alternatives
- Create draft 2045 Plan
- Transportation Modeling - Using existing and future land use/population

The planning and modeling efforts will run concurrently throughout the plan development.

Consultant Selection Process:

Following the Federally mandated requirements, the consultant selection process began in January 2019 when AAMPO solicited a Request for Qualification (RFQ) Statements. AAMPO sent the request to transportation planning firms listed on the Iowa Department of Transportation DBE directory, consultant lists from the American Planning Association, and existing MPO contact list of consultants. From these resources, 69 letters were mailed to the identified transportation planning consultants. Also, the RFQ was posted publicly on the Iowa Chapter of the American Planning Association website and on the national American Planning Association website. The five following consultant teams responded to the Request for Qualification. The prime consultant showed in bold, followed by team sub-consultants.

- **Stantac**; Snyder & Associates, City Explained, Iowa State University
- **WSP**; Toole Design, Confluence, ETC Institute
- **Alliance Transportation Group**; SEH, WSB
- **SRF**; AECOM, AE2S Nexus, ETC Institute
- **HDR**; Nelson/Nygaard, ETC Institute

The scores for the RFQ process are as follows:

2045 LRTP: RFQ Scores							
Firm (by Prime)	AAMPO	Public Works	Iowa DOT	ISU	CyRide	Story County	Average
HDR	94	78	97	97	94	87	91.2
WSP	97	88	93	94	87	83	90.5
SRF	78	73	90	87	69	75	86.3
STANTEC	73	85	90	97	92	81	86.3
ALLIANCE	78	73	90	87	69	75	78.7

In February 2019, a selection team consisting of staff from AAMPO, Ames Public Works, Iowa State University, CyRide, Story County, and Iowa DOT reviewed the qualification statements and asked the top three teams to submit proposals; the three teams were HDR, SRF, and WSP. On March 6, all three teams presented their proposal to the selection committee and to answer questions from the selection team.

The selection team used the following criteria for evaluating the proposals:

<u>Scoring Criteria:</u>	<u>Points</u>
Project Understanding:	20
Project Clarity:	10
Project Approach:	20
Proposal Creativity:	20
Public Engagement:	10
Personnel:	10
Proposed Project Schedule:	10

2045 LRTP: Proposal/Interview Scores							
Firm	AAMPO	Public Works	Iowa DOT	ISU	CyRide	Story County	Average
HDR	76	79	94	96	93	90	88.0
SRF	69	67	94	90	96	86	83.7
WSP	74	74	83	94	90	86	83.5

Before making a final determination, the selection team discussed the strengths and weaknesses of each firm in great detail. Each respective firm had assembled a team of people with diverse areas of expertise, which made selecting any one firm very difficult. However, the selection team was tasked with picking the firm that had the strongest overall team in all areas of transportation planning, public involvement, and technical knowledge to get the best product for our community. During the interviews, it was found that the proposal from HDR incorporated a deep knowledge base around current topics in transportation planning, a key point in developing a long-range plan. Their recent work in this area of technology trends and the impact on future forecasting was very impressive and will be quite important in developing the best possible plan. It should be noted that, per Federal requirements, the cost cannot in any way be part of the selection process. Cost can only be determined after a firm is selected, and staff enters into negotiations to define the scope and fee for the project.

As a result of that process, the team of HDR of Omaha, Nebraska, with subcontractors Nelson/Nygaard and ETC, were selected to prepare the LRTP update. HDR has a demonstrated strong working knowledge of the Ames area and the travel demand model since they created the 2010 LRTP and 2015 LRTP. HDR is also set apart from the other firms based upon their outstanding public engagement tools, experienced team members, and proven technical capabilities. Being one of the larger planning and engineering firms, HDR can also pull from a national employment base of subject matter experts as needed to provide innovative and creative transportation solutions.

Staff is in the process of negotiating a contract with HDR. Federal planning funds distributed to the MPO will pay for 80% of the plan and have been programmed in the amount of \$400,000. The City of Ames will need to provide a 20% local match of \$100,000, which is budgeted in FY 2018/19 CIP from the Road Use Tax Fund. This brings the total project funding to \$500,000. The contract with HDR is expected to go before the Ames City Council at their June 11, 2019 meeting.

ALTERNATIVES:

1. Recommend that the Ames City Council approve the Planning Services Agreement to prepare the 2045 Long Range Transportation Plan with HDR Engineering Inc. of Omaha, NE.
2. Recommend that the Ames City Council not execute the agreement with HDR, and direct the AAMPO staff to pursue negotiations with one of the remaining qualified firms.
3. Direct AAMPO staff to reject all proposals and begin with a new solicitation for preparing the 2045 Long Range Transportation Plan.

ADMINISTRATOR'S RECOMMENDED ACTION:

By executing the professional service agreement with HDR, the community will be able to begin its process for visioning and planning for the next 25 years of transportation in Ames and meet the required deadline of October 2020 for approval of the final plan.

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



Memo

Department of Planning & Housing

*Caring People
Quality
Programs*

Item #1

TO: Mayor and Ames City Council Members
FROM: Department of Planning and Housing
DATE: May 20, 2019
SUBJECT: Joint Meeting of the City Council and Historic Preservation Commission

The Joint Meeting is being requested in response to the City Council's 2018 Goal to:

- *Promote a Sense of One Community*
 - *Ensure boards and commissions are addressing important community issues (including, but not limited to diversity and inclusion).*
 - Task 1 – The City Council will review the current activities of the Human Relations Commission, Historic Preservation Commission, and Campus and Community Commission.*

Attached to this memo are several pages extracted from the 2018 CLG (Certified Local Government) Annual Report (sent to the State Historical Society of Iowa, Iowa Department of Cultural Affairs in February 2019). This material will provide a good summation of historic preservation activities in 2018 and goals for 2019.

Additionally, we are including a link to the Ames Comprehensive Historic Preservation Plan. The Plan was adopted in 2009. <https://www.cityofames.org/home/showdocument?id=50794>

ATTACHMENT A (from the 2018 CLG Report)

5. Did your city, county, LUD or its historic preservation commission undertake any of the following activities in 2018? Please think broadly about this question and include any activity (small or large) that facilitated historic preservation in your community. This is your opportunity to boast about your accomplishments and get credit for the great work you do! (use additional pages if needed)
- a. Historic preservation planning. Examples include the development or revision of a preservation plan, development of a work plan for your commission, etc. (use additional pages if needed)
- **In 2018, the Ames City Council funded the Ames Historical Society \$41,300 for the following contracted services:**
 - **Presented 50 presentations and open houses, to be hosted at the Ames History Center and in locations throughout the community;**
 - **Took the history trailer to 15 community events or elementary school visits;**
 - **Responded to no fewer than 300 research requests;**
 - **Hosted at least 1500 public open hours (30 hours per week) at the Ames History Center, with at least 1500 visitors;**
 - **Cataloged at least 750 historical Ames collections objects;**
 - **Presented 7 new exhibits; and**
 - **Collaborated with no fewer than 3 partnering community organizations to conduct special projects, host events, and/or present programs.**
 - **In 2018, the Ames City Council approved a fiscal year 2018/19 budget of \$2000 for historic preservation activities. The funding is to be used for training and conferences for members of the Ames Historic Preservation Commission, as well as for the Historic Preservation Annual Awards Program, tours, brochures and other educational programs.**
 - **The Historic Preservation Commission is continuing the process of reviewing the 10-year Ames Comprehensive Historic Preservation Plan, adopted in November, 2009.**
- b. Provided technical assistance on historic preservation issues or projects. Examples include working with individual property owners, business owners, institutions to identify appropriate treatments and find appropriate materials, research advice, etc. Please be specific (use additional pages if needed).
- **Effective May 10, 2018, the Ames Main Street Historic District was listed on the National Register of Historic Places. The recommendation for the listing came from both the Historic Preservation Commission, and the Mayor and City Council.**
 - **Members of the Ames Historic Preservation Commission and City staff met with the individual owners of property in the Old Town Historic District to review applications for the construction of new front porches, repair of front entry gable and porch roof,**

exterior siding repair and painting, brick foundation restoration, window alterations and rehabilitation of an existing garage. Certificates of Appropriateness were issued by the Commission for those projects. City staff also approved Certificates of Appropriateness for window alterations and a new entryway.

g. Sponsored public educational programming in historic preservation. Examples include training sessions offered to the public, walking tours, open houses, lectures, Preservation Month activities, etc. (use additional pages if needed).

- On April 24, 2018, the City Council made a proclamation in observance of May National Historic Preservation Month.
- The 2018 Annual Historic Preservation Awards Program was held in January-February, but program resulted in no awards for 2018.
- The following 6 people attended FORUM 2018 in Des Moines, Iowa, held on July 18-22, 2018:
 - Gloria Betcher, Ames City Council (Gloria was a presenter at the conference);
 - Lisa Hovis, Ames Historic Preservation Commission;
 - Edith Hunter, Ames Historic Preservation Commission;
 - Peter Hallock, Ames Historic Preservation Commission;
 - Ted Grevstad Nordbrock, Ames Historic Preservation Commission (Ted was a presenter at the conference); and,
 - Ray Anderson, City Staff Liaison to the Ames Historic Preservation Commission

8. Are there any particular issues, challenges, and/or successes your preservation commission has encountered or accomplished this year? (use additional pages if needed).

Successes-

- The City of Ames continues to provide funding to the Ames Historical Society for a variety of services including education and research.
- The City of Ames had excellent representation from Ames at FORUM 2018 in Des Moines: 6 attendees and 2 presenters.
- The Ames Main Street Historic District was listed on the National Register of Historic Places.
- Granting Certificates of Appropriateness. Review of applications resulted in 7 Certificates of Appropriateness being issued.

Challenges-

- Use of the Ames Comprehensive Historic Preservation Plan as a working document.
- Offering a robust website as a tool for public awareness about historic preservation and its economic benefits

13. Each commission should develop a work plan for the coming year. This work plan should include the project(s), initiatives and programs you plan to begin or complete. Please attach your work plan to your annual report.

2019 WORK PLAN

EDUCATE THE PUBLIC CONCERNING THE VALUE AND BENEFIT OF HISTORIC PRESERVATION

- Facilitate the dissemination of historic preservation information
 - Update the HPC webpage on the City's Website to make it a robust tool for public awareness about historic preservation in Ames and its economic benefits
 - Update National Historic Registration Listing
 - Include pertinent data and links for information on preservation grants and financial incentives for historic preservation
 - Showcase previous HPC Award winners
 - Provide links to resource materials
 - Add Map of Old Town Historic District contributing properties
 - What does a contributing property mean?
 - Collaborate with the Ames Historical Society and Iowa State University on resources and possible joint projects
 - Explore new ways to involve Iowa State University students in historic preservation for the community
- Continue with training funding and developing educational resources about Ames history & historic resources.
 - Participate in networking and educational opportunities afforded by the Preserve Iowa Summit 2019, June 6-8 in Newton.
 - Have a strong presence in attendance from Ames
- Continue Historic Preservation Commission Annual Awards Program.
- Continue to recognize May as Preservation Month with a City Proclamation.

PROMOTE THE ECONOMIC DEVELOPMENT AND VITALITY OF THE CITY THROUGH HISTORIC PRESERVATION.

- Partner with Ames Main Street to offer a presentation on the use of tax credits available for properties in both the Old Town Historic District and the Ames Main Street Historic District.
- Continuing granting Certificates of Appropriateness in a timely manner. Make resources readily available to enable the public to be more aware and compliance more easily with design standards.

COMPLETE REVIEW OF CHAPTER 31 OF THE AMES MUNICIPAL CODE, REVISED IN 2014.

- Identify if current procedures are working well
- Any areas of concern? If so, convey in a Memo to the City Council

CONTINUE TO USE THE AMES COMPREHENSIVE HISTORIC PRESERVATION PLAN AS A WORKING DOCUMENT

- Determine the status of goals, objectives and action steps
- Prioritize unrealized goals, objectives and actions steps
- Monitor progress of the development of the Ames Plan 2040

MINUTES OF THE REGULAR MEETING OF THE AMES CITY COUNCIL

AMES, IOWA

MAY 14, 2019

The Regular Meeting of the Ames City Council was called to order by Mayor Pro Tem Chris Nelson at 6:00 p.m. on May 14, 2019, in the City Council Chambers in City Hall, 515 Clark Avenue, pursuant to law. In addition to Mayor Pro Tem Nelson, Council Members present were, Bronwyn Beatty-Hansen, Gloria Betcher, Tim Gartin, David Martin, Amber Corrieri were in attendance. *Ex officio* Member Allie Hoskins was also present. Mayor John Haila was absent.

PROCLAMATION FOR “PEACE OFFICERS’ MEMORIAL DAY,” MAY 15, 2019: Mayor Pro Tem Nelson proclaimed May 15, 2019, as “Peace Officers’ Memorial Day.” Accepting the Proclamation was Commander Huff, Sargent Arkovich, and Officer Klaric.

PROCLAMATION FOR “NATIONAL PUBLIC WORKS WEEK,” MAY 19-25, 2019: Mayor Pro Tem Nelson proclaimed May 19-25, 2019, as “National Public Works Week.” Accepting the Proclamation on behalf of the City of Ames Public Works Department were Director John Joiner and Municipal Engineer Tracy Warner.

CONSENT AGENDA: Moved by Betcher, seconded by Martin, to pull Item No. 12: Appointment of *ex officio* student liaison to City Council from the Consent Agenda for separate discussion. Vote on Motion: 6-0. Motion declared carried.

Moved by Martin, seconded by Beatty-Hansen, to pull Item No. 19 from the Consent Agenda: requests from Ames Main Street for Summer Sidewalk Sales on July 25-27, 2019, for further discussion.

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

Moved by Corrieri, seconded by Beatty-Hansen, to approve the following items on the Consent Agenda:

1. Motion approving payment of claims
2. Motion approving Minutes of Special Meeting held April 16, 2019, and Regular Meeting held April 23, 2019
3. Motion approving multiple 5-day Class C Liquor License Outdoor Service Privileges - Tip Top Lounge, 201 E Lincoln Way
 - a. 5/17/19
 - b. 5/31/19
 - c. 6/14/19
 - d. 6/28/19
 - e. 7/12/19
 - f. 7/26/19
 - g. 8/9/19
 - h. 8/23/19

4. Motion approving new 5-day (May 15 - May 19) Class C Liquor License for Gateway Hotel and Conference Center at ISU Alumni Center, 429 Alumni Lane
5. Motion approving new 5-day (May 24 - May 28) Class C Liquor License for Christiani's Events at ISU Alumni Center, 429 Alumni Lane
6. Motion approving new 5-day (May 26 - May 30) Special Class C Liquor License for Gateway Hotel and Conference Center at Reiman Gardens, 1407 S. University Boulevard
7. Motion approving new 5-day (May 30 - June 3) Special Class C Liquor License for Gateway Hotel and Conference Center at ISU Alumni Center, 429 Alumni Lane
8. Motion approving new 12-month Class C Liquor License with Outdoor Service and Sunday Sales - Cornbred BBQ, 526 Main Street, Ste. 106
9. Motion approving renewal of the following Beer Permits, Wine Permits, and Liquor Licenses:
 - a. Special Class C Liquor License with Sunday Sales - Creative Spirits Ames, 4820 Mortensen Road, Ste. 101
 - b. Class C Liquor License with Sunday Sales - Cy's Party Time Lounge, 115-5th Street
 - c. Class C Beer Permit with Class B Native Wine and Sunday Sales - Tobacco Outlet Plus #530, 204 S Duff Avenue
 - d. Special Class C Liquor License with Outdoor Service - Octagon Center for the Arts, 427 Douglas Avenue
10. RESOLUTION NO. 19-190 approving updated Story County Multi-jurisdictional Hazard Mitigation Plan
11. RESOLUTION NO. 19-191 approving Agreement between Mary Greeley Medical Center and the City to extend Emergency Medical Information Interface to August 30, 2019, pending renegotiation
12. RESOLUTION NO. 19-192 approving Ames Police Department's application to apply for and participate in the Department of Justice Bulletproof Vest Partnership Program
13. RESOLUTION NO. 19-193 approving Consent of Assignment from Design Alliance to Farnsworth Group regarding design of Homewood Clubhouse
14. RESOLUTION NO. 19-194 approving dedication of right-of-way for 1712 E. Lincoln Way
15. Requests from Ames Patriotic Council for Memorial Day Parade on Monday, May 27, 2019:
 - a. Motion approving blanket Temporary Obstruction Permit for closed area
 - b. RESOLUTION NO. 19-195 approving closure of Pearle Avenue and 5th Street from east of Pearle Avenue through Clark Avenue intersection from 9:00 a.m. to 11:00 a.m. for parade line-up
 - c. RESOLUTION NO. 19-196 approving temporary closure of Clark Avenue from 5th Street to 9th Street from 10:30 a.m. to 11:00 a.m. for movement of parade
 - d. RESOLUTION NO. 19-197 approving temporary closure of 9th Street between Clark Avenue and Maxwell Avenue from 10:45 a.m. to 11:00 a.m. for movement of the parade
 - e. RESOLUTION NO. 19-198 approving temporary closure of 6th Street at Clark Avenue and Duff Avenue at 9th Street, as parade moves through those intersections
16. RESOLUTION NO. 19-201 approving preliminary plans and specifications for Water Plant Radio Telemetry Upgrades; setting June 12, 2019, as bid due date and June 25, 2019, as date of public hearing
17. RESOLUTION NO. 19-202 approving preliminary plans and specifications for Underground

- Trenching Contract for Electric Services; setting June 12, 2019, as bid due date and June 25, 2019, as date of public hearing
18. RESOLUTION NO. 19-203 awarding contract to Wesco Distribution of Des Moines, Iowa, for purchase of 15kV 1/0 Stranded Aluminum Cable for Electric Services in the total amount of \$75,756
 19. RESOLUTION NO. 19-204 awarding contract to Ames Ford of Ames, Iowa, for the purchase of two pickup trucks in the total amount of \$61,049.60
 20. RESOLUTION NO. 19-205 awarding contract to Aeries Industries of Waukesha, Wisconsin, for purchase of pipe inspection camera system in the total amount of \$115,889
 21. RESOLUTION NO. 19-206 awarding contract to Graymont Western Lime, Inc., of West Bend, Wisconsin, for FY 2019/20 Pebble Lime for Water Treatment Plant in the amount of \$162/ton
 22. RESOLUTION NO. 19-207 awarding contract to ACCO Unlimited Corporation of Johnston, Iowa, for FY 2019/20 Liquid Sodium Hypochlorite for Water Treatment Plant in the amount of \$1.12/gallon
 23. RESOLUTION NO. 19-208 awarding contract to Nutri-Ject Systems, Inc., of Hudson, Iowa, for Biosolids Disposal for Water Pollution Control Facility in a total amount not to exceed \$83,480
 24. RESOLUTION NO. 19-209 awarding contract to Independent Salt Co., of Kanopolis, Kansas, for 2019/20 Purchase of Rock Salt requirements in the amount of \$72.50/ton
 25. RESOLUTION NO. 19-210 awarding contract to Reilly Construction Co. Inc., of Ossian, Iowa, for FY 2019/20 Concrete and Asphalt Crushing in the amount of \$51,800
 26. Unit 7 Steam Turbine Parts:
 - a. RESOLUTION NO. 19-211 awarding contract to Argo Turboserve Corporation, of Rutherford, New Jersey, for Unit 7 Steam Turbine Parts in the amount of \$265,694
 - b. RESOLUTION NO. 19-212 awarding contract to Mechanical Dynamics & Analysis LLC (MD&A), of Clifton Park, New York, for Unit 7 Steam Turbine Parts in the amount of \$114,613.67
 27. RESOLUTION NO. 19-213 approving contract and bond for 2018/19 Collector Street Pavement Improvements (Hickory Drive)
 28. RESOLUTION NO. 19-214 approving contract and bond for Fire Station #1 Parking Lot Reconstruction
 29. RESOLUTION NO. 19-215 approving Change Order to contract with Helfrich Bros. Boiler Works for Unit 7 Boiler Repair Project in the amount of \$218,000 plus sales tax for a total amount of \$233,260
 30. RESOLUTION NO. 19-216 approving Change Order #2 for Water & Pollution Control (WPC) Digester Improvements Phase II Project with Shank Constructors, Inc., in the amount of \$49,933
 31. RESOLUTION NO. 19-217 approving Change Order No. 3 with TEI Construction Services for Boiler Maintenance Services for Power Plant in the amount of \$400,000
 32. Electrical Maintenance Services:
 - a. RESOLUTION NO. 19-218 approving renewal of Contract for FY 2019/20 with Tri-City Electric Company of Davenport, Iowa, for the Electrical Maintenance Services contract for the Power Plant in an amount not to exceed \$150,000
 - b. RESOLUTION NO. 19-219 approving contract and bond
 33. Motor Repair for Power Plant:

- a. RESOLUTION NO. 19-220 approving renewal of Contract for FY 2019/20 with Electrical Engineering Company of Windsor Heights, Iowa, for Motor Repair for Power Plant in an amount not to exceed \$20,000
- b. RESOLUTION NO. 19-221 approving contract and bond
- 34. Valve Maintenance, Related Services and Supplies for Power Plant:
 - a. RESOLUTION NO. 19-222 approving Contract Renewal #2 with Pioneer Industrial Corporation for period from July 1, 2019, through June 30, 2020 in an amount not to exceed \$65,000
 - b. RESOLUTION NO. 19-223 approving contract and bond
- 35. Specialized Wet Dry Vacuum, Hydro Blast, and Related Cleaning Services for the Power Plant:
 - a. RESOLUTION NO. 19-224 approving renewal of contract with HTH Companies, Inc., for Specialized Wet Dry Vacuum, Hydro Blast, and Related Cleaning Services for the Power Plant in an amount not to exceed \$45,000
 - b. RESOLUTION NO. 19-225 approving contract and bond
- 36. RESOLUTION NO. 19-226 approving renewal of contract with MPW Industrial Water Services, Inc., for FY 2019/20 Bottle Exchange Program (Rental), Two Bed Demineralizer, and Related Services for Power Plant for unit prices bid with the total amount not to exceed \$50,000
- 37. RESOLUTION NO. 19-227 approving renewal of contract for FY 2019/20 with Reliable Maintenance Company of Des Moines, Iowa, for Custodial Services at Ames City Hall in the amount of \$53,027.44 plus \$1,000 for emergency callback and additional work as authorized at \$16.00/hour.
- 38. RESOLUTION NO. 19-228 accepting completion of WPC Launder Cover Project
- 39. RESOLUTION NO. 19-229 approving Plat of Survey for 1921 Ames High Drive
- 40. RESOLUTION NO. 19-230 accepting partial completion of public improvements and reducing security being held for Scenic Valley Subdivision, 3rd Addition
- 41. RESOLUTION NO. 19-231 accepting partial completion of public improvements and reducing security being held for Menard's Subdivision

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

APPOINTMENT OF *EX OFFICIO* STUDENT LIAISON TO CITY COUNCIL: Council Member Betcher said she had requested Consent Item No. 12 be pulled in order to acknowledge the departure of the current *ex officio* Allie Hoskins. Ms. Hoskins stated that it had been an honor and a privilege to work with the Council for the past year and thanked them for all their hard work.

Mr. Devyn Leeson gave a brief description about himself and what he is looking forward to when working with the Council.

Moved by Betcher, seconded by Beatty-Hansen, to adopt RESOLUTION NO. 19-189 approving the appointment of student liaison Devyn Leeson as the new *ex officio* to City Council.

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

REQUESTS FROM AMES MAIN STREET FOR SUMMER SIDEWALK SALES ON JULY 25 - 27, 2019: Council Member Martin noted he pulled this item to further discuss waiving parking meter fees. He explained that in January there was a request to do something similar with waiving parking fees for \$5,300 and also at that meeting the Council approved reducing the parking meter rates in Downtown to half. Mr. Martin explained that he has no issue with approving the Temporary Obstruction Permit for this request but has an issue with the parking meter fees being waived. He further explained that in February, Ames Pridefest, had requested to waive parking meter fees for \$1,379 and the Council voted no. Mr. Martin stated that the Council started saying “no” at that Council meeting and until they can develop a policy on waiving parking meter fees, the Council should continue to vote “no.”

Moved by Martin, seconded by Beatty-Hansen to approve Alternative 2, which will approve the requests for Sidewalk Sales, but require reimbursement for the lost parking meter revenue.

Council Member Betcher stated that it was her recollection that during the vote on the Ames Pridefest request the Council voted 3-3, causing the motion to fail. She explained that the discussion at the time had to do with the fact that the Council routinely approves items for Ames Main Street for the entire Downtown and one of the concerns is if they approved the request from Ames Pridefest, then they would need to approve other requests from other organizations that were not Ames Main Street. Ms. Betcher thought there was an Agreement with Ames Main Street to give support and other “perks.” Assistant City Manager Brian Phillips came forward and stated that there are some Funding Agreements with Ames Main Street, but the waiving of parking funds is separate. Ms. Betcher commented that she agrees that there needs to be a policy regarding waiving parking meter fees, but doesn’t feel this is the time to deny the request.

Council Member Gartin asked Council Member Martin if he reached out to Ames Main Street to let them know that he was going to pull this item so they could be present to give their opinion. Mr. Martin stated that he had not. It was noted that Sara Dvorsky, Events Coordinator for Ames Main Street, was present at the meeting. Mr. Gartin asked Ms. Dvorsky if she could explain what the impacts would be if the Council did not grant the approval for the parking waiver. Ms. Dvorsky stated Ames Main Street had requested the waiver to help attract more people to the Downtown businesses, and by not having the waiver, it would impact the amount of sales the businesses would receive. Mr. Gartin asked, if Ames Main Street would be able to cover the cost of the parking meter fees. Ms. Dvorsky stated that Ames Main Street does not have the money at this time to cover the costs, but if given more time, might be able to come up with something for future events.

Council Member Beatty-Hansen mentioned that they had a similar event with the same goal of attracting more people to the Downtown area. Council Member Corrieri pointed out that for the Ames Pridefest event, they did allow the parking around the event area to be waived and parking was already waived for the Farmers Market.

Council Member Martin stated that even though there was no notice given that this item was going to be pulled tonight, it is on the Agenda and there are multiple alternatives offered. Mr. Gartin stated

that the Council has had this agenda since Friday, and it would be a courtesy to notify the applicant that they were going to pull the item for further discussion.

Vote on Motion: 3-3. Voting aye: Martin, Beatty-Hansen, Corrieri. Voting nay: Betcher, Gartin, Nelson. Motion failed.

Council Member Martin withdrew his first motion due to this item being a resolution and in order to follow policy it needed to be a roll call vote.

Moved by Betcher, seconded by Gartin, to approve Alternative 1, which approves the requests for Sidewalk Sales as requested by Ames Main Street as follows:

- a. Blanket Temporary Obstruction Permit
- b. RESOLUTION NO. 19-199 approving suspension of parking regulations and enforcement for the Downtown from 8:00 a.m. to 8:00 p.m. on Saturday, July 27
- c. RESOLUTION NO. 19-200 approving waiver of parking meter fees and enforcement

Roll Call Vote: 4-2. Voting aye: Gartin, Nelson, Corrieri, Betcher. Voting nay: Martin, Beatty-Hansen. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

PUBLIC FORUM: Richard Deyo, 505-8th Street, Ames, requested to speak during Council Comments. Mayor Pro Tem stated the policy still stands and that is not possible.

There being no one else wishing to speak, the Mayor Pro Tem closed Public Forum.

PRESENTATION BY JIM THOMPSON, IOWA ECONOMIC DEVELOPMENT AUTHORITY, REGARDING STRATEGIES FOR MAINTAINING DOWNTOWN BUILDINGS: Jim Thompson explained that he is a Downtown Economic Development Specialist for the Iowa Economic Development Authority. He works with all 942 towns in Iowa. Mr. Thompson stated that when their job has been done correctly, they improve the assessed value of every building in downtown. He noted that the City of Ames has one of the best Downtown's in the State of Iowa and he would like this community to be ready for a Great American Main Street Award nomination.

Mr. Thompson stated that, with Tax Increment Financing (TIF), it is critical that it is used appropriately. He noted that what gets in the way are personalities; some are worried about if a current property owner is going to make an extra dollar, instead of worrying about investing in the community and getting the return on the investment in the long term.

Mr. Thompson noted that Urban Revitalization Areas are addressed in Chapter 404 of the *Code of Iowa*, and intended to encourage development, redevelopment, and revitalization within a designated area of a city by authorizing property tax development incentives to the private sector. He noted that the rental units in town are exceeding the amount of owner-occupied homes. He is worried that people won't be able to find the proper housing when leaving the University to join the job force.

Mr. Thompson then explained a few funding options that the City of Ames could take advantage of: Community Catalyst Building Remediation Program, Main Street Challenge Grants, and Historic Tax Credits. He stated that he is offering his assistance to the Ames Downtown Area and would like to work together with the City Council.

Council Member Nelson asked what the next steps would be for the City of Ames. Mr. Thompson stated he would start with recommending a meeting with Ames Main Street, Economic Vitality Committee, and partner with a design committee.

REQUEST FOR SIGN (CORNBRED BBQ) APPROVAL AT 500 MAIN STREET (THE DEPOT BUILDING): Planning and Housing Director Kelly Diekmann stated the Council had received a request from the property owner of The Depot building to consider approval of a sign request to change out an existing sign to a new sign for Cornbred. He explained that there is currently a Development Agreement for the property that has a statement that ensures that changes to the building are compatible with the historic qualities of the building.

Mr. Diekmann stated he had informed the applicant that the proposed sign was not compatible with the historic qualities of The Depot due to the style of the sign and the increased height of the sign as it is proposed on the roof of the building. The roof slope and materials are important elements of the historic aesthetic quality of the building. Staff recommended sizing the sign to be no greater in height than that of the current sign support assembly for the panel sign, regardless of the style of the sign.

Council Member Martin stated there are some perspective issues for this sign on the property. He stated that the Council received an updated version of the sign by e-mail earlier today, which was then shown overhead.

Council Member Beatty-Hansen explained that she appreciates the staff's work on this item and understands where their interpretation is coming from, but when looking at the sign, it is still keeping a lot of the features intact.

Moved by Beatty-Hansen, to approve Cornbred's new sign design. Motion withdrawn.

Ryan Newstrom, 829 Douglas Avenue, Ames, owner of Cornbred, stated they are trying to create something of value. He wants to create something that is would be an asset for the City of Ames and Downtown. Mr. Newstrom is proposing to remove the backboard. He thought the scale and size is consistent with the building and the width is made to fit between the three windows. The illuminations are actually neon letters that will mount on top and be in front of each letter and be three-dimensional.

Moved by Beatty-Hansen, seconded by Betcher, to approve the request for the Cornbred BBQ sign at The Depot building.

Vote on Motion: 5-0-1. Voting aye: Beatty-Hansen, Corrieri, Betcher, Martin, Gartin, Voting nay:

None. Abstaining due to a potential conflict of interest: Nelson. Motion declared carried.

2019 DOWNTOWN FACADE GRANTS: Planner Julie Gould stated that the Downtown Facade Grant Program was introduced in 2000, and each year the City Council annually budgets \$50,000. She explained that there are typically two rounds, but this year was an anomaly and there is only one round. Ms. Gould noted that there were four applications received for a total amount of \$54,500. All applications have now been reviewed and scored, staff is recommending approval of all four applications.

Each request was reviewed by Planner Gould, as follows:

210 Main Street - This location is currently The Frame Shop. The ground floor of the building will be renovated to replace the front windows to their original size, addition of transom area above the door to match historic design, and enlarge the display window size, among other exterior material changes. The canopy will be removed and windows will be enlarged, along with lowering the kick plate area. The proposed design would bring the store front in line with its original historic design. No work is being proposed at this time to the second story.

212 Main Street - This address is owned by Jess Clyde and is presently occupied by London Underground. The work needing to be done will be demolishing non-originals materials of the lower-level facade and return it to its original dimensions. This included increasing the size of the display windows, add a transom area above the door, and replace the kick plate at a location that more closely reflects the original design.

Ms. Gould noted that the proposed work at 210 and 212 Main Street will need to occur simultaneously in order to maintain the structural integrity of the shared party wall between the two properties.

300 Main Street - Ms. Gould stated that this address had received a Facade Grant in 2016 for the east facade (Kellogg Avenue), which included replacement of all the windows on the first and second floors of Kellogg. This request is for the removal and replacement of three windows on the second story of the north facade, the removal of the awnings and wood panels above the transom on both sides (east and north facades) of the storefront and replace with windows as found in historic photos of the building.

236 Main Street - Planner Gould stated this application was from Gilger Designs for the second floor only. She noted that typically Facade Grants are for the ground floor only for commercial properties. This project proposed to replace three windows on the upper story. The replacement windows would be double-hung windows similar to what was part of the original design and the area would be enlarged to match the original window frame that had been filled-in at some point.

Council Member Nelson questioned the amount available as the amount was requested \$54,500 and the annual amount is \$50,000. Ms. Gould noted that when funds are not used, they roll over to the

next year. Planning and Housing Director Kelly Diekmann stated that the Gilger Designs amount is capped at \$7,000 due to the lack of range on the cost provided, and because it is just the windows, it will be a low-value project. Mr. Diekmann stated that they do have roll-over funds from previous years; there is actually \$75,000 in the budget with additional funding being available after July 1, 2019.

Council Member Gartin asked if a precedent would be set if the Council approved the windows at 236 Main Street. Mr. Diekmann stated that the Council would be, as this is something that has not been funded before. Mr. Gartin inquired if there was anything that could be done in the future on the ground floor to make the work on the second level windows eligible. Ms. Gould stated that she did not pull the historic facade photos for this property. Work has been done on the ground floor but the property owner did not ask for a Facade Grant. Mr. Diekmann stated that it is being recommended for funding because there is available funding; however, if there had been another grant request, they would not be funding 236 Main Street as it did not score high enough. Mr. Diekmann further explained that any requests similar to this would only be considered in the second round of funding only.

Council Member Martin stated he is concerned what would happen if, in the first round, all the requests were to replace second-floor windows. Mr. Diekmann stated that is why there are scoring criteria and recalled a few times where the recommendation was to not fund something.

Mr. Gartin asked if the criteria were mandatory, and if the Council has to follow the rules created by the criteria or are they just recommendations. Mr. Diekmann stated the criteria are both: There is an adoptive program where there has to be prerequisites that need to be met and then there are the scoring criteria that are guidelines to help the Council understand the value of what is being proposed.

Council Member Betcher stated that she wanted to remind everyone that some time in the future there will be a discussion of a Downtown Improvement Grant program that could replace the Downtown Facade Grant program. She noted that the Downtown Facade Grant program may not be around anymore.

Moved by Betcher, seconded by Beatty-Hansen, to adopt RESOLUTION NO. 19-232 approving Facade Grants totaling \$54,500 for:

- a. 210 Main Street in the amount of the estimated eligible costs up to \$16,00 for the Main Street facade in conjunction with structural work for 212 Main Street.
- b. 212 Main Street in the amount of the estimated eligible costs up to \$16,000 for the Main Street facade in conjunction with structural work at 210 Main Street.
- c. 300 Main Street in the amount of estimated eligible costs up to \$15,0003
- d. 236 Main Street in the amount of estimated eligible costs up to the remaining amount of funds available, approximately \$7,000.

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

made a portion of these Minutes.

ANNEXATION BOUNDARY DETERMINATION FOR BURGASON PROPERTY: Planning and Housing Director Diekmann stated that the City Council had directed staff to prepare a Pre-Annexation Agreement for 100% voluntary annexation within the area located south of the existing city limits between Cedar Lane and University Boulevard. Mr. Diekmann stated that staff has drafted the Agreement that includes provisions that allow for reduced connection fees for water and sewer for existing homes, granting construction easements, and the City of Ames would not be responsible for any rural buyout that may occur in the future by the property owner. Staff is recommending approval and to refer the Annexation application to the Planning and Zoning Commission.

Moved by Betcher, seconded by Gartin, to adopt RESOLUTION NO. 19-233 accepting the Annexation application with the Pre-Annexation Agreement and Waiver of Right to Withdraw Annexation Application for each of the 18 properties and direct staff to initiate the voluntary annexation process.

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

Moved by Gartin, seconded by Betcher, to refer the Annexation application to the Planning and Zoning Commission.

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

CAMPUSTOWN PLANNING, PLAZAS, AND PARKING: Planning and Housing Director Kelly Diekmann stated that the City Council had provided direction on design priorities for the 100 block of Welch reconstruction, review options for a plaza, and parking quantity and duration of parking. City Council considered parking and plaza options on December 11, 2018, and directed staff to seek feedback regarding plaza size in relation to closing Chamberlain Street as well as changes to the timing of parking meters.

The main purpose of the request was to reach out to property owners and businesses in the area. A direct mail invitation was sent to business and property owners for a meeting on March 27, 2019, and approximately 15 people provided feedback. He noted that they did another pop-up event to see if they could get more feedback. Planner Julie Gould and volunteers from the Iowa State Planning Club went out to Parking Lot Y and only received another 15 people to provide feedback.

Director Diekmann stated they are looking for direction on:

1. Moving ahead with changing the timing of the parking meters
2. On whether to plan for a plaza
3. Consideration for adding parking in the future along Stanton

Plaza Design Options: Mr. Diekmann presented two plaza design options. One design showed a full closure of the street with an option for fire access and the second design allowed for two-way street

traffic. The feedback received was that the larger option was preferable if a plaza was to be designed.

Council Member Gartin asked if outreach was done by Campustown Action Association (CAA) and Iowa State on the two proposals. Planner Julie Gould stated that CAA helped out at both outreach efforts. The Iowa State Planning Club helped out as well and had mentioned they would reach out to the ISU Government student body but she was not sure if that was done.

Parking Management: Mr. Diekmann reminded the Council of prior meetings regarding parking and the removal of parking and how that affects access for customers to Campustown. He noted that staff recommended 2-hour parking within Lot X in place of 10-hour parking and replacing 10-hour parking in Lot Y with 4-hour parking. Staff also recommended changing on-street parking on the 2400 and 2500 block of Chamberlain Avenue from 4-hour to 2-hour parking.

Council Member Betcher asked if the numbers included or excluded the 100 block of Welch. Ms. Gould stated it excluded and noted that 11 stalls would be lost with the redesign. Council Member Martin asked about the ADA spot at the corner of Chamberlain and Welch and wanted to know if there has been any thought to moving the ADA spot closer. Mr. Diekmann stated that will be addressed by Public Works with the redesign of Welch Avenue.

Parking Supply: Mr. Diekmann stated staff is recommending keeping parallel parking as it currently is. He explained that the pilot project that they had done on the 100 and 200 block for the planters and the parklet functions have come to an end. It was recommended that, on the 200 block, staff proceed with taking out the planters and adding the parking back in, which will add six more spaces. He noted that if Chamberlain closes, it could be considered to add angled parking. Director Diekmann noted that if you look at Stanton Avenue you will notice that the street is not as wide, but it does have some carved out parallel parking and there is some right-of-way available to widen the road with the ability to add parallel or angled spaces at that time, which has the potential to add about 20 parking spaces.

Mr. Diekmann mentioned he was asking for motions to direct staff to move ahead with the re-striping on the 200 block back to parallel parking, direction to change the timing of the parking meters, and asked for direction on what to do next with the plaza design. He noted that there are a few items that may influence future decisions and gave examples of the Fire Station 2 reconstruction and the design of Welch Avenue.

Council Member Beatty-Hansen wanted to know if it was possible to add a few more ADA accessible spots in Lot X and the first two on Chamberlain to the west of Welch. Mr. Diekmann stated that he can't speak to the sizing available and would need to address that with Public Works. Ms. Beatty-Hansen noted she doesn't care where they would go but would like to designate a few more spots to become ADA accessible.

Council Member Gartin stated that the feedback so far is from the public but there was no

information about the utilization. He asked how the citizens would be affected if parking was changed from 10-hour to 2-hour. Mr. Diekmann stated that they can pull a report, but it would not show the full picture. He noted that the Intermodal facility is underutilized. Mr. Diekmann explained that more long-term parking could be added to the Intermodal facility rather than change the customer-oriented parking near the businesses.

City Manager Steve Schainker stated that the Intermodal facility is not underutilized, but is utilized more for long-term parking than short-term. He noted that the impact would be that the more hourly parking that is put in is not going to have the same revenue return. If a change is going to be made, he would need to get in touch with ISU as the budget has already been set for July 1 and the spots may have already been reserved. *Ex officio* Member Devyn Leeson stated that as someone who has worked in the Kingland building for the past two years and knowing a lot of people who work in the Campustown area, he knows the 10-hour parking is utilized a lot by the people who work in the area. He stated that a lot of people will take the \$5 parking ticket instead of walking all the way from the Intermodal facility to the businesses.

Mark Schroeder, 2309 Fillmore Avenue, Ames, current owner of University Barbers, has been on Welch Avenue for 52 years. He stated he has seen a lot of changes on Welch Avenue and noted that the decrease in parking is one of the worst he has ever seen. He explained that his customers don't want to walk from the Intermodal facility to his shop and prefer to park close by.

Mr. Schroeder noted that, while he appreciates the idea of a plaza, there is a beautiful campus right across the street and sees the students using the area and hammocks available. He is not sure what the plaza is going to be used for as there are bars all around and is afraid a lot of people will not respect the area. Mr. Schroeder recommended leaving some waste bags in the plaza if dogs will be walked through there, to be available. He then mentioned that currently there is a corner plaza and the wall was run into and there were blocks littering the ground for a few months until someone cleaned them up. He believes there are going to be maintenance issues for the City. He noted that he lost an employee who had worked for him for 29 years due to the lack of parking; that employee is going to another facility where there is free parking. Mr. Schroeder stated that he has committed for another two-year lease and enjoys being on Welch Avenue.

Council Member Gartin asked Mr. Schroeder for feedback on the change on the meters. Mr. Schroeder recommended having more of the two-hour meters on Chamberlain as the four-hour meters would be too long.

Nancy Schroeder, 2309 Fillmore Avenue, Ames, who is the co-owner of University Barbers, stated she is in favor of the two-hour meters but not in favor of the plaza due to the elimination of parking. A petition was submitted a while ago of about 700 people who did not want the parking removed. She noted that, due to the winters in Iowa, a plaza wouldn't be utilized for very many months and in the summer time the majority of the students will be gone. Ms. Schroeder would like the Council to favor the businesses in Campustown and to rethink supporting the plaza.

Moved by Betcher, seconded by Beatty-Hansen, directing staff to begin re-stripping the 200 block of Welch, as soon as possible.

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

Moved by Betcher, seconded by Beatty-Hansen to change the timing of the meters as recommended by staff.

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

Moved by Beatty-Hansen, seconded by Betcher, to direct staff to have a goal of finding/adding more ADA spots within the Commercial Core area in Campustown.

Council Member Nelson stated that there is only one spot along a three-block radius of Lincoln Way.

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

Moved by Betcher, seconded by Beatty-Hansen, to hold off on making designs regarding the plaza until the future of Fire Station 2 becomes clearer or at least until the Welch Avenue project is completed.

Council Member Betcher stated the reason she was making that motion was because, depending on what is going to be done to the Fire Station building, it could be something that could change the design of the Plaza. The Fire Station building may contribute to the plaza or if the building gets sold, what goes in the building may help determine what to do with the plaza. City Manager Steve Schainker stated they are working with Iowa State University Administration to get an answer on this issue.

Council Member Martin stated that he is concerned about the low amount of feedback received. Mr. Diekmann stated that it is really hard to ask people “what do you think” when there is no design to show. He noted that he is not sure what else can be done for feedback.

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

UPDATE ON CAMPUSTOWN PUBLIC IMPROVEMENTS (WELCH AVENUE): Municipal Engineer Tracy Warner stated that staff had done a lot of outreach with the project, and unfortunately, they have received only a 50% response and their goal is to continue with outreach. Campustown Action Association (CAA) had sent a letter to the Council stating they would help with outreach in the area. Ms. Warner stated that their goal is getting in contact with all the businesses because they know the construction will be impactful to the businesses. Staff will gather more information about their businesses, their operations, their delivery schedules, what are their needs, answer questions, and if they have a basement. They will also let the businesses know about the potential to update their utilities. She noted that staff is recommending doing some water service transfers on Lincoln Way between Hayward Avenue and Welch Avenue during the current 2019 construction season and delay the work on Welch Avenue until the 2020 construction season.

Council Member Betcher wanted to know if the main concern is if businesses are aware of the project. Ms. Warner stated she is more concerned about the information that needs to be obtained from the businesses to make sure they can stay open during construction. She commented that she is quite sure people are aware the project is coming. Ms. Betcher asked if sending registered letters would be a better option to contact the businesses. Ms. Warner stated they will go out in person to the businesses to personally obtain the information.

Moved by Betcher, seconded by Corrieri, to confirm delay of construction along Welch Avenue, thereby commencing the Welch construction project in early spring 2020, with the intended completion of August 2020. In addition, direct staff to proceed in the summer of 2019 to complete the water system improvements along the Lincoln Way portion of the project.

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

HEARING ON TEAGARDEN DRAINAGE IMPROVEMENTS: Moved by Beatty-Hansen, seconded by Betcher, to continue the hearing to May 28, 2019. Vote on Motion: 6-0. Motion declared carried unanimously.

ORDINANCE AMENDING CHAPTER 14 OF THE AMES MUNICIPAL CODE TO ELIMINATE THE INVESTIGATIVE FUNCTION OF THE HUMAN RELATIONS COMMISSION: Moved by Gartin, seconded by Beatty-Hansen, to pass on third reading and adopt ORDINANCE NO. 4385 to eliminate the investigative function of the Human Relations Commission.

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

DISPOSITION OF COMMUNICATIONS TO COUNCIL: City Manager Steve Schainker explained that the request from Matthew Goodman is for the Campustown Facade Grant Program. He noted that, for the Campustown Facade Grant Program, they take applications once a year, normally in February with the hope that if approved the projects can begin in the spring. Mr. Schainker mentioned that in the past they have not gotten a lot of applications and believes Mr. Goodman is asking for the Council not to wait until February to do another round.

Moved by Betcher, seconded by Beatty-Hansen, to place Mr. Goodman's request on a future agenda for discussion.

Council Member Gartin asked the other members of the Council if there was enough interest to open up another round if not they should not put it on a future agenda.

Vote on Motion: 4-2. Voting aye: Beatty-Hansen, Corrieri, Betcher, Martin. Voting nay: Gartin, Nelson. Motion declared carried.

City Manager Schainker recommended getting a memo from staff on the request from Civil Design Advantage LLC, for a text amendment, as it is a complex issue. Planning and Housing Director

Kelly Diekmann stated that the request was for a text amendment to allow nursing/convalescent and assisted-living facilities to have more than one principal building on a lot. It does come up about once a year on different projects; it's not a one-person issue.

Moved by Gartin, seconded by Beatty-Hansen, to direct staff to prepare a memo in response to the letter from Civil Design Advantage LLC requesting to consider a text amendment to allow nursing/convalescent and assisted-living facilities to have more than one principal building on a lot. Vote on Motion: 6-0. Motion declared carried unanimously.

COUNCIL COMMENTS: Moved by Betcher, seconded by Beatty-Hansen, to direct staff to come back at a workshop in June with some options to enhance rental ordinances to address quality of life, life safety, and potential increased enforcement, citywide. Vote on Motion: 6-0. Motion declared carried unanimously.

Moved by Betcher, seconded by Gartin, to direct staff to work on the repeal of the Rental Cap Ordinance.

City Attorney Mark Lambert stated that the Iowa Legislature passed a law that prohibits cities from having a cap on rental permits for single-family homes and duplexes. The Governor signed this law on May 2, 2019. The City of Ames Ordinance is now ineffective and unable to be enforced. He recommended proceeding with repealing the Rental Cap Ordinance that is currently in the books to clean up the Code.

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

Moved by Martin, seconded by Betcher, to put on an agenda as soon as possible to discuss a parking meter waiver policy.

Council Member Gartin stated he would support this request and would like staff to see what other peer communities are doing.

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

Moved by Martin, seconded by Beatty-Hansen, to add the email from Kyle Poorman to the next City Council meeting during Disposition of Communications to Council. Vote on Motion: 6-0. Motion declared carried unanimously.

Mr. Gartin stated that he had sent an email to the Council a couple months ago regarding two properties on Lincoln Way in Campustown that have been allowed to fall into a state of disrepair. He noted that he believes these properties are approaching health and safety issues.

Moved by Gartin, seconded by Corrieri, to direct the Legal Department to review and prepare options pertaining to the properties on Lincoln Way in Campustown owned by Scott Randall.

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

ADJOURNMENT: Moved by Betcher to adjourn the meeting at 8:21 p.m.

Amy L. Colwell, Deputy City Clerk

John A. Haila, Mayor

Applicant License Application ()

Name of Applicant: <u>Freinds of ISU Holdings</u>		
Name of Business (DBA): <u>Gateway Hotel and Conference Center</u>		
Address of Premises: <u>429 Alumni Lane</u>		
City <u>Ames</u>	County: <u>Story</u>	Zip: <u>50011</u>
Business <u>(515) 268-2239</u>		
Mailing <u>2100 Green Hills Dr</u>		
City <u>Ames</u>	State <u>IA</u>	Zip: <u>50014</u>

Contact Person

Name <u>Zach Case</u>	
Phone: <u>(515) 268-2209</u>	Email <u>zachc@gatewayames.com</u>

Classification Class C Liquor License (LC) (Commercial)**Term:** 5 days**Effective Date:** 06/15/2019**Expiration Date:** 01/01/1900**Privileges:**Class C Liquor License (LC) (Commercial)**Status of Business**

BusinessType: <u>Limited Liability Company</u>	
Corporate ID Number: <u>XXXXXXXXXX</u>	Federal Employer ID <u>XXXXXXXXXX</u>

Ownership**Doug Drees**

First Name: Doug **Last Name:** Drees
City: Waukee **State:** Iowa **Zip:** 50014
Position: Manager
% of Ownership: 1.00% **U.S. Citizen:** Yes

Insurance Company Information

Insurance Company: <u>General Casualty</u>	
Policy Effective Date: <u>06/15/2019</u>	Policy Expiration <u>06/19/2019</u>
Bond Effective	Dram Cancel Date:
Outdoor Service Effective	Outdoor Service Expiration
Temp Transfer Effective	Temp Transfer Expiration Date:

Applicant License Application ()

Name of Applicant: <u>Bethesda Lutheran Church</u>		
Name of Business (DBA): <u>Bethesda Lutheran Church</u>		
Address of Premises: <u>1517 Northwestern Ave</u>		
City <u>Ames</u>	County: <u>Iowa</u>	Zip: <u>50010</u>
Business <u>(515) 232-6256</u>		
Mailing <u>1517 Northwestern Ave</u>		
City <u>Ames</u>	State <u>IA</u>	Zip: <u>50010</u>

Contact Person

Name <u>Kay Faaberg</u>	Phone: <u>(515) 451-4632</u>	Email <u>kaykof@gmail.com</u>
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Classification Special Class C Liquor License (BW) (Beer/Wine)

Term: 5 days

Effective Date: 09/05/2019

Expiration Date: 01/01/1900

Privileges:

Outdoor Service

Special Class C Liquor License (BW) (Beer/Wine)

Status of Business

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

Ownership

Ron Morgan

First Name: Ron **Last Name:** Morgan
City: Ames **State:** Iowa **Zip:** 50010
Position: President
% of Ownership: 0.00% **U.S. Citizen:** Yes

Joyce O'Donnell

First Name: Joyce **Last Name:** O'Donnell
City: Story City **State:** Iowa **Zip:** 50248
Position: President Elect
% of Ownership: 0.00% **U.S. Citizen:** Yes

Laura Miller

First Name: Laura **Last Name:** Miller
City: Ames **State:** Iowa **Zip:** 50014
Position: Past-president

% of Ownership: 0.00%

U.S. Citizen: Yes

Insurance Company Information

Insurance Company:	<u>Illinois Union Insurance Company</u>		
Policy Effective Date:	<u>09/05/2019</u>	Policy Expiration	<u>09/10/2019</u>
Bond Effective		Dram Cancel Date:	
Outdoor Service Effective		Outdoor Service Expiration	
Temp Transfer Effective		Temp Transfer Expiration Date:	

Name of Applicant: <u>Learfield Levy Foodservice, LLC</u>		
Name of Business (DBA): <u>Levy at Iowa State University</u>		
Address of Premises: <u>1800 S 4th Street</u>		
City <u>Ames</u>	County: <u>Iowa</u>	Zip: <u>50011</u>
Business <u>(515) 296-3805</u>		
Mailing <u>1800 S 4th Street</u>		
City <u>Ames</u>	State <u>IA</u>	Zip: <u>50011</u>

Contact Person

Name John Gordon
Phone: (515) 296-3805 Email jogordon@levyrestaurants.com

Classification Class C Liquor License (LC) (Commercial)

Term: 5 days

Effective Date: 06/17/2019

Expiration Date: 01/01/1900

Privileges:

Class C Liquor License (LC) (Commercial)

Outdoor Service

Status of Business

BusinessType: <u>Limited Liability Company</u>
Corporate ID Number: <u>XXXXXXXXXX</u> Federal Employer ID <u>XXXXXXXXXX</u>

Ownership

John Gordon

First Name: John **Last Name:** Gordon
City: Ames **State:** Iowa **Zip:** 50011
Position: Director of Operations
% of Ownership: 0.00% **U.S. Citizen:** Yes

Insurance Company Information

Insurance Company: <u>National Union Fire Insurance Company of Pittsburg, PA</u>	
Policy Effective Date:	Policy Expiration
Bond Effective	Dram Cancel Date:
Outdoor Service Effective	Outdoor Service Expiration
Temp Transfer Effective	Temp Transfer Expiration Date:

Applicant License Application (LE0000085)

Name of Applicant: <u>Hy-Vee, Inc.</u>		
Name of Business (DBA): <u>Hy-Vee Food Store #1</u>		
Address of Premises: <u>3800 W Lincoln Way</u>		
City <u>Ames</u>	County: <u>Story</u>	Zip: <u>5001400</u>
Business <u>(515) 292-5580</u>		
Mailing <u>5820 Westown Parkway</u>		
City <u>West Des Moines</u>	State <u>IA</u>	Zip: <u>50266</u>

Contact Person

Name Jackie Russo	
Phone: (515) 267-2874	Email jrusso@hy-vee.com

Classification Class E Liquor License (LE)

Term: 12 months

Effective Date: 05/15/2019

Expiration Date: 10/20/2019

Privileges:

Class E Liquor License (LE)

Status of Business

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

Ownership

Stephen Meyer

First Name: Stephen **Last Name:** Meyer
City: Des Moines **State:** Iowa **Zip:** 50309
Position: Executive VP, Secretary
% of Ownership: 0.00% **U.S. Citizen:** Yes

Randy Edeker

First Name: Randy **Last Name:** Edeker
City: Urbandale **State:** Iowa **Zip:** 50322
Position: CEO, President
% of Ownership: 0.00% **U.S. Citizen:** Yes

Michael Skokan

First Name: Michael **Last Name:** Skokan
City: Waukee **State:** Iowa **Zip:** 50263
Position: CFO, Treasurer
% of Ownership: 0.00% **U.S. Citizen:** Yes

Jeffrey Pierce

First Name: Jeffrey **Last Name:** Pierce
City: West Des Moines **State:** Iowa **Zip:** 50265
Position: Asst. Treasurer, Financial
% of Ownership: 0.00% **U.S. Citizen:** Yes

Insurance Company Information

Insurance Company:	<u>EMPLOYERS MUTUAL CASUALTY COMPANY</u>		
Policy Effective Date:	<u>10/20/2018</u>	Policy Expiration	<u>01/01/1900</u>
Bond Effective	<u>2</u>	Dram Cancel Date:	
Outdoor Service Effective		Outdoor Service Expiration	
Temp Transfer Effective		Temp Transfer Expiration Date:	

Name of Applicant: <u>Hy-Vee, Inc.</u>		
Name of Business (DBA): <u>Hy-Vee Food & Drugstore #2</u>		
Address of Premises: <u>640 Lincolnway</u>		
City <u>Ames</u>	County: <u>Story</u>	Zip: <u>5001000</u>
Business <u>(515) 232-1961</u>		
Mailing <u>5820 Westown Parkway</u>		
City <u>West Des Moines</u>	State <u>IA</u>	Zip: <u>502660000</u>

Contact Person

Name Jackie Russo	
Phone: (515) 267-2874	Email jrusso@hy-vee.com

Classification Class E Liquor License (LE)

Term:12 months

Effective Date: 05/15/2019

Expiration Date: 10/20/2019

Privileges:

Class E Liquor License (LE)

Status of Business

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

Ownership

Stephen Meyer

First Name: Stephen **Last Name:** Meyer
City: Des Moines **State:** Iowa **Zip:** 50309
Position: Executive VP, Secretary
% of Ownership: 0.00% **U.S. Citizen:** **Yes**

Randy Edeker

First Name: Randy **Last Name:** Edeker
City: Urbandale **State:** Iowa **Zip:** 50322
Position: CEO, President
% of Ownership: 0.00% **U.S. Citizen:** **Yes**

Michael Skokan

First Name: Michael **Last Name:** Skokan
City: Waukee **State:** Iowa **Zip:** 50263
Position: CFO, Treasurer
% of Ownership: 0.00% **U.S. Citizen:** **Yes**



MEMO

Item #9

To: Mayor John Haila and Ames City Council Members
From: Lieutenant Tom Shelton, Ames Police Department
Date: May 1, 2019
Subject: Beer Permits & Liquor License Renewal Reference City Council Agenda

The Council agenda for May 28, 2019 includes beer permits and liquor license renewals for:

- Class B Liquor License with Catering and Sunday Sales - Gateway Hotel and Conference Center, LLC, 2100 Green Hills Dr
- Class C Liquor License with Class B Wine, Outdoor Service and Sunday Sales - Della Viti, 323 Main Street #102

A review of police records for the past 12 months found no liquor law violations for Gateway Hotel and Conference Center and Della Viti.

The Ames Police Department recommends renewal of licenses for all the above businesses.

COUNCIL ACTION FORM

SUBJECT: AWARD OF CONTRACT - AMES FIRE STATION #2 RESTROOM ADDITION

BACKGROUND:

Fire Station #2 is over 50 years old. The building was designed during a time when no consideration was given to accommodate female firefighters. The current fire station has two restrooms. The main one is equipped with two showers, a stool, and a urinal. The second one is located next to the truck room and is considered a half-bath (stool and lavatory).

As a temporary fix, the Fire Department added signage and locks to both restrooms at Station #2. They are both labeled as unisex or all-gender restrooms. This temporary fix allows for privacy and equal access to the restrooms for all genders and visitors to the station.

This project calls for adding an additional 3/4 restroom (stool, lavatory, and shower), to better accommodate female firefighters. Fire Station #2 restrooms are often used by firefighters, the public, and other city/county/ISU agencies, especially during events.

The construction of the additional restroom requires relocation of an existing storage closet that is used to store firefighting gear and maintenance equipment. To help offset the loss of this storage space, an additional \$5,387 has been added to the project to purchase storage and gear racks.

The Fire Station #2 Restroom CIP was drafted in 2017, before learning that City Council had an interest in possibly relocating Fire Station #2. The 2017-18 approved CIP project was carried forward to this current year's CIP budget, as staff continues to evaluate the feasibility of relocating the station for Council. There is \$50,000 budgeted for the project. However, \$275 has already been spent on architectural design fees, and \$5,387 has been set aside to purchase storage and gear racks, leaving \$44,338 for the project.

The project went out for bid last month and the lowest bid came in \$61,720, which is \$17,382 over budget. We currently have \$16,245 available in this year's 2018/19 CIP budget, from local option sales tax, for a Fire Station signage project that has not yet been started. The \$16,245 from the Fire Station signage project could be reallocated to cover the budget shortfall. The remaining shortfall of \$1,137 could be pulled from Fire's minor equipment and tool budget by delaying some purchases till next year.

Two bids were received on March 21, 2019, and are summarized below.

<u>Bidder</u>	<u>Bid Amount</u>
Story Construction Company, Ames IA	\$61,720.00
Bergstrom Construction, Inc., Des Moines, IA	\$67,959.00

ALTERNATIVES:

1. Reject the bids and do not make an award at this time. Funds for this project can be carried forward to next year, as Council evaluates relocating Fire Station #2.
2. Accept the report of bids for the Ames Fire Station #2 Restroom Addition and award the contract to Story Construction Company of Ames, IA in the amount of \$61,720.

MANAGER'S RECOMMENDED ACTION:

Last year, City Council directed staff to evaluate the possibility of relocating Fire Station #2 out of its current location, as part of a bigger Campustown vision discussion. **As staff continues to evaluate the feasibility of relocating Fire Station #2, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby rejecting the bids for the Ames Fire Station #2 restroom addition and carrying those funds forward to next year should Council decide not to move forward with relocating the station.**

COUNCIL ACTION FORM

SUBJECT: AGREEMENT WITH AMES COMMUNITY SCHOOL DISTRICT FOR SCHOOL RESOURCE OFFICERS

BACKGROUND:

The Ames Community School District and the Ames Police Department have a long history of collaboration in support of a School Resource Officer (SRO). The School Resource Officer provides a point of contact for school staff on law enforcement issues; builds working relationships with students, staff, and parents; participates in education and problem-solving; and assists the rest of the Police Department and community on issues involving young people. The School Resource Officer is not a security officer for the schools, although he or she can advise on security matters and assist in training. The School Resource Officer also supports early intervention, diversion programs, and alternatives to traditional juvenile involvement in the criminal justice system.

In recognition of the benefits to both the school and the community, the school system and the Police Department proposed a second SRO as part of the FY 2019/20 budget. This would allow one SRO to be assigned to the High School and the second to be assigned to the Middle School. Assistance to the elementary schools would then be split between these two SROs.

The attached 28E agreement details the responsibilities, expectations, accountability, and general operating structure for the SRO program. This agreement also explains the cost and manner of payment. The Ames School District and the City of Ames split the cost for nine months during which the SRO is in the schools. During the summer months, the SROs are assigned duties determined by the Police Department; hence, the summer months are paid entirely by the City. Based on the agreement, of the \$241,512 cost for two School Resource Officers, the City will pay \$150,945 of this total and the School District will pay \$90,567. **The expenses associated with this program are included in the Ames Police Department FY 2019/20 budget.**

This agreement is for five years and is subject to extension.

ALTERNATIVES:

1. Authorize the Mayor to sign the 28E Agreement Between the Ames Community School District and the City of Ames for the School Resource Officer program.
2. Do not authorize the Mayor to sign the 28E Agreement.

MANAGER'S RECOMMENDED ACTION:

The Ames Community School District and the City have historically collaborated in supporting the School Resource Officer program. This collaboration has benefits to the students and families served by the schools, as well as the larger community.

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

**28E AGREEMENT BETWEEN
AMES COMMUNITY SCHOOL DISTRICT
AND
CITY OF AMES, IOWA
FOR
SCHOOL RESOURCE OFFICER PROGRAM**

This Agreement for School Resource Officer Program (“Agreement”) by and between the AMES COMMUNITY SCHOOL DISTRICT, an Iowa school corporation organized and existing under the provisions of Iowa Code Chapter 274, (hereinafter referred to as “District”) and CITY OF AMES, IOWA, an Iowa municipal corporation organized and existing under the provisions of Iowa Code Chapter 362, (hereinafter referred to as “City”).

This Agreement is entered into pursuant to the provisions of Iowa Code Chapter 28E. This Agreement is between two public agencies for joint or cooperative action. Neither a separate legal or administrative entity, nor joint board, will be created for administration of this Agreement. The City’s Chief of Police or designee and the District’s Superintendent of Schools or designee shall be designated as the Administrators of this Agreement for purposes of Iowa Code Chapter 28E.

After execution of this Agreement by the District and the City, it shall be electronically filed with the Iowa Secretary of State as required by law. This Agreement shall be effective beginning July 1, 2019, and shall continue for an initial period of five (5) years unless terminated sooner as provided herein.

**ARTICLE I
General**

The parties share a mutual interest to maintain an atmosphere in the District schools where school staff and students have a safe learning environment. The School Resource Officer program presents a cooperative approach towards addressing various collaborative efforts to maximize student safety, performance, and wellbeing.

School Resource Officer programs are recognized nationally as programs that effectively establish positive working relationships between schools and law enforcement. The School Resource Officers (SROs) will assist school administrators by taking immediate action when law enforcement intervention is warranted. Additionally, the SROs will provide guidance and support in assisting school staff, students and parents with a variety of non-emergency law enforcement related matters.

Through relationship building, problem-solving efforts and cooperative efforts with school staff, students, parents, courts, the surrounding neighborhood, and the community’s social service organizations, the SRO program strives to assist the District with providing safe schools and a safe neighborhood environment. SROs will seek to assist students in learning the

consequences of their actions, while recognizing that the criminal justice system may not be the best alternative for all persons.

Selection

1. The SROs will be certified, non-probationary law enforcement officers who maintain at least the minimum qualifications required for employment as a law enforcement officer with the Ames Police Department. The typical term of service as SRO is five (5) years. Modifications to this term of service involve the police union contract, police policies, and police administration.
2. Selection of each SRO is completed by the Police Department with advisory input from District representatives. An advisory committee will be comprised of representatives from the District who will be appointed by the Superintendent and representatives from the Police Department and community who will be appointed by the Chief of Police. The Advisory Committee will make recommendations on each SRO selection to the Police Chief. The Police Chief will consider the committee's recommendations; however, selection of each SRO is within the sole discretion of the Police Chief.

Supervision and Program Assessment

1. The Ames Police Department shall assign a higher-ranking officer to supervise the officer(s) assigned to the SRO program.
2. In addition to providing direction for the SROs, the SRO supervisor will serve as a liaison between the District and City in order to resolve matters of mutual concern.
3. SROs, the school principal or designee, and, if desired, the SRO supervisor, will meet at the beginning of each school year to determine the goals of the SRO for each respective school. An assessment mechanism shall be developed jointly, in an effort to determine the effectiveness of the SRO program. End of year meetings may be held to determine progress and make adjustments as needed. The following areas, at a minimum, will be used to evaluate the program:
 - a. Success of established goals and objectives.
 - b. Accomplishment of tasks agreed upon as part of any work plan written in conjunction with the school principal(s).
4. The Police Chief or designee, in consultation with the school principal or designee, will complete a performance evaluation of the SROs at the end of each school term. The District shall provide requested information and reports to facilitate this evaluation, which may include a recommendation to the Police Chief that the SRO not be assigned to that school the following year. The Police Chief will consider the evaluation and input of the District when assigning an officer to a building and will make a good faith effort to address any concerns raised. Ultimately, however, the final decision on which officer will be assigned as an SRO is within the sole discretion of the Police Chief.

Assignment

1. It is anticipated that at least one (1) SRO will be assigned primarily for use at the High School and one (1) SRO will be assigned primarily for use at the Middle School.
2. The SROs shall be assigned to the schools on a full-time basis while those schools are in regular session. The SROs are considered by the City as “non-exempt” employees covered by the Fair Labor Standards Act and subject to it and the police union contract for compensation and pay. Duty hours shall not exceed the limitations of the police union contract and Fair Labor Standards Act requirements.
3. Regular working hours may be adjusted on a situational basis with the mutual approval of the Superintendent or designee, SRO supervisor, and SRO. These adjustments may be made to allow the SRO to attend school-related events requiring the presence of a law enforcement officer. Such adjustments will be in accordance with the Fair Labor Standards Act and police union contract. Overtime required for special events such as athletic functions or school board meetings shall be charged to the District. Requests for SRO presence at special meetings, events, or additional activities will be evaluated on a case-by-case basis with priority given to those situations most closely related to the core function of the SRO in the school. Requests of this nature should be made to the Police Chief. If investigative overtime is necessary, the Police Department shall be responsible.
4. The SROs may be temporarily reassigned by the City during school holidays or vacations and/or during times of emergencies. Such duty assignment will be under the direction of the SRO supervisor. At times when school is not in session, SROs may also be required to work youth-related police duty assignments when so directed by the SRO supervisor.
5. The SROs are expected to attend all training, meetings, and appointments assigned by the Police Department. It is recognized that some of these may conflict with officer availability at the school during normal school hours. These conflicts will be minimized as much as possible, but the potential exists that such requirements will take precedence over school presence. The SROs shall strive to keep the school principal or designee informed about SROs absences and activities on a need to know basis.

ARTICLE II Duties and Responsibilities of School Resource Officers

1. The SROs shall develop friendly contact between the Police Department and the City’s youth.
2. The SROs shall enforce state laws and local ordinances and coordinate directly with the school principal or designee to provide security during school hours.
3. The SROs should be familiar with all law enforcement case information pertaining to schools, students and the neighborhood surrounding the campus. The SROs shall engage in effective problem solving and liaison with neighborhoods surrounding the schools, which may be affected by the conduct of students.

4. The SROs should facilitate and assist with law enforcement investigations involving victims, witnesses and suspects associated with the schools. The SROs shall assist in or provide effective alternatives to court whenever possible.
5. The SROs are police officers and not necessarily certified teachers, school administrators, or school counselors. The officers will assist the teachers with classroom presentations on relevant topics when requested and able. They will also work with families, individual students, and other school staff members with counseling and guidance efforts when requested and appropriate. The SROs shall further provide students with information regarding the roles of laws, courts, and police in society. Team work, partnerships, cooperation, and coordination between SROs, their supervisors, school administration and staff, and the surrounding neighborhoods are encouraged.
6. The SROs shall assist District officials in emergency planning and emergency safety and security assessments. The SROs shall also assist District officials with developing plans and strategies to prevent, minimize or respond to dangerous situations which may occur on campus or during school sponsored events. The SROs shall participate in multidisciplinary school safety teams.
7. The SROs will adhere to School Board policy to the extent that it does not conflict with state or federal law or the Police Department's rules and regulations. The SROs are governed by the rules, policies, shifts, schedules, procedures, and practices of the Ames Police Department and the City of Ames, under the Investigations Division commander and supervising sergeant.
8. The parties acknowledge that the SROs may from time to time acquire confidential information concerning the District, students, and others in the course of performing duties under this Agreement. It is agreed that such non-law enforcement information or records shall be kept confidential by the SROs in compliance with District policy, and federal, state, and local law.
9. The SROs are police officers assigned as uniform patrol officers of the Investigations Division of the Ames Police Department. As such, their primary responsibilities are to engage in relationship building and problem solving in the school environment. This may include investigating criminal cases involving students, maintaining order through the enforcement of local, state and federal laws, and enforcement of the school code of conduct for the purpose of maintaining a safe and effective learning environment in schools. As soon as practicable, the SROs shall make the principal or designee(s) of the school aware of such action. The SROs shall take appropriate law enforcement action against intruders and unwanted guests who may appear at the school and school related functions, to the extent that the SROs may do so under the authority of law. Whenever practicable, the SROs should advise the principal or designee(s) of the intended action when requesting additional law enforcement assistance on campus.
10. In situations where an SRO becomes aware of a traumatic event (family member arrested, search warrant, domestic disturbance, etc.) that a student may have witnessed, the SRO shall

notify the school counselor of the event. The intent is to alert school officials that the student's participation in school, school testing, or other activities may be affected by this experience. This "Handle with Care" notification will not typically include the details of the event.

11. The SROs shall not act as a school disciplinarian and shall not take administrative action or levy sanctions on behalf of any District employee. However, if the principal or designee believes an incident is a violation of the law, the principal or designee may contact the SROs and the SROs shall then determine whether law enforcement action is appropriate. The SROs are not to be used for lunchroom duties, hall monitors, bus duties, or other monitoring duties. If there is a problem in one of these areas the SROs may assist the school until the problem is solved.
12. The SRO shall notify the building principal, SRO supervisor, and other SROs if they are sick or absent from the school building for one day or more.
13. The SROs shall perform other duties as mutually agreed upon by the school principals and the SRO supervisor so long as the performance of such duties is reasonably related to the SRO program as described in this Agreement and so long as such duties are consistent with Police Department rules and regulations.

ARTICLE III Rights and Duties of the District

The District shall provide to each full-time SRO the following materials and facilities which are deemed necessary to the performance of the SRO's duties:

1. Access to a properly lighted private office equipped with a telephone to be used for general business purposes;
2. A location for files and records which can be properly locked and secured;
3. A desk with drawers, a chair, worktable, filing cabinet and office supplies;
4. Email and internet access; use of a District device to access student management systems such as "Infinite Campus."

ARTICLE IV Employment Status of School Resource Officer

SROs shall remain employees of the City and shall not be an employee of the District for any purpose. As the employer of the SROs, the City shall be responsible to recruit, hire, train, assign, supervise, evaluate, discipline, and/or discharge the SROs, and shall be responsible for payment of all wages and benefits due the SROs. The District and the City acknowledge that the SROs shall remain responsive to the chain of command of the Ames Police Department.

ARTICLE V
Financing of the School Resource Officer Program

The District will compensate the City for services provided under the SRO program. The District will split the SRO program expense with the City during the nine month school year. This expense will include equipment, such as the radio and vehicle, as well as training. Specialized SRO training is included in this estimate. Compensation during the summer months will be the responsibility of the City.

Fiscal Year 2019-2020	Cost Per Officer	City Share	District Share
Officer Salary and Benefits	\$111,404		
Equipment	\$991		
Vehicle	\$4,361		
Training	\$4,000		
Total for FY19-20*	\$120,756		
Total x 0.75 = Nine Month Cost*	\$90,567	\$45,283	\$45,283
Two SROs*		\$90,567	\$90,567

*Overtime cost, if it occurs, is in addition to the compensation listed above. Overtime will be billed to the District when officer(s) are requested at athletic, social, administrative, or other events outside of the regular work day. The SROs may occasionally flex hours to assist the District. The projected cost per officer will be recalculated each year to reflect updates to the budgeted cost of operations. Each party shall allow access to all records, documents and papers necessary for the financial auditing of the parties' transactions. Appropriate records, documents and papers necessary to conduct a financial audit shall be maintained a minimum of three (3) years.

ARTICLE VII
Duration and Termination of Agreement

The term of this Agreement shall be effective beginning July 1, 2019, and expire on June 30, 2024, unless renewed in writing by agreement of both parties or terminated as provided herein. Either party may terminate this Agreement upon written notice to the other party. In the event of termination, notice must be provided by January 1 of the year prior to the start of the academic year in which the termination may occur. For example, if notice is given on or before January 1, 2020, the SRO will be discontinued for the 2020/2021 school year. Upon termination of this Agreement, the District will retain all desks, chairs, tables, filing cabinets, provided technologies, access cards, building keys and other District property; the City will retain all motor vehicles, radios, cell phones, computers, cameras, storage safes and other City property.

ARTICLE VIII
Insurance and Indemnification

1. **Liability Insurance.** The City and the District shall each maintain Commercial General Liability insurance for protection of each, respectively, from any liability arising out of any accidents or other occurrence causing any injury and/or damage to any person or property arising from the performance of their obligations under this Agreement due directly or indirectly to the actions of the insured. Liability policies shall have limits of not less than Two Million Dollars (\$2,000,000) per occurrence.
2. **Municipal Fire & Police Retirement System of Iowa (MFPRSI)/Employer's Liability Insurance.** The City shall participate in the MFPRSI for the SROs as statutorily required by the State of Iowa and Employer's Liability insurance in amounts not less than \$100,000 per accident, per employee, per disease and \$500,000 in the aggregate.
3. **Other Insurance Provisions.** All required insurance shall be obtained from issuers or risk pools of recognized responsibility licensed to do business in the State of Iowa. Each party shall be furnished with a certificate(s) of insurance required under this Agreement upon request. Such policies shall not be modified or cancelled except upon at least thirty (30) calendar days' prior written notice to the other party to this Agreement. It is specifically agreed that the types and amounts of insurance specified above shall not limit or otherwise affect any party's obligation to indemnify and hold the other party harmless as provided by the indemnification provisions of this Agreement. The failure of any party to maintain the insurance coverage and limits required by this Agreement shall be considered a material breach of this Agreement. However, the failure of any party to declare another party to be in material breach shall not be deemed a waiver by the other party of the right to claim a material breach for a subsequent failure to maintain the required coverage or limits.
4. **Indemnification by District.** To the extent permitted by law, the District agrees to indemnify, defend, and hold harmless the City, its officers, agents, and employees, against all claims, suits, actions, debts, damages, costs, charges and expenses, including court costs and attorney's fees, and against all liability for property damage and personal injury including death resulting directly or indirectly there from, arising from any acts or omissions of the District, either active or passive, or those of its agents, employees, assigns, or any other person acting on its behalf in the performance of its obligations, duties, and responsibilities imposed under this Agreement.
5. **Indemnification by City.** To the extent permitted by law, the City agrees to indemnify, defend, and hold harmless the District, its officers, agents, and employees, against all claims, suits, actions, debts, damages, costs, charges and expenses, including court costs and attorney's fees, and against all liability for property damage and personal injury including death resulting directly or indirectly there from, arising from any acts or omissions of the City, either active or passive, or those of its agents, employees, assigns, or any other person acting on its behalf in the performance of its obligations, duties, and responsibilities imposed under this Agreement.

6. Waiver of Subrogation Rights. The City and the District each release the other from any claim for recovery for any loss or damages to any of its property that is insured under valid and collectible insurance policies to the extent of any recovery collectible under such insurance. The City and the District shall each waive and, to the extent allowed by law cause its insurance underwriter to waive, its rights of subrogation with respect to Workers' Compensation.
7. Claims. Each party shall notify the other party of any claim or any potential claim for bodily injury or property damage to another arising out of actions taken under this Agreement as soon as practical following knowledge of the claim or potential claim.

ARTICLE IX
Miscellaneous

1. Amendment. No amendment, modification, change or extension of this agreement shall be effective unless it is in writing and duly executed by the parties.
2. Binding Effect. This Agreement shall be binding upon, and inure to the benefit of, the parties and their successors and assigns. However, neither party may assign this Agreement without the consent of the other party.
3. Severability. If any clause, provision or section of this Agreement shall, for any reason, be held illegal or invalid by any court, the illegality or invalidity of such clause, provision or section shall not affect any of the remaining clauses, provisions or sections, and this Agreement shall be construed and enforced as if such illegal or invalid clause, provision or section had not been contained herein. In case any agreement or obligation contained in this Agreement is held to be in violation of law, then such agreement or obligation shall be deemed to be the agreement or obligation of the parties to the full extent permitted by law.
4. Notices. All notices under this Agreement must be in writing and shall be deemed given when either personally delivered or when received by certified mail at the address below or at another address as designated by a party in writing.

Ames Community School District
Attention: Superintendent
2005 24th Street
Ames, Iowa 50010

Ames Police Department
Attention: Police Chief
515 Clark Avenue
PO Box 811
Ames, IA 50010

5. Supersedes. This Agreement supersedes all prior agreements between the District and the City purporting to establish and finance a School Resource Officer Program.
6. Execution of Documents. This agreement may be executed in any number of duplicate originals, any of which shall be regarded for all purposes as an original, and all of which shall constitute but one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have approved and caused the execution of the aforesaid agreement, to wit:

AMES COMMUNITY SCHOOL DISTRICT

By: _____
President, Board of Directors

Attest: _____
Secretary, Board of Directors

STATE OF IOWA, CITY OF AMES, ss:

On this ____ day of _____, 2019, before me the undersigned, a Notary Public in and for the State of Iowa, personally appeared _____ and _____ to me personally known, who being by me duly sworn, did say that they are the Ames Community School District Board President and Board Secretary, respectively, executing the foregoing instrument, that said instrument was signed on behalf of the District by authority of its Board; and that each of them as Board President and Board Secretary acknowledge the execution of the foregoing instrument to be the voluntary act and deed of the District, by it and by them voluntarily executed.

Notary Public in and for the State of Iowa

CITY OF AMES, IOWA

By: _____
John A. Haila, Mayor

Attest: _____
Diane Voss, City Clerk

STATE OF IOWA, CITY OF AMES, ss:

On this ____ day of _____, 2019, before me the undersigned, a Notary Public in and for the State of Iowa, personally appeared _____ and _____, to me personally known, who being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of Ames, Iowa; and that the instrument was signed on behalf of Ames and that each of them acknowledge the execution of the instrument to be their voluntary act and deed and deed of the municipal corporation, by it voluntarily executed.

Notary Public in and for the State of Iowa

COUNCIL ACTION FORM

SUBJECT: APPROVAL OF FY 2019/20 OUTSIDE FUNDING REQUEST CONTRACTS

BACKGROUND:

During adoption of the FY 2019/20 Budget, the City Council reviewed requests from local organizations. The City Council allocated Local Option Sales Tax funds for these organizations to provide facilities and services to the public. In total, \$212,474 was allocated from the Local Option Sales Tax Fund and \$15,000 was allocated from the Hotel/Motel Tax Fund.

Contracts with each organization have been signed by organization representatives, returned to City staff, and are now before the City Council for approval. Scopes of services and funding amounts for each organization are listed below:

Ames Economic Development Commission	FY 2019/20	\$15,000
<p>Funds awarded shall be used towards the Workforce Solutions Program. Programming efforts will be used to attract and recruit talent to the Ames community. The activities under the Workforce Solutions program shall include the engagement of high school students with Ames businesses and the marketing of job opportunities through various job boards as well as to student interns, soon to be college graduates, visitors to Ames, and ISU Alumni.</p>		
Drawdown Schedule:		
<u>Task</u>	<u>Date</u>	<u>Amount</u>
1. Create testimonial videos of jobs by sector and promote through website and other forms of digital media	Dec. 2019	\$1,500
2. Partner with Technology Association of Iowa to recruit IT professionals	June 2020	\$3,000
3. Market job opportunities through ISU Alumni Association Career Services program	June 2020	\$5,000
4. Market job opportunities through Home Base Iowa and MyIowaFuture and participate in Virtual Career Fairs	June 2020	\$5,500

Ames International Partner Cities Association, Inc.		FY 2019/20	\$6,000												
<p>Funds provided shall be used to undertake such activities as will foster and promote friendly relations and mutual understanding between the people of Ames, Iowa and people of similar cities of other nations. These activities shall include the hosting of international delegations and the sending of delegation leaders. The Provider shall also act as a coordinating influence among those organizations, groups and individuals desiring to engage in activities furthering those objectives and purposes stated above.</p> <p>Drawdown Schedule:</p> <table border="1"> <thead> <tr> <th><u>Task</u></th> <th><u>Date</u></th> <th><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td>Partial travel expenses for trip to Podujeva, Kosovo</td> <td>June 2020</td> <td>\$2,500</td> </tr> <tr> <td>Partial travel expenses for trip leaders to Koshu, Japan</td> <td>June 2020</td> <td>\$2,000</td> </tr> <tr> <td>Materials and Supplies</td> <td>June 2020</td> <td>\$1,500</td> </tr> </tbody> </table>				<u>Task</u>	<u>Date</u>	<u>Amount</u>	Partial travel expenses for trip to Podujeva, Kosovo	June 2020	\$2,500	Partial travel expenses for trip leaders to Koshu, Japan	June 2020	\$2,000	Materials and Supplies	June 2020	\$1,500
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Materials and Supplies	June 2020	\$1,500													

Hunziker Youth Sports Complex, Inc.		FY 2019/20	\$30,700						
<p>Funds awarded shall be used towards the facilities, equipment, and services required to provide youth sports programs for the Ames community. In turn, participants in sports programs will be charged lower participant fees than they would if operating expenses were not subsidized.</p> <table border="1"> <thead> <tr> <th><u>Task</u></th> <th><u>Date</u></th> <th><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td>Provide a youth sports program comprising baseball, soccer, and softball</td> <td>October 2019</td> <td>\$30,700</td> </tr> </tbody> </table>				<u>Task</u>	<u>Date</u>	<u>Amount</u>	Provide a youth sports program comprising baseball, soccer, and softball	October 2019	\$30,700
<u>Task</u>	<u>Date</u>	<u>Amount</u>							
Provide a youth sports program comprising baseball, soccer, and softball	October 2019	\$30,700							

Story County Housing Trust		FY 2019/20	\$35,000
<p>Funds awarded shall be used to:</p> <ol style="list-style-type: none"> 1. Provide direct funding to individuals and families who meet income requirements to make repairs to their owner-occupied homes 2. Provide rental assistance to Story County residents who meet income requirements. Income requirements established for recipients of the assistance described above will conform to the requirements established as part of the Provider's funding agreement with the Iowa Finance Authority for these programs. 			

Drawdown Schedule:

<u>Task</u>	<u>Date</u>	<u>Amount</u>
- Provide for owner-occupied repairs to homes	June 2020	\$20,000
- Provide rental assistance to Story County residents	June 2020	\$15,000

The Community Academy	FY 2019/20	\$15,000
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Drawdown Schedule:

<u>Task</u>	<u>Date</u>	<u>Amount</u>
Renovate Audubon Trail in Brookside Park	July 2019	\$ 6,000
Prepare and create interpretive signs	Aug. 2019	\$ 2,000
Provide an educational program for youth including local history and conservation principles	Aug. 2019	\$ 7,000

Ames Main Street (Ames Chamber of Commerce)	FY 2019/20	\$47,297
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Drawdown Schedule:

<u>Task</u>	<u>Date</u>	<u>Amount</u>
-Host 4th of July Parade	July 2019	\$6,800
-Fulfill req'ts to maintain Ames as an MSI community and Iowa Great Place, including seeking and managing grants (Part 1)	Aug. 2019	\$6,500
-Maintain a current building and business inventory, district statistics, per the requirements of the MSI program	Dec. 2019	\$2,000
-Serve as a point of contact regarding downtown public policy issues and inform property owners and tenants about policy changes, construction projects, and other issues that may affect downtown (Part 1)	Dec. 2019	\$4,000
-Host Snow Magic	Dec. 2019	\$2,500
-Fulfill req'ts to maintain Ames as an MSI community and Iowa Great Place, including seeking and managing grants (Part 2)	Feb. 2020	\$6,500
-Conduct beautification efforts in the public right-of-way	May 2020	\$7,500
-Host ArtWalk	June 2020	\$2,500
-Host district-wide retail promotions	June 2020	\$2,000
-Serve as a point of contact for special events, whether organized by Ames Main Street or others	June 2020	\$3,000
-Serve as a point of contact regarding downtown public policy issues and inform property owners and tenants about policy changes, construction projects, and other	June 2020	\$3,997

issues that may affect downtown (Part 2)

Campustown Action Association (Ames Chamber of Commerce)		FY 2019/20	\$32,965
<u>Drawdown Schedule:</u>			
<u>Task</u>	<u>Date</u>	<u>Amount</u>	
-Plan and host a fall event and a student-centric event	Oct. 2019	\$ 11,000	
-Plan and execute Summerfest in Campustown	June 2020	\$ 8,000	
-Establish a business recruitment plan for Campustown	Jan. 2020	\$ 2,000	
-Coordinate activities to clean up and beautify Campustown (Part 1)	Dec. 2019	\$ 3,000	
-Serve as a point of contact regarding Campustown public policy issues and inform property owners and tenants about policy changes, construction projects, and other issues that may affect Campustown	July 2020	\$ 3,315	
-Coordinate activities to clean up and beautify Campustown (Part 2)	July 2020	\$ 3,000	
-Promote the Campustown Façade Grant program and application opportunity to eligible property owners in Campustown, including hosting a public meeting for those interested in the program	Feb. 2020	\$ 1,000	
-Serve as a point of contact for special events occurring in Campustown, whether organized by CAA or others	June 2020	\$1,650	

Ames Historical Society		FY 2019/20	\$45,512
<u>Drawdown Schedule:</u>			
<u>Task</u>	<u>Date</u>	<u>Amount</u>	
Present 17 presentations/open houses; Take the history trailer to 2 community events or elementary school visits; Answer 100 research requests; Host 375 public open hours at the Ames History Center; Catalog 250 historical Ames objects; Present 2 new exhibits; Conduct special projects/ programs with 2 partnering community organizations	Sept. 2019	\$11,000	
Present 18 presentations/open houses; Take the history trailer to 2 community events or elementary school visits; Answer 100 research requests; Host 375 public open hours at the Ames History Center; Catalog 250 historical Ames objects; Present 2 new exhibits; Conduct special projects/ programs with 2 partnering community organizations	Dec. 2019	\$ 11,000	

Present 17 presentations/open houses; Take the history trailer to 2 community events or elementary school visits; Answer 100 research requests; Host 375 public open hours at the Ames History Center; Present 2 new exhibits; Conduct special projects/programs with 2 partnering community organizations	Mar. 2020	\$ 11,000
Present 18 presentations/open houses; Take the history trailer to 3 community events or elementary school visits; Answer 100 research requests; Host 375 public open hours at the Ames History Center; Catalog 250 historical Ames objects; Present 1 new exhibit; Conduct special projects/ programs with 3 partnering community organization	June 2020	\$ 11,000
Conduct research, prepare, and install a “Mayor’s of Ames” plaque for former Mayor Ann Campbell	June 2020	\$ 1,512

ALTERNATIVES:

5. Approve outside funding contracts with the organizations listed above for FY 2019/20
6. Modify the authorized amount or scope of services for one or more organizations
7. Do not approve these funding contracts.

MANAGER’S RECOMMENDED ACTION:

Funding for these activities was included in the City’s adopted FY 2019/20 Budget. These scopes of services have been developed in cooperation with the organizations to ensure that the City’s funding is used for the benefit of the public.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving outside funding contracts with the organizations listed above for FY 2019/20.

COUNCIL ACTION FORM

SUBJECT: APPROVAL OF FY 2019/20 COMMISSION ON THE ARTS CONTRACTS

BACKGROUND:

The City Council authorized the Commission on the Arts (COTA) to allocate up to \$168,898 in arts agency funding for FY 2019/20. In February, the City Council received COTA's recommendations for annual grants totaling \$163,338, with an additional \$5,560 reserved for spring and fall special project grants. The City Council approved these recommendations as part of the FY 2019/20 City Budget.

Contracts have been mailed to arts organizations and have been returned with signatures. Presented below are the arts contracts for City Council approval.

COTA 2019-20 Annual Grant Recommendations

Organization	Allocation
ACTORS	\$ 17,177
AIOFA	9,760
Ames Chamber Artists	4,048
Ames Children's Choirs	13,770
Ames Choral Society	3,878
Ames Community Arts Council	10,391
Ames Town & Gown	18,140
Ames Chapter of Des Moines Metro Opera Guild	1,225
Central Iowa Symphony	9,474
CoMotion Dance	3,000
Good Company	1,950
India Cultural Association	6,054
KHOI Community Radio	3,000
Kids Co'Motion	3,000
Octagon Center for the Arts	47,220
Story Theater Company	11,251
TOTAL	\$ 163,338
Council Authorized for 2019/20	\$ 168,898
Reserve for Special Project Grants	\$ 5,560

ALTERNATIVES:

1. Approve the COTA Annual Grant contracts as recommended by the Commission on the Arts.
2. Request further information from COTA prior to approving these contracts.

MANAGER'S RECOMMENDED ACTION:

The City Council has allocated funding in the City Budget to fund arts activities, and the Commission on the Arts has received applications and made awards that meet the criteria for COTA funding. Contracts are required to define the scope of services that will be met by each organization receiving funding.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the COTA Annual Grant contracts as recommended by the Commission on the Arts.

COUNCIL ACTION FORM

SUBJECT: GRAND AVENUE EXTENSION – AMENDMENT TO FUNDING AGREEMENT WITH IOWA DEPARTMENT OF AGRICULTURE AND LAND STEWARDSHIP

BACKGROUND:

The City of Ames was awarded a grant in the amount of \$100,000 for the Grand Avenue Extension through a competitive application process of the Water Quality Initiative Program administered by the Iowa Department of Agriculture and Land Stewardship (IDALS). This program was established in order to assess and reduce nutrients in the state's watersheds. **City Council approved the original agreement on June 26, 2018 with a completion of June 30, 2019. With delays in right-of-way acquisition, a request for an extension to June 30, 2020 has been made and is included in the attached amendment.**

The City of Ames plans to incorporate stormwater quality BMPs to capture much of the runoff draining to and from the site to improve and protect water quality. The current storm sewer system discharges directly to Squaw Creek with little to no detention and/or treatment. A proposed stormwater wetland will provide significantly more treatment and detention than is required for the extension project. This wetland will greatly improve conditions from the existing area and stormwater from the extension project.

The Grand Avenue Extension continues to be included in the Capital Improvements Plan (CIP) with funding identified since FY 2013/14 and continuing through FY 2018/19. Funding includes \$7,700,000 in G.O. Bonds, \$4,300,000 in MPO/STP Funds, and \$3,450,00 in Federal/State Grant Funds. In general, construction is anticipated to commence in FY 2019/20 with anticipated completion in 2021.

ALTERNATIVES:

1. Approve the Iowa Department of Agriculture and Land Stewardship Funding Agreement Amendment for the Grand Avenue Extension revising the completion date to June 30, 2020.
2. Reject the Agreement.

MANAGER'S RECOMMENDED ACTION:

Approval of this agreement with the IDALS must happen before moving forward with construction of this project in the 2019/20 construction season. Delay or rejection of this agreement could require additional funding.

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

WATER QUALITY INITIATIVE
Urban Conservation Demonstration Projects

CONTRACT NUMBER:	URBAN18WQI-002
Project Name:	Grand Avenue Extension Urban Water Quality Project

COST-SHARE GRANT CONTRACT AMENDMENT #1

BETWEEN IOWA DEPARTMENT OF AGRICULTURE AND LAND STEWARDSHIP
(IDALS)

AND CITY OF AMES

This amendment is entered into by the Iowa Department of Agriculture and Land Stewardship; hereinafter referred to as IDALS, and the City of Ames; hereinafter referred to as the Grantee.

I. Relative to the Grand Avenue Extension Urban Water Quality Project

II. Purpose of the Amendment

A. In response to the Grantee's request to extend the Project Completion Date in general accordance with Section 2 of the Cost-Share Grant Contract.

The Project Completion Date will be amended from June 30, 2019 to June 30, 2020.

B. This Amendment does not change any other provisions of the agreement.

III. Effective Date of this Amendment

This amendment takes effect upon signature by all parties below.

CITY OF AMES:

Authorized Representative, Title

_____/_____/_____
Date

FOR IDALS:

Julie Kenney, Deputy Secretary of Agriculture

_____/_____/_____
Date

COUNCIL ACTION FORM

SUBJECT: DENTAL INSURANCE ADMINISTRATOR CONTRACT RENEWAL

BACKGROUND:

For many years the City has contracted with Delta Dental of Iowa to administer the dental insurance benefits approved by City Council for City employees and their families.

Over the past several years Delta has provided good customer service and has had a commendable record of accurate and timely claim payment. Delta Dental also has advantageous contractual relationships with dental providers in Ames and throughout central Iowa, which allows the City to realize significant discounts on services received. Delta has a proven record of being able to administer the existing plans, and also been a willing and capable partner in our efforts to improve the health status of employees and their families through quality programs.

If the Council supports the renewal of the contract, fees for these administrative services will increase from \$4.39 per covered person to \$4.54 per covered person (which includes City employees and their dependents). This increase represents \$1,006 or 3.4% from FY 2018/19 to FY 2019/20. The total estimated cost of this contract will be \$30,454. This increase was included in the FY 2019/20 budget.

ALTERNATIVES:

1. Accept the renewal documents from Delta Dental of Iowa to provide administrative services for dental benefits effective July 1, 2019.
2. Reject the renewal from Delta Dental of Iowa.

CITY MANAGER'S RECOMMENDED ACTION:

Over the past two decades Delta Dental of Iowa has been an effective administrator of the City's dental administrative services. Renewal of this contract will provide the best value to the City in administering its dental insurance program.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative #1 as described above.

COUNCIL ACTION FORM

**SUBJECT: HEALTH INSURANCE ADMINISTRATIVE SERVICES CONTRACT
RENEWAL**

BACKGROUND:

Fifteen years ago the City sought alternative bids for administrative services and excess coverage for our self-insured health and pharmacy programs. At that time we added requirements developed by an internal Health Insurance Team. That team's final report and recommendations served as the basis for the request for proposal (RFP) that yielded three quotations. The City Council subsequently approved award of the administrative services and excess coverage to Wellmark Blue Cross Blue Shield of Iowa.

Over the past fifteen years Wellmark has provided good customer service and has had a commendable record of accurate and timely claims payments. Wellmark also has advantageous contractual relationships with medical providers in Ames and throughout Iowa that allow the City to receive significant discounts on services received. Wellmark has a proven record of being able to administer the existing plans and has been a willing and capable partner in our efforts to improve the health status of employees and their families through quality programs and health promotion.

Effective July 1, 2019, Wellmark will charge \$46.40 per employee per month in administrative and access fees for a yearly total of \$309,581. This is an increase of 1.9% over 2018/19.

Effective July 1, 2019, Wellmark will charge \$67.55 per employee per month for specific and aggregate stop loss premiums. The individual stop loss protects the City from specific claims that exceed \$125,000 incurred in one year, while the aggregate stop loss protects the City in the event that total claims exceed 120% of projected losses.

In FY 2018/19, the stop loss rate charged per employee per month was \$57.69. However, the stop loss trend over the past several years has significantly exceeded Wellmark's projections. For that reason, the stop loss rates for FY 2019/20 will increase by 12.25%. In FY 2019/20 the City will pay \$450,694 in specific and aggregate stop loss premiums.

The overall change in the City's health care costs, including projected FY 2019/20 claims, and all of the Wellmark fees reflected above, are estimated to increase by 3.6% for FY 2019/20 (for a total of approximately of \$8,743,761). It is projected that these

increases can be covered by the 2% expenditure increase included in the FY 2019/20 department budgets.

ALTERNATIVES:

1. Accept the renewal documents from Wellmark for administrative services and access fees as well as specific and aggregate excess insurance, effective from July 1, 2019 to June 30, 2020. The estimated total cost for this renewal for FY 2019/20 is \$760,275.
2. Do not renew the City's health insurance administrative services contract with Wellmark.

MANAGER'S RECOMMENDED ACTION:

Wellmark has been an effective administrator of the City's health care administrative services. Wellmark's services are cost-effective, and they have a strong working relationship with the City's other health care partners. Renewal of this contract will provide the best value to the City in administering its health insurance program.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative #1, thereby approving the renewal for administrative services, specific and aggregate excess insurance, and network access fees with Wellmark Blue Cross Blue Shield of Iowa for the period from July 1, 2019 to June 30, 2020.

COUNCIL ACTION FORM

SUBJECT: WELLNESS PROGRAM SERVICES

BACKGROUND:

The City of Ames Health Promotion program outsources several program resources which assist the City's Health Promotion Coordinator manage a comprehensive, measurable and effective employee wellness program. Resources enable those who are already in good health to maintain their good health, provide a direct resource to employees, and support behavior change to assist all in improving employee wellness.

The Health Promotion program also offers a special benefit-linked incentive program called *Healthy4Life*. This program is made available to employees on the City health insurance plan as a special incentive to achieve or maintain a healthy lifestyle. The program offers in-person health coaching to participants and requires participation in a minimum number of events; an annual physical; and completion of the blood profile and panel questionnaire.

On January 24, 2019, the City initiated a Request for Proposals (RFPs) process for wellness program support services. Requested services included: health risk assessments (online and paper-based), an online web portal with a wide variety of online wellness programs, incentive administration tracking for the *Healthy4Life* program that rewards employees through health risk assessment, online tracking of wellness program, integration of participant data, and periodic reporting (monthly, quarterly, yearly measurement and reports) that cover the portal utilization and engagement, population health risks, projected financial summary and analyzing health data in the same population over consecutive years. In addition, the RFP included on-site and in-person health coaching utilizing motivational interviewing and intrinsic health coaching techniques.

The RFP was issued to 70 firms and 4 bid services with responses were received from ten firms. An evaluation committee comprised of City staff members from the Human Resources, Health Promotion, Electric Services and Water Plant Departments ranked the proposals based on the matrix provided in the RFP. Each proposal was evaluated based on a combination of cost of services including cost for varying risk levels of participants based on the above population of members, cost for health assessments, including printed and web-based, physician forms; wellness coaching (web-based coaching and onsite coaching) for all risk levels; web-portal challenges and social networking; implementation/start-up costs; account management and support; reporting including individual reporting, participant engagement, risk stratification, program impact and program outcomes, claims and financial impact analysis; other services provided by the business, references; and the availability to implement a program by July 1, 2019.

The score of each criterion was based on a scale of 1 to 10 and then assigned a corresponding weight factor. The maximum possible score, combining all five evaluators, was 4000. The quality of services, company and coaching qualifications, expertise, and resources, and relevant references of similar public programs with proven success of Employee Wellness Programs designed for other entities related scores represent 70% of the overall score, and proposed costs accounted for 30%.

The initial ranking based on the review of the submitted proposals and costs are listed below:

Firms	Total Score	Rank	Fee Proposal for 5 Year Term
MercyOne Business Solution, Clive, IA	2868	1	\$150,366
Health Solutions, Cedar Rapids, IA	2722	2	\$180,240
Spire Wellness, Indianapolis, IN	2650	3	\$118,170
UnityPoint Health-Optimum Health Solution, Peoria, IL	2514	4	\$154,553
Health Improvement Solutions, Omaha, NE	2498	5	\$185,000
Wellmark, Des Moines, IA	2154	6	\$536,018
MercyCare Business Health Solutions, Cincinnati, OH	2084	7	\$164,950
Sterling Wellness, Crowley, LA	1998	8	\$243,650
Adventist Healthcare, Gaithersburg, MD	1276	9	\$308,310
Album Health, Des Moines, IA	0		Non-Responsive

The top five firms were next invited in for a portal demonstration and interview. All five provided a brief presentation introducing their team members and their roles and demonstrating their understanding of the scopes of services. Interviews were evaluated based on a clear understanding and clarity of the services required including responses to questions posed, the demonstration of their experience and approach with Wellness Program with other public entities similar to ours, their cohesive approach and what sets them apart from the other firms. As with the proposal scoring, each criteria was weighted and given a score based on a scale of 1 to 10.

The scores based on the interview, with a maximum possible of 3000, are shown below.

Firms	Total Score	Rank	Fee Proposal for 5 Year Term
UnityPoint Health-Optimum Health Solution, Peoria, IL	2560	1	\$154,553
Health Solutions, Cedar Rapids, IA	2310	2	\$180,240
MercyOne Business Solution, Clive, IA	2270	3	\$150,366
Health Improvement Solutions, Omaha, NE	2080	4	\$185,000
Spire Wellness, Indianapolis, IN	2010	5	\$118,170

Based on a unanimous decision by the evaluation committee following the interviews, responses to follow up questions, and the determination of the best value to the City,

the evaluation committee recommends UnityPoint Health-Optimum Health Solution as the top candidate.

The final five firms combined scores from the written proposal and in-person presentation were ranked as follows:

Firm	Total Score	Rank	Fee Proposal for 5 Year Term
MercyOne Business Solution, Clive, IA	5138	1	\$150,366
UnityPoint Health-Optimum Health Solution, Peoria, IL	5074	2	\$154,552
Health Solutions, Cedar Rapids, IA	5032	3	\$180,240
Spire Wellness, Indianapolis, IN	4660	4	\$118,170
Health Improvement Solutions, Omaha, NE	4578	5	\$185,000

The evaluation committee members are recommending UnityPoint Health-Optimum Health Solution for these services because of their belief this company provides the best value and aligns most thoroughly with the goals of the City of Ames wellness program as demonstrated throughout the evaluation process. In particular, during the presentation portion, UnityPoint Health-Optimum Health Solution provided multiple references from Iowa public employers utilizing their services that were not included in the initial written proposal. The evaluation committee decided not to go back and adjust the initial low scores in the references section from the first round for UnityPoint Health-Optimum Health Solutions since those references were not included in the initial written proposal. While the combined scores ranked MercyOne highest overall, MercyOne came in at number three in the interview portion of the evaluation process.

Overall, UnityPoint Health-Optimum Health Solution is recommended based on the cohesiveness of their business team, expertise and success of their coaching staff, and robust reporting capabilities integrating medical claims and wellness program impact that were an added value above what was requested in the RFP. Additionally, UnityPoint Health-Optimum Health Solution has strong recommendations from all of their references and has demonstrated success in growing program participation and program impact in organizations who have similar goals and employee populations to the City of Ames in both the public and private sectors. **Funds for the services in this proposed contract will be paid from the City’s Health Insurance Fund. The allocated FY 2019/20 Budget is \$37,000 for these services.**

ALTERNATIVES:

1. Award a three-year contract with an option to renew for two additional one-year periods to UnityPoint Health-Optimum Health Solutions for Wellness Program Services beginning July 1, 2019 to June 30, 2022, at a cost of \$32,720 in FY 2019/20, \$32,720 in FY 2020/21, and \$32,720 in FY 21/22. The cost of renewal for the fourth year would be \$33,696 and the fifth year is \$34,314.

2. Direct staff to negotiate a contract for wellness program services with one of the other firms that submitted a proposal to the City.
3. Do not award a contract for the Wellness Program Services Contract.

CITY MANAGER’S RECOMMENDED ACTION:

UnityPoint Health-Optimum Health Solutions has an extensive record of providing wellness program services to city government and public organizations throughout Iowa as well as demonstrated success in the private sector in growing and improving the impact of wellness programs most similar to the City of Ames. Utilizing UnityPoint Health-Optimum Health Solutions’ services will strengthen administration of City Health Promotion programs by providing in-person coaching staff, online programming and services, incentive-tracking, and robust reporting capabilities integrating medical claims and wellness program impact.

While awarding this contract to UnityPoint Health-Optimum Health Solutions is \$4,186 more than the lowest cost proposal over a five-year term, staff believes UnityPoint Health-Optimum Health Solutions will provide the best value to the City by providing the necessary resources to enable the City to continue to expand engagement and improve the positive health impact of the Health Promotion program. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as described above.

COUNCIL ACTION FORM

SUBJECT: AWARD OF CONTRACT FOR MANAGEMENT SERVICES FOR TRANSIT (CYRIDE)

BACKGROUND:

In March of this year, the CyRide Director retired and the Transit Board of Trustees appointed a current CyRide management employee, Barb Neal, to serve as the Interim Director. Since the recruitment process for a permanent director is expected to take three to four months, the department has a need for additional management services. A cost effective option to fill this temporary need is to seek these services from an outside consulting firm.

An outside firm will be responsible to provide assistance to the Interim Director with specific projects such as the development of materials and agendas for Transit Board of Trustee meetings as well as the coordination with internal and external staff personnel to advance the Facility and Electric Bus Studies, national grant applications, and consult on the formation of a safety position. The consultant will also develop and review written materials to support CyRide's administrative division, such as press releases, white papers, communications with Iowa DOT and FTA. The duration of services is expected to start immediately and end after the new director is in place and on-boarding has occurred. The Transit Board is recommending that this contract be established for a cost not to exceed amount of \$40,000. It should be noted that the consulting firm will be paid on an agreed upon rate for each hour any work is performed. If the recruitment process takes longer than expected, additional funding might be recommended in the future.

SRF Consulting Group, Inc is a firm that can provide the services as a management consultant to provide project assistance for the Interim Director. Sheri Kyras, the previous CyRide Director, is now a consultant employed by this firm and has extensive knowledge of the transit operations. If a contract is awarded to this company, Sheri's expertise will add value to the tasks listed above. She will perform duties as an independent contractor.

City's purchasing policy requires competitive proposals for professional services qualified by education, experience, or technical ability at a threshold of \$25,000.

City staff is seeking authorization to enter into a contract with SRF Consulting Group, Inc. of Omaha, Nebraska for management services based on the knowledge and expertise of the individual assigned to the work. Staff also is recommending that the City Council waive the City's purchasing policies requiring competitive proposals to provide for selection of this firm. Funding of these services will be from salary savings in CyRide's administration funds. The Transit Board recommended an award to SRF Consulting Group, Inc at the May 9, 2019 meeting.

ALTERNATIVES:

1. Waive the City's purchasing policy requirement for competitive proposals and award a contract to SRF Consulting Group, Inc. of Omaha, Nebraska in the amount not to exceed \$40,000.
2. Reject the waiver request and direct staff to issue a request for proposal.

MANAGER'S RECOMMENDED ACTION:

After the retirement of the Transit Director in March, the Transit Board appointed an Interim Director. As the recruitment process continues, the department is in need of additional management services to help during this personnel vacancy. The assigned consultant can provide CyRide the necessary additional management services and assist in moving the projects forward in the department until a permanent director is hired.

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

COUNCIL ACTION FORM

SUBJECT: VACATION OF RIGHT-OF-WAY ADJACENT TO 635 AGG AVENUE AND CONVEYANCE TO THE OWNERS

BACKGROUND:

City of Ames staff was approached by Steven and Sarah Walter, owners of 635 Agg Avenue, regarding the vacation and conveyance of 100' X 7' of public right-of-way (ROW) adjacent to their property. See Attachment A for a map of the location. A letter sent by Mr. Walter (Attachment B) states their reason for this request, which is to construct a new garage addition. The valuation according to the City's standard formula (Attachment C) is \$3,165.75, which is based on adjacent land values minus 10% for quit claim deed and 15% for maintaining an easement. The other adjacent property owners at 2114 Country Club Blvd, Melissa and Patrick Rowan, have indicated in a signed letter (Attachment D) that they do not wish to purchase any portion of this ROW area, if vacated.

Utility companies have been contacted with City of Ames Electric and Century Link responding that they have existing infrastructure in this ROW area. Therefore, as a condition of vacation and conveyance, a public utility easement will be established over the entire vacated area as indicated on the vacation and easement plats (Attachment E).

ALTERNATIVES:

1. a. Set the date of public hearing as June 11, 2019 for the 1st reading to approve the vacation of the 100' X 7' public ROW adjacent to 635 Agg Avenue.

b. Set the date of public hearing as July 9, 2019 to approve the conveyance of the vacated public ROW to the owners of 635 Agg Avenue (Steven and Sarah Walter) for \$3,165.75 as determined by the City's standard formula.
2. Reconsider vacation of the 100' X 7' ROW adjacent to 635 Agg Avenue.

MANAGER'S RECOMMENDED ACTION:

This ROW area is not wide enough to serve as a vehicular alley or be developed individually. **Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, as noted above.**

The new public utility easement will be received from the owner prior to the June 11, 2019 public hearing.

Attachment A



Location of Proposed Vacation of Public ROW:
(100' x 7' ROW area adjacent to 635 Agg Ave)



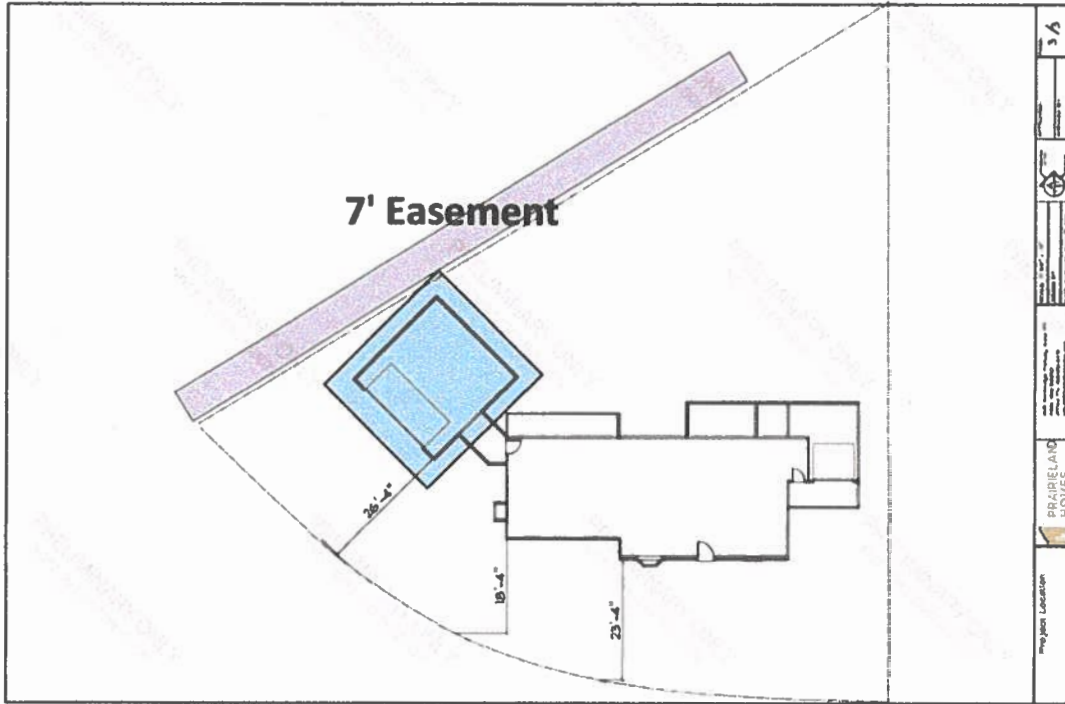
1 inch = 100 feet
Date: 4/30/2019

Attachment B

Land Purchase Proposal - 635 Agg Ave. Ames, IA 50014

Currently we are looking to add on to our house by adding a two-car attached garage. This will help increase the functionality of our house while also increasing the value, and in turn increasing the value of the neighborhood.

Below is a proposed rendering of what we are looking to add, highlighted in blue. This was prepared for us by Joe Strotman with Prairieland Homes. This is not a final design, just preliminary plans.

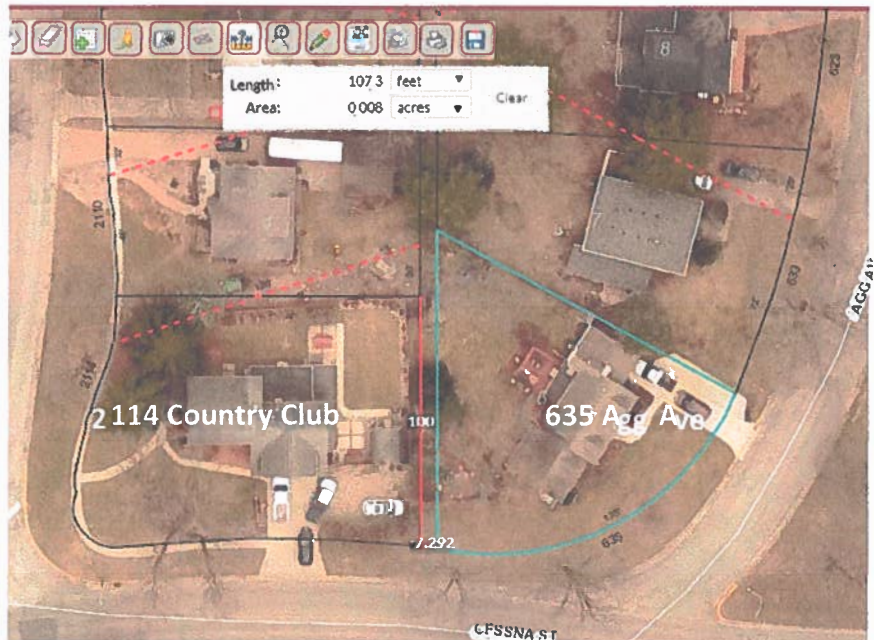


To maximize the functionality of this new addition, we are looking to maximize the size of garage we can build.

We are seeking to purchase an easement currently owned by the city that is between the properties of 635 Agg and 2114 Country Club. The dimensions of this easement are 100' long by 7' wide. This area is highlighted in purple above.

Below is the view from Beacon Assessment website showing the area we would like to purchase.

The total length of our West property line is 130', but the last 30' are currently being utilized by the neighbors to the Northwest of us.



Additional rendering from Prairieland Homes



← Addition



ATTACHMENT C

PROPOSED SALE OF CITY LAND

7' x 100' public ROW area adjacent to 635 Agg Ave

Address	Assessed SF	Assessed 2019 Land Value	\$/SF
633 Agg Ave	9,465	\$56,700	\$5.99
635 Agg Ave	10,250	\$64,900	\$6.33
2110 Country Club Blvd	8,219	\$55,600	\$6.76
2114 Country Club Blvd	11,350	\$57,000	\$5.02

Average SF Cost	\$6.03
------------------------	---------------

ROW Adjacent to:	Sale Area (SF)	Value of Sale Area	Value (Less 10% for Deed & 15% for Easement)
635 Agg Ave	700	\$4,221	\$3,165.75

Attachment D

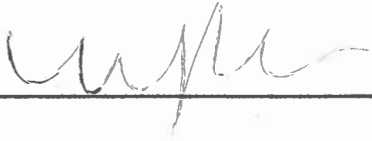
I Pat Rowan and Melissa Rowan understand that my neighbors Steven Walter and Sarah Walter are looking to purchase the 7' x 100' easement between the properties of 2114 Country Club and 635 Agg Ave. I do not have interest in purchasing this property.



Signed



Dated



Signed

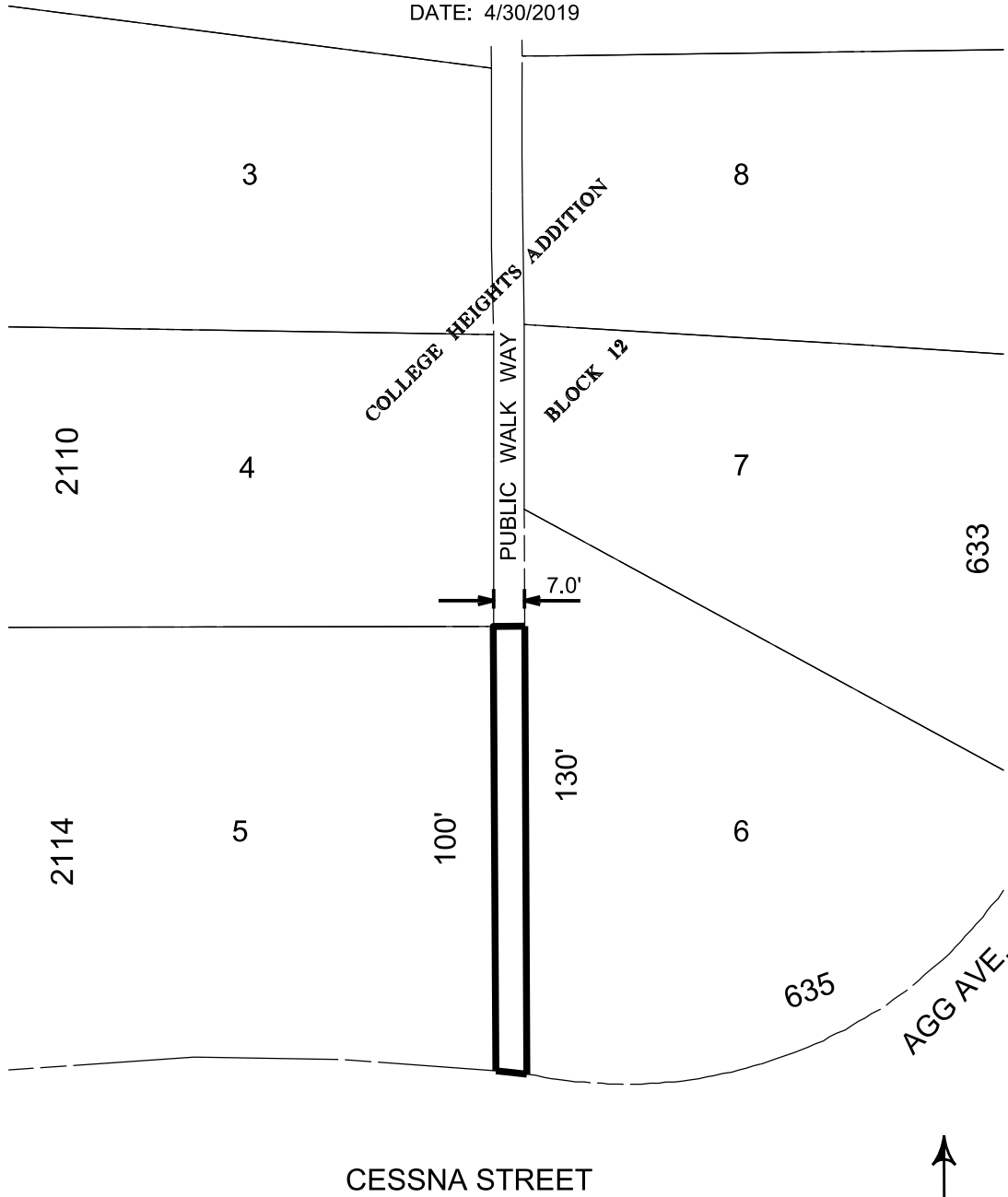


Dated

EXHIBIT 'A'

VACATION PLAT
CITY OF AMES, IOWA ENGINEERING DIVISION

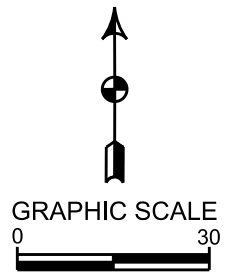
DATE: 4/30/2019



LEGAL DESCRIPTION

THE PUBLIC WALK WAY ADJOINING LOT FIVE, BLOCK 12, COLLEGE HEIGHTS
ADDITION TO AMES, IOWA.

R.Myron Daringer.2019.635 Agg Ave.

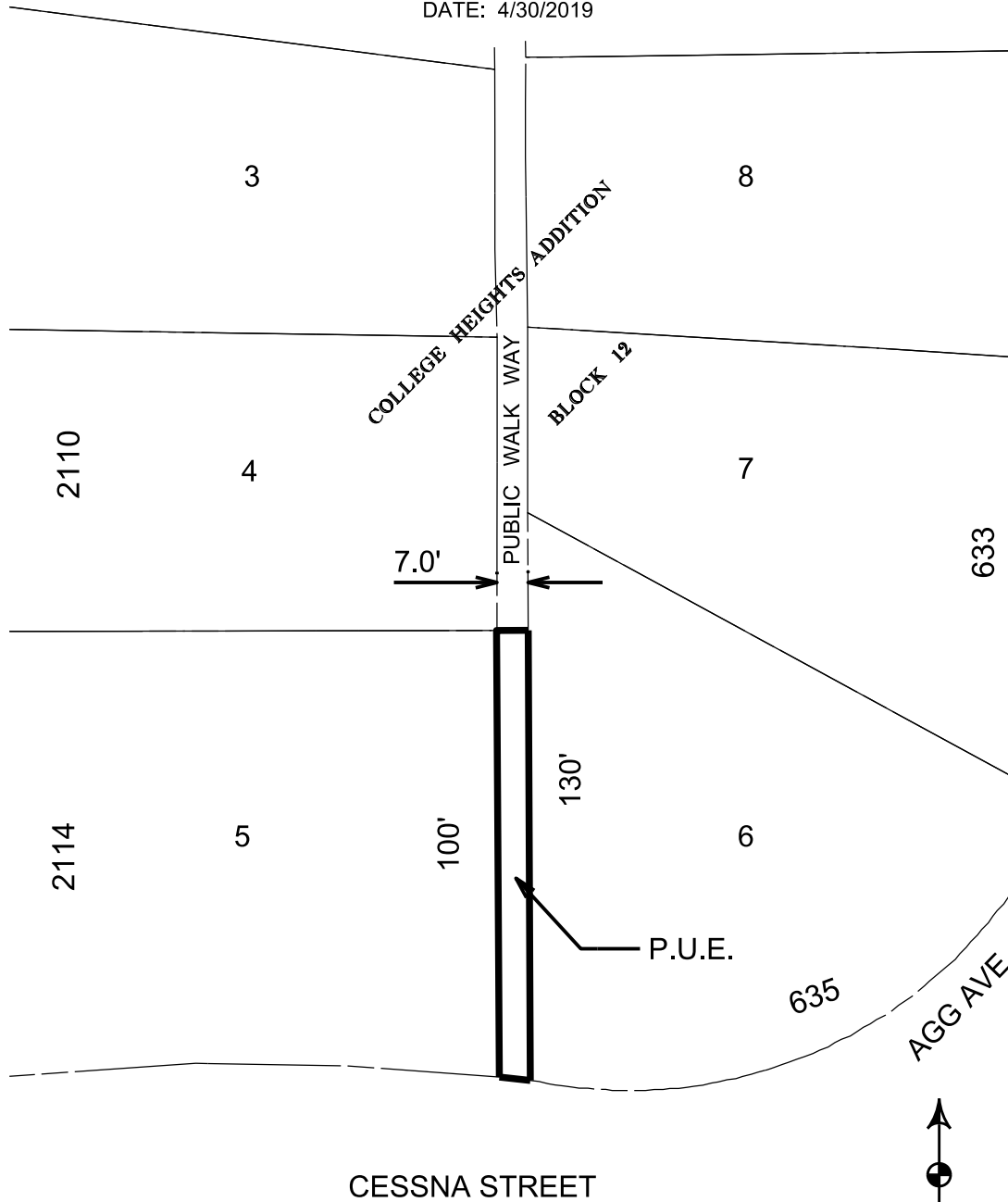


DATE	04/30/19
SCALE	1" = 30'
DRAWN	MD
FIELD BOOK	1
SHEET 1 OF 1	

EXHIBIT 'B'

EASEMENT PLAT CITY OF AMES, IOWA ENGINEERING DIVISION

DATE: 4/30/2019



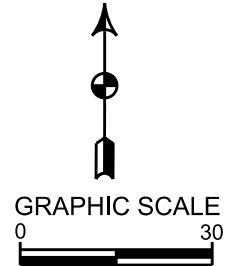
P.U.E. = PUBLIC UTILITY EASEMENT

NOTE: THE CITY OF AMES, IOWA HAS THE PERPETUAL RIGHT TO CONSTRUCT, RECONSTRUCT, MAINTAIN, REPAIR AND USE UTILITY SERVICES AND APPARATUS UPON, UNDERGROUND, OVER AND ACROSS THE EASEMENT LANDS SHOWN ON THIS PLAT.

LEGAL DESCRIPTION

THE VACATED PUBLIC WALK WAY ADJOINING LOT FIVE, BLOCK 12, COLLEGE HEIGHTS ADDITION TO AMES, IOWA.

R.Myron Daringer.2019.635 Agg Ave.



DATE	04/30/19
SCALE	1" = 30'
DRAWN	MD
FIELD BOOK	1
SHEET 2 OF 2	

COUNCIL ACTION FORM

**SUBJECT: SOUTH GRAND AVENUE EXTENSION PROJECT - LAND ACQUISITION
(PARCEL 11, KENT E. AND JOAN E. COOPER PROPERTY AT 450
SOUTH GRAND AVENUE)**

BACKGROUND:

The City of Ames is acquiring the above subject parcel for the South Grand Ave/S 5th St Extension Project. South 5th Street will be partially relocated and extended westward to the new portion of South Grand Avenue. **This parcel, owned by Kent E. and Joan E. Cooper and located at 450 South Grand Avenue**, is an open field where the new proposed South 5th Street alignment passes through. This parcel is between the Stone Court Apartments Cooperative Housing and the Walter parcel that the City previously acquired. **Negotiations have been completed on the property, with the acquisition area of 6.099 acres being acquired and a total lump sum compensation being \$102,050.**

The project was originally broken into three phases to allow for potential flexibility in timing of construction and funding. The phases are:

- 1) S. 5th St extension and the portion of S. Grand Ave from Squaw Creek Drive (the existing dead end) to S. 5th St
- 2) S Grand Ave South of S. 5th Street (this portion includes two bridges to accommodate Squaw Creek)
- 3) Reconstruction and widening additional turn lanes at S. Duff Ave and S. 16th St.

The land being acquired through this action is for Phase 1 described above. The design of this phase of the project is 100% completed. The plans have been reviewed by the Iowa DOT and City Staff at both the “preliminary” and “check” plan stages. The final plans have been submitted to the Iowa DOT for a July bid letting. The current plan is to begin construction as soon as possible after the contract is awarded.

Right-of-way acquisitions with the remaining property owners in the other phases and permitting through the Iowa Department of Natural Resources (DNR) and US Army Corps of Engineers (USACE) continue.

The Grand Avenue Extension project included in the Capital Improvements Plan (CIP) identifies funding from FY 2013/14 and continuing through FY 2018/19. Funding includes \$7,700,000 in G.O. Bonds, \$4,300,000 in MPO/STP Funds, and \$3,450,000 in

Federal/State Grant Funds. As noted above, construction is anticipated to commence in FY 2019/20.

Below are the terms both the buyer and the seller agreed on to acquire this parcel:

1. Buyer does not require an approved Floodplain Development permit from Seller as the elevation of the remaining 2.009-acre tract is developable in its current state. The Seller's attorney has determined that this simply means a floodplain development permit is not required for the transfer of the property. They acknowledge prior to any development of the remaining 2.009-acre tract, that a floodplain development permit will be required.
2. Buyer is purchasing real estate rights for a public improvement project, not as part of a subdivision development. Therefore, Buyer will not extend any water or sanitary sewer main to the remaining 2.009-acre tract. Any extension of water or sewer mains to the remaining 2.009-acre tract as a part of future development shall be at the sole expense of the Seller.
3. Buyer and Seller agree that Buyer is installing an obstacle (the road) that will need to be crossed by Seller for sanitary sewer service as a part of future development. Buyer hereby agrees to pay Seller \$10,000.00 for the cost of overcoming the obstacle (boring under the road) created from this project, which is included in the Total Lump Sum compensation amount.
4. Buyer hereby agrees to allow Seller to construct storm water and/or surface water flowage facilities within the real estate located South of the new road, contingent of the following:
 - The stormwater management is required as part of development of the remaining 2.009-acre tract lying North of the new road.
 - No negative impact on the sanitary sewer.
 - Review by Buyer's DRC process is administered by the Planning Department, which is separate from this public improvement process and is the responsibility to be initiated by the Seller.
 - Seller is responsible for buffer establishment on the open channel/waterway located on the 2.009-acre tract lying North of the new road, which is required of Chapter 5B Post-Construction Stormwater Management Ordinance. The buffer width shall be 20 feet on each side perpendicular to the waterway measured from the centerline of the channel during base flows. (Minimum total width of 40 feet)
 - Seller is responsible for disposal of existing waste materials located on the site.
 - Seller is responsible for inspection and maintenance of the facility, if approved.
 - Contingency on City Council approval of all terms of this Purchase Agreement. Buyer hereby agrees to inform Seller of the meeting scheduled

in the future with City Council to discuss this Purchase Agreement and Seller's real estate so Seller's input can be provided directly to City Council.

ALTERNATIVES:

1. Adopt resolution approving Purchase Agreement for South Grand Avenue Extension project in the amount of \$102,050 with Kent E. and Joan E. Cooper for Parcel 11, owned by Kent E. and Joan E. Cooper and located at 450 South Grand Avenue.
2. The City Council can reject the purchase agreement.

MANAGER'S RECOMMENDED ACTION:

Approval of this agreement with Kent E. and Joan E. Cooper must happen before moving forward with July bidding and construction of this project. Delay or rejection of this purchase agreement could require the redesign of the entire South Grand Avenue project.

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

COUNCIL ACTION FORM

SUBJECT: REQUESTS FROM ISU HOMECOMING CENTRAL COMMITTEE FOR ISU HOMECOMING PARADE

BACKGROUND:

The Homecoming Central Committee at Iowa State University is again planning to host its annual Homecoming activities. This includes hosting the downtown Homecoming parade as a kickoff to the activities, to be held Sunday, October 20. This is the fourth year the parade will be held downtown.

HOMECOMING PARADE:

The Homecoming parade will take place beginning at 2:00 p.m. on October 20. Entries will be staged in City Hall Lot M, on Pearle Avenue, and on Main Street west of Clark Avenue.

The parade route will be similar to the route used for the 4th of July, but in reverse. To facilitate this event, closure of the following streets and parking lots is requested from noon to 4:00 p.m. on October 20:

- City Hall Parking Lot MM
- City Hall Parking Lot M
- Depot Lot TT
- Pearle Avenue
- Fifth Street from Grand Avenue to Douglas Avenue
- Main Street/Northwestern Avenue from 5th Street to Douglas Avenue
- Clark Avenue, Burnett Avenue, Kellogg Avenue, and Douglas Avenue from Main Street to Fifth Street

Organizers have requested a Temporary Obstruction Permit and the closure of parking spaces along the route from noon to 4:00 p.m. on Sunday. Because the parade is on a Sunday, no parking meter revenue will be lost. This year, organizers plan to have a variety of food trucks on Clark Avenue between Fifth Street and Main Street, so use of City electricity, blanket Vending License and waiver of fees (\$50) are also requested.

CyRide will detour to 6th Street from the parade area. Public Works will arrange for a street sweeper to clean the streets at the conclusion of the parade.

ALTERNATIVES:

1. Approve the requests from the Homecoming Central Committee for the ISU Homecoming Parade on Sunday, October 20, including street and parking closures, a Temporary Obstruction Permit, use of City electricity, blanket Vending License, and a waiver of fees as requested by event organizers above.
2. Deny the requests.

MANAGER'S RECOMMENDED ACTION:

Organizers have taken appropriate steps to plan and implement the event in a safe, well thought-out manner. The proposed parade this fall appears to be manageable, and staff has discussed minor logistical modifications to make the event even more successful.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the requests from the Homecoming Central Committee for the ISU Homecoming Parade on Sunday, October 20, including street and parking closures, a Temporary Obstruction Permit, use of City electricity, blanket Vending License, and a waiver of fees as requested by event organizers above.



April 15th, 2019

Honorable Mayor Haila and City Council
Ames City Hall
515 Clark Avenue
Ames, IA 50010

RE: 2019 ISU Homecoming Parade

Dear Honorable Mayor Haila and City Council,

Iowa State University is planning to continue to hold the Homecoming Parade this year on Sunday, October 20th at 2:00pm. Further information can be found on the recently submitted Special Events Application. We would like to request a waiver of the electric fee, as well as a waiver of the vending license fee so we can allow food trucks to sell food to attendees during the event.

Thank you for your consideration, and we hope to see you at the parade.

Sincerely,
Mary Kate Misak
Manager of Student Programs
Iowa State University Alumni Association



May 24, 2019

Mayor and City Council
City of Ames
515 Clark Ave
Ames, IA 50010

Dear Mayor Haila and Members of the Ames City Council,

Ames Main Street supports the Iowa State University Homecoming Parade, which will take place on Sunday, October 20th at 2:00pm throughout Downtown Ames. We are also supportive of the necessary street closures throughout Downtown Ames that the parade requires.

Iowa State University is the engine that runs our city, and Downtown Ames is happy to support the University in this manner. The Homecoming Parade is a popular annual event that brings a sizable number of guests and alumni to Ames, and allows us to celebrate the true greatness the Ames, Iowa State University, and particularly the Downtown Ames community.

By bringin alumni and interested parties to Downtown Ames for attractions such as the Homecoming Parade, Ames Main Street is able to fulfill its mission as a Main Street Iowa community and create an economically vibrant downtown district.

Sincerely,

A handwritten signature in black ink, appearing to read "Kristin Roach", written over a horizontal line.

Kristin Roach
2019 Ames Main Street Board President



SUMMARY OF EVENT

DESCRIPTION

Event Name Iowa State University Homecoming Parade 2019

Description

The Homecoming Parade is an event that includes the Ames community in celebrating the kick off of ISU's homecoming on October 20th, 2019

Event Category

- Athletic/Recreation
- Exhibits/Misc.
- Festival/Celebration
- Parade/Procession/March
- Concert/Performance
- Farmer/Outdoor Market
- Other (please explain)

Anticipated Attendance

Total 2000 Per Day _____

DATE/TIME

Setup	Date <u>10/20/19</u>	Time <u>7am</u>	Day of Week <u>Sunday</u>
Event Starts	Date <u>10/20/19</u>	Time <u>2pm</u>	Day of Week <u>Sunday</u>
Event Ends	Date <u>10/20/19</u>	Time <u>4pm</u>	Day of Week <u>Sunday</u>
Teardown Complete	Date <u>10/20/19</u>	Time <u>5pm</u>	Day of Week <u>Sunday</u>

Rain Date, if applicable 10/27/2019

Rain Location, if applicable _____

LOCATION

Region

(Select one or more)

- Main Street Cultural District (Downtown)
- Campustown District
- Iowa State University Property
- City Parks
- Other (please explain) _____

Please note that events occurring in the Downtown, Campustown, in City parks, or on ISU property require prior approvals. A letter of support will be required from CAA if the event occurs in Campustown or from MSCD if the event occurs in Downtown. Please contact the appropriate office well in advance:

Downtown - Main Street Cultural District: (515) 233-3472
Campustown - Campustown Action Association: (515) 450-8771
Iowa State University - Events Authorization Committee: (515) 294-1437

events@amesdowntown.org
director@amescampustown.com
eventauthorization@iastate.edu

CONTACTS

Host Organization

ISU Homecoming Central Committee

Local Contact (Required)

Name	Ashlyn Kotcho, Sophie Catus
Address	420 Beach Ave, Ames 50011
Telephone	320-774-8775
Cell Phone	515-240-2300
Email	hccparade@gmail.com

At least ten business days prior to the event, Organizer must submit Emergency Contact List, including names and numbers of all coordinators, volunteers, and location assigned to each.

Yes No

- Is this an annual event? How many years have you been holding this event? _
- Is this event open to the public?
- Is your event being held in conjunction with another event (e.g. *Farmers' Market, 4th of July*, etc.)?

If yes, please list

This is the 4th annual Homecoming Parade. It is open to the public.

COUNCIL ACTION FORM

SUBJECT: REQUESTS FOR DOG DOCK JUMPING COMPETITION

BACKGROUND:

Model Farm Creative Services Agency is proposing to host its third annual Dog Dock Jumping Competition July 4-6. The event involves setting up a 40' dock leading to a 20' x 40' above-ground pool of water. Dogs compete in jumping for distance, vertical leap, and retrieving. Bleachers will be set up along one side of the dock and pool for spectators to watch. The event is proposed to take place on Burnett Avenue between 5th and 6th Streets. The event will also incorporate food vendors into the activities.

To facilitate this event, organizers have requested the following, from 6:00 a.m. Thursday, July 4, to 11:00 p.m. Saturday, July 6:

- Closure of Burnett Avenue between 5th and 6th Streets
- Closure of 14 metered parking spaces on Burnett Avenue and six metered parking spaces on 5th Street to provide parking for First National Bank employees who will be displaced by the event (The spaces along 5th Street will not be available during the parade on July 4th, as they are on the parade route). In total, this is a loss of \$90.00 to the Parking Fund.
- A Temporary Obstruction Permit
- Access to City-owned electrical outlets (Estimated loss of \$6 to the Electric Fund)
- A blanket Vending License (\$50 fee)
- A waiver of applicable fees.

Organizers will begin setup on the morning of July 4th. To fill the pool as rapidly as possible, organizers will arrange to pay for a hydrant meter and water used through the Water and Pollution Control Department. Organizers have been instructed to notify adjacent businesses that there is a potential for rust to be stirred up in the water system from the high flow of water through the hydrant.

Organizers will provide overnight security for the pool and when it is not in use. Once the events have concluded, the pool will be drained via large hoses into the nearest storm drains. This water disposal plan has been reviewed by staff in Public Works. Organizers have been instructed not to allow the pool to empty directly onto the street.

The event has been approved by the Board of Ames Main Street. A letter of support is attached. Organizers will consult with the three businesses located along this portion of Burnett that will be directly affected by the event.

ALTERNATIVES:

1. Approve the requests for the Dog Dock Jumping Competition on July 4-6, as indicated above, including a waiver of fees (does not include water usage).
2. Approve the requests as indicated above, and require reimbursement fees and lost revenue.
3. Do not approve the event.

MANAGER'S RECOMMENDED ACTION:

The proposed event offers a family-friendly activity in the Downtown area around the Fourth of July holiday. Organizers managed the event successfully last year and have developed appropriate plans to support the event this year.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the requests for the Dog Dock Jumping Competition on July 4-6, as indicated above, including a waiver of fees (does not include water usage).

Model Farm
2420 Lincoln Way, Ames, IA 50014

May 20th, 2019

Honorable Mayor and City Council
Ames City Hall
515 Clark Avenue
Ames, IA 50010



2420 Lincoln Way
Suite 205
515.294.4120

Dear Honorable Mayor and City Council,

We are requesting the closure of Burnett Ave. for a dog jumping contest July 4th, 5th and 6th. We have received the needed approval from surrounding businesses and letter of support from the Main Street Cultural District. We would request the fees be waived for the parking meters on Burnett, as well as electrical fees.

Thank you for your consideration of this request and continued support of the Main Street Cultural District.

Sincerely,
Tristan Wade
Student Account Manager
Model Farm



May 20, 2019

Mayor and City Council
City of Ames
515 Clark Ave
Ames, IA 50010

Dear Mayor Haila and Members of the Ames City Council,

Ames Main Street supports the 3rd Annual Ames 4th of July Dock Dogs Dog Jumping Competition, which not surprisingly will be held on July 4, 2019.

This is a unique event that allows us to partner with the Iowa State Daily and Model Farm Creative Services to celebrate the true greatness of both Downtown Ames, Iowa State University, and the Ames community.

By bringing residents to Downtown Ames for attractions and events such as this, Ames Main Street is able to fulfill its mission as a Main Street Iowa community and create an economically vibrant downtown with unique living, dining, and entertainment experiences.

Sincerely,

A handwritten signature in black ink, appearing to read "Kristin Roach", written in a cursive style.

Kristin Roach
2019 Ames Main Street Board President



CITY OF

Ames

SPECIAL EVENT APPLICATION

SUMMARY OF EVENT

DESCRIPTION

Event Name Ames 4th of July Dog Jumping Competition

Description

DockDogs is a series of competitive dog jumping events held across the nation each year. Comprised of three aquatic events, big air, extreme vertical, and speed retrieval, the competition provides entertainment for both human and canine. The competition will provide a fun, unique experience to Ames and help to bring together people of all ages.

Event Category

- Athletic/Recreation
- Exhibits/Misc.
- Festival/Celebration
- Parade/Procession/March
- Concert/Performance
- Farmer/Outdoor Market
- Other (please explain)

Anticipated Attendance

Total 3,000 Per Day 1,000

DATE/TIME

Setup	Date <u>July 4th</u>	Time <u>6 am</u>	Day of Week <u>Thursday</u>
Event Starts	Date <u>July 4th</u>	Time <u>1 pm</u>	Day of Week <u>Thursday</u>
Event Ends	Date <u>July 6th</u>	Time <u>7 pm</u>	Day of Week <u>Saturday</u>
Teardown Complete	Date <u>July 6th</u>	Time <u>11 pm</u>	Day of Week <u>Saturday</u>

Rain Date, if applicable N/A

Rain Location, if applicable N/A

LOCATION

- Region**
(Select one or more)
- Main Street Cultural District (Downtown)
 - Campustown District
 - Iowa State University Property
 - City Parks
 - Other (please explain) _____

Please note that events occurring in the Downtown, Campustown, in City parks, or on ISU property require prior approvals. A letter of support will be required from CAA if the event occurs in Campustown or from MSCD if the event occurs in Downtown. Please contact the appropriate office well in advance:

Downtown - Main Street Cultural District: (515) 233-3472	events@amesdowntown.org
Campustown - Campustown Action Association: (515) 450-8771	director@amescampustown.com
Iowa State University - Events Authorization Committee: (515) 294-1437	eventauthorization@iastate.edu

CONTACTS

Host Organization Model Farm

Local Contact (Required)	Name	<u>Tony Thrush</u>
	Address	<u>2420 Lincoln Way Suite 205, Ames, IA</u>
	Telephone	<u>(515) 294-4149</u>
	Cell Phone	<u>(515) 290-7876</u>
	Email	<u>tony.thrush@model-farm.com</u>

At least ten business days prior to the event, Organizer must submit Emergency Contact List, including names and numbers of all coordinators, volunteers, and location assigned to each.

Yes No

- Is this an annual event? How many years have you been holding this event? _
- Is this event open to the public?
- Is your event being held in conjunction with another event (e.g. *Farmers' Market, 4th of July, etc.*)?

If yes, please list

This will be our third year hosting the Ames 4th of July Dog Jumping Competition. It will occur on the 4th of July and be near the Ames parade but they will not conflict.

COUNCIL ACTION FORM

SUBJECT: ELECTRIC SERVICES SCAFFOLDING AND RELATED SERVICES AND SUPPLY CONTRACT

BACKGROUND:

This contract is for a contractor to provide and install scaffolding, bracing and fall protection as needed at the City's Power Plant. While most of the larger contracts for work at the Plant require the contractor to provide scaffolding, this contract provides for scaffolding and related work for emergency and routine maintenance and repair work at the Plant.

The benefits of having an annual renewable contract for these services include the following:

- 1) Consistency of work and quality from a single contractor.
- 2) Reduction in the City's exposure to market forces regarding prices and availability for labor, travel, and supplies in preparation for a scheduled outage.
- 3) Rapid contractor mobilization to start emergency repairs, thus reducing generation downtime.
- 4) Saved City staff time obtaining quotes, evaluating bids and preparing specifications and other procurement documentation.

The approved FY2019/20 Power Plant operating budget includes \$60,000 for this contract. Invoices would be based on contract rates for time and materials for services actually received. The contract award amount would be not to exceed the budgeted amount.

ALTERNATIVES:

1. Approve preliminary plans and specifications for the Scaffolding and Related Services and Supplies for Power Plant, and set June 19, 2019, as the bid due date and June 25, 2019, as the date of public hearing and award of contract.
2. Purchase scaffolding services on an as-needed basis.

MANAGER'S RECOMMENDED ACTION:

Emergency and routine scaffolding services are needed at the Power Plant. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative #1 as stated above.

COUNCIL ACTION FORM

SUBJECT: CONTRACT AWARD FOR CUSTODIAL SERVICES AT THE AMES PUBLIC LIBRARY

BACKGROUND:

All cleaning and custodial services for Ames Public Library are provided by a third party professional cleaning service. The service includes all routine daily cleaning tasks. The Library has \$94,826 budgeted for this service in FY 2019/20. Library staff estimates 5,498 hours of cleaning services are required for the first year of the contract. The hours of service required in later years is similar, but varies slightly depending on the Library's holiday schedule. These hours are an estimate for budgeting purposes; payment will be on an hourly basis for actual hours worked.

The current cleaning services contract expires on June 30, 2019. An invitation to bid was issued for a new contract, beginning July 1, 2019. This annual contract is renewable, with a potential for five total years. The first year of this contract would be from July 1, 2019 through June 30, 2020.

On April 30, 2019, two bids were received as follows:

Bidder	Hourly Rates					1 st Year Est. Total Cost
	Year 1	Year 2	Year 3	Year 4	Year 5	
ABM, Des Moines IA	\$16.65	\$16.65	\$16.75	\$16.85	\$17.00	\$91,541.70
Nationwide Office Care, Clive IA	\$16.92	\$17.59	\$18.30	\$19.03	\$19.79	\$93,026.16

ABM, Des Moines, IA, is the lowest bidder in the initial and later years of the contract. The estimated cost in the initial year of the contract is within the amount the Library has budgeted for cleaning services for FY 2019/20.

ALTERNATIVES:

1. Award the contract for FY 2019/20 Custodial Services for the Ames Public Library to ABM, Des Moines, IA in the amount of \$91,541.70.
2. Award the Custodial Service contract to the other bidder.
3. Reject the award and direct staff to re-bid custodial services.

MANAGER'S RECOMMENDATION:

ABM is providing relatively low cost custodial services for the Ames Public Library and ABM's representatives will work closely with Library staff to ensure high quality results and accommodate the timing of library activities and public events. ABM is the lowest bidder for this cleaning and custodial work in the next fiscal year, as well as the potential life of the contract.

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

COUNCIL ACTION FORM

SUBJECT: FLEET REPLACEMENT PROGRAM – POLICE AND FIRE HYBRID UTILITY VEHICLES

BACKGROUND:

In 2018 a bid was sent out for three Police Patrol vehicles. The order was cancelled by Ford as they were switching to a new platform that would allow for a hybrid version of their patrol vehicles. With this cancellation, six vehicles are now needed for the patrol replacement program.

It is estimated that each hybrid unit costs approximately \$4,500 more than a standard gas engine. Staff from Fleet and Police performed research on the hybrid vehicles and determined that the hybrid unit would be the preferred replacement vehicle. Based on a calculation from Ford that allows for the input of miles, idle time, and gas prices it is estimated that the switch to hybrids could save \$5,000 per unit per year in fuel in and reduce carbon dioxide by 44,000 pounds. While the net savings is only \$500 in the first year, the City will realize the full savings of \$5,000 per unit in subsequent year a hybrid is in operation.

Staff will also use this opportunity to study the use of hybrids as there may be additional savings by reducing the engine idling. These benefits could be lower maintenance costs and the possibility of increasing the life of the units. The higher initial cost of the vehicles could result in greater replacement funds being budgeted but, will be offset by the savings in the maintenance and fuel of the vehicles.

One of the patrol vehicles was bid as an option with extra safety features. The features included were a ballistic panel inside the driver's side door and a proximity alert system that detects and notifies the driver when someone approaches the vehicle while it's stopped. In April of 2017 Council approved an agreement between the City and the Ames Foundation to establish the role of the Ames Foundation as a fiscal agent for certain donated funds. There are funds available through this Foundation account that can be used for a variety of projects including the purchase of equipment, police outreach programs, officer safety projects, and training. These Foundation funds totaling \$2,016 will be used to pay for the new safety enhancements on one of the vehicles. Over the next 18 months the Police Department will evaluate the effectiveness and value of those safety enhancements.

To take advantage of the economies of scale, an additional hybrid SUV was also bid for the Fire Department to replace a commander vehicle that was due for replacement. This vehicle was bid as an option due to the different needs versus a patrol vehicle.

Bids were received from dealers as follows for five patrol vehicles:

Bidder	Description	Price per Unit	Total
Ames Ford Lincoln	Ford Police Interceptor Hybrid Utility	\$35,858.20	\$179,291.00
Stiver's Ford Lincoln	Ford Police Interceptor Hybrid Utility	\$35,922.00	\$179,610.00
Charles Gabus Ford	Ford Police Interceptor Hybrid Utility	\$35,975.00	\$179,875.00
Shottenkirk Ford	Ford Police Interceptor Hybrid Utility	\$36,425.00	\$182,125.00

The low bid for the five Ford Interceptor Hybrid Utilities was Ames Ford Lincoln of Ames, Iowa for \$179,291. Ames Ford Lincoln was the lowest bid without considering local preference and was the only local bidder.

Bids were received from dealers as follows for one patrol vehicle with safety upgrades:

Bidder	Description	Price per Unit
Ames Ford Lincoln/	Ford Police Interceptor Hybrid Utility	\$37,874.20
Stiver's Ford Lincoln	Ford Police Interceptor Hybrid Utility	\$37,938.00
Charles Gabus Ford	Ford Police Interceptor Hybrid Utility	\$37,969.00
Shottenkirk Ford	Ford Police Interceptor Hybrid Utility	\$38,643.00

The low bid for the optional Ford Interceptor Hybrid Utility with safety features was Ames Ford Lincoln of Ames, Iowa for \$37,874.20. Ames Ford Lincoln was the lowest bid without considering local preference and was the only local bidder.

This brings the total for six Police vehicles to \$217,165.20. Funding is available from the patrol replacement in the amount of \$402,716 and the Ames Foundation grant in the amount of \$2,016.

Bids were received from dealers for **one Public Safety Hybrid SUV for the Fire Department**:

Bidder	Description	Price per Unit
Ames Ford Lincoln	Ford Police Interceptor Hybrid Utility	\$35,628.20
Stiver's Ford Lincoln	Ford Police Interceptor Hybrid Utility	\$35,609.00
Charles Gabus Ford	Ford Police Interceptor Hybrid Utility	\$35,265.00
Shottenkirk Ford	Ford Police Interceptor Hybrid Utility	\$35,976.00

The low bid for the optional Public Safety Hybrid SUV for the Fire Department was Ames Ford Lincoln of Ames, Iowa for \$35,628.20. Ames Ford Lincoln was the lowest bid without considering local preference and was the only local bidder.

The Fire Department has funding in the amount of \$31,572 from replacement funds at the time of delivery and \$4,500 in estimated salvage value.

ALTERNATIVES:

1. Approve and award this contract to Ames Ford Lincoln of Ames, Iowa, for five Ford Interceptor Hybrid Utilities for \$179,291, Option #1 Ford Interceptor Hybrid Utility with safety features for \$37,874.20, and Option #2 Public Safety Hybrid SUV for \$35,628.20.
2. Award this contract to one of the other bidders.
3. Reject the award of bid.

MANAGER'S RECOMMENDED ACTION:

These purchases are consistent with the use of patrol vehicles for the Police Department and command vehicles of the Fire Department. While the purchase price for hybrid vehicles have a higher initial acquisition cost, net savings should be realized with these purchases through a reduction in fuel consumption. In addition, a substantial reduction in carbon dioxide emissions will be realized.

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

COUNCIL ACTION FORM

SUBJECT: FY 2019/20 ELECTRIC DISTRIBUTION LINE CLEARANCE PROGRAM

BACKGROUND:

This contract will include nearly all of the requirements for tree trimming services for Electric Services during the next three fiscal years. The periods from July 1, 2020, through June 30, 2021, and from July 1, 2021, through June 30, 2022, are renewal options subject to City Council approval of funding. Prices for equipment rates and miscellaneous charges are firm throughout the first two years of the contract period, and are to be adjusted for FY 2021/22 based on a percentage of increase included in the original bid. Labor rates are to be adjusted for FY 2020/21 and FY2021/22 based on a percentage of increase included in the original bid.

Bid notices were sent to fourteen potential bidders, as well as to three plan rooms. Prequalification of bidders was required for this contract to ensure that each one had sufficient experience and resources to perform at the level required. Four companies provided prequalification documents detailing their employee safety and training programs and company resources. It was determined that all four of those companies were prequalified to bid.

On May 14, 2019, three bids were received and evaluated by staff. Staff concluded that the low bid from Wright Tree Services, Des Moines, IA, is acceptable. The bid results are shown on Attachment A. Attachment B shows the cost evaluation, which is based on a crew of four people and required equipment for 48 weeks per year, including annual usage on material and supplies. A forty-eight week time period has traditionally been used in the evaluation, since it provides for a full year of services but allows for inclement weather, crew absences, etc., when no work would be performed.

The approved operating budget for FY 2019/20 includes \$327,437 for this program. Services provided under this contract are monitored by Electric Services staff to ensure that expenditures are performed properly and are in accordance with the approved funding level. Invoices are based on unit prices bid and services actually received and accepted by the City.

ALTERNATIVES:

- 1) Award the contract for the FY2019/20 Electric Distribution Line Clearance Program to Wright Tree Services, Des Moines, IA, for hourly rates and unit prices

bid, in an amount not to exceed \$327,437, subject to receipt of the required performance bond. Renewal options for FY2020/21 and FY2021/22 may be exercised later at the Council's discretion.

- 2) Award the contract to one of the other bidders.
- 3) Reject all bids and attempt to obtain the required services on an as-needed basis.

MANAGER'S RECOMMENDED ACTION:

An on-going tree trimming program helps mitigate the number of customer interruptions resulting from extreme weather events. Alternative No. 1 establishes a fixed price contract for performance of the required tree trimming services at the best price, obtained via the competitive sealed bid process. It has proven to be very cost-effective to have a company under contract to provide these services.

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

**CITY OF AMES, IOWA
LINE CLEARANCE PROGRAM**

LABOR	Light Tree Service, Inc. Des Moines, IA		Hooper Corporation Madison, WI		Arbor Monkees, LLC Roland, Iowa	
	HOURLY RATE		HOURLY RATE		HOURLY RATE	
	STRAIGHT TIME	TIME & ONE-HALF	STRAIGHT TIME	TIME & ONE-HALF	STRAIGHT TIME	TIME & ONE-HALF
Working Foreman	\$37.94	\$50.61	\$64.43	\$85.33	\$270.00*	\$450.00
Trimmer A	\$34.73	\$46.21	\$56.05	\$74.00	Included	Included
Trimmer B	\$31.51	\$41.78	\$41.08	\$55.66		
Trimmer C	\$29.92	\$39.59	\$36.17	\$48.89		
Trimmer D	\$28.31	\$37.38	\$34.96	\$47.25		
Ground Person	\$23.49	\$30.76	\$33.73	\$45.59	Included	Included
Line Permitter	\$34.73	\$46.21	\$64.43	\$85.33	Included	Included
EQUIPMENT DESCRIPTION	RATE PER CREW HOUR		RATE PER CREW HOUR		RATE PER CREW HOUR	
Hydraulic aerial device	\$16.32		\$18.24		Included	
Manual aerial device	\$16.32		\$18.24		climber, also included	
Chip truck	\$10.15		\$11.20		Included	
Brush Tractor	\$67.30		\$99.43			
Truck&Trailer for Brush trac.	\$16.58		\$18.50		Included	
Hydro Axe	\$64.05		\$67.00			
Truck&Trailer for Hydro Axe.	\$17.60		\$18.50			
Pick-up Truck	\$10.37		\$11.50		Included	
Power saw	\$0.51		\$0.65		Included	
Brush Chipper	\$5.08		\$6.65		Included	
Hand pruning equip.			N/A		Included	
Ropes and body belts			N/A		Included	
MATERIALS & SUPPLIES	BID PRICE		BID PRICE		BID PRICE	
Weedone CB						
Banvel CST per gal						
Garlon 4 per gal	\$32.58		\$36.50		\$115.50	
Tree Paint: Maintain A per case of 12 13 Oz.cans	\$100.32		\$120.00		\$80.00	
Other supplies Cost plus %	10%		10%		10%	
PERCENTAGE OF INCREASE, OPTIONAL RENEWAL PERIODS						
Labor FY 2020-2021	3%		3%		3%	
Labor FY 2021-2022	3%		3%		3%	
Equipment FY 2021-2022	0%		3%		not shown	

*Attachment states this is for 3-man crew with bucket truck or climber, wood chipper and pickup w/trailer. It does not state which three labor designations of the four marked are included in this price.

ATTACHMENT B

**CITY OF AMES, IOWA
EVALUATED TOTAL COST
LINE CLEARANCE PROGRAM**

DESCRIPTION	Wright Tree Service, Inc.	Hooper Corporation	Arbor Monkeys, LLC	
<u>FY 2019-2020:</u>				3-man crew in lieu of 4-man crew. The bid did not provide sufficient detail to evaluate using 4-man crew.
Estimated Total Labor Costs	\$ 251,308.80	\$ 419,788.80	\$ 518,400.00	
Estimated Total Equipment Costs	<u>\$ 61,977.60</u>	<u>\$ 71,116.80</u>	included	
Subtotal:	\$ 313,286.40	\$ 490,905.60	\$ 518,400.00	
Estimated Total Materials & Supplies	<u>\$ 895.95</u>	<u>\$ 1,003.75</u>	<u>\$ 3,176.25</u>	
Estimated Total Costs FY 2019-2020	<u>\$ 314,182.35</u>	<u>\$ 491,909.35</u>	<u>\$ 521,576.25</u>	
<u>FY 2020-2021:</u>				
Estimated Total Labor Costs	\$ 257,591.52	\$ 432,382.46	\$ 533,952.00	
Estimated Total Equipment Costs	<u>\$ 61,977.60</u>	<u>\$ 71,116.80</u>	included	
Subtotal:	\$ 319,569.12	\$ 503,499.26	\$ 533,952.00	
Estimated Total Materials & Supplies	<u>\$ 895.95</u>	<u>\$ 1,003.75</u>	<u>\$ 3,176.25</u>	
Estimated Total Costs FY 2020-2021	<u>\$ 320,465.07</u>	<u>\$ 504,503.01</u>	<u>\$ 537,128.25</u>	
<u>FY 2021-2022:</u>				
Estimated Total Labor Costs	\$ 264,675.29	\$ 445,353.94	\$ 549,970.56	
Estimated Total Equipment Costs	<u>\$ 63,217.15</u>	<u>\$ 73,250.30</u>	included	
Subtotal:	\$ 327,892.44	\$ 518,604.24	\$ 549,970.56	
Estimated Total Materials & Supplies	<u>\$ 895.95</u>	<u>\$ 1,003.75</u>	<u>\$ 3,176.25</u>	
Estimated Total Costs FY 2021-2022	<u>\$ 328,788.39</u>	<u>\$ 519,607.99</u>	<u>\$ 549,970.56</u>	
SUMMARY				
Overall Estimated Labor Costs	\$ 773,575.61	\$ 1,297,525.20	\$ 1,602,322.56	
Overall Estimated Equipment Costs	\$ 187,172.35	\$ 215,483.90	included	
Overall Estimated Materials & Supplies	<u>\$ 2,687.85</u>	<u>\$ 3,011.25</u>	<u>\$ 9,528.75</u>	
OVERALL EVALUATED COST FOR THREE YEARS	<u>\$ 963,435.81</u>	<u>\$ 1,516,020.36</u>	<u>\$ 1,611,851.31</u>	

COUNCIL ACTION FORM

SUBJECT: AWARD OF CONTRACT FOR RIGHT OF WAY TREE TRIMMING & REMOVAL PROGRAM

BACKGROUND:

The Parks and Recreation Department requires various tree trimming, removal, and stump grinding to be completed annually by a contractor in the right of way. The current fiscal year is the final option year of a five-year contract with LawnPro. Specifications for FY 2019/20 were sent to prospective bidders and bids were due April 15 which are shown in Table 1.

Table 1:

Bidders:	Bid Amount Per Crew Hour	Stump Grinding Cost Per Inch of Stump Diameter
Pitts Lawn & Tree Service, Huxley, IA	\$49.50	\$2.85
LawnPro LLC, Colo, IA	\$51.00	\$2.95
Finco Tree and Wood Service LLC, Kelley IA	\$125.00	\$4.00
Weiss Tree Service, Inc., Nevada, IA	\$140.00	\$6.00
Arborpro Tree Service LLC, Fort Dodge, IA	\$225.00	\$3.40

In addition to the above fees, Pitts listed an additional fee of \$75 per day for equipment rental if working with trees with a diameter in excess of 68 inches. Finco listed an additional fee of \$75 per hour for utilizing a skid loader to move heavy logs. The other three bidders did not list any additional fees. Since there are very few trees in the right of way with a diameter larger than 68 inches, the equipment rental fee from Pitts was considered negligible when evaluating the bids.

When looking at just the Bid Amount Per Crew Hour and the Stump Grinding Cost, Pitts Lawn and Tree Service is low bid on both items. The amount of this contract is to not exceed \$85,000. The FY 2019/20 budget includes \$110,000 for this work.

ALTERNATIVES:

1. Award the contract for the FY 2019/20 Tree Trimming & Removal Program to Pitts Lawn & Tree Service, Huxley, IA, in an amount not to exceed \$85,000.
2. Award the contract for the FY 2019/20 Tree Trimming & Removal Program to one of the other bidders in an amount not to exceed \$85,000.

3. Accept the report of bids and refer back to staff.
4. Reject all bids and attempt to purchase tree trimming on an as-need basis.

MANAGER'S RECOMMENDED ACTION:

The approved FY 2019/20 operating budget for the Parks and Recreation Department includes \$110,000 for tree trimming and removal. The estimated cost of this contract is \$85,000. The City Forester did reference checks on Pitts Lawn and Tree Service and all references had positive comments about their work, timeliness, and responsiveness.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby awarding the contract for the FY 2019/20 Tree Trimming & Removal Program to Pitts Lawn & Tree Service, Huxley, IA, in an amount not to exceed \$85,000.



MEMO

To: Mayor and Members of the City Council

From: City Clerk's Office

Date: May 14, 2019

Subject: Contract and Bond Approval

There is/are no Council Action Form(s) for Item No(s). 28 and 29. Council approval of the contract and bond for this/these project(s) is simply fulfilling a *State Code* requirement.

/alc

COUNCIL ACTION FORM

SUBJECT: RENEWAL OF CONTRACT FOR ELECTRIC MARKET PARTICIPANT SERVICES SOFTWARE

BACKGROUND:

This action involves renewal of a subscription for market specific software that provides the necessary tools to electronically communicate and conduct transactions with the Midcontinent Independent Transmission System Operator (MISO) Energy Market. This software will assist Electric Services in managing the load (the electrical demand of our customers), the generation from the City's Power Plant, our wind resources, plus the imported power from the MISO market to satisfy customer's electrical consumption. The use of this software will allow staff to make informed decisions on how to engage in the MISO market, and will enable staff to check the accuracy of MISO's very complex billing system. Rather than purchasing the software, the City will lease the product.

On May 23, 2017, City Council awarded a contract to MCG Energy Solutions, LLC., Minneapolis, MN, in the amount of \$10,300 per month or \$123,600 total for MISO Market Participant Services for Electric Services.

This contract included the option for the City to renew in one-year increments for up to two additional years. Staff recommends renewing the agreement for FY 2019/20. This is the second of two potential renewals. The price escalator provision under this contract increases the monthly rate by 2.5% above the previous fiscal year's monthly rate at time of renewal. The contract amount for the coming year will be \$10,821.44 per month or \$129,857.28 total. This increase is in accordance with the contract terms initially established.

The approved FY 2019/20 operating budget includes \$190,000 for this software and other related support services.

ALTERNATIVES:

1. Approve the contract renewal with MCG Energy Solutions, LLC., Minneapolis, MN, for the MISO Market Participant Services for the one-year period from July 1, 2019, through June 30, 2020, in the total amount of \$129,857.28.
2. Do not renew the agreement and direct staff to seek new competitive proposals.

MANAGER'S RECOMMENDED ACTION:

This contract provides vital MISO Energy Market software service for Electric Services. The renewal of this contract will continue to provide Ames with the benefit of fixed pricing, continuity of integration and service, and reduced administrative burden.

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

COUNCIL ACTION FORM

**SUBJECT: PROFESSIONAL SERVICES FOR POWER PLANT FIRE RISK
MITIGATION**

BACKGROUND:

This contract allows the Power Plant to engage an engineering firm with fire protection expertise, or alternately a fire protection firm, to act as the Owner's Engineer/ Designer/Representative for various fire risk mitigation studies, for the preparation of specific fire system and installation design and specifications, and for fire system installation management, inspection and testing.

The scope of work requires the engineering firm to (1) be the engineer for the areas listed above, (2) develop plans and specifications, (3) provide detailed cost estimates, (4) provide lists of potential bidders, (5) evaluate contractors, (6) carry out contract management, and (7) perform field installation administration as needed, required, and requested for each project. **The selected engineering firm is not allowed to bid on any part of the actual fire protection system installation. The engineering firm will only be paid for worked performed during the fiscal year.**

On June 13, 2017, City Council awarded a contract to Burns & McDonnell Engineering Co., Inc, Chesterfield, MO, for the Professional Services for Fire Risk Mitigation contract in a not-to-exceed amount of \$50,000. Included in the original contract were terms for up to four additional one-year terms. **This is the second renewal out of four maximum.**

Staff believes that in order to accomplish the needed protection in the most economical way possible, the assistance of a specialized engineering firm is needed to prioritize and establish a sensible path to react to individual recommendations of our insurance carrier. Funding is available from the 2019/20 Capital Improvements Plan in the Power Plant Fire Protection System Project.

ALTERNATIVES:

1. Approve the contract renewal with Burns & McDonnell, Chesterfield, MO, for the Professional Services for Power Plant Fire Risk Mitigation contract for the one-year period from July 1, 2019, through June 30, 2020, in an amount not-to-exceed \$50,000.
2. Do not renew the agreement and instruct staff to seek new competitive proposals.

MANAGER'S RECOMMENDED ACTION:

This work is needed for fire risk mitigation (fire detection, alarm, & suppression) to protect critical plant equipment. If not done, a loss event resulting from a fire could be catastrophic because electricity production could stop. It is cost-effective for the Power Plant to have a company under contract to provide these services because of their specialized knowledge of current National Fire Protection Association (NFPA) code requirements and of mitigation equipment currently utilized in this industry.

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

COUNCIL ACTION FORM

SUBJECT: 2017/18 CDBG Public Facilities Neighborhood Infrastructure Improvements Program (Tripp Street Extension from Wilmoth Ave to State Ave)

BACKGROUND:

The CDBG Public Facilities Neighborhood Infrastructure Improvements Program involved the infrastructure improvements for the extension of Tripp Street through the City owned parcel at 321 State Avenue. Those infrastructure improvements included new asphalt street pavement with concrete curb and gutter, water main installation, stormwater improvements, and electric conduit. The location of this project was **Tripp Street between Wilmoth Avenue and State Avenue.**

On April 10, 2018 City Council awarded this project to Keller Excavating of Boone, Iowa in the amount of \$491,081.38. Two change orders were administratively approved by staff for a net increase of \$13,357.96. Change Order No. 1 in the amount of \$12,805.00 included changes to the electric conduit plan, an up-sized storm sewer intake, and changes to water main installation to meet DNR requirements. Change Order No. 2 (balancing) was in the amount of \$552.96 to reflect the measured quantities completed during construction. **Construction was completed in the amount of \$504,439.34** (\$590,651.37-\$86,212.03 (combined admin. expenses)).

Revenue and expenses for the project are summarized below:

<u>Funding Source:</u>	<u>Available Revenues:</u>	<u>Actual Expenditures:</u>
CDBG funds**	\$650,000.00	\$479,166.34
Unallocated GO Bond funds	\$250,000.00	\$ 0.00
Electric Improvements funds	\$25,273.00	\$ 25,273.00
Design & Construction PW Admin (CDBG)	0.00	\$ 75,666.00
Electric Admin (CDBG)	0.00	\$10,546.03
Total	\$925,273.00	\$590,651.37

Remaining funds from this project will be allocated to additional CDBG projects as separate, future contracts.

** CDBG funds covered the construction costs as well the as the administrative expenses for both Public Works and Electric.

ALTERNATIVES:

1. Accept the 2017/18 CDBG Public Facilities Neighborhood Infrastructure Improvements Program (Tripp Street Extension from Wilmoth Ave to State Ave) project as completed by Keller Excavating of Boone, Iowa, in the amount of \$504,439.34.
2. Direct staff to pursue modifications to the project.

MANAGER'S RECOMMENDED ACTION:

This project was completed in accordance with the approved plans and specifications. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, as described above.

COUNCIL ACTION FORM

SUBJECT: APPROVAL OF FY 2019/20 ASSET CONTRACTS

BACKGROUND:

During the City Budget approval process, the City Council approved a total of \$1,466,202 in ASSET allocations for FY 2019/20. Contracts have been mailed to the City-funded ASSET agencies and returned to the City. These are now presented for City Council approval.

	<u>Current</u>	<u>Allocation</u>	<u>Increase</u>
	<u>FY 2018/19</u>	<u>FY 2019/20</u>	
ACCESS	\$ 100,761	\$ 98,599	\$ (2,162)
ACPC	97,768	100,145	2,377
All Aboard For Kids	1,700	1,881	181
American Red Cross	9,800	9,933	133
Arc of Story County	10,260	10,400	140
Boys & Girls Club	111,111	113,800	2,689
Camp Fire USA	7,284	7,519	235
Center for Creative Justice	58,293	59,479	1,186
ChildServe	21,000	23,975	2,975
Emergency Residence Project	88,964	102,046	13,082
Good Neighbor	21,077	21,872	795
Heartland Senior Services	185,735	190,362	4,627
HIRTA	41,000	39,988	(1,012)
Legal Aid Society	96,970	98,888	1,918
Lutheran Services in Iowa	10,700	5,700	(5,000)
Mary Greeley Home Health Svcs.	31,114	32,500	1,386
MICA	114,982	120,271	5,289
NAMI	7,000	7,163	163
Raising Readers	22,789	23,337	548
RSVP	30,325	30,593	268
The Salvation Army	47,277	48,804	1,527
University Community Childcare	60,649	63,195	2,546
Volunteer Center of Story County	11,174	11,173	(1)
<u>Youth and Shelter Services</u>	<u>235,764</u>	<u>244,579</u>	<u>8,815</u>
	\$ 1,423,497	\$ 1,466,202	\$ 42,705

As of the time of this writing, ASSET contracts had not been returned from HIRTA or Lutheran Services in Iowa (highlighted in orange, above). Therefore, approval of contracts with these agencies will be withheld until a later date.

ALTERNATIVES:

1. Approve the ASSET agency contracts for FY 2019/20, with the exception of the contracts with HIRTA and Lutheran Services in Iowa
2. Do not approve the ASSET agency contracts

MANAGER'S RECOMMENDED ACTION:

The City Council has allocated funds for human services activities through the ASSET hearing process and the approval of the City's FY 2019/20 budget. The ASSET-funded organizations have signed and returned their contracts for services.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative #1, thereby approving the ASSET agency contracts for FY 2019/20, with the exception of the contracts with HIRTA and Lutheran Services in Iowa.

COUNCIL ACTION FORM

SUBJECT: REVISIONS TO ASSET POLICIES AND PROCEDURES

BACKGROUND:

Each year, the ASSET Administrative Team and ASSET volunteers review the ASSET Policies and Procedures. Changes to the Policies and Procedures are adopted once a majority of the Funders (three of five) approves the revisions. This year, revisions are recommended to the Policies and Procedures to address several issues.

The most significant change is to reflect the new role of Central Iowa Community Services (CICS) in the ASSET process. Because the majority of CICS funding to agencies is through a fee-for-service model, a recommendation is not needed from ASSET volunteers regarding CICS' funding level for each service, as it is with other funders' allocations. Therefore, CICS funding will be allocated directly to the agencies in the future, rather than being brought through the ASSET process. CICS will continue to serve in a coordination role, and will continue to assign volunteers to the ASSET process.

Removing CICS from the funding process requires a variety of changes to the Policies and Procedures. In addition, because two ASSET agencies only receive ASSET funds from CICS, those agencies will no longer be required to go through ASSET for funding. The proposed changes include an abbreviated process for those agencies to return to the ASSET process without completing a full application, if they choose to seek funds from other ASSET funders.

Other proposed changes include:

- Eliminating options to provide multiple paper copies of documents such as the agency audit, and instead requiring such documents to be electronically submitted
- Emphasizing the need for agencies to collaborate and coordinate their services, and providing a role for the ASSET Administrative Team to report to the funders if that team feels an agency is not making sufficient efforts to coordinate
- Eliminating the regular reports from Story County Decategorization and Early Childhood Iowa Boards; these reports are presently provided on an as-needed basis, which seems sufficient for the Administrative Team.

The ASSET board reviewed these proposed changes and recommended approval to the Funders at the May 9, 2019 meeting. A copy of the revised Policies and Procedures is attached.

ALTERNATIVES:

1. Approve the recommended changes to the ASSET Policies and Procedures
2. Do not approve changes to the ASSET Policies and Procedures

MANAGER'S RECOMMENDED ACTION:

From time to time it is necessary to amend the ASSET Policies and Procedures. The proposed changes address the new role to be undertaken by Central Iowa Community Services. CICS will maintain its role as a coordinator through the ASSET process, but will allocate its funding outside the ASSET process. Additional changes have been proposed as part of the routine revisions to this document. The ASSET board, comprised of ASSET staff and volunteers, has recommended approval of these changes.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the recommended changes to the ASSET Policies and Procedures.

ASSET

POLICIES & PROCEDURES

July 2019

www.storycountyasset.org

Sponsoring Organizations:

**City of Ames
Story County
Central Iowa Community Services
United Way of Story County
ISU Student Government**

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POLICIES AND PROCEDURES FOR ASSET

By agreement among sponsoring organizations (Funders), a team shall be authorized by all sponsors but separate from any sponsor. The name of this process is “Analysis of Social Services Evaluation Team” or “ASSET.”

I. PURPOSE

- A. To promote coordination of human services planning and funding among the sponsoring organizations.
- B. To assess the human services needs in Story County and evaluate the capabilities of agencies to provide the programs that meet those needs.
- C. To provide funding recommendations to the governing bodies of the sponsoring organizations.

II. SPONSORING ORGANIZATIONS

- A. Ames City Council (City)
- B. Story County Board of Supervisors (County)
- C. Central Iowa Community Services Mental Health/Disability Services Region (CICS)
- D. United Way of Story County (UWSC)
- E. ISU Student Government

III. TEAM STRUCTURE

- A. The City, County, UWSC, and ISU Student Government shall each appoint five (5) volunteers as voting members and CICS shall appoint three (3) volunteers to serve as voting members of the team (Volunteers). ~~Due to the nature of the services funded by CICS involvement, CICS shall appoint three (3) volunteers as voting members of the team (Volunteers).~~
- B. The City, County, CICS, UWSC, and ISU Student Government shall each appoint one staff person. The staff appointees shall be non-voting members for the purpose of ASSET business (Staff).
- C. One Agency Representative (AR) may be selected by the Human Services Council, from ASSET funded agencies, to serve as a non-voting member of ASSET.
- D. The Administrative Assistant shall be a contract position paid jointly by the Funders through a 28E Agreement and shall be a non-voting participant.

IV. TENURE OF MEMBERS

- A. The terms of Volunteers shall be three (3) years. ASSET recognizes that ISU Student Government appointees may not be able to serve three-year terms. The **APR's** shall serve for three years.
- B. The terms of Staff shall be continuous until terminated by the appointing Funder.
- C. An un-expired term of a Volunteer shall be filled by the Funder that appointed that Volunteer.
- D. No Volunteer may serve more than two (2) consecutive full terms, except the Past Chair, Chair or Chair Elect may serve longer in order to fulfill the duties of their offices.
- E. If a Volunteer is appointed to fill the remainder of an unexpired term, the newly appointed Volunteer is eligible to serve a maximum of seven consecutive years unless conditions delineated in paragraph D above apply.
- F. If a Volunteer accumulates three consecutive unexcused absences in any one ASSET year (April through March), or otherwise fails to fulfill his/her responsibilities, the Volunteers may, by a simple majority vote of quorum, request that a Funder appoint a replacement Volunteer. An unexcused absence is defined as when a Volunteer does not notify an Administrative Team member, or the Administrative Assistant about being absent. Notifying the Administrative Assistant is the preferred method.

V. OFFICERS

- A. Officers shall be Chair, Chair-Elect, Past Chair, and Treasurer, each of whom shall be elected for a one-year term by a quorum of the Volunteers.
- B. Staff and **APR** members are ineligible to hold an office.
- C. A Chair may not hold that office for more than two consecutive one-year terms.
- D. A vacancy in any office shall be filled by a majority vote of a quorum of the Volunteers for the unexpired portion of the term, except for the position of past chair, which would remain vacant should that volunteer leave the ASSET process.
- E. The ASSET Chair is authorized to sign contracts and agreements on behalf of ASSET with respect to operations of the ASSET board. The Chair-Elect may sign if the Chair is unavailable.

VI. ASSET OPERATIONS

- A. Regular meetings of ASSET shall be held in accordance with Iowa's Open Meetings law. If circumstances warrant it, a meeting of ASSET may be cancelled by the Administrative Team. An announcement of meeting cancellation will be

posted and notice sent to members and participating agencies as soon as possible under the circumstances.

- B. Unless otherwise specified, meetings shall be conducted according to Robert's Rules of Order. However, technical or non-substantive departures from these rules shall not invalidate any action taken at a meeting.
- C. Agendas will be posted at Ames City Hall, the ASSET website (<http://www.storycountyasset.org>) and at other public locations, at least three days prior to the meeting, and notification mailed electronically to each ASSET member and participating Agency.
- D. A quorum shall consist of one-half plus one of the currently appointed volunteers. A majority vote of the quorum present shall constitute a decision of ASSET. In the event a quorum is not present, ASSET business may be conducted by a simple majority vote of those present, if at least one voting member from each funder is represented. Exceptions to this include decisions for funding recommendations or changes to the Policies and Procedures, or anything that requires Funder approval.
- E. The Chair may vote on all business that comes before ASSET and shall be included as part of the quorum.
- F. Special meetings may be called by the Chair or by petition of one-fourth of the Volunteers with not less than five days written notice to the Volunteers, Staff, and APR's, by email or regular mail.
- G. Minutes of ASSET meetings shall be recorded and distributed to Staff, Volunteers, Agency Panel Representatives, and Agencies, by posting on the ASSET website (<http://www.storycountyasset.org>). Minutes shall be made public in accordance with the Iowa Open Records law.

VII. ADMINISTRATIVE TEAM OPERATIONS

- A. Staff members, the Chair, the immediate past Chair, the Chair-Elect, and the Treasurer, shall serve as an Administrative Team.
- B. The Administrative Team will meet prior to regular ASSET meetings. If there are no significant pending actions, an Administrative Team meeting may be cancelled by the Chair or Chair Elect.
- C. All members of the Administrative Team shall be voting members on Administrative Team business, including staff members.
- D. A quorum shall consist of more than half of the existing Administrative Team members. A quorum shall include at least one Volunteer. A majority vote of the quorum present shall constitute a decision of the Administrative Team.
- E. Minutes of the Administrative Team and ASSET shall be recorded and distributed to all Staff, Volunteers, APR's, and Agencies, by posting on the ASSET website (<http://www.storycountyasset.org>). Minutes shall be made public in accordance with the Iowa Open Records law.

VIII. AGENCY REPRESENTATIVE

One Agency Representative may be selected by the Human Services Council, from ASSET funded agencies, to serve as a non-voting member of ASSET.

IX. COMMITTEES

- A. Staff and committees shall have substantial responsibility for the operation of ASSET and for assisting the Volunteers. Committees may be established as follows:
 - 1. The Administrative Team may form committees to identify issues, perform studies, and bring recommendations to ASSET.
 - 2. ASSET may request committees to identify issues, perform studies, and bring recommendations to ASSET. Committee members may be appointed by the ASSET Chair.
 - 3. A Funder may request formation of a committee and make recommendations to ASSET with respect to membership on such committee. The ASSET Chair may appoint the committee members.

X. DUTIES AND RESPONSIBILITIES OF ASSET

- A. To make annual allocation recommendations to the Funders for services provided by participating agencies. The recommendations shall be consistent with instructions and priorities received from each Funder;
- B. To set a timetable each year for the funding recommendation process;
- C. To organize hearings for agency presentations regarding their proposed budgets and program plans;
- D. To review services and code definitions as assigned to agencies for use in the budget and billing process;
- E. To meet with the Funders at least twice yearly. At these meetings each Funder has one vote. A majority of Funders constitutes quorum;
- F. To give timely reports on funding recommendation decisions to the Funders and to the agencies;
- G. To develop and maintain an index of services offered in Story County; (This index will be located in the ASSET Reference Manual for Volunteers and Agencies.)
- H. To perform any specific task that the Funders might request of ASSET.

XI. AGENCY PARTICIPATION

- A. **ELIGIBILITY.** Agencies seeking funding eligibility must be serving clients within the geographic area of Story County and shall meet the criteria outlined in the

Application for ASSET Agency Participation.

- B. Agencies and services will be reviewed annually by ASSET, through the agency visit and budget process.
- C. Agencies shall annually provide financial reports in accordance with Generally Accepted Accounting Practices (GAAP). These reports shall be submitted within six months after the close of the Agency's fiscal year. Reports will meet the following guidelines:
 - 1. Agencies with an annual budget below \$100,000 must, at least, submit ~~six (6) hard copies, or one an~~ electronic copy of IRS Form 990 and a balance sheet prepared externally and independently to the ASSET Administrative Assistant.
 - 2. Agencies with an annual budget of \$100,000 or more must submit ~~six (6) hard copies, or one an~~ electronic copy of their full **comparative** audit and ~~six hard copies, or an~~ electronic copy of their IRS Form 990 to the ASSET Administrative Assistant.
- D. Agencies seeking eligibility to apply for funding through the ASSET process should fill out the application form called "Application for ASSET Agency Participation", shown as Appendix B to this document, and present verification of the stated criteria and all required attachments. All application documents shall be submitted to the Administrative Team.
- E. Agencies that have been in the ASSET process within the last three years are not required to submit a new application for participation, rather a New/ Expanded Service form can be submitted along with comparative financial audits for the years not in the ASSET process.
- F. The ASSET Administrative Team shall insure that the forms are complete and make recommendations to the Volunteers. The Volunteers will then approve or disapprove the recommendation.
- G. A written notification shall be sent to the Agency, stating its acceptance or the reason why it was not accepted.
- H. Approval of an applicant Agency does not guarantee a subsequent dollar allocation.
- I. Any Agency may request to be placed on the ASSET or Administrative Team agenda by contacting the Administrative Assistant.

XII. FUNDING PROCESS

- A. Each Agency requesting funding shall be assigned to one or more panel(s) by service area(s).
- B. Each Volunteer shall be assigned to only one panel and shall review the services within that panel.

- C. The Administrative Team shall prepare the appropriate budget and reporting forms for the agencies to complete and make the forms available via the ASSET website.
- D. Agencies must submit completed budget and reporting forms for all approved services to ASSET by the date stated in the yearly ASSET calendar.
- E. Agencies must submit Board of Directors meeting minutes as requested by the Administrative Team or Administrative Assistant.
- F. The Administrative Team shall conduct an Agency training session on the date stated in the yearly ASSET calendar.
- G. Volunteers shall conduct Liaison visits to individual agencies as scheduled on the ASSET calendar.
- H. Hearings for agencies shall be conducted each year as scheduled on the ASSET calendar.
- I. Recommendations for allocations shall be made by ASSET to the Funders after the hearings and panel work sessions are completed.
- J. Information regarding the funding and rationale shall be provided to the agencies and their governing bodies after Funders' approval.
- K. If any Agency does not provide the required information, or provides information that is inadequate, incorrect, or not timely, ASSET shall make a report to the Funders that procedures were not followed and may recommend that funding be reduced, sequestered, or not allocated at all.
- L. ~~After completion of the funding process, the Volunteers shall refer information on unfunded or underfunded services, if any, to BooST Together for Children (Early Childhood Iowa Area Board), Decategorization Board, Community Partnerships for Protecting Children, United Way of Story County Grant Program, and any other potential funders of those services.~~
- L. ASSET agencies will collaborate and partner to provide services. The ASSET Administrative Team shall make a report to Funders if an agency does not make adequate efforts to coordinate services or respond to requests for information.

XIII. PLANNING PROCESS

ASSET shall provide a community forum to work constructively and cooperatively in addressing human services concerns. This may be achieved by, but is not limited to:

- A. Participating in studies and developing strategies that enhance the delivery of human services within the county;
- B. Collecting and evaluating facts that provide valid data for decisions on program needs, and effectiveness of current delivery;
- C. Evaluate the need for new or modified services and/or duplication of services.

D. Promote and encourage collaboration among agencies for efficiencies.

XIV. CHANGES IN SERVICES

- A. Any new or existing ASSET Agency, providing services to Story County clients, that wishes to add new or expanded services, must report the changes to the ASSET Administrative Team. Changes that should be reported include increases in service beyond the normal expected growth, new or different services that have an impact on staffing, or services that result in new clientele.
- B. Agencies will report new and expanded services to the ASSET Administrative Team on the “Notification of New or Expanded Service” form, shown as **Addendum D Appendix C** to this document. The need for new or expanded services shall be identified and aligned with the Funder’s priorities and the priority areas from the most recent Story County community assessment. The Administrative Team will review the information and determine if the service(s) meets criteria to be included in the ASSET funding process. The Administrative Team will inform the ASSET Board. This review and informing of ASSET is not a commitment of funding. If ASSET asks for additional information, a committee of Volunteers may be appointed to gather more information and report its findings to ASSET for further review.
- C. If an Agency is reducing or dropping a service, a letter should be submitted to the ASSET Administrative Team within thirty days of the Agency board’s vote to drop or reduce a service.
- D. Service changes may occur any time during the funding year. If funding through ASSET is being considered, the ASSET Administrative Team should be notified of a new program by the date stated in the ASSET calendar.

XV. FUNDING APPEAL PROCESS. An Agency wishing to make an appeal may do so by following the individual Funders appeal process.

XVI. AMENDMENTS TO POLICIES AND PROCEDURES

- A. These Policies and Procedures shall be reviewed annually prior to the May ASSET Board meeting.
- B. Amendments to the Policies and Procedures may be proposed by a Volunteer, a Staff member, or a Funder.
- C. A proposed amendment shall require a majority vote of quorum of the ASSET Board to recommend such amendment to the Funders.

ADDENDUM A

STORY COUNTY DECATEGORYIZATION / EARLY CHILDHOOD IOWA AREA BOARDS

The Story County Decategorization Board and the BooST Together for Children (Early Childhood Iowa Area Board) will provide ASSET with quarterly reports to update funders and community stakeholders.

ADDENDUM B APPENDIX A – APPLICATION FOR ASSET AGENCY PARTICIPATION

ASSET (Analysis for Social Service Evaluation Team)

CRITERIA FOR FUNDING ELIGIBILITY

Financial support through ASSET can be applied for by **human service agencies** that are serving clients within the geographic area of Story County and who meet the basic eligibility criteria. **Approval of an applicant agency does not guarantee a subsequent dollar allocation.** The allocation recommendation will be made on a service-by-service basis during the annual allocation process. To be considered for financial support, agencies must comply with the following requirements and provide supporting documents to demonstrate compliance:

- A. The agency must be a non-profit corporation or chartered as a local unit of a non-profit corporation that has an IRS section 501(c)(3) status or local, state, or federal government agency (i.e. formed by a 28E Agreement) that has a presence within and serves the people of the State of Iowa.
- B. The agency must have articles of incorporation, bylaws, or other documents, which clearly define its purposes and function.
- C. The agency must have an Equal Opportunity Policy that has been approved by its Board of Directors.
- D. The agency must have been incorporated and actively conducting business for at least one year at the time of the application.
- E. The agency must maintain in its budget and service a demarcation between any religious and other programs so that ASSET does not financially support religious purposes.
- F. The agency must demonstrate need and community support for the proposed service through letters of support, needs assessments, or other documentation.
- G. The agency shall be governed by a Board of Directors or Advisory Board who serve without compensation and who approve and oversee the implementation of the budget and policies of the agency.
- H. Agencies that offer the following services shall not be eligible for funding from ASSET Funders:
 1. Agencies that are primarily political in nature.
 2. Agencies that provide services limited to the members of a particular religious group.
 3. Agencies that exist solely for the presentation of cultural, artistic, or recreational programs.
 4. Basic educational program services considered the mandated responsibility of the public education system.

Agencies that have been in the ASSET process within the last three years are not required to submit a new application for participation, rather a New/ Expanded Service form can be submitted along with comparative financial audits for the years not in the ASSET process.

To apply as an ASSET Agency Participant, complete the Application for ASSET Agency Participation and send ~~six sets of~~ the request, including the documentation outlined in the application to: **ASSET, P. O. Box 1881, Ames, IA 50010 or by email to storycountyasset@gmail.com.**

Application for ASSET Agency Participation

A. Agency General Information

1. Legal name of agency _____
Address _____
Telephone _____
2. Executive Director _____
3. Date of incorporation _____ State of incorporation _____
4. Tax Identification Number _____ Agency Fiscal Year _____
5. Is your agency affiliated with a national and/or state organization? _____ If so,
name of national and/or state organization _____

Explain nature of affiliation and describe national and/or state organization's control over local administration and activities

Explain benefits of affiliation _____

6. What is your agency mission statement? _____

7. Governing Arrangements
How are members and composition of the governing body selected? _____

What is the governance role of the Board of Directors? _____

How do you ensure Story County representation? _____

8. Membership
Does your agency have a membership program? _____
If so, list membership categories and dues

Membership benefits _____

B. Agency Service Information

1. Geographic area served _____
2. Types of services _____
3. What population(s) do you serve?

Do you offer a sliding fee scale for your services? _____
4. Other agencies in Story County that provide similar services _____

5. Agencies in Story County with whom you collaborate _____

6. Agencies in Story County with whom you share referrals _____

C. Agency Accreditation and Licensing

Is your agency accredited? _____ If so, by whom? _____

For what length of time? _____
Describe agency and staff licensing and certification requirements: _____

D. Financial/Legal Information

If ASSET approves the application, your agency will be required to annually provide financial reports in accordance with Generally Accepted Accounting Practices (GAAP) as follows:

- Agencies with an annual budget below \$100,000 must submit an electronic copy of IRS Form 990 and a balance sheet prepared externally and independently, to the ASSET Administrative Assistant at storycountyasset@gmail.com within six months after the close of the agency's fiscal year.
- Agencies with an annual budget of \$100,000 or more must submit an electronic copy of their full **comparative** audit and an electronic copy of their IRS Form 990 to the ASSET Administrative Assistant at storycountyasset@gmail.com within six months after the close of the agency's fiscal year.

E. ASSET Information

1. Attach a complete description of the service(s) that your agency provides that you will be asking for funding from ASSET. _____

2. Using the enclosed Service Code List, tell us which service code(s) your service(s) fits into. _____

Checklist for supporting documentation:

- Letter of tax-exempt status from IRS
 - Articles of Incorporation, bylaws, or other documents which clearly define agency's purpose and function
 - Equal Opportunity Policy that has been approved by Board of Directors
 - If applicable, a statement describing how agency maintains a demarcation between any religious programs and other programs (ASSET does not fund programs designed for religious purposes)
 - Documentation of community support (letters of recommendation, needs assessments, etc.)
 - List of Board of Directors member names, professional affiliation, addresses, places of business
 - A copy of the current budget and the budget for the upcoming fiscal year, including all sources of income.
 - Statement of assets and liabilities and statement of income and expenses including all sources of funds for this budget
 - Agency Program Outline Form (one for each service your agency is requesting funding for)
-

ADDENDUM C APPENDIX B – SERVICE CODES

(Complete descriptions of each service code are in the ASSET Reference Manual)
 Services are categorized into three panels: Education, Income, and Health.

Service Code #	Service Code Name	Unit of Service	Panel
1.01	Supported Employment for Mental Health or Developmentally Disabled	1 Staff Hour	Education
1.02	Advocacy for Social Development	1 Staff Hour	Education
1.03	Resource Development	1 Staff Hour	Education
1.04	Informal Education for Self-Improvement and Self-Enrichment	1 Client Contact	Education
1.05	Enclave Services	15 minutes	Education
1.06	Preschool	1 Day	Education
1.07	Youth Development and Social Adjustment	1 Client Contact / Day	Education
1.08	Employment Assistance for Youth	1 Staff Hour	Education
1.09	Out of School Program	1 Partial Day	Education
1.10	Family Development / Education	1 Client Hour	Education
1.11	Volunteer Management	1 Volunteer Hour	Education
1.12	Public Education and Awareness	1 Staff Hour	Education
2.01	Emergency Assistance for Basic Material Needs	1 Client Contact	Income
2.02	Day Care - Infant	1 Full Day	Income
2.03	Day Care - Children	1 Full Day	Income
2.04	Day Care - School Age	1 Partial Day	Income
2.05	Childcare for Mildly Ill Children	1 Partial Day	Income
2.06	Separated Families	1 Client Contact	Income
2.07	Transitional Living Services	1 day	Income
2.08	Emergency Shelter	1 24 Hour Period of Shelter and Food	Income

Service Code #	Service Code Name	Unit of Service	Panel
2.09	Correctional Services	1 Client Hour	Income
2.10	Legal Aid - Civil	1 Staff Hour	Income
2.11	Clothing, Furnishing and Other Assistance	1 Client Contact	Income
2.12	Disaster Services	1 Staff Hour	Income
2.13	Transportation	One Way Trip	Income
2.14	Budget / Credit Counseling	1 Client Contact	Income
3.01	Community Clinics	1 Clinic Hour	Health
3.02	Day Care - Adults	1 client Day	Health
3.03	In-Home Health Monitoring	1 person monitored per month	Health
3.04	Homemaker / Home Health Assistance	1 Hour	Health
3.05	Home Delivered Meals	1 Meal	Health
3.06	Congregate Meals	1 Meal	Health
3.07	Domestic Abuse Crisis and Support	1 Staff Hour	Health
3.08	Sexual Abuse Crisis and Support	1 Staff Hour	Health
3.09	Crisis Intervention	1 Contact	Health
3.10	Court Watch	1 Staff Hour	Health
3.11	Respite Care	1 Client Hour of Service	Health
3.12	In Home Nursing	1 Visit	Health
3.13	Service Coordination	1 Client Hour	Health
3.14	Activity and Resource Center	1 Client Hour	Health
3.15	In Home Hospice	1 day (24 hour)	Health
3.16	Substance Abuse or Co-occurring Disorder Treatment (Out Patient)	1 Client Hour	Health
3.17	Outpatient Treatment and Health Maintenance	1 Client Hour	Health

Service Code #	Service Code Name	Unit of Service	Panel
3.18	Supported Community Living Services	15 minutes or up to 1 24 Hour Day	Health
3.19	Special Recreation	1 participant per hour	Health
3.20	Day Habilitation Services	15 minutes or 1 Day	Health
3.21	Peer Support Services	1 Client Contact	Health

ADDENDUM D APPENDIX C – NOTIFICATION OF NEW OR EXPANDED SERVICE

ASSET

NOTIFICATION OF NEW OR EXPANDED SERVICE

****Please note that submission of this Notification does not automatically result in a commitment of funding from ASSET****

DATE: _____ AGENCY: _____

PROGRAM/SERVICE: _____

Provide a brief description of the new or expanded service and population to be served.

Describe how the need for this service was identified. Cite resources such as local needs assessment, surveys, etc.

Describe which funder(s) priority(ies) this service will meet. (May be more than one funder and/or more than one priority).

Is there new clientele to be served? If yes, how many?

Is this service currently provided by another agency? If so, describe the rationale for duplication.

What other agency provides this or any similar services in the community? How has the need for this service been identified in addition to the existing service(s)? Describe any partnership efforts with these agencies.

What outcomes will be measured? Describe methodology(ies) used to measure outcomes.

How would ASSET funds be used to support the service (scholarships/staff/direct service, etc)?

Describe what other funding sources are used to support the service.

What is the total budget for this service?

What percentage of the total service budget would requested ASSET funds support?

If this service is funded through a grant what is the amount and the duration of the grant?

Does the grant require a local cash match? _____ If yes, how much? _____

If there isn't funding through ASSET, what are the plans to provide and/or sustain the service?

The deadline for new/expanded service requests is ~~June 1st~~ May 24th.

Please submit this form by email to the ASSET Administrative Assistant at:

storycountyasset@gmail.com

ADDENDUM E APPENDIX D – CONFLICT OF INTEREST

Organization: Story County Analysis of Social Services Evaluation Team (ASSET)

Policy: Conflict of Interest Policy

Date Adopted: 4/10/03

Date Revised:

Story County ASSET and its voting members/staff persons, hereinafter referred to as “board” and “board members(s)”, agree to the following conflict of interest policy hereinafter referred to as “policy”, as adopted and revised as indicated above:

1. The policy will be adopted yearly at the first regularly scheduled board meeting following the start of the fiscal year. Each board member is to review and sign the policy at the first board meeting prior to voting on any matters before the board (if applicable).

2. A new voting board member/staff person will be required to review and sign the policy prior to voting as a board member (if applicable) at the beginning of their term and/or the first meeting of the fiscal year.

3. It is the duty of a voting board member/staff person to disclose a conflict of interest to the full board when a conflict arises. Disclosure may be made at any time to the ASSET Administrative Team; hereinafter referred to as “the Team”, who shall then notify the full Board. A record of the conflict of interest shall be made at the first regularly scheduled board meeting following disclosure.

4. A conflict of interest is defined in chapter 68B, Iowa Code. The Iowa Code defines conflict of interest as that which evidences an advantage or pecuniary benefit for the member and/or their immediate family not available to others similarly situated. A violation for a conflict of interest is punishable by both civil and criminal penalties in the State of Iowa.

5. A “potential” conflict of interest is defined herein. A potential conflict of interest is when a voting board member/staff person has reason to believe there may be a conflict of interest. This potential conflict shall be disclosed in the same manner as a conflict. If, in the opinion of the Team, the circumstances meet the definition of a conflict of interest the matter shall then be disclosed to the full board and a record shall be made at the next regular meeting.

6. A voting board member/staff person with a conflict of interest shall not vote or use their personal influence with any board member on the matter in conflict.

I agree by my signature below that I have read the above Story County ASSET Conflict of Interest Policy and understand it and will abide by the terms and conditions as stated herein.

Date: _____

Signature: _____

COUNCIL ACTION FORM

SUBJECT: ASSET JOINT FUNDER MEETING NEXT STEPS

BACKGROUND:

On May 1, the City Council met with other ASSET funders to discuss the funders' expectations and vision for the ASSET partnership. The funders discussed 1) how they set their ASSET priorities, 2) their expectations for recording outcomes through the Clear Impact Scorecard, 3) overall funder expectations for the ASSET process, and 4) other items to explore further to improve the ASSET process.

Following the meeting, ASSET staff convened to discuss the thoughts shared by the funders. ASSET staff has prepared a memo (attached), which summarizes the consistent themes staff believes emerged from the discussion. These include:

1. **There are limitations to ASSET funds** – This theme relates to the idea that ASSET funding should not be the first or only source of support for a program
2. **Integrate a needs assessment into ASSET** – Using an existing or new assessment, needs in the community would be identified in a more objective manner. An assessment could also guide funder priority-setting, volunteer decision-making, and the establishment of appropriate outcomes
3. **Establish shared funder priorities** – Using a common assessment tool, the funders could either develop priorities jointly or use consistent language to develop their priorities individually
4. **Establish core services and supplemental services** – The funders identified that certain services are more critical to support than others. The funders can establish priorities in a manner that identifies the core services that should be more consistently funded from year-to-year, and a set of supplemental services for which funding may fluctuate more depending on funder priorities
5. **Establish shared outcomes** – Through a shared priority-setting process, the funders may be better able to establish clear outcomes to be measured.

The funders are now requested to either confirm those themes or clarify them. Because of the challenges associated with convening another joint funders meeting, the

funders are being asked individually to provide their feedback. If it appears the funders have fundamentally different interpretations of the directions staff should explore, then ASSET staff would work to convene another joint funder meeting to clarify.

Once there is consensus among the funders regarding these overall concepts, ASSET staff will use them to develop more substantial action steps, including alternatives, analysis of those alternatives, and recommendations to achieve the objectives outlined in the themes. Once alternatives are determined, the funders will have an opportunity to decide whether to implement changes to the ASSET process or to leave these aspects of ASSET as-is.

ALTERNATIVES:

6. Confirm these themes and direct staff to work with other funders to develop an action plan to align the ASSET process with these concepts.
7. Amend these themes and direct staff to communicate the Council's position to other funders for concurrence.
8. Direct staff to work with other funders to host another joint funder meeting to discuss the next steps.

CITY MANAGER'S RECOMMENDED ACTION:

The themes outlined in the attached memo and summarized above reflect the viewpoints ASSET staff believes were raised consistently by the joint funders during their May 1st meeting. If the joint funders all agree that these themes reflect their interests, ASSET staff will develop an action plan, including timeframes, alternatives to explore, analysis, and recommendations, which will be used to pursue these themes. The funders would have further opportunities to decide whether to implement changes to the ASSET process to achieve the desired themes.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby confirming the themes described above and directing staff to work with other funders to develop an action plan to align the ASSET process with these concepts.

ASSET

Analysis of Social Services Evaluation Team
P.O. Box 1881 • Ames, IA 50010

MEMO

To: ASSET Joint Funders
From: ASSET Staff
Date: May 13, 2019
Subject: **Themes and Next Steps from May 1 ASSET Joint Funder Meeting**

The ASSET Joint Funders met to discuss their expectations and vision for ASSET on May 1st. After the meeting, ASSET staff met to review the themes that emerged and propose next steps. The themes from the discussion consisted of the following:

1. Limitations of ASSET Funding

ASSET funding should be used as a source of last resort, and should not be the primary source of funding for an agency or service. It should not replace lost grants or reduced state/federal funds. ASSET funds should support existing services before being used for new proposals, but should only go to existing services if the service continues to be justified.

2. Integrate an Assessment into the Process to Guide ASSET Decisions

Use an assessment to identify the needs in the community, develop funder priorities, make funding decisions, and establish outcomes. This assessment would provide a common set of data for funders and agencies to make decisions. It could be a new or existing assessment process (e.g., Five-Year Community Health Needs Assessment conducted by the Story County Quality of Life Alliance). There would be less emphasis on anecdotal evidence from the agencies in the future.

3. Establish Shared Funder Priorities

Using a common needs assessment, funders could establish shared priorities, or priorities that use a common set of language.

4. Establish Core Services and Supplemental Services

Certain services are of utmost importance to the funders. These services could form a core set of services which do not vary from year-to-year, while funders could also identify supplemental services that may be more dynamic from year-to-year. This is similar to how Central Iowa Community Services (CICS) distinguishes its services.

5. Establish Shared Outcomes

Funders can use the shared priorities to guide decisions about outcomes that should be measured and achieved.

This list is ASSET staff's impression of concepts that were raised routinely through the May 1 discussion. Because of the joint nature of the ASSET partnership, the ASSET funders need to determine together how to proceed. Since holding a joint funders meeting requires many weeks' notice, it is staff's hope that the funders can individually review this memo with their respective staff persons and discuss their desired next steps. **Therefore, the funders are being asked to review these themes and identify whether they:**

- A. **Agree with the themes and wish for ASSET staff to proceed with developing an action plan to align ASSET with these concepts.** This action plan would outline alternatives, recommendations, and a timeframe for accomplishing the changes. The funders would have further opportunities to consider the implications of the various proposals before committing to any changes. It is likely such changes would need to be implemented over several years.
- B. **Disagree with the themes and wish to amend them.** If the proposed changes are minor, ASSET staff will communicate the revisions to each of the funders and request approval to proceed with the revised themes.
- C. **Wish to hold another joint funders meeting to discuss the themes and next steps.** ASSET staff will recommend this alternative if the funders appear to have significant disagreements about the themes captured on the first page of this memo.

COUNCIL ACTION FORM

SUBJECT: **HEALTHY LIFE CENTER**

CURRENT ESTIMATED COST OF PROJECT:

You will recall from the April 23, 2019 CAF that after increasing the project cost to \$50,648,000 to reflect 2020 dollars and subtracting \$2,038,552 in recommended savings in building costs, the new estimated cost for the total project is \$48,609,448.

AMOUNT OF THE BOND ISSUE NEEDED:

As reflected in Table I below, the amount of bond revenue needed to fund the project itself is \$28,609,448. In addition, the City must size the bond issue to cover all of the costs associated with issuing the bonds. In this case, our Finance Director is suggesting we plan for issuance costs totaling \$455,552 (\$348,780 for the Underwriter's Discount, \$105,800 for Cost of Issuance, and \$972 for rounding). **Therefore, the bond referendum should be set to authorize the City to issue up to \$29,065,000 in G.O. Bonds for the Healthy Life Center project.**

Table I

Source Of Capital Funding	Amount
Story County	\$2,000,000
Heartland Senior Services	\$3,500,000
Mary Greeley Medical Center	\$7,000,000
Donations	\$5,500,000
City of Ames (Available Balances)	\$2,000,000
City of Ames (G.O. Bonds For Construction)	\$28,609,448
TOTAL	\$48,609,448
City of Ames (G.O. Bonds For Construction)	\$28,609,448
City of Ames (G.O. Bonds For Issuance Costs)	\$455,552
Total Size Of Bond Issue Needed	\$29,065,000

AMOUNT OF PROJECTED ANNUAL DEFICIT:

Based on the estimates from our consultants, the first year operating deficit for the Healthy Life Center is projected to be \$404,561. Table II reflects how this estimate was determined.

Table II

Expenses	\$3,083,413
Revenue	\$2,527,557

Operating Deficit	\$555,856
Additional Annual Subsidy:	
Story County	(\$100,000)
MGMC (Additional \$54,682 is directed for Tenant Space Costs)	(\$50,318)
Heartand Senior Services	(\$977)
City of Ames Property Taxes	\$404,561

PROPERTY TAX IMPACT FROM BOND ISSUE DEBT AND OPERATING DEFICIT:

It should be noted that the Finance Director had already included the impact of the \$455,552 issuance costs when previously calculating the estimated tax impact on our property owners. **Therefore, the estimated tax impact remains as previously reported on April 23, 2019:**

	<u>Current Plan</u>
	\$28,609,448 Bond Issue + \$404,561 In Annual Operations Deficit
For Residential Property Per \$100,000 Of Assessed Valuation:	
Tax Rate Increase	78 cents
Property Tax Increase In Dollars	\$44.13
Property Tax Increase in %	7.73%
For Commercial & Industrial Property Per \$100,000 Of Assessed Valuation:	
Tax Rate Increase	78 cents
Property Tax Increase In Dollars	\$69.79
Property Tax Increase in %	7.73%

BOND REFERENDUM WORDING:

The City's Bond Attorney has provided the following wording for the bond referendum should the City Council decide to proceed with this project.

“Shall the City of Ames, in Story County, State of Iowa, enter into a loan agreement and issue its general obligation bonds in an amount not exceeding the amount of \$29,065,000 for the purpose of paying the cost, to that extent, of constructing, furnishing and equipping a Healthy Life Center, including an aquatic center and therapy pool, exercise facilities, child care and activity areas, physical therapy and medical rehabilitation facilities, facilities providing care and services for senior citizens, and public meeting spaces and constructing necessary public infrastructure improvements?”

TIMING OF THE BOND REFERENDUM:

The State Legislature recently passed a new law which changes the dates that local governments can call for special elections, like the one contemplated for the Healthy Life Center. According to the new law, if a city certifies a special election prior to July 1, 2019, a city will have the option to hold an election on August 6, 2019, or September 10, 2019. However, if the certification happens after July 1, 2019, the next possible date for our special election will be on September 10, 2019. **Given the fact that the negotiation process with the other entities involved in this project has taken longer than anticipated, it seems advisable to schedule the special election for September 10, 2019, rather than on August 6, 2019, as originally planned.**

This change in the date will be appreciated by those who are concerned that we were planning to schedule this important election on August 6, 2019 which is a time when many of our residents are out of town on vacation.

RISKS ASSOCIATED WITH PROCEEDING WITH THE PROJECT:

The Healthy Life Center project is a complex project involving contributions from four governmental entities, Heartland Senior Services, and donations from more than seventy private individuals/businesses. **Because of its uniqueness, the project involves a number of risks the City Council must clearly understand and be willing to accept before proceeding further with this project.**

- Three Year Pledges

Under the current scenario, many of the major contributions are pledged over a three-year period. Therefore, the City Council will be asked to incur debt and obligate funds for design and construction contracts prior to receiving all of the donations. **While we have the utmost confidence that the individuals who have made the pledges will follow through with their promises, there is no guarantee that the City will receive 100% of the pledged amounts. Should there be any defaults of these pledges, the City will have to identify additional funding to complete the project as planned.**

The analysis provided in this report is based on donations totaling \$5,500,000. However, to date the City has received copies of pledges totaling \$5,352,300 or \$147,700 less than first indicated. It is hoped that the written verification for this one remaining pledge will be received by the May 28, 2019, Council meeting.

- Contract Duration

The City staff agreed to the Steering Team's request to consider assuming the responsibility to own and operate the HLC based on the assumption that MGMC, Heartland, and Story County would continue their financial support for the projected operating deficit for as long as the facility is in operation.

As we began negotiations with the three entities to finalize formal contracts, we were informed that the MGMC Board has indicated its willingness to guarantee financial support for the operating expenses of the Healthy Life Center only for the initial 15 years of its operation. Likewise, Story County is requiring a finite term for their obligation, which has been set at 25 years. **Therefore, should MGMC and/or Story County not**

agree to extend their contracts with the City past the initial term of their agreements, the loss of these contributions will significantly impact the Ames taxpayer who will be responsible for covering their share of the deficit.

- Deficit

It should be emphasized that the \$404,561 stated annual operating deficit is only an estimate and could end up to be greater than anticipated each year. With the City being responsible for the variable of the deficit, additional property tax obligation might be required.

In addition, with MGMC and Story County decisions to cap their annual contributions, only Heartland (with a 10% obligation for the Non-Aquatics shared space) remains responsible, along with the City, to finance any operational deficit that might occur in excess of the RDG estimates.

- Future Capital Improvements

Rather than go back to each of the funders in the future to secure additional funding when major capital improvements are needed to replace deteriorated infrastructure/major equipment (windows, doors, roof, HVAC, etc.), a replacement account will be established as an annual operating expense to cover these costs.

It is possible that sufficient funds will not have been accumulated in this replacement account to pay for a needed replacement if some unplanned event occurs. In this instance, the City will have to pay for the improvement out of other city funds or we will have to delay a much needed improvement.

- State Legislature Action To Cap The City's Ability To Raise Property Taxes

As you are all aware, the State Legislature was considering a bill that would significantly inhibit a city's ability to raise property tax revenues each year making it more difficult to raise the operating revenue to cover the projected annual deficit for the Healthy Life Center. Fortunately through the leadership of Mayor Haila, the law that was ultimately passed is less onerous on cities. Attachment A is a memo from the Finance Director summarizing the new law. There remains in Chapter 24 of the Iowa Code a provision to protest a city's budget proposal which could be utilized more often than in the past as the result of the new state law. (Attachment E)

- Authorization To Use The University Site On Ontario

President Wintersteen is in support of the University leasing their property at Ontario and Scholl Road for the site of the Healthy Life Center. However, the ultimate approval of this long-term lease must be granted by the Board of Regents. Unfortunately, the proposed lease cannot be on the Board agenda any sooner than their August meeting.

While Dr. Wintersteen has indicated the Board does not normally overrule her recommendation regarding this type of lease, it is possible that the Board would not approve leasing the site.

In the meantime, the staff has prepared a lease with similar terms that were approved by the Board of Regents for the Furman Aquatics Center site. The University staff is reviewing the proposed agreement.

- No Environment Study Performed On The Site

No environmental study has been performed on the site by the City. Therefore, we have asked University officials to supply any copies of similar studies that have been performed on the proposed site. Since the current estimates do not reflect any additional costs to deal with environmental issues, the construction costs will increase should any environmental issues be identified as we proceed with construction on the site.

- Design Work

The three funding partners have agreed to transmit their contribution towards the cost to construct the Healthy Life Center only after the City takes action to approve a contract to construct the building. In order to take bids on the project, an architectural/engineering firm will first have to create design plans. In the unlikely event that the bids received exceed our construction budget by so much that a decision is made not to proceed with the project, the City will be responsible for the total cost of this design work.

PARTNER CONTRACTS:

The staff has prepared the attached contracts for MGMC (Attachment B), Story County (Attachment C), and Heartland Senior Services (Attachment D) to approve. It is hoped that they will be finalized by the May 28, 2019, Council meeting.

ALTERNATIVES:

- 1) The City Council can decide to move ahead with the Healthy Life Center project by passing a resolution that allows the City to hold a referendum to enter into a loan agreement and issue general obligation bonds in an amount not to exceed \$29,065,000 for the purpose of paying the cost for constructing and equipping the Healthy Life Center, and setting the date of the bond referendum for September 10, 2019.
- 2) The City Council can decide to not move ahead with the Healthy Life Center at this time because of the cost involved with the project and/or the risks identified above.
- 3) The City Council can decide to delay making a final decision to move ahead with the project and attempt to renegotiate greater levels of support from the other funding partners and/or request more private donations for the project to proceed.

MANAGER'S RECOMMENDED ACTION:

Assuming that the Healthy Life Center remains a top priority of the City Council, that Council members are well informed as to the risks involved with moving ahead with this complex project, and a determination has been made by the City Council that the

benefits to the community outweigh the risks; it is the recommendation of the City Manager that the City Council approve Alternative #1 as stated above.

ATTACHMENT A

Date: May 23, 2019
To: Steve Schainker, City Manager
From: Duane Pitcher, Finance Director
Subject: Property Tax Limitation Bill

Senate File 634 was signed into law by the Governor today and places some restrictions on our ability to levy property taxes to provide services to our citizens. It also requires some additional steps to adopt the City's budget. We will provide more information in the near future as the Iowa Department of Management sets forth budget procedures under the new law. The new law will apply beginning with our next budget year (FY 20/21). Below is a summary of the changes.

1. The deadline for certification of the budget is changed from March 15 to March 31.
2. Adoption of a budget with a property tax levy (excluding debt service) of greater than 102% of the current year levy will require a two-thirds majority of the City Council.
3. There is an additional step in the process which involves a public hearing and the Council adopting a "maximum levy" resolution. If the maximum levy resolution exceeds the amount of the current year levy, a statement of the major reasons for the increase is required. If the maximum levy exceeds the 102% described in number 2 above, a two thirds majority is required for passage.
4. In all cases a second hearing is required to adopt the actual budget is required. This process is similar to our current budget process and cannot exceed the amount of the maximum levy resolution. A simple majority is required for final adoption.

5. There some additional public notification steps required including posting on the City's internet website and posting on the City's social media sites.

The deadline for citizen filing of a budget protest is extended to April 10 to correspond with the later budget certification date.

Public hearings will continue to have the not less than 10 and not more than 20 day notice requirements and with two hearings required this will obviously require some changes to our budget timeline. At first review it appears that the biggest timing challenge would occur if Council does not pass the new "maximum levy" resolution at the first public hearing. This would require a second "maximum levy" hearing. With notice requirements it will make it difficult to meet the March 31 levy certification deadline.

We will be providing additional information as we work through this new process. A copy of the tax limitation bill and the Iowa Code Section on budget protests are attached for your reference.

cc: Nancy Masteller

**MEMORANDUM OF AGREEMENT
BETWEEN THE CITY OF AMES
AND MARY GREELEY MEDICAL CENTER
REGARDING THE HEALTHY LIFE CENTER**

WHEREAS The City, Story County, Heartland Senior Services, and Mary Greeley Medical Center have been working together over the last three years to develop the concept of the Healthy Life Center (HLC) that will help achieve the life-long goal of making healthy living accessible and enjoyable to people of all ages and socio-economic status; and,

WHEREAS the City of Ames has agreed to construct, own, and manage the Healthy Life Center; and,

WHEREAS the Healthy Life Center will help all employers in Story County recruit and retain employees, reduce health care costs, and improve the overall health of everyone who lives within Story County; and,

WHEREAS Mary Greeley Medical Center will be a tenant in the Healthy Life Center in which approximately 3,221 square feet will be built to house their rehabilitation center; and,

WHEREAS user fees alone will not support the annual operating costs of the Healthy Life Center;

NOW Therefore, the City of Ames and Mary Greeley Medical Center agree to the following on this _____ day of _____, 2019.

OBLIGATIONS OF MARY GREELEY MEDICAL CENTER

1. Mary Greeley Medical Center (hereinafter "MGMC") will pay to the City of Ames (hereinafter "City") a total of \$7,000,000 for construction of approximately 3,221 square feet of MGMC tenant space for rehabilitation services, the therapy pool, and other shared spaces within the Healthy Life Center. The obligation to pay \$7,000,000 will become effective only if the City Council enters into a contract to construct the Healthy Life Center. The \$7,000,000 payment will be due and payable to the City from MGMC as follows:
 - a. 30% due within 30 days after the award of the contract for construction of the Healthy Life Center building.
 - b. 30% due within 30 days after the initial start of construction of the Healthy Life Center building.
 - c. 30% due within 30 days after substantial completion of the construction of the Healthy Life Center building.
 - d. 10% due immediately upon issuance of occupancy permit for the Healthy Life Center building.
2. MGMC's tenant space shall be used only for rehabilitation services or any other programs consistent with the vision of the Healthy Life Center.

3. MGMC will pay an annual amount to the City to cover a portion of the operating costs for the Healthy Life Center as well as the annual operating deficit. The payment from MGMC to the City will be as follows:
 - a. The first payment will be \$105,000. Realizing that the City will need to expend funds for the Healthy Life Center in advance of its opening, this first payment by MGMC will be due 30 days after an individual, or entity, is hired to manage the facility. The City will give a minimum of three months' notice as to when this payment will be due.
 - b. Each succeeding fiscal year (July 1 to June 30), the annual payment to the City by MGMC will be increased by 3% over the previous fiscal year (For example, Year 1-\$105,000, Year 2=\$108,150, Year 3=\$111,395, Year 4=\$114,737, etc.).
 - c. After the initial payment, annual payments will be due each year from MGMC to the City by the first day October of each year.
4. MGMC will be responsible to pay for any minor or major improvements to its tenant space and purchase any equipment (movable or fixed) within MGMC's tenant space after the Healthy Life Center construction is finalized. Improvements do not include maintenance and repairs to its tenant space.
5. MGMC is responsible for 100% of its operating expenses (i.e. staffing, supplies, etc.).

OBLIGATIONS OF THE CITY

6. The City will construct, own, and manage the Healthy Life Center.
7. The City will construct, within the Healthy Life Center, approximately 3,221 square feet of tenant space to be occupied by MGMC in accordance with the cost estimates contained in the RDG HLC Planning Study.
8. In accordance with the recommended Replacement Fund reflected in the RDG HLC Planning Study (pages 101-116), the City will be responsible for those associated costs.
9. The City will be responsible for the maintenance and repairs of MGMC's tenant space.

DURATION OF THE AGREEMENT

10. The term of this agreement shall commence on the effective day of this agreement and end fifteen years after the Healthy Life Center has been open to the public. After this initial term, the agreement can be extended or renegotiated by mutual consent of the parties. The agreement will terminate should the City fail to construct the Healthy Life Center. Within 30 days after the termination of this agreement, MGMC shall remove all of its

possessions and moveable equipment from its tenant space in the Healthy Life Center and the City will have sole use of the tenant space, and the City will not be responsible to reimburse or refund to MGMC for payments made under paragraphs 1 and 3.

HOLD HARMLESS

11. The parties do hereby covenant and agree to indemnify and hold harmless the other party, its officers and employees, against any loss or liability whatsoever, including reasonable attorney's fees, pertaining to any and all claims by any and all persons, resulting from or arising out of the City's construction, location, operation, and maintenance of the Healthy Life Center and MGMC's tenancy of the Healthy Life Center.

INSURANCE REQUIREMENTS

12. MGMC shall maintain:

Commercial General Liability (CGL) with limits of Insurance not less than \$1,000,000 each occurrence, and \$2,000,000 Annual General Aggregate. The City of Ames, its officials, employees and agents shall be included as insured on the CGL. This insurance for the additional insured shall be as broad as the coverage provided for the named insured. It shall apply as Primary Insurance before any other insurance or self-insurance, including any deductible, maintained by, or provided to, the additional insured. To the fullest extent provided by the laws of Iowa, the insurer shall agree to waive all rights of subrogation against the City of Ames, its officials, employees, and volunteers for losses arising from occupancy of the premises.

Workers' Compensation Insurance in accordance with state law and Employers Liability Insurance limits of at least \$500,000 each accident for bodily injury by accident and \$500,000 each employee for injury by disease. To the fullest extent provided by the laws of Iowa, the insurer shall agree to waive all rights of subrogation against the City of Ames, its officials, employees, and volunteers for losses arising from occupancy of the premises.

Each insurance policy required by this paragraph shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty days prior written notice. MGMC shall furnish the City with certificates of insurance and with original endorsements effecting coverage required by this paragraph. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements shall be on standard insurance company forms and shall be received and approved by the City before occupancy commences. The City reserves the right to require complete, certified copies of all required insurance policies, at any time.

SUB-LEASE

13. MGMC shall not sub-lease their tenant space without prior written approval of the City Council.

TENANT SPACE DESIGN

14. MGMC may configure its tenant space in any reasonable manner. However, the space shall be designed without any interior load bearing walls if possible.

USE OF THE HEALTHY LIFE CENTER SHARED SPACE

15. MGMC may use the cardio/weight/walking track/therapy pool areas at no cost if the activity is conducted one on one by a MGMC rehabilitation staff member with a patient.

16. If MGMC clients or staff wish to use the Healthy Life Center for personal use, the individuals must pay all costs associated with that use of the facilities.

17. MGMC may use the meeting rooms in the Healthy Life Center at no cost based on terms mutually agreeable to the parties. These terms will be determined prior to the Healthy Life Center opening to the public.

USE OF MGMC'S TENANT SPACE

18. The City may use MGMC's tenant space during non-business hours for wellness related activities at no cost based on terms mutually agreeable to the parties. These terms will be determined prior to the Healthy Life Center opening to the public.

The parties hereby agree to the above:

CITY OF AMES, IOWA

By: _____
John A. Haila, Mayor

Date: _____

Attest by: _____
Diane R. Voss, City Clerk

MARY GREELEY MEDICAL CENTER

By: _____
Brian Dieter, President & CEO

Date: _____

**MEMORANDUM OF AGREEMENT
BETWEEN THE CITY OF AMES, IOWA
AND STORY COUNTY, IOWA
REGARDING THE HEALTHY LIFE CENTER**

WHEREAS The City, Story County, Heartland Senior Services, and Mary Greeley Medical Center have been working together over the last three years to develop the concept of the Healthy Life Center that will help achieve the life-long goal of making healthy living accessible and enjoyable to people of all ages and socio-economic status,

WHEREAS the City of Ames has agreed to construct, own, and manage the Healthy Life Center; and,

WHEREAS the Healthy Life Center will help all employers in Story County recruit and retain employees, reduce health care costs, and improve the overall health of everyone who lives within Story County; and,

WHEREAS, Story County sees benefit to the residents of the county by participating in and supporting the Healthy Life Center; and,

WHEREAS user fees alone will not support the annual operating costs of the Healthy Life Center;

NOW Therefore, the City of Ames and Story County agree to the following on this _____ day of _____, 2019:

OBLIGATIONS OF STORY COUNTY

Story County will have the following obligations:

1. Story County (hereinafter County) will pay to the City of Ames (hereinafter City) \$2,000,000 towards the construction and equipping of the Healthy Life Center. The obligation to pay \$2,000,000 will be incurred only if City Council enters into a contract to proceed with the construction of the Healthy Life Center. Payments from the County to the City will be as follows:
 - a. \$666,666 on July 1, 2020, or 30 days after the City enters into a contract to proceed with construction of the Healthy Life Center, whichever comes later
 - b. \$666,667 on July 1, 2021
 - c. \$666,667 on July 1, 2022

2. The County will pay an annual amount for operating expenses of the Healthy Life Center. The payment from the County to the City will be as follows:
 - a. The first payment will be \$100,000 and due 30 days following the opening of the Healthy Life Center.
 - b. For each succeeding fiscal year (July 1 to June 30) in which the Healthy Life Center is in operation, the annual payment due to the City will be increased by 3% from the previous year. (For example: Year 1=\$100,000, Year 2= \$103,000, Year 3=\$106,090, Year 4=\$109,273, etc.).
 - c. These succeeding annual payments will be due each year from the County to the City by the first day of October of each year.

OBLIGATIONS OF THE CITY

- 3. The City will construct, own, and manage the Healthy Life Center.
- 4. All non-Ames residents that reside within Story County will be charged in accordance with the same fee schedule that is applied to Ames residents for use of the facility. This constitutes part of the consideration obtained by the County for contributing to the construction and ongoing operation costs.

DURATION OF THE AGREEMENT

- 5. This agreement will endure for 25 years after the date the Healthy Life Center opens to the public. The agreement may also be terminated at any time by mutual agreement of the parties. In addition, the agreement will terminate should the City fail to construct the Healthy Life Center. After this initial term, the agreement can be extended or renegotiated by mutual consent of the parties. However, once the agreement is terminated, the City will no longer be required to fulfill the obligation under paragraph 4.

The parties hereby agree to the above:

CITY OF AMES, IOWA

By: _____
John A. Haila, Mayor

Date: _____

Attest by: _____
Diane R. Voss, City Clerk

STORY COUNTY

By: _____
Linda Murken, Chair
Story County Board of Supervisors

Date: _____

**MEMORANDUM OF AGREEMENT
BETWEEN THE CITY OF AMES
AND HEARTLAND SENIOR SERVICES
REGARDING THE HEALTHY LIFE CENTER**

WHEREAS The City, Story County, Heartland Senior Services, and Mary Greeley Medical Center have been working together over the last three years to develop the concept of the Healthy Life Center (HLC) that will help achieve the life-long goal of making healthy living accessible and enjoyable to people of all ages and socio-economic status; and,

WHEREAS the City of Ames has agreed to construct, own, and manage the Healthy Life Center; and,

WHEREAS the Healthy Life Center will help all employers in Story County recruit and retain employees, reduce health care costs, and improve the overall health of everyone who lives within Story County; and,

WHEREAS Heartland Senior Services current facility has outlived its useful life and, therefore, is in need of approximately 10,542 square feet of new space that is estimated to cost \$3,500,000; and,

WHEREAS Heartland Senior Services will be a tenant in the Healthy Life Center and provide their clients with an adult day center, nutrition, activities, and administrative services; and,

WHEREAS user fees alone will not support the annual operating costs of the Healthy Life Center;

NOW Therefore, the City of Ames and Heartland Senior Services agree to the following on this _____ day of _____, 2019:

OBLIGATIONS OF HEARTLAND SENIOR SERVICES

Heartland Senior Services (hereinafter "Heartland") will have the following obligations:

1. Heartland will pay to the City of Ames (hereinafter "City") \$3,500,000 of the cost to construct the Healthy Life Center. This obligation to pay the \$3,500,000 will become effective only if the City Council enters into a contract to construct the Healthy Life Center. This payment will be due and payable to the City of Ames from Heartland 30 days after notice of the award of the contract for construction of the Healthy Life Center building. Heartland will show proof of available funds to pay the \$3,500,000 upon entering into this agreement.
2. Heartland will be responsible each fiscal year (July 1 to June 30) to pay to the City:
 - a. 11% of the total annual operating costs of the HLC building and grounds as defined in the RDG HLC Planning Study. The specific operating cost categories Heartland will be required to pay a share of are generally defined on pages 65, 66, and 68 of the RDG HLC Planning Study. However, the parties agree that other operating cost categories, unforeseen at this time, may be added in the future.

- b. 10% of the deficit each fiscal year when expenditures exceed revenues associated with non-aquatics portion of the building.
 - c. Expenditures and revenues used to determine the amount of payments required in Paragraph 2.b will be allocated in accordance with the RDG HLC Planning Study and include any other expenditure or revenue categories unforeseen at this time.
- 3. The City will invoice Heartland on a quarterly basis for its share of the operating costs required in Paragraph 2. a. Heartland will then be required to pay the City this operating cost obligation within 15 days of the invoice date.
- 4. The City will invoice Heartland for its deficit obligation for the non-aquatic space required in paragraph 2. b. by August 31 following the end of each fiscal year. Payment will be required within 30 day of the invoice date.
- 5. Heartland will be responsible to pay for any minor or major improvements to its tenant space and purchase any equipment (movable or fixed) within Heartland's tenant space after the Healthy Life Center construction is finalized. Improvements do not include maintenance and repairs to its tenant space.
- 6. Heartland is responsible for 100% of its operating expenses (i.e. staffing, supplies, etc.).
- 7. Heartland's tenant space shall be used only for an adult day, nutrition, older adult activities, administrative, and other related services consistent with the vision of the Healthy Life Center.

OBLIGATIONS OF THE CITY OF AMES

- 8. The City will construct, own, and manage the Healthy Life Center.
- 9. The City will construct, within the Healthy Life Center, approximately 10,542 square feet of tenant space to be occupied by Heartland in accordance with the cost estimates contained in the RDG HLC Planning Study.
- 10. In accordance with the recommended Replacement Fund reflected in the RDG HLC Planning Study (pages 101-116), the City will be responsible for those associated costs.
- 11. The City will be responsible for the maintenance and repairs of Heartland's tenant space.

DURATION OF THE AGREEMENT

- 12. This agreement will endure until it is terminated by mutual consent of the parties or the City fails to construct the Healthy Life Center.

HOLD HARMLESS

13. The parties do hereby covenant and agree to indemnify and hold harmless the other party, its officers and employees, against any loss or liability whatsoever, including reasonable attorney's fees, pertaining to any and all claims by any and all persons, resulting from or arising out of the City's construction, location, operation, and maintenance of the HLC and Heartland's tenancy of the Healthy Life Center.

INSURANCE

14. Heartland shall maintain:

- a. Commercial General Liability (CGL) with limits of Insurance not less than \$1,000,000 each occurrence, and \$2,000,000 Annual General Aggregate. The City of Ames, its officials, employees and agents shall be included as insured on the CGL. This insurance for the additional insured shall be as broad as the coverage provided for the named insured. It shall apply as Primary Insurance before any other insurance or self-insurance, including any deductible, maintained by, or provided to, the additional insured. To the fullest extent provided by the laws of Iowa, the insurer shall agree to waive all rights of subrogation against the City of Ames, its officials, employees, and volunteers for losses arising from occupancy of the premises.

Workers' Compensation Insurance in accordance with state law and Employers Liability Insurance limits of at least \$500,000 each accident for bodily injury by accident and \$500,000 each employee for injury by disease. To the fullest extent provided by the laws of Iowa, the insurer shall agree to waive all rights of subrogation against the City of Ames, its officials, employees, and volunteers for losses arising from occupancy of the premises.

Each insurance policy required by this paragraph shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after **thirty days prior written notice**. Heartland shall furnish the City with certificates of insurance and with original endorsements effecting coverage required by this paragraph. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements shall be on standard insurance company forms and shall be received and approved by the City before occupancy commences. The City reserves the right to require complete, certified copies of all required insurance policies, at any time.

SUBLEASE

15. Heartland shall not sub-lease its tenant space without prior written approval of the City Council.

TENANT SPACE DESIGN

16. Heartland may configure its tenant space in any reasonable manner. However, the space shall be designed without any interior load bearing walls if possible.

USE OF THE HEALTHY LIFE CENTER SHARED SPACE

17. Heartland may use the meeting rooms in the Healthy Life Center at no cost based on terms mutually agreeable to the parties. These terms will be determined prior to the Healthy Life Center opening to the public.

18. If Heartland clients or staff wish to use the Healthy Life Center for personal use, the individuals must pay all costs associated with that use.

USE OF HEARTLAND'S TENANT SPACE

19. The City may use Heartland's tenant space during non-business hours for Healthy Life Center related activities at no cost based terms mutually agreeable to the parties. These terms will be determined prior to the HLC opening to the public.

The parties hereby agree to the above:

CITY OF AMES, IOWA

By: _____
John A. Haila, Mayor

Date: _____

Attest by: _____
Diane R. Voss, City Clerk

HEARTLAND SENIOR SERVICES

By: _____
Winnie Gleason, President

Date: _____

CHAPTER 24

LOCAL BUDGETS

Referred to in §8.6, 28M.4, 29C.9, 29C.17, 145A.14, 145A.16, 176A.8, 176A.10, 257.7, 260C.18, 275.29, 298.1, 298A.2, 309.97, 331.401, 331.502, 357J.10, 384.19, 441.16

24.1	Short title.	24.19	Levying board to spread tax.
24.2	Definition of terms.	24.20	Tax rates final.
24.3	Requirements of local budget.	24.21	Transfer of inactive funds.
24.4	Time of filing estimates.	24.22	Transfer of funds.
24.5	Estimates itemized.	24.23	Supervisory power of state board.
24.6	Emergency fund — levy.	24.24	Violations.
24.7	Supplemental estimates.	24.25	Reserved.
24.8	Estimated tax collections.	24.26	State appeal board.
24.9	Filing estimates — notice of hearing — amendments.	24.27	Protest to budget.
24.10	Levies void.	24.28	Hearing on protest.
24.11	Meeting for review.	24.29	Appeal.
24.12	Record by certifying board.	24.30	Review by and powers of board.
24.13	Procedure by levying board.	24.31	Rules of procedure — record.
24.14	Tax limited.	24.32	Decision certified.
24.15	Further tax limitation.	24.33	Reserved.
24.16	Expenses — how paid.	24.34	Unliquidated obligations.
24.17	Budgets certified.	24.35	through 24.47 Reserved.
24.18	Summary of budget.	24.48	Appeal to state board for suspension of limitations.

24.1 Short title.

[This chapter](#) shall be known as the “*Local Budget Law*”.

[C24, 27, 31, 35, 39, §368; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §24.1]

Referred to in §24.20

24.2 Definition of terms.

As used in [this chapter](#) and unless otherwise required by the context:

1. “*Book*”, “*list*”, “*record*”, or “*schedule*” kept by a county auditor, assessor, treasurer, recorder, sheriff, or other county officer means the county system as defined in [section 445.1](#).
2. The words “*certifying board*” shall mean any public body which has the power or duty to certify any tax to be levied or sum of money to be collected by taxation.
3. The words “*fiscal year*” shall mean the period of twelve months beginning on July 1 and ending on the thirtieth day of June. The fiscal year of cities, counties, and other political subdivisions of the state shall begin July 1 and end the following June 30.
4. The words “*levying board*” shall mean board of supervisors of the county and any other public body or corporation that has the power to levy a tax.
5. “*Municipality*” means a public body or corporation that has power to levy or certify a tax or sum of money to be collected by taxation, except a county, city, drainage district, township, or road district.
6. The words “*state board*” shall mean the state appeal board as created by [section 24.26](#).
7. The word “*tax*” shall mean any general or special tax levied against persons, property, or business, for public purposes as provided by law, but shall not include any special assessment nor any tax certified or levied by township trustees.

[C24, 27, 31, 35, 39, §369; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §24.2]

83 Acts, ch 123, §30, 209; 2000 Acts, ch 1148, §1; 2002 Acts, ch 1119, §200, 201; 2013 Acts, ch 30, §7

Referred to in §24.20, 74.1, 331.433, 384.2

24.3 Requirements of local budget.

No municipality shall certify or levy in any fiscal year any tax on property subject to taxation unless and until the following estimates have been made, filed, and considered, as hereinafter provided:

1. The amount of income thereof for the several funds from sources other than taxation.
2. The amount proposed to be raised by taxation.

3. The amount proposed to be expended in each and every fund and for each and every general purpose during the fiscal year next ensuing, which in the case of municipalities shall be the period of twelve months beginning on the first day of July of the current calendar year.

4. A comparison of such amounts so proposed to be expended with the amounts expended for like purposes for the two preceding years.

[C24, 27, 31, 35, 39, §370; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §24.3]
 Referred to in §8.6, 24.9, 24.20, 37.9

24.4 Time of filing estimates.

All such estimates and any other estimates required by law shall be made and filed a sufficient length of time in advance of any regular or special meeting of the certifying board or levying board, as the case may be, at which tax levies are authorized to be made to permit publication, discussion, and consideration thereof and action thereon as hereinafter provided.

[C24, 27, 31, 35, 39, §371; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §24.4]
 Referred to in §24.9, 24.20, 37.9

24.5 Estimates itemized.

The estimates herein required shall be fully itemized and classified so as to show each particular class of proposed expenditure, showing under separate heads the amount required in such manner and form as shall be prescribed by the state board.

[C24, 27, 31, 35, 39, §372; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §24.5]
 Referred to in §24.9, 24.20, 37.9

24.6 Emergency fund — levy.

1. A municipality may include in the estimate required, an estimate for an emergency fund. A municipality may assess and levy a tax for the emergency fund at a rate not to exceed twenty-seven cents per thousand dollars of assessed value of taxable property of the municipality. However, an emergency tax levy shall not be made until the municipality has first petitioned the state board and received its approval.

2. a. Transfers of moneys may be made from the emergency fund to any other fund of the municipality for the purpose of meeting deficiencies in a fund arising from any cause. However, a transfer shall not be made except upon the written approval of the state board, and then only when that approval is requested by a two-thirds vote of the governing body of the municipality.

b. Notwithstanding the requirements of paragraph “a”, if the municipality is a school corporation, the school corporation may transfer money from the emergency fund to any other fund of the school corporation for the purpose of meeting deficiencies in a fund arising within two years of a disaster as defined in [section 29C.2, subsection 4](#). However, a transfer under this paragraph “b” shall not be made without the written approval of the school budget review committee.

[C24, 27, 31, 35, 39, §373; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §24.6]
[83 Acts, ch 123, §31, 209; 2009 Acts, ch 65, §1](#)
 Referred to in §24.9, 24.14, 24.20, 29C.20

24.7 Supplemental estimates.

Supplemental estimates for particular funds may be made for levies of taxes for future years when the same are authorized by law. Such estimates may be considered, and levies made therefor at any time by filing the same, and upon giving notice in the manner required in [section 24.9](#). Such estimates and levies shall not be considered as within the provisions of [section 24.8](#).

[C27, 31, 35, §373-a1; C39, §373.1; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §24.7]
 Referred to in §24.9, 24.20

24.8 Estimated tax collections.

The amount of the difference between the receipts estimated from all sources other than taxation and the estimated expenditures for all purposes, including the estimates for emergency expenditures, shall be the estimated amount to be raised by taxation upon the

assessable property within the municipality for the next ensuing fiscal year. The estimate shall show the number of dollars of taxation for each thousand dollars of the assessed value of all property that is assessed.

[C24, 27, 31, 35, 39, §374; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §24.8]
 Referred to in §24.7, 24.9, 24.20

24.9 Filing estimates — notice of hearing — amendments.

1. *a.* Each municipality shall file with the secretary or clerk thereof the estimates required to be made in [sections 24.3 to 24.8](#), at least twenty days before the date fixed by law for certifying the same to the levying board and shall forthwith fix a date for a hearing thereon, and shall publish such estimates and any annual levies previously authorized as provided in [section 76.2](#), with a notice of the time when and the place where such hearing shall be held not less than ten nor more than twenty days before the hearing. Provided that in municipalities of less than two hundred population such estimates and the notice of hearing thereon shall be posted in three public places in the district in lieu of publication. For any other municipality such publication shall be in a newspaper published therein, if any, if not, then in a newspaper of general circulation therein.

b. The department of management shall prescribe the form for public hearing notices for use by municipalities.

2. Budget estimates adopted and certified in accordance with [this chapter](#) may be amended and increased as the need arises to permit appropriation and expenditure during the fiscal year covered by the budget of unexpended cash balances on hand at the close of the preceding fiscal year and which cash balances had not been estimated and appropriated for expenditure during the fiscal year of the budget sought to be amended, and also to permit appropriation and expenditure during the fiscal year covered by the budget of amounts of cash anticipated to be available during the year from sources other than taxation and which had not been estimated and appropriated for expenditure during the fiscal year of the budget sought to be amended. Such amendments to budget estimates may be considered and adopted at any time during the fiscal year covered by the budget sought to be amended, by filing the amendments and upon publishing them and giving notice of the public hearing in the manner required in [this section](#). Within ten days of the decision or order of the certifying or levying board, the proposed amendment of the budget is subject to protest, hearing on the protest, appeal to the state appeal board and review by that body, all in accordance with [sections 24.27 to 24.32](#), so far as applicable. A local budget shall be amended by May 31 of the current fiscal year to allow time for a protest hearing to be held and a decision rendered before June 30. An amendment of a budget after May 31 which is properly appealed but without adequate time for hearing and decision before June 30 is void. Amendments to budget estimates accepted or issued under [this section](#) are not within [section 24.14](#).

[C24, 27, 31, 35, 39, §375; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §24.9; [82 Acts, ch 1079, §1](#)]

[83 Acts, ch 123, §32, 209; 97 Acts, ch 206, §11, 12, 24; 2014 Acts, ch 1026, §10](#)

Referred to in §24.7, 24.20, 37.9, 298A.2, 298A.12, 441.16

24.10 Levies void.

The verified proof of the publication of such notice shall be filed in the office of the county auditor and preserved by the auditor. No levy shall be valid unless and until such notice is published and filed.

[C24, 27, 31, 35, 39, §376; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §24.10]

Referred to in §24.20, 37.9

24.11 Meeting for review.

The certifying board or the levying board, as the case may be, shall meet at the time and place designated in said notice, at which meeting any person who would be subject to such tax levy, shall be heard in favor of or against the same or any part thereof.

[C24, 27, 31, 35, 39, §377; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §24.11]

Referred to in §24.20, 37.9

24.12 Record by certifying board.

After the hearing has been concluded, the certifying board shall enter of record its decision in the manner and form prescribed by the state board and shall certify the same to the levying board, which board shall enter upon the current assessment and tax roll the amount of taxes which it finds shall be levied for the ensuing fiscal year in each municipality for which it makes the tax levy.

[C24, 27, 31, 35, 39, §378; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §24.12]
 Referred to in [§24.20, 37.9](#)

24.13 Procedure by levying board.

Any board which has the power to levy a tax without the same first being certified to it, shall follow the same procedure for hearings as is required of certifying boards under [this chapter](#).

[C24, 27, 31, 35, 39, §379; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §24.13]

[2014 Acts, ch 1092, §18](#)

Referred to in [§24.20](#)

24.14 Tax limited.

A greater tax than that so entered upon the record shall not be levied or collected for the municipality proposing the tax for the purposes indicated and a greater expenditure of public money shall not be made for any specific purpose than the amount estimated and appropriated for that purpose, except as provided in [sections 24.6](#) and [24.15](#). All budgets set up in accordance with the statutes shall take such funds, and allocations made by [sections 123.17](#) and [452A.79](#), into account, and all such funds, regardless of their source, shall be considered in preparing the budget.

[C24, 27, 31, 35, 39, §380; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, S81, §24.14; [81 Acts, ch 117, §1200](#)]

[83 Acts, ch 123, §33, 209](#); [89 Acts, ch 83, §12](#); [2003 Acts, ch 178, §1](#)

Referred to in [§24.9, 24.20](#)

24.15 Further tax limitation.

No tax shall be levied by any municipality in excess of the estimates published, except such taxes as are approved by a vote of the people, but in no case shall any tax levy be in excess of any limitation imposed thereon now or hereafter by the Constitution and laws of the state.

[C24, 27, 31, 35, 39, §381; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §24.15]

Referred to in [§24.14, 24.20](#)

Tax limit, Iowa Constitution, Art. XI, §3

24.16 Expenses — how paid.

The cost of publishing the notices and estimates required by [this chapter](#), and the actual and necessary expenses of preparing the budget shall be paid out of the general funds of each municipality respectively.

[C24, 27, 31, 35, 39, §382; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §24.16]

Referred to in [§24.20, 37.9](#)

24.17 Budgets certified.

The local budgets of the various political subdivisions shall be certified by the chairperson of the certifying board or levying board, as the case may be, in duplicate to the county auditor not later than March 15 of each year on forms, and pursuant to instructions, prescribed by the department of management. However, if the political subdivision is a school district, as defined in [section 257.2](#), its budget shall be certified not later than April 15 of each year.

One copy of the budget shall be retained on file in the office by the county auditor and the other shall be certified by the county auditor to the state board. The department of management shall certify the taxes back to the county auditor by June 15.

[C24, 27, 31, 35, 39, §383; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §24.17]

[92 Acts, ch 1227, §14](#); [97 Acts, ch 206, §13, 24](#)

Referred to in [§20.19, 20.20, 24.20, 137.112, 257.7, 331.403, 331.434, 331.907, 384.22](#)

24.18 Summary of budget.

Before forwarding copies of local budgets to the state board, the county auditor shall prepare a summary of each budget, showing the condition of the various funds for the fiscal year, including the budgets adopted as herein provided. Said summary shall be printed as a part of the annual financial report of the county auditor, and one copy shall be certified by the county auditor to the state board.

[C24, 27, 31, 35, 39, §384; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §24.18]
Referred to in [§24.20](#)

24.19 Levying board to spread tax.

At the time required by law the levying board shall spread the tax rates necessary to produce the amount required for the various funds of the municipality as certified by the certifying board, for the next succeeding fiscal year, as shown in the approved budget in the manner provided by law. One copy of said rates shall be certified to the state board.

[C24, 27, 31, 35, 39, §385; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §24.19]
Referred to in [§24.20](#)

24.20 Tax rates final.

The several tax rates and levies of a municipality that are determined and certified in the manner provided in [sections 24.1 through 24.19](#), except such tax rates and levies as are authorized by a vote of the people, shall stand as the tax rates and levies of said municipality for the ensuing fiscal year for the purposes set out in the budget.

[C24, 27, 31, 35, 39, §386; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §24.20]
[2008 Acts, ch 1031, §18](#); [2009 Acts, ch 133, §9](#)

24.21 Transfer of inactive funds.

Subject to the provisions of any law relating to municipalities, when the necessity for maintaining any fund of the municipality has ceased to exist, and a balance remains in said fund, the certifying board or levying board, as the case may be, shall so declare by resolution, and upon such declaration, such balance shall forthwith be transferred to the fund or funds of the municipality designated by such board, unless other provisions have been made in creating such fund in which such balance remains. In the case of a special fund created by a city or a county under [section 403.19](#), such balance remaining in the fund shall be allocated to and paid into the funds for the respective taxing districts as taxes by or for the taxing district into which all other property taxes are paid.

[C24, 27, 31, 35, 39, §387; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §24.21]
[2012 Acts, ch 1124, §4](#)
Referred to in [§331.432](#)

24.22 Transfer of funds.

Upon the approval of the state board, it is lawful to make temporary or permanent transfers of money from one fund to another fund of the municipality. The certifying board or levying board shall provide that money temporarily transferred shall be returned to the fund from which it was transferred within the time and upon the conditions the state board determines. However, it is not necessary to return to the emergency fund, or to any other fund no longer required, any money transferred to any other fund.

[C24, 27, 31, 35, 39, §388; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, S81, §24.22; [81 Acts, ch 117, §1002](#)]
[83 Acts, ch 123, §34, 209](#)

24.23 Supervisory power of state board.

The state board shall exercise general supervision over the certifying boards and levying boards of all municipalities with respect to budgets and shall prescribe for them all necessary rules, instructions, forms, and schedules. The best methods of accountancy and statistical statements shall be used in compiling and tabulating all data required by [this chapter](#).

[C24, 27, 31, 35, 39, §389; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §24.23]

24.24 Violations.

Failure on the part of a public official to perform any of the duties prescribed in [chapter 73A](#), and [this chapter](#), and [sections 8.39](#) and [11.1 to 11.5](#), constitutes a simple misdemeanor, and is sufficient ground for removal from office.

[C24, 27, 31, 35, 39, §390; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §24.24]

24.25 Reserved.**24.26 State appeal board.**

1. The state appeal board in the department of management consists of the following:

- a. The director of the department of management.
- b. The auditor of state.
- c. The treasurer of state.

2. The annual meeting of the state board shall be held on the second Tuesday of January in each year. At each annual meeting the state board shall organize by the election from its members of a chairperson and a vice chairperson; and by appointing a secretary. Two members of the state board constitute a quorum for the transaction of any business.

3. The state board may appoint one or more competent and specially qualified persons as deputies, to appear and act for it at initial hearings. Each deputy appointed by the state board is entitled to receive the amount of the deputy's necessary expenses actually incurred while engaged in the performance of the deputy's official duties. The expenses shall be audited and approved by the state board and proper receipts filed for them.

4. The expenses of the state board shall be paid from the funds appropriated to the department of management.

[C39, §390.1; C46, 50, 54, §24.25; C58, 62, 66, 71, 73, 75, 77, 79, 81, §24.26]

[86 Acts, ch 1245, §107](#); [2008 Acts, ch 1031, §83](#)

Referred to in [§24.2](#)

24.27 Protest to budget.

Not later than March 25 or April 25 if the municipality is a school district, a number of persons in any municipality equal to one-fourth of one percent of those voting for the office of governor, at the last general election in the municipality, but the number shall not be less than ten, and the number need not be more than one hundred persons, who are affected by any proposed budget, expenditure or tax levy, or by any item thereof, may appeal from any decision of the certifying board or the levying board by filing with the county auditor of the county in which the municipal corporation is located, a written protest setting forth their objections to the budget, expenditure or tax levy, or to one or more items thereof, and the grounds for their objections. If a budget is certified after March 15 or April 15 in the case of a school district, all appeal time limits shall be extended to correspond to allowances for a timely filing. Upon the filing of a protest, the county auditor shall immediately prepare a true and complete copy of the written protest, together with the budget, proposed tax levy or expenditure to which objections are made, and shall transmit them forthwith to the state board, and shall also send a copy of the protest to the certifying board or to the levying board, as the case may be.

[C39, §390.2; C46, 50, 54, §24.26; C58, 62, 66, 71, 73, 75, 77, 79, 81, §24.27; [82 Acts, ch 1079, §2](#)]

[93 Acts, ch 1, §1](#)

Referred to in [§24.9](#), [137.112](#), [331.436](#)

24.28 Hearing on protest.

The state board, within a reasonable time, shall fix a date for an initial hearing on the protest and may designate a deputy to hold the hearing, which shall be held in the county or in one of the counties in which the municipality is located. Notice of the time and place of the hearing shall be given by certified mail to the appropriate officials of the local government and to the first ten property owners whose names appear upon the protest, at least five days before the date fixed for the hearing. At all hearings, the burden shall be upon the objectors with reference to any proposed item in the budget which was included in the budget of the

previous year and which the objectors propose should be reduced or excluded; but the burden shall be upon the certifying board or the levying board, as the case may be, to show that any new item in the budget, or any increase in any item in the budget, is necessary, reasonable, and in the interest of the public welfare.

[C39, §390.3; C46, 50, 54, §24.27; C58, 62, 66, 71, 73, 75, 77, 79, 81, §24.28; 82 Acts, ch 1079, §3]

Referred to in §24.9, 24.29, 331.436

24.29 Appeal.

The state board may conduct the hearing or may appoint a deputy. A deputy designated to hear an appeal shall attend in person and conduct the hearing in accordance with section 24.28, and shall promptly report the proceedings at the hearing, which report shall become a part of the permanent record of the state board.

[C39, §390.4; C46, 50, 54, §24.28; C58, 62, 66, 71, 73, 75, 77, 79, 81, §24.29; 82 Acts, ch 1079, §4]

Referred to in §24.9, 331.436

24.30 Review by and powers of board.

It shall be the duty of the state board to review and finally pass upon all proposed budget expenditures, tax levies and tax assessments from which appeal is taken and it shall have power and authority to approve, disapprove, or reduce all such proposed budgets, expenditures, and tax levies so submitted to it upon appeal, as herein provided; but in no event may it increase such budget, expenditure, tax levies or assessments or any item contained therein. Said state board shall have authority to adopt rules not inconsistent with the provisions of this chapter, to employ necessary assistants, authorize such expenditures, require such reports, make such investigations, and take such other action as it deems necessary to promptly hear and determine all such appeals; provided, however, that all persons so employed shall be selected from persons then regularly employed in some one of the offices of the members of said state board.

[C39, §390.5; C46, 50, 54, §24.29; C58, 62, 66, 71, 73, 75, 77, 79, 81, §24.30]

Referred to in §24.9, 331.436

24.31 Rules of procedure — record.

The manner in which objections shall be presented, and the conduct of hearings and appeals, shall be simple and informal and in accordance with the rules prescribed by the state board for promptly determining the merits of all objections so filed, whether or not such rules conform to technical rules of procedure. Such record shall be kept of all proceedings, as the rules of the state board shall require.

[C39, §390.6; C46, 50, 54, §24.30; C58, 62, 66, 71, 73, 75, 77, 79, 81, §24.31]

Referred to in §24.9, 331.436

24.32 Decision certified.

After a hearing upon the appeal, the state board shall certify its decision to the county auditor and to the parties to the appeal as provided by rule, and the decision shall be final. The county auditor shall make up the records in accordance with the decision and the levying board shall make its levy in accordance with the decision. Upon receipt of the decision, the certifying board shall correct its records accordingly, if necessary. Final disposition of all appeals shall be made by the state board within forty-five days after the date of the appeal hearing.

[C39, §390.7; C46, 50, 54, §24.31; C58, 62, 66, 71, 73, 75, 77, 79, 81, §24.32; 82 Acts, ch 1079, §5]

2016 Acts, ch 1138, §11

Referred to in §24.9, 331.436

24.33 Reserved.

24.34 Unliquidated obligations.

A city, county, or other political subdivision may establish an encumbrance system for any obligation not liquidated at the close of the fiscal year in which the obligation has been encumbered. The encumbered obligations may be retained upon the books of the city, county, or other political subdivision until liquidated, all in accordance with generally accepted governmental accounting practices.

[C75, 77, 79, 81, §24.34]

24.35 through 24.47 Reserved.**24.48 Appeal to state board for suspension of limitations.**

1. If the property tax valuations effective January 1, 1979, and January 1 of any subsequent year, are reduced or there is an unusually low growth rate in the property tax base of a political subdivision, the political subdivision may appeal to the state appeal board to request suspension of the statutory property tax levy limitations to continue to fund the present services provided. A political subdivision may also appeal to the state appeal board where the property tax base of the political subdivision has been reduced or there is an unusually low growth rate for any of the following reasons:

a. Any unusual increase in population as determined by the preceding certified federal census.

b. Natural disasters or other emergencies.

c. Unusual problems relating to major new functions required by state law.

d. Unusual staffing problems.

e. Unusual need for additional funds to permit continuance of a program which provides substantial benefit to its residents.

f. Unusual need for a new program which will provide substantial benefit to residents, if the political subdivision establishes the need and the amount of the necessary increased cost.

2. The state appeal board may approve or modify the request of the political subdivision for suspension of the statutory property tax levy limitations.

3. Upon decision of the state appeal board, the department of management shall make the necessary changes in the total budget of the political subdivision and certify the total budget to the governing body of the political subdivision and the appropriate county auditors.

4. a. The city finance committee shall have officially notified any city of its approval, modification or rejection of the city's appeal of the decision of the director of the department of management regarding a city's request for a suspension of the statutory property tax levy limitation prior to thirty-five days before March 15.

b. The state appeals board shall have officially notified any county of its approval, modification or rejection of the county's request for a suspension of the statutory property tax levy limitation prior to thirty-five days before March 15.

5. a. For purposes of [this section](#) only, "political subdivision" means a city, school district, or any other special purpose district which certifies its budget to the county auditor and derives funds from a property tax levied against taxable property situated within the political subdivision.

b. For the purpose of [this section](#), when the political subdivision is a city, the director of the department of management, and the city finance committee on appeal of the director's decision, shall be the state appeal board.

[C79, 81, §24.48]

[83 Acts, ch 123, §35, 209; 86 Acts, ch 1245, §108; 94 Acts, ch 1023, §5; 2008 Acts, ch 1032, §138](#)

COUNCIL ACTION FORM

SUBJECT: REFERRAL OF REQUEST FOR A SECOND ROUND OF
CAMPUSTOWN FAÇADE GRANT APPLICATIONS FOR FY 2018-19

BACKGROUND:

City Council received a request from Mathew Goodman to initiate a second round of façade grant applications for this fiscal year. City Council referred the matter to a future agenda for discussion.

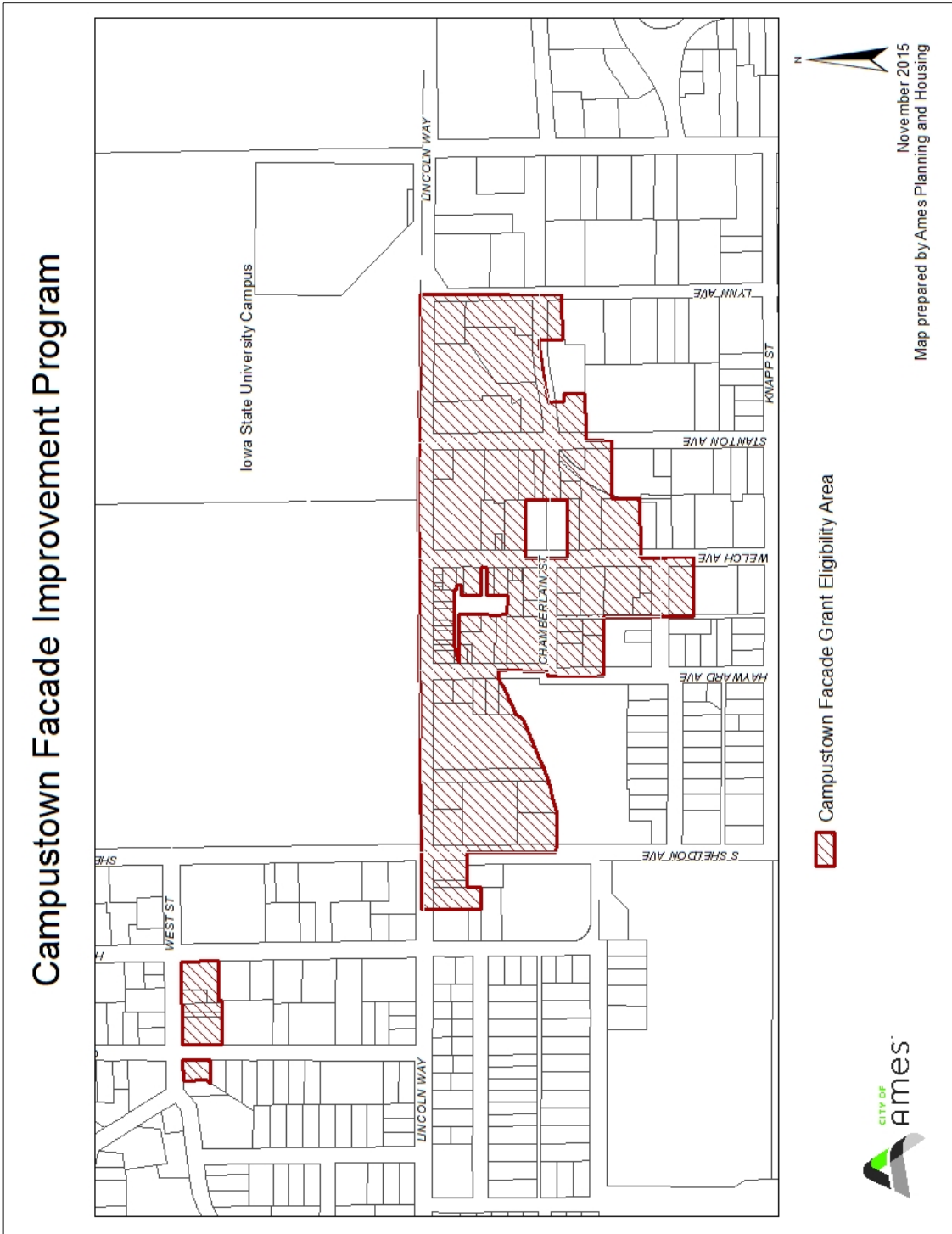
The Campustown Façade Program was developed to enhance the appearance of Campustown commercial buildings, fulfilling the City Council's objective of supporting Campustown. The goal of this program is to promote diverse building styles and increased activity and commercial use. This program has one round of façade grant awards per year due to limited size of the area. Requests for applications are in the winter with the intent to awards grants in the spring. On average, only 1-2 applications are received each grant cycle. The most recent request for applications was in February 2019, the City received no application for grants during the most recent cycle. The next planned opportunity to apply for a grant is February 2020.

The Campustown Façade Program has a balance of \$120,020.00 for FY18/19. The grants are available as matching dollar for dollar expenditures by an applicant, up to \$15,000. The program also includes the allowance for up to \$2,000 in additional funding for design fees when a project includes a licensed design professional.

When City staff solicits for grant applications, an invitation for applications is sent to all eligible property and business owners. This process includes approximately 150 mailed post cards. Additionally, the program is also publicized by Campustown Action Association and with media outlets. In some years, staff has also hosted an open house to answer questions about the program.

If the façade grant application program is re-opened by City Council, staff would follow the typical process described above for mailed notice and publicizing the opportunity with others. This process allows for approximately three weeks to submit an application. Once the applications are received, they are evaluated by staff and then placed on a City Council agenda for approval. Staff estimates the earliest City Council could approve a grant request would be at its July 9th meeting, if the process started on June 3rd. **Re-opening an application window for Campustown Façade grants should not require other projects to be reprioritized as the number of applications received for this program have historically been few.**

Attachment A



Staff Report

PUBLIC AND EMPLOYEE SAFETY ON CITY PROPERTIES

May 28, 2019

BACKGROUND:

Following the murder of Celia Barquin Arozamena in June 2018, Representatives from various City departments convened a City Safety Committee to consider steps that could be taken to improve the overall safety of citizens and staff on and around City property. Additionally, a representative from the Ames Community School District observed the initial discussion to identify strategies that could be employed at school district properties.

The committee held several meetings, where members reviewed Crime Prevention Through Environmental Design (CPTED) principles, discussed City facilities and properties, reviewed a previous study regarding security in City facilities, and toured the Library to further explore design and operating strategies to enhance safety that could be utilized in other City facilities or be incorporated into future facilities. A similar tour of the Water Plant's security features is planned.

These meetings were intended to help City departments hold internal discussions about actions they can take to improve safety, either through changes to their practices or implementing environmental changes that reduce the attractiveness of criminal activity on properties under their control. In many cases, the actions identified in this report were contemplated or in some stage of implementation prior to this incident.

The City Safety Committee identified the following eleven issues to be considered:

VEGETATION MANAGEMENT ON PROPERTIES, TRAILS, AND IN PARKS:

There is an inherent tension between our desire to be "up close" to vegetation and wildlife and some of the safety principles that apply to trails in a suburban environment. Since the City trail system is in use at all times of the day and night, it is increasingly important that trails be designed and maintained to allow open pathways with mowed borders, open visibility from adjacent streets and park areas, easy access for emergency responders, access for maintenance machinery, and all types of users while minimizing maintenance requirements.

City staff cleared brush in and around several City paths, and in some overgrown green spaces. Parks and Recreation staff has reviewed City parks and trails for remote or isolated property and prepared a plan for visiting or evaluating these areas on a regular basis. Areas with a history of unauthorized camping were also identified and scheduled for regular inspections.

CLEAR DISTINCTION BETWEEN SUBURBAN PATHS AND NATURAL AREAS:

Natural areas in the City that are intended to have dense vegetation should be clearly identified and distinct from commuter trails and neighborhood parks. Maintenance of these areas should include identifying and monitoring of invasive vegetation and removal when necessary. This process is already a part of the philosophical approach to Parks and Recreation trail design and maintenance but it should continue as a more formal part of trail planning or redevelopment of existing trails.

LIGHTING:

Paths and trails that are frequently used during periods of darkness should be evaluated for lighting. Some casual trail users can relocate their activities but those who commute to school or work may not have a reasonable and safe alternative. These commuter paths are increasingly important as the community moves toward more trail activities. However, there needs to be a balance between safety and wildlife preservation. Park and trail users can assist the City in prioritizing needs and developing the balance between natural environments and the addition of lighting for safety.

LANDSCAPING CODE AND VEGETATION SAFETY STANDARDS:

CPTED standards suggest that vegetation around homes, business, and parking lots should be shorter than two feet or taller than seven feet. Adhering to this principle allows public sightlines into these areas and eliminates places to loiter or ambush people. Vegetation is sometimes used to screen unsightly elements of a property but in many cases, this only creates unsightly vegetation and an area of isolation on a property. **The City Zoning Code requires landscaping for “screening,” and there are instances where this conflicts with CPTED standards or recommendations.**

At present, the City does not have a requirement that private property vegetation be managed to reduce unsightly, isolated, and potentially dangerous areas or reduce the impact of invasive species. Many property owners voluntarily address these issues but occasionally a property becomes overgrown. **The City may choose to develop an ordinance and associated process for addressing this concern.**

SAFETY WALKS AND OTHER SECURITY REVIEWS:

For many years, City staff has conducted a Safety Walk in the Campustown area. This event uses teams of City staff and local residents to review the lighting, vegetation management, and general condition of an area. This generates a list of repairs that staff can act on while also engaging the local community in conversations around safety in their neighborhood. While these have occasionally been conducted in other areas, it would be helpful to extend this practice to occasional review of City property, facilities, and park areas.

STAFF ACTIVITY AND CSO PATROLS IN PARK AREAS:

City staff will develop a strategy to have more frequent staff reviews or patrols of public areas. For instance, park staff has developed a schedule to review each park, including remote areas of parks, on a regular basis. Similarly, Police will create a schedule that puts CSOs in City parks and on City trails during the summer months. In all cases, City staff is committed to communicating complaints, concerns, or incidents to the Police Department. In turn, the Police Department will follow up on these incidents with investigative resources or additional patrol. Also, Parks and Recreation staff will continue to promote the Park Watch program, which instructs patrons to contact the Police Department if they notice illegal or prohibited activity such as threatening others, damaging property, driving on the grass, or defacing playground equipment.

HOMELESS OUTREACH:

A coalition of various City and community entities has started a homeless outreach initiative. This is intended to locate homeless individuals in the community, establish a supportive and open line of communication, and engage various supportive and social services in aiding the homeless. This activity is coordinated by the Emergency Residence Project but involves law enforcement, social services, medical providers, as well as some City departments and staff.

City departments also make note of unusual activity during their routine work on remote City property. Any areas of concern will be shared with the outreach committee contact person. Camping on City property is prohibited, so a portion of the outreach effort to those on City property involves transferring the person to safer housing alternatives through the Emergency Residence Project. That process includes outreach to the individuals involved; however, if no one can be located at what appears to be a campsite, City staff leaves notice for the camper prior to removing campsite materials.

This effort is not limited to City-owned property. Outreach to persons located on private property is included in this effort.

CPTED EDUCATION FOR STAFF AND THE PUBLIC:

It was clear from committee discussions that crime prevention principles can create safer spaces and reduce fear, uncertainty, and crime in our facilities. In order to apply these crime prevention principles, it may be helpful to offer introductory “Designing for Crime Prevention” seminars for City staff and interested members of the public.

The City is regularly constructing new facilities and renovating existing ones (e.g., Healthy Life Center, Homewood Clubhouse, Water Treatment Plant, renovations to City Hall, various path and trail extensions, etc.) Each project is an opportunity to include crime prevention practices in the design and maintenance. Common issues include City facilities with multiple, uncontrolled entrances and trails or paths in isolated and difficult-to-maintain areas. Including a crime prevention review along with any planned remodeling or updating of facilities can enhance the safety of existing facilities and park amenities.

When planning City operations, it is important to consider the safety of staff, particularly if they are working alone in a remote location or evening and overnight hours. While there may be operational solutions such as cameras, lighting, or scheduling that would increase

the safety of these employees, each of these individual issues may require a unique solution. City staff is further evaluating staff practices for working at remote or isolated locations.

Similarly, the front office staff and field staff in some departments could benefit from a refresher training on workplace safety and handling difficult customers. These sessions have been held previously but employee turnover has occurred and several departmental representatives noted the potential benefits of refresher training in this area.

There are several instances where staff work alone and/or visit non-City locations throughout the community. City departments should provide training to staff to evaluate if a situation is safe for them to enter and complete their work. While Ames has historically been a safe community, it is still important for staff to consider their safety in these environments and for departments to develop a protocol to respond in the event that there are safety concerns in these community settings.

SECURITY CAMERAS:

Security cameras are in use in and around some City properties. This is a valuable resource, but it is important to note that the City is unable to routinely monitor most of these cameras. Strategic camera deployment can be a deterrent. In an evolving incident, rapid access to a City camera system can also be of great benefit to first responders. For that reason, deployment of a common, secure camera system supporting City facilities is a worthwhile goal. Also, identifying locations and the infrastructure necessary to place cameras in the parks and along trails could be part of that system if specific problem areas are identified.

CITY HALL SAFETY COMMITTEE:

As an adjunct to this committee, a subgroup met to discuss the challenges unique to the security of City Hall. Management of after-hours events and security of office spaces were discussed in detail. Several training and internal communication items were noted. A keyless entry system is planned for City Hall and several other City facilities later this year. Until that system is in place, some City Hall safety protocols were discussed and recommended guidelines developed:

- Employees in City Hall after 5 p.m. should lock office doors to the hallways. Employees should take keys with them when using restrooms – no propping doors open. If the interior doors are open, they should be closed and locked after 5 p.m.
- When leaving for the day (after 5 p.m.), interior doors should all be shut and locked (if janitors have not done this)
- Hallway lights should be turned off at the end of the work day if no one is using the meeting rooms
- West exterior door should always be locked after 5 p.m.; East door may be unlocked for meetings

There are now safety lights in each hallway, so once the lights are turned off, people can still see to walk. The recommended guidelines described above should be communicated with City Hall employees, with reminders when inconsistencies are noted.

This committee will continue to meet and discuss areas of concern within City Hall. This group can assist in the rollout of the keyless entry system and discuss identified issues such as severe weather/emergency response plans for City Hall, fire safety concerns, and a contingency plan if the building would be unable to be occupied.

SAFETY HOTLINE TO RISK MANAGER:

In an effort to ensure that City employees have a way of noting their concerns, staff proposes establishing an internal “Safety Hotline” that rings into a recorded line in the Office of the Risk Manager. This would allow internal callers to report concerns with confidence that they would be examined. This mission aligns well with the Risk Manager’s goal of enhancing the safety of the workplace and City facilities for both employees and customers. This also gives employees an alternative in the event that they feel a matter needs urgent attention by the City or by another entity in the area.

On a related note, citizens often call or email the police department with safety concerns. This allows for documentation of the concern and referral or engagement of other departments in addressing the issue. This has worked well, for example, with areas that appear to have developing homeless encampments. The Police Department has been able to mobilize a team involving inspections, police, and social service providers to assess and respond.

NEXT STEPS:

While many of the steps described in this report will be undertaken by City staff as part of its internal efforts to improve safety, some require policy direction from the City Council in order to proceed:

1. Does the Council wish for staff to review the Zoning Code to evaluate the landscaping requirements and their compatibility with CPTED principles?
2. Should staff investigate developing requirements for vegetation on private property to be managed to reduce isolated and potentially dangerous areas?
3. Does the City Council have any further direction regarding the other staff-initiated aspects of this report?

COUNCIL ACTION FORM

SUBJECT: FINAL AMENDMENT TO FISCAL YEAR 2018/19 ADJUSTED BUDGET

BACKGROUND:

The Code of Iowa requires that city spending by program not exceed Council approved budget amounts at any time during the year. To maintain compliance, the City of Ames monitors spending against the approved budget, and prepares amendments to the budget several times during the fiscal year. In the fall, a first amendment is prepared to carry over unspent project amounts from the prior fiscal year. The current year budget is amended again as part of the adoption process for the next fiscal year's budget in March. A final spring amendment is done to adjust for any significant changes that have occurred since the March amendment. This amendment typically is restricted to the early start of CIP projects approved for the following fiscal year, new grants that have been received and their associated project expenses, and any significant changes in CIP projects, operating expenses, or revenues.

A summary is attached describing the revenue and expenditure changes by fund. The final Fiscal Year 2018/19 budget includes a net increase in revenues of \$635,404 and a net increase in expenditures of \$1,136,654. Please note that most of the increases in expenditures is due to grant funded projects, the early start of CIP projects funded in FY 2019/20, or the replacement of fleet equipment for which reserve funds were previously collected, and are not increases in planned costs.

ALTERNATIVES:

1. Adopt a resolution amending the Fiscal Year 2018/19 budget by increasing revenues by \$635,404 and increasing expenditures by \$1,136,654.
2. Refer this item back to staff for additional information or other adjustments to the amendments.

MANAGER'S RECOMMENDED ACTION:

Amending the FY 2018/19 budget better reflects new grant funded projects and significant changes in CIP projects and operations.

Therefore it is recommended that City Council approve Alternative No. 1, thereby adopting a resolution amending the Fiscal Year 2018/19 budget by increasing revenues by \$635,404 and increasing expenditures by \$1,136,654.

CITY OF AMES, IOWA

2018/19

FINAL AMENDMENTS

REVENUE SUMMARY BY FUND

	2018/19 Adjusted	2018/19 Final Changes	2018/19 Final Amended	Percentage Change from Adjusted
<i>General Fund</i>	37,442,894	(5,500)	37,437,394	0.0%
<i>Special Revenue Funds:</i>				
Local Option Sales Tax	8,070,900	-	8,070,900	0.0%
Hotel/Motel Tax	2,450,000	-	2,450,000	0.0%
Road Use Tax	7,193,730	-	7,193,730	0.0%
Public Safety Special Revenues	82,800	-	82,800	0.0%
City-Wide Housing Programs	-	-	-	
CDBG Program	1,170,765	-	1,170,765	0.0%
HOME Program	750,000	-	750,000	0.0%
Employee Benefit Property Tax	2,152,498	-	2,152,498	0.0%
Police/Fire Retirement	4,000	-	4,000	0.0%
Parks & Rec Grants/Donations	19,782	-	19,782	0.0%
Library Friends Foundation	279,080	-	279,080	0.0%
Library Future Needs	1,000	-	1,000	
Library Grants/Donations	58,794	-	58,794	0.0%
Utility Assistance	15,000	-	15,000	0.0%
Tax Increment Financing (TIF)	773,287	-	773,287	0.0%
<i>Total Special Revenue Funds</i>	23,021,636	-	23,021,636	0.0%
<i>Capital Project Funds:</i>				
Special Assessments	490,869	-	490,869	0.0%
Street Construction	12,823,102	165,000	12,988,102	1.3%
Airport Construction	57,031	-	57,031	0.0%
Park Development	110,000	-	110,000	0.0%
General Obligation Bonds	7,987,000	-	7,987,000	0.0%
<i>Total Capital Project Funds</i>	21,468,002	165,000	21,633,002	0.8%
<i>Permanent Funds:</i>				
Cemetery Perpetual Care	18,880	-	18,880	0.0%
Furman Aquatic Center Trust	9,000	-	9,000	0.0%
<i>Total Permanent Funds</i>	27,880	-	27,880	0.0%

REVENUE SUMMARY BY FUND, continued

	2018/19 Adjusted	2018/19 Final Changes	2018/19 Final Amended	Percentage Change from Adjusted
<i>Enterprise Funds:</i>				
Water Utility	21,830,584	-	21,830,584	0.0%
Sewer Utility	22,104,319	-	22,104,319	0.0%
Electric Utility	71,983,496	-	71,983,496	0.0%
Parking	1,560,233	-	1,560,233	0.0%
Transit	14,172,715	635,904	14,808,619	4.5%
Storm Water Utility	2,834,528	-	2,834,528	0.0%
Ames/ISU Ice Arena	615,694	-	615,694	0.0%
Homewood Golf Course	268,350	-	268,350	0.0%
Resource Recovery	4,470,662	(280,000)	4,190,662	-6.3%
<i>Total Enterprise Funds:</i>	<u>139,840,581</u>	<u>355,904</u>	<u>140,196,485</u>	<u>0.3%</u>
<i>Debt Service Fund</i>	<u>11,829,832</u>	<u>-</u>	<u>11,829,832</u>	<u>0.0%</u>
<i>Internal Service Funds:</i>				
Fleet Services	4,415,914	120,000	4,535,914	2.7%
Information Technology	2,598,790	-	2,598,790	0.0%
Risk Management	2,504,394	-	2,504,394	0.0%
Health Insurance	9,116,956	-	9,116,956	0.0%
<i>Total Internal Service Funds:</i>	<u>18,636,054</u>	<u>120,000</u>	<u>18,756,054</u>	<u>0.6%</u>
<i>Total Revenues</i>	<u><u>252,266,879</u></u>	<u><u>635,404</u></u>	<u><u>252,902,283</u></u>	<u><u>0.3%</u></u>

EXPENDITURE SUMMARY BY FUND

	2018/19 Adjusted	2018/19 Final Changes	2018/19 Final Amended	Percentage Change from Adjusted
<i>General Fund</i>	39,664,661	127,077	39,791,738	0.3%
<i>Special Revenue Funds:</i>				
Local Option Sales Tax	12,473,389	-	12,473,389	0.0%
Hotel/Motel Tax	2,267,800	-	2,267,800	0.0%
Road Use Tax	11,074,651	97,000	11,171,651	0.9%
Public Safety Special Revenues	118,450	4,788	123,238	4.0%
City-Wide Housing Programs	53,295	-	53,295	0.0%
CDBG Program	1,170,765	-	1,170,765	0.0%
HOME Program	750,000	-	750,000	0.0%
Employee Benefit Property Tax	2,152,498	-	2,152,498	0.0%
Police/Fire Retirement	38,000	-	38,000	0.0%
Parks & Rec Grants/Donations	18,010	4,000	22,010	22.2%
Library Friends Foundation	380,614	-	380,614	0.0%
Library Future Needs	-	-	-	
Library Grants/Donations	76,564	-	76,564	0.0%
Utility Assistance	15,000	-	15,000	0.0%
Miscellaneous Donations	8,450	-	8,450	0.0%
Developer Projects	-	-	-	
Tax Increment Financing (TIF)	721,759	-	721,759	0.0%
<i>Total Special Revenue Funds:</i>	31,319,245	105,788	31,425,033	0.3%
<i>Capital Project Funds:</i>				
Special Assessments	490,869	-	490,869	0.0%
Street Construction	12,334,955	165,000	12,499,955	1.3%
Airport Construction	318,500	-	318,500	0.0%
Park Development	168,500	4,860	173,360	2.9%
General Obligation Bonds	20,865,545	295,000	21,160,545	1.4%
<i>Total Capital Project Funds:</i>	34,178,369	464,860	34,643,229	1.4%
<i>Permanent Funds:</i>				
Cemetery Perpetual Care	-	-	-	
Furman Aquatic Center Trust	5,750	-	5,750	0.0%
<i>Total Permanent Funds:</i>	5,750	-	5,750	0.0%

EXPENDITURE SUMMARY BY FUND, continued

	2018/19 Adjusted	2018/19 Final Changes	2018/19 Final Amended	Percentage Change from Adjusted
<i>Enterprise Funds:</i>				
Water Utility	30,286,726	43,699	30,330,425	0.1%
Sewer Utility	26,548,238	6,699	26,554,937	0.0%
Electric Utility	83,601,821	(405,829)	83,195,992	-0.5%
Parking	1,480,297	-	1,480,297	0.0%
Transit	14,807,800	442,019	15,249,819	3.0%
Storm Water Utility	5,954,122	40,000	5,994,122	0.7%
Ames/ISU Ice Arena	703,485	5,451	708,936	0.8%
Homewood Golf Course	266,792	8,217	275,009	3.1%
Resource Recovery	5,088,689	(292,000)	4,796,689	-5.7%
<i>Total Enterprise Funds:</i>	168,737,970	(151,744)	168,586,226	-0.1%
<i>Debt Service Fund</i>	11,976,904	-	11,976,904	0.0%
<i>Internal Service Funds:</i>				
Fleet Services	4,696,933	590,673	5,287,606	12.6%
Information Technology	2,878,814	-	2,878,814	0.0%
Risk Insurance	2,416,522	-	2,416,522	0.0%
Health Insurance	8,606,159	-	8,606,159	0.0%
<i>Total Internal Service Funds:</i>	18,598,428	590,673	19,189,101	3.2%
<i>Total Expenditures</i>	304,481,327	1,136,654	305,617,981	0.4%

FINAL AMENDMENT FUND CHANGES

General Fund

The General Fund's revenues have been decreased by \$5,500 to better reflect 2018/19 actual revenues at the Municipal Pool for daily receipts and winter season passes.

Expenditures of \$127,077 have been added to the General Fund budget. This total includes retiree benefit payouts and additional contractual employee funding in the City Manager's Office (\$36,845), new Criminal Justice System verification software for the Police Department (\$9,767), additional funding for veterinary services at the Animal Shelter (\$9,000), and retiree benefit payouts at the Ames Public Library (\$71,465).

The overall effect of final amendments on the 2018/19 projected General Fund ending balance is a reduction of \$132,577.

Road Use Tax

Road Use Tax expenses have been increased by \$97,000. The operating budget has been increased by \$70,000 for additional street maintenance and snow and ice control work due to the severity of the 2018/19 winter season. An additional \$17,000 has also been added to the Right-of-Way Maintenance budget for an unpaid mower lease from the summer 2018 season.

In CIP funding, \$10,000 has been moved forward from the FY 2019/20 budget to allow for the early start of the 2019/20 Seal Coat Pavement Improvements program. In Traffic projects, a portion of the funding (\$180,000) for a traffic signal at the South Duff/U.S. 30 interchange has been shifted to a new signal project at the South Dakota/U.S. 30 interchange

Funding has been reduced in the Intelligent Transportation System (\$100,000) and the Traffic Calming (\$20,000) CIP projects. The funding will instead be transferred to Fleet Services for the purchase of a new paint machine for the Traffic Maintenance division.

Police Forfeiture

An allocation of \$4,788 from Police Forfeiture funds will be used for the set-up costs of the new software required to log into the Criminal Justice System.

Parks and Recreation Special Revenues

Funding of \$4,000 has been added to the budget to address electrical issues at Daley Park.

Street Construction Fund

Street Construction Fund revenues have been increased by \$165,000 to reflect IDOT funding for a new signal at the U.S. 30/South Dakota interchange. The project expenditure has also been added to the budget, resulting in no net change on the projected ending fund balance in the Street Construction Fund.

Park Development Fund

Additional funding of \$4,860 has been budgeted for engineering services for the Miracle Field.

G.O. Bond Funds

Funding of \$295,000 has been moved forward from FY 2019/20 to allow for the early start of several Public Works Engineering CIP projects. These include 2019/20 Asphalt Pavement Improvements (\$10,000), 2019/20 Collector Street Pavement Improvements/Bloomington Road (\$10,000), 2019/20 Arterial Street Pavement Improvements/13th Street (\$50,000), 2019/20 Concrete Street Pavement Improvements (\$25,000), and ISU Research Park Phase IV (\$200,000).

Water Utility Fund

The Water Utility Fund's operating expenses have been increased by \$43,699. The additional expenses include \$37,000 for additional costs in Utility Maintenance caused by the 2018/19 winter season, and \$6,699 for the Water Utility's share of additional personal service costs in the City Manager's Office.

CIP funding of \$143,424 has also been shifted from the Lime Pond Security project to the North River Valley Well Field project.

Sewer Utility Fund

The Sewer Utility Fund's operating expenses have been increased \$6,699 for its share of the City Manager's Office additional personal service costs.

CIP funding of \$10,000 has also been shifted from the Grease Receiving Station to the Security Cameras project at the Water Pollution Control Plant.

Electric Utility Fund

The Electric Utility Fund's operating expenses have been increased \$14,171 for its share of the City Manager's Office additional personal service costs. Operating expenses in Electric Production have also been increased by \$100,000 to provide more funding for boiler maintenance at the Power Plant.

The Mortensen/State Avenue Feeder project (\$520,000) that was included in the 2018/19 CIP has also been dropped as the work is already being done as part of another CIP project.

The net effect of the changes to the Electric Utility Fund's expenses is a projected increase to the fund balance of \$405,829.

Transit Fund

Transit Fund revenues have been increased by \$635,904 for additional FTA funding (\$400,000) and a transfer from the Student Government Trust fund (\$235,904) to cover the Trust's contribution to Transit operations.

Transit Fund expenses have been increased by \$442,019. This total includes \$179,501 in Transit Operations to cover CyRide's share of the Welch Avenue bus turnaround project.

Expenses in the Transit Student Government Trust Fund have been increased by \$262,518 to cover the Trust's share of the Welch Avenue bus turnaround project (\$26,614) and the Trust Fund's transfer to the Transit Fund for its share of Transit operations (\$235,904).

The net effect of the changes to Transit Fund's revenues and expenses is a projected increase to the Transit Operations fund balance of \$456,403, and a decrease to the Student Government Trust Fund of \$262,518.

Storm Water Utility Fund

Projected expenses in the Storm Water Utility Fund have been increased by \$40,000 to allow for the early start of the 2019/20 Erosion Control/Squaw Creek (\$20,000) and the 2019/20 Low Point Drainage (\$20,000) projects.

Ames/ISU Ice Arena

Expenses at the Ames/ISU Ice Arena have been increased by \$5,451 for unexpected repairs that needed to be made at the arena.

Homewood Golf Course

Homewood Golf Course's expenses have been increased by \$8,217 for costs related to PCM clearance, asbestos removal, and subsurface exploration.

Resource Recovery

Resource Recovery revenues have been decreased by \$280,000 to reflect updated projections in commercial account revenue and in the sale of Resource Derived Fuel (RDF) to the Electric Utility. To offset the revenue decrease, expenses have also been reduced by \$292,000 in multiple categories. The net effect on Resource Recovery's fund balance is a projected increase of \$12,000.

Fleet Services

Fleet Service's revenues have been increased by \$120,000 to reflect funds being transferred from the Road Use Tax Fund to cover the cost of a new paint machine for the Traffic Maintenance division of Public Works.

Expenses in the Fleet Services Fund have been increased by \$590,673 for the purchase of the paint machine (\$147,173), a loader used at Resource Recovery (\$307,000), a backhoe for Public Works (\$130,000), and a wheel loader fork attachment for Public Works (\$6,500).

NOTICE OF PUBLIC HEARING
AMENDMENT OF FY2018-2019 CITY BUDGET

1237504

Form 653.C1

The City Council of Ames in STORY County, Iowa
 will meet at City Hall, 515 Clark Avenue, Ames, IA
 at 6:00 PM on 5/28/2019
 (hour) (Date)

, for the purpose of amending the current budget of the city for the fiscal year ending June 30, 2019
 (year)

by changing estimates of revenue and expenditure appropriations in the following programs for the reasons given. Additional detail is available at the city clerk's office showing revenues and expenditures by fund type and by activity.

		Total Budget as certified or last amended	Current Amendment	Total Budget after Current Amendment
Revenues & Other Financing Sources				
Taxes Levied on Property	1	29,395,054	0	29,395,054
Less: Uncollected Property Taxes-Levy Year	2	0	0	0
Net Current Property Taxes	3	29,395,054	0	29,395,054
Delinquent Property Taxes	4	0	0	0
TIF Revenues	5	773,287	0	773,287
Other City Taxes	6	10,473,149	0	10,473,149
Licenses & Permits	7	1,717,750	0	1,717,750
Use of Money and Property	8	15,880,087	0	15,880,087
Intergovernmental	9	46,337,652	565,000	46,902,652
Charges for Services	10	304,004,877	-285,500	303,719,377
Special Assessments	11	490,869	0	490,869
Miscellaneous	12	1,036,867	0	1,036,867
Other Financing Sources	13	14,899,473	0	14,899,473
Transfers In	14	16,599,153	0	16,599,153
Total Revenues and Other Sources	15	441,608,218	279,500	441,887,718
Expenditures & Other Financing Uses				
Public Safety	16	20,258,758	23,555	20,282,313
Public Works	17	6,255,238	207,000	6,462,238
Health and Social Services	18	1,521,943	0	1,521,943
Culture and Recreation	19	9,377,410	75,465	9,452,875
Community and Economic Development	20	5,561,456	0	5,561,456
General Government	21	3,065,052	36,845	3,101,897
Debt Service	22	11,976,904	0	11,976,904
Capital Projects	23	45,744,599	354,860	46,099,459
Total Government Activities Expenditures	24	103,761,360	697,725	104,459,085
Business Type / Enterprises	25	339,277,121	83,025	339,360,146
Total Gov Activities & Business Expenditures	26	443,038,481	780,750	443,819,231
Transfers Out	27	16,599,153	0	16,599,153
Total Expenditures/Transfers Out	28	459,637,634	780,750	460,418,384
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out for Fiscal Year	29	-18,029,416	-501,250	-18,530,666
Beginning Fund Balance July 1	30	722,258,093	0	722,258,093
Ending Fund Balance June 30	31	704,228,677	-501,250	703,727,427

Explanation of increases or decreases in revenue estimates, appropriations, or available cash:

This is the Council-approved amendment per the City Manager's recommendation.

There will be no increase in tax levies to be paid in the current fiscal year named above. Any increase in expenditures set out above will be met from the increased non-property tax revenues and cash balances not budgeted or considered in this current budget. This will provide for a balanced budget.

Diane R. Voss

AT:000123750401

ITEM # 37 b
DATE: 05-28-19

COUNCIL ACTION FORM

SUBJECT: FY 2018/19 AND FY 2019/20 TRANSFERS BETWEEN FUNDS

BACKGROUND:

A recent change to the Iowa Administrative Code requires City Council approval for transfers between City funds. Although City Council has always approved transfers as part of the budget approval process, the new Code section requires that more detailed information about the transfers be included in the schedule that is approved by City Council, and that the approved transfer amount not be exceeded without further Council approval. The detailed transfer schedule will be included in the draft budget for FY 2020/21 and be approved as part of the normal budget process. Because the new Code requirement was effective April 17, 2019, a separate resolution is necessary to show City Council approval for transfers that will take place between City funds for FY 2018/19 and FY 2019/20.

A summary for both FY 2018/19 and FY 2019/20 is attached listing the transfers that are budgeted to be made from each fund, the fund where the transfer will be directed, and the reason for the transfer. The total transfers for each year match the transfers that were approved on March 5, 2019, with the exception of an additional transfer in FY 2018/19 that was added as part of the final amendment process.

ALTERNATIVES:

1. Adopt a resolution approving the Fiscal Year 2018/19 budgeted transfers of \$23,488,878 and the Fiscal Year 2019/20 budgeted transfers of \$23,371,112.
2. Refer this item back to staff for additional information or other adjustments to the budgeted transfers.

MANAGER'S RECOMMENDED ACTION:

A separate resolution approving the City's budgeted FY 2018/19 and FY 2019/20 interfund transfers will comply with new State Code requirements.

Therefore, it is the recommendation of the City Manager that City Council approve Alternative No. 1, thereby adopting a resolution approving the Fiscal Year 2018/19 transfers of \$23,488,878 and the Fiscal Year 2019/20 transfers of \$23,371,112.

2018/19 Final Amended Budget Transfer Detail

	Amount of Transfer	
<i>Funding Sources:</i>		
<i>General Fund:</i>		
- to Hotel/Motel Tax Fund	2,450,000	<i>Hotel/Motel Tax receipts</i>
- to Airport Construction Fund	57,031	<i>Airport Operations net revenue</i>
- to Transit Operations Fund	1,907,085	<i>Transit Levy receipts</i>
- to Resource Recovery Fund	522,533	<i>City of Ames per capita payment</i>
- to Debt Service Fund	70,982	<i>Debt service for Airport terminal building</i>
<i>Total General Fund Transfers</i>	<u>5,007,631</u>	
<i>Road Use Tax Fund:</i>		
- to Fleet Reserve Fund	<u>10,490</u>	<i>Public Works share of Fleet Maintenance CIP</i>
<i>Local Option Sales Tax:</i>		
- to General Fund	4,758,540	<i>Property tax relief</i>
- to Park Development Fund	100,000	<i>Park development annual funding</i>
- to Ice Arena Capital Reserve Fund	20,000	<i>City contribution to capiatl reserve</i>
<i>Total Local Option Sales Tax Transfers</i>	<u>4,878,540</u>	
<i>Hotel/Motel Tax:</i>		
- to General Fund	210,000	<i>H/M share of property tax relief</i>
- to Local Option Sales Tax Fund	140,000	<i>H/M share of Community Betterment</i>
<i>Total Hotel/Motel Tax Transfers</i>	<u>350,000</u>	
<i>Employee Benefit Property Tax:</i>		
- to General Fund	<u>2,152,498</u>	<i>Tax collected for Police/Fire benefits</i>
<i>Police/Fire Retirement Trust:</i>		
- to General Fund	<u>38,000</u>	<i>Use of fund balance for Police/Fire benefits</i>
<i>Library Friends Foundation:</i>		
- to Library Donations/Grants Fund	<u>36,000</u>	<i>Project Smyles support</i>
<i>TIF/South Bell:</i>		
- to Debt Service Fund	<u>114,841</u>	<i>Debt service for South Bell TIF project</i>
<i>TIF/ISU Research Park:</i>		
- to Debt Service Fund	<u>304,700</u>	<i>Debt service for ISU Research Park TIF project</i>
<i>Special Assessments:</i>		
- to Debt Service Fund	<u>490,869</u>	<i>Debt service on projects with special assessments</i>
<i>Water Utility Fund:</i>		
- to Water Sinking Fund	4,208,932	<i>Water Utility SRF loan debt service</i>
- to Debt Service Fund	440,224	<i>Water Utility G.O. Bond debt service</i>
- to Fleet Services Reserve Fund	10,490	<i>Public Works share of Fleet Maintenance CIP</i>
<i>Total Water Utility Fund Transfers</i>	<u>4,659,646</u>	

2018/19 Final Amended Budget Transfer Detail (continued)

Sewer Utility Fund:

- to Debt Service Fund	387,855	<i>Sewer Utility G.O. Bond debt service</i>
- to Sewer Sinking Fund	344,287	<i>Sewer Utility SRF loan debt service</i>
- to Fleet Services Reserve Fund	10,490	<i>Public Works share of Fleet Maintenance CIP</i>
<i>Total Sewer Utility Fund Transfers</i>	<u>742,632</u>	

Electric Utility Fund:

- to General Fund	2,200,537	<i>In-Lieu-of-Property Tax payment</i>
- to Electric Sinking Fund	964,619	<i>Electric Utility revenue bond debt service</i>
<i>Total Electric Utility Fund Transfers</i>	<u>3,165,156</u>	

Parking Operations:

- to Parking Reserve Fund	<u>335,983</u>	<i>Excess Parking Operations Fund balance transfer</i>
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Transit Operations:

- to Transit Capital Reserve Fund	<u>800,000</u>	<i>Annual Transit Operations capital funding</i>
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Transit Student Govt Trust:

- to Transit Operations Fund	<u>235,904</u>	<i>Additional share of Transit operations funded by ISU Student Government</i>
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Resource Recovery:

- to Debt Service Fund	<u>165,988</u>	<i>Resource Recovery G.O. Bond debt service</i>
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<i>Total Transfers</i>	<u><u>23,488,878</u></u>	
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2019/20 Adopted Budget Transfer Detail

	Amount of Transfer	
<i>Funding Sources:</i>		
<i>General Fund:</i>		
- to Hotel/Motel Tax Fund	2,450,000	<i>Hotel/Motel Tax receipts</i>
- to Airport Construction Fund	41,043	<i>Airport Operations net revenue</i>
- to Transit Operations Fund	1,994,811	<i>Transit Levy receipts</i>
- to Resource Recovery Fund	522,533	<i>City of Ames per capita payment</i>
- to Debt Service Fund	70,979	<i>Debt service for Airport terminal</i>
<i>Total General Fund Transfers</i>	<u>5,079,366</u>	
<i>Road Use Tax Fund:</i>		
- to Fleet Reserve Fund	<u>25,000</u>	<i>Public Works Share of Fleet Maintenance CIP</i>
<i>Local Option Sales Tax:</i>		
- to General Fund	4,901,296	<i>Property tax relief</i>
- to Park Development Fund	100,000	<i>Park development annual funding</i>
- to Ice Arena Capital Reserve Fund	20,000	<i>City contribution to capital reserve</i>
<i>Total Local Option Sales Tax Transfers</i>	<u>5,021,296</u>	
<i>Hotel/Motel Tax:</i>		
- to General Fund	210,000	<i>H/M share of Local Option property tax relief</i>
- to Local Option Sales Tax Fund	140,000	<i>H/M share of Community Betterment</i>
<i>Total Hotel/Motel Tax Transfers</i>	<u>350,000</u>	
<i>Employee Benefit Property Tax:</i>		
- to General Fund	<u>2,159,434</u>	<i>Tax collected for Police/Fire benefits</i>
<i>Library Friends Foundation:</i>		
- to Library Donations/Grants Fund	<u>30,000</u>	<i>Project Smyles support</i>
<i>TIF/South Bell:</i>		
- to Debt Service Fund	<u>110,837</u>	<i>Debt service for South Bell TIF project</i>
<i>TIF/ISU Research Park:</i>		
- to Debt Service Fund	<u>303,700</u>	<i>Debt service for ISU Research Park TIF project</i>
<i>TIF/John Deere:</i>		
- to Debt Service Fund	<u>32,038</u>	<i>Debt service for John Deere TIF project</i>
<i>Special Assessments:</i>		
- to Debt Service Fund	<u>321,415</u>	<i>Debt service on projects with special assessments</i>
<i>Water Utility Fund:</i>		
- to Water Sinking Fund	4,216,247	<i>Water Utility SRF loan debt service</i>
- to Debt Service Fund	385,377	<i>Water Utility G.O. Bond debt service</i>
- to Fleet Services Reserve Fund	25,000	<i>Public Works Share of Fleet Maintenance CIP</i>
<i>Total Water Utility Fund Transfers</i>	<u>4,626,624</u>	

2019/20 Adopted Budget Transfer Detail (continued)

Sewer Utility Fund:

- to Debt Service Fund	386,452	<i>Sewer Utility G.O. Bond debt service</i>
- to Sewer Sinking Fund	827,882	<i>Sewer Utility SRF loan debt service</i>
- to Fleet Services Reserve Fund	25,000	<i>Public Works Share of Fleet Maintenance CIP</i>
<i>Total Sewer Utility Fund Transfers</i>	<u>1,239,334</u>	

Electric Utility Fund:

- to General Fund	2,143,240	<i>In-Lieu-of-Property Tax payment</i>
- to Electric Sinking Fund	965,640	<i>Electric Utility revenue bond debt service</i>
<i>Total Electric Utility Fund Transfers</i>	<u>3,108,880</u>	

Transit Operations:

- to Transit Capital Reserve Fund	<u>800,000</u>	<i>Annual Transit capital funding</i>
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Resource Recovery:

- to Debt Service Fund	<u>163,188</u>	<i>Resource Recovery G.O. Bond debt service</i>
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<i>Total Transfers</i>	<u><u>23,371,112</u></u>	
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COUNCIL ACTION FORM

**SUBJECT: POWER PLANT UNIT 7 TURBINE GENERATOR OVERHAUL
PROJECT - REPORT OF BIDS**

BACKGROUND:

On April 23, 2019 the City Council approved plans and specifications for the Unit 7 Turbine Generator Overhaul Project. The Unit 7 Turbine Generator is scheduled to be disassembled, inspected, and repaired at the same time as the Unit 7 Boiler Repair Project. This work is required to replace worn parts and inspect the turbine and generator for repairs that may be needed to prevent unplanned turbine/generator outages, prevent costly turbine/generator damage, and increase turbine/generator reliability.

Repairs and replacement of worn parts will be completed as the inspection progresses. Experience has shown that certain parts require replacement every major overhaul and some parts become unusable during the disassembly process. This overhaul and parts replacement is required and recommended by boiler and machinery insurance carriers and follows accepted industry standards. **This bid is for labor and materials for the inspection and repairs Unit 7 Turbine Generator. There is a separate bid for spare parts that are made available to the contractor for this repair.**

Bid documents were issued to sixty-one firms and three plan rooms. The bid was advertised on the Current Bid Opportunities section of the Purchasing webpage and a Legal Notice was published on the websites of a contractor plan room service with statewide circulation and the Iowa League of Cities.

On May 23, 2019, five bids were received as shown on the attached report. The specifications and bids are complex, and staff feels that additional time is needed to evaluate each bid in order to recommend an award that best meets the City's needs.

The Engineer's estimate for the cost of the total project is \$2,440,000.

The approved FY 2018/19 Capital Improvements Plan includes the following funding for the Unit 7 Turbine Generator Overhaul.

2017/18 Engineering/Parts	\$750,000
2018/19 Labor/Materials	\$1,500,000
2018/19 GE Tech Support	<u>\$300,000</u>
TOTAL	\$2,550,000

ALTERNATIVES:

1. Accept the report of bids and delay award for the Unit 7 Turbine Generator Overhaul Project until power plant staff is able to perform a thorough review and determine a recommended company to award the contract to.
2. Award a contract to the apparent low bid.
3. Reject all bids and direct staff to rebid.

MANAGER'S RECOMMENDED ACTION:

Staff needs additional time to fully evaluate the bids before recommending action by the City Council. By choosing alternative No. 1, staff will have enough time to evaluate each bid to ensure the City receives these services at the best price.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative #1 as stated above.

BIDDER:	ITB 2019-120 UNIT 7 TURBINE GENERATOR OVERHAUL BID SUMMARY				
	HPI, LLC Houston, TX	CT Cotter Turbine Services, Inc Clearwater MN	GE, Windsor, CT	PSG Co, Turbine Generator Maintenance, Cape Coral, FL	MD&A Latham, NY
BASE BID:					
Supply all materials, labor, and equipment to perform steam turbine generator major overhaul including the replacement of parts, inspection and repairs necessary for Unit 7 Turbine Generator as specified in the Invitation to Bid 2019-120 documents for the following lump sum amounts of:	\$411,464.00	\$437,830.00	\$525,029.00	\$649,900.00	\$811,112.00
Sales and/or Use taxes included in the amount above			To be determined by COA	\$43,863.00	\$0.00
ALTERNATE No. 1:					
Major Repair of First Stage Nozzle Parts:	\$11,797.00	\$15,600.00	\$16,593.00	\$11,100.00	\$12,165.00
ALTERNATE No. 1A:					
Major Repair of First Stage Nozzle Parts:	\$15,870.00	\$10,800.00			
ALTERNATE No. 2:					
Major Repair of First Stage Deflector:	\$43,378.00	\$47,520.00	\$22,417.00	\$14,900.00	\$28,910.00
ALTERNATE No. 2A:					
Major Repair of First Stage Deflector:		\$34,450.00			
ALTERNATE No. 3:					
Major Repair of First Stage Rotating Blades & Diaphragms (Stationary Blades):	\$41,119.00	\$32,100.00		\$46,000.00	\$50,080.00
ALTERNATE No. 4:					
Major Repair of Second thru Fifth Stage Rotating Blades:		No Bid			
ALTERNATE No. 5:					
Major Repair of Second thru Fifth Stage Diaphragms (Stationary Blades):		\$107,000.00	\$71,732.00	\$38,600.00	\$73,716.00
ALTERNATE No. 5A:					
Major Repair of Second thru Fifth Stage Diaphragms (Stationary Blades):		\$102,240.00			
ALTERNATE No. 6:					
Major Repair of 12th thru 15th Stage Diaphragms (Stationary Blades):					
ALTERNATE No. 7:					
Major Repair of 12th thru 15th Stage Rotating Blades:					
ALTERNATE No. 8:					
Surface Preparation and Re-coating internals of Main Lube Oil Tank	No Bid			\$24,400.00	No Bid
ALTERNATE No. 10:					
Provide Two (2) On-Site Turbine Specialist during Outage	Included in base bid	1) included in base bid	\$117,576.00	\$2,800/Weekday, \$3,600/Weekend Day	1) included in base bid
ALTERNATE No. 10B					
Provide Two (2) On-Site Turbine Specialist during Outage			\$123,696.00		
ALTERNATE No. 11:					
Provide One (1) On-Site Generator Specialist during Outage	Included in base bid	included in base bid		\$2,500/Weekday, \$3,300/Weekend Day	\$24,090.00
ALTERNATE No. 12:					
Repowering and Boring (re-pour Babbitt) of Four Main Shaft Journal Bearings:	\$27,892.00	-	\$64,571.00	\$25,550.00	\$30,172.00
ALTERNATE No. 13:					
Turbine Rotor Low Speed Spin Balance	\$27,537.00	\$25,260.00	\$42,857.00	\$23,000.00	\$40,000.00
GRAND TOTAL	\$563,187.00	\$665,310.00	\$860,775.00	\$877,313.00	\$1,070,245.00

ITB 2019-120 UNIT 7 TURBINE GENERATOR OVERHAUL BID SUMMARY					
BIDDER:	HPI, LLC Houston, TX	CT Cotter Turbine Services, Inc Clearwater MN	GE, Windsor, CT	PSG Co, Turbine Generator Maintenance, Cape Coral, FL	MD&A Latham, NY
Alternate Pricing Offered:					
Option 1 In Shop Rotor Blast		\$23,220.00			
Option 2 Clean & Inspect		\$11,640.00			
Option 3 Shipping Single driver w/ truck		\$6,900.00		\$2,700.00	
Option 3 Shipping Single driver w/ different truck		\$3,450.00			
Oil Flush	\$86,135.00				
Credit for performing a 24-hour Maintenance Oil Flush in lieu of High Velocity Oil Flush				-\$40,000.00	
Full Crew Mob/DeMob				\$32,400.00	
GE Alt #1-Generator Test & Inspect			\$26,323.00		
GE Alt #2 - Startup Specialist (2daysx10 hr days)			\$17,694.00		
GE Alt #3-Exciter Specialist (2daysx10hr days)			\$17,694.00		
GE Alt #4 - Performance Bond			\$5,000.00		
Alternate or Additional Pricing Proposed					

COUNCIL ACTION FORM

**SUBJECT: POWER PLANT BOILER MAINTENANCE SERVICES CONTRACT
REPORT OF BIDS**

BACKGROUND:

On April 23, 2019, City Council approved preliminary plans and specifications for the Power Plant Boiler Maintenance Services Contract. This contract consists of a variety of boiler and pressure vessel maintenance, including structural steel and pressure vessel repair. The contractor provides emergency service, as well as regularly planned repairs and services during scheduled outages.

The repair of the equipment on these generation units requires professional trade crafts such as boilermakers, laborers, and millwrights. Both of the Power Plant's boilers (Unit 7 and Unit 8) have experienced excessive corrosion in the superheater sections. The corrosion has caused the tubes to thin, resulting in many forced outages.

The FY 2018/2019 contractor struggled to provide needed manpower for short-term repairs and maintenance work under the current contract. This situation was reported to Council on April 16, 2019, and an emergency change order authorization to hire an alternative vendor to perform repairs was approved. The use of that alternative contractor has been required until new bids could be obtained and a contract in place.

Next fiscal year, large repair projects are planned for both boilers, installing coated tubes that will be able to withstand the corrosion. Until these repairs are complete, it is of critical importance to have a contract in place that allows for a qualified contractor to be ready to respond to emergency outages.

This bid is for these repair and maintenance services from approval of contract through the end of FY 2019/20. The bid documents include the option of up to four one-year renewals. Any renewal would require approval by City Council.

Bidding documents were provided to ten potential bidders and five plan rooms. An additional 26 contractors were directly notified of the bid opportunity. The bid was advertised on the Current Bid Opportunities section of the Purchasing webpage and a Legal Notice was published on the websites of a contractor plan room service with statewide circulation and the Iowa League of Cities.

On May 21, 2019, three bids were received as shown on the attached bid report. The specifications and bids are complex, and staff feels that additional time is needed to evaluate each bid in order to recommend an award that best meets the City's needs.

Invoices will be based on contract rates for time and materials for services actually received and accepted by the City. The FY 2019/20 budget includes \$250,000 for these services. The bidding documents call for a contract to be awarded in an amount not to exceed that amount.

ALTERNATIVES:

1. Accept the report of bids and delay award until power plant staff is able to perform a thorough review and determine a recommended company to award the contract to.
2. Award the contract to apparent low bidder.
3. Reject all bids and send out another request for bid

CITY MANAGER'S RECOMMENDED ACTION:

Staff needs additional time to fully evaluate the bids before recommending action by the City Council. By choosing alternative No. 1, staff will have enough time to evaluate each bid to ensure the City receives these services at the best price.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative #1 as stated above.

Attachment 1

BID NO. 2019-123: BOILER MAINTENANCE SERVICES BID SUMMARY

BID ITEM		Capital City Boiler & Machine Works, Inc. Des Moines, IA			Plibrico Company, LLC Omaha, NE			The Jamar Company Duluth, NN 55807		
		Hourly Rate (ST)	Hourly Rate (OT)	Hourly Rate (DT)	Hourly Rate (ST)	Hourly Rate (OT)	Hourly Rate (DT)	Hourly Rate (ST)	Hourly Rate (OT)	Hourly Rate (DT)
LABOR: BOILERMAKER										
Day Shift	Journeyman	\$ 70.00	\$ 105.00	\$ 135.00	\$ 87.07	\$ 129.78	\$ 185.77	\$ 96.89	\$ 113.11	\$ 179.36
	Foreman	\$ 75.00	\$ 107.50	\$ 137.50	\$ 91.27	\$ 135.94	\$ 193.90	\$ 101.58	\$ 144.78	\$ 187.99
	General Foreman	\$ 76.00	\$ 108.50	\$ 138.50	\$ 94.05	\$ 140.03	\$ 199.29	\$ 104.72	\$ 149.23	\$ 193.75
	Superintendent	\$ 77.00	\$ 109.50	\$ 139.50	\$ 101.07	\$ 150.33	\$ 212.87	\$ 111.00	\$ 158.12	\$ 205.25
Night Shift	Journeyman	\$ 71.00	\$ 105.00	\$ 136.00	\$ 87.42	\$ 130.15	\$ 186.16	\$ 100.02	\$ 142.55	\$ 185.11
	Foreman	\$ 76.00	\$ 107.50	\$ 138.50	\$ 91.62	\$ 136.31	\$ 194.29	\$ 104.72	\$ 149.23	\$ 193.75
	General Foreman	\$ 77.00	\$ 108.50	\$ 139.50	\$ 94.42	\$ 140.42	\$ 199.71	\$ 107.86	\$ 153.68	\$ 199.49
	Superintendent	\$ 78.00	\$ 109.50	\$ 140.50	\$ 101.42	\$ 150.70	\$ 213.26	\$ 114.13	\$ 162.56	\$ 211.01
LABOR: LABORER										
Day Shift	Journeyman	\$ 65.00	\$ 90.00	\$ 110.00	See breakout of laborers below			\$ 58.76	\$ 77.49	\$ 96.20
	Foreman	\$ 65.00	\$ 92.50	\$ 112.50				\$ 60.32	\$ 79.70	\$ 99.07
	General Foreman	\$ 70.00	\$ 105.00	\$ 135.00				n/a	n/a	n/a
	Superintendent	\$ 75.00	\$ 107.50	\$ 137.50				n/a	n/a	n/a
Night Shift	Journeyman	\$ 65.00	\$ 91.00	\$ 111.00				\$ 61.87	\$ 81.91	\$ 101.94
	Foreman	\$ 66.00	\$ 93.00	\$ 123.00				\$ 63.42	\$ 84.10	\$ 104.79
	General Foreman	\$ 71.00	\$ 106.00	\$ 136.00				n/a	n/a	n/a
	Superintendent	\$ 76.00	\$ 108.50	\$ 138.50				n/a	n/a	n/a
LABOR: MILLWRIGHT										
Day Shift	Journeyman	\$ 70.00	\$ 105.00	\$ 135.00	\$ 63.48	\$ 83.30	\$ 103.12	n/a	n/a	n/a
	Foreman	\$ 75.00	\$ 107.50	\$ 137.50	\$ 64.91	\$ 85.38	\$ 105.86	n/a	n/a	n/a

BID ITEM		Capital City Boiler & Machine Works, Inc. Des Moines, IA			Plibrico Company, LLC Omaha, NE			The Jamar Company Duluth, NN 55807		
		Hourly Rate (ST)	Hourly Rate (OT)	Hourly Rate (DT)	Hourly Rate (ST)	Hourly Rate (OT)	Hourly Rate (DT)	Hourly Rate (ST)	Hourly Rate (OT)	Hourly Rate (DT)
LABOR: MILLWRIGHT										
Day Shift	General Foreman	\$ 76.00	\$ 108.50	\$ 138.50	\$ 67.77	\$ 89.55	\$ 111.34	n/a	n/a	n/a
	Superintendent	\$ 77.00	\$ 109.50	\$ 139.50	\$ 69.20	\$ 91.64	\$ 114.08	n/a	n/a	n/a
Night Shift	Journeyman	\$ 71.00	\$ 105.00	\$ 136.00	\$ 63.48	\$ 83.30	\$ 103.12	n/a	n/a	n/a
	Foreman	\$ 76.00	\$ 107.50	\$ 138.50	\$ 64.91	\$ 85.38	\$ 105.86	n/a	n/a	n/a
	General Foreman	\$ 77.00	\$ 108.50	\$ 139.50	\$ 67.77	\$ 89.55	\$ 111.34	n/a	n/a	n/a
	Superintendent	\$ 78.00	\$ 109.50	\$ 140.50	\$ 69.20	\$ 91.64	\$ 114.08	n/a	n/a	n/a
LABOR: STEAMFITTER										
Day Shift	Journeyman	\$ 70.00	\$ 105.00	\$ 135.00	\$ 74.49	\$ 105.91	\$ 137.30	n/a	n/a	n/a
	Foreman	\$ 75.00	\$ 107.50	\$ 137.50	\$ 82.50	\$ 117.61	\$ 152.70	n/a	n/a	n/a
	General Foreman	\$ 76.00	\$ 108.50	\$ 138.50	\$ 85.17	\$ 121.51	\$ 157.83	n/a	n/a	n/a
	Superintendent	\$ 77.00	\$ 109.50	\$ 139.50				n/a	n/a	n/a
Night Shift	Journeyman	\$ 71.00	\$ 105.00	\$ 136.00	\$ 82.49	\$ 117.59	\$ 152.67	n/a	n/a	n/a
	Foreman	\$ 76.00	\$ 107.50	\$ 138.50	\$ 91.70	\$ 131.06	\$ 170.39	n/a	n/a	n/a
	General Foreman	\$ 77.00	\$ 108.50	\$ 139.50	\$ 94.78	\$ 135.56	\$ 176.32	n/a	n/a	n/a
	Superintendent	\$ 78.00	\$ 109.50	\$ 140.50	not shown	not shown	not shown	n/a	n/a	n/a
Labor in Addition to Items on Bid Form:										
Labor Bricklayers/Refractory Masons										
Day/ Night Shift	Journeyman				\$ 62.02	\$ 81.29	\$ 100.55			
	Foreman + 2 men				\$ 66.37	\$ 87.60	\$ 108.83			
	Foreman + 3 men				\$ 67.10	\$ 88.65	\$ 110.21			
	General Foreman				\$ 81.60	\$ 109.70	\$ 137.81			
Labor Bricklayers/Refractory Masons										
Day/ Night Shift	Journeyman				\$ 44.51	\$ 59.11	\$ 73.71			
	Foreman				\$ 45.96	\$ 61.22	\$ 76.47			
	General Foreman				\$ 46.69	\$ 62.27	\$ 77.85			

BID ITEM	Capital City Boiler & Machine Works, Inc. Des Moines, IA	Plibrico Company, LLC Omaha, NE	The Jamar Company Duluth, NN 55807
TRAVEL & SUBSISTENCE			
Description	Rate	Rate	Rate
Subsistence:			
Supervisors	\$85.00 per day	\$125 per day	\$125.00 per day
Craft	\$85.00 per day	\$75 per day	\$125.00 per day
Description	Rate	Rate	Rate
Travel & Mileage:			
Supervisor travel	\$77.00 per	per Journeyman straight time rate	\$111.00 per straight time hour
Supervisor mileage	\$1.00 per	\$.75 per mile	n/a
Craft travel	\$65.00	only if applicable at craft; journeyman rate	\$96.89 per straight time hour
Craft mileage		Boilermakers do not receive travel or mileage unless they are hauling tools or equipment to be used for maintenance contract services. All other crafts, if local (within 50 miles) do not receive travel or mileage. No craft receives mileage unless requested to haul tools or equipment in their person vehicle to be used for maintenace contract services.	n/a
Description	Rate	Rate	Rate
Deliveries:			
Travel	\$65.00 per	Laborer journeyman rate	Cost plus 10%
Mileage	\$1.00 per	\$1.00 per mile	n/a

BID ITEM Description	Capital City Boiler & Machine Works, Inc. Des Moines, IA	Plibrico Company, LLC Omaha, NE	The Jamar Company Duluth, NN 55807
	Rate	Rate	Rate
MISC.			
Safety supplies & equipment	Cost plus 5%	Equipment rented Cost plus 10%	n/a included in rates
Miscellaneous materials & consumables	Cost plus 12%	Cost plus 10%; materials in stock at warehouse prices	Cost plus 5%. Small tools and consumables included in rates.
Equipment & Tools	Bid Form shows equipment and tools	Tools and equipment lists submitted including tools & equipment list no charge to COA	Equipment billed in accordance with Jamar's Equipment Rental Program dated 06/01/18, D level
Safety Equipment	Bid Form shows safety equipment	Bid Form shows safety equipment	Safety equipment billed in accordance with Jamar's Equipment Rental Program dated 06/01/18, D level
PROPOSED PRICE INCREASES FOR RENEWAL PERIODS			
Labor	Factor: Labor effective year	Boilermaker contract 01/01/2020 All other crafts 06/01/2020	Boilermaker rates 01/01/19 to 12/31/19; Laborer rates 12/01/18 to 11/30/19
Travel & Subsistence	5% per year	0% per year	0% per year
Equipment & Tools	nothing shown	0% per year	0% per year
OTHER			
Location & response time	Des Moines; on call 24 hrs; on job 4-6 hrs.	Office in Omaha. NDE subcontractor if required. Emergency response 2-3 hours. Non-emergency response time is 4-6 hours	Process and response shown on BidForm
Proposed Subcontractors & scope of work	Form submitted, but subcontractor information not shown	DBI, Inc. NDE subcontractor if required; Crane Rental and Rigging if required; cornerstone Insulation and Lagging if required; Hartford Steam Boiler, Authorized Inspector if required	Gagnon - Insulation/Scaffold Service; Platinum - Scaffold Service

BID ITEM	Capital City Boiler & Machine Works, Inc. Des Moines, IA	Plibrico Company, LLC Omaha, NE	The Jamar Company Duluth, NN 55807
RESPONSIVENESS:			
Bid Signed	Yes	yes	yes
Bid Security	5% bid bond	5% bid bond	5% bid bond
Proposed Subcontractors/Suppliers list	Form submitted	Form submitted	yes; both completed & signed by proposed subcontractor
Bidder Certification Regarding Sales Tax	yes	yes	yes
Bidder Status Form	no	yes	yes
Qualifications	see letter	references	Statement of Qualifications submitted; also letters of recommendation
References	COA	yes	yes
Response time	shown on bid form	shown on bid form	shown on Bid Form
Material rate sheet	Equipment & tools list on Bid Form	tool rental sheet	Staff rate sheet shows trucks & drivers; salaried personnel; custom fabrication rate
Exceptions	none shown	none shown	none shown

COUNCIL ACTION FORM

SUBJECT: 2017/18 DOWNTOWN STREET PAVEMENT IMPROVEMENTS PROJECT – MAIN STREET ALLEYS (DUFF AVENUE – DOUGLAS AVENUE, KELLOGG AVENUE – BURNETT AVENUE)

BACKGROUND:

This program is for reconstruction or rehabilitation of downtown streets and alleys. The 2017/18 program locations are the east-west alleys north of Main Street between Duff Avenue and Douglas Avenue and between Kellogg Avenue and Burnett Avenue. This project includes the replacement of the existing alley pavement with 7 inches of new concrete pavement, storm sewer intake improvements, and filling underground vaults.

On May 22, 2019, bids for this project were received as follows:

<i>Bidder</i>	<i>Bid Amount</i>
Engineer's estimate	\$211,107.80
ConStruct Inc.	\$211,973.20
Absolute Concrete	\$299,696.90

Engineering and administration costs are estimated to be \$32,000, **bringing the total estimated project cost to \$243,973.20**. Downtown Street Pavement Improvements are shown in the 2017/18 Capital Improvement Plan with **\$250,000.00 in G.O. Bond funding** and **\$50,000 in Electric Utility funding**.

ALTERNATIVES:

1. a. Accept the report of bids for the 2017/18 Downtown Street Pavement Improvements Project – Main Street Alleys (Duff Avenue – Douglas Avenue, Kellogg Avenue – Burnett Avenue)
 - b. Approve the final plans and specifications for this project.
 - c. Award the 2017/18 Downtown Street Pavement Improvements Project – Main Street Alleys (Duff Avenue – Douglas Avenue, Kellogg Avenue – Burnett Avenue) to ConStruct Inc. of Ames, Iowa in the amount of \$211,973.20.
2. Award the contract to another bidder.

3. Reject the award and direct staff to modify the project for a future bid letting.
4. Do not proceed with the project at this time.

MANAGER'S RECOMMENDED ACTION:

By awarding this project, it will be possible to move forward with these alley drainage and pavement improvements. The Ames downtown area is an important economic center in the community, and this project will enhance downtown business operations and promote development.

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

COUNCIL ACTION FORM

SUBJECT: TEAGARDEN AREA DRAINAGE IMPROVEMENTS

BACKGROUND:

In preparing the Teagarden Area Drainage Improvements, a Request for Proposals was issued for design services. On August 26, 2016, the City Council approved an agreement with Bolton & Menk, Inc. for the design of these improvements in an amount not to exceed \$69,500. Bolton & Menk, Inc. has been working on this design phase since 2016. City staff had been working with the owners of the two properties involved in the project where the improvements are planned. Bolton and Menk submitted check plans (60% of the design completion) for the City staff to review in 2018. At the time of that plan submittal, it was found that one of the properties was sold and the new owner disagreed with the chosen design solution.

Due to the additional design effort needed in working with the property owners, on November 27, 2018, the City Council approved additional professional services in an amount not to exceed \$21,500. New design solutions were developed and reviewed with the owners and were agreed upon. The property owners must sign easement agreements in order to proceed with awarding the construction bid. Bolton & Menk, Inc. completed plans and specifications for this contract with an estimated construction cost of \$360,730.

On April 17, 2019, bids for the project were received as follows:

Bidder	Amount
<i>Engineer's Estimate</i>	\$360,730.00
Con-Struct, Inc.	\$333,494.00
Keller Excavating	\$491,721.00

Revenue and expenses associated with this program are estimated as follows:

	Available Revenue	Estimated Expenses
Storm Sewer Utility Fund (carried over)	\$ 430,692.00	
G.O. Bonds	\$ 503,063.00	
Construction (Low Bid)		\$ 333,494.00
Engineering/Administration (Est.)		\$ 115,500.00
	<u>\$ 933,755.00</u>	<u>\$ 448,994.00</u>

ALTERNATIVES:

1. Award the contract for the Teagarden Area Drainage Improvements Project to Con-Struct, Inc. of Ames, Iowa in the amount of \$333,494.00
2. Do not proceed with this project.

CITY MANAGER'S RECOMMENDED ACTION:

It is anticipated that both property owners will sign easements prior to the May 28th City Council meeting. Staff is having consistent communications with these property owners to ensure the signatures are obtained in a timely manner. Awarding the contract as bid on April 17, 2019 will enable construction to be completed during the current 2019 construction season.

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

COUNCIL ACTION FORM

SUBJECT: RENTAL CAP ORDINANCE REPEAL

BACKGROUND:

In 2018, Council adopted a rental cap ordinance that prohibited new rental properties from being added in certain neighborhoods (established by Resolution) near the ISU campus. The Governor signed a bill into law on May 2, 2019, prohibiting cities from enacting and enforcing any type of rental cap ordinance. In response to a staff memo, at the May 14, 2019 City Council meeting, the City Council directed staff to draft an ordinance repealing the rental cap.

Staff has determined that the following sections of Chapter 13 of the *Ames Municipal Code* are no longer valid after the recent legislation:

13.201 Rental Concentration Cap Neighborhoods: *Certain neighborhoods as designated by a Resolution adopted by the City Council, which are subject to the limitation on the number of rental properties established in Section 13.300(9).*

13.300(9) Limitation on number of rental properties in certain neighborhoods.

13.300(10) Rental Concentration Cap Exception

13.300(11) Property Sale Hardship Exception

13.303 Temporary Moratorium on Issuance of Rental Letters of Compliance

The proposed ordinance with the above sections repealed is attached.

The recently passed state legislation does not prevent the enforcement of any of the occupancy changes that were made to the *Municipal Code* in the past several months. Therefore, occupancy will remain limited to:

- Three adult occupants in a one-, two-, or three-bedroom dwelling unit
- Four adults in a four-bedroom dwelling unit
- Five adults in a dwelling unit with five or more bedrooms
- Properties in the Near Campus Neighborhoods (Note: these are different from the Rental Concentration Cap Neighborhoods) are still limited to a number of adult occupants which is equal to the number of bedrooms the City had on file on January 1, 2018.

It is noted that, should Council proceed with this ordinance, at the third reading Council will also be asked to rescind the Resolution defining the Rental Concentration Cap Neighborhoods.

ALTERNATIVES:

1. Approve on first reading the ordinance repealing the rental cap code language. This ordinance will remove all code sections in Chapter 13 relating to the rental percentage cap.
2. Deny on first reading the ordinance repealing the rental cap code language. This would keep the existing language in the *Municipal Code*, even though it is not enforceable.

CITY MANAGER’S RECOMMENDATION:

State law now prohibits cities from enforcing a rental concentration cap ordinance. In an effort to keep the *Municipal Code* up-to-date and enforceable, and clear to the public, it would be appropriate to remove the language in *Ames Municipal Code* relating to the rental concentration cap. The establishment of the rental concentration cap neighborhoods is done via resolution, so should Council proceed with this ordinance, at the third reading Council will also be asked to rescind the Resolution defining the Rental Concentration Cap Neighborhoods.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative #1 and thereby approve on first reading an ordinance repealing the rental cap language in the Rental Code.

ATTACHMENT

NOTE: As the usual procedure for repealing sections of the *Ames Municipal Code* is just to list in the proposed ordinance the numbers of the sections being repealed, staff thought it would be helpful for Council to see the full text of the language regarding the Rental Cap which would be repealed by the ordinance:

“Sec. 13.201. TERMS DEFINED.

REPEAL:

RENTAL CONCENTRATION CAP NEIGHBORHOODS: Certain neighborhoods as designated by a Resolution adopted by the City Council, which are subject to the limitation on the number of rental properties established in Section 13.300(9).

(Ord. 4354, 5-22-18).

Sec. 13.300. GENERAL.

REPEAL:

(9) Limitation on number of rental properties in certain neighborhoods.

For each neighborhood established as a Rental Concentration Cap Neighborhood, the number of rental dwellings allowed shall be no more than 25% of the dwellings in each neighborhood. In each neighborhood, only properties zoned R-L or UCRM will be used in calculating the percentage of rental dwellings to other dwellings in the neighborhood. No new rental registration applications will be accepted or approved in a neighborhood if the neighborhood has 25% or more registered rental dwellings or the application for a new rental registration would cause the ratio of rental dwelling to other dwellings to exceed 25%.

Rental dwellings in a Rental Concentration Cap Neighborhood with a rental registration or Letter of Compliance in place as of the date of establishment of a Rental Concentration Cap Neighborhood will be allowed to remain as registered rental properties and may renew their Letters of Compliance even if the number of rental dwellings is above the 25% cap. Additionally, the owner of a dwelling constructed as a duplex may register and obtain a Letter of Compliance on one or both units of the duplex, regardless of whether the 25% cap is exceeded in the neighborhood. If a registered rental dwelling that was not constructed as a duplex ceases to operate as a licensed rental dwelling, the owner cannot subsequently register the dwelling if the registration would cause the ratio of rental dwellings to other dwellings to exceed 25%. Transitional Letters of Compliance may be issued regardless of the 25% cap.

(Ord. 4354, 5-22-18; Ord. 4366, 8-14-18)

(10) Rental Concentration Cap Exception

For properties within a Rental Concentration Cap Neighborhood, a property owner of record on October 27, 2017 may apply for an exception in order to register their primary residence as a rental property and complete all requirements of the Rental Code to obtain a Letter of Compliance. The property owner is responsible for all application requirements for the exception, registering the property, and obtaining a Letter of Compliance. A Letter of Compliance obtained under this exception is not transferable to a new owner upon the sale of the property. Any property sold subsequent to October 27, 2017 without a valid Letter of Compliance in regards to this exception shall not be eligible for a Letter of Compliance.

The exception is subject to minimum application standards and performance requirements described below. The exception may be approved by the Building Official upon review of the application for consistency with the standards of this Chapter. The Building Official may forward the application to the City Council for review upon any finding of irregularity in documentation with the application. A property owner may appeal the decision of the Building Official to the City Council. Property owners determined to have been renting without a required Letter of Compliance are not eligible for the exception.

(a) **Exception Requirements**

- i. The property owner must have owned the property as of October 27, 2017 and

either 1) the property must be the primary residence of the property owner as of the date of application, or 2) the property owner had obtained, on or after October 28, 2016 and prior to October 27, 2017, a building, electrical, plumbing or mechanical permit which would indicate an intent to convert the property to a rental property.

- ii. The deadline to file an application is thirty (30) days from the effective date of this

ordinance.

- iii. The property owner must obtain an initial inspection and complete all requirements

for a Letter of Compliance within six (6) months of the inspection date.

- iv. If a property owner has not obtained a Letter of Compliance within six months, the

property registration shall expire and may not be renewed or reapplied for under this exception.

Upon receipt of a Letter of Compliance for the property, each subsequent renewal of the Letter of Compliance after the initial twelve months is subject to the dwelling's continued use as a bona fide rental dwelling and the dwelling is either not exempted by 13.100(5) of the Rental Code or is a one- or two-bedroom dwelling which is the owner's primary place of residence with a non-owner tenant.

(Ord. No. 4368, 8-28-18)

(11) **Property Sale Hardship Exception.**

For properties within a Rental Concentration Cap Neighborhood, a property owner may apply to the Building Official for a hardship exception to allow registration of the property for rental purposes in order to facilitate the sale of the property. The hardship exception is subject to minimum application standards described below and may be approved by the City Council upon review of the application.

Approval of the Property Sale Hardship by the City Council is for a six-month period to allow for sale of property to a new owner in an arms-length transaction to another party. The property owner may request a six month extension of the approval in order to complete work required to obtain a letter of compliance and/or to complete the sale and transfer of the property. An initial Letter of Compliance (LOC) will only be issued for one year for property registered under the hardship exception process. The LOC cannot be renewed by the property owner approved for a hardship, but can be renewed by the new property owner consistent with the standards of the Rental Code. Property owners determined to have been renting without a required Letter of Compliance are not eligible for a Property Sale Hardship Exception.

(a) **Application Requirements.** A property owner must submit documentation related to the following as part of the hardship application:

- i. The property must abut registered rental properties on three sides, or the substantial equivalent of three sides. An abutting side includes any shared property line of the subject site and includes property lines with residential property located across the street or an alley. An abutting side is any length of a property line that is 20 feet in length or greater.
- ii. The property must have been purchased or under a purchase agreement by the current owner prior to October 27, 2017.
- iii. The property has been offered and advertised for a minimum nine (9) consecutive months with a licensed realtor prior to the application for hardship.
- iv. Disclosure of any offers to purchase the property which have been declined.
- v. The original purchase price and date of purchase.
- vi. An appraisal prepared by a licensed appraiser for the value of the dwelling that also includes comparable sales within the appraisal.
- vii. A home inspection report describing the condition of the property.
- viii. Rental Housing Code pre-inspection and cost estimate for compliance with the Rental Housing code.

Upon submittal of the application to the Building Official, staff will review for completeness and adequacy of documentation provided within 10 days. Staff may request additional documentation in relation to the application requirements to determine completeness. Upon a determination that the application is complete, the application will be forwarded to the City Council within 30 days for Council review.

The City Council may approve a property sale hardship upon making both of the following findings:

1. The advantages to the neighborhood and the City of allowing for the property to be registered as a rental property to facilitate its sale outweigh the disadvantages to the neighborhood and City of exceeding the rental concentration cap.

2. The sale of the property would have been possible at a reasonable market value as a single family dwelling, but for the existence of the rental concentration cap.

(Ord. No. 4368, 8-28-18)

REPEAL:

13.303. TEMPORARY MORATORIUM ON ISSUANCE OF RENTAL LETTERS OF COMPLIANCE.

(1) The purpose of this ordinance is to provide a temporary means to protect neighborhoods by preserving the current level of rental properties in certain neighborhoods in the City while the Council considers other options to address issues regarding increasing number of rental units in certain residential neighborhoods.

(2) A moratorium on the acceptance of new rental registrations and issuance of new Letters of Compliance for single-family and two family homes is established and in effect within the Near Campus Neighborhoods. Except as noted in subsections (3) and (4) below, no new rental registrations will be accepted by the City and no new Letters of Compliance will be issued by the City during the moratorium period.

(3) Nothing in this section shall be construed to prohibit a property owner with a current rental Letter of Compliance from renewing the Letter of Compliance during the moratorium period. Nothing in this section shall be construed to prohibit a property owner with a current rental Letter of Compliance from transferring the Letter of Compliance to a new owner if the property is sold during the moratorium period.

(4) Property owners that have filed with the City a completed rental registration application or a presale inspection form prior to the effective date of this section may continue with the process, and the City may issue a Letter of Compliance in such cases during the moratorium period.

(5) The moratorium is effective until May 31, 2018, at which point this section shall become null, void and of no future effect.

(Ord. No. 4325, 10-24-17; Ord. 4343, 4-24-18)

ORDINANCE NO.

AN ORDINANCE TO AMEND THE MUNICIPAL CODE OF THE CITY OF AMES, IOWA, BY REPEALING SECTIONS 13.201, 13.300(9), 13.300(10), 13.300(11) AND 13.303 THEREOF, FOR THE PURPOSE OF THESE SECTIONS NO LONGER BEING VALID AFTER RECENT LEGISLATION; REPEALING ANY AND ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT TO THE EXTENT OF SUCH CONFLICT; AND ESTABLISHING AN EFFECTIVE DATE.

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

Section One. The Municipal Code of the City of Ames, Iowa shall be and the same is hereby amended by repealing Sections 13.201, 13.300(9), 13.300(10), 13.300(11) and 13.303 as follows:

“13.201 Rental Concentration Cap Neighborhoods: Certain neighborhoods as designated by a Resolution adopted by the City Council, which are subject to the limitation on the number of rental properties established in Section 13.300(9).

13.300(9) Limitation on number of rental properties in certain neighborhoods.

13.300(10) Rental Concentration Cap Exception.

13.300(11) Property Sale Hardship Exception.

13.303 Temporary Moratorium on Issuance of Rental Letters of Compliance.”

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

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

Passed this _____ day of _____, _____.

Diane R. Voss, City Clerk

John A. Haila, Mayor