

**AGENDA**  
**SPECIAL MEETING OF THE AMES CITY COUNCIL**  
**AND REGULAR MEETING OF THE AMES CITY COUNCIL**  
**CITY COUNCIL CHAMBERS**  
**AMES CITY HALL**  
**FEBRUARY 11, 2020**

**NOTICE TO THE PUBLIC:** The Mayor and City Council welcome comments from the public during discussion. You are requested to step to the microphone, state your name for the record, and to 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.**

**CALL TO ORDER: 5:15 p.m.**

**FY 2020/21 BUDGET WRAP-UP**

1. Council Budget Presentations:
  - a. Public Art
  - b. Arts Funding (COTA)
  - c. Human Services (ASSET)
  - d. Outside Funding Requests
  - e. Other Requests
2. Public Input on Capital Improvements Plan (CIP) and Budget
3. Final Council Decisions:
  - a. Amendments to 2020-2025 CIP, if desired
  - b. Vote on motion to approve 2020-2025 CIP, as amended
  - c. Amendments to FY 2019/20 Adjusted Budget, if desired
  - d. Vote on motion to approve Adjusted Budget for FY 2019/20, as amended
  - e. Amendments to proposed FY 2020/21 Budget, if desired
  - f. Vote on motion to approve proposed budget for FY 2020/21, as amended
  - g. Motion to set February 25, 2020, as date of public hearing to adopt a Maximum City Property Tax Levy for FY 2020/21
  - h. Motion to set March 10, 2020, as date of final public hearing on Adjusted Budget for FY 2019/20

**REGULAR CITY COUNCIL MEETING\***

\*The Regular City Council meeting will immediately follow Budget Wrap-Up.

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

1. Motion approving payment of claims
2. Motion approving Minutes of Regular Meeting held January 28, 2020, and Special Meetings held January 21, January 31, February 4, February 5, February 6, 2020
3. Motion approving Report of Change Orders for January 16 - 31, 2020
4. Motion approving renewal of the following Beer Permits, Wine Permits, and Liquor Licenses:
  - a. Class E Liquor License with Class B Wine Permit, Class C Beer Permit (Carryout Beer), and

- Sunday Sales - Wal-Mart Supercenter 4256, 534 South Duff Ave
- b. Class C Liquor License with Outdoor Service and Sunday Sales - Buffalo Wild Wings, 400 South Duff Avenue
- c. Special Class C Liquor License with Outdoor Service and Sunday Sales - Stomping Grounds, 303 Welch Ave.
- d. Special Class C Liquor License with Sunday Sales - Wing Stop, 703 South Duff Ave #101
- 5. Resolution approving 2019 Resource Recovery Plant Annual Report
- 6. Resolution approving Encroachment Permit for a sign at 127 Welch Avenue
- 7. Resolution approving Professional Services Agreement with Bolton & Menk for FY 2020/21 Airport Improvements (Electrical Vault) at a not-to-exceed cost of \$64,000
- 8. Resolution approving preliminary plans and specifications for East Hwy 30 Force Main Improvements Project; setting March 11, 2020 as bid due date and March 24, 2020 as date of public hearing
- 9. Resolution approving preliminary plans and specifications for Unit 8 - Precipitator Roof Repair and Replacement; setting March 11, 2020 as bid due date and March 24, 2020, as date of public hearing
- 10. Resolution approving preliminary plans and specifications for Boiler Tube Spray Contract; setting March 11, 2020, as bid due date and March 24, 2020, as date of public hearing
- 11. Resolution approving preliminary plans and specifications for University Apartments - Electric Service Replacement; setting March 12, 2020 as bid due date and March 24, 2020 as date of public hearing
- 12. 2018/19 Sanitary Sewer Rehab (Wilson & 15<sup>th</sup> Street):
  - a. Resolution approving Change Order No. 2 with Synergy Contracting, LLC
  - b. Resolution accepting completion
- 13. Resolution accepting completion of Continuous Emissions Monitoring System Replacement Project
- 14. Resolution accepting completion of public improvements and releasing security being held for Quarry Estates Subdivision, 1<sup>st</sup> Addition, Conservation Maintenance
- 15. Resolution accepting completion of public improvements and releasing security being held for Iowa State University Research Park, 3<sup>rd</sup> Addition, Phase IV
- 16. Plat of Survey for 2212 Oakwood Road and Parcel "E:"
  - a. Resolution accepting transfer of right-of-way (Quit Claim Deed)
  - b. Resolution approving Plat of Survey
- 17. Plat of Survey for 301 and 315 South 16<sup>th</sup> Street and 1505 Buckeye Avenue:
  - a. Resolution accepting transfer of right-of-way (Quit Claim Deeds)
  - b. Resolution approving Plat of Survey

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

**ADMINISTRATION:**

- 18. Resolution approving policy regarding parking meter waivers for special events

19. Request from Ames Main Street (AMS) for Music Walk on Thursday, April 23, 2020 (tabled from January 14, 2020):
  - a. Resolution approving waiver of parking meter fees and enforcement, usage and waiver of electrical fees, and waiver of fee for blanket Vending License for Ames Main Street from 3:00 p.m. to 9:00 p.m.
20. Requests from Ames Main Street (AMS) for Art Walk on Thursday, June 4, 2020: (tabled from January 14, 2020)
  - a. Resolution approving waiver of parking meter fees and enforcement, usage and waiver of electrical fees, and waiver of fee for blanket Vending license for Ames Main Street from 3:00 p.m. to 8:30 p.m.
21. Requests from Ames Main Street (AMS) for Summer Sidewalk Sales on Saturday, July 25, 2020 (tabled from January 14, 2020):
  - a. Resolution approving suspension of parking regulations and enforcement in the Downtown from 8:00 a.m. to 8:00 p.m., and require reimbursement for parking meter fees from the Local Option Sales Tax fund

**PLANNING & HOUSING:**

22. Clarification of motion regarding Growth Scenarios in Ames 2040 Plan
23. Resolution approving Urban Revitalization Applications for 415 Stanton Avenue and 201 Gray Avenue for tax exemption
24. Resolution approving an Amendment to the Purchase Agreement with Habitat for Humanity of Central Iowa granting a time extension to the construction completion date and the closing date for property at 3305 Morningside Street
25. Resolution approving Proposed 2020-21 Annual Action Plan Program Projects and proposed budget in connection with the City’s Community Development Block Grant programs

**PUBLIC WORKS:**

26. Resolution approving FEMA grant Funding Agreement with the Iowa Department of Homeland Security and Emergency Management for Flood Mitigation - River Flooding Project

**HEARINGS:**

27. Hearing on 2019/20 Traffic Signal Program (Lincoln Way & Beach Avenue)
  - a. Motion accepting report of no bids

**ORDINANCES:**

28. Second passage of ordinance rezoning 2800 E. 13<sup>th</sup> Street from Agricultural “A” to General Industrial “GI”

**DISPOSITION OF COMMUNICATIONS TO COUNCIL:**

**COUNCIL COMMENTS:**

**ADJOURNMENT:**

ITEM # 3g  
DATE: 02-11-20

### COUNCIL ACTION FORM

**SUBJECT: MOTION SETTING FEBRUARY 25, 2020 AS THE DATE OF PUBLIC HEARING TO ADOPT A MAXIMUM CITY PROPERTY TAX LEVY FOR FISCAL YEAR 2020/21**

#### **BACKGROUND:**

During the 2019 legislative session, changes were made to the Iowa Code that altered the process for adoption of annual budgets for cities. Per Iowa Code Section 384.15A, cities must now hold a public hearing and adopt a maximum property tax levy in any year the city expects to adopt a budget that includes a levy of property taxes (excluding debt service) exceeding 102 percent of the prior budget. Additionally, the Code requires that notice of the hearing be included on the City internet site and primary social media account. The approval of the maximum levy requires a two-thirds majority of the Council.

One of stated purposes of the new legislation was to improve transparency and disclosure of proposed property tax increases for local government.

#### **CITY OF AMES BUDGET AND PROPERTY TAX LEVY**

As a growing city, Ames routinely adopts a budget that includes a levy of property taxes that exceeds 102 percent of the prior year. Ames has also followed a policy of complete and full disclosure for the proposed and adopted budget, including the levy of property taxes and the impact of the various classes of property. Because of this, compliance with the Iowa Code changes will fit within our established budget process, but will require an additional hearing and posting of property tax levy information in the format established by the State of Iowa.

Attached is the draft form providing notice of public hearing for the maximum levy rate. **Council may make decisions as part of the February 11 budget wrap-up session that could result in adjustments to the maximum levy rate. City staff will make any adjustments needed during the meeting; the Council will then set the hearing on the maximum levy with those decisions incorporated.**

The deadline for adoption of the budget has changed from March 15 to March 31 to allow time for notice and the additional hearing. However, adoption of a maximum levy resolution after the public hearing on February 25 will be required to maintain the established budget schedule and to adopt a budget with funding adequate to meet service levels desired by Council.



**ALTERNATIVES:**

1. Establish February 25, 2020, as the date to hold a public hearing and adopt a resolution establishing the City of Ames maximum property tax levy for fiscal year 2020/21 as determined in the February 11, 2020 Council meeting.
2. Delay the hearing and resolution establishing the City of Ames maximum property tax levy for fiscal year 2020/21.

**CITY MANAGER'S RECOMMENDED ACTION:**

Holding a public hearing and adopting a maximum property tax levy is required to proceed with the City Manager's recommended budget and any modifications made by City Council.

Therefore, it is the recommendation of the City Manager that the City Council approve Alternative No. 1, thereby establishing February 25, 2020, as the date to hold a public hearing and adopt a resolution establishing the City of Ames maximum property tax levy for fiscal year 2020/21 as determined in the February 11, 2020 Council meeting.

**Please remember, the maximum property tax levy that is now required to be highlighted does not include the Debt Service Levy!**

# DRAFT

<b>CITY NAME</b>	<b>NOTICE OF PUBLIC HEARING -PROPOSED PROPERTY TAX LEVY</b>	<b>CITY CODE</b>
Ames	Fiscal Year July 1, 2020 - June 30, 2021	85-811

The City Council will conduct a public hearing on the proposed Fiscal Year City property tax levy as follows:

<b>Meeting Date:</b>	<b>Meeting Time:</b>	<b>Meeting Location:</b>
2/25/2020	5:15 P.M.	515 Clark Avenue, Ames, IA

At the public hearing any resident or taxpayer may present objections to, or arguments in favor of the proposed tax levy.

After adoption of the proposed tax levy, the Council will publish notice and hold a hearing on the proposed city budget.

<b>City Web Site (if available):</b>		<b>City Telephone Number:</b>		
www.cityofames.org		515-239-5113		
<b>Iowa Department of Management</b>	<b>Current Year Certified Property Tax</b>	<b>Budget Year Effective Property Tax</b>	<b>Budget Year Proposed Maximum Property Tax</b>	<b>Annual % CHG</b>
	<b>2019/2020</b>	<b>2020/2021**</b>	<b>2020/2021</b>	
Regular Taxable Valuation	1 3,079,908,598	3,112,286,020	3,112,286,020	
Tax Levies:				
Regular General	2 \$17,016,779	\$17,016,779	\$17,604,186	
Contract for Use of Bridge	3 \$0	\$0		
Opr & Maint Publicly Owned Transit	4 \$1,934,521	\$1,934,521	\$1,980,445	
Rent, Ins. Maint. Of Non-Owned Civ. Ctr.	5 \$0	\$0		
Opr & Maint of City-Owned Civic Center	6 \$0	\$0		
Planning a Sanitary Disposal Project	7 \$0	\$0		
Liability, Property & Self-Insurance Costs	8 \$0	\$0		
Support of Local Emer. Mgmt. Commission	9 \$0	\$0		
Emergency	10 \$0	\$0		
Police & Fire Retirement	11 \$2,091,970	\$2,091,970	\$2,177,651	
FICA & IPERS	12 \$0	\$0		
Other Employee Benefits	13 \$0	\$0		
<b>*Total 384.15A Maximum Tax Levy</b>	14 \$21,043,270	\$21,043,270	\$21,762,282	3.42%
<b>Calculated 384.15A Maximum Tax Rate</b>	15 \$6.83243	\$6.76135	\$6.99238	

Explanation of significant increases in the budget:

Primary reasons for increases in the budget include increased employee salary and benefit costs and the addition of new employees for police, fire, and parks and recreation.

If applicable, the above notice also available online at:

The official website of the City of Ames: [www.CityOfAmes.org/Finance](http://www.CityOfAmes.org/Finance) ; The official Facebook page of the City of Ames: [www.Facebook.com/CityOfAmes](https://www.Facebook.com/CityOfAmes); The official Twitter page of the City of Ames: [www.Twitter.com/CityOfAmes](https://www.Twitter.com/CityOfAmes)

\*Total city tax rate will also include voted general fund levy, debt service levy, and capital improvement reserve levy

\*\*Budget year effective property tax rate is the rate that would be assessed for these levies if the dollars requested is not changed in the coming budget year

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

AMES, IOWA

JANUARY 28, 2020

**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 January 28, 2020. Present from the Ames City Council were Bronwyn Beatty-Hansen, Gloria Betcher, Amber Corrieri, Tim Gartin, Rachel Junck, and David Martin. Linda Murken, Lisa Heddens, and Lauris Olson represented the Story County Board of Supervisors. Other members in attendance were as follows: Jamet Colton, Ames School Board of Directors; Joe Anderson, Nevada School Board of Directors; and Jennifer Britt, United Community School Board of Directors. Gilbert School Board of Directors was not represented.

**MINUTES OF FEBRUARY 26, 2019:** Moved by Corrieri, seconded by Murken, to approve the Minutes of the February 26, 2019, meeting of the Ames Conference Board.

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

**RE-APPOINTMENT OF JAMI LARSON TO BOARD OF REVIEW:** Moved by Betcher, seconded by Colton, to approve RESOLUTION NO. 20-037 re-appointing Jami Larson to the Board of Review.

Roll Call Vote: 3-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

**DISCUSSION OF PROPOSED FY 2020/21 BUDGET FOR CITY ASSESSOR'S OFFICE:** City Assessor Greg Lynch reviewed the 2020/21 proposed budget for the City Assessor's Office and asked if the Conference Board members had any questions.

Story County Supervisor Olson asked Mr. Lynch to elaborate on the work delegated to the interns that costs \$40,000. Mr. Lynch deferred to Chief Deputy Assessor Brenda Swaim who said a content management system had recently been implemented which caused a backlog of documents that needed to be scanned and entered, there was a city-wide photo project that required more hours, and condominium units needed to be entered. There had been basically no response to the advertised position, so the hourly wage needed to be increased.

Ms. Olson asked why there were so many condominium appeals in 2019. Mr. Lynch said there was an entity called "Tax Representatives" who contacted commercial property owners and sold their services for saving taxes for a few years. One tax representative filed over 600 protests on apartments in 2019, but there have been more than that in the past with revalued properties.

With regards to the taxable status of Northcrest Independent Living, Ms. Olson wanted to know why it was in litigation. Mr. Lynch explained that Northcrest was installing a very large addition to include independent living, skilled nursing, and assisted living. There was a ruling in 2018 by the

Property Assessment Appeals Board that shed new light on this type of a property, and other assessors who had continuum life services complexes had the independent living units classified as taxable, while keeping skilled living and assisted living tax exempt. The property that was purchased to the west of Northcrest was for the new complex. The land value under that portion of the property was changed to taxable for 2019. The exempt status was placed on it by a ruling of the Iowa Supreme Court in 1989, but with the new ruling, he believes it sheds new light on the issue.

Moved by Corrieri, seconded by Colton, to approve the recommendations of the City Assessor's report.

Roll Call Vote: 3-0. Motion declared carried unanimously.

Mr. Lynch reviewed the proposed budget, noting that the 3% cost of living rate increase was based off the 2.75% - 3% negotiating starting point between the City and different unions and the 2% merit rate followed what the City asked for. City Council Member Martin asked what the process was for evaluating the City Assessor and the Deputy City Assessor. Mr. Lynch said his predecessor brought that process to the Mini Conference Board for review.

Story County Board Member Heddens asked if the City did not increase to the amount approved for the Assessor, would the Assessor's office maintain what was approved or would they mirror the City. Mr. Lynch said they always follow what the City does. Council Member Betcher requested further information on what the 57.4% increase in equipment rental and maintenance was for. Mr. Lynch deferred to Accountant Dawn Tank. Ms. Tank said they were purchasing a new server with a five-year care package for \$3,277, which was the major portion of the increase. The maintenance for the copier/fax/print machine was based off the number of copies they made, and with the new assessing model, more assessment roles were needed, which generate more costs along with postage, paper supplies, and Board of Review expenses.

Mr. Lynch explained that an outside consultant was hired to build the residential assessment model in 2017 and is now building another model for 2021. He briefly explained how the new model will work to gauge accuracy in assessments.

Mayor Haila clarified for the Conference Board that this was a maximum proposed budget which may not be used entirely.

Moved by Olson, seconded by Betcher, to receive the proposed budget.

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

Moved by Martin, seconded by Colton, to set 6:00 p.m. on February 25, 2020, as the date of public hearing on the proposed FY 2020/21 City Assessor's budget.

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

**RE-APPOINTING GREG LYNCH AS CITY ASSESSOR:** Mayor Haila commended Mr. Lynch on his continuing education and knowledge. Ms. Heddens asked if it was by ordinance that the City had an assessor. Mr. Lynch responded that the *Iowa Code* allowed cities with populations over

10,000 to have their own city assessor in addition to the county assessor if they so choose.

Moved by Corrieri, seconded by Colton, to approve RESOLUTION NO. 20-038 re-appointing Greg Lynch as City Assessor.

Roll Call Vote: 3-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

**CONFERENCE BOARD COMMENTS:** Mr. Martin explained that one of the goals of the City Council was to be able to reach people in certain geographic areas of the City. He expressed interest in using the Beacon GIS system technology to reach people by phone or email. Council Member Corrieri said she contacted Mr. Lynch about it who contacted Beacon. The next step was for the Mini Board to get in contact with Beacon to discuss it further and potentially add on a module to address the requests of Council.

Moved by Martin, seconded by Olson, to direct staff to report on the process of the evaluation of the Assessor and Deputy Assessor and send a memo to the Conference Board on that topic within six months.

Ms. Corrieri said there is no formal review process in place right now; the budget includes the merit and cost of living increases and the Board votes on approving it and that is it.

In response to Nevada School Board Member Anderson’s questions about the Mini Board, Mayor Haila said he will have the City Clerk provide clarification regarding how it was organized, and under what authority. Council Member Betcher advised Mr. Martin that Ms. Corrieri just gave the report that he asked for.

Moved by Martin, seconded by Olson, to amend the motion by adding to the scope of the report recommendations for changing the process of evaluation.

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

Vote on Motion, as Amended: 3-0. Motion declared carried unanimously.

**ADJOURNMENT:** Moved by Heddens to adjourn the Ames Conference Board at 6:02 p.m.

**REGULAR MEETING OF AMES CITY COUNCIL**

The Regular Meeting of the Ames City Council was called to order by Mayor John Haila at 6:06 p.m. on the 28th day of January 2020, in the City Council Chambers in City Hall, 515 Clark Avenue. Council Members Bronwyn Beatty-Hansen, Gloria Betcher, Amber Corrieri, Tim Gartin, Rachel Junck, and David Martin were present. *Ex officio* Member Devyn Leeson was also in attendance.

**CONSENT AGENDA:** Mayor Haila advised Council that staff had pulled Item No. 18: Resolution accepting easement at 23959-580th Avenue (former Caremoli property) for “AMES” sign; it is to be added to a future agenda once the signed easement was received.

Council Member Betcher requested to pull Item No. 19: Requests for ECO Fair on Saturday, April 25, 2020, and Council Member Martin requested to pull Item No. 15: Resolution approving Quarterly Investment Report for Period Ending December 31, 2019, for separate discussion.

Moved by Beatty Hanson, seconded by Betcher, to approve the following items on the Consent agenda:

1. Motion approving payment of claims
2. Motion approving Minutes of Regular Meeting held January 14, 2020, Special Meetings held January 7, 11, and 18, 2020
3. Motion approving Report of Change Orders for January 1 - 15, 2020
4. Motion approving certification of Civil Service applicants
5. Motion approving new 5-day Class C Liquor License (February 12 - 16, 2020) - Booze Cruzer Cocktail Co., LLC - 2508 Mortensen Road
6. Motion approving new 5-day Special Class C Liquor License (February 28 - March 3, 2020) - The Whimsical Wine Trailer, 1407 S University Blvd
7. Motion approving new 12-month Special Class C Liquor License - Clouds, 119 Stanton Avenue
8. Motion approving ownership change for Class C Beer Permit with Class B Wine Permit and Sunday Sales - Hy-Vee Gas #5013, 4018 West Lincoln Way
9. Motion approving ownership change for Class C Beer Permit with Class B Wine Permit and Sunday Sales - Hy-Vee Gas #5018, 636 Lincoln Way
10. Motion approving ownership change for Class C Liquor License with Catering and Sunday Sales - Hy-Vee #1 Clubroom, 3800 West Lincoln Way
11. Motion approving ownership change for Class E Liquor License with Class B Wine, Class C Beer, and Sunday Sales - Hy-Vee Food Store #1, 3800 W Lincoln Way
12. Motion approving ownership change for Class E Liquor License with Class B Wine, Class C Beer, and Sunday Sales - Hy-Vee Food & Drugstore #2, 640 Lincoln Way
13. Motion approving ownership change for Class E Liquor License with Class B Wine, Class C Beer, and Sunday Sales - Hy-Vee Drugstore, 500 Main Street
14. Motion approving renewal of the following Beer Permits, Wine Permits, and Liquor Licenses:
  - a. Class C Liquor License with Outdoor Service and Sunday Sales - Blue Owl Bar, 223 Welch Avenue
  - b. Class E Liquor License with Class B Wine Permit and Class C Beer Permit (Carryout Beer) - Fareway Stores, Inc. #093, 3619 Stange Road
  - c. Class E Liquor License with Class B Wine Permit and Class C Beer Permit (Carryout Beer) - Fareway Stores, Inc. #386, 619 Burnett Avenue
  - d. Special Class C Liquor License with Outdoor Service and Sunday Sales - Blaze Pizza, 2320 Lincoln Way
  - e. Class C Liquor License with Catering Privilege and Sunday Sales - Ge' Angelo's, 823 Wheeler St Suite #9
15. RESOLUTION NO. 20-040 approving Agreement with Iowa Aviation Promotion Group, Inc., for Fly Iowa 2020 Event
16. RESOLUTION NO. 20-041 approving Pole Attachment Agreement and Underground Utility Locate Letter Agreement with Metro FiberNet, LLC (Tabled from 1/14/2020)
17. RESOLUTION NO. 20-046 approving preliminary plans and specifications for South Grand Avenue Extension from S. 16<sup>th</sup> Street to new 5<sup>th</sup> Street Extension; setting February 18, 2020 as bid due date and February 25, 2020 as date of public hearing

18. RESOLUTION NO. 20-047 approving preliminary plans and specifications for East Industrial Utility Extension Project; setting March 4, 2020 as bid due date and March 10, 2020 as date of public hearing
19. RESOLUTION NO. 20-048 approving preliminary plans and specifications for Fuel Pump House Fire Protection Upgrade; setting February 26, 2020 as bid due date and March 10, 2020 as date of public hearing
20. RESOLUTION NO. 20-049 approving revised preliminary plans and specifications for CyRide 2020 HVAC Improvements Project; setting February 26, 2020 as bid due date and March 10, 2020 as date of public hearing
21. RESOLUTION NO. 20-050 awarding contract for the purchase and installation of furniture for City Hall, Water Pollution Control, and City Maintenance Facility to Storey Kenworthy of Ames, Iowa, in the amount of \$84,102.37
22. RESOLUTION NO. 20-051 awarding contract to Western Waterproofing Company, Inc., d/b/a Western Specialty Contractors of West Des Moines, Iowa for the Chemical Storage Floor Repair in the amount of \$75,000
23. RESOLUTION NO. 20-052 approving contract and bond for Durham Bandshell Electrical Renovations
24. RESOLUTION NO. 20-053 approving Change Order No. 1 to Nutri-Ject Systems, Inc., for an increased amount of biosolids disposal for Water Pollution Control Facility the amount of \$32,826.10
25. RESOLUTION NO. 20-054 accepting completion of 2017/18 Storm Water Erosion Control Program (Kinyon-Clark)

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

**QUARTERLY INVESTMENT REPORT FOR PERIOD ENDING DECEMBER 31, 2019:** Mr. Martin asked if there had been a study of the investments. City Treasurer Roger Wisecup said he had done research on the investments, but had not explored where the funds went after they were invested.

Moved by Martin, seconded by Junck, to direct staff to investigate where the funds go after investing in the portfolio.

Mr. Gartin advised Mr. Martin that his motion is not germane as this request is purely looking at the performance of the investments. Mayor Haila confirmed that the motion should be moved to Council Comments.

Motion withdrawn.

Moved by Martin, seconded by Beatty-Hansen, to adopt RESOLUTION NO. 20-039 approving the Quarterly Investment Report for the Period Ending December 31, 2019.

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

**REQUESTS FOR ECO FAIR ON SATURDAY, APRIL 25, 2020:** Public Relations Officer Susan Gwiasda pointed out that this was the 10<sup>th</sup> anniversary of the Eco Fair. They wanted to expand the event to the outside of City Hall to include vehicles that used Biofuel, including hybrid police

vehicles, an electric car display, and maybe also food trucks. Ms. Betcher wanted it noted that the request was for a closure of the street, but not for the parking fees to be waived.

Moved by Betcher, seconded by Corrieri, to approve the following:

- a. Motion approving blanket Temporary Obstruction Permit
- b. Motion approving blanket Vending License
- c. RESOLUTION NO. 20-043 approving closure of 5<sup>th</sup> Street from east of Parking Lot M (City Hall Parking Lot) entrance to Clark Avenue from 4:00 p.m. on Friday, April 24, to 3:00 p.m. on Saturday, April 25
- d. RESOLUTION NO. 20-044 approving closure of 35 metered spaces along 5<sup>th</sup> Street from 4:00 p.m. on Friday, April 24, to 3:00 p.m. on Saturday, April 25
- e. RESOLUTION NO. 20-045 approving continued use of three metered parking spaces along 5<sup>th</sup> Street to hold the Iowa DNR mobile trailer until its removal on the morning of Monday, April 27

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

**PUBLIC FORUM:** Mayor Haila opened Public Forum.

Kristina Brekke, 203 Campus Avenue, Huxley, said the zoning at North Grand Mall restricting the sale of fireworks was doing a disservice to consumers. She said as a fireworks vendor, her family emphasized education and were very immersed in fireworks and safety. She asked Council to open the zoning in the north end of town for selling fireworks and for educating the public on safe practices.

After no one else came forward to speak, Public Forum was closed by the Mayor.

**AMES COMPREHENSIVE PLAN 2040 PREFERRED LAND USE SCENARIOS (TABLED FROM JANUARY 14, 2020):** Planning and Housing Director Kelly Diekmann announced that there was nothing new to present. He reminded Council that there were over 20 people at public comment on January 7, 2020; those comments were included in the Council Meeting packet. Mayor Haila asked Mr. Diekmann what direction he was wanting from Council. Mr. Diekmann responded that RDG needed to understand geographically which area or areas Council wanted to pursue.

Council Member Corrieri asked if there was a way to choose one area and to reserve other areas without developing specific plans for them. Mr. Diekmann said the areas that Council didn't choose to focus on should be reserved for future expansion.

In response to Council Member Beatty-Hansen's question about requesting infill estimates, Mr. Diekmann clarified that the scenario map did not reflect available vacant land that was not in the core areas, but the infill numbers that he will bring back to Council will include additional housing options using existing lots without scraping and rebuilding new units.

Ms. Betcher asked for more information on what was happening east of I35 on 13<sup>th</sup> Street. Mr. Diekmann said the Fleet Farm anchor was still in play in the fall, but the time line had changed and he did not have any other update yet.



Mayor Haila asked for discussion from Council before receiving public input. Council Member Gartin said he favors Tier 1 in all four directions coupled with infill. Ms. Betcher wanted to know what factors were weighing heaviest for the decisions from her colleagues. Ms. Beatty-Hansen said she felt like there was some inefficiency in leaving all the options open. Of the growth scenarios, she said that the east was her least favorite because it was so cut off in regards to biking and pedestrian accessibility. Mr. Gartin said the vast majority of the population will be driving and added that he would like to champion the multi-trail connectivity. He pointed out that the cost of development is fairly consistent in all directions.

Mayor Haila recapped for Ms. Betcher that there was a focus on transportation and minimizing the use of cars. Council Member Corrieri confirmed that cost and transportation were important, but that it was also important to look at where the jobs were located and to be able to accommodate people who wanted to live where they worked. She said she wanted to keep it as flexible as possible, accommodating Tier 1 in every direction, and maybe focus on targeted growth in specific areas.

Ms. Betcher cautioned that in the past, indicating one direction of growth caused property values to inflate because people didn't want to sell at a reasonable rate; therefore, growth did not happen where Council wanted. Mr. Martin, *Ex officio* Leeson, and Council Member Junck all commented that they supported multiple areas, particularly the south, but also agreed with not favoring the east because of the community aspect. Ms. Betcher said her least favored option was the north because of it not being connected to anything. She added that infill was the top priority, but growth cannot be achieved entirely through infill. She said she preferred the south scenario with the distant future transportation issues to be solved with new roads and another interchange on I35. Mayor Haila agreed with Ms. Betcher regarding the possibility of land value inflation. He said the south was a tremendous opportunity and commented that the east was intriguing, but maybe for the 2060 Plan instead.

Mayor Haila opened public input.

Kim Christiansen, 2985 South Dakota Avenue, Ames, said that infill should be the top priority. He suggested that if Tier 2 was pursued, it should be to the south and adding a new interchange to the south would drastically help traffic in the future. He said one other issue was with no rural subdivisions. He said the southwest would be perfect for rural subdivisions to allow people to live close to the City with different types of living situations.

Kent Vickre, 2625 Meadow Glen Road, Ames, commented that there were people who wanted to live in Ames, but they worked in Ankeny, so the thought of having another road to take off Highway 69 was appealing to him.

Since no one else came forward, Mayor Haila closed public input.

Moved by Beatty-Hansen, seconded by Junck, to direct staff to bring back numbers that they can expect from project-based, vacant land, and policy-based infill along with some measure of timing of each.

Director Diekmann said he will break out the report to show where the numbers come from and added that a high-level goal or clear policy for defined areas of housing production would be helpful

for addressing changes that were not anticipated. Mr. Martin said they shouldn't fixate on the numbers too much; the decision was whether to go slowly, medium, or full speed ahead with infill.

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

Moved by Gartin, seconded by Beatty-Hansen, to direct staff to create an emphasis for infill as part of the 2040 Plan.

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

Moved by Gartin, seconded by Corrieri, to ask staff to create an emphasis for Tier 1 development in all directions.

Council Member Beatty-Hansen commented that she will vote no because she did not like the east as an option. Ms. Junck echoed Ms. Beatty-Hansen's sentiments. Mr. Gartin said the east development would be very convenient for people who worked in the Metro or at Research Park for easy access; bike infrastructure was a high priority, but it was a question of timing. Ms. Corrieri said the proximity to jobs was the most compelling piece to the east-side development. Mr. Diekmann clarified that just because Council may pick Tier 1 in all areas, it doesn't mean they can't pick how those areas will be shaped; the Plan can be made very clear that certain steps have to happen before others.

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

After further discussion, it was agreed that Council was in favor of eventually pursuing an interchange in the south development area. Mr. Diekmann added that if Council were to pick one area, the Plan could support that development for a more detailed plan. In response to Council Member Betcher's concern about possibly inflating land prices, Ms. Corrieri suggested developing both the south and the west areas.

Moved by Corrieri, seconded by Betcher, to incorporate the Tier 2 areas in south and west scenarios in the Plan.

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

Moved by Martin, seconded by Junck, to direct staff to amend the Comprehensive Plan as appropriate to be consistent with the climate action plan, subject to significant community input and development of the climate action plan.

Mr. Gartin commented that funds had been allocated in the budget for a Climate Action Plan and that Mr. Diekmann confirmed that the Comprehensive Plan could be amended. Ms. Beatty-Hansen clarified that this motion was just stating the intent to address climate action and to reassure people it will be wrapped in with the Comprehensive Plan. Mr. Martin added that this motion showed the intent that progress will be made with both the Climate Action Plan and the Comprehensive Plan. Ms. Junck repeated Ms. Beatty-Hansen's comment that it was important to recognize all the community input and to affirm Council's intent for the future.

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

**2020-2025 CAPITAL IMPROVEMENTS PLAN:** Mayor Haila noted that Council had reviewed the Capital Improvements Plan with staff. He opened public comment.

David Denhaan, 1804 Maxwell Avenue, Ames, represented the accessible dock installation at Ada Hayden. He said they had raised around \$14,000 in matching funds for the project. He explained that the project would allow handicapped people to more easily access Ada Hayden with kayaks and canoes with a product called Aboard Safe. He added that he drove out to Ohio, which was the closest dock with this technology, to verify if it would work for Ames. He said he was in favor of the funding in 2021 to allow more time for fundraising.

Ron Gardner, 2223 Prairie View East, Ames, representing the Skunk River Paddlers, said the ADA accessible dock was originally planned for one of their paddler's husband who was confined to a wheelchair. He said he would like to see the dock installed sooner than the current plan of two years, but it depended on the fundraising capabilities. He noted that Ames was on the leading edge of adaptive sports with this project.

Dan Culhane, Ames Chamber of Commerce President, 3115 Aspen Road, Ames, said he had heard about a plan that included a splash pad and a skating rink in Downtown Ames which was timely with the conversations the Chamber of Commerce has had. The common objective of the recently submitted 3 Year Plan of the Chamber of Commerce and the Economic Development Commission was place-making. Amenities and infrastructure like this that would be helpful to the cause of getting the additional 15,000 people to move to Ames.

Mayor Haila closed public input.

**POLICY REGARDING WAIVER OF DOWNTOWN PARKING METER FEES FOR SPECIAL EVENTS:** Assistant City Manager Brian Phillips reviewed the report that staff put together regarding parking waiver fees. He cautioned that if Council required repayment of parking meter waivers, there was a chance that the organizations that request funding from the City would increase their outside funding requests.

Council Member Martin suggested, for more consistency, to automatically waive fees by default if an event was using the spaces, and not waive the fees for free parking. Ms. Betcher noted that having a vital downtown is important for the community, but there was no clear sense of a parking fee waiver structure. She suggested setting aside a certain amount of money from the Council Contingency Fund to subsidize the parking so the parking fund didn't take a hit. Ms. Beatty-Hansen said she didn't love the idea of using Council Contingency money for parking costs.

Mr. Gartin explained the reason for not waiving the parking fees for the Pride event was because it didn't make sense to waive parking for the entire Downtown when the event was in an isolated area. Ms. Corrieri commented that it made sense to limit the waiver to the confines of the event, not the entire downtown.

Mayor Haila pointed out that there was free parking in the area, but it was really just about Main Street, 5<sup>th</sup> Street, and a couple of the cross streets. Ms. Beatty-Hansen said she was in support of encouraging biking and walking; she never really wanted to waive parking fees. Ms. Junck stated that a consistent policy was best to avoid preferential treatment.

Moved by Martin, seconded by Beatty-Hansen, to direct staff to prepare the policy for a future meeting whereby we build parking expenses into the contracted events that we undertake with Ames Main Street and CAA, and otherwise adopt a policy of denying parking meter waivers except when there is an obstruction, and we would make a case-by-case decision on the obstructed spaces.

Mayor Haila opened public input. No one came forward to speak, so he closed public input.

Mr. Phillips clarified that this would be a self-imposed policy since all waivers still had to go to Council anyway. He recapped that the cost of parking would be included in the contract for the event, the parking would be free for the public, but would be bought out by the event applicants.

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

City Manager Steve Schainker recommended to bring the policy back to Council on the second week of February.

**RENAMING OF SQUAW CREEK:** Mr. Schainker reviewed the request to rename Squaw Creek. The Story County Board of Supervisors voted earlier this month to recommend changing the name of Squaw Creek to either their first choice of Ioway Creek or to their second choice, Sauk Creek. The Board of Geographic Names responded by explaining that they would only accept their first name choice, Ioway Creek.

Moved by Beatty-Hansen, seconded by Corrieri, to suggest Ioway Creek as the replacement name.

Mr. Martin asked if they need to circle back to the Tribal Historic Preservation Officers. Linda Murken, Story County Board of Supervisors, responded that the Tribal Historic Preservation Officers all were in favor of renaming the Creek and that there was no specific name requested other than being respectful and native to the area.

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

**HEARING ON AMENDMENT TO 2019-2020 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ANNUAL ACTION PLAN:** Housing Coordinator Vanessa Baker-Latimer reviewed the amendment to the 2019-2020 CDBG Annual Action Plan. She advised Council that if the request was approved, staff would move forward with purchasing the property.

Council Member Betcher asked if there was a time by which the tenants would have to be relocated. Ms. Baker-Latimer said not right away. Once the property is approved, staff may allow the tenants to stay to the end of the lease term without collecting rent. She said they would contact the tenants and work with them on relocation before moving forward with the project.

Mayor Haila opened the public hearing. Since no one wished to speak, he closed the public hearing.

Moved by Martin, seconded by Beatty-Hansen, to approve Alternative 1: adopting RESOLUTION NO. 20-055 to amend the 2019-20 CDBG Annual Action Plan to reallocate funds (\$400,000) from the Acquisition/Reuse for Affordable Housing activity to a Public Improvement activity to install a Shared Use Path from Franklin Park to S. Wilmoth.

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

**HEARING ON REZONING 2800 E 13<sup>TH</sup> STREET FROM AGRICULTURAL “A” TO GENERAL INDUSTRIAL “GI”:** Mayor Haila opened the public hearing. He closed the public hearing after no one came forward to speak.

Moved by Betcher, seconded by Corrieri, to pass on first reading an Ordinance rezoning 2800 E 13<sup>th</sup> Street from Agricultural “A” to General Industrial “GI”.

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

**COUNCIL COMMENTS:** Council Member Betcher urged Council to sign up for the NAACP banquet on February 13, 2020.

Mr. Gartin informed Council that he invited the Dance Marathon leaders to come say hello during Public Forum sometime so Council can say thank you for their fundraising and community building efforts.

Mr. Martin read a quote from the Town Budget Meeting. “Lyndsay Nissen said she would like to see Ames City Auditorium used more. She said a marquee sign on the front of the building that says what’s coming, along with a large neon sign with bulbs around it would be ideal. She said photo opportunities are very important to the younger generation. Many people don’t know the Auditorium is there, and it’s a beautiful theater. Ms. Nissen stated that anything that brings attention to arts and Ames helps all arts organizations.”

Moved by Martin, seconded by Beatty-Hansen, to direct staff to bring back a memo on feasibility and cost for a marquee sign along the lines described in the quote.

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

Moved by Gartin, seconded by Corrieri, to direct staff to provide a memo regarding the feasibility of socially responsible investing for the portfolio, including climate and environmental concerns.

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

Moved by Gartin, seconded by Beatty-Hansen, to direct staff to investigate the implementation of way-finding signs and coordinate with the Ames Bicycle Coalition for suggestions on style and location.

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

**DISPOSITION OF COMMUNICATIONS TO COUNCIL:** Memo from Brian Phillips, Assistant City Manager, Dated January 24, 2020, Re: Hunziker Youth Sports Complex Lease Agreement: Mr. Schainker said if Council doesn’t want to extend the Agreement, they need to tell staff not to extend

it, otherwise they will move forward with discussing the terms of the contract. No motions were made.

Memo from Damion Pregitzer, Traffic Engineer, Dated January 24, 2020, Re: Property at 1228 Grand Avenue and Future Improvements at the 13<sup>th</sup> Street and Grand Avenue Intersection: Mr. Schainker said no action was required, this was just for information.

Memo from Kelly Diekmann, Planning and Housing Director, Dated January 24, 2020, Re: Request for Zoning Text Amendment to Permit Outdoor Fireworks Sales in the Planned Regional Commercial (PRC) Zone: Mr. Schainker advised Council that this use was not allowed at the Mall and asked if Council was interested in changing that law.

Moved by Beatty-Hansen, seconded by Gartin, to place this item on a future agenda.

Mayor Haila reminded Council to only request to add items to an agenda that they were passionate about discussing. Council Member Gartin said this wasn't something the City wanted to engage in, but there were many people in the community who valued this activity. Having this on an agenda would help gauge public input. Ms. Betcher confirmed that if they put this on an agenda, Council would be discussing this in isolation away from the rest of the work plan that they have not seen. She said she is concerned that by putting this on the agenda, they are indicating they were going to consider this outside of the scope of all the other things on that work plan.

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

Memo from Planning & Housing, Dated January 24, 2020, Re: Fringe Plan Amendment Request for Former Caremoli USA Site Adjacent to Highway 30: Ms. Betcher said she was concerned about the connection of this to Item No. 18 that got pulled from the agenda. She asked if it was the right time to be discussing adding this to an agenda since it was the same property but separate issues. Director Diekmann said there was no relationship at all. There was no recommendation to proceed or not proceed; if Council wanted to discuss it, it needed to be put on an agenda.

Moved by Corrieri, seconded by Martin, to approve Option 1: retaining the existing Urban Fringe Plan designation.

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

Memo from Jean Kresse, President and CEO, United Way of Story County, Dated January 22, 2020, Re: Response to Council's Request for an Update on the Human Service Agency Capital Funding Program: City Manager Schainker confirmed for Council that this memo was just informational.

**CLOSED SESSION:** Council Member Martin asked City Attorney Mark Lambert if there was a legal reason to go into Closed Session. Mr. Lambert replied in the affirmative, citing *Code of Iowa* Section 21.5(1) to discuss matters presently in or threatened to be in litigation.

Moved by Martin, seconded by Betcher, to go into Closed Session under Section 20.5(1), *Code of Iowa*, to discuss matters presently in or threatened to be in litigation.

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

The Council went into Closed Session at 8:27 p.m. and returned to Regular Session at 9:00 p.m.

Moved by Corrieri, seconded by Martin, to direct staff to proceed with the recommendation that was discussed during Closed Session.

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

**CLOSED SESSION:** Council Member Junck asked City Attorney Mark Lambert if there was a legal reason to go into Closed Session. Mr. Lambert replied in the affirmative, citing *Code of Iowa* Section 20.17(3) to discuss collective bargaining strategy.

Moved by Junck, seconded by Beatty-Hansen, to go into Closed Session under Section 20.17(3), *Code of Iowa*, to discuss collective bargaining strategy.

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

The Council went into Closed Session at 9:02 p.m. and returned to Regular Session at 9:09 p.m.

Moved by Corrieri, seconded by Betcher, to adopt RESOLUTION NO. 20-042 ratifying the contract with IBEW, Local 55 (Electrical Workers).

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

**ADJOURNMENT:** Moved by Corrieri to adjourn the meeting at 9:09 p.m.

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Rachel E. Knutsen, Deputy City Clerk

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John A. Haila, Mayor

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

AMES, IOWA

JANUARY 21, 2020

The Special Meeting of the Ames City Council was called to order by Mayor John Haila at 5:15 p.m. on the 21<sup>ST</sup> day of January, 2020, in the City Council Chambers in City Hall, 515 Clark Avenue. Council Members Bronwyn Beatty-Hansen, Gloria Betcher, Amber Corrieri, Tim Gartin, Rachel Junck, and David Martin were present. *Ex officio* Member Devyn Leeson was absent.

**2020-2025 CAPITAL IMPROVEMENTS PLAN:** City Manager Steve Schainker told the Council the purpose of the Capital Improvements Plan (CIP) is to identify major bricks and mortar projects and infrastructure projects. He said members of the public can give input at the January 28, 2020, Council meeting and up until the budget wrap-up session. Mr. Schainker noted an additional page was distributed to Council to be included in the draft CIP document on a possible downtown plaza. He also noted the possible major bond issue projects not included in the document are: an indoor aquatic center, the relocation of Fire Station 2, expansion of the animal shelter, and the possibility of a fourth fire station. Finance Director Duane Pitcher explained the CIP document.

### **Fire:**

Fire Chief Rich Higgins told Council that Engine 1 will be replaced during the 2022/23 fiscal year and Truck 3 will be replaced during 2020/21. He said currently Truck 3 is the only truck with an aerial device and it will be refurbished to become backup apparatus. Chief Higgins said the manufacturer of Engine 1 went out of business in 2014, so that engine will not be eligible for reserve status.

### **Electric Services:**

Electric Services Director Donald Kom said the Transmission division will have two projects: 69kV transmission reconstruction of deteriorated portions of 69kV transmission pole lines, and the addition of breakers and replacement of relays and controls at the Ontario substation. Mr. Kom said the Ontario project will allow for reductions in outage times.

The Distribution division improvements were discussed including the rebuilding of the Distribution parking lot including storm water improvements, continuing to transition street lights to Light Emitting Dioxide (LED) fixtures, and updates to substations. Council Member Gartin asked if Dayton Avenue substation is the last one to need switchgear updates. Mr. Kom said the Vet Med substation also has older switchgear that will be replaced in 2024/25.

Director Kom discussed improvements to be made to the Power Plant. Council Member Gartin asked if the repair work to the Power Plant in the last year is normal. Director Kom explained that those repairs are not normal, but that was the first time the boilers on Unit 7 have been extensively worked on since it was installed in the late 1960's or early 1970's. Mr. Gartin asked if it makes sense to do something different because of the older equipment. Mr. Kom said new power plants cost \$50 - \$100 million so replacing certain pieces to meet new standards is much more cost effective. Director Kom said the last time a new plant was looked into was 1982 and the cost at that time was \$3 million per megawatt (MW), and Ames has a 60 MW plant. Director Kom said staff believes this is the most cost-effective way to operate the units as they were intended. Mr. Kom said the units provide a way



to dispose of the County's waste capacity to meet regional obligations and create a reliability to serve customers without support from the outside world. Mr. Kom said the units also provide stability because without them the City would be subject to market rates that are very volatile. Ms. Beatty-Hansen asked about the last time the market was volatile. Mr. Kom said last December energy went up 10-100 times the normal market rates during some hours. He said combustion turbines are another level of protection against volatile markets.

Council Member Gartin asked how much of the electricity portfolio is wind. Mr. Kom said about 15%. Mr. Gartin asked if going completely to renewable fuels is possible. Mr. Kom said it is possible, but the discussion gets very detailed around buying and storing since wind doesn't blow all the time. Director Kom explained that the general energy market runs about \$25 per MW hour, power can be generated for about \$35 per MW hour, and wind costs about \$60 per MW hour not including storage. Mr. Kom said if it was decided not to run the Power Plant the County's Refuse Derived Fuel (RDF) could not be processed.

Council Member Betcher asked about the costs of adhering to guidelines. Mr. Kom said the tube replacement project was driven by the Environmental Protection Agency (EPA). Mayor Haila said 2-2.5 million pounds of garbage is processed per week from several communities. He noted Boone doesn't want the waste, so processing it here is the only option without hauling it to Des Moines.

Mayor Haila asked about the possibility of cyber attacks. Mr. Kom said there is little exposure to the outside. Council Member Gartin asked about the \$500,000 budgeted for Americans with Disabilities Act (ADA) improvements. Mr. Kom told the Council that the Power Plant restrooms and front entrance need major changes to become compliant.

Mr. Kom said the Waste-to-Energy Study will look extensively at options and will cost more than originally anticipated. Council Member Betcher asked how many projects could be shifted because of the Waste-to-Energy Study. Mr. Kom said the only project that may be changed is the RDF bin renovation.

### **Water and Pollution Control:**

Water and Pollution Control Director John Dunn said the Water Supply Expansion project has been delayed about two years and will be financed by the Drinking Water State Revolving Fund. Ms. Betcher asked about water demands and asked if Ames Plan 2040 is being taken into account for adequate capacity until 2025. Director Dunn said the information on adequate supply until 2025 comes from the study that Fox Engineering did in 2013 when designing capacity for the new water treatment plant. He said it's hard to quantify ground water capacity, but there is adequate capacity in the short term. Mr. Dunn said the added wells will add capacity and provide replacement capacity since some wells are reaching 70 years of age.

Director Dunn discussed the Distribution System Monitoring Network that will provide real-time monitoring of the distribution system and enable early notification of major water main breaks. Ms. Betcher asked how long it takes to identify a water main break. Mr. Dunn said it could be a few days

for smaller ones, but the larger mains can be identified within five minutes. Operations Manager Justin Clausen said 30 water main breaks per year is average.

The Ada Hayden Water Quality Study was discussed. Council Member Gartin said he was hoping for annual testing. Director Dunn said water quality fluctuations year-to-year conclusions are hard to find. He said every five years there is a two-year monitoring period where water is tested monthly in different locations.

Mr. Dunn discussed the Water and Pollution Control Plant Facility improvements including equipment repairs, maintenance, replacement and upgrades.

Council Member Gartin asked about the nutrient reduction strategy. Mr. Dunn said the State has agreed to a three-phase, 20-year nutrient reduction strategy and the \$41 million will be spread out over 20 years. Council Member Gartin said the municipal contribution to nitrogen in the Gulf is 3-8% and Iowa will spend about \$1 billion in improvements to have a negligible effect on the Gulf. Mr. Schainker noted watershed benefits.

Mayor Haila appreciated the work of staff at the Water Pollution Control Plant. Director Dunn said the application has been accepted by the National Association of Clean Water Agencies for the Platinum 30 Award. He said this Award is given for three consecutive decades of 100% compliance with the discharge permit, making the City of Ames #2 in the country. Mr. Dunn said the facility is staffed 24 hours per day. Mayor Haila congratulated staff on the Award. Mr. Dunn said 72,000 numeric limits have been complied with in a row without a violation.

**Public Works:**

Public Works Director John Joiner discussed utility improvements to be made in water distribution, sanitary sewer, storm water, and the Resource Recovery Plant.

Mr. Schainker told the Council that notification was received that the FEMA Hazard Mitigation Grant has been awarded and will save the City millions of dollars and help reduce flooding on South Duff Avenue. Municipal Engineer Tracy Warner said channel improvements will be done to 2,000 feet on each side of the South Duff Avenue bridge. She said she is hopeful construction can begin next winter when water levels are low.

Mr. Joiner discussed traffic and shared use path improvements. Traffic Engineer Damion Pregitzer explained the Traffic Network Communication Master Plan. He said the Plan will be the guiding document that identifies upgrades to support modern technologies used to manage transportation. He said many of the projects will utilize the Intelligent Transportation System (ITS) which uses real-time traffic to continuously monitor and capture real-time data. He said there's no waste, assumptions, or error in the data collection. Council Member Gartin said he's excited visitors can move throughout the community better. Mr. Pregitzer said a priority plan for particular events like football games or normal work days can be programmed into the system and then it will run on its own. He said it will change traffic in Ames. Mr. Gartin suggested trains be part of the system. Mr.

Pregitzer said currently only the local intersection gets notified about a train coming, but after this system is working, all intersections will know a train is coming.

Mr. Schainker said he is recommending the widening of South 16<sup>th</sup> Street from west of Ames Christian School to University Boulevard. He explained that with the Grand Avenue extension there will be more traffic on South 16<sup>th</sup> Street. Mr. Schainker said Iowa State University (ISU) is not in a position to make that improvement for a number of years, so he's recommending the City pay to widen the road. Ms. Beatty-Hansen asked about decisions made regarding that road in the future if City funds will be invested in roadway improvements. Mr. Schainker said the City has not asked to take ownership of the road. Ms. Beatty-Hansen wondered if the City should consider taking ownership of the road. Mr. Schainker said there is time to address these concerns as well as others such as maintenance of the road.

Main Street sidewalk paver replacement was discussed. Mayor Haila asked if pavers on other downtown streets will be improved. Mr. Clausen said they are working on all areas. Ms. Betcher said many communities are using their sidewalks to create public art opportunities.

City Council recessed at 8:30 p.m. and reconvened at 8:35 p.m.

#### **CyRide:**

CyRide Director Barb Neal discussed vehicle replacement and rehabilitation, building improvements and expansion, technology improvements, bus stop improvements, and shop and office equipment improvements. She said grant funding was received to assist in receiving many new buses. She noted CyRide is one of two agencies moving forward with Battery Electric Buses.

Ms. Neal said last year the focus was on moving part of operations to a second facility. She said CyRide needs time to adjust to declining ridership and "right sizing" the fleet. She noted a heating, ventilation, and air conditioning (HVAC) grant was received, and in two phases equipment will be replaced.

Mayor Haila asked about the decline in student enrollment. Ms. Neal said enrollment has been down three years, and so has ridership. She said she wants to be thoughtful toward counting ridership. She said additional dollars are available for outperforming other transit agencies. Ms. Neal said she wants to do as much as possible not to drive away riders. Ms. Betcher said lower student ridership creates an opportunity to attract other riders. Ms. Neal concurred.

#### **Parks and Recreation:**

Parks and Recreation Director Keith Abraham discussed park system and facility improvements including a splash pad and pickleball courts. He also discussed playground equipment improvements, Ames/ ISU Ice Arena improvements, Homewood Golf Course improvements, and ADA plan improvements.

Director Abraham said installing an accessible canoe/kayak launch is one of the priorities at Ada Hayden Heritage Park. He showed the Council pictures of a possible Downtown Plaza with a spray

pad that can be converted to an ice rink. Mr. Abraham said the spray pad water could go through the storm sewer, be captured and used for irrigation, or be recirculated which would require chlorine, staff time, and restrooms.

Mr. Schainker said the site and features are yet to be determined, but conceptual design work will be needed to get started. He said to accomplish this it would delay the North River Valley irrigation project.

Council Member Gartin asked about adding a restroom at Tom Evans Park. Mr. Abraham said it has been suggested in the past, but not approved by Parks and Recreation Commission. Mr. Gartin said cultural events in the downtown area need a restroom. Council Member Corrieri said in thinking about other cities with downtown attractions she is not familiar with any having restrooms, though many have “porta- pottys.” Ms. Betcher said if Council wants people to spend time downtown at a plaza then a restroom makes sense.

Mr. Abraham discussed cemetery improvements including a funeral pavillion, retaining walls, and landscaping.

**City Manager’s Office:**

City Manager Steve Schainker discussed the Neighborhood Improvement Program, Downtown Facade Improvement Program, and the Campustown Facade Improvement Program.

**Fleet and Facilities:**

Fleet and Facilities Director Corey Mellies discussed City Hall improvements. He told Council plans are being finalized on the security system.

Mayor Haila asked about the snow plows converted to biodiesel. Mr. Mellies said the trucks are upfitted and running with no issues. He said Council will receive an update on them in February to show comparison. Mr. Mellies said three hybrid police cars have arrived and three more are coming. He said the first one should be on the street in a few weeks. Ms. Beatty-Hansen asked about budgeting for fleet. Mr. Mellies said departments build fleet costs into their operating budgets. Mr. Schainker said the Fleet Department buys a new vehicle and slowly the Department pays the Fleet Department back.

Member Gartin asked about electric car charging stations. Mr. Schainker said Electric Director Don Kom is submitting a grant application for charging stations, but if the grant is not received the priority can still exist. Member Gartin said he would like to see a page added to the CIP for charging stations. Mr. Martin said a discussion can be added to an agenda. It was noted the discussion can take place outside of the CIP if the grant is not assumed.

**DISPOSITION OF COMMUNICATIONS TO COUNCIL:** None.

**COUNCIL COMMENTS:**

Ms. Betcher said the 2020 Census table was well attended at the Martin Luther King, Jr. event. She also said in February the International Town and Gown Association will hold a webinar on the impact of declining enrollment on college towns.

Council Member Gartin said the Martin Luther King Jr., event hosted about 650 people.

Moved by Gartin, seconded by Beatty-Hansen, to direct staff to add a discussion on electric car chargers to a City Council agenda.

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

Mayor Haila thanked Management Analyst Tasheik Kerr for her work and noted she will be taking a new position in Illinois.

**ADJOURNMENT:** The meeting was adjourned at 9:19 p.m.

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Diane R. Voss, City Clerk

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John A. Haila, Mayor

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Erin Thompson, Recording Secretary

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

**AMES, IOWA**

**JANUARY 31, 2020**

The Ames City Council met in special session at 2:01 p.m. on January 31, 2020, in the Council Chambers of City Hall, 515 Clark Avenue, pursuant to law with Mayor John Haila presiding and the following Council members present: Bronwyn Beatty-Hansen, Gloria Betcher, Amber Corrieri, Tim Gartin, Rachel Junck, and David Martin. *Ex officio* Member Devyn Leeson was absent.

**FY 2020/21 BUDGET OVERVIEW:** City Manager Steve Schainker noted that staff began working on the budget back in August. Input received at the Town Budget Meeting was taken into consideration. The FY 2020/21 budget reflects expenditures totaling \$263,300,236 for the numerous services provided by the City of Ames. It is hoped that the budget that will be presented for the Council's approval meets the service levels desired by Ames residents. Mr. Schainker shared that there were challenges for this budget with the minimal increase in taxable valuation and the roll-back in combination with the approved tax abatements. It was noted that some projections for the Operating Budget for FY 2019/20 have changed, so at Budget Wrap-Up, the Council will be asked to approve the Adjusted Budget (for FY 2019/20) along with the Proposed Budget for 2020/21.

Mr. Schainker advised that the reports pertaining to The Commission of The Arts, ASSET, and Outside Funding Requests are available on the Finance page within the City's Web site. He emphasized that public input on the City's Operating Budget will be taken on February 11, 2020, during the Budget Wrap-Up session. Information provided at this meeting is intended to be a broad financial overview; the programs and activities will be provided during the Department Budget Hearings that will be held on February 4, 5, and 6.

Finance Director Duane Pitcher pointed out that today's presentation will only cover Ames portion of property taxes. The portion of the property tax levy going to the City of Ames is approximately one-third of the property owner's total tax bill at 31.80%. Ames School District receives 45.50%; Story County, 20.63%, and DMACC, 2.07%. For those living in Ames, but in the Gilbert School District, the tax bill will be a bit higher because the Gilbert School levy is a bit larger.

Mr. Pitcher stated that the property tax rate is up \$0.12 from FY 2019/20. He pointed out that the budget has been impacted by the lowest rate of increase in taxable value (1.1%) in over ten years. There will be a modest increase in total tax dollars driven in part by an increase in revenues and by Departments having tight budgets. The increase in total tax dollars will not be evenly spread across all classes of property, which is not uncommon with the roll-back.

According to Director Pitcher, the City has a balanced budget for operations and capital, which means that there will be enough revenues brought into the General Fund to cover all expenses for FY 2020/21. There will be utility rate increases for both water and sewer. They are forecasting 5% growth in Local Option Sales Tax revenue. He reminded the Council that with the adopted Referendum, 60% of that goes directly to decrease property taxes. At the inquiry of Mayor Haila, Mr. Pitcher advised that the approximate amount going to reduce property taxes due to a 5% growth in Local Option Sales Tax will be an additional quarter million dollars. The Mayor commented that

part of that is due to the Legislature passing a law requiring sales tax to be paid on on-line sales.

Mr. Pitcher brought attention to the comparison of the property tax levy for the 13<sup>th</sup> largest cities in Iowa. Ames has the second-lowest tax levy (at \$10.02 in the current year) per \$1,000 Taxable Valuation. The only city that is lower is Urbandale. Ames is one of only three large cities in Iowa that are under the \$8.10 limit on the General Fund Levy. With roll-back and a very small amount or no increased valuation, being at the \$8.10 limit would not allow for any increase in taxes or even keep them the same.

In regards to the Consolidated Levy, City Manager Schainker noted that the City Assessor is actually accounted for in the Story County Tax Levy.

Director Pitcher summarized the Tax Levy Breakdown, noting the impact that 1.1% increase in valuation has - which is to drive property taxes up slightly. He also noted the change in the General Tax Levy from 5.52 last year to 5.65/\$1,000 this year which is about 3.45% as far as dollars are concerned. The Employee Benefits and Transit Levies were also explained. The total Levy without debt service equates to approximately \$7/\$1,000 valuation. Adding in the Debt Service Levy of \$3.15 equates to a total Tax Levy of approximately \$10.14, which brings in approximately \$32,000,000. A comparison to last year was given. Total dollars asked are up 2.52% from the prior year. The rate is going up by only 1.17% due to the increase in taxable valuation of 1.1% and new dollars of \$782,389. Last year at this time, the City had new dollars of about double that, so the City's budget is quite a bit tighter this year, and it includes a couple new employees and some additional services.

City Manager Schainker advised that property taxes pay predominantly for Police, Fire, Parks & Recreation, and the Library. One police officer, one firefighter, and one Recreation Coordinator for Parks & Recreation will be added. Without those positions, the 2.52% would be less; those new positions equate to an increase of approximately \$250,000.

Mr. Pitcher explained the percentage of change in taxable valuation for the past ten years and how that has impacted the tax rate. He also noted the impact that Local Option Sales Tax has on the tax levy.

Regarding Assessed and Taxable Value, Director Pitcher explained the effects roll-back has made for each class of property (Residential, Commercial, Multi-Residential, and Industrial). He noted that there was an increase in valuations for existing property of approximately \$53 million, which was mainly from commercial property. New and expiring exemptions made a significant reduction by approximately \$48 million. However, roll-back made the biggest impact on reduction in valuation; that along with the exemptions basically wiped out 100% of the new value.

Mayor Haila asked about multi-family roll-back, asking how many more years were left. Mr. Pitcher advised that he would get that information for the Council.

Director Pitcher provided information on the Debt Service Fund, which is restricted in use to pay

back debt. He noted that they used part of the Debt Service Fund balance (\$375,000) for 2020/21 to help keep the Debt Service Levy lower. It is not anticipated that any of that fund balance will be used in 2021/22.

Mayor Haila asked to know the Debt Service Fund balance. Mr. Pitcher said that that information is included in the Fund sheets. After the implementation of the five-year plan, it will pretty much be used. He stated, however, that it is anticipated that there will some savings realized from refunding bonds that will be before the Council on February 25 to help replenish the Debt Service Fund balance. Director Pitcher also brought the Council's attention to the Fire & Police Trust Fund where they are using \$75,000 from that Fund to even out the tax levies over the next few years. There will be no more funds coming into that Fund.

A list of projects to be covered by the 2020/21 CIP General Obligation Bonds was shown.

Mr. Pitcher reviewed the Dollar Value of Levy by Property Type, specifically noting that the FY 2020/21 total Residential Tax Levy is \$20,125,034, which is 0.61% lower than 2019/20; so residents will actually pay fewer taxes next FY. Commercial, which had revaluation this year, will pay 9.07% more, and Industrial will pay 0.70% less. Director Pitcher provided details on the change in Tax Dollar Payments by Property Type, further breaking it down by new property and existing property. Sample tax calculations for Residential, Commercial, and Industrial customers were given.

Council Member Gartin asked, hypothetically, if the City knew the percentage change in valuation was going to be 1.1%, would it have changed the recommendation for the proposed budget. Additionally, if the percentage change in valuations decreased further, would it change the way the City budgets in the future. City Manager stated that if a trend was being set, the recommendation might be different; however, the request is only for 2.5% more. Departments have presented very lean budgets. Mr. Gartin believed the 1.1% increase could be an aberration. He stated that he is comfortable with the budget being presented, but if it becomes a trend, the Council will need to think differently about the proposed budget.

At the request of City Manager Schainker, Mr. Pitcher presented historic budget information regarding the percentage of valuation increases for Residential, Commercial, and Industrial property.

Budget Officer Nancy Masteller presented a summary of the change in the tax asking for 2020/21, showing where the additional amounts come from. The total change for 2020/21 is \$782,389.

The General Fund Balance is projected to be \$9,865,175 at the end of 2020/21. Of that amount, 25% (\$8,832,833) is reserved as a minimum fund balance. Mr. Pitcher explained that the minimum fund balance reserve is based on the credit rating agency guideline for an Aaa-rated city. After the 25% reserve, it leaves an unreserved fund balance of \$1,032,342. City Manager Schainker explained the one-time purchases that he is recommending be paid from the 2019/20 General Fund balance. Savings from General Fund operations and CIP projects remain in the General Fund balance and are available for expenditures. The recommended one-time purchases in the amount of \$1,645,681 have already been deducted in the proposed budget.



Mayor Haila noted that Council had approved lighting and other improvements to the Bandshell. He recalled that some improvements were not included because there was not enough funding. He asked if the use of the Bandshell would be expanded if those improvements were added back in. The Mayor believed the additional funding needed would be approximately \$60,000. City Manager Schainker said that they will have to see the numbers. He stated that if the Adjusted Budget were to be decreased by that \$60,000, it would change the Adjusted balance.

Director Pitcher reviewed the cost of City services for 2020/21 per residence from property taxes (based on a \$100,000 home), as follows:

Streets/Traffic	\$	153
Police Protection		132
Fire Protection		86
Library (includes Debt Service for renovated library)		69
Recreation and Parks		30
Transit		35
General Support Services		28
Planning Services		9
Resource Recovery		6
Animal Control		5
Facilities/Cemetery		3
Storm Water Management		2
Building Safety		<u>1</u>
TOTAL	\$	<u>559/\$100,000</u>

City Manager Schainker explained the justification for the additional FTEs being recommended.

Projected Utility Rate Summary. Mr. Pitcher reviewed the projected utility rates, as follows:

Electric Utility: No rate increase.

Water Utility: 2.0% rate increase for FY 2020/21 followed by 8.0%, 2.0%, 9.0%, and 2.0% in FY 2021/22, 2022/23, 2023/24, and 2024/25, respectively.

Sewer Utility: 5.0% in FY 2021/21 and 5.0% in 2022/23.

Storm Water Utility: 5.0% in FY 2022/23.

Resource Recovery: For FY 2021/22, it is anticipated that application of the 2020 Census will increase per capita revenue. The Tipping Fee will increase from \$58.72 to \$62.50 in FY 2022/23.

Mr. Pitcher went over the Utility Bill Rate samples.

There will be fee changes for Electric, Police and Animal Control, Water and Pollution Control, and

Parks and Recreation.

Fund Summaries. Budget Officer Nancy Masteller outlined the Fund Sheets beginning with the General Fund. She reiterated that the General Fund is balanced for FY 2020/21: Revenues equal expenses. Ms. Masteller continued with a summary of the City Special Revenue Funds, Capital Projects, Permanent Funds, Enterprise Funds, and Internal Service Funds.

Council Member Gartin asked for information on the current fees charged for the Auditorium.

Mr. Schainker stated that the Draft Operational Budget and Draft Capital Improvements Plan are posted on the City's Web site (under Finance) for the public to review.

**DISPOSITION OF COMMUNICATIONS:** Mayor Haila noted that there were two documents in the Non-Agenda Packet: (1) Memo from City Attorney Mark Lambert regarding eminent domain being used for trails and (2) Report from Housing Coordinator Vanessa Baker-Latimer providing a summary of the open house meeting with the College Creek Old Ames Middle School Neighborhood Association and surrounding neighborhoods in the area. He noted that both were for the Council's advisement.

**ADJOURNMENT:** Moved by Martin to adjourn the meeting at 4:22 p.m.

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Diane R. Voss, City Clerk

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John A. Haila, Mayor

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

**AMES, IOWA**

**FEBRUARY 4, 2020**

The Ames City Council met in Special Session at 5:15 p.m. on February 4, 2020, in the Council Chambers in City Hall, 515 Clark Avenue, pursuant to law with Mayor John Haila presiding and the following Council members present: Bronwyn Beatty-Hansen, Gloria Betcher, Amber Corrieri, Tim Gartin, Rachel Junck, and David Martin. *Ex officio* Member Devyn Leeson was also present.

**FY 2020/21 BUDGET PROPOSALS:**

**Library Services.** Library Director Sheila Schofer informed the Council of the following statistics for the Ames Public Library:

1. Approximately 1,300 people visit the Library every day
2. 350 sign up for a Library Card each month
3. 1.2 million items were checked out last year (3,400 items each day).
4. 511 volunteers contributed nearly 17,000 hours of assistance in 2018/19

Director Schofer advised that the Library is embarking on a heavily staff-involved and community-engaged strategic planning process. They are incorporating a total city perspective by utilizing resources from Mary Greeley Medical Center, the City of Ames Resident Satisfaction Survey best practices, National Public Library data, City GIS for mapping data, and ISU STATCOM for survey design and tabulation.

The Council was informed of many of the programs offered at the Library. Ms. Schofer commented that Ames ranked No. 1 of all Iowa urban public libraries in attendance at children's programs, with 51,234.

At the inquiry of Council Member Gartin, Director Schofer stated that in 2018, 5,875 free meals were offered to children during the summer (educational and nutritional component). She said she believed that even more meals were served in 2019.

Ms. Schofer noted the number of partnerships that the Library has formed and how valuable they have proven to be. They are expanding current partnerships with school visits, library card sign-up, book talking, and resource sharing. New STEM kits are in the works after the first batch has proved so popular with children and families.

Director Schofer emphasized that the Library welcomes all and is creating welcoming and inclusive spaces with the world language collection. In partnership with local English as a Second Language (ESL) teachers, language learning programs have been added to the calendar with a great response from the community.

Customer Account Services Manager Tracy Briseno informed the Council on some of the ways that the Library is providing outreach in the community. She cited the Bookmobile, events where *Smyles* has been in attendance, Back-to-School events, events for teens, staff visits to people who are home-bound, and staff visits to senior living residents to demonstrate new technology. They have discovered even more ways and places where the Library can connect with members of the community. The Library has also been expanding its digital collection as customer demand for virtual collection materials continues to increase. The increase continues to require staff evaluation of new digital services, training, and the promotion of new resources. There is free Wi-Fi offered throughout the Library, and there are computers available for use. Ms. Briseno noted that the Library

is expanding its non-traditional materials collection.

Council Member Martin asked how many “hot spots” are available to be checked out at the Library. Ms. Briseno stated that, currently, they have 20; there are 30 requests in the queue. They are looking to add ten more. There is a need for more; as soon as one is returned, the customer gets right back on the list.

Director Schofer noted that the Library is a “Smart” building; however, staff is always looking for ways to have continuous improvement towards sustainability.

Council Member Martin asked about funding for *Canopy*, a streaming movie service with access to over 30,000 titles. Mr. Martin noted that, when first introduced as a pilot program, it was being funded by the Friends Foundation. Director Schofer answered that that service is now programmed in the Library’s budget.

Council Member Betcher noted that fine and fee revenue continues to decrease. Ms. Schofer advised that is true as more customers transition to the use of eResources. It is Ms. Schofer’s opinion that fines are used as leverage to get the borrowed items returned to the Library. She said that staff has had conversations about fine and fee impacts and opportunities, barriers to service, and best practices providing service, and helping to ensure people have access to resources.

**Water Operations.** John Dunn, Director of the Water and Pollution Control Department, provided an overview of the various programs included in the Administration budget. Mr. Dunn advised that the number of marketing and outreach events that the Department participates in each year continues to grow. Many employees from throughout the Department have been helping to educate members of the community on the importance of clean and safe water, both from the tap and in the waterways. Examples and photos of some of the ways the Department has had community outreach at many events were given and shown.

Regarding Plant Operations, Director Dunn advised that the Water Utility is required to complete a “Risk and Resilience Assessment. This is required under America’s Water Infrastructure Act of 2018. The assessments are based on an All Hazards Consequence Management Approach, including malevolent acts, natural hazards, and any other risk that may impact any operation of a utility; it must be completed by December 2020. The assessments also include cyber security risks. The Department will be working with the US DHS on both cyber and physical security assessments.

Mr. Dunn shared that Ames has received back-to-back awards being named the city with the “Best Tasting Water in Iowa.” Last fall, the Facility received its LEED Certification from U. S. Green Building Council. Most recently, the consulting team of FOX Engineering, HERR Engineers, and BARR Engineering was recognized for excellence by the American Consulting Engineers Council for their work on the new Water Treatment Plant. The project received the Grand Prize award in the Water/Wastewater category and also won the prestigious Grand Conceptor award that spans all categories of engineering design work.

Director Dunn noted that student operators continue to play a huge role for the Facility. Students work more than 1,500 hours per year at the Water Plant. Many students work with the Admin team during the summer. Three student operators have been named “Student of the Year” by the Iowa Section of the American Waterworks Association.

Programs for Facility Operations. It was reported that the Water Pollution Control Facility has just

completed 30 consecutive years of 100% compliance with its Discharge Permit. This is the second-longest compliance record in the country. It was noted that biogas produced on-site provides approximately 20% of total electricity needs for the Facility. The anticipated volume of biosolids being recycled is up in the current year budget due to cleaning of digesters. Mr. Dunn advised that an open house of the WPC Facility is budgeted to occur in Spring 2021.

**Laboratory.** Highlights were provided for the Laboratory Division. The final round of annual lead and copper testing for the drinking water system was completed. Due to lead results well below the federal action level of 15 parts/billion, the Plant qualified for reduced lead and copper monitoring from annual to once every three years. The Laboratory Services Division continues to assist the Squaw Creek Watershed Management Authority by performing analyses at no cost.

**W&PC Metering Services.** Implementation of the Cross Connection Control Program, which is intended to protect the drinking water distribution system from unintentional backwards contamination by a customer, continues with a high level of customer support. The FY 2020/21 Operating Budget includes a projected 400 meters for new construction and non-routine meter changes annually and 1,200 meters for routine replacement of older meters. There are also 1,000 meters budgeted in the Capital Improvements Plan through FY 2022/23 to complete the Automatic Meter Reading conversion.

Mr. Dunn reviewed the rate and fee adjustments:

1. Proposed 2% Water and 5% Sewer rate increase, effective July 1, 2020
2. Annual update to meter-setting fees based on actual costs
3. Updates to Laboratory Analysis Fees, including adding additional tests
4. Increase other related fees based on the across-the-board rate increases

**Public Works.** Public Works Director John Joiner showed a video highlighting many of the accomplishments of the Public Works Department. He gave an overview of the major work activities for the Utilities Program, including Water Distribution System Maintenance, and Sanitary Sewer Collection System. A new FTE has been included in the budget for Water Distribution System Maintenance that will be split between the Water Distribution Program (79%) and the Sanitary Sewer Maintenance Program (21%). That position is needed to respond to the increasing workload for water main breaks and sanitary sewer repairs, and also to assist with snow and ice control. Funds are budgeted in FY 2020/21 to upgrade the City's hydro-excavating machine to a trailer-mounted combination jet/vac. That upgrade will assist in more efficient cleaning of sanitary and storm sewers and allow for a more timely response during sanitary and storm sewer backups, which was indicated as a concern in the Resident Satisfaction Survey.

Regarding the Storm Water Permit Program, Municipal Engineer Tracy Warner stated that Smart Watershed public education and outreach continues to be a high priority within the Ames community and the two watershed districts (Squaw Creek Watershed and Headwaters of the South Skunk River Watershed). She stated that staff attends numerous outreach opportunities each year to educate citizens. Ms. Warner noted that she would like to see more people be involved in the cost-share programs. She pointed out that the City is working with Prairie Rivers of Iowa to complete watershed projects, including creation and implementation of a ten-year water quality monitoring plan.

Mr. Joiner provided highlights of the Resource Recovery Plant. It was noted that reject disposal is expected to decrease in FY 2020/21 due to more normal operations. Revenues have declined over the past few years due to a significant reduction in the metals market. There has also been a decrease

in revenues due to lower RDF sales to the Electric Utility caused by boiler maintenance and increased downtime. Outreach efforts during FY 2019/20 have included 725 visitors, 47 tours, and 11 speaking engagements with 263 participants, and 12 events.

Council Member Gartin asked to have major increases in funding highlighted or noted in some way in the future.

Highlights were given for Public Works Administration, Engineering, Traffic Engineering and Maintenance, Street System Maintenance, Parking Operations, and Airport Operations. Pertaining to Administration, the *Ames-on-the-Go* mobile and Web site application continues to expand with other department users requiring new licenses. There were 865 requests made through the system in FY 2018/19. The app has now expanded into Inspections, Electric, Storm Water, and Parks and Recreation. Under the Engineering program, Mr. Joiner noted that GIS dependency continues to grow at a steady pace, with approximately 260 outside registered customers with the City's online GIS portal. Director Joiner emphasized the value of the City's partnership with Iowa State University to provide engineering interns.

Under the Snow & Ice Control Program, Mr. Joiner noted that staff planned for 19 events with a total of 36" of snow; there have been 17 events with 27 inches of snow to date. At this time last winter, there had been 21 inches of snow; however, ended at the beginning in March with a total of 52.5 inches. A graph of salt usage was also shown. At the inquiry of Mayor Haila, Director Joiner shared the Department's philosophy is to minimize environmental impacts while providing for safety. Council Member Betcher noted that staff provided notices to 582 property owners or managers regarding sidewalk snow removal during Winter 2018/19, which is a 50% increase (from 388 notices during 2017/18). Operations Manager Justin Clausen stated that the City gives property owners 24 hours to respond after posting a notice.

Under Parking Maintenance and Operations, Mr. Joiner commented that the Downtown Parking Study was completed in FY 2019/20. As a result of the Study in the Downtown, meter rates were maintained at \$0.50/hour, the duration was increased to three hours, and the employee hang tags were retained. During the next two years, staff will collect data and analyze the infrastructure and capital needs of the parking lot system.

Regarding Airport Operations, Director Joiner reported that the Airport Master Plan update is in progress with the anticipated completion in Spring 2020. Mr. Joiner also noted that the contract with the current Field Base Operator (Central Iowa Air Service) will expire in FY 21/22. Staff will begin negotiations on renewing that contract as the current FBO has provided high-quality customer service that has resulted in an increase of itinerant flights into the Airport and a substantial increase in fuel sales. There has been a 94% increase in overall fuel sales since taking over as the FBO in 2017.

Council Member Betcher asked how it was working for the Airport FBO to clear the snow at the Airport. Traffic Engineer Damion Pregitzer stated that it was working well for snow events where there is not significant accumulation. He noted that if there is significant accumulation, regulations require that airports must shut down.

At the request of Mayor Haila, Municipal Engineer Warner provided the schedule for the South Grand Extension project. It is estimated that it will be able to be driven on within two years.

**Fleet Services.** Director Corey Mellies advised that the hourly rate for maintenance services will

increase to \$75.40/hour in FY 2020/21, which is a 2.9% increase. The rate is designed to recover the cost of the technicians' salaries and benefits. The average fuel costs are projected to decrease from \$2.45/gallon to \$2.25/gallon for FY 2020/21. A chart was shown of the fuel trends from 2010/11 to 2018/19. A chart was shown on Greenhouse Gas Data Collection, comparing gasohol, E85, biodiesel (seasonal), and diesel. Mr. Mellies stated that 24% of the City's Fleet is considered "green." Hybrid police vehicles will go into service this week.

Rich Iverson, Fleet Support Manager, stated that the City has been very happy with the five snow plow trucks running on 100% biodiesel. He stated that the City has used approximately 2,000 gallons of biodiesel since December 17. Mr. Iverson described how the snow plow trucks are equipped with systems that will allow them to run on 100% biodiesel.

Director Mellies explained that choices for hybrid and electric vehicles are expanding. There are some challenges: sedans are being phased out and there are fewer options for E85 vehicles. They will continue to collect data on biodiesel use.

Council Member Gartin asked if there had been any thoughts to the City sharing with others the success that it has had with biodiesel. Mr. Iverson said that staff from Fleet Services will be attending the ECO fair to share its story. Representatives from REG and Optimus will be also present. The Department will be creating a video on the process and its success and will make it available to other cities.

**Facilities.** Director Mellies stated that they are working on purchases of furniture for several departments. The Department completed a Courthouse Security Plan with Story County and the State of Iowa. They plan to build off that Plan for a City Hall Safety and Security Plan. The ACCESS control (keycard system) will be installed in City Hall in 2020. The project also includes systems for the Fire Stations and Electric. New flooring is planned for Police, and work will be done on the Auditorium HVAC.

At the inquiry of Mayor Haila, Mr. Mellies explained that the \$46,522 budgeted in the 2019/20 Adjusted Budget is to pay for special Department remodeling projects.

**Planning.** Planning and Housing Director Kelly Diekmann provided an overview of Planning Services, which includes Current Planning, Long-Range Planning, and Administrative Services (shared with the Public Works and Fire Departments). A pie chart was shown indicating how much time is spent on Planning activities in eight different categories. There were fewer Subdivision and Zoning Board of Adjustment cases, which allowed staff time to work on the Comprehensive Plan (Ames 2040).

Under Current Planning, there were fewer Site Development Plan applications, primarily due to fewer apartment projects. According to Director Diekmann, this reflects a more typical balance of commercial, industrial, and apartments. It was noted that 2019 saw the fewest single-family homes built in the past seven years. Council Member Beatty-Hansen commented that she felt that was market-driven. Mr. Diekmann agreed, stating that it was dependent on the decision of the developer on what to build. Commercial projects moved forward for Downtown Fareway, Friedrich Iowa Realty, several hotels, North Grand Mall outlots, and K-Mart site redevelopment.

Housing development pace slowed overall. There was no new land rezoned for single-family development. There were no new apartment complexes.

Director Diekmann named the major initiatives of the Long-Range Planning Program: Ames Plan 2040 - Draft Plan and Public Outreach in Summer 2020, completed Campustown workshops on plazas and parking, Guest Lodging Ordinance completed, and 28 Council Referrals were addressed. Major upcoming priorities were listed as the Ames Plan 2040, new Council goals, Downtown Sub-Area Planning, and the Downtown Gateway Area project.

Regarding Administrative Services, staffing is going to be maintained at five positions. The new interface with customer service portal for Inspections customers has worked well.

**City-Wide Affordable Housing.** Vanessa Baker-Latimer, Housing Coordinator, reviewed the City Council’s goals of providing more affordable housing. She reviewed the activities that the City-Wide Housing Programs covered in FY 2019/20. Ms. Baker-Latimer also noted the activities that will be undertaken in 2020/21. Due to HOME funding, only 5% of the Housing Coordinator’s salary will be expended from the Program.

**Community Development Block Grant.** Ms. Baker-Latimer advised that the City received its 16th allocation of CDBG funding for 2019/20. Activities being undertaken for 2019/20 and the anticipated ones for 2020/21 were reviewed. The City has not yet been notified as to the amount of its allocation of funding for 2020/21, For budgeting purposes, the 2019/20 CDBG allocation of \$581,207 is being projected. Staff will be conducting public forums in February and bring back feedback to City Council for final review and consideration. The Annual Action Plan is to be submitted to the Department of Housing and Urban Development on or before May 17, 2020, if funding has been announced.

**HOME Program.** It was noted by Ms. Baker-Latimer that the City received its second allocation of HOME funds. The FY 2020/21 allocation has not yet been announced; however, for budgeting purposes, the same amount as last year’s allocation is being projected.

Ms. Baker-Latimer advised that HOME requires at 25% local match contribution. She noted that the City has allocated an amount from General Obligation Bonds for that match. Eligible uses of HOME funds include tenant-based rental assistance, housing rehabilitation, assistance to homebuyers, and new construction of housing. HOME funds may also be used for site acquisition, site improvements, demolition, relocation, and other necessary activities related to development of non-luxury housing. It was specifically noted by Ms. Baker-Latimer that HOME funds will be utilized to support the City Council’s goal of addressing affordable housing needs in the community. The planned activities for 2019/20 and proposed activities for 2020/21 were highlighted.

**DISPOSITIONS OF COMMUNICATIONS TO COUNCIL:** None.

**COMMENTS:** Council Member Betcher commented that there were several things for the Council to think about to celebrate “oddities” of the Ames community, specifically noting the 30-year record of compliance at the Water Plant.

Pertaining to Ames Plan 2040, City Manager Schainker asked for the Council to provide clarity as to its direction given on growth priority areas. The motion was to grow in the south and west; however, it needed to be clarified as to what was meant by “west.” It was decided to add clarifying the motion to the next Regular City Council meeting agenda.

**ADJOURNMENT:** Moved by Corrieri to adjourn at 7:55 p.m.

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

**AMES, IOWA**

**FEBRUARY 5, 2020**

The Ames City Council met in Special Session at 5:15 p.m. on February 5, 2020, in the Council Chambers in City Hall, 515 Clark Avenue, pursuant to law with Mayor John Haila presiding and the following Council members present: Bronwyn Beatty-Hansen, Gloria Betcher, Amber Corrieri, Tim Gartin, Rachel Junck, and David Martin. *Ex officio* Member Devyn Leeson was also present.

**FY 2020/21 BUDGET PROPOSALS:**

**Parks & Recreation.** Director Keith Abraham explained the increases in staffing for 2019/20 and 2020/21.

Major Department projects will include a City-Wide Survey, Americans with Disabilities Act (ADA) Inventory and Transition Plan, Miracle Park, and Indoor Aquatic Center. The Survey is intended to gather public feedback on programs, parks, facilities, and services provided by the Department. Bringing the City's park facilities and amenities into compliance with the ADA will be a focus for several upcoming years. Staff continues to work with The Ames Foundation on the Miracle Park. The Foundation is continuing to raise funds and oversees the construction of the facility. Director Abraham noted that they are excited about the first youth and adult Miracle Leagues being formed hopefully by Fall 2020. Discussions have begun regarding a new indoor aquatic center and a consultant is expected to be hired to develop conceptual designs, capital cost projection, and operational expense projections.

Mr. Abraham briefed the Council on the very generous donations totaling \$90,000 that have been received from community members.

The FTE increases under the Instructional Programs and Athletic Programs are due to 35% of the Recreation Coordinator's time added to those Program. The FTE increase in Aquatics is due to 10% of the Recreation Coordinator's time being added and 5% of the Recreation Manager's time being reallocated to this Program.

Under Aquatics, Director Abraham stated that an end-of-season pass was added in Summer 2019 to be valid August 1 - September 2 and was very successful. At the inquiry of Mayor Haila, Mr. Abraham advised that staff is exploring options as to how swim lessons and other aquatic activities will be accommodated with the demolition of the Municipal Pool in FY 2021/22.

The Council was informed of some of the issues affecting the FY 2019/20 and 2020/21 budgets for the Community Center, Auditorium, and Bandshell. The FTE increase is due to 10% of Recreation Coordinator's time added to this Program. Several of the biggest users of the Auditorium were listed.

It was noted that the purchase of cameras around known homeless camps may be able to be purchased if approved as part of the 2019/20 Adjusted Budget. Mr. Abraham showed pictures of the amount of junk and debris that City staff has had to clean up at homeless camps. Council Member Gartin stated that he didn't really care about the amount of trash that needed to be cleaned up from homeless camps. He wanted the Council to focus on helping the people who are homeless. City Manager Steve Schainker reminded the Council members that they had provided very clear direction to clean up the homeless camps after the tragic death of an Iowa State student who had allegedly

been murdered by a homeless person living in a camp near the River by Coldwater Golf Links.

Highlights of the Wellness Program were given. New fitness classes offered in FY 2019/20 were named. The FTE increase is due to 10% of Recreation Coordinator's time being added to this Program.

Mr. Abraham advised that the FY 2019/20 budget includes \$14,000 for conceptual design services for expansion and partial remodeling of the Ice Arena. The study will focus on additional locker rooms and storage space. Iowa State University is paying half of the cost of the study. The FY 2020/21 budget reflects a 5% increase in ice rental rates to offset the increase in expenses. The FTE increase is due to adding a 3/4-time Ice Arena Coordinator and reallocating a Recreation Manager's time to other funds.

Regarding Homewood Golf Course, Director Abraham advised that design of the new clubhouse is completed, and construction bids will be received in February 2020 with the goal of opening the new clubhouse in April 2021. In anticipating of the new clubhouse opening in 2021, management is developing rental procedures and fees for use of the community room. It was noted that the FY 2020/21 budget doesn't include any revenues or expenses for the new clubhouse being operated year-round. The FTE increase is due to 25% of the Recreation Manager's time being reallocated to this program.

Under Park Maintenance, The FY 2020/21 budget includes funds for the removal of invasive vegetation at Ada Hayden Heritage Park, conversion of park shelter lighting and controls, installation of a park sign at Christopher Gartner Park, replacement grills, additional trash receptacles, and electrical improvements for equipment used for the Mosquito Control program. Mr. Abraham advised that over 1,300 Iowa State University (ISU) Greek Community students participated in brush removal, landscape cleanup, and garbage pickup at the Furman Aquatic Center, Moore Memorial, Brookside, Stuart Smith, and Gateway Hills Parks as part of the 2019 ISU Homecoming. It was also noted that staff continues to implement the 20-year Emerald Ash Borer (EA.) Response Plan in the park system.

Pertaining to Cemetery Operations, Director Abraham advised that the budgeted revenue for FY 2020/21 reflects a 7% increase; staff will be presenting fee increases to City Council in the coming months. Staff worked with volunteers and the Ames Historical Society to complete and install an interpretive sign highlighting the history of the Ames Municipal Cemetery. Staff installed a stamped concrete pad and benches. Staff worked with the United States Military and a local funeral home for the final burial of Army Corporal Ralph Bennett, who died in World War II, and his remains were recently discovered, and Corporal Bennett was brought back to Ames for burial.

Right-of-Way Management. Under right-of-way management, staff is addressing hazardous trees, pruning new and old trees, and planting new trees. An update to the Emerald Ash Borer Response Plan. Currently in Year Six of the Plan, staff has been removing trees at an accelerated rate and has already removed 490 of 500 Ash trees.

**Electric Services.** Donald Kom, Director of Electric Services, highlighted the operations budgets for each division (Other Community Protection, Administration, Production, Fuel Purchases, Distribution, Technical Services, and Engineering). The total budget request for FY 2020/21 equates to \$59,507,515 and reflects a 1.2% increase over FY 2019/20.

Other Community Protection accounts for the electricity used to operate the City's street lights and

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

The Electric Administration budget will see a 9.6% increase from the FY 2019/20 Adopted. Expenditures are up due to work required on the building's HVAC system and NERC dues. At the end of December 2019, 75% of "SunSmart Ames," a new solar farm, had been spoken for. The Department will participate in the Eco Fair on April 25. Information was provided about a new outreach program, *Eco Chats*. Electric System peak usages remain stable; energy usage was up only by 0.5%.

Mr. Kom emphasized that the Demand Side Management program has played a significant role in reducing peak; that program began in 2007. This program budget will see a 10.8% decrease. Demand Side Management programs used by customers reduced summer peak by nearly 2 megawatts. Electric Services continues to evaluate methods to better support residential solar installations. Staff is exploring possible methods to encourage greater adaption of geothermal heat pumps as an alternative to traditional heating and cooling equipment.

Regarding the Electric Production program, the total budget will increase by 5.1%. As of January 1, 2020, the Power Plant has operated for 1,005 days without a lost-time accident, which is very impressive for the industry. This year, staff instituted an internship program in the Power Plant in partnership with Iowa State University. Director Kom stated that the electric peak occurred on July 19 at 128.8 MW. The all-time peak occurred on July 25, 2012, at 130.7 MW.

Fuel/Purchased Power is the largest of all the program budgets with estimated total expenditures of \$36,381,140 for FY 2020/21. That is a 0.8% decrease from FY 2019/20 Adopted Budget resulting from a decrease in natural gas prices, which more than offsets other cost increases. Fuel (natural gas) accounts for more than 48% of the Fuel and Purchased Power budget; market energy purchases, 26%; and wind, 16%.

Electric Distribution Operations/Maintenance is the division responsible for tree trimming, which continues to constitute a large expense; its budget will increase 4.8% from FY 2019/20 Adopted. In response to a challenge to fill line worker positions, two apprentice positions were created in previous years. Staff is now using a recruiting firm to assist with filling other vacant positions. The increase in contractual expenditures is to purchase additional transformers and equipment for both replacement and new construction.

The budget for Electric Technical Services will see an increase of 4.9%. The one-year increase in the budget to replenish transformer oil supplies to normal levels will need to be extended to a second year as an unforeseen issue in the Top-O-Hollow tap changer required replacement of close to 400 gallons of the 500 gallons of transformer oil.

The Electric Engineering budget is up 3.9% from FY 2019/20 Adopted. Customer solar interconnections increased in 2019. There will be an upgrading of relays, controls, breaker and switchgear aimed at improving reliability; animal guarding continues. This Division manages CIP projects.

Director Kom advised that the estimated revenues equate to \$68,333,600 for FY 2020/21. Mr. Kom commented that, on average, City of Ames rates are 8% lower than neighboring utilities. It is

estimated that the ending 2020/21 fund balance of the Electric Utility will be \$28,534,718. After the minimum fund balance target is deducted, it will leave a unreserved fund balance of \$18,434,718.

**Fire Department.** Chief Rich Higgins stated that, under Fire Administration and Support, a Training Officer will soon be hired. The organization chart noting the two major functions: Fire Safety and Building Safety was shown. The four major programs of the Fire Department are Administration and Support, Suppression and Emergency Action, Prevention and Safety Education, and Building Safety.

According to Chief Higgins, there will be a 3.3% increase to the Fire Safety budget. That increase includes the cost of adding one firefighter to the Suppression and Emergency Response Division. That fire fighter will not be assigned to a permanent shift, but will be used as needed to fill short-term fire fighter vacancies across all three shifts.

The Fire Administration and Support Program will have an increase of 0.7%.

The Fire Suppression and Emergency Action Program. One new fire fighter position will be added. Slide Unit will be purchased to assist in fighting grass fires. It slides into the back of a pickup truck, which allows the vehicle to be parked off the roadway, which also protects the public and the fire fighters.

Chief Higgins emphasized the importance of strategically placed fire stations. He also highlighted the effectiveness of the Ames Fire Department's quick responses to calls. A chart showing the percentage of property saved was shown.

The number of incidents by type from 2012 to 2019 was explained. Medical Assists accounted for the greatest number of responses with false alarms being second. The Ames Fire Department responded to nearly 5,000 incidents last year.

Fire Prevention and Safety Education Division. Community outreach efforts were highlighted. One of the events was teaching how to use fire extinguishers.

Chief Higgins spoke on the importance of partnerships, noting specifically working with the Elks Lodge of Ames to install 83 carbon monoxide detectors in at-risk homes throughout Ames and with the American Red Cross to install 128 smoke detectors in 52 at-risk homes throughout Ames.

Building Safety. According to Chief Higgins, this Division budget will increase by 3.4%. There will be no Building Permit Fee increase. It was noted that lower revenues are expected for FY 2020/21. Rental fees will not see any increase for next fiscal year.

Chief Higgins described the self-service portal for Permits, which is now up and running. The total number of Permits issued by Inspections in 2018/19 was 3,546.

Examples of the community outreach efforts of the Fire Department and Inspections Division were given.

The meeting recessed at 7:18 p.m. and reconvened at 7:25 p.m.

**Law Enforcement.** Chief Chuck Cychosz said that a critical component of the mission of the Police Department is "Relationship Building and Problem Solving."

Under Police Administration and Records, Chief Cychosz highlighted the Department's technology partnerships in the Dispatch and Records System, radios, and FirstNet, which is designed to assist First Responders. Technology that is shared with local law enforcement agencies has allowed for cost savings as well as pooling of shared expertise. The new radio system and its costs are shared with the University and other Story County agencies. The long-term investment in technology has been critical to effective operations. The new system and its costs will be shared with the University and other Story County agencies.

Pertaining to Crime Prevention and Police Services, an additional Police Officer position has been added to the Patrol Division for FY 2020/21. Ongoing commitment to diversity and inclusion will include additional focused training. According to Chief Cychosz, contemporary training is crucial to the Department's effectiveness. A listing of diversity training taken was shown. Hybrid patrol units will be purchased in FY 2019/20 and 2020/21. Fuel reduction of \$5,000 per unit per year is projected and carbon dioxide is estimated to be reduced by 44,000 pounds. There are over 1,700 mental/emotional health calls/contacts per year. The Mental Health Advocate in the Department is filled with a three-quarter-time employee. There is increased utilization of the Mobile Crisis Response Team. The number of personal crimes from 2009 to 2019 showed an increase in assaults and sexual assaults. The number of domestic violence arrests has been flat over the past ten years. Council Member Gartin asked to have the numbers of personal crimes responded to Iowa State University folded in with the numbers from Ames Police Department. The number of noise, trespassing, and nuisance party calls was shown for the past ten years; noise complaints have gone down, trespassing calls have edged up a bit, and nuisance party calls have gone down slightly. It was specifically noted that there were 145 noise complaints due to fireworks in 2018. In 2019, there were 189 calls for fireworks. A chart showing the trends in property crimes from 2009 to 2019 was shown. Thefts and burglaries are trending down; however, financial crimes have increased. Examples of scams and fraud that resulted in significant financial losses were given.

The number of accidents from 2014 through 2019. Property damage of \$6.2 million involving 3,294 vehicles was reported from 1,705 accidents in 2019. Chief Cychosz emphasized the importance of roadway improvements to facilitate safety.

At the question of Council Member Gartin, Chief Cychosz stated that there is a decline in opioid use; it is not gone, but it appears to have decreased. The Chief credited the Opioid Task Force for its work. However, according to Chief Cychosz, what is really affecting daily lives is the availability and use of methamphetamines. He noted the importance of local treatment centers.

Pertaining to the Communications - Emergency Medical Dispatch. Approximately 4,000 times a year, dispatchers provide medical assistance over the phone.

Under Parking Enforcement. Chief Cychosz advised that the continued direction from Council to perform education as well as enforcement in the neighborhoods south of the University has brought about better compliance. An increased parking fine for special events and game day violations was implemented in Fall 2019. Ironically, both categories of citations (illegal parking and meters) were down.

Animal Control. It was noted that the proposed budget includes a .45 FTE increase in the Animal Control Division. The existing part-time Animal Control Officer position is currently fewer than 20 hours/week. The increase will allow for 30 hours/week of enhanced coverage to handle duties, such as oversight of the dog park, to help ensure public and animal safety. It was noted that Animal Control Supervisor Ron Edwards is very committed to transparency. Chief Cychosz noted that a

Shelter Feasibility Study analyzed the cost of updating the existing facility verses building a new facility. The current facility often cannot meet the needs of the community. Funds are included in FY 2020/21 to further refine the options outlined in the study and determine the next steps.

**DISPOSITIONS OF COMMUNICATIONS TO COUNCIL:** None.

**COUNCIL COMMENTS:** *Ex officio* Member Devyn Leeson asked the Council members if March 4 would work for the Joint Meeting with Student Government.

Council Member Betcher noted the Electric Department’s number of days without a lost-time accident. She noted that that was yet another reason to celebrate.

**ADJOURNMENT:** Moved by Corrieri to adjourn the meeting at 8:31 p.m.

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

**AMES, IOWA**

**FEBRUARY 6, 2020**

The Ames City Council met in Special Session at 5:15 p.m. on February 6, 2020, in the Council Chambers in City Hall, 515 Clark Avenue, pursuant to law with Mayor John Haila presiding and the following Council members present: Bronwyn Beatty-Hansen, Gloria Betcher, Amber Corrieri, Tim Gartin, Rachel Junck, and David Martin. *Ex officio* Member Devyn Leeson was absent.

**FY 2020/21 BUDGET PROPOSALS:**

**Transit System.** Transit Director Barb Neal provided an overview of the budgets for the Transit System. The budget that was presented has been approved by the Transit Board.

Ms. Neal provided a summary of ridership from 2009/10 to the present. The projections for ridership from 2020/21 through 2024/25. CyRide is rated third in the nation for the most ridership per capita. Only two cities, one in New York and one in California, were ahead of Ames.

Decreased enrolment at Iowa State University and large, student-oriented apartment complexes within walking distance to the University are believed to have contributed to a 7% decline in ridership. It is a concern that declining ridership and lower University enrollment could threaten federal and state operating funds that are based on ridership and efficiencies. Secured grant funding will allow for the purchase of three new 40' buses, one new 60' articulated bus, and two battery electric buses, along with funding for major facility renovations. There has been successful deployment of new bus technology that includes Automatic Voice Annunciators and an upgraded Automatic Vehicle Location system. The combined system announces key bus stop locations for new Ames residents and assists disabled members of the community.

The overall CyRide budget will see a decrease of 1.1%, which will mean an increase of only 2.2% for the local funding partners. For the City, that will equate to an increase of \$45,924. The Transit Levy will equate to .63633/\$1,000 valuation.

Director Neal provided the following statistics for FY 2019:

1. There was an average of 31,684 daily riders

2. A total of 6,121,023 persons rode CyRide
3. Buses were driven an average of 5,484 miles daily
4. A total of 1,265,319 miles were driven

The budget for Fixed Route Service will see a reduction of 1.7% in 2020/21. CyRide will be working on a radio project to replace an obsolete radio system in order to make it compatible with City of Ames departments and Story County emergency management. Staff will continue to recommend modifications to the Transit Board to modify the new route structure to address needs identified by customers.

Ways that CyRide is becoming more energy-efficient in its vehicle purchases and efficient through technology were highlighted. Ms. Neal also noted the importance of customer service, passenger experience, and employee development to Transit operations. Regarding CyRide's workforce, the Council was told that there are 140 Transit drivers. In 2019, 42 drivers were hired.

Director Neal noted that CyRide currently contracts with the Heart of Iowa Regional Transit Agency (HIRTA) to provide Dial-a-Ride service through June 30, 2021. Dial-a-Ride has an average of 698 riders per year. Council Member Betcher noted that HIRTA's fare has increased. She questioned how that increase might impact Dial-a-Ride. Director Neal advised that Dial-a-Ride ridership has been trending down, so with HIRTA increasing its fares, it is believed that applications for CyRide's ADA service will continue to increase. She commented that HIRTA has hired an Outreach Coordinator in an attempt to reverse the trend of ridership decreases and to raise awareness of transit options in Story County.

**City Council.** Assistant City Manager Brian Phillips highlighted annual and special events that the Mayor and City Council had attended throughout 2019. Mr. Phillips announced that there will be some changes to the 4<sup>th</sup> of July Pancake Breakfast, most importantly, the location will be moved to Bandshell Park in 2020.

**City Manager.** Highlights of the major projects supported by the City Manager's Office were given. A great deal of support for Council initiatives and community events is provided by this Department. He noted that City Manager staff also provides major staff support to a number of larger projects and to six of the 18 Boards and Commissions. The Ames Community Institute is also staffed by the City Manager's Office. It was formed to address the needs of the City's increasingly diverse community. City Manager Schainker noted that the attendees of the Institute are often asked to serve as a focus group on prospective initiatives or program. Mr. Phillips brought the Council's attention to City Council Special Allocations specifically relating to Outside Funding Requests.

Moved by Betcher, seconded by Beatty-Hansen, requesting staff to provide the City Council a brief written report on the Story County Housing Trust, including where the first allocations have been spent and how the money will be spent in subsequent years.

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

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

**Public Relations.** Susan Gwiasda, Public Relations Officer, updated the Council on the City's efforts on branding a positive City identity. She noted some of the tasks performed by the Public Relations Division, i.e., Press Releases, three newsletters, posting to and monitoring various forms

of social media, serving as the City's Web Master, public education and speaking engagements, organizing and attending recognition events, and administering the Resident Satisfaction Survey. Ms. Gwiasda highlighted the collaboration with the City's Print Shop, specifically noting the assistance of Courtney Hinders, who is a graphic designer in the City's Print Shop, to make professional publications. Ms. Gwiasda informed the Council what has been done and what is planned for the Claim Ames 2020 Campaign .

**Media Production Services.** Public Relations Officer Gwiasda noted that the Media Productions Services Coordinator position had been vacant for almost a year. It is hoped that the position will be filled soon. Ms. Gwiasda applauded the efforts of the dedicated part-time staff of Media Production Services, who have increased the City's video production and kept the Division running well.

Council Member Betcher asked what the City is doing to make its Web site more ADA accessible. Ms. Gwiasda explained that the City is making its pages more simple in an effort to be in compliant. Also, staff is hopeful that the City's Web service provider will address ADA compliance.

**Legal Services.** City Attorney Mark Lambert summarized the services provided by the Legal Department. He reviewed the main goals of the Department. One of the things that Mr. Lambert said he and his staff have worked hard on and consider a goal is accessibility; the attorneys work hard to make themselves accessible to all of their customers. The main duties and tasks performed by the City Attorney's Office were noted. City Attorney Lambert showed the Department's funding sources and how they are allocated. He also reviewed the budget allocations to four main items: Personal Services, Internal Services, Commodities, and Contractual.

**Human Resources.** Bethany Jorgenson presented the budget for the Department. Ms. Jorgenson stated that the Human Resources Department is fully staffed for the first time in five years. She noted that a Human Resources Information System will be selected to help create efficiencies within the Department.

Ms. Jorgenson noted that 180 recruitments were launched in 2018/19, and as of February 5, 2020, there had already been 111 recruitments. In 2018/2019, 3,408 applications for jobs were received. As of February 5, there had been 2,184 applications received.

Highlights were given of the employee training opportunities offered through the Employee Development Center and Power Hours. One thousand seventy-nine employees attended employee development training in the last year.

According to Ms. Jorgenson, a lot of focus has been given to diversity and inclusion through the past year. A Diversity and Inclusion Team has been created. It is comprised of nine members. There have been six meetings so far. Training opportunities offered on diversity and inclusion were listed.

Council Member Corrieri left the meeting at 7:21 p.m.

Under Employee and Labor Relations, Ms. Jorgenson advised that negotiations were successful with two bargaining units.

**Risk Management.** Director Jorgenson provided information on issues and factors affecting the FY 2019/20 and 2020/21 budgets. She noted that weather-related losses across the country forced property insurers to raise rates higher than originally expected. A City-wide Safety Team is being



established with the goal of improving the safety training program for City employees. Staff will take the life insurance and long-term disability insurance to market to ensure that the City is experiencing maximum value for those benefits. In addition staff is reviewing contracts for liability insurance and property insurance this fiscal year to determine if a bid process will benefit the City in the future.

**Health Insurance Management.** Human Resources Officer Krista Hammer noted that the service objective for this activity is to keep yearly health insurance rate increases below 10%. She reported that contribution rates for City departments, employees, and retirees are projected to increase 3.9% for FY 2020/21. Holding the increase to 3.9% in FY 2020/21 is expected to use a modest amount of the Health Insurance Fund's balance, but the Fund will retain a healthy balance with adequate coverage. Ms. Hammer explained the changes that will occur to the City's medical plans in FY 2020/21. She showed in what categories the expenditures had been made. The biggest expenses had occurred in medical claims (61%) and pharmacy claims (21%). Dental claims had accounted for 5% of the expenses.

**Wellness & Health Care Initiatives.** Andrea Cardenas, Health Promotion Coordinator, reviewed the initiatives for this activity. She described the programs that are offered to employees and family members to promote wellness. Ms. Cardenas emphasized the importance of raising awareness of mental health issues, which continue to be on the rise. She specifically highlighted the community campaign to reduce the stigma of mental illness. City Manager noted that the City emphasizes both physical and emotional safety for its employees.

**Finance Services.** Finance Director Duane Pitcher presented the budget for the Economic Development Program. He noted that TIF rebate pass-throughs for Barilla and Kingland are included in that Program. The Program provides local support for federal and state-sponsored economic development programs and administers and oversees all economic development programs. A portion of the City Manager (10%), City Attorney (5%), and Finance Director (16%) salaries are allocated to economic development activity.

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

Council Member Beatty-Hansen left the meeting at 8:35 p.m.

**Conclusion.** City Manager Steve Schainker pointed out to the Council that Budget Officer Nancy Masteller had provided them a summary of the budget decisions that will need to be made at the Budget Wrap-Up session to be held on February 11, 2020. He reviewed what amendments to the FY 2019/20 Adjusted Budget would be needed as well as proposed amendments to the FY 2020/21 Budget. Supporting information for each of the items was also provided to the Council members.

**ADJOURNMENT:** Moved by Junck to adjourn at 8:37 p.m.

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Diane R. Voss, City Clerk

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John A. Haila, Mayor



## REPORT OF CONTRACT CHANGE ORDERS

Period:	<input type="checkbox"/>	1 <sup>st</sup> – 15 <sup>th</sup>
	<input checked="" type="checkbox"/>	16 <sup>th</sup> – End of Month
Month & Year:	January 2020	
For City Council Date:	February 11, 2020	

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)
Electric Services	Steam Turbine #7 Parts Procurement	9	\$265,694.00	Argo Turboservice	\$76,760.74	\$13,440.30	B. Phillips	JN
Public Works	2017/18 Storm Water Erosion Control (Kinyon-Clark Subdivision)	1	\$186,578.10	Keller Excavating	\$0.00	\$6,801.69	J. Joiner	MA
Electric Services	Unit 7 Boiler Repair Project	9	\$6,376,685.00	Helfrich Brothers Boiler Works, Inc	\$1,619,758.40	\$(10,700.00)	D. Kom	JN
Water & Pollution Control	Well Rehabilitation Project	1	\$80,716.00	Northway Corporation	\$0.00	\$7,958.00	J. Dunn	MA
Electric Services	Boiler Maintenance Services	1	\$250,000.00	Plibrico, LLC	\$0.00	\$23,000.00	B. Trower	JN
			\$		\$	\$		



# MEMO

## Item No. 4

**To:** Mayor John Haila and Ames City Council Members  
**From:** Lieutenant Tom Shelton, Ames Police Department  
**Date:** January 20, 2020  
**Subject:** Beer Permits & Liquor License Renewal Reference City Council Agenda

The Council agenda for February 11<sup>th</sup>, 2020 includes beer permits and liquor license renewals for:

- Class E Liquor License with Class B Wine Permit, Class C Beer Permit (Carryout Beer), and Sunday Sales - Wal-Mart Supercenter 4256, 534 South Duff Ave
- Class C Liquor License with Outdoor Service and Sunday Sales - Buffalo Wild Wings, 400 South Duff Avenue
- Special Class C Liquor License with Outdoor Service and Sunday Sales - Stomping Grounds, 303 Welch Ave.
- Special Class C Liquor License with Sunday Sales - Wing Stop, 703 South Duff Ave #101

A review of police records for the past 12 months found no liquor law violations for any of the above locations. The Ames Police Department recommends renewal of licenses for all the above businesses.

**COUNCIL ACTION FORM**

**SUBJECT:**           **2019 RESOURCE RECOVERY ANNUAL REPORT**

**BACKGROUND:**

The Resource Recovery System (RRS) continues to be one of the most successful methods of landfill diversion in the state of Iowa. The Resource Recovery Annual Report shows that 53,684 tons of Municipal Solid Waste (MSW) was generated within the partner communities and agencies during 2019. Approximately 21,554 tons were received at the plant and processed to create 12,475 tons of Refuse Derived Fuel (RDF). An estimated 759 tons of metal and 191 tons of glass were recovered for recycling. Additional items were diverted from the landfill including over 14.9 tons of Household Hazardous Materials, 3.8 tons of pumpkins from the Great Pumpkin Disposal Program, and over 58 tons of household items, exercise equipment, and furniture were sold for reuse at the Rummage RAMPage event in conjunction with Iowa State University.

One new initiative that was implemented is a pilot household organics diversion program. Also, improvements continue at Resource Recovery to increase collection of quality material for RDF production and reduce the rejects being sent to the landfill.

Following conversion from coal to natural gas at the Power Plant, the boilers began to experience significant on-going maintenance issues and downtime. Major Improvements to the Power Plant Boiler #7 were underway in 2019, which will greatly enhance the reliability and consistent operation of the unit. With Unit #7 out of commission for the upgrades and Unit #8 continuing to experience issues, considerable disruption occurred to the typical operations of the haulers, Resource Recovery, and Boone County Landfill.

More frequent downtime in our Power Plant boilers results in a reduction of the incoming tonnage along with an associated loss in tipping fee revenue. To further exacerbate the problem, boiler outages lead to a reduction in the amount of RDF being sold to Electric Services and a corresponding loss in revenue as well as an increase in hauling costs for the rejects to the Boone landfill. Revenues from all sources totaled \$3,298,071 and total expenses were \$3,785,963. This resulted in a net reduction of \$496,892 to the Resource Recovery fund for FY 2019.

**Even with this reduction in revenue, based on long-term projections, the tipping fee will remain at \$58.75 per ton during the coming two years, but it is anticipated that an increase to \$62.50 is likely in 2022. In 2020, Per capita fees for member communities will remain at \$10.50 and car line rates will remain at \$10 for**

**cars/passenger vans and \$25 for pickups/trailers.** However, this may change as financial projects are updated.

**ALTERNATIVES:**

1. Accept the attached 2019 Resource Recovery Annual Report and authorize staff to distribute the report to member agencies.
2. Request further information from staff.

**MANAGER'S RECOMMENDED ACTION:**

City Council acceptance of this report will allow staff to bill our participating partners for their respective portions of the Resource Recovery System's costs. **Staff is aware of the challenges facing Resource Recovery operations and, therefore, a shared study between Resource Recovery and Electric Services is planned for 2020 that will look at optimizing the processes of both facilities.**

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



Dear Resource Recovery System Members:

We are truly grateful to the member agencies for our long-standing partnership and their **continuing commitment to sustainability!** Our continuing partners are **Nevada, Story City, Huxley, Slater, Roland, Gilbert, Maxwell, Cambridge, Zearing, McCallsburg, Kelley, Story County, and Iowa State University.**

The Resource Recovery System (RRS) continues to be one of the most successful methods of landfill diversion in the state of Iowa. The Resource Recovery Annual Report shows that 53,684 tons of Municipal Solid Waste (MSW) was generated within the partner communities and agencies during 2019. Approximately 21,554 tons were received at the plant and processed to create 12,475 tons of Refuse Derived Fuel (RDF). An estimated 759 tons of metal and 191 tons of glass were recovered for recycling. Additional items were diverted from the landfill including over 14.9 tons of Household Hazardous Materials, 3.8 tons of pumpkins from the Great Pumpkin Disposal Program, and over 58 tons of household items, exercise equipment, and furniture were sold for reuse at the Rummage RAMPage event in conjunction with Iowa State University.

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More frequent downtime in our Power Plant boilers results in a reduction of the incoming tonnage along with an associated loss in tipping fee revenue. To further exacerbate the problem, boiler outages lead to a reduction in the amount of RDF being sold to Electric Services and a corresponding loss in revenue as well as an increase in hauling costs for the rejects to the Boone landfill. Revenues from all sources totaled \$3,298,071 and total expenses were \$3,785,963. This resulted in a net reduction of \$496,892 to the Resource Recovery fund for FY 2019.

**Even with this reduction in revenue, based on long-term projections, the tipping fee will remain at \$58.75 per ton this year, but it is anticipated that an increase to \$62.50 is likely in 2022. Per capita fees for member communities will remain at \$10.50; car line rates will remain at \$10 for cars/passenger vans and \$25 for pickups/trailers.** However, this may change as financial projects are updated.

If you or any of your constituents have questions about this annual report or any of the activities of the Resource Recovery System, please do not hesitate to contact me or Bill Schmitt (515-239-5137).

Sincerely,

A handwritten signature in blue ink that reads 'John C. Joiner'.

John C. Joiner, P.E.  
Public Works Director

# ARNOLD O. CHANTLAND RESOURCE RECOVERY SYSTEM 2019 Annual Report



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## **Thank you to our partners in sustainability!**

- Nevada
- Story City
- Huxley
- Slater
- Roland
- Gilbert
- Maxwell
- Cambridge
- Zearing
- McCallsburg
- Kelley
- Story County
- Iowa State University





Dear Resource Recovery System Members:

We are truly grateful to the member agencies for our long-standing partnership and their **continuing commitment to sustainability!** Our continuing partners are **Nevada, Story City, Huxley, Slater, Roland, Gilbert, Maxwell, Cambridge, Zearing, McCallsburg, Kelley, Story County, and Iowa State University.**

The Resource Recovery System (RRS) continues to be one of the most successful methods of landfill diversion in the state of Iowa. The Resource Recovery Annual Report shows that 53,684 tons of Municipal Solid Waste (MSW) was generated within the partner communities and agencies during 2019. Approximately 21,554 tons were received at the plant and processed to create 12,475 tons of Refuse Derived Fuel (RDF). An estimated 759 tons of metal and 191 tons of glass were recovered for recycling. Additional items were diverted from the landfill including over 14.9 tons of Household Hazardous Materials, 3.8 tons of pumpkins from the Great Pumpkin Disposal Program, and over 58 tons of household items, exercise equipment, and furniture were sold for reuse at the Rummage RAMPage event in conjunction with Iowa State University.

One new initiative that was implemented is a pilot household organics diversion program. Also, improvements continue at Resource Recovery to increase collection of quality material for RDF production and reduce the rejects being sent to the landfill.

Following conversion from coal to natural gas at the Power Plant, the boilers began to experience significant on-going maintenance issues and downtime. Major Improvements were underway this previous year to Power Plant Boiler #7, which will greatly enhance the reliability and consistent operation of the unit. With Unit #7 out of commission for the upgrades and Unit #8 continuing to experience issues, considerable disruption occurred to the typical operations of the haulers, Resource Recovery, and Boone County Landfill.

More frequent downtime in our Power Plant boilers results in a reduction of the incoming tonnage along with an associated loss in tipping fee revenue. To further exacerbate the problem, boiler outages lead to a reduction in the amount of RDF being sold to Electric Services and a corresponding loss in revenue as well as an increase in hauling costs for the rejects to the Boone landfill. Revenues from all sources totaled \$3,298,071 and total expenses were \$3,785,963. This resulted in a net reduction of \$496,892 to the Resource Recovery fund for FY 2019.

**Even with this reduction in revenue, based on long-term projections, the tipping fee will remain at \$58.75 per ton this year, but it is anticipated that an increase to \$62.50 is likely in 2022. Per capita fees for member communities will remain at \$10.50; car line rates will remain at \$10 for cars/passenger vans and \$25 for pickups/trailers.** However, this may change as financial projects are updated.

If you or any of your constituents have questions about this annual report or any of the activities of the Resource Recovery System, please do not hesitate to contact me or Bill Schmitt (515-239-5137).

Sincerely,

A handwritten signature in blue ink that reads 'John C. Joiner'.

John C. Joiner, P.E.  
Public Works Director

# RESOURCE RECOVERY

The City of Ames and surrounding communities are served by the Arnold O. Chantland Resource Recovery Center. Communities sharing in this endeavor are **Iowa State University, Cambridge, Gilbert, Huxley, Kelley, Maxwell, McCallsburg, Nevada, Roland, Slater, Story City, Zearing, and unincorporated Story County.**

Costs to these communities are figured on a per capita basis using 2010 census figures. Operations include separating combustible material and processing it into refuse-derived fuel (RDF). The RDF is sold as a supplemental fuel to the City of Ames Electric Utility. Ferrous and non-ferrous metals are also recovered and sold on the scrap market for recycling. The remaining non-usable material has been contract-hauled to the Boone County Landfill since July 1992 (the City of Ames closed its landfill on June 20, 1992). Major plant maintenance is generally conducted during an annual two-week downtime to perform repairs in addition to the daily routine maintenance and repairs. Yard waste activities involve the source separation and contracted composting/land application of "yard waste" (leaves, grass, tree limbs, etc.). In 2006, glass recycling was added to the recycling options provided by the plant. Household hazardous materials (HHM) collection began in 1998 with local events, and has progressed to Wednesday afternoon appointments for residents to dispose of their waste. Tires are accepted for a fee and recycled through a national tire recycling company. Compact fluorescent and incandescent light bulbs are accepted at no charge for recycling. A new bin has been placed on the tipping floor for used American flag collection, as well as a locked container specifically for sharps (needles, lancets, etc.) collection. Waste oil, antifreeze, and batteries are also accepted for recycling.

## Service Objectives:

- ✓ **Provide a responsible, sustainable, local solution for solid waste disposal in support of City Council's goal to expand sustainability efforts**
- ✓ Provide refuse derived fuel to the Power Plant as an alternative fuel source to natural gas
- ✓ Maintain the Household Hazardous Materials (HHM) program, including sharps drop-off
- ✓ Provide used American flag collection for proper disposal
- ✓ Continue to provide proper recycling for waste oil, antifreeze, batteries, fluorescent bulbs, and tires
- ✓ Maintain positive relationships with member agencies
- ✓ Provide yard waste disposal for Story County residents
- ✓ Continue to expand glass recycling
- ✓ Maintain the closed landfill
- ✓ Continue community connections through school science fairs, service club presentations, and facility tours
- ✓ Continue researching possible bio-energy connections with the Power Plant
- ✓ Maximize recycle/re-use of unwanted and municipal solid waste

The **per capita rate** (last adjusted FY 2017/18) for our partner cities and Story County is \$10.50 for calendar year. **Tipping fee** for municipal solid waste \$58.75/ton; the rate for cars and passenger vans \$10, and pickups and vehicles with trailers \$25.

The area encompassed by the Resource Recovery System produced 2,411 tons more of municipal solid waste (4.7%) in FY 18/19 than the previous year. Tonnage sent directly to the Boone County Landfill for disposal was 20,285 tons, a 43.5% increase from FY 18/19. This increase in the amount of material hauled to the Boone County Landfill was due to the extended downtime at the Power Plant for boiler repairs and maintenance.

# RESOURCE RECOVERY

## Highlights:

Resource Recovery staff spends many hours on education and outreach activities each year. Activities this past year included: Science Night presentations at Ames elementary schools, Welcome Fest at Iowa State University, a sponsor of Stash the Trash, the City of Ames Smart Business Challenge, Eco Fair, Iowa State University class tours, Des Moines Area Community College SCALE (Story County Active Learning Experience) program participation, Rummage RAMPage, tours at Resource Recovery, and presentations to numerous groups throughout Story County.



July 1, 2019, the Food Waste Diversion (**FWD**) pilot program kicked off. Kits consisting of a 4-gallon bucket and lid, 5 compostable liners, and a 5-time punch card were sold to approximately 100 people by the end of the year. Over 2,000 pounds of food waste was collected, diverted from MSW, and turned into compost.

The fourth annual Rummage RAMPage was a huge success again this year, keeping 116,424 pounds of furniture and housewares out of the landfill, and raised \$33,194 for local non-profit agencies.

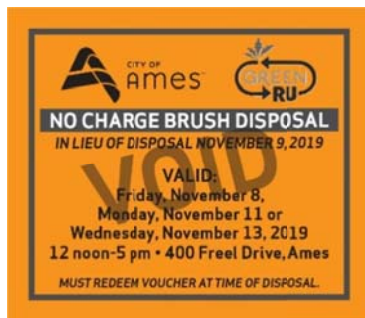


Planning meetings have already begun for Rummage RAMPage 2020. The fifth annual event will begin on Friday, July 24 and run through Monday, August 3. In just four years, the event has diverted 340,839 pounds of furniture and household items from the landfill. The event is organized by the City of Ames and Iowa State University, and the majority of the workers are from non-profit organizations that split the proceeds from the event. Rummage RAMPage would not be possible without the donations from the citizens, the buyers, and the fantastic volunteers!

# RESOURCE RECOVERY

## Highlights continued:

Resource Recovery staff continues to work on recommendations from the consultant's report on landfill diversion. Some of the latest continuous improvements have included modifications to the plant focused on recovering a higher percentage of RDF material and sending it to the Power Plant. These modifications have been designed, fabricated, and installed by the employee involvement of the Resource Recovery staff. Modifications include an extension of the air knife deflection vane to allow more precise control of the air flow separating the RDF, an automated cleaner installed on the extension to allow programmed cleaning of the vane, extensive modifications were made to the air density system and plant dust control system to allow for recovery of fine or light fraction RDF. These continuous improvements allow us to maximize the recovery of RDF and reduce the amount of material going to the landfill while continuing to send the highest quality RDF to the Power Plant.



This year vouchers were available for the brush No-Charge Yard Waste Day; residents could use a voucher to go to the yard waste site either before or after the event, preventing longer lines on the actual day. The vouchers were well received by the citizens and reduced the volume of vehicles on the actual No-Charge Yard Waste Day.

**CITY OF AMES, IOWA  
RESOURCE RECOVERY SYSTEM  
FISCAL REPORT**

	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>
<b>Service Accomplishments:</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
Tons of refuse available	51,364	53,775	53,000	53,000
Tons of refuse diverted to Boone landfill	14,131	20,285	15,000	10,000
Tons of refuse processed	37,124	33,173	36,410	43,000
Tons of RDF to Electric Utility	17,048	15,439	26,000	32,000
Tons of glass recycled	132	173	190	200
Tons of metal recycled	1,353	1,119	1,400	2,000
Pounds of HHM* collected	25,070	29,846	25,000	26,500
ISU tons into plant	3,019	2,724	3,000	3,000
Pounds diverted from landfill to Rummage	102,550	116,424	120,000	124,000
Average # of vehicles/free yard waste day	645	663	700	700
<b>Efficiency and Effectiveness:</b>				
% of available materials processed	72%	64%	72%	81%
Reject disposal rate/ton (Boone County)	\$46.50	\$48.00	\$48.00	\$52.00
% of processed materials that are sent to the landfill as rejects	45%	50%	25%	21%
Reject transportation rate/ton	\$13.52	\$13.66	\$14.14	\$15.00
Average cost/user free yard waste day	\$7.45	\$6.54	\$7.00	\$7.70

\* Household Hazardous Materials

**CITY OF AMES, IOWA  
RESOURCE RECOVERY SYSTEM**

**Revenues and Expenses  
For Calendar Year 2019**

**REVENUES:**

Per Capita	\$	847,895
Refuse Derived Fuel-Electric		816,788
Sale of Metals		72,901
Public Fees		75,377
Regular Customers		1,263,972
Reimbursements and Refunds		9,537
Other Governmental Agencies		6,778
Out of County Revenue		0
ScrapTires		3,555
I.S.U. Solid Waste Share		178,708
Interest Revenue		11,095
<b>FWD</b>		<b>2,465</b>
Damage Claims		

**\$ 3,289,071**

**EXPENSES:**

Operations	\$	3,619,975
Debt Service		165,988

**\$ 3,785,963**

**Net Income/Expense \$ (496,892)**

# MATERIALS, REVENUES & EXPENSES

## RESOURCE RECOVERY SYSTEM

Year	Total Refuse (Tons)	*Refuse Not Processed (Tons)	Refuse Processed (Tons)	% of Total Processed	Metals (Tons)	Glass (Tons)	RDF (Tons)	RDF (% of Processed)	% Total Diverted	Revenue	Expense
1999	49,164	2,794	46,370	94%	1,654	0	30,434	66%	69%	\$3,161,495	\$3,220,240
2000	48,896	4,499	44,397	91%	1,401	0	28,095	63%	66%	\$3,097,282	\$3,313,053
2001	50,093	5,138	44,955	90%	1,104	0	30,435	68%	70%	\$3,353,739	\$3,281,503
2002	50,267	1,550	48,717	97%	1,258	0	35,147	72%	75%	\$3,731,348	\$3,110,513
2003	51,906	4,770	47,136	91%	1,678	0	33,146	70%	74%	\$3,803,639	\$3,527,346
2004	53,788	2,762	51,026	95%	2,332	0	34,334	67%	72%	\$4,017,107	\$3,462,794
2005	54,493	1,025	53,468	98%	2,250	0	32,621	61%	65%	\$4,285,110	\$3,716,566
**2006	55,500	4,511	50,989	92%	2,229	54	30,180	59%	64%	\$4,250,337	\$4,449,985
2007	57,333	4,513	52,820	92%	2,102	96	34,182	65%	69%	\$4,392,686	\$4,531,663
2008	57,470	4,754	52,716	92%	2,068	115	36,060	68%	73%	\$4,632,493	\$3,725,904
2009	53,395	6,748	46,647	87%	1,987	130	31,040	67%	71%	\$3,956,279	\$5,507,045
2010	58,756	1,262	57,494	98%	2,347	129	37,865	66%	70%	\$4,937,018	\$4,605,121
2011	55,270	4,659	50,611	92%	2,166	150	34,422	68%	73%	\$4,697,573	\$3,729,248
2012	53,106	3,725	49,381	93%	2,177	145	32,329	65%	70%	\$4,641,704	\$4,089,447
2013	54,159	10,066	44,093	81%	1,873	171	28,262	64%	69%	\$4,062,010	\$4,196,226
2014	55,698	8,204	47,494	85%	2,104	173	29,595	62%	67%	\$4,501,455	\$4,555,974
***2015	54,394	6,641	47,753	88%	2,201	177	25,194	53%	58%	\$4,205,529	\$4,342,664
2016	52,210	8,953	43,257	83%	1,947	159	24,135	56%	61%	\$3,818,109	\$4,086,378
2017	51,254	7,997	43,257	84%	1,804	131	21,005	49%	53%	\$3,650,063	\$4,545,420
****2018	52,863	19,087	33,669	64%	1,199	149	15,656	46%	51%	\$3,300,699	\$4,383,878
*****2019	53,684	32,030	21,554	40%	759	191	12,475	58%	62%	\$3,289,071	\$3,785,963
<b>20 Years</b>	<b>1,074,535</b>	<b>142,894</b>	<b>931,434</b>	<b>87%</b>	<b>36,986</b>	<b>1,970</b>	<b>586,178</b>	<b>63%</b>	<b>67%</b>	<b>\$80,623,251</b>	<b>\$80,946,691</b>

\*Reflects tons to Boone County landfill from planned and unplanned shut downs, and non-beneficial MSW

\*\* Closed for one month for air knife installation

\*\*\* Closed for 6 weeks for power plant upgrades

\*\*\*\*Power Plant off for repairs for 164 days

\*\*\*\*\*Power Plant off for repairs for 227 days

# CITY OF AMES, IOWA RESOURCE RECOVERY SYSTEM

## POPULATION - PERCENTAGES - CHARGES

Annual Billing - Calendar 2019 at \$10.50

	Population	Percent of Population	Calendar Year 2019
Ames	49,765	63.14%	\$522,533
Story County	8,706	11.05%	\$91,413
Nevada	6,798	8.63%	\$71,379
Story City	3,431	4.35%	\$36,026
Huxley	3,317	4.21%	\$34,829
Slater	1,489	1.89%	\$15,635
Roland	1,284	1.63%	\$13,482
Gilbert	1,082	1.37%	\$11,361
Maxwell	920	1.17%	\$9,660
Cambridge	827	1.05%	\$8,684
Zearing	554	0.70%	\$5,817
McCallsburg	333	0.42%	\$3,497
Kelley	309	0.39%	\$3,245
<b>TOTALS</b>	<b>78,815</b>	<b>100.00%</b>	<b>\$827,558</b>

Based on 2010 U.S. Census  
Ames is 58,965 minus I.S.U. 9,200



**CITY OF AMES, IOWA  
RESOURCE RECOVERY PLANT VOLUMES  
12/31/2019**

<b>Generator</b>	<b>2019 TRIPS</b>	<b>2019 WEIGHT</b>	<b>PERCENT OF TOTAL WEIGHT</b>
Non-Scale Refuse (Car line)	5,346	1,142	2.1%
Commercial Haulers	4,760	21,850	40.7%
Private Industry/Contractors	223	189	0.4%
City of Ames	30	37	0.1%
Iowa State University	657	2,054	3.8%
Iowa Dept. of Transportation	0	0	0.0%
U.S.D.A. Lab	27	46	0.1%
Directly to Boone	5,601	28,366	52.8%
<b>TOTALS</b>	<b>16,644</b>	<b>53,684</b>	<b>100.0%</b>

# CITY OF AMES, IOWA RESOURCE RECOVERY SYSTEM

## FEE SCHEDULE

YEAR	PER CAPITA	TIPPING FEE	CARLINE	
			CARS	PICKUPS
2002/03	\$11.75	\$52.75/TON	\$8.00	\$22.00
2003/04	\$10.50	\$52.75/TON	\$8.00	\$22.00
2004/05	\$10.50	\$52.75/TON	\$8.00	\$22.00
2005/06	\$10.50	\$52.75/TON	\$8.00	\$22.00
2006/07	\$10.50	\$52.75/TON	\$8.00	\$22.00
2007/08	\$10.50	\$52.75/TON	\$8.00	\$22.00
2008/09	\$10.50	\$52.75/TON	\$8.00	\$22.00
2009/10	\$10.50	\$52.75/TON	\$8.00	\$22.00
2010/11	\$10.50	\$52.75/TON	\$8.00	\$22.00
2011/12	\$9.10	\$52.75/TON	\$8.00	\$22.00
2012/13	\$9.10	\$52.75/TON	\$8.00	\$22.00
2013/14	\$9.10	\$52.75/TON	\$8.00	\$22.00
2014/15	\$9.10	\$52.75/TON	\$8.00	\$22.00
2015/16	\$9.10	\$52.75/TON	\$8.00	\$22.00
2016/17	\$9.10	\$52.75/TON	\$8.00	\$22.00
2017/18	\$9.10 / \$10.50	\$55.00/TON	\$10.00	\$25.00
2018/19	\$10.50	\$55.00/TON	\$10.00	\$25.00
2019/19	\$10.50	\$58.75/TON	\$10.00	\$25.00
Proposed 2020/21	\$10.50	\$58.75/TON	\$10.00	\$25.00

**COUNCIL ACTION FORM**

**SUBJECT: ENCROACHMENT PERMIT FOR A SIGN AT 127 WELCH AVENUE**

**BACKGROUND:**

Grandma's Attic is seeking approval for an encroachment permit that would allow a wall sign to hang in the public right-of-way at 127 Welch Avenue. The proposed wall sign will be on the east façade of the building. The total encroachment will be approximately 12 square feet over the sidewalk, but will not affect use of the sidewalk.

Chapter 22.3(3) of the Ames Municipal Code requires approval of the Encroachment Permit Agreement by the Ames City Council before the permit can be issued. By signing the Agreement, the owner and tenant agree to hold harmless the City of Ames against any loss or liability as a result of the encroachment, to submit a certificate of liability insurance which protects the City in case of an accident, and to pay the fee for the encroachment permit. The owner and tenant also understand that this approval may be revoked at any time by the City Council. The fee for this permit was calculated at \$25, and the full amount has been received by the City Clerk's Office along with the certificate of liability insurance.



**ALTERNATIVES:**

1. Approve the request.
2. Deny the request.

**MANAGER'S RECOMMENDED ACTION:**

It is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby granting the encroachment permit for the sign.



# ENCROACHMENT PERMIT APPLICATION

An Encroachment Permit approved by the Ames City Council is required for anything of a "fixed character" which is "upon, over or under" the surface of any "street, alley, or sidewalk."

Applicant is:  Property Owner  Tenant  Contractor

Applicant Name: Christy Radach 515-292-6700  
gardner@amesatic@gmail.com

Address of Encroachment: 127 Welch Ave

City: Ames State: IA Zip Code: 50014

Type of Encroachment: Sign  
 (If the encroachment is a sign, please apply for a sign permit through the Inspections Division.)

Total Square Feet of the Area to Encroach: 12 square feet  
 (See attached submittal guidelines.)

Property Owner Name: Robert Hidayat

Mailing Address: P.O. Box 227

City: Lake Arrowhead State: CA Zip Code: 92352

Daytime Phone: \_\_\_\_\_ Cell Phone: 515-451-9524

E-mail: \_\_\_\_\_

These items must be submitted with your application prior to approval of the permit:

- An Encroachment Permit Agreement approved as to form by the City Attorney and signed by the owner of the building where the encroachment will occur (obtained from the City Clerk's Office).
- A sketch of the encroaching item (i.e., sign, canopy, awning, etc.) drawn to scale.
- A sketch showing the placement of the encroaching item on the property.
- An insurance certificate with comprehensive general liability coverage in an amount of not less than \$500,000 combined single limit naming the City of Ames as an additional insured on the policy. Said certificate must be accompanied with a copy of Endorsement CG 2013.
- A fee to be determined by the City's Building Official. The fee is \$1.00 per square foot of the encroachment or a minimum of \$25.00.

Applicant's Signature: Christy Radach Date: 1-23-2020

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit your completed permit application to: [rknutsen@city.ames.ia.us](mailto:rknutsen@city.ames.ia.us)  
 City of Ames  
 City Clerk's Office  
 PO Box 811  
 Ames, IA 50010

### For Office Use Only

#### Documents Received

Date: 1/24/2020

Completed Application

Certificate of Inspections sent to PW, P&H, Building Official on 1/24/2020

Review by DRC needed?

**Fees**

Fee Amount: 25.00

Date Fee Paid: 1/24/2020

**Insurance**

Received 1/24/2019

Approved \_\_\_\_\_

**Agreement**

Two originals prepared

Signed agreements returned

**CC Meeting Date** 2/11/20

Added to agenda

CAF prepared on T Drive

**Follow Up**

Application approved

Agreement signed by Mayor

Letter prepared and sent to applicant

Clerk's copy of Agreement sent to Recorder \_\_\_\_\_

Add to FMS with insurance expiration date

**Notes**

\_\_\_\_\_

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**COUNCIL ACTION FORM**

**SUBJECT: FY 2020/21 AIRPORT IMPROVEMENTS (ELECTRICAL VAULT) - PROFESSIONAL SERVICES**

**BACKGROUND:**

In September of 2019, staff initiated an RFQ process for projects shown in the Ames Airport Improvement Program (AIP). The City's purchasing policies require consultant selections to include cost as a criterion for selection unless otherwise required by Federal or State requirements. In this case, because the projects listed in the RFQ included federal funds, the Federal Aviation Administration (FAA) prohibits the City explicitly from asking for cost during the selection process. Cost may only be determined after a consultant has been identified as the most qualified and the City enters into negotiations for a scope of services and fee with that consultant.

The City only received one submittal by its long-time airport consultant that worked on the Terminal Building project. Bolton & Menk, Inc. submitted a well-thought-out and comprehensive submittal and was found to be qualified based upon a combination of past aviation experience and its proposed approach to this project.

The evaluation of that qualification-based selection process is as follows:

<b><u>Airport Consultant</u></b>	<b><u>Score</u></b>
Bolton & Menk	91

**This professional services contract will be for all design, survey, and construction inspection required for the construction of a new Electrical Vault next to the new itinerant hangar.** This project is shown in the 2020/21 Capital Improvements Plan and FAA Airport Improvements Program with a total budget for design and construction of \$397,600. FAA funding covers 90% of the project (\$357,840), with the remaining \$39,760 coming from the Airport Construction Fund.

**ALTERNATIVES:**

1. Approve a professional services agreement with Bolton & Menk, Inc., of Ames, Iowa, for the 2020/21 Airport Improvements (Electrical Vault) project at a not-to-exceed cost of \$64,000.
2. Direct staff to seek additional alternatives for the design of the project.

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

Consultant work for the Airport is unique among the range of potential consulting work hired by the City. It requires the development of a strong working relationship with not only the City, but also the regional FAA staff in Kansas City. Because of the investment of time that it takes to develop the necessary prior experience and relationships, it is unlikely that other firms without this work history with the Airport and FAA will incur the high cost of responding to a RFQ with a low chance of being awarded the work. This lack of experience is possibly why only one submittal was received. **However, this should in no way diminish the time and effort Bolton and Menk put towards responding to the RFQ, or the quality of the work they have performed on behalf of the Airport. It should be noted that the FAA reviews agreements to assure the scope is complete and the associated fee is reasonable.**

By approving this professional service agreement, the City will be able to move forward with improvements that will ensure the safety and state-of-good-repair of the air-side infrastructure of the Ames Municipal Airport. **Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as noted above.**

**WORK ORDER 1  
TO  
PROFESSIONAL SERVICES CONTRACT  
(DESIGN, BIDDING, AND CONSTRUCTION SERVICES)**

**DESIGN AND CONSTRUCTION  
CONSTRUCT NEW AIRPORT ELECTRICAL VAULT**

**AMES MUNICIPAL AIRPORT  
AMES, IOWA**

**BETWEEN:** The City of Ames,  
An Iowa municipal corporation **(CLIENT)**

**AND:** **(CONSULTANT)**

**EFFECTIVE DATE:** December 1, 2019

**RECITALS**

1. The City of Ames owns and operates the Ames Municipal Airport located near Ames, Iowa.
2. This is **Work Order # 1 (One)** to the Professional Services Contract, between the City and Bolton & Menk, Inc. The Professional Services Contract effective December 18, 2019 is referred to herein as the “**Master Agreement**”.

**AGREEMENT**

**DESCRIPTION**

The CONSULTANT agrees to provide Design, Bidding, and Construction Administration Services for the construction of a new electrical vault, all at the Ames Municipal Airport (herein referred to as the **Project**).

**PROJECT UNDERSTANDING**

With the opening of the new terminal building in the summer of 2017, the old terminal building is no longer needed except to house the existing electrical vault in the basement. The purpose of this project is to construct a new electrical vault building and to relocate electrical equipment and/or install new equipment in the new vault building near the new terminal. This work will include coordination for the relocation of the ASOS by FAA under a separate Non-Federal Limited Design and Implementation Reimbursable Agreement, No. AJW-FN-CSA-19-CE-003405.

**I.A. BASIC SERVICES****BASIC SERVICES**

For purposes of this Work Order, the Basic Services to be provided by the CONSULTANT are as follows:

**1. DESIGN & BID ADMINISTRATION****1.1. Project Scoping**

Consultant shall confer with the Sponsor on, and ascertain, project requirements, finances, schedules, and other pertinent matters and shall meet with FAA if needed and other concerned agencies and parties on matters affecting the project and shall arrive at a mutual understanding of such matters with the Sponsor. It is anticipated that there will be a maximum of 3 meetings with the Sponsor and/or the FAA, to review pavement eligibility and project limits.

**1.2. Project Meetings and Coordination with Sponsor, FAA, etc.** Consultant shall coordinate with the subconsultants, sponsor, FAA and other applicable agencies to complete the work elements in Phase 1.

1.2.1. The task includes one meeting at the Airport, attended by the Project Manager. The Consultant will prepare for and conduct up to two (2) meetings at the Airport Sponsor to present the findings of the design phase and any alternatives and recommendations for the project. The result of the meeting(s) will be an agreed upon project design parameters to proceed forward with final construction documents.

1.2.2. Coordination with FAA, Local agencies, subconsultants, etc. The Consultant shall coordinate the project parameters and criteria with the project stakeholders including the FAA, Sponsor, and Project Manager.

1.2.3. This task includes one progress meeting per week will be held, one-hour in duration, with all design team members through the duration of the design phase.

1.2.4. Consultant will prepare agendas and minutes for each meeting referenced above.

1.2.5. Pre-design meeting agenda items shall follow AC 150/5370-12B and the AIP Sponsor Guide Section 900.

1.2.6. Subconsultant will be used for portions of the electrical components within the vault.

**1.3. Topographical Surveying (Completed under Previous Project)****1.4. Aeronautical Survey (Not required for this project)****1.5. Geotechnical Investigation (Completed under Previous Project)****1.6. Project Layout Sheet**

Consultant shall complete a project layout sheet that will depict the proposed improvements.

**1.7. FAA Pavement Design Report and Form 5100 (Not required for this project)**



### 1.8. Construction Safety and Phasing Plan (CSPP)

Consultant will complete the Construction Safety and Phasing Plan (CSPP), and FAA will upload CSPP information through FAA's Obstruction Evaluation / Airport Airspace Analysis (OE/AAA) website portal. The CSPP will be prepared according to current FAA Guidelines.

### 1.9. Modification of Airport Design Standards

As needed, the Consultant will prepare a Request for Modification of Federal Construction Standards if found to be necessary for the project. The Mod to Standards will discuss modifications required under the Bid Packages. The Mod to Standards will be submitted to the Sponsor for acceptance. This document will be forwarded to the FAA for approval along with final plans, contract documents and specifications.

### 1.10. Prepare 30% and 90% Plans, Specifications and Cost Estimate

Plans at 30% and at 90% stage will be prepared for the Project. The plan sheets will be limited to those sheets necessary to carry-out the construction of the proposed project: "Taxiway A Reconstruction". The following list of drawings will be used as a guideline. Additional drawings may be added during the design phase, if required.

#### **General:**

- G-001 Cover Sheet, Sheet Index & Symbols
- G-003 General Notes
- G-021 Project Layout Plan
- G-081 Construction Operations & Phasing Plan

#### **Civil**

- C-021 Erosion Control Plans
- C-031 Erosion Control Details
- C-081 Geometrics

#### **Site**

- C-101 Grading & Drainage Plans

#### **Electrical:**

- E-101 Electrical Removals Plan
- E-201 Electrical Layout Plan
- E-401 Electrical Vault Layout
- E-501 Wiring Diagrams
- E-601 Electrical Details

#### 1.10.1. Prepare 30% and 90% Specifications

This work includes preparation of standard and supplemental specifications, necessary to establish the construction requirements of the project. Standard FAA specifications will be assembled and reviewed for relevancy to the project. Additional specifications will be prepared to address work items or materials not covered by FAA specifications. In addition, supplemental specifications will be included, where deemed necessary. If included, supplemental specifications shall not revise nor override FAA standard specifications, unless approved as a Modification to Standards (MOS).

#### 1.10.2. Prepare 30% and 90% Contract Documents

The Consultant will prepare the preliminary contract documents including invitation for bids, instruction to bidders, proposal, equal employment opportunity clauses, construction contract agreement, performance bond, payment bond, Federal Requirements, Preliminary Bid Schedule, Wage Rates, and general provisions. Preparation will include establishing the location for the bid opening, dates for advertisement, and description of the work schedule. Preliminary contract documents will be prepared as early as possible during the design phase and submitted to the Owner for review by the Owner. Also review and incorporate the Sponsor's general provisions and contract clauses, as required.

#### 1.10.3. Prepare 30% and 90% Special Provisions

The Consultant will prepare Special Provisions to address, or expand on, conditions that require additional clarification.

#### 1.10.4. Conduct 30% and 90% Quality Control Reviews

- a. The 30% plan submittal will undergo a QC review prior to submittal to the Sponsor and FAA.
- b. Following the completion of the preliminary plans and specifications, the Engineer will complete a QC review of the 90% submittal and address all comments/updates. When the QC review is complete, the Consultant will submit a 90% set of drawings and specifications to the Sponsor for their review/comment and the FAA for their review and concurrence with the preliminary design.

#### 1.10.5. Prepare 30% and 90% Engineer's Design Report

Prepare the 30% and 90% Engineer's Design Report in accordance with Section 900 of the AIP handbook and the FAA Central Region's AIP Sponsor Guide and submit to the FAA for their concurrence.

#### 1.10.6. Prepare 30% and 90% Cost Estimate and Budget

Calculate estimated preliminary quantities for the various work items. Quantities will be consistent with the specifications and acceptable quantity calculation practices. Consultant will then use recent bid prices and industry standards to prepare a 30% and 90% cost estimates. Prepare total project budget using the FAA form "Final Project Cost Summary" format to determine FAA and Sponsor funds needed.

#### 1.11. Prepare Final Plans and Specifications and Cost Estimate

1.11.1. A final set of plans, specifications and contract documents will be prepared which incorporates revisions, modifications and corrections determined during the Sponsor's review of the 90% submittal.

#### 1.11.2. Prepare Final Cost Estimate and Final Estimated Budget

Using the final quantities calculated following the completion of the plans and specifications, the Consultant will prepare the construction cost estimate. The estimate will be based on information obtained from previous projects, contractors, material suppliers, and other databases available. Prepare final estimated total project budget using the FAA form "Final Project Cost Summary" format to determine FAA and Sponsor funds needed.

1.12. Prepare Construction Management Plan (**Not required for this project**)

## 1.13. Prepare Disadvantaged Business Plan (DBE)

DBE Plan Update: This is applicable for project(s) that fall within a grant year which in Airport uses at least \$250,000 in Federal funds for services that can be completed by Disadvantaged Business Enterprise (DBE) firms. Total DBE eligible costs (prime contracts) estimated to be completed is expected to exceed \$250,000 with this project, thus an updated DBE program is required.

The CONSULTANT will update the Disadvantaged Business Enterprise (DBE) program in accordance with 49 CFR Part 26 Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs. Specific tasks will include:

- The CONSULTANT will review the methodology for evaluating the availability of DBE businesses to provide services and products for airport projects for the next three (3) Federal fiscal years.
- The CONSULTANT will review the airport's service area by analyzing the utilization of DBE businesses on previous airport projects.
- The CONSULTANT will prepare a legal advertisement describing the revised DBE utilization goal and methodology.
- The CONSULTANT will deliver the advertisement to the CLIENT to publish in one (1) newspaper as a public notice to provide a public comment period.
- The CONSULTANT will submit the DBE program to the FAA Office of Civil Rights for review and comments.

The CONSULTANT will complete one (1) annual report to FAA Office of Civil Rights as required to report actual DBE accomplishments on the project.

## 1.14. Prepare Advertisement for Bids and Bid Documents

Consultant shall prepare, reproduce and distribute a total of 10 sets of bidding documents for the project. Consultant will submit a copy to the Sponsor for distribution to the local and selected publications of the pending project. The Sponsor shall pay for the associated cost of advertising. In addition, electronic copies of the bid documents will be made available for download through the Quest Construction Document Network website (QuestCDN). The consultant will also keep a current list of plan holders and distribute this to interested parties upon request. This task includes coordination required to facilitate these requests.

## 1.15. Respond to Bidders Questions

During the bidding process, the Consultant will be available to clarify bidding issues with contractors and suppliers, and for consultation with the various entities associated with the project. This item also includes contacting bidders to generate interest in the project.

## 1.16. Prepare and Distribute Addendums

Consultant shall issue addenda as appropriate to interpret, clarify, or change the bidding documents as required by the Sponsor or the FAA. Addenda will be made available to the plan holders either through mail, electronic mail, hand delivering or via facsimile transmission. Any addenda that are generated as a sole result of the Sponsors error or omission will be considered as extra services and the Consultant shall be reimbursed for this effort as an amendment to this contract.

### 1.17. Bid Opening

The Consultant will attend the bid opening.

### 1.18. Bid Review and Bid Tabulation

Consultant shall advise Board as to the acceptability of any subcontractors, suppliers, and other persons and organizations proposed by the bidders and as to the acceptability of substitute materials and equipment proposed by bidders. The Consultant shall prepare a spreadsheet that includes all bid items for the purpose evaluating the lowest bidder. The Consultant shall input the as-bid unit prices into the spreadsheet and to verify mathematical computations of the bids. The Consultant will then provide recommendations to the Sponsor as to the name of the Apparent Low Bidder.

### 1.19. Prepare Recommendation for Award

The Consultant will prepare a recommendation of award for the Sponsor to accept or reject the bids as submitted. If rejection is recommended, the Consultant will supply an explanation for their recommendation and possible alternative actions the Sponsor can pursue to complete the project. Once the Contract Award is made the Consultant will distribute the bid tabulations on request of the Sponsor.

### 1.20. Prepare Grant Application

The Application may be prepared after the project design has been completed and the bids accepted, or the FAA may require the Application to be completed early during the design phase. Preparation of the Application will include the following:

- Prepare Federal Grant Preapplication Checklist
- SF-424
- Prepare FAA Form 5100-100 including Program Narrative, discussing the Purpose and Need of the Work and the Method of Accomplishment
- Sponsor Certification (total of six)

The Consultant will submit the Application to the Sponsor for approval and signatures. After obtaining the necessary signatures, the Sponsor will forward the signed Application to the FAA for further processing.

### 1.21. Environmental Review, CATEX

An environmental review is required and was conducted for this project. From the FAA's Go Letter dated September 10, 2019: *"The FAA determined the proposed project is environmentally Categorically Excluded (CATEX) per paragraph(s) 5-6.3b of FAA Order 1050.1F as it relates to the National Environmental Policy Act (NEPA). **No further environmental documentation for this project is needed.**"*

### 1.22. Submittal Schedule

Submittals will include:

- Grant Application
- Meeting Agendas and Minutes
- 30% Plans, Specifications and Cost Estimate

- 90% Plans, Specifications and Cost Estimate
- Final Plans, Specifications and Cost Estimate
- DBE Plan
- Bid Tabulation and Recommendation of Award

## 2. CONSTRUCTION ADMINISTRATION

### 2.1. Pre-Construction Meeting

Consultant will arrange for and conduct the pre-construction meeting. The Project Manager and the Resident Engineer will establish this meeting to review Local, , Federal Aviation Administration (FAA) and project specific requirements prior to commencing construction. The meeting will be conducted at the Airport and will include the Sponsor/Owner, IDOT (if available), Subconsultants, FAA (if available), Contractor, Subcontractors and utility companies. This task will include:

- Scheduling the meeting, sending invitations, providing meeting materials and pre-meeting exhibit and material preparation. Prepare and distribute agenda in advance of the meeting. Pre-construction meeting agenda items shall follow AC 150/5370-12B and the AIP Sponsor Guide Section 1000.
- Obtain and review the project construction schedules from the contractor or contractors prior to presentation at the preconstruction meeting. The Owner should be provided copies of all construction schedules.
- Prior to preconstruction meeting, furnish the name of the Project Engineer with qualifications for approval by the Owner. Project Engineer means Engineer as defined in Section 10 (Section 10-18) of the General Provisions of the construction documents.
- Preside at the preconstruction meeting, prepare a detailed record of the meeting and submit to the Owner and all participants.
- Provide Contractor with a list of required submittals to be provided by Contractor and discussed at the meeting.

Provide Contractor with additional copies of Construction Documents and digital data (Project Drawings) as requested.

### 2.2. Initial Construction Layout

**(This task will be completed by the Contractor and is not included in this scope of work)**

### 2.3. Prepare Construction Management Plan (QAMP)

**(This is not required for this project, and is not included in this scope of work)**

### 2.4. Prepare Contract Manuals

The Consultant is required to check that the construction contracts are in order, verify Contractor has met DBE goals (or made valid good faith effort), Contractor has provided proof of insurance, the bonds have been completed, and the Owner, Contractor and applicable Agencies has been provided with adequate copies of the executed Contract Manual to include the Agreement and all addenda.

The Contract Documents will be updated to include all addenda items issued during bidding as necessary and adequate copies provided to the Contractor. Clerical will prepare the quantity sheets, field book, testing sheets, construction report format, etc. for use by the RPR.

## 2.5. Construction Management Services

The Consultant will provide Construction Administration Services the scope of which is based on the following:

- The Consultant and Client agree that construction engineering services furnished shall be to the extent necessary to determine compliance with plans and specifications, including necessary general supervision of Resident Project Representative Services authorized by the Client.
- The Consultant and Client agree that the Construction Engineering Services provided by the Consultant may actually be required to continue and exceed beyond the construction time element stated in the Client's agreement with the construction Contractor. When the extent of these construction services beyond the control of the Consultant occurs, the Client agrees that Consultant will be reimbursed for additional Construction Engineering Services in excess of the specified construction time period at a mutually acceptable fee negotiated at the time all the pertinent circumstances are known.
- Nothing herein shall be construed as imposing upon the Consultant's responsibility for the construction means, methods, techniques, sequences, safety programs, and procedures used by contractors.
- The Consultant agrees that Resident Project Representative services furnished under this Contract shall be to observe the work and to determine compliance with the plans and specifications, including representing the Client in coordination of construction activities among contractors and between contractors and utilities, and to accommodate the reasonable requirements of the Client on and around areas of construction.
- When the Consultant is on the site, documentation will be maintained regarding construction progress and delays, quantities and percentages of work, tests performed, observations made and work accepted, problems encountered and instructions given to contractors, field changes and adjustments approved, and other records required or otherwise necessary to maintain a record of the work.

The Consultant agrees to provide Construction Administration Services that include the following:

- 2.5.1. Check and monitor construction activities and certify that all project work completed under observation of the Resident Project Representative is in substantial compliance with the plans, specifications and contract documents including any modifications by Change Order or otherwise, that all required tests were performed, and that such work is recommended for acceptance.
- 2.5.2. Provide interpretation of plans and specifications as requested.
- 2.5.3. Supervise and coordinate Subconsultant contracts for field observation and testing.
- 2.5.4. Review shop drawings and certificates submitted by contractors for compliance with design concepts and Buy American compliance as required by the applicable sections of the technical specifications.

- 2.5.5. Review all periodic and final pay requests and explanation of variation between Contract and final quantities prepared by Resident Project Representative. Coordinate Contractor approval and signature and submit to Client for approval.
- 2.5.6. Review weekly Construction Progress and Inspection Reports (FAA Form 5370-1) as prepared by Resident Project Representative and submit to Owner and applicable Agencies.
- 2.5.7. Prepare, review and process Field Orders, Change Orders to include a cost estimate, cost/price analysis, record of negotiations, review and evaluation of “Contractor’s Request for Extension of Contract Time” and make recommendations regarding approval to the Client. Notify the Contractor that no work can start until approved by the Client.
- 2.5.8. Coordinate and meet with the Client for consultation and advice during construction to include conducting construction progress meetings. Coordinate with Owner’s Representative including:
  - Review and evaluate “Contractor’s Request for Extension of Contract Time” and submit recommendations to the Client.
  - Meet with the Client for consultation and advice during construction.
- 2.5.9. Coordinate on-site inspections of construction as requested. Make recommendations for acceptance or modification of work.
- 2.5.10. Monitor that all testing required by the specifications is performed. Review and approve all materials reports prepared by the Resident Project Representative and/or Subconsultants.
- 2.5.11. Maintain record drawings from redline or working drawings prepared by Resident Project Representative as accumulated during the course of construction to show “Record Drawing” conditions.
- 2.5.12. Retain and review payroll reports of each contractor and subcontractor and monitor Contractor’s compliance with paying employees as per established Federal Davis Bacon requirements.
- 2.5.13. Monitor Contractor’s compliance with Disadvantaged Business Enterprise (DBE) program (i.e. determine that the firms on the job are as stated in the plan. Determine that the volume of work and equipment used complies with the plan.) Report deviations to the Sponsor.

## 2.6. Resident Project Representative (RPR)

The Client as part of this agreement authorizes Resident Engineering Services and the Consultant agrees to provide a Resident Project Representative, materials acceptance testing, and staking services in the execution of the Construction Engineering Services for the project work. The Client and Consultant agree that the Consultant may employ the Resident Project Representative on other work during periods of temporary job shutdown when such services are not required by this project. Normally, the Resident Project Representative will give intermittent part-time service on this project when construction is in progress to include temporary interruptions due to weather or mechanical failure.

For this Project **Part-Time** Resident Project Representative services will be provided. It is anticipated the Project will be completed within **20 (Twenty) Working Days**. This will include **4 (Four)** field visits by the Project Manager and a maximum of **Fifty (50) construction observation hours** by the RPR.

Resident Project Representative Services shall be completed in accordance with the attached Exhibit I-1, and shall include, but are not limited to, the following:

- 2.6.1. Coordinate with the Testing Subconsultant to perform acceptance tests required to be provided by the Client in the construction Contract Documents.
  - 2.6.2. Coordinate with Contractor regarding schedule, work progress, quality of work, and notify contractor of equipment and methods which do not comply with the Contract requirements. The Resident Project Representative shall notify the Client in the event that the Contractor elects to continue the use of questioned equipment and methods. Conduct wage rate interviews and provide to Project Engineer.
  - 2.6.3. Maintain daily records of the Contractor's progress and activities during the course of construction, to include progress of all work. These records document work in progress, quality and quantity of materials delivered, test locations and results, instructions provided the Contractor, weather, equipment use, labor requirements, safety problems, and changes required.
  - 2.6.4. Evaluate and discuss potential Field Orders and Change Orders with the Contractor as necessary.
  - 2.6.5. Evaluate possible material substitutions as requested by the Contractor.
  - 2.6.6. Prepare, process and distribute to Project Engineer weekly Construction Progress and Inspection Reports (FAA Form 5370-1).
  - 2.6.7. Measure and compute as-built quantities of all materials incorporated in the work and items of work completed and maintain an item record account.
  - 2.6.8. Prepare periodic Pay Requests for review by the Project Engineer and Contractor.
  - 2.6.9. Monitor the contractor's compliance with airport operations to include coordination with airport manager, hangar owners and airport users and with the Construction Safety Phasing Plan (CSPP).
  - 2.6.10. Attend and participate in construction progress meetings.
  - 2.6.11. Coordinate the necessary construction staking/layout schedule as needed by the Contractor.
  - 2.6.12. Perform other services as reasonably required by the Client and as outlined in the Contract Documents.
- 2.7. Final Inspection and Documentation
- 2.7.1. Final Inspection  
The Consultant will schedule and conduct a final inspection with the Sponsor, Contractor, and FAA representatives to determine whether the project has reached substantial completion and the work is in accordance with the plans and specifications. The Consultant will document items found to be deficient.
  - 2.7.2. Final Punch List  
The Consultant will prepare a punch list correspondence including the deficient items and will forward this correspondence to the Contractor requiring correction of the items and request a schedule for completion. The Consultant will send a copy to the Sponsor and include a copy in the Grant Closeout Report.
  - 2.7.3. Final Construction Certifications (Included as Item 2.11 for this project)



## 2.8. As-Built Plans

2.8.1. The project team will collaboratively assemble a set of as-built plans for the project. The as-built plans will include field constructed conditions included as part of this Project including any field surveying required to compute final quantities and the drawings will become record information. The Consultant shall provide Owner with two (2) sets of reproducible "Record Drawings" in both digital and hardcopy format.

## 2.9. Prepare Construction Management Report (**Not required for this project**)

## 2.10. Update Airport Layout Plan (**Not required for this project**)

## 2.11. Project Closeout

Prepare the closeout documentation in accordance with the AIP Sponsor Guide Section 1600. The CONSULTANT will assist the Sponsor who will endeavor to submit the closeout document to the FAA within 90 days of final payment to the contractor. Closeout documentation shall include, but may not be limited to, the following:

- a. Sponsor Cover Letter
- b. Final Project Cost Summary
- c. Final SF-271 Form, Outlay Report and Request for Reimbursement for Construction Projects
- d. Final SF-425 Form, Federal Financial Report
- e. Final Construction Report
- f. Record Drawings

Assemble documentation for the project closeout report once the project is complete. This will include gathering all construction documentation, supplemental agreements (if applicable), weekly reports, pay requests, testing result summaries, final certification documentation, and change orders in preparation for grant closeout. The closeout report elements include a project summary, final certifications, summary of grant payments, and outlay report. This work includes preparation of the report, coordination with the Airport, and FAA for review, and preparation of final documents for Airport approval. The CLIENT will furnish copies of all administrative costs, as well as paperwork related to previous grant reimbursement (drawdown) requests.

## 2.12. Submittal Schedule

Submittals will include:

- Preconstruction Meeting Agenda and Minutes
- Contract Manuals
- Weekly Construction Reports
- Wage Rate Review
- DBE Utilization Review
- Change Orders (as needed)
- As-Built Plans
- Grant Close Out

**I.B. ADDITIONAL SERVICES**

Consulting services performed other than those authorized under Section I.A. shall not be considered part of the Basic Services and may be authorized by the Sponsor as Additional Services. Additional Services consist of those services, which are not generally considered to be Basic Services; or exceed the requirements of the Basic Services; or are not definable prior to the commencement of the project; or vary depending on the technique, procedures or schedule of the project contractor. Additional services may consist of the following:

1. Additions to the project outside of this scope.
2. Any construction surveying required for the Project.
3. Additional geotechnical investigation required for the Project.
4. Additional Field Investigation required beyond those specified.
5. Completion of additional special studies not identified in Section I.A..
6. Periodic completion of grant reimbursement requests (i.e. Credit Applications).
7. Attendance of additional meetings beyond those identified in the above scope.
8. All other services not specifically identified in Section I.A.

**I.C. CONSIDERATION**

The services described above in Section I.A. BASIC SERVICES shall be provided as follows:

TASK 1 – DESIGN AND BIDDING SERVICES	\$ 40,500.00 (Lump Sum)
TASK 2 – CONSTRUCTION ENGINEERING	\$ 23,500.00 (Hourly, Not-to-Exceed)
<b>TOTAL AUTHORIZED FEE</b>	<b>\$ 64,000.00</b>

Funding Layout:

Estimated Federal Share (90%)	\$ 57,000.00
Estimated Local Share (10%)	\$ 6,400.00

Progress payments shall be made in accordance with the fee schedule attached and Section III of the Master Agreement.

**I.D. SCHEDULE**

The consulting services authorized under Section I.A. will be performed under the following schedule or as authorized by the CLIENT as the BASIC SERVICES proceed.

<b>TASK</b>	<b>SERVICE DESCRIPTION</b>	<b>DATE</b>
1	DESIGN AND BIDDING	December 2019 – April 2020
2	CONSTRUCTION	July – November 2020





**PROJECT FEE ESTIMATE**

CLIENT: Ames Municipal Airport									DATE: 1/13/2020
PROJECT: New Airport Electrical Vault									PREPARED BY: RR/CB
Task	Task Description	Estimated Person Hours Required						Totals	
		Sr. Eng.	Sr. Eng.	Design Eng.	Eng. Tech.	Surveyor	Planner		Admin.
<b>1</b>	<b>Design &amp; Bid Administration</b>								
1.1	Project Scoping	4	8	0	0	0	2	0	14
1.2	Project Meetings and Coordination	4	12	0	0	0	0	0	16
1.3	Topographical Survey	0	0	0	0	0	0	0	0
1.4	Aeronautical Survey	0	0	0	0	0	0	0	0
1.5	Geotechnical Investigation	0	0	0	0	0	0	0	0
1.6	Project Layout Sheet	0	0	6	0	0	0	0	6
1.7	FAA Design Report and Form 5100	0	0	0	0	0	0	0	0
1.8	Construction Safety and Phasing Plan (CSPP)	0	0	6	0	0	0	0	6
1.9	Modification of Airport Design Standards	0	4	4	0	0	0	0	8
1.10	Prepare 30% and 90% Plans, Specs., and Cost Est.	0	10	30	0	0	0	8	48
1.11	Prepare Final Plans, Specs., and Cost Est.	0	8	12	0	0	0	0	20
1.12	Prepare Construction Management Plan	0	0	0	0	0	0	0	0
1.13	Prepare Disadvantaged Business Plan (DBE)	2	4	0	0	0	0	16	22
1.14	Prepare Advertisement for Bids and Bid Docs	0	2	0	0	0	0	4	6
1.15	Respond to Bidders Questions	0	8	0	0	0	0	0	8
1.16	Prepare and Distribute Addendums	0	4	4	0	0	0	0	8
1.17	Bid Opening	0	6	0	0	0	0	0	6
1.18	Bid Review and Bid Tabulation	0	1	4	0	0	0	6	11
1.19	Prepare Recommendation for Award	0	0	2	0	0	0	2	4
1.20	Prepare Grant Application	0	4	8	0	0	0	8	20
1.21	Environmental Review, CATEX	0	0	0	0	0	0	0	0
<b>Total Person Hours</b>		<b>10</b>	<b>71</b>	<b>76</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>44</b>	<b>203</b>
Total Direct Labor Cost		\$600.00	\$3,550.00	\$2,660.00	\$0.00	\$0.00	\$80.00	\$1,100.00	\$7,990.00
Overhead		\$1,204.68	\$7,127.69	\$5,340.75	\$0.00	\$0.00	\$160.62	\$2,208.58	\$16,042.32
<b>Subtotal Labor Cost</b>									<b>\$24,032.32</b>
Fixed Fee x Subtotal Labor Cost									\$3,604.85
<b>Total Task 1 (Fixed Lump Sum)</b>									<b>\$27,637.17</b>
<b>Direct Expenses</b>									
		Electrical Engineering							\$12,850.00
<b>Total Expenses Task 1</b>									<b>\$12,850.00</b>
<b>Subtotal Task 1</b>									<b>\$40,487.17</b>
		<b>ROUNDED TASK 1:</b>							<b>\$40,500.00</b>
Task	Task Description	Estimated Person Hours Required						Totals	
		Sr. Eng.	Sr. Eng.	Design Eng.	Eng. Tech.	Surveyor	Planner		Admin.
<b>2</b>	<b>Construction Administration</b>								
2.1	Pre-Construction Meeting	4	4	0	0	0	0	0	8
2.2	Initial Construction Layout	0	0	0	0	2	0	0	2
2.3	Prepare Construction Management Plan (QAMP)	0	0	0	0	0	0	0	0
2.4	Prepare Contract Manuals	0	0	4	0	0	0	4	8
2.5	Construction Management Services	0	20	0	0	0	0	0	20
2.6	Resident Project Representative Services								
	Number of Days	0	4	0	0	1	0	0	
	Hours Per Day	10	10		10	4	10	10	
	Total Hours	0	40	0	0	4	0	0	44
2.7	Final Inspection and Documentation	2	4	8	0	0	0	0	14
2.8	As-Built Plans	0	2	8	0	4	0	0	14
2.9	Prepare Construction Management Report	0	0	0	0	0	0	0	0
2.10	Update Airport Layout Plan	0	0	0	0	0	0	0	0
2.11	Project Closeout	0	4	8	0	0	0	8	20
<b>Total Person Hours</b>		<b>6</b>	<b>74</b>	<b>28</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>12</b>	<b>130</b>
Total Direct Labor Cost		\$360.00	\$3,700.00	\$980.00	\$0.00	\$380.00	\$0.00	\$300.00	\$5,720.00
Overhead		\$722.81	\$7,428.86	\$1,967.64	\$0.00	\$762.96	\$0.00	\$602.34	\$11,484.62
<b>Subtotal Labor Cost</b>									<b>\$17,204.62</b>
Fixed Fee x Subtotal Labor Cost									\$2,580.69
<b>Total Task 2 (Cost Plus a Fixed Fee, NTE)</b>									<b>\$19,785.31</b>
<b>Direct Expenses</b>									
		Electrical Engineering							\$3,750.00
<b>Total Expenses Task 2</b>									<b>\$3,750.00</b>
<b>Subtotal Task 2</b>									<b>\$23,535.31</b>
		<b>ROUNDED TASK 2:</b>							<b>\$23,500.00</b>
		<b>TOTAL PROJECT FEE</b>							<b>\$64,000.00</b>

# FEDERAL CONTRACT PROVISIONS FOR A/E AGREEMENTS

ALL REFERENCES MADE HEREIN TO “CONTRACTOR”, “PRIME CONTRACTOR”, “BIDDER”, “OFFEROR”, AND “APPLICANT” SHALL PERTAIN TO THE ARCHITECT/ENGINEER (A/E).

ALL REFERENCES MADE HEREIN TO “SUBCONTRACTOR”, “SUB-TIER CONTRACTOR” OR “LOWER TIER CONTRACTOR” SHALL PERTAIN TO ANY SUBCONSULTANT UNDER CONTRACT WITH THE A/E.

ALL REFERENCES MADE HEREIN TO “SPONSOR” AND “OWNER” SHALL PERTAIN TO THE STATE, CITY, AIRPORT AUTHORITY OR OTHER PUBLIC ENTITY EXECUTING CONTRACTS WITH THE A/E.

## ACCESS TO RECORDS AND REPORTS

Reference: 2 CFR § 200.333, 2 CFR § 200.336, and FAA Order 5100.38

The contractor must maintain an acceptable cost accounting system. The contractor agrees to provide the Sponsor, the Federal Aviation Administration, and the Comptroller General of the United States or any of their duly authorized representatives access to any books, documents, papers, and records of the contractor which are directly pertinent to the specific contract for the purpose of making audit, examination, excerpts and transcriptions. The contractor agrees to maintain all books, records and reports required under this contract for a period of not less than three years after final payment is made and all pending matters are closed.

## CIVIL RIGHTS – GENERAL

Reference: 49 USC § 47123

The contractor agrees that it will comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance.

This provision binds the contractor and sub-tier contractors from the bid solicitation period through the completion of the contract. This provision is in addition to that required of Title VI of the Civil Rights Act of 1964.

## CIVIL RIGHTS – TITLE VI ASSURANCE

Reference: 49 USC § 47123 and FAA Order 1400.11

### A) Title VI Solicitation Notice

The **(Name of Sponsor)**, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

## **B) Title VI Clauses for Compliance with Nondiscrimination Requirements**

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees as follows:

- 1) **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Title VI List of Pertinent Nondiscrimination Acts and Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
- 2) **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
- 3) **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor’s obligations under this contract and the Nondiscrimination Acts and Authorities on the grounds of race, color, or national origin.
- 4) **Information and Reports:** The contractor will provide all information and reports required by the Nondiscrimination Acts and Authorities, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts and Authorities and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
- 5) **Sanctions for Noncompliance:** In the event of a contractor’s noncompliance with the Non-discrimination provisions of this contract, the sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:
  - a. Withholding payments to the contractor under the contract until the contractor complies; and/or
  - b. Cancelling, terminating, or suspending a contract, in whole or in part.
- 6) **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Nondiscrimination Acts and Authorities, and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the sponsor to enter into any litigation to protect the interests of the sponsor. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

### **C) Title VI List of Pertinent Nondiscrimination Authorities**

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees to comply with the following non- discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 CFR part 21 (Non-discrimination in Federally-Assisted Programs of The Department of Transportation—Effectuation of Title VI of The Civil Rights Act of 1964);
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38;
- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

## **DISADVANTAGED BUSINESS ENTERPRISE**

Reference: 49 CFR part 26

**Contract Assurance (§ 26.13)** - The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the recipient deems appropriate.

**Prompt Payment (§26.29)** - The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than thirty (30) calendar days from the receipt of each payment the prime contractor receives from the Sponsor. The prime contractor agrees further to return retainage payments to each subcontractor within thirty (30) calendar days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the Sponsor. This clause applies to both DBE and non-DBE subcontractors.

## **ENERGY CONSERVATION REQUIREMENTS**

Reference: 2 CFR § 200, Appendix II (H)

Contractor and each subcontractor agree to comply with mandatory standards and policies relating to energy efficiency as contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201 et seq).

## **FEDERAL FAIR LABOR STANDARDS ACT (FEDERAL MINIMUM WAGE)**

Reference: 29 USC § 201, et seq.

All contracts and subcontracts that result from this solicitation incorporate by reference the provisions of 29 CFR part 201, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part time workers.

The Consultant has full responsibility to monitor compliance to the referenced statute or regulation. The Consultant must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Wage and Hour Division.

## **OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970**

Reference: 20 CFR part 1910

All contracts and subcontracts that result from this solicitation incorporate by reference the requirements of 29 CFR Part 1910 with the same force and effect as if given in full text. Contractor must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The Contractor retains full responsibility to monitor its compliance and their subcontractor's compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (20 CFR Part 1910). Contractor must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Occupational Safety and Health Administration.



## **RIGHT TO INVENTIONS**

Reference: 2 CFR § 200 Appendix II (F) and 37 CFR §401

Contracts or agreements that include the performance of experimental, developmental, or research work must provide for the rights of the Federal Government and the Owner in any resulting invention as established by 37 CFR part 401, Rights to Inventions Made by Non-profit Organizations and Small Business Firms under Government Grants, Contracts, and Cooperative Agreements. This contract incorporates by reference the patent and inventions rights as specified within in the 37 CFR §401.14. Contractor must include this requirement in all sub-tier contracts involving experimental, developmental or research work.

## **SEISMIC SAFETY**

Reference: 49 CFR part 41

In the performance of design services, the Consultant agrees to furnish a building design and associated construction specification that conform to a building code standard which provides a level of seismic safety substantially equivalent to standards as established by the National Earthquake Hazards Reduction Program (NEHRP). Local building codes that model their building code after the current version of the International Building Code (IBC) meet the NEHRP equivalency level for seismic safety. At the conclusion of the design services, the Consultant agrees to furnish the Owner a “certification of compliance” that attests conformance of the building design and the construction specifications with the seismic standards of NEHRP or an equivalent building code.

## **TAX DELINQUENCY AND FELONCY CONVICTION**

Reference: Sections 415 and 416 of Title IV, Division L of the Consolidated Appropriations Act, 2014 (Pub. L. 113-76) and DOT Order 4200.6

**Certification** - The applicant represents that it is not a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability. A tax delinquency is any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted, or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

**Certification** - The applicant represents that it is not a corporation that was convicted of a criminal violation under any Federal law within the preceding 24 months. A felony conviction means a conviction within the preceding twenty four (24) months of a felony criminal violation under any Federal law and includes conviction of an offense defined in a section of the U.S. code that specifically classifies the offense as a felony and conviction of an offense that is classified as a felony under 18 U.S.C. § 3559.

## TRADE RESTRICTION CERTIFICATION

Reference: 49 USC § 50104 and 49 CFR part 30

By submission of an offer, the Offeror certifies that with respect to this solicitation and any resultant contract, the Offeror:

- a) is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms as published by the Office of the United States Trade Representative (U.S.T.R.);
- b) has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country included on the list of countries that discriminate against U.S. firms as published by the U.S.T.R.; and
- c) has not entered into any subcontract for any product to be used on the Federal on the project that is produced in a foreign country included on the list of countries that discriminate against U.S. firms published by the U.S.T.R.

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001.

The Offeror/Contractor must provide immediate written notice to the Owner if the Offeror/Contractor learns that its certification or that of a subcontractor was erroneous when submitted or has become erroneous by reason of changed circumstances. The Contractor must require subcontractors provide immediate written notice to the Contractor if at any time it learns that its certification was erroneous by reason of changed circumstances.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no contract shall be awarded to an Offeror or subcontractor:

- a) who is owned or controlled by one or more citizens or nationals of a foreign country included on the list of countries that discriminate against U.S. firms published by the U.S.T.R. or
- b) whose subcontractors are owned or controlled by one or more citizens or nationals of a foreign country on such U.S.T.R. list or
- c) who incorporates in the public works project any product of a foreign country on such U.S.T.R. list;

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

The Offeror agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in all lower tier subcontracts. The contractor may rely on the certification of a prospective subcontractor that it is not a firm from a foreign country included on the list of countries that discriminate against U.S. firms as published by U.S.T.R, unless the Offeror has knowledge that the certification is erroneous.

This certification is a material representation of fact upon which reliance was placed when making an award. If it is later determined that the Contractor or subcontractor knowingly rendered an erroneous certification, the Federal Aviation Administration may direct through the Owner cancellation of the contract or subcontract for default at no cost to the Owner or the FAA.

## **VETERAN'S PREFERENCE**

Reference: 49 USC § 47112(c)

In the employment of labor (excluding executive, administrative, and supervisory positions), the contractor and all sub-tier contractors must give preference to covered veterans as defined within Title 49 United States Code Section 47112. Covered veterans include Vietnam-era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns (as defined by 15 U.S.C. 632) owned and controlled by disabled veterans. This preference only applies when there are covered veterans readily available and qualified to perform the work to which the employment relates.

## **PROVISIONS APPLICABLE TO CONTRACTS EXCEEDING \$3,500**

### **DISTRACTED DRIVING**

Reference: Executive Order 13513 and DOT Order 3902.10

In accordance with Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving" (10/1/2009) and DOT Order 3902.10 "Text Messaging While Driving" (12/30/2009), the FAA encourages recipients of Federal grant funds to adopt and enforce safety policies that decrease crashes by distracted drivers, including policies to ban text messaging while driving when performing work related to a grant or sub-grant.

In support of this initiative, the Owner encourages the Contractor to promote policies and initiatives for its employees and other work personnel that decrease crashes by distracted drivers, including policies that ban text messaging while driving motor vehicles while performing work activities associated with the project. The Contractor must include the substance of this clause in all sub-tier contracts exceeding \$3,500 and involve driving a motor vehicle in performance of work activities associated with the project.

## **PROVISIONS APPLICABLE TO CONTRACTS EXCEEDING \$10,000**

### **TERMINATION OF CONTRACT**

Reference: 2 CFR § 200 Appendix II (B)

#### **Termination for Convenience**

The Owner may, by written notice to the Consultant, terminate this Agreement for its convenience and without cause or default on the part of Consultant. Upon receipt of the notice of termination, except as explicitly directed by the Owner, the Contractor must immediately discontinue all services affected.

Upon termination of the Agreement, the Consultant must deliver to the Owner all data, surveys, models, drawings, specifications, reports, maps, photographs, estimates, summaries, and other documents and materials prepared by the Engineer under this contract, whether complete or partially complete.

Owner agrees to make just and equitable compensation to the Consultant for satisfactory work completed up through the date the Consultant receives the termination notice. Compensation will not include anticipated profit on non-performed services.

Owner further agrees to hold Consultant harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.

#### **Termination by Default**

Either party may terminate this Agreement for cause if the other party fails to fulfill its obligations that are essential to the completion of the work per the terms and conditions of the Agreement. The party initiating

the termination action must allow the breaching party an opportunity to dispute or cure the breach.

The terminating party must provide the breaching party [7] days advance written notice of its intent to terminate the Agreement. The notice must specify the nature and extent of the breach, the conditions necessary to cure the breach, and the effective date of the termination action. The rights and remedies in this clause are in addition to any other rights and remedies provided by law or under this agreement.

- a) Termination by Owner: The Owner may terminate this Agreement in whole or in part, for the failure of the Consultant to:
  - 1) Perform the services within the time specified in this contract or by Owner approved extension;
  - 2) Make adequate progress so as to endanger satisfactory performance of the Project;
  - 3) Fulfill the obligations of the Agreement that are essential to the completion of the Project.

Upon receipt of the notice of termination, the Consultant must immediately discontinue all services affected unless the notice directs otherwise. Upon termination of the Agreement, the Consultant must deliver to the Owner all data, surveys, models, drawings, specifications, reports, maps, photographs, estimates, summaries, and other documents and materials prepared by the Engineer under this contract, whether complete or partially complete.

Owner agrees to make just and equitable compensation to the Consultant for satisfactory work completed up through the date the Consultant receives the termination notice. Compensation will not include anticipated profit on non-performed services.

Owner further agrees to hold Consultant harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.

If, after finalization of the termination action, the Owner determines the Consultant was not in default of the Agreement, the rights and obligations of the parties shall be the same as if the Owner issued the termination for the convenience of the Owner.

- b) Termination by Consultant: The Consultant may terminate this Agreement in whole or in part, if the Owner:
  - 1) Defaults on its obligations under this Agreement;
  - 2) Fails to make payment to the Consultant in accordance with the terms of this Agreement;
  - 3) Suspends the Project for more than [180] days due to reasons beyond the control of the Consultant.

Upon receipt of a notice of termination from the Consultant, Owner agrees to cooperate with Consultant for the purpose of terminating the agreement or portion thereof, by mutual consent. If Owner and Consultant cannot reach mutual agreement on the termination settlement, the Consultant may, without prejudice to any rights and remedies it may have, proceed with terminating all or parts of this Agreement based upon the Owner's breach of the contract.

In the event of termination due to Owner breach, the Engineer is entitled to invoice Owner and to receive full payment for all services performed or furnished in accordance with this Agreement and all justified reimbursable expenses incurred by the Consultant through the effective date of termination action. Owner agrees to hold Consultant harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.

## **PROVISIONS APPLICABLE TO CONTRACTS EXCEEDING \$25,000**

### **DEBARMENT AND SUSPENSION**

Reference: 2 CFR part 180 (Subpart C), 2 CFR part 1200, and DOT Order 4200.5

By submitting a bid/proposal under this solicitation, the bidder or offeror certifies that at the time the bidder or offeror submits its proposal that neither it nor its principals are presently debarred or suspended by any Federal department or agency from participation in this transaction.

The successful bidder, by administering each lower tier subcontract that exceeds \$25,000 as a "covered transaction", must verify each lower tier participant of a "covered transaction" under the project is not presently debarred or otherwise disqualified from participation in this federally assisted project. The successful bidder will accomplish this by:

- 1) Checking the System for Award Management at website: <https://www.sam.gov>.
- 2) Collecting a certification statement similar to the Certificate Regarding Debarment and Suspension (Bidder or Offeror), above.
- 3) Inserting a clause or condition in the covered transaction with the lower tier contract

If the FAA later determines that a lower tier participant failed to tell a higher tier that it was excluded or disqualified at the time it entered the covered transaction, the FAA may pursue any available remedy, including suspension and debarment.

## **PROVISIONS APPLICABLE TO CONTRACTS EXCEEDING \$100,000**

### **CONTRACT WORKHOURS AND SAFETY STANDARDS ACT REQUIREMENTS**

Reference: 2 CFR § 200 Appendix II (E)

#### 1) Overtime Requirements.

No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic, including watchmen and guards, in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

#### 2) Violation; Liability for Unpaid Wages; Liquidated Damages.

In the event of any violation of the clause set forth in paragraph (1) above, the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph 1 above, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph 1 above.

#### 3) Withholding for Unpaid Wages and Liquidated Damages.

The Federal Aviation Administration or the Sponsor shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any monies payable on account of work performed by the contractor or subcontractor under any such contract or any

other Federal contract with the same prime contractor, or any other Federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph 2 above.

4) Subcontractors.

The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraphs 1 through 4 and also a clause requiring the subcontractor to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs 1 through 4 of this section.

**LOBBYING AND INFLUENCING FEDERAL EMPLOYEES**

Reference: 31 U.S.C. § 1352 – Byrd Anti-Lobbying Amendment; 2 CFR part 200, Appendix II (J); and 49 CFR part 20, Appendix A

The bidder or offeror certifies by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

- 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Bidder or Offeror, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- 3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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## **ROVISIONS APPLICABLE TO CONTRACTS EXCEEDING \$150,000**

### **BREACH OF CONTRACT TERMS**

Reference: 2 CFR § 200 Appendix II (A)

Any violation or breach of terms of this contract on the part of the contractor or its subcontractors may result in the suspension or termination of this contract or such other action that may be necessary to enforce the rights of the parties of this agreement.

The duties and obligations imposed by the Contract Documents and the rights and remedies available thereunder are in addition to, and not a limitation of, any duties, obligations, rights and remedies otherwise imposed or available by law.

### **CLEAN AIR AND WATER POLLUTION CONTROL**

Reference: 2 CFR § 200 Appendix II (G)

Contractor agrees to comply with all applicable standards, orders, and regulations issued pursuant to the Clean Air Act (42 U.S.C. § 740-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251-1387). The Contractor agrees to report any violation to the Owner immediately upon discovery. The Owner assumes responsibility for notifying the Environmental Protection Agency (EPA) and the Federal Aviation Administration.

Contractor must include this requirement in all subcontracts that exceeds \$150,000.

**COUNCIL ACTION FORM**

**SUBJECT: NOTICE TO BIDDERS FOR EAST HIGHWAY 30 FORCE MAIN IMPROVEMENT PROJECT**

**BACKGROUND:**

On December 19, 2017, staff signed a contract for engineering services with Veenstra and Kimm, Inc. of West Des Moines, Iowa, for design of the East Highway 30 Force Main Improvement Project in an amount not to exceed \$18,500. The progress of the project slowed while staff clarified easement language for part of the project as well as obtained the appropriate permits.

The force main was originally designed and constructed around 1950; part of the force main pipe was replaced in 1993. The improvement project will replace the older segment of pipe.

The engineer's estimate of probable construction costs is \$235,000. The funds originally appeared in the FY15/16 CIP and include \$212,000 for design and construction of a renovation of the Northwood Lift Station, but the funds were later redirected to the East Highway 30 force main due to concerns about the pipe's condition. **The currently authorized budget is not sufficient to cover the engineering plus the estimated construction costs. Staff has designated \$108,340 in savings from the completed Clarifier Drives Replacement Project that will be moved to this East Highway 30 Force Main Project during mid-year adjustments.** Once these funds are redirected, the project budget and authorized funding would be as follows:

**Project Budget**

FY 15/16 CIP	\$ 212,000
<u>Savings from Clarifier Drive Replacement</u>	<u>108,340</u>
Total Available Funding	\$ 320,340

**Estimated Project Expenses**

Engineering	
Design, bid, and construction	\$ 18,500
Construction Estimate	235,000
<u>Contingency (10% of construction)</u>	<u>25,000</u>
Total Estimated Expense	\$ 278,500



**ALTERNATIVES:**

1. Grant preliminary approval of the plans and specifications and issue a Notice to Bidders, setting March 11, 2020, as the bid due date and March 24, 2020, as the date of public hearing.
2. Do not issue a Notice to Bidders at this time.

**CITY MANAGER'S RECOMMENDED ACTION:**

The original force main piping has reached the end of its useful life. To ensure that the collection system remains operational and continues to stay in compliance, these improvements are necessary. Staff has reviewed the design of this project and obtained the needed permits to perform the work.

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

**COUNCIL ACTION FORM**

**SUBJECT:**           **UNIT 8 PRECIPITATOR ROOF REPLACEMENT**

**BACKGROUND:**

This contract is for the replacement of Unit 8 Precipitator Roof. Degradation to the current roof has resulted in water leakage throughout the Power Plant during seasonal rainfalls and snowmelts. The precipitator roof protects the Unit 8 precipitator controls and electrical gear, which could be severely damaged during water leakage events. Additionally, the water leakage could pose hazardous conditions to plant staff that are accessing the controls or electrical equipment during seasonal storms.

Damage to the floor has been caused by age degradation, poor water drainage, and maintenance operations. This project will replace the worn components including the decking and insulation. It will also improve the roof drainage by improving the roof slope and relocate existing plant drains. Finally, the plans will call for the reinforcement of areas of high traffic due to plant maintenance operations on the roof.

The engineer's estimate for the demolition, removal, proper disposal and replacement of the existing roof, steel roof deck, and wall panels is \$250,000. The approved FY 2019/2020 budget has \$208,000 allocated for this project. **The remaining \$42,000 will be transferred from the unused balance in the Unit 7 Turbine Generator overhaul project. This turbine generator project is complete and has \$650,000 remaining funding available.**

**ALTERNATIVES:**

1. Approve preliminary plans and specifications for the Unit 8 Precipitator Roof Replacement project, set March 11, 2020 as the due date for bids, and establish March 24, 2020 as the date of public hearing and award of contract.
2. Delay the Unit 8 Precipitator Roof Replacement project.

**CITY MANAGER'S RECOMMENDED ACTION:**

This work is necessary for the replacement of the existing roof, steel roof deck, and wall panels.

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

**COUNCIL ACTION FORM**

**SUBJECT: BOILER TUBE SPRAY COATING AND RELATED SERVICES AND SUPPLY CONTRACT FOR POWER PLANT**

**BACKGROUND:**

This contract is for a contractor to provide and install boiler tube coating maintenance and surface preparation at the City's Unit #8 Power Plant. Boiler tube coating was first applied in 2011 to the bottom 50 feet of this unit. The application to the Unit #8 tubes was applied "on site" and used a different process than was recently done to Unit #7. Unit #8 coating requires yearly maintenance to maintain its effectiveness.

**It is important to note that this section of the boiler is not being replaced through the current boiler tube replacement project in Unit #8. In that project, only the superheat section of the boiler tubes will be replaced with shop-coated tubes (a similar process to the recent Unit #7 boiler tube project). Therefore, the boiler tubes to be maintained through this contract will continue to be used following the return of Unit #8 to service later this year.**

The Power Plant benefits from having an ongoing service contract with a firm that provides routine and emergency boiler tube spray coating services. This process reduces the City's exposure to market forces regarding prices and availability for labor, travel, and supplies for these services. By having a contract in place, City staff will also save considerable time obtaining quotes, evaluating proposals and preparing specifications and other procurement documentation.

Funding in the amount of \$350,000 is available from the approved FY 2019/20 Power Plant operating budget which includes \$882,000 for Unit #8 Boiler Maintenance. Invoices will be based on contract rates for time and materials for services that are actually received.

**ALTERNATIVES:**

1. Approve preliminary plans and specifications for Boiler Tube Spray Coating and Related Services and Supplies Contract, and set March 11, 2020, as the bid due date and March 24, 2020, as the date of public hearing and award of contract.
2. Purchase boiler tube spray coating services on an as-needed basis.

**CITY MANAGER'S RECOMMENDED ACTION:**

This contract is needed to carry out emergency and routine boiler tube spray coating maintenance services at the Power Plant to maintain protection to the wall tubes replaced in 2011. Failure to maintain the coating will result in increased wear and early tube deterioration. The contract will establish rates for service and provide for guaranteed availability, thereby setting in place known rates for service. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No.1 as stated above.

**COUNCIL ACTION FORM**

**SUBJECT: UNIVERSITY APARTMENTS – ELECTRIC SERVICE  
REPLACEMENT**

**BACKGROUND:**

The University Apartments building, 111 Lynn Avenue, was built in the 1960's. The standard practice at the time was to install three oil-filled transformers in an indoor vault room in the basement to provide three-phase electric service to the building. Today, these indoor transformers present an elevated fire risk for this building, they are non-standard (one of a kind) transformers, and there are currently no spare transformers in inventory should one of these transformers fail and require replacement. Furthermore, the access to these transformers for maintenance and replacement is greatly restricted making it particularly difficult to perform a maintenance replacement in the event that one of these units should fail.

Current practice is to provide building service from outdoor padmounted transformers. During the recent demolition of the Campus Bookstore and construction of the new mixed-use buildings at 2300 Lincoln Way, provisions were made for conversion of this indoor transformer to an outdoor padmounted transformer. **At this time, Electric Services would like to remove the indoor transformers from the building and replace them with an outdoor padmounted transformer. Additional buried conduits and electric service cables will also be installed to connect to the existing electric distribution equipment to remain in the building.**

The Electric Services Department has been working closely with the University Apartments owner, Gilbane Development, on this project. Gilbane Development agrees that removing the transformers from the basement and installing electric service cables fed from an exterior transformer will improve safety for their tenants and Electric Services personnel. In addition, the Electric Services Department can retire the three oil-filled overhead-style transformers.

The engineer's estimate for removing the existing transformers from inside the building at 111 Lynn Avenue, install buried electric service cables in a duct bank, and install new electrical switchgear equipment is \$183,000. Funding will come from the Extensions and Improvements activity which currently has an unencumbered balance of \$350,000.

**ALTERNATIVES:**

1. Approve preliminary plans and specifications for the University Apartments – Electric Service Replacement, set March 12, 2020 as the due date for bids, and establish March 24, 2020 as the date of public hearing and award of contract.

2. Delay the Electric Service Replacement project at the University Apartments.

**CITY MANAGER'S RECOMMENDED ACTION:**

This work is necessary to remove the transformers from the basement for safety reasons and eliminate the need for specialty transformers to maintain electric service to the building.

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

**COUNCIL ACTION FORM**

**SUBJECT: 2018/19 SANITARY SEWER REHABILITATION (WILSON AVENUE AND 15<sup>TH</sup> STREET)**

**BACKGROUND:**

This is the annual program for rehabilitation/reconstruction of deficient sanitary sewers and deteriorated manholes at various locations throughout the City as a result of the 2012 Sanitary Sewer System Evaluation. The goal of this program is to identify and remove major sources of inflow/infiltration as a means of lowering the peak wet weather flow at the treatment plant.

Work as part of this project included rehabilitation such as lining of existing mains or spray lining of existing structures, as well as complete removal and replacement of structures and spot repairs on sanitary sewer mains. This project is shown in the CIP with funding coming from the State Revolving Fund (SRF). Repayment of the SRF loan will be from revenues generated in the Sanitary Sewer Fund.

On November 27, 2018, City Council awarded the contract to Synergy Contracting, LLC of Bondurant, Iowa, in the amount of \$2,663,751.50. Change Order No. 1 was administratively approved to extend the completion date of the project. **Change Order No. 2 (included in this action)** is the balancing change order for the project and is a **deduction** in the amount of **\$167,087.44**. Major items in this change order include savings in air test service, failed grout service, cut rooting services and limited service lateral services. **Construction was completed in the amount of \$2,496,664.06.**

Revenue and expenses associated with this program are estimated as follows:

	<b>Available Revenue</b>	<b>Estimated Expenses</b>
State Revolving Fund (2018/19)	\$3,570,000	
State Revolving Funds (2019/20)	\$3,684,000	
<b>2018/19 Sanitary Sewer Rehab (Wilson &amp; 15<sup>th</sup>) (Completed)</b>		<b>\$2,496,664.06</b>
2018/19 Sanitary Sewer Rehab (Siphons) (Awarded)		\$1,440,778.00
2019/20 Sanitary Sewer Rehab (Munn Woods) (Awarded)		\$2,190,212.40
Engineering/Administration (Total Est. Amt)		\$ 959,000.00
	\$7,254,000	\$7,086,654.46

Remaining funds from this project will be used for a future sanitary sewer rehabilitation project.

**ALTERNATIVES:**

1. a. Approve Change Order No. 2, a deduction in the amount of \$167,087.44.
- b. Accept the 2018/19 Sanitary Sewer Rehabilitation (Wilson and 15<sup>th</sup>) project as completed by Synergy Contracting, LLC of Bondurant, Iowa in the amount of \$2,496,664.06.
2. Direct staff to pursue changes to the project.

**CITY MANAGER'S RECOMMENDED ACTION:**

This project represents City Council's commitment to improve the sanitary sewer system. This is the third of several large projects that will have an immediate impact by removing Inflow & Infiltration to regain valuable capacity in the City's existing sanitary sewer mains.

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



**COUNCIL ACTION FORM**

**SUBJECT: CONTINUOUS EMISSIONS MONITORING SYSTEM (CEMS)  
REPLACEMENT - CONTRACT COMPLETION**

**BACKGROUND**

This project replaced the continuous emission monitoring system (CEMS). This system provides continuous relative data for specific emissions required by the State issued operating permit.

On May 22, 2018, City Council awarded a contract for this project to STI CEMS Services, LLC, Waldron, AR, in the amount of \$448,135.30 plus applicable sales taxes to be paid directly by the City of Ames to the State of Iowa. There have been two change orders to the contract. Change Order No. 1 deducted \$10,667.05 for RATA testing assistance not used and a reduction in final installation and start-up services. Change Order No. 2 added \$24,931 for the purchase spare parts for the new system. The final total amount of the contract is \$462,399.25 plus applicable Iowa Sales Taxes paid directly to the State of Iowa.

**The Engineer's estimate of the cost for the project was \$560,000.** The 2018/2019 Capital Improvements Plan included \$460,000 for the materials and installation for the project.

All of the requirements of the contract have been met by STI CEMS Services, LLC and the Electric Services Department has provided a certificate of completion.

**ALTERNATIVES:**

- 1) Accept completion of the contract with STI CEMS Services, LLC Waldron, AR, for the Continuous Emissions Monitoring System Replacement project at a total cost of \$462,399.25, and authorize final payment to the contractor.
- 2) Delay acceptance of this contract.

**MANAGER'S RECOMMENDED ACTION:**

The contractor for the Continuous Emissions Monitoring System Replacement project has supplied all of the equipment specified under the contract. The Electric Services Department has issued a certificate of completion on the work, and the City is legally required to make final payment to the contractor.

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



**Public Works Department**  
515 Clark Avenue, Ames, Iowa 50010  
Phone 515-239-5160 ♦ Fax 515-239-5404

**Item No. 14**

February 11, 2020

Honorable Mayor and Council Members  
City of Ames  
Ames, Iowa 50010

RE: Quarry Estates 1<sup>st</sup> Addition Conservation Maintenance Financial Security Release

Mayor and Council Members:

I hereby certify that the maintenance of conservation areas required as a condition for approval of the final plat of **Quarry Estates Subdivision 1<sup>st</sup> Addition** has been completed in an acceptable manner by **TJ's Landscaping of Ames, Iowa**. The above-mentioned maintenance has been completed and accepted by the Engineering Division of the Public Works Department of the City of Ames, Iowa.

As a result of this certification, it is recommended that the financial security for maintenance of the conservation areas on file with the City for this subdivision be released in full.

Sincerely,

A handwritten signature in blue ink that reads 'John C. Joiner'.

John C. Joiner, P.E.  
Director

JJ/nw

cc: Finance, Contractor, Planning & Housing, Subdivision file



**Public Works Department**  
515 Clark Avenue, Ames, Iowa 50010  
Phone 515-239-5160 ♦ Fax 515-239-5404

**Item No. 15**

February 11, 2020

Honorable Mayor and Council Members  
City of Ames  
Ames, Iowa 50010

RE: Iowa State University Research Park 3<sup>rd</sup> Addition Phase IV Financial Security Reduction -  
Final

Mayor and Council Members:

The public sanitary sewer extension required as a condition for approval of the final plat of **Iowa State University Research Park 3<sup>rd</sup> Addition Phase IV** has been completed in an acceptable manner by **Ames Trenching of Ames, Iowa**. The above-mentioned improvement has been inspected by the Engineering Division of the Public Works Department of the City of Ames, Iowa, and found to meet City specifications and standards.

As a result of this certification, it is recommended that the financial security for this public improvement on file with the City for this subdivision be released in full.

Sincerely,

John C. Joiner, P.E.  
Director

JJ/nw

cc: Finance, Planning & Housing, Subdivision file

**COUNCIL ACTION FORM**

**SUBJECT: PLAT OF SURVEY (BOUNDARY LINE ADJUSTMENT) FOR 2212 OAKWOOD ROAD AND PARCEL '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 boundary line adjustments.

**The proposed Plat of Survey is for a boundary line adjustment of two abutting parcels recently annexed into the City.** Parcel 'F' (14.67 acres) is located at 2212 Oakwood Road. Parcel 'E' (0.45 acres) is fifteen feet wide, and abuts Parcel 'F' to the west. Christofferson Park abuts Parcel 'E' to the east. (*See Attachment A: Location Map; Attachment B: Plat of Survey for Existing Parcels; and, Attachment C: Existing Conditions.*) Annexation of these parcels into the City was effective as of September 18, 2019, as part of a voluntary annexation that included 18 parcels on 156 acres. The properties are zoned as "A" (Agricultural), as a result of the recent annexation. The land is designated on the Future Land Use Map as "Village/Suburban Residential" within the Land Use Policy Plan, which allows for rezoning to "FS-RL" (Suburban Residential Low Density) zoning.

**The proposed Plat of Survey establishes the existing farmstead as Parcel 'G' (3.70 acres). Proposed Parcel 'H' includes 10.95 acres, and has a 55-foot wide strip of land that provides frontage on Oakwood Road, and will serve as street right-of-way for a future extension of Green Hills Drive. Lot 'A' is 40-foot wide along the entire north boundary of this Plat, and will be dedicated to the City as street right-of-way.** The proposed configuration complies with "A" (Agricultural) zoning standards, including setbacks for outbuildings.

**The unique element of this Boundary Line Adjustment is the effect of taking one unbuildable parcel, the 15-foot wide Parcel 'E', and creating two developable properties, including the one parcel with an existing house, through a boundary line adjustment with Parcel 'F.'** Due to the unique condition of Parcel 'E' as an unbuildable parcel, currently used for access only, staff requested that Parcel 'H' be configured to facilitate its future subdivision and development with a minimum width equal to a local street right-of-way of 55 feet. Parcel 'H' frontage along

**Oakwood Road is wider than the minimum width of a traditional flag lot, which is 35 feet, to ensure enough land is available for the future dedication of right-of-way for the extension of Green Hills Drive to the south. Additionally, Suncrest Drive is stubbed to the site along its western boundary. This stubbed street extension does not qualify as lot frontage due to its unimproved condition. Use of Suncrest Drive for access to a future home would necessitate extending the street, or at a minimum installing a compliant cul-de-sac bulb, consistent with City street standards. (See Attachment D: Proposed Plat of Survey.)**

Approval of this Plat of Survey (See Attachment D) 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 proposed Plat of Survey, with the following stipulation:
  - A. That prior to the release of the Plat of Survey for recording, the deed transferring ownership of Lot 'A' to the City as street right-of-way for Oakwood Road, be signed by the current owner, Oakwood Akers LLC, and that the City acknowledges acceptance of the transfer of land for right-of-way purposes.
2. The City Council can deny the proposed Plat of Survey if the City Council finds that the requirements for Plats of Survey, as described in Section 23.309, 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 Subdivision Code requirements for a Boundary Line Adjustment of existing parcels and has made a preliminary decision of approval with Oakwood Road as the street frontage of Parcel 'H.' There are no gaps in infrastructure (sidewalks) requiring improvements with the Plat of Survey. Any future land division, or construction on the site, will be reviewed by staff for compliance with subdivision and zoning standards.

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

**ADDENDUM  
PLAT OF SURVEY FOR 2212 OAKWOOD ROAD & PARCEL 'E'**

Application for 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)

The site is located at:

Property Owner:                      Oakwood Akers LLC  
Existing Street Address:      2212 Oakwood Road  
Assessor's Parcel #s:            09-16-480-150 and 09-16-480-205

**Legal Descriptions:**

See Attachment E: Legal Descriptions of Proposed Parcels.

**Public Improvements:**

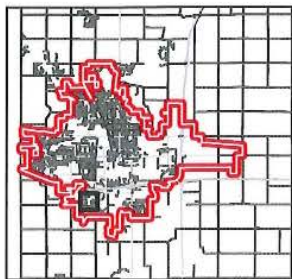
The preliminary decision of the Planning Director finds that approval requires all public improvements associated with and required for the proposed plat of survey be:

- 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.
- Not Applicable. (no additional improvements required)

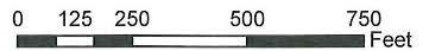
Note: The official plat of survey is not recognized as a binding plat of survey for permitting purposes until a copy of the signed and recorded plat of survey is filed with the Ames City Clerk's office and a digital image in Adobe PDF format has been submitted to the Planning & Housing Department.



Attachment A: Location Map



Location Map  
2212 Oakwood Road

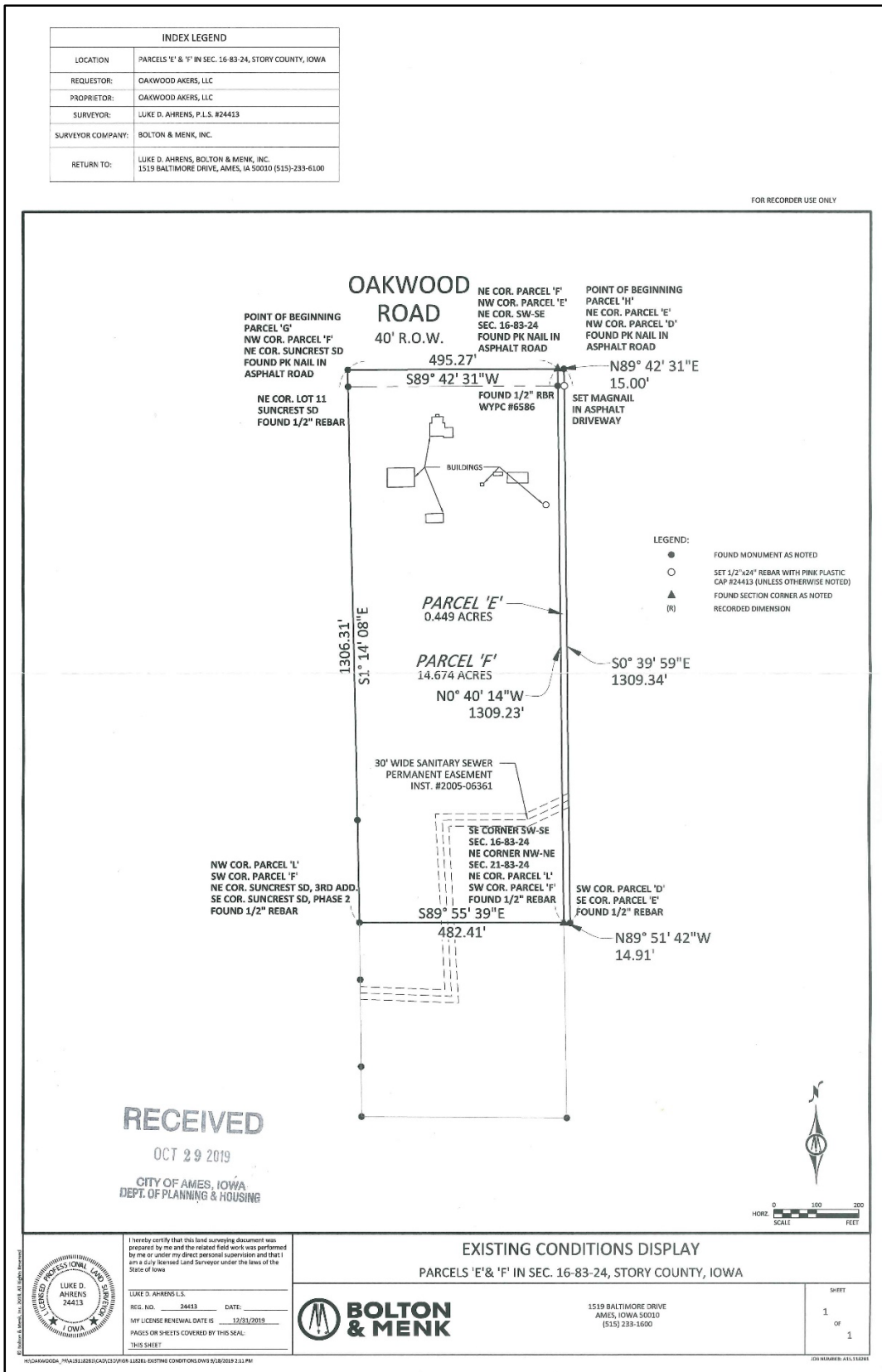








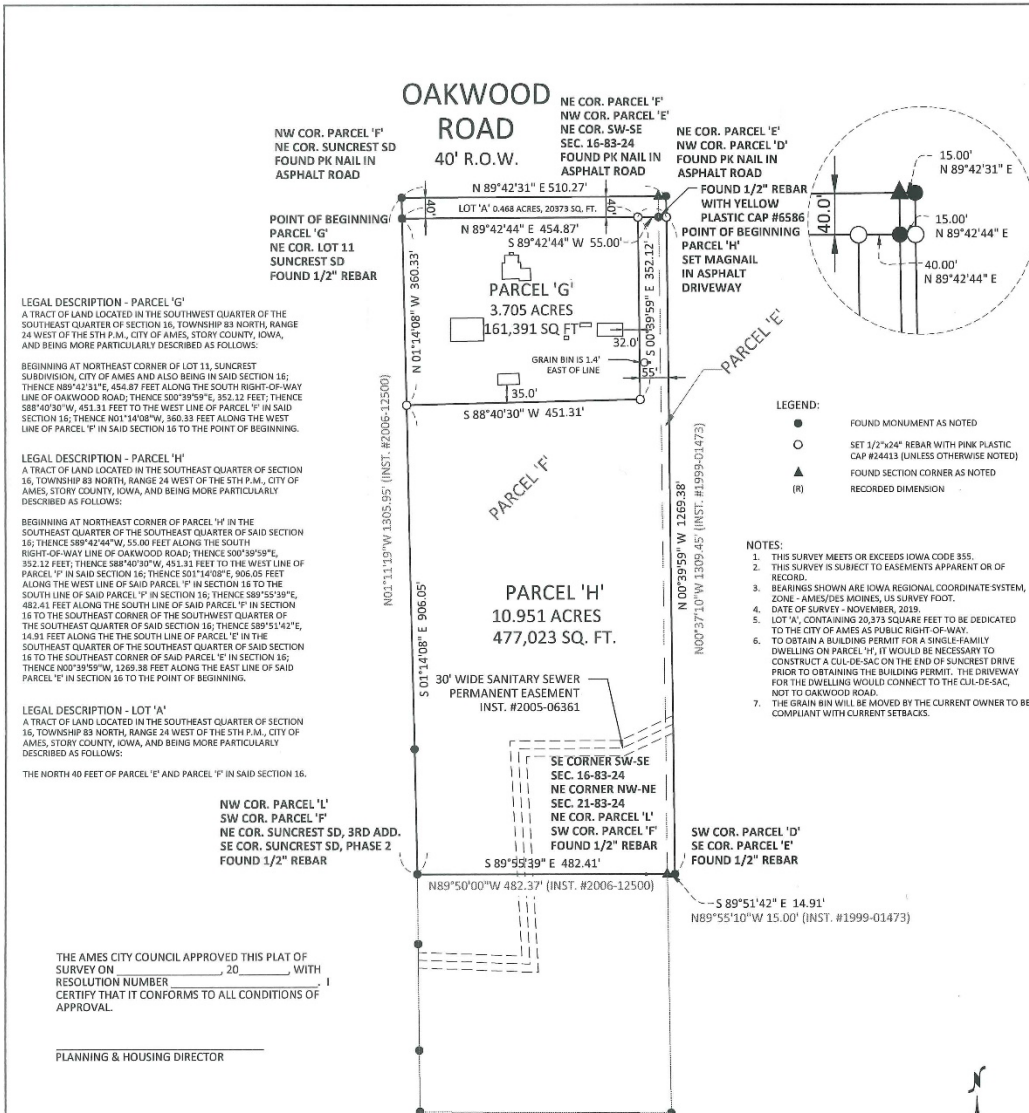
# Attachment C: Existing Conditions



# Attachment D: Proposed Plat of Survey

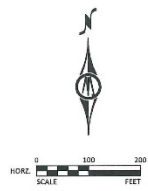
INDEX LEGEND	
LOCATION	PARCELS 'E' & 'F' IN SEC. 16-83-24, STORY COUNTY, IOWA
REQUESTOR:	OAKWOOD AKERS, LLC
PROPRIETOR:	OAKWOOD AKERS, LLC
SURVEYOR:	LUKE D. AHRENS, P.L.S. #24413
SURVEYOR COMPANY:	BOLTON & MENK, INC.
RETURN TO:	LUKE D. AHRENS, BOLTON & MENK, INC. 1519 BALTIMORE DRIVE, AMES, IA 50010 (515)-233-6100

FOR RECORDER USE ONLY



THE AMES CITY COUNCIL APPROVED THIS PLAT OF SURVEY ON \_\_\_\_\_, 20\_\_\_\_, WITH RESOLUTION NUMBER \_\_\_\_\_, I \_\_\_\_\_ CERTIFY THAT IT CONFORMS TO ALL CONDITIONS OF APPROVAL.

PLANNING & HOUSING DIRECTOR \_\_\_\_\_



	I hereby certify that this land surveying document was prepared by me and the related field work was performed by me or under my direct personal supervision and that I am a duly licensed land surveyor under the laws of the State of Iowa.	<b>BOLTON &amp; MENK</b> 1519 BALTIMORE DRIVE AMES, IOWA 50010 (515) 233-6100	SHEET 1 OF 1
	LUKE D. AHRENS L.S. REG. NO. 24413 DATE: _____ MY LICENSE RENEWAL DATE IS 12/31/2021 PAGES OR SHEETS COVERED BY THIS SEAL: THIS SHEET		FOR NUMBER: 426.112281

Attachment E: Legal Descriptions of Proposed Parcels

LEGAL DESCRIPTION - PARCEL 'G'

A TRACT OF LAND LOCATED IN THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 16, TOWNSHIP 83 NORTH, RANGE 24 WEST OF THE 5TH P.M., CITY OF AMES, STORY COUNTY, IOWA, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT NORTHEAST CORNER OF LOT 11, SUNCREST SUBDIVISION, CITY OF AMES AND ALSO BEING IN SAID SECTION 16; THENCE N89°42'31"E, 454.87 FEET ALONG THE SOUTH RIGHT-OF-WAY LINE OF OAKWOOD ROAD; THENCE S00°39'59"E, 352.12 FEET; THENCE S88°40'30"W, 451.31 FEET TO THE WEST LINE OF PARCEL 'F' IN SAID SECTION 16; THENCE N01°14'08"W, 360.33 FEET ALONG THE WEST LINE OF PARCEL 'F' IN SAID SECTION 16 TO THE POINT OF BEGINNING.

LEGAL DESCRIPTION - PARCEL 'H'

A TRACT OF LAND LOCATED IN THE SOUTHEAST QUARTER OF SECTION 16, TOWNSHIP 83 NORTH, RANGE 24 WEST OF THE 5TH P.M., CITY OF AMES, STORY COUNTY, IOWA, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT NORTHEAST CORNER OF PARCEL 'H' IN THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 16; THENCE S89°42'44"W, 55.00 FEET ALONG THE SOUTH RIGHT-OF-WAY LINE OF OAKWOOD ROAD; THENCE S00°39'59"E, 352.12 FEET; THENCE S88°40'30"W, 451.31 FEET TO THE WEST LINE OF PARCEL 'F' IN SAID SECTION 16; THENCE S01°14'08"E, 906.05 FEET ALONG THE WEST LINE OF SAID PARCEL 'F' IN SECTION 16 TO THE SOUTH LINE OF SAID PARCEL 'F' IN SECTION 16; THENCE S89°55'39"E, 482.41 FEET ALONG THE SOUTH LINE OF SAID PARCEL 'F' IN SECTION 16 TO THE SOUTHWEST CORNER OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 16; THENCE S89°51'42"E, 14.91 FEET ALONG THE SOUTH LINE OF PARCEL 'E' IN THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 16 TO THE SOUTHWEST CORNER OF SAID PARCEL 'E' IN SECTION 16; THENCE N00°39'59"W, 1269.38 FEET ALONG THE EAST LINE OF SAID PARCEL 'E' IN SECTION 16 TO THE POINT OF BEGINNING.

LEGAL DESCRIPTION - LOT 'A'

A TRACT OF LAND LOCATED IN THE SOUTHEAST QUARTER OF SECTION 16, TOWNSHIP 83 NORTH, RANGE 24 WEST OF THE 5TH P.M., CITY OF AMES, STORY COUNTY, IOWA, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

THE NORTH 40 FEET OF PARCEL 'E' AND PARCEL 'F' IN SAID SECTION 16

**COUNCIL ACTION FORM**

**SUBJECT: PLAT OF SURVEY FOR 1505 BUCKEYE AVENUE, 301 AND 315 S 16<sup>TH</sup> STREET.**

**BACKGROUND:**

The City's subdivision regulations are found in Chapter 23 of the Ames Municipal Code. These regulations 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 adjusting the boundary lines of existing tracts. Section 23.308 allows the use of a plat of survey for a boundary line adjustment.

This plat of survey adjusts the boundary line between existing lots addressed as 1505 Buckeye Avenue and 315 S 16<sup>th</sup> Street and also between 301 and 315 S 16<sup>th</sup> Street (Attachment A). All three lots were approved as part of the Southwood Subdivision, 4<sup>th</sup> Addition and Major Site Development Plan for the redevelopment of the former Kmart site as an Integrated Site Plan. The existing lots have been in their current configuration since 2019. A portion of the existing building sits on each of the three lots. The Integrated Site Plan process established unique lotting patterns for the overall site to address common development interests, including changes to setback for individual lots.

**This boundary line adjustment is intended to transfer a small area on the northwest corner and south façade of the building to the adjacent lot in order to allow necessary equipment and meters to connect with City of Ames electric utility (Attachment B). Electric easements will need to be recorded prior to occupancy of the building. No other public improvements are needed. The Boundary Line change does not affect the layout of the approved Site Plan Development Plan with the Integrated Site Plan.**

Quit Claim Deeds are typically not required as part of a plat of survey review or approval based on Section 23.308. Upon review of the plat of survey by the City's Legal Department, it was determined that deeds showing the transfer of properties between owner's should be required to be recorded as a condition of approval. Therefore, the developer will need to provide Quit Claim Deed's with original signatures to be submitted prior to the Planning Director signing the plat of survey confirming that it fully conforms to all conditions of approval and releasing it to be recorded.

**ALTERNATIVES:**

1. The City Council can approve the proposed plat of survey consistent with the standards of Chapter 23 for approval of a boundary line adjustment subject to the City receiving Quit Claim Deeds for all affected properties to be recorded with the plat of survey.

2. The City Council can deny the proposed plat of survey if the City Council finds that the requirements for plats of survey 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 Code requirements for a Boundary Line Adjustment between the platted parcels. Staff has also determined that electric easements will be needed, but can be recorded prior to occupancy of the building.

**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 A BOUNDARY LINE ADJUSTMENT OF  
1505 BUCKEYE AVENUE, 301 and 315 S 16<sup>th</sup> STREET**

Application for 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)

Owner: NLA DUFF LLC  
Parcel ID: 0911378020 (1505 Buckeye Avenue) and 0911378030 (301 S 16<sup>th</sup> Street)

Owner: NLA AMES SS LLC  
Parcel ID: 0911378010 (315 S 16<sup>th</sup> Street)

**New Legal Descriptions:**

Parcel A:

Part of Lot 1 in Fourth Addition to Southwood Subdivision, City of Ames, Story County, Iowa, being described as follows: Beginning at the Southwest Corner of said Lot 1; thence following the boundary thereof N00°18'42"W, 1015.20 feet to the Northwest Corner thereof; thence N89°41'32"E, 212.64 feet; thence S25°09'09"W, 122.60 feet; thence S37°50'18"W, 210.34 feet; thence S00°18'42"E, 38.16 feet; thence N89°41'32"E, 85.00 feet; thence S00°18'28"E, 169.81 feet; thence S89°41'32"W, 58.07 feet along the boundary of said Lot 1 and westerly extension of said line; thence S00°18'36"E, 40.00 feet; thence N89°41'24"E, 3.00 feet; thence N00°18'36"W, 11.55 feet; thence N89°41'32"E, 109.96 feet along the westerly extension of the boundary of said Lot 1 and the boundary of said Lot 1; thence continuing along the boundary of said Lot 1 S00°18'28"E, 110.34 feet; thence N89°41'32"E, 50.02 feet; thence S00°18'28"E, 63.08 feet; thence S89°41'32"W, 22.16 feet; thence S00°18'28"E, 47.05 feet; thence S89°41'32"W, 14.74 feet; thence S00°18'28"E, 132.27 feet; thence N89°42'13"E, 47.71 feet; thence S00°18'06"E, 34.48 feet along the boundary of said Lot 1 and the southerly extension of said line; thence N89°41'18"E, 32.00 feet; thence N00°18'06"W, 3.00 feet to the boundary line of said Lot 1; thence following said line N89°41'18"E, 106.56 feet; thence N00°01'20"W, 181.33 feet; thence N89°58'40"E, 127.58 feet; thence S00°00'35"E, 168.84 feet; thence N89°58'07"W, 77.50 feet; thence S00°00'35"E, 84.30 feet; thence N89°49'31"W, 100.00 feet; thence S00°07'16"W, 50.00 feet to the Southeast Corner of said Lot 1; thence N89°49'18"W, 318.55 feet to the point of beginning, containing 4.58 acres.

Parcel B:

Lot 3 and part of Lot 1 in Fourth Addition to Southwood Subdivision, City of Ames, Story County, Iowa, being described as follows: Beginning at the Southeast Corner of said Lot 3; thence following the boundary thereof N89°49'18"W, 150.00 feet; thence N00°07'16"E, 50.00 feet; thence S89°49'31"E, 100.00 feet; thence N00°00'35"W, 84.30 feet; thence S89°58'07"E, 77.50 feet; thence N00°00'35"W, 168.84 feet; thence S89°58'40"W, 127.58 feet; thence S00°01'20"E, 181.33 feet; thence S89°41'18"W, 106.56 feet; thence departing said boundary S00°18'06"E, 3.00 feet; thence S89°41'18"W, 32.00 feet; thence N00°18'06"W, 34.48 feet along the southerly extension of the boundary of said Lot 3 and the boundary of said Lot 3; thence following said boundary S89°42'13"W, 47.71 feet; thence N00°18'28"W, 132.27 feet; thence N89°41'32"E, 14.74 feet; thence N00°18'28"W, 47.05 feet; thence N89°41'32"E, 22.16 feet; thence S00°18'28"E, 0.67 feet; thence N89°45'05"E, 347.68 feet; thence S00°02'14"W, 233.30 feet; thence N89°59'35"W, 97.00 feet; thence

S00°03'03"W, 99.44 feet to the point of beginning, containing 1.60 acres.

Parcel C:

Lot 2 and part of Lot 1 in Fourth Addition to Southwood Subdivision, City of Ames, Story County, Iowa, being described as follows: Beginning at the Northeast Corner of said Lot 2; thence following the boundary thereof S00°00'06"E, 404.12 feet; thence N89°38'45"E, 279.32 feet; 3; thence S00°21'23"E, 34.99 feet; thence N89°59'31"E, 35.05 feet; thence S00°21'15"E, 126.04 feet to the Southeast Corner of said Lot 2; thence N89°49'18"W, 35.00 feet; thence N00°21'15"W, 90.51 feet; thence N89°49'18"W, 35.05 feet; thence N00°21'23"W, 4.50 feet; thence N89°49'18"W, 119.48 feet; thence N00°10'42"E, 18.84 feet; thence S89°55'31"W, 175.57 feet; thence N00°02'14"E, 219.96 feet; thence S89°45'05"W, 347.68 feet; thence N00°18'28"W, 0.67 feet; thence N00°18'28"W, 63.08 feet; thence S89°41'32"W, 50.02 feet; thence N00°18'28"W, 110.34 feet; thence S89°41'32"W, 109.96 feet along the boundary of said Lot 2 and the westerly extension of said line; thence S00°18'36"E, 11.55 feet; thence S89°41'24"W, 3.00 feet; thence N00°18'36"W, 40.00 feet; thence N89°41'32"E, 58.07 along the westerly extension of the boundary of said Lot 2 and the boundary of said Lot 2; thence N89°41'32"E, 250.34 feet; thence N00°18'28"W, 28.27 feet; thence S89°48'46"E, 253.60 feet to the point of beginning, containing 2.97 acres.

**Public Improvements:**

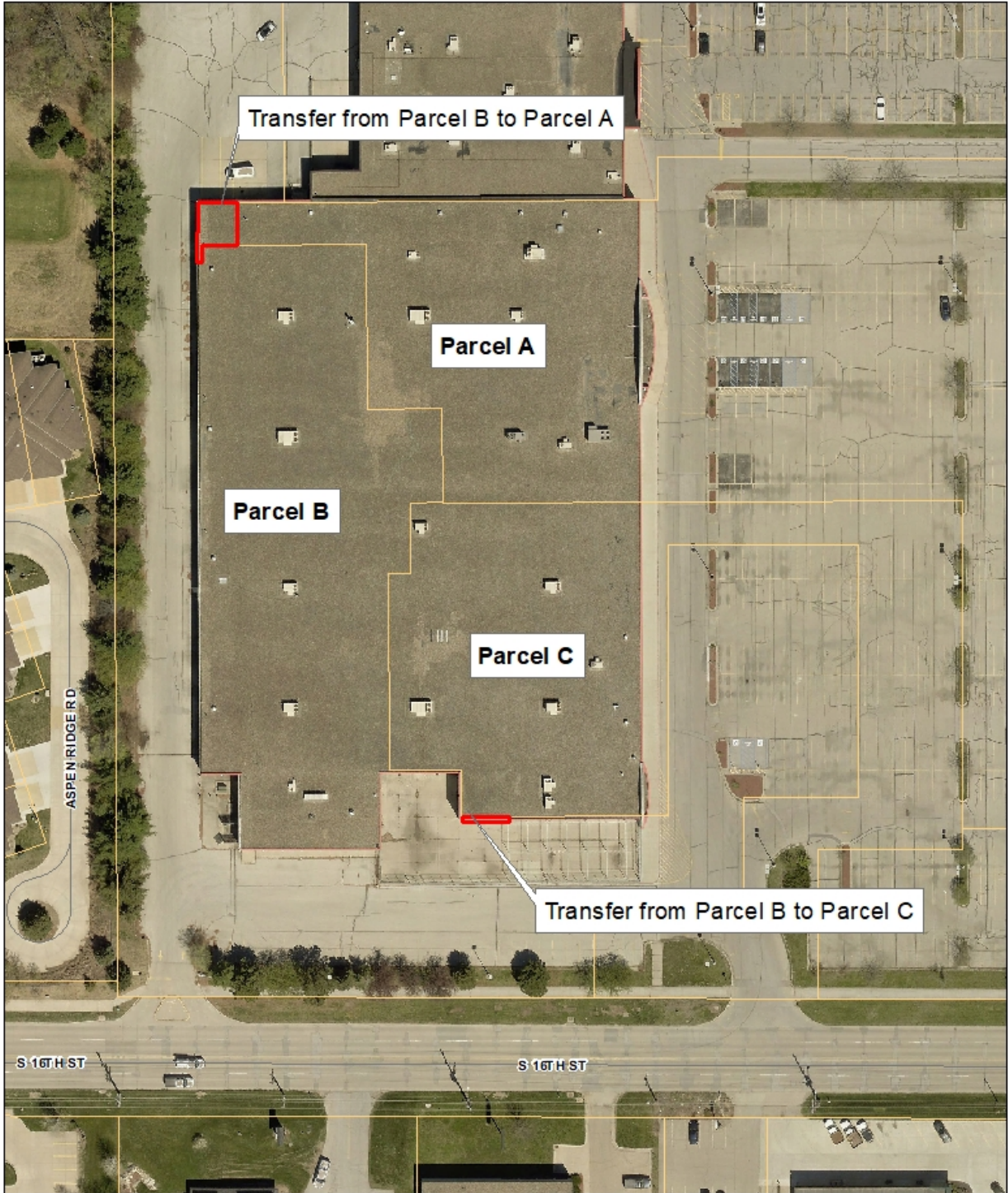
The preliminary decision of the Planning Director finds that approval requires all public improvements associated with and required for the proposed plat of survey be:

- 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.
- Not Applicable.

Note: 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.



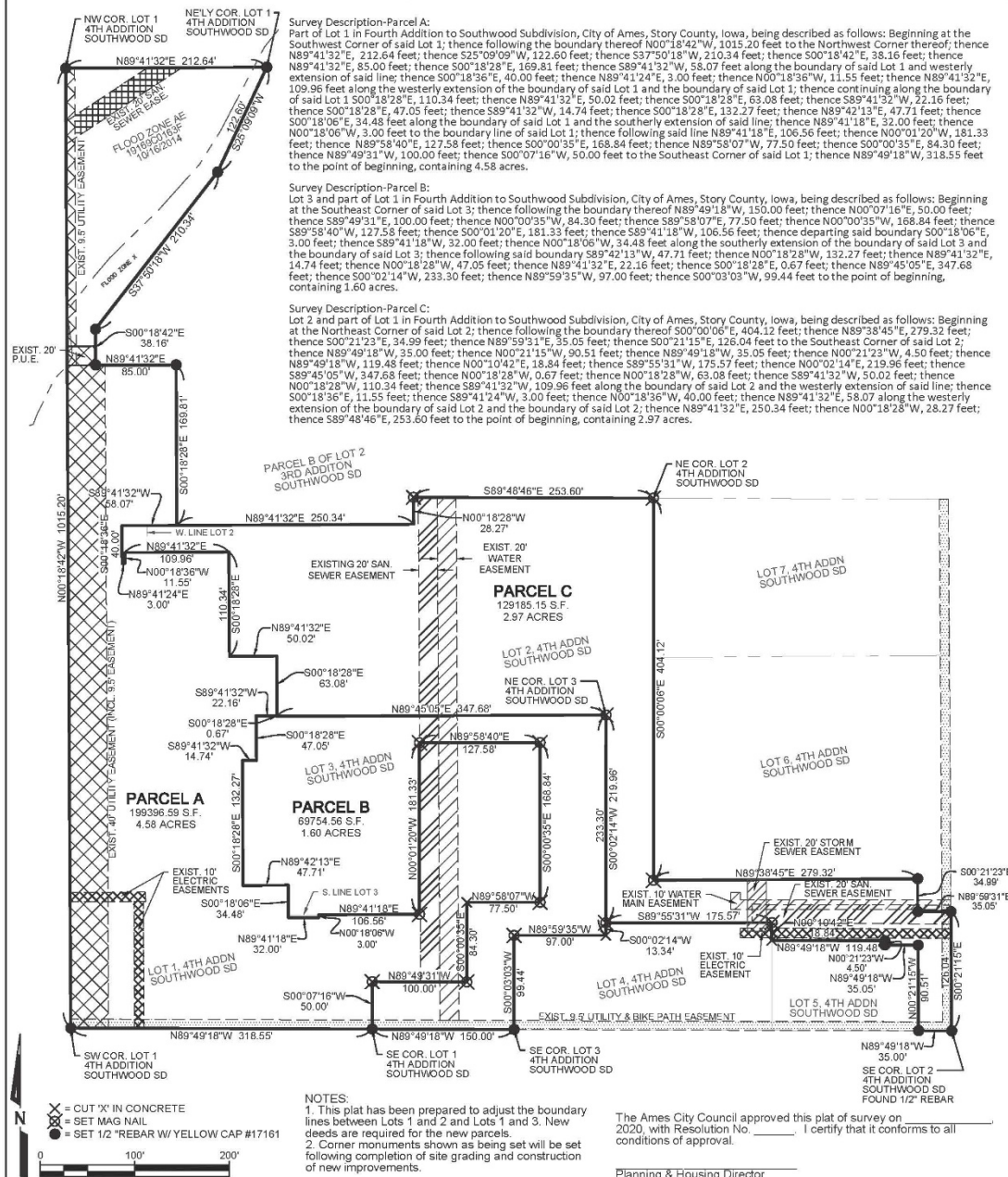
**ATTACHMENT A: LOCATION MAP**



**1505 Buckeye Ave (Parcel A), 1301 S 16th Street (Parcel B),  
and 1315 S 16th Street (Parcel C).**

# ATTACHMENT B: PLAT OF SURVEY

PLAT OF SURVEY	
<b>LOCATION:</b>	LOTS 1, 2 & 3 IN 4TH ADDITION TO SOUTHWOOD SUBDIVISION, AMES, STORY COUNTY, IOWA
<b>PROPRIETOR:</b>	NLA AMES SS, LLC - LOT 1 NLA DUFF, LLC - LOTS 2 & 3
<b>REQUESTED BY:</b>	RICH PIGGOTT, KIMLEY-HORN
<b>SURVEYOR:</b>	R. BRADLEY STUMBO, PLS #17161 FOX ENGINEERING ASSOCIATES, INC. AMES, IA 50010 515-233-0000



<p>FOX Engineering Associates, Inc. 414 South 17th Street, Suite 107 Ames, Iowa 50010 Phone: (515) 233-0000 FAX: (515) 233-0103</p>	<p>I hereby certify that this land surveying document was prepared by me or under my direct personal supervision and that I am a duly licensed Professional Land Surveyor under the laws of the State of Iowa.</p> <p style="text-align: center;">_____ R. BRADLEY STUMBO, PLS License number 17161 My license renewal date is December 31, 2021.</p> <p style="text-align: right;">_____ DATE</p>	
<p>JOB# 5069-20B    DATE: 1/29/20    FIELDWORK COMPLETED: 1/15/20    PAGE 1 OF 1</p>		



**COUNCIL ACTION FORM**

**SUBJECT: SPECIAL EVENT METERED PARKING FEES POLICY**

**POSSIBLE PARKING METER WAIVER POLICY:**

At the January 28, 2020 City Council meeting, the City Council directed staff to prepare a parking meter waiver policy for special events. Based on the Council discussion at that meeting, a proposed policy would be:

**Metered parking fees will not be waived for special events. Any event organizers intending to provide free parking or to close metered parking spaces must reimburse the City's Parking Fund for the lost revenue. The City Council may consider waivers to this policy on a case-by-case basis for parking spaces that are obstructed by the event area (not for area-wide free parking).**

It should be emphasized that the calculations provided by City staff for lost parking meter revenue include the assumption that spaces are occupied 50% of the time. Therefore, although providing free parking at all 609 Downtown parking meters for a day would cost \$2,740.50 if all the spaces are used at all possible times, an event organizer would be charged \$1,370.25 for lost parking meter revenue.

**FUNDING FOR AMES MAIN STREET AND CAMPUSTOWN ACTION ASSOCIATION:**

The City Council's direction at the January 28 meeting also included direction to plan for Ames Main Street (AMS) and Campustown Action Association (CAA) to receive funds in their Outside Funding Request contracts, so they may reimburse the lost parking meter revenue for their planned events.

AMS indicates it plans to host six events in FY 2020/21 where it will request parking meters to be closed or be made free to the public:

<b>Event</b>	<b># Meters</b>	<b>Metered Hours</b>	<b>Total Cost</b>
Sidewalk Sales	609	9	\$1,370.25
Shop for a Cause	609	9	1,370.25
Small Business Saturday	609	9	1,370.25
Dollar Days	609	9	1,370.25
Music Walk	10	3	7.50
Art Walk	10	3	7.50
<b>TOTAL</b>			<b>\$5,496.00</b>

CAA plans to hold two events in FY 2020/21 where parking meters would be closed or be made free to the public:

<b>Event</b>	<b># Meters</b>	<b>Metered Hours</b>	<b>Total Cost</b>
Crafts & Draughts	51	7	\$120.75
Summerfest	51	7	120.75
<b>TOTAL</b>			<b>\$241.50</b>

If the Council wishes to allocate funds to reimburse the Parking Fund for lost revenue from the eight AMS and CAA events, City staff would recommend that the funds come from the Local Option Sales Tax Fund. The proposed amount of funds is not significant enough to have a detrimental effect on the fund at this time. However, if the City Council grants additional parking waiver requests or approves other significant increases in funding from the Local Option Sales Tax Fund in the future, City staff may have to recommend that funds for parking meter waivers come from another source.

**EFFECTIVE DATE:**

If the City Council implements the proposed parking waiver policy and provides funds for AMS and CAA for the events indicated above, City staff would recommend that the policy and funding go into effect for any events held on or after July 1, 2020. **Therefore, under this recommendation, the City would approve the Music Walk (scheduled for April 23, 2020) and the Art Walk (scheduled for June 4, 2020) parking meter requests, which are on the February 11, 2020 Council Agenda, in accordance with our current practice.**

**The Summer Sidewalk Sales (scheduled for July 25, 2020), which is also on the February 11, 2020 Council Agenda, should be approved only for the suspension of parking regulations. In accordance with the new waiver policy, the Parking Fund would be reimbursed by the Local Option Sales Tax Fund for lost meter revenue.**

**ALTERNATIVES:**

1. Adopt a policy, effective July 1, 2020, that metered parking fees will not be waived for special events. Any event organizers intending to provide free parking or to close metered parking spaces must reimburse the City’s Parking Fund for the lost revenue. The City Council may consider waivers to this policy on a case-by-case basis for parking spaces that are obstructed by the event area (not for area-wide free parking).

Note: Action to approve funding to reimburse the Parking Fund should be approved in the Budget Wrap –Up Session of the February 11, 2020 Council meeting.

2. Modify the draft policy described above.
3. Do not adopt a metered parking fee waiver policy, and continue to waive metered parking fees on a case-by-case basis.

**CITY MANAGER’S RECOMMENDED ACTION:**

In accordance with the Council’s direction, City staff has provided above a draft parking meter waiver policy. This policy will allow the Parking Fund to be made whole when “free parking” is made available for special events. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as described above.

**If the City Council desires to fund the special events conducted by the AMS and CAA in order to make the Parking Fund whole, \$5,737.50 should be allocated from the Local Option Sales Tax Fund at the Budget Wrap-Up Session during the Final Council Decisions – Amendments to proposed FY 2020/21 Budget.**

**It should be noted that these funds will not be provided to CAA or AMS directly, but would be transferred internally to the Parking Fund at the time the event is held. City Council approval would continue to be required to authorize the suspension of parking regulations for each event. An additional authorization would be made each time by the Council to transfer funds from the Local Option Sales Tax Fund to the Parking Fund.**

**COUNCIL ACTION FORM**

**SUBJECT: AMES MAIN STREET REQUESTS FOR MUSIC WALK**

**BACKGROUND:**

Ames Main Street (AMS) is planning to host its annual Music Walk event on Thursday, April 23 from 8:00 a.m. to 9:00 p.m. In addition to the traditional arrangements for Music Walk, AMS will be working with Downtown food establishments to set up outdoor seating areas inside metered parking stalls adjacent to the establishments. AMS staff has made the following requests of the City Council to help facilitate the Music Walk festivities on April 23:

- a. Blanket Temporary Obstruction Permit for the Central Business District sidewalks and Blanket Vending License for the Central Business District from 3:00 p.m. to 9:00 p.m.
- b. Waiver of fee for Blanket Vending License (\$50 loss to City Clerk's Office)
- c. Use of City-owned electrical outlets and waiver of costs from 3:00 to 9:00 p.m. (approximately \$5 loss to Electric Fund)
- d. Waiver of parking meter fees and enforcement in the Central Business District from 3:00 p.m. to 9:00 p.m. (Loss of \$459.75 to Parking Fund)
- e. Closure of 10 parking spaces in the Central Business District from 3:00 p.m. to 9:00 p.m.

No alcohol service or consumption will be permitted in the temporary sidewalk cafes.

**ALTERNATIVES:**

- 1. Approve the Music Walk requests as submitted by AMS, including a blanket Temporary Obstruction Permit and blanket Vending License for the Central Business District, use of electricity, and closure of parking spaces.
- 2. Approve the Music Walk requests as submitted by AMS, but require reimbursement for the parking meter fees, Vending License fee, and electricity use fee.
- 3. Do not approve the requests.

**CITY MANAGER'S RECOMMENDED ACTION:**

This event provides Ames residents with another opportunity to enjoy family-oriented outdoor activities. Because of the City Council's goal of strengthening Downtown, this type of special event should be facilitated.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the Music Walk requests as submitted by Ames Main Street, including the waiver of parking meter fees, Vending License fee, and electricity use fee.



December 3, 2019

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

Dear Mayor Haila and Members of the Ames City Council,

Ames Main Street is planning to hold the annual Ames Main Street Music Walk event on April 23, 2020.

Specific information about the event can be found on the included Special Event Application. We would also request a waiver of fees for the Blanket Vendor Permit, and electricity.

By bringing residents to Downtown Ames for attractions such as this, Ames Main Street is able to fulfill its mission as a Main Street Iowa community and create an economically vibrant downtown with unique living, dining, and entertainment experiences.

Thank you for your consideration of this request and continued support of Ames Main Street. We look forward to seeing you shopping in Downtown Ames!

Sincerely,

A handwritten signature in black ink, appearing to read 'Sonya Stoltze-Newstrom', with a large, decorative flourish at the end.

Sonya Stoltze-Newstrom  
2020 Ames Main Street Board President





# SPECIAL EVENT APPLICATION

Applications received less than thirty (30) days before the event may not be processed by the City in time for the event and will automatically be denied. Each application is viewed as a new event regardless of previous occasions.

Event Name

Location/Address

Region (Select one or more)

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

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

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

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

## TIMELINE

Setup Date  Time  M T W R F Sa Su  
 Event Starts Date  Time  M T W R F Sa Su

Detailed Description of Event Activities (written overview of event and what's going to happen)

Ames Main Street Music Walk is an annual event during which local businesses host musicians of all genres.

Event Ends Date  Time  M T W R F Sa Su  
 Teardown Complete Date  Time  M T W R F Sa Su

### Event Category

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

Rain Date  Rain Location

Yes No  
  Is this an annual event? If yes, how many years?

## For Office Use Only

### Documents Received

Date: \_\_\_\_\_

- Completed Application
- Fireworks Application (\$25 fee)
- Insurance Certificate
- Public Safety & Event Management Plan
- Site Plan/Route Map (\$25 fee) (Road Race)
- Vendor List (\$50 fee/each)
- Parking fees

### Special Events Meeting

Date \_\_\_\_\_

Time \_\_\_\_\_

Room \_\_\_\_\_

### Documents Sent:

- Alcohol License ABD \_\_\_\_\_
- Fireworks Permit
- Road Race Permit
- TOP
- Vending Permit
- Other \_\_\_\_\_

### Departments Included

- City Manager: Brian Phillips and Tasheik Kerr
- CyRide: Jenny Bethurem or Rob Holm or Kevin Gries
- Electric: Mark Imhoff
- Fire: Jason Ziph or Rich Higgins
- Parks & Rec: Craig Kaufman or Joshua Thompson
- Public Works: Brad Becker or Dave Cole
- Police: Jason Tuttle or Geoff Huff
- Water: Heidi Petersen
- Risk Management: Bill Walton

CAA: Karen Chitty  
 AMS: Jess Clyde or Sarah Dvorsky  
 ISU: Events Authorization Committee

### City Council Meeting

Date \_\_\_\_\_  
 Added to Agenda with CAF Approved Y N

Reminder Date \_\_\_\_\_

**CONTACTS**

**Sponsor/Applicant Name** Sarah Dvorsky/Ames Main Street

**Address** 304 Main St.

**City** Ames **State** IA **Zip Code** 50010

**Daytime Phone** (515) 715-1854 **Cell Phone** (319) 930-2276

**E-mail** sarahd@ameschamber.com

**Alternate Contact Name** Drew Kamp

**Daytime Phone** (515) 817-6311 **Cell Phone** (402) 415-7207

**E-mail** drew@ameschamber.com

**ATTENDANCE**

Anticipated Daily Attendance 300-800

Yes No

- Is this event open to the public?
- Is your event being held in conjunction with another event (e.g. *Farmers' Market, 4th of July, etc.*)? If yes, please list:

**ORGANIZATION STATUS/PROCEEDS**

- For-Profit
- Bona Fide Tax Exempt
- Nonprofit

Yes No

Are patron admission, entry, or participant fees required? If yes, please describe and provide amounts:

Are vendor or other fees required? If yes, please provide amounts:

Percentage of net proceeds going towards fundraising  %

Percentage of net proceeds going towards for-profit entity  %

**SECURITY**

**Ames Police Department 24 hour non-emergency phone number: 515-239-5133**

Please complete the course at <https://www.crowdmanagers.com/training> for crowd management training.

Yes No

- Have you hired a professional security company to develop and manage your event's security plan? If yes, please fill out the following information:

**Security Organization**

**Address**

**City**  **State**  **Zip**  **Phone**

**Email**

**COUNCIL ACTION FORM**

**SUBJECT: AMES MAIN STREET REQUESTS FOR ART WALK**

**BACKGROUND:**

Ames Main Street (AMS) is planning to host its annual Art Walk on Thursday, June 4 from 5:00 p.m. to 8:00 p.m. Art Walk showcases Downtown businesses and community artists. In order to facilitate this event, AMS has requested approval for the following:

- Waiver of parking meter fees and enforcement in the Downtown from 3:00 p.m. to 8:30 p.m. to provide free parking to participants (Loss of \$459.75 to the Parking Fund)
- Blanket Temporary Obstruction Permit for the Central Business District from 3:00 p.m. to 8:30 p.m.
- Blanket Vending License for the Central Business District from 3:00 p.m. to 8:30 p.m. and waiver of fee (\$50 loss to City Clerk's Office)
- Closure of 10 metered parking spaces in the Central Business District
- Use of electricity in Tom Evans Plaza and use of the Plaza for live music
- Closure of Kellogg Avenue, from Main Street to Fifth Street from 3:00 p.m. to 8:30 p.m.

**ALTERNATIVES:**

1. Approve the Art Walk requests as submitted by AMS for June 4, 2020, including the waiver of fees.
2. Approve the requests as submitted by AMS, but require reimbursement for lost parking revenue and for the blanket Vending License.
3. Deny the requests.

**CITY MANAGER'S RECOMMENDED ACTION:**

Art Walk is a popular annual event that adds vitality to the Downtown. The event organizers have experience hosting this event, as well as many other similar events throughout the year.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the requests for Art Walk as submitted by AMS for June 4, 2020, including the waiver of fees.



December 3, 2019

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

Dear Mayor Haila and Members of the Ames City Council,

Ames Main Street is planning to hold the annual Ames Main Street Art Walk event on June 4, 2020.

Specific information about the event can be found on the included Special Event Application. We would also request a waiver of fees for the Blanket Vendor Permit, and electricity. We would also like to request a street closure of Kellogg from Main Street to 5<sup>th</sup> Street for our Community Art Project.

By bringing residents to Downtown Ames for attractions such as this, Ames Main Street is able to fulfill its mission as a Main Street Iowa community and create an economically vibrant downtown with unique living, dining, and entertainment experiences.

Thank you for your consideration of this request and continued support of Ames Main Street. We look forward to seeing you shopping in Downtown Ames!

Sincerely,

A handwritten signature in black ink, appearing to read 'Sonya Stoltze-Newstrom', with a decorative flourish at the end.

Sonya Stoltze-Newstrom  
2020 Ames Main Street Board President



# SPECIAL EVENT APPLICATION

Applications received less than thirty (30) days before the event may not be processed by the City in time for the event and will automatically be denied. Each application is viewed as a new event regardless of previous occasions.

Event Name

Location/Address

Region (Select one or more)

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

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

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

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

## TIMELINE

Setup Date  Time  M T W R F Sa Su

Event Starts Date  Time  M T W R F Sa Su

Detailed Description of Event Activities (written overview of event and what's going to happen)

Ames Main Street Art Walk is an annual event that showcases the art of local artists. Art will be exhibited on sidewalks, with enough space for pedestrian to comfortably travel.

Event Ends Date  Time  M T W R F Sa Su

Teardown Complete Date  Time  M T W R F Sa Su

## Event Category

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

Rain Date  Rain Location

Yes No

Is this an annual event? If yes, how many years?

## For Office Use Only

### Documents Received

Date: 12/9/19

- Completed Application
- Fireworks Application (\$25 fee)
- Insurance Certificate
- Public Safety & Event Management Plan
- Site Plan/Route Map (\$25 fee) (Road Race)
- Vendor List (\$50 fee/each)
- Parking fees
- Letter to Council
- Special Events Meeting

Date \_\_\_\_\_

Time \_\_\_\_\_

Room \_\_\_\_\_

### Documents Sent:

- Alcohol License ABD
- Fireworks Permit
- Road Race Permit
- TOP
- Vending Permit
- Other \_\_\_\_\_

### Departments Included

- City Manager: Brian Phillips and Tasheik Kerr
- CyRide: Jenny Bethurem or Rob Holm or Kevin Gries
- Electric: Mark Imhoff
- Fire: Jason Ziph or Rich Higgins
- Parks & Rec: Craig Kaufman or Joshua Thompson
- Public Works: Brad Becker or Dave Cole
- Police: Jason Tuttle or Geoff Huff
- Water: Heidi Petersen
- Risk Management: Bill Walton

CAA: Karen Chitty  
 AMS: Jess Clyde or Sarah Dvorsky  
 ISU: Events Authorization Committee

### City Council Meeting

Date \_\_\_\_\_  
 Added to Agenda with CAF Approved Y N

Reminder Date \_\_\_\_\_



**CONTACTS**

Sponsor/Applicant Name Sarah Dvorsky/Ames Main Street  
 Address 304 Main St.  
 City Ames State IA Zip Code 50010  
 Daytime Phone (515) 715-1854 Cell Phone (319) 930-2276  
 E-mail sarahd@ameschamber.com  
 Alternate Contact Name Drew Kamp  
 Daytime Phone (515) 817-6311 Cell Phone (402) 415-7207  
 E-mail drew@ameschamber.com

**ATTENDANCE**

Anticipated Daily Attendance 300-800

Yes No

Is this event open to the public?

Is your event being held in conjunction with another event (e.g. Farmers' Market, 4th of July, etc.)? If yes, please list:

[Redacted text box]

**ORGANIZATION STATUS/PROCEEDS**

- For-Profit
- Bona Fide Tax Exempt
- Nonprofit

Yes No

Are patron admission, entry, or participant fees required? If yes, please describe and provide amounts:

[Redacted text box]

Are vendor or other fees required? If yes, please provide amounts:

[Redacted text box]

Percentage of net proceeds going towards fundraising [ ] %

Percentage of net proceeds going towards for-profit entity [ ] %

**SECURITY**

Ames Police Department 24 hour non-emergency phone number: 515-239-5133

Please complete the course at <https://www.crowdmanagers.com/training> for crowd management training.

Yes No

Have you hired a professional security company to develop and manage your event's security plan? If yes, please fill out the following information:

Security Organization [Redacted]  
 Address [Redacted]  
 City [Redacted] State [Redacted] Zip [Redacted] Phone [Redacted]  
 Email [Redacted]

**OLD CAF**

ITEM # 17 21  
DATE: 01-14-20

**02-07-20**

**COUNCIL ACTION FORM**

**SUBJECT: SUMMER SIDEWALK SALES REQUESTS FROM AMES MAIN STREET**

**BACKGROUND:**

Ames Main Street is again hosting its annual Summer Sidewalk Sales from July 23-26, 2020. At this event, downtown businesses display merchandise on the sidewalks for pedestrians to browse.

To facilitate this event, organizers are requesting suspension of parking regulations and enforcement for the Downtown from 8:00 a.m. to 8:00 p.m. on Saturday, July 25, 2020 (\$1,379.25 estimated loss to the Parking Fund); a waiver of fees for a blanket Vendor Permit (\$50 loss to the City Clerk's Office); and a blanket Temporary Obstruction Permit.

**ALTERNATIVES:**

1. Approve the request for Sidewalk Sales as requested by Ames Main Street, including the waiver of fees for parking and vending.
2. Approve the request for Sidewalk Sales, but require reimbursement for vending and lost parking meter revenue.
3. Deny the request.

**CITY MANAGER'S RECOMMENDED ACTION:**

Sidewalk Sales are successful events held twice each year in the Downtown. These events attract people to the Downtown area and promote shopping locally. These requests further the City Council's goal to strengthen Downtown. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the request for Sidewalk Sales as requested by Ames Main Street, including the waiver of fees for parking and vending.



December 16, 2019

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

Dear Mayor Haila and Members of the Ames City Council,

Ames Main Street is planning to hold the annual Summer Sidewalk Sales shopping event from July 23-26, 2020.

Specific information about the event can be found on the included Special Event Application. We would also request a waiver of fees for the Blanket Vendor Permit. In addition, we would also request a waiver of fees for free parking of city meters throughout Downtown on Saturday, July 25, 2020.

By bringing residents to Downtown Ames for attractions such as this, Ames Main Street is able to fulfill its mission as a Main Street Iowa community and create an economically vibrant downtown with unique living, dining, and entertainment experiences.

Thank you for your consideration of this request and continued support of Ames Main Street. We look forward to seeing you shopping in Downtown Ames!

Sincerely,

A handwritten signature in black ink, appearing to read 'Sonya Stoltze-Newstrom', with a decorative flourish at the end.

Sonya Stoltze-Newstrom  
2020 Ames Main Street Board President





# SPECIAL EVENT APPLICATION

Applications received less than thirty (30) days before the event may not be processed by the City in time for the event and will automatically be denied. Each application is viewed as a new event regardless of previous occasions.

Event Name

Location/Address

Region (Select one or more)

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

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

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

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

## TIMELINE

Setup Date  Time  M T W R F Sa Su

Event Starts Date  Time  M T W R F Sa Su

Detailed Description of Event Activities (written overview of event and what's going to happen)

Ames Main Street Summer Sidewalk Sales is a semi-annual event during which businesses will offer sales, promotions, and discounts on the sidewalk immediately in front of their place of business. Shoppers should also be drawn to the free parking!

Event Ends Date  Time  M T W R F Sa Su

Teardown Complete Date  Time  M T W R F Sa Su

## Event Category

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

Rain Date  Rain Location

Yes  No  Is this an annual event? If yes, how many years?

## For Office Use Only

### Documents Received

Date:

- Completed Application
- Fireworks Application (\$25 fee)
- Insurance Certificate
- Public Safety & Event Management Plan
- Site Plan/Route Map (\$25 fee) (Road Race)
- Vendor List (\$50 fee/each)
- Parking fees
- Letter to Council Special Events Meeting

Date

Time

Room

### Documents Sent:

- Alcohol License ABD
- Fireworks Permit
- Road Race Permit TOP
- Vending Permit
- Other

### Departments Included

- City Manager: Brian Phillips and Tasheik Kerr
- CyRide: Jenny Bethurem or Rob Holm or Kevin Gries
- Electric: Mark Imhoff
- Fire: Jason Ziph or Rich Higgins
- Parks & Rec: Craig Kaufman or Joshua Thompson
- Public Works: Brad Becker or Dave Cole
- Police: Jason Tuttle or Geoff Huff
- Water: Heidi Petersen
- Risk Management: Bill Walton

CAA: Karen Chitty  
 AMS: Jess Clyde or Sarah Dvorsky  
 ISU: Events Authorization Committee

### City Council Meeting

Date   
 Added to Agenda with CAF  
 Approved Y N

Reminder Date

**CONTACTS**

Sponsor/Applicant Name Sarah Dvorsky/Ames Main Street  
Address 304 Main St.  
City Ames State IA Zip Code 50010  
Daytime Phone (515) 715-1854 Cell Phone (319) 930-2276  
E-mail sarahd@ameschamber.com  
Alternate Contact Name Drew Kamp  
Daytime Phone (515) 817-6311 Cell Phone (402) 415-7207  
E-mail drew@ameschamber.com

**ATTENDANCE**

Anticipated Daily Attendance 300-800

Yes No

Is this event open to the public?

Is your event being held in conjunction with another event (e.g. Farmers' Market, 4th of July, etc.)? If yes, please list:

**ORGANIZATION STATUS/PROCEEDS**

- For-Profit
- Bona Fide Tax Exempt
- Nonprofit

Yes No

Are patron admission, entry, or participant fees required? If yes, please describe and provide amounts:

Are vendor or other fees required? If yes, please provide amounts:

Percentage of net proceeds going towards fundraising %

Percentage of net proceeds going towards for-profit entity %

**SECURITY**

Ames Police Department 24 hour non-emergency phone number: 515-239-5133

Please complete the course at <https://www.crowdmanagers.com/training> for crowd management training.

Yes No

Have you hired a professional security company to develop and manage your event's security plan? If yes, please fill out the following information:

Security Organization  
Address  
City State Zip Phone  
Email



## Item No. 22

**To:** Mayor and Ames City Council Members

**From:** Steven L. Schainker, City Manager

**Date:** February 7, 2020

**Subject:** Growth Scenarios in Ames 2040 Plan

At your January 28, 2020 meeting, the Planning and Housing Director sought your direction regarding the preferred growth scenarios to incorporate into the Ames 2040 Plan. At this meeting two motions were approved by the City Council. The first motion called for the inclusion of the Tier 1 areas in all directions. This motion passed 4-2. The second motion directed staff and the consultants to incorporate the Tier 2 areas in the South and West. This motion passed 6-0.

As a reminder, I have attached the relevant information provided at the December 19<sup>th</sup> workshop regarding the various growth scenarios. As you can see from this material, five options were discussed with the Council; North, East, South, Southwest, and West. The staff left the meeting believing the support for the West scenario meant the total area as depicted on the attached map. **However, when talking to various Council members recently regarding this action, it has become apparent to me that there is a misunderstanding by some regarding the area that was approved in the motion. Some of you believed it included the total West area, while others thought it included only the area depicted on the West map that is north of Highway 30.**

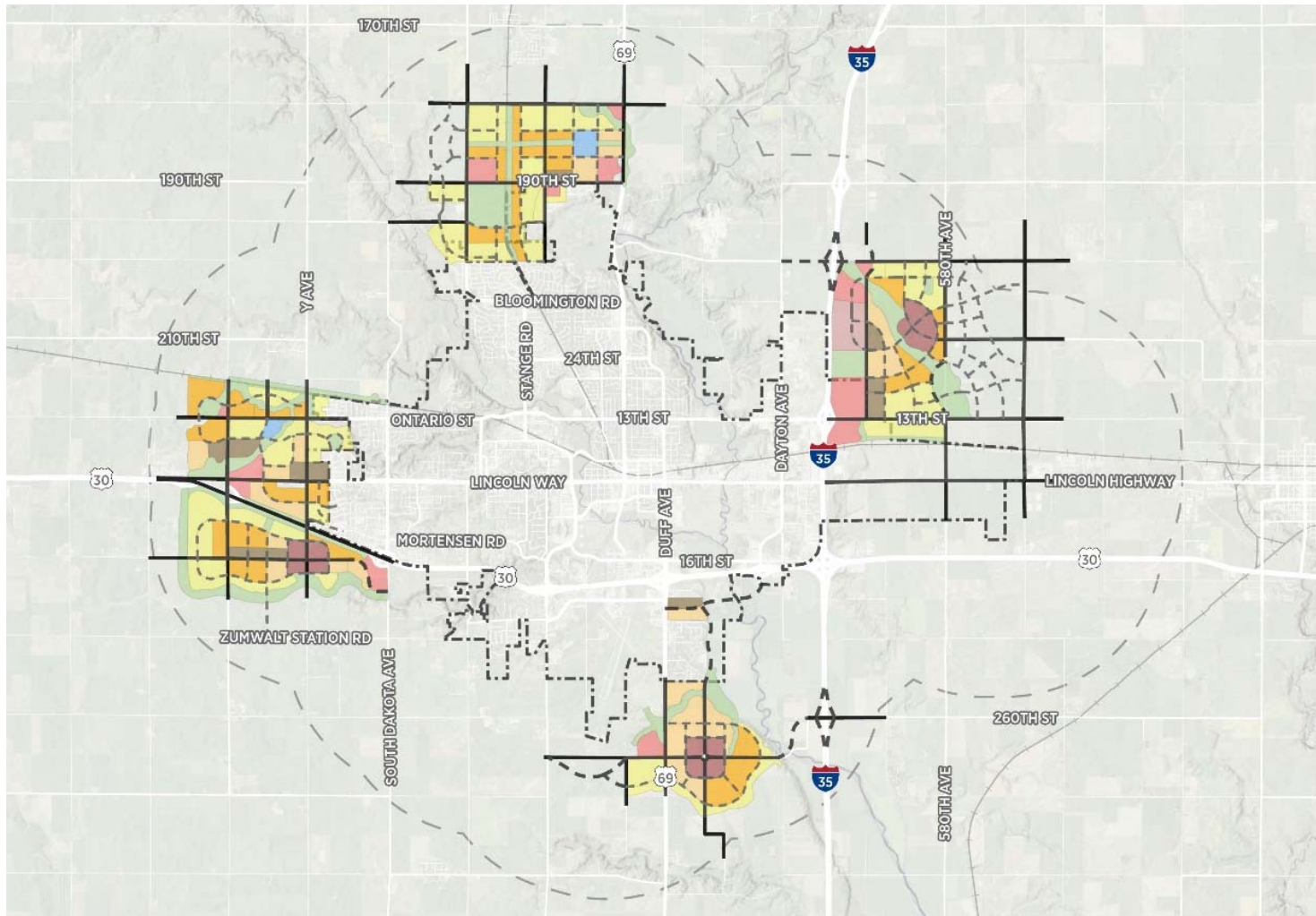
**Because of this misunderstanding, I believe it is imperative that we clarify this issue before a substantial amount of staff and consultant time is spent further developing the preferred growth scenarios only to find out later our work does not coincide with your expectations.**

The table below reflects the breakdown of the estimated infrastructure costs for the total West area, or segments of the area, as projected by the RDG consulting firm.

	<u>Total West Area</u>	<u>West Area South of Highway 30</u>	<u>West Area North of Highway 30</u>
Water	\$4,700,000	\$2,600,000	\$2,100,000
Sanitary Sewer	\$12,500,000	\$9,100,000	\$3,400,000
Storm Sewer*	NA	NA	NA
Transportation	\$49,000,000	\$12,000,000	37,000,000
Public Safety	No Additional Fire Station Needed With Station #2 Relocation	No Additional Fire Station Needed With Station #2 Relocation	No Additional Fire Station Needed With Station #2 Relocation
Total Costs	\$66,200,000	\$23,700,000	\$42,500,000

\*Storm Sewer costs are incorporated in the street expenditures

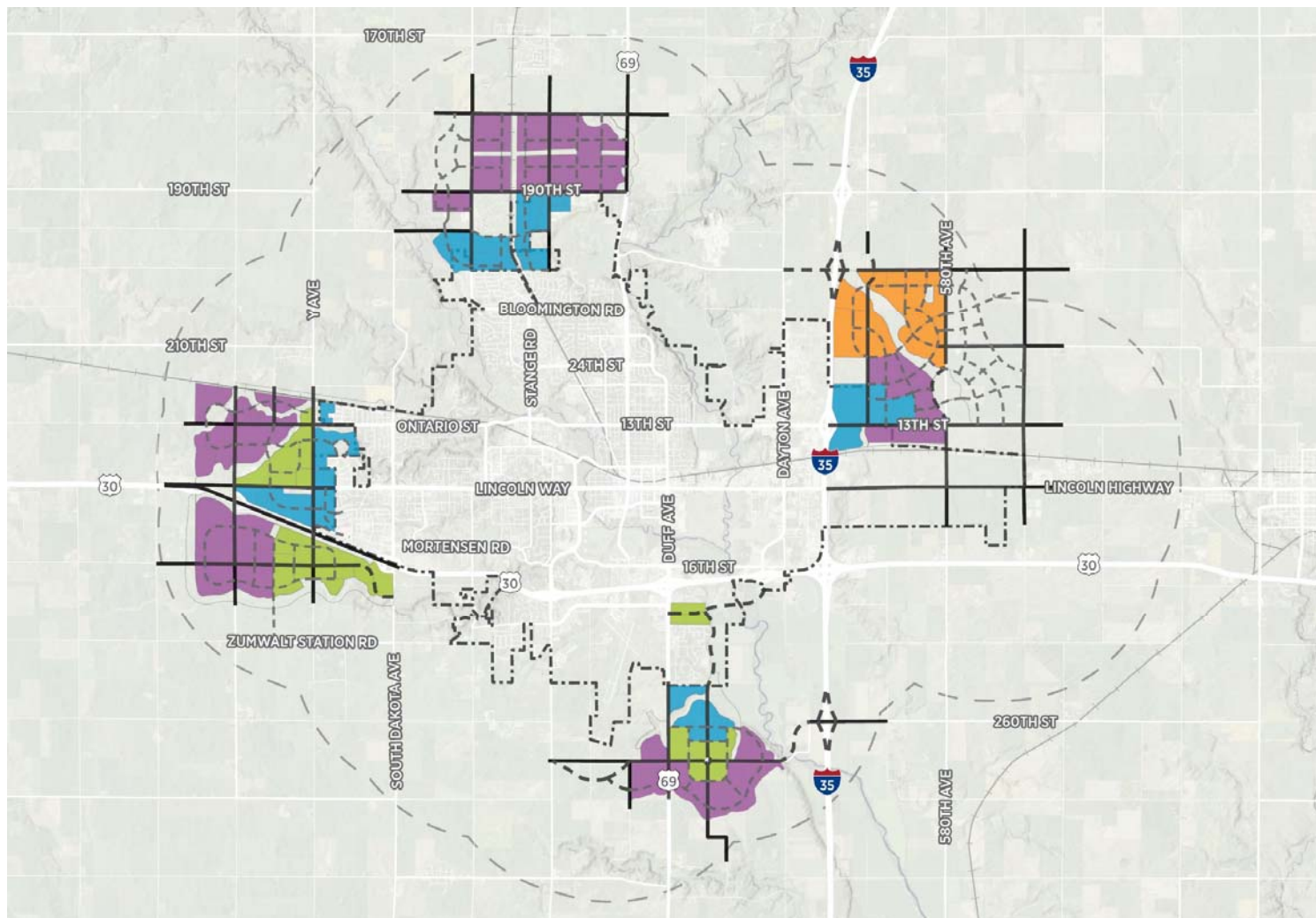
# Scenario Development Concepts



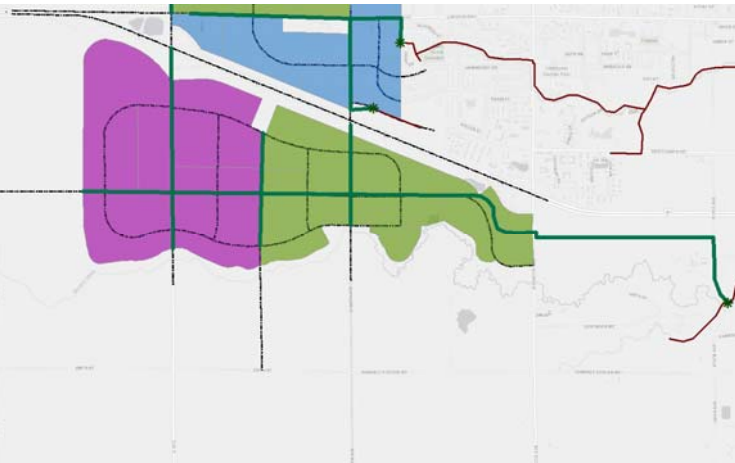
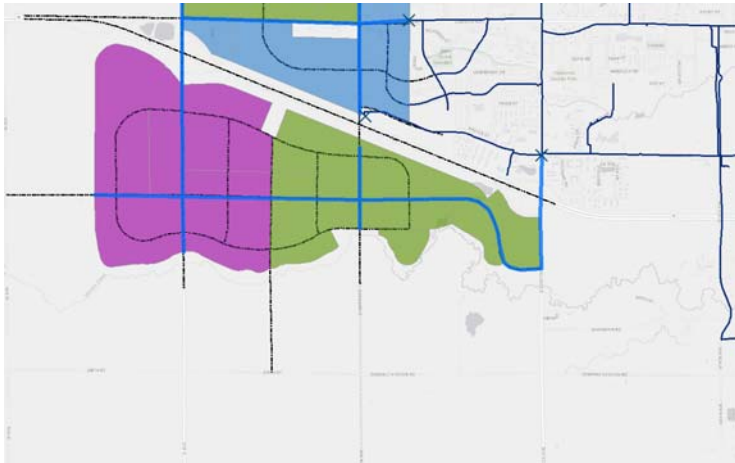


# Development Tiers

- Tier 1
- Tier 2
- Tier 3
- Tier 4

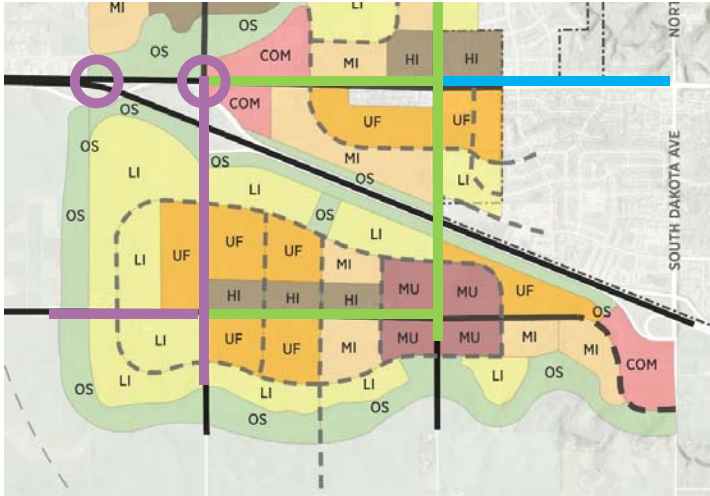




# Southwest Growth Area



	Tier 2 <span style="color: green;">■</span>	Tier 3 <span style="color: purple;">■</span>
Water	Distribution mains throughout Tier 2. (\$2.6M)	Distribution mains throughout Tier 3. (\$1.8M)  Great pressure and service due to proximity to MAC Tank.
Sanitary	Requires 7,400' sewer extension into Tier 2 to connect to existing system along Worle Creek. (\$2.8M)  Collection mains throughout Tier 2. (\$6.3M)	Collection mains throughout Tier 3. (\$4.8M)  Does not create capacity concerns.

# Southwest Growth Area



	Tier 2 	Tier 3 
Storm	<p>Maintain Worle Creek drainage way</p> <p>New storm sewers for street conversions</p>	<p>Maintain Worle Creek drainage way</p> <p>New storm sewers for street conversions</p>
Transportation	<p>3-lane urban conversion of Y Avenue and 240th Street in Tier 2, maintaining existing Highway 30 overpass (\$9M)</p> <p>Turn lanes and improved intersection control at US 30/Lincoln Way/X Ave intersections (\$3M)</p>	<p>3-lane urban conversion of X Avenue and 240<sup>th</sup> Street in Tier 3 (\$15M)</p> <p>Reconstruct US 30 / Lincoln Way and US 30 / X Ave interchanges (\$20M)</p>
Public Safety	No additional station needed with relocation of Station 2	

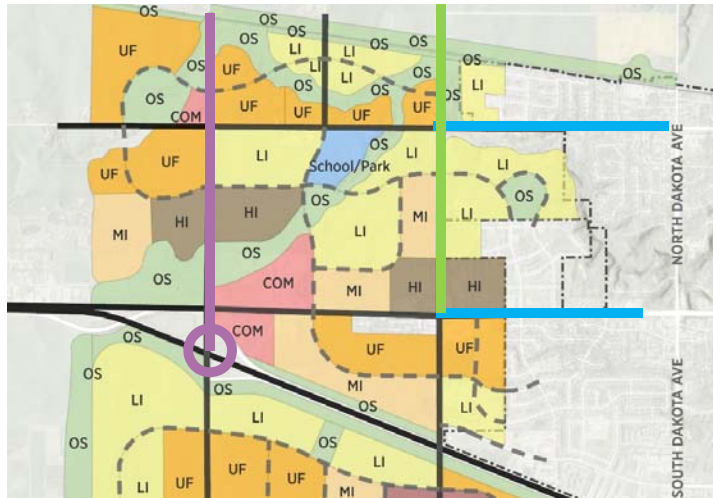





# West Growth Area



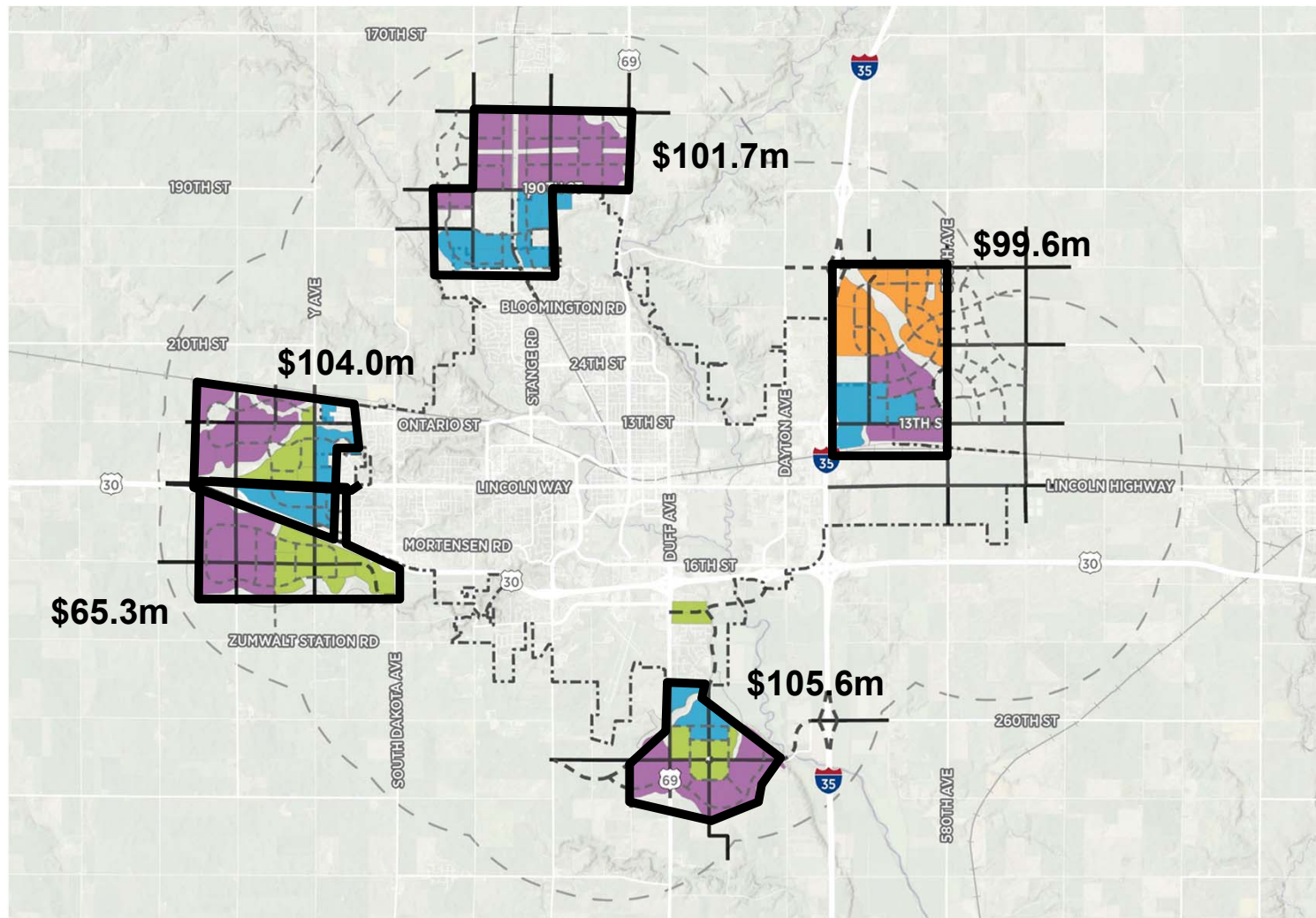
	Tier 1 <span style="color: blue;">■</span>	Tiers 2 and 3 <span style="color: green;">■</span> <span style="color: purple;">■</span>
Water	Distribution mains throughout Tier 1. (\$1.0M)	Distribution mains throughout Tier 2. (\$2.1M)  Distribution mains throughout Tier 3. (\$2.6M)  Great pressure and service due to proximity to MAC Tank.
Sanitary	Collection mains throughout Tier 1. (\$4.5M)  Current project to address <b>existing</b> I/I concerns in downstream of Munn Woods.	Collection mains throughout Tier 2. (\$3.4M)  Collection mains throughout Tier 3. (\$5.4M)  <b>Downstream Capacity Concerns with Tier 3 growth. Could require collection main connection to Southwest growth area and lift station at additional cost not yet included.</b>

# West Growth Area



	Tier 1 	Tier 2 	Tier 3 
Storm	<p>Maintain drainage way and wetlands east of Y Avenue</p> <p>New storm sewer with street extensions</p>	<p>Maintain drainage way between Y Avenue and X Avenue</p> <p>New storm sewer for street widening and extensions</p>	<p>Maintain drainage way north of Ontario Street</p> <p>New storm sewer for street widening and extensions</p>
Transportation	<p>Extend 4-lane divided Lincoln Way west to Tier 1 Growth area (\$8M)</p> <p>Extend 3-lane Ontario west to Tier 1 Growth area (\$6M)</p>	<p>Widen Y Avenue to 3-lanes from Ontario to Tier 2 Growth area south boundary (south of 240th St) (\$12M)</p> <p>Widen 240th Street to 3-lanes through Tier 2 Growth Area (~1.5 miles) (\$9M)</p> <p>Extend 4-lane divided Lincoln Way west to Tier 2 Growth area (\$16M)</p>	<p>Extend 4-lane divided Lincoln Way west to Tier 3 Growth area (\$2M)</p> <p>Widen X Avenue to 4-lanes through Tier 3 Growth Area (\$12M)</p> <p>Reconstruct US 30 / Lincoln Way and US 30 / X Ave interchanges (\$20M)</p>
Public Safety		<p>No additional station needed with relocation of Station 2</p>	

# For Comparison: All 2040 Growth in One Center



## Infrastructure Cost Comparison of Scenarios by Infrastructure

---

	North	East	South	Southwest	West
Water	\$10.8	\$8.5	\$6.8	\$4.4	\$5.7
Sanitary	\$11.9	\$32.1	\$8.8	\$13.9	\$13.3
Transportation	\$73.0	\$59.0	\$90.0	\$47.0	\$85.0
Fire Station	\$6.0				
<b>Total</b>	<b>\$101.7</b>	<b>\$99.6</b>	<b>\$105.6</b>	<b>\$65.3</b>	<b>\$104.0</b>

Note: Costs in millions 2019.

## Infrastructure Cost Comparison by Tier

---

Area	Tier 1	Tier 2	Tier 3	Tier 4	TOTAL
North	\$ 16.1	\$ 4.0	\$ 81.6		\$ 101.7
East	\$ 10.6		\$ 72.0	\$ 17.0	\$ 99.6
South	\$ 20.3	\$ 46.1	\$ 39.2		\$ 105.6
Southwest		\$ 23.7	\$ 41.6		\$ 65.3
West	\$ 19.5	\$ 42.5	\$ 42.0		\$ 104.0
<b>TOTAL</b>	<b>\$ 66.5</b>	<b>\$ 116.3</b>	<b>\$ 276.4</b>	<b>\$ 17.00</b>	<b>\$ 476.2</b>

Note: Costs in millions 2019.

**COUNCIL ACTION FORM**

**SUBJECT:**           **2020 URBAN REVITALIZATION TAX ABATEMENT REQUESTS**

**BACKGROUND:**

The City Council established Urban Revitalization Areas (URAs) which allow for the granting of tax exemption for the increased valuation of a property for projects that meet the criteria of each URA's Urban Revitalization Plan. In most cases, these criteria set certain standards for physical improvements that provide public benefits. When property within one of these URAs is developed, redeveloped, rehabilitated, or remodeled, the property owner is eligible for abatement of property taxes on the incremental increase in property value after the improvements are completed. This abatement can extend for three, five, or ten years, depending on the Urban Revitalization Plan for each URA.

Every year, owners who have made improvements to property within the City's URAs during the previous year may apply for tax exemption on the incremental added value of their properties. The City must determine if the completed improvements meet the criteria in the Urban Revitalization Plan for the URA in which the property is located. **If the City Council finds that the criteria are met, this approval is forwarded to the City Assessor, who then reviews each request and determines the amount of the exemption based on the increase in incremental valuation.**

Property owners for within two different URAs submitted requests for property tax exemptions on the increase in valuations based on the 2020 assessments **for the Crawford School Condominiums at 415 Stanton Avenue and the Alpha Gamma Rho fraternity at 201 Gray Avenue.** A table showing project addresses, Urban Revitalization Areas, project costs and requested tax abatement schedules is included in Attachment 1. Attachments 2 through 5 contain the specific eligibility criteria for the designated Areas, a brief description of the individual projects in those areas, and staff's determination of eligibility.

The property owners have reported construction values totaling \$11,965,510. The applicant estimates are self-reported construction and soft cost values and may not be the same as the added property value. The actual increase in valuation from the improvements will be determined by the City Assessor and that valuation will be the basis of the partial property tax exemptions.

**ALTERNATIVES:**

1. The City Council can approve the two requests for tax exemptions as outlined in Attachment 1 by finding that they meet the criteria of their respective Urban Revitalization Areas and forward the findings to the City Assessor.

2. The City Council can deny either or both of these requests for approval of the tax exemptions if the Council finds the improvements do not comply with the respective Urban Revitalization Area criteria.

**CITY MANAGER'S RECOMMENDED ACTION:**

Staff has examined the applications submitted as of January 31, 2020, and finds that the requests for the completed projects substantially conform to criteria of their respective Urban Revitalization Plans approved by the City Council. The selected abatement schedules are a mix of 3, 5, and 10 years based upon the preference of each property owner.

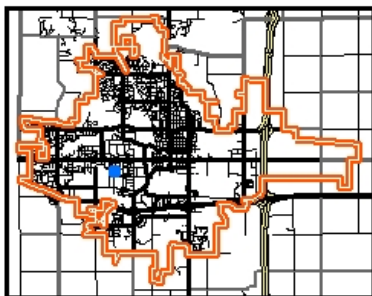
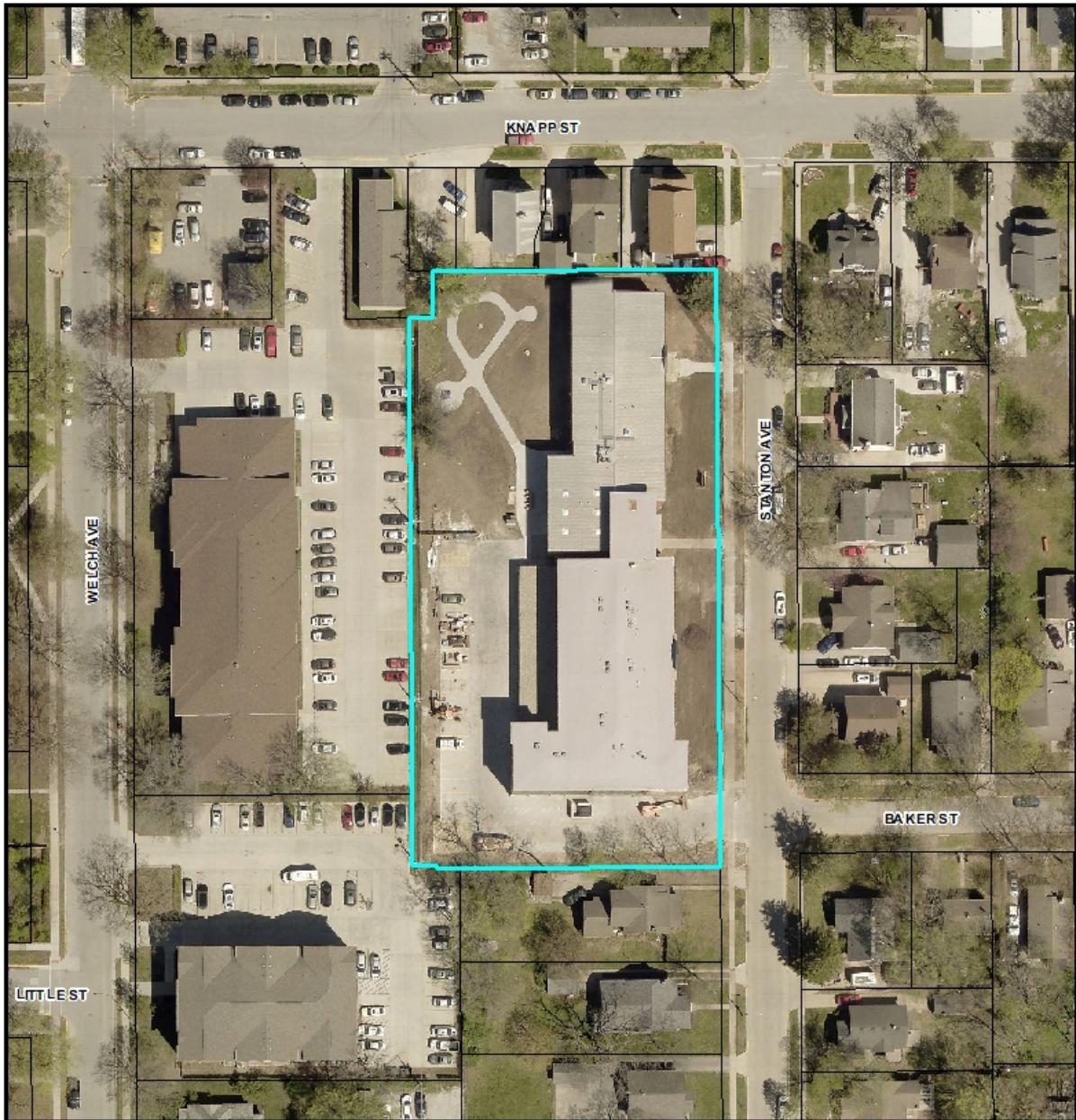
**Therefore, it is the recommendation of the City Manager that the City Council accept Alternative #1**, thereby approving both of the requests for tax exemption as meeting the criteria for their respective Urban Revitalization Areas. This action will allow the qualifying requests for tax exemption to be processed by the City Assessor, who will determine the actual value of the respective tax exemptions.

**ATTACHMENT 1: 2020 URBAN REVITALIZATION APPLICATIONS**

ADDRESS / UNIT #	URA	COSTS	YEARS
415 Stanton Avenue (The Crawford)	103	\$239,000	3
	104	\$219,000	3
	208	\$254,000	3
	210	\$239,000	3
	212	\$279,000	3
	213	\$294,000	3
	215	\$259,000	3
	216	\$259,000	3
	308	\$259,000	3
	310	\$244,000	3
	312	\$284,000	3
	315	\$264,000	3
	101	\$305,000	5
	102	\$179,800	10
	106	\$284,000	10
	201	\$287,200	3
	202	\$230,000	5
	203	\$279,000	3
	204	\$229,000	3
	205	\$330,806	10
	206	\$289,000	5
	207	\$274,000	10
	209	\$294,000	3
	214	\$284,000	5
	309	\$327,000	10
	311	\$238,100	3
313	\$324,000	10	
314	\$289,000	10	
201 Gray Avenue	University Impacted - East	\$4,428,604	10



**ATTACHMENT 2: 415 STANTON AVENUE URA CRITERIA AND APPLICATION SUMMARY**



**Location Map  
415 Stanton Avenue**

0 50 100 200  
Feet



### **ATTACHMENT 3: ADDITIONAL QUALIFYING CRITERIA**

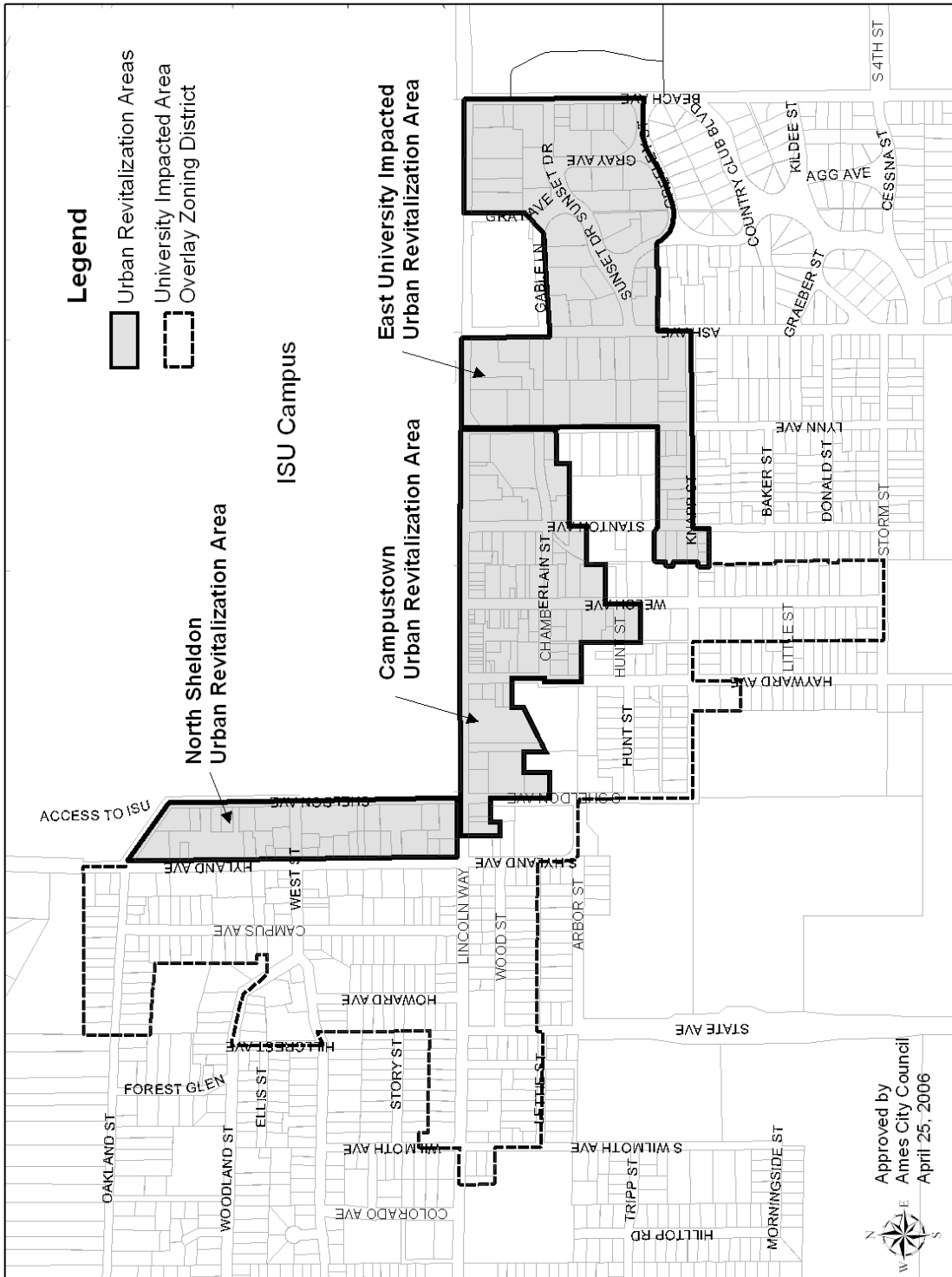
1. The building is no longer occupied as a public school, and has not been converted to another use prior to designation as an Urban Revitalization Area; and,
2. Structured parking (enclosed garage parking) is provided on site with at least one covered stall per unit; and,
3. The character of the existing building on the south and east elevations is maintained and preserved. The proposed addition matches the architectural style of the existing building.
4. The original school structure will remain, and historic materials will be preserved or adaptively reused when possible. This includes a requirement that 100% of the exterior walls of the south and east façade of the existing building remains brick.
5. The site and building substantially conforms to the site and architectural plans approved by the City Council as part of the URA Plan.

#### **415 Stanton Avenue**

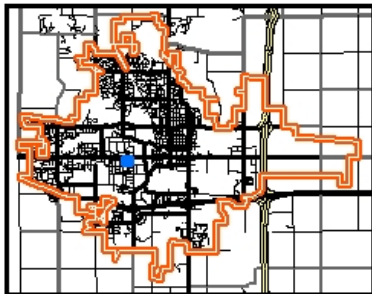
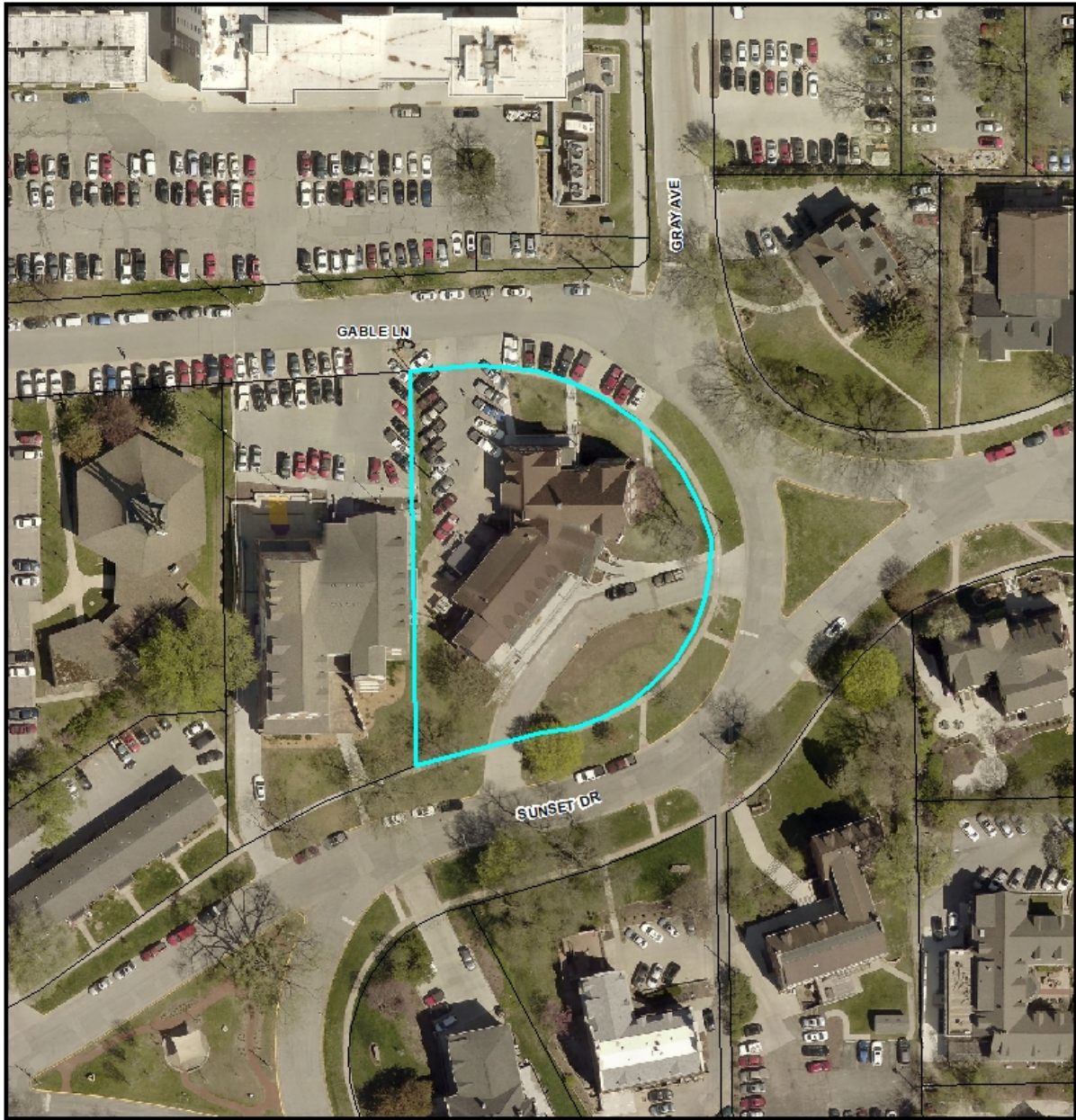
The minor site development plan for this project was approved on April 16, 2018. The building was a former elementary school that later served as Ames Community School District offices. The two-story building was remodeled along with the construction of a three-story addition to create a total of 30 condominium units: 6 one-bedroom units and 24 two-bedroom units (only 28 applications were received for this property). The building and site contain 57 parking spaces.

**ATTACHMENT 4: UNIVERSITY IMPACTED - EAST URA CRITERIA AND APPLICATION SUMMARY**

**University Area  
Urban Revitalization Areas**







## Location Map 201 Gray Avenue

0 50 100 200 Feet



## **ATTACHMENT 5: ADDITIONAL QUALIFYING CRITERIA**

Existing or former residence recognized by Iowa State University as part of the Greek Residence system.

### ***AND***

Seventy percent (70%) of the area of the existing exterior walls of the structure will remain.

NOTE: Sprinkler retrofit projects within this area qualify if all improvements add 5% or more to the actual value of the property.

### **201 Gray Avenue – Alpha Gamma Rho Fraternity**

The Minor Site Development Plan was approved for this project on April 7<sup>th</sup>, 2016. The project added a 5,400-square-foot wing to the existing fraternity building. The addition created new meeting space, living space, and study areas. The property was previously granted an exemption in 2010; the 10-year sliding scale ended in 2019.

RECEIVED

JAN 20 2020

URA-000851

Application Form Last Updated: March 1, 2019

CITY OF AMES IA  
DEPT. OF PLANNING AND HOUSING

**Tax Abatement**  
**Crawford School Urban Revitalization Program**  
*Application Form*

(This form must be filled out completely before your application will be accepted.)

- 1. **Property Address:** 415 Stanton Avenue Unit No. 103
- 2. **Property Identification Number (Geocode):** 09-09-178-510
- 3. **Legal Description:** The Crawford Condominiums: Unit 103

<b>Improvement costs:</b> \$	<u>239,000</u>
<b>Beginning construction date:</b>	<u>April 2018</u>
<b>Completion date:</b>	<u>April 2019</u>
<b>Assessment year for which exemption is being claimed:</b>	<u>2019</u>
<b>Exemption schedule (3, 5, or 10 years):</b>	<u>3 years</u>

- 4. **Property Owner:** The Crawford Ames, LLC
- Mailing Address: 2519 Chamberlain St., Ste 101 Ames, IA 50014  
(Street) (City) (State) (Zip)
- (515) 268-5485 (515) 268-8181 eric@resgi.com  
(Phone) (Fax) (e-mail)

*I (We) certify that I (we) have submitted all the required information to apply for approval of the Crawford School Urban Revitalization Program and that the information*

*is factual.*  
Signed by: The Crawford Ames, LLC Date: 01-14-2020  
Property Owner(s)

Luke Jensen  
Print Name

*(Note: No other signature may be substituted for the Property Owner's Signature.)*

RECEIVED

URA 000 852

JAN 20 2020

Application Form Last Updated: March 1, 2019

CITY OF AMES IA  
DEPT. OF PLANNING AND HOUSING

# Tax Abatement Crawford School Urban Revitalization Program Application Form

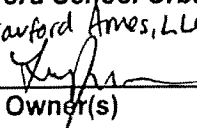
(This form must be filled out completely before your application will be accepted.)

- 1. **Property Address:** 415 Stanton Avenue Unit No. 104
- 2. **Property Identification Number (Geocode):** 09-09-178-515
- 3. **Legal Description:** The Crawford Condominiums: Unit 104

<b>Improvement costs:</b> \$ <u>219,000</u>
<b>Beginning construction date:</b> <u>April 2018</u>
<b>Completion date:</b> <u>April 2019</u>
<b>Assessment year for which exemption is being claimed:</b> <u>2019</u>
<b>Exemption schedule (3, 5, or 10 years):</b> <u>3 years</u>

- 4. **Property Owner:** The Crawford Ames, LLC
- Mailing Address: 2519 Chamberlain St., Ste 101 Ames, IA 50014  
(Street) (City) (State) (Zip)
- (515) 268-5485 (515) 268-8181 eric@resgi.com  
(Phone) (Fax) (e-mail)

*I (We) certify that I (we) have submitted all the required information to apply for approval of the Crawford School Urban Revitalization Program and that the information The Crawford Ames, LLC is factual.*

Signed by:  Date: 01-14-2020  
Property Owner(s)

Luke Jensen  
Print Name

(Note: No other signature may be substituted for the Property Owner's Signature.)

RECEIVED

JAN 20 2020

URA-853

Application Form Last Updated: March 1, 2019

CITY OF AMES IA  
DEPT. OF PLANNING AND HOUSING

**Tax Abatement**  
**Crawford School Urban Revitalization Program**  
*Application Form*

(This form must be filled out completely before your application will be accepted.)

- 1. **Property Address:** 415 Stanton Avenue Unit No. 208
- 2. **Property Identification Number (Geocode):** 09-09-178-560
- 3. **Legal Description:** The Crawford Condominiums: Unit 208

<b>Improvement costs:</b> \$ <u>254,000</u>
<b>Beginning construction date:</b> <u>April 2018</u>
<b>Completion date:</b> <u>April 2019</u>
<b>Assessment year for which exemption is being claimed:</b> <u>2019</u>
<b>Exemption schedule (3, 5, or 10 years):</b> <u>3 years</u>

- 4. **Property Owner:** The Crawford Ames, LLC
- Mailing Address: 2519 Chamberlain St., Ste 101 Ames, IA 50014  
(Street) (City) (State) (Zip)
- (515) 268-5485 (515) 268-8181 eric@resgi.com  
(Phone) (Fax) (e-mail)

*I (We) certify that I (we) have submitted all the required information to apply for approval of the Crawford School Urban Revitalization Program and that the information The Crawford Ames, LLC is factual.*

Signed by:  Date: 01-14-2020  
Property Owner(s)

Luke Jensen  
Print Name

*(Note: No other signature may be substituted for the Property Owner's Signature.)*



RECEIVED

URA-000854

JAN 20 2020

Application Form Last Updated: March 1, 2019

CITY OF AMES IA  
DEPT. OF PLANNING AND HOUSING

# Tax Abatement

## Crawford School Urban Revitalization Program

### Application Form

(This form must be filled out completely before your application will be accepted.)

- 1. **Property Address:** 415 Stanton Avenue Unit No. 210
- 2. **Property Identification Number (Geocode):** 09-09-178-570
- 3. **Legal Description:** The Crawford Condominiums: Unit 210

<b>Improvement costs:</b> \$ <u>239,000</u>
<b>Beginning construction date:</b> <u>April 2018</u>
<b>Completion date:</b> <u>April 2019</u>
<b>Assessment year for which exemption is being claimed:</b> <u>2019</u>
<b>Exemption schedule (3, 5, or 10 years):</b> <u>3 years</u>

- 4. **Property Owner:** The Crawford Ames, LLC
- |  |                       |                         |                      |  |
|--|-----------------------|-------------------------|----------------------|--|
| <b>Mailing Address:</b> <u>2519 Chamberlain St., Ste 101</u> | <u>Ames, IA 50014</u> |                         |                      |  |
| <small>(Street)</small>                                      | <small>(City)</small> | <small>(State)</small>  | <small>(Zip)</small> |  |
| <u>(515) 268-5485</u>  | <u>(515) 268-8181</u> | <u>eric@resgi.com</u>   |                      |  |
| <small>(Phone)</small>                                       | <small>(Fax)</small>  | <small>(e-mail)</small> |                      |  |

I (We) certify that I (we) have submitted all the required information to apply for approval of the Crawford School Urban Revitalization Program and that the information The Crawford Ames, LLC is factual.

Signed by:  Date: 01-14-2020  
Property Owner(s)

Luke Jensen  
Print Name

(Note: No other signature may be substituted for the Property Owner's Signature.)

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URA-000855

JAN 20 2020

Application Form Last Updated: March 1, 2019

CITY OF AMES IA  
DEPT. OF PLANNING AND HOUSING

**Tax Abatement**  
**Crawford School Urban Revitalization Program**  
*Application Form*

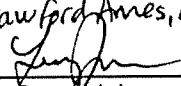
(This form must be filled out completely before your application will be accepted.)

- 1. **Property Address:** 415 Stanton Avenue Unit No. 212
- 2. **Property Identification Number (Geocode):** 09-09-178-580
- 3. **Legal Description:** The Crawford Condominiums: Unit 212

<b>Improvement costs:</b> \$ <u>279,000</u>
<b>Beginning construction date:</b> <u>April 2018</u>
<b>Completion date:</b> <u>April 2019</u>
<b>Assessment year for which exemption is being claimed:</b> <u>2019</u>
<b>Exemption schedule (3, 5, or 10 years):</b> <u>3 years</u>

- 4. **Property Owner:** The Crawford Ames, LLC
- Mailing Address: 2519 Chamberlain St., Ste 101 Ames, IA 50014  
(Street) (City) (State) (Zip)
- (515) 268-5485 (515) 268-8181 eric@resgi.com  
(Phone) (Fax) (e-mail)

*I (We) certify that I (we) have submitted all the required information to apply for approval of the Crawford School Urban Revitalization Program and that the information*  
*The Crawford Ames, LLC is factual.*

Signed by:  Date: 01-14-2020  
Property Owner(s)

Luke Jensen  
Print Name

(Note: No other signature may be substituted for the Property Owner's Signature.)

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URA-000856

JAN 20 2020

Application Form Last Updated: March 1, 2019

CITY OF AMES IA  
DEPT. OF PLANNING AND HOUSING

**Tax Abatement**  
**Crawford School Urban Revitalization Program**  
*Application Form*

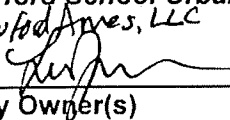
(This form must be filled out completely before your application will be accepted.)

- 1. **Property Address:** 415 Stanton Avenue Unit No. 213
- 2. **Property Identification Number (Geocode):** 09-09-178-585
- 3. **Legal Description:** The Crawford Condominiums: Unit 213

<b>Improvement costs:</b> \$ <u>294,000</u>
<b>Beginning construction date:</b> <u>April 2018</u>
<b>Completion date:</b> <u>April 2019</u>
<b>Assessment year for which exemption is being claimed:</b> <u>2019</u>
<b>Exemption schedule (3, 5, or 10 years):</b> <u>3 years</u>

- 4. **Property Owner:** The Crawford Ames, LLC
- Mailing Address: 2519 Chamberlain St., Ste 101 Ames, IA 50014  
(Street) (City) (State) (Zip)
- (515) 268-5485 (515) 268-8181 eric@resgi.com  
(Phone) (Fax) (e-mail)

*I (We) certify that I (we) have submitted all the required information to apply for approval of the Crawford School Urban Revitalization Program and that the information is factual.*

Signed by: *The Crawford Ames, LLC*  Date: 01-14-2020  
Property Owner(s)

Luke Jensen  
Print Name

**(Note: No other signature may be substituted for the Property Owner's Signature.)**

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URA-000857

JAN 20 2020

Application Form Last Updated: March 1, 2019

CITY OF AMES IA  
DEPT. OF PLANNING AND HOUSING

**Tax Abatement**  
**Crawford School Urban Revitalization Program**  
*Application Form*

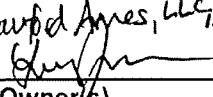
(This form must be filled out completely before your application will be accepted.)

- 1. **Property Address:** 415 Stanton Avenue Unit No. 215
- 2. **Property Identification Number (Geocode):** 09-09-178-595
- 3. **Legal Description:** The Crawford Condominiums: Unit 215

<b>Improvement costs:</b> \$ <u>259,000</u>
<b>Beginning construction date:</b> <u>April 2018</u>
<b>Completion date:</b> <u>April 2019</u>
<b>Assessment year for which exemption is being claimed:</b> <u>2019</u>
<b>Exemption schedule (3, 5, or 10 years):</b> <u>3 years</u>

- 4. **Property Owner:** The Crawford Ames, LLC
- Mailing Address: 2519 Chamberlain St., Ste 101 Ames, IA 50014  
(Street) (City) (State) (Zip)
- (515) 268-5485 (515) 268-8181 eric@resgi.com  
(Phone) (Fax) (e-mail)

*I (We) certify that I (we) have submitted all the required information to apply for approval of the Crawford School Urban Revitalization Program and that the information is factual.*

Signed by:  Date: 01-14-2020  
Property Owner(s)

Luke Jensen  
Print Name

*(Note: No other signature may be substituted for the Property Owner's Signature.)*

RECEIVED

URA-000858

Application Form Last Updated: March 1, 2019

JAN 20 2020

CITY OF AMES IA  
DEPT. OF PLANNING AND HOUSING

# Tax Abatement Crawford School Urban Revitalization Program Application Form

(This form must be filled out completely before your application will be accepted.)

- 1. **Property Address:** 415 Stanton Avenue Unit No. 216
- 2. **Property Identification Number (Geocode):** 09-09-178-600
- 3. **Legal Description:** The Crawford Condominiums: Unit 216

<b>Improvement costs:</b> \$ <u>259,000</u>
<b>Beginning construction date:</b> <u>April 2018</u>
<b>Completion date:</b> <u>April 2019</u>
<b>Assessment year for which exemption is being claimed:</b> <u>2019</u>
<b>Exemption schedule (3, 5, or 10 years):</b> <u>3 years</u>

- 4. **Property Owner:** The Crawford Ames, LLC
- Mailing Address: 2519 Chamberlain St., Ste 101 Ames, IA 50014  
(Street) (City) (State) (Zip)
- (515) 268-5485 (515) 268-8181 eric@resgi.com  
(Phone) (Fax) (e-mail)

*I (We) certify that I (we) have submitted all the required information to apply for approval of the Crawford School Urban Revitalization Program and that the information The Crawford Ames, LLC is factual.*

Signed by:  Date: 01-14-2020  
Property Owner(s)

Luke Jensen  
Print Name

(Note: No other signature may be substituted for the Property Owner's Signature.)

RECEIVED

URA-000859

JAN 20 2020

Application Form Last Updated: March 1, 2019

CITY OF AMES IA  
DEPT. OF PLANNING AND HOUSING

# Tax Abatement Crawford School Urban Revitalization Program Application Form

(This form must be filled out completely before your application will be accepted.)

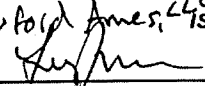
- 1. **Property Address:** 415 Stanton Avenue Unit No. 308
- 2. **Property Identification Number (Geocode):** 09-09-178-605
- 3. **Legal Description:** The Crawford Condominiums: Unit 308

<b>Improvement costs:</b> \$ <u>259,000</u>
<b>Beginning construction date:</b> <u>April 2018</u>
<b>Completion date:</b> <u>April 2019</u>
<b>Assessment year for which exemption is being claimed:</b> <u>2019</u>
<b>Exemption schedule (3, 5, or 10 years):</b> <u>3 years</u>

- 4. **Property Owner:** The Crawford Ames, LLC
- Mailing Address: 2519 Chamberlain St., Ste 101 Ames, IA 50014  
(Street) (City) (State) (Zip)
- (515) 268-5485 (515) 268-8181 eric@resgi.com  
(Phone) (Fax) (e-mail)

*I (We) certify that I (we) have submitted all the required information to apply for approval of the Crawford School Urban Revitalization Program and that the information*

*The Crawford Ames, LLC is factual.*

Signed by:  Date: 01-14-2020  
Property Owner(\$)

Luke Jensen  
Print Name

(Note: No other signature may be substituted for the Property Owner's Signature.)

RECEIVED

URA-000860

Application Form Last Updated: March 1, 2019

JAN 20 2020

CITY OF AMES IA  
DEPT. OF PLANNING AND HOUSING

**Tax Abatement**  
**Crawford School Urban Revitalization Program**  
*Application Form*

(This form must be filled out completely before your application will be accepted.)

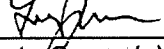
- 1. **Property Address:** 415 Stanton Avenue Unit No. 310
- 2. **Property Identification Number (Geocode):** 09-09-178-615
- 3. **Legal Description:** The Crawford Condominiums: Unit 310

<b>Improvement costs:</b> \$ <u>244,000</u>
<b>Beginning construction date:</b> <u>April 2018</u>
<b>Completion date:</b> <u>April 2019</u>
<b>Assessment year for which exemption is being claimed:</b> <u>2019</u>
<b>Exemption schedule (3, 5, or 10 years):</b> <u>3 years</u>

- 4. **Property Owner:** The Crawford Ames, LLC
- Mailing Address: 2519 Chamberlain St., Ste 101 Ames, IA 50014  
(Street) (City) (State) (Zip)
- (515) 268-5485 (515) 268-8181 eric@resgi.com  
(Phone) (Fax) (e-mail)

**I (We) certify that I (we) have submitted all the required information to apply for approval of the Crawford School Urban Revitalization Program and that the information**

*The Crawford Ames, LLC is factual.*

Signed by:  Date: 01-14-2020  
Property Owner(s)

Luke Jensen  
Print Name

**(Note: No other signature may be substituted for the Property Owner's Signature.)**

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JAN 20 2020

CITY OF AMES IA  
DEPT. OF PLANNING AND HOUSING

URA-000861

Application Form Last Updated: March 1, 2019

# Tax Abatement Crawford School Urban Revitalization Program Application Form

(This form must be filled out completely before your application will be accepted.)

1. **Property Address:** 415 Stanton Avenue Unit No. 312
2. **Property Identification Number (Geocode):** 09-09-178-625
3. **Legal Description:** The Crawford Condominiums: Unit 312

<b>Improvement costs:</b> \$	<u>284,000</u>
<b>Beginning construction date:</b>	<u>April 2018</u>
<b>Completion date:</b>	<u>April 2019</u>
<b>Assessment year for which exemption is being claimed:</b>	<u>2019</u>
<b>Exemption schedule (3, 5, or 10 years):</b>	<u>3 years</u>

4. **Property Owner:** The Crawford Ames, LLC  
Mailing Address: 2519 Chamberlain St., Ste 101 Ames, IA 50014  
(Street) (City) (State) (Zip)  
(515) 268-5485 (515) 268-8181 eric@resgi.com  
(Phone) (Fax) (e-mail)

I (We) certify that I (we) have submitted all the required information to apply for approval of the Crawford School Urban Revitalization Program and that the information

*The Crawford Ames, LLC's factual.*

Signed by:  Date: 01-14-2020  
Property Owner(s)

Luke Jensen  
Print Name

(Note: No other signature may be substituted for the Property Owner's Signature.)



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URA-000862

JAN 20 2020

Application Form Last Updated: March 1, 2019

CITY OF AMES IA  
DEPT. OF PLANNING AND HOUSING

**Tax Abatement**  
**Crawford School Urban Revitalization Program**  
*Application Form*

(This form must be filled out completely before your application will be accepted.)

- 1. **Property Address:** 415 Stanton Avenue Unit No. 315
- 2. **Property Identification Number (Geocode):** 09-09-178-640
- 3. **Legal Description:** The Crawford Condominiums: Unit 315

<b>Improvement costs:</b> \$ <u>264,000</u>
<b>Beginning construction date:</b> <u>April 2018</u>
<b>Completion date:</b> <u>April 2019</u>
<b>Assessment year for which exemption is being claimed:</b> <u>2019</u>
<b>Exemption schedule (3, 5, or 10 years):</b> <u>3 years</u>

- 4. **Property Owner:** The Crawford Ames, LLC
- Mailing Address: 2519 Chamberlain St., Ste 101 Ames, IA 50014  
(Street) (City) (State) (Zip)
- (515) 268-5485 (515) 268-8181 eric@resgi.com  
(Phone) (Fax) (e-mail)

*I (We) certify that I (we) have submitted all the required information to apply for approval of the Crawford School Urban Revitalization Program and that the information*  
*The Crawford Ames, LLC is factual.*

Signed by:  Date: 01-14-2020  
Property Owner(s)

Luke Jensen  
Print Name

(Note: No other signature may be substituted for the Property Owner's Signature.)

RECEIVED

Application Form Last Updated: March 1, 2019

JUN 11 2019

URA-000690

CITY OF AMES, IOWA  
DEPT. OF PLANNING & HOUSING

# Tax Abatement Crawford School Urban Revitalization Program Application Form

(This form must be filled out completely before your application will be accepted.)

- 1. **Property Address:** 415 Stanton Avenue Unit No. 101
- 2. **Property Identification Number (Geocode):** 09-09-178-500
- 3. **Legal Description:** The Crawford Condominiums: Unit 101

<b>Improvement costs:</b> \$ <u>305,000</u>
<b>Beginning construction date:</b> <u>April 2018</u>
<b>Completion date:</b> <u>April 2019</u>
<b>Assessment year for which exemption is being claimed:</b> <u>2019</u>
<b>Exemption schedule (3, 5, or 10 years):</b> <u>5 years</u>

- 4. **Property Owner:** Jon A. and Janeen M. Christy
- Mailing Address:** 415 Stanton Ave. #101 Ames, IA 50014  
(Street) (City) (State) (Zip)
- 515-446-0405 janeen.christy70@gmail.com  
(Phone) (Fax) (e-mail)

I (We) certify that I (we) have submitted all the required information to apply for approval of the Crawford School Urban Revitalization Program and that the information is factual.

Signed by: Janeen M. Christy Date: 6-11-2019  
 Property Owner(s)

Janeen M. Christy  
 Print Name

(Note: No other signature may be substituted for the Property Owner's Signature.)

RECEIVED

Application Form Last Updated: March 1, 2019

AUG 30 2019

CITY OF AMES, IOWA  
DEPT. OF PLANNING & HOUSING

**Tax Abatement**  
**Crawford School Urban Revitalization Program**  
*Application Form*

(This form must be filled out completely before your application will be accepted.)

- 1. **Property Address:** 415 Stanton Avenue Unit No.
- 2. **Property Identification Number (Geocode):** 09-09-178-505
- 3. **Legal Description:** The Crawford Condominiums: Unit 102

<b>Improvement costs:</b> \$ <u>179,800.00</u>
<b>Beginning construction date:</b> <u>April 2018</u>
<b>Completion date:</b> <u>March 30, 2019</u>
<b>Assessment year for which exemption is being claimed:</b> <u>2020</u>
<b>Exemption schedule (3, 5, or 10 years):</b> <u>10 years</u>

- 4. **Property Owner:** William and Paula Watkins (Purchased 8-17-2019)
- Mailing Address: PO Box 473, Williamsburg Iowa 52361  
(Street) (City) (State) (Zip)
- 319-654-5506 Paula Watkins 2015@outlook.com  
(Phone) (Fax) (e-mail)

**I (We) certify that I (we) have submitted all the required information to apply for approval of the Crawford School Urban Revitalization Program and that the information is factual.**

Signed by: Paula Watkins William Watkins Date: 8-30-2019  
 Property Owner(s)

Paula Watkins William Watkins  
 Print Name

**(Note: No other signature may be substituted for the Property Owner's Signature.)**

RECEIVED

OCT 14 2019

Application Form Last Updated: March 1, 2019

URA-000772

CITY OF AMES, IOWA  
DEPT. OF PLANNING & HOUSING

**Tax Abatement**  
**Crawford School Urban Revitalization Program**  
*Application Form*

(This form must be filled out completely before your application will be accepted.)

- 1. **Property Address:** 415 Stanton Avenue Unit No. 106
- 2. **Property Identification Number (Geocode):** 09-09-178-520
- 3. **Legal Description:** The Crawford Condominiums: Unit 106

<b>Improvement costs:</b> \$ <u>284,000.00</u>
<b>Beginning construction date:</b> <u>April 2018</u>
<b>Completion date:</b> <u>June 24, 2019</u>
<b>Assessment year for which exemption is being claimed:</b> <u>2020</u>
<b>Exemption schedule (3, 5, or 10 years):</b> <u>10 Years</u>

- 4. **Property Owner:** James David Bray and Denise C. Bray

Mailing Address: 415 Stanton Avenue, #106, Ames, Iowa 50014  
(Street) (City) (State) (Zip)

281 (352)-5364 dndbray@yahoo.com  
(Phone) (Fax) (e-mail)

**I (We) certify that I (we) have submitted all the required information to apply for approval of the Crawford School Urban Revitalization Program and that the information is factual.**

Signed by: Denise C. Bray James D. Bray Date: Sept. 28, 2019  
Property Owner(s)

James David Bray and Denise C. Bray  
Print Name

**(Note: No other signature may be substituted for the Property Owner's Signature.)**

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JUN 06 2019

Application Form Last Updated: March 1, 2019

CITY OF AMES, IOWA  
DEPT. OF PLANNING & HOUSING

URA-000673

**Tax Abatement**

**Crawford School Urban Revitalization Program**  
*Application Form*

(This form must be filled out completely before your application will be accepted.)

1. **Property Address:** 415 Stanton Avenue Unit No. 201

2. **Property Identification Number (Geocode):** 09-09-178-525

3. **Legal Description:** The Crawford Condominiums: Unit

<b>Improvement costs:</b> \$ <u>N/A</u> <u>\$287,200</u>
<b>Beginning construction date:</b> <u>April 2018</u>
<b>Completion date:</b> <u>April, 2019</u>
<b>Assessment year for which exemption is being claimed:</b> <u>July, 2019</u>
<b>Exemption schedule (3, 5, or 10 years):</b> <u>Exemption Schedule 3 years</u>

4. **Property Owner:** John R. Braden, Jr.

Mailing Address: 415 Stanton Ave. Unit 201, Ames IA 50014  
(Street) (City) (State) (Zip)

515.520.0625 (Phone) Karen braden3@gmail.com (e-mail)  
(Fax)

**I (We) certify that I (we) have submitted all the required information to apply for approval of the Crawford School Urban Revitalization Program and that the information is factual.**

Signed by: John R. Braden, Jr. Date: 6.6.2019  
Property Owner(s)

John R. Braden, Jr.  
Print Name

**(Note: No other signature may be substituted for the Property Owner's Signature.)**

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Application Form Last Updated: March 1, 2019

JAN 14 2020

URA-000844

Tax Abatement

CITY OF AMES IA  
DEPT. OF PLANNING AND HOUSING

Crawford School Urban Revitalization Program  
Application Form

(This form must be filled out completely before your application will be accepted.)

1. Property Address: 415 Stanton Avenue Unit No. 202

2. Property Identification Number (Geocode): X

3. Legal Description: The Crawford Condominiums: Unit 202

Improvement costs: \$	230,000
Beginning construction date:	April 2018
Completion date:	Aug 19 2019
Assessment year for which exemption is being claimed:	2019
Exemption schedule (3, 5, or 10 years):	Five Years

4. Property Owner: Robert L. Anders / Deborah T. Anders-Bond

Mailing Address: 415 Stanford Av. Ames Ia 50014  
(Street) (City) (State) (Zip)

515-230-7052 andersbond1977@gmail.com  
(Phone) (Fax) (e-mail)

I (We) certify that I (we) have submitted all the required information to apply for approval of the Crawford School Urban Revitalization Program and that the information is factual.

Signed by: Robert L. Anders Date: Dec 13, 2020  
Property Owner(s)

Robert Anders Deborah Anders-Bond  
Print Name

(Note: No other signature may be substituted for the Property Owner's Signature.)

RECEIVED

Application Form Last Updated: March 1, 2019

DEC 31 2019

URA-000836

CITY OF AMES, IOWA  
DEPT. OF PLANNING & HOUSING

**Tax Abatement**

**Crawford School Urban Revitalization Program**  
*Application Form*

(This form must be filled out completely before your application will be accepted.)

- 1. **Property Address:** 415 Stanton Avenue Unit No. 203
- 2. **Property Identification Number (Geocode):** 0909178535
- 3. **Legal Description:** The Crawford Condominiums: Unit 203

<b>Improvement costs:</b> \$ <u>279,000</u>
<b>Beginning construction date:</b> <u>April 2018</u>
<b>Completion date:</b> <u>March 2019</u>
<b>Assessment year for which exemption is being claimed:</b> <u>2019</u>
<b>Exemption schedule (3, 5, or 10 years):</b> <u>3</u>

- 4. **Property Owner:** LON J. WILSON
- Mailing Address: 7725 Windward Passage Houston, TX. 77072  
(Street) (City) (State) (Zip)
- 832-428-4513 None ljw090444@gmail.com  
(Phone) (Fax) (e-mail)

**I (We) certify that I (we) have submitted all the required information to apply for approval of the Crawford School Urban Revitalization Program and that the information is factual.**

Signed by: [Signature] Date: 12/29/2019  
Property Owner(s)

LON J. WILSON  
Print Name

(Note: No other signature may be substituted for the Property Owner's Signature.)

RECEIVED

Application Form Last Updated: March 1, 2019

SEP 19 2019

URA-000753

CITY OF AMES, IOWA  
DEPT. OF PLANNING & HOUSING

**Tax Abatement**  
**Crawford School Urban Revitalization Program**  
*Application Form*

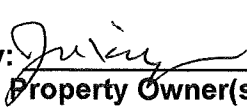
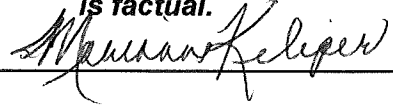
(This form must be filled out completely before your application will be accepted.)

- 1. **Property Address:** 415 Stanton Avenue Unit No. 204
- 2. **Property Identification Number (Geocode):** 09-09-178-540
- 3. **Legal Description:** The Crawford Condominiums: Unit 204

<b>Improvement costs: \$</b> <u>229,000</u>
<b>Beginning construction date:</b> <u>April 2018</u>
<b>Completion date:</b> <u>Sept 2019</u>
<b>Assessment year for which exemption is being claimed:</b> <u><del>2020</del> 2019</u>
<b>Exemption schedule (3, 5, or 10 years):</b> <u>3</u>

- 4. **Property Owner:** Jerome Radtke & Marianne Kiliper
- Mailing Address: 1010 Lake Street Milford Iowa 51351  
(Street) (City) (State) (Zip)
- 515-451-2393 — Rkiliper@gmail.com  
(Phone) (Fax) (e-mail)

**I (We) certify that I (we) have submitted all the required information to apply for approval of the Crawford School Urban Revitalization Program and that the information is factual.**

Signed by:   Date: 9-17-19  
Property Owner(s)

JR Kiliper Marianne Kiliper  
Print Name

**(Note: No other signature may be substituted for the Property Owner's Signature.)**



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MAY 02 2019

URA-000646

Application Form Last Updated: March 1, 2019

CITY OF AMES, IOWA  
DEPT. OF PLANNING & HOUSING

# Tax Abatement Crawford School Urban Revitalization Program Application Form

(This form must be filled out completely before your application will be accepted.)

1. **Property Address:** 415 Stanton Avenue Unit No. 205
2. **Property Identification Number (Geocode):** 0909178545
3. **Legal Description:** The Crawford Condominiums: Unit 205

<b>Improvement costs:</b> \$ <u>330,806</u>
<b>Beginning construction date:</b> <u>April 2018</u>
<b>Completion date:</b> <u>APR 16, 2019</u>
<b>Assessment year for which exemption is being claimed:</b> <u>2019+</u>
<b>Exemption schedule (3, 5, or 10 years):</b> <u>10 years</u>

4. **Property Owner:** STEPHEN R & CONSTANCE J RINGLEE

Mailing Address: 415 STANTON AVE #205 AMES IA 50014-7573  
(Street) (City) (State) (Zip)

515-441-0450 SRINGLEEBILLS@gmail.com  
(Phone) (Fax) (e-mail)

I (We) certify that I (we) have submitted all the required information to apply for approval of the Crawford School Urban Revitalization Program and that the information is factual.

Signed by: [Signature] Date: 18 APR 2019  
Property Owner(s)

STEPHEN R. RINGLEE & CONSTANCE J. RINGLEE  
Print Name

(Note: No other signature may be substituted for the Property Owner's Signature.)

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JAN 24 2020

Application Form Last Updated: March 1, 2019

URA-000867

CITY OF AMES IA  
DEPT. OF PLANNING AND HOUSING

Tax Abatement

Crawford School Urban Revitalization Program

Application Form

(This form must be filled out completely before your application will be accepted.)

1. Property Address: 415 Stanton Avenue Unit No. 206

2. Property Identification Number (Geocode): 09-09-178-550

3. Legal Description: The Crawford Condominiums: Unit

Improvement costs: \$ 289,000.00

Beginning construction date: April 2018

Completion date: May 31, 2019

Assessment year for which exemption is being claimed: 2019

Exemption schedule (3, 5, or 10 years): 5 years

4. Property Owner: Sondra Eddings

Mailing Address: 415 Stanton #206 Ames IA 50014  
(Street) (City) (State) (Zip)

515 250 9895 (Phone) 5geddings36@gmail.com (e-mail)

I (We) certify that I (we) have submitted all the required information to apply for approval of the Crawford School Urban Revitalization Program and that the information is factual.

Signed by: Sondra G. Eddings Date: Jan. 24, 2020  
Property Owner(s)

Sondra G. Eddings  
Print Name

(Note: No other signature may be substituted for the Property Owner's Signature.)

RECEIVED

Application Form Last Updated: March 1, 2019

JAN 16 2020

URA-000848

CITY OF AMES IA  
DEPT. OF PLANNING AND HOUSING

# Tax Abatement Crawford School Urban Revitalization Program Application Form

(This form must be filled out completely before your application will be accepted.)

- 1. **Property Address:** 415 Stanton Avenue Unit No. 207
- 2. **Property Identification Number (Geocode):** 0909178555
- 3. **Legal Description:** The Crawford Condominiums: Unit 207

<b>Improvement costs:</b> \$ <u>274,000.00</u>
<b>Beginning construction date:</b> <u>April 2018</u>
<b>Completion date:</b> <u>July 1, 2019</u>
<b>Assessment year for which exemption is being claimed:</b> <del>2020</del> <u>2019</u>
<b>Exemption schedule (3, 5, or 10 years):</b> <u>10 years</u>

- 4. **Property Owner:** Ronald L. McFarland Mary K. McFarland
- Mailing Address: 415 Stanton Ave #207 Ames Iowa 50014  
(Street) (City) (State) (Zip)
- 515-598-2338 mcdogdady@aol.com  
(Phone) (Fax) (e-mail)

I (We) certify that I (we) have submitted all the required information to apply for approval of the Crawford School Urban Revitalization Program and that the information is factual.

Signed by: Ronald L. McFarland Mary K. McFarland Date: 1-14-2020  
 Property Owner(s)

Ronald L. McFarland Mary K. McFarland  
 Print Name

(Note: No other signature may be substituted for the Property Owner's Signature.)



RECEIVED

NOV 25 2019

Application Form Last Updated: March 1, 2019

URA-000792

CITY OF AMES, IOWA  
DEPT. OF PLANNING & HOUSING

**Tax Abatement**  
**Crawford School Urban Revitalization Program**  
*Application Form*

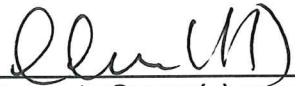
(This form must be filled out completely before your application will be accepted.)

- 1. **Property Address:** 415 Stanton Avenue Unit No. 209
- 2. **Property Identification Number (Geocode):** \_\_\_\_\_
- 3. **Legal Description:** The Crawford Condominiums: Unit 209

<b>Improvement costs:</b> \$	<u>294,000</u>
<b>Beginning construction date:</b>	<u>April 2018</u>
<b>Completion date:</b>	<u>APRIL 2019</u>
<b>Assessment year for which exemption is being claimed:</b>	<u>2019</u>
<b>Exemption schedule (3, 5, or 10 years):</b>	<u>3 years</u>

- 4. **Property Owner:** Alejandro Andreotti
- Mailing Address: 321 Pearson Ave Ames IA 50014  
(Street) (City) (State) (Zip)
- 515-441-3918 aleand67@mac.com  
(Phone) (Fax) (e-mail)

I (We) certify that I (we) have submitted all the required information to apply for approval of the Crawford School Urban Revitalization Program and that the information is factual.

Signed by:  Date: 11/25/19  
 Property Owner(s)

Alejandro Andreotti  
 Print Name

(Note: No other signature may be substituted for the Property Owner's Signature.)

RECEIVED

Application Form Last Updated: March 1, 2019

MAY 22 2019

URA-000660

CITY OF AMES, IOWA  
DEPT. OF PLANNING & HOUSING

# Tax Abatement Crawford School Urban Revitalization Program Application Form

(This form must be filled out completely before your application will be accepted.)

1. **Property Address:** 415 Stanton Avenue Unit No. 214
2. **Property Identification Number (Geocode):** 09-09-178-590
3. **Legal Description:** The Crawford Condominiums: Unit 214

**Improvement costs:** \$ 284,000

**Beginning construction date:** April 2018

**Completion date:** May 2019

**Assessment year for which exemption is being claimed:** 2019-2024

**Exemption schedule (3, 5, or 10 years):** 5 YEARS

4. **Property Owner:** MICHAEL D. PORCUE REBECCA A. PORCUE  
**Mailing Address:** 5235 THACKERAY DR. AMES IA 50014  
(Street) (City) (State) (Zip)  
515.231-6083 M.PORCUE@FRIEDRICH-RENTY.COM  
(Phone) (Fax) (e-mail)

I (We) certify that I (we) have submitted all the required information to apply for approval of the Crawford School Urban Revitalization Program and that the information is factual.

Signed by: Michael D. Porcua Date: 5-22-19  
 Property Owner(s)  
Michael D. Porcua  
 Print Name

(Note: No other signature may be substituted for the Property Owner's Signature.)

RECEIVED

SEP 23 2019

URA-000757

Application Form Last Updated: March 1, 2019

CITY OF AMES, IOWA  
DEPT. OF PLANNING & HOUSING

**Tax Abatement**  
**Crawford School Urban Revitalization Program**  
*Application Form*

(This form must be filled out completely before your application will be accepted.)

1. **Property Address:** 415 Stanton Avenue Unit No. 309

2. **Property Identification Number (Geocode):** 09-09-178-610

3. **Legal Description:** The Crawford Condominiums: Unit 309

**Improvement costs:** \$ 327K

**Beginning construction date:** April 2018

**Completion date:** Spring 2019

**Assessment year for which exemption is being claimed:** 2019

**Exemption schedule (3, 5, or 10 years):** 10 Years

4. **Property Owner:** Charles William Case

Mailing Address: 4306 Cloverdale Rd. Cedar Rapids, IA 52411-6815  
(Street) (City) (State) (Zip)

(319) 640-7815 cyclnz@gmail.com  
(Phone) (Fax) (e-mail)

**I (We) certify that I (we) have submitted all the required information to apply for approval of the Crawford School Urban Revitalization Program and that the information is factual.**

Signed by: Charles W. Case Date: 9/23/2019  
Property Owner(s)

Charles W. Case  
Print Name

**(Note: No other signature may be substituted for the Property Owner's Signature.)**

RECEIVED

URA-000686

Effective Date: December 27, 2017

JUN 18 2019

CITY OF AMES, IOWA  
DEPT. OF PLANNING & HOUSING

# University Area Urban Revitalization Program

## Application Form

(This form must be filled out completely before your application will be accepted.)

1. **Property Address:** 415 STANTON AVE UNIT 311
2. **Property Identification Number (Geocode):** 09-09-178-500
3. **Urban Revitalization Area:** 415 STANTON AVE  
PARCEL D, LOTS 2-7 (EX S 5' LOT 7) W.T.SMITH'S ADDITION & E 15' LOTS 3-8 (EX S
4. **Lot:** 15', E 15' LOT 8) LEE & LITTLE'S ADDITION, CITY OF AMES, STORY COUNTY, IOWA.
5. **Description of Improvements - Attach if lengthy:** REPURPOSE OF CRAWFORD SCHOOL TO CONDOS

<b>Improvement costs:</b>	\$	<u>NOT AMOUNT</u>	\$	<u>238,100</u>
<b>Beginning construction date:</b>	<u>5/18</u>			
<b>Estimated or actual completion date:</b>	<u>4/19</u>			
<b>Assessment year for which exemption is being claimed:</b>	<u>2020, 21, 22</u>			
<b>Exemption schedule (3, 5, or 10 years):</b>	<u>3 YEAR</u>			

6. **Property Owner:** MARIANNE SCHMIOT

Business: \_\_\_\_\_

Address: 415 STANTON AVE #311 AMES IA 50014  
(Street) (City) (State) (Zip)

952 237 2485  
(Phone)

(Fax)

mnmagg@yahoo.com  
(e-mail)

I (We) certify that I (we) have submitted all the required information to apply for approval of the University Area Urban Revitalization Program and that the information is factual.

Signed by: X Marianne Schmiot Date: 6/19/19  
Property Owner(s)

MARIANNE SCHMIOT  
Print Name

(Note: No other signature may be substituted for the Property Owner's Signature.)



RECEIVED

JUL 31 2019

URA-000715

Application Form Last Updated: March 1, 2019

CITY OF AMES, IOWA  
DEPT. OF PLANNING & HOUSING

# Tax Abatement Crawford School Urban Revitalization Program Application Form

(This form must be filled out completely before your application will be accepted.)

1. **Property Address:** 415 Stanton Avenue Unit No. 313

2. **Property Identification Number (Geocode):** 09-09-178-630

3. **Legal Description:** The Crawford Condominiums: Unit 313

<b>Improvement costs:</b> \$ <u>324,000</u>
<b>Beginning construction date:</b> <u>April 2018</u>
✓ <b>Completion date:</b> <u>APRIL 2019</u>
✓ <b>Assessment year for which exemption is being claimed:</b> <u>2019</u>
<b>Exemption schedule (3, 5, or 10 years):</b> <u>10 years</u>

4. **Property Owner:** CAROL LOUISE BEAVERS

Mailing Address: 415 STANTON AVE #313 AMES IOWA 50014  
(Street) (City) (State) (Zip)

214-908-4646 N/A cbeavers5@ATT.NET  
(Phone) (Fax) (e-mail)

I (We) certify that I (we) have submitted **all** the required information to apply for approval of the Crawford School Urban Revitalization Program and that the information is factual.

Signed by: \* Carol Louise Beavers Date: \* 7-31-2019  
Property Owner(s)

\* CAROL LOUISE BEAVERS  
Print Name

(Note: No other signature may be substituted for the Property Owner's Signature.)



RECEIVED

DEC 17 2019

URA-000829 Application Form Last Updated: March 1, 2019

CITY OF AMES, IOWA  
DEPT. OF PLANNING & HOUSING

# Tax Abatement Crawford School Urban Revitalization Program Application Form

(This form must be filled out completely before your application will be accepted.)

1. **Property Address:** 415 Stanton Avenue Unit No. 314
2. **Property Identification Number (Geocode):** 0909178635
3. **Legal Description:** The Crawford Condominiums: Unit

<b>Improvement costs:</b> \$ <u>289,000</u>
<b>Beginning construction date:</b> <u>April 2018</u>
<b>Completion date:</b> <u>April 2019</u>
<b>Assessment year for which exemption is being claimed:</b> <u>2020</u>
<b>Exemption schedule (3, 5, or 10 years):</b> <u>10 years</u>

4. **Property Owner:** Kathy A. Parsons  
**Mailing Address:** 415 Stanton Ave, Apt 314 Ames IA 50014-7574  
(Street) (City) (State) (Zip)  
515-290-1934 Kaparsons93@msn.com  
(Phone) (Fax) (e-mail)

I (We) certify that I (we) have submitted all the required information to apply for approval of the Crawford School Urban Revitalization Program and that the information is factual.

Signed by: Kathy A Parsons Date: December 17 2019  
Property Owner(s)  
Kathy A. Parsons  
Print Name

(Note: No other signature may be substituted for the Property Owner's Signature.)

RECEIVED

Effective Date: December 27, 2017

SEP 23 2019

URA-000759

CITY OF AMES, IOWA  
DEPT. OF PLANNING & HOUSING

University Area  
Urban Revitalization Program

Application Form

(This form must be filled out completely before your application will be accepted.)

- 1. Property Address: 201 Gray Ave, Ames, IA 50014
- 2. Property Identification Number (Geocode): 0909227020
- 3. Urban Revitalization Area: East University Area Impacted.
- 4. Legal Description (attach, if lengthy): College Heights Add Lots 1, 2, 5, 6 BK 3 Parcel J
- 5. Description of Improvements - Attach if lengthy: Added Living room / chapter room  
remodeled front Entry + expanded Paving area.  
Added Elevator

Improvement costs: \$	<u>4,428,604</u>
Beginning construction date:	<u>March 2017</u>
Estimated or actual completion date:	<u>August, 2018</u>
Assessment year for which exemption is being claimed:	<u>11/19 valuations</u>
Exemption schedule (3, 5, or 10 years):	<u>10</u>

- 6. Property Owner: Alpha Gamma Rho Eta Alumni Corp
- Business: c/o Michael J Nissly, Treasurer
- Address: PO Box 606 Iowa Falls IA 50126  
(Street) (City) (State) (Zip)
- 6416484285 6416483001 mn@nisslyandnissly.com  
(Phone) (Fax) (e-mail)

I (We) certify that I (we) have submitted all the required information to apply for approval of the University Area Urban Revitalization Program and that the information is factual.

Signed by: Michael Nissly Date: 9/20/19  
Property Owner(s)

Michael J Nissly  
Print Name

(Note: No other signature may be substituted for the Property Owner's Signature.)

**COUNCIL ACTION FORM**

**SUBJECT: AMENDMENT TO THE PURCHASE AGREEMENT CLOSING DATE WITH HABITAT FOR HUMANITY OF CENTRAL IOWA FOR THE PROPERTY AT 3305 MORNINGSIDE STREET**

**BACKGROUND:**

At the City Council meeting on April 23, 2019 the City Council, as part of the CDBG approved Neighborhood Sustainability Program, adopted a resolution proposing the sale of the City-owned property at 3305 Morningside Street to Habitat for Humanity of Central Iowa (HHCI) for \$40,000. The proposed closing was scheduled to occur on or before April 30, 2020, if all conditions of the purchase agreement for the construction of a new single-family home and sale of the property were satisfied.

The City has approved Habitat's selected family for the purchase the property at 3305 Morningside Street. However, the sub-contractors were delayed from completing the excavation work due to excessive rain and inclement weather that occurred during the initial start of the construction. Additionally, there was a delay in receiving notification of a state grant for the construction expenses of the home. **Although the construction work has begun, the delays will shift the original completion schedule. Therefore, Habitat is requesting a time extension to complete the construction and closing as outlined below:**

- **Construction to be completed on or before May 31, 2020;**
- **Closing to a qualified homebuyer to be completed on or before June 30, 2020.**

**ALTERNATIVES:**

1. The City Council can approve a resolution approving an Amendment to the Agreement between the City of Ames and Habitat for Humanity of Central Iowa for property located at 3305 Morningside Street for affordable housing that extends the construction completion date to on or before May 31, 2020 and the closing completion date to on or before June 30,2020.
2. The City Council can deny approval of the Amendment.
3. The City Council can modify the Amendment.

**CITY MANAGER'S RECOMMENDED ACTION:**

It is the recommendation of the City Manager that the City Council approve Alternative #1. This alternative approves a resolution approving an Amendment to the Agreement between the City of Ames and Habitat for Humanity of Central Iowa to extend the construction and closing completion dates for a new home at the located at 3305 Morningside Street for affordable housing.

**AMENDMENT TO AGREEMENT BETWEEN THE CITY  
OF AMES AND HABITAT FOR HUMANITY OF CENTRAL  
IOWA, INC., FOR PURCHASE AND NEW  
CONSTRUCTION UPON PROPERTY AT 3305  
MORNINGSIDE STREET, AMES, IOWA**

**THIS IS AN AMENDMENT** to an Agreement made by and between the City of Ames, Iowa and Habitat for Central Iowa, Inc., upon the following terms and conditions:

**1 DEFINITIONS.** When used in this Amendment, unless otherwise required by the context:

1.1 “City” means the City of Ames, Iowa, an Iowa Municipal Corporation, the seller of the property herein.

1.2 “Habitat” means Habitat for Humanity of Central Iowa, Inc., an Iowa Nonprofit Corporation.

1.3 “Agreement” means the recorded Agreement presently in force between the City and Habitat, filed in the office of the Recorder of Story County, Iowa, on May 15, 2019, as Instrument No. 2019-03710 governing the construction of certain improvements upon the Real Property by Habitat and the sale by the City and the purchase by Habitat of the Real Property.

1.4 “Amendment” means this instrument as signed by the City and Habitat.

1.5 “Real Property” means the real property (together with all easements and servient estates appurtenant thereto) situated in Story County, Iowa, locally known as 3305 Morningside Street, Ames, Iowa, and legally described as follows:

Lot 19, Friedrich’s Fifteenth Addition to Ames, Story County, Iowa.

**2 AMENDMENT.** The Agreement is hereby amended by deleting therefrom Part II, paragraph (A)(3), the second full sentence in its entirety and by substituting in lieu thereof the following:

All property improvements shall be completed on or before May 31, 2020.

3 **AMENDMENT.** The Agreement is hereby amended by deleting therefrom Part II, paragraph (C)(3), the final full sentence in its entirety and by substituting in lieu thereof the following:

Upon verification that the new construction upon the property has been satisfactorily completed, the City of Ames will schedule the closing date to convey title of the property to Habitat before June 30, 2020.

4 **AMENDMENT.** The Agreement is further amended by deleting therefrom Part II, paragraph (D), in its entirety and by substituting in lieu thereof the following:

D. Completion Date and Terms. Habitat shall be permitted to commence construction upon payment to the City of the down payment required under the Agreement. Habitat shall complete construction of the property on or before May 31, 2020. At such time as title to the Real Property transfers to Habitat, Habitat shall reimburse to the City the cost of recording this Amendment. Habitat shall promptly set a closing date and convey the Real Property to qualified home buyers on or before June 30, 2020. No later than thirty (30) days after the closing of permanent financing and sale to qualified homebuyers, Habitat, at its expense, shall record any mortgage, security agreement, financing statement, purchase contract or similar recordable document(s) required by the City. Habitat agrees to comply with all applicable federal, state and local laws and regulations governing the funds provided under this Agreement.

5 **CONTINUED FULL FORCE.** The Agreement shall continue to have full force and effect in accordance with the terms thereof, subject, however, to this Amendment.

**IN WITNESS WHEREOF,** the City and Habitat have executed this Amendment on this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**HABITAT FOR HUMANITY OF  
CENTRAL IOWA, INC.**

By: \_\_\_\_\_  
**Tom Prochnow, Board President**

By: \_\_\_\_\_  
**Sandi Risdal, Executive Director**

**STATE OF IOWA, COUNTY OF STORY, SS.:**

This instrument was acknowledged before me on \_\_\_\_\_, 2020, by Tom Prochnow and Sandi Risdal, as Board President and Executive Director, respectively, of the City of Ames, Iowa.

\_\_\_\_\_  
**NOTARY PUBLIC**

**CITY OF AMES, IOWA**

By: \_\_\_\_\_  
**John A. Haila, Mayor**

Attest: \_\_\_\_\_  
**Diane R. Voss, City Clerk**

**STATE OF IOWA, COUNTY OF STORY, SS.:**

This instrument was acknowledged before me on \_\_\_\_\_, 2020, by John A. Haila and Diane R. Voss, as Mayor and City Clerk, respectively, of the City of Ames, Iowa.

\_\_\_\_\_  
**NOTARY PUBLIC**

**COUNCIL ACTION FORM**

**SUBJECT: 2020-21 PROPOSED ANNUAL ACTION PLAN PROJECTS FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) and HOME PROGRAMS**

**BACKGROUND:**

**As part of the City's approved 2019-23 Five-Year Community Development Block Grant (CDBG) and HOME Consolidated Plan, the City must submit an Annual Action Plan that outlines the proposed activities and budget to be implemented in the upcoming year.** These activities should be consistent with the goals and priorities identified in the Consolidated Plan. The goals and priorities that the City identified in its 2019-23 Consolidated Plan are outlined in Attachment 1, along with the housing barriers that were identified 2019 Fair Housing Impediments Study.

The activities identified in the Annual Action Plan should address the housing and community development needs of low- and moderate-income persons as well as the housing and community development needs of non- low- and moderate-income persons in the community. The Annual Action Plan can address one or all of the goals and priorities of the housing and community development needs identified in the Consolidated Plan.

HUD regulations require that the Annual Action Plan be submitted for approval within 45 days of the beginning of the program fiscal year (i.e., by May 17, 2020). It also requires that the Plan be published for a minimum of a 30-day comment period to allow for citizen input on the proposed project(s) and utilization of the funds.

**Although the 2020 CDBG and HOME funding allocations for entitlement cities has not yet been announced, it is time to begin the process for determining the 2020-21 Annual Action Plan Projects.**

Prior to proposing activities for the Annual Action Plan, staff reviews the following HUD guidelines that outline the following key steps:

- Determine if the proposed activity is included in the listing of eligible activities;
- Determine if the proposed activity meets the City's Consolidated Plan priority goals for addressing the needs of low- and moderate-income persons within the community;
- Determine if the proposed activity can meet one or more National Objectives;
- Ensure that carrying out the activity will meet HUD's requirement that 70% of the grantee's CDBG expenditures, over a three-year period, will be on activities that benefit low- and moderate-income persons; and
- Meet the performance measurements requirements.

As a reminder, at the January 28, 2020 City Council meeting, the City Council adopted an Amendment to the 2019-20 Annual Action Plan as outlined in Attachment 2. The major change to the Amendment was switching the Acquisition/Reuse for Affordable Housing to a installing a Shared Use Path from Franklin Park to S. Wilmoth, which will include the

acquisition, relocation and demolition of a single-family house to clear the path to S. Wilmoth. Staff is currently in the process of submitting that request to HUD for approval.

**In addressing the 2020-2021 Annual Action Plan projects, staff is proposing (see Attachment 3) the following program projects for consideration:**

1. Utilize both CDBG and HOME funds to complete the 321 State Avenue Subdivision, which will include public infrastructure and new home construction.
2. Homebuyer Down Payment and Closing Cost Assistance Program
3. Utilize CDBG to acquire, demolish, or rehabilitate deteriorated housing citywide; to then sell or transfer these lots or houses to non-profit housing organizations to provide to low income households for rent or purchase. Note, where possible this program could assist in converting single-family rental properties back to single-family home ownership.
4. Utilize CDBG funds to complete of the Shared Use Bike Path installation authorized by the recent Action Plan Amendment.

Staff believes that focusing on these four projects for the 2020-21 program year will:

- Continue to make an impact on the need identified in the 2019-23 Consolidated Plan and 2019 Fair Housing Impediments Study;
- Be consistent with the City Council's goals and priorities to focus on neighborhood sustainability by improving and expanding the housing stock for in low- and moderate-income households and in our vital core neighborhoods.
- Help meet HUD's timely expenditure requirements.
- Provide a 100% benefit to low- and moderate-income persons.

As noted previously, the City has not been notified of the amount of CDBG or HOME funds that will be allocated for 2020-21 program year for CDBG. However, we have been advised, for planning purposes, to use the 2019-20 CDBG allocation of \$581,207 and HOME allocation of \$481,968 for the 2020-21 Action Plan projects.

Of the \$581,207 of CDBG funds, approximately \$464,965 are available for programming for FY 2020-21. Staff is cautiously anticipating a FY 2019-20 rollover balance of approximately \$600,000, and anticipated FY 2020-21 program income of \$300,000. The majority of program income is anticipated to come from the sale of the 6<sup>th</sup> Street property. An additional \$250,000 was allocated to the 321 State Avenue project from G.O. Bond revenue in FY 2017-18. Therefore, the total projected revenue is estimated to be \$1,731,207 (including administration).

Of the \$481,968 of HOME funds, approximately \$361,476 is available for programming for 2020-21. Staff under this program is anticipating a rollover balance of approximately \$959,878 remaining from program years FY 2018-19 and FY 2019-20. Therefore, the total projected revenue is estimated to be \$1,441,846 (including administration).



Staff is recommending that the anticipated combined budgets of \$3,173,053 (\$1,731,207+ \$1,441,846) be allocated to the project activities outlined above (see Attachment 3). The need to expand the supply of affordable housing for low and moderate income households can best be accomplished through the implementation of the Homebuyer Assistance Program, New Home Construction Program, Public Infrastructure Improvements Programs and Acquisition/Reuse Program. **These program amounts represent about 78% of the total funding being directed towards housing related programs.**

Once City Council provides direction for the proposed FY 2020-21 Annual Action Plan projects, staff will proceed with hosting public forums for citizen input and feedback. Public feedback will be shared with City Council for final project selection in early March. Staff will then proceed with preparing the FY 2020-21 Annual Action Plan for the 30-day public comment period and City Council's approval prior to May 17<sup>th</sup>.

**ALTERNATIVES:**

1. The City Council can approve the proposed 2020-21 Annual Action Plan Program Projects and proposed budget in connection with the City's Community Development Block Grant Programs, as outlined above, and direct staff to host public forums for citizen input and feedback prior to finalize the draft 2020-21 Annual Action Plan.
2. The City Council can approve the proposed 2020-21 Annual Action Plan Program Projects and proposed budget in connection with the City's Community Development Block Grant Program, as outlined above and host public forums for citizen input and feedback, with modifications.
3. The City Council can refer this item back to staff with further direction.

**CITY MANAGER'S RECOMMENDED ACTION:**

Although the FY 2020-21 Action Plan cannot be submitted to HUD until the City is officially notified regarding allocation amounts, it is important to start the process to select the program projects and seek public input to be prepared to adjust the budget once the FY 2020-21 allocation has been announced.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative #1. Thereby approving the proposed FY 2020-21 Annual Action Plan program projects and proposed budget in connection with the City's Community Development Block Grant Program, as outlined above, and direct staff to host public forums for citizen input and feedback prior to finalize the draft 2020-21 Annual Action Plan.

# ATTACHMENT 1

## 2019-23 Five-Year Consolidated Plan Goal and Priorities

### Goals and Priorities to address Low and Moderate Income residents in the community.

1. Utilize and leverage CDBG and HOME Funds through “private, non-profit, and public” partnerships to create, sustain, and expand affordable housing for low and moderate income households through:

- Increase supply of single family or two family housing for ownership in the Neighborhood Revitalization Strategy Area (NRSA);
- Reduce the cost burden for low income households to access or maintain rental housing citywide;
- Increase the affordability, quality, and availability of owner housing for homeowners citywide.

### Goals and Priorities to address the major Housing and Community Development needs of Non-Low and Moderate Income residents in the community

1. Utilize and leverage CDBG\* and HOME Funds through “private, non-profit and public” partnerships create, sustain, and expand housing for NON-low and moderate income households through:

- Integrate affordable and market rate residential developments;
- Remove blight and deteriorated housing to reuse into new housing;
- Support and address code enforcement of deteriorated housing;
- Remove blight and deteriorated housing in flood plain and other hazardous areas.

### 2019-20 Fair Housing Impediments Study Barriers and Needs

1. The supply of housing for lower income households for renting; and
2. The cost of housing for lower income households for both renting and home buying.

**The major difference from the 2014-19 data, is that the cost of housing is now #1 and the availability is of housing is now #2.**

## ATTACHMENT 2

<b>2019-20 SUBSTANTIAL AMENDED Action Plan Expenditure Budget:</b>	
<b>Programs</b>	<b>Budget</b>
Acquisition/ Reuse Program for Public Infrastructure for a Shared Use Bike Path Installation	<b>\$400,000</b>
Acquisition/Reuse Program for Affordable Housing	\$10,000
Homebuyer Assistance Program	\$300,813
Public Infrastructure Improvements Program for State Avenue NRSA (including Engineering costs+ GO Bond)	\$763,745
Rehabilitation/Disposition of 241 Village Drive	\$45,000
Demolition of 3305 Morningside	\$16,070
HOME Homeownership Construction Program	\$923,976
General Administration for CDBG & HOME	CDBG: \$116,241 HOME: \$120,947
<b>Total</b>	<b>\$2,696,792</b>
<b>PROPOSED AMENDED 2019-20 Action Plan Revenue Budget:</b>	
2019-20 CDBG Allocation	\$581,207
<b>2018-19 CDBG Program Rollover</b>	<b>\$462,820</b>
2019-20 CDBG Anticipated Program Income	\$357,842
Non-CDBG Revenue-GO Bonds	\$250,000
2019-20 HOME Allocation	\$481,968
18-19 HOME Anticipated Program Rollover	\$747,750
Adjustment for HOME CHDO Set-Aside	-\$184,795
<b>Grand Total CDBG &amp; HOME</b>	<b>\$2,696,792</b>

### ATTACHMENT 3

<b>Proposed 2020-21 Action Plan Expenditure Budget:</b>	
<b>Programs</b>	<b>Budget</b>
Share Use Bike Path/Acquisition/ Reuse Program for Public Infrastructure	\$425,000
Acquisition/Reuse Program for Affordable Housing	\$150,000
Homebuyer Assistance Program	\$300,813
Public Infrastructure Improvements Program for State Avenue NRSA (including Engineering costs+ GO Bond)	\$739,153
HOME Homeownership Construction Program	\$1,285,452
General Administration for CDBG & HOME	CDBG: \$116,241 HOME: \$156,394
<b>Total</b>	<b>\$3,173,053</b>
<b>PROPOSED 2020-21 Action Plan Revenue Budget:</b>	
2019-20 CDBG Allocation	\$581,207
2019-20 CDBG Program Rollover	\$600,000
2020-21 CDBG Anticipated Program Income	\$300,000
Non-CDBG Revenue-GO Bonds	\$250,000
2020-21 HOME Allocation	\$481,968
19-20 HOME Anticipated Program Rollover	\$959,878
<b>Grand Total CDBG &amp; HOME</b>	<b>\$3,173,053</b>

**COUNCIL ACTION FORM**

**SUBJECT: FLOOD MITIGATION – RIVER FLOODING (FUNDING AGREEMENT)**

**BACKGROUND:**

Following the floods of 2010, the City Council established a goal of mitigating the impact of future flooding in Ames. A comprehensive Flood Mitigation Study was completed in 2013 that considered many possible mitigation alternatives. **On December 10, 2013, the City Council approved a series of flood mitigation measures. These included elements targeted at: A) Undertaking a stream bank restoration of Squaw Creek; B) Working with IDOT to improve the conveyance capacity of the US Highway 30 bridge; C) Working through the Squaw Creek Watershed Management Authority to pursue flood mitigation alternatives in the upper reaches of the watershed; and D) Conducting a workshop to review and discuss the range of possible floodplain regulatory approaches.**

The stream bank restoration project (Element A, above) involves flood mitigation in the Squaw Creek channel including conveyance improvements approximately 2,000 feet either side of the South Duff Avenue bridge. In working with Iowa Department of Homeland Security & Emergency Management, City staff and the engineering consultant submitted an application to FEMA for grant funding. **On January 21, 2020 the City Manager received Congressional notification that the U.S. Department of Homeland Security’s Federal Emergency Management Agency (FEMA) would be announcing a Federal grant of \$3,747,450 for this project.** On January 29, 2020 Iowa Homeland Security and Emergency Management Department (HSEMD) announced approval of the resilient flood mitigation application submitted under Pre-Disaster Mitigation and sent the attached Subaward Agreement.

The cost share amounts for this grant are as follows:

<b>Funding Source</b>	<b>Funding Amount</b>	<b>% of Cost</b>
FEMA Grant:	\$ 3,747,450	75%
Local:	\$ 1,249,150	25%
<b>Total:</b>	<b>\$ 4,996,600</b>	<b>100%</b>

The period of performance shall be October 1, 2018 - June 19, 2022. All costs must be incurred during the period of performance, including eligible pre-award costs.

**ALTERNATIVES:**

1. Approve the FEMA grant funding agreement with the Iowa Department of Homeland Security and Emergency Management for the Flood Mitigation – River Flooding project.
2. Reject the FEMA grant funding agreement with the Iowa Department of Homeland Security and Emergency Management for the Flood Mitigation – River Flooding project and direct staff to proceed with the bank restoration project using 100% local funding.
3. Reject the FEMA grant funding agreement with the Iowa Department of Homeland Security and Emergency Management for the Flood Mitigation – River Flooding project and direct staff not to proceed with the bank restoration project at this time.

**CITY MANAGER'S RECOMMENDED ACTION:**

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

# **SUBAWARD AGREEMENT**

**Between**

**Iowa Department of Homeland Security and Emergency Management**

**And**

**City of Ames**

**PROJECT TITLE: City of Ames Squaw Creek Resilient Infrastructure Flood Mitigation Project**

**SUBAWARD AGREEMENT NO: PDMC- 2018--011 DUNS**

**NUMBER: 061320917**

**FEDERAL AWARD DATE: 1/28/2020**

**PERFORMANCE PERIOD START DATE: 10/01/2018**

**PERFORMANCE PERIOD END DATE: 6/19/2022**

**FEDERAL FUNDS OBLIGATED AMOUNT: \$3,747,450.00**

## **I. SCOPE OF WORK:**

This Subaward Agreement (AGREEMENT) is to provide **City of Ames** (SUBRECIPIENT) with federal assistance from the Pre-Disaster Mitigation Grant Program. The total subaward is **\$4,996,600.00**. The federal share shall not exceed **\$3,747,450.00** or **(75%)** of actual allowable subaward costs, whichever is less. The state share shall not exceed **\$0.00** or **(%)** of the actual allowable subaward costs, whichever is less. The SUBRECIPIENT shall provide at least **\$1,249,150.00** or **(25%)** through local non-federal (cash and/or in-kind) sources for actual allowable subaward costs. These funds are to assist the SUBRECIPIENT with completing the approved scope of work in accordance with the work schedule, milestones, and budget that were submitted to and approved by Iowa Department of Homeland Security and Emergency Management (HSEMD) and the Federal Emergency Management Agency (FEMA). Any modifications to the approved scope and/or budget must be submitted to and approved by HSEMD prior to executing the changes. This includes all change orders. The SUBRECIPIENT is required to obtain all necessary permits before any construction begins.

## **II. AGREEMENTS**

HSEMD will provide financial oversight and management in the role of recipient/pass-through entity based on the grant guidance in 2 CFR, Part 200, Subpart D, Section 200.331, the grant financial guide and other state and federal guidelines. HSEMD will provide technical assistance

and direction to the SUBRECIPIENT on programmatic and financial requirements. HSEMD will provide all appropriate documents and forms and make payments to the SUBRECIPIENT to complete the approved scope of work.

HSEMD is responsible for monitoring the SUBRECIPIENT's activities to provide reasonable assurance that the SUBRECIPIENT administers this subaward in compliance with federal and HSEMD requirements. Responsibilities include reviewing the SUBRECIPIENT's records that support receipts and expenditures, financial records are maintained and adequate for audit, proper cash management, and expenditures are eligible and allowable. A pre-award risk assessment is completed for each subrecipient to assist HSEMD in determining the minimum level of monitoring that will be needed throughout the life of this subaward in accordance with 2 CFR, Part 200, Section 200.205.

Additionally, the SUBRECIPIENT will be monitored periodically by HSEMD to ensure that the program goals, objectives, timelines, budgets, and other related program criteria are being met. Monitoring will be accomplished through a combination of office-based and on-site monitoring visits. Monitoring will involve the review and analysis of the financial, programmatic, and administrative records relative to each program, and will identify areas where technical assistance and other support may be needed.

The SUBRECIPIENT will allow HSEMD and auditors to access any necessary records and financial information as indicated in 2 CFR, Part 200, Subpart D, Section 200.336 and Section 200.337.

The SUBRECIPIENT will pass appropriate resolutions to assure HSEMD that it is participating, and will continue to participate, in the National Flood Insurance Program, if mapped.

The SUBRECIPIENT must disclose in writing any potential conflicts of interest to HSEMD in accordance with applicable FEMA policy and 2 CFR, Part 200, Subpart D, Section 200.112.

The SUBRECIPIENT must disclose in writing to HSEMD all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal subaward. Failure to make required disclosures can result in any of the remedies described in 2 CFR, Part 200, Subpart D, Section 200.338, Remedies for noncompliance, including suspension or debarment. (See also 2 CFR, Part 180 and 31 U.S.C. 3321.)

The SUBRECIPIENT and the SUBRECIPIENT's authorized representative agree to provide all supervision, inspection, accounting, and other services necessary to complete the scope of work from inception to closeout with the requirements set forth below.

### **III. PERIOD OF PERFORMANCE**

The approved Period of Performance for this subaward is from **10/01/2018 through 6/19/2022**. All work must be completed prior to the end of the Period of Performance. HSEMD will not reimburse the SUBRECIPIENT for costs that are obligated or incurred outside of the Period of Performance.



**If a time extension is needed, one must be requested at least 90 days prior to the end of the Period of Performance.** All requests must be supported by adequate justification submitted to HSEMD in order to be processed. This justification is a written explanation of the reason or reasons for the delay; an outline of remaining funds available to support the extended performance period; milestones that are unmet; and a description of performance measures necessary to complete the subaward. The Hazard Mitigation Time Extension Request Form will be made available to the SUBRECIPIENT. Without the justification, time extension requests will not be processed.

#### **IV. AUTHORITIES AND REFERENCES**

The SUBRECIPIENT shall comply with all applicable laws and regulations. A non-exclusive list of laws and regulations commonly applicable to FEMA grants follows hereto for reference only.

- 2 CFR, Part 200 - [http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)
- Section 203 of the Robert T. Stafford Disaster Assistance and Emergency Relief Act (Stafford Act), 42 U.S.C. 5133, as amended
- Section 404 of the Robert T. Stafford Disaster Assistance and Emergency Relief Act (Stafford Act), 42 U.S.C. 5133, as amended
- Section 322 of the Robert T. Stafford Disaster Assistance and Emergency Relief Act (Stafford Act)
- Title 44 of the Code of Federal Regulations (CFR) – Part 13, Administrative Requirements
- Title 44 of the Code of Federal Regulations (CFR)- Part 201- Mitigation Planning
- Title 44 of the Code of Federal Regulations (CFR)- Part 206-Federal Disaster Assistance
- Title 31 CFR 205.6 Funding Techniques
- Hazard Mitigation Assistance Guidance, February 27, 2015- if applicable.
- SUBRECIPIENT's application that was received and approved by HSEMD and FEMA
- Any other applicable Federal Statutes including the Transparency and Recovery Act.

#### **V. GRANT MANAGEMENT SYSTEM**

To ensure federal funds are awarded and expended appropriately, the SUBRECIPIENT will establish and maintain a grant management system as outlined in 2 CFR, Part 200, Subpart D, Section 200.302 and internal controls in section 200.303. The standards for SUBRECIPIENT organizations stem from the Office of Management and Budget's (OMB) uniform administrative requirements and the cost principles in 2 CFR, Part 200, Subpart E. State, local and tribal organizations must follow the uniform administrative requirements standards in 2 CFR Part 200. These standards combined with the audit standards provided within 2 CFR, Part 200, Subpart F plus the requirements of the Generally Accepted Accounting Principles constitute the basis for all policies, processes and procedures set forth in this grant management system for the SUBRECIPIENT.

The SUBRECIPIENT's grant management system must include:

- internal controls based on the American Institute for Certified Public Accountants (AICPA) definitions and requirements in the government-wide administrative requirements and cost principles
- a chart of accounts that includes a separate cost center, fund, or accounting codes for each federal grant, program, or funding source
- procedures to minimize cash on hand in compliance with the Cash Management Improvement Act (CMIA) and good business processes
- the ability to track expenditures on a cash or accrual basis
- the ability to track expenditures in both financial and program budgets
- procedures to document all grant-related expenditures, broken down by budget line items
- procedures to ensure expenditures are eligible and allowable
- the ability to fulfill government-required financial reporting forms

## VI. PROCUREMENT

This AGREEMENT requires that all procurement be executed by the SUBRECIPIENT within the guidelines of 2 CFR, Part 200 Subpart D, Section 200.318 through Section 200.326 including Appendix II. Procurement standards must be in accordance with the written adopted procedures of the SUBRECIPIENT, provided that the local procurement standards conform to applicable State and Federal law and the standards identified in 2 CFR, Part 200. The SUBRECIPIENT must maintain written standards of conduct covering conflicts of interest as outlined in 2 CFR, Part 200 Subpart D, Section 200.318. The SUBRECIPIENT will ensure that every purchase order or other contract includes clauses required by Federal statutes and executive orders and their implementing regulations. **The SUBRECIPIENT must submit copies of its own written procurement guidelines, written conflict of interest guidelines, bid documents and contract documents to HSEMD prior to awarding or executing contracts. No contract will be accepted without HSEMD's prior review.**

## VII. AUDIT

The SUBRECIPIENT must comply with the requirements of the Single Audit Act Amendments of 1996 and 2 CFR, Part 200, Subpart F. Reference: Catalog of Federal Domestic Assistance (CFDA) Number: 97.047, (CFDA) Name: Pre-Disaster Mitigation.

## VIII. PAYMENT REQUEST PROCESS

The SUBRECIPIENT may submit a payment request up to 30 days prior to an anticipated expenditure or disbursement. The SUBRECIPIENT must be able to account for the receipt, obligation, and expenditure of funds. If interest is earned, the SUBRECIPIENT agrees to comply with the federal requirements from 2 CFR, Part 200, Subpart D, Section 200.305. The SUBRECIPIENT may keep interest earned on Federal grant funds up to \$500 per fiscal year. This maximum limit is not per subaward; it is inclusive of all interest earned as a result of all federal grant program funds received per year. Subrecipients are required to report all interest earned at least quarterly to HSEMD. HSEMD will provide instructions to the SUBRECIPIENT for the disposition of reported interest earned.

Payments to subrecipients are based on eligible expenditures that are specifically related to the approved subaward budget and scope of work. The SUBRECIPIENT has two options available to them when requesting payments from HSEMD. Subrecipients can request **Reimbursement** for allowable expenditures already paid, or request an **Advance** for expenditures to be paid within 30 days.

Payments shall be limited to the documented cash requirements submitted by the SUBRECIPIENT. The SUBRECIPIENT must submit a completed Payment Request Form and provide supporting documentation of eligible subaward costs to receive payment of funds.

- **Reimbursement** requests must include payment verification (i.e. paid invoices, receipts, payroll records with personnel activity reports, cancelled checks, general ledger print outs, etc.). HSEMD reserves the right to request that the SUBRECIPIENT submit additional expenditure documentation upon request.
- **Advance** payment requests must include the detailed costs the SUBRECIPIENT is obligated to pay (i.e. invoices, accepted quotes, executed contracts, or other documents). Payment verification documents (same documents required for a Reimbursement request) for the advance must be submitted to HSEMD within 30 days after the advance, and before future advances are made. If the SUBRECIPIENT is unable to demonstrate; the willingness to maintain written procedures that minimize the time elapsing between the transfer of funds and disbursement by HSEMD; a financial management system that meets the standards for fund control and accountability as established in 2 CFR, Part 200; or is considered a High Risk subrecipient; then reimbursement requests will be required.

No more than thirty (30) days should elapse between the date of receipt of a warrant and pay out of the funds by the SUBRECIPIENT. All supporting documentation must be submitted to HSEMD immediately following the SUBRECIPIENT's pay out of the funds.

**Required documents prior to payments from HSEMD.** Payment of funds will not be made to the SUBRECIPIENT until HSEMD has on file the following documents:

- FEMA Award Notification (attached to this AGREEMENT)
- Pre-Award Risk Assessment (attached to this AGREEMENT)
- Signed Subaward Agreement
- Substitute W9/Vendor Update Form (if not already on file at HSEMD)
- Chart of Accounts verifying that unique revenue and expenditure accounts, cost centers or account codes have been established within the SUBRECIPIENT's cash management/accounting system for each program included in this AGREEMENT.
- Procurement documents: written procurement and conflict of interest documents, method of procurement, bid specifications reviewed by HSEMD, copy of approved and executed contracts between the SUBRECIPIENT and contractor.
- Signed certification from the SUBRECIPIENT's authorized representative for the payment request as outlined in 2 CFR, Part 200, Subpart D, Section 200.415.

The maximum federal share to this subaward cannot exceed 75% of eligible subaward expenditures. Therefore, the local matching funds (cash and in-kind) must be at least 25% of eligible subaward expenditures (the state share is up to %). The SUBRECIPIENT is responsible for submitting proof of the local **non-federal** match that was used for this subaward to HSEMD. Expenditures must be in accordance with the approved scope of work and budget and in accordance with 2 CFR, Part 200, Subpart D, Section 200.29, Section 200.306 and Section 200.434. The SUBRECIPIENT contributions must be verifiable from the SUBRECIPIENT'S records, reasonable, allowable, allocable, and necessary under the grant program and must comply with all Federal requirements and regulations.

Cash match can be money contributed to the SUBRECIPIENT by the SUBRECIPIENT, other public agencies and institutions, private organizations and individuals as long as it comes from a non-federal source. Cash spent must be for allowable subaward costs in accordance with the SUBRECIPIENT'S approved scope of work and budget and must be applicable to the period to which the cost sharing or matching requirement applies. Documentation can be copies of the SUBRECIPIENT'S checks to the third parties and a copy of the SUBRECIPIENT'S general ledger for revenues and expenses clearly showing the federal and non-federal cash sources.

In-kind match must comply with the requirements of 2 CFR, Part 200, Subpart D, Section 200.306 entitled "Cost sharing or matching". The value of in-kind contributions is also applicable to the period to which the cost sharing or matching requirement applies. The in-kind match provided must be documented by the third party contributing the in-kind services. The in-kind match must be specifically stated in the SUBRECIPIENT'S scope of work and budget before in-kind match will be allowed to match this subaward. Documentation can be a letter (on letterhead) from the third party stating the scope of their work, what is being contributed as it relates to the scope of work, dates of service/donation, record of donor, the value (rates of staffing, equipment usage, supplies, etc.) a statement to the effect that the value is normally charged, deposit slips for cash contributions and a statement that the value is being waived on behalf of the SUBRECIPIENT to meet the matching requirements to the SUBRECIPIENT'S subaward. Such documentation must be kept on file by the SUBRECIPIENT.

If the local match is insufficient to satisfy the local match requirements for receiving all available federal funds, the awarded federal funds will be reduced accordingly so as not to exceed the maximum federal share allowed under this subaward.

The SUBRECIPIENT must maintain records and documentation showing how the value placed on third-party in-kind contributions is derived. Regulations are in 2 CFR, Part 200, Subpart D, sections 200.306 and 200.434.

## **IX. PROGRAM INCOME**

Any program income generated must comply with 2 CFR, Part 200, Subpart D, Section 200.80 and Section 200.307. Program income must be deducted from the subaward's total allowable costs. All program income must be reported in the quarterly financial progress reports.

## **X. REPORTING REQUIREMENTS**

Quarterly programmatic and financial reports are required on the progress relative to the approved scope of work as outlined in 2 CFR, Part 200, Subpart D, Section 200.328. Subrecipients are required to complete the quarterly progress report forms that are provided by HSEMD and submit them by the due dates stated by HSEMD. **Due dates are January 15, April 15, July 15, and October 15. The first report is due following the end of the reporting period in which the subaward was awarded by FEMA. The reporting periods are January-March, April-June, July-September, and October-December.**

## **XI. CLOSE OUT**

The SUBRECIPIENT must prepare and submit by the end of the Period of Performance, and/or within 60 days of the completion of the approved scope of work, whichever comes first, all required financial, performance and other reports as outlined in 2 CFR, Part 200 Subpart D, Section 200.343 and Section 200.344. The SUBRECIPIENT must liquidate all obligations incurred under the subaward by the end of the Period of Performance. The SUBRECIPIENT must dispose of property purchased with subaward funds and dispose of or return government-furnished property no longer being used for subaward-related activities. All accounts must be settled, including reimbursements for any remaining allowable costs and refunds to HSEMD of any unobligated cash that was advanced.

## **XII. RECORD RETENTION**

The SUBRECIPIENT must retain records pertinent to the Federal subaward for three years after the date of the final expenditure report is submitted as outlined in 2 CFR Part 200, Subpart D, section 200.333.

## **XIII. WAIVERS**

No conditions or provisions of this AGREEMENT can be waived unless approved by HSEMD and the SUBRECIPIENT, in writing. Unless otherwise stated in writing, HSEMD's failure to insist upon strict performance of any provision of this AGREEMENT, or to exercise any right based upon a breach, shall not constitute a waiver of any right or obligation specified under this AGREEMENT.

#### **XIV. AMENDMENTS AND MODIFICATIONS**

This AGREEMENT may be amended or modified in reference to the subaward funds provided, administrative procedures, or any other necessary matter, but not to take effect until approved, in writing, by HSEMD and the SUBRECIPIENT.

#### **XV. COMPLIANCE, TERMINATION AND OTHER REMEDIES**

Unless otherwise stated in writing, HSEMD requires strict compliance by the SUBRECIPIENT and its authorized representative(s) with the terms of this AGREEMENT, and the requirements of any applicable local, state and federal statute, rules, regulations; particularly those included in the Assurances in the Application which was submitted to FEMA by HSEMD.

HSEMD may suspend or terminate any obligation to provide funding or demand return of any unused funds, following notice from HSEMD, if the SUBRECIPIENT fails to meet any obligations under this AGREEMENT or fails to make satisfactory progress toward administration or completion of said subaward. The SUBRECIPIENT is responsible for repayment of funds as a result of subsequent refunds, corrections, overpayments, or disallowed costs for ineligible expenditures.

The SUBRECIPIENT understands and agrees that HSEMD may enforce the terms of this AGREEMENT by any combination or all remedies available to HSEMD under this AGREEMENT, or under any other provision of law, common law, or equity.

#### **XVI. INDEMNIFICATION**

It is understood and agreed by HSEMD and the SUBRECIPIENT and its agents that this AGREEMENT is solely for the benefit of the parties to this subaward and gives no right to any other party. No joint venture or partnership is formed as a result of this AGREEMENT.

The SUBRECIPIENT, on behalf of itself and its successors and assigns, agrees to protect, save, and hold harmless HSEMD and the State of Iowa, and their authorized agents and employees, from all claims, actions, costs, damages, or expenses of any nature whatsoever by reason of the negligent acts, errors, or omissions of the SUBRECIPIENT or its authorized representative, its contractors, subcontractors, assigns, agents, licensees, arising out of or in connection with any acts or activities authorized by this AGREEMENT. The SUBRECIPIENT's obligation to protect, save, and hold harmless as herein provided shall not extend to claims or causes of action for costs, damages, or expenses caused by or resulting from the negligent acts, errors, or omissions of HSEMD, the State of Iowa, or any of their authorized agents or employees.

The SUBRECIPIENT further agrees to defend HSEMD, the State of Iowa, and their authorized agents and employees against any claim or cause of action, or to pay reasonable attorney's fees incurred in the defense of any such claim or cause of action, as to which the SUBRECIPIENT is required to protect, save, or hold harmless said parties pursuant to paragraph 2 of this part. The SUBRECIPIENT's obligation to defend, or to pay attorney's fees for the defense of such claims or causes of action as herein provided, shall not extend to claims or causes of action for costs,

damages, or expenses caused by or resulting from the negligent acts, errors, or omissions of HSEMD, the State of Iowa, or any of their authorized agents or employees.

#### **XVII. ACKNOWLEDGMENTS**

The SUBRECIPIENT shall include, in any public or private release of information regarding the activities supported by this subaward, language that acknowledges the funding contribution by HSEMD and FEMA.

#### **XVIII. INDEPENDENT CONTRACTOR STATUS OF APPLICANT**

The SUBRECIPIENT, its officers, employees, agents and council members shall all perform their obligations under this AGREEMENT as an independent contractor and not in any manner as officers, employees or agents of HSEMD or the State of Iowa. All references herein to the SUBRECIPIENT shall include its officers, employees, city council/board members, and agents. HSEMD shall not withhold on behalf of any such officer, employee, city council/board member, or agent, or pay on behalf of any such person, any payroll taxes, insurance, or deductions of any kind from the funds paid to the SUBRECIPIENT for administrative purposes.

#### **XIX. GOVERNING LAW, VENUE AND SEVERABILITY**

The laws of Iowa shall govern this AGREEMENT and venue for any legal action hereunder shall be in the Polk County District Court of Iowa. If any provision under this AGREEMENT or its application to any person or circumstances is held invalid by any court of rightful jurisdiction, said invalidity does not affect other provisions of this AGREEMENT which can be given effect without the invalid provision.

#### **XX. NOTICES**

The SUBRECIPIENT shall comply with all public notices or notices to individuals as required by applicable state and federal laws, rules, and regulations and shall maintain a record of such compliance.

#### **XXI. RESPONSIBILITY FOR SUBAWARD**

While HSEMD undertakes to provide technical assistance to the SUBRECIPIENT and its authorized representative in the administration of the subaward, said subaward remains the sole responsibility of the SUBRECIPIENT in accomplishing subaward objectives and goals. HSEMD undertakes no responsibility to the SUBRECIPIENT, or any third party, other than what is expressly set out in this AGREEMENT.

**XXII. NOTICES AND COMMUNICATIONS BETWEEN HSEMD AND SUBRECIPIENT**

All written notices and communications to the SUBRECIPIENT by HSEMD shall be to:

**Tracy Warner, Municipal Engineer  
City of Ames  
515 Clark Ave  
Ames, IA 50010**

Or the Alternate Point of Contact,

**Abdelhafiz Ibrahim, Civil Engineer  
City of Ames  
515 Clark Ave  
Ames, IA 50010**

All written communications to HSEMD by the SUBRECIPIENT and its authorized representative shall be to:

**Aimee Bartlett  
Attention: Mitigation Bureau  
Iowa Department of Homeland Security and Emergency Management  
7900 Hickman Road, Suite 500  
Windsor Heights, IA 50324**



**ENTIRE SUBAWARD AGREEMENT**

This AGREEMENT sets forth the entire AGREEMENT between HSEMD and the SUBRECIPIENT with respect to subject matter hereof. Commitments, warranties, representations and understandings or agreements not contained, or referred to, herein or amended thereto shall not be binding on either HSEMD or the SUBRECIPIENT. Except as may be expressly provided herein, no alteration of any of the terms or conditions of this AGREEMENT will be effective without written consent of both parties.

IN WITNESS WHEREOF, HSEMD and the SUBRECIPIENT have executed this AGREEMENT by the signatures of authorized persons of both entities and on the dates indicated below:

**Iowa Department of Homeland Security    City of Ames:  
and Emergency Management:**

\_\_\_\_\_  
Dennis Harper, Recovery Division  
Administrator

\_\_\_\_\_  
John Haila, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Representative (optional)

\_\_\_\_\_  
Date

Attachments: Exhibit A: FEMA Award Notification  
Exhibit B: Scope of Work  
Exhibit C: Pre-Award Risk Assessment

Exhibit A: FEMA Award Notification

FEMA Award Letter



Bartlett, Aimee &lt;aimee.bartlett@iowa.gov&gt;

## Notice of Pre-Disaster Mitigation Grant Award

1 message

**Bartlett, Aimee** <aimee.bartlett@iowa.gov>  
 To: Tracy Warner <twarner@city.ames.ia.us>  
 Cc: Carol Tomb <carol.tomb@iowa.gov>

Wed, Jan 29, 2020 at 8:07 AM

January 28, 2020

Tracy Warner  
 City of Ames  
 PO Box 811  
 Ames, IA 50010

Subject: Approval-City of Ames Resilient Infrastructure Flood Mitigation Project Application.

Dear Ms. Warner:

The Iowa Homeland Security and Emergency Management Department (HSEMD) is pleased to announce approval of the resilient flood mitigation application submitted under Pre-Disaster Mitigation. The cost share amounts for this grant are as follows:

Funding Source	Funding Amount	% of Cost
Federal:	\$ 3,747,450.00	75%
Local:	\$ 1,249,150.00	25%
<b>Total:</b>	<b>\$ 4,996,600.00</b>	<b>100%</b>

### Conditions of the Project are as follows:

#### Period of Performance Start and End Date:

The period of performance shall be October 1, 2018 - June 19, 2022. All costs must be incurred during the period of performance, including eligible pre-award costs.

#### Amount Awarded:

Funds approved under this award may not be used for other purposes. If costs exceed the amount of funding that has been approved by FEMA, then the Recipient or Subrecipient shall pay the costs that are in excess of the approved budget.

#### Programmatic Changes & General Terms and Conditions:

The Recipient and Subrecipient must comply with all applicable laws and regulations. The Recipient and Subrecipients are bound by Title 44 of the Code of Federal Regulations (CFR) and the February 27, 2015, Unified Hazard Mitigation Assistance Guidance.

#### Environmental Conditions:

This project impacts Squaw Creek, which would likely meet the definition of Waters of the United States (WOUS) and would be subject to Section 404 of the Clean Water Act (CWA), as administered by the USACE. The applicant is required to demonstrate compliance with CWA through submitting sufficient documentation to demonstrate work was accomplished with applicable CWA regulatory provisions.

Story County is within summer habitat range of Indiana bat and the Northern long-eared bat and abundant foraging habitat is present along the forested stream corridor along Squaw Creek upstream and downstream from the South Duff Avenue Bridge. Any tree removal should take place from November 31 through March 31 to ensure that tree removal takes place when both the Indiana bat and Northern long-eared bat would not be present in the affected project area.

Any changes to the approved Scope of Work will require re-evaluation for compliance with NEPA and other Laws and Executive Orders.

#### Reports:

Quarterly progress reports for PDMC projects are required.

**Closeout:**

Per 2 CFR Part 200, when the appropriate grant award performance period expires, the Recipient shall submit the following documents within 90 days: (1) a final Financial Report; (2) final Program Performance Report; (3) an inventory of equipment purchased under each grant's funds; (4) an inventory of Federally-owned property; and (5) other required documents specified by program regulation.

Prior to expending funds, a grant agreement ***must*** be signed and returned to HSEMD. The grant agreement provides detailed project and financial guidance to assist in completing all grant requirements. You will be contacted in the near future by HSEMD to set up a grant agreement meeting.

If there are any questions concerning this correspondence, please do not hesitate to contact any of our staff listed below.

Project Lead: Carol Tomb, 515-725-9305

Financial Team Lead: Katherine Hines, 515-725-9306

Sincerely,

**Aimee Bartlett | Hazard Mitigation Bureau Chief - Recovery Division**

Iowa Dept Homeland Security & Emergency Management | 7900 Hickman Rd, Suite 500

Windsor Heights, IA 50324 | Phone: (515) 725-9364 | Fax: (515) 725-3260

## Exhibit B: Scope of Work

### Scope of Work from Application



Iowa Homeland Security and Emergency Management Department  
Attn: Ms. Carol Tomb  
7900 Hickman Road, Suite 500  
Windsor Heights, IA 50324

Dear Ms. Tomb:

The City of Ames is pleased to submit this scope of work information as part of our application for the 2018 Pre-Disaster Mitigation Assistance (PDM) grant.

## Scope of Work Narrative

**Sub-Applicant: City of Ames**

**Project: Squaw Creek Resilient Infrastructure Flood Mitigation Project**

## Background

The proposed City of Ames project implements long-term mitigation measures as authorized under Section 404 of the Stafford Act. Appropriated Flood Mitigation funds is focused on lowering flood levels by up to 2 feet in the South Duff Avenue area of Ames. The construction would occur within Squaw Creek each side of the South Duff Avenue existing bridge. This project will increase channel conveyance of Squaw Creek at the South Duff Avenue bridge.

Following the floods of 2010, the City Council established a goal of mitigating the impact of future flooding in Ames. A comprehensive Flood Mitigation Study was completed in late 2013 that considered many possible mitigation alternatives across a wide range of factors, including: degree of reduction of flood water elevation, estimated annual damage reduction, construction costs, ongoing operations and maintenance costs, and environmental impacts.

During the comprehensive Flood Mitigation Study, Ames City staff and the consulting engineering team held numerous listening sessions with our citizens and business owners about how to reduce flood impacts in the community. Ultimately, the Ames City Council made the decision to move forward with the Flood Mitigation – River Flooding project that involves increasing channel conveyance of Squaw Creek at the South Duff Avenue bridge by removing excess deposition of sediment, establishing a multi-stage channel, reducing steepness and instability of highly eroding streambanks, thalweg management, and establishing a vegetated stream buffer to improve the creek/bridge alignment, creek capacity, and hydraulic flows utilizing natural channel design (multi-stage channel to reconnect the creek with the floodplain), streambank toe protection and native vegetation stabilization for more resilience in large storm events..

Engineer reviewed the information made available from the City's prior flood mitigation study. Based on the information provided, the expected ratio of pre to post project damages is 27.5% (thereby reducing damages by 72.5% for the 100-year event). (See WHKS & Co. letter dated 12/18/18 attached herewith Page 5)

## Mitigation Measures

This project will increase channel conveyance of Squaw Creek at the South Duff Avenue bridge by removing excess deposition of sediment, establishing a multi-stage channel, reducing steepness and instability of highly eroding streambanks, thalweg management, and establishing a vegetated stream buffer to improve the creek/bridge alignment, creek capacity, and hydraulic flows utilizing natural channel design (multi-stage channel to reconnect the creek with the floodplain), streambank toe protection and native vegetation stabilization for more resilience in large storm events.

## Design and Construction Considerations

The preliminary design involved extensive 2D hydraulic modeling. The modeling showed that the South Duff Avenue bridge and adjacent stream channels act as a restriction, which in turn causes increased flooding as water is forced from the channel and conveyed through the floodplain. Within the floodplain, buildings and other obstructions further alter the normal conveyance of water as flow is forced between buildings and along streets. Many design alternatives were modeled using advanced 2D modeling techniques. By increasing the channel conveyance near the South Duff Avenue bridge, the majority of flood water can be kept within the confines of the channel area. This in turn limits the amount of water diverted into the floodplain and reduces flood elevations throughout the system.

To ensure that the project will not exacerbate the problem downstream, the pre and post models were ran with identical downstream boundary conditions. The model showed that a portion of the flooding from existing conditions was a direct result of water being forced into conveyance through the developed floodplain. The water forced into the floodplain quickly turns and is conveyed back to the main channel immediately downstream of the South Duff Avenue bridge.

The proposed design consists of widening the existing channel and reconnecting it to the adjacent floodplain. This will allow conveyance to occur primarily within and adjacent to the channel. The improved channel will be constructed as a 2-stage channel to provide stability to channel system and create riparian area. The channel will include a variety of natural channel design techniques to improve habitat and water quality. The intent is that under normal flow conditions the low flow channel will be able to meander within the confines of the greater flood channel. This is a proven design technique that provides a wide variety of benefits and resiliency. This project design is in conformance with accepted engineering practices. In Iowa this means conformance with the Iowa Floodplain Criteria.

GPS Coordinates: 42.0135399, -93.6103113

## Independent Solution

As part of establishing and calibrating the 2D model for the project area, a boundary condition was created that set the S. Skunk River (located approximately 0.75 miles downstream of this project) at the same flood level (year event) as Squaw Creek (where the project is being constructed). This condition is reflected on the maps included in the project grant application (See (attached herewith) Maps: Existing Conditions 40-Year Flood Depth (Page 6), Proposed Project 40-Year Flood Depth (Page 7), Existing Conditions 100-Year Flood Depth (Page 8), and Flood Inundation Risk Gradients (Page 9)). The 2D model created by the engineer is consistent with flood levels experienced in Ames during events in 2008 and 2010. This model is also consistent with a model created by the Iowa Flood Center (See (attached herewith): Iowa Flood Center 2% Annual Chance (Page 10), Iowa Flood Center 1% Annual Chance (Page 11)).

While influenced by the other, S. Skunk River and Squaw Creek are separate watersheds. The S. Skunk River watershed consists of 315 square miles of drainage area. Squaw Creek (which terminates at the S. Skunk River in Ames, approximately 0.75 miles downstream of this project) consists of 204 square mile drainage area. (See Ames, IA, Story County, Watersheds Map Info. (Page 12)) Being separate watersheds, there is the chance that Squaw Creek can flood yet the S. Skunk River will not. If Squaw Creek gets more rainfall than S. Skunk River, the water can continue to flow. During extreme flood events, such as 2008 and 2010 experienced in Ames, both watersheds experienced event level rainfalls and resulted in creek and river flooding within the community. For this reason, the boundary condition was established in the 2D model such that both river and creek are experiencing the same flood level. This also demonstrates that this project will not exacerbate flooding downstream.

With the goal of establishing an independent solution, the proposed project increases channel conveyance of Squaw Creek at the South Duff Avenue bridge by removing excess deposition of sediment, widening and establishing a multi-stage channel, and creating thalweg management to increase the creek capacity and improve hydraulic flows utilizing natural channel design (multi-stage channel to reconnect the creek with the floodplain). This solution achieves independently lowering flood levels up to 2 ft in the S. Duff Avenue area as shown on Map 6B (Page 13). These lower flood levels drop water away from residential and commercial buildings (preventing outages and evacuation needs), drops water depths within the street networks thereby making it safer for citizens, visitors, and emergency responders,

and keeps the force of the water (highest velocities) within the Squaw Creek channel (See Map 6B (Page 13), Map 1 – Velocity 2015 Existing Conditions (Page 14) and Map 6 – Velocity 100-year Flood Elevations Proposed Project (Page 15)).

To add more resilience in large storm events, the project is reducing steepness and instability of highly eroding streambanks, establishing a vegetated stream buffer to improve the creek/bridge alignment, and adding streambank toe protection and native vegetation as stabilization measures to finalize construction. (See Typical Details (Page 16), Conceptual Grading Plan (Page 17) and Conceptual Sections (Page 18)).

## Detail Plans

The scope of the project involves construction in the Squaw Creek channel approximately 1500 feet each direction of the existing S. Duff Avenue bridge. The grading limits and cross sections have been included on attachments to demonstrate the physical construction to take place as part of this proposed project. (See Typical Details (Page 16), Conceptual Grading Plan (Page 17) and Conceptual Sections (Page 18))

Several maps are included within the project application to demonstrate the project and positive impacts of the project. Map 6B (Page 13) shows extents of the flooding under existing conditions (blue) and the new flood water elevations (purple) as a result of the proposed project. As can be seen on Map 6B (Page 13), the flood waters drop away from buildings in the area.

By removing excess deposition of sediment under the existing S. Duff Avenue bridge, the hydraulic flows of Squaw Creek significantly improve the ability to function to full capacity. As part of the proposed project and improving the creek/bridge alignment, sediment will not deposit as significantly under the existing bridge so the hydraulic flows will continue to be that of a healthy, balanced creek.

Maps have been included in the project application to demonstrate flood depths. The Map Existing Conditions 40-Year Flood Depth (Page 6) shows that there are varying flood depths in the area. The Proposed Project 40-Year Flood Depth map (Page 7) demonstrates that the deepest flood waters will be within the Squaw Creek channel and new conveyance areas. Shallower flood waters are within the street system and around buildings as a result of the proposed project. Map 6 – Velocity 100-year Flood Elevations Proposed Project map (Page 15) also demonstrates this conveyance with the higher velocities remaining within the Creek/Conveyance system.

## Level of Protection

A central component of the project is conveyance improvements within the channel approximately 1,500 feet either side of the South Duff Avenue bridge. This is estimated to reduce the water surface elevation of a 1% annual chance flood (i.e. – a “100-year” flood) by approximately 2 feet in the South Duff Avenue area, a major damage center.

S. Duff Avenue is currently drivable under the 25-year event. Through estimates obtained as part of 2-D modeling of the project, S. Duff Avenue is not drivable during an existing 40-year event (flood depths are approximately 2.5 ft deep). The proposed project will enable one lane in each direction to remain drivable on S. Duff Avenue during a 40-year event. According to the 2-D model, flood depths of 2-4 feet of water over the full width of the roadway, making it not passable, will occur between a 50 and 100-year event.

The design objective of this project is to reduce flood elevations associated with any given flood event. The level of protection achieved varies by location for any given event. The complex hydraulics of this area make it difficult to determine an exact level of protection that may typically associated with a more traditional 1D model. For example, the extent of flooding for a 100-year event will be similar for pre and post project situations, however the depth of flooding (and associated damages) will be greatly reduced. As shown on the attached maps, the extents of flooding are further away from the residential buildings. To reiterate the level of protection actually achieved will vary throughout the project area due to the two-dimensional nature of the flow. As part of the preliminary analysis a series of model result maps were made for the proposed project showing the reductions in local flood elevations throughout the impacted area.



During flood events such as the 2010 storm event, the depth and velocity of waters are so powerful that both vehicles and boats (used for evacuations) were not able to be used during peak impact. As shown on the Map 6B (Page 13), the depth of flood waters drops significantly from around the residential and commercial buildings as well as within the transportation street network. During events such as 2010, the velocity of the flood waters leaves the Squaw Creek channel and is highest along South Duff Avenue/South 5<sup>th</sup> Street intersection, which is where residents get access. In comparing Map 1 – Velocity (Page 14) with Map 6 – Velocity (Page 15), the proposed project enables the highest velocity of flood waters to remain within the Squaw Creek channel, thereby significantly reducing the risk to citizens and emergency responders.

## Loss of Function Events – Impact

City of Ames incurred the closure of South Duff Avenue for two days each in 2008 and 2010 due to flooding from Squaw Creek. The IDOT Traffic Flow Map: 2015 Annual Average Daily Traffic count has 26,400 one-way traffic trips per day. (See City of Ames detour letter (Page 20) and IDOT Traffic Flow Map (Page 19))

Potable Water Service to 1,408 residents: due to evacuations during flooding on August 11, 2010, 1,408 residents were without potable water service for one day.

While the impacted population also lost wastewater and electrical services, to be conservative, only the loss of potable water was used in the BCA.

## Residual Risk

Water main, storm sewer pipe and structures, and sanitary sewer pipes, structures, and siphon have risk of being damaged due to construction activities since they are in/crossing the project area.

After construction, the water main, storm sewer pipe, sanitary sewer pipes and siphon also have a risk of failure. The risk of failure is primarily related to infrastructure failure of the utility system. The failure could be a pipe break or a sewer structure fracture.

There is limited residual risk to the South Duff Avenue bridge and adjacent stream banks due to erosion. The proposed project will increase conveyance velocity through the bridge by approximately 1 ft/s. Measures will be put in place to protect against erosion, however some risk will remain as the design objectives call for using native vegetation and natural channel stabilization measures.

## Environmental Information

Environmental and historic reviews have been performed (See Environmental and Historic Preservation information). It is not anticipated that this project will have any significant environmental or historic preservation impacts. This project is expected to have numerous environmental benefits, including restoration of riparian area and preservation of green space.

## Additional Considerations

This project provides resiliency by reducing local flood elevations for all flooding events. The natural channel design also adds resiliency for the streambank stability during flood events as well as habitat and riparian buffer to improve water quality.

If you have any questions, please feel free to contact me at (515) 239-5160 or [twarner@city.ames.ia.us](mailto:twarner@city.ames.ia.us).

Respectfully,



Tracy L. Warner, P.E.  
Municipal Engineer

Exhibit C: Pre-Award Risk Assessment

Conducted by HSEMD



# Recovery Division Grant Pre-Award Risk Assessment

## Applicant Information

Applicant: \_\_\_\_\_

Applicant EIN: \_\_\_\_\_

Applicant DUNS: \_\_\_\_\_

Applicant Authorized Representative<sup>1</sup>: \_\_\_\_\_

Applicant Authorized Representative Phone: \_\_\_\_\_

Applicant Authorized Representative Email: \_\_\_\_\_

Assessment Completed by: \_\_\_\_\_

Assessment Date: \_\_\_\_\_

**Total Risk Assessment Score:** \_\_\_\_\_ of 15. **Risk Level\***: \_\_\_\_\_

## Financial Stability

 points \_\_\_\_\_ of 2.

Mark all applicable items.

- Turnover in key staff in the past 12 months (i.e. city clerk, financial manager, superintendent, etc.) **(-1 point)**
- Special investigations performed by the Iowa State Auditor in the past five (5) years. **(-1 point)**
- For each Federal award, the applicant’s accounting system has the ability to: **(1 point)**
  - Track revenues and expenditures separately from other expenditure and revenue sources. (including applicant matching funds) (i.e. separate accounts/work orders for each approved project)<sup>2</sup> *Attach chart of accounts/work order listing with particular accounts/work orders noted.*
  - Tie revenues and expenditures to approved grant budget(s) and scope(s) of work.
- Procedures for the segregation of duties<sup>3</sup> *Attach associated procedures.* **(1 point)**

## Quality Management Systems

 points \_\_\_\_\_ of 6.

Mark all applicable items.

- Procurement Policies. *Attach procurement policies* **(1 point)**

<sup>1</sup> 2 CFR §200.415 requires that fiscal reports (including grant agreements, payment requests, etc.) be “signed by an official who is authorized to legally bind the non-Federal entity”.

<sup>2</sup> 2 CFR §200.302(3) requires that records must adequately identify the source and use of federally-funded activities.

<sup>3</sup> Required per 2 CFR §200.303; Segregation of Duties is outlined in GAO-14-704G Federal Internal Control Standards 10.12-14

- Includes documentation to ensure that contractor/vendor is not suspended or disbarred from federally-funded projects.<sup>4</sup> (1 point)
- Includes procedure to document affirmative solicitation of small and minority businesses, and women’s business enterprises.<sup>5</sup> (1 point)
- Includes Contract Provisions for Non-Federal Entity Contracts Under Federal Awards<sup>6</sup>(1 point)
- Conflict of Interest Policies.<sup>7</sup> Attach associated policies. (1 point)
- Procedures for accounting for the entirety of employee time by individual Federal award and other non-Federally funded work (Personnel Activity Reports or similar). Attach employee time keeping procedures and examples of associated documentation.(1 point)

**Performance History** points \_\_\_\_\_ of 5

- New applicant (-1 point)
- Applicant has an outstanding balance with HSEMD (-1 point)
- Applicant is not suspended or disbarred from federal awards.<sup>4</sup> (1 point)

**Prior Grant Awards** (list only previous 4 programs)

(1 point for each grant in which all projects are completed and closed on or under budget)

CFDA #	# of Projects	Total \$ Obligated	Total \$ Expended	# Projects Completed and Closed	# of Quarterly Reports Completed	# of issues identified

**Prior Grant Monitoring Actions by HSEMD** (list only 5 most recent)

(-1 point for each identified issue).

Desk Review or Site Visit	Date	CFDA #	# of Projects Monitored	# of Issues Identified

<sup>4</sup> Must include documentation of check of contractor/vendor on Excluded Parties List System (EPLS) (<https://www.sam.gov>) (2 CFR §200.212)

<sup>5</sup> 2 CFR § 200.321; Listing available at <https://www.sam.gov>

<sup>6</sup> 2 CFR §200 Appendix II

<sup>7</sup> 2 CFR 200.112

**Prior Audit Findings** points \_\_\_\_\_

Review two (2) most recent audits of Federal Awards, and document findings on Federal awards.<sup>8</sup>

*(-1 point for each audit finding on a Federal award.)*

Fiscal Year Audited	CFDA #	Auditor Opinion (Qualified, Unqualified, Disclaimer, or Adverse)	Finding Type(s) (Internal Control, Material Weakness, Significant Deficiency)	# of Findings	# of Findings Resolved

**Statutory and Regulatory Requirement Implementation** points \_\_\_\_\_ of 2.

Mark all applicable items

- Procedures for reporting all violations of Federal criminal law involving fraud, bribery, or gratuity violations possibly affecting Federal awards.<sup>9</sup> *Attach associated policies (1 point)*
- Policies and procedures to safeguard personally identifiable information (i.e. Social Security numbers, dates of birth, medical information, etc.)<sup>10</sup> *Attach associated policies (1 point)*

**\*Risk Level:**

*(Note: Attachments must be included in order for the point to be awarded)*

<u>Points</u>	<u>Level</u>	<u>Actions</u>
<b>&lt;0-5</b>	<b>High</b>	Site Monitoring Visit or Desk Review, regular site visit and administrative reviews by HSEMD staff.
<b>6-10</b>	<b>Medium</b>	Desk Review upon closeout of projects as needed; continued quarterly progress report monitoring and project closeout monitoring.
<b>11-15</b>	<b>Low</b>	Continued quarterly progress report monitoring and project closeout monitoring.

<sup>8</sup> Audit information is available at: <https://harvester.census.gov/idds2013/FY2013.aspx> or <http://auditor.iowa.gov/reports/search.php>

<sup>9</sup> 2 CFR §200.113 requires that all non-Federal entities and applicants for a Federal award must disclose in a timely manner and in writing to the Federal awarding agency or pass-through entity any violations that may affect the Federal award.

<sup>10</sup> 2 CFR §200.303

**COUNCIL ACTION FORM**

**SUBJECT: 2019/20 TRAFFIC SIGNAL PROGRAM (LINCOLN WAY & BEACH 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 will install a new signal and new pedestrian ramps at the intersection of Lincoln Way & Beach Avenue.**

At the bid letting on February 5, 2020, no bids were received for this project. Staff believes signal contractors' schedules have already been filled for the 2020 construction season. Staff will therefore revise the completion date to August 2021 and bring new plans and specifications to a future City Council meeting for approval.

**ALTERNATIVES:**

1. Direct staff to accept the report of no bids and to modify the completion date and bring new plans and specifications to a future meeting.
2. Do not proceed with this project.

**CITY MANAGER'S RECOMMENDED ACTION:**

Extending the completion date to August 2021 should allow already busy contractors the opportunity to prepare a bid for the project.

Therefore, the City Manager recommends that the City Council adopt Alternative No. 1, as described above.