

COUNCIL ACTION FORM

SUBJECT: MODIFICATIONS TO OUTSIDE FUNDING REQUEST CONTRACTS FOR FY 2019/20 DUE TO COVID-19 OUTBREAK

BACKGROUND:

The City Council has entered into contracts with eight organizations for the FY 2019/20 Outside Funding Request process. Two of the eight organizations have drawn all their funds for the year. The other six organizations have funding balances as follows:

	Contract	Paid	Remaining
Ames International Partner Cities Association	\$ 6,000.00	\$ 207.36	\$ 5,792.64
Story County Housing Trust	35,000.00	-	35,000.00
The Community Academy	15,000.00	13,000.00	2,000.00
Ames Main Street	47,297.00	28,300.00	18,997.00
Campustown Action Association	32,965.00	14,000.00	18,965.00
Ames Historical Society	45,512.00	23,512.00	22,000.00

The outbreak of COVID-19 has affected several the activities planned to be held as part of these contracts. Depending on the duration of social distancing and other public health requirements, additional activities may be affected through the end of the fiscal year.

Activities required by the contracts that have been, or may be, impacted include:

AIPCA (\$XXXX) – Trip to Podujeva, Kosovo (\$2,500), trip leader expenses to Koshu City, Japan (\$2,000), Materials and supplies (\$1,292.64)

Ames Main Street (\$4,500) – Host Art Walk (\$2,500), Host District-wide retail promotion (\$2,000)

Campustown Action Association (\$11,000) – Host Summerfest (\$8,000), Coordinate spring Campustown cleanup (\$3,000)

Ames Historical Society (\$11,000) – One quarter of services will not be able to be drawn down (presentations, open houses, public open hours, presentation of new exhibits, etc. (\$11,000)

Except for the activities outlined above, City staff believes that other activities outlined in the contracts can continue to be pursued by the organizations and funds drawn down, irrespective of the COVID-19 outbreak.

ALTERNATIVES:

1. Direct staff to issue reimbursement based on contracted services actually provided through June 30, 2020. **If there are remaining funds:**
 - a. Allow agencies to request a re-allocation of funding to a task that demonstrates a need for additional funds and those services can be provided through June 30, 2020.
 - b. If funds still remain as of June 30, 2020, allow agencies to carry FY 2019/20 funds over into FY 2020/21 and be allocated to new activities through a contract amendment for FY 2020/21.
 - c. The City Council should authorize staff to review and approve re-allocations and/or rollover requests.

In this alternative, staff would work with the organizations to identify appropriate alternative activities for the unspent funds.

2. Direct staff to issue reimbursements to the agencies for the full FY 2019/20 contract amount, even if the activities are not all completed.

In this alternative, agencies would receive the entire funding amount allocated, but would not be obligated to provide all the deliverables outlined in the contract.

3. Do nothing.

If no action is taken by the City Council, the agencies would be able to draw down funds only for completed tasks and deliverables. Any tasks not completed would be ineligible for drawdown at the conclusion of the contract, and unspent funds would return to the Local Option Sales Tax Fund balance.

CITY MANAGER'S RECOMMENDED ACTION:

These contracts with outside organizations include activities that involve generating large crowds of people. Large gatherings cannot take place in the near future due to the ongoing public health emergency. Activities planned for later this fiscal year may be in jeopardy as well. The organizations receiving funds could use these funds in the next

fiscal year to hold alternative events or related activities that meet the needs of the community.

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