

AGENDA
REGULAR MEETING OF THE AMES AREA
METROPOLITAN PLANNING ORGANIZATION (AAMPO)
TRANSPORTATION POLICY COMMITTEE AND
REGULAR MEETING OF THE AMES CITY COUNCIL
COUNCIL CHAMBERS - CITY HALL*
MAY 25, 2021

***DUE TO THE COVID-19 PANDEMIC, THIS CITY COUNCIL MEETING WILL BE CONDUCTED AS AN ELECTRONIC MEETING. IF YOU WISH TO PROVIDE INPUT ON ANY ITEM, YOU MAY DO SO AS A VIDEO PARTICIPANT BY GOING TO:**

<https://zoom.us/j/826593023>

OR BY TELEPHONE BY DIALING: US:1-312-626-6799 or toll-free: 1-888-475-4499
Zoom Meeting ID: 826 593 023

YOU MAY VIEW THE MEETING ONLINE AT THE FOLLOWING SITES:

<https://www.youtube.com/ameschannel12>

<https://www.cityofames.org/channel12>

or watch the meeting live on Mediacom Channel 12

NOTICE TO THE PUBLIC: The Mayor and City Council welcome comments from the public during discussion. If you wish to speak, please see the instructions listed above. 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.

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

CALL TO ORDER: 6:00 p.m.

HEARINGS:

1. Hearing on the FY 2022 Transportation Planning Work Program (TPWP):
 - a. Resolution approving the Final FY 2022 Transportation Planning Work Program for submission to the Iowa Department of Transportation
2. Hearing on Amendment to the FFY 2021-2024 Transportation Improvement Program (TIP):
 - a. Motion approving amendment to the FFY 2021-2024 TIP

ADMINISTRATION:

3. Motion approving the Draft FY 2022-2025 Transportation Improvement Program and setting July 13, 2021, as the date of public hearing

POLICY COMMITTEE COMMENTS:

ADJOURNMENT:

REGULAR CITY COUNCIL MEETING**

**The Regular City Council Meeting will immediately follow the Ames Area Metropolitan Planning Organization Transportation Policy Committee Meeting.

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 City Council Meeting held May 11, 2021, and Special City Council Meeting held May 18, 2021
3. Motion approving ownership change for Class E Liquor License with Class B Wine Permit, Class C Beer Permit, Carryout & Sunday Sales - Casey's General Store #2560 3020 S Duff Avenue
4. Motion approving ownership change for Class E Liquor License with Class B Wine Permit, Class C Beer Permit, Carryout & Sunday Sales - Kum & Go #214 111 Duff Avenue
5. Motion approving ownership change for Class E Liquor License with Class B Wine Permit, Class C Beer Permit, Carryout & Sunday Sales - Kum & Go #200 4510 Mortensen Road
6. Motion approving ownership change for Class E Liquor License with Class B Wine Permit, Class C Beer Permit, Carryout & Sunday Sales - Kum & Go #216 203 Welch Avenue
7. Motion approving renewal of the following Beer Permits, Wine Permits and Liquor Licenses:
 - a. Class C Liquor License with Catering Privilege, Class B Wine Permit, Outdoor Service & Sunday Sales - Della Viti, 323 Main Street, **pending DRAM Shop Insurance**
 - b. Class C Liquor License with Outdoor Service & Sunday Sales - Old Chicago Pizza & Taproom, 1610 S Kellogg Avenue, **pending DRAM Shop Insurance**
 - c. Class E Liquor License with Class B Wine Permit, Class C Beer Permit, Carryout, & Sunday Sales - Casey's General Store #2560, 3020 S Duff Avenue
 - d. Class A Liquor License with Outdoor Service & Sunday Sales - Green Hills Residents Association, 2200 Hamilton Drive, Ste 100
 - e. Class E Liquor License with Sunday Sales - MMDG Spirits, 126A Welch Avenue, **pending DRAM Shop Insurance**
 - f. Class E Liquor License with Class B Wine Permit, Class C Beer Permit, Carryout, & Sunday Sales - Kum & Go #214, 111 Duff Avenue
 - g. Class E Liquor License with Class B Wine Permit, Class C Beer Permit, Carryout, & Sunday Sales - Kum & Go #200, 4510 Mortensen Rd
 - h. Class E Liquor License with Class B Wine Permit, Class C Beer Permit, Carryout, & Sunday Sales - Kum & Go #216, 203 Welch Avenue
 - i. Class E Liquor License with Class B Wine Permit, Class C Beer Permit, Carryout, & Sunday Sales - Wheatsfield Cooperative, 413 Northwestern, **pending DRAM Shop Insurance**
8. Resolution setting date of public hearing for June 8, 2021, to authorize additional uses of General Obligation Bond Series 2017 and Series 2018A to fund extension of utilities to the East

Industrial Area

9. Resolution approving revisions to ASSET Policies and Procedures
10. Resolution approving request to waive enforcement of the prohibition of motorized vehicles in Ada Hayden Heritage Park (*Municipal Code* Section 19.9) to allow the Friends of Ada Hayden Heritage Park to provide golf cart tours to mobility-impaired individuals
11. Resolution approving Agreement with Verbio Nevada, LLC, to accept biosolids from Ames Water Pollution Control Facility for a period of three years from the executed date (to be effective upon signed approval from both parties)
12. Resolution authorizing payment to StoryComm for annual radio system subscriber fees in the amount of \$133,965.51
13. Resolution approving contract with WHKS & Co., of Ames, Iowa, for Water Pollution Control Site Utility Mapping in an amount not to exceed \$53,456
14. Resolution approving preliminary plans and specifications and re-issue Notice to Bidders for WPC Sludge Pumping Building Improvements project; setting June 23, 2021, as bid due date and July 13, 2021, as date of public hearing
15. Resolution approving Police Department's application to and participation in the Department of Justice Office of Justice Programs Bulletproof Vest Partnership Program
16. Purchase of Transformers for Electric Services:
 - a. Resolution waiving local consideration accommodation in the evaluations allowed by the Purchasing Policies
 - b. Resolution awarding contract to RESCO of Ankeny, Iowa, for in accordance with unit prices bid and quantities ordered inclusive of applicable sales taxes
17. Purchase of Copper Cable/Wire for Electric Services:
 - a. Resolution awarding contract to RESCO of Ankeny, Iowa, for 6,000 feet of 750 KCMIL Copper Cable in the amount of \$197,222.40 (inclusive of Iowa sales tax)
 - b. Resolution awarding contract to Graybar Electric of Des Moines, Iowa, for 2,000 feet of Copper Wire in the amount of \$10,455.18 (inclusive of Iowa sales tax)
18. Resolution awarding contract to Northway Well and Pump Company of Waukee, Iowa, for Year Five (5) [2021/22] of Water Plant Well Rehabilitation Contract in the amount of 104,923.37
19. Resolution approving contract to DPC Industries, Inc., of Bellevue, Nebraska, for purchase of liquid sodium hypochlorite for the Water Plant and Power Plant in the amount of \$0.98/gallon for FY 2021/22
20. Resolution awarding contract to Renewable Energy Group of Ames, Iowa, for CyRide fuel purchases from July 1, 2021, through June 30, 2022, in a not-to-exceed amount of \$1,072,500
21. Resolution awarding contract to Nationwide Office Care of Clive, Iowa, for CyRide custodial services for the initial contract period from July 1, 2021, through June 30, 2022, (with possible four additional renewal options) at an initial cost of \$2,330.50/month
22. Resolution approving Change Order No. 2 to RW Excavating Solutions, LC, of Prairie City, Iowa, for additional seeding/mulching and wattles for enhanced erosion control and hauling of felled trees for Flood Mitigation - River Flooding (Tree Clearing) project in the amount of \$74,800
23. Resolution approving Change Order No. 2 to Commonwealth Electric to expand the scope of work on the Fast Electronic Vehicle Charger installation at 2108 Isaac Newton Drive in the amount of \$5,481

24. Resolution awarding renewal of contract with Baldwin Pole & Piling, Inc., of Des Moines, Iowa, for the purchase of electric distribution utility poles in accordance with unit prices bid and actual quantities ordered, plus applicable sales taxes
25. Specialized Wet Dry Vacuum, Hydro Blast, and Related Cleaning Services for the Power Plant:
 - a. Resolution approving renewal of contract with HTH Companies, Inc., of Union, Missouri, from July 1, 2021, through June 30, 2022 for hourly rates and unit prices bid, in an amount not to exceed \$235,000
 - b. Resolution approving Performance Bond
26. Scaffolding and Related Services and Supplies Contract for the Power Plant:
 - a. Resolution approving renewal of contract with HTH Companies, Inc., of Union, Missouri, from July 1, 2021, through June 30, 2022. in the amount of \$53,000
 - b. Resolution approving Performance Bond
27. Asbestos Remediation and Related Services for the Power Plant:
 - a. Resolution approving renewal of contract with Earth Services & Abatement, LLC, of Des Moines, Iowa, from July 1, 2021, through June 30, 2022, in the amount of \$200,000
 - b. Resolution approving Performance Bond
28. Non-Asbestos Insulation and Related Services and Supplies Contract for the Power Plant:
 - a. Resolution approving renewal of contract with HTH Companies Inc., of Union, Missouri, from July 1, 2021, through June 30, 2022, in the amount of \$150,000
 - b. Resolution approving Performance Bond
29. Resolution approving Plat of Survey for 623 Agg Avenue

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

ADMINISTRATION:

30. Face-Covering Ordinance:
 - a. Public Input
 - b. First passage of ordinance repealing Face-Covering Ordinance
 - i. Motion to suspend the rules regarding adoption of ordinances
 - (1) Second and third readings and adoption of ORDINANCE NO. 4439
 - c. Resolution to exclude City of Ames from Story County’s Face-Covering regulation
31. FY 2021/22 Contracts with Human Services agencies (ASSET):
 - a. Resolution approving Contracts for FY 2021/22
 - b. Resolution approving unallocated funds as “reserve funds” in the new amount of \$20,562 to address additional service needs that may arise during FY 2021/22
 - c. Resolution allowing agencies, if they request, to carry-over FY 2020/21 funding to FY 2021/22 due to the COVID-19 pandemic
32. Ames Economic Development Commission:
 - a. Presentation of Annual Report

- b. Resolution approving Contract with Ames Economic Development Commission for Economic Development Activities from July 1, 2021, through June 30, 2022, in an amount not to exceed \$150,000
- 33. Staff Report regarding Small Art Grant Awards:
 - a. Motion directing staff to prepare contracts for four Small Art Grant projects in accordance with the recommendations provided by the Review Committee

HEARINGS:

- 34. Hearing on Final Amendments to Fiscal Year 2020/21 Budget:
 - a. Resolution amending current budget for Fiscal Year ending June 30, 2021
- 35. Annexation of properties at intersection of Lincoln Highway and North 500th Avenue:
 - a. Resolution approving a Minor Amendment to Ames Urban Fringe Plan Land Use Class Map Amendment from Rural/Urban Transition Area to Urban Service Area for the area extending westward from current City boundary to the County line (approximately 1500 feet along Lincoln Highway) and northward along North 500th Avenue approximately 768 feet
 - b. Hearing regarding 80/20 Annexation of properties at intersection of Lincoln Highway and North 500th Avenue [generally located at 632 and 634 N. 500th Avenue and 5521 Lincoln Highway in Story County, Iowa, owned by John R. Crane and Flummerfelt Quail Ridge, LLC, respectively, Story County right-of-way, and non-consenting properties owned by Brian M. Adams (5507 Lincoln Way), Brant Lemer (5615 Lincoln Way), and Lemer Land Holdings, LLC (5615 Lincoln Way)]:
 - i. Resolution approving Annexation of all consenting and non-consenting properties
 - ii. Resolution approving Development Agreement addressing infrastructure needs and developer responsibilities for future development
- 36. Hearing on Master Plan Amendment for 5571 Hyde Avenue (Hayden's Preserve - formerly known as Rose Prairie)[Continued from May 11, 2021]:
 - a. Motion to continue hearing to June 8, 2021
- 37. Hearing on Auditorium HVAC Replacement:
 - a. Resolution approving final plans and specifications and awarding contract to Stein Heating and Cooling, Inc., of Webster City, Iowa, in the amount of \$575,500
- 38. Hearing on 2020/21 Arterial Street Pavement Improvements - 13th Street (Duff Avenue to Meadowlane Avenue)
 - a. Resolution approving final plans and specifications and awarding contract to Con-Struct of Ames, Iowa, in the amount of \$2,934,292.90

FIRE:

- 39. Presentation of Proposed Exterior Property Maintenance Code

PARKS & RECREATION:

- 40. Resolution approving request for the Ames Chamber of Commerce to proceed to implement the Campustown Lincoln Way Beautification Plan (Lincoln Way medians from Beach to Sheldon), subject to their agreement to purchase material and replenish mulch in medians annually

PLANNING & HOUSING:

41. 2021-22 CDBG Proposed Annual Action Plan Follow-Up:
 - a. Resolution approving proposed 2021/22 Annual Action Plan Program Projects and proposed budget and setting August 10, 2021, as date of public hearing

WATER & POLLUTION CONTROL:

42. Resolution approving Agreement with AgOutcomes, Inc., of Ankeny, Iowa, to purchase watershed nutrient reduction credits in the amount not to exceed \$50,000 for the Water Plant

ORDINANCES:

43. Second passage of ordinance establishing a new Planned Unit Development (PUD) overlay zone within the Zoning Ordinance along with private street standards in the Subdivision Ordinance

DISPOSITION OF COMMUNICATIONS TO COUNCIL:

COUNCIL COMMENTS:

ADJOURNMENT:

**AMES AREA METROPOLITAN PLANNING ORGANIZATION
TRANSPORTATION POLICY COMMITTEE**

SUBJECT: FINAL FY 2022 TRANSPORTATION PLANNING WORK PROGRAM

BACKGROUND:

The Ames Area MPO carries out a continuing, cooperative, and comprehensive multimodal transportation planning process. As a part of Federal regulations governing Metropolitan Planning Organizations, Federal Highway Administration and Federal Transit Administration provide planning funds to agencies for transportation planning activities. These activities are outlined in a unified transportation planning work program which the Ames Area MPO develops annually for each fiscal year. The State of Iowa uses a Consolidated Planning Grant where FHWA and FTA planning funds are combined into a single fund.

In addition to conducting and coordinating short-term and long-term regional transportation planning efforts, the MPO is responsible for the development of the following planning documents: Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP), Public Participation Plan (PPP), Transportation Planning Work Program (TPWP), and Passenger Transportation Plan (PTP). To plan for and organize these planning efforts, the FY22 TPWP has been separated into six different work activities. These activities are:

1. Administration
2. Transportation Improvement Program (TIP)
3. Comprehensive Transportation Planning
4. Transit Planning
5. Long-Range Transportation Planning
6. Data Services

Pages 11-18 of the TPWP describe the work activities and various products/tasks in detail.

On January 26, 2021, the Iowa Department of Transportation provided funding targets for the MPO to use in the development of the FY 2022 TPWP.

Ames Area MPO Planning Funding Targets

Funding Source	Amount
FHWA PL Carryover	\$25,737
FTA 5305d Carryover	\$55,223
FHWA STBG Carryover	\$10,895
New FTA 5305d (Final)	\$34,602
New FHWA PL (Final)	\$101,260

The currently proposed FY 2022 MPO budget (shown on Page 19 of the TPWP) totals \$205,000 (\$164,000 in Federal funds and \$41,000 in local funds). This budget fully utilizes all anticipated carryover amounts and has \$63,717 in unobligated funds that can be programmed in future fiscal years. This amount of unobligated funds is below the provided FY 2022 carryover target limit of \$91,855.

On March 23, 2021, the Transportation Policy Committee unanimously approved the draft FY22 TPWP thereby establishing a public input period from March 24, 2021 to April 30, 2021 (including a public input session on March 25, 2021 being held via Microsoft Teams). No public comments were received. Additionally, federal and state partners reviewed the draft document and staff has addressed the minor comments with the final version. The Final TPWP is due to state and federal partners by June 1, 2021.

ALTERNATIVES:

1. Approve the Final FY 2022 Transportation Planning Work Program for submission to the Iowa Department of Transportation.
2. Approve the Final FY 2022 Transportation Planning Work Program, with Transportation Policy Committee modifications, for submission to the Iowa Department of Transportation.

ADMINISTRATOR'S RECOMMENDATION:

The Ames Area MPO Transportation Technical Committee and Transportation Policy Committee have reviewed the Draft FY 2022 Transportation Planning Work Program and all comments from stakeholders and partners were addressed. State and Federal partners have determined this program meets their requirements.

Therefore, it is recommended by the Administrator that the Transportation Policy Committee adopt Alternative No. 1, as noted above.

FINAL
Fiscal Year 2022
Transportation Planning
Work Program
Ames Area MPO



The Ames Area Metropolitan Planning Organization prepared this report with funding from the U.S. Department of Transportation's Federal Highway Administration and Federal Transit Administration, and in part through local matching funds of the Ames Area MPO member governments. These contents are the responsibility of the Ames Area MPO. The U.S. government and its agencies assume no liability for the contents of this report or for the use of its contents. The Ames Area MPO approved this document on May 25, 2021. Please call (515) 239-5160 to obtain permission to use.

AAAMPO
AMES AREA METROPOLITAN PLANNING ORGANIZATION
AMES | GILBERT | STORY | BOONE

CONTENTS

Introduction.....	3
Document Purpose	3
AAMPO Overview and Planning Area.....	3
Transportation Policy Committee	4
Transportation Technical Committee.....	5
Planning Documents Maintained by AAMPO.....	5
TPWP Development	6
TPWP Development Process	6
Planning Priorities.....	7
Performance-Based Planning.....	8
Work Activities.....	11
Task 1 - Administration	12
Task 2 – Transportation Improvement Program	14
Task 3 – Comprehensive Planning.....	15
Task 4 – Transit Planning	16
Task 5 – Long-Range Transportation Planning	18
Task 6 – Data Services.....	19
FY 2022 Budget Summary	20
Staff Work Hours	20
Budget Summary.....	20
Cost Allocation Plan	21
Private Sector Involvement.....	21
Revisions to the Transportation Work Program	22
Overview	22
Waiver of Approvals.....	22
Revision and Approval Procedures.....	23
Appendix A – Resolution of Approval.....	24
Appendix B – Self-Certification of Procurement and Consultation Selection Procedures	25
Appendix C – Performance Management Agreement.....	26
Appendix D – MPO/RPA Carryover Policy.....	28

Introduction

Document Purpose

The Fiscal Year 2022 Transportation Planning Work Program (TPWP) is the regional work plan developed by the Ames Area Metropolitan Planning Organization (AAMPO) for the fiscal year beginning July 1, 2021 and ending June 30, 2022. The TPWP is a requirement of 23 CFR 450.308(b) for metropolitan planning organizations to develop a document identifying work proposed for the next one-year period by major activity and task. The document includes details to indicate who will perform the planning activity, the schedule for completing the activity, what products should result from each activity, funding for each activity as well as a total program budget.

AAMPO Overview and Planning Area

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

As a result of the 2010 Census, the urbanized areas of Ames and Gilbert were combined into one urbanized area, therefore requiring the Metropolitan Planning Area to be expanded to encompass this area in its entirety. The Ames Area MPO approved the current Metropolitan Planning Area boundary on November 13, 2012 (shown in Figure 1). The City of Gilbert and Iowa State University were added to the Transportation Policy Committee on March 26, 2013.

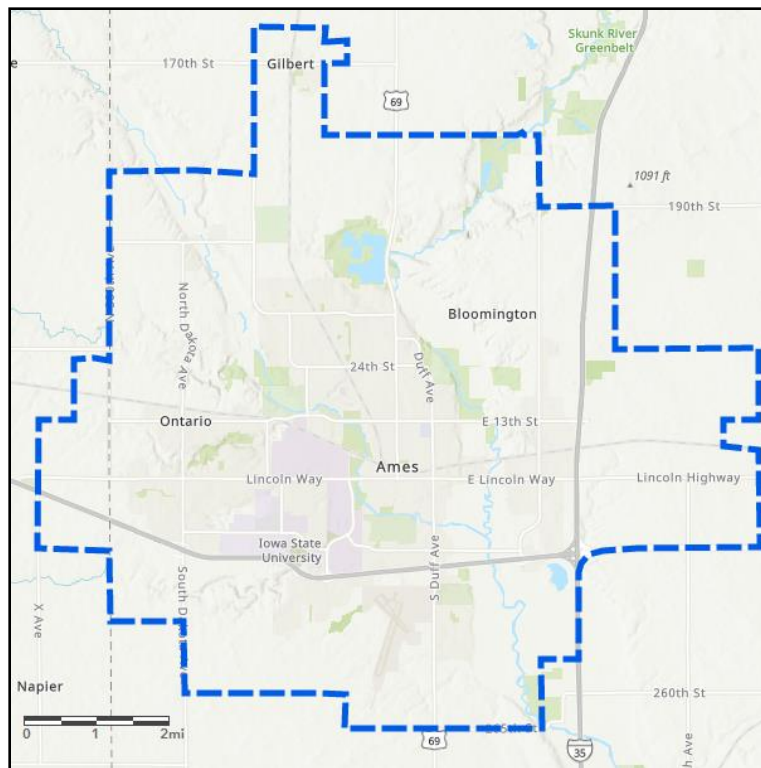


Figure 1: AAMPO Boundary (Adopted Nov 13, 2012)

The Ames Area MPO provides and coordinates various transportation planning and improvement efforts throughout the Ames urban area.

Ames is in central Iowa and is served by Interstate 35, US Highway 30, and US Highway 69. Surface transportation needs are met through over 251 centerline miles of streets. The community has a very progressive transit system, CyRide, which typically carries approximately six million bus passengers per year. In FY 2020, CyRide's ridership dropped to four and a half million passengers due to the COVID-19 pandemic. CyRide believes ridership levels will increase back to approximately six million passengers by the end of FY 2022. While most transit users have Iowa State University ties, CyRide serves the entire Ames community. The Ames Area MPO area includes the Ames Municipal Airport, which serves general aviation needs for business, industry, and recreation users. On average, 104 aircraft operations occur per day at the Ames Municipal Airport. Railroads provide freight service to the area by dual east-west mainline tracks and a northern agricultural spur.

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

Transportation Policy Committee

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

Transportation Policy Committee Membership		
<i>Representative Agency</i>	<i>Member</i>	<i>Representative Agency Role</i>
City of Ames (Chair)	John Haila	Mayor
City of Ames	Bronwyn Beatty-Hansen	Council Member
City of Ames	Gloria Betcher	Council Member
City of Ames	Amber Corrieri	Council Member
City of Ames	Tim Gartin	Council Member
City of Ames	David Martin	Council Member
City of Ames	Rachel Junck	Council Member
Boone County	Bill Zinnel	Board of Supervisors
Story County	Linda Murken	Board of Supervisors
Ames Transit Agency	Jacob Ludwig	CyRide Board Member
City of Gilbert	Jonathan Popp	Mayor
Iowa Dept. of Transportation ‡	Andy Loonan	District 1 Transportation Planner
Iowa Dept. of Transportation ‡	Zac Bitting	Metropolitan and Regional Planning Coordinator
Iowa Dept. of Transportation ‡	Cindy Shearer	Statewide Planning Support
Federal Highway Administration ‡	Darla Hugaboom	Iowa Division Community Planner
Federal Highway Administration ‡	Sean Litteral	Planning and Development Team Leader
Federal Transit Administration ‡	Gerri Doyle	Region 7 Community Planner
Iowa State University ‡	Cathy Brown	Director for Planning Services

‡ Non-voting

Transportation Technical Committee

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

Transportation Technical Committee Membership		
<i>Representative Agency</i>	<i>Member</i>	<i>Representative Agency Role</i>
City of Ames (Chair)	Damion Pregitzer	Traffic Engineer
City of Ames (Vice-Chair)	Kelly Diekmann	Director of Planning & Housing
City of Ames	Justin Clausen	Operations Manager
City of Ames	Justin Moore	Planner
City of Ames	Tracy Peterson	Municipal Engineer
CyRide	Barb Neal	Transit Director
Iowa State University	Sarah Lawrence	Campus Planner
Boone County	Scott Kruse	County Engineer
Story County	Darren Moon	County Engineer
Ames Community School Dist.	Gerry Peters	Facilities Director
Ames Economic Development Commission	Dan Culhane	President & Chief Executive Officer
City of Ames ‡	John Joiner	Public Works Director
City of Ames ‡	Kyle Thompson	Transportation Planner
Iowa Dept. of Transportation ‡	Andy Loonan	District 1 Transportation Planner
Iowa Dept. of Transportation ‡	Zac Bitting	Metropolitan and Regional Planning Coordinator
Iowa Dept. of Transportation ‡	Cindy Shearer	Statewide Planning Support
Federal Highway Administration ‡	Darla Hugaboom	Iowa Division Community Planner
Federal Highway Administration ‡	Sean Litteral	Planning and Development Team Leader
Federal Transit Administration ‡	Gerri Doyle	Region 7 Community Planner

‡ Non-voting

Planning Documents Maintained by AAMPO

AAMPO develops, updates, and maintains the following planning documents:

- Transportation Planning Work Program (TPWP)
- Transportation Improvement Program (TIP)
- Public Participation Plan (PPP)
- Metropolitan Transportation Plan (MTP)
- Passenger Transportation Plan (PTP)

TPWP Development

TPWP Development Process

The FY 2022 Transportation Planning Work Program was developed from input by AAMPO staff, the AAMPO Transportation Technical Committee, the public, and the AAMPO Transportation Policy Committee. The following milestones describe the process in which the Transportation Planning Work Program was developed.

February 1, 2021 – March 4, 2021 – Initial Draft Development

AAMPO staff developed the initial Draft FY22 TPWP.

March 4, 2021 – Transportation Technical Committee Meeting

A review and discussion on the Draft FY22 TPWP was undergone by the Transportation Technical Committee.

March 23, 2021 – Transportation Policy Committee Meeting

A review and discussion on the Draft FY22 TPWP was undergone by the Transportation Policy Committee.

March 24, 2021 – April 30, 2021 – Public Input Period

A public comment period for the Draft FY22 TPWP was established from March 24 through April 30. During the comment period, the draft document was posted on the AAMPO.org website and notifications were distributed to the public. Comments could be submitted via online form, email, mail, and by phone. A public input session was also held virtually via Microsoft Teams on March 25, 2021.

April 1, 2021 – April 30, 2021 – Review from Federal and State Partners

Federal and State partners at the Federal Highway Administration, Federal Transit Administration, and Iowa Department of Transportation reviewed the Draft FY 2022 TPWP. By April 30, 2021, the MPO received comments to address in the Final FY 2022 TPWP.

May 1, 2021 – May 26, 2021 – Final TPWP Development

AAMPO staff created the Final FY 2022 TPWP based upon feedback from the public, state and federal partners, and members of the AAMPO Technical and Policy Committees.

May 26, 2021 – Transportation Policy Committee Hearing

A public hearing was held by the Transportation Policy Committee to consider adoption of the FY 2022 TPWP with opportunities from the public to respond and present to the committee. This document was then formally approved by the Transportation Policy Committee.

Planning Priorities

The FY 2022 TPWP addresses the planning goals of the Ames Area MPO, which are:

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

The following is a list of ongoing and future challenges the Ames Area MPO expects to address through projects and planning activities:

- The Ames regional area experiences a high variability in traffic due to weekly commuters, regional commercial weekend traffic, and special events (such as Iowa State football games). AAMPO will leverage emerging technologies as well as automated data collection to generate regional metrics for a performance-based planning approach and assist local agencies in improving traffic operations.
- The COVID-19 Pandemic may catalyze long-term fundamental changes in travel behaviors across all modes of transportation. AAMPO will utilize emerging data sources and data types to monitor these potential shifts in travel behaviors as well as stay current on the latest research and reporting of travel behavioral trends.
- Some intersections and corridors within Ames are nearing operational capacities and struggle to handle currently observed levels of traffic and users. Through emerging technologies such as adaptive traffic signal control, transit signal priority, widescale data collection, and new ITS communication technologies, AAMPO will ensure projects are planned and executed which attempt to leverage new technologies to maximize operational capabilities and improve intersection and roadway capacities across all modes of travel.

Performance-Based Planning

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

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

The Ames Area MPO must establish and use a performance-based approach in transportation decision making to support the national goals. The Ames Area MPO implements these required metrics in coordination with the Iowa DOT (see Appendix C for the Performance Management Agreement), which includes setting regional targets for several performance measures established by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). Future reports on the Ames Area MPO's progress in reaching regional targets will be included in future metropolitan transportation planning documents. A discussion is shown here for each of the performance areas.

Road Safety

The safety measures are:

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

In September 2020, the Ames Area MPO adopted to support the targets of the Iowa Department of Transportation.

Transit Safety

As a recipient of urbanized area formula grant funding, the Ames Transit Agency (CyRide) established its initial agency safety plan on October 28, 2020, where safety performance targets were established within this plan based on the following safety performance measures FTA established in the National Public Transportation Safety Plan including:

- Fatalities
- Injuries
- Safety Events
- System Reliability

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

In March 2021, the Ames Area MPO adopted to support the targets set in CyRide's Safety Plan.

Pavement and Bridge

The pavement and bridge measures are:

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

In March 2021, the Ames Area MPO adopted to support the targets of the Iowa Department of Transportation.

Transit Asset Management

The Transit Asset Management (TAM) targets are:

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

CyRide established their first TAM plan and targets in January 2017. Every year, the TAM Plan and targets are updated by CyRide in the fall. The last update for CyRide's TAM Plan was September 2020. Per FTA regulations, AAMPO is not obligated to update their TAM targets whenever transit agencies update their targets.

In March 2021, the Ames Area MPO adopted CyRide's latest TAM targets.

System and Freight Reliability

The system performance and freight measures are:

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

In March 2021, the Ames Area MPO adopted to support the targets of the Iowa Department of Transportation.

Work Activities

This section will describe each of the six planning work planning activities that AAMPO will undergo in Fiscal Year 2022: administration, transportation improvement program, comprehensive planning, transit planning, and long-range transportation planning.

Table 1 describes how each of the work activities relate to accomplishing regional transportation planning goals/priorities (listed in the AAMPO’s MTP, “[Forward 45](#)”) and the federal planning factors that should guide the planning processes conducted by MPOs.

Table 1: Relation of Work Activities and Regional Goals/Planning Factors

		<u>Task 1</u> Admin	<u>Task 2</u> TIP	<u>Task 3</u> Comp Planning	<u>Task 4</u> Transit	<u>Task 5</u> Long- Range Planning	<u>Task 6</u> Data Services
Regional Goals	Accessibility	X	X	X	X	X	
	Safety		X	X	X	X	
	Sustainability		X	X	X	X	
	Efficiency & Reliability		X	X	X	X	X
	Placemaking	X	X		X	X	X
	Preservation		X		X	X	
Planning Factors	Economic Vitality		X	X		X	
	Safety		X	X	X	X	X
	Security		X		X	X	X
	Accessibility & Mobility		X	X	X	X	
	Protect & Enhance the Environment and Promote Conservation	X	X	X	X	X	
	Integration & Connectivity	X	X	X	X	X	
	Efficiency		X	X	X	X	X
	Preservation		X		X	X	
	Improve Resiliency & Reliability		X	X	X	X	X
	Enhance Travel & Tourism	X	X	X	X	X	

Task 1 - Administration

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

Primary FY 2021 Accomplishments:

- Administered the FY 2021 TPWP
- Conducted Transportation Policy Committee and Transportation Technical Committee meetings
- Attended Iowa DOT quarterly MPO meetings
- Submitted quarterly planning funding reimbursement requests and semi-annual DBE reports
- Updated and maintained the AAMPO website: www.aampo.org
- Hired a new Transportation Planner
- Participated in meetings and coordinated with other agencies

Note, all activities from FY 2021 were completed for this task.

Description:

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

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

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

AAMPO staff will participate in conferences, seminars, meetings, and other training opportunities to remain familiar with the latest regulations and techniques related to the transportation planning field as provided by the Federal Transit Administration, Federal Highway Administration, American Planning Association, Environmental Protection Agency, Iowa Department of Transportation, peer transportation planning organizations, and other agencies and professional organizations.

FY 2022 Products:

- Administer the FY 2022 TPWP
- Develop and approve the FY 2023 TPWP
- Carry out required annual certifications

- Maintain records and files and update and maintain the AAMPO website
- Complete reports, surveys, and other materials requested by Federal, State, or other governmental agencies
- Administer meetings for the Transportation Policy Committee and Transportation Technical Committee
- Participate in regional and state-wide coordination meetings related to transportation planning
- Participate in conferences, trainings, and meetings pertinent to transportation planning hosted by Federal, State, professional organizations, or other appropriate organizations and agencies.
- Market and perform outreach for MPO planning activities
- Update Public Participation Plan (PPP) and Title VI documentation as needed
- Purchase/lease supplies and equipment as well as maintain sufficient software and upgrades that are beneficial to AAMPO planning efforts

FY 2022 Hours/Budget:

- Total Budget: \$40,000 (Federal - \$32,000)
- Total Staff Hours: 673

Task 2 – Transportation Improvement Program

Objective: Develop and maintain a regional program of near-term projects that are consistent with the current Ames Area MPO Metropolitan Transportation Plan, “Forward 45”.

Primary FY 2021 Accomplishments:

- Approved and administered the FFY 2021-24 TIP
- Amended the FFY 2021-24 TIP
- Developed the FFY 2022-25 TIP
- Solicited, gathered, and evaluated applications for regional STBG & STBG-TAP funding
- Performed and managed regional project programming through the TPMS system

Note, all activities from FY 2021 were completed for this task.

Description:

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

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

FY 2022 Products:

- Approve and administer the FFY 2022-25 TIP
- Amend and modify the FFY 2022-25 TIP as needed
- Develop the FFY 2023-26 TIP
- Solicit, gather, and evaluate applications for regional STBG & STBG-TAP funding
- Perform and manage regional project programming through the TPMS system

FY 2022 Hours/Budget:

- Total Budget: \$10,000 (Federal - \$8,000)
- Total Staff Hours: 204

Task 3 – Comprehensive Planning

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

Primary FY 2021 Accomplishments:

- Provided technical assistance and support to local agencies for various transportation studies and projects (including speed studies, traffic studies, etc.)
- Began work on a region-wide transportation data interactive GIS map
- Coordination with the City of Ames for implementing Phase 1 of their ITS Master Plan

Note, all activities from FY 2021 were completed for this task.

Description:

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

FY 2022 Products:

- Provide technical assistance to local agencies incorporating regional transportation goals and objectives into comprehensive, sub-area, capital improvement, and other local plans
- Develop and maintain a region-wide transportation data interactive GIS map which local agencies, AAMPO staff, and state and federal partners can utilize
- Perform data collection and perform data maintenance of community transportation assets as needed
- Perform traffic modeling (Microsimulation, Synchro, SIDRA, etc.) as needed
- Assess and analyze region-wide data for speeds, travel times, origin-destination, and volumes as needed
- Update the Regional ITS Architecture document as needed (in likely coordination with the City of Ames’s ITS Communication Phase 1 & 2 projects which will add significant improvements to the region’s ITS infrastructure).
- Updates to Safe Routes to School maps as needed
- Analyze potential alternative funding sources

FY 2022 Hours/Budget:

- Total Budget: \$35,000 (Federal - \$28,000)
- Total Staff Hours: 714

Task 4 – Transit Planning

Objective: Enhance a coordinated, accessible, and efficient transit system.

Primary FY 2021 Accomplishments:

- Human service/transportation provider coordination meetings and plan updates
- Coordinated planning and meetings with human service organizations
- Safety Plan Development & Certification
- Equal Employment Opportunity (EEO) Program Monitoring
- Disadvantage Business Enterprise (DBE) Goals Development and semi-annual reports
- Transit Service Planning (i.e. route planning, battery electric bus project planning)
- Transit Management Analysis Planning (i.e. transit policies during COVID-19)
- Capital Planning
- Metropolitan (Long Range) Transportation Plan Development (transit side)
- Transit Asset Management (TAM) Plan (performance measures, annual National Transit Database narrative & performance targets updates)
- Title VI Program Monitoring
- Bus Stop Planning & ADA Planning (i.e. bus shelters, automatic annunciators)
- Triennial Review Virtual Development & Submission

Note, all activities from FY 2021 were completed for this task.

Description:

Planning efforts will reflect prioritization of the following areas:

- Transit Agency Safety Plan updates
- Transit Asset Management Plan, performance measures, annual narrative & performance target updates on an annual basis.
- Transportation Planning Work Program Development
- Transportation Improvement Program Development
- ADA Planning updates (Automatic Annunciators)
- Title VI Program and Limited English Proficiency (LEP) Plan updates
- Equal Employment Opportunity Program update
- Disadvantaged Business Enterprise goals submission
- Federal compliance reviews regarding Federal Transit Administration regulations
- Transit Service Planning for updated route planning & ridership studies
- Transit Management Analysis for transit policy modifications
- Participation of transit in metropolitan and statewide planning
- Coordination of non-emergency human service transportation
- Planning for transit system management and transit services
- Make transit capital investment decisions through effective system planning

- Bus stop planning for future ADA improvements
- Technology planning (automatic vehicle annunciators (AVAs), automatic passenger counters (APCs), etc.) and data analysis
- Facility expansion analysis

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

FY 2022 Products:

- Various transit plans as required, administration and audits of the following programs requiring annual certifications by the transit agency: Equal Employment Opportunity Program (EEO), Title VI Program, Limited English Proficiency (LEP), Disadvantaged Business Enterprise (DBE), Transit Asset Management Plan, CyRide Safety & Security Plan, Federal Audits/Reviews.
- Update 2020-2023 Ames Area MPO Passenger Transportation Plan (PTP) as needed; monthly coordination of transit with various human & health service organization groups
- Capital/Financial planning to analyze fleet, facility and technology needs for five-year period.
- Transit Service Planning for current/new services or ridership studies
- Transit Management Analysis of current/new policies
- Long-term facility expansion studies
- Bus stop amenities & technology planning
- TAM performance targets and safety performance measures
- Safety Plan review and certification
- Equal Employment Opportunity Program Update
- Disadvantages Business Enterprise Goals FFY2022-FFY2024

FY 2022 Hours/Budget:

- Total Budget: \$50,000 (Federal - \$40,000)
- Total Staff Hours: 795

Task 5 – Long-Range Transportation Planning

Objective: Provide framework for long-term orderly and efficient growth of an integrated, multi-modal transportation network.

Primary FY 2021 Accomplishments:

- Finalized and adopted the 2045 Metropolitan Transportation Plan (MTP), “Forward 45”

Note, all activities from FY 2021 were completed for this task.

Description:

The 2045 Metropolitan Transportation Plan (known as “Forward 45”) became effective on October 27, 2020. To support the activities of this Metropolitan Transportation Plan, AAMPO will continue to monitor and update the plan, as necessary. AAMPO will continue to ensure that ongoing planning efforts and regional transportation projects confer with the 2045 Metropolitan Transportation Plan. AAMPO staff will also continue to maintain and utilize the Travel Demand Model for long-range planning and forecasting.

FY 2022 Products:

- Monitor and update the 2045 Metropolitan Transportation Plan as needed
- Maintain and utilize the Travel Demand Model for use in long-range planning and forecasting

FY 2022 Hours/Budget:

- Total Budget: \$10,000 (Federal - \$8,000)
- Total Staff Hours: 204

Task 6 – Data Services

Objective: Provide access to web-based transportation data and analytical capabilities for the region to strengthen performance-based planning efforts.

Primary FY 2021 Accomplishments:

- N/A (2022 is the first fiscal year of this work activity)

Description:

Rapidly emerging technologies have allowed for new forms and quantities of transportation data and new powerful analytical capabilities. One such application of this is the use of probe vehicle data. Probe vehicle data is derived from GPS-enabled devices such as cell phones and navigational GPS units. Various vendors have developed web-based platforms which are capable of processing, accessing, analyzing, and visualizing this data. Various metrics that be derived from this type of data include: OD-metrics, route choice, volume data, speed data, and travel time data.

A platform with these capabilities would be a very valuable tool for MPO staff and local agencies to utilize for use in short-term and long-term planning efforts as well as for transportation studies and projects. Having data readily accessible for nearly all roadway segments and intersections in the region is something that would not be feasible with traditional field sensors alone. Also, having the capability to include multi-modal data such as bicycle/pedestrian data, as well as transit data, would be very useful for MTP updates, local agencies when developing multi-modal plans or evaluating their trail networks, and for transit agencies to have another tool/dataset to aid in their system evaluation and planning efforts.

FY 2022 Products:

- Purchase and maintain a subscription/contract for a transportation data service platform

FY 2022 Hours/Budget:

- Total Budget: \$60,000 (Federal - \$48,000)
- Total Staff Hours: 20

FY 2022 Budget Summary

Staff Work Hours

Table 2 shows the budgeted AAMPO staff work hours by work activity for FY 2022. AAMPO has budgeted a total of 2,612 staff hours in FY 2022.

Table 2: Budgeted AAMPO Staff Work Hours for FY 2022

Work Activity	Staff Hours
Administration	673
TIP	204
Comprehensive Planning	714
Transit Planning	795
Long-Range Planning	204
Data Services	20
Total	2,612

Budget Summary

Table 3 shows a breakdown of the six work activities including their budget totals and funding sources. Table 4 shows a breakdown of the budgeted unobligated federal funds by funding source. AAMPO has budgeted a total of \$205,000 for FY 2022 across all work activities, \$164,000 of which will come from federal funding sources. There is budgeted total of \$63,717 in unobligated federal funds. This budget conforms to the MPO/RPA Carryover Policy (Appendix D).

Table 3: Budget and Funding Source Summary

Work Activity	Federal Funding Source					Federal Funding	Local Match	Total Funding
	FHWA PL Carryover	FTA 5305d Carryover	FHWA STBG Carryover	FHWA PL	FTA 5305d			
Administration	\$ 5,022	\$ 10,775	\$ 2,126	\$ 14,077	\$ -	\$ 32,000	\$ 8,000	\$ 40,000
TIP	\$ 1,255	\$ 2,694	\$ 531	\$ 3,519	\$ -	\$ 8,000	\$ 2,000	\$ 10,000
Comprehensive Planning	\$ 4,394	\$ 9,428	\$ 1,860	\$ 12,317	\$ -	\$ 28,000	\$ 7,000	\$ 35,000
Transit Planning	\$ 6,277	\$ 13,469	\$ 2,657	\$ -	\$ 17,596	\$ 40,000	\$ 10,000	\$ 50,000
Long-Range Planning	\$ 1,255	\$ 2,694	\$ 531	\$ 3,519	\$ -	\$ 8,000	\$ 2,000	\$ 10,000
Data Services	\$ 7,533	\$ 16,163	\$ 3,189	\$ 21,116	\$ -	\$ 48,000	\$ 12,000	\$ 60,000
Totals	\$ 25,737	\$ 55,223	\$ 10,895	\$ 54,549	\$ 17,596	\$164,000	\$ 41,000	\$205,000

Table 4: Unobligated Funds

	FHWA PL Carryover	FTA 5305d Carryover	FHWA STBG Carryover	FHWA PL	FTA 5305d	TOTAL
Starting Available Balance	\$ 25,737	\$ 55,223	\$ 10,895	\$101,260	\$ 34,602	\$ 227,717
Programmed	\$ 25,737	\$ 55,223	\$ 10,895	\$ 54,549	\$ 17,596	\$ 164,000
Unobligated Funds	\$ -	\$ -	\$ -	\$ 46,711	\$ 17,006	\$ 63,717

Note that FHWA Metropolitan Planning (PL) program funding is transferred to FTA 5305d program funding in a consolidated planning grant application. Additionally, FHWA Surface Transportation Block Grant (STBG) program funding is transferred to FTA 5307 program funding in a separate FTA transfer grant application.

Cost Allocation Plan

The City of Ames is the primary fiscal agent for AAMPO. The local match for salaries and other expenses is a part of the City of Ames Program Budget, adopted by the City of Ames City Council for all personnel and associated expenses. Costs billed will be for those specified. The main source of local-match funds will come from the City of Ames Road Use Tax allocation. New FY 2022 funds have been combined with the carryover amounts for expense allocations. Carryover funds will be used first before new allocations. The Ames Area MPO does not charge indirect costs.

Private Sector Involvement

A vendor will be selected in the procurement of a web-based transportation data and analytical platform as a part of Work Activity 6 (Data Services). AAMPO certifies that any procurement process and consultant selection will adhere to all applicable requirements (see Appendix B).

Revisions to the Transportation Work Program

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

Overview

2 CFR 200 describes the uniform administrative rules for Federal grants and cooperative agreements and subawards to State, local and Indian tribal governments. These requirements apply to metropolitan planning (PL) and State Planning and Research (SPR) grants. FTA has similar requirements documented in FTA Circular 5010.1D, which apply to FTA metropolitan planning grants. Iowa uses a Consolidated Planning Grant where FHWA and FTA planning funds are combined into a single fund managed through FTA's TrAMS system. The uses of these funds are documented in the work programs of the Iowa DOT, MPOs, and RPAs.

Waiver of Approvals

All work program changes require prior written Federal approval, unless waived by the awarding agency. 2 CFR § 200.308 outlines different types of revisions for budget and program plans, and this FHWA memo on prior approvals summarizes revisions that require prior Federal approval, as well as other miscellaneous actions and allowable costs that require prior Federal approval.

Types of TPWP revisions that require Federal approval include, but are not limited to, the following:

- Request for additional Federal funding.
- Transfers of funds between categories, projects, functions, or activities which exceed 10% of the total work program budget when the Federal share of the budget exceeds \$150,000.
- Revision of the scope or objectives of activities.
- Transferring substantive programmatic work to a third party (consultant).
- Capital expenditures, including the purchasing of equipment.
- Transfer of funds allotted for training allowances.

Types of revisions that require Iowa DOT approval include:

- Transfers of funds between categories, projects, functions, or activities which do not exceed 10% of the total work program budget, or when the Federal share of the budget is less than \$150,000.

Types of revisions that require MPO/RPA approval include:

- Revisions related to work that does not involve federal funding.

Revision and Approval Procedures

All revision requests from MPOs and RPAs should be submitted electronically to the Iowa DOT Systems Planning Bureau and the agency's Iowa DOT District Planner. If all necessary information is provided, the request will then be forwarded to the FHWA and FTA for review and any necessary approvals.

- Revision requests shall, at a minimum, include:
 - A resolution or meeting minutes showing the revision's approval.
 - Budget summary table with changes highlighted/noted.
 - Modified section(s) of the plan's work elements with changes highlighted/noted.

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

Revisions where the Iowa DOT Systems Planning Bureau is the designated approving agency shall require written approval by the Iowa DOT Systems Planning Bureau prior to commencement of activity, purchasing of equipment, or request for reimbursement.

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

Notification by the approving agency will be in writing.

NOTE: All necessary TPWP approvals shall be in place prior to the commencement of activity, purchasing of equipment, or request for reimbursement. More specifically, regarding the procurement of equipment and services, there should be no notification of award, signed contract, placement of an order, or agreement with a contractor prior to receiving the necessary TPWP approvals.

Appendix A – Resolution of Approval

<Insert the signed resolution of approval on this page.>

Appendix B – Self-Certification of Procurement and Consultation Selection Procedures

<Insert the signed Self-Certification of Procurement & Consultation Selection Procedures on this page.>

Appendix C – Performance Management Agreement

On May 27, 2016, the final rule for statewide and metropolitan transportation planning was published, based on 2012's Moving Ahead for Progress in the 21st Century (MAP-21) Act and 2015's Fixing America's Transportation System (FAST) Act. As part of this final rule, [23 CFR § 450.314 \(h\)](#) was amended to state:

- (h)(1) The MPO(s), State(s), and the providers of public transportation shall jointly agree upon and develop specific written provisions for cooperatively developing and sharing information related to transportation performance data, the selection of performance targets, the reporting of performance targets, the reporting of performance to be used in tracking progress toward attainment of critical outcomes for the region of the MPO (see §450.306(d)), and the collection of data for the State asset management plan for the NHS for each of the following circumstances:
- (i) When one MPO serves an urbanized area;
 - (ii) When more than one MPO serves an urbanized area; and
 - (iii) When an urbanized area that has been designated as a TMA overlaps into an adjacent MPA serving an urbanized area that is not a TMA.
- (2) These provisions shall be documented either:
- (i) As part of the metropolitan planning agreements required under paragraphs (a), (e), and (g) of this section; or
 - (ii) Documented in some other means outside of the metropolitan planning agreements as determined cooperatively by the MPO(s), State(s), and providers of public transportation.

In 2017, the following three-pronged approach was cooperatively developed to address 23 CFR § 450.314 (h). This approach provides a regular opportunity to review and update coordination methods as performance management activities occur, which offers an adaptable framework as performance-based planning and programming evolves.

- Agreement between the Iowa DOT and MPOs on applicable provisions through documentation included in each MPO's TPWP.
- Agreement between the Iowa DOT and relevant public transit agencies on applicable provisions through documentation included in each public transit agency's consolidated funding application.
- Agreement between each MPO and relevant public transit agencies on applicable provisions through documentation included in the appropriate cooperative agreement(s) between the MPO and relevant public transit agencies.

Inclusion of the following language in an MPO's TPWP, and that TPWP's subsequent approval by Iowa DOT, constitutes agreement on these items.

The Iowa DOT and Ames Area MPO agree to the following provisions. The communication outlined in these provisions between the MPO and Iowa DOT will generally be through the metropolitan and regional planning coordinator in the Systems Planning Bureau.

1) Transportation performance data

- a. The Iowa DOT will provide MPOs with the statewide performance data used in developing statewide targets, and, when applicable, will also provide MPOs with subsets of the statewide data, based on their planning area boundaries.
- b. If MPOs choose to develop their own target for any measure, they will provide the Iowa DOT with any supplemental data they utilize in the target-setting process.

2) Selection of performance targets

- a. The Iowa DOT will develop draft statewide performance targets for FHWA measures in coordination with MPOs. Coordination may include in-person meetings, web meetings, conference calls, and/or email communication. MPOs shall be given an opportunity to provide comments on statewide targets and methodology before final statewide targets are adopted.
- b. If an MPO chooses to adopt their own target for any measure, they will develop draft MPO performance targets in coordination with the Iowa DOT. Coordination methods will be at the discretion of the MPO, but the Iowa DOT shall be provided an opportunity to provide comments on draft MPO performance targets and methodology prior to final approval.

3) Reporting of performance targets

- a. Iowa DOT performance targets will be reported to FHWA and FTA, as applicable. MPOs will be notified when Iowa DOT has reported final statewide targets.
- b. MPO performance targets will be reported to the Iowa DOT.
 - i. For each target, the MPO will provide the following information no later than 180 days after the date the Iowa DOT or relevant provider of public transportation establishes performance targets, or the date specified by federal code.
 1. A determination of whether the MPO is 1) agreeing to plan and program projects so that they contribute toward the accomplishment of the Iowa DOT or relevant provider of public transportation performance target, or 2) setting a quantifiable target for that performance measure for the MPO's planning area.
 2. If a quantifiable target is set for the MPO planning area, the MPO will provide any supplemental data used in determining any such target.
 3. Documentation of the MPO's target or support of the statewide or relevant public transportation provider target will be provided in the form of a resolution or meeting minutes.
- c. The Iowa DOT will include information outlined in [23 CFR § 450.216 \(f\)](#) in any statewide transportation plan amended or adopted after May 27, 2018, and information outlined in [23 CFR § 450.218 \(g\)](#) in any statewide transportation improvement program amended or adopted after May 27, 2018.
- d. MPOs will include information outlined in [23 CFR § 450.324 \(f\) \(3-4\)](#) in any metropolitan transportation plan amended or adopted after May 27, 2018, and information outlined in [23 CFR § 450.326 \(d\)](#) in any transportation improvement program amended or adopted after May 27, 2018.
- e. Reporting of targets and performance by the Iowa DOT and MPOs shall conform to [23 CFR § 490](#), [49 CFR § 625](#), and 49 CFR § 673.

4) Reporting of performance to be used in tracking progress toward attainment of critical outcomes for the region of the MPO

- a. The Iowa DOT will provide MPOs with the statewide performance data used in developing statewide targets, and, when applicable, will also provide MPOs with subsets of the statewide data, based on their planning area boundaries.

5) The collection of data for the State asset management plans for the NHS

- a. The Iowa DOT will be responsible for collecting bridge and pavement condition data for the State asset management plan for the NHS.

Appendix D – MPO/RPA Carryover Policy

Background

Each year, federal planning funds from both the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) are combined into a new consolidated planning grant (CPG) under the FTA. This includes all federal transportation funds that are utilized by metropolitan planning organizations (MPOs) and regional planning affiliations (RPAs) in Iowa for planning, including FHWA metropolitan planning (PL), state planning and research (SPR), and surface transportation block grant (STBG) funds and FTA 5305d, 5305e, and 5311 funds. The FHWA funding sources are transferred to FTA for inclusion in the CPG, and once funds are part of an awarded CPG, they are unable to be deobligated for other purposes.

Carryover is defined as any unspent funding that has been targeted to the agency but is not included in the agency's current state fiscal year (SFY) budget. During the Transportation Planning Work Program (TPWP) development cycle, carryover 'targets' that show the current balances of carryover funding are provided to the agency along with targets for new federal funding. However, it should be noted that an agency does not have to wait for the next TPWP cycle to utilize carryover funding if there are anticipated needs in the current fiscal year. Unbudgeted funding is available to the planning agency to be amended into its budget at any time. Unspent funding from the prior SFY is available to the planning agency to be amended into its budget following close-out of the prior SFY.

When developing the TPWP, agencies are required to program carryover funding before programming new funding. When reimbursement requests are submitted to the Iowa Department of Transportation (DOT), payments are made by utilizing the oldest funding source in the agency's planning agreement. Funding is drawn down first by age, then sequentially by source. This helps streamline bookkeeping and ensure that funding within older CPGs is utilized prior to funding within newer CPGs.

Since MPOs and RPAs are allowed to carry over unused federal planning funds rather than being required to draw them down within a fiscal year, multiple CPGs are open at any given time. FTA has asked Iowa DOT to ensure funds are being drawn down in a timely manner and to work to limit the number of CPGs that are open. Furthermore, the new grant management system FTA launched in 2016 requires additional documentation and justification to keep a grant open past its original end date.

In order to satisfy FTA while still providing flexibility to MPOs and RPAs, Iowa DOT has implemented internal steps to reduce the number of CPGs that are open and has also developed the policy outlined below. Internal steps that Iowa DOT has taken include discussing the necessity of STBG transfers with individual agencies when substantial carryover balances exist, and evaluating planning agreements and amending them if necessary early in the SFY to ensure any older funding that was unspent in the previous SFY is utilized prior to newer funding. The MPO/RPA carryover policy, which is outlined below, took effect as part of the SFY 2018 TPWP cycle.

The internal changes and the MPO/RPA carryover policy will help Iowa DOT manage carryover balances that have become problematic for a small number of planning agencies. Over time, reduced carryover balances will allow Iowa DOT to maintain fewer open CPGs. In addition, the policy will prevent unnecessary funding transfers from FHWA to FTA, thus enabling SPR and STBG funding to be used more efficiently.

MPO/RPA Carryover Policy

At the beginning of the calendar year, each planning agency's average annual federal transportation planning expenditures, based on the past five state fiscal years, will be calculated. If an agency has available carryover balances totaling more than this average, the following will apply.

RPA: The agency will receive its FTA allocation of 5305e and/or 5311 funding. The agency will not receive an SPR allocation or be allowed to transfer STBG funds for planning unless it can substantiate anticipated budget needs tied to significant expenditures (e.g., LRTP update, equipment purchases, consultant services, etc.).

MPO: The agency will receive its FHWA PL allocation and FTA 5305d allocation. The agency will not be allowed to transfer STBG funds for planning unless it can substantiate anticipated budget needs tied to significant expenditures (e.g., LRTP update, equipment purchases, consultant services, etc.).

Every year prior to or during the distribution of annual targets, each agency will be provided with its average annual federal expenditures and carryover balances and informed whether or not its SPR and/or STBG funds will be constrained due to available carryover balances. The agency will be provided an opportunity to respond and substantiate any anticipated significant expenditures during the upcoming contract year that would necessitate the SPR and/or STBG funding transfer. Iowa DOT will consider these needs and provide a response to the agency prior to distributing final targets. Any STBG constrained through this process will remain part of the planning agency's STBG balance and will be available for programming towards other projects. Any SPR constrained through this process will remain with Iowa DOT and utilized as part of its SPR program.

**AMES AREA METROPOLITAN PLANNING ORGANIZATION
TRANSPORTATION POLICY COMMITTEE**

**SUBJECT: FFY 2021 - 2024 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)
AMENDMENT**

BACKGROUND:

To receive Federal funds for transportation improvement projects, it is necessary for the projects to be included in the approved Iowa Department of Transportation statewide plan. The initial step in this process is for the Ames Area MPO to develop a Transportation Improvement Program (TIP). Regulations require the TIP to include transportation projects for four years. The TIP may be amended in accordance with prescribed amendment and public participation procedures.

The amendment to the Federal Fiscal Year (FFY) 2021 - 2024 Transportation Improvement Program involves changing the following:

TPMS Project Updates

- **Iowa Clean Air Attainment Program (ICAAP) funds awarded by Iowa DOT on January 13, 2021 to CyRide.** Projects added to access ICAAP award:
 - West Ames Changes: New expansion route #12 Lilac; added frequency #1 Red, #11 Cherry, #7 Purple (year 3) **\$320,372**
 - #11 Cherry Night Service (year 2) **\$33,544**
 - #12 Lilac Midday Service (year 2) **\$31,655**
 - #6 Brown Night Service (year 2) **\$29,984**

The requirements to process amendments to the TIP call for an opportunity for public review and comment as well as approval by both the Technical and Policy Committees of the Ames Area MPO. **The Policy Committee reviewed and unanimously approved the draft amendments on March 23, 2021 and set the date of public hearing. The public input period was available from March 24, 2021 to April 30, 2021; no public comments were received by staff.** This item now goes before the Policy Committee again for public hearing and final approval.

ALTERNATIVES:

1. Approve the amendment to the FY 2021-2024 Transportation Improvement Program.
2. Approve the amendment to the FY 2021-2024 Transportation Improvement Program with Transportation Policy Committee modifications.

ADMINISTRATOR'S RECOMMENDATION:

The Ames Area MPO Transportation Technical Committee and Transportation Policy Committee have reviewed the proposed amendment to the FFY 2021-2024 TIP and unanimously recommended approval. Additionally, no public comments were received. This amendment will allow CyRide to access ICAAP funds which were awarded to them by the Iowa DOT for the projects shown.

Therefore, it is recommended by the Administrator that the Transportation Policy Committee adopt Alternative No. 1, as noted above.

**AMES AREA METROPOLITAN PLANNING ORGANIZATION
TRANSPORTATION POLICY COMMITTEE**

SUBJECT: DRAFT FFY 2022 - 2025 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

BACKGROUND:

In order to receive funds for transportation improvement projects, it is necessary for the projects to be part of the approved statewide plan. The initial step in this process is for the Ames Area MPO to develop a Transportation Improvement Plan (TIP). The TIP includes four-years of project programming and a new TIP is created annually. Projects included in the TIP involve street improvements, CyRide improvements, and trail projects. In spring 2021, the Ames Area MPO distributed regional applications for new funding for Surface Transportation Block Grant (STBG) and Transportation Alternative Program (STBG-TAP) projects. These were due on March 31.

STBG (Surface Transportation Block Grant)

Two (2) applications were received for regional STBG funds.

TPMS #	Project Sponsor	Project Name	Federal Fund Request	Total Project Cost	Year
(NEW) -	City of Ames	S 16 th St. Widening (University Blvd – Apple PI)	\$3,104,000	\$3,880,000	FFY25
(NEW) -	CyRide	Vehicle Replacement	\$225,000	\$850,000	FFY25

Total New STBG Requests: \$3,329,000

To maintain fiscal constraint, it is recommended to award \$2,814,000 of the requested \$3,104,000 for the S 16th St widening project application (72.5% of total project cost) in FFY 2025 and to award the fully requested amount of \$225,000 (26.5% of total project cost) for CyRide’s vehicle replacement application in FFY 2025.

STBG/STBG-Swap Fiscal Constraint

	2022	2023	2024	2025
UNOBLIGATED BALANCE (CARRYOVER)	\$3,305,943	\$387,575	\$206,575	\$1,311,575
STBG/SWAP TARGET	\$1,696,632	\$1,664,000	\$1,664,000	\$1,664,000
STBG-TAP-FLEX TARGET	\$0	\$66,000	\$66,000	\$66,000
SUBTOTAL	\$5,002,575	\$2,117,575	\$1,936,575	\$3,041,575
PROGRAM FUNDS	\$4,615,000	\$1,911,000	\$625,000	\$3,039,000
BALANCE	\$387,575	\$206,575	\$1,311,575	\$2,575

STBG-TAP (Transportation Alternatives Program)

The Ames Area MPO has established a March 31 application deadline for STBG-TAP applications, which provides 4-weeks for the Iowa DOT to review applications for eligibility. The MPO received zero (0) new project applications for regional STBG-TAP funds.

TPMS #	Project Sponsor	Project Name	Federal Fund Request	Total Project Cost	Year
-	-	<i>none</i>	-	-	-

Total New STBG-TAP Requests: \$0

While no TAP applications were received this year, there are two changes from the previous TIP to utilize accruing TAP funds more effectively:

- Remove Project #21260 - Skunk River Trail bridge, from the program (to be completed with the S Grand Extension project using local funds).
- Modify Project #19249 (Ioway Creek Trail Project) to increase federal funding from \$159,000 to \$400,000 in FFY22 and modify the extents to be “From SE 16th St – S 5th St” with a new total project cost of \$922,000.

TAP Fiscal Constraint

	2022	2023	2024	2025
UNOBLIGATED BALANCE (CARRYOVER)	\$425,637	\$19,513	\$105,513	\$191,513
TAP TARGET	\$86,414	\$86,000	\$86,000	\$86,000
STBG-TAP-FLEX TARGET	\$67,462	\$0	\$0	\$0
SUBTOTAL	\$579,513	\$105,513	\$191,513	\$277,513
PROGRAM FUNDS	\$560,000	\$0	\$0	\$0
BALANCE	\$19,513	\$105,513	\$191,513	\$227,513

A map and full list of projects included in the FFY 2022-2025 TIP can be seen starting on page 20 (highway/trail projects) and page 24 (transit projects) of the TIP document.

DEVELOPMENT SCHEDULE:

The development schedule for the FY 2022 - 2025 TIP is as follows:

- May 13, 2021 – Technical Committee reviews draft and recommends approval
- May 25, 2021 – Policy Committee sets public hearing
- May 26, 2021 – Public open house (virtual)
- June 1, 2021 – Draft submitted to DOT for review
- July 13, 2021 – Policy Committee holds public hearing and takes approval action
- July 15, 2021 – Final approved TIP due to DOT
- October 1, 2021 – TIP is effective and included in State TIP

ALTERNATIVES:

1. Approve the Draft FFY 2022 - 2025 Transportation Improvement Program and set July 13, 2021, as the date of public hearing.
2. Direct modifications to the Draft FFY 2022 - 2025 Transportation Improvement Program and set July 13, 2021, as the date of public hearing.

ADMINISTRATOR'S RECOMMENDATION:

The Transportation Technical Committee met on May 13, 2021 and unanimously recommended approval of this draft program.

Therefore, it is recommended by the Administrator that the Transportation Policy Committee adopt Alternative No. 1, as noted above.

DRAFT

FFY 2022-2025

Transportation

Improvement

Program



AMES AREA METROPOLITAN PLANNING ORGANIZATION

AMES | GILBERT | STORY | BOONE

The Ames Area Metropolitan Planning Organization prepared this report with funding from the U.S. Department of Transportation's Federal Highway Administration and Federal Transit Administration, and in part through local matching funds of the Ames Area MPO member governments. These contents are the responsibility of the Ames Area MPO. The U.S. government and its agencies assume no liability for the contents of this report or for the use of its contents. The Ames Area MPO approved this document on July 13, 2021. Please call (515) 239-5160 to obtain permission to use.

CONTENTS

Introduction.....	4
Document Overview	4
AAMPO Overview and Planning Area.....	4
Transportation Policy Committee	5
Transportation Technical Committee.....	6
Public Participation.....	7
Website.....	7
Outreach	7
Public Involvement Opportunities	7
Performance-Based Planning.....	8
Overview	8
Safety (PM1).....	8
Pavement and Bridge (PM2).....	9
System and Freight Reliability (PM3)	10
Transit Asset Management.....	11
Transit Safety	12
Regional Transportation Goals	12
Air Quality	13
Project Selection	14
Overview	14
Regional Applications.....	14
STBG Selection Criteria	14
TAP Selection Criteria	14
Transit Projects	15
FFY 2021 Project Status Report.....	16
Financial Analysis	17
Overview	17
Fiscal Tables	17
Highway Program (FFY 2022 – 2025).....	20
Overview	20
Programmed Highway Projects	21

Transit Program (FFY 2022-2025).....24

 Overview24

 Programmed Transit Projects.....25

 FFY 2022 Transit Project Justifications.....29

Changing an Approved TIP33

 Amendments33

 Administrative Modifications33

Appendix A – Resolution of Adoption.....35

Appendix B – Self-Certification of Planning Activities.....36

Appendix C – List of Federal and State Funding Programs.....37

Appendix D – STBG & TAP Application Forms.....42

Appendix E – Public Comments.....47

Introduction

Document Overview

The Federal Fiscal Year 2022 - 2025 Transportation Improvement Program (TIP) is the short-range implementation program for federally funded and regionally significant transportation projects. The TIP is a requirement of 23 CFR 450.326 for metropolitan planning organizations to develop a program, covering at least four years, which reflects the investment priorities established in the metropolitan transportation plan. The Ames Area Metropolitan Planning Organization (AAMPO) develops a new TIP annually in coordination with the Iowa Department of Transportation (DOT), Federal Highway Administration (FHWA), Federal Transit Administration (FTA), the City of Ames, the City of Gilbert, Story County, Boone County, Ames Transit Agency (CyRide), other local agencies and stakeholders, as well as the public. The Ames Area TIP is included in the State Transportation Improvement Program (STIP), which is developed by the Iowa Department of Transportation.

AAMPO Overview and Planning Area

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

As a result of the 2010 Census, the urbanized areas of Ames and Gilbert were combined into one urbanized area, therefore requiring the Metropolitan Planning Area to be expanded to encompass this area in its entirety. The Ames Area MPO approved the current Metropolitan Planning Area boundary on November 13, 2012 (shown in Figure 1). The City of Gilbert and Iowa State University were added to the Transportation Policy Committee on March 26, 2013.

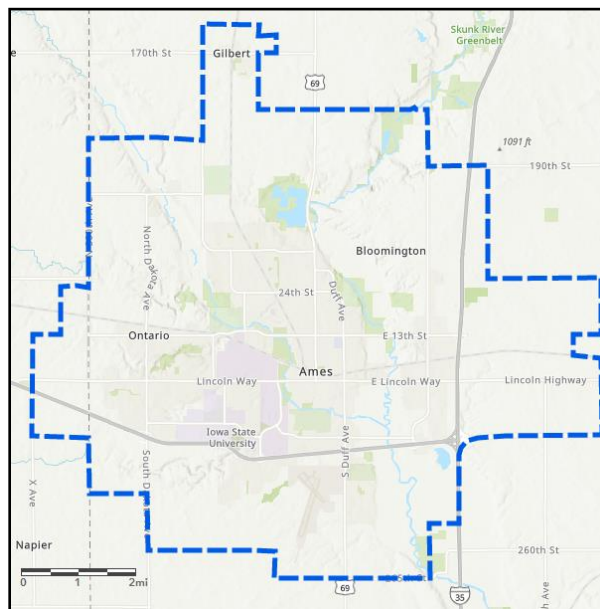


Figure 1: AAMPO Boundary (Adopted Nov 13, 2012)

The Ames Area MPO provides and coordinates various transportation planning and improvement efforts throughout the Ames urban area.

Ames is in central Iowa and is served by Interstate 35, US Highway 30, and US Highway 69. Surface transportation needs are met through over 251 centerline miles of streets. The community has a very progressive transit system, CyRide, which typically carries approximately six million bus passengers per year. In FY 2020, CyRide’s ridership dropped to four and a half million passengers due to the COVID-19 pandemic. CyRide believes ridership levels will increase back to approximately six million passengers by the end of FY 2022. While most transit users have Iowa State University ties, CyRide serves the entire Ames community. The Ames Area MPO area includes the Ames Municipal Airport, which serves general aviation needs for business, industry, and recreation users. On average, 104 aircraft operations occur per day at the Ames Municipal Airport. Railroads provide freight service to the area by dual east-west mainline tracks and a northern agricultural spur.

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

Transportation Policy Committee

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

Transportation Policy Committee Membership		
<i>Representative Agency</i>	<i>Member</i>	<i>Representative Agency Role</i>
City of Ames (Chair)	John Haila	Mayor
City of Ames	Bronwyn Beatty-Hansen	Council Member
City of Ames	Gloria Betcher	Council Member
City of Ames	Amber Corrieri	Council Member
City of Ames	Tim Gartin	Council Member
City of Ames	David Martin	Council Member
City of Ames	Rachel Junck	Council Member
Boone County	Bill Zinnel	Board of Supervisors
Story County	Linda Murken	Board of Supervisors
Ames Transit Agency (CyRide)	Jacob Ludwig	CyRide Board Member
City of Gilbert	Jonathan Popp	Mayor
Iowa Dept. of Transportation ‡	Andy Loonan	District 1 Transportation Planner
Iowa Dept. of Transportation ‡	Zac Bitting	Metropolitan and Regional Planning Coordinator
Iowa Dept. of Transportation ‡	Cindy Shearer	Statewide Planning Support
Federal Highway Administration ‡	Darla Hugaboom	Iowa Division Community Planner
Federal Highway Administration ‡	Sean Litteral	Planning and Development Team Leader
Federal Transit Administration ‡	Gerri Doyle	Region 7 Community Planner
Iowa State University ‡	Cathy Brown	Director for Planning Services

‡ Non-voting

Transportation Technical Committee

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

Transportation Technical Committee Membership		
<i>Representative Agency</i>	<i>Member</i>	<i>Representative Agency Role</i>
City of Ames (Chair)	Damion Pregitzer	Traffic Engineer
City of Ames (Vice-Chair)	Kelly Diekmann	Director of Planning & Housing
City of Ames	Justin Clausen	Operations Manager
City of Ames	Justin Moore	Planner
City of Ames	Tracy Peterson	Municipal Engineer
Ames Transit Agency (CyRide)	Barb Neal	Transit Director
Iowa State University	Sarah Lawrence	Campus Planner
Boone County	Scott Kruse	County Engineer
Story County	Darren Moon	County Engineer
Ames Community School Dist.	Gerry Peters	Facilities Director
Ames Economic Development Commission	Dan Culhane	President & Chief Executive Officer
City of Ames ‡	John Joiner	Public Works Director
City of Ames ‡	Kyle Thompson	Transportation Planner
Iowa Dept. of Transportation ‡	Andy Loonan	District 1 Transportation Planner
Iowa Dept. of Transportation ‡	Zac Bitting	Metropolitan and Regional Planning Coordinator
Iowa Dept. of Transportation ‡	Cindy Shearer	Statewide Planning Support
Federal Highway Administration ‡	Darla Hugaboom	Iowa Division Community Planner
Federal Highway Administration ‡	Sean Litteral	Planning and Development Team Leader
Federal Transit Administration ‡	Gerri Doyle	Region 7 Community Planner

‡ Non-voting

Public Participation

This document was developed in coordination with AAMPO member agencies, regional stakeholders, and members of the public using the process described in the [AAMPO Public Participation Plan](#). This process includes strategies to disseminate information about the project selection process and provides opportunities for interested parties to provide information to the policy committee.

Website

The Ames Area MPO utilizes its website at www.aampo.org to make documents, maps, and other materials accessible anytime of any day in a format that is adaptable to mobile devices and website text which can be translated into any language available through translation services. There is a subpage of the website dedicated to the [Transportation Improvement Program](#). Here, both current and past versions of Transportation Improvement Programs can be found, and public meetings and comment opportunities are posted.

Outreach

Anyone may sign-up to receive notifications of news and events published from the MPO with our e-notification system. During the development of this program, users received e-notifications pertaining to FFY 2022-2025 TIP public meetings, public comment periods, and draft documents.

Additionally, AAMPO utilizes local publications, such as the Ames Tribune, to publicize public input opportunities and public hearing dates.

Public Involvement Opportunities

There were three primary opportunities for public involvement and feedback including:

- **Public Open House:** An open house provided members of the public the opportunity to drop-in to view projects, meet with staff, and leave comments on the proposed program. The event, hosted on May 26, 2021, was held virtually via a Microsoft Teams meeting due to COVID-19 restrictions. No formal presentation was given allowing for visitors to come and go at any time during the event.
- **Public Comment Period:** A public comment period was made available from May 26, 2021 to June 30, 2021. The draft TIP document was made available online and members of the public could submit their comments on the draft document or listed projects via email or via mail. Public comments received by staff are shown in **Appendix E**.
- **Public Hearing:** During the July 13, 2021 Transportation Policy Committee meeting, a public hearing was held prior to final adoption of this TIP. This hearing provided time for anyone to address the committee prior to consideration and adoption of the TIP. Public participants could join the meeting via Zoom. Transportation Policy Committee meetings are currently livestreamed on Ames Channel 12 and on YouTube.

Performance-Based Planning

Overview

With the passing of the Moving Ahead for Progress in the 21st-Century (MAP-21) transportation bill, and continuing in the FAST-Act, states and MPOs are required to use performance-based transportation planning practices. MPO Transportation Improvement Programs are required to document compliance with each of the performance-based planning categories including safety (PM1), pavement and bridge (PM2), system and freight reliability (PM3), transit asset management, and transit safety.

Safety (PM1)

Compliance with safety performance-based planning requirement began May 27, 2018 for MPOs. MPOs can choose to support the DOT safety targets or the MPOs can set their own unique targets. Rather than setting its own safety targets, AAMPO has chosen to support the Iowa DOT's safety targets as published in the most recent [Iowa Highway Safety Improvement Program Annual Report](#) and shown in **Table 1**. The MPO supports those targets by reviewing and programming all Highway Safety Improvement Program (HSIP) projects within the MPO boundary that are included in the DOT's TIP.

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

Table 1: Safety (PM1) Targets (adopted by AAMPO on 09/22/20)

Performance Measure	Five Year Rolling Averages	
	2015-2019 Baseline	2017-2021 Target
Number of Fatalities	342.0	336.8
Fatality Rate – per 100 million VMT	1.019	0.983
Number of Serious Injuries	1,420.0	1,370.8
Serious Injury Rate – per 100 million VMT	4.230	4.002
Non-Motorized Fatalities and Serious Injuries	132.6	131.0

Pavement and Bridge (PM2)

Compliance with PM2 performance-based planning requirements began on May 20, 2019 for MPOs. MPOs can choose to support the DOT PM2 targets, or they can set their own unique targets. Rather than setting its own pavement and bridge targets, the AAMPO has chosen to support the Iowa DOT’s pavement and bridge targets as submitted in the most recent [baseline period performance report](#) and shown in **Table 2**. The MPO supports those targets by reviewing and programming all Interstate and National Highway System projects within the MPO boundary that are included in the DOT’s Transportation Improvement Program.

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

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

Table 2: Pavement and Bridge (PM2) Targets (adopted by AAMPO on 09/25/18)

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

System and Freight Reliability (PM3)

Compliance with PM3 performance-based planning requirements began on May 20, 2019 for MPOs. MPOs can choose to support the DOT PM3 targets or MPOs can set their own unique targets. Rather than setting its own system and freight reliability targets, the AAMPO has chosen to support the Iowa DOT's system and freight reliability targets as submitted in the most recent [baseline period performance report](#) and shown in **Table 3**. The MPO supports those targets by reviewing and programming all Interstate and National Highway System projects within the MPO boundary that are included in the DOT's Transportation Improvement Program.

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

Table 3: System and Freight Reliability (PM3) Targets (adopted by AAMPO on 03/23/21)

Performance Measure	2017 Baseline	4 Year Targets
Percent of the person-miles traveled on the Interstate that are reliable	100%	98.5%
Percent of the person-miles traveled on the non-Interstate NHS that are reliable	N/A	95.0%
Truck Travel Time Reliability (TTTR) Index	1.12	1.21

Transit Asset Management

Compliance with transit asset management performance-based planning requirements began on October 1, 2018. MPOs can choose to support the targets set by their local urban transit provider or set their own unique targets. The AAMPO has chosen to support the targets set by the region’s transit provider, CyRide as shown in **Table 4**. CyRide publishes these targets in their own TAM plan which they review and amend, if needed, each fall by October 1st. The infrastructure performance measure element which FTA requires is limited to rail fixed guideway assets of which there is not any rail passenger service with Ames.

Table 4: Transit Asset Management Targets (adopted by AAMPO on 03/23/21)

TAM Performance Measure Class	2020 Target	2020 Year-End Results	2021 Performance Target	2022	2023	2024	2025
Revenue Vehicles Articulated Buses	0%	0%	0% of fleet exceeds CyRide's ULB of 15 yrs.	0%	0%	0%	0%
Revenue Vehicles 40'-60' Buses	33%	47%	42% of fleet exceeds CyRide's ULB of 15 yrs.	30%	33%	26%	42%
Revenue Vehicles Cutaways	67%	56%	22% of fleet exceeds FTA ULB of 8 yrs.	0%	0%	0%	0%
Revenue Vehicles Minivans	0%	0%	0% of fleet exceeds FTA ULB of 8 yrs.	0%	0%	0%	0%
Equipment Shop Trucks	0%	29%	0% of fleet exceeds CyRide's ULB of 10 yrs.	0%	0%	0%	0%
Facilities Admin./Maint.Facility	0%	0%	0% of facilities rated under 3.0 on TERM scale	0%	0%	0%	0%
Facilities Ames Intermodal Facility	0%	0%	0% of facilities rated under 3.0 on TERM scale	0%	0%	0%	0%

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

Transit Safety

Compliance with transit safety performance-based planning requirements begins on July 20, 2021. MPOs can choose to support the targets set by their local urban transit provider or set their own unique targets. AAMPO has chosen to support the targets set by the region’s transit provider, CyRide as shown in **Table 5**. CyRide publishes these targets in their Public Transportation Agency Safety Plan (PTASP), which will be certified each year.

Table 5: Transit Safety Targets (adopted by AAMPO on 03/23/21)

Mode of Transit Service	Fatalities (Total)	Fatalities (per 100 thousand VRM)	Injuries (Total)	Injuries (per 100 thousand VRM)	Safety Events (Total)	Safety Events (per 100 thousand VRM)	System Reliability (VRM/Failures)
Fixed Route Bus	0	0	3	0.22	5	0.37	33,000
Paratransit	0	0	1	2.6	1	2.6	38,450

Public transit projects included in the STIP align with the transit safety planning and target setting processes undertaken by the transit agencies and MPOs. While the Iowa DOT aided with the development of the initial Public Transportation Agency Safety Plans (PTASPs), each large urban transit provider is responsible for implementing its PTASP, which includes transit safety targets. Investments are made in alignment with PTASPs with the intent of keeping the state’s public transit operations, vehicles, and facilities safe and meeting transit safety targets. State and federal funding sources that can be used by transit agencies for operations, vehicles, and facility improvements are outlined in the funding chapter of the Transit Manager’s Handbook. Individual transit agencies determine the use of these sources for capital and operating expenses based on their local needs.

Regional Transportation Goals

In AAMPO’s latest Metropolitan Transportation Plan, [Forward 45](#), a performance-based transportation planning approach was utilized by tying in the regional vision of the transportation system with the aforementioned federally-required metrics and federally-required planning processes. The six primary region-specific goals, identified from public input, were accessibility, safety, substantiality, efficiency & reliability, placemaking, and preservation. The [Forward 45 Report](#) provides a detailed explanation of the regional goals and objectives as well as the performance-based planning approach utilized in the identification, selection, and prioritization of projects.

The vision statement stated in Forward 45 is:

*“The Ames area future transportation plan delivers **safe, efficient and reliable** solutions that are **accessible** to all users. The plan focuses on **preserving** the existing network and shaping the public realm through **placemaking**, while providing long-term **sustainability**.”*

Air Quality

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

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

No part of the Ames Area is within nonattainment; therefore, it is not subject to air quality conformity requirements. However, the Ames Area MPO will perform activities to monitor and promote air quality issues in the region. The State of Iowa provides grant opportunities through the Iowa Clean Air Attainment Program (ICAAP) to promote clean air in Iowa’s transportation system.

Project Selection

Overview

This Transportation Improvement Program (TIP) serves as a list of federal-aid eligible and Swap surface transportation improvements within the Ames region from the federal fiscal years 2022 to 2025. Projects in the Ames Area MPO's TIP must be consistent with the latest regional Metropolitan Transportation Plan, [Forward 45](#). The final AAMPO TIP, approved by the AAMPO Transportation Policy Committee, will be consolidated into the State Transportation Improvement Program (STIP) along with the programs from the other planning agencies in the State of Iowa.

Projected identified in this TIP utilize, or are based upon, several different sources of federal funding. While AAMPO is responsible for the regional selection of projects eligible for STBG and TAP funding, which the undermentioned selection procedure discussions will focus on, there are several other Federal and State funding programs which are listed and described in **Appendix C**.

Regional Applications

AAMPO solicits regional applications for two primary transportation funding programs: Surface Transportation Block Grant (STBG) and Iowa's Transportation Alternatives Program (TAP). For projects to be eligible for these applications, they must conform with the latest regional Metropolitan Transportation Plan, [Forward 45](#). Both these applications are made available on the AAMPO website at www.aampo.org. A notification email is also sent out to contacts from all the AAMPO regional member agencies that are eligible to apply. These applications are due annually on March 31st. The application templates for both STBG and TAP can be found in **Appendix D**.

STBG Selection Criteria

STBG funds are typically awarded to projects which improve capacity through construction, reconstruction, and rehabilitation of the highway network. However, Transit capital projects are also eligible for STBG funds. Projects must be listed in, or conform with, the latest Metropolitan Transportation Plan. All projects are evaluated and prioritized within the Metropolitan Transportation Plan using a performance-based planning process (see page 11). This evaluation is heavily weighed when determining whether to award STBG funding to a project. Staff will make an initial review of all received STBG applications. Next, the Transportation Technical Committee (TTC) collectively reviews and recommends to the Transportation Policy Committee which projects should be selected.

TAP Selection Criteria

Regional TAP funds are generally awarded to smaller-scale projects such as pedestrian and bicycle facilities, recreational trails, and safe routes to school projects. Like the STBG funding selection process, TAP projects must conform to the latest Metropolitan Transportation Plan (MTP) and the performance-based evaluation results in the MTP are weighed heavily in the TAP selection process. TAP projects should provide connectivity with existing facilities, provide a reasonable cost in relation to public benefit, and enhance the current transportation system. Like the STBG funding selection process, staff

makes an initial review of the received applications. Next, the Transportation Technical Committee (TTC) reviews and recommends to the Transportation Policy Committee which projects should be selected.

Transit Projects

In addition to FHWA program projects, the TIP includes all projects which Federal Transit Administration (FTA) funding may be utilized. A portion of Federal fuel tax revenue is placed in the mass transit account of the Federal Highway Trust Fund for this use. These funds, along with General Fund appropriations, are reserved for transit purposes and are administered by the Federal Transit Administration. The transit portion of the TIP was developed in cooperation with CyRide, the urban transit operator in the Ames Area MPO planning area. The transit projects identified in the FFY 2022-2025 TIP were included within the [Passenger Transportation Plan](#) (PTP), meeting the requirement to have the Enhanced Mobility for Seniors and Individuals with Disabilities formulated Federal funding within an approved PTP prior to TIP approval. Please refer to pages 24-32 for the transit project justifications for FFY 2022 as well as the list of transit projects programmed for FFY 2022-2025.

FFY 2021 Project Status Report

It is required to provide a status report for all federal-aid and Swap funded highway projects included in the first fiscal year or the previous TIP. This status report indicates whether the project was authorized/let, is being rolled over to the current TIP, or if the project is being removed from programming. This status report is useful for monitoring the progress being made in implementing the MPO's transportation program. See **Table 6** for the project status report for FFY 2021.

Table 6: FFY 2021 Project Status Summary

Funding Source	TPMS ID	Project Description	Federal-Aid	Total Cost	Local Sponsor	Status
STBG	21005	CyRide: Vehicle Replacement	\$225,000	\$850,000	CyRide	Authorized
SWAP-STBG	36919	Cherry Ave (E Lincoln Way – SE 5 th St)	\$1,890,000	\$2,400,000	City of Ames	Roll-Over to FFY 2022
SWAP-STBG	36927	E 13 th St (Duff – Meadowlane Ave)	\$1,600,000	\$2,500,000	City of Ames	Letting on 5/18/21
TAP	38306	Vet Med Trail (S Grand Ave – S 16 th St)	\$159,000	\$500,000	City of Ames	Letting on 9/21/21
TAP	21260	Skunk River Trail (SE 16 th St – E Lincoln Way)	\$240,000	\$835,000	City of Ames	Remove
TAP	14983	Skunk River Trail (SE 16 th St – E Lincoln Way)	\$160,000	\$521,000	City of Ames	Roll-Over to FFY 2022
SWAP-CMAQ	45239	1 st Phase of Ames Traffic Signal Master Plan	\$1,176,548	\$1,470,685	City of Ames	Roll-Over to FFY 2022
CMAQ	45554	CyRide: Transit Operations for Various Routes	\$432,363	\$540,456	CyRide	Authorized
PL	34214	Trans Planning	\$101,897	\$126,5897	AAMPO	Authorized

Financial Analysis

Overview

Projects programmed in the current TIP must demonstrate fiscal constraint. This section focuses on demonstrating that the program is fiscally constrained as well as documents nonfederal-aid revenues and expected operations and maintenance costs on the federal-aid system. All project costs are adjusted into year of expenditure dollars using an assumed annual inflation rate of 4 percent. This same inflation rate is used to project revenues and operations and maintenance costs. PL funds are shown to remain constant through the 4-year period and are based on the first fiscal year's target.

The Iowa DOT provides AAMPO with STBG/STBG-Swap, TAP, and STBG/TAP Flex funding targets for each of the four years in this program. The Iowa DOT also provides information from their five-year program including estimated statewide revenues/allocations and funds available for right-of-way and construction. Lastly, Iowa DOT provides forecasted non-federal-aid revenues as well as operations and maintenance data for the federal-aid system.

The Ames City Council has programmed city sponsored projects in the City of Ames 2021-2026 Capital Improvements Plan (CIP) for the local funding allocation. These funds are generated from the City of Ames annual Road Use Tax Fund (RUTF) distribution, Local Option Sales Tax, and General Obligation (GO) bonds.

The transit program does not have targets; therefore, the requests involve significant costs in the anticipation of maximizing the amounts received either through formula or discretionary funding.

Fiscal Tables

The following describes each of the seven fiscal tables presented in this document:

Table 7 & Table 8: These tables summarize the total project costs and associated federal-aid amounts by funding program. **Table 7** focuses on federal-aid programs while **Table 8** focuses on SWAP programs.

Table 9 & Table 10: These tables demonstrate fiscal constraint for their respective funding programs. **Table 9** summarizes the STBG/STBG-Swap program while **Table 10** summarizes the STBG-TAP program. This incorporates the programmed project costs from Tables 7 and 8 as well as the funding targets provided by the Iowa DOT.

Table 11 & Table 12: These tables summarize projections based upon information provided in the 2019 City Street Finance Report by the Iowa DOT. This includes forecasted operations and maintenance data on the federal-aid system (**Table 11**) and forecasted non-federal-aid revenues (**Table 12**). The base year for the data was 2020. The shown projections utilize the assumed annual inflation rate of 4 percent.

Table 13: **Table 13** shows the Iowa DOT's Five-Year Program funding amounts including statewide revenues, allocations, and funds available for right-of-way and construction.

Table 7: Summary of Costs and Federal-Aid

PROGRAM	2022		2023		2024		2025	
	Total Cost	Federal Aid	Total Cost	Federal Aid	Total Cost	Federal Aid	Total Cost	Federal Aid
PL	\$126,575	\$101,260	\$126,575	\$101,260	\$126,575	\$101,260	\$126,575	\$101,260
STBG	\$850,000	\$225,000	\$850,000	\$225,000	\$1,350,000	\$625,000	\$850,000	\$225,000
TAP	\$1,443,000	\$560,000	\$0	\$0	\$0	\$0	\$0	\$0
NHPP	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CMAQ	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
STBG-HBP	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Table 8: Summary of Costs and SWAP-Aid

PROGRAM	2022		2023		2024		2025	
	Total Cost	SWAP	Total Cost	SWAP	Total Cost	SWAP	Total Cost	SWAP
CMAQ-SWAP	\$3,220,685	\$2,576,548	\$0	\$0	\$0	\$0	\$0	\$0
STBG-SWAP	\$8,100,000	\$4,390,000	\$2,400,000	\$1,680,000	\$0	\$0	\$3,880,000	\$2,814,000

Table 9: STBG/STBG-Swap Fiscal Constraint

	2022	2023	2024	2025
UNOBLIGATED BALANCE (CARRYOVER)	\$3,305,943	\$387,575	\$206,575	\$1,311,575
STBG/SWAP TARGET	\$1,696,632	\$1,664,000	\$1,664,000	\$1,664,000
STBG-TAP-FLEX TARGET	\$0	\$66,000	\$66,000	\$66,000
SUBTOTAL	\$5,002,575	\$2,117,575	\$1,936,575	\$3,041,575
PROGRAM FUNDS	\$4,615,000	\$1,911,000	\$625,000	\$3,039,000
BALANCE	\$387,575	\$206,575	\$1,311,575	\$2,575

Table 10: TAP Fiscal Constraint

	2022	2023	2024	2025
UNOBLIGATED BALANCE (CARRYOVER)	\$425,637	\$19,513	\$105,513	\$191,513
TAP TARGET	\$86,414	\$86,000	\$86,000	\$86,000
STBG-TAP-FLEX TARGET	\$67,462	\$0	\$0	\$0
SUBTOTAL	\$579,513	\$105,513	\$191,513	\$277,513
PROGRAM FUNDS	\$560,000	\$0	\$0	\$0
BALANCE	\$19,513	\$105,513	\$191,513	\$227,513

Table 11: Forecasted Operations and Maintenance (O&M) Costs on the Federal-Aid System

SOURCE: 2019 CITY STREET FINANCE REPORT	2022	2023	2024	2025
CITY OF AMES TOTAL OPERATIONS	\$949,048	\$982,942	\$1,016,837	\$1,050,731
CITY OF AMES TOTAL MAINTENANCE	\$1,752,781	\$1,815,380	\$1,877,980	\$1,940,579
CITY OF GILBERT TOTAL OPERATIONS	\$5,126	\$5,309	\$5,492	\$5,675
CITY OF GILBERT TOTAL MAINTENANCE	\$6,632	\$6,868	\$7,105	\$7,342
IOWA DOT TOTAL OPERATIONS AND MAINTENANCE	\$721,450	\$743,461	\$767,713	\$791,761
TOTAL O&M	\$3,435,036	\$3,553,961	\$3,675,127	\$3,796,089

Table 12: Forecasted Non-Federal-Aid Revenue

SOURCE: 2019 CITY STREET FINANCE REPORT	2022	2023	2024	2025
CITY OF AMES TOTAL RUTF RECEIPTS	\$8,531,528	\$8,836,226	\$9,140,923	\$9,445,621
CITY OF AMES TOTAL OTHER ROAD MONIES RECEIPTS	\$6,254,512	\$6,477,888	\$6,701,263	\$6,924,639
CITY OF AMES TOTAL RECEIPTS SERVICE DEBT	\$17,205,214	\$17,819,686	\$18,434,158	\$19,048,630
CITY OF GILBERT TOTAL RUTF RECEIPTS	\$156,552	\$162,144	\$167,735	\$173,326
CITY OF GILBERT TOTAL OTHER ROAD MONIES RECEIPTS	\$25,589	\$26,503	\$27,416	\$28,330
CITY OF GILBERT TOTAL RECEIPTS SERVICE DEBT	\$0	\$0	\$0	\$0
TOTAL NON-FEDERAL-AID ROAD FUND RECEIPTS	\$32,173,396	\$33,322,445	\$34,471,495	\$35,620,545

Table 13: Iowa DOT Five-Year Program Funding

	(\$ MILLIONS)			
REVENUES	2022	2023	2024	2025
PRIMARY ROAD FUND	\$724.00	\$726.30	\$732.50	\$737.00
TIME-21	\$135.00	\$135.00	\$135.00	\$135.00
MISCELLANEOUS	\$25.00	\$25.00	\$25.00	\$25.00
FEDERAL AID	\$372.70	\$372.70	\$372.70	\$372.70
TOTAL	\$1,256.70	\$1,259.00	\$1,265.20	\$1,269.70
STATEWIDE ALLOCATIONS	2022	2023	2024	2025
OPERATIONS & MAINTENANCE	\$354.00	\$364.80	\$376.70	\$388.50
CONSULTANT SERVICES	\$85.00	\$85.00	\$85.00	\$85.00
CONTRACT MAINTENANCE	\$35.90	\$36.40	\$36.90	\$37.40
RAILROAD CROSSING PROTECTION	\$5.00	\$5.00	\$5.00	\$5.00
MISCELLANEOUS PROGRAMS	\$45.60	\$45.80	\$46.10	\$46.30
TOTAL	\$525.50	\$537.00	\$549.70	\$562.20
FUNDS AVAILABLE FOR ROW/CONSTRUCTION	2022	2023	2024	2025
TOTAL	\$731.20	\$722.00	\$715.50	\$707.50

Highway Program (FFY 2022 – 2025)

Overview

The following pages contains a complete list of projects utilizing FHWA-based funds programmed for FFY 2022 through FFY 2025. These projects are shown on a map in **Figure 2**.

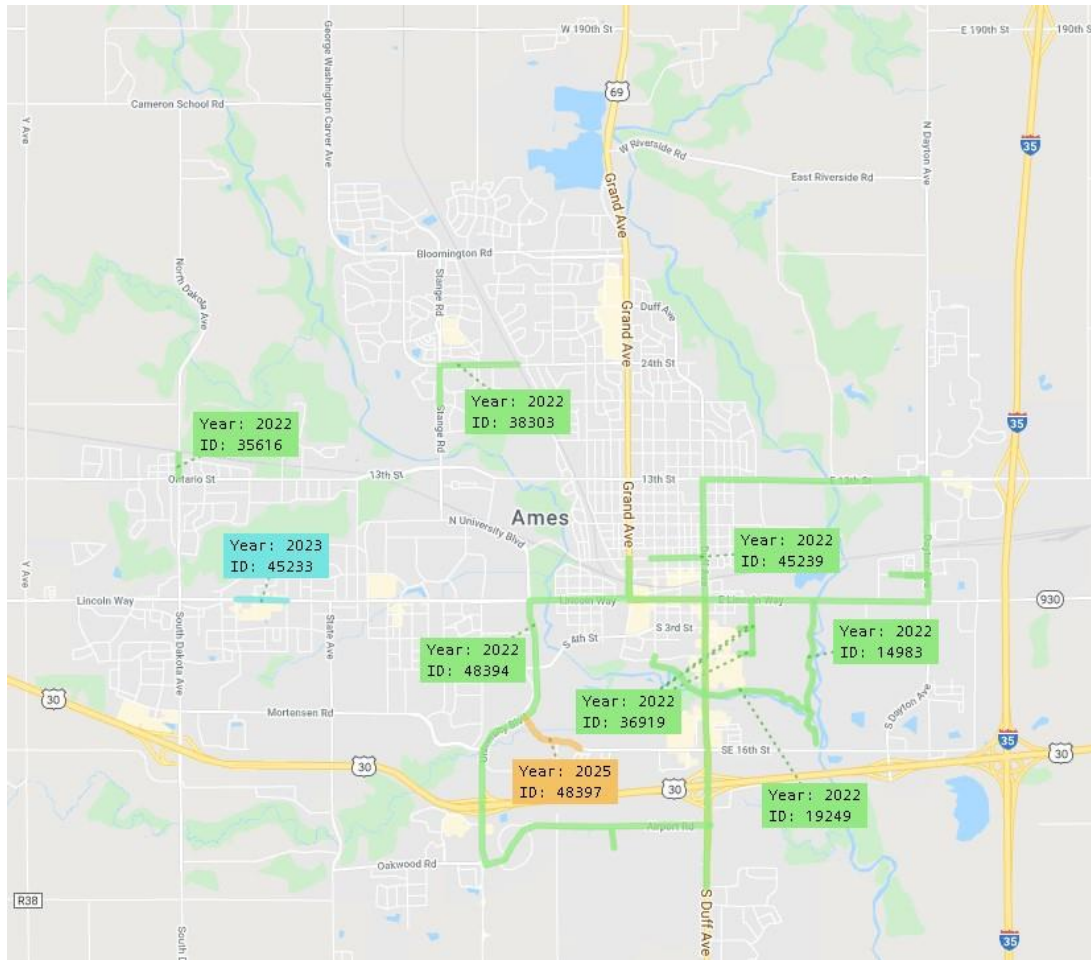


Figure 2: Project Locations (by Project ID)

Programmed Highway Projects

PL

Project ID	Project Number	Approval Level		2022	2023	2024	2025	Totals
Sponsor	Location	Letting Date						
STIP ID	Work Codes							
34214	RGPL-PA22(RTP)--PL-85	Submitted	Total	\$126,575	\$126,575	\$126,575	\$126,575	\$506,300
MPO 22 / AAMPO	Trans Planning		Federal Aid	\$101,260	\$101,260	\$101,260	\$101,260	\$405,040
	Trans Planning		Regional Swap					

PRF

Project ID	Project Number	Approval Level		2022	2023	2024	2025	Totals
Sponsor	Location	Letting Date						
STIP ID	Work Codes							
38031	BRFN-69()--39-85	Submitted	Total	\$238,000				\$238,000
Iowa Department of Transportation	US69: GRAND AVE IN AMES 0.1 MI N OF LINCOLN WAY		Federal Aid					
	Bridge Deck Overlay		Regional Swap					
45416	IMN-35()--0E-85	Submitted	Total	\$836,000				\$836,000
Iowa Department of Transportation	I-35: US 30 AND CO RD E15 INTERCHANGE RAMPS		Federal Aid					
	Pavement Rehab		Regional Swap					
48489	NHSN-30()--2R-85	Submitted	Total	\$100,000				\$100,000
Iowa Department of Transportation	US30: EB EXIT RAMP AT US 69 INTERCHANGE IN AMES		Federal Aid					
	Pavement Rehab		Regional Swap					
45391	IMN-35()--0E-85	Submitted	Total		\$2,800,000			\$2,800,000
Iowa Department of Transportation	I-35: US 30 TO CO RD D59 (SB)		Federal Aid					
			Regional Swap					

STBG

Project ID	Project Number	Approval Level		2022	2023	2024	2025	Totals
Sponsor	Location	Letting Date						
STIP ID	Work Codes							
38304	RGTR-01550--ST-85	Submitted	Total	\$850,000				\$850,000
MPO 22 / AAMPO	CyRide: Vehicle Replacement		Federal Aid	\$225,000				\$225,000
	Transit Investments		Regional Swap	\$225,000				\$225,000
37442	RGTR-01550--ST-85	Submitted	Total		\$850,000			\$850,000
MPO 22 / AAMPO	CyRide Vehicle Replacement		Federal Aid		\$225,000			\$225,000
	Transit Investments		Regional Swap		\$225,000			\$225,000
48395	RGPL-PA220--ST-85	Submitted	Total			\$500,000		\$500,000
MPO 22 / AAMPO	Ames MPO Planning: STP Funds for Transportation Planning		Federal Aid			\$400,000		\$400,000
	Trans Planning		Regional Swap					
45238	RGTR-01550--ST-85	Submitted	Total			\$850,000		\$850,000
MPO 22 / AAMPO	CyRide: Vehicle Replacement		Federal Aid			\$225,000		\$225,000
	Transit Investments		Regional Swap			\$225,000		\$225,000
48396	RGTR-01550--ST-85	Submitted	Total				\$850,000	\$850,000
MPO 22 / AAMPO	In the city of Ames, CyRide: Vehicle Replacement		Federal Aid				\$225,000	\$225,000
	Transit Investments		Regional Swap					

STBG-TAP

Project ID	Project Number	Approval Level		2022	2023	2024	2025	Totals
Sponsor	Location	Letting Date						
STIP ID	Work Codes							
19249	TAP-U-01550--8I-85	Submitted	Total	\$922,000				\$922,000
Ames	In the city of Ames, Ioway Creek: From Skunk River to S. 5th St		Federal Aid	\$400,000				\$400,000
	Ped/Bike Grade & Pave		Regional Swap	\$400,000				\$400,000
14983	TAP-U-0155(SE16th)--8I-85	Submitted	Total	\$521,000				\$521,000
Ames	In the city of Ames, Skunk River Trail: From Ioway Creek to East Lincoln Way		Federal Aid	\$160,000				\$160,000
	Ped/Bike Grade & Pave		Regional Swap	\$160,000				\$160,000

DOT Note: Project eligible for FHWA TAP funding

SWAP-CMAQ

Project ID	Project Number	Approval Level		2022	2023	2024	2025	Totals
Sponsor	Location	Letting Date						
STIP ID	Work Codes							
48394	ICAAP-SWAP-0155()--SH-85	Submitted	Total	\$1,750,000				\$1,750,000
Ames	In the city of Ames, Second Phase Deployment Ames Traffic Signal Master Plan		Federal Aid					
	Traffic Signals		Regional	\$1,400,000				\$1,400,000
			Swap	\$1,400,000				\$1,400,000
45239	ICAAP-SWAP-0155(702)--SH-85	Submitted	Total	\$1,470,685				\$1,470,685
Ames	First Phase Deployment Ames Traffic Signal Master Plan		Federal Aid					
	Traffic Signals		Regional	\$1,176,548				\$1,176,548
			Swap	\$1,176,548				\$1,176,548

SWAP-STBG

Project ID	Project Number	Approval Level		2022	2023	2024	2025	Totals
Sponsor	Location	Letting Date						
STIP ID	Work Codes							
35616	STBG-SWAP-0155()--SG-85	Submitted	Total	\$1,500,000				\$1,500,000
Ames	In the city of Ames, On North Dakota Avenue, from Ontario Street North 0.17 Miles to Union Pacific Railroad Tracks		Federal Aid					
	Pave		Regional	\$900,000				\$900,000
			Swap	\$900,000				\$900,000
38303	STBG-SWAP-0155()--SG-85	Submitted	Total	\$4,200,000				\$4,200,000
Ames	In the city of Ames, On Stange Rd and 24TH ST, from Blankenburg Dr North .4 Miles to 24th ST and East .8 Miles to RR,		Federal Aid					
	Grade and Pave		Regional	\$1,600,000				\$1,600,000
			Swap	\$1,600,000				\$1,600,000
36919	STBG-SWAP-0155(705)--SG-85	Submitted	Total	\$2,400,000				\$2,400,000
Ames	In the city of Ames, On Cherry Avenue, from E Lincoln Way South .4 Miles to Southeast 5th Street,	12/21/2021	Federal Aid					
	Grade and Pave		Regional	\$1,890,000				\$1,890,000
			Swap	\$1,890,000				\$1,890,000
45233	STBG-SWAP-0155()--SG-85	Submitted	Total		\$2,400,000			\$2,400,000
Ames	In the city of Ames, on Lincoln Way, from Dotson Dr to S Franklin Ave		Federal Aid					
	Grade and Pave		Regional		\$1,686,000			\$1,686,000
			Swap		\$1,686,000			\$1,686,000
48397	STBG-SWAP-0155()--SG-85	Submitted	Total				\$3,880,000	\$3,880,000
Ames	In the city of Ames, On S 16TH ST, from University Blvd to Apple Pl		Federal Aid					
	Pavement Widening		Regional				\$2,814,000	\$2,814,000
			Swap				\$2,814,000	\$2,814,000

Transit Program (FFY 2022-2025)

Overview

The following pages contains a complete list of projects utilizing FTA-based funds programmed for FFY 2022 through FFY 2025. The justification for transit projects shown in FFY 2022 is also provided.

Programmed Transit Projects

Fund	Sponsor	Transit # Expense Class Project Type	Desc / Add Ons / Addnl Info		FY22	FY23	FY24	FY25
5339	Ames	3314 Capital Expansion	Maintenance Facility Expansion	Total	3,500,000		6,250,000	
				FA	2,800,000		5,000,000	
				SA				
5339	Ames	4661 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, Low Floor, BioDiesel Unit #: 09075	Total	512,710			
				FA	435,803			
				SA				
5339	Ames	4663 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 00954	Total	517,615			
				FA	439,973			
				SA				
5339	Ames	4664 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 00953	Total	517,615			
				FA	439,973			
				SA				
5339	Ames	4665 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, Low Floor, BioDiesel Unit #: 09072	Total	512,710			
				FA	435,803			
				SA				
5339	Ames	4666 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, Low Floor, BioDiesel Unit #: 09074	Total	512,710			
				FA	435,803			
				SA				
5339	Ames	5097 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, Low Floor, BioDiesel Unit #: 09070	Total	512,710			
				FA	435,803			
				SA				
5339	Ames	5098 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, Low Floor, BioDiesel Unit #: 09071	Total	512,710			
				FA	435,803			
				SA				
5339	Ames	5099 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, Low Floor, BioDiesel Unit #: 09077	Total	512,710			
				FA	435,803			
				SA				
5339	Ames	5555 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, Low Floor, BioDiesel Unit #: 09073	Total	512,710			
				FA	435,803			
				SA				
5339	Ames	5563 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, Low Floor, BioDiesel Unit #: 09076	Total	512,710			
				FA	435,803			
				SA				
5339	Ames	5564 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, Low Floor, BioDiesel, Electric Unit #: 00950	Total	870,000			
				FA	739,500			
				SA				
5339	Ames	5565 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, Low Floor, BioDiesel, Electric Unit #: 00952	Total	870,000			
				FA	739,500			
				SA				
5339	Ames	5566 Capital Replacement	Heavy Duty Articulated Bus Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 00951	Total	568,750			
				FA	483,438			
				SA				
5339	Ames	5567 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, BioDiesel, Electric Unit #: 00949	Total	870,000			
				FA	739,500			
				SA				

Fund	Sponsor	Transit # Expense Class Project Type	Desc / Add Ons / Addnl Info		FY22	FY23	FY24	FY25
5307	Ames	5568 Capital Replacement	Heavy Duty Bus (40-42 ft.) UFRC, Low Floor, Electric Unit #: 00504	Total	870,000			
				FA	739,500			
				SA				
5307	Ames	5569 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, Low Floor, BioDiesel, Electric Unit #: 00501	Total	870,000			
				FA	739,500			
				SA				
STP	Ames	5575 Capital Expansion	Heavy Duty Articulated Bus Diesel, UFRC, VSS, Low Floor, BioDiesel	Total	281,250	281,250		
				FA	225,000	225,000		
				SA				
5310	Ames	6012 Operations Misc	Annunciator Annual Service Fees	Total	142,116	95,000	95,000	95,000
				FA	113,693	76,000	76,000	76,000
				SA				
5339	Ames	6015 Capital Replacement	Heavy Duty Articulated Bus Diesel, UFRC, VSS, Low Floor, BioDiesel Unit #: 00502	Total	568,750			
				FA	483,438			
				SA				
5307	Ames	6016 Capital Replacement	Heavy Duty Bus (40-42 ft.) UFRC, VSS, Low Floor, Electric Unit #: 00503	Total	870,000			
				FA	739,500			
				SA				
5339	Ames	6017 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, Low Floor, BioDiesel Unit #: 00188	Total	512,710			
				FA	435,803			
				SA				
5339	Ames	6018 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, Low Floor, BioDiesel Unit #: 00186	Total	512,709			
				FA	435,803			
				SA				
5339	Ames	6019 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, Low Floor, BioDiesel Unit #: 00189	Total	512,710			
				FA	435,803			
				SA				
5339	Ames	6020 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, Low Floor, BioDiesel Unit #: 00187	Total	512,710			
				FA	435,803			
				SA				
5310	Ames	6488 Capital Replacement	Light Duty Bus (176" wb) Unit #: 07654	Total	96,000			
				FA	81,600			
				SA				
5310	Ames	6489 Capital Replacement	Conversion Van Unit #: 07655	Total	63,261			
				FA	53,772			
				SA				
5310	Ames	6490 Capital Expansion	Infotainment LED Signage	Total	44,634			
				FA	35,707			
				SA				
PTIG	Ames	6493 Capital Rehabilitation	HVAC Improvements Phase III - Tire Shop, Paint/Body Shop, Bus Vehicle Exhaust	Total	510,618			
				FA				
				SA	408,494			
5307	Ames	6495 Operations Other	Miscellaneous Equipment (Chargers & Dispensers)	Total	300,000			
				FA	240,000			
				SA				

Fund	Sponsor	Transit # Expense Class Project Type	Desc / Add Ons / Addnl Info		FY22	FY23	FY24	FY25
5307	Ames	6496 Capital Rehabilitation	Bus Storage Rehabilitation	Total	54,986			
				FA	43,989			
				SA				
5307	Ames	6511 Operations Expansion	West Ames Service Modifications (Yr. 3)	Total	400,465			
				FA	320,372			
				SA				
5307	Ames	6512 Operations Expansion	Cherry Night Service (Yr. 2)	Total	41,930			
				FA	33,544			
				SA				
5307	Ames	6513 Operations Expansion	Lilac Midday Service (Yr. 2)	Total	39,569			
				FA	31,655			
				SA				
5307	Ames	6514 Operations Expansion	Brown Night Service (Year 2)	Total	37,480			
				FA	29,984			
				SA				
STA, 5307	Ames	914 Operations Misc	General Operations	Total	12,540,004	13,041,604	13,563,268	14,105,798
				FA	7,000,000	2,700,000	2,800,000	2,900,000
				SA	869,019	900,000	900,000	900,000
5310	Ames	919 Capital Misc	Contracted Paratransit Service	Total		162,500	162,500	162,500
				FA		130,000	130,000	130,000
				SA				
5310	Ames	920 Capital Replacement	Associated Transit Improvements	Total		50,000	50,000	50,000
				FA		40,000	40,000	40,000
				SA				
5339	Ames	6022 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, Low Floor, BioDiesel Unit #: 00418	Total		528,091		
				FA		448,877		
				SA				
5339	Ames	6469 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, Low Floor, BioDiesel Unit #: 00419	Total		528,091		
				FA		448,877		
				SA				
5339	Ames	6470 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, Low Floor, BioDiesel Unit #: 00420	Total		528,091		
				FA		448,877		
				SA				
5339	Ames	6471 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, Low Floor, BioDiesel Unit #: 00421	Total		528,091		
				FA		448,877		
				SA				
5339	Ames	6472 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, Low Floor, BioDiesel Unit #: 00422	Total		528,091		
				FA		448,877		
				SA				
5339	Ames	6473 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, Low Floor, BioDiesel Unit #: 00423	Total		528,091		
				FA		448,877		
				SA				
5339	Ames	6474 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, Low Floor, BioDiesel Unit #: 00424	Total		528,091		
				FA		448,877		
				SA				

Fund	Sponsor	Transit # Expense Class Project Type	Desc / Add Ons / Addnl Info		FY22	FY23	FY24	FY25
5339	Ames	6475 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, Low Floor, BioDiesel Unit #: 00425	Total		528,091		
				FA		448,877		
				SA				
5339	Ames	6476 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, Low Floor, BioDiesel Unit #: 00429	Total		528,091		
				FA		448,877		
				SA				
5339	Ames	6477 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, Low Floor, BioDiesel Unit #: 00430	Total		528,091		
				FA		448,877		
				SA				
5339	Ames	6478 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, Low Floor, BioDiesel Unit #: 00431	Total		528,091		
				FA		448,877		
				SA				
5339	Ames	6479 Capital Replacement	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, Low Floor, BioDiesel Unit #: 00432	Total		528,091		
				FA		448,877		
				SA				
STP	Ames	6480 Capital Other	Heavy Duty Bus (40-42 ft.) Diesel, UFRC, VSS, Low Floor, Electric	Total			281,250	
				FA			225,000	
				SA				

FFY 2022 Transit Project Justifications

General Operations (5307/STA)

This funding supports the day-to-day transit operations of the Ames Transit Authority from Ames' urbanized area formula apportionment, Small Transit Intensive Cities (STIC), and State Transit Assistance (STA) funding. Please note that CARES, CRRSSA and ARPA which total approximately \$14 million in 5307 funding, were not required to be placed into the TIP if utilized towards CyRide's operating expenses.

Infotainment LED signage (5310)

In the fall 2019, CyRide integrated automated vehicle annunciator (AVA) system synced with voice annunciators (audible announcements only) to help keep all passengers, disability or not, better informed of where the bus is located along the bus route(s). This system was in response to a request from Iowa State University's Alliance for Disability Awareness group which communicated their desire to have more bus stops announced throughout the Ames' community. Bus drivers must comply with the Americans with Disability Act (ADA) laws and manually announce major transit locations along transit routes along with any stops the public request. CyRide then added visual LED signage within each bus to deploy visual signage within each bus mirroring the LED audible stop announcements. The bigger infotainment LED signage allows more information to be displayed for this visual signage on CyRide's articulated buses while also allowing advertising on these vehicles. This project will be deployed in FY2022 and is over and beyond ADA requirements.

Annunciator Annual Service Fees (5310)

CyRide plans to utilize portions of its elderly & disabled funding towards its annual service fees for the automatic annunciator system to ensure compliance with its ADA announcement requirements. This is a non-traditional project but will allow compliance with the ADA law and improve awareness of where the bus is within the community for passenger's knowledge.

Light Duty Bus Replacement (5310)

One light duty 176" wheelbase bus leased to HIRTA for CyRide's Dial-A-Ride service has exceeded FTA guidelines for useful life. Bus number of this unit is #07654. This unit will be replaced with light duty 176" wheelbase low-floor bus, equipped with cameras. This replacement vehicle will be ADA accessible.

Conversion Van Replacement (5310)

One minivan leased to HIRTA for CyRide's Dial-A-Ride service has exceeded FTA guidelines for useful life. Bus number of this unit is #07655 and is an MV1 which is no longer manufactured. CyRide will purchase a conversion van to replace this smaller minivan, equipped with cameras. This replacement vehicle will be ADA accessible.

Heavy Duty Forty-Foot Bus Replacement (5339)

Fourteen large forty-foot buses have exceeded FTA guidelines for useful life. Buses are identified as: 09075, 00954, 00953, 09072, 09074, 09070, 09071, 09077, 09073, 09076, 00188, 00186, 00189, 00187. These units, if ranked high enough within the state's PTMS process, will be replaced with 40' heavy-duty low-floor buses. These replacement vehicles will all be ADA accessible.

Heavy Duty Articulated Bus Expansion (STBG, 5339)

Currently, CyRide has six articulated buses within its bus fleet, with two more currently being procured, with a goal to attain a total of ten to operate on its #23 Orange route. Two additional articulated buses will complete the goal of having ten articulated buses within CyRide's fleet for this bus route. Specifically, the #23 Orange route transit route carries the highest number of passengers of any route in the State of Iowa at nearly 1.8 million passengers. CyRide will add Surface Transportation Block Grant (STBG) funding to an already approved contract for a 40-foot bus (federally funded with either CMAQ or 5339) awarded through the Iowa DOT or through a direct national discretionary federal award for an articulated (60-foot) bus expansion within the fleet. Forty-foot buses specifically identified to be replaced and upgraded to an articulated bus through a federal award are: 00951 and 00502. The Ames Area Metropolitan Planning Organization has approved funding at \$225,000 for FY2022 for this upgrade.

Heavy Duty Forty-Foot Battery Electric Bus Replacement (5339, 5307)

Six large diesel forty-foot diesel buses have exceeded FTA guidelines for useful life and will be replaced with battery electric buses. Three will be requested with formula funding and the other three with federal discretionary funding. Bus numbers are: 00950, 00952, 00949, 00504, 00501, and 00503. If funded, this will further CyRide's efforts throughout the Ames community making it even more sustainable. All battery electric buses will be ADA accessible.

Miscellaneous Equipment (5307)

To support additional battery electric bus purchases, CyRide plans on installing additional charging equipment and dispensers to adequately charge these vehicles throughout the facility.

Bus Storage Rehabilitation (5307)

To support additional battery electric bus purchases within the fleet, CyRide plans on rehabilitating the facility with additional electrical wiring between the transformer and the charging equipment as necessary to charge these new vehicles.

Heating, Ventilation and Air Conditioning Facility Projects (PTIG)

CyRide is requesting phase three of its heating, ventilation and air conditioning projects from the Iowa DOT under its public transit infrastructure grant (PTIG) program specifically for:

- Tire Shop HVAC Replacement

- Bus Vehicle Exhaust Improvements
- Paint Booth & Body Shop HVAC Replacement.

These updates will provide substantial benefits to employees by providing better heating/cooling as well as ventilation and fresh air throughout the maintenance facility as recommended through a “Diesel Particulate Exposures at CyRide Bus Garage” study conducted in 2006. At that time, the study noted that the ventilation rates needed to be increase throughout the facility to decrease diesel particulate exposures and concentrations by a factor of four. CyRide plans to continue additional HVAC work into FY2023 for a final improvement project under phase three.

Maintenance Facility Expansion (5339)

CyRide will be requesting earmark funding to expand its current bus storage facility to house up to fourteen buses currently parked outside under cover. Parking buses outside the facility is contrary to CyRide’s lease with Iowa State University which states that all vehicles must be parked inside. Construction of additional bus storage is needed at this time to keep its large vehicles in a state of good repair throughout the year and extend their useful life (FTA defines this at 12 years) to the maximum extent possible (20+ years) when CyRide typically attains funding for replacement.

West Ames Changes (ICAAP/5307)

This project supports additional service frequency for the #1 Red, #7 Purple and #11 Cherry (rebranded 1A) bus routes as well as a new bus route, #12 Lilac, located in West Ames. These changes were implemented in the fall 2018 through CyRide 2.0 service changes after a year-long transit service study. This is the third year request of funding for these additional services for West Ames funded through Iowa’s Clean Air Attainment Program (ICAAP) at 50 percent.

#11 Cherry Night Service (ICAAP/5307)

This project supports additional service frequency for the #11 Cherry Night service. This service was implemented in the fall 2019 in adding additional service changes to the CyRide 2.0 redesigned service. This is the second year request of funding for this additional service for #11 Cherry Night service funded through Iowa’s Clean Air Attainment Program (ICAAP) at 50 percent. ICAAP can potentially fund up to three years of funding for new transit projects.

#12 Lilac Mid-day Service (ICAAP/5307)

This project supports additional service frequency for the #12 Lilac Midday service. This service was implemented in the fall 2019 in adding additional service changes to the CyRide 2.0 redesigned service. This is the second-year request of funding for these additional service for #12 Lilac Midday service funded through Iowa’s Clean Air Attainment Program (ICAAP) at 50 percent. ICAAP can potentially fund up to three years of funding for new transit projects.

#6 Brown Night Service (ICAAP/5307)

This project supports additional service frequency for the #6 Brown Night service after 8:00 p.m. between North Grand Mall and ISU Towers Residential Association. This service was implemented in

the fall 2019 in adding additional service changes to the CyRide 2.0 redesigned service. This is the second-year request of funding for these additional service for #6 Brown Night service funded through Iowa's Clean Air Attainment Program (ICAAP) at 50 percent. ICAAP can potentially fund up to three years of funding for new transit projects.

Changing an Approved TIP

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

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

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

Amendments

Amendments are major changes that may involve the following:

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

Schedule Changes: Projects added or deleted from the TIP.

Funding Source: Projects receiving additional Federal funding sources.

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

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

Administrative Modifications

Administrative modifications are minor changes that may involve the following:

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

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

Funding Source: Changing funding from one source to another.

Scope Changes: Any changes to the scope require an amendment and cannot be approved through an administrative modification.

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

Appendix A – Resolution of Adoption

<INSERT RESOLUTION OF ADOPTION HERE>

Appendix B – Self-Certification of Planning Activities

AMES AREA METROPOLITAN PLANNING ORGANIZATION ANNUAL SELF-CERTIFICATION

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

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

For AAMPO:



John Haila, Chair
Transportation Policy Committee

March 23, 2021
Date

Appendix C – List of Federal and State Funding Programs

Federal Funding Sources

Projects identified in TIPs utilize, or are based upon, several different sources of federal funding. The primary sources of FHWA funding to Iowa, which are in part used to fund local efforts, include:

- **Congestion Mitigation and Air Quality Improvement Program (CMAQ).** CMAQ provides flexible funding for transportation projects and programs tasked with helping to meet the requirements of the Clean Air Act. These projects can include those that reduce congestion and improve air quality.
- **Demonstration funding (DEMO).** Demonstration funding is a combination of different programs and sources. The FHWA administers discretionary programs through various offices representing special funding categories. An appropriation bill provides money to a discretionary program, through special congressionally directed appropriations or through legislative acts, such as the American Recovery and Reinvestment Act of 2009 (ARRA).
- **Highway Safety Improvement Program (HSIP).** This is a core federal-aid program that funds projects with the goal of achieving a significant reduction in traffic fatalities and serious injuries on public roads. A portion of this funding is targeted for use on local high-risk rural roads and railway-highway crossings.
- **Metropolitan Planning Program (PL).** FHWA provides funding for this program to the State of Iowa based on urbanized area population. The funds are dedicated to support transportation planning efforts in urbanized areas with a population of 50,000 or greater. For programming purposes MPOs should program only the new PL target provided by the Systems Planning Bureau. Any carryover funds identified by Systems Planning need not be added to, or subtracted from, the PL target.
- **National Highway Performance Program (NHPP).** NHPP funds are available to be used on projects that improve the condition and performance of the National Highway System (NHS), including some state and U.S. highways and interstates.
- **State Planning and Research (SPR).** SPR funds are available to fund statewide planning and research activities. A portion of SPR funds are provided to RPAs to support transportation planning efforts.

- **Surface Transportation Block Grant Program (STBG).** This program is designed to address specific issues identified by Congress and provides flexible funding for projects to preserve or improve the condition/performance of transportation facilities, including any federal-aid highway or public road bridge. STBG funding may be utilized on:
 - Roadway projects on federal-aid routes
 - Bridge projects on any public road
 - Transit capital improvements
 - TAP eligible activities
 - Planning activities

Iowa targets STBG funding to each of its 27 MPOs and RPAs on an annual basis for programming based on regional priorities. Iowa has implemented a Swap program that allows MPOs and RPAs, at their discretion, to swap targeted federal STBG funding for state Primary Road Fund dollars.

Iowa also targets a portion of its STBG funding directly to counties for use on county bridge projects. Iowa's Swap program swaps federal STBG funding for state Primary Road Fund dollars. These funds can be used on either on-system or off-system bridges however off-system bridge investments must be continued to maintain the ability to transfer the federal STBG set-aside for off system bridges.

- **Transportation Alternatives Set-Aside Program (TAP).** This program is a setaside from the STBG program. The TAP program provides funding to expand travel choices and improve the transportation experience. Transportation Alternatives Program projects improve the cultural, historic, aesthetic, and environmental aspects of transportation infrastructure. Projects can include creation of bicycle and pedestrian facilities, and the restoration of historic transportation facilities, among others. It is important to note that some types of projects eligible under the SAFETEA-LU program Transportation Enhancements are no longer eligible, or have modified eligibility, under the TAP. All projects programmed with TAP funds should be verified to ensure compatibility with TAP eligibility.
- **Federal Lands Access Program (FLAP) and Tribal Transportation Program (TTP).** The FLAP Program provides funding for projects that improve access within, and to, federal lands. The FLAP funding will be distributed through a grant process where a group of FHWA, Iowa DOT, and local government representatives will solicit, rank, and select projects to receive funding. The TTP provides safe and adequate transportation and public road access to and within Indian reservations and Indian lands. Funds are distributed based on a statutory formula based on tribal population, road mileage, and average tribal shares of the former Tribal Transportation Allocation Methodology.

- **National Highway Freight Program (NHFP).** NHFP funds are distributed to states via a formula process and are targeted towards transportation projects that benefit freight movements. Ten percent of NHFP funds will be targeted towards non-DOT sponsored projects.

Iowa DOT-Administered Grant Program Funding Sources

In addition to the federal funding sources listed above, the Iowa DOT administers several grant programs that are funded, in part, with the federal sources identified above. Projects awarded grant funding must be documented in the region's TIP. These grant awards are distributed through an application process. State administered grant programs include:

- **City Bridge Program.** A portion of STBG funding dedicated to local bridge projects is set aside for the funding of bridge projects within cities. STBG funding is swapped for state Primary Road Fund dollars. Eligible projects need to be classified as structurally deficient or functionally obsolete. Projects are rated and prioritized by the Local Systems Bureau with awards based upon criteria identified in the application process. Projects awarded grant funding are subject to a federal-aid obligation limitation of \$1 million.
- **Highway Safety Improvement Program – Secondary (HSIP-Secondary).** This program is funded using a portion of Iowa's Highway Safety Improvement Program apportionment and funds safety projects on rural roadways. Federal HSIP funding targeted towards these local projects is swapped for Primary Road Fund dollars.
- **Iowa Clean Air Attainment Program (ICAAP).** The ICAAP funds projects that are intended to maximize emission reductions through traffic flow improvements, reduced vehicle-miles of travel, and reduced single-occupancy vehicle trips. This program utilizes \$4 million of Iowa's CMAQ apportionment. Funding targeted towards these local projects is eligible to be swapped for Primary Road Fund dollars should be project be for road or bridge construction.
- **Recreational Trails Program.** This program provides federal funding for both motorized and nonmotorized trail projects and is funded through a takedown from Iowa's TAP funding. The decision to participate in this program is made annually by the Iowa Transportation Commission.
- **Iowa's Transportation Alternatives Program (TAP).** This program targets STBG funding to MPOs and RPAs to award to locally sponsored projects that expand travel choices and improve the motorized and non-motorized transportation experience.

Federal and State Transit Funding Programs

Like the FHWA programs listed above, the transit funding authorized by the FAST-Act is managed in several ways. The largest amount is distributed, by formula, to states and large metropolitan areas. Other program funds are discretionary, and some are earmarked for specific projects. Program funds include:

- **Metropolitan Transportation Planning program (Section 5303 and 5305).** FTA provides funding for this program to the state based on its urbanized area populations. The funds are dedicated to support transportation planning projects in urbanized areas with more than 50,000 persons.
- **Statewide Transportation Planning program (Section 5304 and 5305).** These funds come to the state based on population and are used to support transportation planning projects in nonurbanized areas. They are combined with the Section 5311 funds and allocated among Iowa's RPAs.
- **Urbanized Area Formula Grants program (Section 5307).** FTA provides transit operating, planning and capital assistance funds directly to local recipients in urbanized areas with populations between 50,000 and 200,000. The funding is suballocated from the State for transit agencies serving a population of this size. Assistance amounts are based on population and density figures and transit performance factors for larger areas. Local recipients must apply directly to the FTA.
- **Bus and Bus Facilities Program (Section 5339).** This formula program provides federal assistance for major capital needs, such as fleet replacement and construction of transit facilities. All transit systems in the state are eligible for this program.
- **Enhanced Mobility of Seniors and Individuals with Disabilities Program (Section 5310).** Funding is provided through this program to increase mobility for the elderly and persons with disabilities. Part of the funding is administered along with the nonurbanized funding with the remaining funds allocated among urbanized transit systems in areas with a population of less than 200,000. Urbanized areas with more than 200,000 in population receive a direct allocation.
- **Nonurbanized Area Formula Assistance Program (Section 5311).** This program provides capital and operating assistance for rural and small urban transit systems serving under 50,000 in population. Fifteen percent of these funds are allocated to intercity bus projects. A portion of the funding is also allocated to support rural transit planning. The remaining funds are

combined with the rural portion (30 percent) of Section 5310 funds and allocated among regional and small urban transit systems based on their relative performance in the prior year.

- **Rural Transit Assistance Program (RTAP) (Section 5311(b)(3)).** This funding is used for statewide training events and to support transit funding fellowships for regional and small urban transit staff or planners.
- **TAP Flexible funds.** Certain Title 23 funds may be used for transit purposes. Transit capital assistance is an eligible use of STBG funds. Transit capital and startup operating assistance is an eligible use of ICAAP funds. When ICAAP and STBG funds are programmed for transit projects, they are transferred to the FTA. The ICAAP funds are applied for and administered by the Iowa DOT's Public Transit Bureau. STBG funds for small urban and regional transit systems are also administered the Public Transit Bureau.
- **State Transit Assistance (STA).** All public transit systems are eligible for State funding. These funds can be used by the public transit system for operating, capital, or planning expenses related to the provision of open-to-the-public passenger transportation. The majority of the funds received in a fiscal year are distributed to individual transit systems on the basis of a formula using performance statistics from the most recent available year.
 - **STA Special Projects.** Each year up to \$300,000 of the total STA funds are set aside to fund "special projects." These can include grants to individual systems to support transit services that are developed in conjunction with human services agencies. Grants can also be awarded to statewide projects that improve public transit in Iowa through such means as technical training for transit system or planning agency personnel, statewide marketing campaigns, etc. This funding is also used to mirror the RTAP to support individual transit training fellowships for large urban transit staff or planners.
 - **STA Coordination Special Projects.** Funds provide assistance with startup of new services that have been identified as needs by health, employment, or human services agencies participating in the passenger transportation planning process.
- **Public Transit Infrastructure Grant Fund.** This is a state program that can fund transit facility projects that involve new construction, reconstruction, or remodeling. To qualify, projects must include a vertical component.



	Match Source	Amount	Assured or Anticipated (Date Anticipated)
1.	█	█	█
2.	█	█	█
3.	█	█	█

Are any state funds involved in this project? Yes No

If yes, please explain the source and conditions █
 █
 █

Are any other federal funds involved in this project? Yes No

If yes, please explain the source and conditions █
 █
 █

Will this project be open to the public? Yes No

Estimated Project Development Schedule

Design	Start Date	█	Completion Date	█
Land Acquisition	Start Date	█	Completion Date	█
Construction	Start Date	█	Completion Date	█
<u>Noninfrastructure</u>	Start Date	█	Completion Date	█

Has any part of this project been started? Yes No

If yes, explain: █
 █
 █
 █

Documentation and Narrative Information

The following documents and narratives must be attached to this application. In the upper right-hand corner of each document or narrative write the corresponding letter shown below.

- A. A NARRATIVE assessing existing conditions, outlining the concept of the proposed project, and providing adequate project justification. Surface Transportation Program projects must have a direct relationship to the intermodal transportation system, either as it exists or as it is planned. Assess your project in regard to the transportation system relative to its functional relationship, proximity, or impact to an existing or planned transportation facility. Assess the value of this project from a regional perspective and how it will be a functional addition to the transportation system and the region as a whole if no additional development funds are received.
- B. A DETAILED MAP identifying the location of the project.
- C. A SKETCH-PLAN of the project, including cross sections of roadways.
- G. A NARRATIVE discussing the public input process that was followed and the extent to which adjacent property owners and others have been informed of the proposed project and an assessment of their acceptance.



The award of STBG funds; any subsequent funding or letting of contracts for design, construction, reconstruction, improvement, or maintenance; or the furnishing of materials shall not involve direct or indirect interest, prohibited by Iowa Code Sections 314.2, 362.5, or 331.342, of any state, county, or city official, elective or appointive. Any award of funding or any letting of a contract in violation of the foregoing provisions shall invalidate the award of funding and authorize a complete recovery of any funds previously disbursed.

Certification

To the best of my knowledge and belief, all information included in this application is true and accurate, including the commitment of all physical and financial resources. This application has been duly authorized by the participating local authority. I understand that, although this information is sufficient to secure a commitment of funds, an executed contract between the applicant and the Iowa Department of Transportation is required prior to the authorization of funds.

Representing the _____

_____ Signature	_____ Date
_____ Typed Name and Title	_____ Date

Please send one copy of the application with the supportive documentation to:

Ames Area Metropolitan Planning Organization
515 Clark Avenue
Ames, Iowa 50010



ATTACHMENT A

Itemized breakdown of total project costs guidelines.

Construction Costs – these may be based on historical averages for entire projects of similar size and scope. Examples include:

- Typical cost / mile of trail (i.e. \$200,000 per mile for moderate terrain and limited number of structures)
- Typical cost / square foot of bridge deck
- Typical cost / traffic signal upgrade (i.e. \$163,000 per lump sum signal bid item)
- Typical cost / lineal foot of sidewalk

Design / Inspection Costs – these may be estimated based on the following typical percentages of construction costs:

- 8-10% for preliminary up through final design and letting activities
- 12-15% for construction inspection activities

Right-of-way Acquisition Costs – these may be estimated based on the following:

- Impact and description of impact
- Typical cost / square foot for permanent right-of-way
- Typical cost / square foot for temporary easements

Utility and Railroad Costs – these may be estimated based on the following:

- Impact and description of impact
- Typical cost / linear foot of relocated or reconstructed facility (track, pipe, electrical lines, etc.)
- Typical cost / installation (RR switches, utility poles, transformers, control boxes, etc.)

Indirect Costs -- if indirect costs are involved, e.g., wages:

- Estimated hours
- Estimated hourly rate, salary
- Estimated fringe, direct
- Other direct cost estimate
- Other indirect cost estimate

The Ames Area MPO utilizes Iowa DOT Form 240004 for its regional TAP applications. This form can be found at the following link:

- [Iowa DOT Form 240004](#)

Appendix E – Public Comments

<Insert received public comments here>

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

AMES, IOWA

MAY 11, 2021

SPECIAL MEETING OF THE AMES CONFERENCE BOARD

The Special Meeting of the Ames Conference Board was called to order by Chairman John Haila at 5:31 p.m. on May 11, 2021. 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 Latifah Faisal represented the Story County Board of Supervisors. Representing the Ames Community School Board, Sabrina Shields-Cook. Nevada School Board of Directors, United Community School Board and Gilbert School Board Community were not represented.

Mayor Haila stated that it was impractical to hold an in-person Council meeting due to the COVID-19 pandemic. Therefore, this meeting was being held as an electronic meeting as allowed by Section 21.8 of the *Iowa Code*. The Mayor then provided how the public could participate in the meeting via internet or by phone.

MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN CITY OF AMES AND STORY COUNTY REGARDING AMES CITY ASSESSOR BENEFITS ADMINISTRATION: Assistant City Manager Brian Phillips explained that the Agreement is between the City and Story County to deal with how the benefits and payroll administration work. Since that is more a function of the Conference Board, this item is being presented to the Board for approval.

Story County Supervisor Lisa Heddens asked to clarify that the Memorandum of Understanding (MOU) was regarding the pay structure that had previously been discussed. Mr. Phillips confirmed that was correct. The MOU also provides some clarification about the facilities that are made available to the City Assessor's Office, and the use of the City's Human Resources staff, training resources, etc. He pointed out that there is a provision in the MOU regarding the City Assessor joining the Executive Leadership Team (ELT). Mr. Phillips noted that the previous City Assessor had already been involved in ELT as the items discussed during ELT relate to everyone in City Hall and other City facilities.

Council Member Martin mentioned he was unaware that the participation of the City Assessor in ELT had already been happening. He was concerned that it could give rise to the perception of some sort of improper collaboration between the City's internal budget development process and the Assessor's independent assessment of property values. Mr. Martin wanted to know if there was any need to add language to the MOU that those need to remain separate or if that has already been established through existing practice. Mr. Phillips explained that during the ELT meetings, the Department Heads are not going into any indepth conversations regarding the budget. Staff highlights what is going on in the City (eg. initiatives, organizational values).

Moved by Corrieri, seconded by Murken, to adopt RESOLUTION NO. 21-238 assenting to the

Memorandum of Understanding between the City of Ames and Story County regarding the Ames City Assessor benefits administration.

Ames Community School Board Representative, Sabrina Shields-Cook entered the online meeting at 5:38 p.m.

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

CLOSED SESSION: Council Member Gartin asked City Attorney Mark Lambert if there was a legal reason to go into Closed Session. Mr. Lambert replied in the affirmative, citing Sections 21.5(1)(i) and 21.9, *Code of Iowa*, to discuss candidates for the position of City Assessor.

Moved by Gartin, seconded by Heddens, to hold a Closed Session, as provided by Sections 21.5(1)(i) and 21.9, *Code of Iowa*, to discuss candidates for the position of City Assessor.

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

Moved into Closed Session at 5:41 p.m. and reconvened in Regular Session at 6:50 p.m.

Moved by Betcher, seconded by Heddens, to initiate negotiations with the selected candidate under the conditions that were discussed.

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

CONFERENCE BOARD COMMENTS: Council Member Betcher commented that she realized there were eight women elected officials during this meeting, and she thought that was something that Story County and the City of Ames should be proud of.

ADJOURNMENT: Moved by Heddens to adjourn the Ames Conference Board meeting at 6:54 p.m.

MINUTES OF THE REGULAR MEETING OF THE AMES CITY COUNCIL

CALL TO ORDER: Mayor John Haila called the Regular Meeting of the Ames City Council, which was being held electronically, to order at 6:57 p.m. with the following Council members participating: Bronwyn Beatty-Hansen, Gloria Betcher, Amber Corrieri, Tim Gartin, Rachel Junck, and David Martin. *Ex Officio* Member Trevor Poundstone was also present.

Mayor Haila stated that it was impractical to hold an in-person Council meeting due to the COVID-19 pandemic. Therefore, this meeting was being held as an electronic meeting as allowed by Section 21.8 of the *Iowa Code*. The Mayor then provided how the public could participate in the meeting via internet or by phone.

PROCLAMATION FOR “ECONOMIC DEVELOPMENT WEEK,” MAY 9 - 15, 2021: Mayor Haila proclaimed the week of May 9 - May 15, 2021, as “Economic Development Week” in

appreciation of all that the City's partners in the economic development field do to make the City of Ames the vibrant and thriving community it is today.

Accepting the Proclamation from the Chamber of Commerce were Dan Culhane and Brenda Dryer. Ms. Dryer commented that it is a privilege to work in a partnership with the City of Ames. There is much to celebrate and look forward to. She appreciated the opportunity to work on behalf of the citizens of Ames and is excited to look ahead at the advancement of infrastructure, continuing to support local industries, and to attract and retain a workforce in and around the City of Ames.

PROCLAMATION FOR "PEACE OFFICERS' MEMORIAL DAY," MAY 15, 2021: The Mayor proclaimed May 15, 2021, as "Peace Officers' Memorial Day" in honor of the federal, state, and municipal officers who have been killed or disabled in the line of duty. This is done in recognition of the service given by the men and women who, night and day, stand guard to protect the City through enforcement of laws.

Accepting the Proclamation was Commander Geoff Huff. He thanked the Council and the Mayor on behalf of all the staff in the Ames Police Department for helping recognize "Police Week" and "Peace Officers' Memorial Day." Commander Huff also wanted to thank everyone for recognizing one of their own, Sergeant Howard Snyder whose name does appear on the Memorial Wall in Washington, D.C., as well as the Iowa Peace Officer Memorial in Des Moines, Iowa. He stated that the officers are dedicated to service to all members of the community and appreciated the recognition.

PROCLAMATION FOR "NATIONAL PUBLIC WORKS WEEK," MAY 16-22, 2021: Mayor Haila proclaimed May 16-22, 2021, as "National Public Works Week." He urged all people to join with representatives of the American Public Works Association and government agencies in paying tribute to the public works professionals, engineers, managers, and employees, and to recognize the substantial contributions they make to protecting the national health, safety, and quality of life.

Accepting the Proclamation on behalf of the City of Ames Public Works Department were Public Works Director John Joiner and Municipal Engineer Tracy Peterson. Director Joiner thanked the Mayor and Council for helping celebrate "National Public Works Week," as well as the hard work and dedication of the Public Works employees across the organization.

PROCLAMATION FOR "EMS WEEK," MAY 16 - 22, 2021: The Mayor proclaimed the week of May 16 - 22, 2021, as "EMS Week," with the EMS Strong Theme, "This is EMS: Caring for our Communities." The Mayor encouraged the community to observe this week with appropriate programs, ceremonies, and activities.

PROCLAMATION FOR "BUILDING SAFETY MONTH," MAY 2021: Mayor Haila proclaimed the month of May as "Building Safety Month."

Accepting the Proclamation was Sara Van Meeteren, Building Official. She mentioned it was a great

opportunity to bring awareness to their field. Most people don't always understand the thought process and the provisions that are in place that are utilized every day. Ms. Van Meeteren encouraged future generations to consider going into inspections as a profession. She thanked the local architects, engineers, and contractors for working to comply with the City of Ames Codes,

Mayor Haila announced that the Council was working off an Amended Agenda. He noted that on Item 18, the bid due date and date of public hearing had changed. City staff had pulled Item No. 16: Resolution approving contract with WHKS & Co., of Ames, Iowa, for Water Pollution Control Facility Site Utility Mapping, due to staff needing to make adjustments to the Agreement, and Item No. 28: Resolution approving completion of public improvements and releasing security for Haynes Kenton Subdivision as it does not require Council approval. Council Member Betcher requested to pull Item 14: Resolution approving revised FY 2021/22 COTA Annual Grant awards and the Special Project Grant Reserve, for further discussion.

CONSENT AGENDA: Moved by Betcher, seconded by Martin, to approve the following items on the Consent Agenda.

1. Motion approving payment of claims
2. Motion approving Minutes of Regular Meeting held April 27, 2021
3. Motion approving Report of Change Orders for period April 16 - April 30, 2021
4. Motion approving temporary Outdoor Service for Tip Top Lounge, 201 E. Lincoln Way, for the following dates in 2021: **pending Dram Shop Insurance**
 - a. June 10
 - b. June 24
 - c. July 8
 - d. July 22
 - e. August 5
 - f. August 19
5. Motion approving a 5-day Special Class C Liquor License and Outdoor Service for Campustown Action Association (June 5) at 200 Welch Avenue
6. Motion approving ownership change for Class E Liquor License with Class B Wine, Class C Beer & Sunday Sales - Casey's General Store #2298, 428 Lincoln Way
7. Motion approving renewal of the following Beer Permits, Wine Permits, and Liquor Licenses:
 - a. Special Class C Liquor License with Outdoor Service - Octagon Center for the Arts, 427 Douglas **pending Dram Shop Insurance**
 - b. Class E Liquor License with Class B Wine, Class C Beer & Sunday Sales - Casey's General Store #2298, 428 Lincoln Way
 - c. Class B Liquor License with Catering Privilege & Sunday Sales - Gateway Hotel & Conference Center, LLC, 2100 Green Hills Drive
8. RESOLUTION NO. 21-239 approving FY 2021/22 Outside Funding Contracts
9. RESOLUTION NO. 21-241 approving Professional Services Agreement with WHKS & Co., of Ames, Iowa, for 2020/21 Cherry Avenue Extension Design Project in an amount not to exceed \$209,000
10. RESOLUTION NO. 21-243 approving Amendment to Memorandum of Understanding between

the Ames Community School District and the City of Ames regarding the Furman Aquatic Center parking lot, sidewalks, and paths

11. RESOLUTION NO. 21-244 approving preliminary plans and specifications for Prairie View Industrial Center Utility Extension Project; setting June 9, 2021, as bid due date and June 22, 2021, as date of public hearing
12. RESOLUTION NO. 21-245 approving preliminary plans and specifications for 2018/19 Main Street Pavers (Burnett to Kellogg); setting June 16, 2021, as bid due date and June 22, 2021, as date of public hearing
13. RESOLUTION NO. 21-246 approving preliminary plans and specifications for 2020/21 Multi-Modal Roadway Improvements (Vet Med Trail - S. 16th Street) project (Pedestrian Hybrid Beacon); setting June 2, 2021, as bid due date and June 8, 2021, as date of public hearing
14. RESOLUTION NO. 21-247 approving contract and bond for 2019/20 Concrete Pavement Improvement Program (Douglas, 5th Street, E 3rd Street, E 2nd Street, Des Moines Avenue, and Center Avenue)
15. RESOLUTION NO. 21-248 approving Change Order No. 2 regarding moving clay soil from Baker Subdivision site to the City of Ames Steam Electric Plant's Ash Site in the amount of \$5,350 (inclusive of taxes)
16. RESOLUTION NO. 21-249 approving contract renewal with MPW Industrial Water Services, Inc., of Hebron, Ohio, for Bottle Exchange Program (Rental), Two-Bed Demineralizer and Related Services for Power Plant, for unit prices bid, from July 1, 2021, through June 30, 2022, in an amount not to exceed \$45,000
17. RESOLUTION NO. 21-250 approving contract renewal with C.E.M. Solutions Inc., of Hernando, Florida, for Emissions Testing Services, from July 1, 2021 through June 30, 2022, in an amount not to exceed \$32,000
18. RESOLUTION NO. 21-251 accepting completion of Water Pollution Control Facility Digester Cover Repairs
19. RESOLUTION NO. 21-252 accepting completion of 2007/08 Shared Use Path System Expansion (Bloomington to Ada Hayden)
20. RESOLUTION NO. 21-253 approving partial completion of public improvements and reducing security for Domani Subdivision, 1st Addition

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

REVISED FY 2021/22 COTA ANNUAL GRANT AWARDS AND THE SPECIAL PROJECT GRANT RESERVE: Council Member Betcher commented that she pulled this item because of her discussions with the Management team; it was indicated that this was something that should be discussed and not on Consent as it involved a different way of allocating funds to the Commission on the Arts (COTA).

Assistant City Manager Brian Philips explained that it is a slight change from what the Council directed staff to do back in February 2021 during the Budget Wrap-Up session. The Council's direction, at that time, was to ask COTA for its opinion on the prospect of providing each COTA Agency with fully funded requests. In lieu of doing that, COTA recommended increases to the

COTA agencies, but not necessarily fully funding the requests. COTA had recommended increasing each award by 15.9%, but not to exceed the amount the agency had requested. This would result in two-thirds of the agencies getting their full requests and one-third receiving a substantial increase, but not the full request. This resulted in some funds being left over that will go toward the Spring and Fall Special Project Grants. The leftover amount of \$16,341 would go into the Special Project Grant Reserve. The additional funding would create an opportunity to award more grants, grants of a larger dollar amount, or to create a supplemental round of grant funding.

Council Member Martin stated that he had made the original motion in February and the way the motion was phrased was to increase the overall bucket amount by a certain number. While the number was computed by imagining everyone was awarded their full funding, that wasn't a constraint of the motion. He thought it was great the way COTA looked at the extra funding to support the arts in Ames. Mr. Martin approved of the recommendations.

Moved by Martin, seconded by Beatty-Hansen, to adopt RESOLUTION NO. 21-240 approving revised FY 2021/22 COTA Annual Grant awards and the Special Project Grant Reserve. Roll Call Vote: 6-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

PUBLIC FORUM: Merlin Pfannkuch, 1424 Kellogg Avenue, Ames, stated he took a good look at the Reinvestment District proposal and the Indoor Aquatic Center. He pointed out that it is very complicated, and he was sure he had a few details wrong, but he was convinced that the City should consider the Indoor Aquatic Center separately from the Reinvestment District proposal. Mr. Pfannkuch commented that he thought the Reinvestment District proposal seemed like a way for Hunziker to seek a subsidy to build a hotel and convention center along Lincoln Way. He saw the hotel's feasibility as suspect. He pointed out that the City may get some of the indoor pool paid for, but the City will still have to issue General Obligation Bonds. Mr. Pfannkuch stated that he thought the public had a poor understanding of the situation; everything was rushed to meet the February application deadline. He mentioned that the earlier materials staff had prepared for the Council said the Iowa Department of Economic Authority told the Ames Economic Development Commission that the Aquatic Center had to be included if the Reinvestment District proposal was going to get anywhere. He requested that the Council schedule a Special Meeting on just the Indoor Aquatic Center. Mr. Pfannkuch preferred the meeting to be held in-person in order to show the Plans. He questioned if the public was satisfied with the location, layout, and design of the area. The design of the building should be acceptable as it is a scaled down version of the Healthy Life Center proposal. If the public seems favorable, then he would ask the Council to put a bond referendum question on the November ballot. He mentioned that questions about the Indoor Aquatic Center have not been on the Resident Satisfaction Survey. Mr. Pfannkuch explained that maybe the voters may approve the scaled back aquatic center, and this would mean funding for the facility would be assured, almost four months before the Iowa Department of Economic Authority gives its final approval. If the bond proposal doesn't pass, then the City can go with the Reinvestment District idea. He stated a possible problem could be that Hunziker Companies won't get the financing for the new hotel or maybe Hunziker Companies or the City of Ames will walk. He disliked the bargaining

leverages the developer has with asking for the maximum subsidy of \$25 million in tax increment financing. He urged the Council to move forward with his suggestions.

Jon Strom, 5900 Hyde Avenue, Ames, stated he wanted to comment on the Master Plan for Hayden's Preserve, which is directly across the street from him. He explained that he had received the revised Plans and had some concerns about the traffic and what the additional load of vehicles to the development will bring to the intersection. He pointed out that there have been several accidents and near misses within the past year. Mr. Strom thought that a roundabout would be ideal for this area or at least stop lights. He mentioned that his preference would be for a roundabout to be put in to help slow down traffic. Currently, there is only a stop sign that is north to south only. He explained that the majority of traffic in the area is speeding and with the Gilbert school traffic, it is backed up several hundred yards to the south. There have been times where someone has tried to bypass the backed up of traffic and went through private property. Mr. Strom asked that before the development starts to take into consideration the additional load of vehicles that the development will introduce.

Sue Ravenscroft, 455 Westwood Drive, Ames, explained that she reviewed the Reinvestment District proposal and had some concerns. She pointed out that she was concerned about the Aquatic Center because of the two previous negative votes. The entire success for the Aquatic Center rests on projections that were made on page 20 of the application. Ms. Ravenscroft stated that the estimated hotel/motel tax revenues and sales tax revenues have to be right for this to work without the public being continuously liable for paying off the General Obligation bonds. She was surprised and disappointed when she read that the independent feasibility study was the developer telling DIS how many square feet they planned to build and using an estimated number. She stated that by building a big hotel it doesn't mean it is going to be filled, and it is not an independently derived analysis of the feasibility of the project. Ms. Ravenscroft mentioned there was an Appendix in the Report that showed financial statements for each element of the Reinvestment District proposal and that was more distressing for her as a retired Accounting Professor. She explained when reviewing the financials, they were incorrect and described each error that she found. Ms. Ravenscroft urged the Council to probe more deeply into the supporting documentation and do some due diligence. She also asked the Council not to hire the company that did the financials as it was completely "sloppy" work.

Council Member Gartin mentioned in the Public Forum section the Council continues to receive comments that he felt were pushing the envelope of being accusatory of Council and staff of wrongdoing. He wanted to know if there was an appropriate place to have the Council or staff respond to the comments. Mr. Gartin would like to see if there could be an opportunity for staff to respond and he is unsure of how to do that procedurally. The Mayor stated that if any staff would like to respond to the comments, it will be discussed during Council Comments.

CAMPUS AND COMMUNITY COMMISSION: Assistant City Manager Deb Schildroth stated that participating in this meeting were Campus and Community Commission (CCC) Members: Eric Abrams, Karin Chitty, Pete Englin, Debbie Lee, and Warren Madden. She mentioned that CCC

members have been working on landlord/tenant relations for a little over two years. Commission Members have met with landlords, talked with ISU students, analyzed analytics from the Rent Smart Ames website, and did a survey. In addition to the Rent Smart Ames website CCC has been in contact with individuals with the Story County mediation project.

Commission Member Eric Abrams explained that as of March 2019, CCC had reached out to multiple landlords and students about different rent and leasing issues within the City. There have been multiple meetings with landlords. And members have attended student housing events. CCC Members met with ISU legal services for student leasing issues and to obtain more information on the history of the Center of Creative Justice (CCJ) mediation. Based on research the Campus and Community Commission is recommending simplifying the Rent Smart Ames website for best practices and leasing along with promoting the site with ISU or other organizations. The other recommendation was to have a mediation program. He commented that this topic came up several times during research. It was recommended to explore the feasibility of re-setting up mediation to help with the tenant/landlord disputes and hopefully keep them out of court.

Council Member Betcher stated that she found the Report interesting and it struck her that one of the problems is communication and how to get the word out about a City resource that would be useful to students. It was pointed out that this topic keeps coming up and no one has found a way to ensure that information that the City produces is obvious to students. Ms. Betcher liked the recommendations and could see the usefulness of bringing back the mediation aspect along with paring down what is available on the website as it is hard to keep it updated. Mr. Abrams mentioned that Ms. Schildroth had pulled some stats from the website and was surprised that there were very few items that were popular on the site. Ms. Schildroth commented that the data she pulled was from 2019-2020. The top information that was pulled from the website was the Noise Ordinance, CyRide, landlord information, tenant responsibilities, and tenant information.

The Mayor asked for more information on the recommendation for mediation. Mr. Abrams mentioned it goes back to the CCJ concept where there was an arbitrator. If someone wasn't getting their deposit back or something similar, they could go to the arbitrator instead of going to small claims court. He noted that there was some funding associated with the mediation. Board Member Warren Madden mentioned that at one time some of the ASSET funding supported CCJ. Mr. Madden stated that the Campus and Community Commission is recommending a similar program to what CCJ was.

Ex-Officio Trevor Poundstone mentioned that for promotion, the Student Government could publicize the information on its website and social media. He explained that the Student Government is always looking for ways to work with the City to provide different options. He believed the students would find the mediation services to be a popular option and would be happy to see about working on this project in the future. Mayor Haila asked if Mr. Poundstone would be able to bring this idea back to the Student Government for input. Mr. Poundstone stated he would. Council Member Betcher commented that if possible, it would be helpful to link City information into the

MyState app, which the students seem to rely on a lot. Mr. Poundstone explained that he would look into that as well.

Ms. Schildroth pointed out that there are two Student Government representatives serving on the Campus and Community Commission and they have been helpful with trying to come up with more effective ways to reach students. Board Member Madden added that the environment today is different in the housing market than it was two to three years ago, just in terms of occupancy.

Moved by Betcher, seconded by Beatty-Hansen, to accept the Report regarding Landlord/Tenant Relations including the revamp and promotion of Rent Smart Ames website and expansion of Story County mediation group as presented.

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

Moved by Betcher, seconded by Beatty-Hansen, to direct staff to review the Rent Smart Ames website to pare it down in the ways that have been recommended by the Campus and Community Commission.

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

Motion by Betcher, seconded by Beatty-Hansen, to encourage the *Ex-Officio* to work with the Student Representatives serving on the Campus and Community Commission to discuss available options for distribution of information.

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

Council Member Martin wanted to know what needed to be done to pursue mediation possibilities. Ms. Schildroth mentioned that the Story County Court system had received a grant, and this was something that City Attorney Mark Lambert had worked on. The grant is to help offer an online dispute process for evictions. Her understanding is that the implementation of the program has been delayed. Ms. Schildroth commented that the new online program was for evictions only, and CCC would like a mediation service to discuss multiple issues. City Attorney Mark Lambert commented that there is an effort in Story County to come up with an online alternative dispute resolution for evictions. Mr. Lambert had attended some of the meetings discussing the implementation of this service and doesn't believe the system will be up and running any time soon. He will report back when there is more progress. Attorney Lambert stated that the Program is primarily going to deal with evictions only, and he had raised this issue with the committee. Regarding the other kinds of disputes, he was not sure what to do with those.

The Mayor asked Board Member Englin if there was anything on Campus that the City could partner with to help with mediation. Board Member Englin stated that when CCJ was open it was successful and this no longer exists at Iowa State. He explained that the environment in which renting, and leasing is taking place is a lot different than a few years ago, and there seems to be a greater interest in trying to reconcile, support, and hear each other. It was discussed that citizens thought it was helpful to have someone that did not have a stake in the game and talk through what obligations belonged to whom.

Board Member Madden commented that CCJ was a valuable community service and believed the program ended due to funding. The Mayor stated that since it seemed the program was previously successful and inquired if several agencies could come together to help with the funding. Mr. Englin and Mr. Madden commented that landlord/tenant issues are not just students, but all citizens of Ames.

Council Member Martin inquired if CCJ would be open to re-establishing its services if funding became available. He believed there would be other agencies that would be willing to help provide funding to help the community.

Council Member Gartin asked if there was a sense of the utilization when the program was in place for evictions. Ms. Schildroth stated she would have to reach out to see if those numbers were available as she believed the service stopped in 2007. Mr. Gartin stated the vast majority of evictions were for non-payment of rent and in most situations the tenant does not appear in court. Mr. Gartin noted there were other situations that he could see the mediation service being very helpful.

Board Member Englin commented that students had raised the concerns about the lack of repairs in a timely manner and the return of deposits. Another concern with students was the amount of money deducted from their deposit for items. The students would like to have open dialogues with someone to help them understand the charges.

Moved by Martin, seconded by Betcher, to ask staff to reach out to the Center for Criminal Justice to see if they would be interested in reestablishing a mediation service, information on what sort of funding would be required, and for quantitative and qualitative information about how it was previously utilized.

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

AMES ON THE HALF SHELL: Parks and Recreation Director Keith Abraham stated that this is a great event for the residents of Ames along with any visitors.

Moved by Gartin, seconded by Beatty-Hansen, to adopt RESOLUTION NO. 21-254 approving the waiver of enforcement of the *Municipal Code* Section 17.17 related to alcohol consumption in City parks with respect only to Bandshell Park from July 9 - July 30, 2021.

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

Moved by Gartin, seconded by Beatty-Hansen, to approve the 6-month Class B Beer Permit with Outdoor Service - Ames on the Half Shell, Bandshell Park.

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

WAIVING SUBDIVISION AUTHORITY IN THE AMES URBAN FRINGE PLAN FOR PROPERTIES ALONG 229TH PLACE, BOONE COUNTY: Planning and Housing Director Kelly Diekmann stated that there is an existing covenant related to Special Assessments for this area.

Staff did not have any interest in the re-subdivision of this partial development.

Council Member Gartin inquired if there were any long-term concerns regarding this property and if there was anything the Council should be thinking about in terms of setting a precedent in the way in which the Council waived the requirement. Director Diekmann stated he didn't feel the City needed to change anything. Staff would normally get three covenants instead of just the Special Assessment, but this property is on the very edge of the west growth area. When looking ahead at future Policies it would follow the current model for sewer/water systems, Special Assessment protections, and Voluntary Annexations. Director Diekmann mentioned that staff is following the Ames Urban Fringe Plan. Mr. Gartin stated he was concerned that as Ames grows the City would have to absorb the costs of infrastructure.

The Mayor opened public comment. It was closed when no one came forward.

Moved by Gartin, seconded by Beatty-Hansen, to adopt RESOLUTION NO. 21-255 waiving the requirement for approval of a Subdivision Plat by the City of Ames for the division of Lots 5, 6, 7, 8, and 10 of Westwood, Plat 3, subject to the current 2002 covenant related to Special Assessments. Roll Call Vote: 6-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

JOINT USE PARKING PLAN FOR 414 LINCOLN WAY AND 119 WASHINGTON AVENUE: Planning and Housing Director Kelly Diekmann explained that staff had incorporated the changes that were discussed at the last City Council meeting. The Report indicated how the banquet hall will be benefiting from the Agreement on most days of the month; the funeral home will have more restrictions.

Council Member Martin commented that he liked the improvements. He pointed out that the Agreement states that there is going to be designated spaces for use by the banquet hall and will have signs stating the times the spaces are reserved. Mr. Martin wanted to know what the signs would look like. Director Diekmann explained that the City will not be involved in the signage as the owner will be responsible for putting them up. The property owner has the right to pick which 20 spots they want to designate.

Mayor Haila opened public comment.

Tim Grandon, 2851 Monroe Drive, Ames, thanked Director Diekmann and his staff for working with him. He mentioned he planned on putting out temporary parking signs, similar to what he uses for funerals, and the spaces will be clearly marked.

Moved by Betcher, seconded by Martin, to adopt RESOLUTION NO. 21-242 approving the Joint Use Parking Plan for 414 Lincoln Way and 119 Washington Avenue. Roll Call Vote: 6-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

HEARING ON ZONING TEXT AMENDMENT TO ESTABLISH A NEW PLANNED UNIT DEVELOPMENT (PUD) OVERLAY ZONE WITHIN THE ZONING ORDINANCE ALONG WITH PRIVATE STREET STANDARDS IN THE SUBDIVISION ORDINANCE: Planning and Housing Director Kelly Diekmann stated that on December 8, 2020, the City Council directed staff to proceed with preparing a Zoning Text Amendment that would add a Planned Unit Development (PUD) Overlay Zone as a new zoning tool for the purpose of expanding options for development of housing as well as to add private street standards to the *Subdivision Code*. The proposed ordinance is designed to allow for variability in zoning standards and housing types, but within the density limits of the zoning district. Staff also tried to place in the ordinance some priorities related to certain design features that staff didn't want to get lost in the discussion. Director Diekmann mentioned that the Council received an email from Justin Dodge, Hunziker Companies, that mentioned the Pre-Application Conference step that is in the Ordinance. He stated that one of the important things that staff and the developer would like is to have some assurance and direction before they invest in the project about what is necessary. The Pre-Application Conference is a vital step to have both staff and the developer be able to talk through the main issues before the Master Plan is put together for the City's review. The Pre-Application Conference asks for changes in infrastructure extensions and design requirements. Director Diekmann commented that he was not opposed to altering the Pre-Application Conference application requirements. Staff's intent is to have a good understanding about where water, sewer, and road extensions are planned, along with some intent about design character. Staff is not expecting to have engineered plans or architectural drawings at the first Pre-Application meeting.

Council Member Martin questioned under "G" in the Staff Report as it states, "Findings for approval of a Master Plan with a PUD Overlay rezoning may be deferred, when the City Council initiates a property rezoning." He wanted to know when a case would be deferred and if there was a scenario that could be provided to the Council. Director Diekmann explained there have been a few situations where a piece of property has a couple different options on how it should be developed; maybe it has environmental resources on it or maybe it is a significant piece of land. He didn't want to get stuck in a procedural requirement that the City Council's normal legislative power about zoning was restricted if they thought a PUD overlay was important to go with a base zone. Mr. Diekmann commented that with "G" staff is saying that if the Council thought a PUD was necessary to address the specifics of the property it could be done even if there was not a Master Plan. Subsequently, the applicant would have to come back with a Master Plan in the future.

The Mayor mentioned that in the Report, staff noted that there was limited participation or lack of interest in outreach. He inquired if staff had any concerns about adopting a new Ordinance with very little feedback. Director Diekmann stated that not getting any feedback does make staff concerned; however, having Justin Dodge, Hunziker Company, on board during the process has been helpful as a sounding board for the development community. Mayor Haila commented that the Staff Report indicated that staff had made several attempts to reach out to the community.

Mayor Haila opened the public hearing.

Justin Dodge, 105 S. 16th Street, Ames, Hunziker Companies, Ames, stated that this will be an exciting tool and believed it will be a valuable tool. He was supportive of the Ordinance. Mr. Dodge mentioned that, as he recommended in his email to the Council, he made a few small recommendations for amendments. He noted that a lot of times developers start out during the first meeting thinking a street is going to connect in one spot and lots are going to look a certain way, etc., and they wouldn't have the infrastructure plans yet or design elements. Mr. Dodge pointed out that with Auburn Trail they have already been through two Development Review Committee meetings and neither one of those details are done yet as it is too preliminary. He is looking forward to utilizing the new tool.

Council Member Gartin asked for clarification about the recommendations that Mr. Dodge had made and what the pros and cons were of making the recommended changes. Director Diekmann stated Mr. Dodge was referring to Section 29.1114 "PUD" Planned Unit Development Overlay District, Number 2: Pre-Application Conference, under "E" and "G." Director Diekmann gave a comparison of Planning Staff doing a "kick-off" meeting where a piece of paper is turned in that identifies the property that the person is interested in and staff discusses how any zoning would work on the property. The Pre-Application Conference is a little different, they want to invest a little more time up-front, items "E" and "G" are helping staff to understand the intent of the developer. Mr. Diekmann stated that the two things that are important with "E" and "G" are the items you normally wouldn't see on a Master Plan. The Master Plans are currently like a bubble diagram and you get a big "glob," but with a conceptual meeting it is to get some idea of where the lot layouts may be. Staff is looking for some context as to where the developer is going and what deviations are being requested from the normal standards. Having some of the information available in the beginning would be helpful. Director Diekmann pointed out that they could change the language a little by changing the word "conceptual" to "proposed" on "E" and "G."

Moved by Gartin, seconded by Corrieri, to amend the proposed ordinance in Section 29.1114 "PUD" Planned Unit Development Overlay District, Number 2: Pre-Application Conference, under "E" and "G" to substitute the word "conceptual" for "proposed."

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

Moved by Beatty-Hansen, seconded by Betcher, to pass on first reading a Zoning Text Amendment to establish a new Planned Unit Development (PUD) overlay zone within the Zoning Ordinance along with private street standards in the Subdivision Ordinance as Amended.

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

HEARING ON MASTER PLAN AMENDMENT FOR 5571 HYDE AVENUE (HAYDEN'S PRESERVE -FORMERLY KNOWN AS ROSE PRAIRIE): Mayor Haila stated that he made the comment earlier that this item was a public hearing and would take comments. He didn't realize that the recommendation was to continue the hearing. Given that he had already told Scott Saienga that he would be able to comment, he will allow him to do so. Director Diekmann commented that staff is recommending continuing the hearing until May 25, 2021, to allow the developer time to address two more details about the Development Agreement.

Scott and Vicki Saienga, 2218 Audubon Drive, Ames, stated that traffic in this area is a concern. Mr. Saienga mentioned while looking at the Master Plan it showed three outlets onto Hyde Avenue. His house backs up to the back side of the top parking lot for Ada Hayden. There is a lot of traffic coming in and out of the parking lot during all times of the day. Mr. Saienga pointed out that if he looked at the Master Plan correctly, there are going to be around 68 houses put on Parcel 5 and Parcel 8, and he is concerned about the amount of traffic. His other concern was if there were going to be other covenants that would be put against homeowners to control run-off and what is going to be allowed to be applied to lawns. Mr. Saienga noted that he loved the idea of the walking paths and wanted to know if the paths would be put in while the subdivision was being developed or after it was developed.

Director Diekmann addressed the traffic concerns stating that the City did a traffic study a long time ago, which led to the paving of Hyde Avenue. The City has identified that it needs to study the intersection at 190th and Hyde for future improvement. The Metropolitan Planning Organization is the one that would take on that study. Once the study is done, staff would look to see if a roundabout or a signalized intersection would need to be implemented. Mr. Diekmann pointed out that the City does not expect the developer to address that intersection and it has been viewed as more of a regional traffic area. The Rose Prairie project itself does not have any improvements proposed at that corner.

Regarding the trails, Director Diekmann commented that there will be a number of phases that will happen. Some of the trails will done upfront, the Shared Use Path is one that the City has an obligation with the developer to do during Phase 1, the east/west greenway (will become a City trail) will be done in either Phase 2 or 3, and the smaller trails will be put in with each addition. He stated that the paths will be a little bit “piece-meal,” and there will be connections made as growth happens in the area. With each Final Plat the developer has to have the Municipal Engineer agree that there is an appropriate stormwater management plan and that covenants are adopted with each Final Plat addressing specific issues about maintenance, specifically how pesticides and fertilizers are used.

Mayor Haila asked for further information on the conservation overlay. Director Diekmann stated that it is more than just a covenant; it is a design element where the overall management of the water will go through more natural treatment features. The Master Plan will show how the developer intends to keep the open spaces protected from development.

Moved by Betcher, seconded by Beatty-Hansen, to continue the hearing to May 25, 2021.
Vote on Motion: 6-0. Motion declared carried unanimously.

ORDINANCE NAMING THE ACCESS ROAD ON SOUTH RIVERSIDE DRIVE “AVIATION WAY”: Moved by Betcher, seconded by Junck, to pass on third reading and adopt ORDINANCE NO. 4438 naming the access road on South Riverside Drive “Aviation Way.”
Roll Call Vote: 6-0. Ordinance declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

DISPOSITIONS OF COMMUNICATIONS TO COUNCIL: The Mayor mentioned that there

were only two items to review tonight. The first item was a letter from Karin Chitty, Campustown Action Association Executive Director, suggesting revisions to the Campustown Facade Grant Program. City Manager Steve Schainker recommended obtaining a memo from staff.

Moved by Beatty-Hansen, seconded by Betcher, to refer the letter from Karin Chitty, Campustown Action Association Executive Director, regarding her suggested revisions to the Campustown Facade Grant Program to staff for a memo.

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

The second item was a memo from Damion Pregitzer, Traffic Engineer, in response to the mixed-use trail extension and crosswalk study request from Kyle Poorman. Mr. Schainker stated that there were two parts to the request. The first part was a request for a mixed-use trail extension across ISU Recreation Complex. That area is outside of the City's jurisdiction, but Mr. Pregitzer did forward Mr. Poorman's letter on to Iowa State staff. The Mayor asked if it would be appropriate for staff to forward Mr. Pregitzer's memo to Mr. Poorman in a way of explanation regarding his requests.

Moved by Betcher, seconded by Beatty-Hansen, to direct staff to forward the memo from Mr. Pregitzer to Mr. Poorman letting him know what will be done.

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

COUNCIL COMMENTS: Council Member Martin wanted to discuss the Face-Covering Ordinance as it is set to expire on June 30, 2021. He felt that the City is in a much better place than when the pandemic started. Mr. Martin felt it would be a good time to check in with medical advisors to see if there is any further input.

Moved by Martin, seconded by Beatty-Hansen, to ask staff to remind the established advisors (Story County Board of Health, ISU, MGMC, and McFarland Clinic) of the current Sunset Clause and to solicit any last-minute input from them about the Face-Covering Ordinance.

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

Council Member Martin explained that the way the City's Face-Covering Ordinance is written has a Sunset Clause, yet the Ordinance will remain in the *Code*, and there is an interplay between the Story County Face-Covering Ordinance that has a different effect depending on whether the City has a Face-Covering Ordinance or not. He pointed out that the Sunset Clause confused him in this situation.

Moved by Martin, seconded by Betcher, to ask the City Attorney to write a memo explaining what happens after June 30, 2021, considering both the City's sunset-setting Face-Covering Ordinance and Story County's Face-Covering Ordinance.

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

Council Member Gartin stated there have been a number of years where the Public Forum was an occasion to talk about general things of interest in the community, but in the last couple of months the tone has shifted. He was concerned that accusations were being made at the front part of the meeting and that Council and staff were not able to give a response to the accusations. Mr. Gartin was concerned that if people are making accusations that fall into the category of inaccuracies, it would be appropriate for the Council or staff to bring corrections to those inaccuracies. Mr. Gartin wanted to start with Mr. Pfannkuch's comments regarding the financial basis for the Reinvestment District proposal. He asked City Manager Steve Schainker if there were any inaccuracies in Mr. Pfannkuch's statement that would be important to address to the public. Mr. Schainker mentioned that he would have to read the minutes to see what the actual questions were as there were a lot of questions brought up. Mr. Schainker asked Mr. Gartin which statement from Mr. Pfannkuch he concerned about. Mr. Gartin questioned Mr. Pfannkuch's statement regarding the model of funding that if the hotels were not at certain levels, the City would ask the taxpayers to subsidize the bond payments.

Mr. Schainker stated that the incentive that is being offered under the Reinvestment Program is not an upfront grant, but based on the actual sales; hotel/motel tax that has been generated over 20 years in the district; this is the amount that would normally go to the State. He gave an example that if the project is going to cost \$31 million and hopes to get between \$7-10 million in donations, the difference will need to be done by issuing Essential Corporate Purpose bonds that will guarantee the full faith and credit of the City. Regardless of how much money is going to be reimbursed by the State, the City is going to have to make the interest and principal payments. The hope is that the company that was hired did conservative calculations. Mr. Schainker pointed out that there are always risks as the financials were based on a projection. The City is not going to pursue the project, even if it is approved by the State, until there is confirmation that the hotel will be built and there is a signed Developer's Agreement. It was mentioned that the economy could fall apart, and revenue could dry up. He emphasized that the estimates are based just on the projects the City knows are happening in the first year. An Amendment can be asked for later in the project to help increase the revenue. Mr. Schainker reminded the public about the Campustown area after one or two projects started; there was a lot more investment. Any projections that were made will have to be redone over the next year when more details become available; everything is conceptual at this point.

Council Member Gartin commented that he would invite Mr. Pfannkuch or any other citizen if they have questions to write an email or letter to the City to give the City an opportunity to respond. Mr. Gartin mentioned that he was concerned about Ms. Ravenscroft's allegations that the City used "unreliable supporting information and documents and that the accounting was done improperly." Finance Director Duane Pitcher mentioned that he had met with Ms. Ravenscroft early in the day and she had a few questions. He did contact the consultant and is working on getting some of her questions answered. Director Pitcher stated that the consultants were economists, not accountants. The Reports that were included in the Reinvestment District proposal were not accounting documents. They were economic analyses that don't meet the same standards. This is a Pre-Application process only and Director Pitcher stated he pointed that out to Ms. Ravenscroft.

Council Member Gartin explained that he had sent an email to the Council regarding an ongoing challenge on 24th Street. Where there is a railroad crossing that doesn't have a walkway on the north side. Staff had reached out to Union Pacific numerous times to reach a resolution on this problem with no success. Mr. Gartin suggested a different approach by approaching the City's Legal Counsel to see whether there is an existing easement that would allow the City to finish the walkway. He wanted to get this done so pedestrians do not have to go out into the street because there is no other way to cross the railroad. It was pointed out that this was a big safety issue, because it is a high pedestrian and traffic area. Due to the complexity, it was recommended by City Attorney Mark Lambert to refer the request to his Department to review.

Moved by Gartin, seconded by Junck, to refer the issue of a sidewalk connection on 24th Street in regards to an active easement to the Legal Department for review.

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

Council Member Gartin mentioned that in July 2020, the Council had asked staff for a memo on the status of the possibility of using City funds to assist with developing pioneer infrastructure for housing developments. Given the extreme shortage of buildable lots, Mr. Gartin would like to move the conversation along a little faster. He explained he understood that nothing would impact the 2021 building season, but this would be a benefit in 2022. Mr. Gartin suggested having a Workshop on this topic. He felt this topic was not one that could be discussed during a Regular City Council meeting as there would need to be a more robust conversation.

Moved by Gartin, seconded by Corrieri, to set a Workshop (staff to figure out when) that would allow the opportunity to discuss the merit of the City providing pioneering infrastructure for residential developments.

Mayor Haila inquired if it would be more appropriate to get a memo from staff to review and then determine if a Workshop was in order. Mr. Gartin mentioned that this was asked for in July 2020, and pointed out that the communities around Ames are competing for housing and are aggressively using city funds to contribute toward the infrastructure of developments. He was not sure what the right approach would be, but felt that by having a Workshop they would have the opportunity to look at the pros and cons. Mr. Gartin stated he would like to hear from the development community and the public as to the propriety.

Council Member Martin stated he didn't think it would be wise for the Council to agree to schedule an entire Workshop on that topic without having reviewed some initial response on the concepts. Mr. Martin commented that he would prefer to wait for a memo. He stated he didn't feel that well informed.

City Manager Steve Schainker commented that the request is going to be more complex than just a memo. Staff is already working on putting a memo together. He explained that one of the most important ways to solve the problem is the availability of land. The Land Use Policy is a major change to the City's current Plan. The Land Use Policy Plan will give a lot of different options to

buyers. Once the Land Use Policy is done, he will have a lengthy report to provide the Council. Mr. Gartin stated he doesn't want to force an issue and wasn't suggesting the Workshop happen within the next couple of months. Mr. Schainker commented that he believed Mr. Martin would like to have the Report out before holding a Workshop.

Council Member Gartin withdrew his motion.

Council Member Gloria Betcher wanted to congratulate all students who graduated from ISU and hoped all students have a great summer.

Mayor Haila reminded the public that there will be a Mental Health Forum on May 20, 2021, that will be in the City Auditorium, but will be streamed online as well.

ADJOURNMENT: Moved by Gartin to adjourn the meeting at 9:17 p.m.

Amy L. Colwell, Deputy City Clerk

John A. Haila, Mayor

Diane R. Voss, City Clerk

MINUTES OF THE SPECIAL MEETING OF THE AMES CITY COUNCIL

AMES, IOWA

MAY 18, 2021

The Special Meeting of the Ames City Council was called to order by Mayor John Haila at 6:00 p.m. on the 18th day of May, 2021. The Mayor announced that it was impractical to hold an in-person Council meeting due to the COVID-19 pandemic. Therefore, this meeting was being held as an electronic meeting as allowed by Section 21.8 of the *Iowa Code*. Council Members Gloria Betcher, Bronwyn Beatty-Hansen, Amber Corrieri, Tim Gartin, Rachel Junck, and David Martin were present. *Ex officio* Member Trevor Poundstone was also present.

IOWA ECONOMIC DEVELOPMENT AUTHORITY APPLICATION FOR FINANCIAL ASSISTANCE FOR PERFECT FLIGHT: Finance Director Duane Pitcher explained that Perfect Flight, LLC, is an agricultural technology company currently based in Sao Paulo, Brazil, that has developed a software application to track and analyze the aerial application of agricultural chemicals and integrate the information with other agriculture technology platforms. The company is in the process of moving operations to North America and has selected Ames as the location for sales, marketing, and business development with the intent of making Ames the company headquarters.

According to Director Pitcher, Perfect Flight has applied for economic development assistance from the Iowa Economic Development Authority (IEDA) with the local match provided by the City of Ames and the Ames Economic Development Commission (AEDC). The project will include leasehold improvements to existing available office space in the ISU Research Park and the addition of 60 new full-time jobs in Ames. Total investment expected for the project is over \$1.667 million, including a \$250,000 forgivable loan from IEDA. The required local match is in the form of a \$50,000 forgivable loan funded half by the City of Ames and half by the AEDC. The AEDC Board has already authorized its commitment to the local match. The company has also agreed to provide an irrevocable Letter of Credit as security for the local match and will also be applying for various tax credits available from the state of Iowa. The local match from the City will be contingent upon approval of the final agreement by the City Council. For the IEDA to continue consideration of this project, the City Council must adopt a resolution supporting the submittal of the Perfect Flight application for IEDA assistance.

Council Member Gartin asked if this proposal was consistent with other types of loans that the City does. Mr. Pitcher noted that City staff utilized an evaluation matrix for software development companies to perform an analysis of Perfect Flight's proposal. That analysis indicated that the firm qualified for the City's "best terms." Perfect Flight's high score was influenced by high wages, a high number of jobs, and no requirement for investment in City infrastructure.

Moved by Beatty-Hansen, seconded by Junck, to adopt RESOLUTION NO. 21-256 supporting the Iowa Economic Development Authority Application for Financial Assistance for Perfect Flight with local match to be provided in the form of a forgivable loan in the amount of \$50,000 (\$25,000 from the City of Ames from the available balance in the Economic Development Fund and \$25,000 from the AEDC).

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

DISCUSSION OF THE FUTURE OF THE CITY'S FACE-COVERING ORDINANCE: Mayor

Haila announced that the Council would not be accepting public input on the Face-Covering Ordinance item at this meeting, but would accept it when the topic is brought back to the City Council for final action.

City Attorney Mark Lambert recalled that the City Council, at its May 11, 2021, meeting requested a memo on the interplay between the Story County face-covering mandate and the City of Ames if the City's Face-Covering Ordinance expires or is repealed and to provide options for the future of said Ordinance. Addressing the question on the authority of the County's regulation, Mr. Lambert cited Article III, Section 39A, of the Iowa Constitution ("Counties Home Rule"), which makes it clear that a City ordinance prevails over a County ordinance on the same topic. He pointed out that Story County has a face-covering policy that is generally similar to the City's Ordinance; however, the County's is actually a Story County Board of Health regulation. Because of the Iowa Constitution's provision, Story County's regulation currently is not in effect within the corporate municipal boundaries of Ames because the City has its own Face-Covering Ordinance (found in Section 17.37 of the *Ames Municipal Code*).

Mr. Lambert noted that the City's Ordinance is written to sunset on June 30, 2021; at which point, it would no longer be in effect. However, with the newly issued CDC guidance, the Ordinance could be repealed before June 30, 2021. If the Story County Board of Health regulation were to still be in effect after the City's Ordinance is no longer in effect, the County regulation would become effective in Ames unless the Council takes some action. In order for that not to occur, the City Council could pass a resolution stating that it is the policy of the Ames City Council that the Story County face-covering regulation will not be in effect within the Ames corporate boundaries. If it is the Council's desire to take such action, Mr. Lambert suggested that it be done at the last meeting held before the Ordinance expires on June 30, 2021, or at the same meeting that the Ordinance is repealed.

City Attorney Lambert provided the following options to the Council regarding the City's Face-Covering Ordinance: (1) The Council can take no action, and the Ordinance will expire on June 30, 2021, and become null and void. (2) The Council can direct the City Attorney's Office to draft an ordinance repealing the Face-Covering Ordinance, with the first reading occurring at the May 25, 2021, Council meeting. (3) The Council can direct the City Attorney's Office to draft an ordinance repealing the Face-Covering Ordinance with the first reading at the May 25, 2021, Council Meeting along with an Agenda sub-item to consider a Motion to Suspend the Rules, which would allow the repealing ordinance to be adopted on May 25, 2021. (4) The Council can direct the City Attorney's Office to draft an ordinance amending the Face-Covering Ordinance in ways the Council has determined, and extending the sunset date if so desired, to be considered for first reading at the May 25, 2021, Council meeting. (5) The Council can direct the City Attorney's Office to draft an ordinance amending the Face-Covering Ordinance by extending the sunset date to some date beyond June 30, 2021.

Mr. Lambert reiterated that, if the Council wishes to opt out of the Story County Board of Health regulation regarding face-coverings, it can be done by a Resolution. He provided two alternatives to the Council: (1) The Council can take no action and allow the Story County Board of Health regulation to become effective within the City of Ames upon the expiration or repeal of the Ames Face-Covering Ordinance. (2) The Council can direct staff to place a Resolution on the Agenda for the meeting at which the Ordinance is being repealed, or at the last meeting before the Ordinance expires, stating that

it is the policy of the City of Ames that the Story County Board of Health regulation is not effective within the corporate limits of the City of Ames.

Assistant City Manager Deb Schildroth recalled that at its May 11, 2021, meeting, the City Council directed staff to collect feedback from four local partners and medical advisors, i.e., Story County Board of Health, Iowa State University, McFarland Clinic, and Mary Greeley Medical Center, in preparation of revisiting the Face-Covering Ordinance. Within just a couple days of that meeting, the CDC announced new guidance pertaining to face coverings. That guidance stated that fully vaccinated people could resume activities without wearing a face covering or physically distancing, except where required by federal, state, or local rules, which included local business and workplace buildings (healthcare settings, public transportation, prisons, and homeless shelters). According to Ms. Schildroth, the question asked in the request for feedback from those four entities was what input or concerns each one had if the Face-Covering Ordinance was allowed to sunset and not be extended, and the general theme was to follow CDC guidelines.

It was clarified by Ms. Schildroth that if action should be taken to repeal the Ordinance, any face-covering requirements may continue in schools, businesses, stores, etc., at the discretion of those locations. She also pointed out that the City's transit service, CyRide, as well as its riders, will need to continue wearing face coverings due to the federal directive that they are currently required to follow.

It was noted by Assistant City Manager Schildroth that as of May 17, 2021, the positivity rate, according to data provided by the Story County Department of Public Health, was 3.6%. She also stated that the Test Iowa Clinic has adjusted its hours due to low testing numbers and testing is done by appointment only. Information about COVID-related inpatient hospitalizations at MGMC was also shared, which revealed that they averaged 2.3 patients in inpatient beds during the past 30 days, they are averaging fewer than one admission to an inpatient bed per day, and the patient's length of stay has been between one and six days.

Council Member Martin asked if it would be possible for the Council to rescind the Face-Covering Ordinance tonight. City Attorney Lambert stated it would not because that was not listed on the Agenda. Also the Council has to request the City Attorney to draft the repealing Ordinance, and it would then need to be brought back to the Council for adoption.

Council Member Betcher shared that the City Council had received a lot of emails, some of which pertained to masking in schools and the Story County mask mandate. She wanted it clarified that whatever the City of Ames decides to do, it does not have control over the County or the School Districts. Ms. Betcher also pointed out that the new CDC guidelines specifically stated that businesses had the right to do whatever they wanted to do. Council Member Beatty-Hansen added that the City having the mask mandate had made it easier for businesses to mandate face coverings inside their establishments. Mayor Haila noted that Iowa State University would make its own decision as well.

Ms. Beatty-Hansen asked if it were legal for the Council to pass an ordinance on first reading and then take public input on the second reading. Mayor Haila stated that, typically, the first reading is considered a public hearing. It would be unusual; the Council would have to take public input on the

first reading, and then the Council members could vote as to whether it wanted to allow additional input on the second reading.

Council Member Gartin inquired as to whether the Mayor could call for another special meeting and suspend the rules to repeal the Ordinance. City Attorney Lambert stated that was possible; however, the Ordinance has to be published before it becomes law.

Moved by Gartin to direct the City Attorney's Office to draft an ordinance repealing the Face-Covering Ordinance, but that staff would set a special meeting as soon as possible, but still meeting the 24-hour posting of the Agenda.

Motion withdrawn.

Moved by Gartin to direct the City Attorney's Office to draft an ordinance repealing the Face-Covering Ordinance for first reading, along with an Agenda sub-item to consider a Motion to Suspend the Rules, but that staff set a special meeting as soon as possible.

Mr. Gartin added that the sentiment had been loud and clear from the emails received: the community wants this to be done, and the sooner, the better. He doesn't know what there is to gain by delaying repealing the Ordinance and requiring masks to be worn when the Ordinance is going to be repealed.

Motion died for lack of a second.

Moved by Martin, seconded by Corrieri, to add three Agenda items to the next Council meeting's Agenda: (1) First reading to repeal the Face-Covering Ordinance, (2) Request Council vote for suspending the rules for adopting an ordinance, and (3) Adopt a resolution that the County's face-covering regulation has no effect on Ames.

Mayor Haila pointed out that the Council's next meeting would be held on May 25, 2021.

Council Member Betcher noted that the City had issued a Press Release advertising that the Council will be taking public input on the Face-Covering Ordinance on May 25, 2021. Accelerating the pace of repealing the Ordinance to her seemed like a "bait and switch." She doesn't want to slow down the process, but the public had been informed of what the process was going to be.

Council Member Gartin replied that there are circumstances when you weigh the pros and cons and the benefits of accelerating the process means kids don't have to wear masks one day longer. Mayor Haila clarified that repealing the City's Face-Covering Ordinance would not pertain to the School District; the School District would have the right to do what it deems best, regardless of what the City of Ames does.

Mr. Martin explained that he tried to word his motion so as to leave it open to the possibility of the Mayor setting a Special Meeting.

Council Member Corrieri noted that some of the emails received included comments that the Face-

Covering Ordinance had been a divisive issue in the community. She stated her belief that what makes it appear as divisive is how people chose to react. Moving forward, she recommended that everyone just has to do better in the future. There will be people who choose to continue to wear masks even if they are vaccinated, and she hoped that there would be no shaming of others if they felt more comfortable continuing to wear a mask.

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

Council Member Martin said it was difficult to see other cities change its regulation so much more quickly that Ames will be doing. However, he felt that the Council needs to give respect to those people who planned to provide input at its first reading, which had been stated in a press release, through the media, and on the radio, would occur on May 25, 2021. Ms. Beatty-Hansen said that moving forward prior to May 25 might hamper the amount of public input received as the public had planned on it happening at the City Council meeting to be held on Tuesday, May 25, 2021. Mr. Martin agreed, stating that the Council wants to do this expeditiously, but there are some constraints, and the Council needs to do what was stated would be done.

Council Member Betcher clarified that there had been no discussion at the City Council meetings regarding anything about a vaccine passport. City Attorney Lambert concurred, stating that the Legislature is working on legislation to prohibit “vaccine passports” by local entities, but there had been zero discussion at the local level.

DISCUSSION OF IN-PERSON CITY MEETINGS: Mayor Haila asked City Manager Steve Schainker to comment about reopening City Hall to the public. Mr. Schainker noted that City Hall had been open to the public for a long time; it was only closed from late March to June 30, 2020. He stated that CyRide is under the direction of the Transit Board, and the Library Board of Trustees has not made a final decision for its facility. City Attorney Lambert reiterated that separate Boards of Trustees control both CyRide and the Library, and they can make their own decisions.

City Manager Schainker clarified that there was nothing in the law that stated employees working in City Hall can’t wear masks if they are uncomfortable not wearing them. He pointed out that whatever decision the City Council makes regarding resuming in-person meetings would apply to City Council meetings and all other Boards & Commissions’ meetings, with the exception of CyRide and the Library.

Council Member Betcher asked about the “hybrid option” (continuing with electronic meetings while holding in-person meetings). She said someone had mentioned to her that they believed that the City would be doing this by holding the Mental Health Forum, which will be held in the Auditorium on Thursday evening, and broadcasting it via Zoom. Public Information Officer Susan Gwiasda stated that there will be no interplay between the person on stage and the person who is viewing, i.e., attendees at the Forum would only be able to interact by typing into the “Comment Section.” There is not the possibility of providing input while the speakers are presenting.

City Manager Schainker advised that staff is still working on the possibility of a “hybrid option.” Costs have to be calculated and staff has to determine how to do it. As soon as possible, staff will provide

that information to the Council; however, he recommended that the Council not withhold its decision. It was also clarified by Mr. Schainker that the Council's direction would apply to all Boards and Commissions as well as the City Council.

Council Member Betcher asked if there would be the possibility of allowing people to call in to provide input on items while the Council meeting was occurring. Mr. Schainker shared that the problem with that is that there is no on-line interaction; comments can come in to one phone line manned by one staff person. The staff person then takes down the message and passes it on to the Mayor. Ms. Gwiasda commented that the possibility of phoning-in has not been explored. City Manager Schainker noted that if someone can't attend the meeting in person, they can always send an email to the Mayor and City Council; those emails could then be read during the meeting.

Assistant City Manager Deb Schildroth pointed out that ASSET is comprised of four different funding agencies, and it would be necessary for all four to weigh in on returning to in-person meetings. That has not been discussed with those agencies.

Assistant City Manager Brian Phillips said the return to in-person meetings would not be an issue for any of the Boards or Commissions that he staffs.

Moved by Beatty-Hansen, seconded by Betcher, to direct that the City Council and City Boards and Commissions resume in-person meetings starting June 1, 2021, and have staff reach out to the ASSET funders to determine their preference.

Council Member Betcher said she wanted it to be made clear to the Boards/Commissions Members and to the employees staffing those Boards/Commissions that they are free to continue wearing masks if that is their preference.

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

Mayor Haila commented that he was looking forward to meeting again in person after 14 and one-half months.

Council Member Martin inquired if there was plexiglass separating the people around the dais. Mr. Schainker answered that there is and it will remain in place for a while.

DISPOSITIONS OF COMMUNICATIONS TO COUNCIL: None.

COUNCIL COMMENTS: Council Member Martin commented that he believed there was a lot that went unsaid at this meeting. He added that the whole COVID situation has been challenging for everyone, and he was grateful for those who upheld the decision of the Council in an attempt to keep the community safe.

Council Member Betcher stated her hope that people will be charitable to each other and allow all to make their own decisions as to whether they wish to continue to wear a mask.

ADJOURNMENT: Moved by Betcher to adjourn the meeting at 6:44 p.m.

Diane R. Voss, City Clerk

John A. Haila, Mayor

Services <https://directory.iowa.gov/service/Index?_ga=1.101492737.1604613096.1488473035&ia_slv=1620826026742>

Agencies <https://directory.iowa.gov/?ia_slv=1620826026742>

Social <https://directory.iowa.gov/social/Index?ia_slv=1620826026742>

<https://www.iowa.gov/search/google?ia_slv=1620826026742>

License Application (LE0002744)

Applicant

Name of Legal Entity : Casey's Marketing Company

Name of Business(DBA) : Casey's General Store #2560

Address of Premises : 3020 S Duff Ave

City : Ames

County : Story

Zip : 50010

Business : (515) 232-1148

Mailing Address: PO Box 3001

City : Ankeny

State : Iowa

Zip : 50021

Contact Person

Name : JESSICA FISHER-COMSTOCK, Store Operations

Phone : (515) 446-6404

Email : jessica.fisher@caseys.com

License Information

License Number : LE0002744

License/Permit Type : Class E Liquor License

Term : 12 Month

Effective Date : 2021-06-29

Expiration Date : 2022-06-28

Sub-Permits/Privileges :

Class C Beer Permit

Class B Wine Permit

Sunday Sales

Status of Business

Business Type : Publicly Traded Corporation

Ownership

42-0935283 Casey's General Stores, Inc.

City : Ankeny

State : Iowa

Zip : 50021

Position : Owner

% of ownership : 100

U.S. Citizen : Yes

JULIA JACKOWSKI

City : Urbandale

State : Iowa

Zip : 50322

Position : Owner

% of ownership :

U.S. Citizen : Yes

James R. Pistillo

City : Urbandale

State : Iowa

Zip : 50323

Position : Owner

% of ownership :

U.S. Citizen : Yes

SAMUEL JAMES

City : ANKENY

State : Iowa

Zip : 50021

Position : Owner

% of ownership :

U.S. Citizen : Yes

BRIAN JOHNSON

City : JOHNSTON

State : Iowa

Zip : 50131

Position : Owner

% of ownership :

U.S. Citizen : Yes

DOUGLAS BEECH

City : ANKENY

State : Iowa

Zip : 50021

Position : Owner

% of ownership :

U.S. Citizen : Yes

Insurance Company Information

Services <https://directory.iowa.gov/service/Index?_ga=1.101492737.1604613096.1488473035&ia_slv=1620826026742>

Agencies <https://directory.iowa.gov/?ia_slv=1620826026742>

Social <https://directory.iowa.gov/social/Index?ia_slv=1620826026742>

<https://www.iowa.gov/search/google?ia_slv=1620826026742>

License Application (LE0001883)

Applicant

Name of Legal Entity : Kum & Go LC

Name of Business(DBA) : Kum & Go # 214

Address of Premises : 111 Duff Ave

City : Ames

County : Story

Zip : 50010

Business : (515) 233-4991

Mailing Address: 1459 Grand Avenue

City : Des Moines

State : Iowa

Zip : 50309

Contact Person

Name : Jody Deiter

Phone : (515) 457-6249

Email : licenses@kumandgo.com

License Information

License Number : LE0001883

License/Permit Type : Class E Liquor License

Term : 12 Month

Effective Date : 2021-07-01

Expiration Date : 2022-06-30

Sub-Permits/Privileges :

Class C Beer Permit

Class B Wine Permit

Sunday Sales

Status of Business

Business Type : Limited Liability Company

Ownership

Krause Group LTD

City : Des Moines

State : Iowa

Zip : 50309

Position : Owner

% of ownership : 100

U.S. Citizen : Yes

Charles Campbell

City : Urbandale

State : Iowa

Zip : 50323

Position : Owner

% of ownership :

U.S. Citizen : Yes

Tanner Krause

City : Des Moines

State : Iowa

Zip : 50309

Position : Owner

% of ownership :

U.S. Citizen : Yes

Erin Kuhl

City : Des Moines

State : Iowa

Zip : 50309

Position : Owner

% of ownership :

U.S. Citizen : Yes

Reed Rainey

City : Des Moines

State : Iowa

Zip : 50309

Position : Owner

% of ownership :

U.S. Citizen : Yes

Insurance Company Information

Services <https://directory.iowa.gov/service/Index?_ga=1.101492737.1604613096.1488473035&ia_slv=1620826026742>

Agencies <https://directory.iowa.gov/?ia_slv=1620826026742>

Social <https://directory.iowa.gov/social/Index?ia_slv=1620826026742>

<https://www.iowa.gov/search/google?ia_slv=1620826026742>

License Application (LE0001873)

Applicant

Name of Legal Entity : Kum & Go LC

Name of Business(DBA) : Kum & Go #200

Address of Premises : 4510 Mortensen Road

City : Ames

County : Story

Zip : 50014

Business : (515) 292-3432

Mailing Address: 1459 Grand Avenue

City : Des Moines

State : Iowa

Zip : 50309

Contact Person

Name : Jody Deiter

Phone : (515) 457-6249

Email : licenses@kumandgo.com

License Information

License Number : LE0001873

License/Permit Type : Class E Liquor License

Term : 12 Month

Effective Date : 2021-07-01

Expiration Date : 2022-06-30

Sub-Permits/Privileges :

Class C Beer Permit

Class B Wine Permit

Sunday Sales

Status of Business

Business Type : Limited Liability Company

Ownership

Krause Group LTD

City : Des Moines

State : Iowa

Zip : 50309

Position : Owner

% of ownership : 100

U.S. Citizen : Yes

Charles Campbell

City : Urbandale

State : Iowa

Zip : 50323

Position : Owner

% of ownership :

U.S. Citizen : Yes

Tanner Krause

City : Des Moines

State : Iowa

Zip : 50309

Position : Owner

% of ownership :

U.S. Citizen : Yes

Erin Kuhl

City : Des Moines

State : Iowa

Zip : 50309

Position : Owner

% of ownership :

U.S. Citizen : Yes

Reed Rainey

City : Des Moines

State : Iowa

Zip : 50309

Position : Owner

% of ownership :

U.S. Citizen : Yes

Insurance Company Information

Services <https://directory.iowa.gov/service/Index?_ga=1.101492737.1604613096.1488473035&ia_slv=1620826026742>

Agencies <https://directory.iowa.gov/?ia_slv=1620826026742>

Social <https://directory.iowa.gov/social/Index?ia_slv=1620826026742>

<https://www.iowa.gov/search/google?ia_slv=1620826026742>

License Application (LE0001881)

Applicant

Name of Legal Entity : Kum & Go LC

Name of Business(DBA) : Kum & Go #216

Address of Premises : 203 Welch Ave

City : Ames

County : Story

Zip : 50010

Business : (515) 292-5395

Mailing Address: 1459 Grand Avenue

City : Des Moines

State : Iowa

Zip : 50309

Contact Person

Name : Jody Deiter

Phone : (515) 457-6249

Email : licenses@kumandgo.com

License Information

License Number : LE0001881

License/Permit Type : Class E Liquor License

Term : 12 Month

Effective Date : 2021-07-01

Expiration Date : 2022-06-30

Sub-Permits/Privileges :

Class C Beer Permit

Class B Wine Permit

Sunday Sales

Status of Business

Business Type : Limited Liability Company

Ownership

Krause Group LTD

City : Des Moines

State : Iowa

Zip : 50309

Position : Owner

% of ownership : 100

U.S. Citizen : Yes

Charles Campbell

City : Des Moines

State : Iowa

Zip : 50309

Position : Owner

% of ownership :

U.S. Citizen : Yes

Tanner Krause

City : Des Moines

State : Iowa

Zip : 50309

Position : Owner

% of ownership :

U.S. Citizen : Yes

Erin Kuhl

City : Des Moines

State : Iowa

Zip : 50309

Position : Owner

% of ownership :

U.S. Citizen : Yes

Reed Rainey

City : Des Moines

State : Iowa

Zip : 50309

Position : Owner

% of ownership :

U.S. Citizen : Yes

Insurance Company Information



MEMO

To: Mayor John Haila and Ames City Council Members
From: Lieutenant Heath Ropp, Ames Police Department
Date: May 15th, 2021
Subject: Beer Permits & Liquor License Renewal Reference City Council Agenda

The Council agenda for May 25th, 2021 includes beer permits and liquor license renewals for:

- **Della Viti** (323 Main St #102) - Class C Liquor License with Catering Privilege, Wine B Permit, Outdoor Service & Sunday Sales
- **Old Chicago Pizza & Taproom** (1610 S Kellogg Ave) - Class C Liquor License with Outdoor Service & Sunday Sales
- **Casey's General Store #2560** (3020 S Duff Ave) - Class E Liquor License with Class B Wine Permit, Class C Beer Permit, Carryout, & Sunday Sales
- **Green Hills Resident's Assoc** (2200 Hamilton Dr Ste 100) - Class A Liquor License with Outdoor Service & Sunday Sales
- **MMDG Spirits** (126A Welch Ave) - Class E Liquor License with Sunday Sales
- **Kum & Go #214** (111 Duff Ave) - Class E Liquor License with Class B Wine Permit, Class C Beer Permit, Carryout, & Sunday Sales
- **Kum & Go #200** (4510 Mortensen Rd) - Class E Liquor License with Class B Wine Permit, Class C Beer Permit, Carryout, & Sunday Sales
- **Kum & Go #216** (203 Welch Ave) - Class E Liquor License with Class B Wine Permit, Class C Beer Permit, Carryout, & Sunday Sales
- **Wheatsfield Cooperative** (413 Northwestern) - Special Class C Liquor with Class B Wine Permit, Outdoor Service & Sunday Sales

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: SETTING DATE OF PUBLIC HEARING TO AUTHORIZE ADDITIONAL USES FOR GENERAL OBLIGATION BONDS SERIES 2017 AND SERIES 2018A TO FUND EXTENSION OF UTILITIES TO THE EAST INDUSTRIAL AREA

BACKGROUND:

In 2017 and 2018 the City issued general obligation bonds to fund capital improvements. The public hearings for these bond issues included the planned capital uses which consisted of street improvements, the city-wide radio system, and improvements to Fire Station 1.

The projects funded by these bonds are now completed or under contract. Bond proceeds remain available since actual costs have been lower than estimated. Options for use of the remaining bond proceeds include closing to the debt service fund to make future debt service payments or use of other essential corporate purpose qualified capital projects.

The extension of water and sanitary sewer utilities qualifies is an essential corporate purpose use but was not included in the proceedings when the 2017 and 2018 bonds were issued. A public hearing and Council resolution is required to authorize the additional uses of the 2017 and 2018 bond proceeds to fund the extension of utilities. The additional uses will have no impact on the debt service costs to the City since the bonds have already been issued and the repayment schedule is in place. The amounts to be authorized for additional use are \$150,000 for Series 2017 and \$625,000 for Series 2018A. These are not to exceed amounts and only the actual additional amounts needed to fund projects will be used.

ALTERNATIVES:

1. Set June 8, 2021 as the date of public hearing to consider including water and sanitary sewer utility capital improvements as additional authorized uses for General Obligation Bond issues Series 2017 in amount not to exceed \$150,000 and Series 2018A in amount not to exceed \$625,000.
2. Direct staff to identify another authorized use for these bond proceeds and present other alternatives for funding the extension of utilities to the East Industrial Area.

CITY MANAGER'S RECOMMENDED ACTION:

City staff has identified remaining bond proceeds from debt issuance in 2017 and 2018 as the best alternative to provide additional available funding to complete the extension of utilities to the East Industrial Area, only to be used depending on bid results. A public hearing and Council resolution is required to authorize the use of the bond proceeds for the project. **Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, as described above.**

COUNCIL ACTION FORM

SUBJECT: APPROVAL OF ASSET POLICIES AND PROCEDURES

BACKGROUND:

Each year the ASSET Administrative Team and volunteers review the ASSET Policies and Procedures. Changes to the Policies and Procedures are adopted once a majority of the Funders approves the revisions. This year, revisions are recommended to address the changes in the following areas:

ASSET Operations (page 5) – Added H. Record Retention policy.

Agency Participation (page 7) – Created separate sections for New Agency Applications and All Agency Requirements so that steps are more clearly defined between the two processes.

All Agency Requirements (page 7) – Increased annual budget threshold from \$100,000 to \$250,000 for a required comparative audit.

Funding Process (page 8) – F. Added agency attendance requirement to annual training session.

- J. Added language about funding recommendations being posted on the website by the date stated on the ASSET calendar.
- K. Added language about letters being sent to agencies and their governing bodies regarding funding approval.

Appendix A (pages 11 - 12) – The section called Criteria for Funding Eligibility remains but the application form has been removed and made available on the ASSET website. This will allow for future revisions to be made without having to update the Policies and Procedures each time.

- Removed transition language that allowed agencies to request re-entry into the ASSET process in lieu of completing a New Agency Application. The transition period ends with the FY 2022/23 budget request year.

Appendix B (page 13) – This Appendix was originally Service Codes and those have been removed from the ASSET Policies and Procedures but remain in the ASSET Reference Manual. **Appendix B is now the Conflict of Interest Form.**

Appendix C – Notification of New or Expanded Service – This form has been removed and made available on the ASSET website. This will allow for future revisions to be made without having to update the Policies and Procedures each time.

ALTERNATIVES:

1. Approve the recommended revisions to the ASSET Policies and Procedures.
2. Do not approve the recommended revisions to the ASSET Policies and Procedures

CITY MANAGER’S RECOMMENDED ACTIONS:

The annual review of the ASSET Policies and Procedures is an important step to ensure policies are kept up to date and address any changes in the process. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 approval of the recommended revisions to the ASSET Policies and Procedures, as described above.

ASSET

POLICIES & PROCEDURES

July 2021

www.storycountyasset.org

Sponsoring Organizations:

**City of Ames
Story County
United Way of Story County
ISU Student Government**

TABLE OF CONTENTS

I.	Purpose	3
II.	Sponsoring Organizations	3
III.	Team Structure	3
IV.	Termination	3
V.	Tenure of Members.....	4
VI.	Officers	4
VII.	ASSET Operations	5
VIII.	Administrative Team Operations.....	5
IX.	Committees	6
X.	Duties and Responsibilities of ASSET	6
XI.	Agency Participation	7
XII.	Funding Process.....	8
XIII.	Planning Process.....	8
XIV.	Changes in Service.....	9
XV.	Funding Appeal Process.....	9
XVI.	Amendments to Policies/procedures.....	10
	Appendix A –ASSET Agency Participation Criteria	11
	Appendix B – Conflict of Interest.....	13

POLICIES AND PROCEDURES FOR ASSET

By agreement among sponsoring organizations (Funders), a team shall be authorized by all sponsors but separate from any sponsor. The name of this process is "Analysis of Social Services Evaluation Team" or "ASSET."

I. PURPOSE

- A. To promote coordination of human services planning and funding among the sponsoring organizations.
- B. To assess the human services needs in Story County and evaluate the capabilities of agencies to provide the programs that meet those needs.
- C. To provide funding recommendations to the governing bodies of the sponsoring organizations.

II. SPONSORING ORGANIZATIONS

- A. Ames City Council (City)
- B. Story County Board of Supervisors (County)
- C. United Way of Story County (UWSC)
- D. ISU Student Government

III. TEAM STRUCTURE

- A. The City, County, UWSC, and ISU Student Government shall each appoint six (6) volunteers as voting members of the team (Volunteers).
- B. The City, County, UWSC, and ISU Student Government shall each appoint one staff person. The staff appointees shall be non-voting board members for the purpose of ASSET business (Staff).
- C. The Administrative Assistant shall be a contract position paid jointly by the Funders through a 28E Agreement and shall be a non-voting participant.

IV. TERMINATION

A Sponsoring Organization may withdraw its participation in the Intergovernmental/ Agency Agreement to Fund Administrative Services for the ASSET Process on written notice to the other Sponsoring Organizations. Written notice shall be given no later than July 1 of any given year and termination will be effective June 30 of the following year. A shorter notice period may be granted upon agreement of the other Sponsoring Organizations though date of termination shall remain June 30 of the given fiscal year. Each Sponsoring Organizations shall remain liable for its pro rata share of expenses until withdrawal takes effect.

Upon withdrawal of a Sponsoring Organization, the remaining Sponsoring Organizations shall be responsible for equally contributing to the contract to fund the yearly expense for administrative services. A new or amended intergovernmental/agency funding agreement shall be filed with the Iowa Secretary of State as soon as is practical upon the withdrawal of any Sponsoring Organization.

V. TENURE OF MEMBERS

- A. The terms of Volunteers shall be three (3) years. ASSET recognizes that ISU Student Government appointees may not be able to serve three-year terms.
- B. The terms of Staff shall be continuous until terminated by the appointing Funder.
- C. An un-expired term of a Volunteer shall be filled by the Funder that appointed that Volunteer.
- D. No Volunteer may serve more than two (2) consecutive full terms, except the Past Chair, Chair or Chair Elect may serve longer in order to fulfill the duties of their offices.
- E. If a Volunteer is appointed to fill the remainder of an unexpired term, the newly appointed Volunteer is eligible to serve a maximum of seven consecutive years unless conditions delineated in paragraph D above apply.
- F. If a Volunteer accumulates three consecutive unexcused absences in any one ASSET year (April through March), or otherwise fails to fulfill their responsibilities, the Volunteers may, by a simple majority vote of quorum, request that a Funder appoint a replacement Volunteer. An unexcused absence is defined as when a Volunteer does not notify an Administrative Team member, or the Administrative Assistant about being absent. Notifying the Administrative Assistant is the preferred method.
- G. All Volunteers and Staff are required to sign a Conflict of Interest form annually as described on the form (Appendix B).

VI. OFFICERS

- A. Officers shall be Chair, Chair-Elect, Past Chair, and Treasurer, each of whom shall be elected for a one-year term by a quorum of the Volunteers.
- B. Staff members are ineligible to hold an office.
- C. A Chair may not hold that office for more than two consecutive one-year terms.
- D. A vacancy in any office shall be filled by a majority vote of a quorum of the Volunteers for the unexpired portion of the term, except for the position of past chair, which would remain vacant should that volunteer leave the ASSET process.
- E. The ASSET Chair is authorized to sign contracts and agreements on behalf of

ASSET with respect to operations of the ASSET board. The Chair-Elect may sign if the Chair is unavailable.

VII. ASSET OPERATIONS

- A. Regular meetings of ASSET shall be held in accordance with Iowa's Open Meetings law. If circumstances warrant it, a meeting of ASSET may be cancelled by the Administrative Team. An announcement of meeting cancellation will be posted and notice sent to members and participating agencies as soon as possible under the circumstances.
- B. Unless otherwise specified, meetings shall be conducted according to Robert's Rules of Order. However, technical or non-substantive departures from these rules shall not invalidate any action taken at a meeting.
- C. Agendas will be posted at Ames City Hall and the ASSET website (<http://www.storycountyasset.org>), at least three days prior to the meeting, and notification sent electronically to each ASSET member and participating Agency.
- D. A quorum shall consist of one-half plus one of the currently appointed volunteers. A majority vote of the quorum present shall constitute a decision of ASSET. In the event a quorum is not present, ASSET business may be conducted by a simple majority vote of those present, if at least one voting member from each Funder is represented. Exceptions to this include decisions for funding recommendations or changes to the Policies and Procedures, or anything that requires Funder approval.
- E. The Chair may vote on all business that comes before ASSET and shall be included as part of the quorum.
- F. Special meetings may be called by the Chair or by petition of one-fourth of the Volunteers with not less than five days written notice to the Volunteers and Staff by email or regular mail.
- G. Minutes of ASSET meetings shall be recorded and distributed to Staff, Volunteers, and Agencies, by posting on the ASSET website (<http://www.storycountyasset.org>). Minutes shall be made public in accordance with the Iowa Open Records law.
- H. ASSET records will be retained for five years. This includes but is not limited to budget books, Administrative Team meeting agendas and minutes, ASSET Board meeting agendas and minutes, agency audits and form 990s, agency applications, agency requests for new/expanded services, and other agency correspondence.

VIII. ADMINISTRATIVE TEAM OPERATIONS

- A. Staff members, the Chair, the immediate past Chair, the Chair-Elect, and the Treasurer, shall serve as an Administrative Team.
- B. The Administrative Team will meet prior to regular ASSET meetings. If there are no significant pending actions, an Administrative Team meeting may be

cancelled by the Chair or Chair Elect.

- C. All members of the Administrative Team shall be voting members on Administrative Team business, including staff members.
- D. A quorum shall consist of more than half of the existing Administrative Team members. A quorum shall include at least one Volunteer. A majority vote of the quorum present shall constitute a decision of the Administrative Team.
- E. Minutes of the Administrative Team and ASSET shall be recorded and distributed to all Staff, Volunteers, and Agencies, by posting on the ASSET website (<http://www.storycountyasset.org>). Minutes shall be made public in accordance with the Iowa Open Records law.

IX. COMMITTEES

- A. Staff and committees shall have substantial responsibility for the operation of ASSET and for assisting the Volunteers. Committees may be established as follows:
 - 1. The Administrative Team may form committees to identify issues, perform studies, and bring recommendations to ASSET.
 - 2. ASSET may request committees to identify issues, perform studies, and bring recommendations to ASSET. Committee members may be appointed by the ASSET Chair.
 - 3. A Funder may request formation of a committee and make recommendations to ASSET with respect to membership on such committee. The ASSET Chair may appoint the committee members.

X. DUTIES AND RESPONSIBILITIES OF ASSET

- A. To make annual allocation recommendations to the Funders for services provided by participating agencies. The recommendations shall be consistent with instructions and priorities received from the Funders;
- B. To set a timetable each year for the funding recommendation process;
- C. To organize hearings for agency presentations regarding their proposed budgets and program plans;
- D. To review services and code definitions as assigned to agencies for use in the budget and billing process;
- E. To meet with the Funders at least twice yearly. At these meetings each Funder has one vote. A majority of Funders constitutes quorum;
- F. To give timely reports on funding recommendation decisions to the Funders and to the agencies;

- G. To develop and maintain an index of services offered in Story County (This index will be located in the ASSET Reference Manual for Volunteers and Agencies.);
- H. To perform any specific task that the Funders might request of ASSET.

XI. AGENCY PARTICIPATION

New Agency Application Process

- A. Agencies seeking funding eligibility must be serving clients within the geographic area of Story County and shall meet the criteria outlined in the Application for ASSET Agency Participation (Appendix A). The application form can be found under the "Forms and Resources" tab on the ASSET website www.storycountyasset.org.
- B. Agencies shall complete required forms, and present verification of the stated criteria. All application documents shall be submitted to the ASSET Administrative Assistant to distribute to the ASSET Administrative Team.
- C. The ASSET Administrative Team shall insure that the forms are complete and make recommendations to the Volunteers. The Volunteers will then approve or disapprove the recommendation.
- D. A written notification shall be sent to the Agency, stating its acceptance or the reason why it was not accepted.
- E. Approval of an applicant Agency does not guarantee a subsequent dollar allocation.

All Agency Requirements

- F. Agencies and services will be reviewed annually by ASSET, through the agency visit and budget process.
- G. Agencies shall annually provide financial reports in accordance with Generally Accepted Accounting Practices (GAAP). These reports shall be submitted within six months after the close of the Agency's fiscal year. Reports will meet the following guidelines:
 - 1. Agencies with an annual budget below **\$250,000** must, at least, submit an electronic copy of IRS Form 990 and a balance sheet prepared externally and independently to the ASSET Administrative Assistant.
 - 2. Agencies with an annual budget of **\$250,000** or more must submit an electronic copy of their full comparative audit and an electronic copy of their IRS Form 990 to the ASSET Administrative Assistant.
- H. Any Agency may request to be placed on the ASSET or Administrative Team agenda by contacting the Administrative Assistant storycountyasset@gmail.com.

XII. FUNDING PROCESS

- A. Each Agency requesting funding shall be assigned to one or more of the three focus areas (Education, Financial Stability, or Health).
- B. Each Volunteer shall be assigned to only one focus area and shall review the services within that area.
- C. The Administrative Team shall prepare the appropriate budget and reporting forms for the agencies to complete and make the forms available via the ASSET website.
- D. Agencies must submit completed budget and reporting forms for all approved services to ASSET by the date stated in the yearly ASSET calendar.
- E. Agencies must timely post Board of Directors meeting minutes to the virtual platform used by ASSET.
- F. The Administrative Team shall conduct an Agency training session on the date stated in the yearly ASSET calendar. **Agency attendance at this meeting is required.**
- G. Volunteers shall conduct Liaison visits to individual agencies as scheduled on the ASSET calendar.
- H. Hearings for agencies shall be conducted each year as scheduled on the ASSET calendar.
- I. Recommendations for allocations shall be made by ASSET to the Funders after the hearings and work sessions are completed and approved by the ASSET Board.
- J. **Funding recommendations will be posted on the website by the date stated on the ASSET calendar.**
- K. **Letters will be sent to the agencies and their governing bodies sharing Funders' approval of funding, by the date stated on the ASSET calendar.**
- L. If any Agency does not provide the required information, or provides information that is inadequate, incorrect, or not timely, ASSET shall make a report to the Funders that procedures were not followed and may recommend that funding be reduced, sequestered, or not allocated.
- M. ASSET agencies will collaborate and partner to provide services. The ASSET Administrative Team shall make a report to Funders if an agency does not make adequate efforts to coordinate services or respond to requests for information.

XIII. PLANNING PROCESS

ASSET shall provide a community forum to work constructively and cooperatively in addressing human services concerns. This may be achieved by, but is not limited to:

- A. Participating in studies and developing strategies that enhance the delivery of human services within the county;
- B. Collecting and evaluating facts that provide valid data for decisions on program needs, and effectiveness of current delivery;
- C. Evaluate the need for new or modified services and/or duplication of services.
- D. Promote and encourage collaboration among agencies for efficiencies.
- E. Review agency updates and reports on services as documented through Clear Impact Scorecard and other reporting documents.

XIV. CHANGES IN SERVICES

- A. Any ASSET Agency, providing services to Story County clients, that wishes to add new or expanded services, will report this information to the ASSET Administrative Team by completing and submitting the “Notification of New or Expanded Service” form by the date stated in the ASSET calendar. The Notification of New or Expanded Service form can be found under the “Forms and Resources” tab on the ASSET website located at www.storycountyasset.org .
- B. The need for new or expanded services shall be identified and aligned with the Funder’s priorities and the priority areas from the most recent Story County Community Needs Assessment. Service changes should include increases in service beyond the normal expected growth, new or different services that impact staffing, or services that result in new clientele.
- C. The Administrative Team will review the information and determine if the service(s) meets criteria to be included in the ASSET funding process. The Administrative Team will inform the ASSET Board of the new/expanded service(s). This review and informing ASSET is not a commitment to funding. If ASSET requests additional information, a committee of Volunteers may be appointed to gather more information and report its finding to ASSET for further review.
- D. If an Agency is reducing or dropping a service, a letter should be submitted to the ASSET Administrative Team within thirty days of the Agency Board of Directors’ vote to reduce or drop a service.

XV. FUNDING APPEAL PROCESS

An Agency wishing to make an appeal may do so by following the individual Funders appeal process. The Funder appeal processes are on the ASSET website under the Forms and Resources tab.

XVI. AMENDMENTS TO POLICIES AND PROCEDURES

- A. These Policies and Procedures shall be reviewed annually prior to the May ASSET Board meeting.
- B. Amendments to the Policies and Procedures may be proposed by a Volunteer, a Staff member, or a Funder.
- C. A proposed amendment shall require a majority vote of quorum of the ASSET Board to recommend such amendment to the Funders.

APPENDIX A

ASSET (Analysis for Social Service Evaluation Team)

CRITERIA FOR FUNDING ELIGIBILITY

Financial support through ASSET can be applied for by **human service agencies** that are serving clients within the geographic area of Story County and who meet the basic eligibility criteria. **Approval of an applicant agency does not guarantee a subsequent dollar allocation.** The allocation recommendation will be made on a service-by-service basis during the annual allocation process.

To be considered for financial support, agencies must comply with the following requirements and provide supporting documents to demonstrate compliance:

- A. The agency must be a non-profit corporation or chartered as a local unit of a non-profit corporation that has an IRS section 501(c) (3) status or local, state, or federal government agency (i.e. formed by a 28E Agreement) that has a presence within and serves the people of the State of Iowa.
- B. The agency must have articles of incorporation, bylaws, or other documents, which clearly define its purposes and function.
- C. The agency must have an Equal Opportunity Policy that has been approved by its Board of Directors.
- D. The agency must have been incorporated and actively conducting business for at least one year at the time of the application.
- E. The agency must maintain in its budget and services a demarcation between any religious and other programs so that ASSET does not financially support religious purposes.
- F. The agency must demonstrate need and community support for the proposed service through letters of support, needs assessments, or other documentation.
- G. The agency shall be governed by a Board of Directors or Advisory Board who serve without compensation and who approve and oversee the implementation of the budget and policies of the agency.
- H. Agencies that offer the following services shall not be eligible for funding from ASSET Funders:
 - 1. Agencies that are primarily political in nature.
 - 2. Agencies that provide services limited to the members of a particular religious group.
 - 3. Agencies that exist solely for the presentation of cultural, artistic, or recreational programs.
 - 4. Basic educational program services considered the mandated responsibility of the public education system.

The ASSET Reference manual includes the list of Services currently considered for funding. Each service includes a Service Code Number, Service Code Name, Service

Definition, Unit of Service and Category (Education, Financial Stability, and Health). Agencies applying to be included in the process must identify what services they would be requesting funds to support.

To apply as an ASSET Agency Participant, complete the Application for ASSET Agency Participation and send the request, including the documentation outlined in the application to: storycountyasset@gmail.com. The application form can be found under the “Forms and Resources” tab on the ASSET website www.storycountyasset.org Please direct any questions to the ASSET Administrative Assistant.

APPENDIX B

CONFLICT OF INTEREST

Organization: Story County Analysis of Social Services Evaluation Team (ASSET)

Policy: Conflict of Interest Policy

Date Adopted: 4/10/03

Date Revised:

Story County ASSET and its voting members/staff persons, hereinafter referred to as “board” and “board members(s)”, agree to the following conflict of interest policy hereinafter referred to as “policy”, as adopted and revised as indicated above:

1. The policy will be adopted yearly at the first regularly scheduled board meeting following the start of the fiscal year. Each board member is to review and sign the policy at the first board meeting prior to voting on any matters before the board (if applicable).

2. A new voting board member/staff person will be required to review and sign the policy prior to voting as a board member (if applicable) at the beginning of their term and/or the first meeting of the fiscal year.

3. It is the duty of a voting board member/staff person to disclose a conflict of interest to the full board when a conflict arises. Disclosure may be made at any time to the ASSET Administrative Team; hereinafter referred to as “the Team”, who shall then notify the full Board. A record of the conflict of interest shall be made at the first regularly scheduled board meeting following disclosure.

4. A conflict of interest is defined in chapter 68B, Iowa Code. The Iowa Code defines conflict of interest as that which evidences an advantage or pecuniary benefit for the member and/or their immediate family not available to others similarly situated. A violation for a conflict of interest is punishable by both civil and criminal penalties in the State of Iowa.

5. A “potential” conflict of interest is defined herein. A potential conflict of interest is when a voting board member/staff person has reason to believe there may be a conflict of interest. This potential conflict shall be disclosed in the same manner as a conflict. If, in the opinion of the Team, the circumstances meet the definition of a conflict of interest the matter shall then be disclosed to the full board and a record shall be made at the next regular meeting.

6. A voting board member/staff person with a conflict of interest shall not vote or use their personal influence with any board member on the matter in conflict.

I agree by my signature below that I have read the above Story County ASSET Conflict of Interest Policy and understand it and will abide by the terms and conditions as stated herein.

Date: _____

Signature: _____

COUNCIL ACTION FORM

SUBJECT: REQUEST TO WAIVE ENFORCEMENT OF PROHIBITION OF
MOTORIZED VEHICLES IN ADA HAYDEN HERITAGE PARK

BACKGROUND:

Each September from 2004 through 2011, members of the local Moose Lodge provided golf cart rides around Ada Hayden Heritage Park (AHHP) for older adults with mobility impairments. Although motorized mobility devices (e.g., electric wheelchairs, motorized mobility scooters, etc.) are permitted on the trails, many individuals do not have this type of device. Therefore, Lodge members determined that if they did not provide this golf cart service, these individuals may never get to experience the overall beauty of the 437-acre site.

In 2016 through 2019, the Friends of Ada Hayden Heritage Park (Friends) provided this valuable service to individuals with mobility impairments and received many positive comments. The Friends did not provide this service in 2020 due to the COVID-19 pandemic. As a result, the Friends are proposing to offer tours on Thursday, September 9, 2021, between 8:00 AM and 5:00 PM. The Friends will rent golf carts, provide volunteer drivers and interpreters, and provide the City with a Certificate of Insurance to cover liability. Tours will be promoted and reservations will be taken for various time slots.

Municipal Code Section 19.9 restricts motorized vehicles to streets and parking lots. **Therefore, the Friends are requesting City Council waive the enforcement of this ordinance on Thursday, September 9 between the hours of 8:00 AM and 5:00 PM at AHHP.** In the event of inclement weather, they will use Friday, September 10 as a rain date. This request is attached.

The Parks and Recreation Commission reviewed this request at its May 20, 2021 meeting and recommended that the City Council grant this waiver.

ALTERNATIVES:

1. Waive enforcement of Ordinance 19.9 between the hours of 8:00 AM and 5:00 PM on Thursday, September 9 as well as Friday, September 10 if needed for a rain date, at Ada Hayden Heritage Park to allow the Friends of Ada Hayden Heritage Park to provide golf cart tours to mobility impaired individuals.
2. Deny the request.

CITY MANAGER'S RECOMMENDATION:

The Friends of Ada Hayden Heritage Park are proposing to provide a tremendous service for members of our community that otherwise would not have the opportunity to tour this park in its entirety.

Therefore, it is City Manager's recommendation to approve Alternative #1 as stated above.

May 3, 2021

Keith Abraham and Ames Parks Commissioners
Director of Ames Parks and Recreation
kabraham@city.Ames.is.us

Dear Keith and Parks Commissioners:

For several years, the Friends of Ada Hayden Heritage Park have held a one-day opportunity in the Fall for Ames residents who have mobility issues to access Ada Hayden Park. We have rented golf carts, provided a driver/interpreter for each cart and facilitated 1.5 – 2 hour tours of the park. The reviews have consistently been outstanding, with 60-80 people participating each year. COVID in 2020 interrupted our annual schedule that we would like to renew.

Our principal contacts have involved the ever-growing various senior housing operations. The opportunities for many of the residents have been limited with COVID isolations. Northcrest, Green Hills, Northridge, The Meadows and others would welcome the event to continue.

We would like to offer this activity again in the Fall '21. Our proposed date is Thursday September 9th, 2021, with a rain date of Friday, September 10th, from 9:30 a.m. to 4:30 p.m. on those days. We seek approval from both the Parks Commission and the Ames City Council for a temporary suspension of the “no motorized vehicles” rule on the trails to hold this special event.

The Friends of Ada Hayden are happy to provide this service to the mobility challenged residents of Ames at no cost to the City or the Parks Department. We appreciate your partnership and that you will approve this request. Please let me know if you have questions or concerns about the event.

Thank you.



James Patton, Board Member
Friends of the Ada Hayden Heritage Park
1829 Waterbury Circle
Ames, Iowa 50010
712-830-3736
Jlpatton.rotary@gmail.com

COUNCIL ACTION FORM

SUBJECT: BIOSOLIDS AGREEMENT WITH VERBIO NEVADA LLC

BACKGROUND:

The Ames Water Pollution Control Facility (WPCF) produces approximately 30,000 gallons of biosolids each day. Throughout the year, these biosolids are stored in the facility's primary and secondary digesters and biosolids storage lagoon. Ultimately, the biosolids are disposed of by land application on farm ground adjacent to the WPCF. A majority of the land application is performed for the City by a contract hauler.

Verbio Nevada LLC (Verbio), located near the city of Nevada, Iowa, is in the process of constructing digesters for the purpose of producing renewable natural gas. Verbio is nearing completion of the first set of eight digesters and plans to bring them online in phases in the coming months. Start-up of the digesters requires a biological "seed" material for the digestion process to begin. After the startup, the digestion process sustains itself as organic material continues to be introduced. The biosolids produced at the WPCF can act as this seed material to start the digestion process for a new digestion unit.

In Fall 2020, Ames staff was approached by representatives from Verbio, inquiring whether the Ames WPCF would have the ability to provide a portion of its biosolids to Verbio for digester start-up. City staff evaluated the inquiry and has had ongoing conversations with Verbio staff and the Iowa Department of Natural Resources to determine the logistical and regulatory feasibility of providing the biosolids to Verbio.

It has been determined that a portion of the biosolids produced by WPCF can be provided to Verbio without adversely affecting operations at the WPCF or negatively impacting the facility's regulatory record. Verbio will be responsible for hauling all the material at its cost. While the biosolids would be provided to Verbio at no cost, a savings of \$25,000-\$75,000 in the FY 2021/22 WPCF operating budget may be achieved due to the avoided expense of contract land application.

City staff has developed a written agreement (attached) with Verbio that details the obligations of each party for the hauling and handling of the biosolids.

ALTERNATIVES:

1. Approve the Biosolids Agreement with Verbio Nevada LLC effective upon signed approval of both parties for a period of three years from the executed date.

2. Do not approve the Biosolids Agreement. City staff would continue to handle biosolids in the same manner as in previous years.

CITY MANAGER'S RECOMMENDED ACTION:

The Ames Water Pollution Control Facility (WPCF) produces a large volume of biosolids during the wastewater treatment process. These biosolids require annual disposal onto land adjacent to the facility by a contract hauler. Providing biosolids to Verbio Nevada LLC would allow the City to achieve significant savings in the WPCF operating budget over the next three years while providing additional operational flexibility and maintaining regulatory compliance.

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

BIOSOLIDS AGREEMENT

THIS IS AN AGREEMENT made by and between the City of Ames, Iowa, and Verbio Nevada LLC, a Michigan limited liability company, authorized to do business in the state of Iowa, upon the following terms and conditions:

- 1 **Definitions.** When used in this Agreement, unless otherwise required by the context:
 - 1.1 "City" means the City of Ames, Iowa, a municipal corporation, whose address is 515 Clark Avenue, Ames, Iowa.
 - 1.2 "Verbio" means Verbio Nevada LLC, whose address for the purpose of this Agreement is 59219 Lincoln Hwy, Nevada IA 50201.
 - 1.3 "Agreement" means this instrument in its entirety as signed by the parties thereto.
- 2 **Circumstances.** The Ames Water Pollution Control Facility (hereinafter "WPCF") produces biosolids which are stored in the facility's primary and secondary digesters and biosolids storage lagoon. Ultimately, the biosolids are disposed of by land application on farm ground adjacent to the WPCF. Verbio, located near the City of Nevada, is in the process of constructing digesters for the purpose of producing renewable natural gas. Start-up of the digesters requires a seed material for the digestion process to begin and the biosolids produced by the WPCF can act as this seed material.
- 3 **Purpose.** The governing body of the City of Ames finds it to be in the best interest of the citizens of Ames to enter into an agreement whereby it may efficiently dispose of the biosolids produced at the WPCF. Verbio enters into this Agreement so that the biosolids provided may act as a no cost seed material for start-up of their digesters. The parties agree that there shall be no compensation for providing or accepting biosolids under this Agreement.
- 4 **Effective Date.** This Agreement shall become effective upon the signed approval of both the City and Verbio.
- 5 **Administrative Entity.** No separate administrative or legal entity is established by this Agreement.
- 6 **Term.** This Agreement shall expire and terminate at noon three years from the executed date.
- 7 **Verbio's Obligations.** In consideration of the City temporarily providing biosolids to Verbio:
 - 7.1 At all times during the term of this agreement, Verbio shall have a valid and active Certificate of Authority to transact business within the state of Iowa, as issued by the Iowa Secretary of State.
 - 7.2 Verbio shall be limited to using biosolids from the WPCF for the purpose of digester start-up.
 - 7.3 At such time that the digesters at the Verbio facility are fully operational in the judgment of the City, Verbio shall cease receiving biosolids from the WPCF.
 - 7.4 Verbio shall receive biosolids loads at the WPCF between the hours of 7:30 a.m. and 3:30 p.m., Monday thru Friday, excluding City holidays, or as otherwise directed by the City's Department of Water and Pollution Control.
 - 7.5 Verbio shall enter and exit the WPCF from the South entrance/exit along 280th Street when hauling the biosolids that are the subject of this Agreement. Exhibit 'A' attached to this Agreement shows an illustration of the permitted path for the hauling of biosolids.
 - 7.6 Verbio shall receive biosolids at the WPCF as directed by, and within the sole determination of City staff.
 - 7.7 Verbio shall contract with a waste hauler that is fully bonded, insured, and capable of safely transporting biosolids from the WPCF to the Verbio facility.

- 7.8 Verbio shall assume full responsibility for any biosolids once they are received from the WPCF and hold harmless the City of Ames from any responsibility whatsoever from any claims or damages resulting, either directly or indirectly, from the transport, use, application, or spillage of the biosolids received from the WPCF. Under no circumstances shall biosolids be returned to the WPCF.
- 7.9 Verbio shall understand that the City offers no guarantee for any beneficial use of the biosolids.
- 7.10 Verbio shall obey all limitations on the disposal of biosolids as set forth in any NPDES Permit that apply to the Verbio facility and/or the biosolids disposal requirements set forth in 40 CFR Part 503.
- 8 Indemnification.** In consideration of the use of biosolids at no charge to Verbio, Verbio agrees to indemnify, defend and hold harmless the City of Ames, its officials in their individual and official capacities, agents, representatives, current and former employees, successors and assigns harmless from and against any and all liability, causes of action, claims and the reasonable costs incurred in connection therewith, which result from this Agreement, or from a breach of any legal, regulatory, operational and/or contractual restraint or obligation. In no event shall the City or its officers, agents, employees, successors, assigns, or representatives be liable for any special, indirect, incidental, or consequential damages, even if the City has been apprised of the possibility of such damages or has been negligent.
- 9 Termination.** Either the City or Verbio may terminate this Agreement, for any reason or for no reason at all, as of a specified date by giving written notice of such election to the other not less than 60 days prior to the effective date of termination specified therein. The City may terminate this Agreement immediately and without notice if Verbio breaches, or otherwise fails to abide by, any of Verbio's obligations set forth in paragraph 7 above.
- 10 Administration.** The Superintendent of the WPCF (or acting Superintendent of the WPCF) and the President of Verbio Nevada LLC jointly administer the obligations under this Agreement and shall be the primary points of contact for any matters arising under this Agreement. There shall be no separate entity created by this Agreement to which any power or authority of either party shall be delegated. There shall be no joint acquisition or ownership of any real or personal property.
- 11 Notice.** Unless otherwise required by law, any notice or demand required or permitted by the terms of this Agreement shall be sufficient and deemed complete when expressed in writing and either (a) personally delivered to the person entitled thereto, or (b) deposited at any office of the United States Postal Service in the form of certified mail addressed to the last known mailing address of the person entitled thereto, or (c) served on the person entitled thereto in the manner of an original notice under the Iowa Rules of Civil Procedure.
- 12 Timely Performance.** Time is of the essence in this Agreement. However, no delay by a party to this Agreement in exercising any right or remedy provided herein or otherwise afforded by law or equity shall be deemed a waiver of or preclude the exercise of such right or remedy or constitute a waiver of any existing or subsequent default by any other party to this Agreement.
- 13 Rights Cumulative.** All rights and remedies provided for in this Agreement or which the City may have otherwise, at law or in equity, shall be distinct, separate and cumulative and may be exercised concurrently, independently or successively in any order whatsoever, and as often as the occasion therefor arises.
- 14 Severability.** If any part of this Agreement shall be adjudged invalid or unenforceable such adjudication shall not affect the validity or enforceability of this Agreement as a whole or any part thereof not adjudged invalid or unenforceable.

- 15 **Assignment.** Neither party may assign, delegate or transfer this Agreement or any of its rights or obligations under this Agreement without obtaining the written consent of the other party.
- 16 **Applicable Law; Jurisdiction.** This Agreement shall be governed exclusively by and construed in accordance with the laws of the State of Iowa. The parties hereby submit to jurisdiction in the state courts located in Story County, Iowa and the federal courts of the United States of America located in said state for the enforcement of the obligations hereunder.
- 17 **Entire Agreement.** This instrument constitutes the entire agreement between the parties with respect to the subject matter thereof and supersedes all prior statements, representations, promises and agreements, oral or written. No addition to or change in the terms of this Agreement shall be binding upon the parties unless it is expressed in a writing signed by the parties.
- 18 **Interpretation.** Words and phrases used in this Agreement shall be construed as in the single or plural number, and as masculine, feminine, or neuter gender, according to the context. The paragraph headings in this Agreement are for convenience only and in no way define or limit the scope or intent of any provisions of this Agreement. This Agreement may be executed in any number of counterparts, each of which shall be regarded as an original and all of which shall constitute but one and the same instrument. Any counterpart of this Agreement may be executed by facsimile signatures on the part of one or more of the parties hereto provided that each signature page containing a facsimile signature on behalf of any one party also contains an original signature on behalf of at least one other party.

IN WITNESS OF THIS AGREEMENT the City and Verbio have executed this instrument under date of April 30, 2021.

VERBIO NEVADA LLC

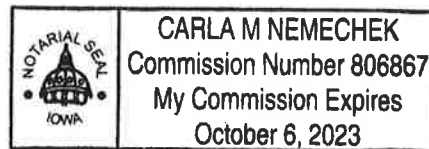
Approved dated April 30, 2021.

By: Greg Faith
Greg Faith, President

STATE OF IOWA, COUNTY OF STORY, SS.:

This instrument was acknowledged before me on April 30, 2021, by Greg Faith, as President of Verbio Nevada LLC.

Carla M. Nemeček
NOTARY PUBLIC



Approved dated _____, 2021.

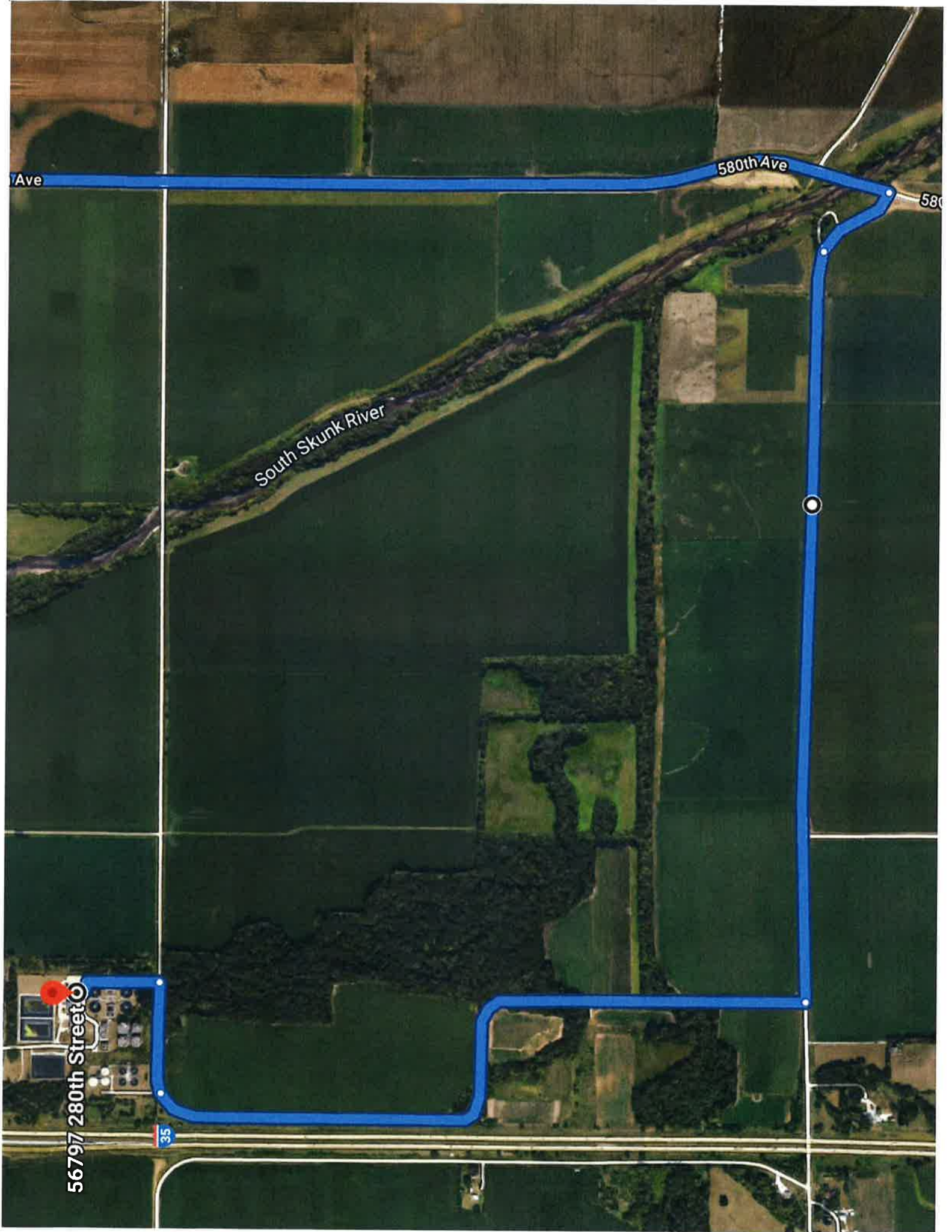
CITY OF AMES, IOWA

Attest

By: _____
Diane Voss, City Clerk

By: _____
John A. Haila, Mayor





Ave

580th Ave

580

South Skunk River

56797 280th Street

35

ITEM#: 12
DATE: 05-25-21

COUNCIL ACTION FORM

SUBJECT: AUTHORIZATION TO PAY STORYCOMM SUBSCRIBER FEES

BACKGROUND:

In December 2018, the City Council authorized the City's participation in StoryComm, an entity created by a 28E Agreement with Iowa State University, Story County, and the Story County 911 Service Board to own and operate a new county-wide radio system. The StoryComm Board of Directors has one member each from the City, Iowa State University, and Story County, and three additional non-voting, ex officio, members who are the permanent members of the Story County 911 Service Board Executive Committee.

Iowa State University agreed to serve as the fiscal agent for StoryComm. As the fiscal agent, Iowa State University sends and receives invoices on behalf of StoryComm, which includes invoicing participating agencies for their share of the costs to operate and maintain the system. As the fiscal agent of StoryComm, Iowa State University will invoice each participating agency annually.

In October 2019, the StoryComm Board set an annual "subscriber fee" to be charged to each active radio on the system, to pay for the ongoing maintenance and operation of the county-wide radio system, not including the radios themselves. **The Board set these fees at \$33.93 per radio, per month, for fiscal year 2020/21, or \$165,726.33 in total for the number of radios operated by the City.** The Story County 911 Service Board pays 50% of the subscriber fees for the public safety (police, fire, and EMS) agencies in Story County. This results in a \$31,760.82 savings for the City in fiscal year 2020/21. **Therefore, the net invoice amount to be paid by the City of Ames is \$133,965.51.**

The City is accustomed to paying a radio subscriber fee. Under a previous vendor and radio contract, in FY 2019/20 the City paid \$18.50 to \$20.50 per radio, per month in subscriber fees and an additional \$23.55 to \$47.50 per radio, per month in rental fees. In total, the City paid \$228,188.22 in radio subscriber and rental fees for roughly the same number of radios the City now owns and operates on the StoryComm system. With the new radio system, there will no longer be a monthly radio rental fee as the City elected to purchase radios in fiscal year 2019/20, as part of the approved City-Wide Radio System Capital Improvement Project. **It should be noted that the table above does not includes costs for radio maintenance, which will be incorporated into future years' payments to StoryComm. It is estimated that this additional radio maintenance fee will be \$108 per year per radio by the third year of operation.**

The table below details the cost for fees to be charged to the City, comparing the previous system's charges in FY 2019/20 with the StoryComm charges for FY 2020/21:

	FY 2019/20		FY 2020/21	
	410 Radios		407 Radios	
EXPENSES				
	Per Radio	Extended Cost	Per Radio	Extended Cost
Subscriber Fee	\$18.50-\$20.50/mo.	\$95,172.00	\$33.93/mo.	\$165,726.33
Radio Rental	\$23.55-\$47.50/mo.	\$153,803.22	-	-
TOTAL ANNUAL EXPENSES		\$248,975.22		\$165,726.33

FUNDING SOURCES				
911 Service Board		\$20,787.00		\$31,760.82
City Funds		\$228,188.22		\$133,965.51
TOTAL FUNDING		\$248,975.22		\$165,726.33

ALTERNATIVES:

1. Authorize payment to StoryComm in the amount of \$133,965.51 for the annual subscriber fees for radio operation for Fiscal Year 2020/21.
2. Do not authorize payment to StoryComm and provide further direction to City staff.

CITY MANAGER'S RECOMMENDED ACTION:

As part of the creation and design of StoryComm, it was agreed that all agencies with active radios on the system, including Iowa State University, Story County, the City of Ames, and all local volunteer Fire and EMS agencies within the county would support the ongoing maintenance and operation of the radio system through annual "subscriber fees", which would be invoiced annually to each agency.

Funding for these fees have been included in the departmental operating budgets. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, as noted above.

COUNCIL ACTION FORM

SUBJECT: WATER POLLUTION CONTROL FACILITY SITE UTILITY MAPPING

BACKGROUND:

Constructed in 1989, the Water Pollution Control Facility (WPCF) has changed the location of many water, gas, and electrical lines and installed new underground utilities such as security cameras and fiber optic cables. With the significant nutrient reduction modifications to the plant approaching, this project will provide an updated Master Utility Plan for planning and construction efforts.

The WPCF campus spans approximately 29.5 acres with numerous structures distributed throughout. This project will include identification and mapping of yard piping, sanitary sewers, storm sewers, water lines, gas lines, underground electric, security camera coax cables, and fiber optic cables. This project will consist of locating all utilities by means of traditional locating equipment in combination with ground penetrating radar technology. The locations of all utilities will be collected with GPS surveying equipment and drafted in CAD software.

On March 1, 2021, a request for proposals (RFP) was issued for engineering services to develop an updated Master Utility Plan. On April 1, 2021, staff received proposals. **Only one proposal was received. WHKS from Ames, Iowa, had a proposal fee of \$53,456.**

After a thorough review of their qualifications and project understanding, staff has determined that their proposal meets all our requirements. In addition to the mapping, WHKS will provide a 3D model using specialized software called REVIT. This model will accomplish the first part of future design tasks. The ground penetrating radar (GPR) services will only be billed as needed for the project. A total of 8 days has been included in the proposal cost for the GPR work. It is anticipated that this component will not take a total of 8 days, and the final cost could be lower than the proposal cost shown.

The professional services agreement has been modified from the version that was pulled by staff from the May 11 Council agenda to now explicitly denote WHKS's understanding and agreement that their work (a GIS map and model of the site utilities) will be reused by the City for future engineering work.

The FY 2021/22 CIP budget includes \$31,000 for Site Utility Mapping. A portion of the savings from the East 30 Lift Station Force Main Replacement Project (total of \$65,692 in savings) will be transferred during the FY 21/22 early amendments to cover the increased scope of work.

Project Budget

FY 21/22 CIP	\$ 31,000
Savings from E 30 Force Main Project	25,000
<u>Total Project Budget</u>	<u>\$ 56,000</u>

ALTERNATIVES:

1. Award a contract for Site Utility Mapping to WHKS & Co., of Ames, IA, in an amount not to exceed \$53,456.
2. Do not award a contract to WHKS & Co., and do not complete the project at this time.

CITY MANAGER'S RECOMMENDED ACTION:

In preparation for the future Water Pollution Control Facility upgrades, an updated utility plan is the first step before construction or planning can begin. The Master Utility Plan and 3D model of the site will provide the base information necessary for planning and design. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, as described above.



PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT, by and between **City of Ames** hereinafter referred to as the "Client" and WHKS & Co., hereinafter referred to as "WHKS", is made as follows:

WHEREAS, the Client has a need for certain professional services relating to the project described as **Water Pollution Control Site Utility Mapping.**

WHEREAS, WHKS proposes to furnish the professional services required by the Client for said project,

NOW THEREFORE, the Client hereby agrees to retain and compensate WHKS to perform the professional services in accordance with the terms and conditions of this Agreement and the attached Standard Terms and Conditions. WHKS agrees to comply with the attached insurance requirements included in Exhibit B.

Scope of Services

WHKS shall perform the following described services for the Client:

Design phase engineering services as described on the attached Scope of Services included in Exhibit A.

Basis of Compensation

For the services described above, the Client shall remunerate WHKS as follows:

Billed Hourly with a Not-to-Exceed Fee of \$53,456 including Expenses. External expenses include an administrative charge of 10 percent.

Executed this _____ day of _____, 2021

City of Ames

By: _____
Printed Name: _____
Title: _____

WHKS & co.


By: 
Printed Name: Derek J. Thomas, P.E.
Title: Principal

Exhibit A to Professional Services Agreement

A. Project Description

The project consists of the locating of site utilities and updating of the site utility basemap at the Ames Water Pollution Control Facility (WPCF). The primary deliverable is an updated AutoCAD Civil3D site utility drawing. WHKS will also provide an AutoCad REVIT model of the site utilities and Schedule of Pipes attribute table as deliverables. WHKS will utilize data received from the Ames WPCF, including AutoCAD Civil3D site drawing and record drawings as a basis for the site utility basemap, and will refine the map based on field activities including interviews of WPCF staff, traditional utility locating, ground penetrating radar, and limited topographic survey to tie in the field locates.

It is expressly understood and agreed that the WPCF will reuse the maps for future construction projects, and may be shared with consultants, contractors, etc.

B. Scope of Services Provided Under This Agreement:

1. Project Management and Meetings

- Perform general project administrative duties including supervision and coordination of the project team, review of project costs and billings, prepare invoices using Consultant's standard forms, preparation of status reports, and general administrative activities.
- Hold kick-off meeting with Client to discuss the project and review the scope.
- Advise the Client of the necessity of obtaining Special Engineering Services as described in Paragraph C., and act as the Client's representative in connection with any such services not actually performed by WHKS.
- Attend up to two (2) additional meetings as directed by City staff.

2. Assemble Initial AutoCAD REVIT Model

- Assemble initial AutoCad REVIT model. The initial site drawing in Civil3D received from City of Ames will be converted to REVIT.
- Record drawings provided by City of Ames will be added to the model.
- Pipe attributes will be added to the schedule of pipes.

3. Staff Interviews

- Conduct interviews with WPCF staff to capture institutional knowledge of past projects. One (1) day of interviews is included with the scope.

4. Survey and Utility Locating

- Perform traditional utility locating with transmitter and sonde to locate any utilities with tracer wire, such as underground electrical lines, fiber, and camera coax cables. Up to two (2) days of traditional utility locating is included in this scope.
- Perform ground penetrating radar scans to locate selected raw water lines, process piping, and decant line. The scope of ground penetrating radar activities shall be as directed by City of Ames staff. GPR services will be performed by a subcontractor to

WHKS under this contract. Up to eight (8) days of ground penetrating radar scanning are included.

- Perform limited site topographical surveys to tie in field locates from traditional locating and GPR activities, into the CAD model.

5. 2nd Draft AutoCad REVIT Model

- Update second draft REVIT drawing to incorporate the new locates.
- Export draft Civil3D drawing to City of Ames for comment.

6. Final Deliverable – AutoCad REVIT Model, Civil3D, and Schedule of Pipes

- Convert final deliverable REVIT model to Civil3D drawing.
- QC of final deliverables.
- Provide final deliverable REVIT model, Civil3D drawing, and Schedule of Pipes to City.

C. Special Engineering Services:

Special Engineering Services are those services not listed above, but which may be required or advisable to accomplish the Project. Special Engineering Services shall be performed when authorized by the Client for additional fees, to be determined at the time authorized.

Special Engineering Services include:

1. Topographic survey (other than scope listed above)
2. Interior building pipe locating and mapping
3. Attendance at additional meetings (other than those listed above)

STANDARD TERMS AND CONDITIONS FOR PUBLIC SECTOR PROJECTS

1. Scope of Services

Client and WHKS have agreed to a list of services WHKS will provide to Client as listed on the Professional Services Agreement Form.

2. Governing Law

The laws of the State of Iowa will govern this Agreement, its interpretation and performance. Any litigation arising in any way from this Agreement shall be brought in the courts of that State.

3. Standard of Care

Services provided by WHKS under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances and locality.

4. Integration

This Agreement comprises the final and complete agreement between Client and WHKS. It supersedes all prior communications, representations, or agreements, whether oral or written, relating to the subject matter of this Agreement. Execution of this Agreement signifies that each party has read the document thoroughly. Amendments to this Agreement shall not be binding unless made in writing and signed by both Client and WHKS.

5. Guarantees and Warranties

WHKS shall not be required to sign any documents, no matter by whom requested, that would result in WHKS having to guarantee or warrant the existence of conditions whose existence WHKS cannot ascertain. Client also agrees not to make resolution of any dispute with WHKS

or payment of any amount due to WHKS in any way contingent upon WHKS signing any such guarantee or warranty.

6. Indemnification

WHKS agrees, to the extent permitted by law, to indemnify and hold Client harmless from any damage, liability or cost (including reasonable attorney's fees and costs of defense) to the extent caused by WHKS' negligent acts, errors or omissions in the performance of professional services under this Agreement and those of its subconsultants or anyone for whom WHKS is legally liable.

Client agrees, to the extent permitted by law, to indemnify and hold WHKS harmless from any damage, liability or cost (including reasonable attorneys' fees and costs of defense) to the extent caused by Client's negligent acts, errors or omissions and those of Client's contractors, subcontractors or consultants or anyone for whom Client is legally liable.

Neither WHKS nor Client shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.

7. Billing and Payment Provisions

Invoices shall be submitted by WHKS monthly and are due upon presentation and shall be considered PAST DUE if not paid within thirty (30) calendar days of the invoice date.

If payment is not received by WHKS within thirty (30) calendar days of the invoice date, Client shall pay as interest an additional charge of one and one-quarter percent (1.25%) of the PAST DUE amount per month. Payment thereafter shall first be

applied to accrued interest and then to the unpaid principal.

If Client fails to make payments within sixty (60) days from the date of an invoice or otherwise is in breach of this Agreement, WHKS may, at its option, suspend performance of services upon five (5) calendar days' notice to Client. WHKS shall have no liability whatsoever to Client for any costs or damages as a result of such suspension caused by any breach of this Agreement by Client. If Client fails to make payment to WHKS in accordance with the payment terms herein, this shall constitute a material breach of this Agreement and shall be cause for termination by WHKS.

In the event legal action is necessary to enforce the payment provisions of this Agreement, WHKS shall be entitled to collect from Client any judgment or settlement sums due, reasonable attorneys' fees, court costs and expenses incurred by WHKS in connection therewith and, in addition, the reasonable value of WHKS personnel time and expenses spent in connection with such collection action, computed at WHKS current fee schedule and expense policies.

Payment of invoices is in no case subject to unilateral discounting or set-offs by Client, and payment is due regardless of suspension or termination of this Agreement by either party.

8. Ownership of Records

All reports, plans, specifications, field data and notes and other

documents, including all documents on electronic media, prepared by WHKS as instruments of service shall remain the property of WHKS.

Client shall be permitted to retain copies, including reproducible copies, of the plans and specifications for information and reference in connection with Client's use of the completed project. ~~The plans and specifications shall not be used by Client or by others on other similar projects except by agreement in writing by WHKS.~~

9. Delivery of Electronic Files

In accepting and utilizing any drawings, reports and data on any form of electronic media generated and provided by WHKS, Client covenants and agrees that all such electronic files are instruments of service of WHKS, who shall be deemed the author, and who shall retain all rights under common and statutory laws, and other rights, including copyrights. Client is aware that differences may exist between the electronic files delivered and the respective construction documents due to addenda, change orders or other revisions. In the event of a conflict between the signed construction documents prepared by WHKS and electronic files, the signed construction documents shall govern.

Client and WHKS agree that the electronic files prepared by WHKS shall conform to the current CADD software in use by WHKS or to other mutually agreeable CADD specifications defined in the Agreement. Any changes to the CADD specifications by either Client or WHKS are subject to review and acceptance by the other party. Additional efforts by WHKS made necessary by a change to the CADD specifications or other software shall be compensated for as Additional Services.

The electronic files provided by WHKS to Client are submitted for an acceptance period of 60 days. Any defects Client discovers during this period will be reported to WHKS and will be corrected as part of the Scope of Services. Correction of defects

detected and reported after the acceptance period will be compensated for as Additional Services.

~~Client agrees not to reuse the electronic files, in whole or in part, for any purpose or project other than the project that is the subject of this Agreement. Client agrees not to transfer the electronic files to others without the prior written consent of WHKS, except as required by law. In addition, Client agrees, to the extent permitted by law, to indemnify and hold WHKS harmless from any damage, liability or cost, including reasonable attorney's fees and costs of defense, arising from any changes made by anyone other than WHKS or from any reuse of the electronic files without the prior written consent of WHKS.~~ DT 5/13/21 FKD 7/7/17

Under no circumstance shall delivery of the electronic files for use by Client be deemed a sale by WHKS and WHKS makes no warranties, either express or implied, of merchantability and fitness for any particular purpose. In no event shall WHKS be liable for any loss of profit or any consequential damages.

10. Changed Conditions

Client shall rely on the judgment of WHKS as to the continued adequacy of this agreement in light of occurrences or discoveries that were not originally contemplated by or known to WHKS. Should WHKS call for contract renegotiation, WHKS shall identify the changed conditions necessitating renegotiation and WHKS and Client shall promptly and in good faith enter into renegotiation of this Agreement. If terms cannot be agreed to, the parties agree that either party has the absolute right to terminate this Agreement.

11. Permits and Approvals

WHKS shall assist Client in applying for those permits and approvals typically required by law for projects similar to the one for which WHKS services are being engaged. This assistance consists of completing and submitting forms as to the results of

certain work included in the Scope of Services.

12. Suspension of Services

If the project is suspended for more than thirty (30) calendar days in the aggregate, WHKS shall be compensated for services performed and charges incurred prior to receipt of notice to suspend and, upon resumption, an equitable adjustment in fees to accommodate the resulting demobilization and remobilization costs. In addition, there shall be an equitable adjustment in the project schedule based on the delay caused by the suspension. If the project is suspended for more than ninety (90) calendar days in the aggregate, WHKS may, at its option, terminate this Agreement upon giving notice in writing to Client.

13. Termination

Either Client or WHKS may terminate this Agreement at any time with or without cause upon giving the other party seven (7) calendar days prior written notice. Client shall within thirty (30) calendar days of termination pay WHKS for all services rendered and all costs incurred up to the date of termination, in accordance with the compensation provisions of the Agreement.

14. Unauthorized Changes

In the event Client, Client's contractors or subcontractors or anyone for whom Client is legally liable makes or permits to be made any changes to any reports, plans, specifications or other contract documents prepared by WHKS without obtaining WHKS' prior written consent, Client shall assume full responsibility for the results of such changes. Therefore, Client agrees to waive any claim against WHKS and to release WHKS from any liability arising directly or indirectly from such changes.

Client also agrees, to the extent permitted by laws, to indemnify and hold WHKS harmless from any

damage, liability or cost, including ~~reasonable attorneys' fees and costs of defense, arising from such changes.~~ FKD 7/7/17

15. Jobsite Safety

Neither the professional activities of WHKS nor the presence of WHKS or its employees and subconsultants at a construction site, shall relieve the General Contractor and any other entity of their obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending or coordinating all portions of the construction work in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. WHKS and its personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions.

16. Additional Services

Services which are requested by Client or are required as part of the Project, but are not included in the Scope of Services, are considered Additional Services.

WHKS will notify Client in writing when Additional Services will be needed. WHKS and Client will agree on the extent of the Additional Service(s) required and will agree on the method and amount of the compensation for performance of said agreed upon Additional Services.

WHKS will not perform Additional Services which will result in additional cost to Client without documented verbal or written authority of Client.

In the event WHKS is requested or required to participate in any dispute resolution procedure which involves any aspect of the Project, other than dispute resolution between Client and WHKS. FKD 7/7/17 Client agrees to compensate WHKS for the reasonable value of WHKS' personnel time and expenses spent in connection with such

procedures computed at WHKS' then current fee schedule and expense policies.

17. Dispute Resolution

In an effort to resolve any conflicts that arise, Client and WHKS agree that all disputes between them arising out of or relating to this Agreement shall be submitted to nonbinding mediation unless the parties mutually agree otherwise.

18. Third Party Beneficiaries

Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either Client or WHKS. WHKS' services under this Agreement are being performed solely for Client's benefit, and no other entity shall have any claim against WHKS because of this Agreement or the performance or nonperformance of services hereunder.

19. Extension of Protection

Client agrees to extend any and all liability limitations and indemnifications provided by Client to WHKS to those individuals and entities WHKS retains for performance of the services under this Agreement, including but not limited to WHKS officers and employees and their heirs and assigns, as well as WHKS subconsultants and their officers, employees, heirs and assigns. WHKS agrees to extend any and all liability limitations and indemnifications provided by WHKS to Client and Client's officers, employees and their assigns. FKD 7/7/17

20. Timeliness of Performance

WHKS will perform the services described in the Scope of Services with due and reasonable diligence consistent with sound professional practices.

21. Delays

WHKS is not responsible for delays caused by factors beyond WHKS'

reasonable control, including but not limited to delays because of strikes, lockouts, work slowdowns or stoppages, accidents, acts of God, failure of any governmental or other regulatory authority to act in a timely manner, failure of Client to furnish timely information or approve or disapprove of WHKS' services or work product promptly, or delays caused by faulty performance by Client or by contractors of any level. When such delays beyond WHKS' reasonable control occur, Client agrees WHKS is not responsible for damages, nor shall WHKS be deemed to be in default of this Agreement.

22. Right to Retain Subconsultants

WHKS may use the services of subconsultants when, in the sole opinion of WHKS, it is appropriate and customary to do so. Such persons and entities include, but are not limited to, aerial mapping specialists, geotechnical consultants and testing laboratories. WHKS' use of other consultants for additional services shall not be unreasonably restricted by Client provided WHKS notifies Client in advance.

23. Assignment

Neither party to this Agreement shall transfer, sublet or assign any rights under or interest in this Agreement (including but not limited to monies that are due or monies that may be due) without the prior written consent of the other party.

24. Severability and Survival

Any provision of this Agreement later held to be unenforceable for any reasons shall be deemed void, and all remaining provisions shall continue in full force and effect.

25. Hazardous Materials

It is acknowledged by both parties that WHKS' Scope of Services does not include any services related to asbestos or hazardous or toxic materials. In the event WHKS or any other party encounters asbestos or hazardous or toxic materials at the

jobsite, or should it become known in any way that such materials may be present at the jobsite or any adjacent areas that may affect the performance of WHKS services, WHKS may, at its option and without liability for consequential or any other damages, suspend performance of services on the project until Client retains appropriate specialist consultants(s) or contractor(s) to identify, abate and/or remove the asbestos or hazardous or toxic materials, and warrant that the jobsite is in full compliance with applicable laws and regulations.

Revised: 07/07/17, BA, COA, Sec 9,16,19

Revised: 05/13/21, DT, WPCF, Sec 8, 9 specific for WPCF Site Utility Mapping Project.

26. Joint Participation

The parties have participated jointly in the negotiation and preparation of all agreements between the parties. Each party has had an opportunity to obtain the advice of legal counsel and to review and comment upon this instrument. Accordingly, no rule of construction shall apply against any party or in favor of any party. This instrument shall be construed as if the parties jointly prepared it and any uncertainty or ambiguity shall not be interpreted against one party and in favor of another.

27. Record Documents

If required in the Professional Services Agreement, WHKS shall, upon completion of the Work, compile for and deliver to the Client a reproducible set of Record Documents that are based upon the marked-up record drawings, addenda, change orders and other data furnished by the Contractor or other third parties. These Record Documents may show certain significant changes from the original design made during construction. Because these Record Documents are based on unverified information provided by other parties, which the Consultant is entitled to assume as reliable, the Consultant does not warrant their accuracy.

Revised 02/23/07

Revised: 04/29/09

Revised: 08/16/16, BA, COA, Sec 14

EXHIBIT B TO PROFESSIONAL SERVICES AGREEMENT

CITY OF AMES, IOWA, INSURANCE REQUIREMENTS FOR PROFESSIONAL SERVICES PROVIDERS

The Consultant/Engineer/Contractor/Vendor agrees to procure and maintain at its expense until final payment by the City for services covered by this Agreement, insurance in the kinds and amounts provided below with insurance companies authorized to do business in the State of Iowa, covering all operations under this Agreement, whether performed by it or its agents. Before commencing the work, the Engineer, Contractor, or Vendor shall furnish to the City a certificate or certificates in form satisfactory to the City, showing that it has complied with this paragraph. All certificates shall provide that the policy shall not be changed or canceled until at least thirty (30) days' prior written notice shall have been given to the City. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City of Ames, its officials, employees, or volunteers.

Consultant shall furnish the City with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be on standard insurance company forms or forms provided by the City and are to be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies, at any time. Subcontractors/subconsultants shall furnish the City with certificates of insurance and all coverages shall be subject to all the requirements stated herein.

Kinds and amounts of insurance required are as follows:

I. MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

- A. Insurance Services Office form number CG 00 01 covering Commercial General Liability.
- B. Insurance Services Office form number CA 00 01 covering Automobile Liability, comprehensive form.
- C. Worker's Compensation insurance as required by the Laws of the State of Iowa and Employers Liability insurance.
- D. Professional Liability insurance.

II. MINIMUM LIMITS OF INSURANCE

Consultant shall maintain limits no less than:

- A. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
- B. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
- C. Workers' Compensation and Employers Liability: Statutory Workers' Compensation limits as required by the laws of the State of Iowa.

D. Professional Liability: Not less than \$1,000,000 each claim and annual aggregate.

The Consultant shall add the City of Ames, its officials, employees and agents as additional insured under the commercial general liability policies. The company(ies) providing coverage must be at least A - Class VII rated by A. M. Best Company. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees, or volunteers. This coverage shall be primary and non-contributory.

Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City of Ames, its officials, employees, or volunteers.

To the fullest extent provided by the laws of Iowa, the insurer shall agree to waive all rights of subrogation against the City of Ames, its officials, employees, and volunteers for losses arising from services performed by the Provider for the City.

Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City of Ames, its officials, employees, or volunteers.

Consultant shall furnish the City with certificates of insurance effecting coverage required by this clause.

The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be on standard insurance company forms or forms provided by the City and are to be received and approved by the City before services commences. The City reserves the right to require complete, certified copies of all required insurance policies, at any time.

Consultant shall include all subcontractors as insured under its policies. All coverages for subcontractors shall be subject to all the requirements stated herein.

III. INDEMNIFICATION

To the fullest extent permitted by law the Consultant shall indemnify and hold harmless the City of Ames, their agents, and employees from and against all claims, damages, losses, and expenses, including, but not limited to attorneys' fees arising out of or resulting from the performance of the services, provided that any such claim, damage, loss, or expense (1) is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the services itself) including the loss of use resulting therefrom; and (2) is caused in whole or in part by any negligent act or omission of the Provider, any Sub-consultant, anyone directly or indirectly employed by any of them or any one for whose acts, any of them may be liable.

In no case will the Consultant's coverage be constructed to provide coverage for acts of negligence alleged to be caused by the sole negligence of employees of the City of Ames.

Questions concerning these requirements should be directed to:

Bill Walton, City of Ames Risk Manager
515 Clark Avenue, Ames, Iowa 50010
E-mail: bwalton@city.ames.ia.us
Phone: 515-239-5102

COUNCIL ACTION FORM

SUBJECT: WATER POLLUTION CONTROL FACILITY SLUDGE PUMPING BUILDING IMPROVEMENTS

BACKGROUND:

A comprehensive evaluation of the mechanical condition of the Water Pollution Control Facility was performed in 2012. The outcome of that evaluation was a prioritized schedule for the repair or replacement of key mechanical equipment associated with solids handling. The Water Pollution Control Facility (WPCF) Sludge Pumping Building Improvements Project is the final component of the Digester Improvements CIP Projects. The original scope identified in the FY 2014/15 CIP included replacement of three waste pumps. Upon further investigation, there are additional improvements that staff is recommending as described below.

Council initially issued a Notice to Bidders for this project on March 9th, 2021. Only two bids were received, and both exceeded the Engineer's Estimate. Council rejected all bids on April 27th, 2021. To increase interest in this project, staff has widened the construction window to include winter months. Furthermore, staff has included two additional pump manufacturers in an effort to increase competitive bidding.

This project will consist of replacing three pumps, seventeen valves, and floor grating located over the intermediate and final clarifier scum pits. In addition to the equipment replacement, the building basement, stairwell, and piping will have all existing coatings removed and be re-coated. **The revised engineer's estimate of probable construction cost is \$395,000 and reflects an increased cost of materials due to shortages associated with the coronavirus pandemic. The work was designed in-house, so there are no engineering fees.**

A summary of the project budget and estimated expenses follow below. The budget includes funds specifically allocated for this project, plus savings from earlier elements of the Digester Improvements Project. Additionally, staff proposes to increase the project budget in an amount equal to the insurance payment for damages to the digester cover. This will help offset the increase in equipment and materials and will be included during the FY 2021/22 early budget amendments.

Project Budget	
FY 2020/21 CIP	\$ 183,000
Digester Improvements CIP Savings	182,742
<u>Digester Cover Insurance Reimbursement</u>	<u>83,330</u>
Total Project Budget	\$ 449,072

Estimated Project Expenses	
Construction Estimate	\$ 395,000
<u>Contingency (~13.7% of construction estimate)</u>	<u>54,072</u>
Total Estimated Expenses	\$ 449,072

ALTERNATIVES:

1. Approve the preliminary plans and specifications and re-issue a Notice to Bidders for the Water Pollution Control Facility Sludge Pumping Building Improvements Project establishing June 23, 2021, as the bid due date and July 13, 2021, as the date of public hearing.
2. Do not approve the plans and specifications and a Notice to Bidders.

CITY MANAGER'S RECOMMENDED ACTION:

The equipment and coatings in the Sludge Pumping Building have reached the end of their useful lives. To ensure that the WPCF remains operational and continues to stay in compliance, these upgrades are necessary. The revised Notice to Bidders includes options that staff believes may be more attractive to potential bidders compared to the first time this project was bid.

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

COUNCIL ACTION FORM

SUBJECT: **BULLETPROOF VEST PARTNERSHIP PROGRAM**

BACKGROUND:

The Ames Police Department is again requesting permission to apply for funding from the Department of Justice, Office of Justice Programs, Bulletproof Vest Partnership (BVP) program, and to participate in the program should funds be awarded. This program provides funds to local law enforcement agencies to support the purchase of new and replacement bulletproof vests for individual officers. This protective device is critical to the safety of police officers.

Bulletproof vests have an approximate five-year life cycle. The Police Department has a rotating schedule for replacement of vests for current officers. In addition, as new officers are added to the department, new vests must be purchased that are tailored to the individual officer. During FY 2021/22, the schedule calls for the acquisition or replacement of 12 vests.

The estimated cost for these vests is \$8,400. The grant requires that local agencies provide 50% of the cost. To the extent that federal funds are available, the BVP program will provide the other 50%. The FY 2021/22 Police budget was constructed with the expectation that the City would apply for and receive a Bulletproof Vest Partnership grant, so the Police Department's 50% share has already been budgeted as a commodities expense. The 2021 Bulletproof Vest Partnership grant application is due June 14, 2021.

ALTERNATIVES:

1. Approve the Police Department's application to and participation in the Department of Justice Office of Justice Programs Bulletproof Vest Partnership program.
2. Do not approve the Police Department's application for or participation in this grant program.

CITY MANAGER'S RECOMMENDED ACTION:

Bulletproof vests are an indispensable piece of safety equipment for police officers. Historically the Police Department has successfully participated in this program with the U.S. Department of Justice to provide protection to our local officers. Participation in this program allows the City to provide the best product to our officers with half the cost paid by the Department of Justice.

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

COUNCIL ACTION FORM

SUBJECT: AWARD OF CONTRACT TO FURNISH TRANSFORMERS FOR ELECTRIC SERVICES

BACKGROUND:

This contract is for the purchase of transformers necessary to meet the anticipated needs of the Electric Services Department. These transformers are kept on hand in order to enable staff to replace failed transformers quickly. Typically, these transformers are used to provide service for commercial and residential applications. It is also necessary to meet the anticipated needs of the Electric Services Department for new service and maintenance activities.

Under the proposed contract, transformers would be purchased by the City as requested on a quarterly or as-needed basis. This provides the City with inventory management flexibility and also helps to reduce the need for extensive storage space. The contract period would start upon award of the contract and end on June 30, 2022 with an option to renew the contract for up to four additional twelve (12) month periods.

On April 1, 2021, an Invitation to Bid (ITB) document was issued to 75 companies. The ITB was advertised on the AmesBids website. On April 22, 2021, four bids were received as shown below:

BIDDER	EVALUATED COST
Border States, Ames, IA (Cooper Power Systems)	\$1,006,656.90
RESCO, Ankeny, IA	\$1,023,683.57
Border States, Ames, IA (WEG/Central Moloney)	\$1,050,530.19
Irby Utilities, Eagan, MN	\$1,161,296.52

***Price inclusive of 6% State of Iowa Sales Tax Plus 1% Local Tax**

Bids were evaluated by item on the basis of cost, load loss, and estimated quantities, and delivery. This type of an evaluation was done so that both the initial purchase price and ongoing operational costs of the transformers would be considered when comparing bids.

Additionally, delivery time was evaluated. Delivery time is critical to prevent disruption of service. Border States offered delivery time of 28-32 weeks for padmount transformers and 26-30 weeks for overhead transformers. RESCO

offered delivery time for padmount transformers of 18-20 weeks and overhead transformers in 14-16 weeks.

Due to the volatility of the market regarding transformer prices, RESCO offered a possible contract renewal for one year. Border States and Irby Utilities are unable to offer renewal contract pricing. In the case of Border States, they offered two bids, each with different manufacturers of transformers containing different loss characteristics.

Based on estimated usage from the past three years, the proposed delivery times, the option to renew, and the characteristics of the transformers offered, staff has concluded that the bid submitted by RESCO, Ankeny, Iowa, is acceptable.

ALTERNATIVES:

1. Waive the local consideration accommodation in the evaluation, allowed by the Purchasing Policy and award a contract to RESCO, Ankeny, Iowa, for the purchase of Electric Services transformers in accordance with unit prices bid, inclusive of sales tax.
2. Award a contract to Border States, Ames, Iowa, the apparent low bidder, for the purchase of Electric Services transformers in accordance with unit prices bid, inclusive of sales tax.
3. Reject all bids and attempt to purchase transformers on an as needed basis.

CITY MANAGER'S RECOMMENDED ACTION:

It is important to purchase transformers at the lowest possible cost with minimal risk to the City. It is also imperative to have transformers available to meet customer needs. The comprehensive evaluation of pricing, delivery lead time, characteristics of available models, and renewal option indicates that the proposal by RESCO, Ankeny, Iowa is the best value for the Electric Services Department.

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

COUNCIL ACTION FORM

SUBJECT: AWARD CONTRACT FOR COPPER CABLE AND WIRE FOR ELECTRIC SERVICES DEPARTMENT

BACKGROUND:

This bid is for the purchase of 6,000 feet of 750 KCMIL copper cable and 2,000 feet of covered copper wire to replenish inventory for the Electric Services Department. Cable and wire of this type is kept on hand in order to ensure availability for the needs of the department. Typically, these items are used to provide service for commercial and residential applications and is necessary to meet the anticipated needs of the Electric Services Department for new construction and maintenance projects.

On May 5, 2021, an Invitation to Bid (ITB) was issued to 98 vendors. The ITB was advertised on AmesBids from the City of Ames website. On May 18, 2021, two bids were received as shown below:

6,000 FT of 750 KCMIL Copper Cable

BIDDER	TOTAL COST
Graybar Electric, Des Moines, IA	\$132,038.21
RESCO, Ankeny, IA	\$197,222.40

2,000 FT of Copper Wire

BIDDER	TOTAL COST
Graybar Electric, Des Moines, IA	\$10,455.18
RESCO, Ankeny, IA	No Bid

***Price inclusive of 6% State of Iowa Sales Taxes Plus 1% Local Tax**

Staff reviewed the bids and concluded that the apparent low bid for the 750 KCMIL copper cable from Graybar Electric, Des Moines, IA, does not meet the specification as required. Graybar bid a brand of cable that does not comply with the insulation requirement of the city's cable specification. The bid submitted by RESCO, Ankeny, IA, in the amount of \$197,222.40 (inclusive of Iowa sales tax) meets the specification for the 750 KCMIL copper cable and is acceptable.

Staff also concluded that the apparent low bid for the copper wire from Graybar Electric, in the amount of \$10,445.18 is acceptable.

The bid allows award of the items separately.

The City Council should note that because of the metal content of this product, RESCO attached a metal escalation/de-escalation clause due to the volatile market for metal, which may adjust the price on the day the cable is shipped. While this is not an ideal situation for the City, this cable is necessary to the efficient operation of the utility.

ALTERNATIVES:

1. A. Award a contract to RESCO, Ankeny, IA., for the purchase of Electric Services copper cable in accordance with bid in the amount of \$197,222.40 (inclusive of Iowa sales tax).

B. Award a contract to Graybar Electric, Des Moines, IA., for the purchase of Electric Services copper wire in accordance with bid in the amount of \$10,455.18 (inclusive of Iowa sales tax).
2. Award both contracts to Graybar Electric, Des Moines, IA.
3. Reject all bids and attempt to purchase copper cable and wire on an as needed basis.

CITY MANAGER'S RECOMMENDED ACTION:

The Electric utility needs a supply of copper cable and copper wire on hand to meet the needs of commercial and residential customers. It is important that materials the City purchases meets or exceeds its minimum specification. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as stated above.

COUNCIL ACTION FORM

SUBJECT: AWARD YEAR FIVE OF WATER PLANT WELL REHABILITATION CONTRACT

BACKGROUND:

On May 9, 2017, City Council awarded a well rehabilitation contract to Northway Well and Pump Company of Waukee, Iowa. The contract offered optional annual renewals to rehabilitate additional wells over the next four years (for a maximum total of five years). Well rehabilitation is an important maintenance activity to ensure proper functioning of the water wells and prevent premature well failure.

Staff is recommending approval of Year Five of the contract with Northway Well and Pump Company. This will provide rehabilitation of five wells in FY 2021/22. Adjustments from the base bid provided in 2017 are made using a Consumer Price Index (CPI) adjustment factor. The March CPI factor used to adjust from the FY 2017/18 bid to the FY 2021/22 contract is 7.61%, yielding a contract price for FY 2021/22 of \$104,923.37.

The FY 2021/22 Water Plant operating budget allocated \$106,845 for the rehabilitation of City Well Nos. 11, 12, 22, 26 and 27, and an additional \$27,500 for repairs as needed.

ALTERNATIVES:

1. Award Year Five of the contract in the amount of \$104,923.37 for rehabilitation of five wells in FY 2021/22.
2. Do not award Year Five of the contract, and direct staff to solicit new bids for the rehabilitation work.
3. Do not award Year Five of the contract, and direct staff not to pursue well rehabilitation for FY 2021/22. This could result in lowered capacity in the wells and potentially to premature failure of the well and its appurtenances.

CITY MANAGER'S RECOMMENDED ACTION:

Regular well maintenance is necessary to ensure water volumes meet the city's current and future drinking water demands. Staff has determined a five-year cycle of well rehabilitation to be an effective means of maintaining well production. The contract awarded to Northway Well and Pump Company included an option for up to four annual renewals. Northway has performed effectively in the prior years' 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: LIQUID SODIUM HYPOCHLORITE PURCHASE FOR WATER TREATMENT PLANT AND POWER PLANT

BACKGROUND:

This contract is for the purchase of sodium hypochlorite, which is used for disinfection in the water treatment process at the Water Plant and treatment of cooling tower water at the Power Plant.

The following bids were received on April 19, 2021:

Bidder	Price/Gallon
DPC Industries, Inc., Bellevue, NE	\$ 0.980
Hawkins, Inc., Roseville, MN	\$ 1.089
Acco Unlimited Corporation, Johnston, IA	\$ 1.180
Rowell Chemical Corp., Hinsdale, IL	\$ 1.420
<i>Budgeted Unit Price</i>	\$ 1.056

Actual usage will depend on water quality and consumption. The FY 2021/22 Water Plant operating budget estimates 50,500 gallons at \$1.056/gallon for a total of \$53,328. The Power Plant budget includes \$40,000 for sodium hypochlorite used at its facility.

ALTERNATIVES:

1. Award a contract for the purchase of FY 2021/22 liquid sodium hypochlorite to DPC Industries, Inc. of Bellevue, NE, in the amount of \$0.98/gallon.
2. Reject all bids and attempt to obtain the required services on an as-needed basis.

CITY MANAGER'S RECOMMENDED ACTION:

Liquid sodium hypochlorite is an essential treatment chemical, as it provides the final disinfectant barrier that keeps the City's drinking water and cooling tower water safe from microbial contaminants.

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

COUNCIL ACTION FORM

SUBJECT: CYRIDE FUEL PURCHASE BID

BACKGROUND:

CyRide has purchased fuel on a calendar year basis since 2014, when fuel futures contracts were last used for budget stabilization. Since then, CyRide has been bidding fuel at a cost over or under market rates on a calendar year basis. Market rate for the bid, and resulting contract, is the Des Moines Terminal average fuel price published daily on the Iowa DOT website.

On May 5, 2021, CyRide, with the assistance of the Purchasing Division, released Request for Proposals (RFP) number 2021-146 for the purchase of diesel fuel from July 1, 2021 through June 30, 2022. Bids were due May 12, 2021 and two suppliers submitted bids. The bids received are detailed in the below table.

Bid No. 2021-146 (7/1/21 – 6/30/22)	#1 Dyed ULSD Diesel	#2 Dyed ULSD Diesel	Biodiesel	Magellan's Cold Flow Improver
Renewable Energy Group	-\$0.0375	-\$0.0200	-\$1.5000	\$0.0100
Colonial Oil Industries, Inc.	\$0.0117	\$0.0357	\$0.0900	\$0.0200

CyRide staff performed a bid analysis based on the quantities of fuel consumed from July 1, 2019 to June 30, 2020. This analysis showed Renewable Energy Group of Ames, Iowa, had the lowest overall price of the bidders. CyRide anticipates using up to 390,000 gallons of fuel during the contract period for a total not-to-exceed contract amount of \$1,072,500. The not-to-exceed contract amount is based on the approved FY 2021/22 budget price of \$2.75 per gallon.

On May 21, 2021, the Transit Board of Trustees recommended approval of a fuel contract with the Renewable Energy Group at a not-to-exceed contract amount of \$1, 072,500.

ALTERNATIVES:

1. Approve award of contract to Renewable Energy Group of Ames, Iowa, for fuel purchases from July 1, 2021 until June 30, 2022, at a not-to-exceed amount of \$1,072,500.
2. Reject all bids and direct staff to modify the fuel bid to reflect Council priorities.

CITY MANAGER’S RECOMMENDED ACTION:

The bid from Renewable Energy Group of Ames, Iowa reflects the lowest price for CyRide to purchase fuel at a deduction from market rate during the specified contract period.

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

COUNCIL ACTION FORM

SUBJECT: AWARD OF CONTRACT FOR CYRIDE CUSTODIAL SERVICES

BACKGROUND:

CyRide has contracted with a third party to provide custodial services for the CyRide administrative facility since its construction in 2008. The custodial services contract was last awarded in 2015 to Nationwide Office Care of Clive, Iowa. CyRide originally planned to rebid the custodial services contract before the five-year contract expired on June 30, 2020. To avoid rebidding the contract during the height of the pandemic, the contract was extended on a temporary basis until a more stable bidding environment was present.

On April 19, 2021, in cooperation with the Purchasing Division, CyRide issued a Request for Proposals (RFP) number 2021-128 soliciting bids for custodial services. Three organizations submitted responses to this RFP. The calculated scores for each bidder are shown in the following table.

Criteria	Weight	Nationwide Office Care	Stratus Building Solutions	Reliable Maintenance Co.
Management / Work Approach	25%	2.00	1.58	1.58
Past Performance / Service Quality	25%	1.83	1.67	0.67
References	20%	1.53	1.67	1.13
Cost	20%	1.80	1.22	2.00
Qualifications	10%	0.80	0.62	0.67
Total Score		7.96	6.76	6.05
Bid Price		\$2,330.50/month	\$3,430/month	\$2,100/month

Staff evaluated these proposals and determined that Nationwide Office Care of Clive, Iowa was the best value for CyRide.

If approved by Council, this contract would begin on July 1, 2021 and extend through June 30, 2022 at an initial cost of \$2,330.50 per month and have the potential of four (4) additional annual renewal options subject to successful performance.

The Transit Board approved award of contract to Nationwide Office Care of Clive, Iowa at their May 21, 2021 meeting.

ALTERNATIVES:

1. Approve award of contract to Nationwide Office Care of Clive, Iowa, for the initial contract period beginning July 1, 2021 through June 30, 2022 with the possibility of four (4) additional 12-month contract periods.
2. Reject all proposals and direct staff to proceed according to City Council priorities.

CITY MANAGER'S RECOMMENDED ACTION:

Utilizing a third-party custodial contractor has proven to be a cost-effective way to keep CyRide's administrative facility in good condition. Awarding the contract to Nationwide Office Care will provide a needed service at the best value to CyRide.

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

COUNCIL ACTION FORM

SUBJECT: FLOOD MITIGATION – RIVER FLOODING TREE CLEARING

BACKGROUND:

On February 11, 2020, City Council approved the FEMA grant funding agreement for the stream bank restoration project providing flood mitigation in the Squaw Creek channel. A central component includes conveyance improvements within the channel approximately 2,000 feet either side of the South Duff Avenue bridge. 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%
Total:	\$ 4,996,600.00	100%

Final design has been submitted with permit applications to the Army Corps of Engineers and Iowa DNR. The land acquisition process is underway, including landowner offers being sent out.

On March 9, 2021 City Council awarded the tree clearing project to RW Excavating Solutions, LC of Prairie City, Iowa in the amount of \$74,745 as the Base Bid plus all Alternates except for properties associated with Alternates 5, 6, and 7. A map reflecting the various Alternates is attached. Staff approved Change Order No. 1 in the amount of \$14,540 to add the Alternate 5 area to the contract with the addition of harvesting 35 root wad trees which will be reused during the grading contract to provide habitat within the stream as well as control stream flows and prevent erosion.

Change Order No. 2 includes additional seeding/mulching and wattles for enhanced erosion control. Originally this work was to be completed by City staff, however with other significant workload and to keep within Iowa Department of Natural Resources (IDNR) permit compliance, the contractor has been asked to complete this work. The other item included with this change order is additional hauling of felled cottonwood trees to create additional storage space for stockpiled trees within the floodway area, per the IDNR Floodplain Development permit. This stockpile arrangement was planned with both IDNR and City Floodplain Development staff, just in case there would be a flood prior to the larger grading project taking place. Change Order No. 2 is a contract increase of \$74,800. The total tree clearing contract is in the amount of \$164,085.

Iowa Department of Homeland Security & Emergency Management (HSEMD) performed a cursory review of both proposed Change Orders and found the necessary language required by the Hazard Mitigation Assistance to be present, **therefore these costs are eligible within the 75%/25% cost split outlined above and total estimated costs remain within the available funding.**

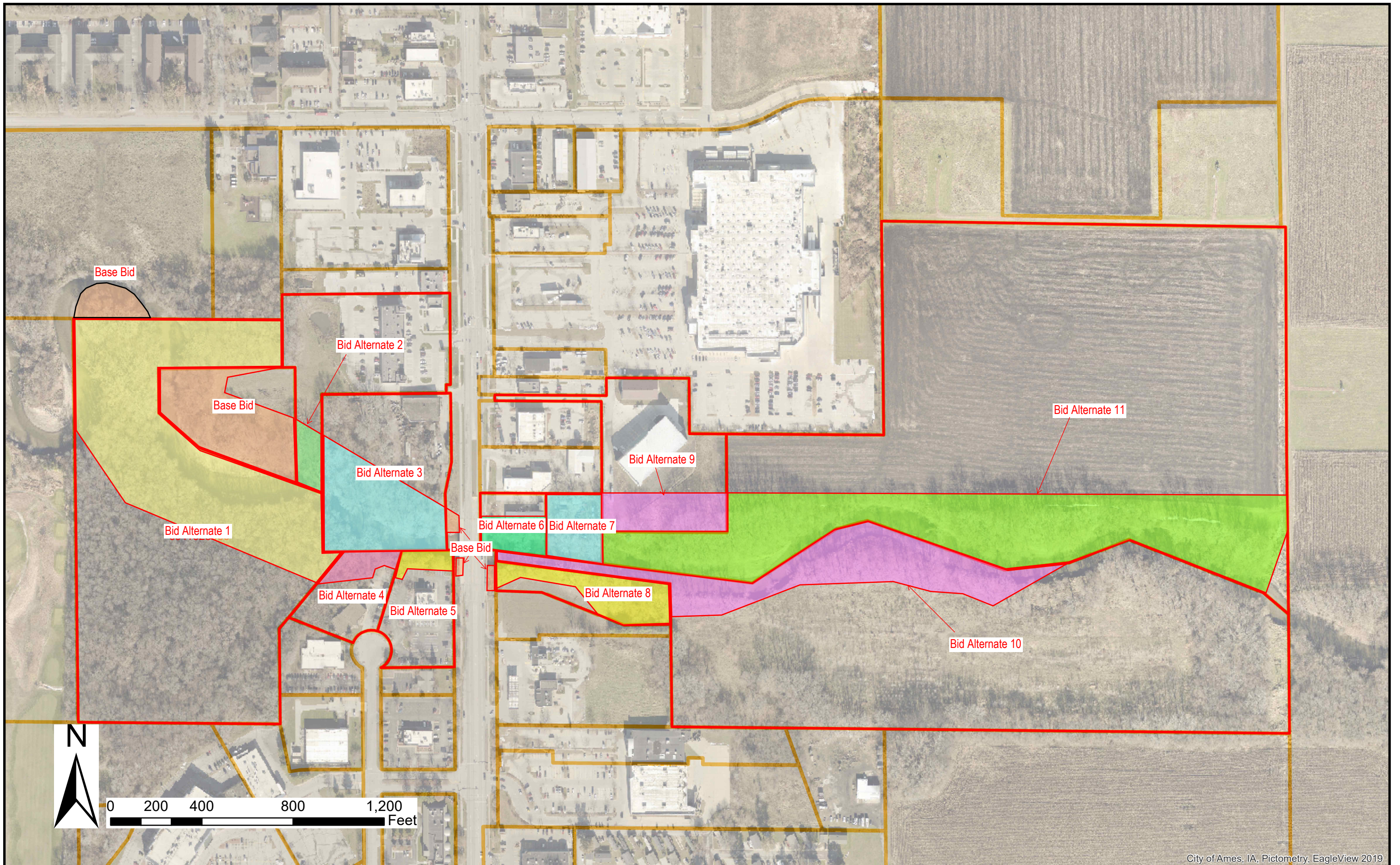
ALTERNATIVES:

1. Approve Change Order No. 2 for the Flood Mitigation – River Flooding (Tree Clearing) project with RW Excavating Solutions, LC of Prairie City, Iowa in the amount of \$74,800.
2. Direct staff to revise the project.

MANAGER’S RECOMMENDED ACTION:

Overall, the FEMA flood mitigation project has a closeout of June 2022. Land acquisition offers are being sent out and negotiated.

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



City of Ames, IA, Pictometry, EagleView 2019



IOWAY CREEK PARCEL MAP

CITY OF AMES
IOWAY CREEK
FLOOD MITIGATION
IMPACTED PARCELS

WHKS NO. 8198

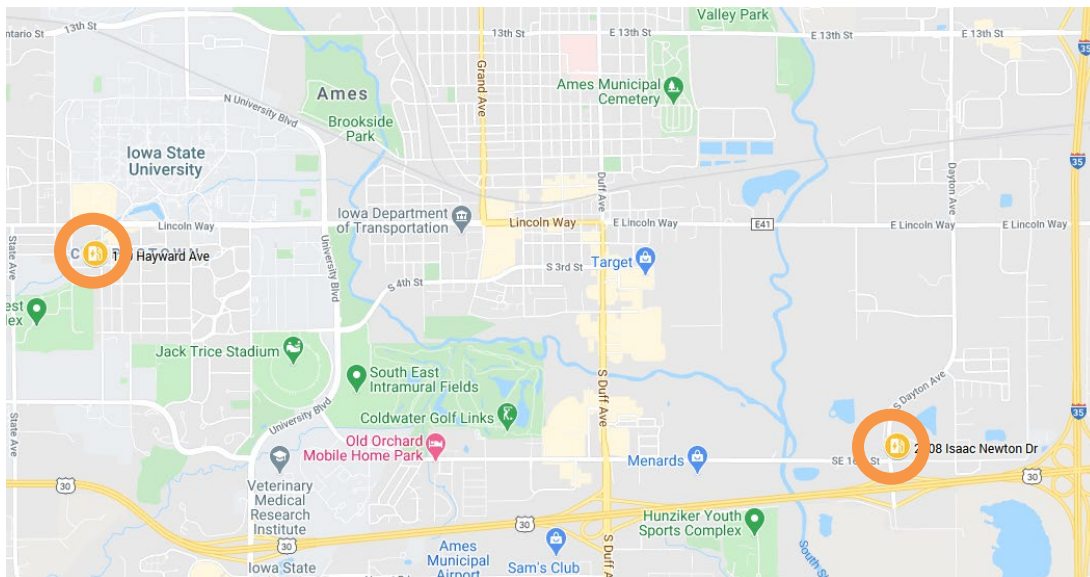
COUNCIL ACTION FORM

**SUBJECT: INSTALLATION OF ELECTRIC VEHICLE CHARGING STATIONS –
CHANGE ORDER NO. 2**

BACKGROUND:

The Iowa Department of Transportation solicited applications for grant funding through the Volkswagen Environmental Settlement Trust to expand electric vehicle (EV) charging infrastructure in the state and reduce emissions of nitrogen oxides (NOx). Ames Electric Services applied and received grant funding for three charging sites.

All necessary due diligence has been completed for two of the three sites, hosting three of the four chargers. One (1) level two charger (with two ports) will be installed at the Ames Intermodal Facility located at 249 Hayward Ave and two (2) DC Fast Chargers (with two ports total) will be installed at the Kum & Go located at 2108 Isaac Newton Drive. The exact location of the third installation site is yet to be confirmed.



PRIOR ACTION

On April 27, 2021, the Ames City Council approved a contract with Commonwealth Electric for the installation of the electric vehicle charging stations at the Ames Intermodal Facility and at Kum & Go on Isaac Newton Drive, in the amount of \$16,837.52.

Change Order No. 1 for \$250 was approved by staff to include additional protection against vehicular contact for the charger to be installed at Ames Intermodal Facility.

THIS ACTION

During the DC Fast Charger Installation pre-construction meeting with Ames Electric staff and Commonwealth Electric at Kum & Go, it became clear that the division of responsibilities within Ames' and the contractor's scopes of work would result in logistical challenges on the site. Transferring some of the work from Ames' scope into the contractor's scope of work will reduce trips to the site for both parties. **Specifically, the contractor would become responsible for installation of two branch circuit feeds and two conduit runs.**

The overall cost difference to the project is minimal because this work was previously included in internal job orders. The slight difference in cost is within the contingency allowed in the original budget.

Therefore, this action is to seek City Council approval for Change Order No. 2 in the amount of \$5,481 to Commonwealth Electric for a change in scope on the DC Fast Charger installation at 2108 Isaac Newton Drive, as described in the quote from Tom Washington dated May 19th, 2021.

ALTERNATIVES:

1. Approve Change Order No. 2 in the amount of \$5,481 to Commonwealth Electric to expand the scope of work on the DC Fast Charger installation at 2108 Isaac Newton Drive.
2. Do not approve the requested change order. This work would be done by Electric Services as originally planned, but would delay the installation of all chargers.

CITY MANAGER'S RECOMMENDED ACTION:

The requested change order will significantly simplify the installation process for the DC Fast Charger and minimally increase the cost of the project.

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

COUNCIL ACTION FORM

SUBJECT: CONTRACT RENEWAL - ELECTRIC UTILITY POLES

BACKGROUND:

This contract is for the purchase of electric utility poles needed to meet the anticipated needs of the Electric Services Department for new construction and maintenance. These poles will be purchased from an Electric Department inventory asset account and charged to the appropriate operations accounts as the poles are put into use. Generally, over a million dollars in assets are available in the Electric inventory at any given time for use in new service and maintenance activities.

On June 26, 2018, City Council awarded a contract to Baldwin Pole & Piling, Des Moines, Iowa, for the purchase of these electric utility poles in accordance with unit prices bid. This contract included the option for the City to renew in one-year increments for up to four additional years. **This is the third renewal out of four possible renewal periods, providing electric utility poles from July 1, 2021 through June 30, 2022. There is a zero percent price increase for the 2021-2022 fiscal year.**

Under this contract, poles would be purchased at the City's discretion which may be quarterly or on an as-needed basis. This provides the City with flexible inventory management and helps to reduce the need for storage space. Bid prices are exclusive of sales taxes, which are applicable to the purchase of this equipment and are paid directly by the Utility. **Council should note that no contract amount is being authorized at this time, since payments will be made as these poles are purchased.**

ALTERNATIVES:

1. Award a contract to Baldwin Pole & Piling, Inc., Des Moines, Iowa, for the purchase of electric distribution utility poles in accordance with unit prices bid.

Poles will be purchased as requested. Payments will be based on unit prices bid and actual quantities ordered, plus applicable sales taxes.

2. Reject all bids and attempt to purchase electric utility poles on an as needed basis at unpredictable prices.

MANAGER'S RECOMMENDED ACTION:

It is important to purchase distribution utility poles at the lowest possible cost with minimal risk to the City. It is also imperative to have these poles available to meet customer needs for new service or emergency replacements. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as stated above.

COUNCIL ACTION FORM

SUBJECT: POWER PLANT SPECIALIZED WET DRY VACUUM, HYDRO BLAST, AND RELATED CLEANING SERVICES - CONTRACT RENEWAL

BACKGROUND:

This contract is for Specialized Wet Dry Vacuum, Hydro Blast, and Related Cleaning Services for the Power Plant. The Power Plant's two gas-fired, high-pressure steam generation units require regular professional maintenance and repair. This consists of emergency service, as well as regularly scheduled planned repairs and services during scheduled outages. The cleaning and special preparation of the boiler surfaces on these generation units requires professional tradecrafts and maintenance experts.

Both units operate under environmental conditions with high heat and high pressure, resulting in slag and other industrial debris coating the boiler and other plant equipment surfaces. Prior to repair and maintenance work, it is necessary to have the surfaces professionally cleaned using high-pressure water jets and vacuums.

In order to clean the surfaces, outside contractors are used who can provide mobile high-pressure generator equipment with hoses and lances to cut through and wash away the industrial debris coatings. These same firms have the industrial vacuum equipment that can accumulate and contain this industrial debris for proper disposal. The goal of this contract is to meet these requirements in the most economical manner.

On June 12, 2018, City Council awarded contract to HTH Companies, Union, Missouri, to provide these services. The contract has the option for the City to renew in one-year increments for up to four additional years. **The period from July 1, 2021 through June 30, 2022, is the third of the four-renewal periods subject to Council approval of funding.**

The contract's rate provision increases 2% per year for labor, travel and subsistence, and for equipment and tools. The FY 2021/22 rates are shown on Attachment 1.

The benefits of having a contract for these services in place include the following:

- 1) Consistency of work and quality from a single contractor.
- 2) Reduction in the City's exposure to market forces regarding prices and availability for labor, travel, and supplies in preparation for a scheduled outage.
- 3) Rapid contractor mobilization to start emergency repairs, thus reducing generation downtime.
- 4) Saved City staff time obtaining quotes, evaluating bids and preparing specifications and other procurement documentation.

The approved FY 2021/22 Power Plant operating budget includes \$235,000 for services to be performed under this contract. Invoices will be based on contract rates for time and materials for services received.

ALTERNATIVES:

1. a. Approve contract renewal with HTH Companies, Inc. Union, Missouri, for the Specialized Wet Dry Vacuum, Hydro Blast, and Related Cleaning Services contract for Power Plant for the one-year period from July 1, 2021 through June 30, 2022 for hourly rates and unit prices bid, in an amount not-to-exceed \$235,000.
 - b. Approve a performance bond in the amount of \$235,000.
2. Reject the renewal option and instruct staff to seek new competitive bids.

CITY MANAGER'S RECOMMENDED ACTION:

This work is necessary to ensure that a qualified professional firm will respond to both scheduled and emergency needs for these specialized cleaning services, and will also control costs by having established billing rates. Funds will be expended only as work is required and in accordance with approved invoices.

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



2018-145 SPECIALIZED WET DRY VACUUM, HYDRO BLAST, AND RELATED CLEANING SERVICES CONTRACT FOR

CONTRACTOR: HTH Companies, Inc Union, MO

DESCRIPTION	Unit	FY 2018/2019 Pricing	FY 2019/2020 Pricing	FY 2020/2021 Pricing	FY 2021/2022 Pricing
Wet Dry Vacuum Service:					
Vac truck	Hour	\$90.00	\$91.80	\$93.64	\$95.51
Support truck	Hour	\$0.00	\$0.00	\$0.00	\$0.00
Hose	Foot	\$1.25	\$1.28	\$1.30	\$1.33
Operator / Lead service tech	Hour	\$40.00	\$40.80	\$41.62	\$42.45
Operator / Lead service tech (OT)	Hour	\$54.00	\$55.08	\$56.18	\$57.31
Service tech	Hour	\$33.00	\$33.66	\$34.33	\$35.02
Service tech (OT)	Hour	\$45.00	\$45.90	\$46.82	\$47.75
Hydro Blast Service:					
Hydro blast pump	Hour	\$137.50	\$140.25	\$143.06	\$145.92
Industrial hydroblaster	Hour	N/A	N/A	N/A	N/A
Support truck	Day	\$0.00	\$0.00	\$0.00	\$0.00
Operator / Lead service tech	Hour	\$40.00	\$40.80	\$41.62	\$42.45
Operator / Lead service tech (OT)	Hour	\$54.00	\$55.08	\$56.18	\$57.31
Operator / Lead service tech (OD)	Hour	\$54.00	\$55.08	\$56.18	\$57.31
Lead service tech	Hour	\$54.00	\$55.08	\$56.18	\$57.31
Service tech	Hour	\$33.00	\$33.66	\$34.33	\$35.02
Service tech (OT)	Hour	\$45.00	\$45.90	\$46.82	\$47.75
Service tech (OD)	Hour	\$45.00	\$45.90	\$46.82	\$47.75
Travel & Subsistence:					
Mobe and demobe mileage (operator)	mile	\$0.55	\$0.56	\$0.57	\$0.58
Mobe and demobe mileage (service tech)	mile	\$0.55	\$0.56	\$0.57	\$0.58
Mobe and demobe (operator)	mile	\$0.55	\$0.56	\$0.57	\$0.58
Mobe and demobe (service tech)	mile	\$0.55	\$0.56	\$0.57	\$0.58
Mobe and demobe (vac truck)	mile	\$2.50	\$2.55	\$2.60	\$2.65
Mobe and demobe (support truck)	mile	\$1.25	\$1.28	\$1.30	\$1.33
Per Diem	Day	\$75.00	\$76.50	\$78.03	\$79.59
Miscellaneous:					
Power washer	Day	\$100.00	\$102.00	\$104.04	\$106.12
Vacuum pipe trailer	Day	\$100.00	\$102.00	\$104.04	\$106.12
PPE kit	Each	\$0.00	\$0.00	\$0.00	\$0.00
Confined space entry	Each	\$0.00	\$0.00	\$0.00	\$0.00
Truck mounted water jet	Each	cost plus 10%			
Truck wash out	Each	\$200.00	\$204.00	\$208.08	\$212.24
Liquid vacuum tanker truck	Day	cost plus 10%			
Incident spill response trailer	Day	\$500.00	\$510.00	\$520.20	\$530.60
55 gal steel open top drum	Drum	cost plus 10%			
Sanitizer	Each	\$0.00	\$0.00	\$0.00	\$0.00
Waste Disposal	Drum	cost plus 10%			
Consumables: Cost Plus		10%			

COUNCIL ACTION FORM

SUBJECT: SCAFFOLDING AND RELATED SERVICES AND SUPPLY CONTRACT FOR POWER PLANT – CONTRACT RENEWAL

BACKGROUND:

This contract consists of providing and installing scaffolding, bracing, and fall protection when needed at the City's Power Plant.

On June 25, 2019, City Council awarded a contract for the Power Plant's Scaffolding and Related Services and Supplies to HTH Companies, Inc. of Union, MO. This contract has the option for the City to renew in one-year increments for up to four additional years. **The period from July 1, 2021 through June 30, 2022, is the second of the four-renewal periods subject to Council approval of funding for the scaffolding, bracing, and fall protection.**

The contract's rate provision increases of 2% per year for labor, travel and subsistence, and for equipment and tools. The rates for FY 2021/22 are shown on Attachment 1. The benefits of having a contract for these services in place include the following:

- 1) Consistency of work and quality from a single contractor
- 2) Reduction in the City's exposure to market forces regarding prices and availability for labor, travel, and supplies in preparation for a scheduled outage
- 3) Rapid contractor mobilization to start emergency repairs, thus reducing generation downtime
- 4) City staff time saving in obtaining quotes, evaluating bids, and preparing specifications and other procurement documentation.

The approved FY 2021/22 Power Plant operating budget includes \$53,000 for these services. Invoices will be based on contract rates for time and materials for services that are actually received.

ALTERNATIVES:

1. a. Approve contract renewal with HTH Companies, Inc, Union, MO for the Scaffolding and Related Services and Supplies Contract for the one-year period from July 1, 2021 through June 30, 2022.
b. Approve a performance bond in the amount of \$53,000.
2. Reject the renewal option and instruct staff to seek new competitive bids.

CITY MANAGER'S RECOMMENDED ACTION:

This contract is needed to carry out emergency and routine scaffolding services at the Power Plant. 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 #1 as stated above.



**INVITATION TO BID 2019-067
SCAFFOLDING AND RELATED
SERVICES AND SUPPLY CONTRACT
FOR POWER PLANT**

CONTRACTOR:	HTH Companies		
Attachment A	FY 2021/22 RATES		
DESCRIPTION	Hourly Rate (ST)	Hourly Rate (OT)	Hourly Rate (DT)
Labor Rates:			
Supervisor:	\$49.68	\$70.75	\$70.75
Foreman:	\$49.68	\$70.75	\$70.75
Journeyman:	\$45.00	\$63.46	\$63.46
Laborer	\$40.06	\$56.18	\$56.18
Subsistence per day if job requires overnight stay:		\$88.43	
Mobilization per job		\$520.20	
Demobilization per job		\$520.20	
Proposed Price Increase for Renewal Periods:			
Labor Rates, per year		2%	
Travel & Subsistence, per year		2%	
Mobilization/demobilization, per year		2%	

COUNCIL ACTION FORM

**SUBJECT: ASBESTOS MAINTENANCE SERVICES FOR POWER PLANT –
CONTRACT RENEWAL**

BACKGROUND:

This contract involves the removal and proper disposal of asbestos insulation at the City's Power Plant, including Units 5 and 6 (both retired) and operating Units 7 and 8. The two retired units and Unit 7 are primarily insulated with asbestos type insulation. Unit 8 is considered "asbestos free" excluding some gasket material and steam pipe insulation around the turbine. In addition, other equipment and piping located in the Power Plant has been insulated with asbestos type insulation. Asbestos removal is an ongoing process. Each year Electric Services estimates how much asbestos can be removed from the plant based on location and impact on plant operations.

The Power Plant benefits from having a service contract with a company that provides both routine and emergency asbestos remediation services. These services include removal and disposal of asbestos containing insulation, as well as the remediation/encapsulation of identified areas or areas where an encapsulated surface is damaged. Asbestos must be removed and disposed of per State and Federal regulations before retired equipment can be physically removed. In addition, asbestos should be removed or encapsulated in areas where employees will be working.

On July 23, 2019, Council awarded a contract to Earth Services & Abatement, LLC, Des Moines, IA for the asbestos maintenance services contract. This contract included the option for the City to renew in one-year increments for up to four additional years. **The period from July 1, 2021 through June 30, 2022, is the second of the four-renewal periods subject to Council approval of funding for asbestos removal.**

The contract's rate provision increases 3% for both Labor and Travel & Subsistence. The FY 2021/22 rates are shown on Attachment 1.

The benefits of having a contract for these services in place include the following:

- 1) Consistency of work and quality from a single contractor.
- 2) Reduction in the City's exposure to market forces regarding prices and availability for labor, travel, and supplies in preparation for a scheduled outage.
- 3) Rapid contractor mobilization to start emergency repairs, thus reducing generation downtime.
- 4) Saved City staff time obtaining quotes, evaluating bids and preparing specifications and other procurement documentation.

The approved FY 2021/22 Power Plant operating budget includes \$200,000 for this contract. Invoices will be based on contract rates for time and materials for services actually received.

ALTERNATIVES:

1. a. Approve contract renewal with Earth Services & Abatement LLC, Des Moines, IA, for the Asbestos Maintenance Services Contract for Power Plant for the one-year period from July 1, 2021, through June 30, 2022.
- b. Approve a performance bond in the amount of \$200,000.
2. Do not renew the agreement and direct staff to seek new competitive bids.

CITY MANAGER'S RECOMMENDED ACTION:

Asbestos removal and encapsulation are an on-going effort, since most of the old equipment at the Power Plant was insulated with asbestos. This contract establishes rates for service and provides for guaranteed availability, thereby setting in place known timing and rates.

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

Contractor:	Earth Services & Abatement LLC		
--------------------	---	--	--

DESCRIPTION	Hourly Rate (ST)	Hourly Rate (OT)	Hourly Rate (DT)
Supervisor	\$ 83.81	\$ 125.72	\$ 167.62
Apprentice			
Foreman			
Journeyman			
Technician			
Asbestos Worker	\$ 72.14	\$ 108.21	\$ 144.28

Subsistence: \$77.45 per person per day

Travel: \$52.58 per person

Materials: Cost + 10%

Misc. Tools & Equipment Rates:

Description	Rate per U/M
ACM Container	\$250/each
ACM Pull	\$250/each
ACM Landfill	\$149.80/ton
Rentals	Cost + 10%
Small tools included in cost of labor	

Proposed Price Increase for Renewal Periods:

Labor Rates 3% per year

Travel & Subsistence: 3% per year

COUNCIL ACTION FORM

SUBJECT: NON-ASBESTOS INSULATION AND RELATED SERVICES AND SUPPLY CONTRACT FOR POWER PLANT – CONTRACT RENEWAL

BACKGROUND:

This contract involves the removal, repair, and reinstallation of non-asbestos insulation of all types used at the City's Power Plant.

On July 23, 2019, City Council awarded a contract to HTH Companies, Inc., Union, Missouri, for the Non-Asbestos Insulation and Related Services and Supplies Contract Power Plant. This contract included the option for the City to renew in one-year increments for up to four additional years. **The period from July 1, 2021 through June 30, 2022, is the second of the four-renewal periods subject to Council approval of funding for non-asbestos insulation services.**

The contract's rate provision increase is 2% for both Labor and Travel & Subsistence. The FY 2021/22 rates are shown on Attachment 1. The benefits of having a contract for these services in place include the following:

- 1) Consistency of work and quality from a single contractor.
- 2) Reduction in the City's exposure to market forces regarding prices and availability for labor, travel, and supplies in preparation for a scheduled outage.
- 3) Rapid contractor mobilization to start emergency repairs, thus reducing generation downtime.
- 4) Saved City staff time obtaining quotes, evaluating bids and preparing specifications and other procurement documentation.

The approved FY 2021/22 Power Plant operating budget includes \$150,000 for this contract. Invoices will be based on contract rates for time and materials for services actually received.

ALTERNATIVES:

1. a. Approve contract renewal with HTH Companies, Inc., Union, Missouri, for the Non-Asbestos Insulation and Related Services and Supplies Contract for the one-year period from July 1, 2021, through June 30, 2022.

b. Approve a performance bond in the amount of \$150,000.
2. Do not renew the agreement and instruct staff to seek new competitive bids.

CITY MANAGER'S RECOMMENDED ACTION:

This contract is needed to carry out emergency and routine non-asbestos insulation services at the Power Plant. 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.



**ITB 2019-148 Non-Asbestos Insulation and
Related Services & Supply Contract for Power
Plant (Renewal July 1, 2020 through June 30,
2021)**

Contractor: HTH Companies, Inc. , Union Missouri

DESCRIPTION	Hourly Rate (ST)	Hourly Rate (OT)	Hourly Rate (DT)
Supervisor	\$43.86	\$63.24	\$63.24
Apprentice	\$32.64	\$45.90	\$45.90
Foreman	\$43.86	\$63.24	\$63.24
Journeyman	\$38.76	\$56.10	\$56.10
Technician	\$32.64	\$45.90	\$45.90
		Overtime after 8 hours or on weekend	
Subsistence:	\$86.70 per overnight		
Travel:	labor hourly rates		
Mileage:	lined through on bid form		
Materials	Cost + 7%		
Proposed Price Increase for Renewal Periods:			
Labor Rates:	2% per year		
Travel & Subsistence:	2% per year		



**ITB 2019-148 Non-Asbestos Insulation and
Related Services & Supply Contract for Power
Plant (Renewal July 1, 2021 through June 30,
2022)**

Contractor: HTH Companies, Inc. , Union Missouri

DESCRIPTION	Hourly Rate (ST)	Hourly Rate (OT)	Hourly Rate (DT)
Supervisor	\$44.74	\$64.50	\$64.50
Apprentice	\$33.29	\$46.82	\$46.82
Foreman	\$44.74	\$64.50	\$64.50
Journeyman	\$39.54	\$57.22	\$57.22
Technician	\$33.29	\$46.82	\$46.82
		Overtime after 8 hours or on weekend	
Subsistence:	\$88.43 per overnight		
Travel:	labor hourly rates		
Mileage:	lined through on bid form		
Materials	Cost + 7%		
Proposed Price Increase for Renewal Periods:			
Labor Rates:	2% per year		
Travel &	2% per year		

COUNCIL ACTION FORM

SUBJECT: PLAT OF SURVEY FOR 623 AGG AVENUE (CONVEYANCE PARCEL)

BACKGROUND:

The City's subdivision regulations in Chapter 23 of the Ames Municipal Code include a process for creating or modifying property boundaries and for determining if any improvements are required in conjunction with the platting of property.

This proposed plat of survey for Parcel 'P' is for a conforming conveyance parcel described as Parts of Lot 1, 7, 8 and 9 of Block 12 of College Heights Addition, addressed as 623 Agg Avenue. This parcel includes approximately 11,539 square feet and is zoned Residential Low Density (RL). The property is currently developed with a single-family residence.

The proposed plat of survey retains the property's current dimensions. The plat of survey was reviewed to ensure that the proposed lot dimensions and setbacks for Parcel 'P' comply with the requirements found in the zone development standards of the Residential Low Density (RL). A graphical representation as well as a complete and accurate description of the parcel is included.

The purpose of the plat is to create a legal parcel for purposes of allowing building and zoning permits to be issued for the use of the site. All new construction would also be subject to meeting current zoning standards for setbacks and coverage. The plat of survey does not require additional infrastructure improvements to be installed as it was the subject site of prior subdivision approval.

Approval of this plat of survey (Attachment B) 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. Once it is recorded, the property owner can proceed with obtaining building and zoning permits.

ALTERNATIVES:

1. Approve the plat of survey consistent with the standards of the Subdivision Ordinance (Chapter 23).
2. Deny the plat of survey on the basis that the requirements for plats of survey as described in Section 23.308 have not been satisfied.
3. Refer this back to staff for additional information.

CITY MANAGER'S RECOMMENDED ACTION:

The conveyance parcel process was established in 2009 to create a means for property owners to bring parcels of land into compliance with the City's permitting processes. The goal was to establish usable and buildable parcels with a recorded survey in order to have measurable property lines. **Approving this proposed plat of survey will recognize the current parcel as a legal lot for permitting purposes. Approving the plat of survey as a conveyance parcel will not exempt the parcel from meeting zoning development standards for building, such as setbacks and coverage.**

Staff has determined that the proposed plat of survey satisfies all Subdivision Code requirements and has made a preliminary decision of approval. Parcel 'P' conforms to the underlying zoning standards for lot requirements. Staff has determined that the proposed plat of survey does not trigger City infrastructure requirements as defined within the Subdivision Code.

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 623 AGG AVENUE**

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 23.311)
- Auditor's plat (per Code of Iowa Section 354.15)

Owners: Molly E. & Alexandra R. Parrott

Existing Street Address: 623 Agg Avenue

Assessor's Parcel #: 09-09-280-030

Legal Description: PARCEL 'P' DESCRIPTION:

A parcel of land located in and being part of Lots 1, 7, 8 and 9 of Block 12 of College Heights Addition to Ames, Story County, Iowa, and being more particularly described as follows:

Commencing at the North Corner of Lot 6 of said Block 12 of College Heights Addition; Thence N 00°58'41" W, 43.00 feet along the East Line of the 7 foot wide public Right-of-Way to the Northwest Corner of said lot 7 and also to the Point of Beginning; Thence N 00°58'41" W, 37.26 feet along said Right-of-Way; Thence N 00°50'09" W, 22.74 feet along said Right-of-Way; Thence N 84°04'07"E, 167.21 feet to a point on the West Right-of-Way Line of Agg Avenue and the Beginning of of a 545.33 foot radius curve, concave westerly; Thence 85.11 feet Southerly along said curve and the Agg Avenue Right-of-Way, long chord bears S 08°45'26" W, 85.02 feet; Thence N 87°27'40" W, 152.55 feet to the Point of Beginning.

Containing 11,539 square feet more or less.

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:

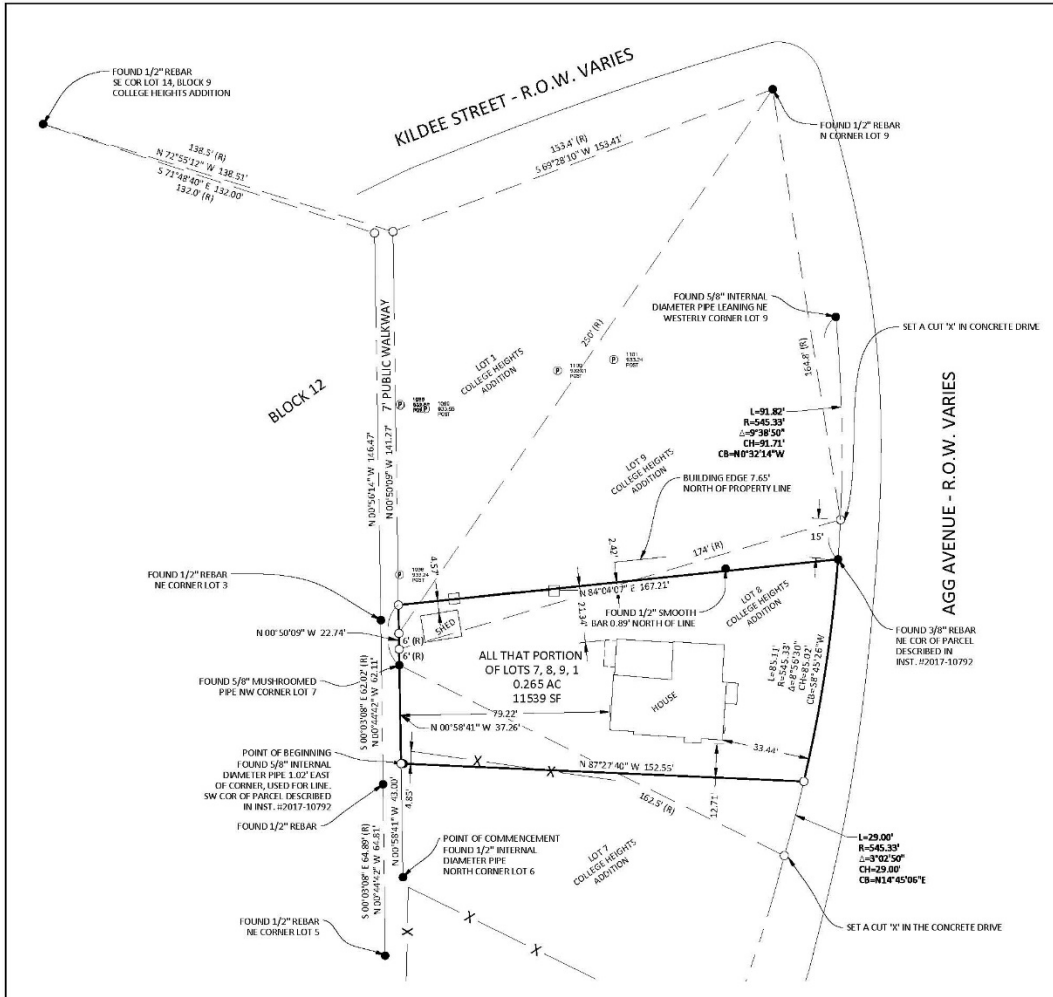
- Installed prior to creation and recordation of the official plat of survey and prior to issuance of zoning or building permits.
- Delayed, subject to an improvement guarantee as described in Section 23.409.
- Not Applicable. (no additional improvements required)

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- Existing Conditions

INDEX LEGEND	
LOCATION	PART OF LOTS 1, 7, 8, AND 9 IN BLOCK 12 OF COLLEGE HEIGHTS ADDITION TO THE CITY OF AMES, STORY COUNTY, IOWA
REQUESTOR:	MOLLY PARROTT
PROPRIETOR:	MOLLY L. & ALEXANDRA R. PARROTT
SURVEYOR:	LUKE D. AIRENS, P.L.S. #24413
SURVEYOR COMPANY:	BOLTON & MENK, INC.
RETURN TO:	LUKE D. AIRENS, BOLTON & MENK, INC. 1519 BALTIMORE DRIVE, AMES, IA 50010 (515) 233-6100

FOR RECORDER USE ONLY



- LEGEND:**
- FOUND MONUMENT AS NOTED
 - SET 1/2"x24" REBAR WITH PINK PLASTIC CAP #24413
 - (R) RECORDED DIMENSION
 - WIRE FENCE
 - x- WOOD FENCE

NOTES:

1. DATE OF SURVEY: APRIL 2021
2. BASIS OF BEARINGS FOR THE BEARINGS SHOWN IS IOWA REGIONAL COORDINATE SYSTEM, ZONE 8 AMES/DES MOINES, US SURVEY FOOT.
3. THIS SURVEY MEETS OR EXCEEDS IOWA CODE 355
4. THIS PLAT IS SUBJECT TO EASEMENTS APPARENT OR OF RECORD
5. CURRENT EDEED OF RECORD: INST. #2017-10792
6. RECORDED BEARINGS AND DISTANCES FROM:
 - 6.1. SURVEY OF COLLEGE HEIGHTS ADDITION, DEPARTMENT OF ENGINEERING, AMES IOWA.
 - 6.2. INST. #2015-11003
 - 6.3. INST. #2009-13074

LEGAL DESCRIPTION: (FROM INST. #2017-10792)

ALL THAT PORTION OF LOTS 7, 8, 9, AND 1 IN BLOCK 12 OF COLLEGE HEIGHTS ADDITION TO THE CITY OF AMES, STORY COUNTY, IOWA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT A POINT ON THE WESTERLY LINE OF LOT 7, 43 FEET NORTHERLY FROM THE SOUTHWEST CORNER THEREOF, THENCE NORTHERLY ALONG THE WESTERLY CORNER OF LOTS 7, 8, 9, AND 1, 60 FEET, THENCE EASTERLY TO A POINT ON THE EASTERLY LINE OF LOT 8, 15 FEET SOUTHERLY FROM THE NORTHEAST CORNER OF SAID LOT 8, THENCE SOUTHERLY ALONG THE EASTERLY LINE OF SAID LOT 8, TO A POINT 29 FEET NORTHERLY FROM THE SOUTHWEST CORNER OF LOT 8, THENCE WESTERLY TO THE POINT OF BEGINNING.

EXISTING CONDITIONS - 623 AGG AVENUE

PART OF LOTS 1, 7, 8, AND 9 IN BLOCK 12 OF COLLEGE HEIGHTS ADDITION TO THE CITY OF AMES, STORY COUNTY, IOWA

BOLTON & MENK
Attachment B: Plat of Survey

1519 BALTIMORE DRIVE
AMES, IOWA 50010
(515) 233-6100

SHEET

1 OF 1



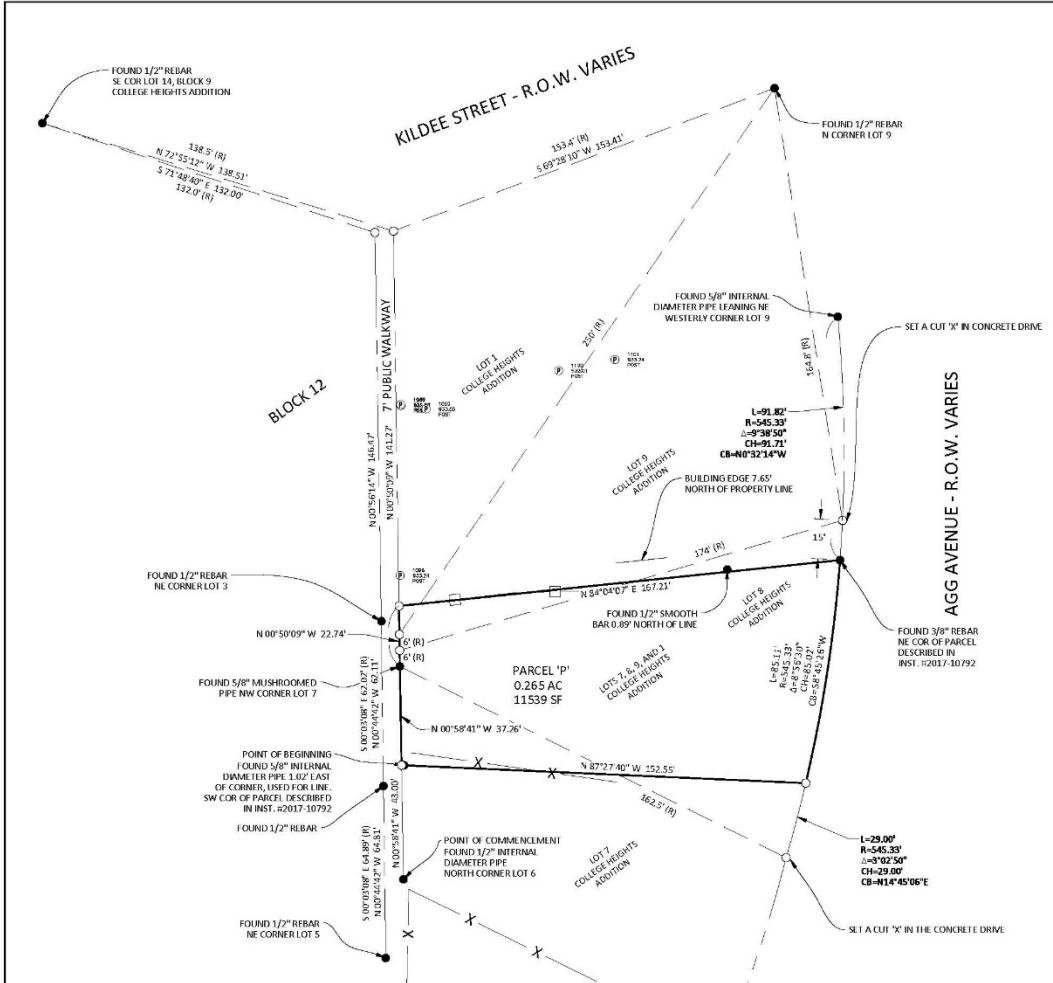
BOLTON & MENK, INC. 2021-04-21 10:00 AM

\\BOLTON\NET\PLAT\2021\20210421\1519_BA_01.dwg 6/20/2021 2:21 PM

BOLTON & MENK, INC.

INDEX LEGEND	
LOCATION	PART OF LOTS 1, 7, 8, AND 9 IN BLOCK 12 OF COLLEGE HEIGHTS ADDITION TO THE CITY OF AMES, STORY COUNTY, IOWA
REQUESTOR:	MOLLY PARROTT
PROPRIETOR:	MOLLY E. & ALEXANDRA R. PARROTT
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



LEGEND:

- FOUND MONUMENT AS NOTED
- SET 1/2"x24" REBAR WITH PINK PLASTIC CAP #24413
- (R) RECORDED DIMENSION
- WIRE FENCE
- x- WOOD FENCE

THE AMES CITY COUNCIL APPROVED THIS PLAT OF SURVEY ON _____ 20____, WITH RESOLUTION NUMBER _____ CERTIFYING THAT IT CONFORMS TO ALL CONDITIONS OF APPROVAL.

PLANNING & HOUSING DIRECTOR

NOTES:

1. DATE OF SURVEY: APRIL 2021
2. BASIS OF BEARINGS FOR THE BEARINGS SHOWN IS IOWA REGIONAL COORDINATE SYSTEM, ZONE 8 AMES/DES MOINES, US SURVEY FOOT.
3. THIS SURVEY MEETS OR EXCEEDS IOWA CODE 355
4. THIS PLAT IS SUBJECT TO EASEMENTS APPARENT OR OF RECORD
5. CURRENT DEDICATED RECORD: INST. #2017-10/92
6. RECORDED BEARINGS AND DISTANCES FROM:
 - 6.1. SURVEY OF COLLEGE HEIGHTS ADDITION, DEPARTMENT OF ENGINEERING, AMES IOWA.
 - 6.2. INST. #2015-11/09
 - 6.3. INST. #2009-13/04

PARCEL 'P' DESCRIPTION:
A PARCEL OF LAND LOCATED IN AND BEING PART OF LOTS 1, 7, 8 AND 9 OF BLOCK 12 OF COLLEGE HEIGHTS ADDITION TO AMES, STORY COUNTY, IOWA, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTH CORNER OF LOT 6 OF SAID BLOCK 12 OF COLLEGE HEIGHTS ADDITION; THENCE N00°58'12"W, 43.00 FEET ALONG THE EAST LINE OF THE 77 FOOT WIDE PUBLIC RIGHT-OF-WAY TO THE NORTHWEST CORNER OF SAID LOT 7 AND ALSO TO THE POINT OF BEGINNING; THENCE N00°58'41"W, 37.26 FEET ALONG SAID RIGHT-OF-WAY; THENCE N00°50'09"W, 22.74 FEET ALONG SAID RIGHT-OF-WAY; THENCE N84°04'07"E, 167.21 FEET TO A POINT ON THE WEST RIGHT-OF-WAY LINE OF AGG AVENUE AND THE BEGINNING OF A 545.33 FOOT RADIIUS CURVE, CONCAVE WESTERLY; THENCE 85.11 FEET SOUTHERLY ALONG SAID CURVE AND THE AGG AVENUE RIGHT-OF-WAY, LONG CHORD BEARS S08°45'26"W, 85.02 FEET; THENCE N87°27'40"W, 152.55 FEET TO THE POINT OF BEGINNING.



PLAT OF SURVEY - PARCEL 'P'

PART OF LOTS 1, 7, 8, AND 9 IN BLOCK 12 OF COLLEGE HEIGHTS ADDITION TO THE CITY OF AMES, STORY COUNTY, IOWA

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.

LUKE D. AHRENS, P.L.S.
REG. NO. 24413 DATE: 12-31-2021
PAGES OR SHEETS COVERED BY THIS SEAL: THIS SHEET



1519 BALTIMORE DRIVE
AMES, IOWA 50010
(515) 233-6100

SHEET
1
of
1

P:\PROJECTS\2021\12\12\2021_12_12\12_12_2021_12_12.DWG

P:\PROJECTS\2021\12\12\2021_12_12\12_12_2021_12_12.DWG

JOB NUMBER: 00119101

MEMO

Legal Department

To: Mayor Haila and Ames City Council

From: Mark O. Lambert, City Attorney

Date: May 21, 2021

Subject: Item No. 30: HF 847, new state law on local face covering ordinances.

I am providing this memo to update you on the new state law regarding face covering ordinances. On May 19, 2021 an amendment was introduced and offered to HF 847 (an education bill) that preempts in certain ways face-covering ordinances or policies for school districts, counties, and cities. The Legislature passed the bill later that same day. For this memo, I will focus only on the impact to city governments. The Governor signed this legislation into law at approximately 12:30 a.m. on May 20, 2021. The language of the bill made these provisions become effective upon the Governor's signature (and not July 1, as is the typical start date for new laws). So the law is now in effect.

Regarding cities, the new law states:

“A city shall not adopt an ordinance, motion, resolution, or amendment, or use any other means, that requires the owner of real property to implement a policy relating to the use of facial coverings that is more stringent than a policy imposed by the state.”

City attorneys throughout Iowa have been attempting to interpret exactly what effect this new law has on existing face-covering ordinances (or mayoral proclamations). I have discussed this matter with several other city attorneys. Below is my interpretation and legal advice on what this new law means for the City's ordinance.

First, the Legislature wrote that “a city shall not adopt an ordinance....” There is a long-standing rule of law that statutes are prospective in nature (provisions

are effective from the point of the statute becoming law, and going forward), and do not apply retroactively unless the law explicitly states that it applies retroactively. The new law states that a city shall not “adopt” an ordinance – that is effective in the future, from the point that the Governor signed it – in other words, “from now on, cities can’t adopt ordinances on this topic.” The legislation does not say “or enforce.” Typically, when the Legislature wants a city to stop enforcing an existing policy too, the language says, “A city shall not adopt or enforce...” The “or enforce” language is what stops a city from enforcing a current ordinance. Saying “shall not adopt” without the “or enforce” prohibits a city from adopting a new ordinance on the topic but does not prevent the city from enforcing a current ordinance on that topic. There are multiple instances in the Iowa Code where the Legislature has written “shall not adopt or enforce an ordinance that...” including at least one other piece of legislation passed this session.¹ The Iowa Supreme Court has held that when the Legislature typically uses certain wording, and then chooses not to use that wording, that is indication of the Legislature’s intent, as the Legislature is presumed to be aware of the wording in other statutes. So, my conclusion is that the new law only prohibits certain city face-covering ordinances being adopted from now on and does not invalidate any current ordinances.

The next issue to ponder is what the Legislature meant by “the owner of real property.” The City owns real property, so a facial reading of the law would seem to indicate that it applies to city property as well as private property. But, the understanding around the Legislature (which would hold no weight in a court’s determination) was that it meant “private property” and not city-owned property. The media reports have indicated that mask ordinances affecting

¹ A few of many examples: “**A city shall not adopt or enforce** zoning regulations or other ordinances which disallow the plans and specifications of a proposed residential structure solely because the proposed structure is a manufactured home.” Iowa Code section 414.28; “**A city shall not adopt or enforce** any ordinance imposing any limitation on the amount of rent that can be charged for leasing private residential or commercial property.” Iowa Code section 364.3; “**A city shall not adopt or enforce** any regulation, restriction, or other ordinance, including a conditional use permit requirement, relating to short-term rental properties within the city.” Iowa Code section 414.1(d)(2).

private property would not be allowed, but cities could still have such ordinances regarding the city's property. I think it is fair to assume that the Legislature meant "private property" here, even though they wrote "real property." I would note, that if the Legislature had intended to make the law apply to both private and public property, there would have been no need for the "owner of real property" language.

Let's look at what the law prohibits. "A city shall not adopt an ordinance...that **requires the owner of real [private] property to implement a policy relating to the use of facial coverings that is more stringent than a policy imposed by the state.**" [Underlining and boldface added]. There are face-covering ordinances (or mayoral proclamations) in Iowa that required businesses to implement the city ordinance, by requiring the business to ensure that customers wore face coverings and/or that signs be posted saying face coverings were required, and there were penalties in the law for businesses that failed to comply. This type of ordinance is now prohibited from being adopted, under the new state law. The Ames ordinance only regulates the behavior of *individuals*, not businesses. The Ames ordinance does not require businesses to ensure that customers wear masks. Many businesses have chosen to do so, but that is not required under the ordinance.

In summary, my conclusions about the new state law are:

1. The new law only prohibits new ordinances and does not preempt existing ordinances.
2. The law states that a city shall not adopt an ordinance requiring the owner of private property to implement a policy relating to the use of face coverings that is more stringent than a policy imposed by the State of Iowa.
3. Because the City's ordinance is an existing ordinance, and because the City's ordinance does not require the owner of private property to implement a policy relating to face coverings, this new state law has no

impact on the Ames ordinance, and the entirety of the Ames ordinance remains valid until it expires or is repealed.

#

COUNCIL ACTION FORM

SUBJECT: APPROVAL OF FY 2021/22 ASSET CONTRACTS

BACKGROUND:

During its February 2021/22 budget decisions, the City Council approved a total of \$1,601,093 in ASSET allocations for the next fiscal year. Contracts were mailed to 26 agencies and all contracts but one have been returned. The Volunteer Center of Story County declined FY 2021/22 contracts with all ASSET funders. Therefore, the \$3,285 previously approved by Council could be added to the current amount of unallocated funds, \$17,277, for human service needs that may arise during the fiscal year. These additional funds would increase the total to \$20,562.

The approved amounts are listed below and now presented for Council's approval.

Agency	FY 2020/21	FY 2021/22	Change
ACCESS	\$ 101,563	\$ 106,451	\$ 4,888
ACPC	112,128	123,721	11,593
All Aboard for Kids	2,714	2,714	0
American Red Cross	9,933	9,933	0
Arc of Story County	10,720	10,750	30
Boys and Girls Club	116,724	116,724	0
Camp Fire USA	7,770	5,150	(2,620)
Center for Creative Justice	61,244	62,971	1,727
Central Iowa RSVP	31,664	32,800	1,136
Childserve	21,000	21,000	0
Bridge Home (Emergency Residence Project)	107,844	114,311	6,467
Good Neighbor	25,849	27,620	1,771
Heartland Senior Services	195,131	195,913	782
HIRTA	40,993	42,665	1,672
Legal Aid	101,432	111,179	9,747
Lutheran Services in Iowa	5,700	5,700	0
Mary Greeley Home Health Services	33,474	34,178	704
MICA	25,037	24,594	(443)
NAMI of Central IA	7,200	7,250	50
Primary Health Care	95,000	95,000	0

Raising Readers	25,603	27,780	2,177
Salvation Army	49,542	50,406	864
University Comm Childcare	68,519	75,829	7,310
Volunteer Center	7,650	-	-
YSS	260,416	272,975	12,559
YWCA	0	2,917	2,917
TOTALS	1,524,850	1,580,531	63,331

ALTERNATIVES:

1. A. Approve the ASSET agency contracts for FY 2021/22.
 - B. Approve the unallocated funds as “reserve funds” in the new amount of \$20,562. The purpose of these funds are to address additional service needs that may arise during FY 2021/22. **Requests for these funds will require Council approval.**
2. Approve the ASSET agency contracts for FY 2021/22 and allow the \$3,285 to revert back to the Local Option Sales Tax Fund.
3. Do not approve the ASSET agency contracts.

CITY MANAGER’S RECOMMENDED ACTION:

The City Council has allocated funds for human services through the ASSET process and the approval of the City’s FY 2021/22 budget. The ASSET funded agencies have signed and returned their contracts for services.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the ASSET agency contracts and reserve funding for FY 2021/22.

City of Ames
 ASSET Balances
 As of May 18, 2021

	Contract	Paid	Remaining
ACCESS	101,563.00	88,449.59	13,113.41
ACPC	112,128.00	112,128.00	-
All Aboard For Kids	2,714.00	-	2,714.00
American Red Cross	9,933.00	9,933.00	-
Arc of Story County	10,720.00	9,402.17	1,317.83
Boys & Girls Club	116,724.00	92,210.04	24,513.96
Camp Fire USA	7,770.00	1,995.46	5,774.54
Center for Creative Justice	61,244.00	61,211.14	32.86
ChildServe	21,000.00	19,932.80	1,067.20
Emergency Residence Project	107,844.00	82,065.24	25,778.76
Good Neighbor	25,849.00	22,811.22	3,037.78
Heartland Senior Services	195,131.00	93,199.00	101,932.00
HIRTA	40,993.00	40,993.00	-
Legal Aid Society	101,432.00	101,210.86	221.14
Lutheran Services in Iowa	5,700.00	-	5,700.00
Mary Greeley Home Health Services	33,474.00	17,687.25	15,786.75
MICA	25,037.00	9,761.91	15,275.09
NAMI	7,200.00	7,200.00	-
Primary Health Care	95,000.00	95,000.00	-
Raising Readers	25,603.00	24,190.53	1,412.47
RSVP	31,664.00	18,222.27	13,441.73
The Salvation Army	49,542.00	43,666.35	5,875.65
University Community Childcare	68,519.00	48,553.88	19,965.12
Volunteer Center of Story County	7,650.00	-	7,650.00
Youth and Shelter Services	260,416.00	206,621.94	53,794.06
	<u>1,524,850.00</u>	<u>1,206,445.65</u>	<u>318,404.35</u>

COUNCIL ACTION FORM

SUBJECT: AMES ECONOMIC DEVELOPMENT COMMISSION 2021/22 FUNDING CONTRACT

BACKGROUND:

The City's 2021/22 adopted budget includes funds for the Ames Economic Development Commission (AEDC) to conduct economic development activities on behalf of the City. This agreement provides \$150,000 to the AEDC in exchange for two main services: \$90,000 of this amount purchases business recruitment and marketing services, and the remaining \$60,000 continues funding the services of the City Business Development Coordinator, who provides guidance to prospective businesses and developers as they navigate the development process.

ALTERNATIVES:

1. Approve the attached amended Ames Economic Development Commission agreement for FY 2021/22.
2. Do not approve the amended Ames Economic Development Commission agreement for FY 2021/22.

MANAGER'S RECOMMENDED ACTION:

The City Council has allocated funds in the City Budget for FY 2021/22 for economic development activities. The City Council has historically contracted with AEDC to conduct these activities on behalf of the City.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the attached Ames Economic Development Commission agreement for FY 2021/22.

CONTRACT FOR ECONOMIC DEVELOPMENT SERVICES

THIS AGREEMENT, made and entered into the 1st day of July, 2021, by and between the CITY OF AMES, IOWA, a municipal corporation organized and existing pursuant to the laws of the State of Iowa (hereinafter called "City") and the Ames Economic Development Commission, an adjunct of the Ames Chamber of Commerce (hereinafter called the AEDC);

WITNESSETH THAT:

WHEREAS, the City of Ames desires to purchase certain services from said organization in lieu of hiring additional permanent staff and expending additional City funds to accomplish these services;

NOW, THEREFORE, the parties hereto have agreed and do agree as follows:

I

PURPOSE

The purpose of this Agreement is to procure for the City and its citizens certain economic development-related services as hereinafter described and set out; to establish the methods, procedures, terms and conditions governing payment by the City of Ames for such services; and, to establish other duties, responsibilities, terms and conditions mutually undertaken and agreed to by the parties hereto in consideration of the services to be performed and monies paid.

II

SCOPE OF SERVICES

A. In consideration for the payment of \$90,000 in accordance with Section III, the AEDC shall provide the following economic development-related services to the City of Ames and its citizens during the term of this agreement:

1. The AEDC will serve as the lead contact for business representatives hoping to locate in Ames or to expand in our community. In this capacity the President of the AEDC will respond to information requests, coordinate the completion and submittal of state and local incentive applications, and show available industrial and commercial sites to prospects.
2. The AEDC will visit annually with all major companies to identify challenges and opportunities facing Ames businesses.
3. The AEDC will serve as the primary marketing entity for business recruitment to highlight Ames.
4. The AEDC will deploy an aggressive marketing campaign that will focus on targeted industries such as ag-biotechnology and advanced manufacturing businesses that do not overtax our infrastructure.
5. The AEDC will invest in significantly revising its marketing materials including website, brochures, and proposal packets to better reflect the image of Ames as a great place to do business.

B. In consideration for the payment of \$60,000 in accordance with Section III, the AEDC shall provide the following economic development marketing and liaison services related to the City of Ames and its citizens during the term of this agreement by maintaining a jointly funded Business Development & Marketing position to carry out the following duties and tasks:

1. Focus on the development of “small” or new businesses start-ups in the retail, commercial, and industrial sectors by: a) assisting with the recruitment and/or expansion of these types of businesses in the community; b) assisting entrepreneurs as they navigate through the various City, State, and Federal approval processes; and c) assisting entrepreneurs in obtaining the services available through the Small Business Development Center.
2. Serve as the Economic Development Liaison for the City of Ames. This position will provide assistance and guidance on project requirements as developers and clients move through the City’s approval process. The position will ensure all required steps are completed, advocate for the process, and advise on the rationale behind the requirements. The Liaison will have regular communication with the City Manager on project progress.
3. Create and develop strategies to engage and assist the Minority-Owned business community. Maintain accurate data on the Minority-Owned businesses and provide support to those interested in starting a business by connecting them to various local, state, and federal agencies.
4. Provide input on communication pieces that will highlight the efforts of the AEDC and the City of Ames related to the positive developments in the community where the City and/or the AEDC have played an integral role.
5. Implement an aggressive marketing plan focused on targeted industries that dovetail with the competencies of Iowa State University related to food and nutrition technology, plant biotechnology, information technology, and animal science. These efforts should not be limited to the aforementioned, as the AEDC service territory includes site options for advanced manufacturing and distribution facilities.
6. Maintain frequent communication with stakeholders such as the Iowa Department of Economic Development, Alliant Energy, Iowa State University, and partners of the Ames-Des Moines Corridor.
7. Maintain a current list of active projects via the AEDC’s internal project tracking system.
8. Maintain a current list of consultants and site selectors, for periodic mailings and contacts in various markets, so that the AEDC has a fresh list to choose from when visiting various locations around the U.S.
9. Review and analyze potential recipients of assistance from various economic development incentive offering entities.
10. Assist other AEDC/Ames Chamber of Commerce staff in responding to inquiries and working with economic development prospects, consultants, and supplier contacts, as needed.
11. Provide input into the overall plan of the AEDC and assist in its implementation where appropriate.
12. Provide an Ames customized Business Retention & Expansion (BRE) report to the City on an annual basis both electronically and in paper form which highlights the overall health of various employers.
13. Provide a customized digital “Quarterly Economic Report” on Ames to the City Manager that highlights key economic indicators.
14. The position will be supervised by the President and CEO of the Ames Economic Development Commission with performance feedback provided by the Ames City Manager.

III

METHOD OF PAYMENT

A. All payments to be made by the City of Ames pursuant to Section II.A of this Agreement shall be reimbursement for actual costs incurred by AEDC in providing services required by Section II.A above. Payments made by the City of Ames pursuant to Section II.B of this Agreement shall be made in advance of services provide per terms in section III B of this Agreement.

B. The City will disburse payments twice annually on requisitions of the AEDC in January and July of each year. Requisitions for services pursuant to Section II.A will be on a reimbursement basis and reflect cost for delivery of services for the prior six months. Requisitions for services pursuant to Section II.B will be one-half (\$30,000) of the City's annual contribution for the jointly funded position and paid in advance. If the jointly held position is vacant for more than 30 days, AEDC will provide the City with a pro-rata refund for the payment made in advance.

Requisitions for disbursement shall be made in such form and in accordance with such procedures as the Director of Finance for the City shall prescribe. Said form shall include, but not be limited to, an itemization of the nature and amount of costs for which reimbursement is requested, and must be filled out completely.

C. The maximum total amount payable by the City of Ames under this agreement is \$150,000 as detailed in the SCOPE OF SERVICES (Section II of this contract), and no greater amount shall be paid.

IV

FINANCIAL ACCOUNTING AND ADMINISTRATION

A. All monies disbursed under this Agreement shall be accounted for by the accrual method of accounting.

B. Monies disbursed to AEDC by the City will be deposited by AEDC in an account under the AEDC's name, with a bank located in Story County, Iowa. All checks drawn on the said account shall bear a memorandum line on which the drawer shall note the nature of the costs for which the check is drawn in payment, and the program(s) of service.

C. All costs for which reimbursement is claimed shall be supported by documentation evidencing in proper detail the nature and propriety of the charges. All checks or other accounting documents pertaining in whole or in part to this Agreement shall be clearly identified as such and readily accessible for examination and audit by the City or its authorized representative.

D. All records shall be maintained in accordance with procedures and requirements as established by the City Finance Director, and the City Finance Director may, prior to any disbursement under this Agreement, conduct a pre-audit of record keeping and financial accounting procedures of the AEDC for the purpose of determining changes and modifications necessary with respect to accounting for funds made available hereunder. All records and documents required by this Agreement shall be maintained for a period of three (3) years following final disbursement by the City.

E. At such time and in such form as the City may require, there shall be furnished to the City such statements, records, reports, data, and information as the City may require with respect to the use made of monies disbursed hereunder.

F. At any time during normal business hours, and as often as the City may deem necessary, there shall be made available to the City for examination all records with respect to all matters covered by this Agreement and AEDC will permit the City to audit, examine, and make excerpts or transcripts from such records.

V

REPRESENTATION ON THE BOARD OF DIRECTORS

It is agreed that the City of Ames will be guaranteed three representatives on the AEDC Board of Directors (two City Council members appointed by the Mayor, and the City Manager). Furthermore, the City Manager will be guaranteed membership on the Executive Committee of the Board of Directors.

VI

SUMMARY REPORT

The AEDC further agrees to provide the City of Ames a written report no later than June 15, 2022, summarizing the accomplishments of the activities promised in Section II.

VII

DURATION

This Agreement shall be in full force and effect from and after July 1, 2021, until June 30, 2022.

VIII

DISCRIMINATION PROHIBITED

In accordance with Chapter 14 of the Municipal Code, no person shall, on the grounds of age, race, color, creed, religion, national origin, disability, sexual orientation, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this Agreement.

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

CITY OF AMES, IOWA

ATTEST:

BY _____

John A. Haila, Mayor

Diane Voss, City Clerk

AMES ECONOMIC DEVELOPMENT COMMISSION

BY _____

Daniel A. Culhane, President/CEO

May 21, 2021

Mayor John Haila
City of Ames
515 Clark Ave.
Ames, IA 50010

RE: **Annual Report to the City of Ames**

Mayor Haila:

I am pleased to provide this annual summary of activities for the Ames Economic Development Commission (AEDC) per our agreement with the City of Ames. It is impossible to discuss the last year without some reference to the global pandemic. Naturally, it impacted our efforts but not to the extent one might imagine. Our project activity was off some, we did not travel to any of the traditional trade shows and marketing events, yet we still were part of a number of job-creating, capital investing, opportunities that are summarized within this annual report.

We also invested considerable time and energy into our Business Retention & Expansion program as well as working with displaced workers, a direct result of the pandemic, which will be explained in greater detail in this annual update.

The AEDC board of directors and I appreciate your steadfast support and recognize the prominent partner the City of Ames is to the economic development of the community. This partnership leverages considerable other resources which will be discussed within this report.

The following is a summary of projects and actions spearheaded by the AEDC or where the organization played a critical role:

- **Perfect Flight**, is a Brazilian company you approved financial incentive participation in, along with the AEDC, last week that will locate in the ISU Research Park and create 60 new jobs at wages in the range of \$80,000-85,000 annually.
- **Prairie View Industrial Center**, this area still generates incredible activity with over 1,300 acres and 700 of those acres under option. The AEDC was thrilled to see the City of Ames recently accept the federal grant from the U.S. Economic Development Administration. Currently, we have a company looking at the 151-acre tract on the southeast corner Lincoln Way and Teller Avenue.
- **U.S. Economic Development Administration grant for Prairie View Industrial Center**, the AEDC is proud to have played a major role in the acquisition of this federal grant and appreciates the City of Ames making formal application to help offset the cost of utility deployment along east Lincoln Way.
- The AEDC also assisted with a number of other projects and company expansions with **Pivot-Bio**, which is bringing a new division to Ames; **TMC Trucking & Logistics** expansion at ISU Research Park; internal production line expansion at **Danfoss**; increased capacity and job creation at **Merck**; with a number of other local companies contemplating expansion in the coming year.

- At the April 2021 board meeting of the AEDC board of directors our team reported 20 Active Projects looking at the Ames market.
- The AEDC continues to support Start Up Ames, a peer group of local entrepreneurs, by facilitating their events, including **One Million Cups** that occurs every Wednesday mornings and recently resumed meeting in person.

Workforce Development & Retraining the Available Workforce

Key Workforce Statistics (last 12 months)

- Career Fairs: 5
- Workforce leads: 2,769
- Home Base Iowa prospects: 166
- Registered employers - WorkInAmes.com: 570

In 2020 we conducted four “See Yourself in Ames” intern events. This year we will conduct two virtual and two in person events including an event at Reiman Gardens focused on “Diversity, Equity, and Inclusion”.

We have experienced unprecedented times of unemployment in the Ames MSA over the last year. Our offices have joined forces with DMACC and the United Way of Story County to retrain people whose employment has been impacted by COVID. This training is focused in three high demand job areas: welding, manufacturing, and CNA. To date 36 students have completed their program.

Demographics of Students:

- 96% considered low income
- 68% no educational training beyond high school
- 64% women
- 39% person of color
- 21% justice system involved

We will continue to support these training efforts through the balance of 2021.

Ames Ranks Highly and the AEDC advocates and promotes the wide array of accolades the Ames Metropolitan Statistical Area continues to accumulate. Here are a few from 2019 and 2020.

- #37 - “Best Small Cities for Small Businesses” (Go.Verizon, 2021)
- #1 - “10 Best States to Retire in 2021” (MoneyRates, 2021)
- #15 - “2020 Top 100 Places to Live” (Livability, 2020)
- #42 - “Best Housing Markets for Growth & Stability” (SmartAsset, 2020)
- #2 - “Top 10 Cities for Working Parents” (SmartAsset, 2020)
- #6 - “Best US Cities to Live in After the Pandemic” (Business Insider, 2020)

Our web presence and social media play a significant role in telling the story and getting the message in front of a variety of audiences. Below are recent statistics on our websites and social media platforms.

	July 1, 2019 - June 1, 2020	July 1, 2020 - May 20, 2021
AmesEDC.com Website	15,600 visits	4,561 visits
AEDC Facebook	614 likes	756 likes
AEDC Twitter	1,179 followers	1,264 followers
WorkInAmes Facebook	1,389 likes	1,505 likes
WorkInAmes Twitter	486 followers	509 followers
See Yourself in Ames Facebook	257 likes	291 likes
See Yourself in Ames Twitter	204 followers	206 followers
See Yourself in Ames Instagram	119 followers	183 followers
Current Jobs on WorkInAmes.com	1,297	1,827
WorkInAmes.com Job Searches	230,686	125,017

The partnership with the City of Ames allows the AEDC leverages the financial commitment of the City very well. The City of Ames \$165,000 (\$90,000 Marketing, \$60,000 Business Development position, \$15,000 Workforce Solutions) investment in the AEDC leverages another \$1.25 million in capital that is committed by other AEDC investors to underwrite the efforts of the organization.

What do these dollars underwrite?

- Business Retention & Expansion – we will conduct over 100 business visits again this year.
- Business Recruitment and Prospect Development
- External Marketing Program – domestic and international – resuming in late 2021.
- Advocacy for new business park sites and speculative building development
- Workforce Solutions – See Yourself In Ames internship program, workinames.com – jobs website, Home Base Iowa programming, SCALE program connecting students from K-12 with local employers. We had 154 local interns at our first event (virtual) of 2020, two weeks ago.
- AEDC remains a sponsor of the Technology Association of Iowa’s (TAI) Iowan Project – this is our effort to support current as well as future growth in the technology sector in Ames marketing job opportunities to 3500 Iowa expats that are participating in meet-up events held in Twin Cities and Denver. Ames as well as our technology companies are featured in the TAI bi-monthly newsletters.
- Currently sponsoring Career Services program through the ISU Alumni Association – this allows us to support and sponsor focused marketing on ISU alumni that are seeking job hunting resources from the Alumni Association on a monthly basis.

- The AEDC is actively participating in and out of State in virtual career fairs. We continue to market our job opportunities and quality of life to these leads on behalf of our local employers seeking employees.
- Working with the Start-Up community and supporting that in a number of ways, including the Ames Seed Capital Fund.
- Meeting and mentoring various small business opportunities that are not always eligible for traditional financial incentives or seed capital assistance.
- Working with the private development community on a wide range of projects across the community.

The AEDC performs this work, and more, as prescribed by our contractual obligation to the City of Ames on behalf of the Ames community. We enjoy the work we do for Ames and look forward to continuing our long-standing partnership.

Sincerely,



Daniel A. Culhane, CEcD, CCE
President & CEO
Ames Economic Development Commission

CC: Gloria Betcher
Tim Gartin
David Martin
Rachel Junck
Amber Corrieri
Bronwyn Beatty-Hansen
Trevor Poundstone
Steve Schainker, City Manager
Chuck Winkleblack, Chair, AEDC

In 2020 Amcor and Danfoss Power Solutions expansions that would grow their business and the workforce in Ames.

2020 Economic Impact Awards Received

Amcor
Bricktowne Ames
TMC



Products & Services

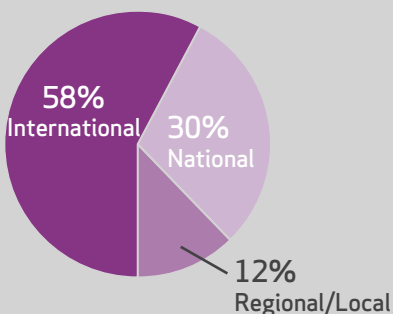
79%
of companies have introduced new products, services, or capabilities over the last three years

86%
anticipate new products / services in the next two years

23%
report the life cycle of their company's primary product / service to be emerging

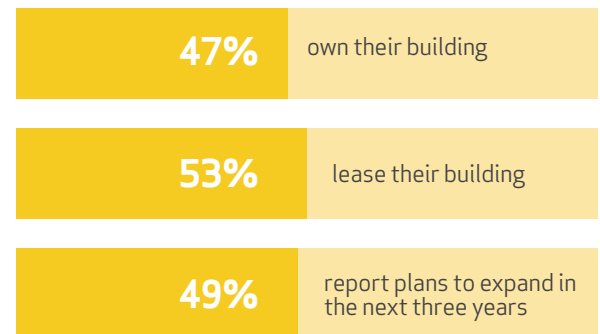
53%
report their primary product / service to be growing

Primary Markets

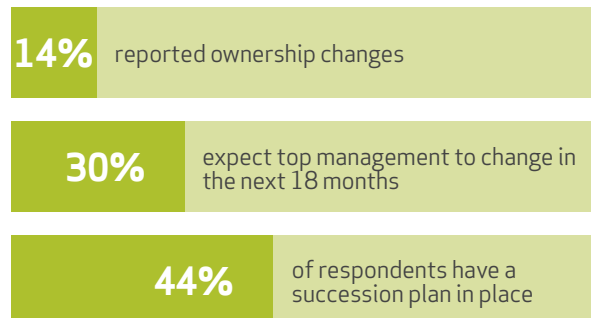


77%
of respondents export products or services internationally

BUILDING



OWNERSHIP CHANGES



COVID-19 IMPACT ON AMES BUSINESS

86%

report their community's **technology infrastructure has been adequate** for their company's needs during the COVID-19 crisis

Supply Chain

37%

experienced some level of disruption among critical suppliers and service providers

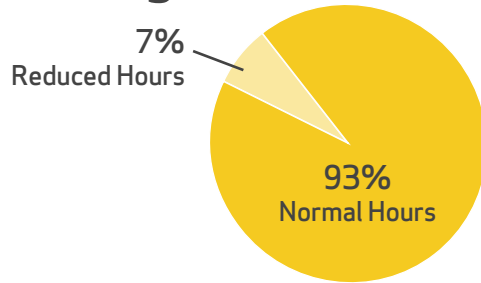
44%

experienced no disruption

36%

anticipate **future technology changes** to their company's operations

Operating Hours



47%

of respondents report **experiencing some level of financial stress** at the time they took the survey



Workforce

77%

returned to pre-COVID **staffing levels**

44%

reported **recruiting challenges** at the time they took the survey

77%

retained high value employees over the last 6 months

81%

have a **remote work policy** in place

51%

intend to **continue or expand their remote work policy** moving forward

that will each represent one of the interviews. These mixed media pieces will be displayed at Reliable Street in August 2021.

2. The Collective Mending Sessions – Catherine Reinhart

Request: \$700

Recommended Award: \$700

Brief Description: The Collective Mending Sessions in an on-going, socially engaged project led by local artist Catherine Reinhart. Since 2018, Reinhart has been conducting this project, which is a series of workshops centered on collaboratively mending abandoned quilts. This proposal request would fund one in-person workshop with community partner and local Ames downtown business, Threadit. This 2-3 hour workshop would take place at a date TBD, preferably late summer/early fall 2021 at the Threadit location.

3. Hi, How Are You? Campustown Mural – Kipp Davis

Request: \$3,000

Recommended Award: \$3,695

Brief Description: The Hi, How Are You? mural's prominent theme is one of mental health awareness. This is a nationwide campaign with the mission of starting conversations about mental health. (More info can be viewed at hihowareyou.org.) The applicant feels this pairs well with several other themes such as kindness, inclusion, and Campustown's You Are Welcome Here messaging. The applicant is a recent graduate of Iowa State University and currently working on projects throughout the Midwest. The proposed mural will utilize images from the Hi How Are You campaign and incorporate some local Ames items as well. The artwork will reflect a diverse array of characters and the words "Hi, How Are You?" in bold, bright colors. An interactive aspect is also planned, which would hopefully encourage people to take photos and share the messaging. The site is located on the North façade of the building at 116 Welch Avenue.

4. Art of Climate Planning – Vivian M Cook & the EcoTheatre Lab

Request: \$3,000

Recommended Award: \$3,695

Brief Description: This project, proposed for Summer 2021, is inspired by the Octagon Center for the Arts' Summer 2020 Outrage to Change project and by the City of Ames' commitment to developing a climate action plan in the coming months. With this funding, The EcoTheatre Lab will commission six artists--visual, literary, and/or performance--to develop original art pieces between July and October 2021 that encourage Ames community members to engage with the climate action planning process. Each of these artists will be paid \$500 for their commissioned work and will be in communication with the applicants--who have experience as producers, facilitators, and directors of arts events focused on conversations about environmental sustainability--as they develop their pieces. The applicants will reach out to downtown businesses in Ames to offer opportunities to showcase the artwork throughout the duration of the climate

action plan engagement process (through March 2022), as well as to encourage downtown businesses and those who visit them to also participate in the process.

2021 - 22 Small Art Grant Recommendations

Applicant	Project	Request	Proposed Award
Robert Anders	Bob's Retirement Hut, Scriptorium & Scrap Heap	\$ 750	
Kipp Davis/CAA	Hi, How are You Mural	3,000	\$ 3,695
Eric Evans	Hear Here: A Day with the Sounds and Spaces of Ames	4,320	
Siriaco Garcia	Viva La Raza	3,000	
Virginia & Scott Kovach	Tell Me Your Flower Story	1,910	1,910
Michael Nootz	In My Opinion	123	
Catherine Reinhart	The Collective Mending Sessions	700	700
Kyle Renell	Remembrance of Iowa's COVID19 Dead	400	
Kaleb Stevens	Creating PLAYce in the Space	7,850	
Kaleb Stevens	The Leak Party	500	
Reid Miller	Tales of Resilience	3,000	
Cameron Gray	The Buxton Initiative: Black Books	3,000	
Cameron Gray	Glowing in Black and White	3,000	
Anna Segner	Mural of Ames Wildlife	10,000	
Vivian Cook & The EcoTheatre Lab	Art of Climate Planning	3,000	3,695
Total		\$ 44,553	\$ 10,000

The review committee's recommendations include conditions for three of the four awarded proposals. For the Collective Mending Sessions, the committee requested that the finalized quilts be displayed publicly in exchange for funding. The committee proposed increasing the award amount for the Hi, How Are You? Campustown Mural project by \$695 over the request, with the additional funds contributing to fully compensate the artist and purchase additional supplies. For the Art of Climate Planning proposal, the committee proposed an additional \$695 over the request amount, with the additional funds supporting an expansion to one additional artist.

City Council direction is now being requested to proceed with developing contracts with the four proposed awardees. Once contracts are approved, the funds will be provided to the awardees on a reimbursement basis. The projects are to be completed between July 1, 2021 and June 30, 2022.

ALTERNATIVES:

1. Direct staff to prepare contracts for four Small Art Grant projects in accordance with the recommendations provided by the review committee.
2. Refer this item back to the review committee for further information.

CITY MANAGER'S RECOMMENDED ACTION:

The four projects recommended for funding by the Small Art Grant review committee fulfill the City Council's vision for this initiative. Each project will contribute to making Ames a fun and vibrant community. They will provide for public participation either through creating the art or experiencing the completed product.

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

COUNCIL ACTION FORM

SUBJECT: FINAL AMENDMENT TO FISCAL YEAR 2020/21 ADJUSTED BUDGET

BACKGROUND:

The Code of Iowa requires that city spending by program not exceed Council approved budget amounts at any time during the year. To maintain compliance, the City of Ames monitors spending against the approved budget and prepares amendments to the budget several times during the fiscal year. In the fall, a first amendment is prepared to carry over unspent project amounts from the prior fiscal year. The current year budget is amended again as part of the adoption process for the next fiscal year's budget in March.

A final spring amendment is done to adjust for any significant changes that have occurred since the March amendment. This amendment typically is restricted to the early start of CIP projects approved for the following fiscal year, new grants that have been received and their associated project expenses, and any significant changes in CIP projects, operating expenses, or revenues.

A summary is attached describing the revenue and expenditure changes by fund. **The final Fiscal Year 2020/21 budget includes a net increase in revenues of \$3,901,515 and a net increase in expenditures of \$4,212,534.** Most of the increases in expenditures are due to grant funded projects, the early start of CIP projects funded in FY 2019/20, or the replacement of fleet equipment for which reserve funds were previously collected and are not increases in planned costs. Several of the increases in both revenues and expenditures are also related to the creation of new funds to allow for better tracking of reserve funds.

ALTERNATIVES:

1. Approve the final amendment to the Fiscal Year 2020/21 budget by increasing revenues by \$3,901,515 and increasing expenditures by \$4,212,534.
2. Refer this item to staff for additional information or adjustments.

CITY MANAGER'S RECOMMENDED ACTION:

Amending the FY 2020/21 budget better reflects new grant funded projects and significant changes in CIP projects and operations. It also provides an opportunity to create several new funds to better track reserve funds used for fleet and technology replacement.

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

CITY OF AMES, IOWA

2020/21

FINAL AMENDMENTS

REVENUE SUMMARY BY FUND

	2020/21 Adjusted	2020/21 Final Changes	2020/21 Final Amended	Percentage Change from Adjusted
<i>General Fund</i>	40,452,447	24,490	40,476,937	0.1%
<i>Special Revenue Funds:</i>				
Local Option Sales Tax	10,431,680	-	10,431,680	0.0%
Hotel/Motel Tax	1,400,000	-	1,400,000	0.0%
Road Use Tax	7,488,555	-	7,488,555	0.0%
Public Safety Special Rev	89,180	-	89,180	0.0%
City-Wide Housing Programs	30,000	-	30,000	0.0%
CDBG Program	1,603,006	-	1,603,006	0.0%
HOME Program	1,627,989	-	1,627,989	0.0%
CDBG/IEDA COVID-19 Relief	1,315,356	-	1,315,356	0.0%
Employee Benefit Property Tax	2,241,742	-	2,241,742	0.0%
Police/Fire Retirement	2,500	-	2,500	0.0%
Parks & Rec Grants/Donations	29,850	-	29,850	0.0%
FEMA/COVID-19 Relief	135,552	-	135,552	0.0%
FEMA/Derecho 2020 Relief	1,352,197	-	1,352,197	0.0%
Library Direct State Aid	15,412	-	15,412	0.0%
Library Friends Foundation	237,101	-	237,101	0.0%
Library Future Needs	3,000	-	3,000	0.0%
Library Grants/Donations	9,565	-	9,565	0.0%
Utility Assistance	15,500	7,300	22,800	47.1%
Miscellaneous Donations	45,000	-	45,000	0.0%
Developer Projects	-	-	-	
Economic Development	-	-	-	
Tax Increment Financing (TIF)	1,718,308	-	1,718,308	0.0%
<i>Total Special Revenue Funds</i>	29,791,493	7,300	29,798,793	0.0%
<i>Capital Project Funds:</i>				
Special Assessments	315,559	-	315,559	0.0%
Street Construction	18,270,607	-	18,270,607	0.0%
Airport Construction	670,487	-	670,487	0.0%
Park Development	711,000	-	711,000	0.0%
Winakor Donation	1,988,634	-	1,988,634	0.0%
Council Priorities	1,000,000	-	1,000,000	0.0%
General Obligation Bonds	13,181,900	-	13,181,900	0.0%
<i>Total Capital Project Funds</i>	36,138,187	-	36,138,187	0.0%

REVENUE SUMMARY BY FUND, continued

	2020/21 Adjusted	2020/21 Final Changes	2020/21 Final Amended	Percentage Change from Adjusted
<i>Permanent Funds:</i>				
Cemetery Perpetual Care	17,527	-	17,527	0.0%
Furman Aquatic Center Trust	12,000	-	12,000	0.0%
<i>Total Permanent Funds</i>	<u>29,527</u>	<u>-</u>	<u>29,527</u>	<u>0.0%</u>
<i>Enterprise Funds:</i>				
Water Utility	13,190,010	-	13,190,010	0.0%
Water Construction	13,379,480	-	13,379,480	0.0%
Water Sinking	4,229,103	-	4,229,103	0.0%
Sewer Utility	9,930,400	1,500,000	11,430,400	15.1%
Sewer Improvements	10,643,232	-	10,643,232	0.0%
Sewer Sinking	544,622	-	544,622	0.0%
Electric Utility	66,427,631	(2,800)	66,424,831	0.0%
Electric Sinking	969,056	-	969,056	0.0%
Electric SunSmart	526,000	-	526,000	0.0%
Parking Operations	1,262,260	-	1,262,260	0.0%
Parking Capital Reserve	45,562	-	45,562	0.0%
Transit Operations	16,485,850	-	16,485,850	0.0%
Transit Student Govt Trust	6,000	-	6,000	0.0%
Transit Capital Reserve	7,700,662	257,193	7,957,855	3.3%
Storm Water Utility	1,910,450	-	1,910,450	0.0%
Storm Water Improvements	4,561,450	-	4,561,450	0.0%
Ames/ISU Ice Arena	429,760	-	429,760	0.0%
Ice Arena Capital Reserve	40,000	86,556	126,556	216.4%
Homewood Golf Course	254,421	-	254,421	0.0%
Resource Recovery	4,614,580	-	4,614,580	0.0%
<i>Total Enterprise Funds:</i>	<u>157,150,529</u>	<u>1,840,949</u>	<u>158,991,478</u>	<u>1.2%</u>
<i>Debt Service Fund</i>	<u>21,232,249</u>	<u>-</u>	<u>21,232,249</u>	<u>0.0%</u>

REVENUE SUMMARY BY FUND, continued

	2020/21 Adjusted	2020/21 Final Changes	2020/21 Final Amended	Percentage Change from Adjusted
<i>Internal Service Funds:</i>				
Fleet Services	2,267,515	-	2,267,515	0.0%
Fleet Vehicle Reserve	2,342,420	(206,470)	2,135,950	-8.8%
Fleet Services Reserve	-	1,151,470	1,151,470	
Information Technology	2,067,129	-	2,067,129	0.0%
Technology Reserve/Depts	527,014	(226,408)	300,606	-43.0%
Shared Communications	267,412	-	267,412	0.0%
Technology Reserve/IT	-	1,090,619	1,090,619	
Print Shop Services	-	119,350	119,350	
Messenger Service	-	100,215	100,215	
Risk Management	2,713,503	-	2,713,503	0.0%
Health Insurance	9,818,733	-	9,818,733	0.0%
<i>Total Internal Service Funds:</i>	<u>20,003,726</u>	<u>2,028,776</u>	<u>22,032,502</u>	<u>10.1%</u>
<i>Total Revenues</i>	<u><u>304,798,158</u></u>	<u><u>3,901,515</u></u>	<u><u>308,699,673</u></u>	<u><u>1.3%</u></u>

EXPENDITURE SUMMARY BY FUND

	2020/21 Adjusted	2020/21 Final Changes	2020/21 Final Amended	Percentage Change from Adjusted
<i>General Fund</i>	44,455,552	19,490	44,475,042	0.0%
<i>Special Revenue Funds:</i>				
Local Option Sales Tax	14,850,054	-	14,850,054	0.0%
Hotel/Motel Tax	1,674,800	-	1,674,800	0.0%
Road Use Tax	11,090,417	(35,992)	11,054,425	-0.3%
Public Safety Special Revenues	165,602	-	165,602	0.0%
City-Wide Housing Programs	65,206	-	65,206	0.0%
CDBG Program	1,423,853	-	1,423,853	0.0%
HOME Program	1,625,739	-	1,625,739	0.0%
CDBG/IEDA COVID-19 Relief	1,315,356	-	1,315,356	0.0%
Employee Benefit Property Tax	2,241,742	-	2,241,742	0.0%
Police/Fire Retirement	75,000	-	75,000	0.0%
Parks & Rec Grants/Donations	198,375	-	198,375	0.0%
FEMA/COVID-19 Relief	36,324	-	36,324	0.0%
FEMA/Derecho 2020 Relief	1,352,197	-	1,352,197	0.0%
Library Direct State Aid	17,862	-	17,862	0.0%
Library Friends Foundation	338,082	-	338,082	0.0%
Library Future Needs	-	-	-	
Library Grants/Donations	11,090	-	11,090	0.0%
Utility Assistance	15,500	7,300	22,800	47.1%
Miscellaneous Donations	53,289	-	53,289	0.0%
Developer Projects	-	-	-	
Economic Development	-	-	-	
Tax Increment Financing (TIF)	1,142,526	-	1,142,526	0.0%
<i>Total Special Revenue Funds:</i>	37,693,014	(28,692)	37,664,322	-0.1%
<i>Capital Project Funds:</i>				
Special Assessments	315,559	-	315,559	0.0%
Street Construction	14,913,747	(150,639)	14,763,108	-1.0%
Airport Construction	494,674	99,900	594,574	20.2%
Park Development	2,757,736	-	2,757,736	0.0%
Winakor Donation	-	-	-	
Council Priorities	-	-	-	
General Obligation Bonds	30,444,091	85,000	30,529,091	0.3%
<i>Total Capital Project Funds:</i>	48,925,807	34,261	48,960,068	0.1%

EXPENDITURE SUMMARY BY FUND, continued

	2020/21 Adjusted	2020/21 Final Changes	2020/21 Final Amended	Percentage Change from Adjusted
<i>Permanent Funds:</i>				
Cemetery Perpetual Care	-	-	-	
Furman Aquatic Center Trust	5,250	-	5,250	0.0%
<i>Total Permanent Funds:</i>	5,250	-	5,250	0.0%
<i>Enterprise Funds:</i>				
Water Utility	19,735,772	60,000	19,795,772	0.3%
Water Construction	10,521,128	-	10,521,128	0.0%
Water Sinking	4,229,095	-	4,229,095	0.0%
Sewer Utility	14,599,785	1,600,000	16,199,785	11.0%
Sewer Improvements	4,100,000	-	4,100,000	0.0%
Sewer Sinking	544,702	-	544,702	0.0%
Electric Utility	89,768,154	14,356	89,782,510	0.0%
Electric Sinking	969,306	-	969,306	0.0%
Electric SunSmart	106,320	-	106,320	0.0%
Parking Operations	1,017,343	-	1,017,343	0.0%
Parking Capital Reserve	-	-	-	
Transit Operations	12,888,064	257,193	13,145,257	2.0%
Transit Student Govt Trust	-	-	-	
Transit Capital Reserve	8,765,231	-	8,765,231	0.0%
Storm Water Utility	5,430,425	(44,818)	5,385,607	-0.8%
Storm Water Improvements	4,561,450	-	4,561,450	0.0%
Ames/ISU Ice Arena	438,625	-	438,625	0.0%
Ice Arena Capital Reserve	161,608	86,556	248,164	53.6%
Homewood Golf Course	282,090	-	282,090	0.0%
Resource Recovery	4,897,088	-	4,897,088	0.0%
<i>Total Enterprise Funds:</i>	183,016,186	1,973,287	184,989,473	1.1%
<i>Debt Service Fund</i>	21,332,565	-	21,332,565	0.0%

EXPENDITURE SUMMARY BY FUND, continued

	2020/21 Adjusted	2020/21 Final Changes	2020/21 Final Amended	Percentage Change from Adjusted
<i>Internal Service Funds:</i>				
Fleet Services	2,267,515	-	2,267,515	0.0%
Fleet Vehicle Reserve	3,857,125	669,453	4,526,578	17.4%
Fleet Services Reserve	-	340,959	340,959	
Information Technology	2,092,129	-	2,092,129	0.0%
Technology Reserve/Depts	987,047	588,566	1,575,613	59.6%
Shared Communications	267,412	-	267,412	0.0%
Technology Reserve/IT	-	395,645	395,645	
Print Shop Services	-	119,350	119,350	
Messenger Service	-	100,215	100,215	
Risk Insurance	2,544,207	-	2,544,207	0.0%
Health Insurance	10,009,306	-	10,009,306	0.0%
<i>Total Internal Service Funds:</i>	22,024,741	2,214,188	24,238,929	10.1%
<i>Total Expenditures</i>	357,453,115	4,212,534	361,665,649	1.2%

FINAL AMENDMENT FUND CHANGES

General Fund

The General Fund's revenues have been increased by \$24,490. Additional grant funding has been added to reflect a \$5,000 grant received by the Auditorium from the Iowa Department of Cultural Affairs and a \$5,000 GIS MAGIC grant received to assist with GIS mapping for the City's snow and ice control program. Additional FEMA funds of \$19,893 have also been received for the replacement of the Clear Creek Bridge in Emma McCarthy Lee Park. Revenues have been reduced by \$5,403 for outside revenue for printing and messenger service in the Purchasing division of Finance as these two activities are being moved to internal service funds to better reflect the nature of the activities for accounting purposes.

Expenditures of \$19,490 have been added to the General Fund budget. Expenses of \$19,893 for the Clear Creek Bridge replacement in Emma McCarthy Lee Park have been added to offset the additional FEMA funds received for the project. Expenses of \$5,000 have also been added to offset the GIS MAGIC grant for the Snow and Ice Control Program. Expenses did not need to be added to offset the Iowa Department of Cultural Affairs grant as the grant was intended as a reimbursement for expenses already incurred in FY 2019/20 and FY 2020/21. Expenses for the Print Shop and the City's Messenger Service activities have also been moved to internal funds to provide better accounting for the activities. The expenses being moved total \$119,350 for the Print Shop and \$100,215 for Messenger Service. Departmental reimbursements of \$214,162 for the two activities are also being moved to the new internal service funds and will now be shown as revenues instead of as expense reimbursements.

The overall effect of final amendments on the 2020/21 projected General Fund ending balance is an increase of \$5,000.

Road Use Tax

Road Use Tax expenses have been decreased by \$35,992. Funding of \$115,992 has been removed from the Right-of-Way Maintenance budget for expenses incurred as a response to the derecho. It's anticipated that these expenses will be reimbursed by FEMA funding. Part of this funding will be used instead by Public Works to acquire a hoop building from Electric Services to use for salt storage. Although the structure will be acquired from Electric Services at no cost, approximately \$75,000 will be needed to upgrade the building to use as a salt storage facility.

In CIP funding, \$5,000 has been added to the FY 2020/21 budget for the early start of the University/South 4th Street Traffic Signal project currently budgeted in FY 2021/22.

The overall effect of final amendments on the 2020/21 projected Road Use Tax fund ending balance is an increase of \$35,992.

Project Share

Due to increased donations by City utility customers, revenue in the Project Share fund is projected to be \$7,300 higher than originally budgeted. These additional donations have been offset by additional expenditures to use the donations, with no overall net effect on the fund balance.

Street Construction Fund

Street Construction Fund expenditures have been reduced by \$150,639 for projects that have been completed.

Airport Construction Fund

Funding of \$99,900 has been added to FY 2020/21 to allow for the early start of the Taxiway A Lighting projected budgeted in FY 2021/22.

G.O. Bond Funds

Funding of \$85,000 has been moved forward from FY 2021/22 to allow for the early start of several Public Works Engineering CIP projects. These include 2021/22 Asphalt Pavement Improvements (\$25,000), 2021/22 Collector Street Pavement Improvements (\$15,000), 2021/22 Arterial Street Pavement Improvements (\$10,000), 2021/22 Downtown Pavement Improvements (\$10,000), and 2021/22 Concrete Street Pavement Improvements (\$25,000).

Water Utility Fund

The Water Utility Fund's expenses have been increased by \$60,000. Operating expenses have been increased by \$25,000 to cover the cost of a higher than anticipated number of water main breaks during the 2020/21 winter season.

In CIP funding, \$35,000 has been added to allow for the early start of two Water Treatment/Production CIP projects budgeted in FY 2021/22: SCADA /Security Modifications (\$10,000), and Well Field Standby Power (\$25,000). Funding of \$25,000 has also been added for the early start of the Remote Sites Fiber Installation project. This project wasn't anticipated to begin until FY 2022/23, but funding is needed at this time as the project is being coordinated with Public Work's Intelligent Transportation System project. To cover the cost of the funding, \$25,000 has been removed from the balance still being carried in the New Water Treatment Plant project.

The net effect on the Water Utility Fund is a \$60,000 projected decrease to the fund balance in FY 2020/21.

Sewer Utility Fund

The Sewer Utility Fund's revenue has been increased by \$1,500,000 to reflect an EDA grant received for the East Ames Industrial Sanitary Sewer Extension project.

Expenses in the Sewer Utility Fund have been increased by \$1,600,000. Expenses of \$1,500,000 have been added to offset the EDA grant being received. The remaining \$100,000 in funding was added to cover the cost of the purchase of 2802 Arbor Street.

The net effect of the changes to the Sewer Utility Fund is a projected decrease to the fund balance of \$100,000.

Electric Utility Fund

The Electric Utility Fund's revenues have been reduced by \$2,800 to reflect the actual amount received in grant funding for the electric vehicle charging stations to be installed in three locations. Expenses have also been reduced by \$21,644 to match the costs now being projected to install the charging stations.

Funding of \$210,000 has been shifted from savings in the Top-O-Hollow Substation project to cover the additional cost of the Access Control project. Funding of \$77,259 has also been added to cover the total cost of the Power Plant's DCS upgrade CIP projects. This funding is being shifted from the Power Plant's operating budget.

Funding of \$36,000 is also being moved forward from FY 2021/22 to allow for the early start of the locker room and showers renovation budgeted in FY 2021/22's Power Plant Building Modifications project.

The net effect of the changes to the Electric Utility Fund's revenues and expenses is a projected decrease to the fund balance of \$17,156.

Transit Fund

Transit Fund expenses have been increased by \$257,193 for two additional transfers to Transit's Capital Reserve Fund approved by the Transit Board. The two transfers are for additional electric bus local funding (\$243,620), and additional AVL/AVA local funding (\$13,573).

The net effect of the changes to Transit Fund's revenues and expenses is a projected decrease to the Transit Operations fund balance of \$257,193, and an increase to the Transit Capital Reserve Fund of \$257,193.

Storm Water Utility Fund

Expenses in the Storm Water Utility Fund have been decreased by \$44,818. The completed Storm Water Facility Rehabilitation project in Spring Valley was reduced by \$57,168 due to project savings. A portion of the savings (\$12,350) was used for additions to the Storm Water Permit Program operating budget for such items as an intern computer, a replacement tiler, and new loway Creek signs.

The net effect on the Storm Water Utility Fund in a projected increase of \$44,818 to the fund balance.

Ames/ISU Ice Arena Capital Reserve Fund

For many years the Ames/ISU Ice Arena Capital Reserve Fund has actually consisted of two funds, one for City of Ames contributions and one for the contributions from Iowa State University. The two reserve funds, however, have always been shown combined into one fund for the budget document, the CIP, and any other City documents that refer to the Ice Arena Capital Reserve Fund balance.

Consequently, it's been determined that the two funds could be combined into one fund for easier tracking, budgeting, and forecasting. As a part of final amendments, \$86,556 is budgeted to transfer the balance in the ISU Ice Arena Capital Reserve to the newly combined Ice Arena Capital Reserve fund.

Fleet Services Reserve Fund

The Fleet Services Reserve Fund is used to track the replacement funds that departments bank each year with Fleet Services from their operating budgets. These accumulated funds are then available to replace equipment for departments as needed. For many years, a pool of funding has also been included in the reserve that is used strictly by the Fleet Services Department. This funding, which accumulates due to interest revenue and operating profits, is used by Fleet Services for pool vehicle improvements, shop equipment and improvements, and Fleet Services' share of Fleet Facility CIP projects. To differentiate between departmental vehicle replacement funds and Fleet Maintenance's reserve funds, a separate fund has been set up to track the two funding sources separately.

To separate the fund, an estimated beginning balance of \$945,000 will be transferred to the new Fleet Services Reserve fund. Revenues of \$206,470 in interest revenue and transfers from Road Use Tax and Utility funds for CIP projects will also be transferred from the Fleet Vehicle Reserve to the new Fleet Services Reserve Fund. Expenses for a vehicle lift system (\$43,000), Fleet Facility CIP improvements (\$41,959), and the Fleet Fabric Structure CIP project (\$250,000) will be transferred to the new fund as well. The overall effect is a net amount of \$816,511 in funding being shifted between the Fleet Vehicle Reserve Fund and the Fleet Services Reserve Fund.

An additional \$59,412 has been added to the Fleet Vehicle Reserve Fund for equipment purchases and \$6,000 has been added to the Fleet Services Reserve Fund for an improvement to a pool vehicle. The overall effect of final amendments on the two funds is a \$875,923 reduction in the Fleet Vehicle Reserve Fund and an \$810,511 increase to the new Fleet Services Reserve Fund.

Technology Reserve Fund

Like the Fleet Services Reserve, the Technology Reserve Fund has been used to track replacement funds for departments as well as funds strictly used by Information Technology for overall improvements to the City's network and communications systems.

A new fund has been created to separate the funds used strictly by Information Technology for better tracking and forecasting. The FY 2020/21 beginning balance of \$864,211 in IT funding will be transferred to the new fund, along with \$226,408 in interest and replacement revenue and \$275,645 in budgeted expenses. The overall shift from the Departmental Technology Reserve Fund to the IT Technology Reserve is a net amount of \$814,974. Additionally, funding of \$120,000 has been brought forward from FY 2021/22 in the IT Technology Reserve Fund for the early start of the Wi-Fi Controller and Access Points project.

Print Shop Services Fund

A new Internal Services fund has been created to track revenues and expenses for the City's Print Shop. Expenses of \$119,350 have been shifted from the General Fund, along with \$3,000 in outside revenue and \$116,350 in departmental revenue. This fund will be budgeted to have its revenues cover its expenses each year.

City Messenger Service Fund

The second new Internal Services fund has been created for the City's Messenger Service activity. Expenses of \$100,215 have been transferred to the new fund from the General Fund, along with \$2,403 in outside revenue and \$97,812 in departmental revenue. This fund will also be budgeted to have its revenues cover its expenses each year.

NOTICE OF PUBLIC HEARING - AMENDMENT OF CURRENT BUDGET

AMES

Fiscal Year July 1, 2020 - June 30, 2021

The City of AMES will conduct a public hearing for the purpose of amending the current budget for fiscal year ending June 30, 2021

Meeting Date/Time: 5/25/2021 06:00 PM

Contact: Duane Pitcher

Phone: (515) 239-5113

Meeting Location: 515 Clark Avenue, Ames, IA
 ZOOM Meeting Link: <https://zoom.us/j/826593023>

There will be no increase in taxes. Any residents or taxpayers will be heard for or against the proposed amendment at the time and place specified above. A detailed statement of: additional receipts, cash balances on hand at the close of the preceding fiscal year, and proposed disbursements, both past and anticipated, will be available at the hearing.

REVENUES & OTHER FINANCING SOURCES		Total Budget as Certified or Last Amended	Current Amendment	Total Budget After Current Amendment
Taxes Levied on Property	1	31,743,937	0	31,743,937
Less: Uncollected Delinquent Taxes - Levy Year	2	0	0	0
Net Current Property Tax	3	31,743,937	0	31,743,937
Delinquent Property Tax Revenue	4	0	0	0
TIF Revenues	5	1,713,308	0	1,713,308
Other City Taxes	6	11,856,251	0	11,856,251
Licenses & Permits	7	1,583,715	0	1,583,715
Use of Money & Property	8	10,439,323	0	10,439,323
Intergovernmental	9	60,651,379	1,527,093	62,178,472
Charges for Service	10	282,659,892	-5,403	282,654,489
Special Assessments	11	315,559	0	315,559
Miscellaneous	12	1,104,387	7,300	1,111,687
Other Financing Sources	13	46,372,341	0	46,372,341
Transfers In	14	21,062,860	0	21,062,860
Total Revenues & Other Sources	15	469,502,952	1,528,990	471,031,942
EXPENDITURES & OTHER FINANCING USES				
Public Safety	16	20,257,723	0	20,257,723
Public Works	17	7,451,539	-28,692	7,422,847
Health and Social Services	18	1,601,744	0	1,601,744
Culture and Recreation	19	9,131,752	0	9,131,752
Community and Economic Development	20	9,051,261	0	9,051,261
General Government	21	3,164,506	-5,403	3,159,103
Debt Service	22	21,332,565	0	21,332,565
Capital Projects	23	62,350,180	59,154	62,409,334
Total Government Activities Expenditures	24	134,341,270	25,059	134,366,329
Business Type/Enterprise	25	348,517,867	1,814,950	350,332,817
Total Gov Activities & Business Expenditures	26	482,859,137	1,840,009	484,699,146
Tranfers Out	27	21,062,860	0	21,062,860
Total Expenditures/Transfers Out	28	503,921,997	1,840,009	505,762,006
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	29	-34,419,045	-311,019	-34,730,064
Beginning Fund Balance July 1, 2020	30	810,092,357	0	810,092,357
Ending Fund Balance June 30, 2021	31	775,673,312	-311,019	775,362,293

Explanation of Changes: Increases and decreases in the FY 2020/21 adjusted budget were due to early project starts, project delays, account restructuring and grant funding.

COUNCIL ACTION FORM

SUBJECT: REQUEST FOR ANNEXATION OF LANDS AT INTERSECTION OF LINCOLN HIGHWAY AND NORTH 500TH AVENUE

BACKGROUND:

On March 23, 2021, the City Council voted to initiate a voluntary annexation for eleven parcels, totaling 41.11* acres plus rights-of-way, located immediately west of the Ames corporate limits and extending westward along Lincoln Highway to the Boone County line and then northward along North 500th Avenue. The action was in response to an annexation petition received from Chuck Winkleblack, which included seven parcels owned by two owners: Flummerfelt Quail Ridge, LLC and John R. Crane along with rights-of-way along North 500th Avenue totaling 36.76 acres. [**Please note that the acreage at time of initiation was indicated as 40.75 acres. Subsequent survey information indicates the acreage as 41.11 acres plus rights-of-way.*] State law permits a voluntary annexation to include up to 20% of the territory with non-consenting abutting properties, for the purpose of eliminating islands or creating more uniform boundaries. **There are four properties considered non-consenting as part of the annexation.** (See Attachment A).

At the time City Council initiated the annexation, the following conditions were required: 1) defining the annexation territory as the original petition plus all four non-consenting properties plus abutting rights-of-way; 2) requiring receipts of waiver of withdrawal from the two consenting property owners prior to proceeding with the annexation; 3) designating Planning & Housing staff as representatives in the consultation with township trustees and county supervisors; and 4) directing staff to prepare a development agreement addressing infrastructure needs and developer responsibilities related to future development.

The 80/20 annexation was initiated in order to adjacent properties to form a more uniform boundary for the area and to avoid creating an island. The proposed annexation includes a 0.5-acre island parcel owned by Lemer Land Holdings, LLC, a non-consenting property owner. Islands are not permissible by state law and it must be included with the annexation. Additionally, the Council determined that the other three non-consenting parcels located along the north side of Lincoln Highway, should also be included in the 80/20 annexation. In this case, there are three remaining parcels on the north side of Lincoln Highway, which comprise 5.92 acres of land. All four of the non-consenting properties are not in a consolidated area, but are interspersed among the applicant's properties with private drive extensions to Lincoln Highway. The inclusion of these properties makes for a uniform boundary along Lincoln Highway, which provides access to all of the properties. The City already has jurisdiction of Lincoln Highway to the Boone County line at 500th Avenue. Having a uniform boundary along Lincoln Highway will help

to ensure efficient provision of City infrastructure as development proceeds, as well as the ability to plan for safe access to the properties from Lincoln Highway.

There are three separate entities that own the four non-consenting properties. The property owners are: Lemer Land Holdings, LLC, Brant Lemer, and Brian Adams. Land ownership and acreage is identified in the table included as *Attachment F*.

The 41.11-acre annexation territory includes 6.42 acres of non-consenting parcels. The non-consenting parcels represent 15.6% of the total annexation territory, not including rights-of-way. Additionally, the annexation includes approximately 4.04 acres of rights-of-way.

Planning and Zoning Commission Recommendation. The Planning and Zoning Commission considered the request at a Public Hearing on May 5, 2021. Several members of the public, including non-consenting parties, spoke against the annexation. Their concerns were primarily related to the future rezoning, including the potential for a manufactured home park, and other development aspects of the property. The Commission voted 6-0 to recommend that the City Council approve the request to annex 41.11 acres plus rights-of-way, by finding that the proposed annexation is consistent with the Land Use Policy Plan and Urban Fringe Plan, pending approval of the AUPF amendment that is on this same agenda.

Resolution of the Board of Supervisors. On May 11, 2021, the Story County Board of Supervisors passed Resolution No. 21-89 supporting the proposed annexation.

DEVELOPMENT AGREEMENT:

At the time of annexation initiation, staff identified issues related to infrastructure and future development that were appropriate to address with a development agreement along with an annexation. Staff also noted to Council that much of the property was part of a previously rural subdivision, Crestview, that created a number of undeveloped 6,000 square foot lots that City staff was concerned would be considered legal lots even though they do not meet city standards.

The attached agreement addresses these issues with the following requirements as they relate to the consenting property owners of the annexation, Crane and Flummerfelt:

1. Traffic Study- The property owner acknowledges that a traffic study must be completed to analyze the impacts of development to adjacent street system. The traffic study scope shall be defined by the City's Traffic Engineer, performed at the sole cost of the owner, and shall be completed prior to the rezoning of the property to a residential or commercial zoning district. Furthermore, the owner is responsible for improvements identified as part of the traffic study necessary to serve the development of the site. *(Note a traffic study has been initiated consistent with this requirement for the Flummerfelt properties)*
2. Infrastructure Extensions- The property owner acknowledges that water and sewer lines must be extended into and through the site with the future development of the site. These extensions are at the expense of the owner. Subdivision approval

will determine the precise location and nature of these extensions, including the need for looping of a water main consistent with the City's Master Plan.

It should be noted that the total 41.11 acres are within the Ames water service territory.

3. Stubbed Streets from Sunset Ridge Subdivision- The property owner acknowledges that future development shall include the extension of stub streets from Sunset Ridge (Ellston Avenue, Springbrook Street, and Durant Street) into the development consistent with City standards. The extension of streets and their design will be determined with subdivision approval.
4. Previously Platted County Lots- The property owner agrees that they will not seek approval of a building/zoning permit for a building on any lot within the Crestview AC Subdivision and will instead replat the property in conformance with City zoning and subdivision standards.

In addition to describing improvement obligations, the agreement also specifies that the obligations in the agreement are not triggered unless the annexation is approved and recorded. Implementation of the described improvements would occur along with the platting of the property for development. (See Attachment G.)

ALTERNATIVES:

1. The City Council may approve by resolution all consenting and nonconsenting properties as:
 - A. Annexation of eleven parcels and abutting rights-of-way, totaling 41.11 acres of real property (rights-of-way acreage not included in calculation), for the properties located immediately west of the Ames corporate limits and extending westward along Lincoln Highway to the Boone County line along North 500th Avenue, in Washington Township, Story County, Iowa, by finding that the proposed annexation is consistent with the Land Use Policy Plan and Urban Fringe Plan, and that the proposed annexation territory eliminates a potential island and creates more uniform boundaries consistent with state law; and
 - B. A Development Agreement (Attachment G) addressing infrastructure needs and developer responsibilities for future development.
2. The City Council may approve by resolution the minimum area for annexation with the one nonconsenting "island" parcel (Tract F on Attachment B) as:
 - A. Annexation of eight parcels and abutting rights-of-way, totaling 35.19 acres of real property (rights-of-way acreage not included in calculation), for the properties located immediately west of the Ames corporate limits and extending westward along Lincoln Highway to the Boone County line along North 500th Avenue, in Washington Township, Story County, Iowa, by finding that the proposed annexation is consistent with the Land Use Policy Plan and Urban Fringe Plan and eliminates a potential island; and

- B. A Development Agreement (Attachment G) addressing infrastructure needs and developer responsibilities for future development.

This Alternative would be consistent with the original annexation requires.

3. The City Council may deny the request to annex land generally located immediately west of the Ames corporate limits and extending westward along Lincoln Highway to the Boone County line along North 500th Avenue, in Washington Township, Story County, Iowa as not in the interest of the City of Ames at this time.
4. The City Council may defer this item and request additional information from either city staff or the applicant.

CITY MANAGER’S RECOMMENDED ACTION:

The subject area is within the Southwest Growth Area I of the City’s current Land Use Policy Plan (LUPP). The Southwest Allowable Growth Area has long been considered the next development area on the periphery of Ames. (Note: The City Council recently included these properties within Tier 1 west growth area in the new Comprehensive Plan.)

There is also a concurrent application to amend the Ames Urban Fringe Plan for approximately half of the annexation territory to Urban Service Area to match the City’s Southwest Growth Area designation. With approval of the Fringe Plan change to Urban Service Area, the annexation request will be consistent with both the City’s LUPP and the Ames Urban Fringe Plan process for annexation.

The annexation cannot proceed as a 100% voluntary annexation only, due to a half-acre island parcel owned by a non-consenting property owner. Therefore, it must proceed as an 80/20 annexation to include all the territory that is part of the initial petition for annexation plus the one “island” parcel. Three additional parcels owned by non-consenting property owners are also included in the annexation for the purpose of creating a uniform boundary along the Lincoln Highway frontage. If the annexation were to proceed without the entire quadrant, irregular boundaries along Lincoln Highway would result. The four parcels represented by non-consenting property owners total 15.6% of the total real property acreage, which is allowed under the Code of Iowa.

Therefore, it is the recommendation of the City Manager that the City Council act in accordance with Alternative #1, which is to approve the 80/20 annexation of 41.11 acres of real property (rights-of-way acreage not included in calculation), and approve the development agreement related to future development requirements with the consenting property owners.

Addendum

Land Use Policy Plan (LUPP) and Zoning.

The City has a policy that annexations be consistent with the LUPP and the Ames Urban Fringe (AUF) Plan. The LUPP identifies the subject property as part of the "Southwest I Allowable Growth Area" (*Attachment E*). "Allowable Growth Areas" identified in the LUPP are areas that have been determined by the City Council to be appropriate for future expansion of the municipal boundaries, based in part on the City's ability to serve the areas with public services. In addition, this area is designated as a Tier 1 growth area in the Draft Ames Plan 2040.

The area proposed for annexation has two separate designations within the Ames Urban Fringe Plan (AUF) (*See Attachment C & D*). They include an "Urban Service Area" with an "Urban Residential" designation as well as "Rural Urban Transitional Area" with "Highway Oriented Commercial." A "Convenience Commercial Node" is also present on the Framework Map at the intersection of Lincoln Highway and North 500th Avenue.

Concurrent with this annexation, the "Rural Urban Transitional Area" is being considered for a LUPP Amendment to "Urban Service Area". Having an "Urban Service Area" designation is required prior to annexation (*See Attachment C*). The AUF allows property to be annexed per the terms of the City's 28E agreement with Story County.

Land within the "Urban Residential" designation is planned for future annexation into the City with development of urban densities and design standards. Once annexed, the LUPP designation would be "Village/Suburban Residential" allowing for a broad range of residential development types.

"Highway-Oriented Commercial" property within close proximity to a "Convenience Commercial Node" within an "Urban Service Area" may be annexed. The intent of the Framework Map designations is for development of residential in conjunction with three to five acres of commercial land at the corner of Lincoln Highway and North 500th Avenue. Three to five acres of land will support 15,000 - 30,000 sq. ft. of commercial use. (*See Attachment D*).

Proceeding with an 80-20 annexation of the entire quadrant is appropriate so that the land can be served with city infrastructure and create logical uniform boundaries. The consenting property owners have waived their right to withdraw the annexation request, which ensures that the City does not unnecessarily use its resources to process an annexation that is later withdrawn.

Due to the area of land and the number of infrastructure improvements needed to support development of the site, the City Council directed that a development agreement be considered concurrent with the annexation. The infrastructure items listed below address the currently known issues related to serving the site. It is expected that the developer will bear the costs of providing infrastructure improvements to serve the site.

The applicant has indicated an interest in proposing RLP zoning for a manufactured home park and some commercial zoning. A decision on the type and extent of zoning areas is

not included in the annexation process. When a property is annexed into the City, it is automatically zoned as "Agricultural." Zoning does not change unless a request is initiated by an individual property owner or by the City Council. Any proposed zoning must be consistent with the LUPP land use designation. Future development would require rezoning consistent with the Village/Suburban Residential land use designation and a commercial node.

Current Land Use: The properties included in the petition are largely vacant. The Consenting Properties include three residential structures: one single-family, one 2-family conversion, and one 4-family conversion. There are also several agricultural buildings.

The Non-Consenting Properties include three residential structures: all single-family. The Non-Consenting Properties are all zoned Commercial / Light Industrial under the County's zoning and will continue to be subject to County zoning, until such time as the annexation of these properties is approved and recorded. As County parcels they do not have access to City water or sanitary sewer utilities. A County zoning permit to add an indoor mini-storage and RV/boat storage use on the parcel that was formerly the Crestview Mobile Home Park site was recently requested and denied.

Development Plan: A conceptual development plan has not yet been received from the developer, but preliminary discussion reveal their preference to rezone and develop the land under RLP zoning as a manufactured home park with a corner commercial node. RLP zoning is not discussed as a preferred zoning district for the area in the LUPP but can be considered within the Village/Suburban designation. Staff has reservations about future use of the site for a manufactured home park due to limited amount of land for the use when considering the desired commercial land, need for additional single-family ownership housing options, and the desire to have continuity with three public street extensions from the abutting Sunset Ridge Subdivision (which would otherwise be disrupted with private streets through a manufactured home park).

The annexation may proceed without a concept plan for the site as the rezoning and development is a subsequent step after annexation. If the site is annexed, City Council would consider a specific rezoning proposal in the future that could include RLP or other zoning district commonly used in the City such as FS-RL and FS-RM that are consistent with the Village/Suburban Residential land use designation of the area.

Infrastructure.

Staff reviewed the annexation submittal and notes that infrastructure improvements would be needed to serve any development of the area. Water, sanitary sewer, storm sewer, street paving, sidewalk, and shared use path improvements would all be needed to serve the proposed development and connect it to existing infrastructure east of the site. Some of these details will be worked out at the time of rezoning and subdivision based upon an actual project plan; however, a development agreement is included to address some of the most significant items of staff concern.

Street Connectivity to/from Sunset Ridge: The new development will be required to have an interconnected street network. At a minimum, stub streets from Sunset Ridge (Ellston Avenue, Springbrook Street, and Durant Street) will need to be extended into the property

as an extension of Sunset Ridge and developed with similar FS-RL development. A final decision on the circulation design would occur with a rezoning master plan and subdivision approval. The developer has indicated his preference to develop the land as RLP with private streets.

Transportation Improvements: A traffic impact study has been initiated by the developer and is currently underway to assess development impacts, including site access and operations of adjacent intersections.

Turn lane improvements and storage lengths will be identified. Access to the commercial node area will likely have one access point to Lincoln Highway with a frontage road. The results of the traffic study will indicate what are expected developer financed improvements. The needed improvements will be identified prior to rezoning.

Development of the property requires frontage and intersection improvements along both Lincoln Highway and the County Line Road (N 500th Avenue) for full access and service to the site, consistent with the subdivision ordinance for street improvements. Points of access into the site have been identified for purposes of the traffic impact study.

The shared use path that abuts Sunset Ridge Subdivision on the north side of Lincoln Highway will be required to be extended westward to County Line Road (North 500th Avenue).

Water Main Extension: Water mains have been constructed for Sunset Ridge Subdivision within the City boundaries, adjacent to the north and east boundaries of the proposed annexation. The 12" water main stub in Lincoln Highway will need to be extended westward to North 500th Avenue and then northward to Westfield Drive to form a continuous loop with the Sunset Ridge system. The City's master planning for water service includes a future looped system that will connect south to the water tower on South 500th Avenue as well as extending northward along North 500th Avenue to Ontario Street. Expenses associated with internal connections would be the developer's responsibility. The timing of the main extensions will be discussed with rezoning and subdivision.

Sanitary Sewer Improvements: The sanitary sewer system from Sunset Ridge is stubbed at Durant Street. It has the depth and capacity to service this property assuming an Urban Residential development with a Commercial node of 3-5 acres. It is not anticipated to be able to serve development beyond this site. Extension of this sewer line will occur with subdivision approval.

Electric Improvements: Electric service is currently provided to the area by Alliant Energy. As the land is annexed, electric service will continue to be provided by Alliant Energy for any new development of the annexed properties.

Stormwater Improvements: The southern portion of the property regularly retains water after storm events and has seen flooding with storms due to drainage issues. The property is located within the Boone County / Story County Drainage District #4. The site is bisected by two drainage basins for natural flow to the south and to the northeast. Development of the property will need to follow all stormwater treatment and control

requirements of Chapter 5B of the Municipal Code. A full review of the stormwater improvements will be part of the site plan review and subdivision review for the site.

Replating: A large portion of the proposed annexation was previously platted as 6,000 square foot lots in the County with 50-foot rights-of-way. The dashed lot lines shown on the Annexation Plat (*Attachment B*) illustrate a previously recorded plat in the County. Staff believes it is important to have an agreement that the owner will not seek to build upon these previously platted County lots that would not meet City standards. Instead, the developer will seek to re-subdivide the site consistent with City standards.

Outreach.

As part of the state-mandated annexation process, City staff invited the Washington Township Trustees and the Story County Board of Supervisors for a Consultation Meeting on April 14, 2021 via Zoom. Those in attendance included: Kelly Diekmann, Ames Planning & Housing Director; Amelia Schoeneman, Story County Planning Director; Chuck Winkleblack, Applicant and Developer; Latifah Faisal, Story County Board of Supervisors Vice-Chair; Linda Murken, Story County Board of Supervisors, Member; Lisa Heddens, Story County Board of Supervisors Chair; and Mark Lambert, Ames City Attorney. No one representing Washington Township attended the meeting. No comments have been received as of the writing of this report.

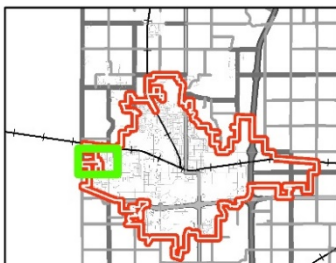
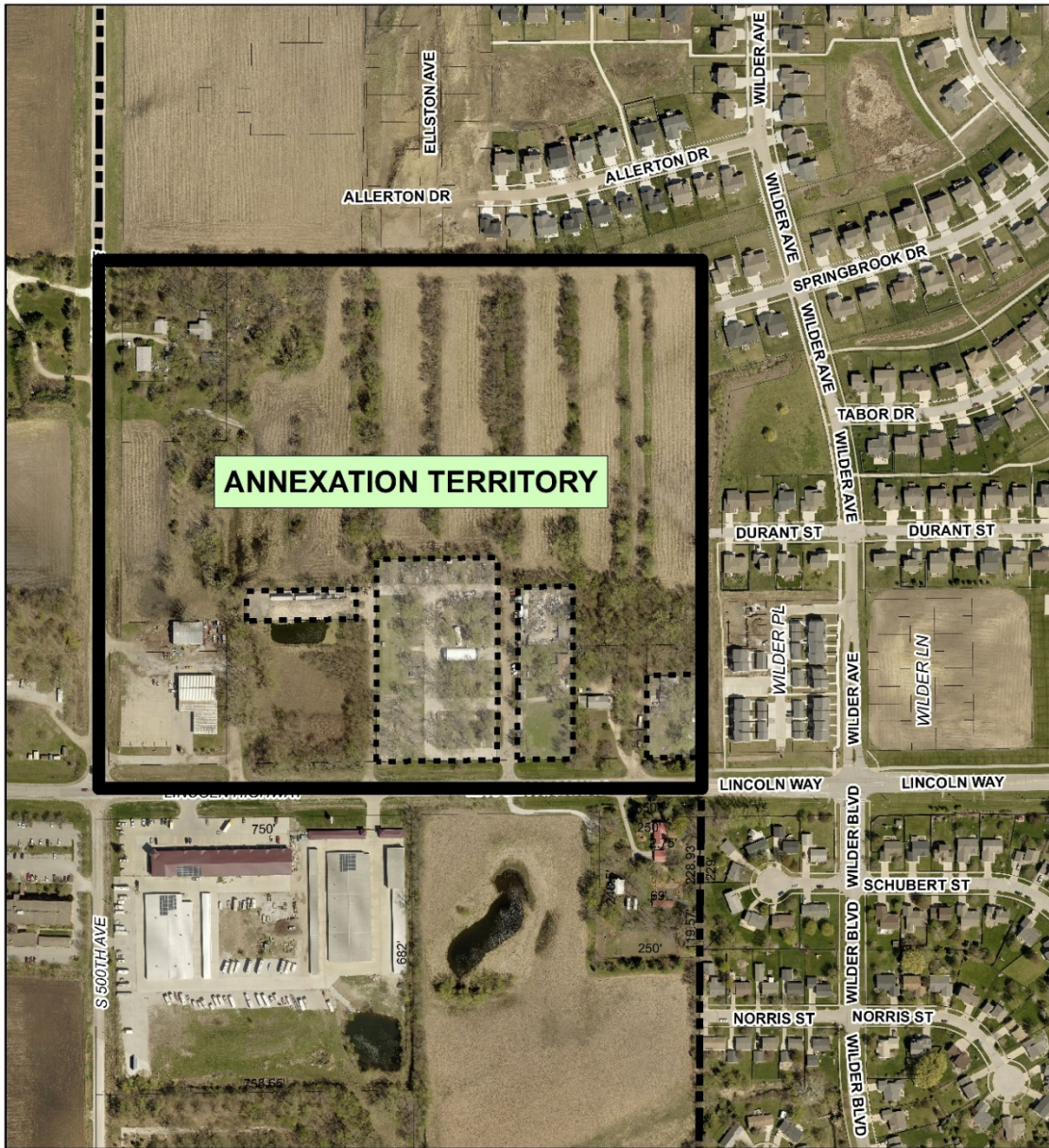
Noticing. Property owners within 200 feet of the subject property were notified of the proposed annexation and invited to this meeting.

Next Steps.

Following the City Council's approval of the annexation and adoption of a resolution to that effect, the annexation will go to the state City Development Board for a hearing due to the inclusion of non-consenting property owners as an 80/20 annexation. The state City Development Board will be the final approval authority.

ATTACHMENT A



Location Map



LOCATION MAP Annexation Territory - 45.15 acres

0 150 300 600 Feet

Legend

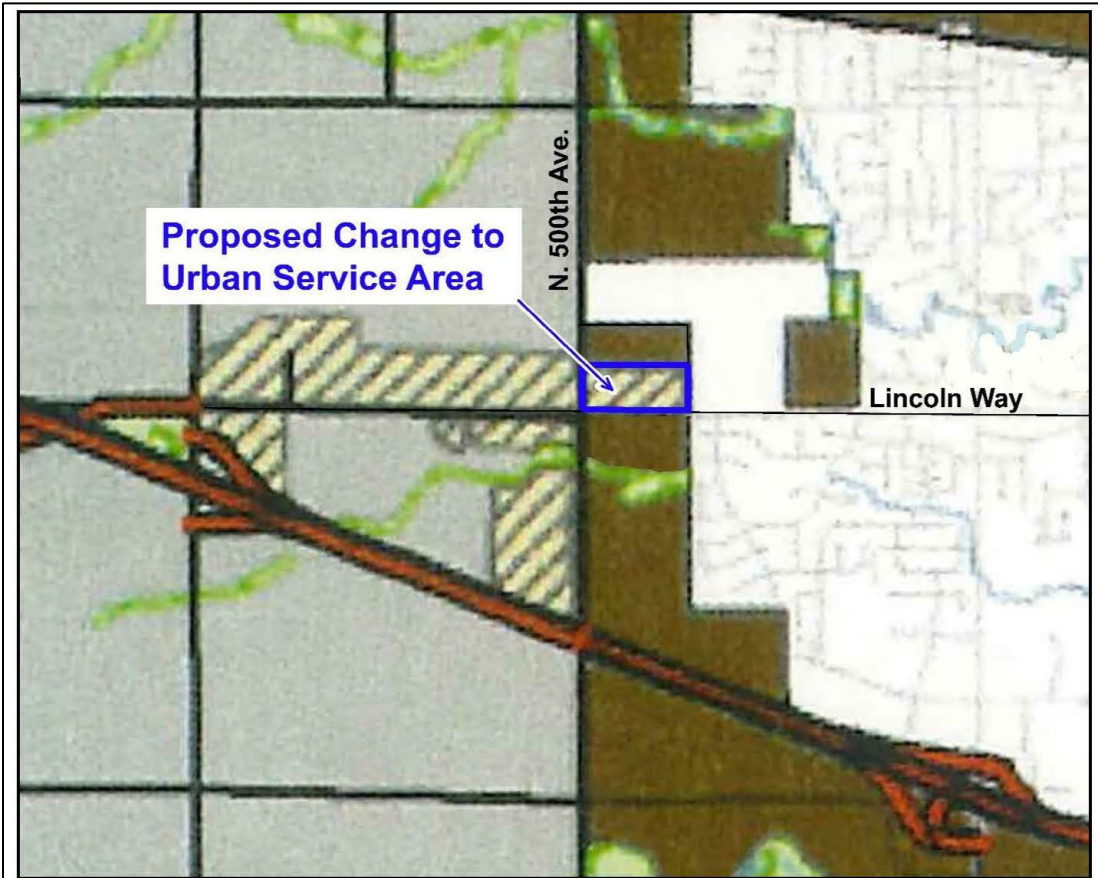
-  Non-Consenting Properties
-  PARCELS






ANNEXATION PLAT	
LOCATION:	THE SW1/4, SW1/4 OF SEC. 6-83-24 STORY COUNTY, IOWA
REQUESTED BY:	CHUCK WINKLEBLACK
SURVEYOR:	R. BRADLEY STUMBO, PLS #17161 FOX ENGINEERING ASSOCIATES, INC. AMES, IA 50010 515-233-0000

ATTACHMENT B
Annexation Territory Plat

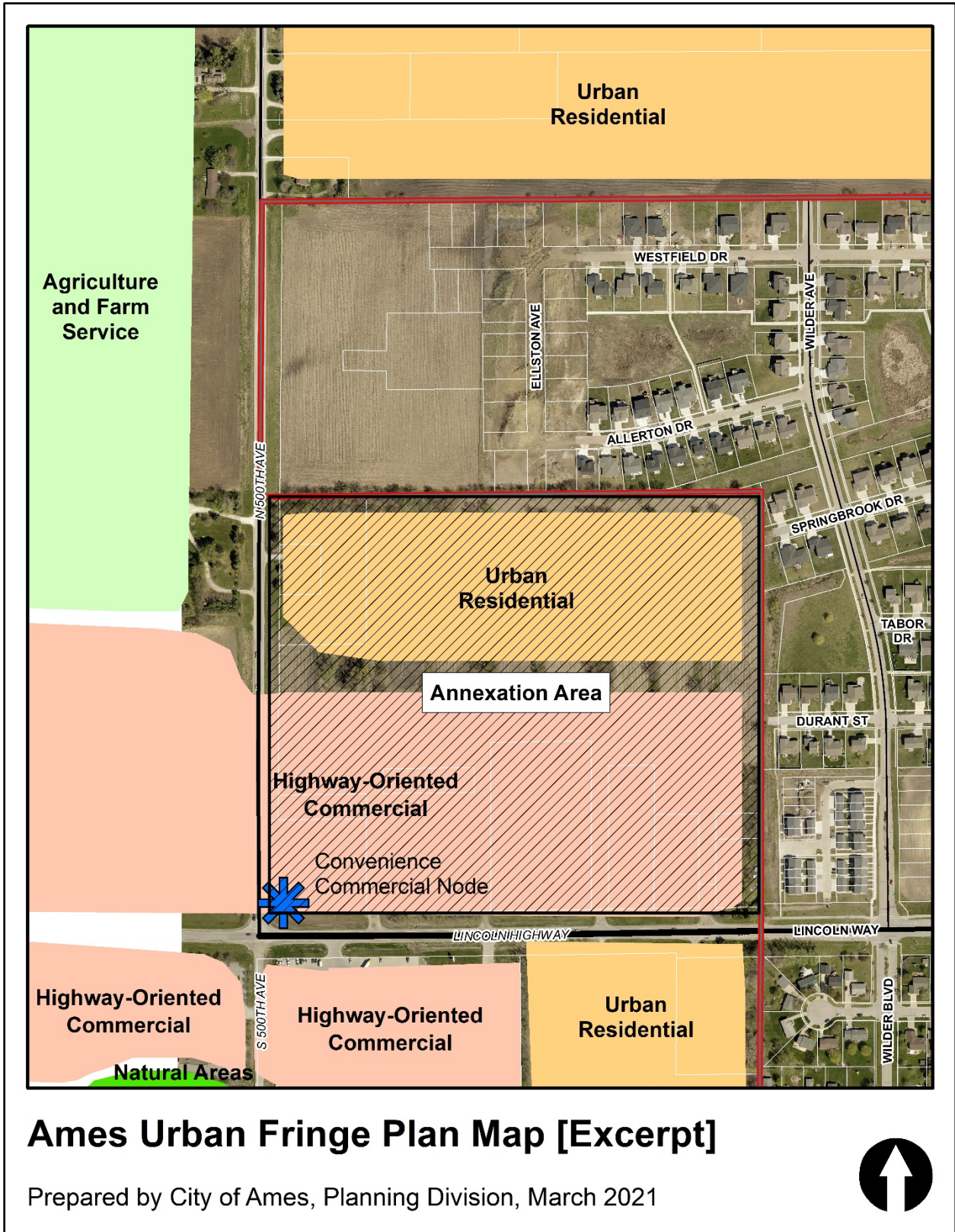
ATTACHMENT C
Ames Urban Fringe Plan
Land Use Classes Map (Excerpt)



LEGEND:

-  - Rural Service and Agricultural Conservation Area;
-  - Rural/Urban Transition Area; and
-  - Urban Service Area.

ATTACHMENT D
Ames Urban Fringe Plan
Framework Map (Excerpt)

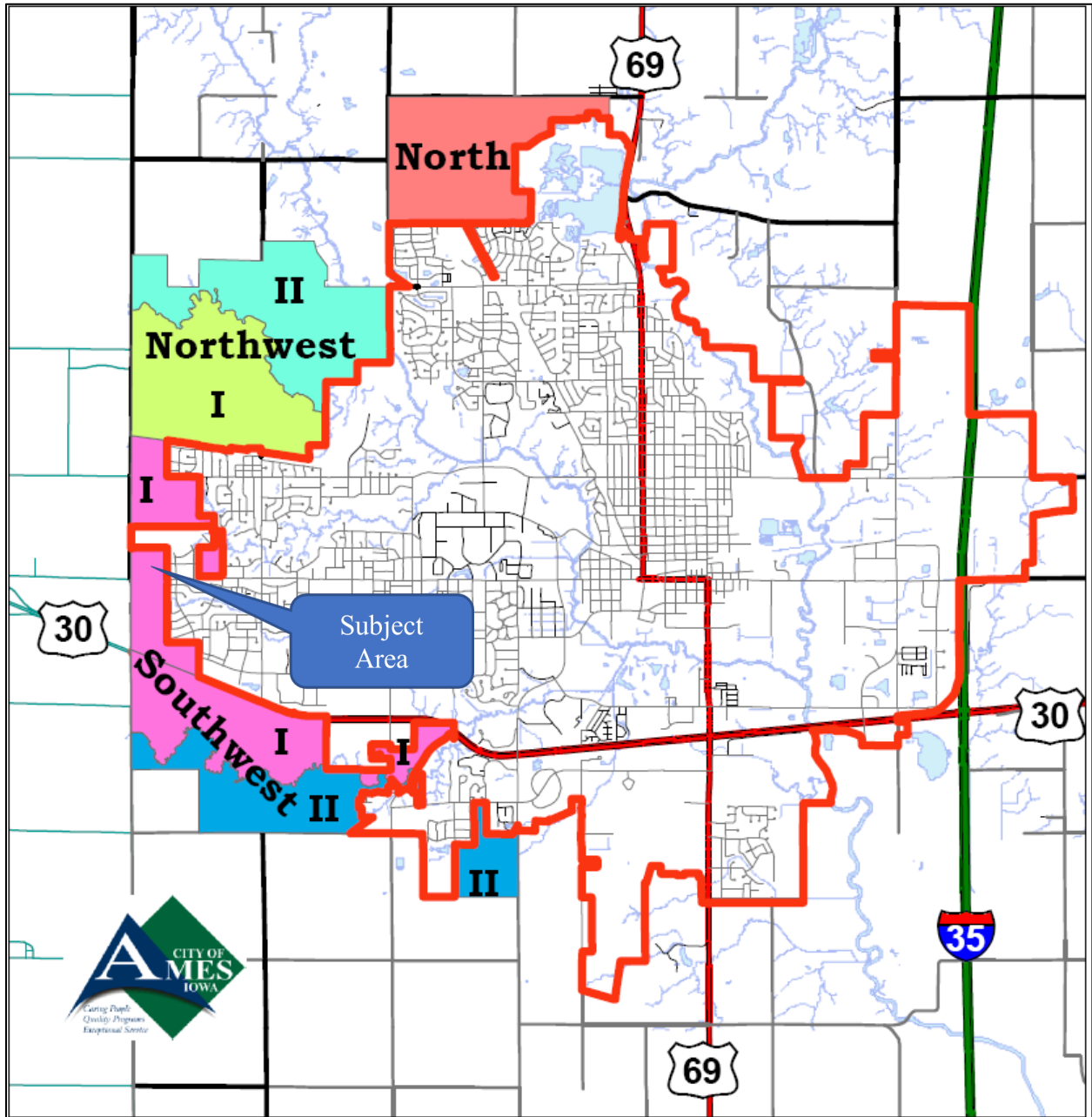


Ames Urban Fringe Plan Map [Excerpt]

Prepared by City of Ames, Planning Division, March 2021



ATTACHMENT E
Allowable Growth Areas
(Excerpt from Land Use Policy Plan)



ATTACHMENT F
Listing of Parcels & Ownership

LISTING OF PARCELS & OWNERSHIP - Total Annexation Plat (45.15 acres)				
Address	PIN	Acres	Owner	Mailing Address
7 parcels - Consenting Owners (34.69 acres)				
632 N 500th Ave	09-06-350-105	2.63	John R. Crane	632 N 500th Ave, Ames, IA 50014
634 N 500th Ave	09-06-350-020			
	09-06-350-130	32.06	Flummerfelt Quail Ridge LLC (Michael D. Flummerfelt and Diane M. Flummerfelt)	113 Robin Street, Ames, IA 50010
	09-06-350-135			
	09-06-350-030			
5521 Lincoln Hwy	09-06-350-460			
	09-06-350-520			
4 parcels - Non-Consenting Owners (6.42 acres):				
5615 Lincoln Hwy	09-06-350-224	0.5	Lemer Land Holdings LLC (Brant Lemer)	5615 Lincoln Way, Ames, IA 50014
	09-06-350-340	3.76		
		09-06-350-435	1.46	Brant Lemer
5507 Lincoln Hwy	09-06-350-526	0.7	Brian Adams	5507 Lincoln Way, Ames, IA 50014
11 parcels Total				
Rights-of-Way (4.04 acres)				
North 500th Ave		4.04	Story County	900 6th Street, Nevada, IA 50201
Lincoln Highway				
TOTAL		45.15		

ATTACHMENT G
Draft Development Agreement

COUNCIL ACTION FORM

SUBJECT: AMES URBAN FRINGE PLAN LAND USE CLASS MAP AMENDMENT TO DESIGNATE ADDITIONAL URBAN SERVICE AREA ALONG LINCOLN HIGHWAY AND NORTH 500TH AVENUE

BACKGROUND:

On April 15, 2021, the City Council voted to initiate a Minor Amendment to the Ames Urban Fringe Plan (AUFPP) Land Use Class Map for part of the land within the proposed annexation area. The area for the proposed change is on the north side of Lincoln Highway adjacent to and immediately west of the Ames corporate limits, extending (approximately 1500 feet) along Lincoln Highway to the Boone County line of North 500th Avenue and northward along North 500th Avenue (approximately 768 feet). It includes approximately 26.5 acres (*See Attachment A*). The remainder of the annexation area is already designated Urban Service Area.

The Applicant is the City of Ames, Planning & Housing Department. The property owners include: Flummerfelt Quail Ridge, LLC; Lemer Land Holdings, LLC; Brant Lemer; and Brian Adams. On April 20, 2021, the Story County Board of Supervisors also approved initiation of the proposed amendment.

The AUFPP is a shared land use plan for the 2-mile area around the City that was cooperatively developed by Story County, the City of Ames, and the City of Gilbert through a 28E intergovernmental agreement. The 28E Agreement lays out processes for annexation, subdivision, plan review and amendments for lands within the Fringe Area.

The AUFPP has two important layers of policies that are depicted on a Land Use Class map and a Land Use Framework map. The Land Use Class map designates property into one of three designations that then defines how subdivisions are reviewed and what type of land may be annexed into a City. The separate Land Use Framework Map identifies the types of acceptable uses in the Fringe area that match corresponding development policies of the Fringe Plan. **The 28E Agreement requires that before any land may be annexed into the City, the Land Use Class map for a property must have an 'Urban Service Area' designation, regardless of the Framework Map.**

The subject area is on the north side of Lincoln Way between the Ames City boundary and North 500th Avenue. This area is designated as 'Highway Oriented Commercial' on the Framework map and as 'Rural/Urban Transitional' on the Land Use Class map. There is also a Convenience Commercial Node located at the corner of Lincoln Highway and 500th Avenue that identifies the future intent of use for the area in addition to its current classification. **The purpose of the proposed amendment is to change the current Fringe Plan Land Use Class from 'Rural/Urban Transition Area' to 'Urban Service Area' to allow for annexation into the City (*See Attachment B*).**

While the Highway-Oriented Commercial designation is part of the Rural/Urban Transition Area Land Use Class, Policy 10 (adopted in 2016) specifies that HOC land can pursue annexation if it is within the ‘Urban Service Area’ designation:

When Highway-Oriented Commercial property is within an Urban Service Area designation, a property may be annexed without a Land Use Framework Map Amendment. The intent of this option is to further the policies of the Convenience Commercial Node, specifically CVCN Policy 5.

Policy 5 of the Convenience Commercial Node (CVCN) states:

Require annexation by the City before land is developed or further subdivided. In some cases, depending on the initial square footage to be developed, type of commercial use, or timing of development, the City may determine that Convenience Commercial Node is to be rural in character and may not be required to be annexed until sometime after initial development.

These policies allow the Highway-Oriented Commercial designation to remain when there is also a Convenience Commercial Node that is part of the ‘Urban Service Area’ Land Use Class. This amendment is required to proceed with the annexation.

The 26.5 acres described for the Land Use Class designation of ‘Urban Service Area’ is consistent with the City’s Land Use Policy Plan (LUPP) that includes this area within the Southwest I Allowable Growth Area (See *Attachment C*). **Changing the Fringe Plan allows the City to proceed with the expansion of the City consistent with the LUPP. The land also abuts city-controlled right-of-way along Lincoln Way and can be readily served by extensions of City water and sewer. Decisions regarding use, density, and infrastructure capacity would be addressed during annexation and rezoning approvals.**

Planning and Zoning Commission Recommendation: The Planning and Zoning Commission considered the request at a Public Hearing on May 5, 2021. The Commission voted 6-0 to recommend approval of the proposed map change.

Resolution of the Board of Supervisors: On May 11, 2021, the Story County Board of Supervisors passed Resolution No. 21-88 supporting the proposed map change.

Resolution of the City of Gilbert: On May 3, 2021, the Gilbert City Council approved the amendment with adoption of Resolution 2021-05-01.

ALTERNATIVES:

1. Approve a Minor Amendment to the Ames Urban Fringe Plan Land Use Class Map from 'Rural/Urban Transition Area' to 'Urban Service Area' for the area extending westward from the current City boundary to the County line (approximately 1,500 feet along Lincoln Highway) and northward along North 500th Avenue (approximately 768 feet), comprising approximately 26.5 acres. (See *Attachments A and B*).
2. Deny the proposed Minor Amendment to the Ames Urban Fringe Plan Land Use Class Map.
3. Refer this request back to staff for more information.

CITY MANAGER'S RECOMMENDED ACTION:

The purpose of the proposed amendment is to change the current Fringe Plan Land Use Class from 'Rural/Urban Transition Area' to 'Urban Service Area' (See *Attachment B*). The requested change brings the Land Use Class map in line with anticipated growth of the City as reflected on the LUPP Growth Area map.

Both the area to the north of the subject property and to the south of Lincoln Highway are already designated 'Urban Service Area.' Changing the Land Use Class map to 'Urban Service Area' will allow the properties to proceed with the annexation process. The 'Urban Service Area' allows Ames to grow in an orderly manner where there is coordination of annexation with the timely and efficient extension of public facilities and services.

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

ADDENDUM

FRINGE PLAN DESIGNATIONS: (Attachment E includes relevant excerpts of the AUPF)

In determining LUPP map changes, it is important to consider the interface between adjacent uses. In this case, the requested change brings the Land Use Class map in line with anticipated growth of the City as reflected on the Growth Area map. Both the area to the north of the subject property and to the south of Lincoln Highway are already designated 'Urban Service Area.'

Lands designated 'Urban Service Area' are adjacent to the City limits and should be planned for urban development, with urban development standards, such as centralized water and wastewater services. These areas should be protected from any form of development that would constrain the efficient growth of the City. The policies of the Fringe Plan address these issues.

Rural Urban Transition Area

The land use class, Rural Urban Transition Area, is separate from the land use designation, Highway Oriented Commercial. Highway Oriented Commercial is categorized under the land use class, Rural Urban Transition Area. Note that the Rural Urban Transition also includes designations of Rural Residential, Priority Transitional Residential, Industrial, and others. The stated goals of the Fringe Plan for Rural Urban Transition Areas are "to be rural in character as it develops, but within an urban setting at some time in the future" [page 19]. It also states that because of the proximity and/or juxtaposition in relation to city limits, development of these areas must be carefully orchestrated to be compatible with city development patterns.

Rural Urban Transition Area Goal 3.1 states, "Provide strategically located development in portions of the Urban Fringe that will not be served by the City of Ames or City of Gilbert in the time horizon of the Ames Urban Fringe Plan". Goal 3.4 discusses preserving the character of the rural countryside. Staff interprets that lands designated as Rural Urban Transition when abutting a city boundary should be viewed in context of being able to be served by a City with the potential for urban transition over preservation of rural character. Not all of the designations abut a City. These particular HOC designated lands should be identified as being in line with the transition intent to urban over the rural intent given its strategic location abutting the City's boundary.

Individual commercial development policies indicate that development should occur in an urban setting and would support the concept of annexation. Notably in November of 2016 the AUPF was amended to add an HOC policy to allow for annexation of HOC designated land when adjacent to a Convenience Commercial Node, which is an Urban Service Area feature.

"HOC Policy 10: When Highway-Oriented Commercial property is within an Urban Service Area designation, a property may be annexed without a Land Use Framework Map

Amendment. The intent of this option is to further the policies of the Convenience Commercial Node, specifically CVCN Policy 5.”

Urban Services Area

The Urban Service Area of the Fringe Plan is described as lands into which Ames may expand its municipal boundaries as development occurs adjacent to city limits and are intended to be urban in character. Typically, lands within this area are annexed as they are developed. Lands on the north side of Lincoln Way adjacent to the west side of the City are located within identified Allowable Growth Areas in the Ames Land Use Policy Plan (See *Attachment C*).

Based upon City planning efforts, this area along Lincoln Way can be classified as Urban Service Area and it is the more appropriate land use class at this location because of the stated Urban Service Area policies and the City’s own land use planning. All of the policies require or encourage development in an Urban Service Area to provide improvements consistent with the requirements of the City of Ames, which can only be done adequately when adjacent to the city boundary.

The **AUFP Land Use Framework Map** (See *Attachment D*) currently designates this area as Highway-Oriented Commercial with a Convenience Commercial Node. While HOC designation is intended to consider future annexation to the City, it also allows for rural uses. The Convenience Commercial Node provides for different policies related to more proactively ensuring development is consistent with policies of urbanization.

Convenience Commercial Node

Convenience Commercial Node is a designation that falls under the Urban Services Area classification. The intent of a commercial node is to provide nodes of commercial development at a neighborhood scale for conventional suburban residential development. Convenience Commercial Node policies encourage development that serves the immediate neighborhood, but in a manner and scale that would be compatible with the residential character of the surrounding neighborhood. A Convenience Commercial Node is defined to represent areas for “neighborhood scale commercial development for conventional suburban residential developments and support a population base of 2000-3000 persons within a one to two-mile radius.” [See page 39 of the Ames Urban Fringe Plan].

Where a commercial node is shown on the Ames Urban Fringe Map, Policy 5 specifically states that annexations should be required by the City before development or further subdivision occurs [Page 41]. A change in land use class from Rural Urban Transition Areas to Urban Service Area would not change the intent of the Ames Urban Fringe Plan, given the location of the Convenience Commercial Node designation and its proximity to the proposed site. A Convenience Commercial Node does not have a defined boundary but is intended to serve commercial development needs within the one – two-mile radius of a node location.

CAPACITY:

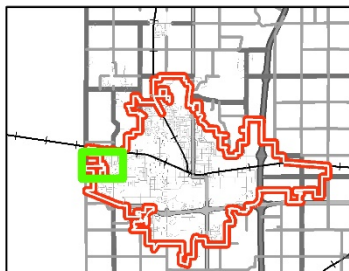
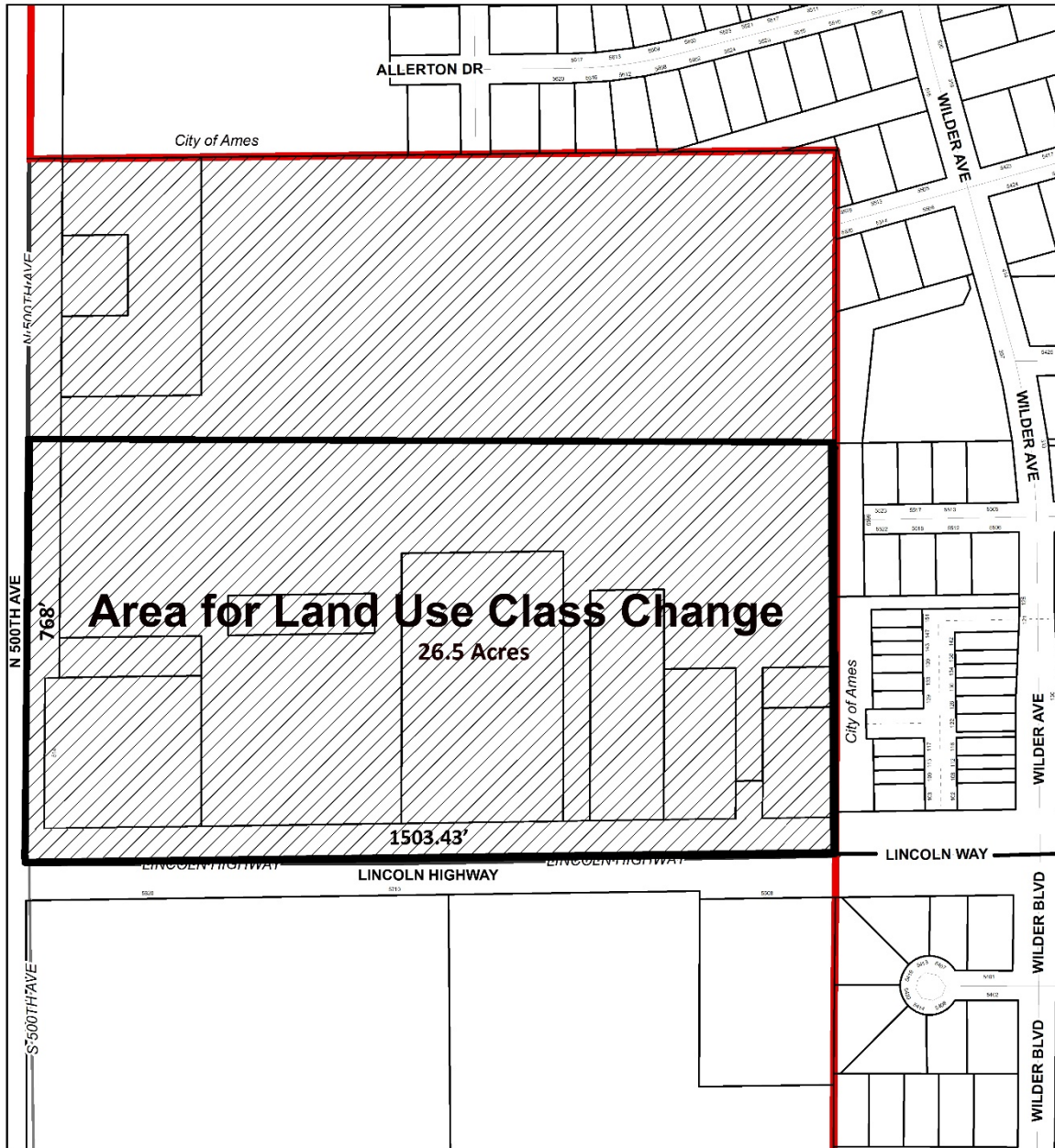
Examination of the suitability of available infrastructure, such as sewer and water capacity, storm drainage, and general circulation needs reveals:

The area has frontage on Lincoln Highway and North 500th Avenue. The City already maintains Lincoln Highway along the south side of the properties, which would serve as access to the area. Current traffic patterns in the area will not be impacted by the amendment. Prior to rezoning and development, a traffic study would be required.

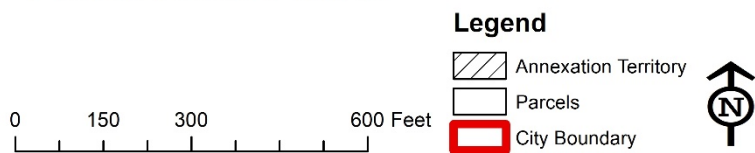
City sewer is stubbed at Durant Street, just east of the property. City water is stubbed at the City boundary. Once annexed, development of the properties would require the infrastructure to be extended to service the area. Future development will need to address storm drainage. The 'Urban Service Area' allows Ames to grow in an orderly manner where there is coordination of annexation with the timely and efficient extension of public facilities and services. All urban development is required to provide improvements consistent with the improvement standards, building codes, and service requirements adopted by the City of Ames to ensure adequate public facilities and building safety (USA Policy 2).

ATTACHMENT 'A'

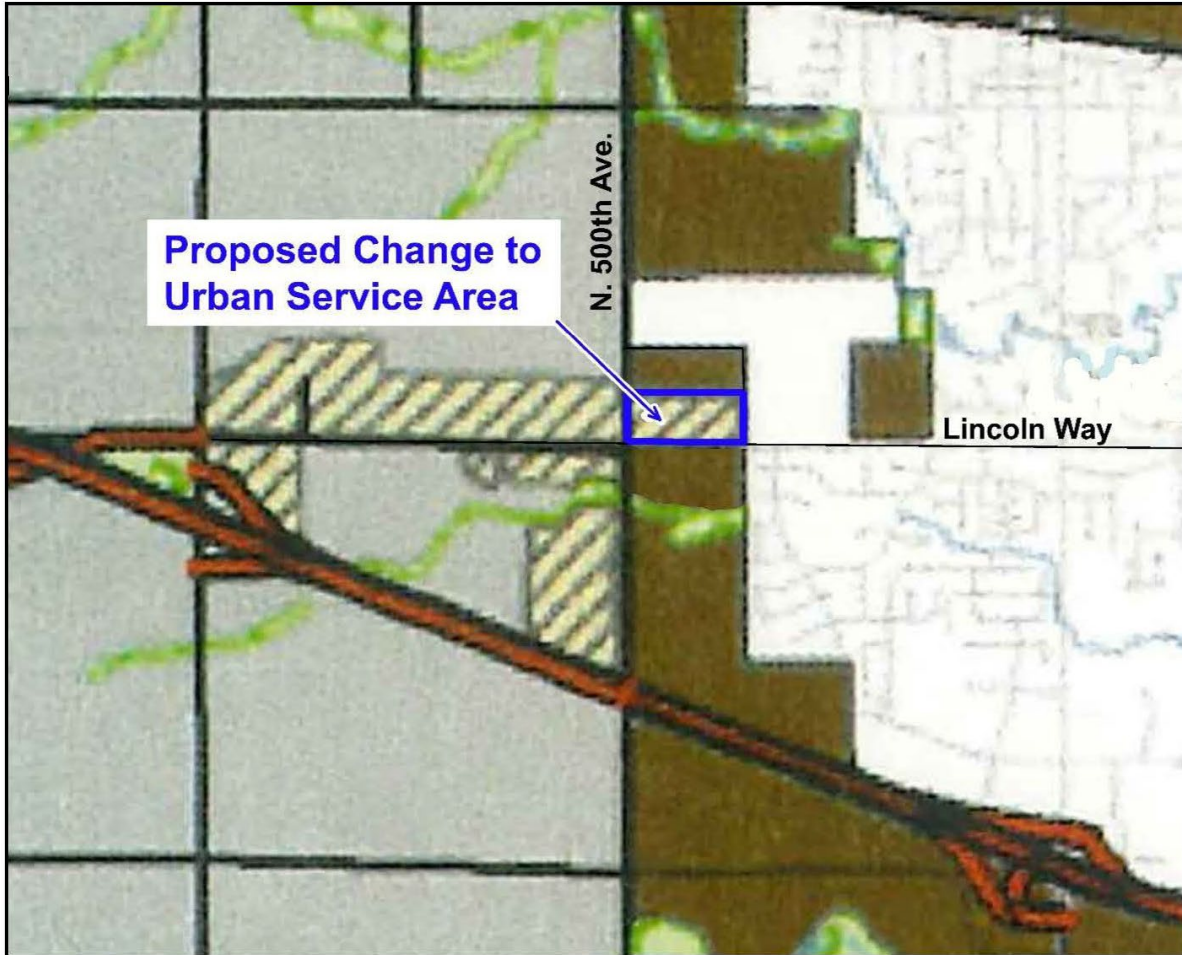
Location Map






LOCATION MAP



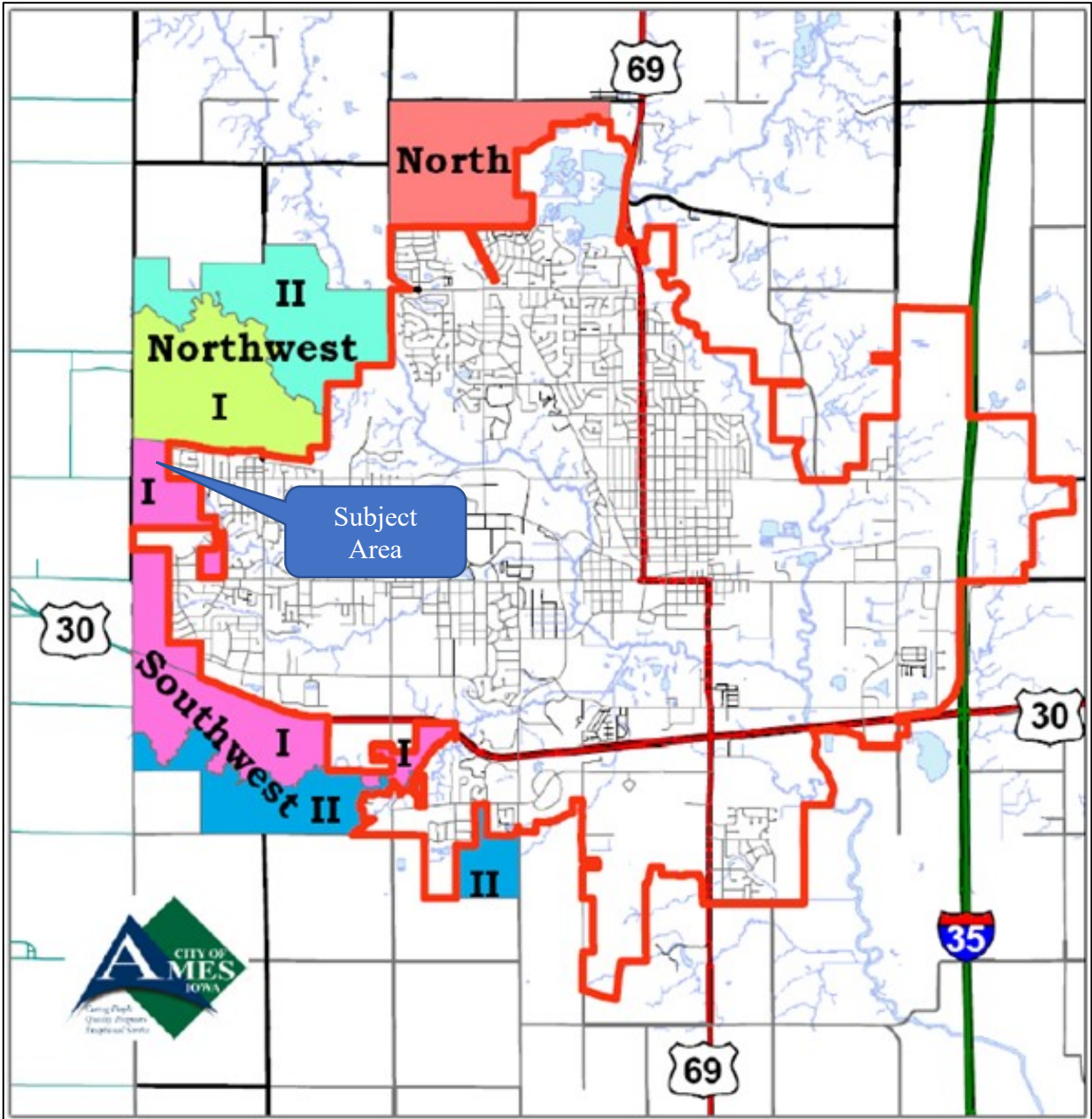
ATTACHMENT 'B'
Ames Urban Fringe Plan
LAND USE CLASS MAP (Excerpt)



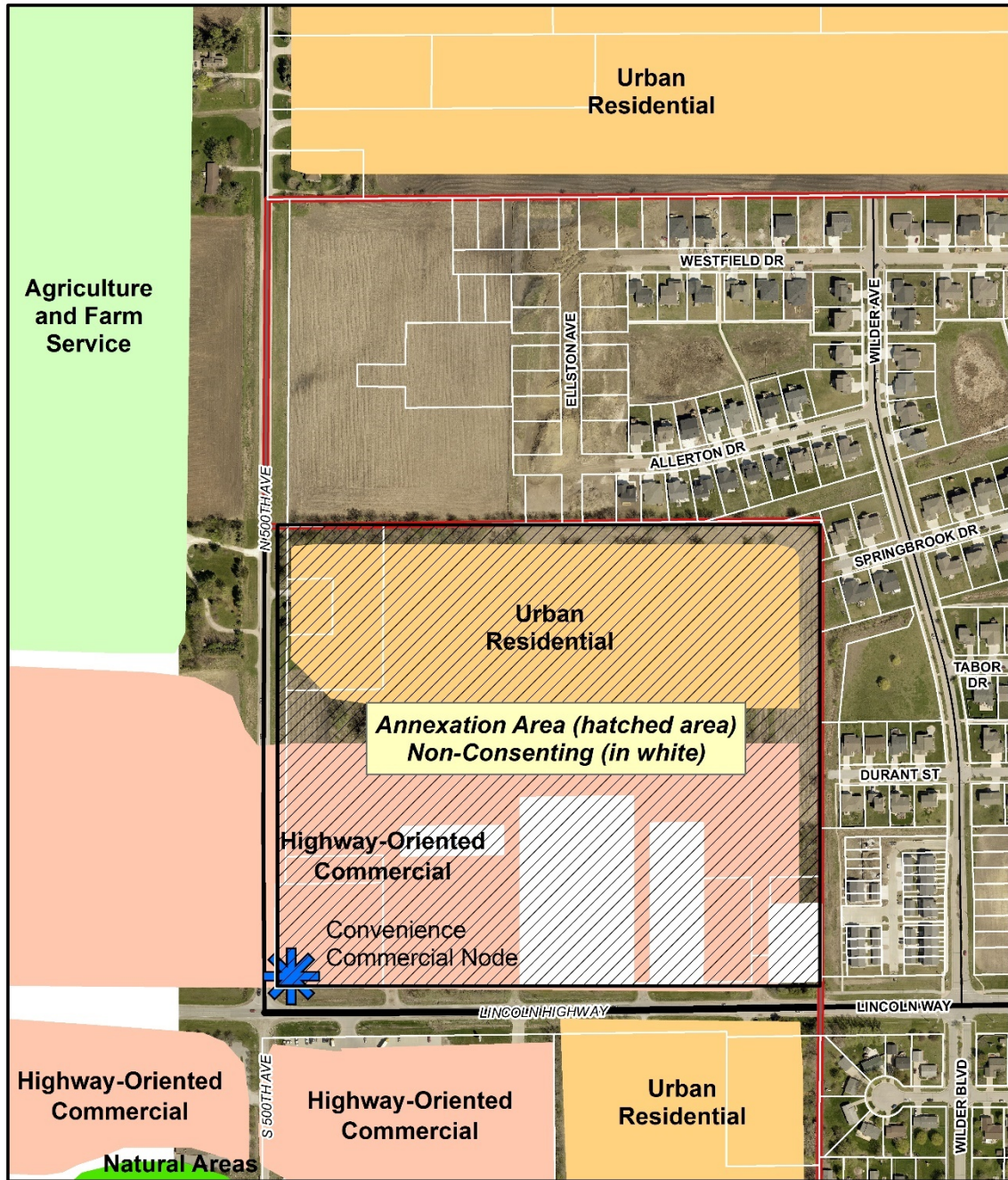
LEGEND:

-  - Rural Service and Agricultural Conservation Area;
-  - Rural/Urban Transition Area; and
-  - Urban Service Area.

ATTACHMENT 'C'
Allowable Growth Areas
(Excerpt from Land Use Policy Plan)



ATTACHMENT 'D'
Ames Urban Fringe Plan
LAND USE FRAMEWORK MAP (Excerpt)



Ames Urban Fringe Plan Map [Excerpt]

Prepared by City of Ames, Planning Division, March 2021



Attachment E: Land Use Policies (Excerpts from Ames Urban Fringe Plan)

Rural/Urban Transition Area

The Rural/Urban Transition Area is to accommodate rural development that can also be accommodated within municipal jurisdiction at some time, perhaps beyond the life of the Plan. This area coordinates public preferences for broad choices in rural development with orderly and efficient future transition between land uses within municipal limits and unincorporated areas. These areas are not necessarily expected to be developed under sole municipal jurisdiction during the life of the Plan, but because of their proximity and/or juxtaposition in relation to city limits, development of these areas must be carefully orchestrated to be compatible with city development patterns.

Key Issues and Goals for Rural/Urban Transition Area

The Rural/Urban Transition Area represents a critical intersection of county and city land use policies. It is here that the greatest potential for conflict among cooperating communities exists, and also where the greatest potential for public frustration over a non-unified planning approach exists.

Lands in the Rural/Urban Transition Area, if developed appropriately, can contribute to efficiently meeting the needs of the City of Ames and City of Gilbert to grow, while also helping to meet the market demand for larger residential lots in a rural setting. Lands identified for future industrial or commercial use are also included in the Rural/Urban Transition Area, but not all of this land will be utilized this way in the near future. Until such time that conversion of these land resources is justified, land in the Rural/Urban Transition Area designated for industrial or commercial uses is best maintained for agricultural production.

Because of the dual role of land in the area, the Rural/Urban Transition Area becomes the center stage for cooperative planning among the City of Ames, City of Gilbert, Story County, and Boone County. All have strong interests in the land use of the area, and may therefore seek to apply differing policies at different times, depending on the location of proposed development. Therefore, a clear outline of split jurisdictional responsibilities, shared goals, and clear expectations are needed.

Land Use

The Rural/Urban Transition Area is intended to create as smooth a transition as possible between rural and urban areas. Residential land uses occur, in some cases, at a density more typical of rural areas, while in other areas where city expansion is more likely in the near future, residential density is more typical of an urban area. Likewise, urban infrastructure standards may be applied in certain critical areas, while other areas are subject only to the minimum urban standards necessary to smooth potential transition into city limits in the distant future.

Water and Wastewater

The provision of water and wastewater services in the Rural/Urban Transition Area will need to be carefully orchestrated to ensure that the needs of all cooperating communities are met, while unnecessary expenditures on urban-type services are eliminated where urban expansion is not

anticipated in the near future. In certain areas, the installation of dry sewer and water services may be necessary to ease the future rural-to-urban transition of development. Annexation and development agreements may also be necessary.

Transportation

The existing county road systems that include dirt, gravel, and hard-surfaced roads, will continue to be utilized within the Rural/Urban Transition Area. Boone and Story County shall have a limited paving program and generally will not pave roads or add new roads in this area unless and until traffic volume increases indicate the need to improve the system in order to provide safe roads. However, developer-funded additions to the road system are probable in keeping with city and county subdivision improvement standards. System expansions must be done within the fiscal means of the county and should provide flexibility to evolve as needs and technology change. The location and design of new facilities should be compatible with the Cities of Ames and Gilbert street networks and transportation plans. Street systems shall protect the character of existing areas. Transportation system planning is an on-going process that should be flexible, but comprehensive, open to public participation, and long-term focused.

Public Facilities and Services

Development within the Rural/Urban Transition Area should not expect the same level of public facilities and services as the urban growth areas of the City of Ames and City of Gilbert. New public facilities and services are likely to be built and provided in the urban growth areas as the cities develop. Services shall be provided as the density of population increases, making the provision for services efficient and cost-effective. In rural areas, the affected county will maintain its existing levels of law enforcement and emergency services.

In addition to the goals stated above for all areas, the following goals guide planning and management of land use in the Rural/Urban Transition Area.

RUTA Goal 3.1

Provide for strategically located development in portions of the Urban Fringe that will not be served by the City of Ames or City of Gilbert in the time horizon of the Ames Urban Fringe Plan.

RUTA Goal 3.2

To prepare non-agricultural development for efficient rural-to-urban transition.

RUTA Goal 3.3

To ensure that new development has safe and adequate water and wastewater service and other adequate facilities and that there is sufficient space for these facilities to be improved so that they may become public facilities.

RUTA Goal 3.4

To maintain the rural character of the surrounding countryside.

RUTA Goal 3.5

To maintain the county road system and effectively incorporate new subdivision roads and other system expansions in the existing and planned road system.

Urban Service Area

The Urban Service Area contains the lands into which Ames and Gilbert may expand its municipal boundaries as development occurs. This area is adjacent to city limits and should be planned for urban development, with urban development standards, such as centralized water and wastewater services. These areas should be protected from any form of development that would constrain the efficient growth of the communities. Inappropriate development includes low-density residential lots served by on-site wastewater treatment systems and other forms of rural development. This will enable Ames and Gilbert to grow in unison with the growth in the Ames Urban Fringe, in an orderly manner where there is coordination of annexation with the timely and efficient extension of public facilities and services.

Key Issues and Goals for Urban Service Area

Balanced, Smart Growth

Rural and city residents are affected by large lot, scattered development in the Urban Fringe. Development that occurs in a disorderly, unplanned pattern can create barriers to planned expansion of infrastructure and city boundaries. Infrastructure is expensive and barriers add unnecessary costs to the expansion and extension of services. Expansion of infrastructure is critical to the physical and economic health of each county, Gilbert, and Ames. Unplanned, sporadic residential growth also consumes areas ideal for agricultural uses. There are areas within the Urban Fringe where high value agricultural land needs to be preserved. There are also natural areas that are negatively affected by residential development. Sprawling development increases the area of conflict between agricultural uses and residential development. It is critical that the Ames Urban Fringe Plan provide better guidance for the timing and intensity of land use and development decisions.

Utility Capacity and Service Area Definition

Ames and Gilbert expect to grow beyond their current boundaries. Both communities have identified areas where infrastructure can be efficiently extended in the next 30 years. Property owners in the Urban Fringe have reasonable expectations for the extension of centralized water and sewer service in the future. Developed rural water suppliers provide rural levels of service; however, limited capacity for adequate fire protection exists.

On-site wastewater treatment systems can be used successfully by certain levels of non-urban development. These systems, however, are not ideal for suburban and urban-intensity development and are very costly when they fail. When these areas are annexed, conversion to urban-type wastewater treatment system is also very costly, for property owners as well as taxpayers. Requiring up-front installation of infrastructure or agreements for the development of infrastructure in order to install municipal water and sewer service will be required for development within the identified growth areas. When on-site systems are requested for planned areas outside of the growth area, these areas will be reviewed by their proximity or affect on the municipalities. Additional requirements for water and sewer services, both on-site and off-site, may be required in some locations.

Development in Identified Growth Areas

Identified growth areas delineate locations where the communities expect to support growth over the next 30 years. Development within these growth corridors will be required to provide the necessary infrastructure to support the expanding urbanized population. If interim development is allowed, it should not create a barrier to future infrastructure expansion and growth. Such development should entail explicit development and annexation agreements and may require the installation of “dry” sanitary and sewer systems – meaning installing the necessary water and sewer infrastructure that will eventually connect to municipal services. Since the growth areas provide undeveloped areas for planned growth for City of Ames and City of Gilbert development, these unincorporated areas should be reserved for annexation. Involuntary annexation should not occur unless it is determined that the affected community has sufficient capacity to serve the location with municipal infrastructure and services, including but not limited to public safety services, water, sewer, and road maintenance. However, reasonable availability of adequate municipal water and wastewater service does not mean that infrastructure will be extended to each vacant parcel. It means that the affected community, in review of the annexation, will provide for the extension of utilities to existing developed parcels in a reasonable time frame as specified in State of Iowa law.

Peripheral Development

There has been a proliferation of new parcels created through the plat of survey process. Historically, there has been little political resistance to these incremental, small subdivisions of land. This practice has created more intensive development without the consideration of the cumulative impacts. These developments form an obstacle to rational urban growth. Irregular platting of land becomes a prime motivation for defensive actions by the City of Ames because it provides obstacles to orderly city growth.

Rural Planning and Development Regulations

Rural residential development may consume valuable farmland, generate public services demands usually exceeding revenues from the development, often interfere with normal farm practices, and increases pressure on the conversion of farmland. Designated areas for rural development avoid creating barriers to the long-term growth of the City of Ames and City of Gilbert and the preservation of valuable farmland and farm economy.

Fiscal Planning

Development patterns impact the ability of Boone County, Story County, the City of Gilbert, and the City of Ames to provide public facilities and services generated by new development. The establishment of impact fees or “pay-as-you-grow” programs for new growth may be necessary to promote development in designated areas. Service and infrastructure capacity should be in place to serve designated growth areas. Development outside of service areas is costly and should be avoided or should be required to pay the expense of inefficient growth.

Development Review Process

Development review is the key implementation mechanism for the Ames Urban Fringe Plan. Defining a common and straightforward development review process for land use decisions in the Ames Urban Fringe, building on shared plan that identifies growth goals and objectives with specific growth policies, results in a common understanding of each other’s jurisdictions, goals, and objectives, and provides more streamlined and effective development decisions.

In addition to the goals stated above for all areas, the following goals guide planning and management of land use in the Urban Service Area.

USA Goal 4.1

Ensure that development and improvements in the Urban Fringe are consistent with Ames Urban Fringe Plan.

USA Goal 4.2

Ensure that new development has adequate public facilities.

USA Goal 4.3

Require new development to fund the cost of new improvements and services required by new development.

USA Goal 4.4

Coordinate infrastructure development and provision of services with applicable entities.

Highway-Oriented Commercial (HOC)

This designation applies to commercial land uses along arterial corridors that are primarily designed to accommodate the automobile. It is intended to provide for an orderly and efficient transition between existing or future urban areas and the rural, unincorporated areas.

HOC Policy 1: Highway-Oriented Commercial designation includes commercial uses that are more compatible with the characteristics of rural areas than with urban commercial corridors and centers.

HOC Policy 2: Strategically locate Highway-Oriented Commercial in targeted areas along high traffic transportation corridors. (Relates to RUTA Goal 3.2, 3.5)

HOC Policy 3: Give preference to clustering of uses in order to limit the short-term and long-term costs associated with infrastructure improvements and the distribution of public services. (Relates to RUTA Goal 3.2, 3.4)

HOC Policy 4: Require urban transportation infrastructure to meet the demands of high vehicular movement. (Relates to RUTA Goal 3.2, 3.3)

HOC Policy 5: Require full urban infrastructure standards under certain conditions such as location with respect to existing or planned urban infrastructure, intensity or size of development improvements, timing of development, development design, and commercial use, such as a restaurants, water intensive uses, or places designed for the gathering of people. Such urban infrastructure standards may include, but not be limited to, wastewater treatment and potable water distribution of sufficient size to support emergency services. If these improvements are not installed at the time of development, require infrastructure assessment agreements. (Relates to RUTA Goal 3.2, 3.3)

HOC Policy 6: Where the city does not require urban standards, require temporary common wastewater collection systems that meet IDNR and city specifications, and temporary common water distribution systems, such as wells or rural water services, that meet specifications of the City of Ames or City of Gilbert. Require agreements that if and when the property is annexed to a city, the land developer and/or landowner shall be responsible for the full cost of abandoning the rural systems and connecting to urban infrastructure. (Relates to RUTA Goal 3.2, 3.3)

HOC Policy 7: Make provisions to protect environmental resources, environmentally sensitive areas and adjacent Natural Areas. (Relates to RUTA Goal 3.4)

HOC Policy 8: Mitigate and manage stormwater run-off, soil erosion, and wastewater discharge according to IDNR, county and city standards. (Relates to RUTA Goal 3.4)

HOC Policy 9: Require annexation and development agreements to guide future transition of the subdivision/development into the City of Ames or City of Gilbert. (Relates to RUTA Goal 3.2)

HOC Policy 10: When Highway-Oriented Commercial property is within an Urban Service Area designation, a property may be annexed without a Land Use Framework Map Amendment. The intent of this option is to further the policies of the Convenience Commercial Node, specifically CVCN Policy 5.

DO NOT WRITE IN THE SPACE ABOVE THIS LINE, RESERVED FOR RECORDER

Prepared by: City of Ames Legal Department, 515 Clark Avenue, Ames, IA 50010; Ph.: 515-239-5146

Return document to: City Clerk, City of Ames, 515 Clark Avenue, Ames, IA 50010

Legal Description: See Page 8.

PREANNEXATION AGREEMENT

Flummerfelt-Crane Annexation

WHEREAS this Pre-Annexation Agreement (the “Agreement”), dated for reference purposes, _____ day of _____, 2021, is made and entered into by and between the City of Ames, Iowa, and certain Consenting Property Owners (“Owners”) located in the vicinity of Lincoln Way and North 500th Avenue proposed to be annexed into the City of Ames, Iowa; and,

WHEREAS the Owners are titleholders of approximately 38.73 acres of real property, 34.69 without the right of way, shown in the attached Annexation Plat marked as Exhibit ‘A’ and hereafter described collectively as the “Real Estate;” and,

WHEREAS the Owners petitioned for annexation to the City of Ames and on March 23, 2021 the Ames City Council agreed to initiate the annexation subject to meeting certain conditions prior to approval of the annexation; and,

WHEREAS upon annexation to the City the properties will be rezoned to Agricultural zoning; and,

WHEREAS the Owners understand that for future development within the City that rezoning, and subdivision are necessary, and that certain public improvements will be required with development of the site; and,

WHEREAS, the City Council, after due and careful consideration, has concluded that the annexation of real estate described in Exhibit ‘A’ by the City on the terms and conditions hereinafter set forth would further the growth of the City, would provide for the harmonious development of the City, would enable the City to control the development of the area, and would serve the best interests of the City of Ames.

NOW THEREFORE, IN CONSIDERATION OF THE PROMISES AND THE MUTUAL COVENANTS AND AGREEMENTS HEREIN CONTAINED, IT IS HEREBY AGREED AS FOLLOWS:

SECTION 1. AGREEMENT PURSUANT TO IOWA CODE CHAPTER 368. This Agreement is made pursuant to and in accordance with the provisions of Iowa Code Chapter 368. The forgoing preambles and recitations are made a part of this Agreement.

SECTION 2. TERM. The term of this Agreement is from the date of the final approval of the annexation until the completion of rezoning and platting of the property.

SECTION 3. TRAFFIC STUDY. The Owners agree that a traffic study must be completed to analyze the impacts of development to the adjacent street system. The scope of the traffic study shall be defined by the City's Traffic Engineer, performed at the sole cost of the Owners and shall be completed prior to the rezoning of the property to a residential or commercial zoning district. Each Owner is individually and separately liable to the City for the cost of any all public improvements identified by the traffic study which are necessary to serve the development of the Owner's portion of the site.

SECTION 4. INFRASTRUCTURE EXTENSIONS. The Owners acknowledge that water and sewer lines must be extended into and through the site with the future development of the site. These extensions are at the sole expense of the Owners. Subdivision approval will determine the precise location and nature of these extensions, including the need for looping of a water main consistent with the City's Master Plan.

SECTION 5. STUBBED STREETS FROM SUNSET RIDGE SUBDIVISION. The Owners acknowledge that future development shall include the extension of stub streets from Sunset Ridge (Ellston Avenue, Springbrook Street, and Durant Street) into the development consistent with City standards. The extension of streets and their design will be determined with subdivision approval.

SECTION 6. PREVIOUSLY PLATTED COUNTY LOTS. The Owners agree that they will not seek approval of a building/zoning permit for any building on any lot within the Crestview Acres Subdivision and will instead replat the property in conformance with City zoning and subdivision standards.

SECTION 7. EFFECT OF NON-APPROVAL OF ANNEXATION. If the annexation is not approved, this agreement expires and becomes null and void.

SECTION 8. BINDING AGREEMENT. This Agreement shall be binding upon and inure to the benefit of the parties hereto, their heirs, successors and assigns and shall be recorded and will apply to any subsequent plats and/or subdivisions of the Real Estate. This Agreement shall constitute a covenant running with the land and may be extended by any of the parties to the Agreement, including the City, by the filing of a verified claim. Upon the City's approval of a rezoning and replatting of the property, this agreement is considered complete and fully satisfied.

SECTION 9. EFFECT OF INVALID PROVISION. If any provision of the Agreement is held invalid, such invalidity shall not affect any of the other provisions contained herein.

SECTION 10. ENTIRE AGREEMENT. This instrument constitutes the entire agreement between the parties with respect to the subject matter thereof and supersedes all prior oral or written agreements, statements, representations, and promises. No addition to or change in the terms of this

Agreement shall be binding upon the parties unless it is expressed in a writing signed and approved by the parties.

SECTION 11. THIRD PARTY RELIANCE. Except as it may be expressly stated, nothing in this Agreement shall be construed as giving any person or entity, other than the parties hereto and their successors and permitted assigns, any right, remedy or claim under or in respect of this Agreement or any provision hereof.

SECTION 12. DEVELOPMENT STANDARDS. This Agreement does not anticipate all requirements or standards related to development of property and each Owner recognizes that rezoning and development of property is subject to city ordinances, policies and standards in effect at the time.

S I G N A T U R E P A G E S F O L L O W

Passed and approved on _____, 2021, by Resolution No. 21-_____
adopted by the City Council of the City of Ames, Iowa.

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 _____, 2021, by John A. Haila and Diane R. Voss, as Mayor and City Clerk, respectively, of the City of Ames, Iowa.

NOTARY PUBLIC

FLUMMERFELT QUAIL RIDGE, LLC

By **Flummerfelt's Pleasant Valley M.H.C., L.C.**, sole Member

By:

MICHAEL D. FLUMMFELT, Manager

By:

DIANE M. FLUMMERFELT, Manager

STATE OF IOWA, COUNTY OF STORY, SS.:

This instrument was acknowledged before me on _____, 2021, by Michael D. Flummerfelt and Diane M. Flummerfelt, as Managers of Flummerfelt's Pleasant Valley M.H.C., L.C., the sole Member of Flummerfelt Quail Ridge, LLC.

NOTARY PUBLIC

Dated _____, 2021.

JOHN R. CRANE

STATE OF IOWA, COUNTY OF STORY, SS.:

This instrument was acknowledged before me on _____, 2021, by
John R. Crane.

NOTARY PUBLIC

LEGAL DESCRIPTION – Exhibit ‘A’

Consenting Owners: (38.73 total acres)

Tract A: John R. Crane, 632 N. 500th Ave. Ames, IA 50014
Lots 39-44, except the West 27 feet thereof, and Lots 45-50, of Crestview Acres
Subdivision, Story County, Iowa, containing 2.63 acres.

Tract B: Flummerfelt Quail Ridge, LLC, 113 Robin St. Ames, IA 50010
Lot A, except the South 90 feet thereof, Lots B, C and D, except the South 20 feet
thereof, Lots 1 and 28-31, except the South 20 feet thereof, Lots 32-38, except the West
27 feet thereof, Lots 51-58, 60-81, 83, 87-106, 112-135 and 138-151 of Crestview Acres
Subdivision, Story County, Iowa, containing 32.06 acres.

Non-Consenting Owners: (6.42 total acres)

Tract C: Brian M. Adams, 5507 Lincoln Hwy Ames, IA 50014
Lot 136, except the South 20 feet thereof, and Lot 137, Crestview Acres Subdivision,
Story County, Iowa, containing 0.70 acres.

Tract D: Brant Lemer, 5615 Lincoln Hwy Ames, IA 50014
Lot 2, except the South 20 feet thereof, and Lots 110 and 111, Crestview Acres
Subdivision, Story County, Iowa, containing 1.46 acres.

Tract E: Lemer Land Holdings, LLC, 5615 Lincoln Hwy, Ames, IA 50014
Lots 27 and E, except the South 20 feet thereof, Lots F and G, Lots 3-26 and the alleys
lying between said Lots 3-8 and 9-14 and between Lots 15-20 and 21-26, all of Lots 84-
86 and 107-109, Crestview Acres Subdivision, Story County, Iowa, containing 3.76 acres
total.

Tract F: Lemer Land Holdings, LLC, 5615 Lincoln Hwy Ames, IA 50014
Lots 59 and 82, Crestview Acres Subdivision, Story County, Iowa, containing 0.50 acres
total.

Right of Way: Story County, Iowa (4.04 acres)

The South 90 feet of Lot A in Crestview Acres Subdivision, the North 973.7 feet of the
West 60 feet and the North 280 feet of the South 350 feet of the West 33 feet, and the
South 70.00 feet, all in the Southwest Quarter of the Southwest Quarter of Section 6,
Township 83 North, Range 24 West of the 5th P.M., Story County, Iowa, containing 4.04
acres.

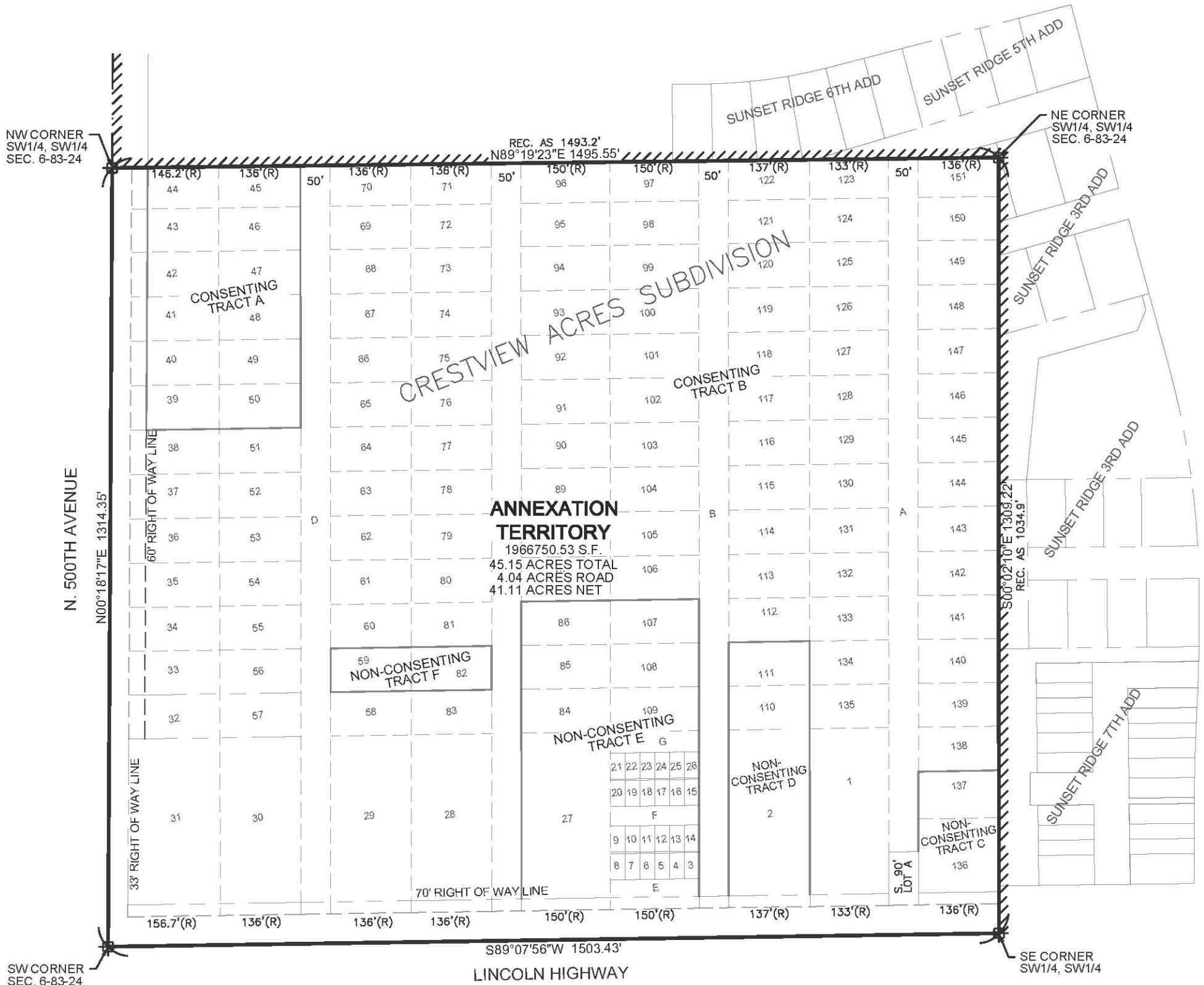
ANNEXATION PLAT (Attached)

ANNEXATION PLAT

LOCATION: THE SW1/4, SW1/4 OF SEC. 6-83-24
STORY COUNTY, IOWA

REQUESTED BY: CHUCK WINKLEBLACK

SURVEYOR: R. BRADLEY STUMBO, PLS #17161
FOX ENGINEERING ASSOCIATES, INC.
AMES, IA 50010
515-233-0000



Legal Description - Annexation Territory:

The Southwest Quarter of the Southwest Quarter of Section 6, Township 83, Range 24 West of the 5th P.M., Story County, Iowa, containing 45.15 acres, which includes 4.04 acres of existing public right of way.

Note: This description includes all of Lots A-G and Lots 1-151, all in Crestview Acres Subdivision.

Property by Consenting Owners: (34.69 total acres in Tracts A & B)

Tract A: John R. Crane, 632 N. 500th Ave. Ames, IA 50014
Lots 39-44, except the West 27 feet thereof, and Lots 45-50, of Crestview Acres Subdivision, Story County, Iowa, containing 2.63 acres.

Tract B: Flummerfelt Quail Ridge, LLC, 113 Robin St. Ames, IA 50010
Lot A, except the South 90 feet thereof, Lots B, C and D, except the South 20 feet thereof, Lots 1 and 28-31, except the South 20 feet thereof, Lots 32-38, except the West 27 feet thereof, Lots 51-58, 60-81, 83, 87-106, 112-135 and 138-151 of Crestview Acres Subdivision, Story County, Iowa, containing 32.06 acres.

Right of Way: Story County, Iowa
The South 90 feet of Lot A in Crestview Acres Subdivision, the North 973.7 feet of the West 60 feet and the North 280 feet of the South 350 feet of the West 33 feet, and the South 70.00 feet, all in the Southwest Quarter of the Southwest Quarter of Section 6, Township 83 North, Range 24 West of the 5th P.M., Story County, Iowa, containing 4.04 acres.

Property by Non-Consenting Owners: (6.42 total acres)

Tract C: Brian M. Adams, 5507 Lincoln Hwy Ames, IA 50014
Lot 136, except the South 20 feet thereof, and Lot 137, Crestview Acres Subdivision, Story County, Iowa, containing 0.70 acres.

Tract D: Brant Lemer, 5615 Lincoln Hwy Ames, IA 50014
Lot 2, except the South 20 feet thereof, and Lots 110 and 111, Crestview Acres Subdivision, Story County, Iowa, containing 1.46 acres.

Tract E: Lemer Land Holdings, LLC, 5615 Lincoln Hwy Ames, IA 50014
Lots 27 and E, except the South 20 feet thereof, Lots F and G, Lots 3-26 and the alleys lying between said Lots 3-8 and 9-14 and between Lots 15-20 and 21-26, all of Lots 84-86 and 107-109, Crestview Acres Subdivision, Story County, Iowa, containing 3.76 acres total.

Tract F: Lemer Land Holdings, LLC, 5615 Lincoln Hwy Ames, IA 50014
Lots 59 and 82, Crestview Acres Subdivision, Story County, Iowa, containing 0.50 acres total.



FOX Engineering Associates, Inc.
414 South 17th Street, Suite 107
Ames, Iowa 50010
Phone: (515) 233-0000
FAX: (515) 233-0103

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.

R. Bradley Stumbo

R. BRADLEY STUMBO, PLS
License number 17161
My license renewal date is December 31, 2021.

5/19/21

DATE





Memo

Department of Planning & Housing

TO: Mayor and City Council

FROM: Kelly Diekmann, Planning & Housing Director

DATE: May 21, 2021

SUBJECT: Item No. 36: Continuance of Public Hearing for Master Plan Amendment and Pre-annexation Agreement for Hayden's Preserve (Formerly Rose Prairie)

The Master Plan Amendment was initially noticed for a public hearing on May 11th and continued at the request of the developer to May 25th. The developer continues to work with staff on refining the details of the project design to help craft the addendum to the pre-annexation that would accompany the Master Plan Amendment. However, staff and the applicant could not finalize the language in time for the May 25th hearing. Therefore, staff recommends continuing the rezoning Public Hearing for the Master Plan to June 8th in order to allow for the developer and staff to finalize the addendum and have it accompany the rezoning request to amend the Master Plan.

COUNCIL ACTION FORM

SUBJECT: **AUDITORIUM HVAC REPLACEMENT**

BACKGROUND:

The City Auditorium is currently served by a HVAC system consisting of a fan and heating coils from when the building was built in 1938 and a condenser and cooling coils added in 1990. Over the last several years there have been ongoing maintenance issues with the system. It was determined that the best course of action would be to replace the system and modernize it for ease of use and maintenance.

A mechanical engineering firm was hired and completed plans and specifications. The plan calls for the removal of the existing fan and coils and replacement with a rooftop unit that would provide the heating and cooling for the Auditorium. A rooftop unit would allow for easier access for maintenance and free up existing space to become needed storage for the Auditorium.

This project was originally bid this past winter, with an Engineer’s Estimate for a base bid cost of \$370,517. The project at that time included an alternate for heating and cooling the Auditorium Lobby, estimated at \$27,168.75. The project at that time received two bids. The lower of the two bids was for a combined total of \$590,000, which exceeded the \$400,000 in available funding.

Therefore, on January 12, 2021, City Council rejected the bid and directed staff to modify the project for a future bid. The consultant talked to local contractors and received responses that the timing of the project was the main issue with receiving bids.

The project plans were modified by removing items related to duct work and access into the Auditorium ceiling. An alternate was added for removal of the existing system including removal of the heating and cooling to the stage area. On Wednesday, May 12, 2021, bids were received as follows:

Bidder	Base Bid	Alternate for Removing Existing System
<i>Engineer’s Estimate</i>	\$342,870	\$13,572.30
Stein Heating & Cooling, Inc.	\$575,500	\$15,000.00
Woodruff Construction, Inc.	\$589,347	\$23,200.00
Henkel Construction Co.	\$683,000	\$23,500.00

Engineering and construction administration costs are estimated at \$32,000. With the lowest bid this would bring the total project to \$607,500. Funding for this project is in the

amount of \$400,000 from one-time General Fund savings from the FY 2019/20 adjusted budget.

Even with the modified project plans as noted above the bids came in higher than the original project bid last winter. In talking to the low bidder and the mechanical consultant the cost of materials such as sheet metal have drastically increased in cost in the last few weeks. This seems to be due to supply chain issues; suppliers have stated that they see this increase continuing for an undetermined amount of time.

Staff is working with the consultant and the apparent low bidder to see if there are additional ways to reduce costs. Staff will also explore identifying additional funding for this project. This item will be brought back to City Council at a later date for further action.

ALTERNATIVES:

1. Accept the report of bids for the Auditorium HVAC Replacement.
2. a) Accept the report of bids for the Auditorium HVAC Replacement.
b) Approve the final plans and specifications for the Auditorium HVAC Replacement
c) Award the Auditorium HVAC Replacement to Stein Heating and Cooling, Inc. of Webster City, Iowa, in the amount of \$575,500.
3. Reject all bids and delay moving forward with the project at this time.

CITY MANAGER'S RECOMMENDED ACTION:

By approving the report of bids, staff can explore options to reduce project costs and explore additional funding options.

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

COUNCIL ACTION FORM

SUBJECT: ARTERIAL STREET PAVEMENT IMPROVEMENTS E. 13TH ST (DUFF AVE TO MEADOWLANE AVE)

BACKGROUND:

This project is a continuation of the current repair and reconstruction of 13th Street. The 2020/21 program location is E. 13th Street between Duff Avenue and Meadowlane Avenue. This project includes reconstruction of the street with 8 inches of new concrete pavement, storm sewer improvements, sanitary sewer manhole replacements, new water main, and ADA sidewalk ramp improvements. Also incorporated into this project are an eight-foot sidewalk along the north side of E. 13th St. and new 8-inch, 16-inch and 24" water main to replace the existing 6-inch main.

Due to COVID-19 restrictions a traditional public meeting was not held. A project webpage was created containing project information, a video, and an opportunity to provide feedback. Staff mailed notices to impacted residents and businesses, and a press release informed the general public. Besides general driveway and access questions, there were no concerns from the public.

On May 18th, 2021, the bids for the project were received as follows:

Bidder	Bid
Engineer's Estimate	\$2,980,000.00
ConStruct	\$2,934,292.90
Wicks Construction	\$3,343,810.72
Absolute Concrete	\$3,502,069.17

A summary of revenues and projected expenses is shown below:

	Available Revenue	Estimated Expenses
GO Bonds	\$ 900,000	
MPO/STP Funds	\$1,600,000	
2020/21 Water System Improvements	\$ 555,000	
2020/21 Sanitary Sewer System Improvements	\$ 45,000	
2021/22 Stormwater Improvement Program	\$ 255,000	
Construction - ConStruct (this project/low bid)		\$2,934,292.90
Engineering/Administration		\$ 375,000.00
	<u>\$ 3,355,000.00</u>	<u>\$3,309,292.90</u>

ALTERNATIVES:

1. a. Accept the report of bids for the 2020/21 Arterial Street Pavement Improvements E. 13th Street (Duff Ave – Meadowlane Ave)
 - b. Approve the final plans and specifications for this project.
 - c. Award the 2020/21 Arterial Street Pavement Improvements E. 13th Street (Duff Ave – Meadowlane Ave) project to Con-Struct, of Ames, Iowa, in the amount of \$2,934,292.90
2. Do not proceed with this project.

MANAGER'S RECOMMENDED ACTION:

Accepting the report of bids and approving final plans and specifications will allow this project to proceed. Delay or rejection of these plans and specifications will delay this project.

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

Staff Report

**ADDITIONAL TOOLS FOR EXTERIOR PROPERTY MAINTENANCE
ENFORCEMENT FOR PROPERTIES THAT ARE NOT RESIDENTIAL RENTALS**

May 25, 2021

BACKGROUND:

At the City Council meeting on August 25, 2020, the City Council requested a memo from staff regarding recommendations for a potential Exterior Property Maintenance Code. Over the years, the Inspection staff has been unable to adequately address complaints from neighboring property owners regarding conditions of non-rental properties, thus causing frustration on the part of these citizens.

This inability to consistently respond to these property maintenance complaints results from:

- 1) Lack of needed enforcement regulations in the Municipal Code,**
- 2) Those property maintenance standards that are in the Municipal Code are scattered throughout nine different chapters which are sometimes inconsistent or contradictory, and**
- 3) The length of time to obtain compliance under the current enforcement process is too lengthy and has proven to be ineffective in multiple instances.**

The City currently has a Community Codes Liaison (CCL) who is charged with enforcing several sections of the Municipal Code both proactively and reactively. The CCL responds to complaints and educates customers regarding Code standards. It also patrols neighborhoods to reduce complaints and gain voluntary compliance when violations are noted.

Staff has surveyed numerous jurisdictions around central Iowa and found that many of them have a single ordinance for property maintenance that consolidates all the necessary code sections, enforcement procedures, and appeal procedures for owner-occupied properties. This one-stop-shop approach provides clarity and consistency for staff and citizens. Most of the ordinances reviewed were also equipped with abatement procedures to facilitate compliance in a timely manner. Swift and effective compliance techniques lessen the impact of the nuisance on the neighborhood and allows residents to continue to enjoy their properties and neighborhoods.

The City Council might remember that the issue of an Exterior Property Maintenance Code for owner-occupied properties was considered back in 2008. At that time a citizen committee appointed by the City Council recommended consideration of twenty-three items from the International Code Council's International Property Maintenance Code. However, after receiving public input regarding the proposed comprehensive code changes, the City Council chose in 2009 not to pursue the adoption of them.

PROPOSED ORDINANCE:

The proposed ordinance has been designed to correct the three challenges with property maintenance enforcement identified above and, in lieu of a more comprehensive approach identified in the International Property Maintenance Code, focuses only on those exterior complaint issues most frequently fielded by the Inspection staff.

In addition, this proposed ordinance is directed only towards owner-occupied residential properties, owner-occupied or rental commercial properties, and owner-occupied or rental industrial properties. (Note: residential rental property regulations are addressed in Chapter 13 of the Municipal Code)

In addition, staff is recommending an ordinance that consolidates many of the current property maintenance requirements that are scattered throughout the Municipal Code into one, easy to find Municipal Code chapter. The additional code requirements that are being recommended in this new chapter will benefit the community, simplify and expedite (when needed) enforcement procedures, and create one consistent appeal process.

The template for the proposed ordinance is a similar ordinance in Cedar Falls. Sections that were not applicable to Ames have been removed. Additionally, there are some sections that are new to the City that could prove to be very beneficial in specific circumstances even though they would not be used on a regular basis (e.g., stagnant water, open holes).

As a result of consolidating the currently scattered sections, revisions to existing chapters will be necessary to remove language so that code requirements are not duplicated throughout the Municipal Code. The existing chapter regarding junk vehicles (Chapter 30) will be removed in its entirety with the language being added to the new ordinance. The new ordinance will then take the place of Chapter 30 instead of adding a new numbered Chapter.

NEW SECTIONS:

There are 15 new regulations in the proposed ordinance. **The following items that are not currently violations would become violations under the proposed ordinance.** The rationale for including these changes is provided with each item:

1. Leaving garbage receptacles at the curb for more than 24 hours – The Rental Code currently prohibits leaving garbage receptacles out for more than 24 hours, but there is no requirement for owner-occupied properties. Receptacles left at the curb can cause visibility issues and can be blown over, depositing litter onto neighboring properties.
2. Allowing garbage, junk, yard waste to be stored – This is currently prohibited under the outdoor storage section of the Zoning Code which defines outdoor storage as items stored for more than 72 hours. The new ordinance combines garbage and junk into one section and prohibits it at 48 hours rather than 72.
3. Allowing stagnant water to pool – Stagnant water creates a breeding ground for mosquitos.
4. Depositing mud/gravel/etc. on sidewalks – The current code prohibits owners from allowing snow to accumulate on public sidewalks. Often, there are issues with mud or gravel run-off from private property accumulating on walks as well. The proposed ordinance would allow any accumulations to be addressed.
5. Placing/pushing snow/ice onto public streets – Although Municipal Code currently prohibits the accumulation of snow and ice on public sidewalks, an issue that is frequently encountered during snow removal operations is the depositing of that snow and ice onto the streets. These accumulations are susceptible to re-freezing, which can be a hazard to drivers and makes subsequent snow removal operations more difficult.
6. Grasses over 12 inches in ROW and ROW Encroachment – Tall vegetation in the right-of-way may create visibility issues. Another issue within the ROW is the type of vegetation that is allowed to be grown. Many property owners keep this area planted with turf grass. However, in some instances property owners have planted vegetation that can grow very tall, causing visibility issues (sweet corn, sunflowers, etc.). The proposed section does not restrict the type of vegetation, but limits it to 12 inches in height. In addition, there are several areas around the City where vegetation (trees or bushes) originates on private property, but grows over or into the sidewalk or street and impedes pedestrian or vehicle flow.
7. Trees hanging over ROW – Historically, staff has required tree branches to be a minimum of 16 feet above the street (based on the height of Cy-Ride buses) and ten feet above a sidewalk/bike path (to accommodate bicyclists). However, these standards are not codified, making it much more difficult to educate property owners.
8. Dense growth of vegetation – Dense vegetation may cause issues with ingress/egress from a structure, can be a fire hazard, provides concealment for criminals and may be aesthetically displeasing to neighbors.

9. Turf grasses exceeding 12 inches on private property – Excessive height turf grasses can create a habitat for vermin, can be a fire hazard, and may be aesthetically displeasing. Currently, registered rental properties are required to keep their turf grasses under 12 inches. There is no equivalent standard for owner-occupied properties, even those abutting rental properties. By calling out turf grasses specifically, owners that would like to have taller native vegetation are still able to do so.
10. Dangerous trees – These trees may cause structural damage and/or personal injury. There are currently no standards that would require an owner to remove a tree in poor condition, even if it poses a threat to a neighboring property.
11. Conditions that harbor vermin – These conditions are currently described in the Junk Vehicle Code, but there are times when conditions such as this may need enforcement where no junked vehicle is involved.
12. Open holes/excavations for up to 30 days – Open construction sites, wells, etc. can be a safety hazard for children in particular. These holes would need to be secured or covered.
13. Vacant, unsecured structures – Unsecured structures allow people to enter the structure (squatters), and dangerous conditions have resulted (e.g., fires) in these instances.
14. Exterior structural requirements (siding, roofing, decks) – Inadequate coverings (roofing, siding, paint, etc.) allow rain, snow, and vermin to enter. These conditions can cause rapid deterioration of a structure. Currently, there are no standards for structural maintenance until the structure is in such disrepair that it can be deemed dangerous. The ability to facilitate the abatement of these issues early increases the life of the structure and maintains aesthetic integrity for the neighborhood.
15. Graffiti removal – Rapid graffiti remediation is essential in reducing the amount of graffiti. The proposed ordinance will prohibit graffiti from being left on any property for more than 48 hours. Graffiti removal is currently addressed in the Rental Code, but is often found on commercial properties that are not rentals, leaving staff with no enforcement ability.

ABATEMENT:

Staff has struggled gaining compliance with existing Code sections in a timely manner, especially with repeat offenders. Current internal policy requires three violation notices to be sent, with the last notice being sent by certified mail. If these attempts at education and voluntary compliance are unsuccessful, then a citation will be issued. Citations are typically only issued to obtain compliance, rather than to punish the offender.

Unfortunately, the citation process can be lengthy. Once a citation is forwarded to the Legal Department, it is reviewed by an attorney and then sent by certified mail. The postal service has two weeks to attempt service (there have been instances when the citation has been unable to be served). Once served, a court date is set for the defendant to plead guilty or not guilty. If they enter a plea of not guilty, a court date is set, which is roughly 30 days out. Meanwhile, the violation continues to exist, and enforcement is put on hold.

It is only when the court finds the defendant guilty that the City can request permission from the court to enter the property, abate the violation, and assess the abatement costs back to the owner. However, it is always possible the court denies the request, leaving staff with no tools for compliance.

Research regarding other jurisdictions shows that many ordinances allow for abatement as an enforcement tool instead of relying on a citation. With this tool, City staff may enter the property to address the nuisance, then bill costs back to the owner. If the owner fails to pay the costs, the City Council may approve assessing those costs to the owner's property. This mechanism is similar to the existing process for sidewalk snow and ice removal enforcement, where timeliness is important. **The proposed ordinance adds abatement as a potential tool for compliance. It is not a requirement that abatement be utilized, and it does not prohibit a citation from being issued.**

APPEAL PROCESS:

Because the code sections currently utilized are scattered throughout the Municipal Code, the appeal processes vary. Currently, three different Boards have jurisdiction over the types of violations the proposed ordinance addresses:

- Property Maintenance Appeals Board – this board is configured to address appeals of Rental Code issues
- Building Board of Appeals – this board reviews appeals of decisions relating to building, electrical, mechanical, or plumbing codes
- Zoning Board of Adjustment – this board reviews alleged errors or exceptions to zoning regulations.

It is important that any person affected by enforcement action be afforded the opportunity to appeal the violation determination. It is equally important that the appeal process be accessible and easy to follow for the appellant. **Therefore, the new ordinance proposes the creation of a separate board to hear appeals of this new chapter.** The proposed appeal process mimics that of the Property Maintenance Appeal Board and the Building Board of Appeals. The recommended make-up of the Board includes neighborhood representatives from each ward, much like the City Council, and will meet monthly.

Staff will be recommending changing the name of the appeal board for Rental Housing to the “Rental Housing Code Appeal Board” and naming the new board

for the Property Maintenance Code chapter the “Property Maintenance Appeals Board.”

DIRECTION NEEDED FROM CITY COUNCIL:

While staff is seeking Council feedback regarding the entire proposed ordinance before final approval is given, guidance regarding four specific topics is being requested by staff:

1. **Grass Height Restrictions** varied across jurisdictions. Heights ranged from a maximum of six inches to 18 inches with a variety of different exceptions. **Staff has proposed 12 inches for the new ordinance because it would make the standard the same as rental properties. If Council prefers a different height, Staff recommends the use of the same grass height standard regardless of whether a property is rental or owner-occupied.**
2. **Junk Vehicles** are currently regulated through Chapter 30 of the Municipal Code. This chapter prohibits vehicles that have been deemed ‘junked vehicles’ from remaining on a property for more than 48 hours. It also prohibits vehicles that are not deemed ‘junk vehicles’ from being kept on residential property for more than 15 days and on commercial property for more than one year. Exemptions from the junked vehicle prohibitions include junked vehicles parked inside enclosed structures, behind opaque walls at least six feet in height, covered with a tight-fitting vehicle cover, or upon the premises of an authorized salvage yard.

Most of the other jurisdictions surveyed did not specify a timeframe for how long a junked vehicle could be stored on a property before a violation occurs. This means that having a junked vehicle on the property at any time would constitute a violation. The City of Clive prohibits junked vehicles after they have been on the property for 24 hours; a few other cities prohibit junked vehicles after 48 hours, as is currently the standard in Ames.

Regarding vehicles that have not been declared junked, only one other jurisdiction, the City of Norwalk, regulates the amount of time they can be stored on a property. It appears the Ames Municipal Code and Norwalk Code are exactly the same and prohibit the storage of operable vehicles on private property for longer than 15 days without moving.

Staff would like confirmation that the timeframes for storage (48 hours for junked vehicles and 15 days for non-junked vehicles) and the exemptions (behind a six-foot fence or under a vehicle cover) in the current code are acceptable.

3. As proposed, **the ordinance would apply to all properties that are not residential rentals.** This would include owner-occupied residential properties and all types of commercial and industrial properties. While staff has received complaints regarding nuisance issues on all types of properties, the Council will

have to decide if the ordinance should apply as broadly as it is proposed, or if it should be narrowed (for example, to only apply to non-rental residential, exempting commercial and industrial).

4. The proposed **Appeals Board** composition is similar to that of the Council with residents representing different wards. The other jurisdictions surveyed had varied appeal processes including the utilization of an appeal judge, the City Council, a board of citizens, and a board of staff members to hear appeals and decide as to whether a violation exists. **Staff is recommending the board of residents concept as it is similar to the way appeals of the current code sections are administered.**

STAFF COMMENTS:

It is important to note that some of these new regulations may be contentious among property owners. Staff recognizes that it is important to protect the freedoms of property owners while also protecting the neighboring property owners. Therefore, the approach taken by staff in preparing these regulations is not to burden property owners with extraordinary obligations, but rather to establish basic minimum standards that can be met with modest efforts on the part of property owners.

The proposed ordinance will provide additional guidance regarding the minimum standards for exterior property maintenance. In addition, this guidance should be easier to identify and understand in one consolidated location. The proposed changes also provide City staff with the necessary tools to effectively enforce these issues and obtain compliance when a property falls into disrepair or when unsafe conditions exist.

After receiving input from the City Council at the May 25th meeting, the next step will be to obtain public input either at a regular City Council meeting (June 8th) or at a City Council Workshop (June 15th). At that time, Council may direct staff to make any further changes to the proposed ordinance prior to placing it on the agenda for first reading on June 22nd.

At some time in the future, the City Council might want to consider adding to the Rental Code (Chapter 13) the same regulations for depositing mud/gravel on sidewalks, placing/pushing snow into streets, trees hanging over ROW, dangerous trees, conditions that harbor vermin, open holes/excavations and vacant/unsecured structures that are being recommended for the properties covered by the new Chapter 30, but are not currently prohibited for residential rental properties in Chapter 13.

KEY: **YELLOW** – Existing Code Language or Concepts
BLUE – New Language or Significant New Concepts

Chapter 30 – PROPERTY MAINTENANCE CODE

30.1. Purpose.

The purpose of this chapter is to protect the health, welfare and safety of the citizens of the City of Ames and to preserve the value of property owned by these citizens by establishing minimum property maintenance standards; to provide for the abatement of violations of this chapter; and for the enforcement and penalties for violation hereof.

30.2 Scope.

The provisions of this chapter shall apply to all properties within the City of Ames, except for any property that has a current Letter of Compliance under Chapter 13 of the Ames Municipal Code, and constitute minimum requirements and standards for premises, structures, and vehicles; enforcement and abatement procedures; appeal process.

Sec. 30.3. - Property maintenance violations prohibited; authority to abate.

Any violation of this chapter on any property, except for any property that has a current Letter of Compliance under Chapter 13, is unlawful and is prohibited. The City Manager or Manager's designee is authorized to abate violations either by issuance of a municipal infraction or by the administrative abatement procedures set forth in this chapter, or a combination thereof. Municipal infractions under this chapter are punishable by a penalty of \$500 for a person's first violation thereof, and a penalty of \$750 for each repeat violation. The City Manager or Manager's designee has the authority to waive the requirements of this chapter in emergency situations.

Sec. 30.4 – Definitions.

Garbage. Every waste accumulation of animal, fruit or vegetable matter, liquid or otherwise, that attends the preparation, use, cooking, dealing in or storing of meat, fish, fowl, fruit or vegetables, and including tin cans or similar food containers. Dead animals are not included in the term garbage.

Hazardous Waste. Any substance as defined in section 455B.411(3)(a) of the Code of Iowa, and the rules of the Iowa Department of Natural Resources.

Inoperable. Not capable of being used or operated as a motor vehicle.

Junk. Items including, but not limited to, building materials not part of an active building project authorized by a current city building permit, vehicle parts, miscellaneous steel, plastic, rubber or metal parts, tires, packing boxes, wooden pallets, discarded lumber (not including neatly stacked and cut fire wood), plastic tarps, or any other discarded or miscellaneous item or items.

Junked Vehicle. Any vehicle, trailer or semitrailer which because of any one of the following characteristics, constitutes a threat to the public health, welfare and/or safety:

- (a) That has been rendered inoperable because of a missing or broken windshield or window glass, fender, door, bumper, hood, steering wheel, driver's seat, trunk, fuel tank, two or more wheels, engine, drive shaft, differential, battery, generator or alternator or other component part of an electrical system, any component or structural part, or lack of current registration;
- (b) That has become the habitat of rats, mice, snakes or any other vermin or insects;
- (c) That is being used for storage purposes or harborage, cage or dwelling for animals of any kind;
- (d) That its condition constitutes a threat to the public health or safety of the public;

(e) That contains gasoline or any flammable fuel and is inoperable.

Noxious Substances. Substances, solid or fluid, which are offensive, detrimental to health, hurtful or dangerous, including any dead animal portion thereof, together with human or animal excrement.

Noxious Weeds. Primary and secondary classes of weeds as defined by Iowa Code section 317.1A.

Outdoor Area. All exterior areas of a property, including porches, partially enclosed sheds, lean-tos or other structures not totally enclosed by structural walls, roof and properly functioning doors. A porch is not considered to be an outdoor area if it is completely enclosed by fully intact glass or fully intact screens.

Public street. All land lying between property lines on either side of all public streets, avenues, highways, boulevards and alleys within the corporate limits of the City.

Refuse. All other miscellaneous waste materials except "yard waste" not specifically defined as garbage.

Semitrailer. Every vehicle without motive power designed for carrying persons or property and for being drawn by a motor vehicle and so constructed that some part of its weight and that of its load rests upon or is carried by another vehicle.

Stagnant Water. Standing water that is trapped and does not circulate.

Trailer. Every vehicle without motive power designed for carrying persons or property and for being drawn by a motor vehicle and so constructed that no part of its weight rests upon the towing vehicle.

Turf Grasses. Narrow-leaved grass species that form a uniform, long-lived ground cover that can tolerate foot traffic and mowing heights of two inches or below.

Vehicle. An automobile, truck, motorcycle, or other trackless self-propelled vehicle designed primarily to transport persons or property over public streets and highways.

Weed. A plant that is not intentionally planted and is usually of vigorous growth. It may cause economic loss to neighboring properties.

Yard Waste. Debris such as grass clippings, leaves, garden waste, brush and trees. It does not include tree stumps.

Sec. 30.5. - Property maintenance standards defined; certain acts, conditions prohibited.

Whatever is injurious to the senses or an obstruction to the free use of property so as essentially to interfere with the comfortable enjoyment of life or property by the public or community shall be deemed a violation of this chapter. Violations of this chapter shall include, but shall not be limited to, the following:

- (1) The use of any building or other place for the exercise of any trade, employment or manufacture which, by occasioning noxious exhalations, offensive smells or other annoyances, becomes injurious and dangerous to the health, comfort or property of individuals or the public.
- (2) Garbage or refuse set outdoors in any bag or container other than a trash disposal container. Trash disposal containers must be constructed of a hard water-tight material. Containers cannot be left at the curb for more than 24 hours and must be placed behind the front yard or indoors when not set out for pick-up, unless located in an enclosure shown on an approved site plan.
- (3) Allowing refuse, garbage, junk, noxious substances or hazardous wastes to be collected or to remain in any place for 48 hours or more.
- (4) Yard Waste stored on the exterior of a property for longer than seven days unless stored in a trash disposal container. Yard waste may be retained for longer than seven days if composting is being conducted in accordance with Chapter 105 of the Iowa Administrative Code.

- (a) Composting piles may include: yard waste including leaves, grass clippings, straw and hay, sawdust, and finely chopped shredded tree and shrub prunings; kitchen scraps including fruit and vegetable trimmings (including rhubarb leaves), coffee grounds, and eggshells; shredded newspapers; wood ashes (no more than one cup per bushel of compost).
 - (b) Composting piles cannot include: human or animal feces; diseased plant material or weeds that have gone to seed; kitchen scraps that include animal meat, bones or fat; and all other materials not listed in subsection (a) above.
- (5) Allowing to exist any stagnant water standing on any property, including any open container or material kept in such a condition that water can accumulate and stagnate therein, creating a breeding ground or habitat for insects or rodents.
- (6) The obstructing or encumbering, by fences, buildings, structures, signs or otherwise, of the public streets and rights-of-ways.
- (7) The depositing or allowing the depositing of any mud, dirt, gravel or other debris on any public street, sidewalk, or other public property.
- (8) Depositing ice or snow from private property, sidewalks, or driveways onto the traveled way of a public street so as to obstruct gutters or impede the passage of vehicles upon the street or alley or to create a hazardous condition therein.
- (9) Allowing vegetation located in the City right-of-way to grow in excess of 12 inches in height or to obstruct visibility to vehicle or pedestrian traffic.
- (10) Trees located on private property that hang over public streets with less than 16 feet of clearance between the bottom of the lowest tree limb and the public street or trees located on private property that hang over public sidewalks with less than 10 feet between the bottom of the lowest tree limb and the sidewalk.
- (11) Dense growth of all vines, brush or other vegetation, including dead bushes, and dead woody plants, or other overgrown or unkempt bushes or other growth.
- (12) Allowing turf grasses to exceed 12 inches in height.
- (13) Any tree in such a state of deterioration that any part of such tree is likely to fall and damage adjacent property or cause injury to persons.
- (14) Allowing to exist any weeds over 12 inches tall or any noxious weeds.
- (15) Allowing to exist conditions which are conducive to the harborage or breeding of vermin; or allowing to exist infestations of vermin, such as rats, mice, skunks, snakes, bats, starlings, pigeons, wasps, cockroaches or flies.
- (16) Allowing to exist for a continuous period of more than 30 days, any manmade excavation, hole, or other depression in the ground in or on any lot or parcel of land in the city of a depth of more than three feet below the surrounding grade, other than as part of the active construction of a building or other structure on the lot which will ultimately close in and completely cover such excavation, hole or depression.
- (17) Allowing upholstered or finished furniture intended for indoor usage, such as couches, beds, mattresses, desks, chairs, shelving or wooden tables, other household furnishings or equipment including carpeting, appliances and other typical household items intended for indoor usage, to be placed or used outdoors.
- (18) Unoccupied buildings or unoccupied portions of buildings which are unsecured. Boarding of doors or windows with plywood or any similar material may be done in emergency situations but may not be a permanent means to secure a structure. The boarding of doors or windows for emergency purposes is limited to 30 days at most, unless an extension has been granted by the Building Official.

(19) All structures, including detached accessory structures, on any commercial, residential, agricultural or industrial property shall be free from significant structural defects. The term "free from significant structural defect" means:

- (a) The roof and roofing material are of such a nature and condition that they do not permit water, snow or ice to penetrate the structure. Roofing materials shall be in good condition and made up of consistent materials and consistent coloration throughout the roof area.
- (b) Drainage gutters and downspouts, if present, are securely attached to the structure and in proper functioning order.
- (c) All exterior trim and exterior exposed surfaces, including siding materials, must be sound, in good condition and securely attached to the structure.
- (d) Exterior walls must be free of holes and made of a consistent material, such that patches or repairs consisting of dissimilar materials or colors compared to the prevailing surface material of the exterior walls are not present.
- (e) The foundation of the structure is sound, capable of supporting the structure and not deteriorated to the point that failure is judged to be inevitable, but not necessarily imminent. The foundation shall be plumb and free from cracks, breaks and holes to prevent the entry of animals.
- (f) Windows and doors, including outer screen or storm windows and doors, must be intact, containing no holes, squarely hung with properly operating latches or locks to be securely closed, and where the windows have intact glass or normal window material that allows the entry of light with no holes in said window surface areas. No plastic wrap material or tarps shall be used to substitute for doorways or windows.
- (g) All exterior components serving doors and windows, including, but not limited to, steps, porches, ramps, landings, handrails, and guardrails must be of a secure and safe design, be made of standard building materials and be intact, with no protruding or loose boards or surface materials causing a hazard.
- (h) Exterior wall surfaces are properly painted and/or maintained with appropriate exterior wall materials, including wood, vinyl, steel or metal siding materials, stucco or exterior insulation finish system (EIFS) materials, brick or similar masonry materials, that are in all cases intact, not in a condition of deterioration, are of uniform coloration and are not patched with dissimilar materials. Plastic wrap material shall not be considered an acceptable siding material. No flaking or chipped paint or outer loose material dominates or detracts from the exterior appearance of the structure.
- (i) All fencing, including gates, shall be maintained in good condition, free from damage, breaks, holes or missing structural members. All fencing shall be of consistent materials and coloration.
- (j) All exterior wires which are hanging or unsecured on the exterior of the structure must be fastened to the structure in order to avoid life safety issues.

(20) All real property defaced by graffiti vandalism which is visible to the public view and has not been removed within 48 hours of notification by the enforcement officer.

(21) Any hazardous condition on property which may contribute to injury of any person present on the property, including, but not limited to, open holes, open foundations, or open wells or cisterns.

(22) Any condition on property creating a fire hazard, as determined by the Fire Chief or the Fire Chief's designee, or in violation of chapter 8.

(23) Any condition on property creating an imminent threat to human health or in violation of any health or sanitation law.

(24) Any luminaire not in compliance with Ames Municipal Code Sec. 29.411 Outdoor Lighting Code.

(25) Any junked vehicle stored outdoors on private property for more than 48 hours. All vehicles, trailers, or semitrailers not considered junked vehicles may be stored outdoors on private property for up to, and including, 15 days.

Exceptions:

(a) Junked vehicles stored within a garage or other enclosed structure or which are kept concealed and enclosed behind an opaque wall at least six feet in height, or completely covered by a tight-fitting opaque cloth vehicle cover or tight-fitting cloth tarpaulin

(b) Junked vehicles stored upon the premises of a duly authorized salvage yard or junk yard and meeting the requirements of the Ames Municipal Code.

(26) Travel trailers, recreational vehicles, boats, and boat trailers parked in the front yard setback. Parking of travel trailers, recreational vehicles, boats, and boat trailers is permitted behind the front yard setback so long as they are not being used for habitation.

Sec. 30.6. Responsibility for abatement; abatement defined.

(1) The owner, agent, lessee, occupant or other person in charge of any building or premises where any of the actions forbidden by this chapter exist, or whence any of such actions have originated, or any person responsible for the existence, origin or continuance of any of such actions, shall correct, remove or abate such action without delay.

(2) Abatement may include, but not be limited to, repair, removal, cleaning, exterminating, cutting, mowing, grading, draining, securing, repairing a building or structure, barricading or fencing, removing dangerous portions of buildings or structures, and demolition of dangerous structures or abandoned buildings.

Sec. 30.7. Abatement by city after notice; procedure; payment of costs.

(1) In case of the failure of any person to correct, remove or abate a violation on written notice issued by the enforcement officer, served in the manner of an original notice, or by certified mail to the last known address of the owner, agent, lessee, occupant or other person in charge of the building or premises where the violation exists, and designating the time allowed for such removal, correction or abatement, the time thus allowed depending on the urgency of the case, then and at once upon such failure the enforcement officer shall cause the violation to be summarily removed, corrected or abated, and the enforcement officer therefor shall have the power at all times during the daytime to enter into and upon the premises and make thorough examination thereof for the purpose of ascertaining its sanitary conditions or the existence of violations therein, and to do whatever may be necessary to remove, correct or abate such violations.

(2) Whenever the owner, occupant or agent of any premises upon which any violation is found is unknown or cannot be found, then the violation may be abated without notice.

(3) Emergency abatement procedure. When the enforcement officer determines that a violation exists on a property and constitutes an imminent and compelling danger to health, safety, or welfare of persons or property, the enforcement officer is authorized to abate or have abated the violation without prior notice and opportunity of hearing. A notice of costs of abatement will be sent to the property owner within 14 days of the abatement procedure. The cost of any such emergency abatement procedure may be assessed against the property for collection in the same manner as property taxes as set forth in State Code Section 364.12(3)(h).

(4) Whenever any violation is found on any premises and is abated under the provisions of this chapter or any other ordinance, the city officers shall report to the council a detailed statement of the costs thereof, which shall be paid in the first instance by the city, together with a description of the premises in or upon which the violation was found and the name of the owner or occupant of such premises, if known. The city shall either institute an action in the name of the city against the owner, tenant or other occupant of the premises for the recovery of the expenses incurred in abating such

violation, or, if the city council so directs, the expense of abatement shall be assessed upon the premises chargeable therewith and become a lien thereon, or the city may both institute such an action and assess a lien against the property. The city clerk shall thereupon certify for taxation purposes and for purposes of the establishment of a property lien to the county treasurer all such abatement and administrative costs to be collected in the same manner as a property tax.

- (5) Costs of abatement. Abatement costs shall include, but shall not be limited to, the cost of removing or eliminating the violation; the cost of investigation, such as title searches, inspection and testing; the costs of notification; filing costs and other related administrative costs and any other costs or expenses incurred by the city in the abatement of the violation.

Sec. 30.8. – Means of Appeal.

(1) Application for Appeal.

Any person aggrieved by a decision of made under the provisions of this chapter may have a hearing before the Property Maintenance Appeals Board to determine if a violation exists. A request for a hearing must be made in writing and delivered to the Building Official on or before the date stated in the notice of abatement issued by the City or it shall be conclusively presumed that a violation exists and that it must be abated as ordered. In the case of emergency abatement, a hearing may be requested within 14 days of the mailing date of the notice of costs of abatement.

Within 14 days after the conclusion of the hearing, the Board Chairperson shall render a written decision as to whether a violation exists. If it is found by the Board that a violation exists, it shall include in the written decision what steps must be taken to abate the violation and the time within which such steps must be taken.

(2) Appointment and Membership of the Board.

- (a) The Property Maintenance Appeals Board shall consist of seven members who represent the citizens of the City of Ames and who are not employees of the City of Ames. The Board shall be appointed and shall serve terms in accordance with established procedures.
- (b) Board members shall be appointed by the Mayor with approval of the City Council. The term of office shall be for three (3) years, except for the terms of office for the Board when initially established. For the Board when initially established, the Mayor may prescribe a shorter than a full term of appointment in order to stagger terms. No member who has served two (2) full consecutive terms is eligible for reappointment.
- (c) Membership shall consist of seven (7) members, one from each of the four (4) wards, and three (3) from the City at large.

(3) Chairperson.

The Board shall annually select one of its members to serve as Chairperson. The Board shall also select one of its members to serve as Vice Chairperson to act as Chairperson in the absence of the Chairperson.

(4) Disqualification of Member.

A member shall not hear an appeal in which that member, an immediate family member, or a household member has a personal, professional or financial interest.

(5) Secretary.

The Building Official shall designate a qualified person to serve as Secretary to the Board. The Secretary shall file a detailed record of all proceedings with the City Clerk's Office.

(6) Compensation of Members.

Members shall receive no compensation.

(7) Meeting of the Board.

The Board shall meet regularly as needed or upon notice from the City Manager or Manager's designee. All meetings shall be open to the public.

(8) Procedure.

The Board shall adopt and make available to the public, procedures under which hearings will be conducted.

(9) Board Decision.

The Board has authority to affirm or reverse the notice of violation made under the provisions of this chapter or to grant additional time for abatement. The Board shall have no authority to waive requirements of this chapter, waive the costs of abatement, or adjust the costs of abatement.

(10) Stay of Enforcement.

Appeals of a notice and order (other than an Imminent Danger notice) shall stay the enforcement of the notice and order until the appeal is heard by the Board.

(11) Filing Fees.

Property owners are entitled to file one appeal per nuisance violation, at no fee. Subsequent appeals shall be assessed the same cost as listed in Appendix L of the Ames Municipal Code for appeals to the Property Maintenance Appeals Board.

Sec. 30.9. - Resisting, obstructing or interfering with city officer.

Any person who resists, obstructs, or otherwise interferes with any city officer who has been designated by the city manager or the city manager's designee to enter upon and inspect any premises, or to correct or abate any violation on such premises, shall be guilty of a municipal infraction.

COUNCIL ACTION FORM

**SUBJECT: CHAMBER OF COMMERCE REQUEST TO BEAUTIFY LINCOLN WAY
MEDIANS FROM BEACH TO SHELDON**

BACKGROUND:

The landscaping in the medians on Lincoln Way from Beach Avenue to Sheldon Avenue has significantly deteriorated due to a combination of harsh growing conditions, foot traffic, and the removal of ash trees.

Dan Culhane, President and CEO of the Ames Chamber of Commerce initially presented a concept to beautify the Lincoln Way medians in an email (Attachment A) sent to the Mayor and City Council on February 2, 2021. This original proposal included a request for a City funding contribution in the amount of \$25,000 to complete the proposed Lincoln Way Beautification Plan (Attachment B). Council took no action on this request.

A second email (Attachment C) was sent to the Mayor and City Council on March 30, 2021. **This request was asking for permission to proceed with the beautification project, as all funding for the project has been secured privately and no City contribution was requested.** At its April 13, 2021 meeting, Council directed staff to put this request on a future agenda.

CAMPUSTOWN LINCOLN WAY MEDIAN BEAUTIFICATION PLAN:

The plan presented by the Chamber was developed by Dan's Country Landscapes. It includes removing some of the current vegetation, removing some soil and replacing it with new top soil, adding new vegetation that is more tolerant of the environmental conditions in the medians, and adding a combination of trap rock (shown below) and mulch.



As part of the plan, the Chamber is requesting the City provide traffic control measures when the work is being completed and watering of the plants until they get established. Staff feels these two requests are reasonable and can be accomplished.

Ongoing maintenance of the medians is a staff concern as the mulch does need to be replenished annually. Weed control, plant maintenance, tree maintenance, and trash removal are additional items that also need to be done periodically. The Parks and Recreation Department is willing to assume these duties. **The Chamber of Commerce has agreed to replenish the mulch annually which includes purchasing material and providing the labor as long as the City provides traffic control while this is being done (Attachment D).**

ALTERNATIVES:

1. Approve the request for the Ames Chamber of Commerce to proceed to implement the Campustown Lincoln Way Beautification Plan as presented, subject to their agreement to purchase the necessary material and replenish the mulch in the medians annually.
2. Approve the request with modifications.
3. Refer to staff for more information.

CITY MANAGER'S RECOMMENDED ACTION:

The proposed plan presented by the Ames Chamber of Commerce gives the Lincoln Way medians from Beach to Sheldon a much needed facelift. It could be argued that removing the overgrown shrubs/plants and replacing them with new vegetation improves safety to some degree by improving sight lines for motorists. The Chamber has also secured the funding to implement this plan and is committed to replenishing the mulch annually.

This plan is another example of a private/public partnership which improve the aesthetics in an area of our community. The presented plan beautifies the Lincoln Way medians adjacent to Campustown and requires no direct funding from the City.

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

ATTACHMENT A

February 2, 2021 Email

Good Evening Mayor Haila and Members of the Ames City Council,

Karin Chitty, Director of the Campustown Action Association, and I write to you this evening with a financial request for a beautification project along the Lincoln Way corridor as it runs through Campustown adjacent to the Iowa State University campus. We are speaking specifically to the City of Ames medians and how to make them more aesthetically pleasing. Currently they are mostly barren and with the major investment made by the City of Ames to modernize the underground infrastructure and refresh Welch Avenue it seems fitting that a partnership could be developed to beautify Lincoln Way as it leads to Welch Avenue from the west and east. Sheldon Avenue would be the western end and Beach Avenue the eastern end.

Attached you will find a variety of renderings of what the medians could look like if the project were to proceed. The plan was designed by Dan's Custom Landscape and funded by the Ames Chamber of Commerce. The total project is just over \$56,000 and nearly half of the necessary funds have been raised to date, which you will see within the attached document. We are respectfully asking for a \$25,000 contribution from the City of Ames to help this project move forward this coming spring. The funding from the Ames Chamber of Commerce, Campustown Action Association, and a small portion of the private funding has been raised. Karin and I are currently awaiting a decision from the Ames Foundation on a contribution from that group as well as a few other private funders. Of course, we would not proceed with the project without all of the necessary funds raised.

This plan has been shared with City staff and concerns have been raised about the public safety aspects of the plantings in the medians. At one time, several years back, a plan was discussed between the City and ISU to install some form or barrier in the median to keep pedestrians from crossing Lincoln Way in the middle of a block. We can certainly understand that concern, yet believe plants and materials can be selected and installed to avoid any of them being an obstruction to site lines for pedestrians and vehicles. If at some point in the future the City and ISU come to some agreement and/or arrangement for installing some form of permanent barrier, quite possibly the landscaping being proposed could remain, or removed in favor of the more permanent solution. In the near term this would brighten and freshen up this corridor to add to the beauty of the ISU campus and the major investment on Welch Avenue where we are aware that trees and other landscaping will be completed this spring. The Campustown Action Association will also be replacing all of the banners on the light poles this spring as well.

In addition to the \$25,000 contribution we would also ask the City of Ames to water the plantings once installed to get them started. According to Dan's Custom Landscape watering would not likely be required all that frequently once the plants got established. Any weeding and/or litter removal would be spearheaded by the Campustown Action Association with support from the Ames Chamber of Commerce, similar to the work we are doing in downtown Ames with Ames Main Street.

We are aware that you are currently working through the budgeting process, which is why we make this request today. This is a relatively inexpensive opportunity to greatly improve the aesthetics of this corridor and we are hopeful you will consider investing with the other funders to enhance this corridor, which in many ways is the front door to the ISU campus.

Karin and I stand ready to answer any questions or address any concerns you may have.

Thank you very much for your consideration.

Dan

Dan Culhane, CEcD, CCE

President & CEO

ATTACHMENT C

March 30, 2021 Email

Good Evening Mayor Haila and Members of the Ames City Council,

I write to you again this evening, on behalf of Karin Chitty and myself, seeking your approval to beautify the medians on Lincoln Way through Campustown from Beach Avenue west to Sheldon Avenue.

I am pleased to share that the necessary funding has been secured privately to do the project without direct financial assistance from the City of Ames or Iowa State University. Rather, generous donations from Kingland Systems, The Ames Foundation, Campustown Action Association, and the Ames Chamber of Commerce will fund the improvements outlined in my last correspondence on this topic, which is below. You will recall that the cost was just over \$56,000.

We have received constructive feedback from City staff and I recently met with Keith Abraham where he outlined the concerns over the size of the river rock, which was proposed as an accent in the beds along with mulch. City code does not allow landscape rock any larger than $\frac{3}{4}$ of an inch. I have met with Dan's Custom Landscape and they are proposing an alternative smaller than river rock - brick chips that are $\frac{3}{8}$ of an inch, or smaller in size, or buck skin rock or trap rock. You will see photos attached of each alternate rock being proposed. Any of these would provide the accent effect and fall beneath the maximum size of rock that can be used.

Karin and I are respectfully asking for permission to proceed with this project given all of the initial costs will be covered privately. We will work with City of Ames staff to make sure that necessary protocols are followed and will coordinate the project so that any maintenance will be shared between Campustown Action Association and the City. Other than permission to proceed we would ask that the City commit to necessary watering of the plants as needed throughout the spring and summer season.

Along with the photos of the various types of rock, I am also attaching the original plan, which was previously provided to you. We would ask that this be referred to city staff so that we can work through any remaining issues and get the project moving sometime in late April or early May.

We recognize there may very well be a larger, more permanent plan for these medians in the future. In the meantime we believe this will be a positive and striking improvement that will enhance this major corridor through Campustown and the Ames community.

Thank you very much for your consideration.

Dan

Dan Culhane, CEcD, CCE

President & CEO

ATTACHMENT D

From: Dan Culhane <dan@ameschamber.com>
Sent: Thursday, May 20, 2021, 11:52 PM
To: Abraham, Keith
Subject: Fwd: Lincoln Way Campustown Median Beautification

[External Email]

Hello Keith,

Per your call earlier today I would submit the following.

The Ames Chamber of Commerce and the Campustown Action Association remain committed to maintaining the aesthetics of the medians in Campustown from Beach Avenue to Sheldon Avenue along Lincoln Way.

Our request is permission to beautify them with new plants and mulch/rock and, in return, ask that the City of Ames keep them watered, once planted, so that they take root and thrive throughout the heat of summer. We will maintain them annually and will replenish the mulch/rock, as needed, along with any plant materials required. I would also request the City provide traffic control along Lincoln Way, as needed, during the installation, coordinating with the selected contractor.

Again, we have the resources to fund the improvements and we respectfully ask for the approval of the City to proceed with the project.

If you need something further please advise.

Thank you,

Dan

Dan Culhane, CEcD, CCE

President & CEO

Campustown Lincoln Way Median Beautification

Spring 2021



campustown
action
association



ames[™]
CHAMBER OF COMMERCE











MEMORIAL UNION
IOWA STATE UNIVERSITY BOOK STORE







BLOCK

SPIRIT

GO BTA TE!

PIZZA













Project Costs & Proposed Project Support

PROJECT COST: \$56,282

Proposed Funders:

Ames Chamber of Commerce \$10,000

Ames Foundation \$ 5,000

Campustown Action Association \$10,000

Private Fundraising \$31,282

Total Funds \$56,282



Questions?

Dan Culhane, Ames Chamber of Commerce

515-232-2310

dan@ameschamber.com

COUNCIL ACTION FORM

SUBJECT: 2021-22 PROPOSED ANNUAL ACTION PLAN PROJECTS FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) and HOME PROGRAMS

BACKGROUND:

City Council reviewed draft CDBG and HOME programs for the upcoming Annual Action Plan at their March 23rd meeting and directed staff to proceed with public outreach on the draft programs and budget. On May 12th and 13th, City staff hosted online public forums to gather input regarding possible projects for consideration for the 2021-22 CDBG/HOME Annual Action Plan as part the City's Entitlement Program. Four persons attended and participated in the forum discussions, including representatives from The Bridge Home (formerly the Emergency Residence Project (ERP), Good Neighbor, and an Ames resident. Staff also received an email comment from a City resident.

The following agenda was presented, and the forum attendees were given the opportunity to participate in a group discussion regarding the agenda items:

1. Basic overview of the CDBG, HOME and CARES-CV Programs
2. Review of the Consolidated Planning Requirements.
3. Overview of the Five-year Goals and Priorities created for 2019-23
4. Proposed 2021-22 Annual Action Plan Projects
5. Group feedback and
6. Tentative Timeline for next steps

The public feedback was centered around the need to continue to address affordable housing and neighborhoods. Staff has summarized the public comments and primary questions about funding options as follows:

- If funding could be used to provide more affordable rental housing units? Also, what is the City's long-term plans for increasing the availability of affordable rental housing units for "families with children" (Commenter suggested that Story County will be needing an additional 20,000 units to have units "available")
- If funding could be used to contract with non-profits to help the City implement their programs and/or public service programs?
- If funding could be used to provide grants to private entities to help create affordable housing with by helping initial capital costs (i.e., down payment or fees and other upfront costs)?
- If funding could be used to install a gazebo in a neighborhood?

Staff's takeaway from the public input was that there still seems to be a continued consensus that affordable housing and neighborhood investment is needed in the

community.

Initially, on February 25th the federal Housing and Urban Development Department (HUD) notified the City that it will be receiving for the 2021-22 program year, \$590,475 in CDBG funds (which is a \$12,075 decrease from 2020) and \$350,543 in HOME funds (which is a \$118,034 decrease from 2020). **However, on May 13th, HUD notified the City of a correction being made in our 2021-22 CDBG allocation amount, which was adjusted from the \$590,475 to \$599,177 (which is a \$8,702 increase above the February amount).**

Staff is recommending the proposed programs as was initially outlined to City Council in March. The proposed programs and budget for the 2021-22 Annual Action Plan are listed in Attachment A. Of the additional \$8,702 in CDBG funding, \$1,740 was added to administration (20%) for a total budget of \$119,835 and the remaining balance of \$6,962 was added to the Acquisition/Reuse for Slum/Blight Program for a total budget of \$279,342.

Of the \$350,543 of HOME funds, approximately \$297,962 (excluding-15% CHDO set aside of \$52,581) is available for administration and programming for 2021-22. Staff under this program is anticipating a rollover balance of approximately \$1,370,464 remaining from program years 2018-19, 2019-20, and 2020-21. Total projected Revenue of \$1,668,426 (including administration).

The budget will include an anticipated rollover balance of Round 3 CARES (COVID-19) funds of approximately \$215,000 including administration. The total recommend budgets for all three federal programs is projected to be approximately \$ 2,897,603.

With the overarching need to expand the supply of affordable housing for low- and moderate-income households, staff believes that this can best be accomplished through the implementation of the Homebuyer Assistance Program, New Home Construction Program, Public Infrastructure Improvements Programs and Acquisition/Reuse Program for housing and commercial area, and for the CARES (COVID-19).

Notably with the CDBG program there is an allowance to use up to 30% our funds for **non-low and moderate benefit** in order to address other needs in the community. In that we are in the last year of our three-year cycle (2020-2023) to spend at least 70% of our CDBG funding for a low and moderate benefit, presents a good opportunity to utilize the 30% for a slum and blight program without putting ourselves at risk of not meeting the low- and moderate-income targets. It is anticipated at the end of the 2020-21 Fiscal Year; we will have spent at least 90% of our three-year allocation on benefitting low- and moderate-income households. Therefore, the proposed Action Plan includes \$279,342 for slum and blight removal.

In addition to the funding update, on May 13th HUD announced that in order to address an error in the Fiscal year (FY) 2021 allocation, and to help grantees/entitlement cities expedite the submittal of their Annual Action Plans in order to be able to implement need programs to the communities, **HUD is waiving the required 30-day public comment period down to a three (3) day comment period.**

ALTERNATIVES:

1. The City Council can approve the proposed 2021-22 Annual Action Plan Program Projects and proposed budget (Attachment A) and set August 10th as the date of public hearing for approval of submitting the plan to HUD on or by August 16, 2021.
2. The City Council can approve the proposed 2021-22 Annual Action Plan Program Projects and proposed budget (Attachment A) and set August 10th as the date of public hearing for approval of submitting the plan to HUD on or by August 16, 2021, **with modifications.**
3. The City Council can refer this item back to staff with further direction.

CITY MANAGER'S RECOMMENDED ACTION:

Although there was not a high level of participation in the Public Forums, those who attended, the highest priority centered around affordable housing for low-income families and how funds could be used to increase the supply of affordable rental housing. The City's Plan addresses this with support for affordable housing development in Baker Subdivision as well as with the separate Acquisition/Reuse for affordable housing program. All of the proposed programs help address the needs identified in the 2019-23 Five-Year Consolidated Plan.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative #1, thereby approving the proposed 2021-22 Annual Action Plan Program Projects and proposed budget (Attachment A) and set August 10th as the date of public hearing for approval of submitting the plan to HUD on or by August 16, 2021.

ATTACHMENT A

2021-22 Proposed CDBG/HOME Annual Action Plan Projects and Budget

Proposed 2021-22 Action Plan Expenditure Budget:	
Programs	Budget
CDBG Acquisition/Reuse Program for Affordable Housing (including demolition)	\$200,000
CDBG Acquisition/Reuse Program for Slum/Blight Removal (including demolition)	\$279,342
CDBG Public Infrastructure Improvements Program for Baker Subdivision (including Engineering costs)	\$415,000
CDBG-CV CARES (Rent, Mortgage & Utility) Relief Assistance	\$200,000
HOME Homeownership Construction Program	\$762,265
HOME Down Payment Assistance	\$381,382
HOME LIHTC Multi-Family Assistance	\$350,000
General Administration for CDBG, HOME & CARES	CDBG: \$119,835 HOME: \$174,779 CARES: \$15,000
Total	\$2,897,603
PROPOSED 2021-22 Action Plan Revenue Budget:	
2021-22 CDBG Allocation	\$599,177
2020-21 CDBG Program Rollover	\$365,000*
2021-22 CDBG Anticipated Program Income	\$50,000*
2020-21 CDBG-CV CARES	\$215,000
2021-22 HOME Allocation	\$350,543
2021-22 HOME Anticipated Program Rollover	\$1,370,464
2021-22 HOME CHDO Set Aside	-\$52,581
Grand Total CDBG & HOME	\$2,897,603

*City Council should note that the anticipated revenue for the CDBG program rollover and the anticipated program income are cautious estimates being projected by staff.

COUNCIL ACTION FORM

SUBJECT: AGREEMENT WITH AgOUTCOMES TO PURCHASE NUTRIENT REDUCTION CREDITS

BACKGROUND:

The Water Pollution Control (WPC) Facility is being converted to a nutrient removal treatment technology over a period of 20 years. **Separate from the work that will occur inside the treatment plant, watershed-based improvements performed by the City can be ‘banked’ as credit toward any future, more stringent nutrient reduction requirements imposed on the WPC Facility.** On February 24, 2021, staff executed a Memorandum of Understanding (MOU) with the Iowa Department of Natural Resources to allow these off-site nutrient reductions to be banked with the Iowa Nutrient Reduction Exchange.

In anticipation of the MOU being executed, the City partnered with AgOutcomes, a subsidiary of the Iowa Soybean Association, to reduce nutrient runoff in the watershed north of Ames. AgOutcomes has recruited private landowners to install Best Management Practices (BMPs) on corn and soybean fields upstream from Ames located within the South Skunk Watershed.

The BMPs utilized are no-till tillage and the planting of cover crops. The growth of cover crops provides living groundcover over the winter. This living crop on the land provides uptake of nitrogen and reduces soil erosion that contributes to phosphorus loss. These nutrients, without the protection of cover crops, leach or run off into waterways during the many months when there is not a crop growing.

AgOutcomes has tracked the fields where cover crops are planted, documented the planting times, collected photographs and provided all other data required to register the nutrient savings outcomes in units of annual pounds in the Nutrient Reduction Exchange located on the United States Army Corps of Engineers (USACE) Regulatory In-lieu Fee and Bank Information Tracking System (RIBITS) program.

Staff has negotiated an agreement with AgOutcomes for the City to purchase the nutrient credits and the obligation of AgOutcomes to register them with the Iowa Nutrient Reduction Exchange. Below are the 2020 reductions resulting from the conservation practices implemented as part of this project:

2020 Nitrogen (N)

Acres: 2,086

Total N Reduction: 60,448 lbs.

Average: 29.0 lbs./ac

2020 Phosphorus (P)

Acres: 2,086

Total P Reduction: 3,887 lbs.

Average: 1.9 lbs./ac

The City will pay AgOutcomes a lump sum fee of \$50,000 as reimbursement for nutrient reduction as listed above. This is a one-time payment for nutrient reductions achieved during the 2020 crop year. The nutrient reduction credits will be transferred to the City of Ames upon completion of the contract terms. Below is a summary of the project budget.

Project Budget:

FY 2020/21 CIP	\$ 200,000
FY 2019/20 CIP Carryover Savings	79,815
<u>Total Project Budget</u>	<u>\$ 279,815</u>

Another such agreement is anticipated for 2021. Conceptually, staff has indicated to AgOutcomes that we would support cover crops for two years as a way to work through the contracting and nutrient reduction credit banking process. Beyond that, staff has explained a preference to direct our funding towards projects with a longer life, such as saturated buffers, nitrifying bioreactors, wetlands, and other more structural practices where the environmental benefit endures for more than just the year that the payment was made.

ALTERNATIVES:

1. Award a contract to purchase watershed nutrient reduction credits to AgOutcomes, Inc. of Ankeny, Iowa, in an amount not to exceed \$50,000.
2. Do not award a contract to AgOutcomes, Inc. at this time.

CITY MANAGER’S RECOMMENDED ACTION:

The Ames Water Pollution Control Facility (WPCF) will be converted to a nutrient removal treatment technology over a period of 20 years. To mitigate future investment beyond what is planned for, watershed-based projects can be performed, and nutrient reduction credits can be banked. This project not only has a nutrient reduction element, but also provides other benefits such as flood mitigation and drinking water source protection.

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

**CONTRACT FOR
2020 WATER QUALITY OUTCOMES PURCHASE**

THIS AGREEMENT, effective the 11th day of May 2021, by and between the CITY OF AMES, IOWA, a municipal corporation organized and existing pursuant to the laws of the State of Iowa (hereinafter sometimes called "City") and AgOutcomes, Inc. (a wholly-owned subsidiary of the Iowa Soybean Association, organized and existing pursuant to the laws of the State of Iowa and hereinafter called "Provider");

WITNESSETH THAT:

WHEREAS, the City of Ames has determined that certain services to be provided to the City of Ames and its citizens by Provider, such services and facilities being hereinafter described and set out, should be purchased in accordance with the terms of a written agreement as hereinafter set out;

NOW, THEREFORE, the parties hereto have agreed and do agree as follows:

**I
PURPOSE**

The purpose of this Agreement is to procure for the City of Ames certain services as hereinafter described and set out; to establish the methods, procedures, terms and conditions governing payment by the City of Ames for such services; and, to establish other duties, responsibilities, terms and conditions mutually undertaken and agreed to by the parties hereto in consideration of the services to be performed and monies paid.

**II
SCOPE OF SERVICES**

Provider shall provide the services set out in the Scope of Services, Soil & Water Outcomes Fund 2020 Water Quality Outcomes Purchase attached hereto as Exhibit A.

The City, without invalidating the Agreement, may direct changes in the services within the general scope of the Agreement, with the authorized payment maximum being adjusted accordingly. Any change in the scope of service by the provider shall be done by written agreement signed by both parties. The added cost or cost reduction to the City resulting from a change in the Agreement shall be determined by mutual acceptance of a lump sum properly itemized and supported by sufficient data to permit evaluation, or by unit prices stated in the Agreement or subsequently agreed upon.

It shall be the responsibility of the provider, before proceeding with any change in scope, to verify that the change has been properly authorized on behalf of the City. No additional charges or any other change in the Agreement will be allowed unless previously authorized in writing by the City, with the applicable compensation method and maximum authorized additional sum stated.

**III
METHOD OF PAYMENT**

A. The City will pay AgOutcomes a flat fee of \$50,000 to conduct the services set out in Exhibit A and no greater amount shall be paid without written amendment.

B. Payment will be made upon completion of the services and acceptance by the City of Ames. Provider shall submit an invoice upon completion of the services. The invoice shall include an itemization of the services for which payment is claimed. Invoices referencing the assigned purchase order number shall be sent to the following address:

City of Ames, Finance Dept. – Accounts Payable, PO Box 811, Ames, IA 50010
or by email to: accountspayable@cityofames.org

IV
FINANCIAL ACCOUNTING AND ADMINISTRATION

A. All claims for payment shall be supported by properly executed payrolls, time records, invoices, contracts, vouchers, or other documentation evidencing in proper detail the nature and propriety of the charges. All checks, payrolls, invoices, contracts, vouchers, orders, or other accounting documents pertaining in whole or in part to this Agreement shall be clearly identified as such and readily accessible for examination and audit by the City or its authorized representative.

B. All records shall be maintained in accordance with procedures and requirements established by the City Finance Director, and the City Finance Director may, prior to any payment under this Agreement, conduct a pre-audit of record keeping and financial accounting procedures of the Provider for the purpose of determining changes and modifications necessary with respect to accounting for charges made hereunder. All records and documents required by this Agreement shall be maintained for a period of three (3) years following final payment by the City.

C. At such time and in such form as the City may require, there shall be furnished to the City such statements, records, reports, data, and information as the City may require with respect to the payments made or claimed under this Agreement.

D. At any time during normal business hours, and as often as the City may deem necessary, there shall be made available to the City for examination all records with respect to all matters covered by this Agreement and Provider will permit the City to audit, examine, and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment, and other data relating to all matters covered by this Agreement.

V
INSURANCE

A. The provider shall maintain insurance coverage in scope and amounts acceptable to the City's Risk Manager.

B. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City of Ames, its officials, employees, or volunteers.

C. Provider shall furnish the City with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be on standard insurance company forms or forms provided by the City and are to be received and approved by the City before services commence. The City reserves the right to require complete, certified copies of all required insurance policies, at any time.

D. Provider shall include all sub-consultants as insured under its policies. All coverages for sub-consultants shall be subject to all of the requirements stated herein.

E. Each party shall indemnify and hold the other, its assignees, agents, officers and employees harmless from and against any damages to real or tangible personal property and/or bodily injury to persons, including death, to the extent such damages result from its or its employees' or agents' gross negligence or willful misconduct.

F. In no case will the Provider's coverage be constructed to provide coverage for acts of negligence alleged to be caused by the sole negligence of employees of the City of Ames.

VI
PROPRIETARY RIGHTS AND CONFIDENTIAL INFORMATION

Subject to the provisions of Chapter 22 of the Code of Iowa as it exists now or is hereafter amended, Provider agrees to hold in confidence any confidential and/or proprietary information or data relating to City

business and shall not disseminate or disclose such confidential information to any individual or entity, except Provider's employees or sub-consultants performing services hereunder (who shall be under a duty of confidentiality), and any other individuals specifically permitted in each instance by the City.

**VII
TERMINATION**

The City of Ames may terminate this Agreement without penalty to the City at any time by giving written notice to the Provider at least fifteen (15) days before the effective date of such termination. In any case where the Provider fails in whole or in part to substantially perform its obligations or has delivered nonconforming services, the City shall provide a Cure notice. If after notice the Provider continues to be in default, the City may terminate this agreement immediately. The City shall only be obligated to compensate the Provider for compliant services performed prior to notice of termination.

**VIII
INDEPENDENT CONTRACTOR STATUS**

Provider agrees that the relationship between Provider and the City is that of an independent contractor for employment tax purposes. The Provider shall be solely responsible for all taxes relating to payments under this agreement including those of employees.

**IX
LAWS**

This contract is governed by the law of the State of Iowa with venue in the appropriate state and/or federal courts for Story County, Iowa.

**X
ASSIGNMENT**

This Agreement may not be assigned or transferred by the Provider without the prior written consent of the City.

**XI
AFFIRMATIVE ACTION**

Provider shall place on file with the City a statement of nondiscrimination policy in the form of a completed *Assurance of Compliance with the City of Ames, Iowa, Affirmative Action Program* satisfactory to the Affirmative Action Officer of the City for contracts over \$25,000.

**XII
AMENDMENTS**

This Agreement may be amended at any time by mutual agreement of the parties. Amendments to this Agreement must be in writing and signed by both parties.

**XIII
NOTICE**

All notices under this Agreement shall be in writing. Notices shall be deemed to have been given: (i) upon hand delivery or (ii) if sent by Regular Mail, within seventy-two (72) hours after the notice has been deposited in the United States Post Office, postage paid. Notices shall be sent to the other party at the addresses set forth below. Either party may change its address by giving notice in writing thereof to the other parties.

For the City:
Director of WPC
City of Ames
1300 E 13th Street
Ames, Iowa 50010

For AgOutcomes, Inc.:
Adam Kiel
AgOutcomes, Inc.
1255 SW Prairie Trail Parkway
Ankeny, Iowa 50023

**XIV
DURATION**

This Agreement shall be in full force and effect from and after May 11, 2021 until completion of the Services, or, until terminated by either party as provided herein.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed by their duly authorized representatives.

CITY OF AMES, IOWA

AGOUTCOMES, INC.

By: _____
John A. Haila, Mayor

By:  _____
Kirk Leeds, President

Date

 _____
Date

Attest by: _____
Diane R. Voss, City Clerk

EXHIBIT A

SCOPE OF SERVICES

Soil & Water Outcomes Fund

2020 Water Quality Outcomes Purchase

I. PROJECT DESCRIPTION

AgOutcomes has recruited private landowners to install Best Management Practices (BMPs) on corn and soybean fields upstream from Ames located within the City's HUC 8 watershed, the South Skunk Watershed (HUC 07080105). The BMPs utilized are no-till tillage and the planting of cover crops. The growth of cover crops provides living groundcover over the winter. This living crop on the land provides uptake of nitrogen and reduces soil erosion that contributes to phosphorus loss. These nutrients without the protection of cover crops leach or runoff into waterways during the many months when there is not a crop growing. AgOutcomes has tracked the fields where cover crops are planted, documented the planting times, collected photographs and provided all other data required to register the nutrient savings outcomes in units of annual pounds in the Nutrient Reduction Exchange located on the United States Army Corps of Engineers (USACE) Regulatory In-lieu Fee and Bank Information Tracking System (RIBITS) program. The registered outcomes will be transferred to the City of Ames on completion of the contract terms. Ames and IDNR have signed a MOU which outlines in broad terms that the City plans to present the outcomes as part of the requirements in future NPDES permits to reduce nutrients as required in Iowa's Nutrient Reduction Strategy.

II. OBJECTIVE

The City of Ames Water & Pollution Control Department is purchasing nitrogen (N) and phosphorous (P) reduction outcomes (collectively "Outcomes") in units of pounds to bank as credits that can be used to help meet future regulatory requirements. The City of Ames Water and Pollution Control Department plans to use the credits for reducing N and P as may be required in Iowa Department of Natural Resources (IDNR) issued National Pollution Control Discharge Elimination System (NPDES) permit.

The Scope of Services by AgOutcomes shall include the services and supplies to complete the following:

III. SCOPE OUTLINE

- A. Administer contracts / agreements with private landowners and farmers to implement conservation practices on agricultural land in the South Skunk Watershed upstream from Ames.
- B. Upload longitude / latitude coordinates of field locations, Nutrient Tracking Tool (NTT) results, photos, and all other required data into the Nutrient Reduction Exchange (NRE) located in US Corps of Engineers RIBITs website.
- C. Conduct verification and approval from Iowa State University (or the IDNR designee) of the nutrient reduction outcome modeling. Obtain from the IDNR acceptance of the modeled nutrient reduction outcomes and a letter of validity establishing the validity of the practices.
- D. List and document the Outcomes in units of pounds of nitrogen (N) and phosphorous (P).
- E. Transfer the Outcomes to the City of Ames inside the NRE.

F. Below are the 2020 outcomes from the conservation practices implemented as part of the Soil & Water Outcomes Fund.

2020 Nitrogen (N):

Acres: 2,086

Total N Outcomes: 60,448 lbs.

Average: 29.0 lbs./ac

2020 Phosphorus (P):

Acres: 2,086

Total P Outcomes: 3,887 lbs.

Average: 1.9 lbs./ac

The City of Ames shall pay directly to AgOutcomes a total fixed lump sum fee of \$50,000 as full reimbursement for nutrients credits purchase as listed.
