# AGENDA REGULAR MEETING OF THE AMES CONFERENCE BOARD AND REGULAR MEETING OF THE AMES CITY COUNCIL COUNCIL CHAMBERS - CITY HALL JANUARY 22, 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.

#### REGULAR MEETING OF THE AMES CONFERENCE BOARD

#### **CALL TO ORDER:** 5:30 p.m.

- 1. Roll Call
- 2. Motion approving Minutes of February 27, 2018
- 3. Discussion of City Assessor's budget proposals:
  - a. Motion approving recommendations of Assessor's report
  - b. Motion to receive proposed budget (adoption of budget will occur after hearing is held)
  - c. Motion to set 6:00 p.m. on February 26, 2019, as date of public hearing on proposed FY 2019/20 City Assessor's budget
- 4. Resolution approving reappointment of Greg Lynch as City Assessor

#### **CONFERENCE BOARD COMMENTS:**

#### **ADJOURNMENT:**

#### **REGULAR MEETING OF AMES CITY COUNCIL\***

\*The Regular Meeting of the Ames City Council will immediately follow the Regular Meeting of the Ames Conference Board.

<u>CONSENT AGENDA</u>: 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.

- 1. Motion approving payment of claims
- 2. Motion approving Minutes of Regular Meeting of January 8, 2019
- 3. Motion approving Report of Contract Change Orders for January 1-15, 2019
- 4. Motion setting Council Goal Update Workshop for February 2, 2019
- 5. Motion canceling the March 19, 2019, Council Workshop and setting April 2, 2019, as a Council Workshop regarding the Comprehensive Plan
- 6. Motion approving 5-day (February 13 18) Class C Liquor License & Sunday Sales for Booze Cruzer Cocktail Co, LLC. at Hanson Ag Building, 2508 Mortensen Rd.
- 7. Motion approving ownership change for Class C Liquor License with Outdoor Service & Sunday Sales for Buffalo Wild Wings, 400 South Duff
- 8. Motion approving new 12-month Class E Liquor License & Sunday Sales for JW Liquor, 4518 Mortensen, pending bond certification
- 9. Motion directing City Attorney to draft ordinance prohibiting parking at all times on the east side of North Riverside Drive

- 10. Motion directing City Attorney to draft ordinance prohibiting parking at all times on the north side of Harris Street
- 11. Requests from Main Street Cultural District (MSCD) for DIY Day event on Saturday, February 23, 2019
  - a. Motion approving waiver of parking meter fees in the Downtown District
- 12. Requests from Main Street Cultural District (MCSD) for January Dollar Days event on Thursday, January 24 through Sunday, January 27, 2019:
  - a. Motion approving waiver of parking meter fees in the Downtown District from Thursday, January 24 to Sunday, January 27
- 13. Resolution approving Quarterly Investment Report for period ending December 31, 2018
- 14. Resolution approving Conflict of Interest Waiver for Ahlers & Cooney Law Firm to represent the Ames School District on real estate transaction with the City of Ames
- 15. Resolution approving \$50,000 Forgivable Loan to Smart Ag as local match to Iowa Economic Development Authority Financial Assistance Agreement
- 16. Resolution awarding contract for one John Deere wheel loader with buckets for Streets Division to Murphy Tractor and Equipment of Altoona, Iowa, in the amount of \$165,323 and approving option to exercise buy-back guarantee
- 17. Resolution approving Contract Change Order No. 2 with TEI Construction Services, Inc., of Duncan, South Carolina, for the Boiler Maintenance Services Contract for the Power Plant, not to exceed amount \$235,000
- 18. Resolution accepting completion of 2017/18 Traffic Signal Program (E. Lincoln Way and Dayton Avenue)
- 19. Resolution approving Plat of Survey for 1608 Crestwood Circle and 609 Carr Drive
- 20. Resolution approving Plat of Survey for 3855, 4025, 4720 199<sup>th</sup> Street and 4513-513th Avenue in Story County

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

#### **ADMINISTRATION:**

- 21. Downtown Parking Meters:
  - a. Discussion of parking meter rates
  - b. Downtown Employee Hang-Tag System:
    - i. Motion approving Monthly Rental Contract form

#### **POLICE:**

22. Follow-Up Report regarding parking enforcement in areas adjacent to Iowa State University Campus

#### **ORDINANCE:**

- 23. "Game Day Parking" Ordinance:
  - a. First passage of Ordinance
  - b. Resolution allocating \$23,000 from Road Use Tax Fund for informational signage

#### **FINANCE:**

- 24. 2019-2024 Capital Improvements Plan:
  - a. Receive public input

#### **PUBLIC WORKS:**

25. Staff Report on Quarry Estates Off-Site Improvements

- 26. Presentation of consultant study on Waste Diversion option for Story County to benefit RDF production at Resource Recovery Plant and maximize landfill diversion
- 27. Flood Mitigation River Flooding:
  - a. Motion directing staff to immediately negotiate acquisition of a permanent easement for both 1016 S. Duff Avenue (front parcel) and 1008 S. Duff Avenue (rear parcel), using local funding (tabled from 10-23-18, 11-27-18, and 12-18-18)

#### **PLANNING & HOUSING:**

- 28. Request from Downtown Ames Fareway to lease remote parking spaces during construction of new store:
  - a. Motion directing City Attorney to prepare Lease Agreement with Fareway for 20 metered spaces in Parking Lot N

#### **HEARINGS:**

- 29. Hearing on Assessment for Costs of Asbestos Testing on and Demolition of Dangerous Building located at 1107 Grand Avenue:
  - a. Resolution assessing costs of asbestos testing on and demotion of dangerous building
- 30. Hearing on Unit 7 Boiler Repair Project:
  - a. Motion accepting Report of Bids and delaying award of contract
- 31. Hearing on 2017/18 Accessibility Enhancement Program (Airport Road Sidewalk):
  - a. Resolution approving final plans and specifications and awarding contract to Manatt's, Inc., of Ames, IA, in the amount of \$170,287.40

#### **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.

#### MINUTES OF THE REGULAR MEETING OF THE AMES CONFERENCE BOARD AND REGULAR MEETING OF THE AMES CITY COUNCIL

**AMES, IOWA** 

**FEBRUARY 27, 2018** 

#### REGULAR MEETING OF THE AMES CONFERENCE BOARD

The Regular Meeting of the Ames Conference Board was called to order by Chairman John Haila at 5:30 p.m. on February 27, 2018. Present from the Ames City Council were Bronwyn Beatty-Hansen, Gloria Betcher, Amber Corrieri, Tim Gartin, David Martin, and Chris Nelson. Supervisor Lauris Olson represented the Story County Board of Supervisors. Representing the Ames Community School Board was Lewis Rosser. Leanne Harter attended on behalf of the Nevada Community School Board. Gilbert Community School District and United Community School District were not represented.

MINUTES OF JANUARY 23, 2018: Moved by Corrieri, seconded by Olson, to approve the Minutes of the January 23, 2018, meeting of the Ames Conference Board. Vote on Motion: 3-0. Motion declared carried unanimously.

**APPOINTMENT TO BOARD OF REVIEW:** Moved by Betcher, seconded by Harter, to adopt RESOLUTION NO. 18-074 appointment Tanya Anderson to the Board of Review. Vote on Motion: 3-0. Motion declared carried unanimously.

**HEARING ON PROPOSED 2018/19 BUDGET FOR CITY ASSESSOR'S OFFICE:** Chairperson Haila opened the public hearing. No one wished to speak, and the hearing was closed.

Moved by Rosser, seconded by Olson, to adopt the FY 2018/19 budget for the Ames City Assessor's Office.

Vote on Motion: 3-0. Motion declared carried unanimously.

**CONFERENCE BOARD COMMENTS:** Story County Supervisor Olson asked that, possibly next year or before, there be some discussion about some options that might be available in the future to have one Assessor or sharing the costs due to the possible increases in costs. She noted that this issue had been raised by Story County Supervisor Sanders at the January 23, 2018, Conference Board meeting. Mayor Haila noted that two studies had been done on this topic in the past. Those studies can be updated and forwarded to the Conference Board members.

**ADJOURNMENT:** Moved by Betcher, seconded by Rosser, to adjourn the Ames Conference Board at 5:37 p.m. Vote on Motion: 3-0. Motion declared carried unanimously.

Diane R. Voss, City Clerk

John A. Haila, Mayor

# City Assessor's 2019-2020 Annual Report To the Ames City Conference Board





#### **CHAIRPERSON:**

Ames Mayor John Haila

#### MEMBERS:

Ames City Council

Story County Board of Supervisors

School Boards of Directors for Ames, Gilbert, Nevada and United





# Ames City Assessor's Budget Proposal for the 2019-2020 Fiscal Year For the Conference Board meeting at 5:30 p.m. on January 22, 2019

The following report outlines the structure, programs, duties and activities of the Ames City Assessor's Office.

The Mini Conference Board met January 3, 2019, to review the Assessor's budget proposal. Members present were Lauris Olson, Story County Board of Supervisors; Luke Deardorff, Ames School Board of Directors; Brian Anderson (President), Gilbert School Board of Directors; Leanne Harter, Nevada School Board of Directors; Kathy Toms, United School Board of Directors; and Greg Lynch, Ames City Assessor. Also present were Brenda Swaim (City Assessor), Dawn Tank (City Assessor) and Lisa Henschel (City Assessor).

#### CONFERENCE BOARD

Iowa assessment laws can be found in Chapter 441 of the *Iowa Code*. Other chapters affect the process, and there are numerous administrative rules. The *Code* creates a Conference Board for each county. City Assessors are optional for cities with populations over 10,000. City Assessors are created by ordinance and a Conference Board is automatically created. The City Conference Board includes the City Council, School Boards of Directors (Ames, Gilbert, Nevada and United Community) and County Board of Supervisors. The Mayor is chairperson. The Conference Board votes as three voting units, with a majority of the members present for each unit determining the unit's vote. At least two members of a voting unit must be present in order to vote. A quorum is reached when at least two members from two units are present.

The Conference Board must meet annually to propose a budget for publication. The Board must meet again to hold a budget hearing and approve a budget. The Ames City Conference Board has used a subcommittee called the Mini Conference Board to facilitate the budget discussion. Each of the three voting bodies appoints one member to the Mini Board to conduct a preliminary meeting to discuss budget proposals with the Assessor and report back to their full body. The Mini Board has also been used to draft a personnel policy handbook and advise the Assessor on policy issues.

The Conference Board appoints the Assessor, Examining Board and Board of Review. The Examining Board is activated when the Assessor position is vacant, or in the unlikely event of a Deputy Assessor appealing a termination or disciplinary action.

#### **BOARD OF REVIEW**

The Ames Board of Review has five members. Members are appointed for staggered six-year terms. The *Code* requires members to have different occupations, and that at least one is experienced in real estate or construction. The Board of Review meets annually in a limited time frame to hear appeals. Most decisions from the Assessor can be appealed (e.g. value, classification, exemption).

There is one vacant seat, which needs to be filled. The expiration date for each current board member is as follows:

Jami Larson	12/31/2019	Bill Whitman	12/31/2023
Thomas Jackson	12/31/2020	Vacant	12/31/2024
Ron Murphy	12/31/2022		

#### ASSESSOR

The Conference Board appoints, or reappoints, an assessor for a six-year term. Iowa assessors are required to pass a comprehensive examination before being eligible to be appointed. In order to be reappointed, 150 hours of state-approved continuing education, of which at least 90 hours must be tested courses, are required during the six-year term.

The main duties of the Assessor are to classify and value all taxable property in the assessment jurisdiction. Iowa law requires reassessment in odd-numbered years and notification of changes of value in even-numbered years. Even-numbered year changes are typically new construction or renovation of existing structures. In odd-numbered years, the Ames office recalculates values and sends notices to property owners.

In addition, the Assessor administers multiple credit and exemption programs. The most common are the homestead credit and military service exemption. Less common, but more problematic, are exemption claims for religious and charitable organizations and business property tax credits.

In the course of classifying and valuing property in Ames, extensive property-related information is acquired. Public information laws require, and common sense dictates, that most of this information be readily available for review. This often involves considerable time and effort, but it is an essential part of the operation.

It is also important for the Conference Board members to fully understand what the Assessor does not do:

- Does not calculate or collect taxes.
- Does not set the level of value the Assessor measures the level of value, as indicated by sales of real property in Ames.
- Does not make the laws and rules for assessments.

The most visible function of the office tends to be providing information to the public via the Internet or through requests in the office. However, the first priority and the primary effort of the office is discovering changes in real property, such as new construction, and maintaining the classification and values for the entire tax base of Ames.

In summary, the Assessor has a variety of duties and functions and is an integral component of local government operations.

#### ASSESSED AND TAXABLE VALUES

The tax base changes for assessed and taxable values from 2017 to 2018 are shown in the following two tables:

**Table 1. Assessed Values** 

Ames Taxable Valuations by Class: 100% Assessed Values (in Thousands of Dollars)									
Class		2017 Actual		018 Actual		ifference 17 to 2018	% Change		
Ag Land & Ag Bldgs	\$	5,382	\$	5,324	\$	(58)	-1.1%		
Residential	\$	3,433,391	\$	3,548,646	\$	115,255	3.4%		
Multiresidential	\$	174,954	\$	215,828	\$	40,874	23.4%		
Commercial	\$	794,219	\$	823,144	\$	28,925	3.6%		
Industrial	\$	153,921	\$	157,934	\$	4,012	2.6%		
Railroads & Utilities Minus Gas & Electric	\$	13,434	\$	15,162	\$	1,728	12.9%		
Total Except Gas & Electric	\$	4,575,302	\$	4,766,038	\$	190,736	4.2%		
Gas & Electric Valuation	\$	29,952	\$	33,293	\$	3,340	11.2%		
100% Assessed Values Total	\$	4,605,254	\$	4,799,331	\$	194,076	4.2%		
T.I.F Value Not Included		\$0		\$0		\$0			

Source: Iowa Department of Management Reports for Story County as of January 1, 2019.

**Table 2. Taxable Values** 

Ames Taxable Valuations by Class: Rolled Back or Taxable Values (in Thousands of Dollars)										
Class		017 Actual	2	018 Actual		ifference 17 to 2018	% Change			
Ag Land & Ag Bldgs	\$	2,931	\$	2,989	\$	58	2.0%			
Residential	\$	1,909,560	\$	2,019,762	\$	110,202	5.8%			
Multiresidential	\$	137,777	\$	161,871	\$	24,095	17.5%			
Commercial	\$	711,370	\$	736,326	\$	24,956	3.5%			
Industrial	\$	138,529	\$	142,099	\$	3,569	2.6%			
Railroads & Utilities Minus Gas & Electric	\$	12,619	\$	14,192	\$	1,573	12.5%			
Total	\$	2,912,785	\$	3,077,238	\$	164,454	5.6%			
Military Exemptions	\$	(2,284)	\$	(2,180)	\$	104	-4.5%			
Taxable Total Except Gas & Electric	\$	2,910,501	\$	3,075,058	\$	164,557	5.7%			
Gas & Electric Valuation	\$	7,175	\$	7,839	\$	664	9.3%			
Taxable Values Total	\$	2,917,676	\$	3,082,897	\$	165,221	5.7%			
T.I.F Value Not Included		\$0		\$0		\$0				

Source: Iowa Department of Management Reports for Story County as of January 1, 2019.

Categorical changes of the 2018 taxable values are illustrated in the following table:

**Table 3. Taxable Values** 

Class	2017 Taxable Value (in Thousands)	2018 Taxable Value (in Thousands)	Change from Revalue of Existing Property	Change from Class Transfers & Annexation	Net Change from New Construction & Buildings Removed	Change from Rollback Percentage	Change from New & Expiring Exemptions, TIF, Court Reductions, Equalization	Total Change 2017 to 2018 (in Thousands)
Residential	\$1,909,660	\$2,019,762	\$2,361	\$6,113	\$62,261	\$46,029	(\$6,664)	\$110,102
% Changes			0.1%	0.3%	3.3%	2.4%	-0.3%	5.8%
MultiResidential	\$137,777	\$161,871	\$4,234	(\$5,306)	\$32,021	(\$8,094)	\$1,240	\$24,095
% Changes			3.1%	-3.9%	23.2%	-5.9%	0.9%	17.5%
Commercial	\$711,370	\$736,326	(\$910)	(\$7,844)	\$34,843	\$0	(\$1,133)	\$24,956
% Changes			-0.1%	-1.1%	4.9%	0.0%	-0.2%	3.5%
Industrial	\$138,529	\$142,099	\$0	(\$350)	\$3,776	\$0	\$143	\$3,569
% Changes			0.0%	-0.3%	2.7%	0%	0.1%	2.6%
Agricultural	\$2,931	\$2,989	(\$1,656)	\$3,426	\$251	\$90	(\$2,053)	\$58
% Changes			-56.5%	116.9%	8.6%	3.1%	-70.1%	2.0%
Totals	\$2,900,267	\$3,063,047	\$4,029	(\$3,961)	\$133,153	\$38,026	(\$8,467)	\$162,780
% Changes			0.1%	-0.1%	4.6%	1.3%	-0.3%	5.6%

Source: 2017 Abstract of Assessment; 2018 Reconciliation Report.

**Agricultural assessed values (Table 1)** decreased 1.1% from 2017 to 2018. This was due to revaluation.

Agricultural taxable values (Tables 2 & 3) experienced a modest increase of 2.0% from 2017 to 2018. Categorically it decreased due to revaluation. Increases were due to transfers, annexation, new construction and an increase in the rollback.

**Residential assessed values (Table 1)** increased 3.4% from 2017 to 2018. This was a result of increases in revaluation, class transfers and new construction.

**Residential taxable values (Tables 2 & 3)** experienced an increase of 5.8% from 2017 to 2018. The largest contributing factors for the increase were due to new construction and roll back increase.

Multiresidential assessed values (Table 1) experienced an increase of 23.4% from 2017 to 2018. The largest contributing factors for the increase was due to new construction.

Multiresidential taxable values (Tables 2 & 3) increased 17.5% from 2017 to 2018. This was mostly the result of new construction. It decreased because of class changes as well as the rollback decreasing.

Commercial assessed values (Table 1) experienced an increase of 3.6% from 2017 to 2018. This is primarily the result of new construction.

Commercial taxable values (Tables 2 & 3) experienced a similar increase of 3.5% from 2017 to 2018. The increase caused by new construction was offset by the loss caused by transfers.

**Industrial assessed values (Table 1)** experienced an increase of 2.6% from 2017 to 2018. This is due to new construction.

**Industrial taxable values (Tables 2 & 3)** mirrored the 2.6% from 2017 to 2018 as shown in Table 1 (Assessed Values). Categorically it increased due new construction and expiring exemptions.

Excluding railroads and utilities, the overall change for the upcoming fiscal year is 5.7% more taxable value, as shown in Table 2.

#### **STAFF**

The full-time employees of the City Assessor's Office and their starting dates as full-time employees with this office are as follows:

•	Gregory P. Lynch, City Assessor	February	2006
•	Brenda M. Swaim, Chief Deputy Assessor	December	1996
•	Judy K. Heimerman, Appraisal Technician	January	1990
•	Dawn M. Tank, Administrative Assistant	January	2015
•	Scott A. Harvey, Appraiser	April	2016
•	Christopher W. Bilslend, Appraiser	January	2017
•	Daniel A. Boberg, Appraisal Technician	August	2017
•	Lisa M. Henschel, Database Manager	December	2017

#### **DEPARTMENT ACTIVITIES**

Thanks to the hard work of our three interns and full-time staff, we are proud to announce that we have finished entering the majority of the residential sketches into our ProVal software.

Revaluation of existing properties is continuous. Staff has been busy this fall and winter measuring, listing and valuing new construction and remodeled properties. The staff is constantly engaged in acquiring information about building changes, construction costs, selling prices and terms, and numerous other items that affect market value. Sales information is reviewed and investigated through phone calls, letters and inspections. Due to the efforts of the entire staff, the assessed property values assigned by the Ames City Assessor's Office consistently rank among the most uniform and equitable assessments in the state.

We mailed out a total of 1,921assessment rolls for January 1, 2018. The following table breaks them down by property class:

2018 Assessment Rolls by Property Class						
Class Number of Assement Rolls						
Multiresidential	10					
Industrial	6					
Commercial	99					
Agriculture	5					
Exempt	1					
Residential	1,800					
Total	1,921					

The table on **Attachment C** shows the quarterly activity of sales that are good for analysis (armslength sales). The number of new homes built in 2018 that sold decreased to 32, down a significant 43% from the 56 that were constructed in 2017.

**New Construction Sales**: The price per square foot is the most reliable indication of price increase. Annual percentage changes and cumulative changes since 1995 are the right two columns. The report shows that the sales price for new homes increased by 15%. (This is shown in the row heading "New construction sales" for 2018.) Price per square foot was \$217.14 in 2017 and \$249.66 in 2018. The

median sales price also showed a significant increase of 29.7% from \$348,662 in 2017 to \$452,302 in 2018 (shown under the column heading "Median Price").

**Existing House Sales:** The total number of sales decreased by 3.98% from 653 in 2017 to 627 in 2018. The average sale price per square foot shows an increase of 2.1% from \$154.56 in 2017 to \$157.77 in 2018. (This is shown in the row heading "Existing houses".) The median sales price showed a decrease of 2.10% from \$215,000 in 2017 to \$210,500 in 2018 (shown in the column heading "Median Price").

There is ongoing development of our Beacon website (<a href="www.AmesAssessor.org">www.AmesAssessor.org</a>) to better serve our needs as well as the public's. This site continues to be our most active method of communication with the public. The data files created for the website are the backbone of real property information for several city and county departments. Map files are uploaded regularly from the Story County Auditor's files, and data files are uploaded nightly from the county's real estate system and both assessors' offices. In addition, map layers for Ames zoning are updated by the city's GIS staff as Planning makes zoning changes.

Digital photos for most properties are available on our website, but continue to require ongoing maintenance.

#### ASSESSMENT APPEALS

**Informal Hearings:** It was the third year for informal hearings. Prior to this, after April 1, our office could not change assessments, only the Board of Review, Property Assessment Appeal Board or District Court had that authority. The Iowa Code was amended and now we can have an informal hearing, and change a value until April 25, provided we have a written agreement with the property owner.

This new process now usurps the month of April that we previously used for Board of Review preparation. In essence, what this law change did was to lengthen the appeal process time and compress the time we have to get ready for it. It created more work for our office during an already hectic assessment period.

We had 40 property owners contact us about informal hearings. We completed 4 commercial and 44 residential informal agreements. Of the 44 residential agreements, 9 of them were for the condominium units at 135 Campus Avenue.

	CLASS	
*	Agricultural	
*	Residential Dwelling on Agricultural Realty	
	Residential "outside incorporated cities"	
	Residential "within incorporated cities"	44
	Commercial	4
	Industrial	
	Multi-Residential	
	TOTAL	48

**Board of Review:** Below are the number of protests filed with the Board of Review and the results of the appeals:

CLASS	NUMBER OF PROTESTS	NUMBER UPHELD	NUMBER DENIED
Agricultural			
Residential Dwelling on Agricultural Realty			
Residential "outside incorporated cities"			
Residential "within incorporated cities"	209 *	208 *	1
Commercial	6	3	3
Industrial			
Mulit-Residential			
TOTAL	215	211	4

<sup>\*</sup> Note: 196 of the residential protests were condominium units at Stadium View Suites on S. 4<sup>th</sup> Street.

I want to publicly thank the Board members for their hard work in resolving the often-difficult differences of opinions on assessed values.

**PAAB and District Court:** For 2018, we had one residential case filed with the Property Assessment Appeal Board. It was the 196 condominium/apartment units at Stadium View Suites on S. 4<sup>th</sup> Street.

#### **BUDGET PROPOSAL**

**Attachment A** is the budget expense proposal. Explanations for various line item expenses follow:

**Salaries:** The expense items for the Assessor and all other staff are budgeted with a 3% cost of living increase and a 2.00% merit pool, for a total of 5.0%. (As always, exact salaries for staff will be based upon individual evaluations.)

Board of Review salaries are \$17.50 per hour. There is also a clerk to take the minutes. For budgeting purposes, we estimate that the clerk will need to put in 1.5 times the hours of the Board. The clerk is paid at a rate of \$15.00 per hour. Due to 2020 not being a revaluation year, we budgeted the line item at \$2,000.

During 2019-2020, we would like to continue to employ three interns to assist us with various projects that arise. This expense is estimated to be \$40,000 and it's shown on the Extra Help/Interns line item. This is the same as last year's budget.

**Taxable Fringe Benefits:** This line includes mileage allowance for four of the full-time employees who use their private auto for work purposes. Employees must provide a copy of their insurance card and driver's license annually. In return for maintaining liability insurance and a dependable vehicle that is available to the employee during working hours, each full-time employee is paid monthly as follows (less mileage reimbursement\*):

Assessor Deputy	\$100
Deputy	\$90
Appraisers (2)	\$90

Also included in the amount is a monthly cell phone allowance of \$40.00 a month for the five full-time staff that have regular duties outside the office. The allowance is paid if the employee has a cell phone available for office use during work hours as well as for on-call availability for IT staff.

Additionally, it also includes a \$100 stipend to reimburse Board of Review members for the use of their laptops during sessions.

**Health Insurance:** The amount budgeted last year was based on our current and projected staffing and use levels. I received notice that we could expect a 2% increase in health insurance costs for the upcoming fiscal year.

This also includes a pro-rated amount of the group workers' compensation insurance for the fiscal year.

**Life and Disability Insurance:** This line represents life and disability insurance from the city for all benefited employees.

**Board of Review Expenses:** This line represents payment of the Board's mileage, postage and supplies. The cost comes to \$1,500.

**Supplies, Telephone, Etc.:** These amounts are mostly self-explanatory. Most are based on past experience and the city's estimate of charges for next year.

\* Mileage: This line represents reimbursement to employees who use their personal auto for work purposes. It is paid at the current IRS rate. (As of January 1, 2019, the rate is \$0.58 per mile.)

We have access to a pool vehicle provided by the city whenever possible. The rate for it is currently \$0.45 per mile.

**Pictometry Aerial Flights (DataProcessing):** Pictometry cost for the 2017 flight was \$43,946, 2019 flight is \$45,596 and 2021 flight is \$45,596. This total cost is \$135,138; we can make payments of \$22,523 per year for six years. These aerials are heavily used by other City of Ames departments, and they have agreed to pay half of the cost at \$11,261 (\$22,523/2) per year. The rate at which our City is growing and the opportunity to receive new aerials every two years was the main reason other departments agreed to help pay this cost.

**Data Processing & Software:** This line typically includes the maintenance on existing software and upgrades as well as payments to the City's Information Technology Department for use of the network within City Hall. A more complete breakdown of these expenses are shown at the bottom of Attachment "A".

**Document Management Software:** During FY 2015-2016 and FY 2016-2017, we had earmarked \$17,000 each year in order to purchase document management software. We will be completing this purchase in FY 2018-2019.

#### SOURCES OF FUNDS AND BALANCES

We estimate that we will have a \$292,794 or a 24.27% of budget reserve ending fiscal year 2019. This should be enough to carry us until September of 2019 when revenues are collected. This is shown on **Attachment B** (the Iowa Department of Management Form 673, under column E), which is a copy of the official budget detail form to be published.

Submitted January 15, 2019, by Gregory P. Lynch, Ames City Assessor.

	7		ASSESS(	J1 (						
2019–2020 BUDGET PROPOSAL										
ltem	FY 17-18 Actual Expenses	Ex f F	Y 18-19 Actual openses for the First 13 quisitions	E	ry 18-19 Projected Expenses for the Year	1	FY 18-19 Budget	P	FY 19-20 Proposed Budget	% of Change Between Proposed & Current Budget
Assessor	\$ 137,420	\$	71,420	\$	142,946	\$	143,052	\$	150,202	5.0%
Deputy	109,962		57,142		114,368		114,452		120,172	5.0%
Staff	278,610		167,384		335,011		348,014		365,430	5.0%
Longevity	1,240		640		1,300		1,300		1,410	8.5%
Overtime Pay	-		-		1,500		5,000		5,000	0.0%
Extra Help / Interns	14,499		13,020		31,000		40,000		40,000	0.0%
Board of Review	512		-		1,500		6,000		2,000	-66.7%
Taxable Fringe Benefits	4,907		2,360		5,000		5,730		5,500	-4.0%
F.I.C.A. @ 7.65%	40,369		22,602		48,396		50,693		52,904	4.4%
I.P.E.R.S. @ 9.44%	48,308		29,449		59,248		62,098		64,590	4.0%
Health Insurance & Workers' Comp	92,720		60,091		118,335		120,000		122,800	2.3%
Unemployment Compensation	-		-		-		500		500	0.0%
Life & Disability Insurance	3,337		1,780		3,611		4,100		4,100	0.0%
Total Payroll & Related Expenses	\$ 731,884	\$	425,888	\$	862,215	\$	900,939	\$	934,608	3.7%
Board of Review Expenses	\$ 1,061	\$	83	\$	743	\$	1,500	\$	1,500	0.0%
Office Supplies	4,066		1,463		3,500		7,400		6,000	-18.9%
Postage & Mailing	450		121		1,000		6,000		4,000	-33.3%
Employee Mileage & Expenses	1,788		1,239		2,500		5,640		5,640	0.0%
Communication Services	5,133		2,809		5,800		6,900		6,900	0.0%
Data Processing Services / Major Software	98,077		44,527		94,350		120,956		106,429	-12.0%
Education & Training	26,206		13,710		16,800		25,000		25,000	0.0%
Utilities (City Hall Expenses)	13,843		6,510		17,174		18,203		18,563	2.0%
Equipment Rental & Maintenance	3,946		669		3,600		3,000		4,200	40.0%
Equipment & Machinery (Purchases)	23,458		1,821		14,470		8,959		12,930	44.3%
Assessment Appeals / Court Costs	58,750		10,000		10,000		66,000		66,000	0.0%
Management Services / Contingency	907		360		720		1,000		1,000	0.0%
Total Office Expenses	\$ 237,685	\$	83,312	\$	170,657	\$	270,558	\$	258,162	-4.6%
Total Payroll & Office Expenses	\$ 969,569	\$	509,200	\$	1,032,872	\$	1,171,497	\$	1,192,770	1.8%
MAPS & GIS Project	\$ 15,200	\$	9,750	\$	14,200	\$	14,200	\$	14,200	0.0%
Revaluation Project	-		-		-		-		-	0.0%
Total Special Projects	\$ 15,200	\$	9,750	\$	14,200	\$	14,200	\$	14,200	0.0%
Total Expenses	\$ 984,769	\$	518,950	\$	1,047,072	\$	1,185,697	\$	1,206,970	1.8%
Doc Management Software (Data Processing)	\$ -	\$	-	\$	34,520	\$	34,000	\$	-	
						_				

DATA PROCESSING SERVICES / MAJOR SOFTWARE	
2019 – 2020 PROPOSED BUDGET	
City of Ames (Network, Email, GIS, EnerGov)	\$ 29,659
Story County (Fiber Connectivity)	3,600
Oxen Technology (Monthly Managed Services, Etc.)	11,724
Thomson Reuters (ProVal)	14,850
Tyler Technologies (Incode & Eagle Recorder)	7,160
Data Cloud Solutions (Mobile Assessor)	5,755
Pictometry Aerial Photography	12,912
Document Management	10,000
Consulting on Miscellaneous Data Processing Issues	500
Miscellaneous Expenses	10,269
Total 2019 - 2020 Proposed Budget	\$ 106,429

Form 673

NOTICE OF PUBLIC HEARING -- PROPOSED BUDGET

Fiscal Year July 1, 2019 - June 30, 2020

Iowa Department of Management
ASSESSING JURISDICTION:

Ames City Assessor

The Conference Board of the above-named Assessing Jurisdiction will conduct a public hearing on the proposed fiscal year budget as follows:

Meeting Date: Meeting Time: Meeting Location:

2/26/2019 6:00 Council Chambers, Ames City Hall, 515 Clark Ave, Ames, IA

At the public hearing any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget. This notice represents a summary of the supporting detail of receipts and expenditures on file with the Conference Board Clerk. Copies of the Supplemental Budget Detail (Schedule 673-A) will be furnished upon request.

Clerk's Telephone N	Number:						Clerk's Name:			
515-239-537	<b>7</b> 0		PROPOSE	Gregory P. Lynch						
	Α	В	С	D	E	F	G	Н	I	
		Expenditures			Estimated	Estimated			Estimated	
FUND					Ending Fund	Beginning Fund	Estimated		Amount	
(Use Whole Dollars)	FYE 6-30-2018	FYE 6-30-2019	FYE 6-30-2020	Transfers	Balance	Balance	Other	Transfers	To Be Raised	
	Actual	Re-estimated	Proposed	Out	FY 2020	FY 2020	Receipts	ln	By Taxation	
1. Assessment Expense	984,769	1,081,592	1,206,970		292,974	419,944	2,746	0	1,077,254	
2. FICA				0	0	0	0		0	
3. IPERS				0	0	0	0		0	
4. Emergency				0	0	0	0		0	
<ol><li>Unemployment Comp.</li></ol>	0	0	0	0	0	0	0		0	
6. Tort Liability	0	0	0	0	0	0	0		0	
7. TOTAL	984,769	1,081,592	1,206,970	0	292,974	419,944	2,746	0	1,077,254	

Proposed taxation rate per \$1,000 valuation: \$ 0.35032

# **Residential Sales Summary by Quarter for Ames, Iowa** As of January 4, 2019

Sales Period:	# Sold	Average Price	Average Hse Size	Price per SF	Average Year Built	Median Price	Annual % Change per SF	Cumulative % Change \$/SF 1995 base
1st Quarter 1995	74	\$113,790	1,517	\$75.00	1961.1			
2nd Quarter 1995	147	\$120,453	1,411	\$85.38	1965.5			
3rd Quarter 1995	171	\$107,542	1,362	\$78.95	1962.3			
4th Quarter 1995	123	\$123,608	1,480	\$83.51	1963.1			
1995 Total Year	515	\$115,962	1,427	\$81.29	1963.2	\$97,750	n/a	n/a
1995 Sales Detail - Existing & Existing houses	& New: 452	\$106,322	1.355	\$78.47	1959	\$92,000	n/a	n/a
New construction sales	63	\$185,129	1,940	\$95.43	1994	\$172,676	n/a	n/a
1st Quarter 2014	94	\$202,776	1,461	\$138.79	1978.2			
2nd Quarter 2014	219	\$203,031	1,488	\$136.45	1977.8			
3rd Quarter 2014	227	\$212,447	1,515	\$140.23	1976.4			
4th Quarter 2014	156	\$201,384	1,442	\$139.66	1975.9			
2014 Total	696	\$205,698	1,483	\$138.72	1977.0	\$189,000	3.2%	70.6%
2014 Sales Detail - Existing & Existing houses	x New proc 643	\$199,214	1,481	\$134.51	1974	\$180,000	4.1%	71.4%
Single-Family Detached	499	\$207,719	1,555	\$133.58	1969	\$180,000	4.170	71.470
Townhouses/Condos	144	\$168,743	1,223	\$137.97	1991	\$148,165		
New construction sales	53	\$284,365	1,503	\$189.20	2013	\$286,521	3.8%	98.3%
Single-Family Detached	34	\$323,467	1,709	\$189.27	2013	\$325,910		
Townhouses/Condos	19	\$214,394	1,134	\$189.06	2013	\$220,309		
1st Quarter 2015	149	\$198,221	1,407	\$140.88	1972.1			
2nd Quarter 2015	251	\$223,905	1,557	\$143.81	1977.1			
3rd Quarter 2015	409	\$187,218	1,406	\$133.16	1985.3			
4th Quarter 2015 2015 Total	135 <b>944</b>	\$211,514 <b>\$202,184</b>	1,469 1,455	\$143.99 <b>\$138.93</b>	1972.9 1979.3	¢172.750	0.2%	70.9%
2015 Total 2015 Sales Detail - Existing &			1,433	ф130.93	19/9.3	\$173,750	0.2 %	70.9%
Existing houses	897	\$194,399	1,442	\$134.81	1977	\$198,500	0.2%	71.8%
Single-Family Detached	607	\$213,870	1,550	\$137.98	1969	\$189,900		
Townhouses/Condos	290	\$155,644	1,215	\$128.10	1996	\$134,094		
New construction sales	47	\$350,755	1,718	\$204.16	2014	\$348,538	7.9%	113.9%
Single-Family Detached	38	\$377,525	1,865	\$202.43	2014	\$374,010		
Townhouses/Condos	9	\$237,725	1,097	\$216.70	2014	\$220,590		
1st Quarter 2016 2nd Quarter 2016	138 245	\$213,692 \$220,832	1,493 1,443	\$143.13 \$153.04	1972.1 1976.2			
3rd Quarter 2016	188	\$220,832	1,443	\$155.04	1976.2			
4th Quarter 2016	150	\$225,579	1,461	\$154.40	1976.9			
2016 Total	721	\$225,052	1,470	\$153.06	1975.4	\$195,000	10.2%	88.3%
2016 Sales Detail - Existing &								
Existing houses	688	\$217,570	1,458	\$149.22	1973	\$195,000	10.7%	90.2%
Single-Family Detached	563	\$224,367	1,516	\$148.00	1970	\$199,000		
Townhouses/Condos  New construction sales	125 33	\$186,953 \$381,044	1,196 1,724	\$156.32 \$221.02	1990 2015	\$167,500 \$365,500	8.3%	131.6%
Single-Family Detached	26	\$401,525	1,828	\$219.65	2016	\$303,300	0.570	131.070
Townhouses/Condos	7	\$304,972	1,339	\$227.76	2015	\$320,000		
1st Quarter 2017	71	\$234,114	1,511	\$154.94	1976.5			
2nd Quarter 2017	261	\$256,752	1,584	\$162.09	1977.2			
3rd Quarter 2017	223	\$242,145	1,485	\$163.06	1979.4			
4th Quarter 2017	154	\$237,740	1,530	\$155.39	1974.9			
2017 Total	709	\$245,761	1,534	\$160.23	1977.3	\$225,000	4.7%	97.1%
2017 Sales Detail - Existing & Existing houses	& New proc 653	\$234,007	1,514	\$154.56	1974	\$215,000	3.6%	97.0%
Single-Family Detached	524	\$234,007	1,574	\$154.09	1969	\$213,000	3.070	97.070
Townhouses/Condos	129	\$199,349	1,273	\$156.60	1993	\$174,900		
New construction sales	56	\$382,819	1,763	\$217.14	2017	\$348,662	-1.8%	127.5%
Single-Family Detached	42	\$424,715	1,912	\$222.13	2017	\$389,750		
Townhouses/Condos	14	\$257,128	1,315	\$195.53	2017	\$237,355		
1st Quarter 2018	121	\$226,268	1,484	\$152.47	1977.1			
2nd Quarter 2018	201	\$256,609	1,517	\$169.16	1979.9			
3rd Quarter 2018 4th Quarter 2018	213 124	\$244,339 \$232,484	1,468 1,460	\$166.44 \$159.24	1975.8 1974.1			
2018 Total	659	\$232,484	1,484	\$159.24 \$163.39	1974.1	\$215,000	2.0%	101.0%
2018 Sales Detail - Existing &			1,404	φ103.37	1777.0	φ213,000	2.070	101.070
Existing houses	627	\$231,134	1,465	\$157.77	1975	\$210,500	2.1%	101.1%
Single-Family Detached	492	\$239,961	1,529	\$156.94	1970	\$213,500		
Townhouses/Condos	135	\$198,965	1,232	\$161.50	1992	\$195,000		
New construction sales	32	\$465,874	1,866	\$249.66	2017	\$452,302	15.0%	161.6%
Single-Family Detached	27	\$466,577 \$462,079	1,893 1,722	\$246.47 \$268.34	2017 2017	\$452,000 \$452,604		
Townhouses/Condos	5							

NOTE 2: 1-family houses include townhouses, condominiums, detached houses, and attached houses.

NOTE 3: Recent quarters may include unwerified sales information; all sales are subject to correction.

NOTE 4: Recent sales may not be included. Newhouses are not included until after they have been inspected.



Hoover State Office Building 1305 East Walnut Street Des Moines, IA 50319

https://tax.iowa.gov

### RECEIVED OR FILED

NOV 3 9 2018

AMES CITY
ASSESSOR'S OFFICE

November 29, 2018

Chairperson, Ames City Conference Board

This shall serve as official certification from the Director that Greg Lynch, Ames City Assessor, has successfully completed the continuing education requirements for Iowa assessors as set forth in Iowa Code Section 441.8 and therefore is eligible for reappointment as Ames City Assessor.

cc: Greg Lynch, Ames City Assessor

#### MINUTES OF THE REGULAR MEETING OF THE AMES CITY COUNCIL

AMES, IOWA JANUARY 8, 2019

The Regular Meeting of the Ames City Council was called to order by Mayor John Haila at 6:00 p.m. on January 8, 2019, in the City Council Chambers in City Hall, 515 Clark Avenue, pursuant to law. Present were Council Members Bronwyn Beatty-Hansen, Gloria Betcher, Amber Corrieri, Tim Gartin, and Chris Nelson. As it was impractical for Council Member Martin to be present in person, he was brought into the meeting telephonically. *Ex officio* Member Allie Hoskins was absent.

**PROCLAMATION FOR SLAVERY AND HUMAN TRAFFICKING PREVENTION AND AWARENESS WEEK:** Mayor Haila proclaimed the week of January 6 - 12, 2019, as Slavery and Human Trafficking Prevention and Awareness Week. Accepting the Proclamation was Dr. George Belitsos, Board Chair of the Iowa Network Against Human Trafficking and Slavery.

Dr. Belitsos stated that the Iowa Network Against Human Trafficking and Slavery is still the only statewide agency exclusively fighting Human Trafficking with 20 volunteers across the state of Iowa. He added that on Tuesday, April 16, 2019, at 6:00 p.m., there will be a City Council Workshop that will discuss the possible adoption of a local ordinance to regulate massage businesses in Ames.

**CONSENT AGENDA:** Mayor Haila announced that staff had requested that Consent Item No. 11, "Resolution approving designation of City representatives to Central Iowa Regional Transportation Planning Alliance (CIRTPA), be pulled." Council Member Martin requested to pull Consent Item No. 5, "Motion approving Report of Change Orders for December 16-31, 2018," for separate discussion.

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

- 2. Motion approving payment of claims
- 3. Motion approving Minutes of Regular Meetings held December 11, 2018, and December 18, 2018
- 4. Motion approving certification of Civil Service applicants
- 5. Motion approving Report of Change Orders for December 1 15, 2018
- 6. Motion approving 5-day (January 18 23) Class C Liquor License for Whatcha Smokin BBQ+Brew at the Hansen Ag Building, 2508 Mortensen Rd
- 7. Motion approving 5-day (January 24 29) Class C Liquor License for Mucky Duck Pub, LLC at Reiman Gardens, 1407 University Blvd
- 8. Motion approving 5-day (January 23 28) Class C Liquor License for Dublin Bay Pub at Ames Ford Lincoln, 123 Airport Road
- 9. Motion approving renewal of the following Beer Permits, Wine Permits, and Liquor Licenses:
  - Class B Liquor & Sunday Sales- Quality Inn & Suites, Starlite Village Conference, 2601 E 13<sup>th</sup> St

- b. Class C Liquor, Outdoor Service, & Sunday Sales Café Beau, 2504 Lincoln Way
- c. Class B Beer, Outdoor Service, & Sunday Sales Torrent Brewing Co LLC, 504 Burnett Ave
- d. Class C Liquor, Outdoor Service, & Sunday Sales Chipotle Mexican Grill, 435 S Duff Avenue Ste #102
- e. Class A Liquor & Sunday Sales American Legion Post #37, 225 Main
- f. Class C Liquor, Catering, Outdoor Service, & Sunday Sales West Towne Pub, 4518 Mortensen Rd Ste #101
- g. Class C Liquor, Catering, Outdoor Service, & Sunday Sales Dublin Bay, 320 S 16<sup>th</sup>
- h. Class E Liquor, Class B Wine, Class C Beer, & Sunday Sales The Filling Station, 2400 University Blvd., pending Bond Certification
- 10. RESOLUTION NO. 19-002 approving appointment of Sean Carlton-Appleton to the Parks and Recreation Commission
- 11. RESOLUTION NO. 19-003 approving Engineering Services Agreement with WHKS & Co., Ames, Iowa, for Campustown public improvements design (Welch Avenue) in an amount not to exceed \$139,000
- 12. 28E Agreement creating "StoryComm" to purchase and operate an interoperable communication system:
  - RESOLUTION NO. 19-004 approving 28E Agreement among the City of Ames, Story County, Iowa State University, and Story County 9-1-1 Service Board to form StoryComm
  - b. RESOLUTION NO. 19-005 appointing Assistant City Manager Bob Kindred to serve as the City's representative on the StoryComm Board
- 13. RESOLUTION NO. 19-006 approving addition of the City of Boone to the Intergovernmental Agreement for Combined Law Enforcement Investigations of Controlled Substances
- 14. RESOLUTION NO. 19-007 approving RISE Grant Application for ISU Research Park Phase IV improvements (Collaboration Place & South Riverside Drive)
- 15. RESOLUTION NO. 19-008 awarding contract to United Conveyor Corporation, Waukegan, IL for the Furnishing of Fly-Ash Conveying System Parts in the amount of \$127,141.95
- 16. RESOLUTION NO. 19-009 approving contract and bond for 2018/19 Traffic Signal Program (Lincoln Way/Hyland Avenue)
- 17. RESOLUTION NO. 19-010 approving contract and bond for WPC Facility Screw Pump Drive Replacement
- 18. WPC Biosolids Disposal Operation:
  - a. RESOLUTION NO. 19-011 approving Change Order in the amount of \$28,233.85 to adjust for final quantities
- 19. RESOLUTION NO. 19-012 accepting completion of 2017/18 Collector Street Pavement Improvements (Meadowlane)
- 20. RESOLUTION NO. 19-013 accepting completion of 2017/18 Water System Improvement Program #2
- 21. RESOLUTION NO. 19-014 approving Plat of Survey for 619 Burnett Avenue
- 22. RESOLUTION NO. 19-001 approving partial completion of public improvements and

reducing security for various additions of South Fork Subdivision (Wrap-Up Letter of Credit) Roll Call Vote: 6-0. Resolutions/Motions declared adopted/approved unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

RESOLUTION APPROVING DESIGNATION OF CITY REPRESENTATIVES TO CENTRAL IOWA REGIONAL TRANSPORTATION PLANNING ALLIANCE (CIRTPA): At the request of City staff this item was pulled from the Agenda.

#### MOTION APPROVING REPORT OF CHANGE ORDERS FOR DECEMBER 16-31, 2018:

Council Member Martin stated he was looking for an explanation to the change order request by Electric Service pertaining to the Engineering Services for Compliance with Select Provisions of EPA's Coal Combustion Residuals (CCR) Standard. He noted that the original contract was for \$30,000, this change order is for \$10,000, and there had already been \$127,195 in Change Orders approved. Mr. Schainker stated that Electric Services Director Don Kom was not present tonight to give an explanation.

Moved by Martin, seconded by Corrieri, to approve the report of Change Orders for December 16 - 31, 2018.

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

**PUBLIC FORUM:** Chiara Travesset, 1239 Wisconsin Avenue, Ames, stated she represented the Citizens Actualizing and Understanding Environments (CAUSE). She noted that during the week of December 3-8, 2018, CAUSE hosted a signature drive and received 613 signatures for a petition that stated:

"We the undersigned want our elected officials to create a climate action plan for the Ames Community School District and the City of Ames. Climate change is an existential threat to our generation's future. On October 8, 2018, the Intergovernmental Panel on Climate Change (IPCC) released a report that states that we may have only 12 years to reduce emissions by 45% or climate change could be irreversible. Our elected officials have the responsibility to secure our generation's future and thus we request the development of a Comprehensive Climate Action Plan and its implementation to reduce emissions."

Ms. Travesset said she hoped the 613 youth signatures would encourage the City of Ames to take a bolder stance on climate change. Ms. Travesset noted that in the past few months, several City Council members have come to speak with CAUSE and they hope to continue the open communication. Ms. Travesset handed the Recording Secretary the petition for filing.

Merlin Pfannkuch, 1424 Kellogg Avenue, Ames, noted that he wanted to talk about economic development subsidies for industries. He is concerned that if procedures aren't changed the taxpayers will pay dearly if the East Industrial area is successful. Mr. Pfannkuch stated that procedures need to be changed in how subsidies are given. He added that he was disappointed in the City Council;s discussion last month on increased transparency as the transparency that was

discussed was giving more notice; he is OK with that process, but explained that a new process needed to be created to have a public hearing before these decisions are made. He commented that he is upset that when Barilla was asking for \$2 million, no representative from Barilla was present to speak that night, yet the City requires anyone who wants a liquor license to be present. Mr. Pfannkuch would like to see some ground rules set for the City Manager and staff as to what they are committing the City to.

Jeri Neal, 916 Ridgewood Avenue, Ames, stated she was present on behalf of the Ames Climate Action Team (ACAT). She noted that they are going to be making an effort to attend more City Council meetings and talk about issues around what is being done personally and professionally in the City of Ames. She explained that during the Ames Comprehensive Plan, there should be a discussion about a greenhouse gas litigation plan for the City. Ms. Neal stated that there will be some lectures held at the Library, in the future regarding climate control for anyone to attend.

Allison Brundy, 3125 Maplewood Road, Ames, urged the City of Ames to create a plan to create a greenhouse plan as other cities have done. She noted that many people see this effort as a moral and economic responsibility to mitigate the cost of climate change. Ms. Brundy explained that the City of Ames is full of engineers, planners, and scientists and very well suited to create a plan. She asked the City Council for their leadership to budget the funds, the work hours, commitment, and community engagement that is necessary.

No one else came forward to speak, and the Mayor closed Public Forum.

**CAMPUS AND COMMUNITY COMMISSION:** Commission Member Karin Chitty stated that they submitted a report on their latest task of helping the community to be more inclusive.

Council Member Betcher stated that she thought the discussion was to plan more events and the report was more inclusive as opposed to welcoming? She mentioned that some kind of branding campaign that organizes the events all under one umbrella needs to be organized. She explained that she has seen the Principles of Community at Iowa State University and feels it is a good endeavor for Iowa State University, but when reading the Principles, the City of Ames is not mentioned at all; it is all about the University and the focus on the students as part of the campus community. Ms. Betcher inquired about the history of the Principles of Community.

Commission Member Peter Englin stated that in 2000, the University hired someone to do a campus survey, and from this survey a group was put together to develop the Principles. Mr. Englin stated that they recently reemphasized the Principles based on the assessment of the University community, regarding the challenges they are having among the students, staff, and faculty. He noted that while working on the Principles, there are an opportunities for expansion.

Ms. Betcher stated she thought that the Council was going to get recommendations for a signature Ames event based on the analysis from Management Analyst Tasheik Kerr and wanted to know what happened from that discussion. Ms. Chitty replied that they discussed a lot of different events, but

every time an idea came up, it was noted that the Ames Chamber or another group had already done it. They didn't want to duplicate events, but wanted to see how they could tie events together. Ms. Betcher noted that a lot of the events they have are an "open house" style where they can come if they want to and they wait to see if anyone shows up; she doesn't think that many students are attending. She mentioned what the Ohio State University does, where it is part of orientation and all the students are taken to the event after the completion of orientation. Ms. Betcher stated that she had seen the video that Iowa State University had done, but it highlighted the University not the City of Ames, and wanted to know if the City Council could build on it. She suggested maybe having vendors or businesses highlighted around the event to make it more integrated.

Council Member Beatty-Hansen asked the Commission if it needed more time to work on the inclusiveness. Ms. Chitty stated that the Commission doesn't need more time, but needs more direction. Further discussion ensued about what the Council is expecting from the Commission and whether the Commission or the Council needs to take the next step.

Ms. Betcher asked if the Commission had a sense of what topic came up the most while they were having discussions. Mr. Abrams stated that the students had raised the lease gap issue. Mr. Englin noted that all three student governments want to look into a Web-based rental portal that will answer questions about how to be good tenants, how to get resolved issues, and having the capability to publish concerns. He noted that Rent Smart Ames offers the same type of information that the students are looking for, but the landlords are not using it; the landlords are advertising what they have available on their own Websites.

Mayor Haila stated he doesn't feel the Council is ready to give direction to the Commission tonight and wondered if the Council would like to discuss this topic further during it goal-setting meetings.

Ms. Chitty stated the Commission meetings are open to the public and maybe they need to publicize the meetings more and let the students know they could come and state their concerns.

Moved by Betcher, seconded by Beatty-Hansen, to wait until after the Councils goal-setting session to provide direction to the Commission.

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

#### STAFF REPORT REGARDING HUMAN SERVICES CAPITAL GRANT PROGRAM

**FUNDING:** Assistant City Manager Brian Phillips stated that in 2017, the City Council initiated the creation of a Human Services Capital Grant Program. The Council set aside a Capital Improvement Program amount of \$500,000. The funding was comprised of \$300,000 from the General Fund and \$200,000 from the Local Option Sales Tax Fund. The City Council set the criteria for the use of the funds and additionally authorized the initial program to utilize \$250,000 of the \$500,000 in available funding. Mr. Phillips noted that an Agreement was done between staff and the United Way of Story County to administer the Grant Program. He noted that United Way of Story County accepted the applications and five agencies were approved award amounts totaling \$250,000. A letter from the United Way of Story County outlining the uses of the funds was delivered to the City Council in its

June 1, 2018 Non-Agenda Packet. Mr. Phillips noted that the balance of \$250,000 in unspent funds was not carried forward in the FY2017/18 to FY2018/19 budget carryover authorization.

Ms. Beatty-Hansen questioned if the projects that were funded in the first round have been completed and was any tracking done. United Way President and CEO Jean Kresse stated that there was a three-step process to get the money out: first was the letter of intent: second, a Grant Agreement was done; and then the third step was issuing the funds to the agencies. Ms. Kresse stated that a six-month Grant update was done; and the five that were awarded were Capital Improvement programs, so a few of them were not completed. She then gave a quick status update regarding the five agencies that were awarded funding.

Council Member Gartin asked about the viability of the Capital Grant Program. He noted that he is concerned about being able to continue to fund ASSET and still maintain the Grant Program. Mr. Phillips stated the increased amount of funds to ASSET and other areas was increasing at a faster rate than the growth of the Local Option Sales Tax Fund. He noted that the Council will need to prioritize where the money is to be used.

Ms. Beatty-Hansen pointed out that the report from United Way of Story County showed a need for the Capital Grants. She explained the City is in a good place to release the \$250,000 in funds. Ms. Beatty-Hansen mentioned that she is not sure of the future, but knows that right now it is hopeful. Mr. Gartin stated that he is reluctant to bring the balance down that low.

Mayor Haila asked if there was anyone wishing to provide comments.

Council Member Nelson inquired if United Way of Story County had any idea of what other projects that may be looking for assistance. Ms. Kresse stated she can't think of one, but knows there is still a need. It all hinges on if those agencies can come up with the required cash match.

Mr. Phillips stated the Agreement has expired and staff needs direction as to the dollar amount and the funding source. A new Agreement will have to be drafted.

Moved by Beatty-Hansen, seconded by Betcher, to initiate a new round of grant funding for the 2019/20 FY for \$250,000 (\$50,000 from the General Fund and \$200,000 for the Local Option Sales Tax Fund), direct staff to revamp the Agreement with United Way of Story County, and add a qualifier of natural disaster as an exemption regarding the cash match requirement.

Mayor Haila asked if Ms. Kresse could speak about the wording for an emergency request. Ms. Kresse stated the Letter Of Intent process it would make it difficult to qualify for an emergency.

Motion by Beatty-Hansen, seconded by Betcher, to amend the motion to initiate a new round of grant funding for the 2019/20 FY for \$250,000 (\$50,000 from the General Fund and \$200,000 for the Local Option Sales Tax Fund) and to partner with United Way of Story County.

Vote on Motion: 4-1-1. Voting aye: Betcher, Nelson, Beatty-Hansen, Martin. Voting nay: Gartin.

Abstaining due to Conflict of Interest: Corrieri. Motion declared carried.

Motion by Beatty-Hansen, seconded by Betcher, to adopt RESOLUTION NO. 19-014, initiating a new round of grant funding for the 2019/20 FY for \$250,000 (\$50,000 from the General Fund and \$200,000 for the Local Option Sales Tax Fund) and to partner with United Way of Story County. Vote on Motion: 4-1-1. Voting aye: Betcher, Nelson, Beatty-Hansen, Martin. Voting nay: Gartin. Abstaining due to Conflict of Interest: Corrieri.

Resolution declared adopted.

ORDINANCE REMOVING MULTI-FAMILY RESIDENTIAL PROPERTIES FROM THE LIST OF PROPERTY TYPES INCLUDED IN *MUNICIPAL CODE* SECTION 28.214(1) THAT REQUIRE INDIVIDUAL WATER METERING: Moved by Nelson, seconded by Beatty-Hansen, to pass on first reading an ordinance removing multi-family residential properties from the list of property types included in *Municipal Code* Section 28.214(1) that requires individual water metering.

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

Moved by Corrieri, seconded by Gartin, to suspend the rules necessary for the adoption of an ordinance.

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

Moved by Nelson, seconded by Corrieri, to pass on second reading an ordinance removing multifamily residential properties from the list of property types included in *Municipal Code* Section 28.214(1) that requires individual water metering.

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

Moved by Betcher, seconded by Corrieri, to pass on third reading and adopt ORDINANCE NO. 4378 removing multi-family residential properties from the list of property types included in *Municipal Code* Section 28.214(1) that requires individual water metering.

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

ORDINANCE PLACING LIMITATIONS ON EXPANSION OF NONCONFORMING USES, DISCONTINUANCE OF A NONCONFORMING USE, AND DEFINING REMODELING OF A NONCONFORMING USE: Moved by Corrieri, seconded by Betcher, to pass on third reading and adopt ORDINANCE NO. 4376 placing limitations on expansion of nonconforming uses, discontinuance of a nonconforming use, and defining remodeling of a nonconforming use. Roll Call Vote: 6-0. Ordinance declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

**ORDINANCE ESTABLISHING PARKING REGULATIONS ON SUNCREST DRIVE, FROM RED FOX ROAD TO CEDAR LANE:** Moved by Corrieri, seconded by Betcher, to pass on third reading and adopt ORDINANCE NO. 4377 establishing parking regulations on Suncrest Drive, from Red Fox Road to Cedar Lane.

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

**DISPOSITION OF COMMUNICATIONS TO COUNCIL:** Moved by Beatty-Hansen, seconded by Betcher to direct staff to accept the Ames Public Library Annual Report.

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

Moved by Gartin, seconded by Corrieri, to direct staff to advise Ben Jensen to allow a six-foot fence in the front yard of the property at 4415 Lincoln Way that the City Council was not willing to move forward with his proposal.

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

Mr. Gartin suggested that maybe staff could make other recommendations to help Mr. Jensen find an alternative.

Moved by Nelson, seconded by Corrieri, to get a memo from staff regarding the letter from Paul Livingston pertaining to the Annexation options for the Champlin Lloyd Farm, LLC.

Mayor Haila stated that he had spoken to Planning and Housing Director Kelly Diekmann, and he had recommended that City Council consider placing the letter from Paul Livingston, Broker with Hunziker & Associates, on a future agenda, but only after there is clarity and status of the McCay property being annexed.

Motion withdrawn.

Moved by Beatty-Hansen, seconded by Betcher, to place the request for Annexation of Champlin Lloyd Farm, LLC on a future agenda; date uncertain.

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

Moved by Betcher, seconded by Nelson, to request a memo from staff regarding the request from Steve Burgason, for a pre-annexation agreement similar to the one adopted under Resolution No. 13-583 on December 30, 2013, between the City of Ames and the Jamie and Brian Frame property. Vote on Motion: 6-0. Motion declared carried unanimously.

Moved by Gartin, seconded by Corrieri to refer the request from Al Warren regarding the request to finish bedrooms at 2334 Storm Street that were put on hold during the temporary moratorium to staff to provide options for Mr. Warren and place on a future agenda.

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

Moved by Nelson, seconded by Betcher, to refer to staff for a memo regarding the Fareway Stores, Inc., request to allow access to 15-20 metered or reserved City parking spaces during the construction of its new store at 619 Burnett Avenue.

Motion withdrawn.

Moved by Nelson, seconded by Betcher to place on a future agenda the request from Fareway Stores, Inc., to allow access to 15-20 metered or reserved City parking spaces during the construction of its new store at 619 Burnett Avenue.

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

**COUNCIL COMMENTS:** Ms. Betcher mentioned that she has been appointed as Chair of the University Communities Council for the National League of Cities.

Moved by Betcher, seconded by Beatty-Hansen, to have staff contact Iowa State to discuss the potential of expanding their Principles of the Community to include the City of Ames, and to investigate the potential to expand orientation efforts to better address student inclusion in the Ames Community.

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

Moved by Martin, seconded by Beatty-Hansen, to request a memo from staff explaining the Change Orders relative to the original contract work for Engineering Services for Compliance with Select Provisions of EPA's Coal Combustion Residuals (CCR) Standard.

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

<b>ADJOURNMENT:</b> Moved by Beatty-Hansen to adjourn the meeting at 7:46 p.m.						
Amy L. Colwell, Deputy City Clerk	John A. Haila, Mayor					



# REPORT OF CONTRACT CHANGE ORDERS

Period:	1 <sup>st</sup> – 15 <sup>th</sup>			
Periou:	16 <sup>th</sup> – End of Month			
Month & Year:	January 2019			
For City Council Date:	January 22, 2019			

Department	General Description of Contract	Contract Change No.	Original Contract Amount	Contractor/ Vendor	Total of Prior Change Orders	Amount this Change Order	Change Approved By	Purchasing Contact (Buyer)
Public Works	2017-18 Water System Improvements Program #2	2	\$526,619.70	Keller Excavating, Inc.	\$20,082.84	\$-(1,724.53)	J. Joiner	MA
Electric Services	Engineering Services for Unit 7 And Unit 8 Fly Ash Handling System Modifications	2	\$65,250.00	United Conveyor Corporation	\$1,900.00	\$6,150.00	B. Trower	СВ
Public Works	2017/18 Collector Street Improvements (Meadowlane)	2	\$597,815.20	Con-Struct, Inc.	\$31,988.00	\$10,449.27	B. Kindred	MA
			\$		\$	\$		
			\$		\$	\$		
			\$		\$	\$		

**Zip:** 50011

Applicant

License Application (

Name of Applicant: Booze Cruzer Cocktail Co., LLC

Name of Business (DBA): Booze Cruzer Cocktail Co., LLC

Address of Premises: 2508 Mortensen Rd

City Ames County: Story

 Business
 (515) 238-3063

 Mailing
 6216 Gordon Ave

City Des Moines State IA Zip: 50312

)

#### **Contact Person**

Name Lucas Smith

Phone: (515) 238-3063 Email boozecruzerdsm@gmail.com

Classification Class C Liquor License (LC) (Commercial)

Term: 5 days

Expiration Date: 02/13/2019

Expiration Date: 01/01/1900

Privileges:

Class C Liquor License (LC) (Commercial)

Sunday Sales

**Status of Business** 

BusinessType: <u>Limited Liability Company</u>

Corporate ID Number: XXXXXXXXX Federal Employer ID XXXXXXXXX

Ownership

**Lucas Smith** 

First Name: <u>Lucas</u> <u>Last Name: Smith</u>

City: Des Moines State: lowa Zip: 50312

Position: Owner

% of Ownership: 50.00% U.S. Citizen: Yes

**Easton Smith** 

First Name: Easton Last Name: Smith

City: Des Moines State: lowa Zip: 50312

Position: Owner

% of Ownership: <u>50.00%</u> U.S. Citizen: Yes

**Insurance Company Information** 

Insurance Company: Illinois Union Insurance Company

Policy Effective Date: 02/13/2019 Policy Expiration 02/17/2019

Bond Effective Dram Cancel Date:

Outdoor Service Effective Outdoor Service Expiration

Temp Transfer Effective Temp Transfer Expiration Date:

Item #7

Applicant License Application ( LC0038199

Name of Applicant: Blazin Wings, Inc.

Name of Business (DBA): <u>Buffalo Wild Wings</u>

Address of Premises: 400 South Duff Avenue

City Ames County: Story Zip: 50010

)

 Business
 (515) 232-9464

 Mailing
 Attn: Licensing

City Minneapolis State MN Zip: 55416

#### **Contact Person**

Name Licensing Department

**Phone:** (952) 593-9943 **Email** Licensing@buffalowildwings.com

Classification Class C Liquor License (LC) (Commercial)

Term: 12 months

**Effective Date:** 03/07/2020

Expiration Date:

Privileges:

Class C Liquor License (LC) (Commercial)

#### **Status of Business**

BusinessType: Publicly Traded Corporation

Corporate ID Number: XXXXXXXXX Federal Employer ID XXXXXXXXXX

#### Ownership

**Buffalo Wild Wings, Inc.** 

First Name: Buffalo Wild Wings, Last Name: Inc.

City: <u>Minneapolis</u> State: <u>Minnesota</u> Zip: <u>55416</u>

Position: Parent Company

% of Ownership: <u>100.00%</u> U.S. Citizen: Yes

**Jerry David Pipes** 

First Name: <u>Jerry David</u> Last Name: <u>Pipes</u>

City: Roswell State: Georgia Zip: 30075

Position: <u>Vice President and</u>

% of Ownership: 0.00% U.S. Citizen: Yes

Nils Okeson

First Name: Nils Last Name: Okeson

City: <u>Atlanta</u> State: <u>Georgia</u> Zip: <u>30342</u>

Position: <u>Vice President and</u>

Secretary

Trascurar

% of Ownership: 0.00% U.S. Citizen: Yes

Robert Jones, Jr.

First Name: Robert Last Name: Jones, Jr.

City: <u>Dunwoody</u> State: <u>Georgia</u> **Zip:** 30338

Position: Vice President and

% of Ownership:  $\frac{\Delta_{\text{seistant Sec}}}{0.00\%}$ U.S. Citizen: Yes

#### **Insurance Company Information**

Insurance Company: ACE American Insurance Company

Policy Effective Date: 03/07/2019 **Policy Expiration** 03/07/2020

**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>J.W. Liquor, LLC</u>

Name of Business (DBA): <u>JW Liquor</u>

Address of Premises: 4518 Mortansen St. Ste #109

City Ames County: Story Zip: 50014

)

Item #8

**Business** (612) 749-9890

Mailing 4518 Mortansen St. Ste #109

 City <u>Ames</u>
 State <u>IA</u>
 Zip: <u>50011</u>

#### **Contact Person**

Name Weber Bowen

Phone: (612) 749-9890 Email weber.e.bowen@wellsfargo.com

Classification Class E Liquor License (LE)

Term: 12 months

Expiration Date: 01/01/2019

Expiration Date: 01/01/1900

Privileges:

Class E Liquor License (LE)

Sunday Sales

#### **Status of Business**

BusinessType: <u>Limited Liability Company</u>

Corporate ID Number: XXXXXXXXX Federal Employer ID XXXXXXXXX

#### Ownership

William Bowen

First Name: William Last Name: Bowen

City: Waukee State: lowa Zip: 50263

Position: member

% of Ownership: <u>100.00%</u> U.S. Citizen: Yes

#### **Insurance Company Information**

Insurance Company: Old Republic Surety Company

Policy Effective Date: Policy Expiration

Bond Effective Dram Cancel Date:

Outdoor Service Effective Outdoor Service Expiration

Temp Transfer Effective Temp Transfer Expiration Date:

ITEM#: 9 DATE: 01-22-19

#### **COUNCIL ACTION FORM**

**SUBJECT: NORTH RIVERSIDE DRIVE PARKING ORDINANCE** 

#### **BACKGROUND:**

Over the past several months, staff have received a number of complaints about parking along N. Riverside Drive (Lincoln Way to N Russell Avenue). Staff's review of the existing parking ordinances in Sections 18.31 and 18.33 of the *Municipal Code* found that no restrictions are currently in place for N. Riverside Drive. According to current roadway and emergency standards, the existing 31' width of N Riverside Drive should only allow for parking on one side of the street. In order to create the most available room for parking, staff is recommending prohibiting parking along the east side of N. Riverside Drive. This allows parking along the west side of N Riverside Drive which has no driveways.

A letter was sent to adjacent properties along N. Riverside Drive on December 17, 2018, to receive feedback on this proposed ordinance. Out of 33 letters sent, no responses were received. The lack of responses is likely due to a high number of rental properties in the area. Another notice will be sent to the neighborhood when the first reading of the ordinance is scheduled for City Council consideration.

#### **ALTERNATIVES**:

- 1. Direct the City Attorney to draft an ordinance that prohibits parking at all times on the east side of North Riverside Drive.
- 2. Do not make any ordinance changes at this time.

#### MANAGER'S RECOMMENDED ACTION:

By directing legal staff to make an ordinance update, it will be possible to improve safety for our traffic system and the residents in this area. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, as noted above.

ITEM#: 10 DATE: 01-22-19

#### **COUNCIL ACTION FORM**

SUBJECT: HARRIS STREET PARKING ORDINANCE

#### **BACKGROUND**:

Over the past several months, staff have received multiple complaints about parking along Harris Street (Wellons Drive to Dotson Drive). Staff's review of the existing parking ordinances in Sections 18.31 and 18.33 of the *Municipal Code* has found that **no restrictions are currently in place for Harris Street**. According to current roadway and emergency standards, the existing 26' and 31' widths of Harris Street only allow for parking on one side of the street. To be consistent with the current ordinance standards and considering the location of existing fire hydrants on the north side, staff is **recommending prohibiting parking along the north side of Harris Street**.

A letter was sent to adjacent property owners and residents along Harris Street on December 10, 2018, to receive feedback on this proposed ordinance. Out of 70 letters sent, two responses were received; they both were in favor of the proposed ordinance. No responses were received opposed to the proposed ordinance. The lack of responses is likely due to a high number of rental properties in the area. Another notice will be sent to the neighborhood when the first reading of the ordinance is scheduled for City Council consideration.

#### **ALTERNATIVES:**

- 1. Direct the City Attorney to draft an ordinance that prohibits parking at all times on the north side of Harris Street.
- 2. Do not make any ordinance changes at this time.

#### MANAGER'S RECOMMENDED ACTION:

By directing legal staff to make the ordinance update, it will be possible to improve the safety for our traffic network and the residents in this area. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No.1, as noted above.

ITEM # <u>11</u> DATE 01-22-19

#### **COUNCIL ACTION FORM**

SUBJECT: AMES MAIN STREET REQUESTS FOR "DO IT YOURSELF DAY"

#### **BACKGROUND**:

Ames Main Street (AMS) is planning to host its second annual "Do It Yourself (DIY) Day" on Saturday, February 23. This event is geared towards attracting community members to the downtown. Downtown businesses will offer classes and instruction for hands on projects.

To facilitate this event, AMS is requesting a waiver of parking fees and enforcement. Fulfilling this request and providing free parking for the 609 metered parking spaces in the downtown district yields a loss of \$1,784.61 to the Parking Fund.

The Council should note that lost parking meter revenue has previously been calculated assuming spaces are 100% utilized during metered hours. Knowing that parking spaces are not continuously filled, staff has developed a revised method to estimate lost parking meter revenue. The estimate provided above is calculated by taking the weighted average cost of a downtown parking meter (\$.74/hour) and multiplying that by the estimated utilization of a downtown parking space (44% estimated utilization), and then multiplying the result by 609 downtown meters closed for nine metered hours per day for one day.

#### **ALTERNATIVES:**

- 1. Approve the request from Ames Main Street to waive parking fees and enforcement for the downtown area for DIY Day as described above.
- 2. Do not approve the request.

#### **CITY MANAGER'S RECOMMENDED ACTION:**

Ames Main Street DIY Day was successfully held last year. Since this event attracts shoppers to the downtown, this request furthers the City Council's goal to strengthen the downtown.

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



November 19, 2019

Dear Honorable Mayor John Haila and Ames City Council,

Ames Main Street is planning to hold the second annual DIY Day event on Saturday, February 23. This event is geared to attract community members to downtown Ames to spend a winter day inside business making crafts. Last year the event attracted hundreds of participants to downtown on a cold and blustery day that would have likely been very light on foot traffic in the district. We would like to request free parking in the downtown district to encourage even more people to take part in the event and to shop downtown.

Thank you for your consideration of this request and continued support of the Ames Main Street and downtown Ames.

Sincerely,

Jess Clycle Jess Clyde

Ames Main Street Promotions Chair

ITEM # 12 DATE 01-22-19

#### COUNCIL ACTION FORM

SUBJECT: AMES MAIN STREET REQUESTS FOR JANUARY DOLLAR DAYS

#### **BACKGROUND**:

Ames Main Street (AMS) is planning to host its annual dollar days from Thursday, January 24 through Sunday, January 27, and requests a waiver of parking fees and enforcement in the downtown district on those days. The request is detailed in the attached letter.

Fulfilling this request and providing free parking for the 609 metered parking spaces in the downtown area for three days yields an estimated loss of \$5,353.84 to the Parking Fund.

The Council should note that lost parking meter revenue has previously been calculated assuming spaces are 100% utilized during metered hours. Knowing that parking spaces are not continuously filled, staff has developed a revised method to estimate lost parking meter revenue. The estimate provided above is calculated by taking the weighted average cost of a downtown parking meter (\$.74/hour) and multiplying that by the estimated utilization of a downtown parking space (44% estimated utilization), and then multiplying the result by 609 downtown meters closed for nine metered hours per day for three days.

#### **ALTERNATIVES**:

- 1. Approve the request from Ames Main Street to waive parking fees and enforcement for the downtown area for January Dollar Days as described above.
- 2. Do not approve the request.

#### **MANAGER'S RECOMMENDED ACTION:**

Ames Main Street sidewalk sales are successful events held twice a year. Since these events bring shoppers to the downtown, this request furthers the City Council's goal to provide support for the commercial area.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the request from Ames Main Street to waive parking fees and enforcement for the downtown area for January Dollar Days as described above.



November 19, 2019

Dear Honorable Mayor John Haila and Ames City Council,

Ames Main Street is planning to hold the annual January Dollar Days event on Thursday, January 24 through Sunday, January 27, 2019. This event is for the businesses and community to enjoy small business sales in the destination district in the heart of the community. January Dollar Days offers the opportunity to use the gift cards they got for Christmas while finding that great after-the-holiday sale! We would like to request free parking in the downtown district from that Thursday to Sunday to offer the opportunity for great sales to the businesses as well as comfort to the community to shop downtown.

Thank you for your consideration of this request and continued support of the Ames Main Street and downtown Ames.

Sincerely,

Jess Clyde

Ames Main Street Promotions Chair





To: Mayor and City Council

From: Roger Wisecup, CPA

City Treasurer

Date: January 4, 2019

Subject: Investment Report for Quarter Ending December 31, 2018

#### **Introduction**

The purpose of this memorandum is to present a report summarizing the performance of the City of Ames investment portfolio for the quarter ending December 31, 2018.

#### Discussion

This report covers the period ending December 31, 2018 and presents a summary of the investments on hand at the end of December 2018. The investments are valued at amortized cost; this reflects the same basis that the assets are carried on the financial records of the City. All investments are in compliance with the current Investment Policy.

#### Comments

The Federal Reserve increased the target rate for federal funds in December from 2.00-2.25 percent to 2.25-2.50 percent. While rates are trending upwards, future investments can be made at slightly higher interest rates and future interest income should increase. The current outlook has the Federal Reserve continuing to raise the target rate in 2019. We will continue to evaluate our current investment strategy, remaining flexible to future investments should the Federal Reserve continue to raise the target rate.

#### CITY OF AMES, IOWA

### CASH AND INVESTMENTS SUMMARY AND SUMMARY OF INVESTMENT EARNINGS

#### FOR THE QUARTER ENDED DECEMBER 31, 2018 AND THE ACCUMULATED YEAR-TO-DATE

	воок	MARKET	UN-REALIZED
DESCRIPTION	VALUE	VALUE	GAIN/(LOSS)
CERTIFICATES OF DEPOSIT	35,500,000	35,500,000	0
FEDERAL AGENCY DISCOUNTS	2,435,735	2,437,025	1,290
FEDERAL AGENCY SECURITIES	92,963,195	92,306,955	(656,240)
COMMERCIAL PAPER	6,929,321	6,925,260	(4,061)
MISC COUPON SECURITIES	1,004,125	1,002,817	(1,308)
PASS THRU SECURITIES PAC/CMO			0
MONEY FUND SAVINGS ACCOUNTS	290,791	290,791	0
PASSBOOK/CHECKING ACCOUNTS	132,832	132,832	0
US TREASURY DISCOUNTS	1,494,623	1,494,383	(240)
US TREASURY SECURITIES	19,739,308	19,768,342	29,034
INVESTMENTS	160,489,930	159,858,405	(631,525)
CASH ACCOUNTS	14,720,524	14,720,524	
TOTAL FUNDS AVAILABLE	175,210,454	174,578,929	(631,525)

ACCRUAL BASIS INVESTMENT EARNINGS	YR-TO-DATE
GROSS EARNINGS ON INVESTMENTS:	1,451,327
INTEREST EARNED ON CASH:	216,951
TOTAL INTEREST EARNED:	1,668,278





### Investments FY 2018-2019 Portfolio Management Portfolio Summary December 31, 2018

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 360 Equiv.	YTM 365 Equiv.
Certificates of Deposit	35,500,000.00	35,500,000.00	35,500,000.00	22.12	769	510	2.373	2.406
Money Market	290,790.69	290,790.69	290,790.69	0.18	1	1	0.296	0.300
Passbook/Checking Accounts	132,831.59	132,831.59	132,831.59	0.08	1	1	0.148	0.150
Commercial Paper DiscAmortizing	7,000,000.00	6,925,260.00	6,929,321.94	4.32	189	131	2.763	2.802
Federal Agency Coupon Securities	93,155,000.00	92,306,955.43	92,963,194.79	57.92	1,118	603	1.989	2.016
Federal Agency DiscAmortizing	2,500,000.00	2,437,024.50	2,435,735.06	1.52	435	361	2.558	2.593
Treasury Coupon Securities	20,000,000.00	19,768,342.36	19,739,307,78	12.30	974	572	2.243	2.275
Treasury Discounts -Amortizing	1,500,000.00	1,494,382,50	1,494,622.92	0.93	167	58	2.279	2.311
Miscellaneous Coupon Securities	1,000,000.00	1,002,817.43	1,004,125.28	0.63	693	681	2.439	2.473
Investments	161,078,622.28	159,858,404.50	160,489,930.05	100.00%	958	548	2.148	2.178
Total Earnings	December 31 Month Ending	Fiscal Year To I	Date					

1,451,326.72

I certify that these reports are in conformance with the lowa Public Investment Act.

Roger JWissoup II, CPA

1-8-19

284,746.93

2.12%

158,003,136.55

#### US TREASURY CONSTANT MATURITY RATES PERIOD ENDING DECEMBER 31, 2018 3 YEAR COMPARISON

	December 31, 2018	December 31, 2017	December 31, 2016
3 Months	2.45%	1.39%	0.51%
6 Months	2.56%	1.53%	0.62%
1 Year	2.63%	1.76%	0.85%
2 Years	2.48%	1.89%	1.20%
3 Years	2.46%	1.98%	1.47%
5 Years	2.51%	2.20%	1.93%

Report Ver. 7.3.5

Current Year

Average Daily Balance

Effective Rate of Return

# Investments FY 2018-2019 Portfolio Management Portfolio Details - Investments December 31, 2018

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360		Days to Maturity	Maturity Date
Certificates of De	posit											
12049434	12049434	Bankers Trust		09/10/2018	1,000,000.00	1,000,000.00	1,000,000.00	2.710	2.673	2.710	485 0	4/30/2020
12148384	12148384	Bankers Trust		09/10/2018	1,000,000.00	1,000,000.00	1,000,000.00	2.570	2.535	2.570	269 0	9/27/2019
12162145	12162145	Bankers Trust		12/07/2017	1,000,000.00	1,000,000.00	1,000,000.00	1.780	1.756	1.780	14 0	1/15/2019
12278608	12278608	Bankers Trust		09/10/2018	1,000,000.00	1,000,000.00	1,000,000.00	2.700	2.663	2.700	470 0	4/15/2020
12445234	12445234	Bankers Trust		09/10/2018	1,000,000.00	1,000,000.00	1,000,000.00	2.700	2.663	2.700	500 0	5/15/2020
12472820	12472820	Bankers Trust		04/19/2018	1,500,000.00	1,500,000.00	1,500,000.00	2.210	2.180	2.210	178 0	6/28/2019
12595735	12595735	Bankers Trust		10/13/2017	2,000,000.00	2,000,000.00	2,000,000.00	1.600	1.578	1.600	335 1	2/02/2019
12743761	12743761	Bankers Trust		04/19/2018	1,500,000.00	1,500,000.00	1,500,000.00	2.220	2.190	2.220	195 0	7/15/2019
12783856	12783856	Bankers Trust		09/10/2018	1,000,000.00	1,000,000.00	1,000,000.00	2.710	2.673	2.710	514 0	5/29/2020
12882805	12882805	Bankers Trust		09/10/2018	2,000,000.00	2,000,000.00	2,000,000.00	2.720	2.683	2.720	535 0	6/19/2020
12957296	12957296	Bankers Trust		04/19/2018	1,500,000.00	1,500,000.00	1,500,000.00	2.250	2.219	2.250	241 0	8/30/2019
12986892	12986892	Bankers Trust		09/10/2018	1,000,000.00	1,000,000.00	1,000,000.00	2.650	2.614	2.650	360 1	2/27/2019
144277970	144277970	Great Western Bank		09/13/2017	1,000,000.00	1,000,000.00	1,000,000.00	1.500	1.479	1.500	87 0	3/29/2019
144277971	144277971	Great Western Bank		09/13/2017	1,000,000.00	1,000,000.00	1,000,000.00	1.500	1.479	1.500	178 0	6/28/2019
144278699	144278699	Great Western Bank		10/13/2017	1,000,000.00	1,000,000.00	1,000,000.00	1.550	1.529	1.550	153 0	6/03/2019
144283631	144283631	Great Western Bank		03/22/2018	1,000,000.00	1,000,000.00	1,000,000.00	2.210	2.180	2.210	134 0	5/15/2019
144283633	144283633	Great Western Bank		03/22/2018	1,000,000.00	1,000,000.00	1,000,000.00	2.310	2.278	2.310	255 0	9/13/2019
144283634	144283634	Great Western Bank		03/22/2018	1,000,000.00	1,000,000.00	1,000,000.00	2.310	2.278	2.310	272 0	9/30/2019
144283635	144283635	Great Western Bank		03/22/2018	1,000,000.00	1,000,000.00	1,000,000.00	2.310	2.278	2.310	287 1	0/15/2019
433071437	433071437	US Bank		04/24/2018	4,000,000.00	4,000,000.00	4,000,000.00	2.700	2.663	2.700	882 0	6/01/2021
433071657	433071657	US Bank		05/24/2018	1,000,000.00	1,000,000.00	1,000,000.00	2.520	2.485	2.520	364 1	2/31/2019
433071659	433071659	US Bank		05/24/2018	6,000,000.00	6,000,000.00	6,000,000.00	2.990	2.949	2.990	1,247 0	6/01/2022
59019689	59019689	Vision Bank		12/07/2017	1,000,000.00	1,000,000.00	1,000,000.00	1.980	1.953	1.980	30 0	1/31/2019
59019697	59019697	Vision Bank		12/07/2017	1,000,000.00	1,000,000.00	1,000,000.00	2.000	1.973	2.000	45 0	2/15/2019
	Subto	otal and Average	36,790,322.58		35,500,000.00	35,500,000.00	35,500,000.00		2.373	2.406	510	
Money Market												
SYS4531558874B	4531558874B	Great Western Bank		_	290,790.69	290,790.69	290,790.69	0.300	0.296	0.300	1	
	Subto	otal and Average	290,767.57	•	290,790.69	290,790.69	290,790.69		0.296	0.300	1	
Passbook/Checki	ng Accounts											
SYS6952311634B	6952311634B	Wells Fargo		_	132,831.59	132,831.59	132,831.59	0.150	0.148	0.150	1	
	Subto	otal and Average	132,828.95		132,831.59	132,831.59	132,831.59		0.148	0.150	1	

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# Investments FY 2018-2019 Portfolio Management Portfolio Details - Investments December 31, 2018

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360		Days to Maturity	Maturity Date
Commercial Pa	per DiscAmortizi	ng										
19422GQ49	0830-18	First Tennessee		09/13/2018	1,500,000.00	1,493,265.00	1,493,593.33	2.480	2.510	2.545	62 (	03/04/2019
46640QS93	0833-18A	JP Morgan Commercial Paper		10/12/2018	1,000,000.00	989,190.00	990,684.44	2.620	2.689	2.727	128 0	05/09/2019
46640QS93	0833-18B	JP Morgan Commercial Paper		10/12/2018	1,500,000.00	1,483,785.00	1,486,026.67	2.620	2.689	2.727	128 0	05/09/2019
46640QTK7	0844-18A	JP Morgan Commercial Paper		12/20/2018	500,000.00	493,170.00	493,169.58	2.910	2.953	2.994	169 0	06/19/2019
46640QTK7	0844-18C	JP Morgan Commercial Paper		12/20/2018	1,000,000.00	986,340.00	986,339.17	2.910	2.953	2.994	169 0	06/19/2019
46640QTK7	0844-18D	JP Morgan Commercial Paper		12/20/2018	500,000.00	493,170.00	493,169.58	2.910	2.953	2.994	169 0	06/19/2019
46640QTK7	0844-19B	JP Morgan Commercial Paper		12/20/2018	1,000,000.00	986,340.00	986,339.17	2.910	2.953	2.994	169 0	06/19/2019
	Subto	otal and Average 6,1	10,629.73	_	7,000,000.00	6,925,260.00	6,929,321.94	-	2.763	2.802	131	
Federal Agency	/ Coupon Securities	S										
3133EGQM0	0732-16	Federal Farm Credit		08/15/2016	940,000.00	909,365.40	939,573.93	1.620	1.613	1.635	1,136 (	02/10/2022
3133EGQQ1	0743-16	Federal Farm Credit		10/14/2016	8,000,000.00	7,850,584.00	7,998,163.28	1.300	1.299	1.317	500 C	05/15/2020
3133EGD69	0746-16	Federal Farm Credit		11/07/2016	5,000,000.00	4,909,225.00	4,998,650.00	1.320	1.322	1.341	492 (	05/07/2020
3133EHKF9	0789-17	Federal Farm Credit		10/13/2017	2,000,000.00	1,967,802.00	1,996,529.11	1.770	1.839	1.864	692 1	11/23/2020
3133EJHS1	0808-18	Federal Farm Credit		03/27/2018	1,000,000.00	998,529.00	1,000,293.33	2.250	2.160	2.190	177 C	06/27/2019
3133EH6L2	0816-18	Federal Farm Credit		05/24/2018	1,000,000.00	993,129.00	994,187.94	1.950	2.497	2.532	374 C	01/10/2020
3133EHKQ5	0843-18	Federal Farm Credit		11/15/2018	2,000,000.00	1,952,882.00	1,931,736.55	2.140	3.035	3.077	1,424 1	11/25/2022
3130ABHF6	0778-17	Federal Home Loan Bank		09/15/2017	3,250,000.00	3,191,214.00	3,249,576.72	1.875	1.855	1.880	882 0	06/01/2021
3130A7G25	0784-17	Federal Home Loan Bank		10/05/2017	1,515,000.00	1,511,341.28	1,514,331.65	1.260	1.457	1.478	73 C	03/15/2019
313379EE5	0786-17	Federal Home Loan Bank		10/05/2017	1,500,000.00	1,493,776.50	1,500,931.43	1.625	1.465	1.485	164 0	06/14/2019
3130A8P72	0787-17	Federal Home Loan Bank		10/05/2017	1,570,000.00	1,557,171.53	1,565,927.98	1.030	1.506	1.527	192 (	07/12/2019
3130AABG2	0791-17	Federal Home Loan Bank		10/13/2017	1,135,000.00	1,114,299.87	1,135,600.34	1.875	1.830	1.856	1,063 1	11/29/2021
3130ABF92	0793-17	Federal Home Loan Bank		10/19/2017	1,000,000.00	1,001,364.53	1,005,366.89	1.375	1.510	1.531	147 0	05/28/2019
3130AA3R7	0812-18	Federal Home Loan Bank		04/19/2018	1,000,000.00	999,227.00	991,401.06	1.375	2.352	2.385	318 1	11/15/2019
3130A0JR2	0814-18	Federal Home Loan Bank		04/19/2018	1,000,000.00	997,572.00	999,573.94	2.375	2.387	2.420	346 1	12/13/2019
3130AECJ7	0817-18	Federal Home Loan Bank		05/24/2018	2,000,000.00	2,000,236.00	2,000,140.06	2.625	2.584	2.620	513 0	05/28/2020
3130ADMS8	0821-18	Federal Home Loan Bank		08/03/2018	1,000,000.00	993,657.00	994,324.36	2.150	2.634	2.671	409 0	02/14/2020
3130A12B3	0823-18	Federal Home Loan Bank		08/03/2018	1,000,000.00	994,240.00	993,914.76	2.125	2.609	2.646	437 0	03/13/2020
3130ADUJ9	0824-18	Federal Home Loan Bank		08/03/2018	1,000,000.00	997,056.00	996,826.16	2.375	2.599	2.635	454 0	03/30/2020
313370E38	0828-18	Federal Home Loan Bank		09/10/2018	1,000,000.00	1,011,191.00	1,009,455.49	3.375	2.663	2.700	528 0	06/12/2020
3132X04G3	0838-18	Federal Home Loan Bank		11/07/2018	1,000,000.00	1,008,331.33	1,003,306.25	2.770	2.930	2.970	590 C	08/13/2020
3130AFDJ3	0839-18	Federal Home Loan Bank		11/27/2018	1,000,000.00	1,000,617.00	1,000,000.00	3.000	2.961	3.002	604 0	08/27/2020
313370US5	0840-18	Federal Home Loan Bank		11/15/2018	1,000,000.00	1,009,942.11	1,004,497.39	2.875	2.871	2.911	619 0	09/11/2020
3130AFCN5	0842-18	Federal Home Loan Bank		11/15/2018	1,000,000.00	1,003,281.00	1,000,000.00	3.200	3.156	3.200	1,049 1	11/15/2021
3137EADG1	0674-14	Federal Home Loan Mortgage	Co.	10/21/2014	1,000,000.00	996,828.00	1,001,167.57	1.750	1.437	1.457	149 0	05/30/2019
3137EADG1	0679-15	Federal Home Loan Mortgage	Co.	04/27/2015	3,000,000.00	2,990,484.00	3,006,008.55	1.750	1.235	1.252	149 0	05/30/2019

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# Investments FY 2018-2019 Portfolio Management Portfolio Details - Investments December 31, 2018

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	YTM 365	Days to Maturity	Maturity Date
Federal Agency	Coupon Securities	s										
3137EADG1	0705-15	Federal Home Loan	Mortgage Co.	10/15/2015	5,000,000.00	4,984,140.00	5,012,645.02	1.750	1.109	1.125	149 (	05/30/2019
3134G9MN4	0720-16	Federal Home Loan	Mortgage Co.	05/26/2016	1,000,000.00	983,695.00	1,000,000.00	1.500	1.479	1.500	511 (	05/26/2020
3134G9KW6	0723-16	Federal Home Loan	Mortgage Co.	06/10/2016	1,000,000.00	987,782.00	999,934.79	1.350	1.339	1.357	329	11/26/2019
3137EADZ9	0785-17	Federal Home Loan	Mortgage Co.	10/05/2017	1,500,000.00	1,494,253.50	1,498,675.42	1.125	1.415	1.435	104 (	04/15/2019
3137EAEH8	0796-17A	Federal Home Loan	Mortgage Co.	11/24/2017	1,645,000.00	1,632,629.60	1,641,024.45	1.375	1.746	1.770	226	08/15/2019
3137EAEH8	0796-17B	Federal Home Loan	Mortgage Co.	11/24/2017	1,000,000.00	992,480.00	997,583.25	1.375	1.746	1.770	226	08/15/2019
3134GAAF1	0805-18	Federal Home Loan	Mortgage Co.	02/08/2018	1,100,000.00	1,090,587.30	1,094,667.47	1.300	2.040	2.068	234	08/23/2019
3134GBG30	0810-18	Federal Home Loan	Mortgage Co.	04/19/2018	1,500,000.00	1,487,208.00	1,490,417.84	1.500	2.352	2.384	269	09/27/2019
3134G8W39	0811-18	Federal Home Loan	Mortgage Co.	04/19/2018	1,000,000.00	989,884.00	991,706.72	1.375	2.372	2.405	300	10/28/2019
3134G9QR1	0813-18	Federal Home Loan	Mortgage Co.	04/19/2018	1,000,000.00	987,819.00	990,634.38	1.340	2.374	2.407	328	11/25/2019
3134GSLZ6	0815-18	Federal Home Loan	Mortgage Co.	05/30/2018	2,000,000.00	2,003,854.00	2,000,000.00	3.000	2.959	3.000	1,610	05/30/2023
3134GSMJ1	0818-18	Federal Home Loan	Mortgage Co.	05/30/2018	3,000,000.00	3,001,173.00	2,999,470.57	3.250	3.210	3.254	1,604	05/24/2023
3134GSWM3	0827-18	Federal Home Loan	Mortgage Co.	09/28/2018	1,000,000.00	998,987.00	999,616.83	2.750	2.735	2.773	636	09/28/2020
3134GSKY0	0834-18	Federal Home Loan	Mortgage Co.	10/15/2018	5,000,000.00	4,998,845.00	4,977,367.79	3.200	3.267	3.312	1,595	05/15/2023
3137EAEK1	0850-18	Federal Home Loan	Mortgage Co.	12/20/2018	1,000,000.00	988,884.75	987,126.20	1.875	2.640	2.677	686	11/17/2020
3136G3AU9	0714-16	Federal Nat'l Mtg. As	SOC.	02/26/2016	3,000,000.00	2,985,051.00	3,000,000.00	1.250	1.233	1.250	143 (	05/24/2019
3136G33W3	0733-16	Federal Nat'l Mtg. As	SOC.	08/30/2016	4,000,000.00	3,897,312.00	4,000,000.00	1.500	1.480	1.500	878	05/28/2021
3136G4FL2	0744-16	Federal Nat'l Mtg. As	SOC.	10/14/2016	1,550,000.00	1,510,637.75	1,549,606.75	1.500	1.491	1.512	832	04/12/2021
3136G3MW2	0745-16	Federal Nat'l Mtg. As	SOC.	10/14/2016	450,000.00	438,480.45	450,000.00	1.500	1.479	1.500	875	05/25/2021
3136G4LQ4	0788-17	Federal Nat'l Mtg. As	SOC.	10/13/2017	2,000,000.00	1,973,590.00	2,000,321.90	1.750	1.714	1.738	513 (	05/28/2020
3136G4NN9	0790-17	Federal Nat'l Mtg. As	SOC.	10/13/2017	2,000,000.00	1,968,892.00	1,999,734.67	2.000	1.978	2.006	874	05/24/2021
3136G2EC7	0792-17	Federal Nat'l Mtg. As	SOC.	10/19/2017	1,000,000.00	998,252.00	999,686.72	1.300	1.483	1.504	57 (	02/27/2019
3135G0M91	0809-18	Federal Nat'l Mtg. As	SOC.	03/23/2018	1,000,000.00	991,776.00	993,816.05	1.125	2.202	2.233	206	07/26/2019
3135G0A78	0820-18	Federal Nat'l Mtg. As	SOC.	08/03/2018	1,000,000.00	990,112.67	990,804.17	1.625	2.535	2.571	385	01/21/2020
3135G0T29	0822-18	Federal Nat'l Mtg. As	SOC.	08/03/2018	1,000,000.00	987,150.00	987,416.19	1.500	2.580	2.616	423	02/28/2020
3136G1H28	0841-18	Federal Nat'l Mtg. As	SOC.	11/15/2018	1,500,000.00	1,481,004.67	1,472,333.20	1.700	2.887	2.927	636	09/28/2020
3135G0U84	0848-18	Federal Nat'l Mtg. As	SOC.	12/20/2018	1,000,000.00	1,009,128.19	1,007,119.67	2.875	2.656	2.693	668	10/30/2020
	Subto	otal and Average	93,029,455.14		93,155,000.00	92,306,955.43	92,963,194.79		1.989	2.016	603	
Federal Agency	DiscAmortizing											
313312HG8	0826-18	Farm Credit Discoun	t Note	09/10/2018	1,500,000.00	1,482,115.50	1,482,672.50	2.390	2.459	2.493	174	06/24/2019
76116FAE7	0847-18	Resolution Funding (	Corp	12/20/2018	1,000,000.00	954,909.00	953,062.56	2.588	2.711	2.749	653	10/15/2020
	Subto	otal and Average	1,849,953.15		2,500,000.00	2,437,024.50	2,435,735.06		2.558	2.593	361	

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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360		Days to Maturity	Maturity Date
Treasury Coup	on Securities											
912828SX9	0673-14	U.S. Treasury		10/21/2014	3,000,000.00	2,983,125.00	2,997,284.43	1.125	1.334	1.353	150 (	05/31/2019
912828R77	0769-17	U.S. Treasury		04/20/2017	2,000,000.00	1,948,438.00	1,988,268.97	1.375	1.605	1.627	881 (	05/31/2021
912828N63	0783-17	U.S. Treasury		09/28/2017	1,000,000.00	999,375.00	999,914.35	1.125	1.333	1.351	14 (	01/15/2019
912828KD1	0802-18	U.S. Treasury		02/08/2018	1,000,000.00	1,000,156.00	1,001,030.65	2.750	1.876	1.902	45 (	02/15/2019
912828SN1	0803-18	U.S. Treasury		02/08/2018	1,000,000.00	997,656.00	998,889.64	1.500	1.935	1.962	89 (	03/31/2019
912828D23	0804-18	U.S. Treasury		02/08/2018	1,000,000.00	997,188.00	998,876.70	1.625	1.947	1.974	119 (	04/30/2019
912828XY1	0831-18	U.S. Treasury		09/14/2018	1,000,000.00	999,063.00	996,724.00	2.500	2.688	2.725	546 (	06/30/2020
9128282J8	0832-18	U.S. Treasury		09/14/2018	1,000,000.00	986,705.41	984,128.31	1.500	2.696	2.733	561 (	07/15/2020
912828XD7	0835-18	U.S. Treasury		10/15/2018	2,500,000.00	2,450,782.50	2,412,572.96	1.875	2.923	2.963	1,246 (	05/31/2022
912828XR6	0836-18	U.S. Treasury		10/15/2018	2,500,000.00	2,440,625.00	2,402,467.68	1.750	2.923	2.964	1,246 (	05/31/2022
912828XM7	0837-18	U.S. Treasury		11/07/2018	1,000,000.00	990,152.60	984,843.07	1.625	2.860	2.900	577 (	07/31/2020
912828V31	0845-18	U.S. Treasury		12/20/2018	1,500,000.00	1,489,637.30	1,489,359.84	1.375	2.617	2.653	379 (	01/15/2020
912828H52	0846-18	U.S. Treasury		12/20/2018	1,500,000.00	1,485,438.55	1,484,947.18	1.250	2.617	2.653	395 (	01/31/2020
	Subto	otal and Average	17,917,248.84	_	20,000,000.00	19,768,342.36	19,739,307.78		2.243	2.275	572	
Treasury Disco	unts -Amortizing											
912796PT0	0829-18	U.S. Treasury		09/14/2018	1,500,000.00	1,494,382.50	1,494,622.92	2.225	2.279	2.311	58 (	02/28/2019
	Subto	otal and Average	1,493,232.29		1,500,000.00	1,494,382.50	1,494,622.92		2.279	2.311	58	
Miscellaneous	Coupon Securities											
3133EH2K8	0849-18	Federal Farm Credit		12/20/2018	1,000,000.00	1,002,817.43	1,004,125.28	2.519	2.439	2.473	681 1	11/12/2020
	Subto	otal and Average	388,698.30	_	1,000,000.00	1,002,817.43	1,004,125.28	•	2.439	2.473	681	
	т	otal and Average	158,003,136.55		161,078,622.28	159,858,404.50	160,489,930.05		2.148	2.178	548	

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CUSIP	Investment #	Issuer	Par Value	Stated Rate	Maturity Date	Purchase Date	YTM 360	YTM 365	Payment Dates	Accrued Interest At Purchase	Current Principal	Book Value
Certificates of De	posit											
12049434	12049434	ВТ	1,000,000.00	2.7100	04/30/2020	09/10/2018	2.673	2.710	04/30 - At Maturity		1,000,000.00	1,000,000.00
12148384	12148384	BT	1,000,000.00	2.5700	09/27/2019	09/10/2018	2.535	2.570	09/27 - At Maturity		1,000,000.00	1,000,000.00
12162145	12162145	BT	1,000,000.00	1.7800	01/15/2019	12/07/2017	1.756	1.780	01/15 - At Maturity		1,000,000.00	1,000,000.00
12278608	12278608	BT	1,000,000.00	2.7000	04/15/2020	09/10/2018	2.663	2.700	04/15 - At Maturity		1,000,000.00	1,000,000.00
12445234	12445234	BT	1,000,000.00	2.7000	05/15/2020	09/10/2018	2.663	2.700	05/15 - At Maturity		1,000,000.00	1,000,000.00
12472820	12472820	BT	1,500,000.00	2.2100	06/28/2019	04/19/2018	2.180	2.210	06/28 - At Maturity		1,500,000.00	1,500,000.00
12595735	12595735	BT	2,000,000.00	1.6001	2/02/2019	10/13/2017	1.578	1.600	12/02 - At Maturity		2,000,000.00	2,000,000.00
12743761	12743761	BT	1,500,000.00	2.2200	07/15/2019	04/19/2018	2.190	2.220	07/15 - At Maturity		1,500,000.00	1,500,000.00
12783856	12783856	BT	1,000,000.00	2.7100	05/29/2020	09/10/2018	2.673	2.710	05/29 - At Maturity		1,000,000.00	1,000,000.00
12882805	12882805	BT	2,000,000.00	2.7200	06/19/2020	09/10/2018	2.683	2.720	06/19 - At Maturity		2,000,000.00	2,000,000.00
12957296	12957296	BT	1,500,000.00	2.2500	08/30/2019	04/19/2018	2.219	2.250	08/30 - At Maturity		1,500,000.00	1,500,000.00
12986892	12986892	BT	1,000,000.00	2.6501	2/27/2019	09/10/2018	2.614	2.650	12/27 - At Maturity		1,000,000.00	1,000,000.00
144277970	144277970	GWB	1,000,000.00	1.5000	03/29/2019	09/13/2017	1.479	1.500	03/29 - At Maturity		1,000,000.00	1,000,000.00
144277971	144277971	GWB	1,000,000.00	1.5000	06/28/2019	09/13/2017	1.479	1.500	06/28 - At Maturity		1,000,000.00	1,000,000.00
144278699	144278699	GWB	1,000,000.00	1.5500	06/03/2019	10/13/2017	1.529	1.550	06/03 - At Maturity		1,000,000.00	1,000,000.00
144283631	144283631	GWB	1,000,000.00	2.2100	05/15/2019	03/22/2018	2.180	2.210	05/15 - At Maturity		1,000,000.00	1,000,000.00
144283633	144283633	GWB	1,000,000.00	2.3100	09/13/2019	03/22/2018	2.278	2.310	09/13 - At Maturity		1,000,000.00	1,000,000.00
144283634	144283634	GWB	1,000,000.00	2.3100	09/30/2019	03/22/2018	2.278	2.310	09/30 - At Maturity		1,000,000.00	1,000,000.00
144283635	144283635	GWB	1,000,000.00	2.3101	0/15/2019	03/22/2018	2.278	2.310	10/15 - At Maturity		1,000,000.00	1,000,000.00
433071437	433071437	USB	4,000,000.00	2.7000	06/01/2021	04/24/2018	2.663	2.700	06/01 - 12/01		4,000,000.00	4,000,000.00
433071657	433071657	USB	1,000,000.00	2.5201	2/31/2019	05/24/2018	2.485	2.520	06/30 - 12/31		1,000,000.00	1,000,000.00
433071659	433071659	USB	6,000,000.00	2.9900	06/01/2022	05/24/2018	2.949	2.990	06/01 - 12/01		6,000,000.00	6,000,000.00
59019689	59019689	VIS	1,000,000.00	1.9800	01/31/2019	12/07/2017	1.953	1.980	01/31 - At Maturity		1,000,000.00	1,000,000.00
59019697	59019697	VIS	1,000,000.00	2.0000	2/15/2019	12/07/2017	1.973	2.000	02/15 - At Maturity		1,000,000.00	1,000,000.00
	Certificates of De	eposit Totals	35,500,000.00			•	2.373	2.406		0.00	35,500,000.00	35,500,000.00
Money Market												
SYS4531558874B	4531558874B	GWB	290,790.69	0.300			0.296	0.300	07/01 - Monthly		290,790.69	290,790.69
	Money M	Market Totals	290,790.69			•	0.296	0.300		0.00	290,790.69	290,790.69
Passbook/Checki	ing Accounts											
SYS6952311634B	6952311634B	WF	132,831.59	0.150			0.148	0.150	07/01 - Monthly		132,831.59	132,831.59
Pass	book/Checking Acc	ounts Totals	132,831.59			,	0.148	0.150		0.00	132,831.59	132,831.59

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CUSIP	Investment #	Issuer	Par Value	Stated Rate	Maturity Date	Purchase Date	YTM 360	YTM 365	Payment Dates	Accrued Interest At Purchase	Current Principal	Book Value
Commercial Pa	per DiscAmortizi	ng										
19422GQ49	0830-18	FTN	1,500,000.00	2.4800	03/04/2019	09/13/2018	2.510	2.545	03/04 - At Maturity		1,482,226.66	1,493,593.33
46640QS93	0833-18A	JPM	1,000,000.00	2.6200	05/09/2019	10/12/2018	2.689	2.727	05/09 - At Maturity		984,789.43	990,684.44
46640QS93	0833-18B	JPM	1,500,000.00	2.6200	05/09/2019	10/12/2018	2.689	2.727	05/09 - At Maturity		1,477,184.17	1,486,026.67
46640QTK7	0844-18A	JPM	500,000.00	2.9100	06/19/2019	12/20/2018	2.953	2.994	06/19 - At Maturity		492,684.58	493,169.58
46640QTK7	0844-18C	JPM	1,000,000.00	2.9100	06/19/2019	12/20/2018	2.953	2.994	06/19 - At Maturity		985,369.17	986,339.17
46640QTK7	0844-18D	JPM	500,000.00	2.9100	06/19/2019	12/20/2018	2.953	2.994	06/19 - At Maturity		492,684.58	493,169.58
46640QTK7	0844-19B	JPM	1,000,000.00	2.9100	06/19/2019	12/20/2018	2.953	2.994	06/19 - At Maturity		985,369.17	986,339.17
Commer	cial Paper DiscAmo	rtizing Totals	7,000,000.00			•	2.763	2.802		0.00	6,900,307.76	6,929,321.94
Federal Agency	y Coupon Securities	5										
3133EGQM0	0732-16	FFCB	940,000.00	1.6200	02/10/2022	08/15/2016	1.613	1.635	02/10 - 08/10	Received	939,248.00	939,573.93
3133EGQQ1	0743-16	FFCB	8,000,000.00	1.3000	05/15/2020	10/14/2016	1.299	1.317	11/15 - 05/15	Received	7,995,200.00	7,998,163.28
3133EGD69	0746-16	FFCB	5,000,000.00	1.3200	05/07/2020	11/07/2016	1.322	1.341	05/07 - 11/07		4,996,500.00	4,998,650.00
3133EHKF9	0789-17	FFCB	2,000,000.00	1.7701	11/23/2020	10/13/2017	1.839	1.864	11/23 - 05/23	Received	1,994,300.00	1,996,529.11
3133EJHS1	0808-18	FFCB	1,000,000.00	2.2500	06/27/2019	03/27/2018	2.160	2.190	06/27 - 12/27		1,000,750.00	1,000,293.33
3133EH6L2	0816-18	FFCB	1,000,000.00	1.9500	01/10/2020	05/24/2018	2.497	2.532	07/10 - 01/10	Received	990,770.00	994,187.94
3133EHKQ5	0843-18	FFCB	2,000,000.00	2.1401	11/25/2022	11/15/2018	3.035	3.077	11/25 - 05/25	Received	1,929,500.00	1,931,736.55
3130ABHF6	0778-17	FHLB	3,250,000.00	1.8750	06/01/2021	09/15/2017	1.855	1.880	12/01 - 06/01	Received	3,249,350.00	3,249,576.72
3130A7G25	0784-17	FHLB	1,515,000.00	1.2600	03/15/2019	10/05/2017	1.457	1.478	03/15 - 09/15	Received	1,510,303.50	1,514,331.65
313379EE5	0786-17	FHLB	1,500,000.00	1.6250	06/14/2019	10/05/2017	1.465	1.485	12/14 - 06/14	Received	1,503,480.00	1,500,931.43
3130A8P72	0787-17	FHLB	1,570,000.00	1.0300	07/12/2019	10/05/2017	1.506	1.527	01/12 - 07/12	Received	1,556,419.50	1,565,927.98
3130AABG2	0791-17	FHLB	1,135,000.00	1.8751	11/29/2021	10/13/2017	1.830	1.856	11/29 - 05/29	Received	1,135,851.25	1,135,600.34
3130ABF92	0793-17	FHLB	1,000,000.00	1.3750	05/28/2019	10/19/2017	1.510	1.531	11/28 - 05/28	5,996.53	997,520.00	1,005,366.89
3130AA3R7	0812-18	FHLB	1,000,000.00	1.375	11/15/2019	04/19/2018	2.352	2.385	05/15 - 11/15	Received	984,500.00	991,401.06
3130A0JR2	0814-18	FHLB	1,000,000.00	2.375	12/13/2019	04/19/2018	2.387	2.420	06/13 - 12/13	Received	999,260.00	999,573.94
3130AECJ7	0817-18	FHLB	2,000,000.00	2.6250	05/28/2020	05/24/2018	2.584	2.620	11/28 - 05/28	Received	2,000,200.00	2,000,140.06
3130ADMS8	0821-18	FHLB	1,000,000.00	2.1500	02/14/2020	08/03/2018	2.634	2.671	08/14 - 02/14	Received	992,240.00	994,324.36
3130A12B3	0823-18	FHLB	1,000,000.00	2.1250	03/13/2020	08/03/2018	2.609	2.646	09/13 - 03/13	Received	991,830.00	993,914.76
3130ADUJ9	0824-18	FHLB	1,000,000.00	2.3750	03/30/2020	08/03/2018	2.599	2.635	09/30 - 03/30	Received	995,780.00	996,826.16
313370E38	0828-18	FHLB	1,000,000.00	3.3750	06/12/2020	09/10/2018	2.663	2.700	12/12 - 06/12	Received	1,011,470.00	1,009,455.49
3132X04G3	0838-18	FHLB	1,000,000.00	2.7700	08/13/2020	11/07/2018	2.930	2.970	02/13 - 08/13	6,463.33	996,550.00	1,003,306.25
3130AFDJ3	0839-18	FHLB	1,000,000.00	3.0000	08/27/2020	11/27/2018	2.961	3.002	02/27 - 08/27		1,000,000.00	1,000,000.00
313370US5	0840-18	FHLB	1,000,000.00	2.8750	09/11/2020	11/15/2018	2.871	2.911	03/11 - 09/11	5,111.11	999,340.00	1,004,497.39
3130AFCN5	0842-18	FHLB	1,000,000.00	3.2001	11/15/2021	11/15/2018	3.156	3.200	05/15 - 11/15		1,000,000.00	1,000,000.00
3137EADG1	0674-14	FHLMC	1,000,000.00	1.7500	05/30/2019	10/21/2014	1.437	1.457	11/30 - 05/30	Received	1,013,000.00	1,001,167.57

# Investments FY 2018-2019 Portfolio Management Investment Status Report - Investments December 31, 2018

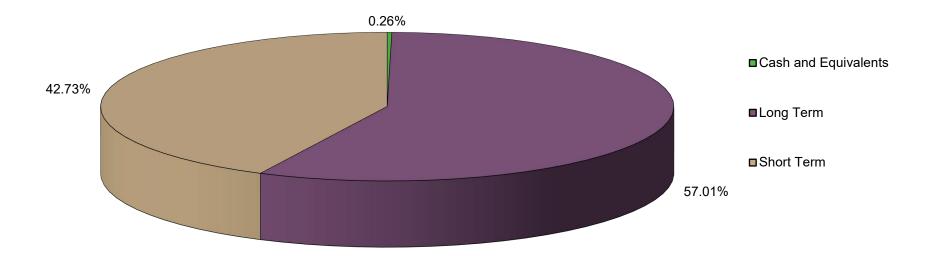
CUSIP	Investment #	Issuer	Par Value	Stated Rate	Maturity Date	Purchase Date	YTM 360	YTM 365	Payment Dates	Accrued Interest At Purchase	Current Principal	Book Value
Federal Agency	Coupon Securiti	es										
3137EADG1	0679-15	FHLMC	3,000,000.00	1.750	05/30/2019	04/27/2015	1.235	1.252	05/30 - 11/30	Received	3,059,400.00	3,006,008.55
3137EADG1	0705-15	FHLMC	5,000,000.00	1.750	05/30/2019	10/15/2015	1.109	1.125	11/30 - 05/30	Received	5,110,750.00	5,012,645.02
3134G9MN4	0720-16	FHLMC	1,000,000.00	1.500	05/26/2020	05/26/2016	1.479	1.500	11/26 - 05/26		1,000,000.00	1,000,000.00
3134G9KW6	0723-16	FHLMC	1,000,000.00	1.350	11/26/2019	06/10/2016	1.339	1.357	11/26 - 05/26	Received	999,750.00	999,934.79
3137EADZ9	0785-17	FHLMC	1,500,000.00	1.125	04/15/2019	10/05/2017	1.415	1.435	10/15 - 04/15	Received	1,492,995.00	1,498,675.42
3137EAEH8	0796-17A	FHLMC	1,645,000.00	1.375	08/15/2019	11/24/2017	1.746	1.770	02/15 - 08/15	Received	1,633,978.50	1,641,024.45
3137EAEH8	0796-17B	FHLMC	1,000,000.00	1.375	08/15/2019	11/24/2017	1.746	1.770	02/15 - 08/15	Received	993,300.00	997,583.25
3134GAAF1	0805-18	FHLMC	1,100,000.00	1.300	08/23/2019	02/08/2018	2.040	2.068	02/23 - 08/23	Received	1,087,243.30	1,094,667.47
3134GBG30	0810-18	FHLMC	1,500,000.00	1.500	09/27/2019	04/19/2018	2.352	2.384	09/27 - 03/27	Received	1,481,340.00	1,490,417.84
3134G8W39	0811-18	FHLMC	1,000,000.00	1.375	10/28/2019	04/19/2018	2.372	2.405	04/28 - 10/28	Received	984,670.00	991,706.72
3134G9QR1	0813-18	FHLMC	1,000,000.00	1.340	11/25/2019	04/19/2018	2.374	2.407	05/25 - 11/25	Received	983,350.00	990,634.38
3134GSLZ6	0815-18	FHLMC	2,000,000.00	3.000	05/30/2023	05/30/2018	2.959	3.000	11/30 - 05/30		2,000,000.00	2,000,000.00
3134GSMJ1	0818-18	FHLMC	3,000,000.00	3.250	05/24/2023	05/30/2018	3.210	3.254	11/24 - 05/24		2,999,400.00	2,999,470.57
3134GSWM3	0827-18	FHLMC	1,000,000.00	2.750	09/28/2020	09/28/2018	2.735	2.773	03/28 - 09/28		999,560.00	999,616.83
3134GSKY0	0834-18	FHLMC	5,000,000.00	3.200	05/15/2023	10/15/2018	3.267	3.312	11/15 - 05/15	Received	4,976,275.00	4,977,367.79
3137EAEK1	0850-18	FHLMC	1,000,000.00	1.875	11/17/2020	12/20/2018	2.640	2.677	05/17 - 11/17	1,718.75	985,170.00	987,126.20
3136G3AU9	0714-16	FNMA	3,000,000.00	1.250	05/24/2019	02/26/2016	1.233	1.250	05/24 - 11/24	Received	3,000,000.00	3,000,000.00
3136G33W3	0733-16	FNMA	4,000,000.00	1.500	05/28/2021	08/30/2016	1.480	1.500	11/28 - 05/28		4,000,000.00	4,000,000.00
3136G4FL2	0744-16	FNMA	1,550,000.00	1.500	04/12/2021	10/14/2016	1.491	1.512	04/12 - 10/12	Received	1,549,225.00	1,549,606.75
3136G3MW2	0745-16	FNMA	450,000.00	1.500	05/25/2021	10/14/2016	1.479	1.500	11/25 - 05/25	Received	450,000.00	450,000.00
3136G4LQ4	0788-17	FNMA	2,000,000.00	1.750	05/28/2020	10/13/2017	1.714	1.738	11/28 - 05/28	Received	2,000,600.00	2,000,321.90
3136G4NN9	0790-17	FNMA	2,000,000.00	2.000	05/24/2021	10/13/2017	1.978	2.006	11/24 - 05/24	Received	1,999,600.00	1,999,734.67
3136G2EC7	0792-17	FNMA	1,000,000.00	1.300	02/27/2019	10/19/2017	1.483	1.504	02/27 - 08/27	Received	997,270.00	999,686.72
3135G0M91	0809-18	FNMA	1,000,000.00	1.125	07/26/2019	03/23/2018	2.202	2.233	07/26 - 01/26	Received	985,430.00	993,816.05
3135G0A78	0820-18	FNMA	1,000,000.00	1.625	01/21/2020	08/03/2018	2.535	2.571	01/21 - 07/21	541.67	986,470.00	990,804.17
3135G0T29	0822-18	FNMA	1,000,000.00	1.500	02/28/2020	08/03/2018	2.580	2.616	08/28 - 02/28	Received	982,950.00	987,416.19
3136G1H28	0841-18	FNMA	1,500,000.00	1.700	09/28/2020	11/15/2018	2.887	2.927	03/28 - 09/28	3,329.17	1,466,730.00	1,472,333.20
3135G0U84	0848-18	FNMA	1,000,000.00	2.875	10/30/2020	12/20/2018	2.656	2.693	04/30 - 10/30	3,913.19	1,003,260.00	1,007,119.67
Federal	Agency Coupon Se	curities Totals	93,155,000.00				1.989	2.016		27,073.75	92,992,079.05	92,963,194.79
Federal Agency	DiscAmortizin	g										
313312HG8	0826-18	FCDN	1,500,000.00	2.390	06/24/2019	09/10/2018	2.459	2.493	06/24 - At Maturity		1,471,419.58	1,482,672.50
76116FAE7	0847-18	RFCSP	1,000,000.00			12/20/2018	2.711	2.749	10/15 - At Maturity		952,200.00	953,062.56
Federa	al Agency DiscAm	ortizing Totals	2,500,000.00				2.558	2.593		0.00	2,423,619.58	2,435,735.06

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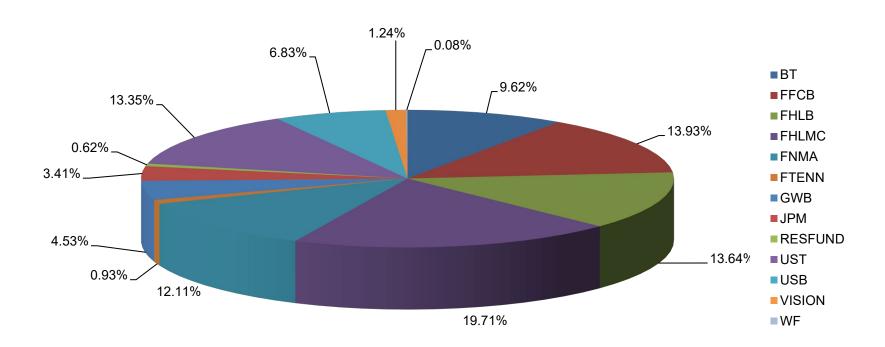
# Investments FY 2018-2019 Portfolio Management Investment Status Report - Investments December 31, 2018

CUSIP	Investment #	Issuer	Par Value	Stated Rate	Maturity Date	Purchase Date	YTM 360	YTM 365	Payment Dates	Accrued Interest At Purchase	Current Principal	Book Value
Treasury Coup	oon Securities											
912828SX9	0673-14	US TRE	3,000,000.00	1.1250	05/31/2019	10/21/2014	1.334	1.353	11/30 - 05/31	Received	2,969,531.25	2,997,284.43
912828R77	0769-17	US TRE	2,000,000.00	1.3750	05/31/2021	04/20/2017	1.605	1.627	05/31 - 11/30	Received	1,980,000.00	1,988,268.97
912828N63	0783-17	US TRE	1,000,000.00	1.1250	01/15/2019	09/28/2017	1.333	1.351	01/15 - 07/15	Received	997,100.00	999,914.35
912828KD1	0802-18	US TRE	1,000,000.00	2.7500	02/15/2019	02/08/2018	1.876	1.902	02/15 - 08/15	Received	1,008,520.00	1,001,030.65
912828SN1	0803-18	US TRE	1,000,000.00	1.5000	03/31/2019	02/08/2018	1.935	1.962	03/31 - 09/30	Received	994,810.00	998,889.64
912828D23	0804-18	US TRE	1,000,000.00	1.6250	04/30/2019	02/08/2018	1.947	1.974	04/30 - 10/31	Received	995,790.00	998,876.70
912828XY1	0831-18	US TRE	1,000,000.00	2.5000	06/30/2020	09/14/2018	2.688	2.725	12/31 - 06/30	Received	996,070.00	996,724.00
9128282J8	0832-18	US TRE	1,000,000.00	1.5000	07/15/2020	09/14/2018	2.696	2.733	01/15 - 07/15	2,486.41	978,075.00	984,128.31
912828XD7	0835-18	US TRE	2,500,000.00	1.8750	05/31/2022	10/15/2018	2.923	2.963	11/30 - 05/31	Received	2,407,100.00	2,412,572.96
912828XR6	0836-18	US TRE	2,500,000.00	1.7500	05/31/2022	10/15/2018	2.923	2.964	11/30 - 05/31	Received	2,396,362.13	2,402,467.68
912828XM7	0837-18	US TRE	1,000,000.00	1.6250	07/31/2020	11/07/2018	2.860	2.900	01/31 - 07/31	4,371.60	978,610.00	984,843.07
912828V31	0845-18	US TRE	1,500,000.00	1.3750	01/15/2020	12/20/2018	2.617	2.653	01/15 - 07/15	8,855.30	1,479,887.27	1,489,359.84
912828H52	0846-18	US TRE	1,500,000.00	1.2500	01/31/2020	12/20/2018	2.617	2.653	01/31 - 07/31	7,235.05	1,477,035.03	1,484,947.18
	Treasury Coupon Sec	urities Totals	20,000,000.00			•	2.243	2.275		22,948.36	19,658,890.68	19,739,307.78
Treasury Disc	ounts -Amortizing											
912796PT0	0829-18	US TRE	1,500,000.00	2.225	02/28/2019	09/14/2018	2.279	2.311	02/28 - At Maturity		1,484,517.71	1,494,622.92
Tre	asury Discounts -Amo	rtizing Totals	1,500,000.00			•	2.279	2.311		0.00	1,484,517.71	1,494,622.92
Miscellaneous	Coupon Securities											
3133EH2K8	0849-18	FFCB	1,000,000.00	2.5191	11/12/2020	12/20/2018	2.439	2.473	02/12 - Quarterly	2,641.43	1,001,510.00	1,004,125.28
Misc	ellaneous Coupon Sec	urities Totals	1,000,000.00			•	2.439	2.473		2,641.43	1,001,510.00	1,004,125.28
	Inves	tment Totals	161,078,622.28				2.148	2.178		52,663.54	160,384,547.06	160,489,930.05

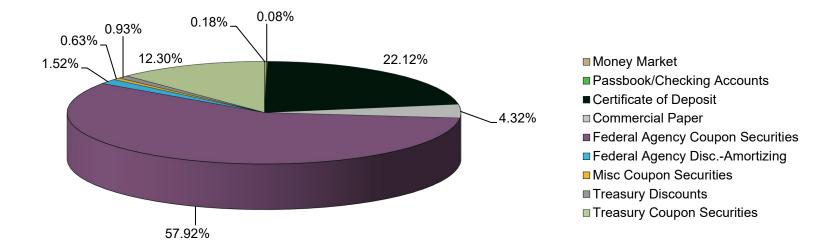
### **Portfolio by Asset Class**



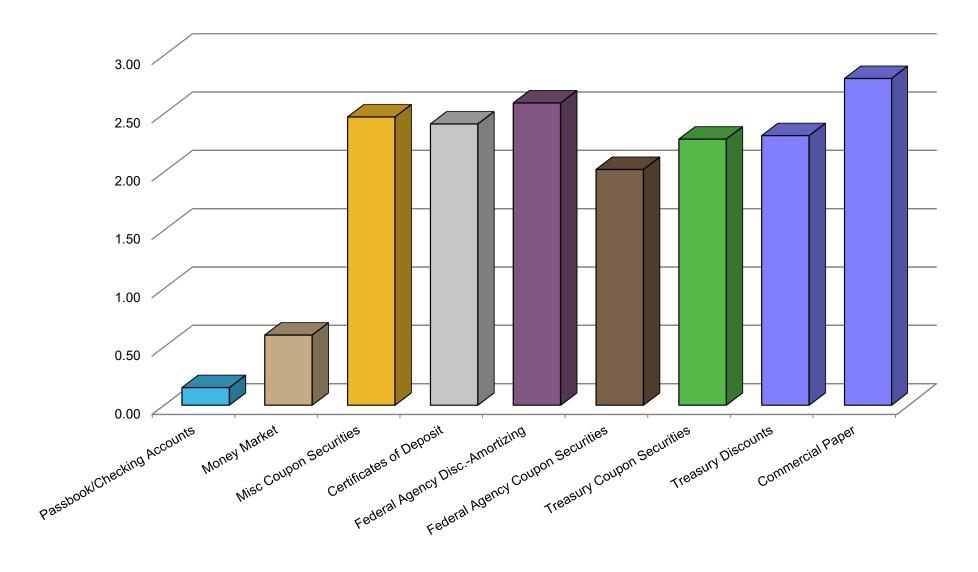
### Par Value by Issuer Graph



#### **Book Value By Investment Type**



### **Investment Yield by Type**





### MEMO Legal Department

**To:** Mayor Haila, Ames City Council

From: Mark O. Lambert, City Attorney

**Date:** January 18, 2019

**Subject:** Ahlers & Cooney law firm request for a conflict of interest waiver

The Ahlers & Cooney, P.C. law firm has requested from the City a conflict of interest waiver.

Ahlers represents the City of Ames on certain matters, including labor law issues. Ahlers also represents the Ames Community School District on certain types of matters, including real estate transactions.

The City will soon be acquiring the Edwards Elementary site from the school district. Ahlers would like to represent the Ames Community School District for this real estate transaction (and the Ames City Attorney's Office will represent the City).

Lawyer ethics rules generally prohibit an attorney from taking a case adverse to one of the law firms' clients. So the attorneys don't get in trouble ethically for being "adverse" to the City on one matter, while representing the City on other matters, the Ahlers law firm is asking for this waiver from the City. When I use the word "adverse" I simply mean the law firm would be representing the other party -- the land transaction at issue is not a contentious type of situation. Ahlers is asking the school district to grant a similar waiver.

Granting the waiver is essentially the City saying, "It's okay with us if you represent the school district in this matter, even though the City is also your client."

The recommendation of the Legal Department is that the Council approve Ahlers' request for the waiver.



Ahlers & Cooney, P.C. Attorneys at Law

100 Court Avenue, Suite 600 Des Moines, Iowa 50309-2231 Phone: 515-243-7611 Fax: 515-243-2149 www.ahlerslaw.com

Aaron J. Hilligas 515.246.0327 ahilligas@ahlerslaw.com

January 4, 2019

Amy L. Colwell, Deputy City Clerk City of Ames, IA 515 Clark Avenue Ames, Iowa 50010

Dear Ms. Colwell:

Our firm concurrently represents the City of Ames ("City") and the Ames Community School District ("District"). Recently, we were asked to represent the District with regard to the Edwards Elementary land transaction with the City.

We do not believe such representation presents a direct conflict of interest, but it is our duty to inform you of the nature of the concurrent representation. For the District we provide legal services regarding employment, construction, education, labor relations, litigation, real estate, and finance. Our firm is currently representing the City in labor matters, but we have represented the City in certain other matters in the past. This firm is not representing the City related to the land transaction, described above.

While this transaction does not fall within the scope of our representation of the City, such representation could be perceived as a concurrent conflict of interest under the ethical standards governing the practice of law in Iowa. We do not believe this is an actual conflict of interest, but from a legal perspective, a concurrent conflict of interest exists under Iowa rules if (1) the representation of one client will be directly adverse to another client; or (2) there is a significant risk that the representation of one or more clients will be materially limited by the lawyer's responsibilities to another client, a former client, or a third person or by a personal interest of the lawyer. We know that the second condition stated above does not apply to this situation, as noted above, but our firm's representation of the District related to the real estate transaction will technically be directly adverse to the City because they are concurrent representations.

The state's ethical rules allow a law firm to concurrently represent two adverse parties if (1) the lawyer reasonably believes that the lawyer will be able to provide competent and diligent representation to each affected client; (2) the representation is not prohibited by law; (3) the representation does not involve the assertion of a claim by one client against another

represented by the lawyer in the same litigation or other proceeding before a tribunal; and (4) each affected client gives informed consent, confirmed in writing. We believe confidently that our attorneys will be able to provide competent and diligent representation to each of their affected clients as the matters being addressed are totally unrelated, the representation is not prohibited by law, and there will not be an assertion of a claim as described. The purpose of this letter is to seek the written consent of the City in order to proceed. We are requesting the same from the District.

Please feel free to contact me with any questions or concerns. If you consent to the concurrent representation, please so indicate below and return a copy of this fully executed letter to my attention. Thank you.

Very truly yours,

AHLERA & COONEY, P.C.

Aaron J. Hilligas

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January	4,	2019
Page 3		

The City Council of the City of Ames hereby waives and consents to any actual, potential, or perceived conflict of interest associated with Ahlers & Cooney, P.C.'s representation of the City of Ames and the Ames Community School District with respect to the above referenced transactions.
Dated this day of, 2019.
CITY OF AMES:
By:

By: \_\_\_\_\_City Clerk

ITEM# 15 DATE:

01-22-19

#### **COUNCIL ACTION FORM**

SUBJECT: APPROVAL OF A \$50,000 FORGIVABLE LOAN TO SMART AG AS LOCAL MATCH TO IOWA ECONOMIC DEVELOPMENT AUTHORITY (IEDA) FINANCIAL ASSISTANCE AGREEMENT

#### **BACKGROUND:**

At the August 14, 2018 meeting, Council approved the endorsement of an IEDA application for economic development assistance for Ames based Smart Ag. assistance package included a \$50,000 forgivable loan as the local match.

SmartAg, LLC is a startup agriculture automation company that has developed a driverless tractor system that it will be bringing to the market in the near future. The company is in the process of expanding and moving from the ISU Research Park to a building in the South Bell TIF District. The new space will accommodate employment growth to expand its product line and to build, distribute and support products. SmartAg was founded in 2015 and currently has nine full-time and four part-time employees. The company is well funded; after successful trials of its product, \$5 million in capital financing was raised and will be providing the majority of the funding of the proposed expansion.

#### THE PROJECT:

The company has received approval from the IEDA for economic development assistance for a project that includes the build out and leasing of 10,000 square feet in a spec building located in the South Bell TIF district. The project also includes employment growth to 40 full-time positions with 33 of the jobs above 120% of the IEDA Story County labor-shed rate of \$26.11 per hour and 7 jobs just below. Funding for the expansion project is as follows:

\$2.140.000 SmartAg State Assistance 330,000 Local Match 50,000 Total \$2.520.000

The State assistance will be in the form of investment tax credit, research and development tax credit, a forgivable loan, and a no interest loan. Funding for the local match will be half from the City of Ames and half from the Ames Economic Development Commission. Terms of loan forgiveness are included in the attached loan agreement and require that the company expand as proposed and meet the employment target. The next step in the process is to approve the local match agreement.

#### **ALTERNATIVES:**

- 1. Adopt a resolution approving the attached economic development assistance agreement with SmartAg including a \$50,000 forgivable loan as the local match to an IEDA financial assistance agreement.
- 2. Do not adopt a resolution of approving the SmartAg economic development assistance agreement.

#### MANAGER'S RECOMMENDED ACTION:

SmartAg is an Ames-based startup company that has developed a product and is preparing to take to market. The company has chosen Ames as the location to make an investment of capital to expand high paying jobs. In keeping with the Council's goal to promote economic development, this project will expand the number of quality jobs within our city.

Therefore, it is the recommendation of the City Manager that the City Council support Alternative #1, adopting a resolution approving an economic development assistance agreement with SmartAg including a \$50,000 forgivable loan as the local match to an IEDA financial assistance agreement.

#### ECONOMIC DEVELOPMENT COMMUNITY INVESTMENT FUND PROGRAM FORGIVABLE LOAN AGREEMENT (Smart Ag, Inc.)

#### ARTICLE 1.0 - GENERAL

- 1.1 <u>Identification of Parties.</u> This Agreement is entered into by and between the City of Ames, Iowa and the Ames Chamber of Commerce, jointly as Lenders (hereafter referred to as the "Lenders") and Smart Ag, Inc. (hereinafter referred to as the "Borrower").
- 1.2 <u>Statement of Purpose.</u> **WHEREAS**, as part of its policy to foster economic development, the Lenders have adopted a program of financial assistance to selected business enterprises by means of loans made in accordance with an adopted loan policy known as THE COMMUNITY INVESTMENT FUND; and,

**WHEREAS**, the Lenders have agreed to loan up to the amount of fifty thousand dollars (\$50,000.00) to the Borrower to assist in a certain project; and,

WHEREAS, the Borrower has made application to the Lenders for this loan; and

WHEREAS, the Borrower has qualified and been approved for such a loan and has agreed to the conditions of the receipt of such a loan;

**NOW, THEREFORE**, the parties hereto, in consideration of the premises, do agree as follows:

- 1.3 The Forgivable Loan. The Lenders agree, upon the terms and conditions hereinafter set forth, to make a forgivable loan of money to the Borrower in a total amount not to exceed \$50,000.00 in order to assist in the financing of the project described in Article 2.2 of this Agreement. The obligation of the Borrower to repay the loan shall be evidenced by a Promissory Note of the Borrower to the Lenders in the amount of \$50,000.00, setting forth an obligation to repay the said amount in one lump sum, plus interest, if the loan is not forgiven as herein provided. In the event the Borrower fails to receive and/or spend the full face amount of any loan as set out herein and in said Promissory Note, then the amount of the loan shall be reduced accordingly.
- 1.4 <u>Reports.</u> The Borrower shall submit to the Lenders copies of the reports submitted to the Iowa Economic Development Authority pursuant to Section 7.5 of the Economic Development Financial Assistance Contract, Contract No. 19-DF/TC-004.
- 1.5 <u>Assurances.</u> The representations appearing in the Borrower's application to the Lender for the loan are incorporated herein and made a part of this agreement.

#### **ARTICLE 2.0 - BORROWER'S PROJECT**

- 2.1 <u>Statement of Work and Services.</u> The Borrower shall perform in a satisfactory and proper manner, as determined by the Lenders, the activities described in the approved application, Attachment "B" to this Agreement. This Attachment is hereby made a part of this Agreement by reference. In addition, Borrower's activities shall conform to the approved Project Budget found in Attachment "B" to this Agreement, and the approved Project Schedule in Attachment "B" to this Agreement.
- 2.2 <u>Project Description.</u> As more specifically described in Borrower's approved application to the Lenders, the Project shall be the expansion operations within the corporate

limits of the City of Ames including advanced soil testing and related operations and administration.

Create or retain a total of forty (40) full-time positions located in Ames, Iowa in the course of the funded project.

- 2.3 <u>Conveyance or Disposition of Project</u>. The Borrower shall not sell, transfer, convey, lease or otherwise dispose of the Project or of any part thereof, without the consent of the Lenders until the date on which this loan has been fully repaid.
- 2.4 <u>Cost Sufficiency</u>. The Lenders do not make any warranty, either expressed or implied, that the proceeds of the loan available for payment of the costs of the Project will be sufficient to pay all the costs which will be incurred in that connection. The Lenders are under no obligation to advance funds in addition to those specified in this Agreement.

#### ARTICLE 3.0 - BORROWER'S CONTRIBUTION TO THE PROJECT

- 3.1 Source(s) of Other Contributions (as stated in Borrower's Loan Application).
- 3.2 The obligation of the Borrower to pay the principal and interest on this loan and to perform its other obligations as described within this loan agreement will be secured by a security interest in and to certain property now owned or hereafter acquired by Borrower, together with the proceeds, products, increase, issue, accessions, attachments, accessories, parts, additions, repairs, replacements and substitutes of, to any or all of the foregoing.

#### ARTICLE 4.0 - TERMS OF THE LOAN

- 4.1 <u>Maximum Amount of Loan</u>. It is expressly understood and agreed that the maximum amount to be loaned to the Borrower by the Lenders shall be \$50,000.00.
- 4.2 <u>Loan Rate</u>. The Lenders and Borrower agree that all funds loaned to Borrower shall be at an interest rate of 10.00%, with a principal and interest payment due per the terms of this agreement. No amount will be due if the Borrower meets all the terms of the forgivable loan.
- 4.3 <u>Loan Term.</u> The Lenders and Borrower agree that the term of the loan shall be five years from the 7th day of January, 2019.
- 4.4 <u>Loan Repayment</u>. At the end of five years from the initial disbursement of loan proceeds, the borrower shall provide documentation of job retention and creation in the City of Ames related to the project described in Section 2.2 above. If the Borrower has created/retained a total of forty (40), full-time jobs, no amount will be due. If the Borrower has not created/retained a total of twenty-five (40) full-time jobs, the Borrower shall pay the Lenders \$1,593.53 in principal and interest for each full-time position below the target of forty (40). Total repayment of principal and interest paid by the Borrower shall not exceed \$63,741.20.

#### ARTICLE 5.0 - CONDITIONS OF PAYMENT OF LOAN FUNDS TO BORROWER

5.1 Requisition for Payment.

a. Payments to the Borrower. All payments to the Borrower shall be subject to the receipt by the Lenders of a requisition for payment. The requisition shall be made according to the format specified by the Lenders. Loan proceeds shall be disbursed to the

Borrower when certain Project components are completed by the Borrower.

The Lenders will fund the \$50,000.00 loan when the Borrower provides documentation for the following:

A lease agreement for expansion of operations within the corporate limits of the City of Ames; executed financial assistance contract between the Borrower and Iowa Department of Economic Development.

- b. <u>Supporting Evidence to Accompany Requisition</u>. The Borrower shall submit to the Lenders such supporting evidence as may be reasonably required by the Lenders to substantiate all payments which are requested and to substantiate all payments then made with respect to the project. In addition, the Lenders may require the Borrower to secure and provide evidence to the Lenders of lien waivers from any contractor or subcontractor for all work done and for all materials furnished by them for the project.
- 5.2 <u>Time of Requisitions.</u> Borrower shall requisition loan funds per the provisions of paragraph 5.1.
- 5.3 <u>Use of Loan Proceeds.</u> Borrower understands and agrees that loan proceeds shall not be spent on any other purpose(s) or project(s) than those described in Article 2.2.
- 5.4 <u>Suspension of Payments.</u> The Lenders shall have the right to suspend, withhold, or delay loan payments to the Borrower if it is determined that the Borrower's project has been changed, interrupted, or significantly delayed or if the Borrower is found to be not in compliance with any provision of this Agreement.
- 5.5 <u>Promissory Note Required.</u> The Lenders shall not provide loan funds to the Borrower prior to the completion and execution of the promissory note, Attachment "A" to this Agreement.

#### ARTICLE 6.0 - LOAN REPAYMENT

- 6.1 <u>Repayment Schedule.</u> Repayment of the loan shall be made by the Borrower to the Lenders as specified in the terms of this agreement.
- 6.2 <u>Default.</u> If any of the following events ("Event of Default") shall occur and be continuing, the Lenders may declare the Borrower to be in default:
- a. Any representation or warranty made by the Borrower under or in connection with this Agreement shall prove to have been incorrect in any material respect when made; or
- b. The Borrower shall fail to perform or observe any other term or condition contained in this Agreement and any such failure shall remain unremedied for thirty (30) days after written notice thereof shall have been given to the Borrower by the Lenders; or
- c. Execution shall have been levied against the project or any lien creditors sued to enforce a judgment against the project, or such other proceeding shall have been brought and shall continue unstayed and in effect for a period of more than thirty (30) consecutive calendar days; or
- d. The Borrower not shall sell, transfer, lease or convey the project, or any part thereof, except as herein provided, without the prior written consent of the Lenders.
- e. If Borrower's Project related business leaves Ames, Iowa before five years from the date of this agreement, then liquidated damages in the amount of \$50,000.00 are due and payable to the Lenders along with the balance of principal and interest due on the loan. Said damages pertain to lost economic development.

- 6.3 <u>Actions Upon a Declaration of Default.</u> Upon declaration of default by the Lenders, the Lenders may:
- a. By notice to the Borrower, declare the loan payable under the Promissory Note and this Agreement to be forthwith due and payable, without presentment, demand, protest, or further notice of any kind, all of which are hereby expressly waived by the Borrower.
- b. Take whatever action at law or in equity may appear necessary or desirable to collect the payments and other amounts including principal, interest and liquidated damages then due and thereafter to become due or to enforce performance and observance of any obligation, agreement or covenant of the Borrower under this Agreement. No remedy herein conferred upon or reserved to the Lenders is intended to be exclusive of any other remedy or remedies, and each and every such remedy shall be cumulative, and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute.
- 6.4 <u>Form of Payments</u>. All payments of principal, interest, or penalty, hereunder, or under the promissory note, shall be checks made payable to the City of Ames.

### **ARTICLE 7.0 - ADMINISTRATIVE REQUIREMENTS**

- 7.1 Accounts and Records. The Borrower shall maintain books, records, documents and other evidence pertaining to all costs and expenses incurred and revenues acquired under this Agreement to the extent and in such detail as will properly reflect all costs, direct and indirect, of labor, materials, equipment, supplies, services, and other costs and expenses of whatever nature, for which payment is made with the Loan Proceeds.
- 7.2 <u>Inspection of Records</u>. Upon prior notice to the Borrower and in no event more than once per month, the Borrower shall make available to the Lenders, for their examination during normal business hours, all of its records, invoices, payrolls, personnel records, conditions of employment, and all other matters covered by this Agreement.
- 7.3 <u>Monitoring by Lenders</u>. The Lenders shall have the right to make scheduled visits to the Borrower in order to monitor project performance and compliance with this Agreement.
- 7.4 <u>Audit Requirements</u>. The Borrower shall permit an audit of the Project to be conducted by a certified public accountant, to include all income and expenditures of Loan Proceeds (an "Audit"), if and when called for by the Lenders. The cost of an Audit shall be paid for by the Lenders.

### **ARTICLE 8.0 - OTHER CONDITIONS**

- 8.1 This agreement is, and the Promissory Note, other documents and agreements required by the Agreement when delivered hereunder or pursuant thereto shall be, legal, valid and binding obligations of the Borrower enforceable against the Borrower in accordance with their respective terms.
- 8.2 Neither the execution, delivery or performance of this Loan Agreement or the Promissory Note, the consummation of the transactions contemplated hereby, nor the fulfillment of or compliance with the terms and conditions of this Loan Agreement conflicts with or results in a breach of any of the terms, conditions or provisions of any restriction in any organizational document or any agreement or instrument to which the Borrower is now a party or by which the Borrower is bound, or constitutes a default under any of the foregoing, or results in the creation

or imposition of any lien, charge or encumbrance whatsoever upon any of the property or assets of the Borrower under the terms of any instrument or agreement, other than as provided in this Loan Agreement.

- 8.3 There is no litigation or proceeding pending, or to the knowledge of the Borrower threatened, against the Borrower affecting in any manner whatsoever the right of the Borrower to execute this Agreement or the other agreements required to be executed by the Borrower under the Agreement or the ability of the Borrower to pay the payments required hereunder or to otherwise comply with the Borrower's obligations contained herein or therein.
- 8.4 The Borrower will comply in all material respects with all applicable laws, rules, ordinances, regulations and orders, such compliance to include, without limitation, paying before the same become delinquent all taxes, assessments and governmental charges imposed upon the Borrower's property except to the extent contested in good faith.
- 8.5 The Borrower agrees that the Lenders shall have no responsibility nor incur any expense for maintenance or preservation of the Project or for the payment of any taxes, assessments or other governmental charges assessed or levied with respect to the Project.

#### **ARTICLE 9 - MISCELLANEOUS**

#### 9.1 Agreement Coverage.

- a. This instrument, and any referenced attachments hereto or documents referred to herein, contains the entire agreement between the parties and any statements, inducements or promises not contained herein shall not be binding upon said parties. This Agreement shall be binding upon the successors in interest of the respective parties.
- b. If any of the provisions herein shall be in conflict with the laws of the State of Iowa, or shall be declared to be invalid by any court of record of this state, such invalidity shall be construed to affect only such portions as are declared invalid or in conflict with the law and such remaining portion or portions of the agreement shall remain in effect and shall be construed as if such invalid or conflicting portion of such agreement were not contained herein.
- 9.2 <u>Term of the Agreement.</u> This Agreement shall be in full force and effect from the effective date hereof and shall continue in effect so long as the loan is outstanding and unpaid or unforgiven.
- 9.3 <u>Maintenance of the Project and Insurance.</u> The Borrower covenants that, so long as the loan is outstanding and unpaid, the Borrower shall keep, or cause to be kept, the Project in as good repair and condition, as same may be, or may be hereafter placed upon completion, ordinary wear and tear only excepted; and shall not suffer or commit waste or damage upon the Project. In addition, the Borrower may be required to keep in force insurance, premiums therefore to be prepaid without notice or demand, against loss by fire, tornado, and other hazards, casualties, and contingencies as the Lenders may require on the Project, in an amount not less than the full insurable value of the Project, or not less than the unpaid balance of principal on the loan with such insurance payable to the Borrower and the Lenders as their interests may appear. The Borrower may be required to deposit such policies with proper riders with the Lenders.
- 9.4 Amendment of this Agreement. The Lenders or the Borrower may, during the duration of this Agreement, deem it necessary to make alterations to the provisions of this Agreement. Any changes to this Agreement, which are approved by the Lenders, shall be incorporated into this Agreement. The provisions of the amendment shall be in effect as of the

date of the amendment unless otherwise specified within the amendment. A waiver of any condition of this Agreement must be in writing from the duly authorized official of the Lenders.

9.5 <u>Indemnity</u>, Fees and Expenses.

- a. The Borrower will indemnify and save harmless the Lenders and their officers and employees from and against any and all losses, by it or them while it or they are acting in good faith to carry out the transactions contemplated by this Agreement or to safeguard its or their interests or ascertain, determine or carry out its or their obligations under this Agreement or any law or contract applicable to said transaction.
- b. The Borrower shall, upon demand, pay to the Lenders the amount of any and all reasonable expenses, including the reasonable fees and expenses of its counsel and of any experts and agents, which the Lenders may incur in connection with the exercise or enforcement of any of the rights of the Lenders hereunder, the failure by the Borrower to perform or observe any of the provisions hereof, the collection of payments due under this Agreement, and any other reasonable expenses of the Lenders related to the Project or this financing (including reasonable attorney's fees) which are not otherwise expressly required to be paid by the Borrower under the terms of this Agreement.
- c. The Borrower agrees to pay all appraisal fees, survey fees, recording fees, license and permit fees and insurance premiums related to Borrower's Project.
- d. It is the intention of the parties that the Lenders shall not incur pecuniary liability by reason of the terms of this Agreement and the Borrower shall indemnify and hold harmless the Lenders (including any person at any time serving as an officer or employee of the Lenders) against all claims by or on behalf of any person, firm or corporation, arising out of the same, and all costs and expenses incurred in connection with any such claim or in connection with any action or proceeding brought thereon.

The obligation of the parties under this Section shall survive the termination of this Agreement.

- 9.6 <u>Binding Effect: Governing Law.</u> This Agreement shall be binding upon and inure to the benefit of the Borrower and the Lenders and their respective successors and assigns, except that the Borrower shall not have the right to assign its rights hereunder or any interest herein without the prior written consent of the Lenders. This Agreement shall also inure to the benefit of the Lenders. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Iowa.
- 9.7 Obligations of the Borrower Hereunder Unconditional. The obligations of the Borrower to make the payments required to perform and observe the other agreements contained herein shall be absolute and unconditional and shall not be subject to any defense or any right of set-off, counterclaim or recoupment arising out of any breach by the Lenders of any obligation to the Borrower, whether hereunder or otherwise, or out of any indebtedness or liability at any time owing to the Borrower by the Lenders and until such time as the principal shall have been fully paid or provision for the payment thereof shall have been made in accordance with the Agreement, the Borrower (i) shall not suspend or discontinue any payments agreed to, (ii) shall perform and observe all other agreements contained in this Agreement, and (iii) shall not terminate this Agreement for any cause, it being the intention of the parties that the payments required hereunder will be paid in full when due without any delay or diminution whatsoever.
- 9.8 <u>Waivers</u>. No waiver by the Lenders of any default hereunder shall operate as a waiver of any other default or of the same default on a future occasion. No delay on the part of the Lenders in exercising any right or remedy hereunder shall operate as a waiver thereof. No

single or partial exercise of any right or remedy by the Lenders shall preclude future exercise thereof or the exercise of any other right or remedy.

- 9.9 Additional Provisions. The following items or requirements are also agreed to:
- a. The Borrower represents that it will take all actions necessary, on a best effort basis, to secure the accomplishment of the following benefits to the Lenders:

To create and retain forty (40) permanent full-time jobs, in accordance with 2.2 above, before the end of the loan term, in the City of Ames, Iowa, in addition to the current employee total.

- b. <u>Agreement with Business.</u> Loan proceeds shall not be advanced nor shall loan proceeds be used to reimburse project expenses prior to approval of a loan agreement between the Lenders and Borrower.
  - 9.10 Suspension and Termination of This Agreement
- a. <u>Suspension</u>. If the Borrower fails to comply with the conditions of this Agreement, the Lenders may, after notice to the Borrower, suspend the Agreement and withhold further payments or prohibit the Borrower from incurring additional obligations of funds, pending corrective action by the Borrower or a decision to terminate. The Lenders may determine to allow such necessary and proper costs which the Borrower could not reasonably avoid during the period of suspension.
- b. Termination for Cause. The Lenders may terminate this Agreement in whole, or in part, at any time before the date of completion, whenever it is determined that the Borrower has failed to comply with the conditions of the Agreement after notice and reasonable opportunity to cure. The Lenders shall promptly notify the Borrower in writing of the determination and the reasons for the termination, together with the effective date. Payments made to Borrower or recoveries by the Lenders under Agreements terminated for cause shall be in accord with the legal rights and liabilities of the parties. Payments and recoveries may include, but are not limited to the following: Payments may be allowed for costs determined to be in compliance with this Agreement up to the date of termination, based on audits approved by Lenders. The Borrower shall return to the Lenders all unspent funds within one week of notice of termination. Further, any costs previously paid by the Lenders which are subsequently determined to be unallowable through audit shall be returned to the Lenders within thirty (30) days of such determination.
- 9.11 <u>Litigation</u>. The Borrower agrees to pay the costs of any litigation arising from the failure of the Borrower to comply with this Agreement or resulting from the negligence or incompetence of the Borrower. Furthermore, the Borrower shall indemnify and save harmless the Lenders from suits, actions or claims of any character brought for or on account of any injuries or damages received by any person or property resulting from operations of the Borrower or any persons working under him, carrying out the terms of this Agreement.

**IN WITNESS THEREOF**, the parties hereto have executed this Agreement on the day and year last specified below:

By:			

CITY OF AMES, IOWA

Date: _		_
Attest: _	Di Di di di di l	
	Diane R. Voss, City Clerk	

SMART AG, INC.

By: Colin Hurd, CEO

Date: 01/07/2019

Attest: Ty Salyars, Office Manager

### ECONOMIC DEVELOPMENT COMMUNITY INVESTMENT FUND

#### **PROMISSORY NOTE**

FOR VALUE RECEIVED, Smart Ag, Inc. (the "MAKER"), promises to pay to the order of the City of Ames, Story County, Iowa, and the Ames Chamber of Commerce d/b/a Ames Economic Development Commission, jointly (the "LENDER"), at such place as may be designated from time to time by the holder of this Promissory Note, the principal sum of FIFTY THOUSAND DOLLARS (\$50,000 USD) (the "Loan Proceeds") to be paid or forgiven, in full or in part, pursuant to the terms of the Economic Development Community Investment Fund Program Forgivable Loan Agreement, dated January 7, 2019, by and between the City of Ames, Iowa, the Ames Chamber of Commerce and SmartAg, Inc. (the "Loan Agreement").

In the event the MAKER fails to requisition and spend the full face amount of the loan as set out above and as set out in the Loan Agreement, then the amount of loan shall be reduced accordingly.

If default is made in the payment of this Promissory Note pursuant to the Loan Agreement, or if LENDER believes itself insecure, the entire principal amount of this Promissory Note shall at once become due and payable without notice at the option of the LENDER, and thereupon the MAKER agrees to pay all reasonable costs of collection, including attorney fees. Failure to exercise this option shall not constitute a waiver of the right to declare the entire principal amount of this Promissory Note due and payable at once at any subsequent time.

MAKER represents and warrants that the extension of credit evidenced by this Promissory Note is for the purposes described in the Loan Agreement.

MAKER acknowledges that this Promissory Note is the "Promissory Note" referred to in the Loan Agreement. The Loan Agreement, among other things, contains provisions for acceleration of the maturity hereof upon the happening of certain stated events and also for prepayments on account of principal hereof prior to the maturity hereof upon the terms and conditions therein specified.

Smart Ag, Inc.

By: The last

ITEM # 16

DATE: 01-22-19

#### **COUNCIL ACTION FORM**

### SUBJECT: FLEET REPLACEMENT PROGRAM – PURCHASE OF RUBBER-TIRED WHEEL LOADER WITH BUCKETS

#### **BACKGROUND:**

There are four rubber-tired wheel loaders in the City's fleet. The loader used by Public Works Street Maintenance division is scheduled for replacement in July 2019. Bids for a new loader with two buckets, one standard and one for salt, were solicited with a request for a guaranteed buy back offer, or guaranteed trade-in offer. The bidders offering a buyback require the City to purchase an extended powertrain and hydraulic warranty as a condition of the buyback.

Bids for this machine were received as follows:

Bidder	Machine	Base Bid (Includes warranty and 2 buckets)	Buy Back or Trade Estimate After 5 Years	Fuel Cost	Net Evaluated Cost
Rueter's	Hyundai HL940XT	\$152,663.58	\$ (57,000) Trade	\$ 42,000	\$ 137,663.58
Murphy	John Deere 544L	\$165,323	\$ (90,000) Buyback	\$ 50,400	\$ 125,723
Titan	Case 621G	\$162,635	\$ (62,400) Trade	\$ 43,470	\$ 143,705
Titan	Case 621G	\$165,005	\$ (60,400) Trade	\$ 39,060	\$ 143,665
Ziegler	CAT 930M	\$180,245	\$ (70,000) Buyback	\$ 39,900	\$ 150,145

The bid for the wheel loader was evaluated on a net evaluated cost basis. This included the base bid, price of two buckets, warranty, buy back or estimated trade value and estimated fuel cost over the life of the unit. Based on this evaluation Murphy Tractor and Equipment was the low net evaluated cost when using the identified factors.

#### Available funding for this acquisition is as follows:

Accumulated fleet replacement funds available July 1, 2019	\$ 46,084
Operating department funding support in 19/20 budget	10,000
Funds from buy back guarantee for existing unit	115,000
Total	\$171 084

#### **ALTERNATIVES:**

- 1. Award this contract, as the net evaluated low bid, to Murphy Tractor and Equipment, Altoona, IA, for one John Deere 544L wheel loader with buckets for \$165,323, and approve the City's option to exercise the buy back guarantee for the loader of \$90,000 after five years.
- 2. Direct staff to analyze bids for other options.
- 3. Award this contract to one of the other bidders.
- 4. Reject bids.

#### MANAGER'S RECOMMENDED ACTION:

The purchase of this piece of equipment is crucial to the operations of the Street Maintenance division of the Public Works Department, and the unit provides the best net evaluated cost for the department.

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

ITEM # \_\_\_<u>17</u>\_\_ DATE: 01-22-19

#### **COUNCIL ACTION FORM**

SUBJECT: BOILER MAINTENANCE SERVICES CONTRACT FOR POWER PLANT- CHANGE ORDER NO. 2

#### **BACKGROUND:**

This contract consists of a variety of boiler and pressure vessel maintenance, including structural steel and pressure vessel repair. This consists of emergency service, as well as regularly planned repairs and services during scheduled outages.

On June 26, 2018, Council approved the contract renewal with TEI Construction Services, Inc., Duncan, SC, for the Boiler Maintenance Services Contract for Power Plant for the one-year period from July 1, 2018, through June 30, 2019 in the amount not to exceed \$200,000.

The action being requested is to approve Change Order No. 2 to the Boiler Maintenance Services Contract. This change order will add an additional \$235,000 to the current contract for FY2018/19. This will bring the total contract amount to \$885,000.

This Change Order is needed to increase the amount of funds in the current fiscal year contract. The amount of boiler tube repair required to date is much more than what was expected and the funds have been exhausted. The additional funds will allow for repairing tubes inside of Unit 8 boiler that have shown significant wear and severely threaten the reliability of the unit. The funds will also be used for any boiler tube emergency work needed before the end of the current fiscal year. The Council should understand the additional funds authorized in this change order will not be spent unless needed.

#### **CHANGE ORDER HISTORY:**

One change order was previously issued for this contract. Change Order No. 1 for \$450,000 was to increase the amount of funds in the current fiscal year contract and allow for repairing known thin tubes.

It is important to note that the work being done with this Change Order does not eliminate the need to do the Unit #8 Boiler Tube Replacement project covered in the CIP. This Change Order only allows staff to extend the reliability of Unit #8 until the tube replacement work is finished to Unit #7. The CIP serves as the long-term solution to burn RDF with specialized tubes that have very long lead-time.

The funding for this Change Order No. 2 will come from multiple accounts/projects in the Power Plant Maintenance budget. The following projects will be delayed until next fiscal year in order to pay for this higher priority change order:

- Replace Unit 7 grate parts
- Replace Unit 7 condensate and cooling water piping
- Perform cleaning on Unit 7 condenser and hydrogen and oil coolers
- Perform cleaning on Unit 7 Generating bank

Invoices will be based on contract rates for time and materials for services that are actually received.

#### **ALTERNATIVES:**

- 1. Approve contract Change Order No. 2 with TEI Construction Services, Inc., Duncan, SC for the Boiler Maintenance Services Contract for Power Plant in the not-to-exceed amount of \$235,000. This will bring the total FY2018/19 contract value to a not-to-exceed amount of \$885,000.
- 2. Do not approve the change order.

#### **MANAGER'S RECOMMENDED ACTION:**

This change order is necessary to complete needed repairs to Unit #8 to keep the operating boiler more reliable. Funds will be expended only as work is required and in accordance with approved invoices.

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

18 18 **DATE:** 01-22-19

# **COUNCIL ACTION FORM**

<u>SUBJECT</u>: FY 2017/18 TRAFFIC SIGNAL PROGRAM – E. LINCOLN WAY & DAYTON AVE

# **BACKGROUND**:

The Traffic Signal Program is the annual program that provides for replacing older traffic signals and constructing new traffic signals in the City, which will result in improved visibility, reliability, and appearance of signals. This program provides upgrading of the traffic signal system technology. In recent years, traffic signal replacements have included radar detection systems instead of in-pavement loop detection systems that had previously been used (frequently a point of vehicle detection failure). Another advantage of the radar detection system is that it detects bicycles in addition to vehicles. **This project installed a new signal and new pedestrian ramps at E. Lincoln Way and Dayton Avenue.** 

On February 27, 2018, City Council awarded the project to lowa Signal Inc. of Grimes, lowa in the amount of \$309,416.64. The balancing change order was the only change order throughout construction. The final quantities in the balancing change order increased the project total by \$3,321.88, bringing the final construction cost to \$312,738.52.

Revenues and expenses for this program are shown below:

Revenues		Expenses	
Road Use Ta	x \$375,000	Design/Administration	\$60,000.00
Total	\$375,000	Construction	\$312,738.52
		Total	\$372,738.52

### **ALTERNATIVES:**

- 1. Accept the 2017/18 Traffic Signal Program (E. Lincoln Way & Dayton Ave) project as completed by Iowa Signal Inc. of Grimes, IA in the amount of \$312,738.52.
- 2. Direct staff to pursue modification to the project.

# MANAGER'S RECOMMENDED ACTION:

The project has now been 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.

ITEM # <u>19</u> DATE: 01-22-19

# **COUNCIL ACTION FORM**

<u>SUBJECT</u>: PLAT OF SURVEY (BOUNDARY LINE ADJUSTMENT) FOR 1608 CRESTWOOD CIRCLE & 609 CARR DRIVE

# **BACKGROUND:**

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

This Plat of Survey is a boundary line adjustment between two lots addressed as 1608 Crestwood Circle & 609 Carr Drive that are Lots 12 & 13 in the First Subdivision of Gunderland Heights Addition (See Attachment B – Existing Conditions). The new parcels will be identified as Parcel 'A' & 'B'. (See Attachment C – Proposed Plat of Survey.)

The proposed Parcel 'A' will include 11,166.51 square feet or .26 acres of lot area. The proposed Parcel 'B' will include 9037.76 square feet or .21 acres of lot area. The proposed change addresses issues with the location of a driveway on Lot 13.

Each parcel has an existing single-family home located on it. Both parcels are zoned Residential Low Density (RL). Approval of a Plat of Survey requires conformance to all standards of the Zoning Ordinance and the Subdivision Code.

The site was reviewed to ensure that proposed lot dimensions complied with requirements found in the zone development standards of the Residential Low Density (RL). Although no sidewalk exists along the Carr frontage, the boundary line adjustment procedure does not trigger installation of infrastructure unless it alters a boundary line with partial improvements.

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

# **ALTERNATIVES**:

- 1. The City Council can adopt the resolution approving the Plat of Survey consistent with the standards of Chapter 23 for approval of a boundary line adjustment.
- 2. The City Council can deny the proposed Plat of Survey if the City Council finds that the requirements for plats of survey for design and improvements as described in Section 23.308 have not been satisfied.
- 3. The City Council can refer this back to staff and/or the owner for additional information.

# **CITY MANAGER'S RECOMMENDED ACTION:**

Staff has determined that the proposed Plat of Survey satisfies all Subdivision Code requirements for a boundary line adjustment of existing parcels and has made a preliminary decision of approval. The resulting parcel is designed to be conforming to underlying design standards and building setbacks of Residential Low Density (RL) zoning. The boundary line adjustment does not trigger infrastructure requirements unless there is a gap in completion of existing infrastructure.

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

# ADDENDUM PLAT OF SURVEY FOR 1608 CRESTWOOD CIRCLE & 609 CARR DRIVE

or a proposed Plat of Survey has been submitted for:
Conveyance parcel (per Section 23.307)
Boundary line adjustment (per Section 23.309)
Re-plat to correct error (per Section 23.310)
Auditor's plat (per Code of Iowa Section 354.15)

# Parcel 'A':

Owners: Jesse P. & Tara A Berstler

Parcel ID: 05-35-426-160

# New Legal Description:

A part of Lot 12 in the First Subdivision of Gunderland Heights Addition to the City of Ames, Story County, Iowa, being more particularly described as follows: Beginning at the Southwest Corner of said Lot 12; thence following the boundary of said Lot 12 N34°56'57"W, 22.08 feet; thence northwesterly, 92.34 feet along a curve having a radius of 113.20 feet, concave to the east, a central angle of 46°44'13" and being subtended by a chord which bears N14°25'13"W, 89.80 feet; thence N08°52'39"E, 31.01 feet to the Northwest Corner of said Lot 12; thence S80°02'43"E, 79.36 feet to the Northeast Corner thereof; thence S22°29'32"E, 69.21 feet along the east line thereof; thence S70°33'56"W, 0.34 feet; thence S14°51'19"E, 28.47 feet to the southerly line of said Lot 12; thence S69°30'58"W, 86.89 feet to the point of beginning, containing 0.26 acres.

# Parcel 'B':

Owners: Jacob DeVries Parcel ID: 05-35-426-150

## New Legal Description:

Lot 13 and part of Lot 12 in the First Subdivision of Gunderland Heights Addition to the City of Ames, Story County, Iowa, being more particularly described as follows: Beginning at the Southeast Corner of said Lot 13; thence S69°30'58"W, 84.05 feet along the south line of said Lots 13 and 12; thence N14°51'19"W, 28.47 feet; thence N70°33'56"E, 0.34 feet to the west line of said Lot 13; thence N22°29'32"W, 69.21 feet to the Northwest Corner thereof; thence N54°26'29"E, 87.70 feet to the Northeast Corner of said Lot 13; thence S19°50'30"E, 120.31 feet to the point of beginning, containing 0.21 acres.

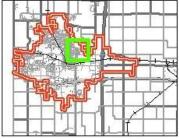
<b>Public</b>	<b>Improvem</b>	ents:
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•	nary decision of the Planning Director finds that approval requires all public nts associated with and required for the proposed Plat of Survey be:
	Installed prior to creation and recordation of the official Plat of Survey and prior to issuance of zoning or building permits.
	Delayed, subject to an improvement guarantee as described in Section 23.409.
	Not Applicable. (no additional improvements required)

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

# **Attachment A- Location Map**

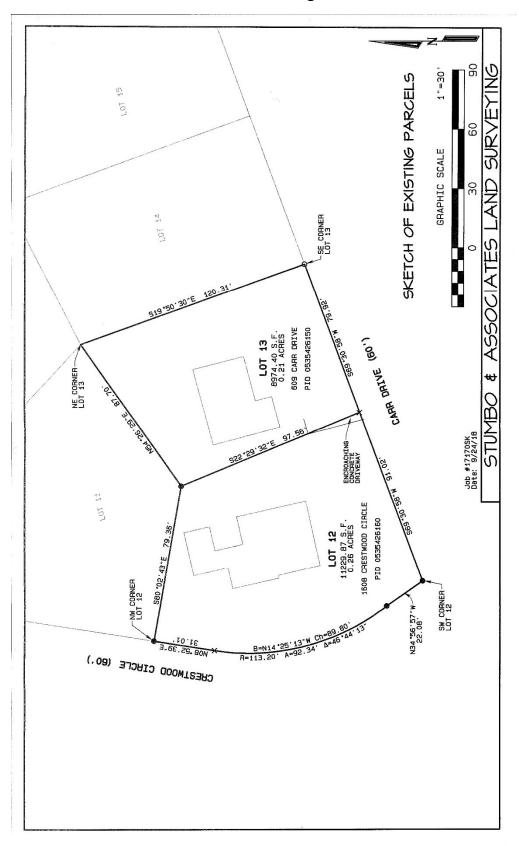




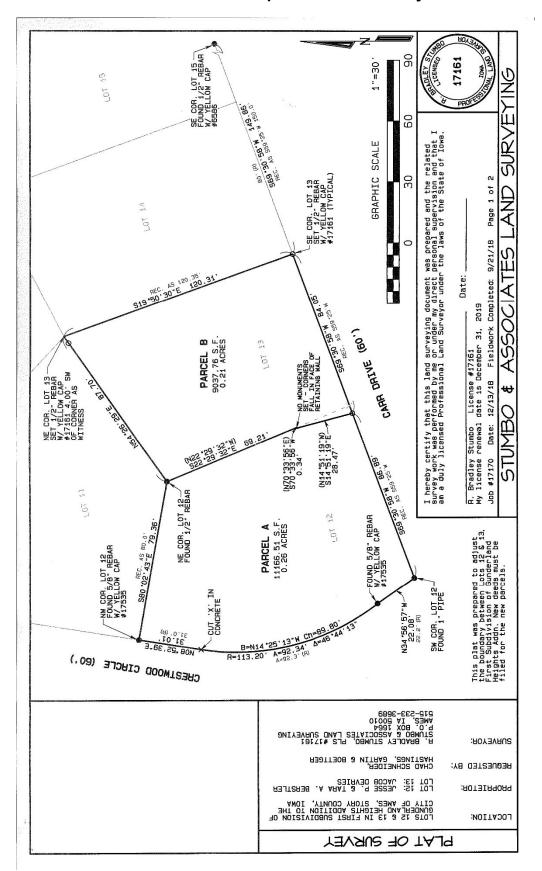
# LOCATION MAP 1608 Crestwood Cir & 609 Carr Dr



# **Attachment B- Existing Conditions**



# **Attachment C- Proposed Plat of Survey**



ITEM # <u>20</u> DATE: 01-22-19

# **COUNCIL ACTION FORM**

<u>SUBJECT</u>: PLAT OF SURVEY (BOUNDARY LINE ADJUSTMENT) FOR 3840, 3855, 4025, 4720 199  $^{\text{TH}}$  STREET, 4513 513 $^{\text{TH}}$  AVENUE, AND UNADDRESSED OUTLOT 'E.'

# **BACKGROUND:**

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

This Plat of Survey is a boundary line adjustment for six parcels located within the Ames Urban Fringe Plan (AUFP) and which are currently addressed as 3840, 3855, 4025, 4720 199th Street, 4513 513<sup>TH</sup> Avenue, and one unaddressed outlot. The area is designated as Rural Transitional Residential within the AUFP, thereby requiring joint review by the City and Story County.

The parcels are currently zoned by Story County as R-1 Transitional Residential District. The new parcels will be described as Parcel 'H', 'J', 'K', 'L', 'M', & 'N'. (See Attachment C – Proposed Plat of Survey.) The project includes the County vacating a portion of 199<sup>th</sup> Street right-of-way on the north side and acquiring additional right-of-way on the south side of 199<sup>th</sup> Street. The resulting parcels are designed to be conforming to minimum lot size (25,000 sq.ft.) of the R-1 Transitional Residential District.

Approval of a Plat of Survey requires conformance to all standards of the Subdivision Code. Boundary line adjustments do not trigger additional infrastructure improvements, unless partial infrastructure improvements exist and are required to be extended across a property. In this instance the abutting infrastructure meets County standards and is not proposed to be improved to City standards with the adjustment. Because no existing City infrastructure exists, no improvements are required in conjunction with the boundary line adjustment. Staff has no concerns about the vacation of right-of-way precluding future road improvements to urban standards.

Because the project is located within the Rural Transitional area, the formal process will start with the Ames City Council action on the request. The partial acquisition and vacation of the 199<sup>th</sup> Street right-of-way will likely be addressed by the Story County Planning and Zoning Commission at their February meeting followed by action by the Story County Board of Supervisors.

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

# **ALTERNATIVES**:

- 1. The City Council can adopt the resolution approving the Plat of Survey consistent with the standards of Chapter 23 for approval of a boundary line adjustment.
- 2. The City Council can deny the proposed Plat of Survey if the City Council finds that the requirements for plats of survey for design and improvements as described in Section 23.308 have not been satisfied.
- 3. The City Council can refer this back to staff and/or the owner for additional information.

# **CITY MANAGER'S RECOMMENDED ACTION:**

Staff has determined that the proposed Plat of Survey satisfies all Subdivision Code requirements for a boundary line adjustment of existing parcels and has made a preliminary decision of approval. The proposed vacation of right-of-way is a Story County process that does not require approval by the City. The resulting parcels of the vacation and boundary line adjustments are designed to be conforming to minimum lot size (25,000 sq.ft.) of the R-1 Transitional Residential District. The boundary line adjustment does not trigger infrastructure requirements unless there is a gap in completion of existing infrastructure. No waiver of City standards accompanies the requested boundary line adjustment and no covenants for rural subdivisions are required with the proposal.

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

# ADDENDUM PLAT OF SURVEY FOR 3855, 4025, 4720 199<sup>TH</sup> STREET & 4513 513th AVENUE

Application	for a proposed Plat of Survey has been submitted for
	Conveyance parcel (per Section 23.307)
$\boxtimes$	Boundary line adjustment (per Section 23.309)
	Re-plat to correct error (per Section 23.310)
	Auditor's plat (per Code of Iowa Section 354.15)
Parcel 'H'- DWNERS: Da	avid Byron & Mary K Cory

NEW LEGAL DESCRIPTION: Parcel C and part of Parcel D, as shown on the Plat of Survey filed in Slide 199, Page 1, in Lots 2 and 3 of Northwood Heights 2nd Addition to Story County, Iowa, all together being more particularly described as follows: Beginning at the Southwest Corner of said Lot 2; thence N18°05'18"E, 217.00 feet to the Northwest Corner thereof; thence N70°46'24"E, 109.89 feet to the easterly line of said Lot 2; thence S21°16'32"E, 135.90 feet; thence S12°41'37"E, 181.99 feet to the Southeast Corner of said Lot 2; thence N86°41'43"W, 57.33 feet to the southerly line of said Parcel C; thence N76°39'56"W, 85.80 feet along said line; thence N72°07'09"W, 125.80 feet to the point of

beginning, containing 1.15 acres, which includes 0.03 acres of existing public right of

way.

# Parcel 'J':

OWNERS: Robert Byron Stern Parcel ID: 0520350080

PARCEL ID: 0520350090

NEW LEGAL DESCRIPTION: Part of Parcel D, as shown on the Plat of Survey filed in Slide 199, Page 1, in Lots 2 and 3 of Northwood Heights 2nd Addition, part of Outlot A in Northwood Heights 3rd Addition and part of Outlots B and E in Northwood Heights 4th Addition, all in Story County, Iowa, and all together being more particularly described as follows: Beginning at the Northwest Corner of said Lot 3; thence S72°07'09"E, 125.80 feet to the northerly line of said Parcel D; thence S76°39'56"E, 85.80 feet along said line; thence S86°41'43"E, 57.33 feet to the Northeast Corner of said Lot 3; thence S05°25'06"E, 239.78 feet along the east line thereof, and said line extended southerly to the centerline of 199th Street as physically located; thence following said centerline S89°00'37"W, 18.80 feet; thence northwesterly, 114.93 feet along a curve concave to the northeast, having a radius of 115.00 feet, a central angle of 57°15'41" and being subtended by a chord which bears N62°21'33"W, 110.21 feet; thence N33°43'43"W, 300.14 feet to the point of beginning, containing 0.93 acres, which includes 0.30 acres of existing public right of way.

# Parcel 'K':

OWNERS: Allen L & Jan M Denner

PARCEL ID: 0520350115

NEW LEGAL DESCRIPTION: Lot 4 in Northwood Heights 2nd Addition and part of Outlot A in Northwood Heights 3rd Addition, all in Story County, Iowa, and all together being more particularly described as follows: Beginning at the Southeast corner of said Lot 4; thence following the centerline of 199th Street as physically located S77°07'44"W, 68.42 feet; thence S89°00'37"W, 61.35 feet to the southerly extension of the west line of said Lot 4; thence N05°25'06"W, 239.78 feet along said line to the Northwest Corner of said Lot 4; thence S89°12'31"E, 154.51 feet to the Northeast Corner thereof; thence S00°59'37"W, 220.31 feet to the point of beginning, containing 0.76 acres, which includes 0.23 acres of existing public right of way.

# Parcel 'L':

OWNERS: Northwood Heights II HOA

PARCEL ID: 0520330000

NEW LEGAL DESCRIPTION: Part of Outlot A in Northwood Heights 3rd Addition to Story County, Iowa, being more particularly described as follows: Beginning at the Northeast Corner of said Outlot A; thence following the boundary thereof S39°40'40"E, 275.81 feet; thence southwesterly, 107.27 feet along a curve having a radius of 50.00 feet, concave to the west, a central angle of 122°55'04" and being subtended by a chord which bears S21°42'12"W, 87.85 feet; thence S83°12'36"W, 381.39 feet to the Southwest Corner thereof; thence N00°35'01"W, 326.90 feet along the west line of said Outlot A to the centerline of 199th Street as physically located; thence following said centerline easterly, 6.84 feet along a curve concave to the north, having a radius of 115.00 feet, a central angle of 3°24'25" and being subtended by a chord which bears S89°17'11"E, 6.84 feet; thence N89°00'37"E, 80.15 feet; thence N77°07'44"E, 68.42 feet to a point on the north line of said Outlot A; thence S87°00'12"E, 84.88 feet to the point of beginning, containing 2.54 acres, which includes 0.83 acres of existing public right of way.

## Parcel 'M':

OWNERS: Northwood Heights II HOA

PARCEL ID: 0520325003

NEW LEGAL DESCRIPTION: Part of Outlot E in Northwood Heights 4th Addition to Story County, Iowa, being more particularly described as follows: Beginning at the Southwest Corner of said Outlot E; thence N00°23'15"W, 244.28 feet along the west line thereof to the centerline of 199th Street as physically located; thence following said centerline S33°43'43"E, 113.32 feet; thence southeasterly, 108.09 feet along a curve concave to the northeast, having a radius of 115.00 feet, a central angle of 53°51'16" and being subtended by a chord which bears S60°39'21"E, 104.16 feet to the east line of said Outlot E; thence S00°35'01"E, 97.45 feet to the Southeast Corner thereof; thence S89°25'20"W, 153.06 feet to the point of beginning, containing 0.52 acres, which contains 0.24 acres of existing public right of way.

Parcel 'N':

OWNERS: Patrick T & Christina A Murphy

PARCEL ID: 0520325002

NEW LEGAL DESCRIPTION: Part of Outlot B in Northwood Heights 4th Addition to Story County, lowa, being more particularly described as follows: Beginning at the Northwest Corner of said Outlot B; thence following the boundary thereof S89°53'05"E, 143.46 feet; thence S00°19'32"W, 242.03 feet; thence S89°52'23"E, 208.03 feet; thence N00°18'54"E, 242.07 feet; thence S89°53'05"E, 82.66 feet to a corner of said Outlot B; thence S33°43'43"E, 186.83 feet along the centerline of 199th Street as physically located to the east line of said Outlot B; thence S00°23'15"E, 162.87 feet to the Southeast Corner thereof; thence N89°53'11"W, 539.53 feet to the Southwest Corner thereof; thence N00°06'12"E, 318.05 feet to the point of beginning, containing 2.59 acres, which includes 0.41 acres of existing public right of way.

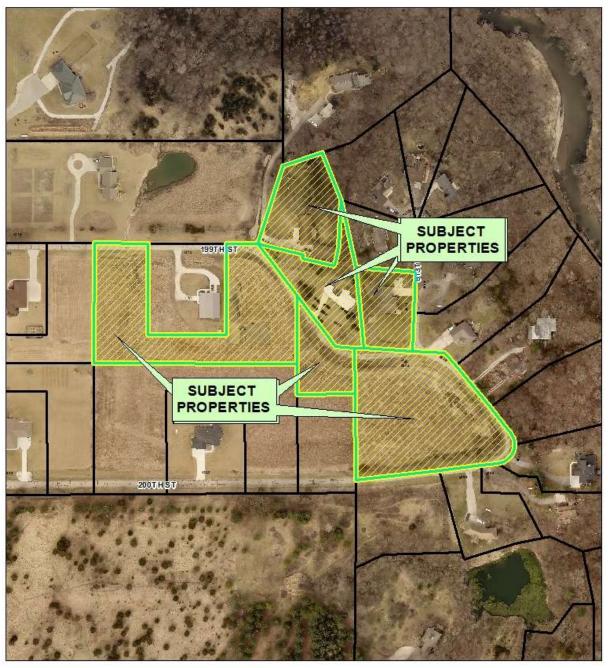
# **Public Improvements:**

The preliminary decision of the Planning Director finds that approval requires all public improvements associated with and required for the proposed Plat of Survey be:

	Installed prior to creation and recordation of the official Plat of Survey and
	prior to issuance of zoning or building permits.
	Delayed, subject to an improvement guarantee as described in Section
	23.409.
$\boxtimes$	Not Applicable. (no additional improvements required)

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

# **Attachment A- Location Map**





LOCATION MAP 3840, 3855, 4025, 4720 199th St, unaddressed Outlot E, & 4513 513th Av



# **Attachment B- Existing Conditions**

#### Parcel H Parcel J





# Parcel K



# Parcel L



 Parcel ID
 0520330000
 Alternate ID
 0520330000

 Set/Twp/Rng
 20.94-24
 Class
 R - Residential

 Property Address
 3940 1997H ST
 Acreage
 1.77

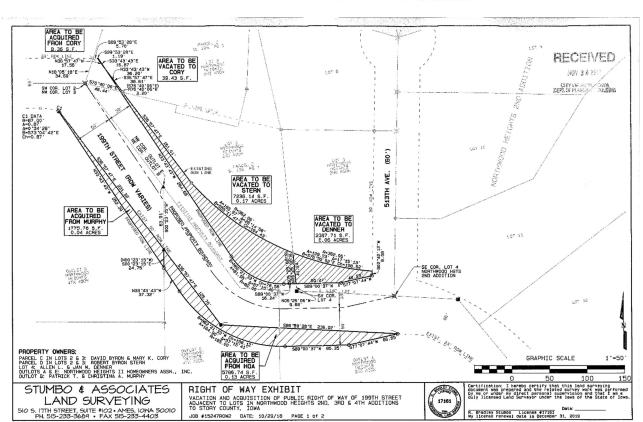
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# **Attachment B- Existing Conditions**

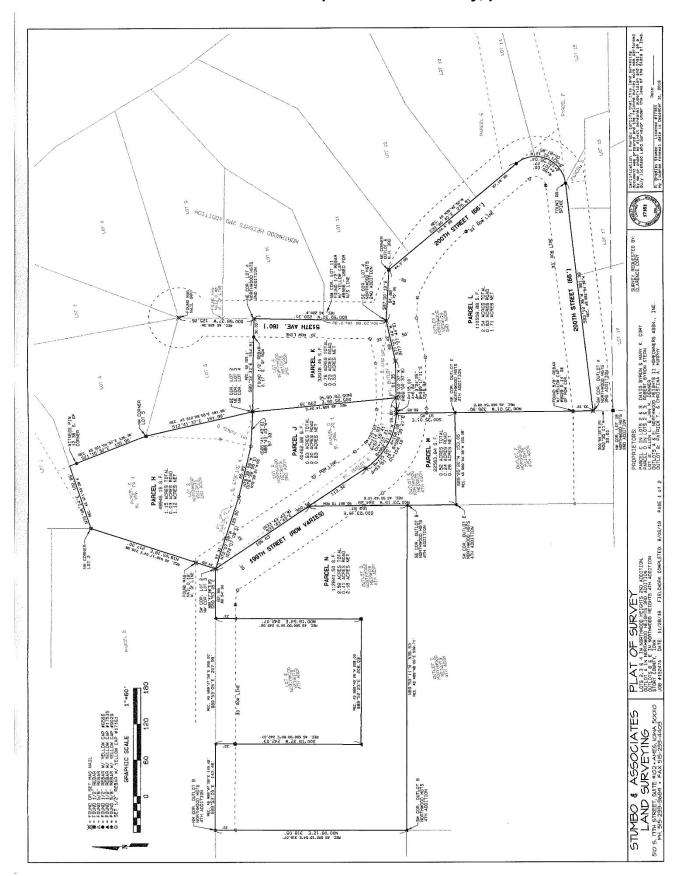
# Parcel M Parcel N







# Attachment C- Proposed Plat of Survey, p. 1



Page 9

# Attachment C- Proposed Plat of Survey, p. 2

Job #15247A Page 2 of 2

Survey Description-Parcel 'H':

Parcel C and part of Parcel D, as shown on the Plat of Survey filed in Slide 199, Page 1, in Lots 2 and 3 of Northwood Heights 2<sup>nd</sup> Addition to Story County, Iowa, all together being more particularly described as follows: Beginning at the Southwest Corner of said Lot 2; thence N18°05'18"E, 217.00 feet to the Northwest Corner thereof; thence N70°46'24"E, 109.89 feet to the easterly line of said Lot 2; thence S21°16'32"E, 135.90 feet; thence S12°41'37"E, 181.99 feet to the Southeast Corner of said Lot 2; thence N86°41'43"W, 57.33 feet to the southerly line of said Parcel C; thence N76°39'56"W, 85.80 feet along said line; thence N72°07'09"W, 125.80 feet to the point of beginning, containing 1.15 acres, which includes 0.03 acres of existing public right of way.

Survey Description-Parcel 'J':

Part of Parcel D, as shown on the Plat of Survey filed in Slide 199, Page 1, in Lots 2 and 3 of Northwood Heights 2<sup>nd</sup> Addition, part of Outlot A in Northwood Heights 3<sup>rd</sup> Addition and part of Outlots B and E in Northwood Heights 4<sup>th</sup> Addition, all in Story County, Iowa, and all together being more particularly described as follows: Beginning at the Northwest Corner of said Lot 3; thence S72°07′09″E, 125.80 feet to the northerly line of said Parcel D; thence S76°39′56″E, 85.80 feet along said line; thence S86°41′43″E, 57.33 feet to the Northeast Corner of said Lot 3; thence S05°25′06″E, 239.78 feet along the east line thereof, and said line extended southerly to the centerline of 199<sup>th</sup> Street as physically located; thence following said centerline S89°00′37″W, 18.80 feet; thence northwesterly, 114.93 feet along a curve concave to the northeast, having a radius of 115.00 feet, a central angle of 57°15′41″ and being subtended by a chord which bears N62°21′33″W, 110.21 feet; thence N33°43′43″W, 300.14 feet to the point of beginning, containing 0.93 acres, which includes 0.30 acres of existing public right of way.

Survey Description-Parcel 'K':

Lot 4 in Northwood Heights 2<sup>nd</sup> Addition and part of Outlot A in Northwood Heights 3<sup>rd</sup> Addition, all in Story County, lowa, and all together being more particularly described as follows: Beginning at the Southeast corner of said Lot 4; thence following the centerline of 199<sup>th</sup> Street as physically located S77°07'44"W, 68.42 feet; thence S89°00'37"W, 61.35 feet to the southerly extension of the west line of said Lot 4; thence N05°25'06"W, 239.78 feet along said line to the Northwest Corner of said Lot 4; thence S89°12'31"E, 154.51 feet to the Northeast Corner thereof; thence S00°59'37"W, 220.31 feet to the point of beginning, containing 0.76 acres, which includes 0.23 acres of existing public right of way.

Survey Description-Parcel 'L':

Part of Outlot A in Northwood Heights 3<sup>rd</sup> Addition to Story County, lowa, being more particularly described as follows: Beginning at the Northeast Corner of said Outlot A; thence following the boundary thereof S39°40'40"E, 275.81 feet; thence southwesterly, 107.27 feet along a curve having a radius of 50.00 feet, concave to the west, a central angle of 122°55'04" and being subtended by a chord which bears S21°42'12"W, 87.85 feet; thence S83°12'36"W, 381.39 feet to the Southwest Corner thereof; thence N00°35'01"W, 326.90 feet along the west line of said Outlot A to the centerline of 199<sup>th</sup> Street as physically located; thence following said centerline easterly, 6.84 feet along a curve concave to the north having a radius of 115.00 feet, a central angle of 3°24'25" and being subtended by a chord which bears S89°17'11"E, 6.84 feet; thence N89°00'37"E, 80.15 feet; thence N77°07'44"E, 68.42 feet to a point on the north line of said Outlot A; thence S87°00'12"E, 84.88 feet to the point of beginning, containing 2.54 acres, which includes 0.83 acres of existing public right of way.

Survey Description-Parcel 'M':

Part of Outlot E in Northwood Heights 4<sup>th</sup> Addition to Story County, Iowa, being more particularly described as follows: Beginning at the Southwest Corner of said Outlot E; thence N00°23'15"W, 244.28 feet along the west line thereof to the centerline of 199<sup>th</sup> Street as physically located; thence following said centerline S33°43'43"E, 113.32 feet; thence southeasterly, 108.09 feet along a curve concave to the northeast, having a radius of 115.00 feet, a central angle of 53°51'16" and being subtended by a chord which bears S60°39'21"E, 104.16 feet to the east line of said Outlot E; thence S00°35'01"E, 97.45 feet to the Southeast Corner thereof; thence S89°25'20"W, 153.06 feet to the point of beginning, containing 0.52 acres, which contains 0.24 acres of existing public right of way.

Survey Description-Parcel 'N':

Part of Outlot B in Northwood Heights 4<sup>th</sup> Addition to Story County, Iowa, being more particularly described as follows: Beginning at the Northwest Corner of said Outlot B; thence following the boundary thereof S89°53'05"E, 143.46 feet; thence S00°19'32"W, 242.03 feet; thence S89°52'23"E, 208.03 feet; thence N00°18'54"E, 242.07 feet; thence S89°53'05"E, 82.66 feet to a corner of said Outlot B; thence S33°43'43"E, 186.83 feet along the centerline of 199<sup>th</sup> Street as physically located to the east line of said Outlot B; thence S00°23'15"E, 162.87 feet to the Southeast Corner thereof; thence N89°53'11"W, 539.53 feet to the Southwest Corner thereof; thence N00°06'12"E, 318.05 feet to the point of beginning, containing 2.59 acres, which includes 0.41 acres of existing public right of way.

The Ames City Council approved this Plat of Survey that it conforms to all conditions for approval.	on	, 2018, with Resolution No.	I certify
Planning and Housing Director			

# Staff Report

## REVIEW OF THE DOWNTOWN PARKING METER FEES

January 22, 2019

# BACKGROUND:

At the November 13, 2018 meeting during a staff presentation on parking, City Council requested additional information. A staff report was provided to the City Council on December 11, 2018. Shown below is the same information sent to the Council in December with updated information reflected in Questions 1 and 2.

# **QUESTION 1:**

City staff was asked to provide a comparison of the first quarter FY 2018/19 parking meter revenues after the new rates went into effect (July 1, 2018) to the previous year revenues for the same time period. With updated information, listed below is the actual amount collected through the second quarter of FY 2018/19 compared to a historical five-year average of the meter revenue for the Downtown (east parking) district only through the same period of time.

### ANNUAL BUDGET FOR METER REVENUE IN DOWNTOWN:

Account Number	Meter Location	FY 2018/19 Adopted	FY 2018/19 Adjusted
540-9601-345.10-01	KELLOGG LOTS	\$12,100	\$10,300
540-9601-345.10-02	LIBRARY METERS	\$66,100	\$24,600
540-9601-345.10-04	DOWNTOWN	\$450,000	\$289,800
540-9601-345.20-01	LOTS M & N CITY HALL	\$26,000	\$6,300
EAST PARKING			
(METERS ONLY)		\$554,200	\$331,000

# FIVE YEAR AVERAGE METER REVENUE COMPARED TO YEAR TO DATE TOTALS:

Fiscal Year	July	August	September	October	November	December	6 Month Total
2013/14	10,098.19	12,486.55	10,179.05	13,372.56	11,333.43	10,595.85	68,065.63
2014/15	10,408.36	10,286.48	10,513.51	15,724.21	17,012.06	14,113.47	78,058.09
2015/16	15,024.08	11,764.01	14,155.65	14,084.42	11,700.31	11,850.90	78,579.36
2016/17	11,854.87	12,506.51	14,588.59	12,586.13	12,578.82	11,525.91	75,640.83
2017/18	11,690.02	15,430.00	10,461.95	13,759.70	13,502.42	12,497.36	77,341.44
5-yr Av	11,815.11	12,494.71	11,979.75	13,905.40	13,225.41	12,116.70	75,537.07

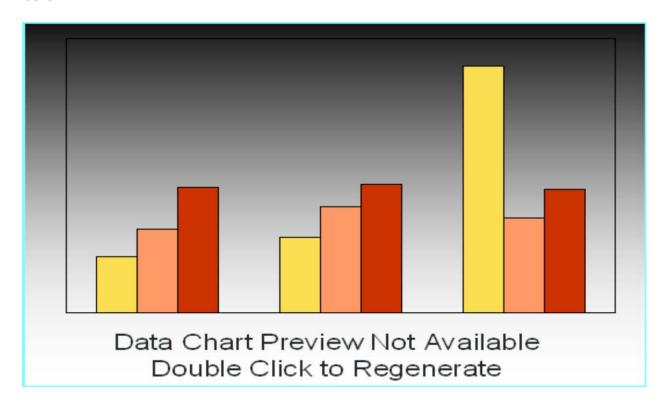
			Septembe		Novembe	Decembe	
Fiscal Year	July	August	r	October	r	r	6 Month Total
YTD	24,879.66	32,005.36	22,388.36	29,498.65	26,147.68	29,418.57	164,338.28

## FIVE YEAR AVERAGE METER REVENUE THORUGH THE SECOND QUARTER:

Fiscal Year	Q1+Q2	% of Year	Annual Total
2013/14	68,065.63	44.6%	152,556.24
2014/15	78,058.09	50.3%	155,233.29
2015/16	78,579.36	49.6%	158,372.61
2016/17	75,640.83	48.3%	156,717.47
2017/18	77,341.44	49.6%	155,777.15
5-yr Av	75,537.07	48.5%	155,731.35

The previous five years of parking revenue shows a six-month average revenue that is 48.5% of the annual total. Therefore, taking the year to date actual through the first six months FY 2018/19 of \$164,338 and dividing by 48.5% results in an estimated total annual revenue of \$338,809.

It should be noted that the FY 2018/19 Adjusted Budget the City Council will see on February 1 shows an estimated revenue total of \$331,000. However, the updated projection as shown above is now \$338,809 based on more current data than was available when the staff budget recommendation was finalized. A chart showing these revenue projections and the mid-year budget adjustment has been provided below:



# **QUESTION 2:**

What is the revenue projection for A) changing only the \$1/hour meters along Main Street (Duff Avenue to Pearl Avenue) to \$0.50/hour, or B) changing all meters to \$0.50/hour?

For reference, the revised estimated revenue for FY18/19 (from Question 1) for Downtown parking meters = \$338,809.

- A) Changing \$1.00/hour meters (Main Street only) to \$0.50/hour is estimated to result in total projected revenue of **\$284,418** (down \$54,391 or <u>-16.0%</u> reduction).
- B) Changing <u>all</u> meters in Downtown to \$0.50/hour is estimated to result in total projected revenue of **\$225,495** (down \$113,314 or <u>-33.4%</u> reduction).

The estimates in both scenarios do not assume any increase in utilization due to a reduction in the meter rates.

# **QUESTION 3:**

Other than the Parking Fund, what are other <u>potential</u> sources of revenue that <u>could be</u> used for parking related capital improvements?

The main sources of funding that can be spent on parking improvements are;

- 1) **General Fund Revenue** [from property taxes General Levy],
- G.O. Bond Revenue [from property taxes General Corporate Purpose < \$700,000 in Debt Service Levy],</li>
- 3) **Local Option Sales Tax Revenue** [would compete against bike infrastructure, human service agencies, arts, and Parks & Recreation/Library funding], and
- 4) **Road Use Tax Revenue** (on-street parking only) [would compete with operations and street improvements].

### **QUESTION 4:**

# Can credit cards be used at City Hall for purchasing Smart Cards?

Customer Service in City Hall is not currently set up to take credit card payments for Smartcards; this is because the City uses third-party credit card processing services to take utility and other payments from customers. If the Council wanted this option in City Hall, Finance would determine what it would take to provide that service, what the additional costs would be, and how to manage those fees (i.e., absorb the credit card processing fee or pass along to the customer). Current policy for Parkmobile is to pass processing fees on to the customer.

The City also has the option to place credit card enabled Smartcard "charging stations" on the street, which will allow people to add time to a Smartcard only. The cost of a charging station is about \$900 per location and require a monthly data plan. This idea was presented to the Council without any direction given on the issue because Public Works staff is initiating a parking study that may recommend alternatives to this solution. It should be understood that under this option you cannot purchase the card at these charging stations. However, they could be made available for sale at more convenient Downtown locations, such as at the Ames Chamber of Commerce.

# **QUESTION 5:**

# What is the feasibility of issuing a warning for first time overtime meter violations?

The current system does not keep track of individual users and therefore does not allow the City to issue a warning. The Police Department has indicated that they are beginning an RFP process for a new ticket writing system. They have indicated they are searching for a parking management system that can accomplish the tasks needed for "first-time warnings". Their goal is for the new system to be implemented during the summer of 2019.

TEM#: 21b DATE: 01-22-19

# **COUNCIL ACTION FORM**

SUBJECT: DOWNTOWN EMPLOYEE PARKING HANG-TAG PROGRAM

# **BACKGROUND:**

On November 13, 2018, City Council directed staff to move forward with an Employee Hang-Tag program in the Downtown district that would allow employees working in Downtown to park in any 4-hour Free Parking Stalls (south side of Central Business District (CBD) median) at the cost of \$10/month. City Council also wanted staff to talk with ISU and review their policies to determine an appropriate limit to the number of Hang-Tags sold.

In response, City staff reached out to the Parking staff at Iowa State University and was told that ISU's policy is to sell a lot to capacity. Then their staff will conduct periodic counts of vacant stalls in each the lot to determine a "vacancy rate." This vacancy rate would then be added to the capacity of the lot to determine the amount of overselling the lot can support. For example, a lot with 100 stalls that on average had ten (10) stalls vacant would be eligible under this policy to sell a maximum of 110 permits.

In the case of the CBD lots, there are 366 total stalls, which 184 are 4-hour time limited and eligible for use under this employee hang-tag program. However, unlike ISU lots, which are 100% permitted parking for ISU staff, the CBD lot is also open to the general public, and therefore it cannot be assumed that the capacity of the lot for employee use is the full 184 stalls. To better determine a usage number, staff counted stall utilization in the CBD lots for a week, both in the morning (AM) before most businesses are open as well as in the afternoon (PM). Generally, the assumption is that the morning is mostly employees and the afternoon adds in customer usage.

The morning count of the 4-hour stalls showed a weekly average of 116 filled stalls (68 open), and the afternoon weekly average had 130 filled 4-hour stalls (54 open). Staff would then estimate that there are 100-110 potential employees on an average week, with an additional 50-60 available stalls, making a conservative starting limit for the employee hang-tag program at 100 tags. If the City finds that the demand for these tags exceed the initial 100 tags, the number can be expanded.

Staff has also developed a monthly rental contract for the employees hang-tag program with the City's Legal Department. The draft contract has been attached to the CAF for approval by City Council. Also attached is a final draft of what the employees hang-tag will look like.

Once the hang-tags are received from the printers, staff will work with the Downtown district to begin the marketing and sale of the tags to those employees that want them.

# **ALTERNATIVES**:

- 1. Approve the monthly rental contract for the Downtown Employee Hang-Tag Program.
- 2. Direct staff to make modifications to the contract.

# **MANAGER'S RECOMMENDED ACTION:**

By moving forward with the Downtown Employee Hang-Tag program, the City will be able to provide an option for employees to park throughout the workday without having to move their vehicles multiple times or incur numerous parking tickets.

Therefore, the City Manager recommends that the City Council adopt Alternative No. 1, as noted above. It is anticipated that the new Hang-Tag program can take effect in February 2019.

Parking Permit Tag Number	(s):
arking reminerag mamber	(3).



# AMES DOWNTOWN DISTRICT EMPLOYEE PARKING TAG CONTRACT

Name and Business Name:				
Mailing Address:		Ci	ty, State, Zip:	
Billing Address:		Cit	y, State, Zip:	
(Only if different from Mailing A	Address)			
Phone:		Em	nail:	
*Permit End Date (last day o' *If a downtown employee parking tag hold payment plus the next two full-month's pa	er purchases a hang ta	g after the first	(Date) of the month, they will be responsible for tarking tag holder wishes to purchase, which	he current month's ever is greater.
Downtown Employee Parking proof of employment and/or busin employee parking tag (to be displayed limit restriction on any free 4 only valid in the City's CBD lots a employee parking tag program withe program early.	ness ownership in ayed on the rear -hour parking spa and will not provid	the Ames view mirror ice within the e exception	Downtown District, the City will is of a vehicle) that shall provide a ne CBD lots. Downtown employens in City lots in other locations.	ssue a downtown in exception to the e parking tags are The downtown
Any vehicle parked in a free 4-ho tag will be subject to the 4-hour p parking spaces, at parking meter <b>guarantee an available space</b> . I available 4-hour space within the from 4:00 a.m 6:00 a.m.; the tag	arking limit. Dowr s, or reserved for It merely grants th CBD lots. Additio	ntown empl parking sp ne tag hold onally, tag h	oyee parking tags are <b>NOT</b> valid aces. <b>Downtown employee pa</b> ler the ability to park for more tha nolders are not exempt from the	I in free 2-hour  rking tags do not  n 4 hours in an  no parking policy
A new parking tag agreement memployee parking tag program amonth punched is invalid and will	after the expiration	on of this a	greement. Any parking tag wi	th more than one
Payment: The downtown employs 10.00 per month for each tag. issued is three months; the max agreement through the end of payment of \$	The minimum a imum amount of	amount of time the p	time a downtown employee pa arking tag may be issued is fro	rking tag may be my the date of the
Parking Tag: Tag MUST be disp parking space longer than restric				
<u>Cancellation</u> : If the downtown en parking exceptions granted under				all rights to the
This agreement may be cancelled parking tag holder will not entitle				s agreement by the
EMPLOYEE/EMPLOYER	 DATE	 PUBLIC	WORKS DEPARTMENT	 DATE
		515 CL	ARK AVENUE, AMES, IA 50010	

(515) 239-5160

Place: This side forward when car is parked.

LOT CBD

Downtown Employee

Size: H=+ 4.750 inch × V=+ 2.750 inch

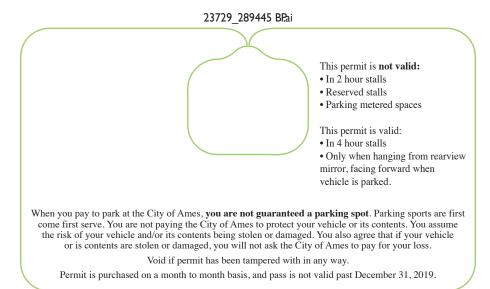
Cyan

Magenta

Yellow

Black

DarkYellow







www.rydin.com

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The colors on this proof are for representational purposes only.

Numbers are for visual reference only.

Jan.08 2019

City of Ames

19 CBD Employee Permits

25 mil composite - clear lam

C: 23729

**SR:** 405

**J:** 289445

E: 182878

# Staff Report PARKING ENFORCEMENT IN AREAS ADJACENT TO THE IOWA STATE UNIVERSITY CAMPUS

January 18, 2019

# **BACKGROUND:**

At the City Council meeting on July 11, 2017 the City Council directed City staff to provide additional parking patrol and enforcement in the neighborhoods adjacent to the University campus. During the late summer and fall of 2017, additional Community Safety Officers (CSOs) were hired, staff initiated outreach to the neighborhoods and commuters parking in the area, and began regular enforcement patrols. Outreach included neighborhood events and informal interactions, Welcomefest and First Friday on campus, email messages, fliers, StuGov contacts, and Greek representative meetings. These efforts were supported by documents identifying parking options for neighborhood residents.

Beginning in the winter of 2018, a full contingent of CSOs provided regular parking patrol and enforcement. This involved both the four and six hour limits as well as the alternate side requirement. It should be noted that the four and six hour requirements require identification of vehicles parked on the street at the beginning of the time limit. This is most typically done by chalking the tires. No enforcement actions were taken until there was documentation of the violation. As compliance with the requirement improved, fewer citations were issued. Nonetheless, the tire chalking continued in order to ensure compliance. This effort continued into the fall of 2018 with additional education and ongoing enforcement.

# **NEIGHBORHOOD IMPACT:**

The following table summarizes the **average number of cars parked** on all the campus area, time-limited streets during various periods in 2018:

Before students returned, Aug. 1-4: 154
First week of classes, Aug. 19-25: 564
Regular class week, Aug. 26-31: 552

\*Counts ranged from as little as 140 to as high as 799 - we cited 180 during Aug/Sept for 4/6hr violations, after writing warnings for 10 days during the initial influx of students.

This data aligns with neighborhood feedback describing the impact of university activity on parking in this area.

The following is a **summary of the citations written** in the designated areas adjacent to the University campus (included is Lincoln Way to Cessna, from Beach to Hayward; Campus Ave, West Ave, and the immediately adjacent area) from January 1, 2018 to November 1, 2018.

Total tickets issued	
All other citations (handicap, yellow zones, sidewalk, meters, etc.)	
<ul> <li>1,458 of these were time enforcement: 4/6hr citations</li> <li>1,493 of these were no parking, including no overnight parking</li> </ul>	
Prohibited Parking	2,951
Alternate side parking citations	6,201

The 13,177 tickets represent approximately 56% of all citations written in the city during this period. (It is important to note that the alternate side citations include violations during three home football games.)

The numbers suggest that alternate side parking tends to be the most common violation, with the prohibited parking violations also contributing to neighborhood frustrations. Neighborhood feedback has tended to support the additional enforcement effort. Those not satisfied have suggested further changes to the ordinances, higher penalties, and one-side parking at all times. There are also some who have expressed a concern that this level of enforcement is not needed.

# COSTS:

The original estimated annual cost of this effort was \$116,746. This turned out to be a reasonably accurate estimate of the program costs, although vehicle expenses were lower than anticipated and materials and equipment were more expensive. The revenue estimates were \$56,544 annually. As expected, the revenue declined as compliance improved. The \$60,202 shortfall for this enhanced parking enforcement initiative had to be paid for from the available balance in the Parking Fund.

The staff believes the same level of enhanced enforcement can be maintained in this area with three CSOs, rather than the five originally used. By retaining three CSOs rather than five, the projected additional expense in FY 2019/20 to the Parking Fund will be \$63,216 with a revenue offset of \$39,125. Hence, the fund balance will be further eroded by \$24,091 next year should the Council choose to continue this initiative.

# **OPTIONS:**

- 1. Continue enhanced parking enforcement in the areas adjacent to the Iowa State University campus by adding \$87,242 in parking enforcement expense to the FY 2019-2020 budget year to maintain five additional CSOs (for a total of 15). This alternative is expected to yield \$39,125 in revenue, resulting in a \$48,117 erosion to the Parking Fund available balance.
- Continue enhanced parking enforcement in the areas adjacent to the Iowa State University campus by adding \$63,216 in parking enforcement expense to the FY 2019-2020 budget year to maintain three additional CSOs (for a total of 13).

This alternative is expected to yield \$39,125 in revenue, resulting in a \$24,091 erosion to the Parking Fund available balance.

3. Do not continue the enhanced parking enforcement in the areas adjacent to the lowa State University campus at this time. This option would direct staff to return to the previous level of **10 CSOs** to support this effort.

If in the future, the neighborhood residents express concern about a growing number of parking violations, staff could once again pursue Option 2.

# **STAFF COMMENTS:**

The enhanced enforcement seems to have improved compliance with parking regulations in these areas, which was the original goal of the City Council request for additional enforcement actions.

The City Council will now need to decide whether to continue this enhanced level of enforcement or wait until the problem returns before committing any additional resources to the initiative. Should the Council wish to continue the enhanced enforcement, staff is confident that the addition of 3 CSOs would be sufficient (Option 2)

ITEM #23

# Staff Report

#### **GAME DAY PARKING**

January 18, 2019

# **BACKGROUND:**

On July 31, 2018, the City Council directed staff to draft a game day parking ordinance for Council consideration. The purpose of this ordinance would be to increase the penalty for illegal parking in stadium-adjacent neighborhoods during football home games. This increase would make illegal parking less attractive compared to legitimate game-day parking options, reducing the inconvenience to residents and safety issues created by widespread illegal parking in stadium-adjacent neighborhoods.

An ordinance has been drafted that establishes a \$40 fine for illegal parking from 6:00 a.m. to midnight on ISU football home game days. This fine is reduced to \$35 if paid within seven days. For reference, the current fine for illegal parking is \$20, which reduces to \$15 if paid within seven days. The charge to park in ISU grass lots for the 2018 season was \$20.

The zone in which this penalty applies is established by a map. Both the revised ordinance and the associated map of areas affected by this ordinance are included with this report.

Implementation of this ordinance should be accompanied by a substantial public education effort. This process began this fall with warning notices about the potential for increased fines next fall. The City will request that ISU provide notice of this ordinance as part of football ticket sales, if possible. In addition, the City will need to change signs in the affected area and post additional notices at major streets leading into this special enforcement zone.

## **EXPENSES AND REVENUE:**

The cost of installing an additional 531 informational signs on existing poles is estimated to be \$21,500. City staff also estimates that an additional fifty special signs will be required to provide notification at entrances into this area at a cost of \$1,500. Thus, the total expense for additional signage is \$23,000. These expenses do not include labor costs for City staff.

The number of parking tickets written on game days varies considerably. In the early part of the season it is typical to write in excess of 400 citations, many of which are in this area. If the proposed ordinance results in a 50% reduction in violations, revenue

generated by citations on game days would stay level at approximately \$6,400. This total assumes an 80% collection rate on 400 \$20 citations, or a similar collection rate on 200 \$40 citations.

# **ALTERNATIVES:**

- 1. Approve the first reading of the attached Game Day parking ordinance.
- 2. Approve the first reading of the attached Game Day parking ordinance, but either increase or decrease the proposed fine.
- 3. Approve the first reading of the attached Game Day parking ordinance, but identify additional neighborhood areas to be affected by this new ordinance.
- 4. Do not approve the attached ordinance.

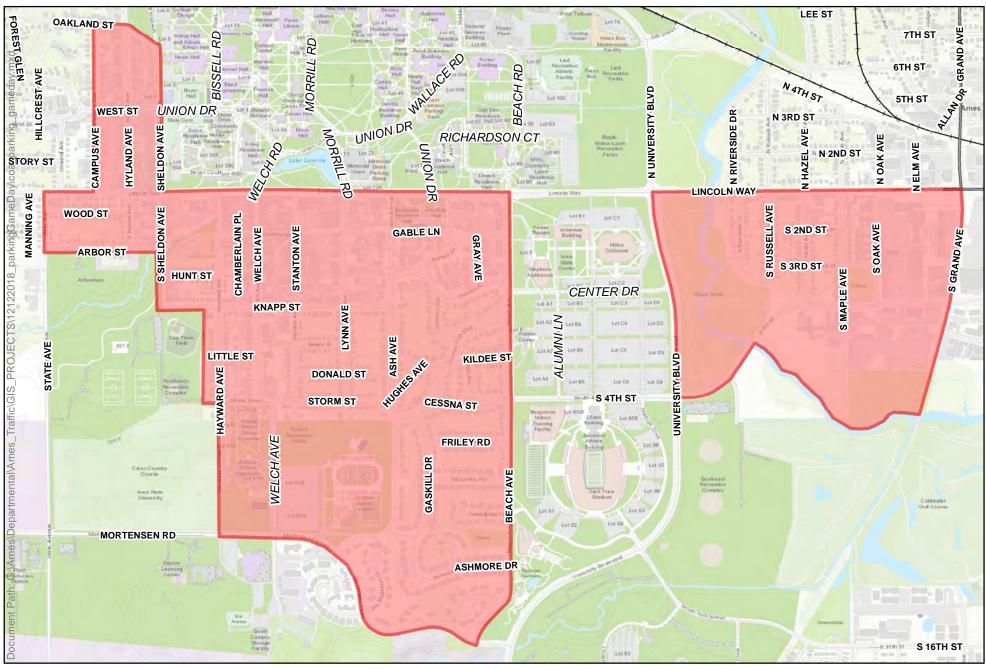
# **CITY MANAGER'S RECOMMENDED ACTION:**

The increased illegal parking fine on ISU football game days incentivizes the use of legal parking options instead of illegally parking in neighborhoods near the stadium. While it is difficult to forecast the level of compliance for a new enforcement mechanism such as this, more information regarding compliance can be gathered after implementation of this ordinance.

Therefore, it is the recommendation of the City Manager that City Council adopt Alternative No. 1, thereby approving first reading of the attached Game Day parking ordinance.

Given the current status of the Parking Fund, it is also recommended that the City Council approve \$23,000 from the Road Use Tax Fund available balance to purchase the required informational parking signs.

# Game Day Special Parking Penalty Zone







#### ORDINANCE NO.

AN ORDINANCE TO AMEND THE MUNICIPAL CODE OF THE CITY OF AMES, IOWA, BY ENACTING A NEW SECTION 18.7A SPECIAL PENALTY FOR GAME DAY PARKING THEREOF, FOR THE PURPOSE OF PARKING PENALTIES REPEALING ANY AND ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT TO THE EXTENT OF SUCH CONFLICT; PROVIDING A PENALTY; AND ESTABLISHING AN EFFECTIVE DATE.

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

<u>Section One</u>. The Municipal Code of the City of Ames, Iowa shall be and the same is hereby amended by enacting a new Section 18.7A as follows:

#### "18.7A. SPECIAL PENALTY FOR GAME DAY PARKING

- (1) This special penalty applies in the "Game Day Parking Area" as designated by a Resolution adopted by the City Council.
- (2) Notwithstanding the fine amounts stated in Section 18.7 (parking violations), a special penalty of forty dollars (\$40.00) shall be applied to violations occurring on the date of Iowa State University home football games from the hours of 6:00 a.m. to midnight. However, if the fine is paid within the first seven (7) days of the date of violation, five dollars (\$5.00) of the fine amount will be waived. Any fines that remain unpaid after thirty (30) days from the date of the violation will be deemed contested and may be prosecuted.
- (3) This special penalty applies to all parking violations within the Game Day Parking Area except for violations of Section 18.18(1) (persons with disabilities parking)."

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

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

<u>Section Four</u>. 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

# Staff Report

# QUARRY ESTATES' REQUEST REGARDING PAYMENT FOR OFF-SITE TRAFFIC IMPROVEMENTS

-December 3, 2018-January 22, 2019

# BACKGROUND:

When new developments are proposed, it is standard practice to have an accompanying agreement that details the responsibilities of the developer for streets, utilities, and other on-site requirements. Quite often, there also are impacts that are identified off-site from the development. Improvements to address these off-site impacts can occur several years in the future, in which case the City receives financial security from the developer for their share of the projects.

There are two methods most commonly used for this type of security.

<u>Method One.</u> The developer may pay cash to the City, in which case the developer fulfills their obligation for the project and the City uses this payment in the future as a part of the project revenue. Interest earned of the deposited cash amount is meant to offset any increase in project costs over the years. Therefore, no further compensation is sought from the developer.

Method Two. The other method requires the developer to file a Letter of Credit (LOC) with the City in the amount of their obligation. In this case, the LOC must be regularly (annually in most cases) updated which requires the City to recalculate the cost estimate and the developer to submit a new LOC matching the revised amount. The developer's obligation will continue to increase until the project occurs sometime in the future.

The existing Quarry Estates Pre-Annexation Agreement has a provision that reflects Method One which requires the developer to submit payment upfront to the City for their proportional share of traffic improvements at Bloomington Road/Hyde Avenue (\$65,000: 26% of overall project) and at Bloomington Road/Grand Avenue (\$82,051.13: 10.5% of overall project). Note: these percentages differ because the Bloomington/Grand project is split across a larger area.

The developer has fulfilled this obligation. Having made this payment represents the full and complete satisfaction of the developer's obligation and the City will not seek any additional amount from the developer for these improvements.

It should be emphasized that this financial obligation (Method One) is similar to the agreements in place for other two developers in this northern Hyde Avenue/western Ada Hayden area.

# **PROJECT STATUS:**

The Bloomington Road/Grand Avenue intersection improvements are still identified as a needed project in the future, but are not currently programmed in the CIP. The Ames MPO will begin updating the Long Range Transportation Plan in 2019, at which time more direction will be determined on the exact timing of project development.

# **DEVELOPER REQUEST:**

City Council referred a letter from Kurt Friedrich requesting that this payment be returned to the developer. He acknowledges that the Bloomington Road/Hyde Avenue project will be programmed for construction and states that it is fair for the City to retain this portion of the payment. However, he requests that portion of the payment for Bloomington Road/Grand Avenue be returned to the developer and replaced with a Letter of Credit.

## **STAFF COMMENTS:**

The Developer has paid their obligation for these off-site traffic improvements. When these projects move forward to design and construction, the City will be responsible to identify revenue for the projects with no additional amount to be asked of the developer.

However, if payment is returned to the developer for their Bloomington Road/Grand Avenue portion, as requested, the Developer will be required to deposit and maintain a Letter of Credit (LOC) with the City for that corresponding amount until the project moves forward to design and construction. This LOC will need to be updated annually to reflect the current estimate of costs. Staff believes this will adequately secure the Developer's obligation, however, this could result in higher costs to the Developer by the time the project is complete.

### **OPTIONS:**

<u>Option 1.</u> If City Council is <u>comfortable</u> with the <u>current</u> agreement with the Developer's obligation for off-site traffic improvements being fulfilled by previous payment, **no action is needed.** 

<u>Option 2.</u> If the City Council desires to return the Developer's proportional payment for the Bloomington Road/Grand Avenue Improvements and allow deposit of a LOC to secure that obligation, the following steps are needed:

 The existing Quarry Estates Pre-Annexation Agreement, Section IV.B, must be revised to allow a continually updated LOC as acceptable security for the Bloomington Road/Grand Avenue Improvements. This will need to include the provision that the Developer's share for all actual project costs will determined by the City at the time of the project, with payment being immediately due by the Developer upon billing by the City.

- Staff must determine the current estimated costs for the project and the
  corresponding Quarry Estates proportional share amount. The Developer must
  deposit a corresponding LOC in that amount with the City Clerk with the
  understanding that the LOC will be continually updated and maintained. At the time
  the project occurs, the Developer will be billed their actual costs based on the 10.5%
  project share previously noted.
- The City will remit payment of \$82,051.13 to the Developer, which is the amount that was paid for the Bloomington Road/Grand Avenue Improvements.

**To:** Mayor and Council

From: Bill Schmitt, Resource Recovery Plant Superintendent; Merry Rankin,

Sustainability Coordinator; and Susan Gwiasda, Public Relations Officer

**Date:** January 22, 2019

Subject: SCS Engineers Waste Diversion Enhancement and Recommendation Report

The attached final report from SCS Engineers identifies five specific tasks that were completed to produce recommendations on how to improve the efficiency of the Resource Recovery Plant, a facility that has been processing area trash into refuse derived fuel (RDF) for the Ames Power Plant for more than 40 years.

As part of an effort to improve RDF quality and reduce non-beneficial waste at the Resource Recovery System, the City of Ames applied for a forgivable loan from Iowa Department of Natural Resources (IDNR) Solid Waste Alternatives Program (SWAP). The City was awarded \$20,000 with a required \$5,000 cash match to contract with a consultant to develop and implement a study leading to enhanced waste diversion, increased efficiency of the RRP, and increased awareness and understanding of citizen value and interest in additional waste reduction/diversion management related services.

The five basic components of the report include:

- Identification of RRP suitable materials
- Assessment of reuse, recycling/diversion, and composting opportunities
- Engagement of the business community and citizens of Story County
- Program and services audit of similar communities
- Analytic and strategic recommendations report

The report recommendations are varied and include investing in mechanical changes to the RRP processing system; developing a "last chance" opportunity for usable items dropped off at RRP; exploring a mattress and/or carpeting recycling program; collaborating with stakeholders to strengthen organics diversion programs; and continue to evaluate City-supported recycling/diversion programs to benefit Resource Recovery and meet the needs of citizens.

Since receiving the report, Resource Recovery Plant staff have been evaluating the recommendations and focusing on the options that are feasible to implement immediately, as well as continuing to research suggestions that may be viable in the near future.

## SCS ENGINEERS













# Waste Diversion Enhancement & Recommendation Report

City of Ames Ames, Iowa

Presented to:



110 Center Avenue Ames, Iowa 50010

Presented by:

#### SCS ENGINEERS

8450 Hickman Road, Suite 20 Clive, Iowa 50325 (515) 631-6160

> December 2018 File No. 27217245.00

Offices Nationwide www.scsengineers.com

# Waste Diversion Enhancement and Recommendation Report

City of Ames Ames, Iowa

Presented to:



110 Center Avenue Ames, Iowa 50010

Presented by:

#### SCS ENGINEERS

8450 Hickman Road, Suite 20 Clive, Iowa 50325 (515) 631-6160

> December 2018 File No. 27217245.00

This report was prepared with the support of the lowa Department of Natural Resources Agreement Number 16-G550-07FL. However, any opinions, findings, conclusions, or recommendations expressed herein are those of the author(s) and do not necessarily reflect the views of the IDNR.

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#### 1.0 EXECUTIVE SUMMARY

The purpose of the Waste Diversion Enhancement and Recommendation Report was to provide the City of Ames (COA) and COA Resource Recovery Plant (RRP) staff with information regarding suitable and unsuitable materials received at the RRP, to evaluate the perceived value and interest in additional services within the Story County business community, and to evaluate the programs and services other similar communities have. The results of these initial tasks were then aggregated with the 2016 Ames Resident and Story County Resident Satisfaction Surveys to develop recommendations to both enhance existing programs and to potentially initiate new solid waste management programs. The goal of these activities is to improve the efficiencies and economics of the RRP operations.

#### 1.1 WASTE MANAGEMENT BACKGROUND

Waste management is necessary for all populations. Various forms of management have evolved over time and exist today. The United States Environmental Protection Agency (EPA) developed a Non-Hazardous Materials and Waste Management Hierarchy as shown in Figure 1. It is important to note the EPA recognizes that there is not a single waste management approach suitable for managing all materials and waste streams all circumstances. This hierarchy provides a ranking from top down of the most to least environmentally friendly methods for handling



Figure 1 – EPA Waste Management Hierarchy

materials. While most facilities within the State of Iowa utilize landfilling for their last option for solid waste, Story County does have a unique solution available with the RRP and the ability to provide Refuse-Derived Fuel (RDF), Energy Recovery on the Waste Management Hierarchy above, to the Ames Municipal Electric Services (AMES) power plant.

The COA opened the first municipally owned and operated waste-to-energy (WTE) facility in the nation in 1975. This facility takes municipal solid waste (MSW) from the COA and surrounding communities within Story County. Waste materials are processed, and burnable materials are sorted into RDF, which is then pneumatically piped to the AMES power plant. Portions of the waste that are unable to be burned are hauled to the Boone County Landfill. The COA power plant is permitted to burn up to 30% (by weight) of RDF, which is possible due to the availability of material but not always achieved due to processing challenges. Story County, through the RRP, is continually looking for process improvements to increase the energy generated and to maximize material diverted from the landfill both through enhancing existing programs and through new programs where beneficial.

As part of this continual improvement process, the COA applied for Iowa Department of Natural Resources (IDNR) Solid Waste Alternatives Program (SWAP) financial assistance in the form of a forgivable loan in 2015. They were awarded a \$20,000 forgivable loan with a \$5,000 cash match to contract with a consultant to develop and implement a two-part study leading to enhanced waste diversion, increased efficiency of the RRP, and increased awareness and understanding of citizen value and interest in additional waste reduction/diversion management related services. Five tasks were associated with the SWAP grant. These included:

- 1. Identification of RRP Suitable Materials
- 2. Assessment of Reuse, Recycling and Composting Opportunities
- 3. Engagement of the Business Community and Citizens of Story County
- 4. Program/Services Audit of Similar Communities
- 5. Analytic and Strategic Recommendation Report

This report completes Task 5 and provides a summary of Tasks 1-4 in addition to recommendations for next steps. Throughout these steps, SCS Engineers (SCS) met with and was provided input and guidance from the Waste Diversion Enhancement and Recommendation Team (Team) which consisted of:

Bill Schmitt City of Ames
Mark Peebler City of Ames
Lorrie Hanson City of Ames
Susan Gwiasda City of Ames

Merry Rankin City of Ames/Iowa State University (ISU)

## 1.2 WASTE DIVERSION ENHANCEMENT AND RECOMMENDATION RESULTS

The model developed and discussed in detail in Section 2.0 provides the RRP with a tool to utilize to determine which materials are most beneficial for power generation and which are beneficial to remove from the process. The model allows the RRP to evaluate the effect on the overall British thermal units (Btu's) generated based on the specific incoming waste stream and the subsequent effect of increasing or decreasing specific materials. Ash generation is also evaluated in the model to allow for an understanding of material generated on the back end of power plant operations.

Review of existing markets and options for materials identified as unsuitable for RDF generation reveals that there are existing programs for materials that could be enhanced to increase the removal of unsuitable materials. As is common within trash and recycling businesses, education is a key component to diverting and/or reusing materials.

A survey of Story County businesses showed that there is an interest in additional recycling and reuse opportunities dependent on the cost and convenience of such opportunities. Enthusiasm ranged from high with business entities the RRP already recognize as partners in enhancing

programs, to businesses who have potentially not had a reason to focus on waste reduction, recycling, and/or reuse.

WTE plants utilizing RDF are not as common as mass burn facilities throughout the United States. While looking for a WTE plant operating in an area with a mixed residential makeup similar to Story County with Iowa State University and a similar population (97,502 people) did not generate an exact match, three mass burn and one modular facility with planning areas in the 42,000-100,000 people range were contacted, in addition to an RDF facility serving a population of 250,000, to obtain information on their process, recycling/reuse, and education. Based on interviews with these areas, it was found that there are programs such as curbside recycling, curbside organics collection, and residential organics drop-offs being implemented.

A number of recommendations were made that will allow the COA and RRP to select those that will provide the largest immediate impact and allow for continued reassessment of the effect on the RDF being produced.

#### 2.0 RRP SUITABLE MATERIALS IDENTIFICATION

The first task of this project was to determine which materials that are being received from Story County to the RRP are suitable for producing RDF. In preparation of this task, a one-day waste sort was conducted at the RRP on June 13, 2016 by the COA with the assistance of the Iowa Department of Natural Resources (IDNR) Iowa Waste Exchange (IWE) Area 2 Resource Specialist Shelly Codner. Through this waste sort, a total of 1,622.6 pounds were sorted and classified into 12 categories. Samples were collected from a combination of residential collection vehicles from the north Ames Bloomington Heights area (199.5 pounds), commercial collection vehicles from the South Duff area (259.5 pounds), individual residential vehicles utilizing the facility (476.30 pounds), and a combination of three composite samples collected from material on the tip floor (687.3 pounds).

The data gathered in the waste sort was then utilized to prepare a model to determine the effect adding or removing categories determined in the waste sort would have on the overall Btu value of the generated RDF. A baseline model was first developed to understand current conditions. Upon completion of the baseline, a model for estimating the effects on specific energy content of the RDF, from modifying the quantities of materials processed through the system, was developed. These models are further discussed below.

#### 2.1 ASSUMPTIONS

In order to generate the baseline and the waste input modification model, several assumptions were utilized. These assumptions are summarized below.

- RRP staff noted that the material sorted was representative of the material received throughout the year at the facility.
- RRP staff determined the percentage of incoming waste utilized in generating RDF is 51%.
- The materials included in Table 1 below, while received at the RRP, are removed in part at a point or points in the process prior to becoming RDF and are therefore not contributing 100% of the available incoming energy content to the RDF. RRP staff provided the following estimates of incoming waste contribution that could be utilized for the RDF generation.

Table 1 Waste Contributing to RDF (%)					
Material	Waste Contributing to RDF (%)				
Paper	98%				
Plastic	98%				
Wood	10%				
C&D	7%				
Organic	15%				
Bulky	65%				
Glass	1%				
Metals	1%				
Textiles	40%				
Desirable Other	98%				
Undesirable Other	40%				
Grit	5%				

It should be noted that with items such as paper, despite an estimated 98% of the incoming material being processed as RDF, the contamination of the paper (moisture, etc.) often causes it to clump together and therefore be disposed of as rejects rather than processed for RDF. If these materials are processed, additional Btu's are expended by AMES to burn the wet materials.

#### 2.2 MODEL

Two models were constructed (see **Appendix A**). First, the baseline was looked at for materials currently coming in to the facility and being utilized for RDF generation. Based on information provided by RRP staff, of the total tonnage of material accepted, a portion of each of the 12 categories is not utilized toward RDF generation due to presorting, processing, or removal through the RDF generation process. The removal of these items was factored in to the overall material available for RDF production.

Once a modified material input weight was determined, assumed moisture contents were then utilized to calculate the dry weight of the material. Assumed average heat values in Btu/pound dry weight were then used to calculate the Btu each material provides. The individual components were then combined to calculate the specific energy content of the waste sort material. Ash generated for the waste characterization sample was then determined based on published values of the percent of ash generated per dry weight of the given materials.

The baseline model was then utilized to construct the waste input modification model. The overall percent waste composition from the baseline model was applied to a user input total annual tonnage to determine the total tons of each category entering the system. The same factors were applied from the baseline model in regards to the percent of incoming material contributing to the production of the RDF. In order to examine the effects of decreasing (or increasing) the amount of material through the process, user inputs were created to adjust the throughput. The

total energy content per material and the overall specific energy content are then computed. Estimated ash generation in the waste input modification model is called out in the Ash Generation Model table within the model.

#### 2.3 RESULTS

The baseline table calculated specific energy content of the RDF to be approximately 8,642 Btu/pound based on the June 13, 2016 waste sort and COA estimate of materials contributing to the RDF. The RDF Credit Calculation spreadsheet also provided by the COA showed an RDF Effective Heat Input of 6,004 Btu/pound for June 2016. There are several factors potentially causing the 44% difference between the two specific energy contents. Foremost, the calculated model value is on a dry weight basis while the numbers provided by the COA are on a wet weight basis. Additionally, if available, the actual moisture content and average dry heat value of the materials can greatly impact the values. Utilizing the baseline model to evaluate ash generated from the waste included in the waste sort, it is estimated that there was 72 pounds of ash generated.

The model was then utilized to determine the effect of removing the items noted in the project kick-off meeting to be either detrimental or non-beneficial to the RDF production process. The items called out in the meeting are listed below (in no particular order).

- Food waste
- Food contaminated paper
- Glass
- Wood
- Carpet
- Mattresses
- Furniture
- Textiles
- Construction & Demolition
- HHW
- Appliances
- Lithium batteries
- Large plastic items

Several assumptions were made in this process. First, wood waste and C&D waste were not considered to be removed from the waste flow based on input from the COA. Second, it was assumed that 100% removal of any one material is not achievable. Lastly, it was assumed that materials could be removed by redirection, pre-processing, or addition of equipment in the RDF generation process.

Based on the assumptions above, quantities of waste materials were targeted for removal. It is likely not realistic to assume that 100% of these materials could be removed. Therefore, the specific energy content was calculated with removing the following percentages and equivalent tons of the undesirable materials (Table 2).

Table 2 Potential Materials Targeted For Removal from RDF Process							
Material	Change to RDF Process Material (%)	Change to Materials Contributing to RDF (tons)					
Paper	0%	0					
Plastic	0%	0					
Wood	0%	0					
C&D	0%	0					
Organic	-75%	-780					
Bulky	-80%	-1,690					
Glass	-76%	-3.3					
Metals	-50%	-13					
Textiles	-80%	-460					
Desirable Other	0%	0					
Undesirable Other	-50%	-385					
Grit	-25%	-30					

Under this scenario, the revised specific energy content is calculated to be approximately 9,243Btu/pound and the ash generated is estimated to be 1,614 tons/year, or 8% of the RDF material. It should be noted that the removal of an item may affect other items. For example, removing organics will positively affect beneficial fuels such as paper by causing less contamination of the paper material and therefore additional paper will be utilized as fuel.

As noted previously, not all materials received at the RRP are going through the process to become RDF. Therefore, there are two areas where diversion is considered – both pre-processed material and the material that is put through the RDF processing line. The quantities from both areas that have been discussed as available for potential diversion are shown in Table 3. This table illustrates materials that should initially be evaluated for one of several forms of diversion. Note the quantities are based on an average annual processed tonnage of 44,000 tons.

Table 3 Potential Diversion								
Material	Pre-Processed Material (tons)	Material Targeted for Removal from RDF Process (tons)	Total Potential Material for Diversion (tons)	Targeted Materials for Diversion (%)	Targeted Materials for Diversion (tons)			
Paper	195	0	195	0%	0			
Plastic	142	0	142	0%	0			
Wood	4,817	0	4,817	0%	0			
C&D	2,020	0	2,020	0%	0			
Organic	5,859	780	6,639	70%	4,647			
Bulky	1,139	1,690	2,829	50%	1,414			
Glass	430	3	433	50%	216			
Metals	2,480	13	2,493	10%	249			
Textiles	866	460	1,326	80%	1,060			
Desirable Other	15	0	15	0%	0			
Undesirable								
Other	1,147	385	1,532	50%	766			
Grit	2,290	30	2,320	10%	232			
Total	21,400	3,361	24,761		8,586			

As seen in the table above, the major categories targeted for diversion are organics (food wastes), bulky items, glass, metals, textiles, undesirable others, and grit. Based on discussion at the August 28, 2017 project meeting, a large emphasis is not being placed on metals and grit at this time since these are currently removed during processing at RRP.

# 3.0 RECYCLING AND COMPOSTING OPPORTUNITY ASSESSMENT

The next step entailed looking at potential existing regional outlets for the materials targeted for diversion. A cursory economic analysis for transporting and processing these materials at the identified recycling and compost facilities has also been included. Several materials came to the forefront as potentially viable materials to divert from the RRP either because they do not contribute to the specific energy of the RDF or because they are problematic within the process. Table 4 below summarizes the outcome of Task 1 relating to the materials deemed most beneficial to target for diversion, in descending order, based on estimated tons targeted for diversion.

Table 4 Targeted Materials for Diversion								
Material	Material Not Processed for RDF (tons)	Material Targeted for Removal from RDF Process (tons)	Total Potential Material for Diversion (tons)	Targeted Materials for Diversion (%)	Targeted Materials for Diversion (tons)			
Organic	5,859	780	6,639	70%	4,647			
Bulky	1,139	1,690	2,829	50%	1,414			
Textiles	866	460	1,326	80%	1,060			
Undesirable								
Other	1,147	385	1,532	50%	766			
Metals	2,480	13	2,493	10%	249			
Grit	2,290	30	2,320	10%	232			
Glass	430	3	433	50%	216			
Total	14,211	3,361	17,572		8,584			

Materials identified and potential existing regional opportunities are further evaluated below.

#### 3.1 ORGANICS

The RRP does not accept yard waste, therefore, the majority of targeted organics considered for diversion consist of food wastes. An important point with food is that whenever possible, the Food Recovery Hierarchy from the EPA, shown in Figure 2 on the following page, should be followed. This means that reducing the generation of excess food is the most ideal option. Feeding hungry people and then hungry animals are next on the list. From there, industrial users for digestion to recover energy and composting to create a nutrient-rich soil amendment are the next preferred options. Last on this list for food waste management options are landfill/incineration.

Based on the EPA hierarchy, two food waste management options above landfill/incineration currently are available in the Story County area. The effort to use food that may otherwise have ended up in the garbage to feed hungry people is utilized in Ames and Story County. Food at First is a free meal program and perishable food pantry that utilizes food from local restaurants and grocery stores that would otherwise have been thrown because of store/restaurant policies, while it is still safe for human consumption. Several participate in this program, regular pickups from volunteers occurring including: Walmart, Sam's Club, ISU Dining, Memorial Union



Figure 2 – EPA Food Recovery Hierarchy

Food Court, Hy-Vee, Aldi, Wheatsfield, Panera, Chipotle, Red Lobster, and Pizza Hut.

Further along the hierarchy is composting. Yard wastes, which are not accepted at the RRP, are handled by three facilities within Ames – Chamness Technology, Steenhoek Environmental and ISU. Chamness Technology and Steenhoek Environmental provide services to residents and businesses within Story County while ISU handles material generated on ISU property and in ISU facilities. In addition to the yard waste, Chamness Technology, through their GreenRU division, and ISU each manage food wastes (ISU handles only their own food waste). Steenhoek does not accept food waste at their compost location.

GreenRU is currently contracted with several commercial businesses within Ames to pick up food wastes for composting at their facility in Eddyville, Iowa. Contracts are held with medical facilities and grocery stores within Story County including Mary Greeley Medical Center, Wheatsfield Cooperative, and Hy-Vee. Conversations with GreenRU have indicated that they are open to expanding their program within the Story County area.

The ISU Compost Facility, located southwest of Ames at 52274 260<sup>th</sup> Street, was established in 2008 to accept organic waste materials from ISU facilities including the Animal Science Teaching Farms, BioCentury Research Farm, Dining Services, and the Dairy Farm. Materials include dairy manure, dairy solids, dairy pack, yard waste from campus and greenhouse waste, dining hall and kitchen food scraps, and biomass research wastes (corn stalks, switch grass, corncobs, etc.). Based on discussion with Dr. Mark Honeyman, Director of Iowa State Research Farms, there are several challenges that have arisen at the ISU Compost Facility since taking in food wastes. Dr. Honeyman noted that there are more management challenges and variability in the feedstock. The process also takes longer in the winter due to the colder temperatures. He did note that odors have not been an issue thus far but it is also a small amount of food waste that is received. From the 2017 Annual Report, of the 8,110 tons of material received at the facility, a

total of 411 tons (5%) were from dining (compostable dining hall and kitchen food wastes). Several challenges exist when looking at taking food wastes beyond ISU facilities. These include:

- Considerably more staff time, resources and infrastructure requirements would be necessary. Additional IDNR permitting of the existing compost facility would be required if the facility received a cumulative total of more than two tons per week of yard waste and food residuals. This would include the original permit application and reapplication/updates every three years, in addition to meeting the financial assurance regulations if more than 5,000 tons of feedstock are received annually, bulking agent excluded.
- Physical space within the current compost operations area. Eight hoop buildings are currently being utilized for the process; additional capacity does not exist without expanding.
- The ISU Composting Facility targets a compost blend of carbon-nitrogen ration of 25-30:1 and a moisture of 45-50 percent. Adding additional food waste (nitrogen) without available carbon could throw off the mix.
- Contamination in food waste composting is an on-going challenge. Education, training, and reminders must be a constant. Working with ISU Dining, there are times the Compost Facility has to request staff to remove excessive contamination. If the program is expanded to the Story County service area, contamination handling would need to be addressed.



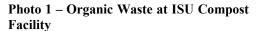




Photo 2 – Finished compost product from ISU Compost Facility

In between feeding hungry people/animals and composting is anaerobic digestion (AD). While this is a potential solution, a separate feasibility study is needed to determine quantities and types of feedstock needed and available, location, partnerships, etc. The City of Muscatine is one known location within Iowa exploring the options with de-packaging food and utilizing AD to generate compressed natural gas (CNG) fuel for vehicles. Within an EPA listing from 2016 showing three different types of projects (waste water treatment plants, stand-alone, and farms with AD that accept food waste or fats-oil-grease), there were two AD projects in Iowa and four

total in EPA Region 7. However, there were over 100 projects listed across the United States and there is continued interest and drive to see AD facilities in operation.

For the purpose of this report, food donation and organic waste composting are the two existing methods to handle a portion of the organic fraction through existing programs that will be evaluated. The current cost of handling the organic fraction of waste is summarized in Table 5. A gate fee of \$55 per ton is collected on the material when it enters the RRP facility. Assuming that of the 100% targeted material, 70% is rejected for processing, there is a labor amount associated with handling the material through the process. For estimating purposes SCS has assumed a \$35/ton handling rate of non-beneficial materials. In addition, the material requires hauling to the Boone County Landfill at \$13.66 per ton in addition to disposal at \$48.00 per ton. The net effect of this process is a loss of \$62,177. With the programs that are in place in Story County, if diversion was increased to the goal level of 4,647 tons (or 70% of the current amount of the material received at the RRP), the RRP would not be required to handle the material at all. While there would be a loss of the \$255,585 in tip fees, there would no longer be the deficit from the handling, hauling, and disposal of the materials received and subsequently rejected. Removing this organic fraction of the waste would also decrease the moisture content of the incoming waste, potentially leading to less contamination of the desirable materials such as paper and therefore increasing the Btu value of RDF supplied to the AMES power plant.

Table 5 Cursory Economic Analysis: Food Wastes Current								
Income/Expense	Unit Rate	Units	Volume	Sub-Total				
Income								
Waste tip fee	\$55.00	per ton	4,647	\$255,585				
		Expense						
Handling Rate	\$35.00	per ton	4,647	\$162,645				
Hauling Fee	\$13.66	per ton	4,647	\$63,478				
Disposal Fee	\$48.00	per ton	4,647	\$223,056				
Total				(\$193,594)				

#### 3.2 BULKY ITEMS

Bulky items are the next highest item on the targeted items for diversion list. This category includes furniture and mattresses. While appliances could fall under bulky items, once they are demanufactured, if required, they fall in the Metals category and will therefore be discussed in the metals section. Commercial and residential bulky items are considered here.

#### 3.2.1 Furniture

There are a number of organizations and programs currently in place to accept bulky items in good shape. Secondhand or thrift stores in Story County include the Salvation Army, Overflow

Thrift Store, Goodwill, and Habitat for Humanity. In addition, there are a number of consignment stores available for rehoming furniture. Several of the programs have options for pick-up of furniture.

In addition to retail stores, there are other options including online sales of furniture through sites like Craigslist, Facebook, or smartphone apps such as letgo. These options are more suited to furniture sales than websites like eBay as they are geared towards the local area.

The other option that is now in place in the COA is Rummage RAMPage. This program began in 2016 and is a partnership between the COA and the ISU Office of Sustainability. It is held the end of July/beginning of August during the time when apartment leases end and new leases begin, mostly for the ISU student population. Items accepted for donation include: couches, futons, bed frames, chairs, tables, desks, coffee tables, small electronics, lamps, toasters, microwaves, blenders, fans, plates, silverware, glasses, pots/pans, baking sheets, miscellaneous utensils, and other housewares. Beginning in 2017, linens, bedding, clothing, books, non-perishable unexpired food, and school supplies were accepted on behalf of other organizations and distributed to local agencies including the Ames Animal Shelter, Goodwill, and the Ames Public Library. This program has grown in success over its three years with the third event held July 27 through August 2, 2018 at the Ames Intermodal Facility, 129 Hayward Ave. Items diverted from the waste stream have increased from 44,000 pounds of furniture and housewares in 2016 to 77, 520 pounds diverted in 2017 to 102,550 pounds in 2018, representing an increase of 133% from 2016 to 2018.

#### 3.2.2 Mattresses

There are not mattress recyclers located in Story County, nor in the State of Iowa. The nearest recycling option found is in La Crosse, Wisconsin at 7 Rivers Recycling, LLC. Secondhand stores and reuse programs do not typically accept used mattresses due to the unknown condition and sanitary state, although the Salvation Army will take them if they are clean with no rips, stains, or bugs. Based on a conversation with Brian Tippets, part owner of 7 Rivers Recycling, LLC, they would take mattresses from the COA. A collection area would be needed and will be discussed in the Recommendations section. For purposes of the cursory economic review, it has been assumed that a facility is available/has been constructed to hold a semi-trailer to store mattresses until it is full to haul up to La Crosse. A total of 185-190 mattresses could fit in the trailer, but to be conservative a total of 175 mattresses per trailer was assumed. The current standard price for mattresses deconstruction and recycling by 7 Rivers Recycling, LLC is \$13.50/mattress. However, with a bulk quantity, pricing per piece would drop to \$12.50/mattress. Transportation costs can be highly variable. At the time it was discussed, Mr. Tippets was seeing a cost of \$1.64/mile round trip. It is approximately 500 miles round trip. Mattresses would need to be accepted and hauled on a frequency that would keep them from being soiled, wet, infested, crushed, etc.

#### 3.2.3 Cursory Economic Evaluation

Similar to Table 5, Table 6a below summarizes the basic components of the current handling costs for bulky items. Table 6b summarizes the effect of removing the bulky items from the RRP tip floor. There are two components to this cursory economic evaluation. The first is the furniture component, which has alternate disposal options that do not require COA financial input other

than efforts put towards Rummage RAMPage. Therefore, fees for the furniture component are only present in Table 6a. There are several options for mattress recycling. Evaluated herein is the option of collecting and hauling the mattresses to 7 Rivers Recycling in La Crosse. Other avenues should be evaluated such as RRP staff processing the mattresses, recycling the metal, and using the fabric in the RDF process (with the use of a shredder) or the establishment of a mattress recycling facility located in Iowa (not currently existing). The scenario being evaluated would require at a minimum a semi-trailer on site to store the mattresses until at least 175 are collected for transport. For Table 6b it has been assumed that the trailer would be located at the existing RRP facility. A general rule of thumb shared by Mr. Tippets is that there is one mattress disposed of for every 15 people per year. The United States Census Bureau estimated as of July 1, 2017 a population of 97,502 in Story County, which would be approximately 6,500 mattresses per year. Two sources cited the same weights for mattresses; twin -45 pounds, full -56 pounds, queen - 71 pounds, and king - 90 pounds. Assuming an equal disposal rate of all types, the average bed weight is 66 pounds. At an average of 66 pounds per mattress, there would be 429,000 pounds of mattresses or 215 tons of mattresses. Therefore, of the 1,414 tons targeted for diversion it is assumed that there is approximately 1,199 tons of furniture to 215 tons of mattresses or a 85% furniture to 15% mattresses split. Per RRP personnel, it is further assumed that 20% of the furniture is brought in by residents through the carline while 80% is brought in by commercial haulers at \$55/ton. Tables 6a and 6b below also utilize the following assumptions:

- 80% of the furniture items are brought in by commercial haulers at \$55/ton, while 20% arrive through the carline at \$25/truck.
- 80% of the mattresses are brought in by commercial haulers at \$55/ton, while 20% arrive through the carline at \$25/truck.
- Haul trip is 500 miles round trip at \$1.64/mile. This rate can fluctuate greatly. (Table 6b)

Table 6a Cursory Economic Analysis: Bulky Items Current									
Income/Expense	Unit Rate	Units	Volume	Sub-Total					
	Inc	come - Furniture							
Waste tip fee <sup>(1)</sup>	\$55.00	per ton	959	\$52,756					
Waste tip fee <sup>(2)</sup>	\$25.00	per pickup	799	\$19,983					
	Inc	ome - Mattresses							
Waste tip fee <sup>(3)</sup>	\$55.00	per ton	172	\$9,438					
Waste tip fee <sup>(4)</sup>	\$25.00	per pickup	650	\$16,250					
		Expense							
Handling Rate <sup>(5)</sup>	\$35.00	per ton	1,414	\$49,490					
Hauling Fee	\$13.66	per ton	1,414	\$19,315					
Disposal Fee	\$48.00	per ton	1,414	\$67,872					
Total				(\$38,250)					

#### Notes:

- (1) Assumes 80% of the 1,199 tons of furniture are brought in by commercial haulers at \$55/ton.
- (2) Assumes 20% of the 1,199 tons of furniture are brought in through the carline at \$25/pickup load. Further assumed that each item averages 150 pounds and each load averages 4 items.
- (3) Assumes 80% of the 215 tons of mattresses are brought in by commercial haulers at \$55/ton.
- (4) Assumes 20% of the 215 tons of mattresses are brought in through the carline at \$25/pickup load. Further assumes that each unit weighs 66 pounds and each load averages 2 items.
- (5) Assumes a rate of \$35/hour for handling materials and further that 1 ton is handled per hour.

Table 6b Cursory Economic Analysis: Bulky Items (Mattresses) Utilizing Existing Programs <sup>(1)</sup>								
Income/Expense	Unit Rate	Units	Volume	Sub-Total				
Income								
Waste tip fee <sup>(2)</sup>	\$25.00	per pickup	650	\$16,250				
Waste tip fee <sup>(3)</sup>	\$55.00	per ton	172	\$9,438				
Expense								
Handling Effort <sup>(4)</sup>	\$175.00	per trailer	37	\$6,500				
Hauling Fee <sup>(5)</sup>	\$820.00	per trailer	37	\$30,457				
Disposal Fee <sup>(6)</sup>	\$12.50	per mattress	6,500	\$81,250				
Total				(\$92,519)				

#### Notes:

- (1) Cost for furniture diversion programs not included as under existing programs furniture pieces would go directly to other endpoints (Goodwill, Salvation Army, etc.) and not be an income or cost to the RRP.
- (2) Assumes 80% of the 215 tons of mattresses are brought in by commercial haulers.
- (3) Assumes 20% of the 215 tons of mattresses are brought in through the carline. Further assumes that each unit weighs 66 pounds and each load averages 2 items.
- (4) Assumes RRP staff would have an average of 5 hours per trailer at \$35/hour in loading/arranging mattresses and managing pickup and that 175 mattresses fit per trailer.
- (5) Assumes a \$1.64/mile cost for hauling with a 500 mile round trip distance.
- (6) Assumes the RRP would receive the bulk rate of \$12.50 per mattress.

It should be noted that under this scenario in order to break even approximately \$18.50 per mattress component (mattress, box spring, etc.) would need to be charged. It is also important to note that this evaluation does not account for wear and tear on equipment. Other entities currently utilizing 7 Rivers Recycling include the City of La Crosse and La Crosse County, both in Wisconsin, and Houston County in Minnesota.

#### 3.3 TEXTILES

Based on the completed evaluation and modeling in Task 1, there are approximately 1,060 tons of textiles that would ideally be routed away from the RRP process. This is a challenge as it has been seen that even with the number of secondhand stores and charitable donation options available, clothing items with the tags still on will end up in the disposal pile. Within the Story

County area, as noted under Bulky Items, there are a number of second hand stores, in addition to charities and Rummage RAMPage that collect these materials free of charge. Since programs are already in place, it does not appear that for textiles other alternatives or new solutions need to be found. Rather, the current options need to be utilized more fully. This will be further discussed in the Recommendations section.

#### 3.4 UNDESIRABLE OTHERS

The category of undesirable others contains approximately 765 tons of material that would ideally be redirected away from the RRP. This category includes a wide range of materials that are hard on the RRP system and also difficult to rehome, in part due to the varying nature. Items in this category include shoes, soles of shoes, garden hoses, hard plastics, plastic picture frames, plates, porcelain, ceramic tiles, clay pots, rocks, planters, etc. The existing markets for these items are the secondhand stores throughout Story County or donating appropriate items to charities (shoes in good shape, plates, etc.). The amount of material in the waste stream suggests that since there are alternatives available, and they are not being fully utilized, a change in the method to get the items from the resident to an alternative end source might be needed. Please note that once items are placed in with garbage, they typically become unusable due to breakage and contamination, even if they did have remaining life prior to being thrown away. This is further discussed in the Recommendations section.

#### 3.5 METALS

There are several outlets for metal within the Story County area. The RRP will accept appliances including but not limited to: dishwashers, stoves, washers, dryers, furnaces, air conditioners, refrigerators, water heaters, freezers, microwaves, and dehumidifiers for a \$20 charge. There is also a salvage yard (Bell Salvage) that will take appliances currently at no fee.

RRP staff does pull metal out of the tipping floor pile as they are able, prior to it being processed. However, due to several constraints, they are not able to make a large impact with this approach and once the metal is processed, it decreases in value. This material was not identified as a high priority, however, a recommendation will be provided in the Recommendations section.

#### 3.6 GRIT

There are not currently existing alternatives for grit disposal due to the nature of the material and how it is created. While the GreenRU website does include on their list of acceptable items vacuum bag wastes, dust/lint, tobacco wastes, granite dust, sawdust, etc., the process for source-separating these items for collection, especially where there is not already a source-separated organics collection program, would be cost prohibitive. However, based on conversations with the RRP staff, it is believed that within the grit material is product that could be beneficial. This is further discussed in the Recommendations section.

#### 3.7 GLASS

Two alternatives currently exist to handle glass. Iowa is a redemption state so all beer, wine, alcoholic liquor, mineral water, soda water and similar carbonated soft drink containers (other than exempt containers) sold or offered for sale in Iowa by a dealer are required to have a \$0.05 deposit on the container, including glass. This has assisted commercial food establishments in having a program set up with their vendors for return of glass bottles with a deposit. Residents are also able to



return applicable glass beverage containers at point-of-sale to receive the return of the nickel deposit.

The COA also offers multiple glass recycling containers throughout the county, which are collected and brought to the RRP where Ripple Glass from Kansas City collects the material and reprocesses it. There are currently 18 locations for residents and businesses to deposit glass containers:

- Both Ames Fareways
- Both Ames Hy-Vees at or near the gas stations
- Fresh Thyme Market
- Aldi
- Wheatsfield Cooperative
- Green Hills North Side
- Huxley City Hall
- Fareway in Nevada
- Story City Market
- Roland at North Main and East Ash
- Prairie Moon Winery
- Slater Elementary School
- Maxwell at BJ's behind Casey's
- North side of the Resource Recovery Plant
- ISU
- USDA



Visual observation of the glass recycling bin by the Fareway at 619 Burnett Ave showed that the bins were being utilized with little contamination. Several deposit bottles were noted; however, this is not a concern as the deposit material is acceptable in the COA yellow bins.

There are no other known handling methods for glass at this time.

#### 3.8 EXISTING ALTERNATIVES SUMMARY

Existing alternatives for each material desired for reduction have been discussed, where present. Please note that this is not intended to be an exhaustive list and any particular strategy warrants additional review and analysis.

#### 4.0 COMMUNITY ENGAGEMENT

Several surveys have been initiated by the COA to determine both the business community and residents current recycling and waste reduction practices and interest in expanding programs. These are briefly summarized below.

#### 4.1 BUSINESS COMMUNITY ENGAGEMENT THROUGH SURVEY

The COA wanted to determine the perceived value and interest in additional services (such as community drop-off or curbside collection) for materials not suitable for use by the RRP, including organic waste streams. Recycling is currently available to the business community on a subscription basis with several of the multiple haulers servicing the City.

#### 4.1.1 Survey Preparation

The SCS team worked with City staff to develop a comprehensive and efficient survey structure which included various components, including: the business name and address for those targeted for the survey; questions designed to be easy to answer but to provide insightful responses; and a survey tool that was designed to receive survey information as well as tabulate the information. Those activities are described below in further detail.

Creating a dynamic survey enhances the probability that respondents will complete the survey and will give more thoughtful, accurate responses. SCS developed questions that were quantitative and designed to produce numerical measures of responses. Attitudinal questions were also included, asking businesses their level of interest in recycling to determine their belief in keeping items out of the waste stream. Questions were straightforward and focused on the end result of understanding the materials generated by businesses and their opinions about recycling in the COA. Overall, Questions 1 – 3 provided general information (name of business, address, and business type), Questions 4 -16 focused on the target waste streams generated, and Questions 17 – 22 focused on the interest/emphasis placed on recycling.

An introduction letter was also developed to accompany the survey, explaining why it was being distributed, the due date a response was needed, and included the link to SurveyMonkey<sup>TM</sup>, the survey tool chosen for this project.

The survey questionnaire can be found in **Appendix B.** 

#### 4.1.2 Survey Implementation

SCS worked with COA staff and the Ames Chamber of Commerce for the initial distribution of the survey. There are currently 700 members of the Ames Chamber of Commerce throughout Story County who receive their eblasts. The first survey was sent out on November 12, 2017 by the Ames Chamber of Commerce. A follow up request was then sent in the Chamber Weekly Email Update on December 19, 2017. In addition, a request to businesses was included in the ISU Research Park newsletter on December 13, 2017. In order to obtain input from additional sources, a list was compiled from non-Ames Story County cities who are members of the RRP's

service area and who have businesses listed on their chamber websites. A list of 139 emails was obtained through this method. Email requests to complete the survey were sent out with an introduction to the survey December 14, 2017, January 3, 2018, and January 11, 2018. Since organics are a primary target, a list of 26 additional businesses that had not yet responded was compiled January 3, 2018; January 8, 2018; and January 11, 2018. This list included grocery stores and restaurants. Phone calls were placed between January 9 and 10, 2018 to an additional 10 restaurants, convenience stores, and grocery stores. In total, surveys were sent to or phone calls were made to over 875 business entities. As noted below, 97 surveys were initiated through SurveyMonkey<sup>TM</sup> for an 11% response rate.

#### 4.1.3 Survey Results

The survey results were compiled after the survey closed on February 13, 2018. There were 97 surveys initiated through SurveyMonkey<sup>TM</sup>. Of those, 85 were qualified survey responses, including both completed and partially completed surveys. The 12 non-qualified responses included businesses not generating material in the target categories. The entire survey was open for 13 weeks, including three major holidays. A detailed summary of the qualified results is provided in **Appendix C**. The following discussion provides the attitudinal response by businesses in Story County for recycling efforts.

When respondents were asked how important recycling and diversion is to them, 99% of the respondents said it was either very important and they would always recycle or that it was somewhat important, depending on cost. Written comments included that respondents recycled cardboard locally for free, do not like sorting, but believing in sustaining environment that it is more efficient to burn for energy than to pay to ship things off to recycle, that they would love to recycle at no cost to business, and that it is difficult to get tenants to comply.

When questioned about the economic value of recycling and diversion to businesses – how much they are willing to pay compared to their current fees – 34% of the respondents said they are not willing to pay additional fees. The largest responding group at 45% indicated they are willing to increase their monthly fees by 1-5%. Only 5% were willing to increase monthly fees by the 10-20% range. Additional comments varied including they were willing to pay for the use of service and that they were personally willing to increase 15-20% but they cannot make that call for the business. Others felt they were already recycling by sending their waste to the RRP and that fees are already high for small businesses. It was also suggested to develop a program for both residential and commercial entities where there is a lower fee if you participate in recycling. Benefits were noted if another company could benefit financially and if recyclables could stay local so as to not generate more fossil fuel use by vehicles.

Recycling and diversion efforts by the business community require resources beyond financial support. Respondents were asked if they were willing to make modifications to their operation and train employees to increase recycling and diversion through specific tasks; answers could be provided for more than one option. A total of 65% of the respondents were willing to provide both initial and on-going training to employees. An employee championing the effort would be supported by 36% of the respondents. Modifications to operations would be supported by 53% of the respondents and 9% of the respondents were not willing to support employee training or modification of operations. Written responses included that a business did not have any

employees or it was not applicable to the business. It was also noted that it is difficult to have tenants comply/enforce recycling and diversion. The business is willing to do what they can but unsure of the results.

In the final questions, 58% of the respondents indicated they would be interested in learning more about methods to divert the targeted materials (e.g. food scraps, bulky items, textiles, hard to recycle materials, grit, glass). A total of 16 additional comments were received with 44% asking for a form of single stream recycling, recycling and/or redemption center in Ames, and a recycling program run by the City of Ames with fees charged on the utility bill. Twenty-five percent of the comments were related to an interest in organics and food waste options. Nineteen percent of the comments related to the RRP and appreciation that it was being operated. The final 12% of the comments related to specific materials (paper and pallets).

## 4.2 BUSINESS COMMUNITY ENGAGEMENT THROUGH INTERVIEWS

Based on the results of the survey and general knowledge of the businesses within the COA Community, eleven businesses were selected for a phone interview. The businesses contacted, along with the business type and potential diversion material, are provided in Table 7 below.

Table 7 Targeted Materials for Diversion							
Category	Material	Business					
Grocery Stores	Organics	Fareway					
		Wheatsfield Cooperative					
Hospitals/Medical Clinics	Organics, Bulky Items, Glass	Mary Greeley Medical Center					
Restaurants	Organics, Glass	Arcadia					
		Applebees					
		Hickory Park					
		Red Lobster					
Hotel/Food Industry	Organics, Textiles, Bulky Items	Gateway Hotel & Conference Center					
Institutions	Organics, Textiles, Bulky Items	Ames Community Schools					
Multi-Unit Residence	Organics, Textiles, Bulky Items	Hunziker Property Management					
	Bulky Items, Textiles,						
Other	Undesirable Other	Peterson Floors					

The following questions were used as a general guideline during the discussions.

- Confirm amount/type generated
- Confirm any recycling currently being done
- Ask if they have looked into other options
  - o If so, what has kept them from moving forward

- Ask what challenges they see with recycling
- Ask level of willingness to try solutions/overcome challenges

The input provided by businesses was beneficial. Overall, it appears that there are a number of businesses and entities that are open to recycling and that have room to improve as they are doing little to none currently. Takeaways/impressions noted are summarized below.

- Businesses, and also the residents from the conversations with several of the businesses, are interested in establishing a recycling program. One entity noted that their customers do not know what to do with recycling.
- At least one mentioned that costs need to align with what they are already paying or even be less if possible.
- At least one mentioned the desire to have locally produced compost available.
- Several mentioned that they provide food to Food at First.
- One mentioned a desire to expand on-site glass collection.
- Space is an issue for several of the businesses whether in the kitchen or outside for collection.
- No recycling is being done in the Ames community schools. Resources were identified as a barrier to this occurring and being successful.
- One hotel was interviewed and was very interested in recycling.

#### 4.3 RESIDENTIAL COMMUNITY INTEREST

The COA included questions regarding waste reduction on the 2016 Ames Resident Satisfaction Survey. As a supplement to this information, ISU Institute for Design Research and Outreach (IDRO), in partnership with the COA City Manager's Office, completed a Waste Reduction Survey for Story County. Reports with detailed results are available for both surveys. The COA/IDRO Story County survey, however, provided a comparison to both. Pertinent points extracted from the COA/IDRO report are included here, with a focus on the materials identified for diversion.

#### 4.3.1 Glass, Deposit Cans/Bottles, Paper, Cardboard

Survey respondents were asked if they were aware that glass food containers could be recycled. Only 49% of the respondents indicated they were. Of those, 61% indicated that they participate in glass recycling. The top reasons given for not participating in glass recycling were not knowing about it, inconvenience, not generating glass, garbage company handles, and no time. Other items noted that were being recycled included deposit bottles and cans, paper, and cardboard. Redemption centers were the most common location noted for recycling, with others to include the grocery store, locations on the ISU campus, recycling bin, and recycling center.

#### 4.3.2 Organics

Methods of handling organics (food wastes) were surveyed with 79% of the respondents noting that they disposed of them in the garbage. Only 15% of the respondents currently do backyard composting, with those not composting citing reasons such as space, need, convenience, cost,

and mess for reasons to not compost. Additionally, only 24% responded with a willingness to bring their food waste to a local compost site and 34% responded with a willingness to subscribe to a pick-up service for food scraps.

#### 4.3.3 Bulky Items

Bulky items were identified in the survey as furniture, mattresses, box springs, couches, vinyl flooring, and carpet. When asked if the option were available to take these items to a local site since they are difficult to process at the RRP, 75% of the respondents indicated they would for an average fee of \$18.66 per item/pick-up load. Values for those that responded ranged from \$2 to \$100 per item/pick-up load.

#### 4.3.4 Other Handling Methods

When asked if respondents took part in other waste reduction practices and opportunities, the most common of the three listed was to donate items rather than putting them in the trash, followed closely by using reusable instead of disposable items.

#### 4.3.5 Interest in Additional Recycling

Respondents were asked if they were interested in additional options for recycling; Seventy-four percent of respondents indicated they were interested. Services noted that would help them recycle more frequently included curbside pickup (separate from trash can), having recycling bins at apartments, free recycling, additional information, and a recycling center. In regards to cost, 58% of respondents were willing to pay additional fees for recycling services. Reasons provided for not being willing to pay extra included that they were already paying for it, that it would depend on how much more and if it's affordable, and that tax money should be used for this purpose.

### 5.0 PROGRAM/SERVICES AUDIT

SCS conducted a program/services audit of five communities that are similar to the COA and handle waste using similar methods. The 2014 and 2016 Energy Recovery Council (ERC) Directory of Waste-To-Energy Facilities was reviewed to determine facilities and communities with similar characteristics. Mass burn facilities are more common than the COA's RDF system. Of the 77 facilities listed in the 2016 edition, 60 are mass burn, 4 are modular, and 13 are RDF. Population was considered from there, looking for a community that was in the range of the Story County 2016 population of 97,502 people. Reviewing the populations served by the RDF facilities, 11 of them were 400,000 people or greater, with the majority over 1 million people. The next closest to COA was the Xcel Energy French Island Generating Station in La Crosse, Wisconsin. Therefore, Xcel was added to the list of 5 communities. The others selected (including Xcel) are listed in Table 8. Initial review did look for a similar student/permanent resident population as seen in Ames with the ISU student mix; however, upon review, there was not a comparable facility/community.

Table 8 Co	Table 8 Community Audit Selection*							
Facility	State	Technology	Population Served					
1) Pope/Douglas Waste-to-Energy Facility (Alexandria)	Minnesota	Mass Burn	42,000					
Red Wing Resource Recovery Facility (Red Wing)	Minnesota	Modular	44,000					
3) Perham Resource Recovery Facility (Perham)	Minnesota	Mass Burn	75,000					
4) Susquehanna Resource Management Complex (Harrisburg)	Pennsylvania	Mass Burn	100,000					
5) Xcel Energy French Island Generating Station (LaCrosse)	Wisconsin	RDF (co-fired with coal)	250,000					

<sup>\*</sup>Information obtained from the 2014 and 2016 ERC Directory of Waste-To-Energy Facilities

Internet research was conducted and phone calls were made to each facility with information assembled where available/provided. Key findings, including an assessment of programs, services, and educational outreach offered in communities of similar size and demographics to COA and Story County, related to waste management, diversion options and RDF processing systems for materials not suitable for RRP, are summarized below.

#### Pope/Douglas Waste-to-Energy Facility

• The Minnesota Pollution Control Authority requires a waste characterization to be completed every five years for their air permits.

- Pope/Douglas Solid Waste Management (PDSWM) does not accept C&D materials or glass from doors, glassware/dishes, mirrors, or windows, among other items.
- In 2016, PDSWM received a Greater Minnesota Recycling Grant to establish an organics recycling program in both partner counties (Pope and Douglas). Per the January 2018 Minnesota Report on 2016 Governor's Select Committee on Recycling and Environment (SCORE) Programs, the grant project has established organics recycling programs at over 15 schools and utilizes recycling stations. PDSWM has also purchased a rear-load garbage truck that is dedicated to organics collection, which is operated under contract by a local hauler. These programs have been so successful that PDSWM is working towards constructing an organics processing facility that will serve PDWSM as well as the surrounding area.
- PDSWM began an organics recycling drop site on July 2, 2018. Organics drop off is available Monday – Friday from 8-5 and Saturday from 9-2 at the Pope/Douglas Solid Waste Recycling Center. They are looking to expand to additional communities as people indicate interest. Organics are taken to Tri-County Organics composting facility near St. Cloud as PDSWM is exploring development of an organics composting site that is closer to reduce cost.
- Two towns (Osakis and Glenwood) are beginning "free" curbside organics recycling programs as of July 1 and August 1, 2018, respectively. This program is being funded through SCORE funds.
- Per the January 2018 Minnesota Report on 2016 SCORE Programs, PDSWM is also working on developing updated waste and recycling ordinances to mandate commercial single sort recycling.

#### **Red Wing Resource Recovery Facility**

- The City of Red Wing Resource Recovery Facility (RRF) had a fire at the MRF on June 7, 2017. They were in the process of rebuilding/repairing and making several modifications. They will have a dirty (collecting/sorting all incoming solid wastes) and a clean (collecting/sorting already source separated recyclable comingled materials) MRF when completed.
- The City of Red Wing RRF stated that their 2013 Doppstadt 3060D was their most valuable piece of equipment. It has a simple design with a simple single shaft. They lost it in the fire and the manufacturer had a new one on site in three days.
- City of Red Wing RRF does mattress recycling on site. They use an angle grinder to go around the perimeter. They take the springs to the metal recycle pile and the rest to shred for RDF. This takes them approximately five minutes per mattress and brings in the tip fee for disposal and income from the metal.
- City of Red Wing has curbside recycling in addition to drop off at the Solid Waste Campus. They market some of the materials and some are shipped to the Twin Cities.
- A company out of Germany has set up a process at the Red Wing Xcel ash landfill to recover ferrous, non-ferrous, and precious metals from the ash. Initial estimates are 4-6% metals recovery out of the approximately 55 tons of ash generated per year (4,400 6,600 pounds of metal).

#### **Perham Resource Recovery Facility**

- The Perham Resource Recovery Facility has been in operation since 1986, supplying steam to Tuffy's Pet Foods and Land O'Lakes. The company running the facility closed the doors in July 1998 due to being unable to meet the permit requirements for the air emissions. The original owners then donated the facility to the City of Perham in December 1998 and the City of Perham, Otter Tail County, and three additional surrounding counties (Becker, Todd, and Wadena) applied for state grant funding to complete the necessary upgrades to reopen the facility. The reopened facility has been operating since 2002. Clay County later began using the facility.
- Nearby Tuffy's Pet Foods and Bongard's Creameries currently purchase the steam as an energy source.
- Improvements were again completed in 2013/2014, increasing the facility by 68,000 square feet, updating the air emissions equipment, adding a material recovery facility, a new tipping floor, updates to the building, new office spaces, re-done control room, observation deck for classroom and community tours, conference room, and a break room. This work was expected to increase steam generation from 25 pounds per hour to 50 pounds per hour, allowing the facility to meet 90 percent of the steam demand rather than only 60 percent.
- Facility receives on average 170 tons per day and 62,000 tons per year.
- The purpose of the MRF is not to replace a recycling program; rather to remove items that affect air quality or are abrasive on equipment.
- Incoming material is first sorted in the MRF prior to it going to the WTE facility. This gives them the opportunity to remove items that do not burn well and are recyclable. However, this process is only for cleaning up the material to be burned and the facility is not considered a recycling center. Each of the five counties have a recycling program and a recycling coordinator.
- Six personnel are utilized on the sort line to remove bulky items, old corrugated cardboard (OCC), metal, and electronics. Remaining material then goes through the trommel where knives open the bags and material is sorted based on size. An eddy current is used to sort aluminum. This, in combination with all material going under two magnets, limits the amount of metal that passes through the system.
- Paper, plastic, and other burnable items are then routed back to the tip floor where it is fed in to one of two chutes for burning at 1,800 degrees F. This process reduces incoming volume by 80%.
- Over 1,500 tons of recyclable material is pulled each year.

#### Susquehanna Resource Management Complex

• Susquehanna Resource Management Complex (SRMC) is permitted to take up to 985 tons per day on an average annual basis. Approximately 44% of the material is recycled prior to coming to the facility. Over 8,000 tons of metals are recovered through the process per year. The SMRC processes approximately 290,000 tons per year, 62% of which is from Dauphin County. Approximately 30% of the total processed is landfilled as ash.

 Modifications have not been made to the SRMC as it is the oldest system in the United States and most problems are unique to the facility. In terms of the most valuable piece of equipment, cranes and storage capacity are undersized so any downtime can cause significant disruption in overall services.

#### **Xcel Energy French Island Generating Station**

- The La Crosse County Landfill and Xcel Energy French Island Generating Station are somewhat similar to Ames in that they both process MSW to make RDF. However, French Island uses a much different design of combustion by utilizing a fluidized bed boiler versus a pulverized coal boiler, in addition to co-combusting with waste wood and railroad ties.
- The La Crosse County Landfill has a contract with Xcel to deliver 73,000 tons per year for RDF generation. Xcel's goal is to have a targeted burn rate of 50/50 (waste to wood).
- According to Jadd Stilwell, La Crosse County Landfill Deputy Director, all residential waste is diverted to Xcel (73,000 tons/year) versus MSW direct, C&D, and special wastes (approximately 70,000 tons per year) which is received at the La Crosse County Landfill.
- Xcel does not accept, or removes from the waste stream, bulky items over 4 feet long or over 100 pounds. They also do not accept items unable to be processed such as industrial type rolls of plastic, large quantities of magnetic tape, shrink wrap used to wrap pallets, and green baling strap.
- Materials that are most problematic for Xcel include large silage tarps, carpet, magnetic tape, and large quantities of plastics delivered at one time.
- Xcel reported that in 2017 of the 73,713 tons of acceptable waste received, 54,811 tons were turned in to RDF, 1,498 tons were recycled metal and 17,403 tons were residues that were landfilled. Hauler and community education on acceptable materials, in addition to identifying the hauler delivering unacceptable materials, are the greatest challenges.
- Xcel noted that the only piece of equipment change that may have improved RDF quality was the install of their eddy current system, which helped remove aluminum which can cause issues in their fluidized bed boilers.
- The most valuable piece of equipment for Xcel is the shredder, which gives them the proper fuel size by being ground through sized grates. Next in line is the proper operation of their sizing screen as the sizing screen spacing is important to ensure proper size fuel goes to storage.

#### 6.0 RECOMMENDATIONS

A significant amount of information has been assembled to complete this report. In addition to evaluating the effect of removal of several items currently being processed through the RRP, existing and potential avenues for further diversion or recycling options have been discussed. The business community involved with generating the targeted diversion materials has been surveyed, results of residential surveys completed throughout Story County were reviewed, and five representative communities have been looked at to determine other approaches to materials management, diversion, and recycling for similar areas with WTE plants. With consideration of the EPA Waste Hierarchy for the methods the COA could utilize throughout Story County to minimize landfilling, several key recommendations have stood out, as discussed in Section 6.1 below.

#### 6.1 OPPORTUNITIES FOR ENHANCEMENT

The recommendations made here are opportunities to expand on the success of the program that is currently in place. Discussions with the Waste Diversion Enhancement and Recommendation Team have highlighted the pride team members have in the COA and its programs – and the desire to have improvement where possible. Discussions with members of the business community – as both business members and residents – has reinforced that community pride and desire to help the environment where economically feasible and reasonable to do so. There are a number of recommendations provided herein with varying degrees of effect from a volume standpoint (i.e. diversion from the RRP) as well as a wide range of costs to implement. Therefore, as these recommendations are considered, COA and RRP staff will need to further evaluate and prioritize recommendations to be implemented moving forward.

#### 6.1.1 Mechanical Changes to the Processing System

One of the issues noted are the amount of rejects that are generated through the RDF process. As the RRP staff have noted and as visually observed on-site, a significant portion of the rejects is not only suitable but also desirable material for the creation of RDF. In the current process the challenge is that the material gets clumped together and comes out as rejects. In order to understand the value associated with sending desirable material to the landfill, the table in **Appendix D** was generated. This table evaluates the cost savings potential from decreasing the rejects currently generated. This table looks at historical total tonnage and reject amounts from 2002 through 2016, in addition to providing a historic average and an average over the last five years. Of note is that included in the loss from rejects generation is the loss of revenue paid to the RRP by the Ames Municipal Electric System (AMES) for the RDF. For the purpose of this analysis, the Landfill Tip Fee, Haul Fee, and RDF Income have been assumed constant at the 2018 rates. The table allows for adjusting the percent of rejects diverted with the additional processing. A conservative number of 35% is currently in the table. Under this scenario, with a 35% bump in rejects processed rather than landfilled, over the last five years an average annual cost recovered is \$502,939 with a remaining disposal cost of \$934,029. Several other percent

diverted scenarios are shown in Table 9 (below) based on the five-year average numbers. This provides a high level understanding of the value gained by reducing the amount of rejects handled through landfilling.

Table 9 Reject Reduction Scenarios									
Percent Reduction of Rejects									
Variables		25%		35%		55%		75%	
Total Tonnage (tons)		53,913		53,913		53,913		53,913	
Reject Totals (tons)		16,589		16,589		16,589		16,589	
% Rejects		31%		31%		31%		31%	
Landfill Tip Fee (per ton)*	\$	48.00	\$	48.00	\$	48.00	\$	48.00	
Haul Fee (per ton)*	\$	13.66	\$	13.66	\$	13.66	\$	13.66	
RDF Income (per ton)*	\$	25.00	\$	25.00	\$	25.00	\$	25.00	
Annual Expense	\$	1,022,234	\$	1,022,234	\$	1,022,234	\$	1,022,234	
Lost RDF Sale Income	\$	414,733	\$	414,733	\$	414,733	\$	414,733	
Net Annual Cost to Landfilling Rejects	\$	1,437,631	\$	1,437,631	\$	1,437,631	\$	1,437,631	
Percent Diverted with Addt'l Processing		25%		35%		55%		75%	
Annual Cost Recovered	\$	359,408	\$	503,171	\$	790,697	\$	1,078,223	
Remaining Disposal Cost	\$	1,078,223	\$	934,460	\$	646,934	\$	359,408	

In order to address the rejects, there are three potential solutions briefly provided. Least expensive and most easily implemented is to add additional air knife recovery systems to the current process. The addition of air knife recovery systems at multiple points through the process would allow for additional RDF to be sent to the AMES power plant and would divert material from the Boone County Landfill. This could be implemented for a cost between \$30,000 to \$40,000.

A mid-range solution would be to add an optical scanner and disc spreader to the system. In looking at a mid-range solution, SCS obtained a sample of the reject material and consulted with the CP Group to determine a viable solution to the quantity of rejects. The CP Group has proposed a high speed accelerator spreader conveyor and optical sorter that picks plastic and paper. The unit's conveyor is 112 inches wide in order to reduce the burden depth to a manageable one inch height. Fitting the unit into the plant could be a challenge and needs to be confirmed early on to assess the best position and modifications. A drawing SCS created of a typical optical scanner is below (Figure 3) in addition to a 3-D version (Figure 4). CP Group is also potentially recommending a disc spreader (Figure 5). Once the target materials are ejected they fall into either temporary storage containers or could be managed with take-away conveyors. The key there is to have vertical clearance for the containers. The disc spreader is typically used if the target materials are moist and clumped together, as experienced in the RRP.

The discs fling the materials across the belt liberating them from clumps and facilitating better removal efficiency.

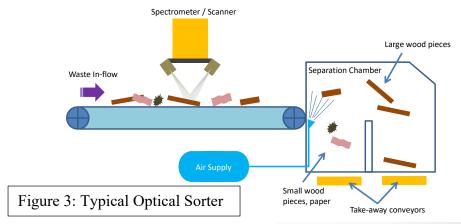




Figure 4: 3-D Typical Optical Sorter



Figure 5: Disc Spreader

This equipment would both reduce the clumps of material and sort additional plastic and paper, allowing for an increase in RDF sent to the AMES power plant and a decrease in the material sent to the Boone County Landfill. Prior to implementing the optical scanner and disc spreader, further review would need to be completed to ensure the equipment will physically fit in to the RRP process. The unit cost is approximately \$350,000 (including the disc spreader) and the installed cost in a retrofit situation could run from approximately \$700,000 to \$1.1

million. Based on the projected savings from removing this material, it appears the unit could pay for itself in less than two years, even at a relatively low (conservative) 35% removal efficiency. Based on the potential reduction of rejects and additional desirable RDF material, consideration should be given to further evaluating the feasibility of integrating this equipment in to the RRP system.

The high-level solution would be to completely remodel or construct a new combustion system that would be able to combust more of the waste stream, i.e. going to a mass burn facility. This is by far the most expensive option, and affects not only the RRP process but also the AMES power plant. This would allow a portion of the material that is currently not suitable for the RRP to be utilized for power generation. This option requires input from multiple entities and a separate indepth feasibility study.

#### 6.1.2 Education/Outreach Materials

Both the COA and ISU have a strong belief in the RRP and sustainability system in Ames and Story County. Through websites and flyers this information is available to the public. Because Ames is a college town with a revolving population, education is an ongoing process. Residents and students alike are coming from other towns/cities, both within Iowa and out, that have different recycling systems. It is critical that a clear, simple message be made often. There are recycling programs in place in Ames and throughout Story County, it just may not look like the program in other areas. Combining this with one joint message between ISU and the COA would be beneficial so whether one is a student in ISU housing or a student or resident in residential housing the message is consistent and located in the same place. ISU developed a Pay It Forward Database, with a prototype of the online interactive database being developed. Material included in the database is seen in the spreadsheet in **Appendix E**. The intent is to provide an easy source for students and residents to determine where unwanted/no longer needed materials that may have a beneficial reuse could be diverted. Through collaboration with the COA, placing this information within the same single reference location for Story County and maintaining it will provide a reliable resource for the community to use. Use of flyers, radio ads, etc. that drive traffic to one location (community webpage) makes it realistic to continually update/maintain the site.

#### 6.1.3 Business Recycling

Based on the completed surveys and phone calls made to businesses within the Story County area, businesses, in general, do have a desire to recycle with 51% of respondents saying that they will always recycle and 48% saying that it was somewhat important, depending on cost. The fee for recycling does come in to play as 34% of respondents were not willing to pay additional money to recycle, while 45% were willing to pay an additional 1-5% in fees and 21% were willing to pay in the 5-20% additional fee range. Due to the varied nature of wastes that businesses generate, a one-size fits all solution does not necessarily fit. A concentrated effort by the COA to provide assistance to businesses indicating an interest in beginning or increasing their recycling efforts but needing a knowledgeable resource would be beneficial. There are

already resources in place for this – the COA's EcoSmart programs, Smart Business Challenge, and the IDNR's Iowa Waste Exchange (IWE). Through the COA Smart Business Challenge, participating businesses can work with COA and RRP staff to reduce their waste stream. Several businesses have taken advantage of this program. The IDNR through the IWE has also been a long-time provider of this service – and at no cost to the COA or the business itself. Shelly Codner is the Area 2 representative, covering all of Story County. In conversation with her, she would work with the COA to ensure the COA's message is distributed and could collaborate with the COA to develop a focused set of businesses to begin with.

#### 6.1.4 Last Chance Re-Use Center

The north side of the tip floor at the Resource Recovery Plant is currently the drive-through for the non-commercial haulers utilizing the RRP. RRP staff refer to this traffic as the "carline." Cars or pickup trucks, typically, drive through this area where they can drop off American flags and sharps for proper disposal, appliances, batteries, used oil, and the unwanted materials (garbage) that they have. A



number of the materials deposited in the last category (garbage) could have value for either reuse or recycling. Those materials are also ones that are not beneficial to the RRP and, in fact, cost the RRP to have them hauled to Boone County Landfill. While there is not space in the facility as it sits at this point, it is recommended to provide a drive through building as close to the current RRP as possible (for easy of staffing, shared resources, etc.) where residents and potentially



small haulers can sort the material they are bringing in that still has life for beneficial reuse or recycling. Furniture, mattresses, carpet, textiles, undesirable other (ceramic pots and plates, shoes, etc.), metal, and glass could all be sorted and only the actual MSW would be disposed of and processed into RDF. Once materials are dropped off, partnerships with secondhand stores could be utilized to have the items, acceptable for reuse picked up. This could be coordinated with more than one store so if one is at capacity or not accepting donations, there are others to work with.

These items would include furniture, textiles, and usable undesirable other (shoes, plastic picture frames, porcelain, ceramic tiles, clay pots, etc.). The handling of mattresses is discussed in the next section. Glass handling would continue with Ripple Glass out of Missouri. As previously mentioned, due to the space, equipment, and time limitations the RRP staff are not able to

remove all metal prior to going through the RDF process. Once metal is sent through the resource recovery process it has a lower value due to contamination. With a last chance drop off facility, a greater portion of metal could be diverted and sold by RRP for a higher value. The size of this facility should allow room to be flexible to add materials as markets change. Among materials that have found value at other sites either in Iowa or across the country are clean asphalt shingles, carpet/padding, and clean wood waste. It must be understood



that these markets can be driven by a number of factors and the demand for materials can change so flexibility is key. When there is a demand for materials, if the RRP has the ability to manage them separately, there are multiple benefits, including the RRP receiving the tip fee, that otherwise goes to the landfill, contractors do not have to haul to the west side of Boone, a beneficial use material is kept out of the landfill, and there could potentially be income for selling the end product.

#### 6.1.5 Mattress Recycling

Mattresses are not beneficial at the RRP and are hauled to the Boone County Landfill at the expense of RRP staff time and hauling and disposal costs. There is currently not a valid mattress recycling option to be found in Iowa. Surrounding states do have a variety of programs, some

open to accepting additional material and some already at capacity. Ultimately it would be beneficial to have a mattress recycling facility located in Central Iowa for the RRP service area to utilize. Until/unless that happens, the RRP would have the ability to ship mattresses to 7 Rivers Recycling, LLC in La Crosse, Wisconsin. A trailer could be stationed at the previously mentioned last chance recycle center to collect mattresses from businesses and residents. As previously mentioned, a total of 185-190 mattresses could fit in the trailer, but to be conservative a total of 175 mattresses per trailer should be assumed. The normal price for mattresses is \$13.50/mattress. However, with a bulk quantity it drops to



\$12.50/mattress. Transportation costs can be highly variable. At the time it was discussed, Brian Tippets, part owner of 7 Rivers Recycling, LLC, was seeing a cost of \$1.64/mile round trip. It is approximately 500 miles round trip. Mattresses would need to be accepted and hauled on a frequency that would keep them from being soiled, wet, infested, crushed, etc. The pricing structure for receiving the mattresses should be reviewed if this is implemented as the cost for transportation and disposal per mattress would be approximately \$18.25 at \$2.00/mile round trip with 175 mattresses on a trailer at \$12.50 per mattress.

#### 6.1.6 Expand Glass Collection Points

Based on the 2016 waste sort data provided by the RRP staff, approximately 1% of the incoming material by weight is glass, or 433 tons per year. While that does not sound like much, it is a material that should be relatively easy to reduce in the waste stream. And at a population base of 97,502 people, that is approximately nine pounds of glass per person per year that is thrown away. Iowa is a deposit law state, which means that certain glass containers have deposit charge on them when they are sold and the consumer can be refunded that



deposit when they are returned. The \$0.05 deposit, while not always effective, does aid the increase of glass returned. Remaining glass with the exception of window glass, mirrors, and cookware can be placed in the yellow bins found around town. While there are currently yellow bins at a number of locations throughout towns in Story County (multiple throughout Ames, one each in Huxley, Nevada, Story City, Slater, and Maxwell), and those residents subscribing to curbside recycling can recycle glass in their carts, it would be beneficial to increase access whether through additional yellow bins and/or exploring options with multi-family dwellings.

#### 6.1.7 Community-Driven Diversion

The COA and its service area are different and unique. A diversion program in Story County is not going to look the same as other service areas in Iowa. Many items typically recycled in curbside or drop-off collection such as papers and plastics are positive materials for the COA electricity generation process. In addition, several items with high specific energy – wood, organics, bulky items, and textiles – are just not compatible in the RRP/AMES process. Many residents – 74% of the respondents of the community survey – indicate that they are interested in additional recycling/diversion. Therefore, it is recommended to reinvigorate the local message and provide/enhance collection or drop-off locations for organics, bulky items, glass, metals, textiles, and undesirable other materials. Community-driven diversion should look to include multi-family unit housing, even if it is started on a pilot project basis to develop the best method for success. Taking this approach provides beneficial recycling/diversion that fits the parameters for the facilities in Story County rather than simply doing "feel-good" recycling. The materials that would be targeted for diversion cause issues with the RRP/AMES and add cost to transport and dispose of at the Boone County Landfill. A vital component to community-driven diversion is the educational messaging to ensure support of the COA and Story County waste reduction and diversion goals.

# 6.1.8 Complete Pilot Project for Food Waste Collection from Restaurants

Yard waste is prohibited by state law at the COA Resource Recovery Plant. While small amounts may show up, the majority of organics in the waste stream will be food wastes. Based on the commercial population of Ames, a majority of food wastes likely come from the restaurant sector. In an ideal situation, perhaps, all compostable material from restaurants would be collected separately and composted, saving the RRP from the unwanted organic waste and in turn generating a product to assist with new plant growth (compost). However, there are several challenges that would benefit from being worked through prior to even contemplating going that route. If these challenges could be worked through with a smaller subset of representative businesses, the local groups such as the Campustown Action Association, Ames Downtown, and the South Duff group of businesses could, through their networking events, share the positive outcomes and lessons learned from implementing organics collections. Therefore, it is recommended that a pilot project for compostable material collection be developed and implemented using 15-20 businesses from at least Main Street, Welch Avenue, and South Duff.

It should be noted that it is likely that in order to achieve a high level of participation of such a program in the future, regulations or mandates could be needed although 99% of the business survey respondents, when asked how important recycling and diversion is to them, responded it was either very important and they would always recycle or that it was somewhat important, depending on cost..

#### 6.1.9 Offer Food Waste Collection from Residents

Yard waste is prohibited at the COA Resource Recovery Plant. While small amounts may show up, the majority of organics in the waste stream will be food wastes. There are several communities throughout Iowa including the City of Iowa City and the City of Dubuque who have begun curbside food waste collection through a residential program. There are also several cities in the Pope/Douglas Solid Waste Management Area (northwest of Minneapolis) who began organics curbside collection in summer 2018 in addition to having a drop-off site at the Pope/Douglas Solid Waste Management Complex. It should be explored with current compost facilities to expand the yard waste collection to allow for food waste to be added. Based on the current yard waste acceptance facilities it needs to be noted that not all facilities are equipped to handle food waste. It could also be discussed with a vendor to allow for food waste drop-off at a specific location(s) in town for residents to use.

# 6.1.10 Evaluate Anaerobic Digestion in Conjunction with the Wastewater Treatment Plant

Anaerobic digestion is a potential solution to managing a portion of the organics that requires a separate feasibility study to determine quantities and types of feedstock needed and available, location, partnerships, and other details to ensure a cost-effective organics management system.

#### 6.1.11 Continue Rummage RAMPage

The COA and ISU have done a phenomenal job with initiating and expanding on Rummage RAMPage. This program has had tremendous success in removing a large seasonal tonnage from the waste stream, providing an excellent publicity event for the COA, and furnishing Ames students and residents with an economical option for purchasing furniture and housewares. This also provides an opportunity to donate items to community thrift stores, the library, and food banks. The event has grown from its inception in 2016 to more than tripling revenues and more than doubling the tonnage diverted from the landfill in 2018. Supporting staff and organizations should be given acclaims for their efforts here and the program should continue with an open mind as to ways to expand it each year.

#### 6.1.12 Support Food Rescue Programs

Food rescue provides a double benefit – feeding the hungry and keeping organic material out of the RRP. Based on information obtained, it seems that there is room to expand this program with ISU Dining and other catering programs within the service area. Several obstacles seem to come up repeatedly; namely, liability, required short time-frames for pickup, and availability of

containers. Based on the work of the Iowa Food Waste Stakeholder Group and area food recovery groups, there is a strong network of organizations and individuals interested in furthering this effort. To assist in addressing these obstacles, the following steps can be completed:

- Support the efforts of ISU Dining and other caterers willing to provide leftover edible food to local groups in need.
- Work with the Iowa Department of Inspections & Appeals, ISU Extension and Outreach, and the Iowa Restaurant Association to develop firm guidelines for caterers and restaurants to follow in order to donate leftover food with a comfort level that by staying in those guidelines they will not have liability.
- Support the coordination of a service-area wide application such as Chow Bank to facilitate the communication needed to match donors with those in need of prepared food.
- Provide support for food rescue organizations through availability of funds for food transport containers. This could be through considering funding purchase of containers if requested through the City of Ames Fall Grant Program.

It is recognized that there are a number of recommendations presented herein. Again, it is commendable to both the COA and ISU for both the use of an unwanted resource – garbage – in generating a valued commodity in electricity and the number of initiatives that are already present. The recommendations presented herein are potential tools to specifically address the items identified as either unsuitable, unacceptable, or not beneficial to the production of refuse derived fuel.

#### 7.0 SUMMARY AND NEXT STEPS

The COA has a long history of beneficially using waste generated within the service area as a source of fuel to create electricity for Ames residents. In fact, this was the first municipally-owned and operated plant of its kind when it came online in 1975 and remains a point of pride and unique attribute of the COA / ISU community. Supporting this effort in the COA and Story County are a number of great programs and opportunities for managing resources. As is in many cases, there are opportunities to expand on and develop new programs. A methodical approach to new programs to ensure success is critical, especially with potential programs such as the business organics recycling recommendation. Feedback from surveys and phone calls was quite favorable to expanding programs available; resources (or lack thereof) being a key deterrent, whether the resources be knowledge, programs, economics, or manpower. Reviewing the materials for diversion (organic, bulky, textiles, undesirable other, metals, grit, and glass), Table 10 below shows the materials the recommended programs have the potential to affect.

Table 10 Recommendation Effects Summary							
Material	Organic	Bulky	Textiles	Undesirable Other	Metals	Grit	Glass
Goal Tonnage Diversion (tons)	4,647	1,414	1,060	766	249	249	249
#1 Mechanical Changes						X(Rejects)	
#2 Education/Outreach	Х	Х	Х	Х	Х	Х	Х
#3 Business Recycling	Х	Х	Х	Х	Х	Х	Х
#4 Last Chance Re-Use Center	Х	Х	Х	Х	Х	Х	Х
#5 Mattress Recycling		Х					
#6 Expand Glass Collection Points							Х
#7 Community-Driven Diversion	Х	Х	Х	Х	Х	Х	Х
#8 Pilot Project Restaurant Food Waste Collection	Х						
#9 Food Waste Collection from Residents	Х						
#10 AD in Conjunction with WWTP	X						
#11 Continue Rummage RAMPage	Х	Х	Х	Х	Х	Х	Х
#12 Support Food Rescue Programs	Х						

Note: #8, #9, #10 and #12 also will contribute to lowering the amount of rejects generated as these recommendations will remove material from the waste stream that causes the contamination to waste that puts it in the reject category. This will also provide an overall cleaner more beneficial fuel.

SCS has experience in further evaluating and implementing recycling programs. We offer our support with implementing recommendations based on the priority determined by the COA and

RRP. Based on our evaluation of the current system and direction for future programs, we would offer the following suggestions for next steps.

- 1) Further evaluate the feasibility of the recommended mechanical changes to the system. For the period from 2002 through 2016 there was an average of 15,650 tons of rejects generated. A decent portion of this material provides good Btu value, along with the revenue generated (\$25/ton) from the sale of the RDF. In addition, any rejects handled currently cost the RRP \$60/ton for hauling and disposal.
- 2) Evaluate the potential location, layout, and cost (capital and operation/maintenance) of a Last Chance Re-Use Center. The current RRP facility does not allow the space for enhancing reuse/recycling programs and does not allow for fluctuation as markets change. Having the space and the facility allows potential for impact in the seven target areas.
- 3) Explore the potential for a mattress and/or carpet recycling program. This could either simply be a collection and shipment program (with consideration of available space) or for mattresses could expand in to a service RRP staff complete themselves. Should the former be the case, current manpower levels would need to be included in the evaluation.
- 4) Work with select businesses (restaurants) to develop a pilot organics collection program.
- 5) Evaluate the current COA driven recycling/diversion programs and determine if changes could be made to the system to benefit the RRP and meet the desire of the residents/community to recycle.



# APPENDIX A

# RRP Material Handling Effect Model

#### Arnold P. Chantland Resource Recovery Plant City of Ames Waste Variation Model

Instructions for using this model:

-Cells shaded in green are user input.

-Cells shaded in light green are tied to user input.

#### **Baseline Mode**

	June 13, 2016	Waste Sort (1)										
Material	Sample Weight (lbs)	Sample Composition (%)	Waste Contributing to RDF (%) <sup>(1)</sup>	Materials Contributing to RDF (lbs) <sup>(2)</sup>	Recalculated Waste Distribution (%)	Moisture Content (%) <sup>(3)</sup>	Dry Weight (lbs)	Average Heat Value (Btu/lb Dry Weight) <sup>(4)</sup>	Total Energy Content (Btu)	Specific Energy Content (Btu/lb)	Ash % Dry Weight <sup>(5)</sup>	Ash Generated (lbs)
Paper	359.6	22%	98%	352.4	42%	6%	331.3	7,571	2,507,996	7,117	6.0%	20
Plastic	262.3	16%	98%	257.1	31%	2%	251.9	14,390	3,625,027	14,102	10.0%	25
Wood	197.4	12%	10%	19.7	2%	20%	15.8	8,316	131,326	6,653	1.5%	0
C&D	80.1	5%	7%	5.6	1%	6%	5.3	1,500	7,906	1,410	10.0%	1
Organic	254.2	16%	15%	38.1	5%	70%	11.4	5,983	68,440	1,795	5.0%	1
Bulky	120.0	7%	65%	78.0	9%	15%	66.3	8,600	570,180	7,310	2.0%	1
Glass	16.0	1%	1%	0.2	0%	2%	0.2	86	13	84	98.9%	0
Metals	92.4	6%	1%	0.9	0%	3%	0.9	0	0	0	90.5%	1
Textiles	53.2	3%	40%	21.3	3%	10%	19.2	8,844	169,380	7,960	3.2%	1
Desirable Other	28.1	2%	98%	27.5	3%	15%	23.4	5,000	117,037	4,250	5.0%	1
Undesirable Other	70.5	4%	40%	28.2	3%	10%	25.4	200	5,076	180	75.0%	19
Grit	88.9	5%	5%	4.4	1%	8%	4.1	200	818	184	68.0%	3
Total	1,622.7	100%		833.5	100%				7,203,199	8,642		72

#### Assumptions:

- (1) Provided by RRP staff.
- (2) Percentage of accepted waste utilized for RDF production is 51% based on information provided by the RRP. Percent based on model is:

51%

- (3) % Moisture Content values obtained from Table 4-1, page 70-71 of Integrated Solid Waste Management Engineering Principles and Management Issues. McGraw-Hill. 1993. Values were estimated when exact value was not provided.
- (4) Average Heat Value, Btu/lb Dry Weight obtained from Table 4-2, page 78-79 of Integrated Solid Waste Management Engineering Principles and Management Issues. McGraw-Hill. 1993. Values were estimated when exact value was not provided.
- (5) Ash % Dry Weight obtained from Table 4-3, page 80 of Integrated Solid Waste Management Engineering Principles and Management Issues. McGraw-Hill. 1993. Values were estimated when exact value was not provided.

#### Model Output Highlights

Baseline

Specific Engergy Content: 8,642 Btu/lb

Incoming Waste Utilized for RDF: 51% Incoming Waste

Waste Input Modification Model

Specific Engergy Content:

9,243 Btu/lb -3,361 tons

Proposed Change to Input Materials: Incoming Waste Utilized for RDF:

44% Incoming Waste

Ash Generation:

1,614 lbs/year

#### **Waste Input Modification Model**

Total CY Annual Ton	inage:	44,000	tons							'				
	Distribution of Waste Materials (%)	Annual Estimated Material (tons)	Waste Contributing to RDF (%) (1)	Materials Contributing to RDF (tons) (2)	•	Change to RDF Process Material	Modified Material Contributing	Modified Material	Recalculated Total	% Moisture	5	Average Heat Value (Btu/lb Dry Weight) <sup>(4)</sup>	Total Energy	Specific Energy
Material	(%)		RDF (%) 17	<u> </u>	RDF (tons)	(%)	(tons)	Contributing (lbs)	Percent 50%	Content	Dry Weight (lbs)		Content (Btu)	Content (Btu/lb)
Paper	16%			9,556	0		9,556		50%	0%	17,964,621		136,010,142,154	7,117
Plastic	10/0	7,112	98%	6,970	U	U	6,970	13,940,194	30%	2%	13,661,390	14,390	196,587,396,841	14,102
Wood	12%	5,353	10%	535	0	0	535	1,070,512	3%	20%	856,410	8,316	7,121,902,962	6,653
C&D	5%	2,172	7%	152	0	0	152	304,071	1%	6%	285,827	1,500	428,740,100	1,410
Organic	16%	6,893	15%	1,034	-780	-75%	254	507,813	1%	70%	152,344	5,983	911,473,382	1,795
Bulky	7%	3,254	65%	2,115	-1,690	-80%	425	849,987	2%	15%	722,489	8,600	6,213,405,398	7,310
Glass	1%	434	1%	4	-3	-76%	1	2,077	0%	2%	2,035	86	175,041	84
Metals	6%	2,505	1%	25	-13	-50%	13	25,109	0%	3%	24,356	0	0	0
Textiles	3%	1,443	40%	577	-460	-80%	117	234,027	1%	10%	210,625	8,844	1,862,763,208	7,960
Desirable Other	2%	762	98%	747	0	0	747	1,493,402	4%	15%	1,269,392	5,000	6,346,960,005	
Undesirable Other	4%	1,912	40%	765	-385	-50%	380	759,303	2%	10%	683,373		136,674,542	
Grit	5%	2,411	5%	121	-30	-25%	91	181,055	0%	8%	166,571		33,314,126	
Total	100	44,000		22,600	-3,361		19,239	38,478,849	100%				355,652,947,759	9,243

#### Assumptions:

- (1) Provided by RRP staff.
- (2) Percentage of accepted waste utilized for RDF production is 51% based on information provided by the RRP. Percent based on model is:

  Percentage of accepted waste utilized for RDF production with proposed materials modified is:

  44%
- 51%
- (3) % Moisture Content values obtained from Table 4-1, page 70-71 of Integrated Solid Waste Management Engineering Principles and Management Issues. McGraw-Hill. 1993. Values were estimated when exact value was not provided.
- (4) Average Heat Value, Btu/lb Dry Weight obtained from Table 4-2, page 78-79 of Integrated Solid Waste Management Engineering Principles and Management Issues. McGraw-Hill. 1993. Values were estimated when exact value was not provided.
- (5) Ash % Dry Weight obtained from Table 4-3, page 80 of Integrated Solid Waste Management Engineering Principles and Management Issues. McGraw-Hill. 1993. Values were estimated when exact value was not provided.

#### Arnold P. Chantland Resource Recovery Plant City of Ames Waste Variation Model

#### Ash Generation Model

	Ash % Dry	Ash Generated	Ash Generated
Material	Weight (5)	(lbs)	(tons)
Paper	6.0%	1,077,877	538.9
Plastic	10.0%	1,366,139	683.1
Wood	1.5%	12,846	6.4
C&D	10.0%	28,583	14.3
Organic	5.0%	7,617	3.8
Bulky	2.0%	14,450	7.2
Glass	98.9%	2,013	1.0
Metals	90.5%	22,042	11.0
Textiles	3.2%	6,740	3.4
Desirable Other	5.0%	63,470	31.7
Undesirable Other	75.0%	512,530	256.3
Grit	68.0%	113,268	56.6
Total		3,227,574	1,613.8
Detential Meterial Fa			8.39%

#### Potential Material For Diversion

Total CY Annual Ton	nage:	44,000	tons		
Material	Material Not Processed For RDF (tons)	Material Targeted for Removal from RDF Process (tons)	Total Potential Material for Diversion (tons)	Targeted Materials for Diversion (%)	Targeted Materials for Diversion (tons)
Paper	195	0	195	0%	0
Plastic	142	0	142	0%	0
Wood	4,817	0	4,817	0%	0
C&D	2,020	0	2,020	0%	0
Organic	5,859	780	6,639	70%	4,647
Bulky	1,139	1,690	2,829	50%	1,414
Glass	430	3	433	50%	216
Metals	2,480	13	2,493	10%	249
Textiles	866	460	1,326	80%	1,060
Desirable Other	15	0	15	0%	0
Undesirable Other	1,147	385	1,532	50%	766
Grit	2,290	30	2,320	10%	232
Total	21,400	3,361	24,761		8,586



# APPENDIX B

# Business Survey Questionnaire

#### Introduction

The City of Ames is conducting a study of the waste that is processed at the Resource Recovery Plant (RRP) in order to identify materials best suited for conversion to energy, and alternative outlets for materials that are unsuited for the RRP. Your feedback is important to the success of the City's management of our solid waste. This survey, which should take less than 5 minutes, will be a big help. Thank you!

Should you have any questions, please contact Bill Schmitt with the City of Ames at 515-239-5238.

1. Name of Business (Optional)	
2. Address (Optional)	
3. What kind of business do you own/manage?	
Agriculture	Manufacturing – Food
Arts, Entertainment, & Recreation (golf courses, fitness centers, bowling alley, conference centers, etc.)  Food and Beverage Stores (convenience stores)  Grocery Stores  Hospital / Medical Center  Hotel/Motel  Institution / School	Manufacturing – All Other  Multi-Family Dwelling (5 units or more)  Restaurant / Bars  Retail (all)  Services – Professional, Technical and Financial  Services – Auto body, repair, personal (barber, massage, etc.)
Other (please specify)	



# Food Scraps

* 4. Does your business generate food scraps	
No	Yes (1 large bag a day)
Yes (less than 1 small bag a day)	Yes (more than 1 dumpster a day)
Yes (1 small bag a day)	Yes (unknown quantity)
Other (please specify)	



## Food Scraps

5. What do you do with your food scraps?	
Put in trash container	
Have garbage company pick up separately to compost	
Take home to backyard compost	
Take to compost facility	
Other (please specify)	



# Bulky Items

No	
No	Yes (1 item per month)
Yes (less than 1 item every year)	Yes (2 items per month)
Yes (1 item every 6 months)	Yes (more than 2 items per month)
Yes (1 item every 3 months)	Yes (not sure how many items)
Other (please specify)	



# Bulky Items

7. How do you dispose of bulky items?					
Put in trash container					
Have garbage company pick up separately from regular trash					
Take to a reuse location like Goodwill					
Other (please specify)					



### Textiles

* 8. D	oes your business generate textiles, such as cloth	ning,	fabric, or other such material? If so, how often?
	No		Yes (1 large bag a day)
	Yes (less than 1 small bag a day)		Yes (more than 1 dumpster a day)
	Yes (1 small bag a day)	$\bigcirc$	Yes (not sure how much)
	Other (please specify)		



### Textiles

9. How do you dispose of textile materials?	
Put in trash container	
Have a textile company pick up to recycle	
Take to a reuse location like Goodwill	
Other (please specify)	



### Undesirable Materials

No	Yes (1 large bag a day)
Yes (less than 1 small bag a day)	Yes (more than 1 dumpster a day)
Yes (1 small bag a day)	Yes (unsure how much)
Other (please specify)	



### **Undesirable Materials**

11. Which materials do you generate (mark all those that apply)?
Shoes / soles of shoes
Garden Hoses
Hard Plastics
Plastic Picture Frames
Plates
Porcelain or ceramic tiles
Clay pots
Other (please specify)
12. How do you dispose of these materials?  Put in trash container  Have a recycling company pick them up
Take to a reuse location such as a thrift store
Other (please specify)



### Grit Material

No	Yes (1 large bag a day)
Yes (less than 1 small bag a day)	Yes (more than 1 dumpster a day)
Yes (1 small bag a day)	Yes (unsure how much)
Other (please specify)	



### Grit Material

14. How do you dispose of these materials?	
Put in trash container	
Have a recycling company pick them up	
Other (please specify)	



### Glass

No	Yes (1 large bag a day)
Yes (less than 1 small bag a day)	Yes (more than 1 dumpster a day)
Yes (1 small bag a day)	Yes (not sure how much)
Other (please specify)	



### Glass

16. How do you dispose of or recycle your glass?				
Separate deposit glass for redemption				
Use the City provided yellow glass recycling containers placed by grocery stores and other locations				
Have a recycling company pick up glass				
Put in trash container				
Other (please specify)				

# Recycling Questions

* 17.	How important is recycling and diversion to you?		
	Very important, would always recycle		
	Somewhat important, depends on cost		
	Not important, would never recycle		
Oth	er (please specify)		
* 18.	What is the economic value of recycling and diver	sion to you – how much are you willing to pay?	
	Not willing to pay any additional fees	Willing to increase monthly billing by 10-15%	
	Willing to increase monthly billing by 1-5%	Willing to increase monthly billing by 15-20%	
	Willing to increase monthly billing by 5-10%		
Oth	er (please specify)		
	Are you willing to make modifications to your oper	ation and train employees to increase recycling an	d
div	ersion (mark all those that apply)?		
	Willing to provide initial training to employees		
	Willing to provide on-going training to employees		
	Willing to support an employee championing the efforts		
	Willing to modify operations to have materials stored separately for collection		
	Not willing to make any additional effort		
If w	illing not to make additional effort, please explain why.		

* 20. Would you be interested in learning more about methods to divert these materials (e.g. food scraps, bulky items, textiles, hard to recycle materials, grit, glass)?
Yes
○ No
21. Do you have any questions or comments?
22. If you would like to be contacted, please place your name and phone number below and a representative will call you.
representative will eath you.



### End of Survey

Thank you for your feedback! Should you have any questions, please contact Bill Schmitt at 515-239-5238 or at  $\underline{bschmitt@city.ames.ia.us}$ .



# APPENDIX C

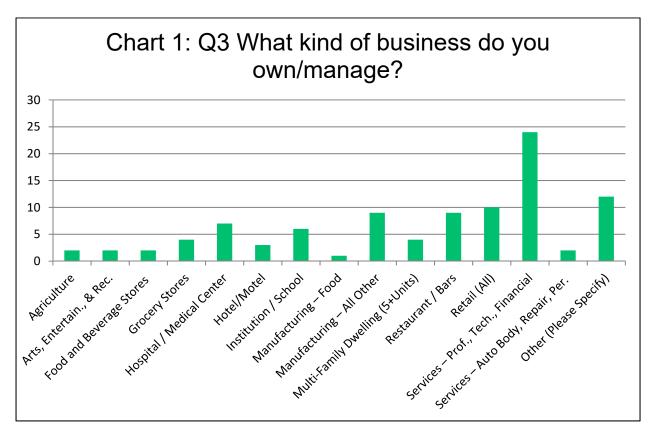
# Summary of Business Survey Results

#### **Appendix C Summary of Business Survey Results**

The business survey results were compiled after the survey closed on February 13, 2018. There were 97 surveys initiated through SurveyMonkey<sup>TM</sup>. Of those, 85 were qualified survey responses, including both completed and partially completed surveys. The 12 non-qualified responses included businesses not generating material in the target categories. The entire survey was open for 13 weeks, including through 3 major holidays. Following is a summary of responses provided by respondents.

#### General Questions 1 - 3

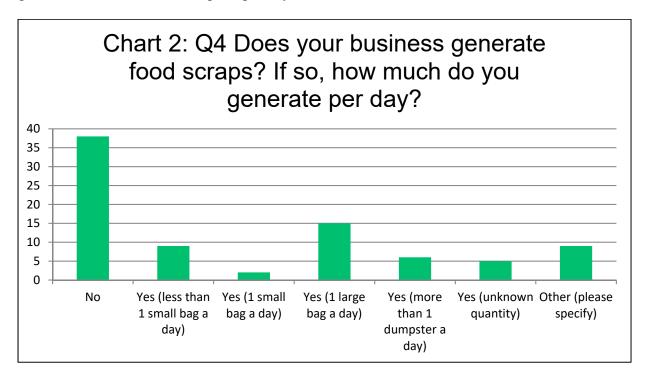
The first two questions of the survey were an option to provide the respondent's business name and address. A total of 61 respondents provided their business name, with 49 providing their address. The third question provided options on the type of business the respondent was associated with. The breakdown is provided in **Chart 1** below.



A total of 12 respondents were classified as "Other." Those businesses included construction (four), government (four), newspaper (one), non-profit (two), and daycare provider (one). These twelve respondents are not within the North American Industry Classification System (NAICS) codes that were of interest for this survey and are therefore not considered in the remaining analysis.

#### Food Scraps Questions 4 – 5

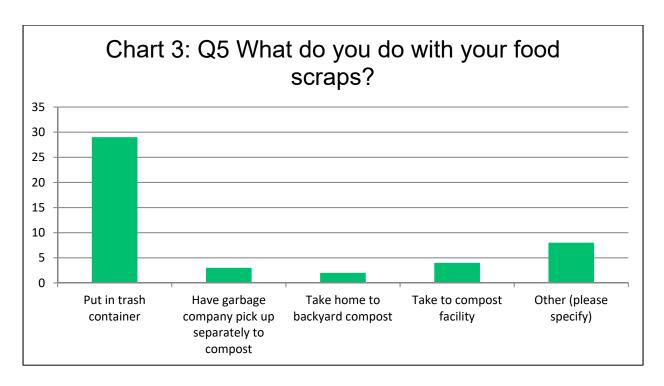
A total of 84 respondents answered the fourth question. While 38 respondents noted that they do not generate food scraps, 15 indicated they generated one large bag a day and six indicated they generated more than one dumpster per day.



Of interest are the nine "Other" responses, which actually increase the quantity of food waste generated:

- We do not offer food service however, people do order in and extras could be thrown.
   Home bought in items could be pitched as well. Estimate a very low quantity but not quantified.
- Only on special occasions
- Three large bags a day from kitchen unknown post-consumer
- Three times a week one dumpster mixed with cardboard
- No- donates unsold food
- Depends on the day. One to three large bags a day
- Yes but we recycle all food through a reclaim company
- Yes, we have multiple, large bags of food scraps per day, that can take up to 1/4 to 1/2 a dumpster.
- Between a large bag and a dumpster

A total of 46 respondents completed the fifth question. The majority of the respondents (29) put their food scraps in the garbage while nine incorporate food scraps into residential or commercial compost.

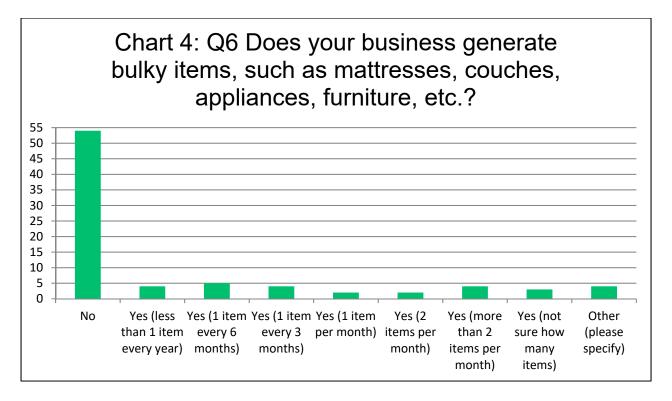


Additional food scrap composting does occur within the eight that responded "Other", as noted in their responses below.

- Trash post-consumer and scraps, unsold food gets donated
- Donates
- Feed to chickens
- Customer take coffee grounds home to compost except during winter months
- Darling International
- Green RU picks up
- No idea
- <sup>3</sup>/<sub>4</sub> goes in trash <sup>1</sup>/<sub>4</sub> goes in compost

#### Bulky Items Questions 6 – 7

There were a total of 82 qualified responses to Question 6. Of those, 54 respondents noted that they do not generate bulky items. Of the 28 that do, only four responded to having two or more per month while four noted having one or two items per month.



Those that responded "Other" noted the following:

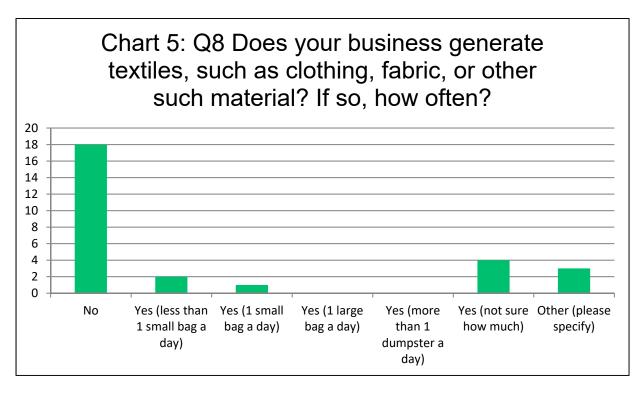
- We have flooring products that we dispose of
- Yes, but only when building new or renovating existing facilities
- Numerous items during a renovation. Otherwise occasional.
- Danfoss utilizes a compactor

Of the 28 respondents that do generate bulky items, six noted they put the items in the trash container, eight indicated they had a garbage company pick up separately from regular trash, and four noted they take the items to a reuse location like Goodwill. The 10 respondents who noted "Other" provided the following responses:

- Deliver to recycling center
- Corporate take back program
- Contact City or dumpster
- We use a dumpster on our location
- At times we will put in the trash dumpster if we cannot donate to an employee or repurpose organization
- Unknown
- Garage sale or disposal company for items not sold
- Try to find a charity to pick up
- 3/4 goes to reuse, 1/4 goes to landfill
- Chitty will remove (for fee) if alot of items we will haul to resource recovery on a dump trailer of our own.

#### Textiles Questions 8 - 9

Of the 85 qualified respondents, only 28 answered the question regarding textile generation.



The three respondents that noted "Other" provided the following detail:

- A few bags a quarter
- Unsold items are sent back to corporate for disposal
- If carpet is considered textile yes we do

Of the 10 responses on how textiles materials are disposed of, two responded they put it in the trash container, four take to a reuse location like Goodwill, and four indicated "Other" including shipped to Corporate office, dumpster pick up twice per week, re-purpose as much as possible with times they are put in the trash, and unknown.

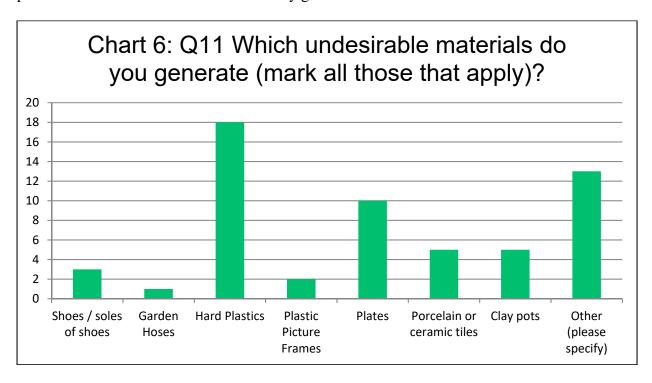
#### Undesirable Materials Questions 10 - 12

A total of 63 respondents answered Question 10. Of those responding, 42 do not generate undesirable materials including shoes, soles of shoes, garden hoses, hard plastics, plastic picture frames, plates, porcelain, ceramic tiles, clay pots, etc. Another 12 respondents generate less than one small bag a day. One respondent each had one small bag a day, one large bag per day, and one more than one dumpster per day. Two respondents were unsure how much they had. The four respondents who cited "Other" included:

- Several boxes a quarter.
- Tile

- We put items of this nature 1 large bag, quarterly
- Rarely are these items thrown out one or two bags/yr

While only 21 respondents indicated that they generated undesirable materials, 32 respondents provided the undesirable materials that they generate.

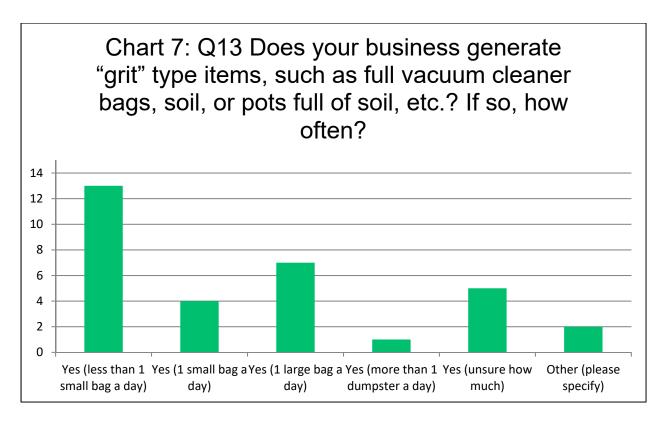


The majority of respondents (25) put these materials in the waste stream. Three respondents indicated they have a recycling company pick them up, seven take to a reuse location such as a thrift store, and three provided "Other" responses including:

- Unsold items are sent to corporate. Broken items put in trash
- Recycle boxes
- Unknown

#### Grit Material Questions 13 - 14

A total of 80 respondents answered Question 13 related to grit material generation. Of the respondents, 48 noted they do not generate grit materials. The breakdown of the remaining 32 is shown on Chart 7 below.



The two respondents who indicated "Other" noted:

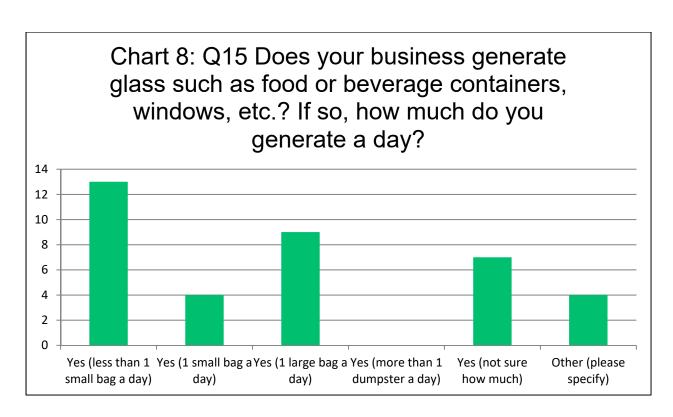
- Coffee grounds make up 98% of our organic waste
- Sweep the floor several times a day. Lots of cig butts outside

Of the 32 respondents generating grit materials, 26 noted they put the materials in the trash container. A recycling company picks up the material from one respondent. The remaining five "Other" answers included:

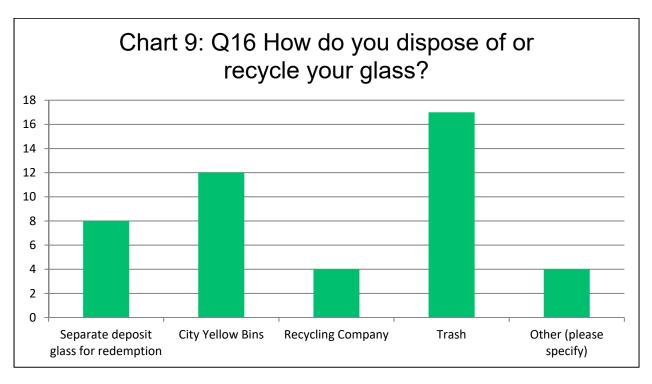
- Backyard style composting
- Most go in the trash, but we will also take a truck load per week to organic waste facility
- Mix in with compost
- Grit/sand recycled on-site
- Unknown

## Glass Questions 15 - 16

A total of 81 respondents answered Question 15 related to glass generation. Of the respondents, 44 noted they do not generate glass materials. The breakdown of the remaining 37 is shown on Chart 8 below.



The handling method for glass of the 37 respondents is shown in Chart 9 below.

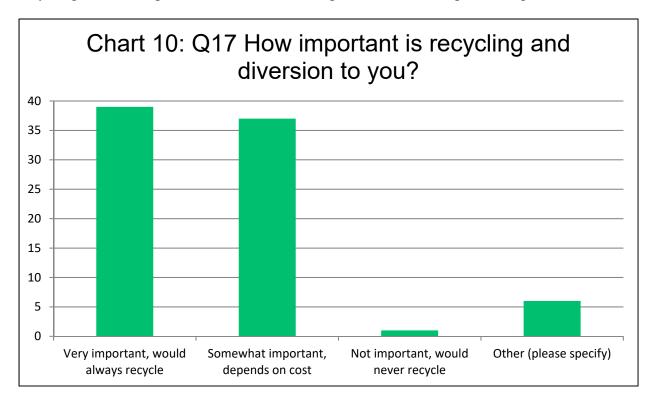


The four "Other" responses included the following:

- Nevada company picks up
- We pay to have light bulbs disposed of, and return wine, beer, and liquor bottles to vendor for redemption
- Take home to send to recycling
- Unknown

#### Recycling Attitude Questions 17 - 22

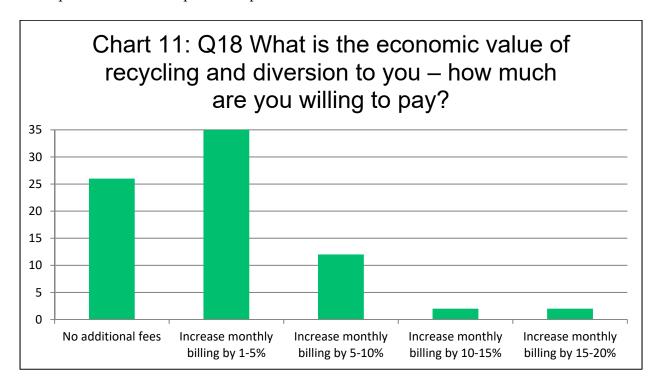
After the questions on specific materials, a series of questions were asked to determine the "feel" of and for recycling within the Ames service are. The first of these questions was how important recycling is to the respondent. There were 76 responses and nine skips to this question.



The comments provided with this question are noted below:

- Does not want to answer
- We recycle cardboard locally for free
- Don't like sorting, but believe in sustaining environment. More efficient to burn for energy than to pay to ship things off to recycle.
- When possible
- Would love to recycle at no cost to business.
- Difficult to get tenants to comply. Having to not separate on the front end is a big advantage.

Question 18 then focused on the fees respondents are willing to pay in order to recycle. There were 76 responses and nine skips to this question.



A total of 26 respondents are not willing to pay any additional fees while 51 respondents are willing to pay some additional amount. A total of 10 respondents provided additional comments including:

- Willing to pay for use of service
- Put a program together to see how it benefits everyone including businesses. Then offer all residents a lower cost if they participate and higher rate if they don't. Business should have same guidelines.
- Part of why we pay to send our trash to a story county facility is so that it will go to the resource recovery plant, fees are already high for small businesses
- Does not want to answer
- Not sure
- Not sure
- Willing to pay a per service fee when i use the services
- Would like our recyclables to benefit another company financially
- Depend on budget
- Don't want to pay to ship across country, generating more fossil fuels from vehicles.
- Personally willing to increase 15-20% but I can't make that call for the business

Question 19 focused on the effort the respondent was willing to put in to modifying operations and training employees. There were 77 responses and nine skips to this question. Respondents were asked to mark all that apply.



There were six additional comments provided by respondents, as noted below:

- I don't have any employees
- Does not want to answer
- Not applicable to this business
- not producing the recyclable materials you are inquiring about
- to reduce the amount of materials sent to landfills
- It is difficult to have tenants comply/enforce recycling and diversion. We'd do what we can but I'm not sure if we'd get good / consistent / satisfactory results.

Question 20 asked if respondents would be interested in learning more about methods to divert these materials (e.g. food scraps, bulky items, textiles, hard to recycle materials, grit, glass). Of the 77 respondents, 45 indicated that they would be interested in learning more.

Question 21 asked if the respondent had any questions or comments. A total of 32 responses were provided, although 16 of them simply indicated "No." Other responses included:

- I think it would be great to have a facility to use for pay that would be a drop off area that could be a place to separate (would save business costs of area to store separated materials, maybe could save items from landfill as we haul to Boone due to lack of services to dispose of the items we generate
- We separate recyclables but they stack up because there isn't any easy way to discard. We end up putting in the trash. If there was a separate container that was picked up weekly, then we would separate and discard in that container.
- We need recycling and redemption collections places in Ames. People have found it to be too much of a hassle to redeem cans and glass and simply are dumping into the trash

containers increasing load at the city refuse plant. You have cost there running it so divert this junk to a recycling program saving money their but funding that program. It should be run by the city and collections can occur on utility billing so all residence pay for this service.

- Can you burn wood pallets
- I would prefer to utilize the resource recovery plant and not have to keep recyclables separate; I feel if this was the standard less would get recycled
- Our office I should located in a mix use development. Most of the garbage in our dumpster is contributed by local residence. As a software company our foot print for waste is small. Employee's desire recycling but there is no clear economic way to do so in Ames. My other businesses have separate containers in the office and at the disposal pickup spot.
- We only operate one day a week, but would be happy to recycle what little we do generate.
- Did pilot recycling for compost. Not sure if they will proceed.
- We already do a lot of this and pay extra for recycling and composting services. We would love the city to do a recycling program.
- For restaurants we generate used oil as well. Options?
- Interested in Food Waste Recycling
- Would love to see composting!
- Not at this time, we are so fortunate to have our Resource Recovery Plant in Ames!
- Glad that Power Plant converted from coal to nat'l gas but question it's overall effectiveness.
- Most of the waste is paper which may contain confidential information. It is destroyed through a pick up and shredding service.
- Glad to see the COA taking another look at this. Seems like there is some good opportunity to improve recycling.

Question 22, the final question of the survey, provided respondents the opportunity to leave their contact information if they chose to. A total of 11 respondents left a name and/or phone number.



# APPENDIX D

Evaluation of Cost Savings Potential from Decreasing Rejects

Appendix D: Evaluation of Cost Savings Potential from Decreasing Rejects																	
Year	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	Historic Average	Last 5 Years Average
Total Tonnage (tons)	50,268	51,908	53,785	54,494	55,500	57,333	57,470	53,395	58,756	55,270	53,106	54,159	55,698	54,393	52,210	54,516	53,913
Reject Totals (tons)	12,320	12,612	14,360	18,695	18,468	16,538	14,379	13,593	17,216	13,754	15,380	13,686	16,018	20,584	17,279	15,659	16,589
% Rejects	25%	24%	27%	34%	33%	29%	25%	25%	29%	25%	29%	25%	29%	38%	33%	29%	31%
Landfill Tip Fee (per ton)*	\$ 48.00	\$ 48.00	\$ 48.00	\$ 48.00	\$ 48.00	\$ 48.00	\$ 48.00	\$ 48.00	\$ 48.00	\$ 48.00	\$ 48.00	\$ 48.00	\$ 48.00	\$ 48.00	\$ 48.00		
Haul Fee (per ton)*	\$ 13.66	\$ 13.66	\$ 13.66	\$ 13.66	\$ 13.66	\$ 13.66	\$ 13.66	\$ 13.66	\$ 13.66	\$ 13.66	\$ 13.66	\$ 13.66	\$ 13.66	\$ 13.66	\$ 13.66		
RDF Income (per ton)*	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00		
Annual Expense	\$ 759,649	\$ 777,653	\$ 885,439	\$ 1,152,760	\$ 1,138,739	\$ 1,019,733	\$ 886,601	\$ 838,144	\$ 1,061,539	\$ 848,072	\$ 948,334	\$ 843,852	\$ 987,695	\$ 1,269,200	\$ 1,065,408	\$ 965,521	\$ 1,022,898
Lost RDF Sale Income	\$ 307,999	\$ 315,299	\$ 359,001	\$ 467,386	\$ 461,701	\$ 413,450	\$ 359,472	\$ 339,825	\$ 430,400	\$ 343,850	\$ 384,502	\$ 342,139	\$ 400,460	\$ 514,596	\$ 431,969	\$ 391,470	\$ 414,733
Net Annual Cost to Landfilling Rejects	\$ 1,067,648	\$ 1,092,952	\$ 1,244,439	\$ 1,620,146	\$ 1,600,440	\$ 1,433,183	\$ 1,246,072	\$ 1,177,969	\$ 1,491,939	\$ 1,191,922	\$ 1,332,836	\$ 1,185,991	\$ 1,388,155	\$ 1,783,796	\$ 1,497,376	\$ 1,356,991	\$ 1,437,631
Percent Diverted with Addtl Processing	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%
Annual Cost Recovered	\$ 373,677	\$ 382,533	\$ 435,554	\$ 567,051	\$ 560,154	\$ 501,614	\$ 436,125	\$ 412,289	\$ 522,178	\$ 417,173	\$ 466,493	\$ 415,097	\$ 485,854	\$ 624,329	\$ 524,082	\$ 474,947	\$ 503,171
Remaining Disposal Cost	\$ 693,971	\$ 710,419	\$ 808,886	\$ 1,053,095	\$ 1,040,286	\$ 931,569	\$ 809,947	\$ 765,680	\$ 969,760	\$ 774,749	\$ 866,343	\$ 770,894	\$ 902,301	\$ 1,159,468	\$ 973,295	\$ 882,044	\$ 934,460

<sup>\*</sup>Assumes rates constant over time to compare variable quantities of rejects.



# APPENDIX E

Ames Pay it Forward Database Information Sample

ate			(Clothing, toys, stuffed animals,	Clothing	(working only)	(Please check expiration dates)	Furniture/ Housewares	Cleaning Products	/ Household Items (sheets, towels, plates, etc.)	(boxes, packing peanuts, bubble	School/Office/Craft Supplies	Sporting Goods/Recreational (bikes, skates, etc.)	Tools & Home Improvement	(working or not)	Misc.
Clubs		(Textbooks, magazines, etc.)  Parks Library  Sunday: 12:30pm-2am  Monday-Friday: 7:30am-2am  Saturday: 10am-8pm  www.lib.iastate.edu/info/6644  Browsing Library (magazines) iowa State Memorial Union 2229 Lincoln Way Ames, IA 50011  Way Ames, IA 50011  Friday: 8am-5pm  www.sac.isstate.edu/en/browsing. librar	etc.)		(WORNING UNITY)	SHOP (Students Helping Our Peers) 2616 Food Sciences Building, ISU Tuesday: 3pm-6pm Wednesday: 11am-2 pm, 3pm-6pm Thursday: 3pm-6pm www.theshop.stuors.iastate.edu/		Cleaning Frounts	(siects, towers, protes, etc.)	wrap, etc.)	The Memorial Union Workspace Iowa State Memorial Union 2229 Uncoln Way Ames, IA 50011 Fall & Spring - Monduy-Thursday: 2pm-10pm Friday: 5pm-8pm (Closed Fridays in December) Scaturday: 10am-4pm Sunday: 1pm-4pm www.sac.isatae.edu/en/arts_entertainrent/workspace/.	(uikes, skales, etc.)		(WOINING OF HOLY)	Department of Sustai (tidy cats containers) Merry Rankin: (515)294-5
Best Bu	iuy	y/ Firehouse Books	Goodwill Industries	Salvation Army Thrift Store	Best Buy	Bethesda Lutheran Church Food	Great Stuff Ltd. Selective Consignment Store	Ames Resource Recovery	Ames Animal Shelter	Octagon Center For the Arts	Ames Animal Shelter	Goodwill Industries	Goodwill Industries	American Red Cross	Cy Swap (coming soon) (i
1220 S.	Duff Avenue Ames, IA 50010	213 Lincoln Way, Kellogg Ave, Ames, IA	3718 Lincoln Way Ames, IA 50010	701 E. Lincoln Way Ames, IA 50010	1220 S. Duff Avenue Ames, IA 50010	1517 Northwestern Ave. Ames, IA 50010		110 Center Ave., Ames, IA 50010	325 Billy Sunday Rd Ames, IA 50010	427 Douglas Avenue, Ames, IA 50010	325 Billy Sunday Rd Ames, IA 50010	3718 Lincoln Way Ames, IA 50010	3718 Lincoln Way Ames, IA 50010	1-855-92RC CAR (855-927-2227)	Tangerine Zebra (An
	y-Friday: 10am-9pm	Monday-Friday: 8 am - 6pm	Monday-Friday: 9am-9pm	Monday-Friday: 9am-4pm	Monday-Friday: 10am-9pm	Monday: 9:00am-11:00am	Monday – Friday: 10am-5:30pm	Monday-Friday: 7am-3:30pm	Tuesday-Friday: Noon-5:30pm	Monday – Friday: 10:00am - 5:30pm	Tuesday-Friday: Noon-5:30pm	Monday-Friday: 9am-9pm	Monday-Friday: 9am-9pm	www.redcross.org/support/donating- fundraising/donations/vehicle-donation-	
	ay: 9am-9pm	Saturday: 10am-5pm	Saturday: 9am-6pm	www.salvationarmyusa.org/usn/	Saturday: 9am-9pm	Tuesday: 1:00pm-3:00pm, 6:30pm-8:00pm		Saturday: 8am-noon	Monday & Saturday: Noon-4:00pm	Thursday: 10:00am - 7:00pm	Monday & Saturday: Noon-4:00pm	Saturday: 9am-6pm	Saturday: 9am-6pm	program Salvation Army Thrift Store	Monday-Wednesday:10
	: 10am-8pm	Sunday: 11am-3pm	Sunday: noon-5pm	Duckworth Wearing (maternity & childrens)	Sunday: 10am-8pm	Wednesday: 9:00am-11:00am	Saturday: 10am-5pm	www.cityofames.org/index.aspx?page=	www.cityofames.org/index.aspx?page=1	Saturday: 10:00am - 5:00pm	www.cityofames.org/index.aspx?page=1 128		Sunday: noon-5pm	701 E. Lincoln Way Ames, IA 50010	Thursday: 10am-7pm
BestBuy	v.com/Tradein	http://www.firehousebooks.org/	www.goodwill.org/	232 Main Street Ames, IA 50010	BestBuy.com/Tradein	Thursday: 1:00pm-3:00pm	www.greatstuffconsignment.com/polici	Youth and Shelter Services	Great Stuff Ltd.	https://www.octagonarts.org/	Volunteer Center of Story County	www.goodwill.org/	www.goodwill.org/	Monday-Friday: 9am-4pm	Friday-Saturday: 10an
Overfl	low Thrift Store	Raising Readers	Duckworth Wearing	Monday-Wednesday, Friday: 10am-7pm	Staples	www.bethesdanet.org/site/resources/community-food-pantry/	Volunteer Center of Story County	P.O. Box 1628 Ames, IA 50010	312 Main Street Ames, IA 50010	Worldly Goods	130 S Sheldon Ave #201 Ames, IA 50014	Youth and Shelter Services	Overflow Thrift Store	www.salvationarmyusa.org/usn/	www.facebook.com/T
202 S. D	uff, Ames, IA 50010	P.O Box 2374 Ames, Iowa 50010-2373	232 Main Street Ames, IA 50010	Thursday: 10am-8pm	1333 Buckeye Road Ames, IA 50010	Calvary United Methodist Church Food Shelf	132 S Sheldon Ave #201 Ames, IA 50014	Monday-Thursday: 9am-6pm	Monday – Friday: 10am-5:30pm	223 Main St. Ames, IA 50010	www.vcstory.org/	P.O. Box 1628 Ames, IA 50010	202 S. Duff, Ames, IA 50010	Youth and Shelter Services	Iowa Wildlife Cent
Monday	, Tuesday, Saturday: 10am-4pm	(515)520-8686	Monday-Wednesday, Friday: 10am-7pm	n Saturday: 10am-5pm	Monday-Friday: 8am-9pm	1403 24th St. Ames, IA 50010	www.vcstory.org/	Friday: 9am-4:30pm	Thursday: until 7pm April-December	Monday-Wednesday, Friday: 10am-6pn	Octagon Center For the Arts	Monday-Thursday: 9am-6pm	Monday, Tuesday, Saturday: 10am-4pm	P.O. Box 1628 Ames, IA 50010	328 Main St., Suite 2
	verflowthriftstore.org/faq.html	www.raising-readers.org	Thursday: 10am-8pm	Sunday: 1pm-5pm	Saturday: 9am-9pm	Tuesday: 2pm-3:30pm	Overflow Thrift Store	www.yss.ames.ia.us/	Saturday: 10am-5pm www.greatstuffconsignment.com/polici	Thursday: 10am-8pm	427 Douglas Avenue, Ames, IA 50010	Friday: 9am-4:30pm	www.overflowthriftstore.org/faq.html	Monday-Thursday: 9am-6pm	Monday-Friday: 8:30
	will Industries ncoln Way Ames, IA 50010	Goodwill Industries  3718 Lincoln Way Ames, IA 50010	Saturday: 10am-5pm Sunday: 1pm-5pm	www.duckworthwearing.com/ Goodwill Industries	Sunday: 10am-6pm	www.methodistsites.com/calvary/ Emergency Residence Project	202 S. Duff, Ames, IA 50010  Monday, Tuesday, Saturday: 10am-4pm	Ames Animal Shelter  325 Billy Sunday Rd Ames, IA 50010	s.html  Volunteer Center of Story County	Saturday: 10am-5pm	Monday – Friday: 10:00am - 5:30pm Thursday: 10:00am - 7:00pm	www.yss.ames.ia.us/	Habitat for Humanity of Central low 401 Clark Ave. Ames, IA 50010		www.iowawildlifecer
		Monday-Friday: 9am-9pm	www.duckworthwearing.com/	3718 Lincoln Way Ames, IA 50010	www.staples.com/ Overflow Thrift Store	225 South Kellogg Ames, IA 50010	www.overflowthriftstore.org/faq.html		130 S Sheldon Ave #201 Ames, IA 50014		Saturday: 10:00am - 7:00pm		Tuesday: 9am-noon	www.yss.ames.ia.us/	There are a
Saturda	ay: 9am-6pm	Saturday: 9am-6pm	Overflow Thrift Store	Monday-Friday: 9am-9pm	202 S. Duff, Ames, IA 50010	www.amesshelter.org/	Emergency Residence Project	Monday & Saturday: Noon-4:00pm	www.vcstory.org/		https://www.octagonarts.org/		www.hfhoci.org/ - our-mission		online source
		Sunday: noon-5pm	202 S. Duff, Ames, IA 50010	Saturday: 9am-6pm	Monday, Tuesday, Saturday: 10am-4pm	Food at First	225 South Kellogg Ames, IA 50010	www.cityofames.org/index.aspx?page= 128	Emergency Residence Project		Assault Care Center Extending Shelter and Support (ACCESS)				avaliable th
	t for Humanity of Central Jowa	www.goodwill.org/ Ames Public Library	Monday, Tuesday, Saturday: 10am-4pm www.overflowthriftstore.org/faq.html	Sunday: noon-5pm www.goodwill.org/	www.overflowthriftstore.org/faq.html Goodwill Industries	516 Kellogg Avenue Ames, IA 50010 112 Washington Ames, IA 50010	www.amesshelter.org/ Goodwill Industries	Emergency Residence Project  225 South Kellogg Ames, IA 50010	225 South Kellogg Ames, IA 50010 www.amesshelter.org/		PO Box 1439, Ames, IA 50014 www.assaultcarecenter.org/index.cfm?n				websites an media.
		(books, magazines)	Assault Care Center Extending			Monday & Thursday: 5pm-5:30pm					odeID=69623&audienceID=1				
401 Clar	rk Ave. Ames, IA 50010	515 Douglas Ave. Ames, IA 50010	Shelter and Support (ACCESS)	Random Goods	3718 Lincoln Way Ames, IA 50010	(Washington location)	3718 Lincoln Way Ames, IA 50010	www.amesshelter.org/ Assault Care Center Extending	Goodwill Industries		Goodwill Industries				
Tuesday	y: 9am-noon	Monday-Thursday: 9am-9pm	PO Box 1439, Ames, IA 50014	330 Main Street Ames, IA 50014	Monday-Friday: 9am-9pm	Saturday: 10am-10:30am (Both locations)	Monday-Friday: 9am-9pm	Shelter and Support (ACCESS)	3718 Lincoln Way Ames, IA 50010		3718 Lincoln Way Ames, IA 50010				
www.hf	fhoci.org/ - our-mission	Friday: 9am-6pm	www.assaultcarecenter.org/index.cfm? odeID=69623&audienceID=1	515-292-2420	Saturday: 9am-6pm	foodatfirst.wordpress.com/	Saturday: 9am-6pm	PO Box 1439, Ames, IA 50014	Monday-Friday: 9am-9pm		Monday-Friday: 9am-9pm				
	ion Army Thrift Store	Saturday: 9am-6pm	Ames Community School District		Sunday: noon-5pm	First Evangelical Free Church 2008 24th Street, Ames, IA 50010	Sunday: noon-5pm	www.assaultcarecenter.org/index.cfm? odeID=69623&audienceID=1	Suturday. 9am-opm		Saturday: 9am-6pm				
	Lincoln Way Ames, IA 50010  y-Friday: 9am-4pm	Sunday: 1pm-5pm www.amespubliclibrary.org/outreachSer	High School - 1921 Ames High Dr.  High School - Monday-Friday: 7am-4pi	•	www.goodwill.org/ Youth and Shelter Services	Zuesday: 2pm-4pm	www.goodwill.org/ Assault Care Center Extending		Sunday: noon-5pm www.goodwill.org/		Sunday: noon-5pm www.goodwill.org/				
		vices/Donations.asp Overflow Thrift Store	Middle School – 3915 Mortensen Rd		P.O. Box 1628 Ames, IA 50010	Thursday: 9am-12pm	Shelter and Support (ACCESS) PO Box 1439, Ames, IA 50014		Octagon Center For the Arts		Youth and Shelter Services				
www.sa		202 S. Duff. Ames. IA 50010	Ames, IA 50014 Middle School - Monday-Friday:	Clothing Consignment			www.assaultcarecenter.org/index.cfm?i	n							
		, ., .,	7:30am-4pm	432 5th Street Ames, IA 50010  Tuesday, Wednesday, Friday, Saturday:	Monday-Thursday: 9am-6pm	www.amesefc.org Mid-lowa Community Action	odeID=69623&audienceID=1		427 Douglas Avenue, Ames, IA 50010		P.O. Box 1628 Ames, IA 50010				
		Monday, Tuesday, Saturday: 10am-4pm www.overflowthriftstore.org/faq.html	www.ames.k12.ia.us  Mary Greeley Medical Center	10am-5pm Thursday: 10am-7pm	Friday: 9am-4:30pm	(MICA) 230 S. 16th Street, Ames, IA	Salvation Army Thrift Store		Monday – Friday: 10:00am - 5:30pm  Thursday: 10:00am - 7:00pm		Monday-Thursday: 9am-6pm  Fridav: 9am-4:30pm				
		Youth and Shelter Services	1111 Duff Ave. Ames, IA 50010	Sunday: call to check	www.yss.ames.ia.us/ lowa Wildlife Center	Monday – Friday: 8:30am – 4:30pm	Monday-Friday: 9am-4pm		Saturday: 10:00am - 5:00pm		www.yss.ames.ia.us/				
		P.O. Box 1628 Ames, IA 50010	www.mgmc.org	ult.aspx	328 Main St., Suite 208, Ames, IA 500	10 www.micaonline.org/ Assault Care Center Extending	www.salvationarmyusa.org/usn/		www.octagonarts.org/		Food at First				
		Monday-Thursday: 9am-6pm		Overflow Thrift Store	Monday-Friday: 8:30am-5pm	Shelter and Support (ACCESS)	Habitat for Humanity of Central low	va .	Overflow Thrift Store		516 Kellogg Avenue Ames, IA 50010				
		Friday: 9am-4:30pm www.yss.ames.ia.us/		202 S. Duff, Ames, IA 50010  Monday, Tuesday, Saturday: 10am-4pm	www.iowawildlifecenter.org/default.as	PO Box 1439, Ames, IA 50014 www.assaultcarecenter.org/index.cfm?r odelD=69623&audiencelD=1	401 Clark Ave. Ames, IA 50010 Tuesday: 9am-noon		202 S. Duff, Ames, IA 50010  Monday, Tuesday, Saturday: 10am-4pm		112 Washington Ames, IA 50010 Monday & Thursday: 5pm-5:30pm				
				www.overflowthriftstore.org/faq.html		Youth and Shelter Services	www.hfhoci.org/ - our-mission		www.overflowthriftstore.org/faq.html		(Washington location) Saturday: 10am-10:30am (Both locations)				
				The Loft		P.O. Box 1628 Ames, IA 50010			Assault Care Center Extending		foodatfirst.wordpress.com/				
				233 Main Street Ames, IA 50010		Monday-Thursday: 9am-6pm			Shelter and Support (ACCESS) PO Box 1439, Ames, IA 50014		Ames Community School District				
				Monday-Wednesday, Friday: 10am-7pm	1	Friday: 9am-4:30pm			www.assaultcarecenter.org/index.cfm?r odeID=69623&audienceID=1		High School - 1921 Ames High Dr. Ames, IA 50010				
				Thursday: 10am-8pm		www.yss.ames.ia.us/			Youth and Shelter Services		High School - Monday-Friday: 7am-4pn				
				Saturday: 10am-5pm		Ames Community School District			P.O. Box 1628 Ames, IA 50010		Middle School - 3915 Mortensen Rd Ames, IA 50014				
				Sunday: 1pm-5pm		High School - 1921 Ames High Dr. Ames, IA 50010			Monday-Thursday: 9am-6pm		Middle School - Monday-Friday: 7:30am-4pm				
				www.theloftatdww.com/ Assault Care Center Extending		High School – Monday-Friday: 7am-4pr Middle School – 3915 Mortensen Rd	2		Friday: 9am-4:30pm		www.ames.k12.ia.us				
				Shelter and Support (ACCESS)		Ames, IA 50014			www.yss.ames.ia.us/		Iowa Wildlife Center				
				PO Box 1439, Ames, IA 50014		Middle School - Monday-Friday: 7:30am-4pm www.ames.k12.ia.us			Food at First 516 Kellogg Avenue Ames, IA 50010		328 Main St., Suite 208, Ames, IA 5001 Monday-Friday: 8:30am-5pm				
				www.assaultcarecenter.org/index.cfm?i Youth and Shelter Services		12.10.U3			112 Washington Ames, IA 50010		www.iowawildlifecenter.org/default.asp				
				P.O. Box 1628 Ames, IA 50010					Monday & Thursday: 5pm-5:30pm (Washington location)		and the state of t				
				Monday-Thursday: 9am-6pm					Saturday: 10am-10:30am (Both locations)						
				Friday: 9am-4:30pm www.yss.ames.ia.us/					foodatfirst.wordpress.com/ Habitat for Humanity of Central low	1					
				Clothing That Works 130 S. Sheldon Suite 308 Ames, IA 50010					401 Clark Ave. Ames, IA 50010 Tuesday: 9am-noon						
				Wednesday: 2pm-6pm www.cwames.org/ctw/					www.hfhoci.org/ - our-mission  Ames Community School District					Click on an org	ganization's nam
				Ames Community School District					High School - 1921 Ames High Dr. Ames, IA 50010					more informat	
				High School - 1921 Ames High Dr. Ames, IA 50010					High School - Monday-Friday: 7am-4pm	1				<b>₫</b> - may no	ay for items or
				High School – Monday-Friday: 7am-4pt	n				Middle School – 3915 Mortensen Rd Ames, IA 50014					n creu	
				Middle School – 3915 Mortensen Rd Ames, IA 50014					Middle School - Monday-Friday: 7:30am-4pm					= recycle	es items
				Middle School - Monday-Friday: 7:30am-4pm					www.ames.k12.ia.us					all none labeled	stores/organization
				www.ames.k12.ia.us					Iowa Wildlife Center						euse or resell the
									328 Main St., Suite 208, Ames, IA 5001 Monday-Friday: 8:30am-5pm	0				=low: Orani	a State Universit

ITEM # <u>18</u> old CAF

27\_\_

DATE: <u>12-18-18</u> old CAF

<u>01-22-19</u>

#### **COUNCIL ACTION FORM**

**SUBJECT:** FLOOD MITIGATION – RIVER FLOODING

(CHANNEL SHAPING ON SQUAW CREEK AT SOUTH DUFF BRIDGE)

# **BACKGROUND**:

To provide flood mitigation in the South Duff area along Squaw Creek, the City Council directed staff to work toward "full build" channel shaping (Hydraulic Alternative No. 6 - 2010 Event). This would mean channel shaping with a reconnection to the floodplain. There would be major impacts to adjacent properties and represents the maximum flood level reduction that can be achieved with channel improvements.

An application for FEMA grant funding was made in 2017, however it was not selected for award. Staff worked with lowa Homeland Security and Emergency Management Division (IHSEMD) and FEMA to find way in which the grant application could be enhanced. A new funding application has now been prepared for consideration under FEMA's Hazard Mitigation Grant Program for the Flood Mitigation — River Flooding project (Squaw Creek Channel Improvements at South Duff Avenue). The grant application is submitted through IHSEMD to FEMA. This is a very competitive grant that is awarded on a National level. If funding for the grant program moves forward, money will be released for use approximately January 2020 (which would mean a 2020/21 construction at the earliest).

The estimated construction cost for this project is \$5,040,000, including construction, engineering, and land acquisition. If approved for funding, the cost share basis for this project would be in amounts not to exceed 75 percent (\$3,780,000) from federal funds and the remaining 25 percent (\$1,260,000) from local funds. Local match funding in the amount of \$1,144,000 was included in the 2015/16 and 2016/17 Capital Improvements Plans Flood Mitigation – River Flooding program. This funding has continued to be carried forward with budget amendments.

Due to the increased estimated cost of the project and a portion of the previously budgeted local funding being used to pay for engineering and land acquisition services, additional local funding will be requested as part of the draft 2019-2024 Capital Improvements Plan to be considered by City Council in January/February 2019; that amount is still being determined. The work items listed above (engineering and land acquisition services) are not included as part of the \$1,260,000 designated as minimum

local match since they are not FEMA reimbursement eligible because this work needed to take place ahead of making application for the grant.

## **ALTERNATIVES**:

- 1a. Approve a resolution as part of the grant application through lowa HSEMD to FEMA for local match funding up to \$1,260,000 (a minimum of 25 percent) for the Flood Mitigation-River Flooding project with a total project estimated cost of \$5,040,000; and
- b. Designate Tracy Warner, Municipal Engineer, as the applicant's Authorized Representative for the Flood Mitigation-River Flooding project.
- 2. Reject the FEMA application and direct staff on how to further mitigate flooding of the S. Duff Avenue area.

# **MANAGER'S RECOMMENDED ACTION:**

By approving the resolution for this project, FEMA funding can be applied for as part of mitigating further public infrastructure damage in this area of town.

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

#### COUNCIL ACTION FORM

<u>SUBJECT</u>: FAREWAY REQUEST FOR TEMPORARY REMOTE PARKING ON CITY LOT 'N' DURING CONSTRUCTION OF NEW STORE

#### **BACKGROUND**:

Fareway plans to construct a new 24,247 sq. ft. grocery store at 619 Burnett Avenue. Fareway desires to keep the existing store (which includes 20,983 sq. ft.) open during construction. The amount of parking on site will be limited due to the construction of the new store on the east side of the property. In order to continue to operate the store, Fareway seeks approval of remote parking temporarily to address part of their parking requirement during construction.

There are currently 145 onsite parking spaces for the existing Fareway store. During construction, available parking will be reduced to 60 spaces through a combination of onsite spaces and credit for on-street parking abutting the site. Based upon the size of the new Fareway store, the Zoning Ordinance requires a minimum of 1/300 square feet of floor area (totaling 81 parking spaces for the new store) to be available. The resulting need for up to 20 spaces can be supplied remotely according to Sec. 29.406(18) of the Zoning Ordinance.

Downtown Lot N (City Hall) is located south of the Fareway property, across 6<sup>th</sup> Street. This lot includes a total of 86 spaces (See Attachment 'A'). These spaces are designated as 30 reserved; 3 publicly accessible spaces; 41 metered with a 10-hour limit, and 12 free parking spaces with a 10-minute limit. Fareway requests allowing for remote parking in this lot, but not as traditional 24/7 reserved spaces. Fareway proposes to allow for the use of the 20 spaces on an as needed basis.

The duration of the request is for approximately 12 months during the construction of the new store. The allowance of use for up to 20 of the metered spaces is not expected to be detrimental to City operations, as Fareway's peak operations are generally after 4 pm and on weekends, a time which aligns well with City Hall hours. The free and reserved parking are not affected by the proposal. Additionally, on street parking on 5<sup>th</sup> Street is often available to handle any overflow from Lot N.

City Council could choose to respond to the request by allowing use of metered parking at hourly rates, lease spaces at a reserved monthly rate, or allow for a "hang tag" system of allowing for employee parking in the lot within metered spaces without additional cost. Provided City Council is amenable to allowing for temporary remote parking in Lot N, staff does not believe a fully reserved space option is needed by Fareway nor would it give flexibility to the public for use of Lot N when Fareway does not need the spaces. If Council choose the hang tag option, specific parking spaces are not guaranteed to Fareway during all hours of each day and if the lot is full, a Fareway users will need to find a different location to park.

The City Council should note that recently Fareway worked with the City to meet our own temporary parking needs with the reconstruction of Parking Lot M behind City Hall. Fareway granted temporary access to 25 spaces on their property for City staff use, at no charge. The City agreeing to a <u>no or nominal cost</u> use of public parking spaces temporarily could be found to be consistent with the scope of the Fareway request similar to our recent assistance from Fareway.

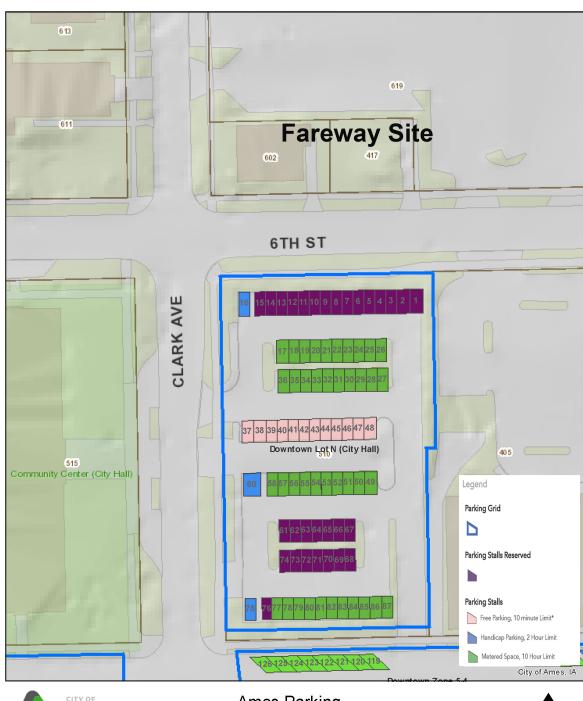
#### **ALTERNATIVES**:

- 1. Approve temporary remote parking for the construction of the new Fareway Store with use of the Parking Lot N as remote parking and direct the City Attorney to prepare a lease agreement with Fareway not to exceed the cost of \$1.00 per space for 20 metered spaces in Downtown Lot N for up to 18 months or until completion of the parking lot for the new Fareway store. (This option calls for the use of 20 hang tags to distribute to Fareway for their use)
- 2. Approve temporary remote parking for the construction of the new Fareway Store with use of the Parking Lot N as remote parking with no lease agreement and require payment of normal parking meter hourly rates at the time the spaces are utilized.
- 3. Approve temporary remote parking for the construction of the new Fareway Store with use of the Parking Lot N as remote parking upon Fareway entering into a lease for reserved parking spaces at a monthly cost of \$50.00 per space.
- 4. Do not approve the request for remote parking.

#### **CITY MANAGER'S RECOMMENDED ACTION:**

Fareway has been an important fixture of downtown Ames for many years. The City Council has previously voiced their support of Fareway's efforts to expand and update their facility through the process of addressing zoning ordinance amendments for the new store. The request for use of the City parking lot is unique due to the circumstances of the reconstruction. Due to requirements of the Zoning Ordinance, agreeing to remote parking is necessary for the project to proceed, even though the identified spaces in Lot N are already publicly available as metered spaces. Staff also notes that Fareway cooperated with the City in 2017 by providing free spaces to City employees during the reconstruction of our own parking lot.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the request from Fareway to lease 20 remote parking spaces at \$1.00 per space for up to 18 months during the construction of the new store.





© City of Ames, lowa makes no warranties, expressed or implied, including without limitation, any warranties of merchantability or fitness for a particular purpose. In no event shall the City of Ames be lable for lost pr

# Ames Parking Downtown Lot N

Date: 1/16/2019



1 inch = 83 feet

# **ATTACHMENT 'B'- Letter**



#### FAREWAY STORES, Inc Corporate Office

715 8th Street, Boone, IA 50036-0070 515.432.2623 | Fax 515.433.4416

December 28, 2018

City of Ames PO Box 811 Ames, IA 50010 Attn: Diane Voss, City Clerk

RE: Fareway Stores, Inc. - Remote Parking Request

SENT VIA E-MAIL TO: dvoss@city.ames.ia.us

Honorable Mayor and Council Members:

In June 2019, Fareway Stores, Inc. ("Fareway") plans to begin construction and relocation of its store located at 619 Burnett Avenue in Ames, Iowa. Fareway anticipates completion of the project to occur in or around July 2020 ("Construction Period").

Fareway respectfully requests the City of Ames ("City") allow Fareway access to 15-20 metered or reserved City parking spaces during the Construction Period. Fareway will use the parking spaces only as needed and will identify these vehicles with a hangtag or other identification system, if necessary. The existing store will remain open while the new store is being constructed, resulting in reduced parking and the need for our request. Also, given the scope of the project, the requested parking is vital to Fareway's operations and its customers during the Construction Period; especially after 4 p.m. on weekdays and on Saturdays.

Fareway envisions a similar practice implemented by the City and Fareway, where the City had access to 25 parking spaces on Fareway property during its construction project in 2017.

We appreciate your consideration of this important request. Please do not hesitate to contact me with any questions or concerns.

Sincerely

cc:

Koby M. Pritchard Fareway Stores, Inc.

ESahlstrom@city.ames.ia.us kdiekmann@city.ames.ia.us

ITEM #<u>29</u> DATE: <u>01/22/19</u>

#### **COUNCIL ACTION FORM**

<u>SUBJECT</u>: HEARING REGARDING ADOPTION OF RESOLUTION ASSESSING

COSTS OF ASBESTOS TESTING AND DEMOLITION OF DANGEROUS BUILDING (GARAGE) LOCATED AT 1107 GRAND

**AVENUE** 

# **BACKGROUND**:

The Inspection Division received a complaint regarding a dangerous structure at 1107 Grand on April 15, 2016. Much effort was made to work with the owner towards demolition of the structure as rehabilitation was not a cost effective option. The official Dangerous Building Declaration was filed on October 7, 2016. Staff reported the owner's failure to comply to the Building Board of Appeals on February 6, 2017, as required by Sec. 5.403(2)(g). The Board gave their approval to proceed with demolition at this meeting.

Once demolition was approved, the City hired Impact7G to conduct asbestos testing so that an RFP could be created. RK Demolition was awarded the demolition contract and demolished the garage in August of 2017. Before and after pictures are attached.

The name and address of the property owner and the costs associated with said work are shown below. The work was completed by the contractors, and a bill was mailed to the property owner. To date, the bill has not been paid. A certified notice of this Hearing was mailed to the property owner.

•Katherine Fisher, 1126 Grand Avenue, Ames, IA, 50010 \$6,267.50

#### **ALTERNATIVES**:

- 1. The City Council could adopt a resolution to assess these costs to the property owner shown above, instruct the Finance Director to prepare the spread sheet on the assessment, and direct the City Clerk to file the assessment with the Story County Treasurer.
- 2. The City Council could choose not to certify these costs to the County Treasurer, and instead, absorb the costs.

#### **MANAGER'S RECOMMENDED ACTION:**

It is the recommendation of the City Manager that the City Council accept Alternative #1 and adopt a resolution assessing the costs of asbestos testing on and the demolition of a building deemed to be dangerous (garage) at 1107 Grand Avenue to the property owner shown above. The Resolution adopted will also instruct the Finance Director to prepare a spreadsheet computing the costs and interest to be paid and will direct the

City Clerk Treasurer.	to	file	а	certified	сору	of	the	Resolution	and	spreadsheet	with	the	County







ITEM # <u>30</u> DATE: 01-22-19

#### **COUNCIL ACTION FORM**

SUBJECT: UNIT 7 BOILER REPAIR PROJECT REPORT OF BIDS

#### **BACKGROUND:**

On October 23, 2018 the City Council approved plans and specifications for the Unit No. 7 Boiler Repair. This project, which has been planned for several years, is to repair the boiler through the following actions:

- Replacing the boiler tubes in the lower waterwall section of the boiler
- Replacing all the pendant tubes in the superheat section
- Reinsulating the steam and mud drums
- Replacing the insulation and lagging (the aluminum skin) that covers the boiler

Unit 7 is one of two primary boilers at the City's Power Plant and is now 50 years old. Due to a combination of age, firing coal, firing natural gas since 2016, and co-firing refuse derived fuel (RDF), the boiler is in critical need of tube repairs.

As a result of boiler tube failures, Unit 7 has been off-line since early this year. With Unit 8 also experiencing frequent boiler tube issues, it is critical that this Unit 7 project proceed as quickly as possible so that the Power Plant can continue to burn refuse derived fuel.

After switching from coal to natural gas two years ago, staff found that the boiler tubes, especially the superheater tubes, were deteriorating at an accelerated pace. The water vapor created during the combustion of natural gas combines with the chlorides and acid gases from combusting RDF, causing the tube surfaces to corrode very quickly, especially in the high temperature zones of the superheater.

For many years the power boiler and waste to energy (WTE) industries have relied on coating or cladding boiler tubes with nickel-based alloys to form a barrier to the corrosive attack of the boiler gases upon the tubes. For this project, the outer surfaces of the new replacement tubes for the waterwall and superheater sections of Unit 7 boiler will be clad with a nickel-based alloy to prevent or largely mitigate the corrosive attack upon the tubes.

Bid documents were issued to thirty-one firms and five 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 lowa League of Cities.

On January 16, 2019, four bids were received as shown on the attached report.

The specifications and bids are quite 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.

Based upon current engineering estimate of \$8,400,000 for this tube work, the Proposed FY 2019/20 Capital Improvements Plan (CIP) includes the following funding for the Unit No. 7 Boiler Repair:

TOTAL	\$8,580,946
waterwall	
2019/20 Materials/labor - superheat and	\$8,400,000
2017/18 Engineering	\$50,000
2016/17 Engineering	\$125,796
2015/16 Engineering	\$5,150

# **ALTERNATIVES**:

- 1. Accept the report of bids and delay award for the Unit No. 7 Boiler Repair.
- 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.

ITEM # 31

DATE: 01-22-19

## **COUNCIL ACTION FORM**

<u>SUBJECT:</u> 2017/18 ACCESSIBILITY ENHANCEMENT PROGRAM (AIRPORT ROAD SIDEWALK)

## **BACKGROUND:**

This annual program provides for upgrading sidewalks, pedestrian ramps, on-street parking stalls, and access to City owned parking facilities to meet Americans with Disabilities Act (ADA) standards. This includes replacing/adding sidewalks and ramps, retrofitting existing signalized traffic control devices with audible and vibrotactile push-buttons, and upgrading access to on-street stalls and City-owned parking lots to current ADA standards. This program provides safer accessibility and limits the City's liability for injury due to residents using public pedestrian facilities that are in a deteriorated condition. This program may be combined with roadway, traffic signal replacement, or shared use path improvement projects.

The location for this project is the Ames Municipal Airport frontage along Airport Road to S. Riverside. The work includes installing a new sidewalk and replacing the retaining wall adjacent to the T hangars.

On January 16, 2019, bids for the project were received as follows:

Bidder	Total Bid Amount
Engineer's estimate	\$231,530.60
Manatt's Inc.	\$170,287.40
Caliber Concrete LLC	\$189,769.40
Con-Struct, Inc.	\$194,097.00
Day Construction Services LLC	\$208,252.90
Miner Hardscape	\$219,578.25
TK Concrete Inc.	\$235,860.00
Kingston Services	\$292,231.90

The following table summarizes the funding sources, funding distribution, and expense breakdown for this project.

Activity	Expenses	Revenue
Engineering & Administration	\$42,000.00	
Construction	\$170,287.40	
G.O. Bonds		\$125,000
Road Use Tax (RUT)		\$75,000
Local Option Sales Tax		\$75,000
R.O.W. Enhancement (RUT)		\$100,000
TOTAL	\$212,287.40	\$375,000

## **ALTERNATIVES:**

- 1a. Accept the report of bids for the 2017/18 Accessibility Enhancement Program (Airport Road Sidewalk).
  - b. Approve the final plans and specifications for this project.
  - c. Award the 2017/18 Accessibility Enhancement Program (Airport Road Sidewalk) to Manatt's Inc. of Ames, Iowa, in the amount of \$170,287.40.
- 2. Award the contract to one of the other bidders.
- 3. Do not proceed with this project.

## **MANAGER'S RECOMMENDED ACTION:**

Proceeding with this project will make it possible to continue a Complete Streets approach in this corridor and expand our sidewalk network. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, as described above.