

AGENDA
REGULAR MEETING OF THE AMES CITY COUNCIL
COUNCIL CHAMBERS - CITY HALL
OCTOBER 22, 2019

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

CALL TO ORDER: 6:00 PM

PROCLAMATION:

1. Proclamation for “150th Anniversary of the Masonic Lodge,” November 2, 2019
2. Proclamation for “Bells of Iowa State Day,” October 27, 2019

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.

3. Motion approving payment of claims
4. Motion approving Minutes of Regular Meeting held October 8, 2019
5. Motion approving Report of Contract Change Orders for October 1 - 15, 2019
6. Motion approving new 5-day Class C Liquor License (November 6 - 10, 2019) - Gateway Hotel & Conference Center, 429 Alumni Lane
7. Motion approving new 12-month Class B Beer – Chicha Shack Ames, 131 Welch Avenue - Pending Inspections
8. Motion approving renewal of the following Beer Permits, Wine Permits, and Liquor Licenses:
 - a. Class E Liquor License with Class B Wine, Class C Beer and Sunday Sales - Target Store T-1170, 320 S Duff Ave
 - b. Class E Liquor License with Class B Wine, Class C Beer and Sunday Sales - goPuff, 615 S Dayton Avenue
9. Resolution approving Quarterly Investment Report ending September 30, 2019
10. Resolution establishing rate and payment schedule for assessing costs associated with demolition of garage at 1107 Grand Avenue
11. Resolution accepting 2019 Department of Justice, Office of Justice Programs, and Bureau of Justice Assistance Edward Byrne Memorial Justice Assistance Grant Program and authorizing Police Department to participate in the Program
12. Resolution setting November 12, 2019, as the date of hearing regarding vacating Sanitary Sewer Easement at 610 and 700 SE 16th Street
13. Resolution approving preliminary plans and specifications for Water Plant Maintenance and Storage Building Project (located at the Water Treatment Plant); setting November 27, 2019, as bid due date and December 10, 2019, as date of public hearing
14. Resolution authorizing procurement of new Furnace Atomic Absorption Spectrophotometer

from Agilent Technologies of Wilmington, Delaware, for Water and Pollution Control Laboratory Services Division in the amount of \$42,909.48

15. Resolution awarding contract to Fair Manufacturing Inc., of Yankton, South Dakota, for the purchase of one 8'-wide self-contained snow blower for Public Works Department in the amount of \$81,421 (purchase amount \$85,421 - \$4,000 trade in value)
16. Resolution approving contract and bond for Water Pollution Control Facility Methane Engine Generator Replacement Project
17. Resolution approving contract and bond for 2018/19 Sanitary Sewer Rehabilitation (SIPHON)
18. Resolution approving contract and bond for 2019/20 Sanitary Sewer Rehabilitation (Munn Woods)
19. Resolution approving Change Order No. 2 to TEI Construction Services, Inc., of Duncan, South Carolina, in an amount not to exceed \$120,000 for Power Plant Maintenance Services contract
20. Resolution approving Change Order No. 7 to Helfrich Brothers Boiler Works, Inc., of Lawrence, Massachusetts, in the amount of \$80,250 (inclusive of sales tax) for Power Plant Unit 7 Boiler Repair project
21. Resolution approving Change Order No. 1 to Earth Services & Abatement (ESA) LLC, of Des Moines, Iowa, in an amount not to exceed \$74,000 for Asbestos Remediation and Related Services and Supply Contract for Power Plant
22. Resolution accepting partial completion of public improvements for The Irons Subdivision and reducing the security being held therefor
23. Resolution accepting partial completion of public improvements for Village Park Subdivision, 1st Addition, and reducing the security being held therefor

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.

PLANNING & HOUSING:

24. Staff Report regarding incentives to convert rental units back to owner-occupied housing

PARKS & RECREATION:

25. Brookside Park Restroom Renovation Project:
 - a. Resolution approving contract with Henkel Construction Company from Mason City, Iowa, in the amount of \$295,000
 - b. Resolution authorizing use of \$6,525 savings from completed Brookside Park Path Lighting Project, \$6,882 in savings from completed Maintenance Building Electrical Update, and up to \$81,805 from Park Development Fund
 - c. Motion directing staff to conduct value engineering with Henkel Construction Company prior to commencing with construction

ORDINANCES:

26. ISU Research Park Urban Renewal Area:
 - a. Second passage of Ordinance correcting boundaries of Tax-Increment Financing District No. 1
 - b. Second passage of Ordinance creating Tax-Increment Financing District No. 2

27. Second passage of Ordinance amending Chapter 29 to establish definitions, standards, and enforcement procedures for licensing of guest lodging in specified zoning districts
28. Second passage of Ordinance amending Chapter 13 (Rental Code) to establish definitions, standards, and enforcement procedures for licensing of guest lodging in specified zoning districts
29. Second passage of Ordinance creating Chapter 35 to establish definitions, standards, and enforcement procedures for licensing of guest lodging in specified zoning districts
30. Second passage of Ordinance revising the age-limit restriction in the Contract Rezoning Agreement for 415 Stanton
31. Motion to postpone third passage and adoption of Ordinance rezoning with Master Plan property located at 507 Lincoln Way from Downtown Gateway Commercial (DGC) to Highway-Oriented Commercial (HOC)

DISPOSITION OF COMMUNICATIONS TO COUNCIL:

COUNCIL COMMENTS:

ADJOURNMENT:

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

MINUTES OF THE REGULAR MEETING OF THE AMES CITY COUNCIL

AMES, IOWA

OCTOBER 8, 2019

The Regular Meeting of the Ames City Council was called to order by Mayor John Haila at 6:00 p.m. on October 8, 2019, in the City Council Chambers in City Hall, 515 Clark Avenue, pursuant to law. Present were Council Members Gloria Betcher, Bronwyn Beatty-Hansen, Amber Corrieri, Tim Gartin, David Martin, and Chris Nelson. *Ex officio* Member Devyn Leeson was also in attendance.

Mayor Haila announced that the Council was working off an Amended Agenda. City staff added an item after Item No. 12: Requests from Main Street Cultural District for Snow Magic; the amount was corrected for the Change Order for Item No. 18b; the amount of the Contract award was corrected for Item No. 31; a request from staff to suspend the rules, pass on second and third readings and adopt the Ordinance was added for Item No. 35; and the second passage of the ordinance rezoning the property at 507 Lincoln Way was added.

Mayor Haila pointed out to the Council that on the additional item after Item No. 12, there was a scrivener's error as the request should be from Ames Main Street not Main Street Cultural District. He also mentioned that on Consent Item No. 18a, the company name of Argo Turboservice Corporation should be Argo Turboserve Corporation.

City Council Member Martin requested to pull Item No. 2, approval of the Minutes of Regular Meeting held September 24, 2019, and Special Meeting held October 4, 2019, for further discussion. Council Member Betcher pulled Item No. 24, approving Plat of Survey for 2110 Lincoln Way and 117 Beach Avenue, for separate discussion.

CONSENT AGENDA:

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

1. Motion approving payment of claims
2. Motion approving Report of Contract Change Orders for September 15 - 30, 2019
3. Motion accepting Abstract of Votes for September 10, 2019, Special Election
4. Motion approving new 5-day (October 23 - 27) Class C Liquor License - Gateway Hotel & Conference Center, 1800 Christensen Drive
5. Motion approving new 5-day (October 23 - 27) Class C Liquor License - Gateway Hotel & Conference Center, 1407 S University Boulevard
6. Motion approving new 5-day (October 19 - 23) Class C Liquor License - Christiani's Events, 420 Beach Avenue
7. Motion approving new 12-month Special Class C Liquor License – Wok N Roll, 120 Welch Avenue - Pending Inspections
8. Motion approving new 12-month Special Class C Liquor License with Sunday Sales – Macubana LLC, 116 Welch Avenue - Pending Inspections
9. Motion approving new 12-month Class E Liquor License with Class B Wine and Class C Beer - Southgate Expresse, 110 Airport Road - Pending Inspections
10. Motion approving new 12-month Class E Liquor License with Class B Wine, Class C Beer

- (Carry-out Beer), and Sunday Sales – Kum & Go #0217, 1459 Grand Avenue
11. Motion approving renewal of the following Beer Permits, Wine Permits, and Liquor Licenses:
 - a. Class C Liquor License with Sunday Sales - London Underground, 212 Main Street
 - b. Class E Liquor License with Class B Wine, Class C Beer and Sunday Sales - CVS/Pharmacy #10452, 2420 Lincoln Way, #104
 - c. Class C Liquor License with Catering and Sunday Sales - Arcadia Café, 116 Welch Avenue
 - d. Class C Beer Permit with Class B Wine, Sunday Sales - Aldi, Inc. #48, 108 South 5th Street
 - e. Class C Liquor License with Sunday Sales - North Grand Cinema, 2801 Grand Avenue. Ste. 1300
 - *Additional Item: Requests from Ames Main Street for Snow Magic:
 - a. Motion approving Blanket Temporary Obstruction Permit in Central Business District for November 8 through December 24
 - b. Motion approving Blanket Vending Permit in Central Business District for November 8 - December 24
 - c. RESOLUTION NO. 19-544 approving waiver of Vending Permit fee
 - d. RESOLUTION NO. 19-545 approving use of Tom Evans Plaza from 5 p.m. to 8 p.m. on November 8 for tree lighting ceremony
 - e. RESOLUTION NO. 19-546 approving usage of electricity for holiday activities/lighting from November 8 through December 24, and approving waiver of electricity costs
 - f. RESOLUTION NO. 19-547 approving closure of ten metered parking spaces from 1 p.m. to 8 p.m. in Central Business District on November 8 and approving waiver of parking meter fees
 - g. R RESOLUTION NO. 19-548 approving closure of Kellogg Avenue from Main Street to 5th Street and 12 metered parking spaces from 8 a.m. to 1 p.m. on December 7
 - h. RESOLUTION NO. 19-549 approving suspension of parking regulations and enforcement in the entire Downtown area on Saturday, November 30, and approving waiver of fees
 12. RESOLUTION NO. 19-521 approving Cooperative Agreement between Ames Human Relations Commission and the Iowa Civil Rights Commission regarding Intake and Investigation of Civil Rights Complaints
 13. RESOLUTION NO. 19-522 approving Leasehold Purchase Agreement with Legacy Golf Associates, Inc., for South Grand Avenue Extension project in the amount of \$103,400
 14. RESOLUTION NO. 19-523 approving Memorandum of Understanding with Friends of Brookside Park
 15. RESOLUTION NO. 19-524 approving Neighborhood Improvement Project Grant for Sunset Ridge Park in the amount of \$5,000
 16. RESOLUTION NO. 19-525 approving preliminary plans and specifications for Inis Grove Park Restrooms; setting November 5, 2019, as bid due date and November 12, 2019, as date

- of public hearing
17. Unit 7 Turbine Generator Parts:
 - a. RESOLUTION NO. 19-526 approving Change Order No. 2 to Argo Turboserve Corporation of Rutherford, New Jersey, in the amount of \$12,534.29
 - b. RESOLUTION NO. 19-527 approving Change Order No. 2 to MD&A Part Division of Clifton Park, New York, in the amount of \$20,487.60
 18. 2015/16 Sanitary Sewer Rehabilitation (Sanitary Sewer Lining):
 - a. RESOLUTION NO. 19-528 approving Change Order No. 2
 - b. R RESOLUTION NO. 19-529 accepting completion of project
 19. 2017/18 Shared Use Path Maintenance Program #2 (Stange Road):
 - a. RESOLUTION NO. 19-530 approving Change Order No. 1
 - b. RESOLUTION NO. 19-531 accepting completion of project
 20. 2017/18 S. Duff Avenue Improvements:
 - a. RESOLUTION NO. 19-532 approving Change Order No. 6
 - b. RESOLUTION NO. 19-533 accepting completion of project
 21. 2016/17 Storm Water Erosion Control Program (S. Skunk River-Carr Park to Homewood Golf Course) Contract -A
 - a. RESOLUTION NO. 19-534 approving Change Order No. 5
 - b. RESOLUTION NO. 19-535 accepting completion of project
 22. RESOLUTION NO. 19-536 accepting completion of Water Pollution Control Facility Screw Pump Drive Replacement Project
 23. RESOLUTION NO. 19-537 approving Plat of Survey for 2110 Lincoln Way and 117 Beach Avenue

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

MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 24, 2019, AND SPECIAL MEETING HELD OCTOBER 4, 2019: Council Member Martin commented that he pulled this item as a request asking for a correction to be made from a citizen had been received. Mr. Martin explained that he reviewed the video recording, and it appeared to him that the request was appropriate. He stated that the Council has a lot of meetings and the Clerk's staff does a fantastic job at obtaining information and to summarize the meeting. Mr. Martin noted that the correction that is being requested on Page 6 of the September 24, 2019.

Moved by Martin, seconded by Betcher, to remove the phrase "from the proposed new convention center with an attached hotel that the ACVB is pursuing" from the September 24, 2019, minutes.

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

PLAT OF SURVEY FOR 2110 LINCOLN WAY AND 117 BEACH AVENUE: Council Member Betcher stated that she had a couple of questions for the Planning and Housing Director Kelly Diekmann. She asked for some background information as to how many of these types of situations may be encountered where there are old property lines that ended up in the middle of the

building. Director Diekmann stated it is unique that this had happened and that is why staff brought it forward to Council. He noted when staff looked at the building permit history from the 1970's it was not clear what happened; site plans were not done back then and only building permits were required. The area was plotted as a lot and then parceled off over time. Ms. Betcher inquired if there was any other way to accomplish the rebuilding of the parking lot without doing the boundary line adjustment. Mr. Diekmann stated it is not needed for just the parking lot as parking lots do not need approval; however, they do need to correct the records.

Moved by Betcher, seconded Beatty-Hansen, adopting RESOLUTION NO. 19-537 approving the Plat of Survey for 2110 Lincoln Way and 117 Beach Avenue.

Vote on Motion: 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 that what he is going to say is not going to be easy as he had given it a lot of thought. He has been following City government for 25 years and has been to many City Council meetings to complain about the process, but nothing ever seems to happen. He would like to discuss the corruption of process in the City of Ames. Mr. Pfannkuch explained he doesn't understand why the proponents of growth and development in the traditional sense in Ames seem to receive better treatment before the Council than the citizens who question what is being done. He gave two examples: 1) Improving the infrastructure within the East Industrial Area and how it got added to the budget at the last minute. He mentioned that Council Member Gartin made the motion and later said in public that the item was not handled very well. The City Manager had asked for public input in the fall and by then it was too late for the citizens to question what was going on. He noted that it has now been four years later and nothing has been done with the site. Mr. Pfannkuch explained that he understands that it has been a complicated process, but it seems if someone was interested in building in that location, it would have been announced. 2) Unsure as to why there is such a "hands-off gloves" to the Ames Convention and Visitors Bureau (ACVB). He said that five-years ago the public told ACVB that the idea of a convention center, if paid for by a \$19 million bond, would be a bad idea. He noted that ACVB does not operate as a public body, but yet they operate largely on the \$1.75 million hotel/motel tax. It was stated by Mr. Pfannkuch that the ACVB is working on building a convention center and hotel, which is a bad idea, and why isn't anyone with authority in Ames telling ACVB that it is a bad idea. He stated that the City of Ames has allowed them to waste a lot of money planning this, and now there is a \$300,000 feasibility study and he is not sure who is going to be paying for that. Mr. Pfannkuch commented that he doesn't believe the City of Ames is ever going to be a major convention center as the closest major airport is 30 miles away and there needs to be fewer dreamers and more realists. Mayor Haila explained that he is on the ACVB committee and the ACVB is not pursuing the flat space and hotel; it is part and parcel of a study that is being undertaken by the Athletics Department in concert with Iowa State University (ISU). If something does go forward, it will not be through public dollars, but through a developer. Mayor Haila also noted that the \$300,000 for the feasibility study is being paid for by the ISU Athletics Department. Mr. Pfannkuch stated that the public announcement stated it would be split with an unknown amount. He also explained that the Agreement for the ACVB states they should provide an annual

report to the City, but he has been told this has never been done. He doesn't believe that the citizens of Ames won't be asked for money for the hotel convention center. Council Member Betcher explained that she wanted to point out one correction and that was that the ACVB did vote to do a cost-share for \$25,000 for the feasibility study.

UPDATING NAME AND SPEED LIMIT OF UNIVERSITY BOULEVARD/530TH AVENUE: Public Works Director John Joiner stated there are two purposes for this request. The first part was to lower the speed limit from 55 MPH to 45 MPH from the south corporate limits to 465' south of Collaboration Place and 35 MPH speed limit to 650' north of Airport Road/Oakwood Road. The second part is due to the Burgason Annexation area, the southern extension of University Boulevard from Cottonwood Road south approximately 2,520 feet is now completely within the City limits of Ames and under the City's jurisdiction, and that part of the roadway needs to be renamed to "University Boulevard."

The public hearing was opened by the Mayor. He closed the hearing after no one asked to speak.

Moved by Betcher, seconded by Beatty-Hansen, to direct the City Attorney to draft an ordinance to change the name of South 530th Avenue to University Boulevard to the south corporate limits and to direct the City Attorney to draft an ordinance to establish a 45 MPH speed limit of University Boulevard from the south corporate limits to 465' south of Collaboration Place, and establish a 35 MPH speed limit on University Boulevard from 465' south of Collaboration Place to 650' north of Airport Road/Oakwood Road.

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

2019 RESIDENT SATISFACTION SURVEY RESULTS: Public Relations Officer Susan Gwiasda presented highlights from the 37th Annual Residential Satisfaction Survey. She noted that overall the results are similar to last year's. The overall rating for the City was 95% being very good or good.

Council Member Gartin asked to go to Page 22 of the results, as he understands the weather was bad this past year, but is there something that the Council should be paying attention to. He has never seen a chart that had that big of a spike. Ms. Gwiasda stated that she double-checked the numbers as well and suggested that the question may need to be worded differently. She mentioned that there was 12 inches of rain in one month and half of that fell in one day, so there was really extreme weather that probably overwhelmed several systems.

Council Member Gartin inquired about the road surface ratings on Page 25 and asked if there was anything the Council should pay attention to as they are getting ready for the next Capital Improvements Plan. Ms. Gwiasda stated that she trusts the system that Public Works has in place for assessing roads and determining what needs to be repaired.

Council Member Gartin asked on Page 30 of the report if the data regarding CyRide ridership correlated with CyRide's reports. Council Member Nelson, who serves on the Transit Board,

responded that there are some areas of town where ridership is down. It was asked if the data was shared with CyRide. Ms. Gwiasda stated it is shared, but will not always match-up with what CyRide has. She noted that they have seen ridership changes.

Council Member Gartin inquired about Page 36 of the report in regards to Community Parks and Recreation and commented that he expected some poor ratings in regards to restrooms, but not as high as it was. Ms. Gwiasda stated it may have to do with a few restrooms being unavailable, but has not drilled down further to investigate as to why. Mr. Gartin stated he just wanted to flag areas that are showing significantly different results from previous year's and to make sure the Council is aware of what the citizens are saying. Public Relations Officer Gwiasda stated she will drill down a little further to see if it's for a certain area or age group. Parks and Recreation Director Keith Abraham stated that they can come back at a later time with more information.

Council Member Betcher asked Ms. Gwiasda if she has ever tried to graph the trends and overall satisfaction for the past 37 years. Ms. Gwiasda stated that they have had various groups over the past 37 years that have done the Survey, and it may be possible to graph the data from old paper copies.

Council Member Martin mentioned that on Page 48, there is a comment that citizens wished to know when the Snow Ordinance takes effect. Mr. Martin inquired when citizens use the "Ames On The Go," application, would it be possible to have a feature that pushes out notifications to people. Ms. Gwiasda commented that she notices every year in the Comments Section that people wish for items that the City already provides.

Mr. Martin explained that he was surprised by the ratings on the Sense of Community graph on Page 56 of the report as the report shows that 9% of non-students do not know their neighbors. He mentioned that this is something the Council could work on to improve, but not sure how to do it. Mayor Haila stated that he was surprised by this data as well and on the next page it shows that about 44% of non-students feel the sense of community in the neighborhood is "not at all strong" or "not so strong." The Mayor explained that is one of the reasons that the City of Ames neighborhood trailer was developed to help strengthen the neighborhoods, but wondered what else the Council could do to help give a sense of community to the neighborhoods.

Mayor Haila asked how this information is shared with the citizens. Ms. Gwiasda mentioned that she sends out a press release with the survey details once it has been presented to the Council. It is also published in the *City Side* publication with information on where to view the results. She also explained that when there are specific concerns, she will forward them to the applicable departments for review.

HEARING ON PROPOSED AMENDMENTS TO ZONING CODE (CHAPTER 29) AND THE RENTAL CODE (CHAPTER 13) AND THE CREATION OF A NEW CHAPTER 35 TO ESTABLISH DEFINITIONS, STANDARDS, AND ENFORCEMENT PROCEDURES FOR LICENSING OF GUEST LODGING IN SPECIFIC ZONING DISTRICTS: Planning and Housing Director Kelly Diekmann explained that they have put together the ordinances based on

several months of feedback from the Council and are ready to move forward.

The Mayor opened the public hearing and closed it after there was no one wishing to speak.

Director Diekmann notified the Council that the City Attorney did note that the vacation lodging definition between Chapter 29 and Chapter 35 is missing a word, so they will be correcting Chapter 35 to make sure the definitions match. The phrase “for occupancy in the vacation lodging” will be added.

Moved by Corrieri , seconded by Gartin, to approve first passage of an Ordinance amending Chapter 29.

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

Moved by Corrieri, seconded by Nelson, to approve first passage of an Ordinance amending Chapter 13.

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

Moved by Corrieri, seconded by Nelson, to approve first passage of an Ordinance creating Chapter 35.

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

HEARING ON 415 STANTON AVENUE CONTRACT REZONING AGREEMENT: (CONTINUED FROM AUGUST 27, 2019; SEPTEMBER 10, 2019; AND SEPTEMBER 24, 2019): Mayor Haila inquired if all the original signatures had been acquired for this item. Planning and Housing Kelly Director Diekmann noted that they have received all the original signatures that will allow them to proceed with the hearing.

Mayor Haila opened the public hearing.

Luke Jensen, 2519 Chamberlain Street, Ames, commented that he appreciates the Councils’ patience with them in order to obtain all the signatures needed and the amount of time staff has put into working on this project. He noted the Staff Report clearly outlines what their intentions are with the Agreement.

No one else came forward and the public hearing was closed.

Moved by Corrieri, seconded by Gartin, to approve first passage of an ordinance revising the age-limit restriction for the RH rezoning for 415 Stanton Avenue.

Council Member Gartin inquired if any of the Council members had received feedback on the rezoning request. Council Member Beatty-Hansen stated she may have gotten one or two emails that were opposed. Council Member Betcher stated that she is convinced that, since 100% of the owners signed off on the Agreement, it shows the Council that the owners are okay with the revision.

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

Moved by Betcher, seconded by Martin, adopting RESOLUTION NO. 19-538 for the Amended Contract Rezoning Agreement.

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

HEARING ON AUTHORIZATION TO ISSUE HOSPITAL REVENUE BONDS, MARY GREELEY MEDICAL CENTER SERIES 2019, IN AN AMOUNT NOT TO EXCEED \$35,000,000: Mayor Haila declared the public hearing opened. He declared it closed after there wasn't anyone wishing to speak.

Moved by Gartin, seconded by Betcher, approving RESOLUTION NO. 19-539 authorizing the sale and issuance, setting parameters and approving a fourth supplemental indenture of Trust, Bond Purchase Agreement, and other documents in connection therewith.

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

HEARING ON 2018/19 SANITARY SEWER REHABILITATION (SIPON) [CONTINUED FROM SEPTEMBER 24, 2019]: The Mayor re-opened the public hearing and closed it after there was no one wishing to speak.

Moved by Betcher, seconded by Martin, adopting RESOLUTION NO. 19-540 approving the final plans and specifications and awarding a contract to Synergy Contracting, LLC, of Bondurant, Iowa, in the amount of \$1,440,778.

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

HEARING ON 2019/20 SANITARY SEWER REHABILITATION (MUNN WOODS) [CONTINUED FROM SEPTEMBER 24, 2019]: The public hearing was re-opened by the Mayor. He closed the hearing after no one asked to speak.

Moved by Betcher, seconded by Beatty-Hansen, adopting RESOLUTION NO. 19-541 approving the final plans and specifications and awarding a contract to Visu-Sewer, Inc., of Pewaukee, Wisconsin, in the amount of \$2,190,212.40.

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

HEARING ON VACATION OF A PUBLIC UTILITY EASEMENT AT 2812 HYATT CIRCLE: Mayor Haila declared the public hearing opened. He declared it closed after there wasn't anyone wishing to speak.

Moved by Betcher, seconded by Martin, adopting RESOLUTION NO. 19-542 approving vacation

of the Public Utility Easement at 2812 Hyatt Circle.

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

HEARING ON BROOKSIDE PARK RESTROOM RENOVATION PROJECT: Council Member Beatty-Hansen mentioned that she received a lot of feedback from citizens as they really want to see the renovations completed.

Parks & Recreation Director Keith Abraham explained that the architect has reached out to the two bidders and is waiting for responses as to why their estimates were so much higher than what the engineer's estimate was. He noted that when the information is provided, they will look to see if they need to do something different or find some additional funding for the project.

Council Member Nelson inquired if it is anticipated to still be a spring project. Director Abraham stated that as soon as they get the information, they will see if there are any changes or clarifications that need to be made, rebid the project, and hopefully still get the project done in the spring.

Council Member Martin asked for clarification concerning Alternative 1 versus 2 on the Staff Report, as it sounds like obtaining more information is already in process and alternative 2 offers the time for staff to determine if the bids are reasonable or not, but the recommendation is to reject all bids. Mr. Abraham stated that their recommendation is based on the fact that there is currently no additional funding identified. He also noted that if they just accept the bids, the bids are good for only a limited amount of time, and if funding is not found, they would have to rebid anyways. Mr. Abraham pointed out they are not sure how busy contractors are and currently this project had a deadline of June 1, 2019, for completion. If they wait a little bit, some contractors schedules may open up. Mr. Gartin asked if it was possible that the bids came in higher due to the fact that this project is a renovation and the contractors are not sure what they will get into when they start the project. Mr. Abraham stated he believes that is possible; that it is always a concern. Council Member Nelson stated that the difference of \$95,000 is not a small amount of money, but hopes they could find the money somewhere. Assistant City Manager Brian Phillips explained that the bids were received on September 25, 2019, and believes they could wait a couple more weeks to find some answers.

The Mayor opened the public hearing and closed it after there was no one wishing to speak.

Moved by Nelson, seconded by Martin, to accept the Report of Bids for the Brookside Park Restroom Project, do not award a contract at this time, and come back in two weeks with possible additional funding options.

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

HEARING ON WATER POLLUTION CONTROL FACILITY METHANE ENGINE GENERATOR REPLACEMENT PROJECT: The public hearing was opened by the Mayor. He closed the hearing after no one asked to speak.

Moved by Gartin, seconded by Beatty-Hansen, adopting RESOLUTION NO. 19-543 approving the final plans and specifications and awarding a contract to The Waldinger Corporation, of Des Moines, Iowa, in the amount of \$1,554,270.

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

ORDINANCE ASSIGNING WARD AND PRECINCTS TO NEWLY ANNEXED PROPERTIES GENERALLY LOCATED SOUTH OF THE CURRENT CITY LIMITS BETWEEN UNIVERSITY BOULEVARD/530TH AVENUE AND CEDAR LANE: Mayor Haila asked if there was anyone wishing to speak. No one requested to speak.

Moved by Betcher, seconded by Martin, to pass on first reading an ordinance assigning Ward and Precincts to newly annexed properties generally located south of the current city limits between University Boulevard/530th Avenue and Cedar Lane.

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

Moved by Beatty-Hansen, seconded by Betcher, to suspend the rules necessary for the adoption of an ordinance.

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

Moved by Beatty-Hansen, seconded by Betcher, to pass on second and third readings, and adopt ORDINANCE NO. 4395 assigning Ward and Precincts to the newly annexed properties generally located south of the current city limits between University Boulevard/530th Avenue and Cedar Lane. Roll Call Vote: 6-0. Ordinance declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

ORDINANCE REZONING WITH MASTER PLAN OF 507 LINCOLN WAY FROM DOWNTOWN GATEWAY COMMERCIAL (DGC) TO HIGHWAY-ORIENTED COMMERCIAL (HOC): Moved by Betcher, seconded by Beatty-Hansen, to pass on second reading the Ordinance rezoning with Master Plan of 507 Lincoln Way from Downtown Gateway Commercial (DGC) to Highway-Oriented Commercial (HOC).

Roll Call Vote: 4-1-1. Voting aye: Beatty-Hansen, Corrieri, Betcher, Gartin. Voting nay: Martin. Abstaining due to possible conflict of interest: Nelson.

ORDINANCE FOR ISU RESEARCH PARK URBAN RENEWAL AREA: The public hearing was opened by the Mayor. He closed the hearing after no one asked to speak.

Moved by Martin, seconded by Gartin, to pass on first reading an ordinance correcting the boundaries of Tax-Increment Financing District No. 1.

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

Mayor Haila asked if there was anyone wishing to speak on the second ordinance. Hearing none, the hearing was closed.

Moved by Betcher, seconded by Martin, to pass on first reading an ordinance creating a Tax-Increment Financing District No. 2.

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

ORDINANCE AMENDING CHAPTER 13 (RENTAL CODE) TO ADD RENT ABATEMENT AS AN ENFORCEMENT TOOL, TO ADD ONE YEAR LETTER OF COMPLIANCE PROHIBITION AS AN ENFORCEMENT TOOL, AND TO FREEZE THE BEDROOM COUNTS FOR ALL PROPERTIES IN THE NEAR CAMPUS NEIGHBORHOODS TO WHAT WOULD HAVE BEEN ALLOWED ON JANUARY 1, 2018: Moved by Beatty-Hansen, seconded by Corrieri, to pass on third reading and adopt ORDINANCE NO. 4393 amending Chapter 13 (Rental Code) to add rent abatement as an enforcement tool, to add one year letter of compliance prohibition as an enforcement tool, and to freeze the bedroom counts for all properties in the near Campus Neighborhoods to what would have been allowed on January 1, 2018.

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

ORDINANCE ON PROPOSED AMENDMENT TO ZONING CODE RELATED TO BICYCLE PARKING INCENTIVES IN COMMERCIAL AND INDUSTRIAL AREAS:

Moved by Beatty-Hansen, seconded by Nelson, to pass on third reading and adopt ORDINANCE NO. 4394 amending the Zoning Code related to bicycle parking incentives in commercial and industrial areas.

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

DISPOSITION OF COMMUNICATIONS TO COUNCIL: Council Member Betcher inquired if the report from the traffic study on the Stadium View Apartments Before/After (South Hazel Avenue; Lincoln Way to South 4th Street) has been released to the neighborhood that had requested the study. The Council was unsure if the results had been shared yet.

Moved by Betcher, seconded by Beatty-Hansen, directing staff to contact the Oak-Riverside neighborhood and give them the results of the study.

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

Moved by Beatty-Hansen, seconded by Nelson, to refer to staff for a memo regarding the letter from the Story County Secondary Road Department regarding its request to review the intersection of Hyde/Grant Avenue and West 190th Street for possible traffic mitigation measures.

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

COUNCIL COMMENTS: Council Member Betcher noted that in addition to the memo she promised the Council regarding non-partisan elections, she will also be sending information on the re-introduction on parts of the Property Maintenance Code.

Council Member Martin stated that he had previously explained to the Council his opposition to the

rezoning of the former KFC location as he doesn't believe the process was followed as well as it should be. He explained that he understands that the Council is moving forward with this item, but if moving forward with the subsequent readings for the rezoning of the lot, then the lot to the west of the old KFC will be a single-lot that is in the Downtown Gateway Commercial (DGC) zone.

Moved by Martin, seconded by Beatty-Hansen, to ask staff for a memo on any recommendations they would have for the lot to the west of the old KFC lot.

Vote on Motion: 5-0-1. Voting aye: Betcher, Beatty-Hansen, Corrieri, Gartin, Martin. Voting nay: None. Abstaining due to a possible conflict of interest: Nelson.

Council Member Martin mentioned he wanted to talk about the Council's appointment to outside Boards. He noted that due to his appointment to a Board as a Council Member any records that he receives from that Board are therefore open records according to the law as they have to do with his Council appointment.

Moved by Martin, seconded by Beatty-Hansen, to ask the City Attorney to affirm that any records the Council receives while on an outside Board are considered open records or to prepare a memo to make sure the Council is not overlooking any exceptions.

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

Council Member Nelson explained that back in June the Council received survey results from the Ames Chamber of Commerce and Economic Development regarding any impediments local developers and contractors believe exist when attempting to improve the housing stock in Ames. At that time the Council only received the report, but provided no direction.

Moved by Nelson, seconded by Betcher, to refer the survey from the Ames Chamber of Commerce and Economic Development back to staff for a response to see if any processes have been changed, if they learned anything, or if they have anything to say in regards to the comments that were said.

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

Ex officio Member Devyn Leeson stated that last Tuesday it was News Engagement Day, and as a student journalist, it is important to recognize all the work that journalism has done to connect the Council with the community.

Mr. Leeson noted that he had met with the Mayor, Student Body President, and Student Body Vice-president to talk about student issues. One item that was brought up while discussing safety issues was the location of the flashing signs. It was mentioned that currently staff is looking into installing the flashing signs across from Jeff's Pizza on Lincoln Way and on South 16th in front of the Grove and Copper Beach. There is another location that has a lot of foot traffic with children crossing the road, which is across Stange where Venker Drive turns into Blackenburg Drive, that would benefit from being added to the list of places where flashing lights could be installed.

Moved by Betcher, seconded by Beatty-Hansen, to add the intersection of Stange Road where were

Venker Drive turns into Blackenburg to the list of sites to investigate for the flashing beacons.

Council Member Nelson pointed out that the location might be an institutional road. If that intersection moves forward with the flashing beacon lights, a partnership with Iowa State University may have to happen.

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

Council Member Martin stated earlier that when the Council discussed the previous meeting minutes, he had made a motion to strike the phrase from the September 24, 2019, meeting minutes, but they never moved to approve the minutes as amended.

Moved by Martin, seconded by Betcher, to approve the September 24, 2019, meeting minutes as amended.

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

Mayor Haila mentioned that they have been trying to set up a joint meeting with Mary Greeley Medical Center and the City Council. He explained that the joint meeting was set up several years ago when the Council gave more control over to the Trustee Board. The Mayor asked if the Council felt the joint meeting should continue. The Council agreed the meetings were beneficial and would like for them to continue.

Mayor Haila explained that he is going to follow-up with an email to Mr. Pfannkuch as he wanted to clarify that as it stands right now there is no indication that a bond will be issued, as the public has already given feedback that they don't want this to happen. He stated that Mr. Pfannkuch believes that a TIF could be conceived as public funds, and he wanted to go on record stating "He will not go on record stating that a TIF would not potentially come before Council to be considered." Mayor Haila noted that the building is not going to be publicly owned as it is privately owned. Council Member Betcher explained that the only item that has been discussed was that there will be a feasibility study to test the market for the project. It was then brought up if the ACVB provides an annual report, in which the Council confirmed they do. Mayor Haila asked Assistant City Manager Brian Phillips to follow-up with where the ACVB report is located and to send Mr. Pfannkuch the link.

Council Member Betcher inquired as to when they would put forth ideas for the Goal-Setting meeting. Assistant City Manager Brian Phillips recommended the Council bring any topics to the Goal-Setting meeting to discuss.

ADJOURNMENT: Moved by Gartin to adjourn the meeting at 7:46 p.m.

Amy L. Colwell, Deputy City Clerk

John A. Haila, Mayor



REPORT OF CONTRACT CHANGE ORDERS

Period:	<input checked="" type="checkbox"/> 1 st – 15 th
	<input type="checkbox"/> 16 th – End of Month
Month & Year:	October 2019
For City Council Date:	October 22, 2019

Department	General Description of Contract	Contract Change No.	Original Contract Amount	Contractor/ Vendor	Total of Prior Change Orders	Amount this Change Order	Change Approved By	Purchasing Contact (Buyer)
Water & Pollution Control	WPCF Screw Pump Drive Replacement	1	\$111,997.00	Weidner Construction Inc.	\$0.00	\$2,900.00	J. Dunn	MA
Public Works	2007/08 Shared Use Path System Improvements (Bloomington to Ada Hayden)	3	\$385,000.00	Elder Corporation	\$1,467.99	\$21,401.24	D. Pregitzer	MA
Electric Services	Unit 7 Turbine Generator Overhaul	3	\$411,464.00	HPI, LLC	\$269,230.00	\$14,290.00	B. Phillips	KS
Public Works	2016/17 Storm Water Erosion Control Program, South Skunk River (Contract A)	4	\$793,415.00	On-Track Construction LLC	\$-(7,561.50)	\$8,182.63	B. Phillips	MA
			\$		\$	\$		
			\$		\$	\$		

Name of Applicant: <u>Friends of ISU Holdings</u>		
Name of Business (DBA): <u>Gateway Hotel & Conference Center</u>		
Address of Premises: <u>429 Alumni Lane</u>		
City <u>Ames</u>	County: <u>Story</u>	Zip: <u>50011</u>
Business	<u>(515) 294-4625</u>	
Mailing	<u>2100 Green Hills Dr</u>	
City <u>Ames</u>	State <u>IA</u>	Zip: <u>50014</u>

Contact Person

Name <u>Brian Osborne</u>
Phone: <u>(515) 268-2209</u> Email <u>briano@gatewayames.com</u>

Classification Class C Liquor License (LC) (Commercial)

Term: 5 days

Effective Date: 11/06/2019

Expiration Date: 01/01/1900

Privileges:

Class C Liquor License (LC) (Commercial)

Status of Business

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

Ownership

Doug Drees

First Name: Doug

Last Name: Drees

City: Waukee

State: Iowa

Zip: 50263

Position: Manager

% of Ownership: 1.00%

U.S. Citizen: Yes

Insurance Company Information

Insurance Company: <u>General Casualty</u>	
Policy Effective Date: <u>11/06/2019</u>	Policy Expiration <u>11/11/2019</u>
Bond Effective	Dram Cancel Date:
Outdoor Service Effective	Outdoor Service Expiration
Temp Transfer Effective	Temp Transfer Expiration Date:

Name of Applicant: <u>Chicha Shack Ames Inc</u>		
Name of Business (DBA): <u>Chicha Shack Ames</u>		
Address of Premises: <u>131 Welch Ave</u>		
City <u>Ames</u>	County: <u>Story</u>	Zip: <u>50014</u>
Business <u>(515) 292-9563</u>		
Mailing <u>410 NE 15th St</u>		
City <u>Ankeny</u>	State <u>IA</u>	Zip: <u>50021</u>

Contact Person

Name <u>Mohamad Chabayta</u>	
Phone: <u>(515) 490-0645</u>	Email <u>mchabyta@gmail.com</u>

Classification Class B Beer (BB) (Includes Wine Coolers)

Term:12 months

Effective Date: 11/01/2019

Expiration Date: 01/01/1900

Privileges:

Class B Beer (BB) (Includes Wine Coolers)

Sunday Sales

Status of Business

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

Ownership

Mohamad Chabayta

First Name: Mohamad

Last Name: Chabayta

City: Ankeny

State: Iowa

Zip: 50021

Position: owner

% of Ownership: 100.00%

U.S. Citizen: Yes

Insurance Company Information

Insurance Company: <u>Evanston Insurance Company</u>	
Policy Effective Date:	Policy Expiration
Bond Effective	Dram Cancel Date:
Outdoor Service Effective	Outdoor Service Expiration
Temp Transfer Effective	Temp Transfer Expiration Date:



MEMO

Item No. 8

To: Mayor John Haila and Ames City Council Members
From: Lieutenant Tom Shelton, Ames Police Department
Date: September 30, 2019
Subject: Beer Permits & Liquor License Renewal Reference City Council Agenda

The Council agenda for October 22, 2019 includes beer permits and liquor license renewals for:

- Class E Liquor License with Class B Wine, Class C Beer and Sunday Sales - Target Store T-1170, 320 S Duff Ave
- Class E Liquor License with Class B Wine, Class C Beer and Sunday Sales – GO Puff, 615 S Dayton Avenue

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.

Item No. 9

To: Mayor and City Council

From: Roger Wisecup, CPA
City Treasurer

Date: October 3, 2019

Subject: Investment Report for Quarter Ending September 30, 2019

Introduction

The purpose of this memorandum is to present a report summarizing the performance of the City of Ames investment portfolio for the quarter ending September 30, 2019.

Discussion

This report covers the period ending September 30, 2019, and presents a summary of the investments on hand at the end of September 2019. The investments are valued at amortized cost; this reflects the same basis that the assets are carried on the financial records of the City. All investments are in compliance with the current Investment Policy.

Comments

The Federal Reserve lowered the federal fund rate from 2.25-2.50 percent to 1.75-2.00 percent in the last quarter. The yield curve is inverted, making shorter maturities pay higher rates than longer maturities. Future investments will be made at the lower interest rates and future interest income will decrease. The current outlook has the Federal Reserve possibly lowering the rate once more in 2019. We will continue to evaluate our current investment strategy, remaining flexible to future investments while the Federal Reserve evaluates the target rate.

CITY OF AMES, IOWA

CASH AND INVESTMENTS SUMMARY
AND SUMMARY OF INVESTMENT EARNINGS

FOR THE QUARTER ENDED SEPTEMBER 30, 2019
AND THE ACCUMULATED YEAR-TO-DATE

DESCRIPTION	BOOK VALUE	MARKET VALUE	UN-REALIZED GAIN/(LOSS)
CERTIFICATES OF DEPOSIT	27,000,000	27,000,000	0
FEDERAL AGENCY DISCOUNTS	1,964,490	1,972,776	8,285
FEDERAL AGENCY SECURITIES	80,842,303	80,933,017	90,714
INVESTMENT POOLS			0
COMMERCIAL PAPER	4,984,372	4,977,231	(7,141)
MISC COUPON SECURITIES	1,000,889	999,519	(1,370)
PASS THRU SECURITIES PAC/CMO			0
MONEY FUND SAVINGS ACCOUNTS	425,056	425,056	0
CORPORATE BONDS			0
US TREASURY SECURITIES	29,765,362	30,116,185	350,822
INVESTMENTS	<u>145,982,473</u>	<u>146,423,784</u>	<u>441,311</u>
CASH ACCOUNTS	<u>30,218,689</u>	<u>30,218,689</u>	
TOTAL FUNDS AVAILABLE	<u><u>176,201,162</u></u>	<u><u>176,642,473</u></u>	<u><u>441,311</u></u>

ACCRUAL BASIS INVESTMENT EARNINGS

YR-TO-DATE

GROSS EARNINGS ON INVESTMENTS:

807,510

INTEREST EARNED ON CASH:

137,492

TOTAL INTEREST EARNED:

945,001



**Investments FY 2019-2020
Portfolio Management
Portfolio Summary
September 30, 2019**

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 360 Equiv.	YTM 365 Equiv.
Certificates of Deposit	27,000,000.00	27,000,000.00	27,000,000.00	18.50	970	552	2.605	2.641
Money Market	292,075.07	292,075.07	292,075.07	0.20	1	1	0.296	0.300
Passbook/Checking Accounts	132,981.24	132,981.24	132,981.24	0.09	1	1	0.148	0.150
Commercial Paper Disc. -Amortizing	5,000,000.00	4,977,231.11	4,984,371.94	3.41	182	48	2.486	2.520
Federal Agency Coupon Securities	80,825,000.00	80,933,016.91	80,842,302.64	55.38	1,080	553	2.032	2.060
Federal Agency Disc. -Amortizing	2,000,000.00	1,972,775.72	1,964,490.43	1.35	421	270	2.278	2.309
Treasury Coupon Securities	30,000,000.00	30,116,184.80	29,765,362.47	20.39	815	578	2.242	2.273
Miscellaneous Coupon Securities	1,000,000.00	999,519.00	1,000,889.00	0.69	693	408	2.463	2.497
Investments	146,250,056.31	146,423,783.85	145,982,472.79	100.00%	960	534	2.197	2.227

Total Earnings	September 30 Month Ending	Fiscal Year To Date
Current Year	271,715.98	807,509.59
Average Daily Balance	146,225,181.20	
Effective Rate of Return	2.26%	

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

Roger J. Weisup II, CPA 10-3-19
 Roger J Weisup II, City Treasurer

**US TREASURY CONSTANT MATURITY RATES
PERIOD ENDING SEPTEMBER 30, 2019
3 YEAR COMPARISON**

	September 30, 2019	September 30, 2018	September 30, 2017
3 Months	1.88%	2.19%	1.06%
6 Months	1.83%	2.36%	1.20%
1 Year	1.75%	2.59%	1.31%
2 Years	1.63%	2.81%	1.47%
3 Years	1.56%	2.88%	1.62%
5 Years	1.55%	2.94%	1.92%

Reporting period 09/01/2019-09/30/2019

Run Date: 10/03/2019 - 11:43

Portfolio 2020
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PM (PRF_PM1) 7.3.0
Report Ver. 7.3.5

**Investments FY 2019-2020
Portfolio Management
Portfolio Details - Investments
September 30, 2019**

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	YTM 365	Days to Maturity	Maturity Date
Certificates of Deposit												
12049434	12049434	Bankers Trust		09/10/2018	1,000,000.00	1,000,000.00	1,000,000.00	2.710	2.673	2.710	212	04/30/2020
12278608	12278608	Bankers Trust		09/10/2018	1,000,000.00	1,000,000.00	1,000,000.00	2.700	2.663	2.700	197	04/15/2020
12445234	12445234	Bankers Trust		09/10/2018	1,000,000.00	1,000,000.00	1,000,000.00	2.700	2.663	2.700	227	05/15/2020
12595735	12595735	Bankers Trust		10/13/2017	2,000,000.00	2,000,000.00	2,000,000.00	1.600	1.578	1.600	62	12/02/2019
12783856	12783856	Bankers Trust		09/10/2018	1,000,000.00	1,000,000.00	1,000,000.00	2.710	2.673	2.710	241	05/29/2020
12882805	12882805	Bankers Trust		09/10/2018	2,000,000.00	2,000,000.00	2,000,000.00	2.720	2.683	2.720	262	06/19/2020
12986892	12986892	Bankers Trust		09/10/2018	1,000,000.00	1,000,000.00	1,000,000.00	2.650	2.614	2.650	87	12/27/2019
13017497	13017497	Bankers Trust		04/16/2019	1,000,000.00	1,000,000.00	1,000,000.00	2.490	2.456	2.490	503	02/15/2021
13444568	13444568	Bankers Trust		04/16/2019	1,000,000.00	1,000,000.00	1,000,000.00	2.490	2.456	2.490	514	02/26/2021
144283635	144283635	Great Western Bank		03/22/2018	1,000,000.00	1,000,000.00	1,000,000.00	2.310	2.278	2.310	14	10/15/2019
144303455	144303455	Great Western Bank		04/16/2019	4,000,000.00	4,000,000.00	4,000,000.00	2.660	2.624	2.660	974	06/01/2022
433071437	433071437	US Bank		04/24/2018	4,000,000.00	4,000,000.00	4,000,000.00	2.700	2.663	2.700	609	06/01/2021
433071657	433071657	US Bank		05/24/2018	1,000,000.00	1,000,000.00	1,000,000.00	2.520	2.485	2.520	91	12/31/2019
433071659	433071659	US Bank		05/24/2018	6,000,000.00	6,000,000.00	6,000,000.00	2.990	2.949	2.990	974	06/01/2022
Subtotal and Average			29,233,333.33		27,000,000.00	27,000,000.00	27,000,000.00		2.605	2.641	552	
Money Market												
SYS4531558874B	4531558874B	Great Western Bank			292,075.07	292,075.07	292,075.07	0.300	0.296	0.300	1	
Subtotal and Average			292,042.86		292,075.07	292,075.07	292,075.07		0.296	0.300	1	
Passbook/Checking Accounts												
SYS6952311634B	6952311634B	Wells Fargo			132,981.24	132,981.24	132,981.24	0.150	0.148	0.150	1	
Subtotal and Average			132,976.72		132,981.24	132,981.24	132,981.24		0.148	0.150	1	
Commercial Paper Disc. -Amortizing												
05971RA95	0879-19	Santander Bank		09/13/2019	1,000,000.00	994,361.11	994,361.11	2.030	2.044	2.072	100	01/09/2020
62479MXF5	0862-19	Bank Tokyo Mitsubishi		04/16/2019	1,500,000.00	1,495,350.00	1,498,518.33	2.540	2.573	2.609	14	10/15/2019
62479MXW8	0863-19	Bank Tokyo Mitsubishi		04/16/2019	1,500,000.00	1,493,760.00	1,496,930.83	2.540	2.617	2.654	29	10/30/2019
16536JZJ9	0866-19	Cheshman Commercial Paper		05/10/2019	1,000,000.00	993,760.00	994,561.67	2.510	2.598	2.634	78	12/18/2019
Subtotal and Average			6,514,071.10		5,000,000.00	4,977,231.11	4,984,371.94		2.486	2.520	48	
Federal Agency Coupon Securities												
3133EGQM0	0732-16	Federal Farm Credit		08/15/2016	940,000.00	935,821.70	939,676.74	1.620	1.613	1.635	863	02/10/2022
3133EGQQ1	0743-16	Federal Farm Credit		10/14/2016	8,000,000.00	7,967,224.00	7,999,167.16	1.300	1.299	1.317	227	05/15/2020
3133EGD69	0746-16	Federal Farm Credit		11/07/2016	5,000,000.00	4,980,655.00	4,999,400.00	1.320	1.322	1.341	219	05/07/2020

Portfolio 2020

AC

PM (PRF_PM2) 7.3.0

**Investments FY 2019-2020
Portfolio Management
Portfolio Details - Investments
September 30, 2019**

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	YTM 365	Days to Maturity	Maturity Date
Federal Agency Coupon Securities												
3133EHKF9	0789-17	Federal Farm Credit		10/13/2017	2,000,000.00	1,997,076.00	1,997,903.21	1.770	1.839	1.864	419	11/23/2020
3133EH6L2	0816-18	Federal Farm Credit		05/24/2018	1,000,000.00	999,958.00	998,440.67	1.950	2.497	2.532	101	01/10/2020
3133EHKQ5	0843-18	Federal Farm Credit		11/15/2018	2,000,000.00	1,999,134.00	1,944,864.14	2.140	3.035	3.077	1,151	11/25/2022
3133EKNQ5	0869-19A	Federal Farm Credit		07/03/2019	1,500,000.00	1,513,649.25	1,509,044.05	2.250	1.876	1.902	426	11/30/2020
3133EKNQ5	0869-19B	Federal Farm Credit		07/03/2019	1,000,000.00	1,009,099.50	1,006,029.36	2.250	1.876	1.902	426	11/30/2020
3133EKJP2	0874-19	Federal Farm Credit		08/16/2019	1,000,000.00	1,020,340.33	1,019,688.63	2.400	1.568	1.590	576	04/29/2021
3133EKLH7	0875-19	Federal Farm Credit		08/16/2019	1,000,000.00	1,007,011.56	1,007,163.90	2.440	2.347	2.380	591	05/14/2021
3133EKZRO	0878-19	Federal Farm Credit		08/29/2019	5,000,000.00	5,002,338.33	5,002,971.11	2.220	2.199	2.229	1,686	05/13/2024
3133EKJP2	0886-19	Federal Farm Credit		09/13/2019	1,500,000.00	1,529,175.09	1,529,175.09	2.400	1.697	1.721	576	04/29/2021
3130ABHF6	0778-17	Federal Home Loan Bank		09/15/2017	3,250,000.00	3,244,517.25	3,249,708.08	1.875	1.855	1.880	609	06/01/2021
3130AABG2	0791-17	Federal Home Loan Bank		10/13/2017	1,135,000.00	1,143,093.69	1,135,445.67	1.875	1.830	1.856	790	11/29/2021
3130AA3R7	0812-18	Federal Home Loan Bank		04/19/2018	1,000,000.00	998,723.00	998,795.05	1.375	2.352	2.385	45	11/15/2019
3130A0JR2	0814-18	Federal Home Loan Bank		04/19/2018	1,000,000.00	1,001,041.00	999,910.30	2.375	2.387	2.420	73	12/13/2019
3130AECJ7	0817-18	Federal Home Loan Bank		05/24/2018	2,000,000.00	2,010,900.00	2,000,065.47	2.625	2.584	2.620	240	05/28/2020
3130ADMS8	0821-18	Federal Home Loan Bank		08/03/2018	1,000,000.00	1,000,188.00	998,126.90	2.150	2.634	2.671	136	02/14/2020
3130A12B3	0823-18	Federal Home Loan Bank		08/03/2018	1,000,000.00	1,001,244.00	997,718.03	2.125	2.609	2.646	164	03/13/2020
3130ADUJ9	0824-18	Federal Home Loan Bank		08/03/2018	1,000,000.00	1,002,774.00	998,734.71	2.375	2.599	2.635	181	03/30/2020
313370E38	0828-18	Federal Home Loan Bank		09/10/2018	1,000,000.00	1,011,786.00	1,004,555.33	3.375	2.663	2.700	255	06/12/2020
3132X04G3	0838-18	Federal Home Loan Bank		11/07/2018	1,000,000.00	1,008,343.00	998,307.55	2.770	2.930	2.970	317	08/13/2020
313370US5	0840-18	Federal Home Loan Bank		11/15/2018	1,000,000.00	1,011,102.00	999,657.93	2.875	2.871	2.911	346	09/11/2020
3130AFCN5	0842-18	Federal Home Loan Bank		11/15/2018	1,000,000.00	1,002,283.00	1,000,000.00	3.200	3.156	3.200	776	11/15/2021
3130AG2D6	0854-19	Federal Home Loan Bank		03/11/2019	1,500,000.00	1,504,756.50	1,499,900.00	2.500	2.481	2.515	162	03/11/2020
3132X0MT5	0859-19	Federal Home Loan Bank		03/08/2019	1,000,000.00	1,004,325.00	993,440.00	2.000	2.489	2.523	472	01/15/2021
313382K69	0871-19A	Federal Home Loan Bank		08/16/2019	1,000,000.00	1,002,430.00	1,001,840.99	1.750	1.598	1.620	528	03/12/2021
313382K69	0871-19B	Federal Home Loan Bank		08/16/2019	1,000,000.00	1,002,430.00	1,001,840.99	1.750	1.598	1.620	528	03/12/2021
313379RB7	0877-19	Federal Home Loan Bank		08/16/2019	1,000,000.00	1,008,896.42	1,008,880.08	1.875	1.523	1.544	619	06/11/2021
3130A1W95	0884-19	Federal Home Loan Bank		09/13/2019	2,000,000.00	2,028,628.14	2,028,628.14	2.250	1.710	1.734	619	06/11/2021
3134G9MN4	0720-16	Federal Home Loan Mortgage Co.		05/26/2016	1,000,000.00	997,211.00	1,000,000.00	1.500	1.479	1.500	238	05/26/2020
3134G9KW6	0723-16	Federal Home Loan Mortgage Co.		06/10/2016	1,000,000.00	998,408.00	999,988.96	1.350	1.339	1.357	56	11/26/2019
3134G8W39	0811-18	Federal Home Loan Mortgage Co.		04/19/2018	1,000,000.00	998,915.00	999,246.07	1.375	2.372	2.405	27	10/28/2019
3134G9QR1	0813-18	Federal Home Loan Mortgage Co.		04/19/2018	1,000,000.00	998,404.00	998,439.06	1.340	2.374	2.407	55	11/25/2019
3137EAEK1	0850-18	Federal Home Loan Mortgage Co.		12/20/2018	1,000,000.00	1,002,380.00	991,235.84	1.875	2.640	2.677	413	11/17/2020
3134GTJP9	0865-19	Federal Home Loan Mortgage Co.		05/01/2019	6,000,000.00	6,006,648.00	6,000,000.00	2.770	2.732	2.770	1,339	06/01/2023
3134G45K0	0876-19	Federal Home Loan Mortgage Co.		08/16/2019	1,000,000.00	1,007,679.00	1,007,619.63	1.800	1.550	1.571	605	05/28/2021
3134GUAH3	0885-19	Federal Home Loan Mortgage Co.		09/13/2019	1,500,000.00	1,500,000.00	1,500,000.00	2.070	2.042	2.070	713	09/13/2021
3136G33W3	0733-16	Federal Nat'l Mtg. Assoc.		08/30/2016	4,000,000.00	3,978,972.00	4,000,000.00	1.500	1.480	1.500	605	05/28/2021

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Federal Agency Coupon Securities												
3136G4FL2	0744-16	Federal Nat'l Mtg. Assoc.		10/14/2016	1,550,000.00	1,542,682.45	1,549,736.08	1.500	1.491	1.512	559	04/12/2021
3136G3MW2	0745-16	Federal Nat'l Mtg. Assoc.		10/14/2016	450,000.00	447,640.20	450,000.00	1.500	1.479	1.500	602	05/25/2021
3136G4LQ4	0788-17	Federal Nat'l Mtg. Assoc.		10/13/2017	2,000,000.00	1,997,440.00	2,000,150.48	1.750	1.714	1.738	240	05/28/2020
3136G4NN9	0790-17	Federal Nat'l Mtg. Assoc.		10/13/2017	2,000,000.00	1,998,956.00	1,999,817.68	2.000	1.978	2.006	601	05/24/2021
3135G0A78	0820-18	Federal Nat'l Mtg. Assoc.		08/03/2018	1,000,000.00	998,725.00	997,181.25	1.625	2.535	2.571	112	01/21/2020
3135G0T29	0822-18	Federal Nat'l Mtg. Assoc.		08/03/2018	1,000,000.00	997,944.00	995,563.98	1.500	2.580	2.616	150	02/28/2020
3136G1H28	0841-18	Federal Nat'l Mtg. Assoc.		11/15/2018	1,500,000.00	1,498,822.50	1,482,351.58	1.700	2.887	2.927	363	09/28/2020
3135G0U84	0848-18	Federal Nat'l Mtg. Assoc.		12/20/2018	1,000,000.00	1,013,246.00	1,001,892.75	2.875	2.656	2.693	395	10/30/2020
Subtotal and Average			80,120,889.42		80,825,000.00	80,933,016.91	80,842,302.64		2.032	2.060	553	
Federal Agency Disc. -Amortizing												
313396UE1	0880-19	Freddie Discount		09/13/2019	1,000,000.00	991,804.72	991,804.72	1.810	1.852	1.878	163	03/12/2020
76116FAE7	0847-18	Resolution Funding Corp		12/20/2018	1,000,000.00	980,971.00	972,685.71	2.588	2.711	2.749	380	10/15/2020
Subtotal and Average			1,566,469.87		2,000,000.00	1,972,775.72	1,964,490.43		2.278	2.309	270	
Treasury Coupon Securities												
912828R77	0769-17	U.S. Treasury		04/20/2017	2,000,000.00	1,993,126.00	1,991,904.13	1.375	1.605	1.627	608	05/31/2021
912828XY1	0831-18	U.S. Treasury		09/14/2018	1,000,000.00	1,005,313.00	998,362.00	2.500	2.688	2.725	273	06/30/2020
912828J8	0832-18	U.S. Treasury		09/14/2018	1,000,000.00	997,031.00	990,575.52	1.500	2.696	2.733	288	07/15/2020
912828XD7	0835-18	U.S. Treasury		10/15/2018	2,500,000.00	2,529,297.50	2,431,728.32	1.875	2.923	2.963	973	05/31/2022
912828XR6	0836-18	U.S. Treasury		10/15/2018	2,500,000.00	2,519,532.50	2,423,837.12	1.750	2.923	2.964	973	05/31/2022
912828XM7	0837-18	U.S. Treasury		11/07/2018	1,000,000.00	998,125.00	989,711.14	1.625	2.860	2.900	304	07/31/2020
912828V31	0845-18	U.S. Treasury		12/20/2018	1,500,000.00	1,497,421.50	1,494,547.44	1.375	2.617	2.653	106	01/15/2020
912828H52	0846-18	U.S. Treasury		12/20/2018	1,500,000.00	1,495,782.00	1,493,116.15	1.250	2.617	2.653	122	01/31/2020
9128284C1	0855-19	U.S. Treasury		03/08/2019	1,500,000.00	1,502,812.50	1,498,041.98	2.250	2.482	2.517	182	03/31/2020
9128284Y3	0856-19	U.S. Treasury		03/08/2019	1,000,000.00	1,007,969.00	1,001,094.00	2.625	2.468	2.502	335	08/31/2020
9128285S5	0858-19	U.S. Treasury		03/08/2019	1,000,000.00	1,010,625.00	1,000,134.21	2.500	2.454	2.488	457	12/31/2020
912828R69	0860-19	U.S. Treasury		03/08/2019	3,000,000.00	3,021,564.00	2,913,380.74	1.625	2.426	2.459	1,338	05/31/2023
9128283Q1	0870-19	U.S. Treasury		08/16/2019	1,000,000.00	1,006,270.13	1,006,614.03	2.000	1.593	1.615	472	01/15/2021
912828Q37	0872-19A	U.S. Treasury		08/16/2019	1,500,000.00	1,491,562.50	1,492,265.44	1.250	1.578	1.600	547	03/31/2021
912828Q37	0872-19B	U.S. Treasury		08/16/2019	1,000,000.00	994,375.00	994,843.63	1.250	1.578	1.600	547	03/31/2021
9128284G2	0873-19	U.S. Treasury		08/16/2019	1,000,000.00	1,020,169.56	1,019,998.01	2.375	1.558	1.580	562	04/15/2021
912828XY1	0881-19	U.S. Treasury		09/13/2019	2,000,000.00	2,020,265.89	2,020,265.89	2.500	1.791	1.816	273	06/30/2020
912828L65	0882-19	U.S. Treasury		09/13/2019	1,000,000.00	996,102.22	996,102.22	1.375	1.747	1.771	365	09/30/2020
912828N89	0883-19	U.S. Treasury		09/13/2019	1,000,000.00	996,445.16	996,445.16	1.375	1.747	1.772	488	01/31/2021
912828S27	0887-19	U.S. Treasury		09/13/2019	1,000,000.00	992,111.30	992,111.30	1.125	1.695	1.719	638	06/30/2021

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Treasury Coupon Securities												
912828Y20	0888-19	U.S. Treasury		09/13/2019	1,000,000.00	1,020,284.04	1,020,284.04	2.625	1.688	1.711	653	07/15/2021
Subtotal and Average			27,364,477.29		30,000,000.00	30,116,184.80	29,765,362.47		2.242	2.273	578	
Miscellaneous Coupon Securities												
3133EH2K8	0849-18	Federal Farm Credit		12/20/2018	1,000,000.00	999,519.00	1,000,889.00	2.519	2.463	2.497	408	11/12/2020
Subtotal and Average			1,000,920.60		1,000,000.00	999,519.00	1,000,889.00		2.463	2.497	408	
Total and Average			146,225,181.20		146,250,056.31	146,423,783.85	145,982,472.79		2.197	2.227	534	

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Certificates of Deposit												
12049434	12049434	BT	1,000,000.00	2.710	04/30/2020	09/10/2018	2.673	2.710	04/30 - At Maturity		1,000,000.00	1,000,000.00
12278608	12278608	BT	1,000,000.00	2.700	04/15/2020	09/10/2018	2.663	2.700	04/15 - At Maturity		1,000,000.00	1,000,000.00
12445234	12445234	BT	1,000,000.00	2.700	05/15/2020	09/10/2018	2.663	2.700	05/15 - At Maturity		1,000,000.00	1,000,000.00
12595735	12595735	BT	2,000,000.00	1.600	12/02/2019	10/13/2017	1.578	1.600	12/02 - At Maturity		2,000,000.00	2,000,000.00
12783856	12783856	BT	1,000,000.00	2.710	05/29/2020	09/10/2018	2.673	2.710	05/29 - At Maturity		1,000,000.00	1,000,000.00
12882805	12882805	BT	2,000,000.00	2.720	06/19/2020	09/10/2018	2.683	2.720	06/19 - At Maturity		2,000,000.00	2,000,000.00
12986892	12986892	BT	1,000,000.00	2.650	12/27/2019	09/10/2018	2.614	2.650	12/27 - At Maturity		1,000,000.00	1,000,000.00
13017497	13017497	BT	1,000,000.00	2.490	02/15/2021	04/16/2019	2.456	2.490	02/15 - At Maturity		1,000,000.00	1,000,000.00
13444568	13444568	BT	1,000,000.00	2.490	02/26/2021	04/16/2019	2.456	2.490	02/26 - At Maturity		1,000,000.00	1,000,000.00
144283635	144283635	GWB	1,000,000.00	2.310	10/15/2019	03/22/2018	2.278	2.310	10/15 - At Maturity		1,000,000.00	1,000,000.00
144303455	144303455	GWB	4,000,000.00	2.660	06/01/2022	04/16/2019	2.624	2.660	06/01 - At Maturity		4,000,000.00	4,000,000.00
433071437	433071437	USB	4,000,000.00	2.700	06/01/2021	04/24/2018	2.663	2.700	06/01 - 12/01		4,000,000.00	4,000,000.00
433071657	433071657	USB	1,000,000.00	2.520	12/31/2019	05/24/2018	2.485	2.520	06/30 - 12/31		1,000,000.00	1,000,000.00
433071659	433071659	USB	6,000,000.00	2.990	06/01/2022	05/24/2018	2.949	2.990	06/01 - 12/01		6,000,000.00	6,000,000.00
Certificates of Deposit Totals			27,000,000.00				2.605	2.641		0.00	27,000,000.00	27,000,000.00
Money Market												
SYS4531558874B	4531558874B	GWB	292,075.07	0.300			0.296	0.300	07/01 - Monthly		292,075.07	292,075.07
Money Market Totals			292,075.07				0.296	0.300		0.00	292,075.07	292,075.07
Passbook/Checking Accounts												
SYS6952311634B	6952311634B	WF	132,981.24	0.150			0.148	0.150	07/01 - Monthly		132,981.24	132,981.24
Passbook/Checking Accounts Totals			132,981.24				0.148	0.150		0.00	132,981.24	132,981.24
Commercial Paper Disc. -Amortizing												
05971RA95	0879-19	BANSDA	1,000,000.00	2.030	01/09/2020	09/13/2019	2.044	2.072	01/09 - At Maturity		993,346.11	994,361.11
62479MXF5	0862-19	BTMUFJ	1,500,000.00	2.540	10/15/2019	04/16/2019	2.573	2.609	10/15 - At Maturity		1,480,738.33	1,498,518.33
62479MXW8	0863-19	BTMUFJ	1,500,000.00	2.540	10/30/2019	04/16/2019	2.617	2.654	10/30 - At Maturity		1,479,150.83	1,496,930.83
16536JZJ9	0866-19	CHESHM	1,000,000.00	2.510	12/18/2019	05/10/2019	2.598	2.634	12/18 - At Maturity		984,521.67	994,561.67
Commercial Paper Disc. -Amortizing Totals			5,000,000.00				2.486	2.520		0.00	4,937,756.94	4,984,371.94
Federal Agency Coupon Securities												
3133EGQM0	0732-16	FFCB	940,000.00	1.620	02/10/2022	08/15/2016	1.613	1.635	02/10 - 08/10	Received	939,248.00	939,676.74
3133EGQQ1	0743-16	FFCB	8,000,000.00	1.300	05/15/2020	10/14/2016	1.299	1.317	11/15 - 05/15	Received	7,995,200.00	7,999,167.16

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Federal Agency Coupon Securities												
3133EGD69	0746-16	FFCB	5,000,000.00	1.320	05/07/2020	11/07/2016	1.322	1.341	05/07 - 11/07		4,996,500.00	4,999,400.00
3133EHKF9	0789-17	FFCB	2,000,000.00	1.770	11/23/2020	10/13/2017	1.839	1.864	11/23 - 05/23	Received	1,994,300.00	1,997,903.21
3133EH6L2	0816-18	FFCB	1,000,000.00	1.950	01/10/2020	05/24/2018	2.497	2.532	07/10 - 01/10	Received	990,770.00	998,440.67
3133EHKQ5	0843-18	FFCB	2,000,000.00	2.140	11/25/2022	11/15/2018	3.035	3.077	11/25 - 05/25	Received	1,929,500.00	1,944,864.14
3133EKNQ5	0869-19A	FFCB	1,500,000.00	2.250	11/30/2020	07/03/2019	1.876	1.902	11/30 - 05/30	3,093.75	1,507,200.00	1,509,044.05
3133EKNQ5	0869-19B	FFCB	1,000,000.00	2.250	11/30/2020	07/03/2019	1.876	1.902	11/30 - 05/30	2,062.50	1,004,800.00	1,006,029.36
3133EKJP2	0874-19	FFCB	1,000,000.00	2.400	04/29/2021	08/16/2019	1.568	1.590	10/29 - 04/29	7,133.33	1,013,550.00	1,019,688.63
3133EKLH7	0875-19	FFCB	1,000,000.00	2.440	05/14/2021	08/16/2019	2.347	2.380	11/14 - 05/14	6,235.56	1,001,000.00	1,007,163.90
3133EKZR0	0878-19	FFCB	5,000,000.00	2.220	05/13/2024	08/29/2019	2.199	2.229	11/13 - 05/13	4,933.33	4,998,000.00	5,002,971.11
3133EKJP2	0886-19	FFCB	1,500,000.00	2.400	04/29/2021	09/13/2019	1.697	1.721	10/29 - 04/29	13,400.00	1,516,275.00	1,529,175.09
3130ABHF6	0778-17	FHLB	3,250,000.00	1.875	06/01/2021	09/15/2017	1.855	1.880	12/01 - 06/01	Received	3,249,350.00	3,249,708.08
3130AABG2	0791-17	FHLB	1,135,000.00	1.875	11/29/2021	10/13/2017	1.830	1.856	11/29 - 05/29	Received	1,135,851.25	1,135,445.67
3130AA3R7	0812-18	FHLB	1,000,000.00	1.375	11/15/2019	04/19/2018	2.352	2.385	05/15 - 11/15	Received	984,500.00	998,795.05
3130A0JR2	0814-18	FHLB	1,000,000.00	2.375	12/13/2019	04/19/2018	2.387	2.420	06/13 - 12/13	Received	999,260.00	999,910.30
3130AECJ7	0817-18	FHLB	2,000,000.00	2.625	05/28/2020	05/24/2018	2.584	2.620	11/28 - 05/28	Received	2,000,200.00	2,000,065.47
3130ADMS8	0821-18	FHLB	1,000,000.00	2.150	02/14/2020	08/03/2018	2.634	2.671	08/14 - 02/14	Received	992,240.00	998,126.90
3130A12B3	0823-18	FHLB	1,000,000.00	2.125	03/13/2020	08/03/2018	2.609	2.646	09/13 - 03/13	Received	991,830.00	997,718.03
3130ADUJ9	0824-18	FHLB	1,000,000.00	2.375	03/30/2020	08/03/2018	2.599	2.635	09/30 - 03/30	Received	995,780.00	998,734.71
313370E38	0828-18	FHLB	1,000,000.00	3.375	06/12/2020	09/10/2018	2.663	2.700	12/12 - 06/12	Received	1,011,470.00	1,004,555.33
3132X04G3	0838-18	FHLB	1,000,000.00	2.770	08/13/2020	11/07/2018	2.930	2.970	02/13 - 08/13	Received	996,550.00	998,307.55
313370US5	0840-18	FHLB	1,000,000.00	2.875	09/11/2020	11/15/2018	2.871	2.911	03/11 - 09/11	Received	999,340.00	999,657.93
3130AFCN5	0842-18	FHLB	1,000,000.00	3.200	11/15/2021	11/15/2018	3.156	3.200	05/15 - 11/15		1,000,000.00	1,000,000.00
3130AG2D6	0854-19	FHLB	1,500,000.00	2.500	03/11/2020	03/11/2019	2.481	2.515	09/11 - 03/11		1,499,775.00	1,499,900.00
3132X0MT5	0859-19	FHLB	1,000,000.00	2.000	01/15/2021	03/08/2019	2.489	2.523	07/15 - 01/15	Received	990,570.00	993,440.00
313382K69	0871-19A	FHLB	1,000,000.00	1.750	03/12/2021	08/16/2019	1.598	1.620	09/12 - 03/12	Received	1,002,000.00	1,001,840.99
313382K69	0871-19B	FHLB	1,000,000.00	1.750	03/12/2021	08/16/2019	1.598	1.620	09/12 - 03/12	Received	1,002,000.00	1,001,840.99
313379RB7	0877-19	FHLB	1,000,000.00	1.875	06/11/2021	08/16/2019	1.523	1.544	12/11 - 06/11	3,385.42	1,005,900.00	1,008,880.08
3130A1W95	0884-19	FHLB	2,000,000.00	2.250	06/11/2021	09/13/2019	1.710	1.734	12/11 - 06/11	11,500.00	2,017,633.56	2,028,628.14
3134G9MN4	0720-16	FHLMC	1,000,000.00	1.500	05/26/2020	05/26/2016	1.479	1.500	11/26 - 05/26		1,000,000.00	1,000,000.00
3134G9KW6	0723-16	FHLMC	1,000,000.00	1.350	11/26/2019	06/10/2016	1.339	1.357	11/26 - 05/26	Received	999,750.00	999,988.96
3134G8W39	0811-18	FHLMC	1,000,000.00	1.375	10/28/2019	04/19/2018	2.372	2.405	04/28 - 10/28	Received	984,670.00	999,246.07
3134G9QR1	0813-18	FHLMC	1,000,000.00	1.340	11/25/2019	04/19/2018	2.374	2.407	05/25 - 11/25	Received	983,350.00	998,439.06
3137EAEK1	0850-18	FHLMC	1,000,000.00	1.875	11/17/2020	12/20/2018	2.640	2.677	05/17 - 11/17	Received	985,170.00	991,235.84
3134GTJP9	0865-19	FHLMC	6,000,000.00	2.770	06/01/2023	05/01/2019	2.732	2.770	11/01 - 05/01		6,000,000.00	6,000,000.00
3134G45K0	0876-19	FHLMC	1,000,000.00	1.800	05/28/2021	08/16/2019	1.550	1.571	11/28 - 05/28	3,900.00	1,004,000.00	1,007,619.63

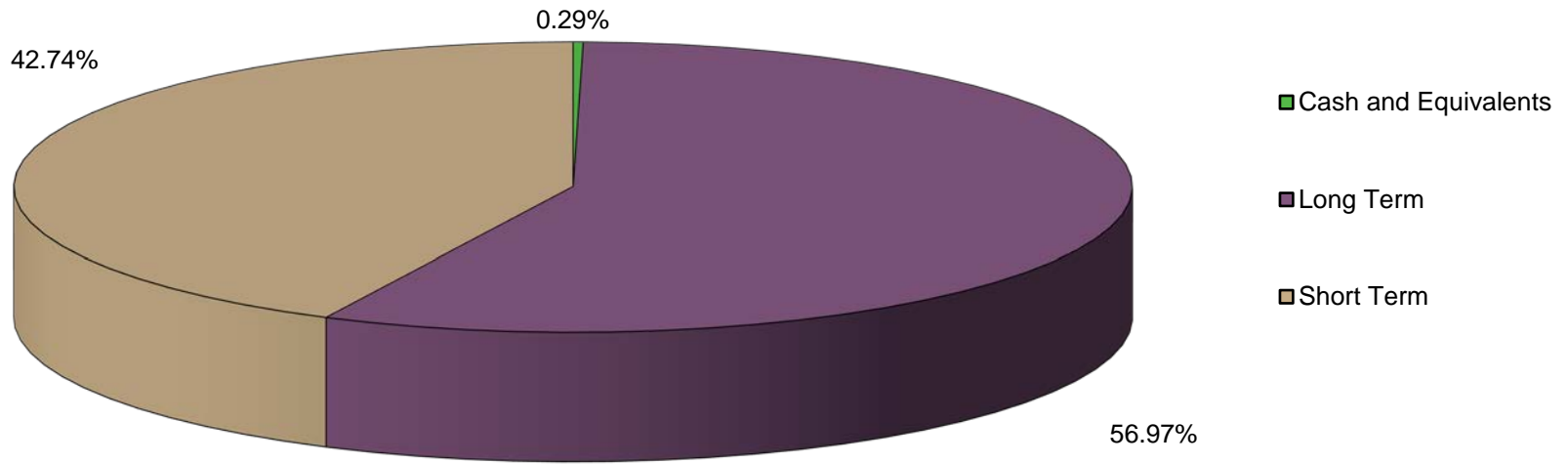
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CUSIP	Investment #	Issuer	Par Value	Stated Rate	Maturity Date	Purchase Date	YTM 360	YTM 365	Payment Dates	Accrued Interest At Purchase	Current Principal	Book Value
Federal Agency Coupon Securities												
3134GUAH3	0885-19	FHLMC	1,500,000.00	2.070	09/13/2021	09/13/2019	2.042	2.070	03/13 - 09/13		1,500,000.00	1,500,000.00
3136G33W3	0733-16	FNMA	4,000,000.00	1.500	05/28/2021	08/30/2016	1.480	1.500	11/28 - 05/28		4,000,000.00	4,000,000.00
3136G4FL2	0744-16	FNMA	1,550,000.00	1.500	04/12/2021	10/14/2016	1.491	1.512	04/12 - 10/12	Received	1,549,225.00	1,549,736.08
3136G3MW2	0745-16	FNMA	450,000.00	1.500	05/25/2021	10/14/2016	1.479	1.500	11/25 - 05/25	Received	450,000.00	450,000.00
3136G4LQ4	0788-17	FNMA	2,000,000.00	1.750	05/28/2020	10/13/2017	1.714	1.738	11/28 - 05/28	Received	2,000,600.00	2,000,150.48
3136G4NN9	0790-17	FNMA	2,000,000.00	2.000	05/24/2021	10/13/2017	1.978	2.006	11/24 - 05/24	Received	1,999,600.00	1,999,817.68
3135G0A78	0820-18	FNMA	1,000,000.00	1.625	01/21/2020	08/03/2018	2.535	2.571	01/21 - 07/21	Received	986,470.00	997,181.25
3135G0T29	0822-18	FNMA	1,000,000.00	1.500	02/28/2020	08/03/2018	2.580	2.616	08/28 - 02/28	Received	982,950.00	995,563.98
3136G1H28	0841-18	FNMA	1,500,000.00	1.700	09/28/2020	11/15/2018	2.887	2.927	03/28 - 09/28	Received	1,466,730.00	1,482,351.58
3135G0U84	0848-18	FNMA	1,000,000.00	2.875	10/30/2020	12/20/2018	2.656	2.693	04/30 - 10/30	Received	1,003,260.00	1,001,892.75
Federal Agency Coupon Securities Totals			80,825,000.00				2.032	2.060		55,643.89	80,656,367.81	80,842,302.64
Federal Agency Disc. -Amortizing												
313396UE1	0880-19	FMCDN	1,000,000.00	1.810	03/12/2020	09/13/2019	1.852	1.878	03/12 - At Maturity		990,899.72	991,804.72
76116FAE7	0847-18	RFCSP	1,000,000.00	2.588	10/15/2020	12/20/2018	2.711	2.749	10/15 - At Maturity		952,200.00	972,685.71
Federal Agency Disc. -Amortizing Totals			2,000,000.00				2.278	2.309		0.00	1,943,099.72	1,964,490.43
Treasury Coupon Securities												
912828R77	0769-17	US TRE	2,000,000.00	1.375	05/31/2021	04/20/2017	1.605	1.627	05/31 - 11/30	Received	1,980,000.00	1,991,904.13
912828XY1	0831-18	US TRE	1,000,000.00	2.500	06/30/2020	09/14/2018	2.688	2.725	12/31 - 06/30	Received	996,070.00	998,362.00
912828J8	0832-18	US TRE	1,000,000.00	1.500	07/15/2020	09/14/2018	2.696	2.733	01/15 - 07/15	Received	978,075.00	990,575.52
912828XD7	0835-18	US TRE	2,500,000.00	1.875	05/31/2022	10/15/2018	2.923	2.963	11/30 - 05/31	Received	2,407,100.00	2,431,728.32
912828XR6	0836-18	US TRE	2,500,000.00	1.750	05/31/2022	10/15/2018	2.923	2.964	11/30 - 05/31	Received	2,396,362.13	2,423,837.12
912828XM7	0837-18	US TRE	1,000,000.00	1.625	07/31/2020	11/07/2018	2.860	2.900	01/31 - 07/31	Received	978,610.00	989,711.14
912828V31	0845-18	US TRE	1,500,000.00	1.375	01/15/2020	12/20/2018	2.617	2.653	01/15 - 07/15	Received	1,479,887.27	1,494,547.44
912828H52	0846-18	US TRE	1,500,000.00	1.250	01/31/2020	12/20/2018	2.617	2.653	01/31 - 07/31	Received	1,477,035.03	1,493,116.15
9128284C1	0855-19	US TRE	1,500,000.00	2.250	03/31/2020	03/08/2019	2.482	2.517	03/31 - 09/30	Received	1,495,815.00	1,498,041.98
9128284Y3	0856-19	US TRE	1,000,000.00	2.625	08/31/2020	03/08/2019	2.468	2.502	08/31 - 02/29	Received	1,001,770.00	1,001,094.00
912828S55	0858-19	US TRE	1,000,000.00	2.500	12/31/2020	03/08/2019	2.454	2.488	06/30 - 12/31	Received	1,000,195.00	1,000,134.21
912828R69	0860-19	US TRE	3,000,000.00	1.625	05/31/2023	03/08/2019	2.426	2.459	05/31 - 11/30	Received	2,899,980.00	2,913,380.74
9128283Q1	0870-19	US TRE	1,000,000.00	2.000	01/15/2021	08/16/2019	1.593	1.615	01/15 - 07/15	1,739.13	1,005,350.00	1,006,614.03
912828Q37	0872-19A	US TRE	1,500,000.00	1.250	03/31/2021	08/16/2019	1.578	1.600	09/30 - 03/31	Received	1,491,615.00	1,492,265.44
912828Q37	0872-19B	US TRE	1,000,000.00	1.250	03/31/2021	08/16/2019	1.578	1.600	09/30 - 03/31	Received	994,410.00	994,843.63
9128284G2	0873-19	US TRE	1,000,000.00	2.375	04/15/2021	08/16/2019	1.558	1.580	10/15 - 04/15	7,981.56	1,013,000.00	1,019,998.01
912828XY1	0881-19	US TRE	2,000,000.00	2.500	06/30/2020	09/13/2019	1.791	1.816	12/31 - 06/30	10,190.22	2,010,740.00	2,020,265.89

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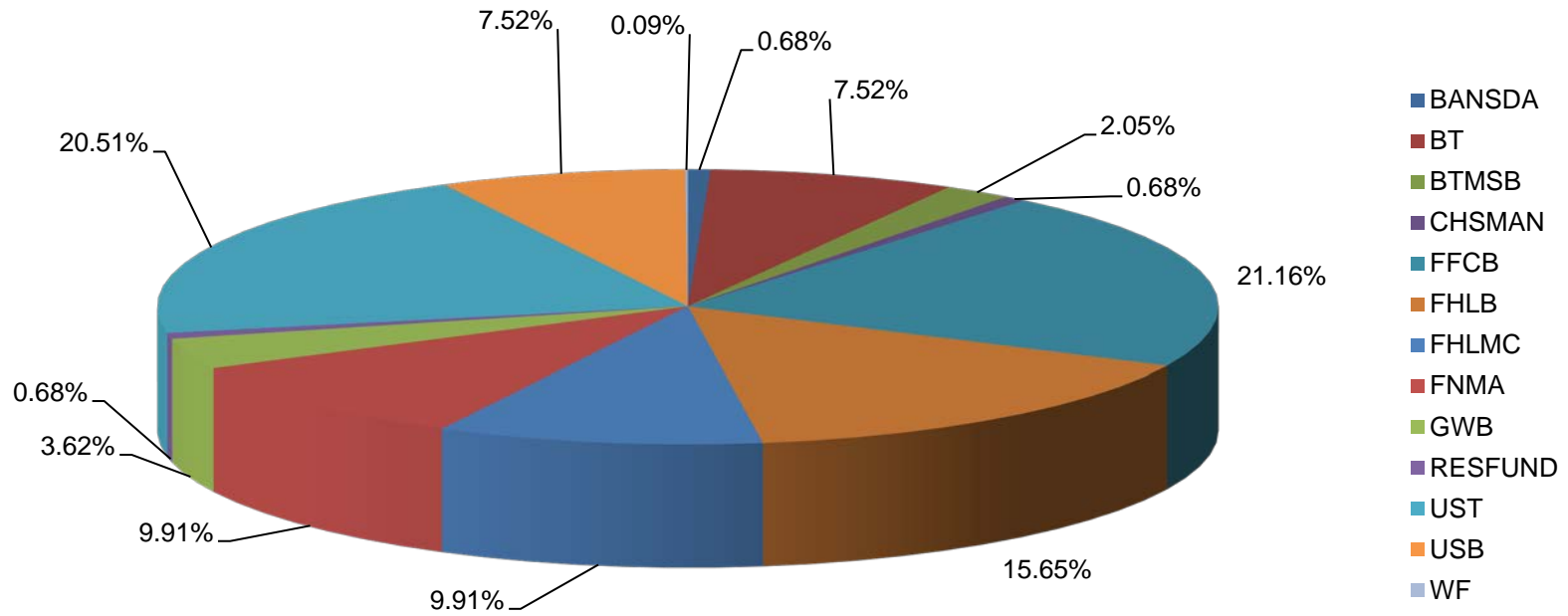
CUSIP	Investment #	Issuer	Par Value	Stated Rate	Maturity Date	Purchase Date	YTM 360	YTM 365	Payment Dates	Accrued Interest At Purchase	Current Principal	Book Value
Treasury Coupon Securities												
912828L65	0882-19	US TRE	1,000,000.00	1.375	09/30/2020	09/13/2019	1.747	1.771	09/30 - 03/31	Received	995,910.00	996,102.22
912828N89	0883-19	US TRE	1,000,000.00	1.375	01/31/2021	09/13/2019	1.747	1.772	01/31 - 07/31	1,644.02	994,609.38	996,445.16
912828S27	0887-19	US TRE	1,000,000.00	1.125	06/30/2021	09/13/2019	1.695	1.719	12/31 - 06/30	2,292.80	989,531.25	992,111.30
912828Y20	0888-19	US TRE	1,000,000.00	2.625	07/15/2021	09/13/2019	1.688	1.711	01/15 - 07/15	4,279.89	1,016,445.31	1,020,284.04
Treasury Coupon Securities Totals			30,000,000.00				2.242	2.273		28,127.62	29,602,510.37	29,765,362.47
Miscellaneous Coupon Securities												
3133EH2K8	0849-18	FFCB	1,000,000.00	2.519	11/12/2020	12/20/2018	2.463	2.497	02/12 - Quarterly	Received	1,001,510.00	1,000,889.00
Miscellaneous Coupon Securities Totals			1,000,000.00				2.463	2.497		0.00	1,001,510.00	1,000,889.00
Investment Totals			146,250,056.31				2.197	2.227		83,771.51	145,566,301.15	145,982,472.79

Portfolio by Asset Class



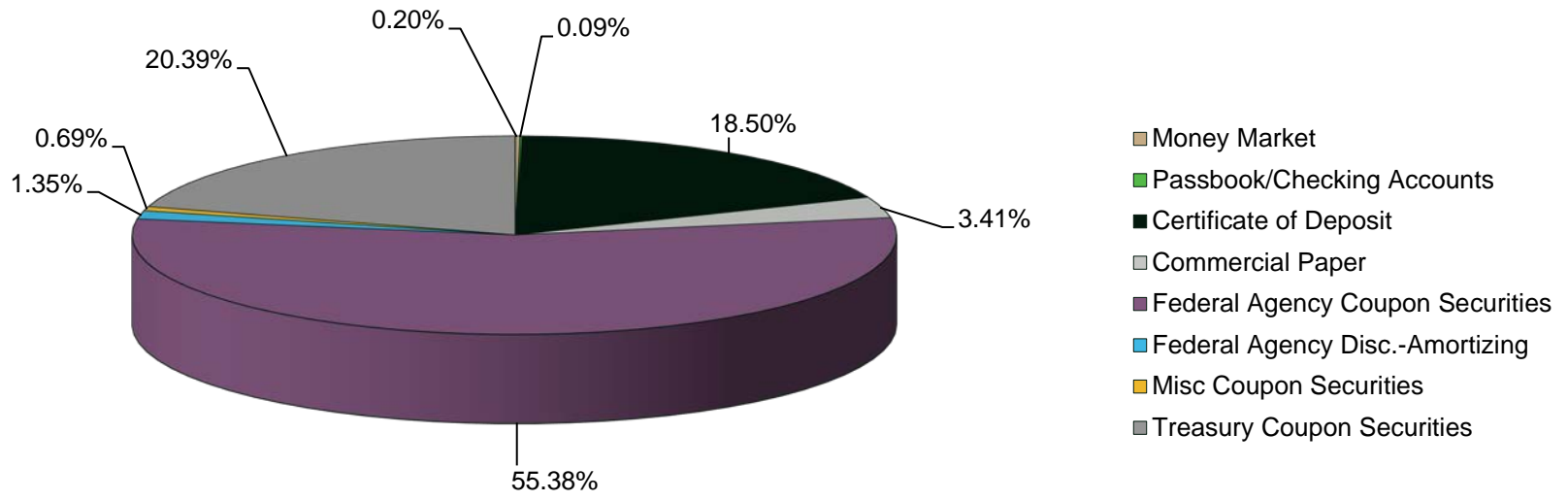
For Quarter Ending September 30, 2019

Par Value by Issuer Graph



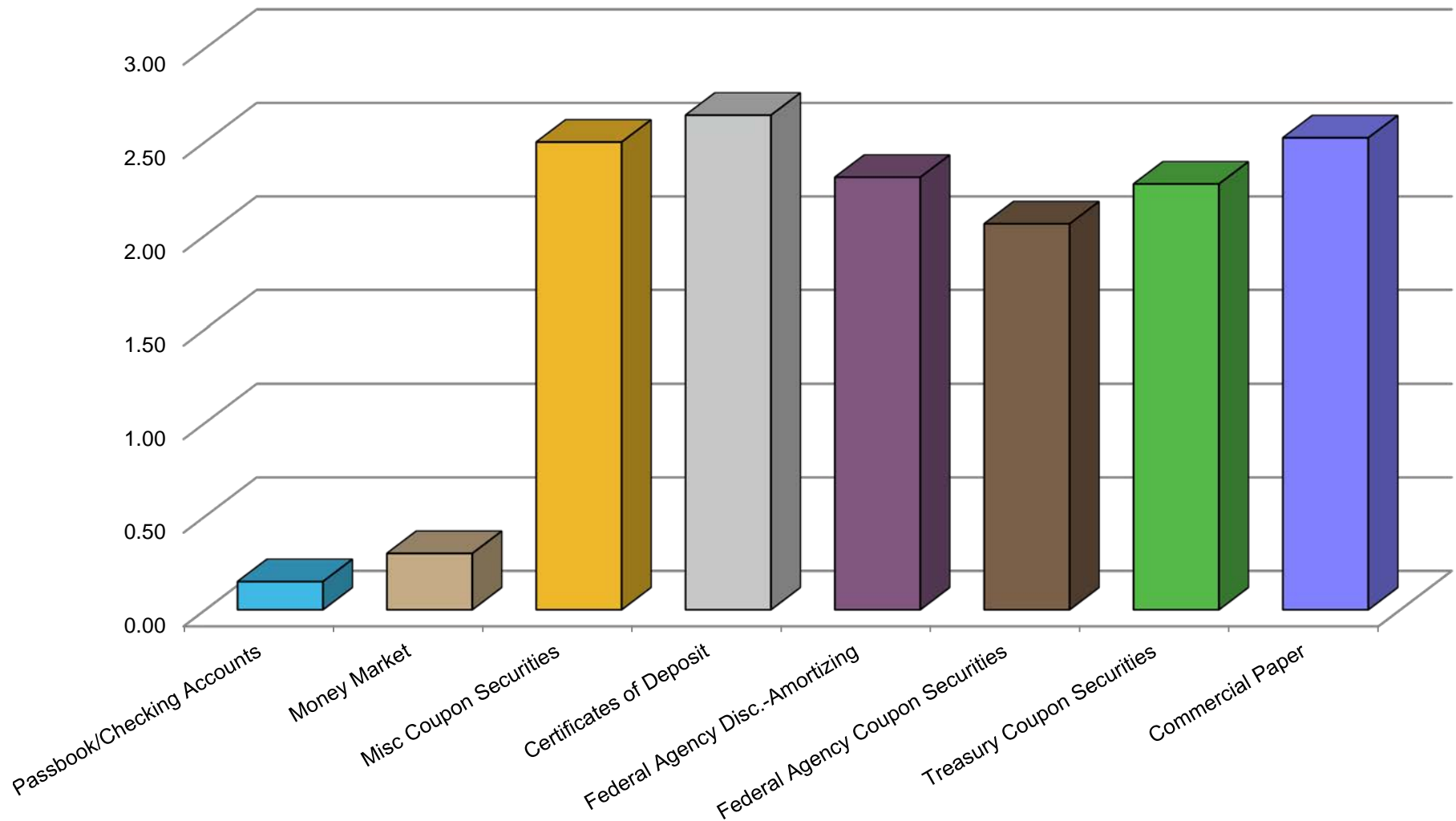
For Quarter Ending September 30, 2019

Book Value By Investment Type



For Quarter Ending September 30, 2019

Investment Yield by Type



For Quarter Ending September 30, 2019

COUNCIL ACTION FORM

SUBJECT: Assessing Costs of Asbestos Testing on and Demolition of Dangerous Building (Garage) Located at 1107 Grand Avenue

BACKGROUND:

The official Dangerous Building Declaration regarding the garage at 1107 Grand Avenue was filed on October 7, 2016. Much effort was made by the Inspections Division to work with the property owner towards demolition of the structure as rehabilitation was not a cost-effective option. The owner failed to comply, and the Building Board of Appeals gave its approval to proceed with demolition. The City then hired a contractor to conduct asbestos testing prior to creating a Request for Proposals for the demolition. Asbestos was found to be present and had to be removed before the garage could be demolished. After the asbestos was removed, contractors were hired by the City to demolish the structure. The name and address of the property owner and the costs associated with said work are shown below. The work was completed by the contractors, and a bill was mailed to the property owner.

- Katherine Fisher, 1126 Grand Avenue, Ames, IA, 50010 \$6,267.50
Asbestos testing and demolition of dangerous building
located at 1107 Grand Avenue

The property owner failed to pay the bill, and a decision was made to proceed to assess the charges as a nuisance assessment under *Iowa Code* Section 5.403(2)(g). The process for nuisance assessments is followed in most cases when the City incurs expenses for maintenance of private property.

The hearing was held on February 12, 2019. On that date, Council directed staff to assess the costs to the property owner, instruct the Finance Director to prepare the spread sheet on the assessment, and direct the City Clerk to file the assessment with the Story County Treasurer.

When asked to prepare the spread sheet on the assessment, the Finance Director advised that, due to the amount of this assessment, the costs are to be assessed in a similar manner as street or utility improvements and paid by the property owner over time. Therefore, before the assessment may be filed with the County Treasurer, a Resolution setting the interest rate and term allowed by *Iowa Code* needs to be adopted by the City Council.

ALTERNATIVES:

1. The City Council can adopt a Resolution setting the interest rate at 2% annually over a term of ten years, instruct the Finance Director to prepare the spread sheet on the assessment, and direct the City Clerk to file the assessment with the Story County Treasurer. (The proposed 2% interest rate reflects the rate at

which our City funds are currently invested.)

2. The City Council can adopt a Resolution setting the interest rate greater than 2%, up to 9% annually, (which is the maximum allowed by State law) over a term of ten years, instruct the Finance Director to prepare the spread sheet on the assessment, and direct the City Clerk to file the assessment with the Story County Treasurer.
2. The City Council could choose not to certify these costs to the County Treasurer, and instead, absorb the costs.

MANAGER'S RECOMMENDED ACTION:

The Inspections Division worked with the property owner, who was told prior to the demolition that she would receive a bill for the cost, and if it was not paid, it would be assessed to her. A hearing was held after the notice was sent to the property owner by certified mail and published in the local newspaper. The property owner accepted service of the notice, but did not attend the hearing.

It is the recommendation of the City Manager that the City Council accept Alternative #1 and adopt a resolution assessing the costs of asbestos testing on and the demolition of a building deemed to be dangerous (garage) at 1107 Grand Avenue to the property owner shown above. The Resolution adopted will also instruct the Finance Director to prepare a spreadsheet computing the costs, interest to be paid, and the term of the assessment and will direct the City Clerk to file a certified copy of the Resolution and spreadsheet with the County Treasurer.

COUNCIL ACTION FORM

SUBJECT: 2019 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT

BACKGROUND:

On August 13, 2019, the City Council authorized the Police Department to apply for the 2019 Department of Justice, Office of Justice Programs, Bureau of Justice Assistance Edward Byrne Memorial Justice Assistance Grant (JAG) Program. The grant conditions required that the application be filed jointly with Story County and the Council approved entering into a Memorandum of Understanding with Story County. The application and the Memorandum of Understanding were completed and submitted. On September 23, 2019, the Department of Justice notified the Police Department that the grant had been awarded in full. The Police Department requests permission to accept the grant.

Grant funds can be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice, as well as research and evaluation activities that will improve or enhance law enforcement programs related to criminal justice.

The grant award is \$12,728. **This year the funds will be used in a project to provide records management and system administrator training, and to purchase a new backup server to support the public safety network.** The public safety network provides dispatching, vehicle location, communications, report writing, jail management, and data management functions. The network includes the Ames Police Department, the Story County Sheriff's Office, Story County Conservation officers, and Iowa State University Police. Other emergency response agencies, including Ames Fire and Mary Greeley Medical Center, utilize the mobile dispatch and vehicle location functions of the public safety network.

There is no match requirement with this grant.

ALTERNATIVES:

1. Accept the 2019 Department of Justice, Office of Justice Programs, and Bureau of Justice Assistance Edward Byrne Memorial Justice Assistance Grant Program and authorize the Police Department to participate in the program.
2. Do not authorize participation in this grant program.

CITY MANAGER'S RECOMMENDED ACTION:

The Police Department has participated in the JAG grant program in the past and the program has proven to be a valuable source of funds for special purchases and programs. This grant will provide the same benefit.

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

COUNCIL ACTION FORM

SUBJECT: VACATION OF A SANITARY SEWER EASEMENT AT 610 & 700 SE 16TH STREET

BACKGROUND:

The final plat for the Menards Subdivision included an easement across 610 and 700 SE 16th Street for a sanitary sewer main extension that was anticipated to be installed as part of the new Menards store construction. However, during construction it was determined that an existing raw water main was at an elevation that prevented the sewer from being installed as planned. Therefore, the sanitary sewer main extension was relocated further to the west and a new easement was established and secured for that new sanitary sewer main location. **As a result, the previously platted sewer easement is no longer needed and can be vacated (see attached map).**

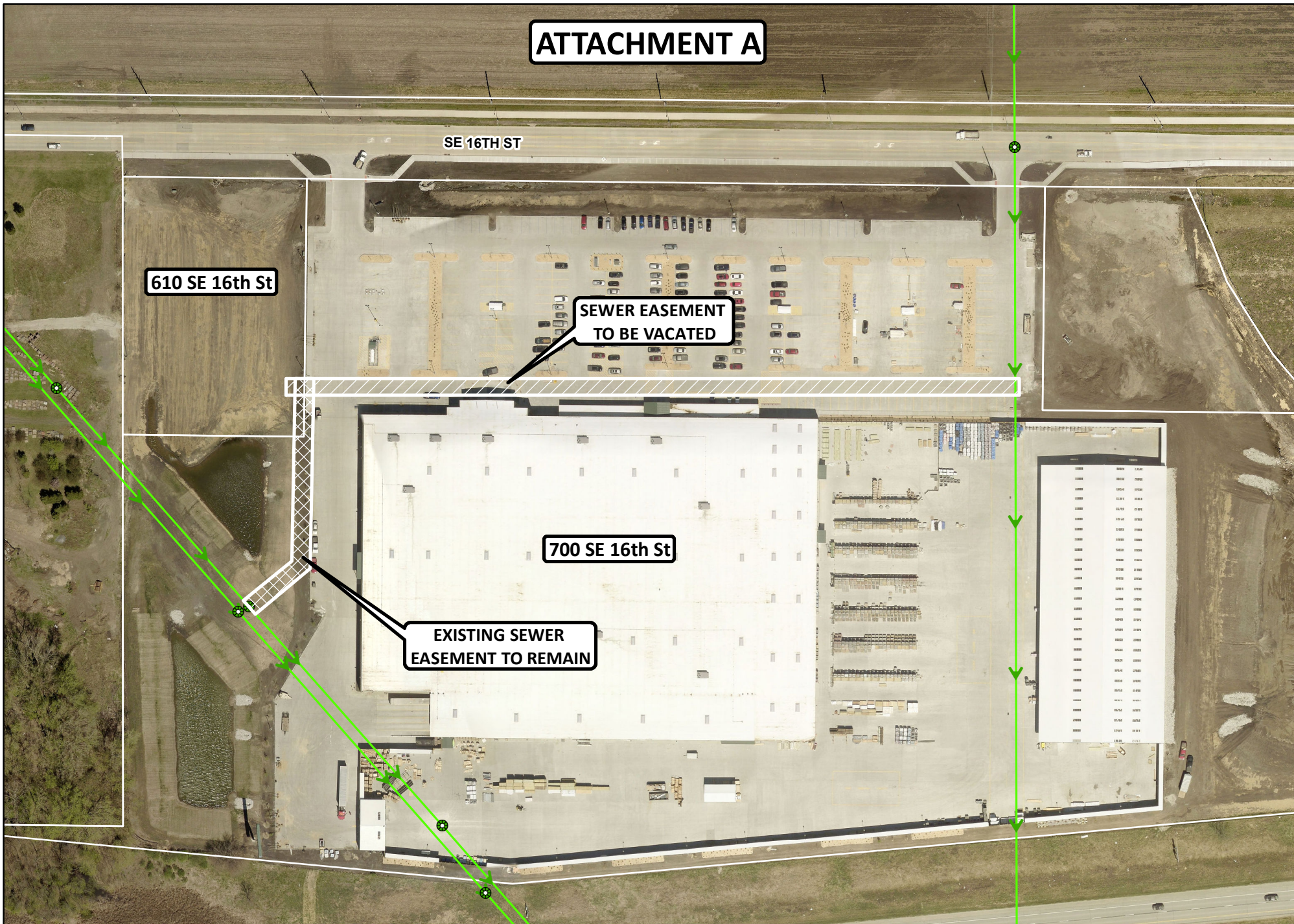
ALTERNATIVES:

1. Set the date of public hearing as November 12, 2019 to approve the vacation of the aforementioned easement at 610 & 700 SE 16th Street.
2. Reconsider the vacation of the aforementioned easement at 610 & 700 SE 16th Street.

MANAGER'S RECOMMENDED ACTION:

This sanitary sewer easement can be vacated because the sewer was installed in a different location than originally planned and therefore is no longer necessary. **Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as noted above.**

ATTACHMENT A



LOCATION MAP:
610 & 700 SE 16th Street
Proposed sanitary sewer easement vacation



1 inch = 150 feet
Date: 10/7/2019

COUNCIL ACTION FORM

SUBJECT: NOTICE TO BIDDERS - MAINTENANCE AND STORAGE BUILDING AT WATER TREATMENT PLANT

BACKGROUND:

During a past insurance inspection of the Water Treatment Plant, it was recommended to add a low-cost building to place all lubricating grease and oils. A structure separated from the main facility would reduce the potential for a large dollar loss due to fire. To address this concern, a steel frame metal building is to be added at the plant site. This building will be 50 feet by 30 feet and include a heated storage bay to house all lubricating grease, oil, and other flammable products. Additionally, this building will house the facility's tractor, mowers, and other maintenance equipment in a cold storage bay.

Storing these valuable items inside will help to prolong the life of the equipment. This free-standing building was part of the original design for the new Water Plant, but was ultimately removed from the scope of the project because staff felt it could be done at a lower cost as a stand-alone project.

Staff has prepared plans and specifications for this project. The Adjusted FY 2019/20 CIP includes \$141,000 to add a new maintenance building as a part of the Water Plant Facility Improvements Project. The Engineer's Estimate for this project is \$115,000.

ALTERNATIVES:

1. Issue preliminary approval of plans and specifications for the Water Plant Maintenance and Storage Building Project at the Water Treatment Plant, and issue a notice to bidders setting November 27, 2019, as the bid due date and December 10, 2019, as the date of public hearing.
2. Do not issue preliminary approval of plans and specifications and a notice to bidders at this time.

CITY MANAGER'S RECOMMENDED ACTION:

The addition of a maintenance building at the plant site will provide sufficient storage for all grease and oil products as recommended by the insurance provider. This structure will reduce the potential for a large dollar loss due to fire. In addition to flammable storage, this building will be used to store valuable maintenance equipment. Storing this equipment inside will help to reduce wear and prolong the life of the equipment.

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

COUNCIL ACTION FORM

**SUBJECT: FURNACE ATOMIC ABSORPTION SPECTROPHOTOMETER
REPLACEMENT FOR W & PC LABORATORY**

BACKGROUND:

As a condition of its drinking water and wastewater permits, the City of Ames is required to self-monitor for various heavy metal constituents. The equipment used to perform these analyses is an atomic absorption spectrophotometer, often referred to as an "AA." The machine operates by atomizing a small sample of the liquid being tested, and then measuring the absorption of light at specific wavelengths.



The AA unit currently utilized by the Laboratory Services Division

The AA consists of three individual components:

- The Flame AA is able to detect metals in the parts per million (ppm) range.
- The Graphite Furnace AA is able to detect metals in the parts per billion (ppb) range.
- The Mercury Analyzer can detect mercury at exceptionally low, sub-ppb levels.

All three components were originally purchased in 1989 as part of the construction loan package when the Water Pollution Control Facility was constructed. When the current Laboratory was constructed in 2000, the Flame AA and Furnace AA were replaced. The long range CIP plan for the Sewer Fund includes a \$150,000 allowance in FY 25/26 to replace all three components of the AA. That expense was accounted for in the ten-year rate projections that were shared with Council last spring.

Recently, a water line on the Furnace AA ruptured, damaging the device beyond repair. Therefore, the Furnace AA requires replacement. For this project, the Single Source provisions of the City's Purchasing Policies are being utilized for the following reasons:

- Both the Flame AA and Furnace AA are controlled by the same computer and software. It is necessary for the new Furnace AA to be compatible.
- Both the Flame and the Furnace units utilize hollow cathode lamps for each element. Having the new Furnace AA be capable of utilizing the existing lamps provides a cost savings of approximately \$4,500 (\$500 per lamp for 9 elements).

- Having a unit that the Laboratory Analysts are familiar with avoids the need for costly and time consuming specialized training.

Agilent Technologies was identified as the most appropriate manufacturer, and has provided a quote to replace the Furnace AA in the amount of \$42,909.48

Should Council agree to authorize the purchase of a new Furnace AA, staff will divert a portion of the savings (\$50,000 of the approximately \$158,000 savings) as a part of the mid-year budget amendments from the Primary Clarifier Drives Replacement Project to cover the cost of this replacement project.

ALTERNATIVES:

1. Authorize waiver of Purchasing Policies and approve the sole source purchase of a new Furnace Atomic Absorption Spectrophotometer from Agilent Technologies of Wilmington, DE, in the amount of \$42,909.48.
2. Do not authorize the purchase of a new AA at this time. In order to perform the analyses required by the City's various permits, staff will have to contract with a private laboratory.

CITY MANAGER'S RECOMMENDED ACTION:

Monitoring for heavy metals is a requirement of the City's drinking water operation permit and National Pollutant Discharge Elimination System (NPDES) permits. The equipment currently being utilized is 20 years old, and one component (the Furnace AA) was irreparably damaged by a broken water line. Funding to replace the AA has been included in the Sewer Fund rate projections, with the purchase planned in six years. Savings from other CIP projects can be utilized to accelerate the purchase of the Furnace AA without negatively impacting the Sewer Fund balance in the short term.

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

COUNCIL ACTION FORM

SUBJECT: FLEET REPLACEMENT PROGRAM – SELF-CONTAINED ROTARY SNOW BLOWER, WHEEL LOADER MOUNT

BACKGROUND:

Public Works uses two large snow blowers to remove snow from city streets and airport runways. These large snow blowers are critical equipment for the City’s snow removal operation during and after large snow events. The snow blowers are self-powered and can be mounted to any of the City’s existing wheel loaders. The snow blowers are also used to load dump trucks with snow from the large piles that accumulate from plowing operations.

One of these snow blowers is a 34-year old Fair Mfg. Snow Blower. Due to the extensive amount of use during the last snow season it was approved for replacement in the FY 2019/20 budget. **There is replacement funding in the amount of \$81,960 to pay for a new unit.**

Bids were solicited for a new snow blower along with the option to trade in the old one to be replaced. Bids and trade-in offers were received from dealers as follows:

Bidder	Make	Model	Year	Trade-in	Bid
Fair Mfg. Inc. Yankton SD	Snocrete	842D	2019	\$4,000	\$85,421
Kodiak America Burley, ID	Kodiak	LMSC- 3640	2019	\$1,000	\$93,890
Kodiak America Burley, ID	Kodiak	LMSC 3636	2020	\$1,000	\$102,400
Murphy Tractor Des Moines	RPM Tech	RPM 217	2020	0	\$109,751
Mid-Iowa Solid Waste Equipment Des Moines	Larue	D35	2020	\$1,500	\$140,895

The low bid is from Fair Mfg. Inc., of Yankton, South Dakota for the Snocrete 842D for \$85,421. The price with Fair’s \$4,000 trade-in offer for the City’s 1985 snow blower is \$81,421.

ALTERNATIVES:

1. Approve the report of bids and award a contract to Fair Mfg. Inc. of Yankton, SD for one Snocrete 842D for \$85,421, and accept Fair's \$4,000 offer for trade-in of the City's 1985 Fair snow blower, for a price with trade-in of \$81,421.
2. Reject the bids.

CITY MANAGER'S RECOMMENDED ACTION:

The Public Works staff and Fleet Director have evaluated the bids received. City staff is confident the purchase of the Snocrete 842D will provide the City with exceptional service at the best price.

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



MEMO

To: Mayor and Members of the City Council

From: City Clerk's Office

Date: October 22, 2019

Subject: Contract and Bond Approval

There is/are no Council Action Form(s) for Item No(s). 16, 17 and 18. Council approval of the contract and bond for this/these project(s) is simply fulfilling a *State Code* requirement.

/alc

COUNCIL ACTION FORM

SUBJECT: **POWER PLANT MAINTENANCE SERVICES CONTRACT – CHANGE ORDER NO. 2**

BACKGROUND:

The combustion of Refuse-Derived Fuel (RDF) at the Power Plant produces fly ash and bottom ash. The fly ash is captured by the electrostatic precipitators and conveyed through piping outdoors to a fly ash silo outside the plant. The fly ash from the silo is emptied into trucks for disposal as it accumulates.

Because the temperature decreases significantly from where the ash is captured to where it is stored, condensation can build up in the ash handling system and cause the ash to cake together. This results in ash lines becoming plugged and the silo becoming difficult to empty, particularly in the cold. During winter months, the ash lines must be jetted by a contractor every ten days on average. Additionally, one or two times per winter, a separate contractor must be retained to clean out ash from the silo, at a cost of \$9,000 per cleaning. Several times per year, six staff members must spend a week cleaning ash handling equipment.

To address these maintenance issues, Electric Services staff has developed a plan for a new fly ash conveyance system. Instead of accumulating in the silo, the new system will use water to convey the fly ash through the interior of the Power Plant and ultimately into the ash pond. This system will require significantly less maintenance.

The City regularly contracts with a firm to provide a variety of power plant maintenance services, including structural steel, pump and piping work, and other miscellaneous mechanical Power Plant work. The contract is based on time and materials rates established at the time of bidding. Power Plant staff then directs the areas of work to be completed up to the authorized amount of funding.

On July 23, 2019, the City Council approved the renewal of a contract with TEI Construction Services Inc. of Duncan, SC. for Power Plant Maintenance Services Contract for a period through June 30, 2020 in the amount not to exceed \$100,000.

One change order has been issued to this contract. Change Order #1, in the amount of \$19,000, was for TEI to complete the installation of the fly ash removal line.

THIS ACTION:

Plant staff would like for TEI to install water supply piping, for the new fly ash transport system shared by both Unit 7 and Unit 8. The new 8” water supply piping will travel from

the basement to the 6th floor of the Power Plant in a labyrinth path going around equipment, building structure, and between floors. The water piping will supply the new, indoor fly ash transport system to sluice the fly ash to the ash pond.

The action being requested is to approve Change Order No. 2 to the Power Plant Maintenance Services Contract. This change order will add an additional \$120,000 to the current contract for FY 2019/20. This will bring the total contract amount to \$239,000.

Actual payments are calculated on unit prices that were bid and work performed limited by the available budget amount. It should be noted that completing this project under the current contract will take advantage of time and materials rates under the contract already bid. These rates typically escalate each year. **The Council should understand the additional funds authorized in this change order will not be spent unless needed.**

The FY 2019/20 operating budget for Electric Production includes \$100,000 for this contract. The additional funding for this change order will come from postponing a \$120,000 project to rebuild and replace auger, blower, and chain equipment at the RDF Bin. **Because of the reduced rate of RDF consumption at the Power Plant in the past year, these moving parts have not been worn as much as anticipated. Therefore, this equipment will not require replacement until next year at the earliest.**

ALTERNATIVES:

1. Approve Change Order No. 2 in the not to exceed amount of \$120,000 to TEI Construction Services, Inc., of Duncan, SC, for Power Plant Maintenance Services Contract. This will bring the total FY 2019/20 contract value to an amount not-to-exceed \$239,000.
2. Do not approve Change Order No. 2.

CITY MANAGER'S RECOMMENDED ACTION:

This change order is necessary to install water pipe that will allow for pulling fly ash during winter months. Without this piping, operations will be subject to unplugging ash lines, cleaning out separation equipment, and bringing in bin whipping contractors throughout the winter. 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 No. 1 as stated above.

COUNCIL ACTION FORM

SUBJECT: CHANGE ORDER NO. 7 - UNIT 7 BOILER REPAIR PROJECT

BACKGROUND:

On March 26, 2019, the City Council approved the award of a contract to Helfrich Brothers Boiler Works, Inc. of Lawrence, MA, in the amount of \$6,376,685 for the Unit 7 Boiler Repair Project. This project is to repair the boiler through the following actions:

- Replacing the boiler tubes in the lower water wall section of the boiler. This includes the bottom 50' of tubes on all four sides of the boiler.
- Replacing all the pendant tubes in the superheat section
- Reinsulating the steam and mud drums
- Replacing the insulation and lagging (the aluminum skin) that covers the entire boiler

The existing tubes and insulation and lagging are original to the boiler, built in 1967. The replacement tubes will be coated with Inconel, an alloy that is resistant to the kind of corrosion created from combusting RDF and natural gas.

CHANGE ORDER HISTORY:

Six change orders were previously issued for this contract. Change Order 1, in the amount of \$233,260, was approved by the City Council on May 14, 2019. This change order was to change subcontractors because of concerns City staff had with the subcontractor Helfrich initially proposed to apply the Inconel cladding. These concerns related to the equipment and the process the subcontractor was going to use to apply the Inconel cladding to the tubes, plus concerns about quality control and the subcontractor's staff's training and experience.

Change Order 2, in the amount of \$22,951.50, was to perform nondestructive testing on the generating bank tubes to determine their condition. The generating bank is composed of 1,426 tubes that go between the steam drum and mud drum, located at the top of the boiler. The current Unit 7 capital project allowed for opportunity to examine these generating bank tubes, which was not part of the base contract. This change order was approved by staff.

Change Order 3, in the amount of \$18,931.40, was to install additional scaffolding in the upper furnace section to accommodate ultrasonic testing and to also remove the lower air seals at the bottom of the boiler. This change order was approved by staff.

Change Order 4, in the amount of \$761,733, was approved by City Council on July 16, 2019. This change order was to replace 269 thin tubes found in the generating bank with new tubes, 186 of them were to contain Inconel 625 weld overlay. Helfrich was to replace an additional 2-3' of all tubes on the front and back walls at the bottom of the boiler with new tubes without overlay. Helfrich was also to replace all tube stubs coming from both lower side wall headers with new 8-inch stubs that will have 5 inches of Inconel 625 weld overlay at .070 thickness.

Change Order 5, in the amount of \$458,027.41, was approved by City Council on August 27, 2019. This change order was the supply and installation of replacement screen tubes, the supply and installation of replacement seal trough and air seal, the supply and installation of new over grate air plenum, and perform front waterwall hanger modifications.

Change Order 6, in the amount of \$48,304.08, was to remove and replace the existing refractory from the trailing edge of the finishing superheater to the steam drum. In addition to the refractory replacement, Helfrich was to remove the old penthouse floor casing from the trailing edge of the finishing superheater to the steam drum and replace with new. This change order was approved by staff.

THIS ACTION:

Change Order 7, in the amount of \$80,250, is needed to complete the installation of new dump grates parts. At the bottom of the boiler are two large dump grates that run the entire width of the boiler. These grates hold the RDF that drops to the bottom of the boiler, allowing the RDF to fully burn. Once the RDF is burned, the grates open to drop the ash into the bottom ash hopper and convey it to the ash pond.

During demolition of the boiler, the parts for the dump grates were found in bad repair and needing to be replaced. The replacement parts were purchased by the City of Ames and now need to be installed. Plant staff would like Helfrich to install the new grate parts as they are working in the area of the boiler and have the expertise needed to assure proper attachment and alignment of the entire grate system. **Helfrich has provided a not-to-exceed quote of \$75,000. Payment for the installation would only be for the actual time and materials used to complete the install.**

Therefore, the action being requested at this time is to approve Change Order No. 7. This change order will add an additional \$80,250.00, inclusive of \$5,250.00 in sales tax, to the current contract. This will bring the total contract amount to \$8,000,142.39. With the engineer's estimate of \$8,400,000 for this project, the low bid plus the change orders is \$399,857.61 less than the engineer's estimate.

The FY 2019/20 Capital Improvements Plan (CIP) includes the following funding for the Unit No. 7 Boiler Repair Project:

2015/16 Engineering	\$5,150
2016/17 Engineering	\$125,796
2017/18 Engineering	\$50,000
2019/20 Materials/labor superheat and waterwalls	\$8,400,000
TOTAL	\$8,580,946

ALTERNATIVES:

1. Approve Change Order No. 7 in the amount of \$80,250 (inclusive of sales tax) to Helfrich Brothers Boiler Works, Inc., of Lawrence, MA, for the Unit 7 Boiler Repair Project.
2. Do not approve Change Order No. 7.

CITY MANAGER'S RECOMMENDED ACTION:

The installation of the new grates is an essential part in the operation of Unit 7 boiler. Operating the boiler with new parts that are properly aligned will allow for reliability of combusting the RDF.

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

COUNCIL ACTION FORM

SUBJECT: ASBESTOS REMEDIATION AND RELATED SERVICES AND
SUPPLY CONTRACT FOR POWER PLANT – CHANGE ORDER NO.
1

BACKGROUND:

This contract involves the removal and proper disposal of asbestos insulation at the Power Plant, including Units 5 and 6 (both retired) and operating units 7 and 8. Asbestos removal is an ongoing process that is completed over multiple years and as the Power Plant units are offline. The two retired units and Unit 7 are primarily insulated with asbestos type insulation. Unit 8 is considered “asbestos free,” excluding some steam pipe insulation around the turbine. In addition, there is other equipment and piping located in the Power Plant that has been insulated with asbestos type insulation.

On July 23, 2019, the City Council approved the award of a contract to Earth Services & Abatement, LLC. of Des Moines, IA for the Asbestos Remediation and Related Services and Supply Contract for a period of August 5, 2019 through June 30, 2020 in the amount not to exceed \$80,000.

Earth Services & Abatement (ESA) has already performed a number of removal projects around Unit 7 including all the asbestos on the boiler, all material under the turbine, and a number of pipes running the height of the boiler. **During the recent disassembly of the Unit 7 turbine and generator for its major overhaul, additional asbestos was discovered. This asbestos required immediate remediation to allow the work on the overhaul project to safely continue. After completing remediation in the vicinity of the turbine and generator, the funding for ongoing asbestos remediation has been nearly exhausted.**

THIS ACTION:

Plant staff would like to add more funding to ESA’s contract so additional asbestos can be removed on Unit 7 and Unit 8 piping during the remainder of the current fiscal year. The projects include removing asbestos from additional piping on Unit 7 before it is put back online this year and removing material on Unit 8 main steam line around the turbine, while it is in reserve shutdown. With this project, Unit 8 will be substantially free of asbestos.

The action being requested is to approve Change Order No. 1 to the Asbestos Remediation and Related Services and Supply Contract. This change order will add an additional \$74,000 to the current contract for FY 2019/20. This will bring the total contract amount to \$154,000.

Invoices will be based on contract rates for time and materials for services that are actually received. **The additional funds authorized in this change order will not be spent unless needed.** Since a contract for these services is awarded or renewed annually, the addition of funds to the current year of the contract will take advantage of lower time and materials rates compared to completing that work at a later time.

The approved FY 2019/20 Power Plant operating budget includes \$80,000 for asbestos removal. Because a substantial amount of the base contract was exhausted as a result of newly discovered asbestos when conducting the overhaul on the Unit 7 turbine and generator, the additional funding for this change order will come from the Unit 7 Turbine Generator Overhaul project. That project has \$998,508.10 in available funding.

ALTERNATIVES:

1. Approve Change Order No. 1 in the not to exceed amount of \$74,000 to Earth Services & Abatement (ESA) LLC., of Des Moines, IA, for the Asbestos Remediation and Related Services and Supply Contract for the Power Plant. This will bring the total FY 2019/20 contract value not to exceed amount of \$154,000.
2. Do not approve Change Order No. 1.

CITY MANAGER'S RECOMMENDED ACTION:

This change order is necessary to remove additional asbestos on Unit #7 and Unit #8 pipping during the remainder of the fiscal year. 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 No.1 as stated above.



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

Item No. 22

October 22, 2019

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

RE: The Irons Subdivision Financial Security Reduction #3

Mayor and Council Members:

I hereby certify that portions of the shared use path and sidewalk (public and interior) required as a condition for approval of the final plat of **The Irons Subdivision**, have been completed in an acceptable manner by **Extreme Concrete of Huxley, Iowa**. The above-mentioned improvements have been inspected by the Engineering Division of the Public Works Department of the City of Ames, Iowa and found to meet City specifications and standards.

As a result of this certification, it is recommended that the financial security for public improvements on file with the City for this subdivision be reduced to **\$119,492.64**. The remaining work covered by this financial security includes pedestrian ramps, remaining public and interior sidewalk, remaining shared use path, and replacement of 7" PCC pavement (cracked panels at a crosswalk and approximately 90 feet of substandard curb).

Sincerely,

John C. Joiner, P.E.
Director

JJ/nw

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

The Irons Subdivision

October 22, 2019

Page 2

Description	Unit	Quantity
4" PCC City Sidewalks	SY	192
7" PCC Pavement	SY	112
5" PCC Shared Trail - 10' wide	SY	1,518
6" PCC Sidewalk	SY	15
Interior Sidewalks	SY	656



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

Item No. 23

October 22, 2019

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

RE: Village Park Subdivision 1st Addition Financial Security Reduction #3

Mayor and Council Members:

I hereby certify that the manhole/utility adjustments and COESCO (erosion control) required as a condition for approval of the final plat of **Village Park Subdivision 1st Addition** have been completed in an acceptable manner by **Manatts Inc. of Ames, Iowa (manhole/utility adjustments) and various contractors (erosion control)**. The above-mentioned improvements have been inspected by the Engineering Division of the Public Works Department of the City of Ames, Iowa and found to meet City specifications and standards.

As a result of this certification, it is recommended that the financial security for public improvements on file with the City for this subdivision be reduced to **\$9,515.00**. The remaining work covered by this financial security includes pedestrian ramps and repairs to public sidewalk/shared use path.

Sincerely,

John C. Joiner, P.E.
Director

JJ/nw

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

Village Park Subdivision 1st Addition
October 22, 2019

Description	Unit	Quantity
Trail and Sidewalk Pavement, PCC 6"	SY	45.57
Pedestrian Ramps, PCC, 6"	SY	71
Detectable Warning Panels	SF	116

Staff Report

**OPTIONS FOR INCENTIVES TO CONVERT
RENTAL HOUSING TO HOME OWNERSHIP**

October 22, 2019

BACKGROUND:

City Council directed staff as part of the Planning Division work plan to research options for incentives directed towards the conversion of single-family dwellings from rental properties to home ownership. While most cities do not address this issue, there are examples of different programs from across the country. Staff reviewed examples from Iowa City, IA; Carbondale, IL; Madison, WI; St. Cloud, MN; and others (Memo Attachment). These examples range from a city directly purchasing homes, rehabilitating them, and reselling the houses; to a city providing rehabilitation grants to property owners. **Some programs are designed to advance affordable housing goals, while others prioritize improvements in housing stock regardless of income levels. Financial incentives vary greatly in both the amount and funding source.**

Staff has divided the topic into four issues to focus the discussion on defining goals for an incentive program. These include issues of rehabilitation vs. purchase, funding as grants vs. loans, funding sources, and affordability levels. The length of time the home is required to be owner-occupied varies considerably as well, with duration between 5 to 30 years.

ISSUE #1 - REHABILITATION, PURCHASE, OR COMBINATION:

Due to the higher value of rental properties, it may be financially infeasible to buy a rental home at market levels and then rehabilitate it into an owner-occupied home. Therefore, rental properties tend to be perpetually used as rental properties.

One of the issues intended to be addressed by incentivizing conversion of properties is the condition of the home and its desirability as an owner-occupied home as opposed to a rental home. Rental properties may have been modified to increase bedrooms or create different entrances. These modifications affect the flow and layout of a floor plan and do not work well for other household types. Rental properties also have a higher intensity of use, which may result in the property becoming more run-down in appearance when compared to an owner-occupied home.

If City Council pursued a program to rehabilitate former rental properties, the program could take one of three potential forms:

- 1. Provide reimbursement for rehabilitation work, up to an established incentive limit.** This could be matching funds or a straight incentive with no match requirement. The City would not be involved in acquisition or completing the work for improving the home. This approach of supporting rehabilitation is likely viable

for small to moderate scaled projects to incent the conversion of homes. This model is similar to existing City programs, such as the façade grant program. *Examples include: Elgin, IL; Green Bay WI; Madison, WI; Hagerstown, MD.*

- 2. Support the acquisition of former rental properties.** This could include providing down payment and closing cost assistance for buying the property. The City has experience with these types of programs for first time homebuyers. Once the property has been purchased, the homeowner would then be free to make improvements as they determine necessary with their own financing.

This type of program would require review of applications and preparation of agreements to coincide with purchase of the property. The City would likely need to consistently operate the existing first time home buyer program and include marketing to attract interest in the program. *Examples Include: Carbondale, IL; Mt. Pleasant, MI; St. Cloud, MN; Madison, WI, Green Bay, WI; Hagerstown, MD.*

- 3. Purchase former rentals directly, then sell them to new owners.** In this hybrid approach, a city would purchase a rental property and make renovations prior to reselling the property. The City of Ames has used this approach with CDBG funds in the past to create affordable housing opportunities for non-rental properties. Iowa City, for example, operates an acquisition and rehabilitation program called “UniverCity” for targeted neighborhoods. The City acquires a former rental property directly with a loan from a bank, invests in moderate rehabilitations (targeted at \$50,000 or less), and then resells the home to a qualified buyer for the initial purchase price and carrying costs, but not the renovation costs.

This type of program is more risky and time intensive for staff to identify and purchase properties, coordinate their improvements, and then market them for sale compared to the other options, but simplifies everything for the buyer of the home. The intent is to sell homes for under \$235,000. There are household income limits of up to 140% of average median income (AMI).

ISSUE #2 - GRANTS VS. LOANS:

Whether used for acquisition or rehabilitation, the incentive can be offered as a grant or a loan. In either case, continued funding by the City is required to support a program long-term if no revenue is generated from prior investments.

Loans - If the incentive takes the form of a loan, the interest rate would likely be below market rates to incentivize conversion. The City would also need to take 2nd position to the primary mortgage on the property. Typically, a City loan would be used to help fund the down payment or remove private mortgage insurance requirements to make the home more affordable. **This type of assistance is commonly provided as a forgivable loan based upon the length of occupancy by the beneficiary.** *Examples Include: Iowa City, IA; St. Cloud, Green Bay, WI; Hagerstown, MD.*

Grants - An advantage to using grants is that they do not require ongoing monitoring. However, the City must consider whether matching funds must be contributed by the buyer, and if so, what amount the match must be. **If the grants are utilized for rehabilitation rather than homebuyer assistance, then creating priorities for physical improvements to the property would be recommended with the program.** *Examples Include: Carbondale, IL; Mt. Pleasant, MI; Elgin, IL.*

ISSUE #3 - INCENTIVE SOURCES:

There are three primary options for financial incentives for a rental conversion program:

- 1. Property Tax Abatement.** One option is to provide a Property Tax Abatement for improvements made to a property within an Urban Revitalization Area. This option requires no upfront costs by the City and would instead provide for an abatement of property taxes on the increment of value created by improving the home. This option would not apply to acquisition. This incentive only works with physical improvement to a property that increase value. The option would not provide much incentive for low value or small projects, but could be valuable for more substantial renovation projects.
- 2. HOME/CDBG Funding.** The City previously has relied upon state grants or direct federal housing money from the CDBG program to fund acquisition, first time homebuyer, and rehabilitation projects. Such funds could be directed to this type of program. However, the use of federal funding would add additional requirements to the process related to environmental review, income limits, relocation costs, and timing. Funding can be in the form of loans or grants, or direct use by the City for acquisition and rehabilitation. **One of the more significant issues with the use of federal funds is the acquisition of currently rented property results in the City's obligation to identify replacement housing and provide for relocation costs.** The City currently has \$400,000 set aside in the Annual Action Plan for property acquisition with CDBG funds. **Importantly, if there is use of federal funds, the beneficiary can only be a low and moderate income household (<80% of AMI).**
- 3. City Funding.** A third option is to identify city funding for the program. Under this option, the City would need to appropriate funds form the General Fund, Local Option Sales Tax Fund, or other appropriate fund balances. City funding would be the least restrictive option to finance a program. The City Council would be free to use the funds for any purpose that meets the allowable uses under state law.

ISSUE #4 - HOUSEHOLD ELIGIBILITY:

As described earlier, understanding the primary purpose of the program for rehabilitation or acquisition and the funding source will help identify the intended beneficiary for incentives. The use of federal funds will limit benefits to low and moderate income (LMI) households. This would require a qualified household to earn less than 80% of the median household income. If the goal is to address housing conditions overall and not focus on LMI households, the City will need to rely upon a local incentive structure of

either tax abatement or use of local funds.

STAFF COMMENTS:

To move forward with creating an incentive based housing conversion program, City Council would, at a minimum, need to 1) identify the goal(s) for the incentive program (providing affordable housing opportunities and/or increasing the owner-occupied housing stock) and 2) provide direction regarding the four the issues listed above.

If there is an interest in pursuing a specific type of program, staff will prepare program requirements, program operational costs, and program funding sources for Council review based on the direction provided.

City staff believes funding assistance of \$25,000 to \$50,000 per property may be necessary to overcome buyer disinterest in rehabilitation projects and market demand for rental properties. In addition to a direct cash subsidy per property, the City Council might want to consider using Tax Abatement for incremental improvements to owner occupied homes as an incentive for both existing and new owners to consider upgrades to their property and increase their value overall, possibly deterring market interest in the property for a rental property. **A program focused on assisting with the purchase of properties by others (down payment and closing costs) would be the most efficient use of the City resources by not assuming the risk of City ownership and resale.**

City Council initiated this referral at the time of discussion of changes in occupancy limits and rental concentration concerns. **Staff believes that if this program were to move forward it should be targeted to areas where there is an imbalance in ownership vs. rental properties.** A general program for city-wide conversion of rental properties to homeownership would not appear to be necessary as many neighborhoods have a healthy mix of housing types and having diverse housing options on a community level is important. Targeting resources to specific areas would likely make the most appreciable difference in housing conditions compared to a distributed citywide program.



MEMO

Item No. 24

To: Steve Schainker, City Manager
From: Tasheik Kerr, Management Analyst
Date: 10/22/2019
Subject: Rental Conversion Programs

Listed below is a brief summary of programs used by other communities to incentivize conversion of rental property to single-family homeownership. Each program awards either a grant or a loan for individuals who meet the program’s requirements. The awards are financed through general funds, tax increment financing, state grants, developer fees, or by lines of credit from local banks. Absent from the list are those programs that utilize CDBG funding.

Iowa City, IA

UniverCity Neighborhood Partnership Program

The City purchases rental homes that are adjacent to the downtown and to the University of Iowa campus, renovates them (target of \$50,000 of renovation per home), and offers them for sale as affordable housing. The program is financed by general funds and lines of credit through local banks (e.g., UICCU, Hills, and US Bank). In FY18, \$250,000 was budgeted for five homes. For FY19, \$180,000 (\$60,000 per home) was budgeted for three homes. To date, 65 homes have been renovated and sold as owner-occupied housing. It was noted that it is getting costlier to buy remaining homes in this district due to homes needing more repairs and that many homes have been converted. Lines of credit were secured with four residential lenders to acquire the homes. When the homes are sold, the City repays the lender with interest. The City has borrowed over \$11.7 million through local lenders.

Rental Properties Converted to Single Family Homes by Year:

Year	# of Conversions
FY 2013	8
FY 2014	8
FY 2015	7
FY 2016	10
FY 2017	3
FY 2018	5

Eligible Single Family Residential Structure:

Homes must be located within the designated UniverCity neighborhoods, have a current rental permit, be in a condition that may be addressed with the rehab budget; and sell for less than \$235,000.

Eligible Recipient:

For homes renovated with general funds, the purchaser of the property can exceed an income limit of 140% of AMI. The cost of renovations will not be passed on to homebuyers so long as the homebuyer retains ownership of the property as their primary residence for five years. Homes must be maintained as owner-occupied housing and affordable housing for 30 years.

Carbondale, IL

Single Family Housing Conversion Program

The City provides a \$5,000 grant to approved homebuyers of a single-family house. The program is funded through the use of general funds. For FY19/20, \$25,000 has been set aside for city-funded housing programs. The program awards an average of two grants per year. Permit fees for improvements made to the residential structure are also waived.

Rental Properties Converted to Single Family Homes by Year:

Year	# of Conversions
FY 2013	1
FY 2014	-
FY 2015	3
FY 2016	2
FY 2017	2
FY 2018	3

Eligible Single Family Residential Structure:

An existing housing structure located within any residential zoned area in the corporate limits of Carbondale, Illinois that has been duly registered as a rental-housing unit with the City of Carbondale's Building & Neighborhood Services. The structure must have been a single-family rental house the previous two (2) years from date of application being submitted under the Single Family Housing Conversion Program.

Eligible Recipient:

A person, persons and/or entity that intends to purchase an existing single-family residential property and will convert the unit from rental to an owner occupied

residence for a time frame of no less than five (5) consecutive years. If occupied for less than five years, the grant payment to the owner is prorated.

Mt. Pleasant, MI

Owner Occupied Residential Incentive Program

The City grants 5% of the purchase price up to \$10,000 per applicant for the purchase of a licensed “family” rental and 8% of the purchase price up to \$16,000 per applicant for the purchase of a licensed “rooming and boarding” rental. Applicants will be accepted on a first come, first served basis until the allocated \$100,000 for the program has been exhausted.

In 2005, the City allocated \$100,000 from its HODAG (Housing Development Grant Program funds) toward this initiative. Through 2015, the City awarded 16 grants totaling over \$70,000. The program was suspended in 2016 until the City Commission can review the program and determine whether and in what capacity to continue it.

Eligible Single Family Residential Structure:

Must be an existing rental property for sale in the target area. Existing duplexes may qualify, provided at least 50% of the property is converted to owner-occupied.

Eligible Recipient:

Must have pre-qualified for a home loan prior to making application and must own and occupy the property for at least 5 years, or sell to another owner-occupant.

St. Cloud, MN

Homestead Incentive Program

Qualified buyers are provided with a deferred loan of \$3,000 for the purchase and homestead of a St. Cloud Core Neighborhood Property (includes those neighborhoods in proximity to St. Cloud State University campus).

The Homestead Incentive Program has been financed through various ways over the past 30 years. In its first two years, the program was funded with \$30,000/year from the City’s General Fund. Over the years, large banks have provided down payment assistance to qualified individuals of the program. When the City did an affordable housing development, it used the fees earned to put back into the program. The City also received state grant money to fund the program.

Eligible Single Family Residential Structure:

Property must be located in targeted Core Neighborhood, be a homestead and a single-family residence.

Eligible Recipient:

Homebuyer must meet income guidelines (1-2 persons \$80,400, 3+ persons \$92,400) and must use traditional financing (no Contract for Deed or ARM financing)

Elgin, IL

Residential Conversion Grant

Provides funding for converting non-conforming multiple unit residences back to their original use and for the loss of rental income following the conversion. Both non-owner-occupied and owner-occupied properties are eligible for funding. Participating property owners are provided with \$25,000 for converting a two-unit building and \$30,000 per unit removed for buildings with three or more units. An additional \$3,000 per unit removed is available for buildings located within certain census tracts.

The Residential Conversion Grant is currently funded through TIF revenues. Prior to 2018, the City funded the program through its Riverboat Funds, which are special revenue funds established to collect gaming tax revenues. Though the City budgeted \$100,000 for the program, there is no guarantee that the program will be funded from year to year.

Eligible Single Family Residential Structure:

Properties that contain lawful, but non-conforming multiple-family residential units; properties located within the Central Area TIF District; rental properties currently licensed by the City of Elgin; properties that will be converted to their original, conforming residential use; properties outside the floodplain.

Eligible Recipient:

Eligible program participants include owners of record, mortgagees, or owners with a beneficial interest in a trust.

Green Bay, WI

Conversion Grant Program

Grants an owner up to \$10,000 to restore a multi-family property to its original single-family use. The program also encourages homeownership by offering an extra \$5,000 deferred payment loan to those individuals that are owner occupants. A grant of 25% of the conversion and rehabilitation cost, up to \$10,000, is also available for qualifying projects.

Eligible Single Family Residential Structure:

The structure must have originally been constructed as a single-family home and must require improvements in order to convert the property from a multi-family to a single-family.

Eligible Recipient:

Applicant must provide, at a minimum, 75 percent private rehabilitation investment for each 25 percent of conversion grant, with a maximum grant of \$10,000 and has not received a housing-related citation in the one-year prior to the City receiving his/her application.

Madison, WI

Small-Cap TIF Program

Provides forgivable loans to individuals who purchase and/or renovate a current rental property in a defined TIF district and convert the property to owner-occupied. The City funds the cost of renovation plus up to 10% of purchase price, not to exceed \$80,000 for a single unit property, \$90,000 for a two-unit property, and \$100,000 for a three-unit property. Different versions of the program allow for either existing property owners or new purchasers to take advantage of the program. Note these programs no longer are in operations.

Budgeted Amount per Calendar Year for Each TIF District:

TIF #32: Mansion Hill-James Madison Park Neighborhood		
CY	Budget	Spent
2015	\$520,000	\$160,000
2016	\$540,000	\$0
2017	\$440,000	\$440,000
TIF #42: Greenbush Housing Renovation Program		
CY	Budget	Spent
2015	\$300,000	\$180,000
2016	\$360,000	\$260,000*
2017	\$850,000	\$410,000

Eligible Single Family Residential Structure:

Must be located in the Renovation Program expenditure area, will have no more than three dwelling units after renovation, and at least one unit will be used as Borrower's principal residence within 12 months from program loan closing or the

subject property will be sold to owner occupant buyer within 12 months from program loan closing.

Eligible Recipient:

No borrower income limits, borrower must demonstrate credit- worthiness in the form of a bank commitment or other documentation acceptable to staff, and must invest a minimum down payment of 3% of the purchase price if they do not already own the property.

Hagerstown, MD

The City-Wide Down Payment and Rehabilitation Program

Provides down payment/rehab loan grant of \$7,500 citywide to individuals who convert a rental of two or more units to a single unit, owner-occupied home. The program is financed through the City's Economic Redevelopment Fund. Revenues in this fund consist of periodic transfers from other funds, State Grant funds (when available), and a transfer from the General Fund to continue carrying out strategic revitalization efforts as part of the Invest Hagerstown Programs. \$110,000 has been budgeted for FY20, a \$35,000 increase from FY19. Eligibility for rental conversion is a new component to the homebuyer assistance program.

Eligible Residential Structure:

Structure must be located within the Corporate Limits of Hagerstown. The applicant must purchase a rental dwelling consisting of two or more units that upon purchase will be converted to a single family, owner-occupied dwelling unit within 6 months of the date of settlement.

Eligible Recipient:

No income restrictions; loan to be secured by a mortgage. The homebuyer will be required to maintain the structure as their primary residence for five (5) years in order for the loan to be forgiven.

COUNCIL ACTION FORM

SUBJECT: **AWARD OF CONTRACT FOR BROOKSIDE PARK
RESTROOM PROJECT**

BACKGROUND:

This project is to renovate the Brookside Park Restroom which was damaged during a 2018 fire. The renovation will eliminate the current male and female restrooms and replace them with four gender neutral, ADA compliant restrooms. The roof will be rebuilt and the shingles replaced with a brown metal roof. Skylights for each restroom will be added to allow daylight and reduce the need for lights to be on during the day. Infrared occupancy sensors are to be installed and will turn on lights based on body temperature. This feature will serve multiple purposes as it will not only turn on the lights when needed, the lights will stay on as long as someone is in there and will illuminate the dome on the skylight. If this happens outside of park hours, the lit dome will be an indicator for Police to check the restroom while they are on patrol. In addition, a door will be added to the south side to access the mechanical room. The picture below illustrates what the renovated restroom will look like.



On August 27, 2019, Council issued a notice to bidders. Staff opened bids on September 25, 2019. Bids are good for 60 days after bid opening and are summarized below.

Brookside Park Restroom Bids

Bidder	Base Bid
Henkel Construction	\$295,000
Harold Pike Construction (HPC)	\$380,000

ISG, Des Moines, Iowa, was hired to develop plans and specifications, prepare a cost estimate, and provide project management for this project. The engineer's cost estimate for the restroom renovation project which includes a 10% contingency is shown below:

Architects Estimate:	Amount
Restroom Renovation	\$199,788
Building Assessment (after fire)	2,068
Engineering	21,750
Total Estimate	\$223,606

Total funding available for this project \$223,606.

At its October 8, 2019 meeting, City Council accepted the report of bids but did not award a contract at that time. **Council also directed staff to determine possible reasons for bids higher than the architect's estimate and come back to Council on October 22 with possible funding options.**

CONTRACTOR FEEDBACK:

ISG has had conversations with the two firms who bid to understand why the bids were so much higher than the estimate. The results of those conversations are detailed in Attachment A and the potential reasons for bids higher than the Architect's estimate are summarized below:

Bid amounts higher than Architect's estimate:

Flood Doors	\$40,000
HVAC and Plumbing	\$18,600
Electrical Work	\$ 2,230
Total	\$60,830

Other items that may have affected higher bid amounts:

- Tuckpointing of Masonry – One bidder assumed 100% of the masonry was to be tuckpointed which is not the case.
- Construction Schedule – Bid amounts may have included higher amounts to account for winter conditions.
- Interior Finish – Bidders may have built in a degree of safety in their numbers to account for unknowns.

ISG discussed the option of value engineering with the low bidder and Henkel expressed interest in this idea. **Based on the current bidding climate, ISG indicates rebidding may not garner a lower bid and carries some risk if the current low bidder were to not rebid on the project. The architect also believes that based on the aforementioned items, Henkel's bid appears to be reasonable. The**

recommendation from ISG is to award the contract to Henkel and then discuss cost-saving measures and do a change order to reflect any savings.

FUNDING:

If the Council chooses to award the contract to Henkel, there is a shortfall of \$95,212. Savings have been identified from two completed projects which are listed below:

Brookside Park Path Lighting	\$ 6,525
Maintenance Building Electrical Update	<u>\$ 6,882</u>
Total Savings	\$13,407

The use of these savings results in \$81,805 still being needed to complete the project, however, this amount may be reduced after value engineering is done with Henkel.

Using funds from the Park Development Fund is an option. **Please note that these funds have traditionally been earmarked for the purchase of park land and/or new park features, not to maintain or renovate existing structures. However, there is no legal impediment to uses these funds for this restoration project.** Utilizing Park Development Funds for the Brookside Park Restroom Renovation Project would be a deviation from past practice. The 2019/20 available balance in the Park Development Fund is \$715,068.

ALTERNATIVES:

1. City Council can:
 - a. Award the Brookside Restroom Project to Henkel Construction in the amount of \$295,000; and
 - b. Approve the use of \$6,525 savings from the completed Brookside Park Path Lighting Project, \$6,882 in savings from the completed Maintenance Building Electrical Update, and up to \$81,805 from the Park Development Fund as described above for the Brookside Restroom Project, and
 - c. Direct staff to conduct value engineering with Henkel Construction prior to commencing with construction.
2. Reject all bids and delay the restoration of this restroom.
3. Refer back to staff.

CITY MANAGER’S RECOMMENDED ACTION:

The Parks Master Plan indicates permanent restrooms are an amenity to be located in community parks. Since Brookside Park is a community park, it is important to restore the current restroom. Renovating the current restroom facility and adding four gender neutral restrooms that meet ADA requirements is a way to provide restrooms that can be used by the wide diversity of park users.

A permanent restroom has not been available for Brookside Park users for almost 18 months. From recent feedback, it appears that this is a project residents, staff, and City Council would like to have completed, regardless of the funding shortfall. Based on the architect's opinion, rebidding does not guarantee lower bids and there is the risk that new bids may be higher. **Therefore, it is the recommendation of the City Manager that the City Council approve Alternative #1 and thereby award the Brookside Restroom Project to Henkel Construction in the amount of \$295,000 by utilizing \$13,407 from savings from two completed projects and \$81,805 from the Park Development Fund.**

OCTOBER 15, 2019

Keith Abraham
Parks & Recreation Director
City of Ames
1500 Gateway Hills Park Drive
Ames, IA 50010
kabraham@city.ames.ia.us



RE: BROOKSIDE PARK RESTROOMS - BID FEEDBACK

Dear Keith,

In response to the bids received on Sept. 25, 2019, I was asked to identify where the prices presented by the two bidders, Henkel Construction and Harold Pike Construction (HPC), varied from our last cost opinion dated July 7, 2019. To summarize:

- Construction Estimate: \$199,787.84
- Henkel Bid: \$295,000.00
- HPC Bid: \$380,000.00

The most glaring discrepancy was the flood door assemblies which came in roughly \$40,000 higher than expected. This was due to FEMA- and city-mandated flood requirements that were not originally included in the design. Since standard doors would not have been considered flood-resistant, it was decided to bid the flood doors as base bid and eliminate an alternate that would have allowed standard doors to be used. That said, when researching the flood doors, we were led to believe the price would be only slightly higher (+30-40%) than standard hollow metal doors and frames, not 800% higher.

Based on information from Henkel, additional increases were seen thus:

- HVAC + Plumbing came in at approx. \$50,000, or 59% higher than our estimate of \$31,400 (combined).
- Electrical work was approx. \$15,000, or 17% higher than our estimate of \$12,770.
- Masonry bids varied from \$28,000 to \$40,000, putting our estimate of \$29,600 within the bid range.

Other items that may have affected prices, based on conversations with both bidders:

- Our specifications called for tuckpointing of masonry, our intention being that some incidental tuckpointing would be needed to repair a few obvious problems and clean up areas around the new door openings. Locations were not specifically called out in the construction documents, potentially leading bidders to assume 100% of the masonry was to be tuckpointed. HPC mentioned that this may have yielded an increase of \$15,000 to \$20,000.
- The proposed construction schedule, starting in fall of 2019 and finishing June 1, 2020, may have led some subs to include winter conditions in their bids. The aim of the proposed timeline was to allow flexibility in completion of the work, giving bidders the option to begin immediately or defer construction start until spring, assuming there would be plenty of time in either scenario to complete by June 1. We would not typically expect a project of this scale to take nine months to complete.
- Removal and recoating of the interior finish on the remaining masonry walls may have benefitted from some additional clarifications with regard to work results. Being unsure of the composition of the existing finish and substrate, we had to make some assumptions about how much of the stucco-like material could be removed with a reasonable amount of effort. The new finish coat was intended simply to provide a smooth, cleanable surface that would not hold dust and dirt. Bidders may have assumed a more perfectly flat finish surface in addition to considerable surface preparation, and therefore may have built in a degree of safety in their numbers to account for unknowns.

Going forward, options include re-bidding the project at a later date, or negotiating with the apparent low bidder (Henkel) to "value-engineer" pricing to an acceptable construction cost. Both bidders stated they had good coverage on most items,

suggesting a high level of interest and availability among subcontractors. Assuming the construction market remains strong for the next six to nine months, it is unlikely that bids will be drastically lower without significantly altering the scope of the project.

Re-bidding the project with minimal changes could potentially result in lower bids. If this approach is taken we would suggest waiting until late January or February of 2020 to get the best pricing as winter conditions would no longer be considered and bidders are generally hungrier at that time of the year. Waiting and re-bidding is not without risks. Some bidders may not return to the table, and fluctuations in the market and commodity pricing could cause bids to escalate further. Considering the spread on the two bids received on Sept. 25, you could be left with a very high bid if the current low bidder decides not to return for the re-bid.

Alternatively, taking the information gleaned from the current bidders, it seems likely that construction cost would still be at least \$65,000 over the original budget of \$200,000. This accounts for the flood doors and increases in HVAC, plumbing, and electrical costs, but may not capture all potential increases. Also, under the current bidding climate ISG has seen escalations in construction costs to the tune of roughly 20 to 25 percent, suggesting that Henkel's number is realistic while leaving the possibility to reduce costs to an acceptable level through value-engineering.

Understanding the desire to prevent further delays, awarding to the low bidder and negotiating cost-saving items would be our recommended approach, assuming additional funds can be found. If the City elects to engage Henkel Construction, we suggest accepting their bid as presented, then following up with a Change Order to reflect any cost-saving measures.

Sincerely,



David P. Hofmann, AIA

Architect

David.Hofmann@ISGInc.com

ORDINANCE NO.

AN ORDINANCE TO AMEND THE MUNICIPAL CODE OF THE CITY OF AMES, IOWA, BY ENACTING A NEW CHAPTER 35, GUEST LODGING CODE THEREOF FOR THE PURPOSE OF REGULATING GUEST LODGING IN THE CITY OF AMES, IOWA; PROVIDING A PENALTY; AND ESTABLISHING AN EFFECTIVE DATE.

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

Section One. The Municipal Code of the City of Ames, Iowa shall be and the same is hereby amended by enacting a new Chapter as follows:

“[NEW] Chapter 35 GUEST LODGING CODE

Sec. 35.100. TITLE, PURPOSE AND SCOPE.

These regulations shall be known as the Guest Lodging Code of the City of Ames, hereinafter referred to as “this code.”

In the adoption of this code, the City finds that the Guest Lodging of dwelling units has the potential to be incompatible with surrounding residential uses. Therefore, special regulation for short-term occupancy is necessary to ensure that these uses will be compatible with surrounding residential uses and will not materially alter the character of neighborhoods in which they are located. This code provides reasonable and necessary regulations for the licensing and operation of Guest Lodging in order to:

- (1) Ensure the safety, welfare and convenience of guests, owners and neighboring property owners throughout Ames;
- (2) Help maintain the City’s needed housing supply for household living; and
- (3) Protect the character of the City’s neighborhoods by limiting the operations, number, and concentration of Guest Lodging in residential zones.

Sec. 35.200. DEFINITIONS.

For the purposes of this code, the following words, terms and phrases have the meanings set forth herein. Where terms are not defined herein but are defined elsewhere, such as in *Ames Municipal Code Chapter 13, Rental Housing Code or Chapter 29, Zoning Ordinance*, such terms have the meanings ascribed therein.

Apartment Share means the Guest Lodging of a portion or the entire dwelling unit within an apartment building that is the primary residence of the tenant.

Applicant means a property owner or agent of a property owner who has filed an application for a Guest Lodging license.

Bed & Breakfast Establishment means the Guest Lodging of a portion of a dwelling unit that is the primary residence of the property owner, where the property owner is present and provides lodging, and may provide breakfast for overnight guests.

Bedroom, Approved means any room or space used or intended to be used for sleeping purposes that is found to be in compliance with the standards of *Ames Municipal Code Chapter 13*.

Enforcement Officer means that person or persons designated by the City Manager who is responsible for the administration and enforcement of this code.

Dwelling Unit means a single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

Guest Contract means one or more persons who act as a single group and as a single reservation and payment for a Guest Lodging.

Guest Lodging means the advertising, offering, or otherwise making available use of a dwelling unit for overnight lodging for a period of thirty-one (31) consecutive days or less in exchange for money, goods, labor or service. Guest Lodging does not include any hotel or motel facility.

Guest Lodging License means the regulatory license required by this code.

Home Share means the limited Guest Lodging of the entire dwelling unit that is the primary residence of the property owner, while the property owner is not present.

Hosted Home Share means the limited Guest Lodging of a portion of a dwelling unit that is the primary residence of the property owner, while the property owner is present. For the purposes of this definition, “present” means the property owner is staying in the dwelling overnight during the Guest Lodging.

Letter of Compliance means a document issued by the Inspection Division, stating the premises have been inspected and found to be in compliance with *Ames Municipal Code Chapter 13, Rental Housing Code*, on the date of inspection.

Owner means any person, agent, firm or corporation having a legal or equitable interest in the property; or recorded in the official records of the state, county or municipality as holding title to the property; or otherwise having control of the property, including the guardian of the estate of any such person, and the executor or administrator of the estate of such person if ordered to take possession of real property by a court.

Primary Residence means a dwelling unit that is the only place where a person has a true, fixed, and permanent home, and to where, whenever the person is briefly and temporarily absent, the person intends to return. A person may have only one primary residence.

Vacation Lodging means the Guest Lodging of an entire dwelling unit, which is not required to be the owner’s primary residence and which is commonly, but not exclusively, made available for occupancy through an online marketplace or website as a form of Guest Lodging. Vacation Lodging may be offered on an ongoing basis throughout the year as long as each guest contract is for thirty-one (31) days or less.

Sec. 35.300. GUEST LODGING LICENSING

License Required. No person or entity may advertise, offer, let, operate, or otherwise make available Guest Lodging without a current Guest Lodging license issued by the City of Ames in accordance with the provisions of this code.

35.400 GUEST LODGING STANDARDS

Application. Any property owner or entity intending to allow or carry on the business of offering Guest Lodging on their property must submit a written application with the Enforcement Officer demonstrating that the proposed Guest Lodging meets the required standards of this code. To receive approval, an applicant must demonstrate that all applicable standards listed below have been met:

- (1) **Applicant is the Property Owner.** A license must be obtained and renewed annually by the property owner and will be issued in the property owner’s name. Each dwelling unit must be licensed individually.
 - (a) **Primary Residence.** The dwelling unit must be the primary residence of the property owner for a Home Share, Hosted Home Share, or Bed & Breakfast Establishment, or the primary residence of the tenant for an Apartment Share.
- (2) **Zoning.** The dwelling unit is located in a zoning district permitting the unit’s use as Guest Lodging, as identified in the zoning use tables found in *Chapter 29, Zoning Ordinance*.
 - (a) Bed & Breakfast Establishment and Vacation Lodging owners must obtain a Special Use Permit from the Zoning Board of Adjustment, prior to receiving a Guest Lodging license.
 - (b) Exemptions. Apartment dwellings located in certain zoning districts are exempt from the Special Use Permit requirement as identified in the zoning use tables found in *Chapter 29, Zoning Ordinance*.

(3) **Occupancy.**

- (a) Hosted Home Shares are limited to a maximum of two approved bedrooms and two adults as guests per dwelling unit. The applicant must specify which portions of the dwelling unit will constitute the licensed premises available for use for the Guest Lodging.
- (b) Bed & Breakfast Establishments are limited to a maximum occupancy of two adults per approved bedroom. No more than five bedrooms may be approved.
- (c) Home Shares are limited to a maximum of two adults per approved bedroom, not to exceed a total of five adults per dwelling unit.
- (d) Apartment Shares are limited to the occupancy standards of *Ames Municipal Code Chapter 13, Rental Housing Code*.
- (e) Vacation Lodging must align with the occupancy limitations of *Ames Municipal Code Section 13.503* and in no instance may occupancy exceed a total of five adults per dwelling unit of guests and residents, or any combination thereof.

(4) **Off-Street Parking.** Parking is provided according to the requirements of the *Zoning Ordinance Section 29.406* and the following:

- (a) Hosted Home Shares - No additional parking required.
- (b) Bed & Breakfast Establishments - 1 reserved space per guest bedroom, plus 1 space for the owner.
- (c) Home Shares - 1 space per bedroom (maximum required - 5 spaces).
- (d) Apartment Shares – No additional parking required.
- (e) Vacation Lodging - 1 space per bedroom (maximum required - 5 spaces). An apartment dwelling is not subject to this standard if it is located in a zoning district which requires less parking than 1 space per bedroom.

(5) **Additional Vacation Lodging Restrictions.**

(a) **Non-Conforming Apartment Dwellings.**

- (i) An apartment dwelling that is a non-conforming use within its zoning district is not eligible to be licensed as Vacation Lodging.

(b) **Housing Rental Code Compliance.**

- (i) It is unlawful for Vacation Lodging to advertise or operate without a valid Letter of Compliance in effect.
- (ii) Vacation Lodging must receive a Letter of Compliance, prior to making application for a Guest Lodging license. *See Ames Municipal Code Chapter 13*. Transitional Letters of Compliance do not satisfy the Letter of Compliance requirement.
- (iii) Should an existing Letter of Compliance expire or be revoked during the licensing period, the Guest Lodging license will be considered as suspended and may be revoked.

(c) **Active Operation.** A Vacation Lodging unit must be actively utilized for Guest Lodging purposes during a majority of the year, or it may risk non-renewal.

(d) **Percentage of Dwelling Units as Vacation Lodging within One Parcel.**

- (i) The use of apartment dwellings as Vacation Lodging within a single parcel or common development is restricted to the greater of one Guest Lodging unit or up to 10% of the total number of units located within a parcel or common development.
- (ii) Vacation Lodging is not permitted as second principal use on a site with a single-family dwelling.
- (iii) When in a commercial or mixed use building, Vacation Lodging is not permissible on the ground floor.

(e) **Separation Requirement.**

- (i) A 1000-foot separation distance between properties licensed as Vacation Lodging units shall be enforced when approving single or two-family residences as Vacation Lodging, within certain low density and mixed density zoning districts. These include: A, RL, UCRM, F-VR, FS-RL, F-PRD, and O-SFC.
- (ii) The separation distance does not apply to apartment dwellings.
- (iii) The separation distance is calculated by the City of Ames Geographic Information System (GIS) from the property line of the applicant's property outward 1000 feet and prohibits approval of Vacation Lodging for any property that lies either in whole or in part within the separation distance.
- (iv) Requests for an exemption from the Separation Requirement may be granted during a short initial period. To be eligible for an exemption from the Separation Requirement,
 - (A) The property must have a valid Rental Code Letter of Compliance that was issued prior to October 1, 2019; and
 - (B) The property owner must submit a complete application for a Vacation Lodging Special Use Permit between December 1-16, 2019.
 - (C) The property owner must apply for the Guest Lodging License within 30 days of the ZBA approval of the Special Use Permit.

Exemption from the Separation Requirement is subject to a Vacation Lodging Special Use Permit being granted by the Zoning Board of Adjustment.

Exemption from the Separation Requirement will terminate if the Guest Lodging license for the unit has been suspended, revoked, or has lapsed. Exemption from the Separation Requirement is not transferrable to any subsequent owner of the property.

- (6) **Tax Compliance.** At time of renewal, documentation must be provided indicating that required taxes for the previous year have been paid pursuant to *Ames Municipal Code Section 24.3*.
- (7) **Fire Safety Requirements.** All units must be evaluated with a checklist for fire-safety and owners must ensure continued compliance with fire safety regulations included in *Ames Municipal Code Chapter 13, Division VIII*.
- (8) **Inspection.** Upon application for a license, all Guest Lodging units must be made available for City verification and inspection for compliance. Refusal by the applicant to allow such inspection shall be grounds for denial of a license. Subsequent inspections may be conducted as part of a regular periodic inspection program or as required to verify correction of deficiencies, or as necessitated by complaints.
- (9) **Additional Operational Requirements.** In addition to initial application requirements, the following also apply:
 - (a) **Concurrent Guest Contracts Not Allowed Within a Dwelling Unit.** Accommodations must be offered as one guest contract only. Bed & Breakfast Establishments are exempt from this limitation and may offer one guest contract per approved bedroom.
 - (b) **Maximum Number of Days per Annual Renewal Period (for Home Shares only).** Home Shares are limited to a total of 90 days per annual renewal period, with each guest contract including a period of 31 days or less.
 - (c) **Mandatory Postings of License.** A copy of the Guest Lodging license issued by the City must be displayed in a prominent location within the interior of the dwelling near the front door.
 - (d) **Registry of Guests.** Each owner or host must keep a registry of guests accommodated during the licensing period. The guest registry must be available for inspection by the City upon request.
 - (e) **Responsiveness to Complaints.** The owner must respond to complaints in a reasonably timely manner and shall maintain a record of the actions taken in response. This record must be available for

inspection by the City upon request.

Sec. 35.500. ADMINISTRATIVE PROCEDURES.

- (1) **Administrative Rules.** The Enforcement Officer shall have the authority to establish administrative rules and regulations consistent with this code, for the purpose of interpreting, carrying out, and enforcing it.
- (2) **Application Review and Issuance of License including Renewal.**
 - (a) **Application Form.** Application for a Guest Lodging license or license renewal must be on forms provided by the City.
 - (b) **License Fee.** The application fee for a Guest Lodging license or license renewal must be as established by resolution of the City Council. These fees are in addition to any other permit or registration fees that may be required.
 - (c) **Application Submittal and Review.** Complete and accurate information must be provided to the City.
 - (i) **Staff review.** The application will be reviewed by staff within five working days for completeness.
 - (ii) **Incomplete Application.** Any application that does not include all required information will be considered incomplete. In such cases, the City will notify the applicant in writing, explaining the information required. If the applicant does not provide the required information within 31 days of the notice, **the application will be deemed withdrawn/denied for lack of responsiveness with no return of application fees.**
 - (iii) **Inspection.** All premises being considered for licensure as Guest Lodging must be subject to inspection by the City for the purpose of investigating and determining compliance with the requirements of this code. Should the premises not be made available for inspection when requested, the application will be considered incomplete.
 - (iv) **Approval.** A complete application in compliance with this code will be approved and granted a one-year license.
 - (v) **Conditional Approval.** When circumstances do not warrant a full one-year license, a conditional approval may be granted. A conditional approval allows an applicant to operate while coming into full compliance or while correcting a violation. A conditional approval is time limited for no more than three months and is not renewable.
 - (vi) **Denial including Non-Renewal.** Any violation of the provisions of this code may be considered during the application review and may result in denial or non-renewal. Verified complaints with notice of corrective action involving violations of the zoning code, building code, and/or applicable laws or regulations may be a basis for denying a license. A property owner may not reapply for a license for a period of 12 months for that dwelling unit, if denied a Guest Lodging license based upon this section.
 - (vii) **Notification.** Within 31 days of determining the receipt of a complete application, the applicant will be notified of approval, denial, or additional information needed to approve the request.
- (3) **Term**
 - (a) All licenses shall terminate after one year. Annual applications must be submitted by the property owner, prior to expiration of the license.
 - (b) If a Guest Lodging license expires, the dwelling unit may not be used or occupied as Guest Lodging until such time as a subsequent license has been granted for that unit.
- (4) **Transferability.** The license must be issued in the name of the property owner and is not transferable to a subsequent owner or to another property.
- (5) **Revocation.**

- (a) The Enforcement Officer may immediately revoke or temporarily suspend a Guest Lodging license based upon any of the following, if it is found that:
 - (i) A required Letter of Compliance has either expired or been revoked;
 - (ii) The licensee, designated operator, or guest has violated any of the provisions of this code or conditions of the license;
 - (iii) The applicant has made a false statement of material fact on an application for a Guest Lodging license;
 - (iv) The licensee, designated operator, or guest has violated any federal, state, or city law or regulation pertaining to the use of the property as Guest Lodging; or
 - (v) The Chief of Police or Fire Chief and/or their designees have determined that the Guest Lodging would pose a serious threat to public health, safety, or welfare.
 - (b) The Enforcement Officer shall send or deliver written notice to the property owner stating the basis for the decision of revocation or suspension, the effective date of the revocation or suspension, the right to appeal the decision, and the procedure for filing an appeal. Any notice of suspension must include information about possible corrective action and time for compliance, as applicable.
 - (c) Upon revocation of a license, the dwelling unit or parcel described in the license is ineligible to receive another license pursuant to this code for one year from the date of revocation.
- (6) **Violations and Penalties.** In addition to the aforementioned actions of revocation, suspension, denial or non-renewal of a license, any violation of any provision of this code may also be enforced as a municipal infraction by the Enforcement Officer. The penalty for a first violation shall be \$500. The penalty for each subsequent violation shall be \$750.

Sec. 35.600. APPEALS.

Any party aggrieved by the Enforcement Officer's decision to deny, suspend, revoke, or issue a license may appeal the determination to the Zoning Board of Adjustment within 31 days, under the procedures set forth in the *Zoning Ordinance Section 29.1403(8)*.

Section Two. Violation of the provisions of this ordinance shall constitute a municipal infraction punishable as set in this ordinance.

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

Section Four. This ordinance shall be in full force and effect from December 1, 2019, and after its passage and publication as required by law. Enforcement of this ordinance shall begin on March 1, 2020.

Passed this _____ day of _____, _____.

Diane R. Voss, City Clerk

John A. Haila, Mayor



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Item No. 31

TO: Mayor and City Council

FROM: Kelly Diekmann, Planning & Housing Director

DATE: October 17, 2019

SUBJECT: Postpone third reading of rezoning ordinance with masterplan for 507 Lincoln Way

On September 24th, 2019, the City Council held a public hearing and approved first reading of an ordinance to rezone 507 Lincoln Way from Downtown Gateway Commercial (DGC) to Highway-Oriented Commercial (HOC) with a Master Plan. A condition with first reading approval was that the owner provide evidence of an agreement for relocation of Starbucks and to sign a zoning agreement prior to the third reading. **The applicant has informed staff that they are still working to complete the relocation agreement and request postponing third reading of the rezoning ordinance to the next City Council meeting.**