

To: Mayor and Council Members
From: Brian Phillips, Assistant City Manager
Date: December 17, 2024
Subject: Downtown Master Plan Update

At the November 28, 2023 meeting, the City Council approved a contract with Ames Main Street to produce a Downtown Master Plan. The contract provides City funding for the lesser of \$25,000 or one-half the costs of the project. The term of the contract is through December 31, 2024.

Ames Main Street retained Bolton and Menk to complete the plan, and the project is nearing completion. The development of the plan has included a review of historical plans and policies, public outreach, and several steering committee meetings to guide the process. City staff has been closely involved in the development of the plan.

The final draft of the plan was initially intended to be complete for presentation to the City Council by the end of 2024. **However, staff now anticipates a final draft being ready for presentation to the City Council in January.**

This week, City staff approved payment to Ames Main Street in the amount of \$23,750 (95% of the contract amount). Although the final draft will not be presented to City Council until after the contract end date, staff anticipates requesting that the Council authorize payment of the balance (\$1,250) upon receipt of the plan.