

AMENDED*
AGENDA
REGULAR MEETING OF THE AMES CITY COUNCIL
COUNCIL CHAMBERS - CITY HALL*
JULY 28, 2020

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

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

OR BY TELEPHONE BY DIALING: US:1-312-626-6799 or toll-free: 1-888-475-4499

Zoom Meeting ID: 826 593 023

YOU MAY VIEW THE MEETING ONLINE AT THE FOLLOWING SITES:

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

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

or watch the meeting live on Mediacom Channel 12

NOTICE TO THE PUBLIC: The Mayor and City Council welcome comments from the public during discussion. If you wish to speak, please see the instructions listed above. The normal process on any particular agenda item is that the motion is placed on the floor, input is received from the audience, the Council is given an opportunity to comment on the issue or respond to the audience concerns, and the vote is taken. On ordinances, there is time provided for public input at the time of the first reading.

CALL TO ORDER: 6:00 p.m.

PRESENTATION:

1. Recognition of Unitarian Universalist Fellowship of Ames as a SunSmart Champion for the congregation's extraordinary support of the SunSmart Community Solar project

PROCLAMATION:

2. Proclamation for "American Wind Week," August 9 - 15, 2020

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 Special Meeting of July 9, 2020, and Regular Meeting of July 14, 2020
5. Motion approving certification of Civil Service applicants
6. Motion approving Report of Change Orders for period July 1 - July 15, 2020
7. Motion approving a new 12-month Class C Liquor License with Outdoor Service, and Sunday Sales - La Casa Maya, 631 Lincoln Way

8. Motion approving renewal of the following Beer Permits, Wine Permits, and Liquor Licenses:
 - a. Class C Liquor License with Catering, Outdoor Service and Sunday Sales - Cyclone Experience Network, 1800 S. 4th St - Jack Trice Stadium
 - b. Class C Liquor License with Sunday Sales - La Fiesta Bar & Grill, 823 Wheeler Street, Ste 5
 - c. Class C Liquor License with Class B Wine Permit and Sunday Sales - Hy-Vee Market Grille, 640 Lincoln Way
 - d. Class E Liquor License with Class B Wine and Class C Beer (Carryout Beer) - Fareway Meat Market #189, 3720 Lincoln Way
 - e. Class C Liquor License with Outdoor Service, Catering Privilege, Class B Native Wine Permit, Outdoor Service, and Sunday Sales - The Mucky Duck Pub, 3100 S. Duff Avenue
 - f. Class C Liquor License with Sunday Sales - El Azteca - 2120 Isaac Newton Drive
 - g. Class C Liquor License with Sunday Sales - Es Tas Stanton, 216 Stanton Avenue
 - h. Special Class C Liquor License with Sunday Sales - New Hickory Holding Company, 1404 S. Duff Avenue - pending dram shop
9. Resolution approving Quarterly Investment Report for the Period Ending June 30, 2020
10. Resolution approving appointment of Kim Linduska to Civil Service Commission
- ***Additional Item: Resolution approving amended COVID-19 Policy**
11. Resolution approving allocation of \$10,000 from Council Contingency to fund “Cyclones Care,” a collaborative public health education campaign
12. Resolution approving Cooperative Agreement Between Ames Human Relations Commission and Iowa Civil Rights Commission Regarding Intake and Investigation of Civil Rights Complaints
13. Resolution approving bow hunting within the Park System, on City property, and at other eligible property as detailed in Urban Deer Management Ordinance and rules
14. Resolution approving GIS Coordinator, Ben McConville’s participation on the State of Iowa Type III All-Hazards Incident Management Team
15. Resolution approving Amendment No. 2 to Professional Services Agreement with WHKS & Co., of Ames, Iowa, regarding Flood Mitigation - River Flooding project for an additional amount not to exceed \$105,200 (total contract not to exceed \$319,200 or 6% of the project estimated cost)
16. Resolution approving Third Amendment to Agreement Between City of Ames and Habitat for Humanity of Central Iowa, Inc., for Purchase and New Construction of Property at 3305 Morningside Street
17. Resolution approving preliminary plans and specifications for 2020/21 Seal Coat Street Pavement Improvements - E. 8th Street (Duff Ave - Carroll Ave); setting August 19, 2020, as bid due date and August 25, 2020, as date of public hearing
18. Resolution approving preliminary plans and specifications for 2020/21 Seal Coat Street Pavement Improvements - Franklin Ave (Lincoln Way - Oakland Ave); setting August 19, 2020, as bid due date and August 25, 2020, as date of public hearing
19. Resolution approving preliminary plans and specifications for 2020/21 Right-of-Way Restoration (Standard Vegetation); setting August 19, 2020, as bid due date and August 25, 2020, as date of public hearing
20. Resolution approving preliminary plans and specifications for 2020/21 Right-of-Way Restoration (Native Vegetation); setting August 19, 2020, as bid due date and August 25, 2020, as date of public hearing
21. Resolution approving preliminary plans and specifications for 2018/19 Storm Water Facility

- Rehabilitation (Little Bluestem); setting August 19, 2020, as bid due date and August 25, 2020, as date of public hearing
22. Resolution approving preliminary plans and specifications for Baker Subdivision; setting August 19, 2020, as bid due date and August 25, 2020, as date of public hearing
 23. Resolution approving preliminary plans and specifications for 2019/20 Traffic Signal Program (Lincoln Way & Beach); setting August 19, 2020, as bid due date and August 25, 2020, as date of public hearing
 24. Resolution approving preliminary plans and specifications for 2020/21 Traffic Signal Program (S. Duff & S. 5th Street); setting August 19, 2020, as bid due date and August 25, 2020, as date of public hearing
 25. Resolution approving preliminary plans and specifications for 2019/20 Multi-Modal Roadway Improvements (13th Street & Clark Avenue); setting August 19, 2020, as bid due date and August 25, 2020, as date of public hearing
 26. Resolution approving change to bid due date to August 12, 2020, and hearing date to August 25, 2020, for Unit 8 Turbine Generator Overhaul
 27. Resolution awarding Contract to Carrier Access Inc., of Clive, Iowa for Replacement of the Core Network Switches and Associated Infrastructure in the amount of \$119,070.35 for the Information Technology Division
 28. Resolution approving contract and bond for CyRide 2020 Interior Improvements Project
 29. Steam Turbine No. 8 Parts Procurement for the Power Plant:
 - a. Resolution approving contract and bond for Steam Turbine No. 8 Parts Procurement for the Power Plant with Argo Turboserve Corporation
 - b. Resolution approving contract and bond for Steam Turbine No. 8 Parts Procurement for the Power Plant with Mechanical Dynamics & Analysis LLC (MD&A)
 - c. Resolution approving contract and bond for Steam Turbine No. 8 Parts Procurement for the Power Plant with Alin Machining Company, Inc.
 - d. Resolution approving contract and bond for Steam Turbine No. 8 Parts Procurement for the Power Plant with Action Turbine Repair Services, Inc., (ATRS)
 30. Resolution approving Change Order No. 1 to Peterson Contractors, Inc., of Reinbeck, Iowa, for the South Grand Avenue - South 5th Street Project in an amount not to exceed \$77,362.49
 31. Resolution approving Change Order No. 2 to Keller Excavating Inc., of Boone, Iowa, for the 2018/19 Water System Improvements project (Burnett Avenue and Murray Drive) in the amount not to exceed \$78,589
 32. Resolution accepting completion of 2017/18 Water System Improvement - Water Service Transfers (10th and 12th Streets)
 33. Resolution accepting completion of 2018/19 Asphalt Street Pavement Improvements (Florida, Reliable, Hutchison, Delaware)
 34. Resolution approving completion of 2017/18 Shared Use Path System Expansion (W. Lincoln Way)

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:

- 35. Motion to direct staff to proceed with issuing a Request for Proposals (RFP) on the 321 State Street for multi-family development on the south parcel utilizing Low-Income Housing Tax Credits (LIHTC)
- 36. Staff Report on the Ames Urban Fringe Plan Amendment at 23959-580th Avenue (Caremoli)

PUBLIC WORKS:

- 37. Staff Report regarding Downtown Paver Replacement Project:
 - a. Resolution approving/Motion denying request from Ames Main Street to deaccession and demolish “The Vanishing Rail Yard” (tile mural on wall at intersection of Main Street and Burnett Avenue) from the City Art Inventory
 - b. Motion directing staff regarding paver selection

ADMINISTRATION:

- 38. Motion supporting joint project with Iowa State University for Improving Public Engagement with community residents

ORDINANCES:

- 39. First passage of ordinance revising *Municipal Code* Section 17.33 pertaining to selling, giving, or supplying tobacco, tobacco products, or cigarettes to persons under 18 years of age
- 40. Third passage and adoption of ORDINANCE NO. 4417 vacating a portion of City right-of-way adjacent to the south edge of 2400 SE 16th Street
- 41. Third passage and adoption of ORDINANCE NO. 4418 revising the parking regulations on Westbrook Drive

HEARINGS:

- 42. Hearing on proposed conveyance of a portion of vacated City right-of-way adjacent to the south edge of 2400 SE 16th Street:
 - a. Motion continuing hearing to August 11, 2020
- 43. Hearing on Emma McCarthy Lee Park Pedestrian Bridge Rehabilitation:
 - a. Resolution approving final plans and specifications and awarding contract to Henkel Construction Co., of Ames, Iowa, in the amount of \$179,272.75
- 44. Hearing on 2019/20 Clear Water Diversion:
 - a. Resolution approving final plans and specifications and awarding contract to Keller Excavating Inc., of Boone, Iowa, in the amount of \$102,240
- 45. Hearing on 2020/21 US Highway 69 Improvements (South Duff Avenue and US Highway 30 Eastbound Off-Ramp):
 - a. Resolution approving final plans and specifications and awarding contract to Con-Struct, Inc., of Ames, Iowa, in the amount of \$1,019,942.60
- 46. Hearing on Unit #8 Crane Renovation:
 - a. Resolution approving final plans and specifications and awarding contract to Miner

Corporation, dba MHC Systems, LLC, of Urbandale, Iowa, in the amount of \$269,876
(inclusive of Iowa sales tax)

DISPOSITION OF COMMUNICATIONS TO COUNCIL:

COUNCIL COMMENTS:

ADJOURNMENT:

MINUTES OF THE SPECIAL MEETING OF THE AMES CITY COUNCIL

AMES, IOWA

JULY 9, 2020

The Special Meeting of the Ames City Council was called to order by Mayor John Haila at 12:04 p.m. on the 9th day of July, 2020. Mayor Haila announced that due to the Governor of Iowa declaring a public health emergency because of the COVID-19 pandemic, City Council meetings are being held electronically, as allowed by Section 21.8 of the *Iowa Code*. The Mayor explained how the public could participate in the meeting via internet or by phone. City Council members joining the meeting electronically were Bronwyn Beatty-Hansen, Gloria Betcher, Amber Corrieri, Tim Gartin, Rachel Junck, and David Martin, and *ex officio* Member Nicole Whitlock.

DIRECTION TO STAFF REGARDING VIRTUAL OR IN-PERSON CITY COUNCIL AND BOARD/COMMISSION MEETINGS: Assistant City Manager Brian Phillips stated that for the past several months, per Council direction, City Hall has been closed to the public. Since that time, Council meetings and many Board and Commission meetings have been held via Zoom. The Zoom platform allowed participation from the public online or via phone. City staff had prepared for a return to in-person City Council meetings beginning with the Regular Council meeting on July 14 by taking measures to provide for increased protections in the Council Chambers. Those measures include:

1. Plexiglas screens have been suspended from the ceiling in between each seat at the dais.
2. Audience chairs have been separated six feet apart and extra chairs have been removed from the room, which leaves enough seating for approximately 16 in the main portion of the Council Chambers. In addition, staff expects to have the wall to the Courtroom open, which brings the total number of possible audience seats to at least 24. In order to allow more room in the Chambers for the public, City staff members will remain in their offices or the City Manager's Conference Room until it's time for their presentation or need to answer questions.
3. Overflow public seating will be established in Conference Rooms 135 and 235; each Conference Room can accommodate another ten socially distanced persons. In the event that the overflow seating is not enough, the meeting may be relocated to the Auditorium or the public can be spaced apart in the hallway.
4. Each speaker will be asked to give their name and address clearly and also to complete orange cards. The orange cards will then be placed in a tray on the podium instead of being handed to the Clerk or a Council Member.

According to Mr. Phillips, staff has been attempting to work through technical issues to allow Zoom participation among Council members and the public during a live Council meeting. However, due to the way that Zoom interacts with the audio and video systems in the Chambers, it is not possible to have combined Zoom participation and in-person participation.

Council Member Betcher asked if there had been any concerns from the public about participating in live City Council meetings. Mr. Phillips indicated he had not heard of any concerns. He noted that it is anticipated that several upcoming Council meeting or workshop agendas will have items that may generate a great deal of public input, such as 321 State, Ames Plan 2040, and reports regarding policing.

The Council was asked by Mr. Phillips to inform staff whether they preferred to return to holding in-person meetings in the Council Chambers or continue meeting virtually via Zoom starting with the July 14, 2020, City Council meeting and future meetings. He also inquired as to what the Council members' expectation was for Board and Commission meetings or whether they wanted to offer any guidance to them.

Council Member Betcher asked if any citizens had reported having difficulties accessing Zoom for City Council meetings. Mr. Phillips said he had not been made aware of anyone having difficulties. It was noted that there are several options and avenues for the public to participate.

Council Member Beatty-Hansen commented that she would be more comfortable returning to in-person meetings if the City Council members and the public wore masks. Assistant City Manager Phillips explained that, currently, there is no mask requirement; there is only the expectation that people entering City Hall will wear a mask. There is a requirement for City staff to wear a mask in the common areas, such as the hallways, and in any area where they can't social-distance. City Manager Schainker added that, per the advice of City Attorney Mark Lambert, the City is not able to require masks to be worn in City Hall. According to Mr. Schainker, most people have cooperated; no one coming into City Hall has refused to put a mask on. There are masks available at various locations throughout City Hall for those who do not have one. City Attorney Mark Lambert advised that the City does not have the authority to require the public to wear masks; that authority rests with the Governor.

Council Member Gartin questioned what City Councils from other communities in Iowa are doing. Assistant City Manager Phillips answered that he had not studied what other communities were doing.

City Manager Schainker said the City won't be able to allow access safely to as many persons if the meeting is held in City Hall; Zoom can accommodate more public participation. For him, the decision centers around being able to allow as much public input as possible.

Mayor Haila asked to know, realistically, how many people may be accommodated in the Council Chambers. Mr. Phillips answered that the normal occupancy of the Council Chambers is around 90 with an additional 30 if the wall is opened. However, with spacing to ensure social-distancing, the Council Chambers can accommodate 24 with the wall to the Courtroom opened. Twenty additional people can be accommodated between two conference rooms. Both conference rooms have a television so the people in the conference room would be able to watch the meeting. If there are more attendees than what the Chambers and the conference rooms can hold, the people would have to spread six feet apart in the hallway.

Assistant City Manager Phillips also advised that additional staff members will be necessary to monitor and ensure that social-distancing measures are being followed. He noted that there are drawbacks to holding the meetings in the City Hall Auditorium. It is currently not set up to have videotaping and hearing the Mayor and Council as well as the staff and anyone wishing to speak

from the public would be difficult. He noted that the Auditorium is intended to be used for performances, not audience participation.

City Manager Schainker shared that people may not leave after the item they initially came for has been discussed. If other members of the public came to hear items later on the agenda, conference rooms and hallways are not the best venues to allow for their participation and still make the best effort to protect them and City staff from exposure to the Virus.

Council Member Betcher commented that something like the 321 State discussion could generate interest from the most vulnerable members of the community. She believes that in-person meetings have the potential of excluding a significant portion of the population. Ms. Betcher noted that circumstances have changed since this was last discussed by Council; it appears that Story County is showing a significant increase in the number of people testing positive for COVID-19.

Council Member Gartin stated his belief that the City Council should not ask staff to do something that they, as Council members, are not willing to do themselves. He said that he was impressed by the thought processes that have gone into this. In his opinion, from a practical standpoint, the protocol that is being suggested by staff to be followed to allow for Council to resume in-person meetings as early as the next meeting and protect the public as well as staff is extensive and well-thought-out; a lot of work has been put into this by the staff. Council Member Betcher commented that there is a difference between expecting City staff to come back and expecting the public to come back to a Council Chambers that will have limited space and without requiring face masks to be worn. She is not sure whether there would be a benefit to allowing people to gather in one space. Ms. Betcher would like masks to be worn around the dais as well.

Council Member Junck agreed with Council Member Betcher. In looking at the increased number of cases in the community, she believes that anything that the City Council can be doing to help stop the spread is helpful. Ms. Junck commented that the situation is not much different now than it was in March. Council Member Corrieri stated that the situation now is actually worse than it was in March when the decision was made to close City Hall to the public and move to virtual Council meetings using Zoom. Ms. Corrieri shared that she is not convinced that Plexiglas and no masks would keep everyone - the staff, the public, and the City Council - safe.

Mayor Haila stated that the staff does not have 100+ people coming to see them at one time. Council meetings are a different situation, and not a true comparison. He shared that, in discussions with Story County and the Iowa Department of Transportation, they also have a lot of concerns about having a lot of people coming in at one time.

Assistant City Manager Brian Phillips told the Council members that if it is their desire to continue virtual meetings, staff would rather that the City Council not state when that would end, but to state that it would continue until the City Council decides to resume in-person meetings.

Council Member Betcher questioned how many people can be accommodated with the Zoom link. Mr. Phillips answered that, originally, it was 100; however, they have upgraded to 500, so there should be plenty of capacity available now. It can be further upgraded if there is a need.

Council Member Martin commented that he felt there had been good points shared by all Council members. It had appeared to him that Zoom had allowed for quality deliberation among the Council and public; he had been very pleased. He also noted that staff has not received any complaints about Zoom, so it appears that the system is working for the public and the Council members to fully participate in the meetings.

Council Member Gartin cautioned that the Council should be careful not to substitute their own thoughts with those of the public health officials. He believes that it would be important for the community to return to some sort of normalcy. Mr. Gartin sees a pattern emerging that the City Council has somehow become experts in public health. Mayor Haila responded that they are not purporting to have become experts in public health, but are attempting to ensure that the City will be able to continue delivering services to the community. He asked what would happen if a number of staff were to be exposed – that would present an opportunity for the Virus to be spread to staff providing critical services to the public, e.g., police, fire, the Water Plant, and others. That would not only compromise the City’s ability to deliver services, but also to be able to maintain the high level of services that citizens need and expect.

The Mayor noted that Zoom makes sure that the people who want to participate in meetings may do so. He reiterated that it is not possible to merge live City Council meetings and Zoom. Mr. Gartin pointed out that, for the vast majority of City Council meetings, there are not a lot of people attending. He, therefore, believes that, for the vast majority of the meetings, the Council Chambers could easily accommodate all the people who would want to attend and still provide for social-distancing.

Council Member Gartin commented that holding City Council meetings in the City Auditorium was a brilliant idea, and there would not be a lot that would have to be done to make that happen.

Moved by Junck, seconded by Betcher, to direct staff to continue holding City Council meetings virtually on Zoom until the City Council provides further direction to resume in-person meetings. Vote on Motion: 5-1. Voting aye: Beatty-Hansen, Betcher, Corrieri, Junck, Martin. Voting nay: Gartin. Motion declared carried.

Assistant City Manager Phillips stated that staff was also asking the Council to provide direction regarding whether Boards and Commissions would be permitted to continue holding their meetings via Zoom. He noted that there are only a few occasions when meetings for other Boards and Commissions draw a lot of attendance. Most Boards and Commissions can operate effectively on Zoom; however, there are times when interacting in person would be better. During the time that City Hall was closed to the public, some Boards/Commissions have elected not to meet, but most have been meeting via Zoom or telephonically. It would also be possible for the Council to leave it up to the individual Board or Commission to make the decision based on what would be best for them. Mr. Phillips asked if the Council wished to offer any specific guidance to Boards and Commissions on this matter.

Council Member Betcher asked if there had been any issues with connectivity. Assistant City Manager Phillips replied that there was one sight-impaired member who had indicated that Zoom was not the best platform and indicated a preference to resume in-person meetings.

It was noted by Mr. Phillips that there are approximately 100 people serving on City Boards and Commissions, and probably all of those people have different opinions and interests on this topic. Many of the smaller Boards/Commissions could spread out to achieve social-distancing and still meet in the Council Chambers, if that was their desire.

Moved by Gartin, seconded by Betcher, that Boards/Commissions be allowed to make their own decisions on whether to hold their meetings virtually via Zoom or resume in-person meetings.
Vote on Motion: 6-0. Motion declared carried unanimously.

Assistant City Attorney Phillips thanked the City Council members for providing direction.

DISPOSITION OF COMMUNICATIONS TO COUNCIL: Mayor Haila asked Mr. Phillips if there was anything under Dispositions that was urgent. Mr. Phillips replied that there was nothing that needed to be decided at this meeting.

Moved by Betcher, seconded by Beatty-Hansen, to wait until next Tuesday (July 14, 2020) to discuss Dispositions.
Vote on Motion: 6-0. Motion declared carried unanimously.

COUNCIL COMMENTS: Regarding the upcoming Council Workshop on the development of 321 State, Council Member Martin pointed out that the Council has had a discussion in the past about the amount of public input that was believed to be generated about this issue. Now that it is still not possible for everyone to be in a room together to have this discussion, he suggested that the Workshop be held on July 21, but the Council not vote on the issues on that same night. He clarified that he was wondering if it would be possible to have the Workshop on Zoom on July 21, but wait for the vote until the next meeting. That would give the Council time to consider all the input received during the Workshop. Mr. Martin asked if there were any concerns about waiting until the next meeting to take the vote. Council Member Betcher commented that she liked the idea if it would be possible.

City Manager Schainker said that he did not think one week was going to make a lot of difference; however, the City needs to consider the requirements of and time frame for the Community Development Block Grant. The City needs to move forward as quickly as possible so as not to jeopardize the Grant funding.

Council Member Martin stressed the importance of getting input from the community and allowing time for the Council to think through it.

Mr. Schainker suggested that the staff be allowed to weigh in now and get something back to the Council. Mr. Martin stated that he would like staff to think about his suggestion and advise. Mayor Haila commented that the Workshop Agenda would have the Staff Report that would be discussed, and then that night, the Council could vote to postpone the decision to for one week until the Regular Meeting of July 28.

Moved by Martin, seconded by Betcher, to ask the staff for a memo on if it is possible to postpone a decision on 321 State for one week to the meeting following the Workshop.
Vote on Motion: 6-0. Motion declared carried unanimously.

ADJOURNMENT: Moved by Corrieri to adjourn the meeting at 12:50 p.m.

Diane R. Voss, City Clerk

John A. Haila, Mayor

**MINUTES OF THE MEETING OF THE AMES AREA
METROPOLITAN PLANNING ORGANIZATION
TRANSPORTATION POLICY COMMITTEE AND
REGULAR MEETING OF THE AMES CITY COUNCIL**

AMES, IOWA

JULY 14, 2020

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

Mayor Haila announced that it is impractical to hold an in-person Council meeting due to the Governor of Iowa declaring a public health emergency because of the COVID-19 pandemic. Therefore, limits have been placed on public gatherings, and this meeting is being held as an electronic meeting as allowed by Section 21.8 of the *Iowa Code*. The Mayor then provided how the public could participate in the meeting via internet or by phone.

CALL TO ORDER: The Ames Area Metropolitan Planning Organization (AAMPO) Transportation Policy Committee meeting, which was being held electronically, was called to order by Ames Mayor and voting member John Haila at 6:01 p.m. on the 14th day of July, 2020. Other voting members brought into the meeting were: Bronwyn Beatty-Hansen, City of Ames; Gloria Betcher, City of Ames; Amber Corrieri, City of Ames; Tim Gartin, City of Ames; Rachel Junck, City of Ames; David Martin, City of Ames; Lauris Olson, Story County Supervisor; Bill Zinnel, Boone County Supervisor. Jacob Schrader, Transit Board, and Jon Popp, Mayor of Gilbert were absent.

HEARING ON FINAL FFY 2021-2024 TRANSPORTATION IMPROVEMENT PROGRAM (TIP): Public Works Director John Joiner stated that the draft Transportation Improvement Program (TIP) was presented to the Policy Committee in May 2020 and was unanimously approved. During the public comment period, the document and project maps were available online and at a public input session held virtually. No comments were received from the public. Staff received and addressed minor comments from the Iowa Department of Transportation, Federal Highway Administration, and Federal Transit Administration.

Lauris Olson, Story County Supervisor, noted that the TIP is due to the Iowa Department of Transportation tomorrow, and even though the draft was approved in May, things have changed for the County. The County would be interested in advocating to look at roundabouts that are needed in the north and northwest part of the community. Ms. Olson wanted to verify that she would not be able to add the roundabouts to the TIP. Director Joiner confirmed that any changes would not be able to be submitted. Mr. Joiner stated a new application would have to be submitted, and any new applications were due in the winter of 2019. Any new projects would need to be brought up in the winter of 2020. The process is similar to the Capital Improvement Plan (CIP) as it allocates funds for the first year and the next three years are more of a planning document. If the County would like to raise projects for consideration, that can be done in the next fiscal year application period. Ms. Olson mentioned that the County would want to submit something. She noted that the County has become increasingly convinced that the discussions between funders and decision-makers need to start occurring when it comes to roundabouts for a couple of intersections in the north and northwest part of the community. She noted that one of the roundabouts could be a joint project between the

City and the County located at George Washington Carver and Cameron School Road. Ms. Olson mentioned that another area would be within the City of Ames purview and explained that the County discovered this when the City of Ames annexed an area up to 190th Street around Hyde Avenue, and both sides of the street were annexed. The third area would be within the AAMPO boundaries and that is George Washington Carver and 190th Street. Ms. Olson noted tonight is her formal request to start discussions and to have staff work on putting the roundabouts into the Transportation Plan that will be put before the AAMPO in Fiscal Year 2022.

Council Member Betcher inquired if the Commission was to entertain the changes recommended by the County for the next fiscal year if the Council would have to ask the Traffic Engineer to do traffic studies. Director Joiner noted that in order for a project to be funded, it has to be noted in the Long-Range Transportation Plan. Any project that has funding requested has to be shown in the Plan and then has to follow the application process. The application period is open during the winter and each project would have to have a sponsor. The formal application would have to be submitted to the AAMPO by the Technical Committee, which is then brought to the Policy Committee.

Mayor Haila questioned how it was determined if a roundabout is appropriate or if other traffic control methods were warranted or needed in different locations. The request from Supervisor Olson was to put three roundabouts into the Plan. He inquired as to what is recommended in terms of doing an assessment/analysis or if the request was appropriate. Director Joiner noted that was a question more for the next item on the Agenda. He explained that discussions have already occurred between City staff, County staff, and the developer on George Washington Carver Road and Cameron School Road. Mayor Haila asked if the discussions had been about roundabouts or a different type of system. Director Joiner noted the discussion was about intersection improvements, and the engineering staff will decide which treatment is best; whether, it would be roundabouts, turn lanes, or signalization. Mayor Haila asked what kind of direction would be needed. Mr. Joiner explained that now is not the appropriate time as the projects need to appear in the Long-Range Transportation Plan first and then there would need to be internal discussions among the City, County, and developer staff on who the sponsor would be and how the cost-share might work. Once a sponsor has been defined, it would be appropriate to have an application submitted to the AAMPO to make the intersection improvements.

County Supervisor Olson asked for the definition of “sponsor,” asking if it would be the County or the City. Mr. Joiner mentioned that it would be Story County, the City, or Boone County. Any entity can complete an application for an improvement within the boundaries as that project’s sponsor. Ms. Olson commented that it was her understanding from County Supervisor Murken, who has taken the lead on the request for the County, that those discussions had been had and the County was unable to do anything as it was within the City; that is why she is bringing it up to the Policy Committee.

Linda Murken, Story County Supervisor, noted that she has been in discussion over the past year with both the developer and City staff, but she is not on the AAMPO, so she is unaware of the process. Ms. Murken mentioned that maybe she needs to meet with the AAMPO and have further discussions about how to proceed. County Supervisor Murken stated that a traffic study was done

over a year ago that did include the three intersections that Supervisor Olson referred to earlier. The information is there, but she needs to know what the process is and discuss it with Story County to see how they can further those needs for next year. Ms. Murken stated that she did sit through a preliminary training session with the Department of Transportation about roundabouts and was really impressed.

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

Moved by Beatty-Hansen, seconded by Zinnel, to approve RESOLUTION NO. 20-360 approving the final FFY 2021 - 2024 Transportation Improvement Program.

Vote on Motion: 9-0. Motion declared carried unanimously.

UPDATE TO 2045 LONG-RANGE TRANSPORTATION PLAN DEVELOPMENT: Traffic Engineer Damion Pregitzer introduced Brian Ray, Project Manager with HDR Engineering Inc., who has been hired to do the update to the 2045 Long-Range Transportation Plan.

Mr. Ray noted that when moving forward with his presentation, he will be referring to the 2045 Long-Range Transportation Plan as the "Forward 45". He commented that today he wanted to review the vision, goals, and objectives process that was done, discuss performance measures and performance-based planning, and then discuss any potential alternatives.

Mr. Ray stated that they wanted to look at multiple sources to gain input into developing the vision, goals, and objectives for the Forward 45 Plan. Some information was gained from a regional travel survey, in-person visioning open house, on-line visioning open house, and working with the Transportation Technical Committee. The regional travel survey was done by a sub-consultant in order to gain perceptions on different transportation issues, the types of transportation methods that the City of Ames citizens use, and concerns regarding traffic safety. The survey was done by a random sample of residents through a letter format where 404 surveys were returned. A regional travel survey executive summary was shown on screen, and it was noted that overall 48% of the people in the Ames area said that the overall transportation system was good, while 35% said it was average, 10% thought it was poor, and 8% felt it was excellent. Two of the issues that came up during the survey was the flow of traffic during peak times and the ease of north/south travel in the Ames area.

An in-person visioning open house was held on November 14, 2019, at the Ames Public Library. There were approximately 40 in-person attendees. An on-line visioning open house was held from November 14 through November 27, 2019, where participants could log in on-line and go through the same exercises as they would have been able to do in-person. The on-line visioning open house had a total of 91 visitors. It was noted that during the open houses, participants could do a mapping exercise, answer questions about what they would do to improve the Ames transportation system, and prioritize the vision of transportation. Mr. Ray stated the during the visioning exercise it was noted that citizens felt that accessibility, sustainability, and safety were the top three priorities for citizens.

A vision statement was developed based on the feedback received. The Forward 45 Vision Statement is “The Ames area future transportation plan delivers, safe, efficient, and reliable solutions that are accessible to all users. The plan focuses on preserving the existing network and shaping the public realm through placemaking, while providing long-term sustainability.” The six different goal areas that were set were: Accessible, Safe, Sustainable, Efficient and Reliable, Placemaking, and Preservation. Mr. Ray stated that there were federal requirements that each transportation organization has to follow, and they needed to incorporate the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) Performance Measures. The Performance Measures that needed to be met were: Safety, Transit Asset Management, Pavement, Bridge, System Performance, Freight, and Transit Safety. Mr. Ray explained that Federal Planning Factors also must be met. The Federal Planning Factors were:

- Economic Vitality
- Safety
- Security
- Accessibility & Mobility
- Environment, Energy Conservation & Quality of Life
- Integration & Connectivity
- System Management & Operations
- Preservations
- Resiliency & Reliability
- Travel & Tourism

Once the goals were set, HDR was able to put together the objectives of each goal to meet all the requirements. As part of a Metropolitan Planning Organization (MPO), a Performance-Based Planning approach needs to be utilized to develop a Transportation Plan. An example was shown as to how each goal and objective is assigned a performance measure and then scored to help identify high, medium, or low priority projects. Mr. Ray noted that the original plan was to hold an in-person meeting in order to identify what types of alternatives and strategies should be considered in order to meet the goals and objects, but due to COVID-19, the meeting was changed to online participation only. The online open house was held from March 31 through April 14, 2020, and received 443 total views with 193 responses. There were three types of mapping exercises done. The first was a roadway mapping exercise where 85 comments were received, the next was a bicycle/pedestrian mapping exercise that received 56 comments, and the last was transit mapping that received a total of 26 comments. All the information was reviewed, and a technical analysis was done by looking at traffic and safety and other areas that need improvement. HDR Engineering also worked with the Transportation Technical Committee to review other plans and studies. An example was shown of potential and committed roadway projects. He explained that committed are projects that are already set up in the Transportation Improvement Program or committed through the City of Ames Capital Improvements Program. The potential projects were projects that might be considered for the Long-Range Transportation Plan. The same type of map was shown overhead for bike and pedestrian projects and transit projects.

The next step will be to identify if there are any other potential projects or alternatives that have not

been identified yet and analyzed. Mr. Ray explained they will start the analysis process soon, and if anyone thought of any other potential project; HDR would need to be notified soon in order to be included in the analysis process. HDR will analyze projects and prioritize the projects to high, medium, and low, and then will look at the financial aspects to develop a plan. Mr. Ray stated that HDR will present the list to the Policy Committee in September 2020. Any adjustments would be made with the draft plan to be available for 30-days. The final plan will be presented to the Policy Committee in October 2020 for adoption.

Mayor Haila asked Mr. Ray to bring up the slide that showed the committed and potential projects and referenced Supervisor Olson's earlier comments about Cameron School Road and potential projects. Mayor Haila indicated that item 1, 2, 2a, and 3 on the map show the project description as being traffic signals, turn lanes, or roundabouts. Mr. Ray commented that at this point they are unsure if those projects will be roundabouts or traffic signals. Projects 1, 2, 3 are roundabouts and Projects 1a, 2a, 3a are signals, which would include turn lanes. He noted that in the potential alternatives they would be looking at it both ways. Mayor Haila inquired if part of HDR's scope of service is to develop budgets for both the options or do traffic studies need to be done. Mr. Ray explained they would not do traffic studies, but would do a high-level evaluation to come up with a recommendation. A detailed traffic study would be done later, but would have high-level budgetary numbers for each project. HDR does not go through an in-depth engineering study for each project as the Long-Range Transportation Plan is a more high-level document that identifies the projects, but prior to construction a more detailed traffic analysis would be done. Mayor Haila wanted to know how the projects would be prioritized. Mr. Ray commented that based on all the performance measures, HDR would go through and assign a score to each alternative and see where the scoring ends and try to put all the projects in categories as to what would be considered high, medium, and low-level projects. Another thing to take into consideration is timing as some of the projects are needed sooner rather than later. Mr. Ray noted that if something scores high, it doesn't mean it has to happen right away, but within the next 25 years. Mayor Haila inquired if Project 1 came up as a low priority, but the AAMPO wanted it to be a higher priority would it compromise any funding. Mr. Ray stated the MPO uses a Performance-Based Planning Process to identify which projects should move into the Long-Range Transportation Plan and the Transportation Improvement Plan, in theory it could, but would need to document why it was put into the Transportation Improvement Plan. Traffic Engineer Pregitzer stated that if a project didn't meet the short-term, then any project that shows up in the short-term are projects that are not eligible to be accepted into the TIP. All that means is the project would not be eligible for federal funding without doing a major amendment. Mr. Pregitzer stated that it could be something to discuss in more detail later. Once the Policy Committee sees the list of projects priorities, they may move some around. It was noted that if a project didn't meet federal funding, there were other grants that could be considered.

Council Member Betcher questioned the scoring on accessibility that was shown as an example of performance measures as she noticed the mention of environmental justice areas that have been identified and wondered if that had been identified through the Census or if it was something the City identifies based on the process. Traffic Engineer Pregitzer commented that they use the Census information. Mr. Ray stated that under sustainability, there is an objective to promote financially

sustainable transportation system investments, which is the cost to build something and maintain it. A lot of the time the cost comes into play when developing the constraint plan as to what can fit into the budget and what cannot.

Council Member Gartin commented that the Council works closely with the Ames Bicycle Coalition. He wanted to know if that group had been involved in the process and whether there would be future opportunities for further input. Mr. Ray noted that some of the members from the Ames Bicycle Coalition have been involved, but maybe not the whole committee. A sub-consultant, Nelson\Nygaard, is helping on the bicycle/pedestrian portion and has been in contact with the Ames Bicycle Coalition. A few members had gone on a bike ride with Nelson\Nygaard to help get a visual assessment of the area. They will be working with the Ames Bicycle Coalition more going forward.

Supervisor Olson wanted to know when the appropriate time would be to give feedback for some of the individually listed projects that are on the potential list. Mr. Ray stated if there were projects that HDR is not showing as potential projects, they would like feedback as soon as possible through the AAMPO website, but as for any project already listed, HDR is working on the prioritization list that will be presented in September. The meeting in September would be the appropriate time for feedback. Ms. Olson stated that a project shown mentions paving out to a particular road and the County has shut down the bridge on that road. She commented that it will be very expensive to redo the bridge. Ms. Olson questioned the possibility of an overpass/underpass on 580th Street (Teller Avenue) between Lincoln Way and East 13th Street. The Union Pacific railroad has a switch station in this area and traffic use has already increased. The City recently annexed that area (East Industrial Area). Supervisor Olson commented that within the next 3-4 years, the traffic concerns for that area will be massive.

Mayor Haila temporarily suspended the meeting at 6:55 p.m., due to a tornado warning. The meeting reconvened at 7:21 p.m.

Traffic Engineer Pregitzer asked, if there is anything on the candidate lists that the Policy Committee members do not see or hear about from now until July 31, 2020; please email those to any of the City staff.

POLICY COMMITTEE COMMENTS: Supervisor Olson commented that in the Council packet she saw that staff is referring an email from HIRTA about service changes. She noted that she is Vice-Chair of the HIRTA Board and wanted to let the Committee know that the HIRTA staff will be presenting to the Board of Supervisors next Tuesday about funding and possible changes to service delivery that could impact Ames residents. She encouraged anyone who wants to hear the presentation to watch the meeting.

ADJOURNMENT: Moved by Gartin, seconded by Olson, to adjourn the AAMPO Transportation Policy Committee meeting at 7:25 p.m.

Vote on Motion: 9-0. Motion declared carried unanimously.

CALL TO ORDER: Mayor John Haila called the Regular Meeting of the Ames City Council, which was being held electronically, to order at 7:25 p.m. with the following Council members participating: Bronwyn Beatty-Hansen, Gloria Betcher, Amber Corrieri, Tim Gartin, Rachel Junck, and David Martin. *Ex officio* Member Nicole Whitlock was also present.

PROCLAMATION FOR PARKS & RECREATION MONTH, JULY 2020: Mayor Haila proclaimed July 2020, as “Parks & Recreation Month.” Parks and Recreation Director Keith Abraham thanked the Mayor and Council. Mr. Abraham pointed out that due to the pandemic, the Parks and Recreation Department does not have a lot of activities planned. Two activities were highlighted. The first one was for Virtual Municipal Band Concerts that will be held every Thursday at 8:00 p.m. The Parks and Recreation Department wanted to promote the “City of Ames Backyard Camp-out,” which will be held on Saturday, July 25, 2020. Information will be coming out for that event in the next few days. Mr. Abraham encouraged citizens to camp outside in their backyard or even in the living room, and take pictures to share their experiences. He would like to see how many people they can get to camp-out. Director Abraham thanked everyone that is involved within his department, the Mayor and Council, and the Parks and Recreation Commission for their continued support.

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

1. Motion approving payment of claims
2. Motion approving Minutes of Special Meeting of June 16, 2020, and Regular Meeting of June 23, 2020
3. Motion approving certification of Civil Service applicants
4. Motion approving Report of Change Orders for period June 16 - June 30, 2020
5. Motion approving 5-day (July 28 - August 1) Class C Liquor License with Outdoor Service for Gateway Market at ISU Reiman Gardens, 1407 University Blvd
6. Motion approving Catering Privilege with Class C Liquor License - Café Beau, 2504 Lincoln Way
7. Motion approving temporary Outdoor Service Privilege Area (August 8, 2020) for Special Class C Liquor License - Tip Top Lounge, 201 E Lincoln Way
8. Motion approving Class A Liquor Ownership Change for Green Hills Residents’ Association, 2200 Hamilton Drive, Suite 100 - pending satisfactory background checks
9. Motion approving renewal of the following Beer Permits, Wine Permits, and Liquor Licenses:
 - Class C Liquor License with Sunday Sales -Applebee’s Neighborhood Grill & Bar, 105 Chestnut
 - Class C Liquor License with Living Quarters and Sunday Sales - Sportsman’s Lounge, 123 Main Street
 - Class E Liquor License with Class B Wine Permit, Class C Beer Permit (Carryout Beer), and Sunday Sales - AJ’s Liquor II, 2515 Chamberlain
 - Special Class C Liquor License with Sunday Sales - Huhot Mongolian Grill, 703 S. Duff Avenue, Suite #105

10. Motion directing City Attorney to prepare Ordinance revising *Municipal Code* Section 17.33 pertaining to selling, giving, or supplying tobacco, tobacco products, or cigarettes to persons under 18 years of age
11. Motion authorizing Mayor to sign Application in support of Main Street pursuing funding through Story County's Urban Revitalization Program (Main Street Beautification Grant)
12. RESOLUTION NO. 20-361 approving the CARES Act Grant Agreement for the Ames Municipal Airport in the amount not to exceed \$69,000
13. RESOLUTION NO. 20-362 approving the FAA Grant for the FY 2020/21 Airport Improvements (Electrical Vault & Lighting Project) and authorizing Mayor John Haila as the sponsor's authorized agent
14. RESOLUTION NO. 20-363 waiving City's formal bidding procedures and authorizing staff to negotiate the purchase of a ladder truck with two vendors and through a cooperative
15. RESOLUTION NO. 20-364 waiving formal bidding requirements and authorizing City staff to enter into Software Maintenance Contract for FY 2020/21 from Superior, LLC, for the Multi-Agency Public Safety Group
16. RESOLUTION NO. 20-365 waiving formal bidding requirements and authorizing City staff to enter into Software Maintenance Contract for FY 2020/21 from Superior, LLC, for City's Financial, Utility Billing, Building Permit, and Citation Management Applications
17. RESOLUTION NO. 20-366 Construction Company of Ames, Iowa, in the amount of \$102,620 for the base bid, plus Alternative #1 and Alternative #3
18. RESOLUTION NO. 20-367 awarding contract to Terry-Durin Company of Cedar Rapids, Iowa, for LED Luminaries Supply Contract for Electric Distribution in accordance with unit prices bid
19. Water Treatment Plant Lime Sludge Disposal Contract:
 - a. RESOLUTION NO. 20-368 accepting completion of Year Two (FY 2019/20) Lime Sludge Disposal Contract with Wulfekuhle Injection and Pumping, Inc., of New Vienna, Iowa, in the final amount of \$472,745.55
 - b. RESOLUTION NO. 20-369 awarding Year Three (FY 2020/21) Lime Sludge Disposal Contract to Wulfekuhle Injection and Pumping, Inc., of New Vienna, Iowa, in the amount of \$381,900
20. RESOLUTION NO. 20-370 awarding a contract to ChemTreat Inc., of Glen Allen, Virginia, for the Chemical Treatment Program for Electric Services in the amount not to exceed \$290,000
21. Steam Turbine No. 8 Parts Procurement for the Power Plant:
 - a. RESOLUTION NO. 20-371 awarding contract to Argo Turboserve Corporation, of Rutherford, New Jersey for Steam Turbine No. 8 Parts Procurement in the amount of \$1,065,217 (applicable sales taxes will be paid directly to the State of Iowa by the City as the vendor is not licensed to collect and remit Iowa Sales Taxes)
 - b. RESOLUTION NO. 20-372 awarding contract to Mechanical Dynamics & Analysis LLC (MD&A), of Clifton Park, New York, for Steam Turbine No. 8 Parts Procurement in the amount of \$144,960.47
 - c. RESOLUTION NO. 20-373 awarding contract to Alin Machining Company, Inc. (Power Plant Services), of Melrose Park, Illinois, for Steam Turbine No. 8 Parts

- Procurement in the amount of \$99,637.19
- d. RESOLUTION NO. 20-374 awarding contract to Action Turbine Repair Service, Inc. (ATRS), of Summit, Illinois, for Steam Turbine No. 9 Parts Procurement in the amount of \$39,160 (applicable sales taxes will be paid directly to the State of Iowa by the City as the vendor is not licensed to collect and remit Iowa Sales Taxes)
 22. RESOLUTION NO. 20-375 approving Change Order No. 14 with Ritts Law Group of Sanibel, Florida, for specialized environmental legal support, analysis, and Iowa DNR Construction Permit preparation work in the amount of \$75,000
 23. RESOLUTION NO. 20-376 approving contract and bond for 2020/21 Airport Improvements Program (Electrical Vault & Lighting Project)
 24. RESOLUTION NO. 20-377 approving contract and bond for 2019/20 Share Use Path System Expansion - Vet Med Trail (S. 16th Street to ISU Research Park)
 25. RESOLUTION NO. 20-378 approving contract and bond for 2019/20 Arterial Street Pavement Improvements - 13th Street (Wilson Avenue to Duff Avenue)
 26. Ames/ISU Ice Arena Parking Lot Renovation Project:
 - a. RESOLUTION NO. 20-379 approving Change Order No. 1 in the amount of (\$4,859.50) to Manatt's, Inc., of Ames, Iowa
 - b. RESOLUTION NO. 20-380 accepting completion of the Ames/ISU Ice Arena Parking Lot Renovation Project

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

PUBLIC FORUM: Mayor Haila opened Public Forum. No one requested to speak, so he closed Public Forum.

DISCUSSION ON POSSIBLE CITY RESPONSES TO COVID-19: City Attorney Mark Lambert gave a brief overview of the three items he mentioned in his memo dated July 10, 2020, concerning face coverings, bars, and other information.

He noted the first item was regarding face coverings. Citizens have been requesting that the City of Ames take action and mandate face coverings be worn in public places. The Iowa Attorney General's office has made it clear that when the Governor issued a Public Health Emergency Proclamation, she retains the authority. The *Iowa Code* says she can delegate that authority to local governments, but this has not been done yet. The City of Ames has no Home Rule Authority. The issue of face coverings came about again when the Mayor of Muscatine, Iowa, issued a Proclamation mandating face coverings for most people in public. The Muscatine County Attorney issued a press release stating that he believed the Muscatine Mayor had overstepped her authority and that his office would not prosecute people charged with municipal infractions for not wearing a face covering. Mr. Lambert commented that he understands that people would like to require face coverings in public, but the law in Iowa says that a City doesn't have that authority.

The second item to address was the discussion of bars. Attorney Lambert mentioned that there have been several reports regarding overcrowding in bars around Ames. It appears that there are some bars

that are not following the social-distancing requirements of the Governor's Proclamation. Mr. Lambert commented that he reviewed the Governor's Proclamation, and it is clear that management of the bar has to ensure that there is six feet of physical distance between each group or individual dining or drinking alone, all patrons must have a seat at a table or bar, and the establishment must limit patrons from congregating together closer than six feet. Under the Governor's Proclamation, if any bars are not following the Proclamation, they are not allowed to be open. If a bar is violating the Governor's Proclamation, the City has the authority to cite the owner or manager with a simple misdemeanor. Attorney Lambert stated that he had spoken with the attorneys at the Alcoholic Beverages Division and also to the City of Ames Police Department. The recommended course of action would be:

1. The City Attorney sends a letter to all liquor/beer license holders in Ames informing/reminding them in detail of the social-distancing restrictions in the Governor's Proclamation and informing them that abiding by those requirements is a condition of remaining open.
2. The warning letter informs the bar owners that the following actions could take place if they are found to be in violation of the Governor's Proclamation:
 - a. The bar owner or manager may be charged with a simple misdemeanor.
 - b. They may be ordered to close temporarily as it is in violation of the Governor's Proclamation and they would not lawfully allowed to operate.
 - c. The bar's liquor/beer license/permit may be suspended for a period of up to one year, or revoked, or a civil penalty of up to \$1,000 could be assessed.
3. The Police Department will do spot checks to evaluate compliance and educate or enforce as necessary. In addition to monitoring compliance and, if necessary, citing bar operators for non-compliance, the Police Department will report any pattern of violations to the City Council.

The third part of the memo was listed as "other" and is regarding partnering with other organizations.

Council Member Betcher inquired if the statement that every patron must have a seat was due to capacity or do people have to be seated. Mr. Lambert stated there has to be a seat for each person, and if standing, they need to have a seat available to sit. Ms. Betcher asked about enforcement and stated she has received some comments about having the police be the ones who are doing the enforcement. She commented that things have gotten very heated in the last few months regarding policing. Council Member Betcher noted that the Governor's Proclamation does state that it does have to be a "Peace Officer." Attorney Lambert confirmed that was correct as the Police Department is the one who would have to do the enforcing. Council Member Martin asked if the officer going to the bars would be in full uniform and wondered what possible reactions there would be. Attorney Lambert stated that had not been discussed, but a uniformed officer would be delivering the letters and talking to the manager about the Governor's Proclamation regarding social distancing. No action would be taken during the delivery of the letter; it would be more of a "head's up" to the bars that the City of Ames is going to start enforcing the rules and let them know what is expected. After that notification, there will be spot checks, but he is not sure how the police will be handling those. Council Member Corrieri explained that, currently, it is very common for a City of Ames Police

Officer to have a presence in the bars, and she doesn't think this would be much of a change to the normal routine already established.

Mr. Lambert stated that the *Des Moines Register* stated that the Governor is considering delegating authority to some cities that have had spikes in COVID-19 numbers. He noted that they can send a letter to the Governor asking the City of Ames/Story County to be included for consideration. Mayor Haila commented that the information that the Council has received from the Iowa Department of Public Health are guidelines, not mandates or requirements. He inquired if it was typical for a Department of Health to issue a mandate versus a guideline, and what the difference may be. Attorney Lambert mentioned that the County Department of Health uses its rules as advisory, but there is an *Iowa Code* section that says they can adopt reasonable rules, and he doesn't believe they can go outside of what the State Department of Health has. Mayor Haila asked if the Governor delegates the authority to the Story County Department of Health, could they issue a guideline, recommendations, or a mandate. Attorney Lambert commented that he was unsure as he had previously spoken with Dr. Paschen, Chair of the Board of Health, and he viewed its role as advisory. Mr. Lambert noted that if the Governor delegates her authority to local governments, it will be delegated to cities and counties, and it would ultimately be by the City Councils and County Boards of Supervisors.

Mayor Haila verified that a letter would be sent to the bar owner, and in case the message didn't get to the bar manager, the Police Department will hand deliver the letter. Attorney Lambert mentioned that he is not sure how the bar managers are identified, but he was sure the Police Department had a way of identifying them.

Council Member Corrieri stated that she didn't get a chance to read the *Des Moines Register* article and asked if Story County was currently in the list of the ten counties being considered. Mr. Lambert stated he was not sure as the article did not list the ten counties.

Council Member Gartin asked for clarification if the authority would be given to the City or the County. Mr. Lambert stated he suspects that it would probably be both. Council Member Martin asked if the Governor was going to allow authority or not. Mr. Lambert stated that he may have misspoken, but the Governor is considering giving authority, but he is not sure if it will be for the City, County or both.

Council Member Betcher asked if there had been a discussion about having a step-program for the bars. Ms. Betcher gave an example of a bar being closed for a day due to a violation and then questioned what the next penalty would be. Attorney Lambert mentioned that it was briefly discussed with Chief Cychosz. The Ames Police Department would warn people first, and if the Police Department discovers a bar is not in compliance again the bar might get another warning and a spot check. It will be up to the Police Department to decide how to handle the violations. Mr. Lambert commented that he would not support shutting down a bar for a day or moving to suspend/revoke the bar's license until it was a severe and ongoing problem.

Council Member Beatty-Hansen asked if there was a good mechanism for handling complaints. She noted that this is one area where the Police Department is going to get a lot of citizens pointing out when a bar is in violation of the Governor's Proclamation. City Manager Schainker noted that Ms. Beatty-Hansen's has a good point as he doesn't believe this will be a high priority for the Police Department to drop everything and go do a compliance check. Mr. Schainker noted there will be some frustration from citizens as the City attempts to enforce the restriction.

Mayor Haila asked if the "Ames on The Go" app could handle the reporting. Mr. Schainker stated he is not sure, but believed the app could and he will look into it further. Attorney Lambert stated the enforcement would need to be done by the Police Department, as the Governor's Proclamation calls upon law enforcement in the State to enforce the Proclamation and is part of the *Code of Iowa*. Council Member Corrieri stated, as she noted earlier, there is a regular police presence in bars, especially in Campustown. City Manager Schainker commented that they will probably not use the second option in the Staff Report of closing bars as they would move to eliminate/reduce the bar's permit by a number of days; this way, the bars will be guaranteed their due process right before City Council. There may be some special City Council meetings that will need to happen for those types of events. Attorney Lambert noted that just because the City can shut down a bar doesn't mean they will.

Public Relations Officer Susan Gwiasda stated that in the last couple of weeks an idea has floated around about a unified, consistent, community-wide message on best practices for fighting the COVID-19 transmission. After a couple of meetings with Iowa State University, a meeting was held electronically with ISU, Ames Chamber, Ames Economic Development Commission, ISU Research Park, Mary Greeley Medical Center, McFarland Clinic, Story County, Ames Community School District, and the North Grand Mall. These businesses were all on board to help disseminate a community-wide public health message. Iowa State University already had a message ready to go with its "Cyclone Cares" campaign. The campaign is founded on the four pillars of public health, which include: social distancing, mask wearing, staying home if your ill, and frequent hand washing/hand sanitizing. The organizations are in the process of taking the materials that ISU had made and co-branding them with its own logos. Ms. Gwiasda noted that this is the first time where she has seen all these organizations be ready, willing, and able to move forward on a shared message. Ms. Gwiasda explained the project is moving very quickly and she hopes everyone will see messaging soon.

Council Member Betcher asked if the messaging will be on social media only or if it will be shared by more traditional methods as well. Ms. Gwiasda explained that the idea is for someone to walk into a business on Main Street or the Library and customers would see the same signs that are posted around Campus. Ms. Betcher inquired whether the Council would need to approve any funding for the City's portion of the branding. Ms. Gwiasda explained that she had sent to ISU what the advertising costs were for the Census 2020 campaign, and they have been moving forward with the branding and signage, but have not discussed what a budget would look like. She doesn't have any numbers for the City Council, but does have a meeting soon with Iowa State University and may get more clarity.

Mayor Haila asked for a further explanation as to why the message would say “Cyclone Cares” instead of “Ames Cares” or something else. Ms. Gwiasda stated that it was discussed to have individual branding, but what ISU came up with was already ready to go and that one of the demographics that everyone was most concerned about was the 19-25-years old. She stated that they could take the Cyclone messaging and get that going right away, and then find ways to deal with different demographics later. One of the biggest questions received from the public was “How is the City of Ames working with ISU to prepare for the influx of students in the fall.” It was noted that even though the campaign was centered around students, the messaging could be expanded to different demographics within the community.

Assistant City Manager Deb Schildroth commented that it was enlightening to see everyone who was willing, ready to participate, and to provide a consistent message. Ms. Schildroth mentioned they have been tracking the expenses related to COVID-19 [signage, personal protective equipment (PPE), cleaning supplies, etc.] and will be submitting the expenses to the Federal Emergency Management Agency (FEMA) for possible reimbursement.

Mayor Haila inquired if the League of Women Voters was included in the meetings. Ms. Gwiasda commented that the League of Women Voters did have three representatives available during the meeting. Mayor Haila noted that the Council did receive a letter from the League of Women Voters asking for the City to help participate in messaging. Ms. Gwiasda stated she reached out to Linda Hagedorn, who came with two other representatives, and they were interested in either physically walking on Main Street to help disseminate the posters or do outreach. It was great to have someone come forward and offer to help. Mayor Haila commented that the Board of Supervisors has been very supportive as well.

Council Member Betcher commented that Ms. Gwiasda had noted that outreach would be happening very quickly and wanted to know when signage would be out in the public. Ms. Gwiasda stated that ISU has already started putting theirs out in the community and the City of Ames should have theirs out soon.

Mayor Haila stated that an article was in the *Ames Tribune* asking if the City of Ames and ISU were working together. He thought it would be nice to note that not only the City and ISU are getting together, but the rest of the community as well.

Mayor Haila asked for public input and closed it when no one came forward to speak

Moved by Corrieri, seconded by Betcher, to ask the Mayor to send a letter to the Governor requesting that the City of Ames be granted authority to issue mandates in regard to public health, if it so chooses.

Council Member Corrieri commented that she felt it was important, not only for Home Rule, that cities be granted authority, but more so in the face of a public health pandemic to not only protect

the health and wellness of the residents, but also businesses. She noted that the science is quite undeniable that wearing masks is something simple that can be done to help mitigate the spread, and it is ridiculous that people are disregarding this fact. Ms. Corrieri commented that the idea of the economy getting back to some kind of normalcy is not going to happen until everyone takes the pandemic more seriously.

Council Member Junck stated she wanted to echo Council Member Corrieri's opinion. It is important that the City of Ames have the authority to mandate masks and sending a letter to the Governor would be appropriate.

Council Member Betcher commented that it is really important, given that the City of Ames is a college town, to be able to mandate mask coverings. When looking around the nation at the increase in cases and with the students getting ready to return, she would be concerned that even if the City of Ames is not being considered, they would be able to move swiftly. She believed it is going to be even more necessary in the future.

Council Member Martin commented that he is a little hesitant, not because he doesn't feel that the City of Ames shouldn't have the authority to make rapid decisions, but if the City of Ames is granted the authority what information is going to be used to invoke the decisions. Mr. Martin stated that the City of Ames doesn't have a medical board that reports to the Council. Currently, the Council gets information from the Governor, Iowa Department of Public Health, and Story County Public Health. Mr. Martin felt that the Council would be making scientific medical decisions without having a panel of experts. Mayor Haila noted, regarding the motion, that it was just about sending a letter and asked if Mr. Martin was questioning more of the execution if the City of Ames were to be granted the authority. Council Member Martin confirmed that was his concern. Council Member Beatty-Hansen stated that the City of Ames does have a medical board that they correspond with (Mary Greeley Medical Center), and maybe the Council could look to them for direction. Ms. Betcher stated it was her assumption that they would not be cutting themselves free from advice, and even though the Council may not be looking to Story County to mandate it, wouldn't preclude them from taking advice from an advisory board. Council Member Betcher mentioned that the Council would still have access to all the advice that they currently have to make decisions. Council Member Martin noted that if the City was approved, the Council would need to come up with a system to help with making decisions. Council Member Corrieri noted that if this were to come back to the Council, she would look at it as they would any other potential significant issue and ask staff for a report or get information from the Mary Greeley Medical Center Board or the Story County Board of Health, have the information presented to the Council, and move forward with making a decision that is best for the citizens of Ames.

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

Moved by Betcher, seconded by Junck, to ask staff to develop a process for the Council to make a decision about mask wearing/face covering if the Governor gives the City the authority to make those decisions.

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

Moved by Beatty-Hansen, seconded by Corrieri, to mandate that visitors to City buildings wear masks.

Council Member Betcher stated that maybe the motion should be City properties because at the Airport there is the Terminal building, but there is a larger facility that is part of the City. City property could be parks and everything else. Council Member Beatty-Hansen commented that is why she would rather say City buildings.

City Manager Schainker commented that staff may need a few days to implement the motion. He noted they would need time to change signage and to get the word out. Mayor Haila questioned if a person would be turned away if they came into the Library and was not wearing a mask. Ms. Beatty-Hansen stated that they need to try. She had been doing this at her place of work and people are begrudgingly putting on a mask, but she recommends having a few face shields available for those who are unable to wear a mask due to medical reasons. Mr. Schainker stated that the City does have masks available if needed, and will attempt to get some face shields, but if someone refuses to wear one then staff would, unfortunately, need to contact the Police Department to have the person removed from the property for trespassing. He noted that this is something that he hopes doesn't have to happen, but could be forced to as there are some people who philosophically believe that the government should not require face coverings.

Mayor Haila asked what would happen if people coming into the building for aerobics classes were not wearing masks based on emails that the Council had received. City Manager Schainker explained that during aerobic classes they do social distancing and don't mandate masks, but they must wear masks when entering and exiting the building. Council Member Beatty-Hansen commented that those classes should be held outside. Exercise classes have a lot of respiratory particles in the air and would be high risk. Mr. Schainker stated that was a good point and he would have to check with Keith Abraham, Parks and Recreation Director, for further answers.

Council Member Gartin stated he had two concerns. He mentioned that even though the subject of face masks was broadly put on the Agenda, he is concerned that they have not properly alerted the community that the Council was going to talk about changing the way City buildings can be entered. He noted from a procedure perspective, there is normally a protocol making sure that the public has ample knowledge of the City Council Agendas, and that has not been communicated. Mr. Gartin stated his other concern is, during tonight's conversations, staff is unprepared to think through the aspects. If the conversation about face coverings is placed on a future agenda, that would give staff time to think through the process. City Attorney Lambert explained that staff had gone out of their way to let the public know that they would not be voting on face masks during this meeting, and given that information, it would be best to have the discussion of face coverings on City properties placed on a future agenda.

Council Member Beatty-Hansen withdrew her motion.

Moved by Beatty-Hansen, seconded by Corrieri, to place the topic of face coverings within City buildings on the next City Council meeting on July 21, 2020.

Mayor Haila clarified that the discussion is for City of Ames buildings only and not public spaces.

Council Member Martin stated that he is fine with putting the topic of face coverings on a future agenda to discuss, but he is still skeptical as there are notably heightened risks of angry confrontations with government officials. The last he heard was that there was a good compliance rate with the wording already being used by the City. He is not sure what problem needs to be served as the current system already strikes a great balance.

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

Moved by Corrieri, seconded by Martin, to begin the process for the bars that is laid out in the Staff Report with the City Attorney to send a letter out to liquor license holders and asking that the Police Department hand deliver to local bar managers if they don't have local contacts and also laying out the process as to what would happen if the bars were to be found in violation of the social distancing requirements. Mayor Haila clarified the motion is laying out what City Attorney Lambert laid out in the Staff Report.

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

Council Member Betcher asked if anyone had let Iowa State University know that the City would be starting the process with the local bars. She noted that the Council received at least one email from Joel Hochstein, who works with the compliance for off-campus students, and it seemed this process might be something that the Dean of Students Office would want to be made aware of. City Attorney Lambert mentioned it had not been previously discussed, but would reach out to them.

TEMPORARILY NOT ENFORCE BUILDING AND ZONING CODES TO FACILITATE COVID-19 TESTING AT MCFARLAND CLINIC NORTH, 3815 STANGE ROAD: City Manager Steve Schainker noted that this request would only be through December 31, 2020, and after that, the shed and the slab would need to be removed unless McFarland could prove they meet all the zoning requirements. If the pandemic continues, McFarland can ask for an extension.

Mayor Haila opened public input.

Moved by Corrieri, seconded by Betcher, to approve Alternative 1 to temporally not enforce the Building and Zoning Code sections that would allow McFarland Clinic to utilize a prefabricated shed to be brought onto the site and a concrete slab to be poured to facilitate the operation of a drive-through testing site at the McFarland Clinic North site located on Stange Road until December 31, 2020.

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

HEARING ON NUISANCE ASSESSMENTS: The public hearing was opened by the Mayor. He closed the hearing after no one asked to speak.

Mayor Haila pointed out that in the Council packet there was one letter from a citizen who would be affected by the nuisance assessment.

Moved by Betcher, seconded by Corrieri, approving RESOLUTION NO. 20-381 assessing costs of snow/ice removal and certifying assessments to Story County Treasurer.

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

ORDINANCE TO VACATE A PORTION OF CITY RIGHT-OF-WAY ADJACENT TO THE SOUTH EDGE OF 2400 SE 16TH STREET: Moved by Corrieri, seconded by Betcher, to pass on second reading an ordinance to vacate a portion of City right-of-way adjacent to the south edge of 2400 SE 16th Street.

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

ORDINANCE REVISING THE PARKING REGULATIONS ON WESTBOOK DRIVE: Moved by Martin, seconded by Betcher, to pass on second reading an ordinance revising the parking regulations on Westbrook Drive.

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

ORDINANCE ESTABLISHING PARKING RESTRICTIONS ON DUFF AVENUE (20TH STREET TO GRAND AVENUE): Moved by Martin, seconded by Corrieri, to pass on third reading and adopt ORDINANCE NO. 4416 establishing parking restrictions on Duff Avenue (20th Street to Grand Avenue).

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: Mayor Haila noted that there were six items to be addressed. City Manager Schainker stated that the first item was an informational email from HIRTA with an update on its transportation services for the City of Ames and its FY 2020-21 federal and local funding. The second item was a letter from Carolyn McKinley regarding layoff notifications provided under the Worker Adjustment and Retraining Notification (WARN) Act for Levy's operation at ISU; this was informational only. City Manager Schainker stated that the third item was a response to a request from City Council on how the Parks and Recreation Department could increase the community garden space. The fourth item was a memo from Assistant City Manager Brian Phillips in response to the Council's request about MetroNet's service area within the City of Ames. Mr. Schainker noted that the fifth item was a response to Council's request to engage with the Ames Main Street Design Committee about the paver project along Main Street and the wall at the Tom Evans Plaza. No action is needed for this item tonight. The last item was a letter from Jan Gammon, Coordinator of the Lincoln Highway Heritage Byway Program with Prairie Rivers of Iowa; this was for the Council's information only.

Moved by Beatty-Hansen, seconded by Corrieri, to put the Parks and Recreation Department's memo about the community gardens on a future Agenda sometime within the next three months.

Council Member Gartin stated that it would be easiest to expand the footprint of the community gardens that are already there, but he is also cognizant of the value of placing the gardens in different areas of the community. He wondered if the Parks and Recreation Department could give some further thought to the pros and cons for the other options that were listed in the memo. Mr. Gartin would like to continue the conversation about how the location plays a role in utilization. Ms. Beatty-Hansen stated she likes the areas that were recommended.

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

Council Member Martin stated the memo regarding MetroNet was in response to a previous motion he made about asking MetroNet for a copy of its build map. He noted it could be used to identify gaps in internet service throughout the community. Mr. Martin commented that there were a couple neighborhoods that were identified that didn't seem to be covered, which are the Kingman Road area and the Ironwood area. The area has a number of houses and asked if it would be appropriate to ask MetroNet for more of an explanation as to why service wouldn't be provided to those neighborhoods. Assistant City Manager Brian Phillips stated that would be reasonable; those two areas are the largest concentration of houses that would not be served. A few other areas that contain houses were just recently annexed and still very rural. Council Member Martin inquired if the form of the map is useful for the purposes for which the City would use it or does the Council need to ask for something better. Mr. Phillips commented that it would depend on what the Council would do with the information and noted it is better than what the City has received from other internet providers.

Moved by Martin, seconded by Betcher, to ask MetroNet to communicate with staff about providing internet service to the Kingman and Ironwood neighborhoods.

Council Member Gartin inquired as to what the purpose would be in asking for this information. Mr. Gartin stated the response will probably be similar to other providers in stating there are not enough units to justify the infrastructure. He wanted to know if there was something specific that Mr. Martin was looking for. Council Member Martin mentioned they could assume why, but given that, the Council has a pending request for staff to engage in a gap-filling exercise and these areas constitute relevant gaps. Mr. Gartin asked if Mr. Martin could be more specific about what he hopes to get from the request. Mr. Martin explained he would like to get an explanation from MetroNet as to why they don't appear to be intending to serve those neighborhoods, and that explanation could help inform the City when deciding whether the City can fill in the gaps. Mr. Gartin asked the better question might be if MetroNet would be willing to enter into negotiations about a level of subsidy that would be needed for those gaps to be filled. City Manager Schainker stated that would not be the next step as Mr. Martin's motion would be what would need to be done next. Council Member Betcher commented that it could be a problem with the topography. Assistant City Manager Phillips mentioned that it would be beneficial to learn from MetroNet if there is a technical constraint, and

if so, what is the nature of it. Perhaps there are not enough utility poles or some other technical constraint or even an error on the map. Mr. Phillips stated it would be helpful to have this first step before discussing the remedies.

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

Mayor Haila asked if MetroNet was up and running and providing service to the community. Mr. Phillips stated they were not, but are doing some testing right now and hope to start providing service in August.

Assistant City Manager Phillips explained that the Public Arts Commission is having a special meeting next week. The Council will have a Staff Report on July 28, 2020, with the decisions that staff needs in order to put together plans and specifications for the paver project. Mr. Phillips commented that they will be asking for direction from the Council on possibly the deaccession of the “The Vanishing Rail Yard” wall and be looking for confirmation on the color and pattern of pavers to be specified.

COUNCIL COMMENTS: Council Member Betcher encouraged people, if they are free, to do the equity training that is being offered for the ASSET joint funders.

Council Member Beatty-Hansen stated that she had received an email from a citizen with a suggestion that the workshop in August be held outside.

Moved by Beatty-Hansen to have the workshop in August be held outside.
Motion failed due to lack of a second.

Mayor Haila stated that it would be logistically hard to have a meeting outside.

Mayor Haila stated the next meeting is a workshop on 321 State. City Manager Schainker stated that is correct and input will be received from the neighbors. Mayor Haila asked if notices have been sent out and how neighbors could reply if they were unable to attend the Zoom meeting. Mr. Schainker commented that he would have to get back to the Council with an answer to that question. Council Member Martin wanted to clarify that the Council is waiting on a memo to see if they need to make a decision during the meeting or if that could be done at the next meeting. Mr. Schainker stated he didn't believe there was going to be a memo as many times a decision is not made at the workshop, but at the next Council meeting. Mr. Martin mentioned he thought at the Special Meeting on July 9, the Council voted to have a memo. City Manager Schainker stated he will provide a memo. Council Member Martin stated that the original plan was to hold the 321 State Avenue discussion in person, and now that it will be a virtual workshop, it would be helpful to have a gap of time after the Council had received the Staff Report and discussed it thoroughly, to allow the public an extra week to provide feedback and the Council to think about the project. Mr. Schainker explained that he will double check with Kelly Diekmann, Planning and Housing Director, and Vanessa Baker-Latimer, Housing Coordinator, to make sure it will work with the Low-Income Housing Tax Credit

(LIHTC) schedule.

ADJOURNMENT: Moved by Betcher to adjourn the meeting at 9:01 p.m.

Amy L. Colwell, Deputy City Clerk

John A. Haila, Mayor

Diane R. Voss, City Clerk

**MINUTES OF THE REGULAR MEETING OF THE
AMES CIVIL SERVICE COMMISSION**

AMES, IOWA

JULY 23, 2020

The Regular Meeting of the Ames Civil Service Commission was called to order by Chairman Mike Crum at 8:15 a.m. on July 23, 2020. As it was impractical for the Commission members to attend in person, Chairman Mike Crum and Commission Member Harold Pike were brought in telephonically.

On behalf of the Commission, Chairman Crum expressed condolences to the family of Commission Member Charlie Ricketts, who had passed away on July 12, 2020. It was stated by Chairman Crum that Mr. Ricketts had served with distinction from April 2015 all the way to the time of his passing, which came way too soon. Chairman Crum paid tribute to Mr. Ricketts' willingness to serve on the Commission and provide valuable contributions over the past five years. Mr. Pike echoed Chairman Crum's comments and stated that Mr. Ricketts will be sorely missed.

APPROVAL OF MINUTES OF JUNE 25, 2020: Moved by Crum, seconded by Pike, to approve the Minutes of the June 25, 2020, Regular Civil Service Commission meeting.

Vote on Motion: 2-0. Motion declared carried unanimously.

CERTIFICATION OF ENTRY-LEVEL APPLICANTS: Moved by Pike, seconded by Crum, to certify the following individuals to the Ames City Council as Entry-Level Applicants:

Power Plant Auxiliary Operator	Ashley Maguire	77
	Trevor Kleppe	74
	Alexander Kuuttila	71
	Ben Young	70

Vote on Motion: 2-0. Motion declared carried unanimously.

COMMENTS: Director Bethany Jorgenson advised that the Human Resources Department has several recruitments going at this time. Initially, she was not sure what impact the COVID-19 pandemic would have on recruitments, but was pleased to report that recruiting is going well and they are getting qualified people applying. Ms. Jorgenson commented that the City's reputation of being a good place to work - even during a pandemic - is getting out. Chairman Crum added that over the years, the City has proven that it is a good place to work.

The next Regular Meeting of the Ames Civil Service Commission is scheduled for August 27, 2020.

ADJOURNMENT: The meeting adjourned at 8:22 a.m.

Michael R. Crum, Chairman

Diane R. Voss, City Clerk



REPORT OF CONTRACT CHANGE ORDERS

Period:	<input checked="" type="checkbox"/>	1 st – 15 th
	<input type="checkbox"/>	16 th – End of Month
Month & Year:	July 2020	
For City Council Date:	July 28, 2020	

Department	General Description of Contract	Contract Change No.	Original Contract Amount	Contractor/ Vendor	Total of Prior Change Orders	Amount this Change Order	Change Approved By	Purchasing Contact (Buyer)
Public Works	2019-20 Pavement Restoration (Slurry Seal Program)	1	\$240,787.76	Fort Dodge Asphalt	\$0.00	\$-(20,166.11)	J. Clausen	MA
Public Works	2018/19 Asphalt Steet Pavement Improvements (Reliable, Florida, Delaware, Huthinson)	1	\$1,002,621.40	Con-Struct Inc.	\$0.00	\$6,594.00	T. Warner	MA
Electric Services	Power Plant Specialized Wet Dry Vacuum, Hydro Blast, and Related Cleaning Services Contract	1	\$45,000.00	HTH Companies, Inc.	\$0.00	\$7,605.61	D. Kom	JN
			\$		\$	\$		
			\$		\$	\$		
			\$		\$	\$		

Name of Applicant: <u>Los Compadres Inc</u>		
Name of Business (DBA): <u>La Casa Maya</u>		
Address of Premises: <u>631 Lincoln Way</u>		
City <u>Ames</u>	County: <u>Story</u>	Zip: <u>50010</u>
Business	<u>(515) 710-8818</u>	
Mailing	<u>3816 Ingersoll Ave</u>	
City <u>Des Moines</u>	State <u>IA</u>	Zip: <u>50315</u>

Contact Person

Name <u>Dan Kim</u>
Phone: <u>(515) 288-3188</u> Email <u>dan@communitycpa.com</u>

Classification Class C Liquor License (LC) (Commercial)

Term: 12 months

Effective Date: 05/01/2020

Expiration Date: 01/01/1900

Privileges:

- Class C Liquor License (LC) (Commercial)
- Outdoor Service
- Sunday Sales

Status of Business

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

Ownership

Juan Hernandez

First Name: Juan **Last Name:** Hernandez
City: Des Moines **State:** Iowa **Zip:** 50315
Position: President
% of Ownership: 100.00% **U.S. Citizen:** No

Insurance Company Information

Insurance Company: <u>Farmers Insurance Group</u>	
Policy Effective Date: <u>05/01/2020</u>	Policy Expiration <u>04/30/2021</u>
Bond Effective	Dram Cancel Date:
Outdoor Service Effective	Outdoor Service Expiration
Temp Transfer Effective Date	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: June 27, 2020
Subject: Beer Permits & Liquor License Renewal Reference City Council Agenda

The Council agenda for July 28, 2020 includes beer permits and liquor license renewals for:

- Class C Liquor License with Catering, Outdoor Service and Sunday Sales - Cyclone Experience Network, 1800 S. 4th St - Jack Trice Stadium
- Class C Liquor License with Sunday Sales - La Fiesta Bar & Grill, 823-Wheeler Street, Ste 5
- Class C Liquor License with Class B Wine Permit and Sunday Sales - Hy-Vee Market Grille, 640 Lincoln Way
- Class E Liquor License with Class B Wine and Class C Beer (Carryout Beer) - Fareway Meat Market #189, 3720 Lincoln Way
- Class C Liquor License with Outdoor Service, Catering Privilege, Class B Native Wine Permit, Outdoor Service, and Sunday Sales - The Mucky Duck Pub, 3100 S. Duff Avenue
- Class C Liquor License with Sunday Sales - El Azteca - 2120 Isaac Newton Drive
- Class C Liquor License with Sunday Sales - Es Tas Stanton, 216 Stanton Avenue
- Special Class C Liquor License with Sunday Sales - New Hickory Holding Company, 1404 S. Duff 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: July 9, 2020

Subject: Investment Report for Fiscal Year Ending June 30, 2020

Introduction

The purpose of this memorandum is to present a report summarizing the performance of the City of Ames investment portfolio for the fiscal year ending June 30, 2020.

Discussion

This report covers the period ending June 30, 2020 and presents a summary of the investments on hand at the end of June 2020. 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 maintained the federal fund rate at 0-0.25 percent in the last quarter. The yield curve is flat, making shorter maturities pay the same rates as longer maturities. Future investments will be made at the lower interest rates and future interest income will decrease. We will continue to evaluate our current investment strategy, remaining flexible to future investments while the Federal Reserve evaluates the target rate.

A brief comparison of fiscal year 2019 to fiscal year 2020 follows:

	<u>FY19</u>	<u>FY20</u>	<u>Decrease</u>
Interest Income	\$3,652,055	\$3,601,397	\$50,658
Portfolio Effective Rate of Return	2.35%	1.67%	0.68%

CITY OF AMES, IOWA

**CASH AND INVESTMENTS SUMMARY
AND SUMMARY OF INVESTMENT EARNINGS**

**FOR THE FISCAL YEAR ENDED JUNE 30, 2020
AND THE ACCUMULATED YEAR-TO-DATE**

DESCRIPTION	BOOK VALUE	MARKET VALUE	UN-REALIZED GAIN/(LOSS)
CERTIFICATES OF DEPOSIT	34,000,000	34,000,000	0
FEDERAL AGENCY DISCOUNTS	3,987,332	3,996,583	9,250
FEDERAL AGENCY SECURITIES	52,585,138	52,983,007	397,870
INVESTMENT POOLS			0
COMMERCIAL PAPER	2,991,867	2,991,870	3
MISC COUPON SECURITIES			0
PASS THRU SECURITIES PAC/CMO			0
MONEY FUND SAVINGS ACCOUNTS	425,600	425,600	0
CORPORATE BONDS			0
US TREASURY SECURITIES	51,253,366	52,300,243	1,046,877
INVESTMENTS	<u>145,243,303</u>	<u>146,697,303</u>	<u>1,454,000</u>
CASH ACCOUNTS	<u>31,678,786</u>	<u>31,678,786</u>	
TOTAL FUNDS AVAILABLE	<u><u>176,922,089</u></u>	<u><u>178,376,089</u></u>	<u><u>1,454,000</u></u>

ACCRUAL BASIS INVESTMENT EARNINGS

YR-TO-DATE

GROSS EARNINGS ON INVESTMENTS:

3,188,781

INTEREST EARNED ON CASH:

412,616

TOTAL INTEREST EARNED:

3,601,397



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

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 360 Equiv.	YTM 365 Equiv.
Certificates of Deposit	34,000,000.00	34,000,000.00	34,000,000.00	23.41	1,021	578	2.180	2.210
Money Market	292,507.88	292,507.88	292,507.88	0.20	1	1	0.296	0.300
Passbook/Checking Accounts	133,091.75	133,091.75	133,091.75	0.09	1	1	0.148	0.150
Commercial Paper Disc. -Amortizing	3,000,000.00	2,991,870.00	2,991,866.67	2.06	193	61	1.632	1.655
Federal Agency Coupon Securities	52,135,000.00	52,983,007.49	52,585,137.98	36.20	623	383	1.328	1.347
Federal Agency Disc. -Amortizing	4,000,000.00	3,996,582.50	3,987,332.43	2.75	398	201	0.873	0.885
Treasury Coupon Securities	51,000,000.00	52,300,243.35	51,253,366.02	35.29	819	504	1.635	1.657
Investments	144,560,599.63	146,697,302.97	145,243,302.73	100.00%	768	459	1.626	1.649

Total Earnings	June 30 Month Ending	Fiscal Year To Date	Fiscal Year Ending
Current Year	207,794.30	3,188,781.21	3,188,781.21
Average Daily Balance	151,490,948.61		
Effective Rate of Return	1.67%		

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

Roger J. Wisecup II, CPA
 Roger J. Wisecup II, City Treasurer July 9, 2020

**US TREASURY CONSTANT MATURITY RATES
PERIOD ENDING JUNE 30, 2020
3 YEAR COMPARISON**

	June 30, 2020	June 30, 2019	June 30, 2018
3 Months	0.16%	2.12%	1.93%
6 Months	0.18%	2.09%	2.11%
1 Year	0.16%	1.92%	2.33%
2 Years	0.16%	1.75%	2.52%
3 Years	0.18%	1.71%	2.63%
5 Years	0.29%	1.76%	2.73%

Reporting period 06/01/2020-06/30/2020

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

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												
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	229	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	240	02/26/2021
13487203	13487203	Bankers Trust		10/15/2019	1,000,000.00	1,000,000.00	1,000,000.00	1.670	1.647	1.670	394	07/30/2021
13518474	13518474	Bankers Trust		10/15/2019	1,000,000.00	1,000,000.00	1,000,000.00	1.730	1.706	1.730	167	12/15/2020
13716374	13716374	Bankers Trust		10/15/2019	2,500,000.00	2,500,000.00	2,500,000.00	1.690	1.667	1.690	335	06/01/2021
13945546	13945546	Bankers Trust		10/15/2019	1,000,000.00	1,000,000.00	1,000,000.00	1.720	1.696	1.720	212	01/29/2021
50941	50941	First National Bank		10/16/2019	1,000,000.00	1,000,000.00	1,000,000.00	1.690	1.667	1.690	408	08/13/2021
50942	50942	First National Bank		10/16/2019	1,500,000.00	1,500,000.00	1,500,000.00	1.690	1.667	1.690	532	12/15/2021
50971	50971	First National Bank		11/21/2019	1,000,000.00	1,000,000.00	1,000,000.00	1.590	1.568	1.590	213	01/30/2021
50972	50972	First National Bank		11/21/2019	1,000,000.00	1,000,000.00	1,000,000.00	1.590	1.568	1.590	394	07/30/2021
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	700	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	335	06/01/2021
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	700	06/01/2022
795014295	795014295	US Bank		10/16/2019	3,000,000.00	3,000,000.00	3,000,000.00	1.710	1.687	1.710	700	06/01/2022
795014296	795014296	US Bank		10/16/2019	5,000,000.00	5,000,000.00	5,000,000.00	1.780	1.756	1.780	1,065	06/01/2023
Subtotal and Average			35,200,000.00		34,000,000.00	34,000,000.00	34,000,000.00		2.180	2.210	578	
Money Market												
SYS4531558874B	4531558874B	Great Western Bank			292,507.88	292,507.88	292,507.88	0.300	0.296	0.300	1	
Subtotal and Average			292,507.18		292,507.88	292,507.88	292,507.88		0.296	0.300	1	
Passbook/Checking Accounts												
SYS6952311634B	6952311634B	Wells Fargo			133,091.75	133,091.75	133,091.75	0.150	0.148	0.150	1	
Subtotal and Average			133,091.41		133,091.75	133,091.75	133,091.75		0.148	0.150	1	
Commercial Paper Disc. -Amortizing												
62479LHX6	0906-20A	Bank Tokyo Mitsubishi		02/20/2020	1,000,000.00	997,290.00	997,288.89	1.600	1.632	1.655	61	08/31/2020
62479LHX6	0906-20B	Bank Tokyo Mitsubishi		02/20/2020	1,000,000.00	997,290.00	997,288.89	1.600	1.632	1.655	61	08/31/2020
62479LHX6	0906-20C	Bank Tokyo Mitsubishi		02/20/2020	1,000,000.00	997,290.00	997,288.89	1.600	1.632	1.655	61	08/31/2020
Subtotal and Average			4,739,200.21		3,000,000.00	2,991,870.00	2,991,866.67		1.632	1.655	61	
Federal Agency Coupon Securities												
3133EH2K8	0849-18	Federal Farm Credit		12/20/2018	1,000,000.00	1,000,167.00	1,000,291.98	1.656	2.149	2.178	134	11/12/2020
3133EKNQ5	0869-19A	Federal Farm Credit		07/03/2019	1,500,000.00	1,512,844.50	1,502,115.98	2.250	1.876	1.902	152	11/30/2020
3133EKNQ5	0869-19B	Federal Farm Credit		07/03/2019	1,000,000.00	1,008,563.00	1,001,410.65	2.250	1.876	1.902	152	11/30/2020

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Federal Agency Coupon Securities												
3133EKJP2	0874-19	Federal Farm Credit		08/16/2019	1,000,000.00	1,018,305.00	1,006,587.11	2.400	1.568	1.590	302	04/29/2021
3133EKJP2	0886-19	Federal Farm Credit		09/13/2019	1,500,000.00	1,527,457.50	1,508,276.37	2.400	1.697	1.721	302	04/29/2021
3133EJT74	0913-20	Federal Farm Credit		02/20/2020	1,000,000.00	1,038,804.00	1,021,524.68	3.050	1.435	1.455	502	11/15/2021
3133EGL60	0914-20	Federal Farm Credit		02/20/2020	1,000,000.00	1,021,737.00	1,004,018.38	1.760	1.450	1.470	516	11/29/2021
3133ELFR0	0916-20	Federal Farm Credit		02/20/2020	1,000,000.00	1,020,928.00	1,002,442.94	1.625	1.438	1.458	544	12/27/2021
3133ELTP9	0925-20	Federal Farm Credit		04/15/2020	1,500,000.00	1,504,510.50	1,502,868.08	0.500	0.296	0.300	350	06/16/2021
3133ELWF7	0926-20	Federal Farm Credit		04/15/2020	1,500,000.00	1,500,175.17	1,499,792.56	0.500	0.509	0.516	377	07/13/2021
3133ELTN4	0930-20	Federal Farm Credit		04/15/2020	1,500,000.00	1,507,859.25	1,504,537.49	0.530	0.355	0.360	566	01/18/2022
3133ELWK6	0932-20	Federal Farm Credit		04/20/2020	1,500,000.00	1,501,381.50	1,499,609.17	0.550	0.562	0.570	476	10/20/2021
3130AABG2	0791-17	Federal Home Loan Bank		10/13/2017	1,135,000.00	1,161,509.06	1,135,291.01	1.875	1.830	1.856	516	11/29/2021
3132X04G3	0838-18	Federal Home Loan Bank		11/07/2018	1,000,000.00	1,003,040.00	999,772.17	2.770	2.930	2.970	43	08/13/2020
313370US5	0840-18	Federal Home Loan Bank		11/15/2018	1,000,000.00	1,005,251.00	999,929.57	2.875	2.871	2.911	72	09/11/2020
3132X0MT5	0859-19	Federal Home Loan Bank		03/08/2019	1,000,000.00	1,009,531.00	997,257.24	2.000	2.489	2.523	198	01/15/2021
313382K69	0871-19A	Federal Home Loan Bank		08/16/2019	1,000,000.00	1,010,964.00	1,000,886.93	1.750	1.598	1.620	254	03/12/2021
313382K69	0871-19B	Federal Home Loan Bank		08/16/2019	1,000,000.00	1,010,964.00	1,000,886.93	1.750	1.598	1.620	254	03/12/2021
313379RB7	0877-19	Federal Home Loan Bank		08/16/2019	1,000,000.00	1,015,932.00	1,003,062.60	1.875	1.523	1.544	345	06/11/2021
3130A1W95	0884-19	Federal Home Loan Bank		09/13/2019	2,000,000.00	2,038,938.00	2,009,546.83	2.250	1.710	1.734	345	06/11/2021
3130AHEN9	0892-19	Federal Home Loan Bank		10/28/2019	2,000,000.00	2,009,360.00	2,000,000.00	1.750	1.726	1.750	849	10/28/2022
313378JP7	0901-19	Federal Home Loan Bank		11/21/2019	1,000,000.00	1,025,918.00	1,009,016.27	2.375	1.582	1.604	436	09/10/2021
313376C94	0905-19	Federal Home Loan Bank		11/21/2019	1,500,000.00	1,551,976.50	1,521,690.55	2.625	1.579	1.601	527	12/10/2021
313376C94	0915-20	Federal Home Loan Bank		02/20/2020	1,000,000.00	1,034,651.00	1,016,291.96	2.625	1.455	1.475	527	12/10/2021
313376Y74	0931-20A	Federal Home Loan Bank		04/15/2020	1,500,000.00	1,555,865.00	1,551,296.78	2.280	0.397	0.402	587	02/08/2022
313376Y74	0931-20B	Federal Home Loan Bank		04/15/2020	1,000,000.00	1,037,243.33	1,034,197.85	2.280	0.397	0.402	587	02/08/2022
313378CR0	0935-20A	Federal Home Loan Bank		05/15/2020	1,000,000.00	1,038,203.00	1,038,591.46	2.250	0.201	0.204	618	03/11/2022
313378CR0	0935-20B	Federal Home Loan Bank		05/15/2020	1,500,000.00	1,557,304.50	1,557,887.20	2.250	0.201	0.204	618	03/11/2022
3137EAEK1	0850-18	Federal Home Loan Mortgage Co.		12/20/2018	1,000,000.00	1,006,400.00	997,064.22	1.875	2.640	2.677	139	11/17/2020
3134G45K0	0876-19	Federal Home Loan Mortgage Co.		08/16/2019	1,000,000.00	1,014,643.00	1,002,037.38	1.800	1.550	1.571	331	05/28/2021
3137EADB2	0917-20	Federal Home Loan Mortgage Co.		02/20/2020	1,000,000.00	1,035,466.97	1,016,527.97	2.375	1.420	1.440	561	01/13/2022
3137EADB2	0929-20A	Federal Home Loan Mortgage Co.		04/15/2020	1,500,000.00	1,558,643.17	1,555,250.67	2.375	0.355	0.360	561	01/13/2022
3137EADB2	0929-20B	Federal Home Loan Mortgage Co.		04/15/2020	1,000,000.00	1,039,095.44	1,036,833.77	2.375	0.355	0.360	561	01/13/2022
3134GVTG3	0936-20	Federal Home Loan Mortgage Co.		05/15/2020	1,000,000.00	1,000,037.44	1,000,019.44	0.350	0.345	0.350	681	05/13/2022
3136G1H28	0841-18	Federal Nat'l Mtg. Assoc.		11/15/2018	1,500,000.00	1,505,533.50	1,495,699.12	1.700	2.887	2.927	89	09/28/2020
3135G0U84	0848-18	Federal Nat'l Mtg. Assoc.		12/20/2018	1,000,000.00	1,008,927.00	1,000,579.01	2.875	2.656	2.693	121	10/30/2020
3135G0U84	0907-20A	Federal Nat'l Mtg. Assoc.		02/20/2020	500,000.00	504,463.50	502,232.81	2.875	1.489	1.510	121	10/30/2020
3135G0U84	0907-20B	Federal Nat'l Mtg. Assoc.		02/20/2020	500,000.00	504,463.50	502,232.81	2.875	1.489	1.510	121	10/30/2020
3135G0U84	0907-20C	Federal Nat'l Mtg. Assoc.		02/20/2020	1,000,000.00	1,008,927.00	1,004,465.62	2.875	1.489	1.510	121	10/30/2020

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Federal Agency Coupon Securities												
3135G0H55	0908-20	Federal Nat'l Mtg. Assoc.		02/20/2020	1,500,000.00	1,512,495.00	1,502,585.13	1.875	1.499	1.520	180	12/28/2020
3135G0F73	0919-20	Federal Nat'l Mtg. Assoc.		02/24/2020	2,000,000.00	2,010,922.00	2,000,000.00	1.500	1.479	1.499	152	11/30/2020
3135G0N82	0927-20	Federal Nat'l Mtg. Assoc.		04/15/2020	1,500,000.00	1,520,986.33	1,520,065.25	1.250	0.237	0.240	412	08/17/2021
3135G0Q89	0928-20	Federal Nat'l Mtg. Assoc.		04/15/2020	1,500,000.00	1,522,620.83	1,520,464.04	1.375	0.314	0.319	463	10/07/2021
Subtotal and Average			52,971,527.78		52,135,000.00	52,983,007.49	52,585,137.98		1.328	1.347	383	
Federal Agency Disc. -Amortizing												
313385BU9	0923-20	Federal Home Loan Bank		04/15/2020	1,500,000.00	1,498,776.00	1,497,551.67	0.260	0.264	0.268	226	02/12/2021
313385CJ3	0924-20	Federal Home Loan Bank		04/15/2020	1,500,000.00	1,498,699.50	1,497,400.01	0.260	0.264	0.268	240	02/26/2021
76116FAE7	0847-18	Resolution Funding Corp		12/20/2018	1,000,000.00	999,107.00	992,380.75	2.588	2.711	2.749	106	10/15/2020
Subtotal and Average			3,985,976.01		4,000,000.00	3,996,582.50	3,987,332.43		0.873	0.885	201	
Treasury Coupon Securities												
912828R77	0769-17	U.S. Treasury		04/20/2017	2,000,000.00	2,021,876.00	1,995,552.60	1.375	1.605	1.627	334	05/31/2021
912828J8	0832-18	U.S. Treasury		09/14/2018	1,000,000.00	1,000,469.00	999,541.87	1.500	2.696	2.733	14	07/15/2020
912828XD7	0835-18	U.S. Treasury		10/15/2018	2,500,000.00	2,581,640.00	2,450,953.85	1.875	2.923	2.963	699	05/31/2022
912828XR6	0836-18	U.S. Treasury		10/15/2018	2,500,000.00	2,575,390.00	2,445,284.84	1.750	2.923	2.964	699	05/31/2022
912828XM7	0837-18	U.S. Treasury		11/07/2018	1,000,000.00	1,001,094.00	998,984.65	1.625	2.860	2.900	30	07/31/2020
9128284Y3	0856-19	U.S. Treasury		03/08/2019	1,000,000.00	1,004,063.00	1,000,199.21	2.625	2.468	2.502	61	08/31/2020
912828S55	0858-19	U.S. Treasury		03/08/2019	1,000,000.00	1,011,563.00	1,000,053.74	2.500	2.454	2.488	183	12/31/2020
912828R69	0860-19	U.S. Treasury		03/08/2019	3,000,000.00	3,126,564.00	2,931,118.91	1.625	2.426	2.459	1,064	05/31/2023
9128283Q1	0870-19	U.S. Treasury		08/16/2019	1,000,000.00	1,009,844.00	1,002,044.98	2.000	1.593	1.615	198	01/15/2021
912828Q37	0872-19A	U.S. Treasury		08/16/2019	1,500,000.00	1,511,953.50	1,496,139.79	1.250	1.578	1.600	273	03/31/2021
912828Q37	0872-19B	U.S. Treasury		08/16/2019	1,000,000.00	1,007,969.00	997,426.53	1.250	1.578	1.600	273	03/31/2021
9128284G2	0873-19	U.S. Treasury		08/16/2019	1,000,000.00	1,017,344.00	1,006,157.89	2.375	1.558	1.580	288	04/15/2021
912828L65	0882-19	U.S. Treasury		09/13/2019	1,000,000.00	1,002,969.00	999,028.22	1.375	1.747	1.771	91	09/30/2020
912828N89	0883-19	U.S. Treasury		09/13/2019	1,000,000.00	1,006,875.00	997,720.17	1.375	1.747	1.772	214	01/31/2021
912828S27	0887-19	U.S. Treasury		09/13/2019	1,000,000.00	1,009,375.00	994,191.12	1.125	1.695	1.719	364	06/30/2021
912828Y20	0888-19	U.S. Treasury		09/13/2019	1,000,000.00	1,025,313.00	1,009,288.78	2.625	1.688	1.711	379	07/15/2021
9128284S6	0893-19	U.S. Treasury		11/04/2019	6,000,000.00	6,448,128.00	6,204,983.19	2.750	1.519	1.540	1,064	05/31/2023
9128283L2	0898-19	U.S. Treasury		11/21/2019	1,000,000.00	1,007,813.00	1,001,207.54	1.875	1.585	1.607	167	12/15/2020
9128284W7	0899-19	U.S. Treasury		11/21/2019	1,000,000.00	1,028,750.00	1,012,682.15	2.750	1.578	1.600	410	08/15/2021
912828YC8	0900-19	U.S. Treasury		11/21/2019	1,000,000.00	1,015,469.00	998,825.05	1.500	1.580	1.602	426	08/31/2021
912828T34	0902-19	U.S. Treasury		11/21/2019	1,000,000.00	1,011,719.00	994,258.03	1.125	1.572	1.594	456	09/30/2021
9128285F3	0903-19	U.S. Treasury		11/21/2019	1,000,000.00	1,034,688.00	1,016,118.52	2.875	1.578	1.600	471	10/15/2021
9128285L0	0904-19	U.S. Treasury		11/21/2019	1,500,000.00	1,555,312.50	1,526,046.66	2.875	1.564	1.586	502	11/15/2021

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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	YTM 365	Days to Maturity	Maturity Date
Treasury Coupon Securities												
9128283Q1	0909-20	U.S. Treasury		02/20/2020	1,500,000.00	1,517,733.03	1,507,010.00	2.000	1.475	1.496	198	01/15/2021
912828WG1	0910-20	U.S. Treasury		02/20/2020	1,500,000.00	1,525,782.00	1,509,468.75	2.250	1.459	1.480	303	04/30/2021
912828WN6	0911-20	U.S. Treasury		02/20/2020	4,000,000.00	4,066,252.00	4,018,721.20	2.000	1.460	1.481	334	05/31/2021
9128284T4	0912-20	U.S. Treasury		02/20/2020	1,500,000.00	1,534,921.50	1,516,270.95	2.625	1.454	1.474	349	06/15/2021
9128285F3	0918-20	U.S. Treasury		02/20/2020	1,000,000.00	1,034,688.00	1,018,199.50	2.875	1.421	1.441	471	10/15/2021
912828S27	0933-20	U.S. Treasury		05/15/2020	1,500,000.00	1,514,062.50	1,514,997.15	1.125	0.120	0.122	364	06/30/2021
912828W55	0934-20A	U.S. Treasury		05/15/2020	1,000,000.00	1,032,153.28	1,032,368.91	1.875	0.158	0.160	607	02/28/2022
912828W55	0934-20B	U.S. Treasury		05/15/2020	1,500,000.00	1,548,229.92	1,548,553.37	1.875	0.158	0.160	607	02/28/2022
912828ZG8	0937-20A	U.S. Treasury		05/19/2020	1,000,000.00	1,004,096.05	1,003,987.16	0.375	0.173	0.175	638	03/31/2022
912828ZG8	0937-20B	U.S. Treasury		05/19/2020	1,500,000.00	1,506,144.07	1,505,980.74	0.375	0.173	0.175	638	03/31/2022
Subtotal and Average			54,168,646.02		51,000,000.00	52,300,243.35	51,253,366.02		1.635	1.657	504	
Total and Average			151,490,948.61		144,560,599.63	146,697,302.97	145,243,302.73		1.626	1.649	459	

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Certificates of Deposit												
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
13487203	13487203	BT	1,000,000.00	1.670	07/30/2021	10/15/2019	1.647	1.670	07/30 - At Maturity		1,000,000.00	1,000,000.00
13518474	13518474	BT	1,000,000.00	1.730	12/15/2020	10/15/2019	1.706	1.730	12/15 - At Maturity		1,000,000.00	1,000,000.00
13716374	13716374	BT	2,500,000.00	1.690	06/01/2021	10/15/2019	1.667	1.690	06/01 - At Maturity		2,500,000.00	2,500,000.00
13945546	13945546	BT	1,000,000.00	1.720	01/29/2021	10/15/2019	1.696	1.720	01/29 - At Maturity		1,000,000.00	1,000,000.00
50941	50941	FN	1,000,000.00	1.690	08/13/2021	10/16/2019	1.667	1.690	08/13 - At Maturity		1,000,000.00	1,000,000.00
50942	50942	FN	1,500,000.00	1.690	12/15/2021	10/16/2019	1.667	1.690	12/15 - At Maturity		1,500,000.00	1,500,000.00
50971	50971	FN	1,000,000.00	1.590	01/30/2021	11/21/2019	1.568	1.590	01/30 - At Maturity		1,000,000.00	1,000,000.00
50972	50972	FN	1,000,000.00	1.590	07/30/2021	11/21/2019	1.568	1.590	07/30 - 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
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
795014295	795014295	USB	3,000,000.00	1.710	06/01/2022	10/16/2019	1.687	1.710	12/01 - 06/01		3,000,000.00	3,000,000.00
795014296	795014296	USB	5,000,000.00	1.780	06/01/2023	10/16/2019	1.756	1.780	12/01 - 06/01		5,000,000.00	5,000,000.00
Certificates of Deposit Totals			34,000,000.00				2.180	2.210		0.00	34,000,000.00	34,000,000.00
Money Market												
SYS4531558874B	4531558874B	GWB	292,507.88	0.300			0.296	0.300	07/01 - Monthly		292,507.88	292,507.88
Money Market Totals			292,507.88				0.296	0.300		0.00	292,507.88	292,507.88
Passbook/Checking Accounts												
SYS6952311634B	6952311634B	WF	133,091.75	0.150			0.148	0.150	07/01 - Monthly		133,091.75	133,091.75
Passbook/Checking Accounts Totals			133,091.75				0.148	0.150		0.00	133,091.75	133,091.75
Commercial Paper Disc. -Amortizing												
62479LHX6	0906-20A	BTMUFJ	1,000,000.00	1.600	08/31/2020	02/20/2020	1.632	1.655	08/31 - At Maturity		991,422.22	997,288.89
62479LHX6	0906-20B	BTMUFJ	1,000,000.00	1.600	08/31/2020	02/20/2020	1.632	1.655	08/31 - At Maturity		991,422.22	997,288.89
62479LHX6	0906-20C	BTMUFJ	1,000,000.00	1.600	08/31/2020	02/20/2020	1.632	1.655	08/31 - At Maturity		991,422.23	997,288.89
Commercial Paper Disc. -Amortizing Totals			3,000,000.00				1.632	1.655		0.00	2,974,266.67	2,991,866.67
Federal Agency Coupon Securities												
3133EH2K8	0849-18	FFCB	1,000,000.00	1.656	11/12/2020	12/20/2018	2.149	2.178	02/12 - Quarterly	Received	1,001,510.00	1,000,291.98
3133EKNQ5	0869-19A	FFCB	1,500,000.00	2.250	11/30/2020	07/03/2019	1.876	1.902	11/30 - 05/30	Received	1,507,200.00	1,502,115.98

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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												
3133EKNQ5	0869-19B	FFCB	1,000,000.00	2.250	11/30/2020	07/03/2019	1.876	1.902	11/30 - 05/30	Received	1,004,800.00	1,001,410.65
3133EKJP2	0874-19	FFCB	1,000,000.00	2.400	04/29/2021	08/16/2019	1.568	1.590	10/29 - 04/29	Received	1,013,550.00	1,006,587.11
3133EKJP2	0886-19	FFCB	1,500,000.00	2.400	04/29/2021	09/13/2019	1.697	1.721	10/29 - 04/29	Received	1,516,275.00	1,508,276.37
3133EJ74	0913-20	FFCB	1,000,000.00	3.050	11/15/2021	02/20/2020	1.435	1.455	05/15 - 11/15	Received	1,027,232.64	1,021,524.68
3133EGL60	0914-20	FFCB	1,000,000.00	1.760	11/29/2021	02/20/2020	1.450	1.470	05/29 - 11/29	Received	1,005,054.61	1,004,018.38
3133ELFR0	0916-20	FFCB	1,000,000.00	1.625	12/27/2021	02/20/2020	1.438	1.458	06/27 - 12/27	Received	1,003,040.00	1,002,442.94
3133ELTP9	0925-20	FFCB	1,500,000.00	0.500	06/16/2021	04/15/2020	0.296	0.300	06/16 - 12/16	Received	1,503,499.89	1,502,868.08
3133ELWF7	0926-20	FFCB	1,500,000.00	0.500	07/13/2021	04/15/2020	0.509	0.516	07/13 - 01/13	41.67	1,499,700.00	1,499,792.56
3133ELTN4	0930-20	FFCB	1,500,000.00	0.530	01/18/2022	04/15/2020	0.355	0.360	07/18 - 01/18	596.25	1,504,479.00	1,504,537.49
3133ELWK6	0932-20	FFCB	1,500,000.00	0.550	10/20/2021	04/20/2020	0.562	0.570	10/20 - 04/20		1,499,550.00	1,499,609.17
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	1,135,291.01
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	999,772.17
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	999,929.57
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	997,257.24
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	1,000,886.93
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	1,000,886.93
313379RB7	0877-19	FHLB	1,000,000.00	1.875	06/11/2021	08/16/2019	1.523	1.544	12/11 - 06/11	Received	1,005,900.00	1,003,062.60
3130A1W95	0884-19	FHLB	2,000,000.00	2.250	06/11/2021	09/13/2019	1.710	1.734	12/11 - 06/11	Received	2,017,633.56	2,009,546.83
3130AHEN9	0892-19	FHLB	2,000,000.00	1.750	10/28/2022	10/28/2019	1.726	1.750	04/28 - 10/28		2,000,000.00	2,000,000.00
313378JP7	0901-19	FHLB	1,000,000.00	2.375	09/10/2021	11/21/2019	1.582	1.604	03/10 - 09/10	Received	1,013,640.00	1,009,016.27
313376C94	0905-19	FHLB	1,500,000.00	2.625	12/10/2021	11/21/2019	1.579	1.601	12/10 - 06/10	Received	1,530,885.00	1,521,690.55
313376C94	0915-20	FHLB	1,000,000.00	2.625	12/10/2021	02/20/2020	1.455	1.475	06/10 - 12/10	Received	1,020,404.19	1,016,291.96
313376Y74	0931-20A	FHLB	1,500,000.00	2.280	02/08/2022	04/15/2020	0.397	0.402	08/08 - 02/08	6,365.00	1,550,850.00	1,551,296.78
313376Y74	0931-20B	FHLB	1,000,000.00	2.280	02/08/2022	04/15/2020	0.397	0.402	08/08 - 02/08	4,243.33	1,033,900.00	1,034,197.85
313378CR0	0935-20A	FHLB	1,000,000.00	2.250	03/11/2022	05/15/2020	0.201	0.204	09/11 - 03/11	4,000.00	1,037,200.00	1,038,591.46
313378CR0	0935-20B	FHLB	1,500,000.00	2.250	03/11/2022	05/15/2020	0.201	0.204	09/11 - 03/11	6,000.00	1,555,800.00	1,557,887.20
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	997,064.22
3134G45K0	0876-19	FHLMC	1,000,000.00	1.800	05/28/2021	08/16/2019	1.550	1.571	11/28 - 05/28	Received	1,004,000.00	1,002,037.38
3137EADB2	0917-20	FHLMC	1,000,000.00	2.375	01/13/2022	02/20/2020	1.420	1.440	07/13 - 01/13	2,440.97	1,017,430.11	1,016,527.97
3137EADB2	0929-20A	FHLMC	1,500,000.00	2.375	01/13/2022	04/15/2020	0.355	0.360	07/13 - 01/13	9,104.17	1,552,500.00	1,555,250.67
3137EADB2	0929-20B	FHLMC	1,000,000.00	2.375	01/13/2022	04/15/2020	0.355	0.360	07/13 - 01/13	6,069.44	1,035,000.00	1,036,833.77
3134GVTG3	0936-20	FHLMC	1,000,000.00	0.350	05/13/2022	05/15/2020	0.345	0.350	11/13 - 05/13	19.44	1,000,000.00	1,000,019.44
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	1,495,699.12
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	1,000,579.01
3135G0U84	0907-20A	FNMA	500,000.00	2.875	10/30/2020	02/20/2020	1.489	1.510	04/30 - 10/30	Received	504,690.78	502,232.81

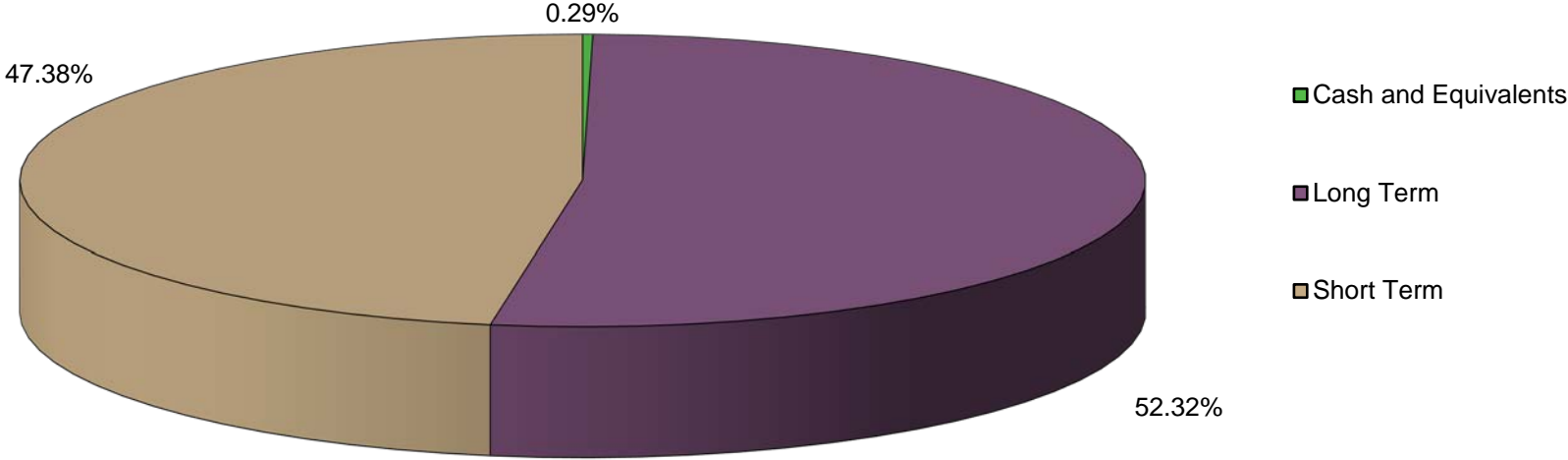
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CUSIP	Investment #	Issuer	Par Value	Stated Rate	Maturity Date	Purchase Date	YTM 360	YTM 365	Payment Dates	Accrued Interest At Purchase	Current Principal	Book Value
Federal Agency Coupon Securities												
3135G0U84	0907-20B	FNMA	500,000.00	2.875	10/30/2020	02/20/2020	1.489	1.510	04/30 - 10/30	Received	504,690.78	502,232.81
3135G0U84	0907-20C	FNMA	1,000,000.00	2.875	10/30/2020	02/20/2020	1.489	1.510	04/30 - 10/30	Received	1,009,381.55	1,004,465.62
3135G0H55	0908-20	FNMA	1,500,000.00	1.875	12/28/2020	02/20/2020	1.499	1.520	06/28 - 12/28	Received	1,504,498.41	1,502,585.13
3135G0F73	0919-20	FNMA	2,000,000.00	1.500	11/30/2020	02/24/2020	1.479	1.499	05/30 - 11/30	Received	2,000,000.00	2,000,000.00
3135G0N82	0927-20	FNMA	1,500,000.00	1.250	08/17/2021	04/15/2020	0.237	0.240	08/17 - 02/17	3,020.83	1,520,235.00	1,520,065.25
3135G0Q89	0928-20	FNMA	1,500,000.00	1.375	10/07/2021	04/15/2020	0.314	0.319	10/07 - 04/07	458.33	1,523,340.00	1,520,464.04
Federal Agency Coupon Securities Totals			52,135,000.00				1.328	1.347		42,359.43	52,609,341.77	52,585,137.98
Federal Agency Disc. -Amortizing												
313385BU9	0923-20	FHLB	1,500,000.00	0.260	02/12/2021	04/15/2020	0.264	0.268	02/12 - At Maturity		1,496,717.51	1,497,551.67
313385CJ3	0924-20	FHLB	1,500,000.00	0.260	02/26/2021	04/15/2020	0.264	0.268	02/26 - At Maturity		1,496,565.84	1,497,400.01
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	992,380.75
Federal Agency Disc. -Amortizing Totals			4,000,000.00				0.873	0.885		0.00	3,945,483.35	3,987,332.43
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	1,995,552.60
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	999,541.87
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	2,450,953.85
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	2,445,284.84
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	998,984.65
912828Y3	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	1,000,199.21
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	1,000,053.74
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	2,931,118.91
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	Received	1,005,350.00	1,002,044.98
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	1,496,139.79
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	997,426.53
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	Received	1,013,000.00	1,006,157.89
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	999,028.22
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	Received	994,609.38	997,720.17
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	Received	989,531.25	994,191.12
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	Received	1,016,445.31	1,009,288.78
9128284S6	0893-19	US TRE	6,000,000.00	2.750	05/31/2023	11/04/2019	1.519	1.540	11/30 - 05/31	Received	6,251,220.00	6,204,983.19
9128283L2	0898-19	US TRE	1,000,000.00	1.875	12/15/2020	11/21/2019	1.585	1.607	12/15 - 06/15	Received	1,002,820.00	1,001,207.54
9128284W7	0899-19	US TRE	1,000,000.00	2.750	08/15/2021	11/21/2019	1.578	1.600	02/15 - 08/15	Received	1,019,580.00	1,012,682.15
912828YC8	0900-19	US TRE	1,000,000.00	1.500	08/31/2021	11/21/2019	1.580	1.602	02/29 - 08/31	Received	998,210.00	998,825.05

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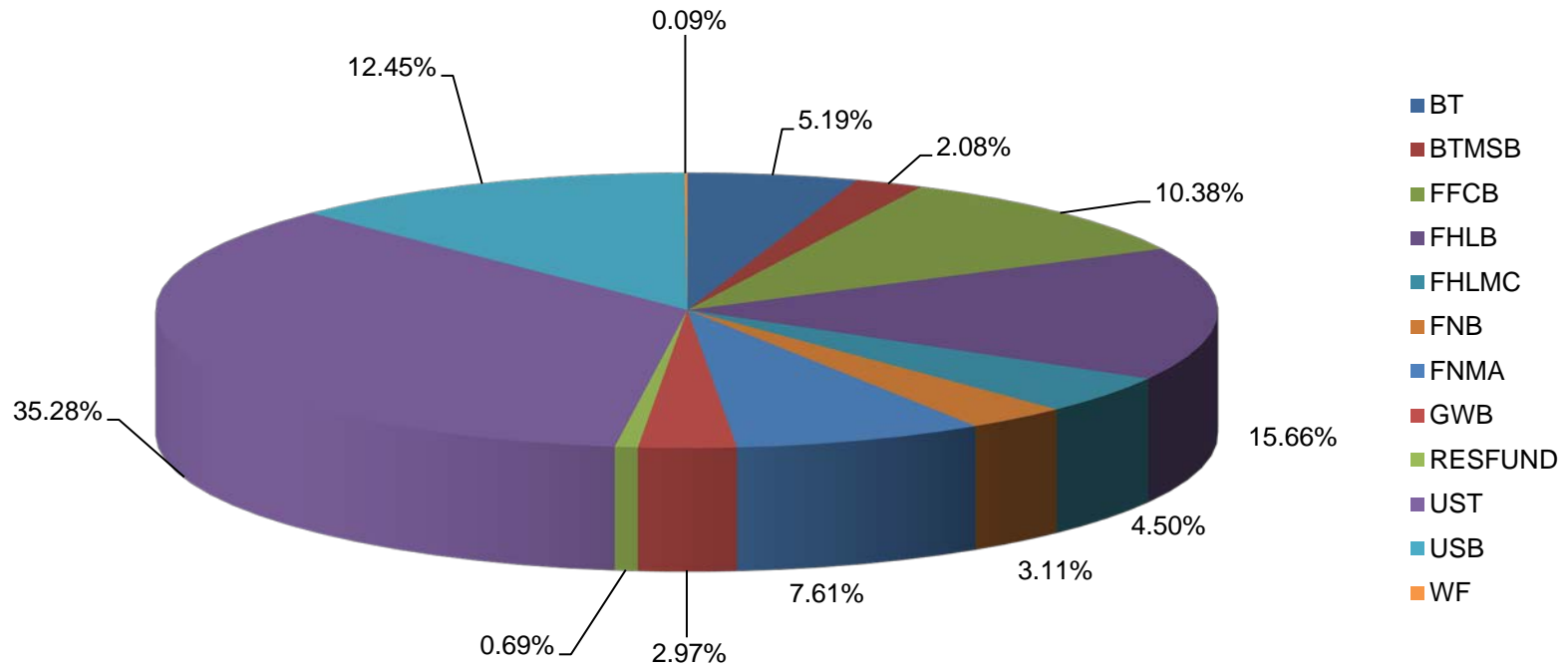
CUSIP	Investment #	Issuer	Par Value	Stated Rate	Maturity Date	Purchase Date	YTM 360	YTM 365	Payment Dates	Accrued Interest At Purchase	Current Principal	Book Value
Treasury Coupon Securities												
912828T34	0902-19	US TRE	1,000,000.00	1.125	09/30/2021	11/21/2019	1.572	1.594	03/31 - 09/30	Received	991,450.00	994,258.03
9128285F3	0903-19	US TRE	1,000,000.00	2.875	10/15/2021	11/21/2019	1.578	1.600	04/15 - 10/15	Received	1,023,750.00	1,016,118.52
9128285L0	0904-19	US TRE	1,500,000.00	2.875	11/15/2021	11/21/2019	1.564	1.586	05/15 - 11/15	Received	1,537,617.19	1,526,046.66
9128283Q1	0909-20	US TRE	1,500,000.00	2.000	01/15/2021	02/20/2020	1.475	1.496	07/15 - 01/15	2,967.03	1,506,738.28	1,507,010.00
912828WG1	0910-20	US TRE	1,500,000.00	2.250	04/30/2021	02/20/2020	1.459	1.480	04/30 - 10/31	Received	1,513,593.75	1,509,468.75
912828WN6	0911-20	US TRE	4,000,000.00	2.000	05/31/2021	02/20/2020	1.460	1.481	05/31 - 11/30	Received	4,026,120.00	4,018,721.20
9128284T4	0912-20	US TRE	1,500,000.00	2.625	06/15/2021	02/20/2020	1.454	1.474	06/15 - 12/15	Received	1,522,425.00	1,516,270.95
9128285F3	0918-20	US TRE	1,000,000.00	2.875	10/15/2021	02/20/2020	1.421	1.441	04/15 - 10/15	Received	1,023,300.00	1,018,199.50
912828S27	0933-20	US TRE	1,500,000.00	1.125	06/30/2021	05/15/2020	0.120	0.122	06/30 - 12/31	Received	1,516,933.59	1,514,997.15
912828W55	0934-20A	US TRE	1,000,000.00	1.875	02/28/2022	05/15/2020	0.158	0.160	08/31 - 02/28	3,872.28	1,030,703.12	1,032,368.91
912828W55	0934-20B	US TRE	1,500,000.00	1.875	02/28/2022	05/15/2020	0.158	0.160	08/31 - 02/28	5,808.42	1,546,054.69	1,548,553.37
912828ZG8	0937-20A	US TRE	1,000,000.00	0.375	03/31/2022	05/19/2020	0.173	0.175	09/30 - 03/31	502.05	1,003,720.00	1,003,987.16
912828ZG8	0937-20B	US TRE	1,500,000.00	0.375	03/31/2022	05/19/2020	0.173	0.175	09/30 - 03/31	753.07	1,505,580.00	1,505,980.74
Treasury Coupon Securities Totals			51,000,000.00				1.635	1.657		13,902.85	51,162,778.69	51,253,366.02
Investment Totals			144,560,599.63				1.626	1.649		56,262.28	145,117,470.11	145,243,302.73

Portfolio by Asset Class



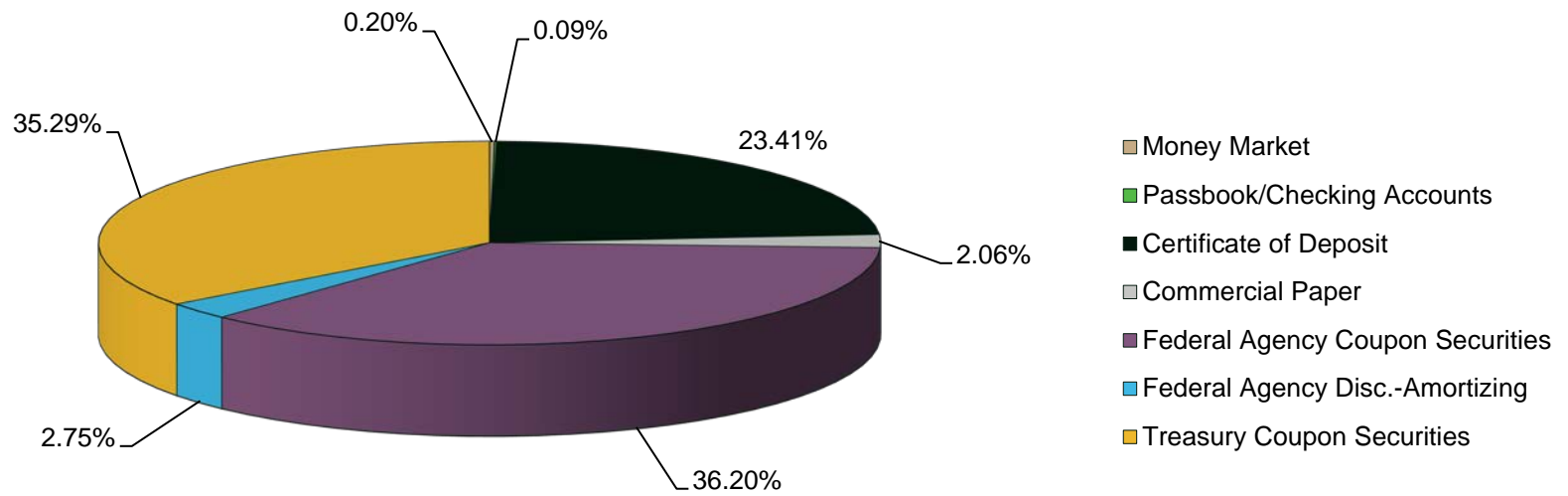
For Fiscal Year Ending June 30, 2020

Par Value by Issuer Graph



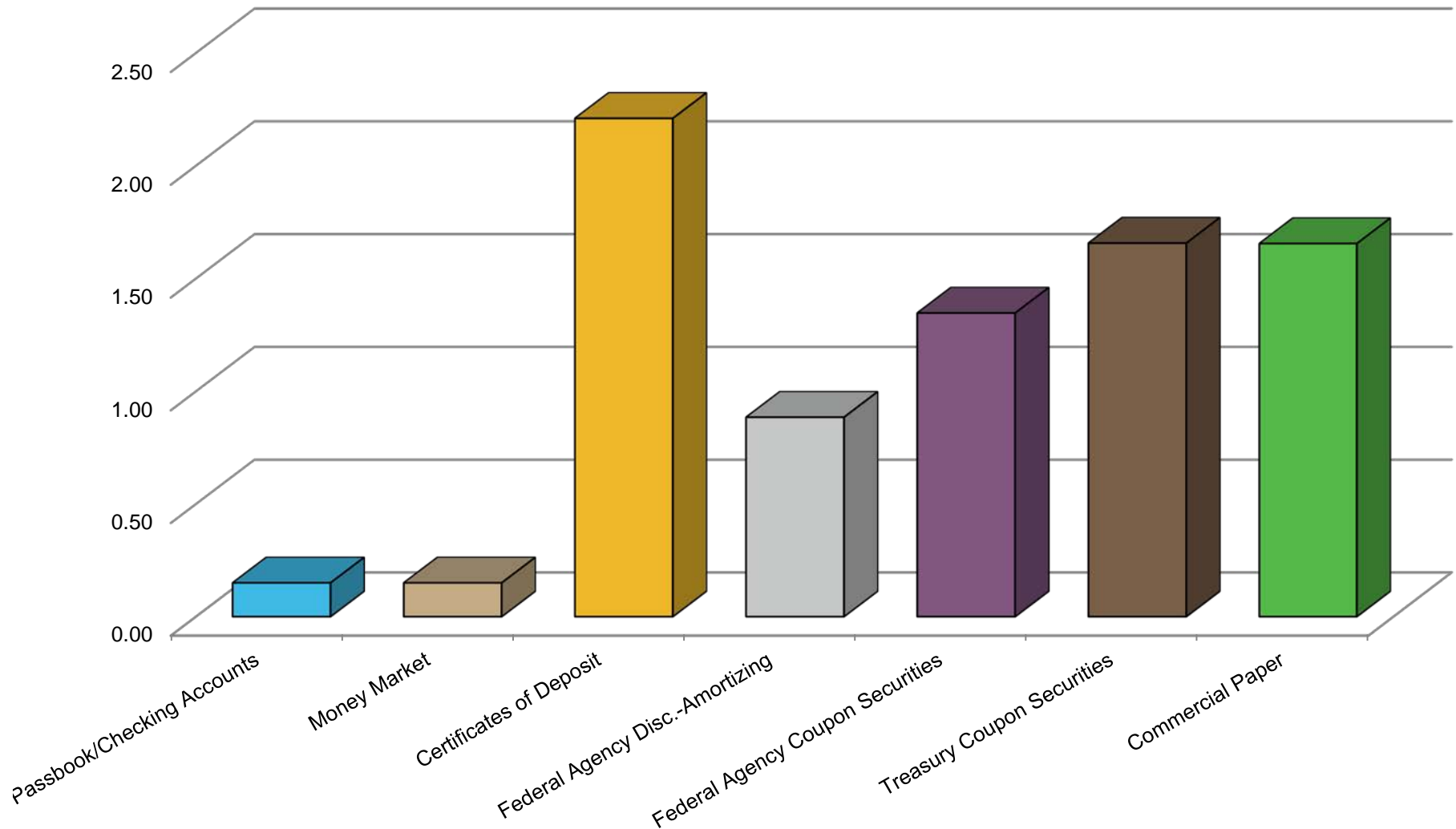
For Fiscal Year Ending June 30, 2020

Book Value By Investment Type



For Fiscal Year Ending June 30, 2020

Investment Yield by Type



For Fiscal Year Ending June 30, 2020



Caring People ♦ Quality Programs ♦ Exceptional Service

MEMO

Item No. 10

TO: Members of the City Council

FROM: John A. Haila, Mayor

DATE: July 28, 2020

SUBJECT: Appointment to Fill Vacancy on the Civil Service Commission

Charles Ricketts, member of the Civil Service Commission, had submitted his resignation from the Civil Service Commission. Since Charles' term of office does not expire until April 1, 2024, an appointment needs to be made to fill this vacancy.

Therefore, I request that the City Council approve the appointment of Kim Linduska to fill an unexpired term of office on the Civil Service Commission.

JAH/alc

COUNCIL ACTION FORM

SUBJECT: CYCLONES CARE PUBLIC HEALTH CAMPAIGN AND BUDGET

BACKGROUND:

In an effort to reduce the transmission the COVID-19 virus through Story County, the City of Ames has the opportunity to partner with community organizations through a unified, collaborative public health campaign developed by Iowa State University. “Cyclones Care” is a public health education campaign focused around four pillars of healthy behavior.

Developed by Iowa State communicators with input from experts on behavioral change, accessibility, and diversity, Cyclones Care promotes responsible decision-making to reduce COVID-19 transmission. While initially created for the campus community, other organizations, such as the City of Ames, have embraced the message and are promoting it.

With community-wide compliance, these four actions make the greatest impact in ensuring that our local health care facilities can keep up and treat sick people who need medical attention:

1. Wear a face covering
2. Maintain physical distancing of 6 feet or greater
3. Wash/sanitize your hands frequently
4. Stay home if you're sick

A marketing plan is being developed to promote compliance with the Cyclones Care message. The plan includes interior and exterior CyRide bus boards, a billboard, social media, digital media, and some traditional communication tools (print, radio, etc.).

Iowa State University has committed to fund the campaign at \$10,000, and the Ames Chamber of Commerce has committed \$5,000. Other organizations are still considering a financial contribution. **All local organizations contacted about Cyclones Care have agreed to support and promote the Cyclones Care message through their own communications regardless of their ability to contribute to a paid public health education campaign.** Leveraging the support of key community organizations is critical to reach as many citizens as possible both on and off Iowa State University campus.

The unified message through Story County will help citizens understand the importance of their actions and their personal role in keeping others safe, our business and services open, and our healthcare systems operating effectively.



ALTERNATIVES:

1. The City Council can approve the allocation of \$10,000 from the City's 2020/21 Contingency Account contingent on Iowa State University allocating \$10,000 for Cyclones Care education, outreach, and promotion.
2. The City Council can approve some other amount from the City's 2020/21 Contingency Account contingent on Iowa State University allocating \$10,000 for Cyclones Care education, outreach, and promotion.
3. Do not approve the request

CITY MANAGER'S RECOMMENDED ACTION:

A consistent public health message communicated throughout the community is an important educational tool to keep citizens informed and engaged with COVID-19 mitigation. The opportunity to share the message through partnerships with Iowa State University, the medical community, Ames Chamber, Story County, and many local businesses is very unique, but also very effective.

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

COUNCIL ACTION FORM

SUBJECT: COOPERATIVE AGREEMENT BETWEEN AMES HUMAN RELATIONS COMMISSION AND IOWA CIVIL RIGHTS COMMISSION

BACKGROUND:

The City has regularly contracted with the Iowa Civil Rights Commission (ICRC) to manage the intake and resolution of civil rights complaints. ICRC offers funds to cities willing to enter into these agreements on a fee-per-case basis. **The agreement allows the City to use these resources to assist complainants with obtaining and filling out complaint forms and ensuring they are complete and valid. The forms are then forwarded to ICRC for investigation.**

The agreement also provides for the City to handle the resolution of complaints, including the investigation and conclusion of the cases. **Neither participating in the intake or investigation process is mandatory under the cooperative agreement. It simply provides a procedure if the City wishes to perform either of these functions.**

ICRC has presented a new agreement for the fiscal year ending June 30, 2021. The Ames Human Relations Commission has reviewed the agreement and recommended its approval.

ALTERNATIVES:

1. Approve the cooperative agreement between the Ames Human Relations Commission and Iowa Civil Rights Commission.
2. Do not approve the agreement.

CITY MANAGER'S RECOMMENDED ACTION:

This agreement formalizes the mechanism that may be used by the City to transfer civil rights complaints to the Iowa Civil Rights Commission for investigation. ICRC will compensate the City for acting as the intake agent under this agreement. The City and ICRC have maintained this arrangement for many years.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the cooperative agreement between the Ames Human Relations Commission and the Iowa Civil Rights Commission.

KIM REYNOLDS, GOVERNOR
ADAM GREGG, LT. GOVERNOR

ELIZABETH A. JOHNSON, EXECUTIVE DIRECTOR

July 7, 2020

Ms. Deb Schildroth
515 Clark Avenue
Ames, IA 50010

Re: FY21 Cooperative Agreement Proposals

Dear Ms. Schildroth,

I hope this communication finds you and your agency well. The past fiscal year – and particularly the past four months – has been filled with new challenges and struggles as we in the civil rights field have worked to end discrimination during a global pandemic and a re-invigorated nationwide movement for long-fought-for equality. We faced and overcame hurdles we could not have imagined one year ago, and simultaneously we came to terms with the racial injustice still plaguing our nation and its institutions and we are still grappling with how to best play our role in this fight.

Enclosed please find the FY20 proposed cooperative agreement. Please continue using the electronic submission spreadsheet that was sent to you last year. I am happy to address any questions related to that issue. Where a complaint is eligible for federal disbursement pursuant to the ICRC's work-sharing agreements with the EEOC and HUD, if the ICRC's claim is rejected, there will be no payment to the local commission. In order to ensure fairness for all local commissions, I am not able to change the terms of the agreement for any one agency. The total amount of funds the ICRC will spend on this program is \$33,000. These funds will be provided on a first come, first serve basis. Once the \$33,000 has been expended, we will no longer be able to provide reimbursement. We will let you know if we get close to using up all of the funding.

If your agency intends to sign a workshare agreement, we must receive the signed agreement no later than September 1, 2020. This should allow sufficient time for your agency to coordinate and collect the appropriate signatures as required by your local ordinances or city government. This cut-off date ensures that I can better manage the ICRC budget and resources.

I hope you will consider taking advantage of this program, which provides an excellent opportunity for your commission to receive funds from the ICRC, help reduce your caseload/backlog, and does not obligate your agency to refer any cases to the ICRC beyond those you would like to get reimbursement for. Those local commissions with direct agreements with the EEOC and/or HUD will not be eligible for payment by the ICRC if payment is also received by the EEOC or HUD, as such would be considered double-dipping. Additionally, please note that the amount of disbursement by the ICRC for intake on EEOC cases under the ICRC cooperative agreement is higher than the amount paid by the EEOC.

Please do not hesitate to contact me if you have any questions.

Most sincerely,



Elizabeth A. Johnson
Executive Director
Iowa Civil Rights Commission
400 East 14th Street
Des Moines, IA 50319
Elizabeth.Johnson@iowa.gov
Phone (515) 281-4576

Enc: FY21 Contract

COOPERATIVE AGREEMENT
Between Ames Human Relations Commission
&
IOWA CIVIL RIGHTS COMMISSION

1. **Definitions:** As used in this Cooperative Agreement the following terms are defined as follows:

- a) "ICRC" means the Iowa Civil Rights Commission.
- b) "Local agency" means Ames Human Relations Commission and must comply with the requirements of Iowa Code §216.19
- c) "Fiscal Year 2021" runs from July 1, 2020 to June 30, 2021.

2. **Authority:** In order to effectuate the purposes of the "Iowa Civil Rights Act," (ICRA) the ICRC now enters into a Cooperative Agreement with the Ames Human Relations Commission. Iowa Code §216.19.

3. **Purpose:** Our purpose is to assist local agencies in resolving discrimination complaints and to reduce case backlogs without compromising quality or the integrity of the system. We have designed criteria to ensure an efficient, effective, and coordinated effort between the ICRC and local agencies.

4. **Scope:** Under this Cooperative Agreement, ICRC contracts with the Ames Human Relations Commission for the satisfactory intake and resolution of complaints whose allegations fall within the prohibitions of Iowa Code §§216.6, 216.6A, 216.7, 216.8, 216.8A, 216.9, 216.10 and 216.11. This Cooperative Agreement does not cover complaints that do not fall within these sections of the Iowa Code.

3. **Period:** This Cooperative Agreement will run during Fiscal Year 2021. There is no commitment on the part of ICRC to contract with the Ames Human Relations Commission for the resolution of complaints after June 30, 2021.

4. **Total Amount:** The total amount ICRC can be required to spend, as aggregate compensation to all contracting local commissions for work performed under cooperative agreements for Fiscal Year 2021 is \$33,000.00 maximum. If insufficient funds exist for payment of all cases tendered for payment by the contracting Local Commissions, payment shall be allocated on a first-come first-served basis, according to the date of submission of the intakes or resolutions to the ICRC.

5. **Payment Date:** ICRC agrees to provide payment on a quarterly basis based upon satisfaction of the conditions established in this agreement. Payment will be provided for work performed and accepted under this Agreement by the ICRC, and in the case of cases cross-filed with the EEOC or HUD, when credit has been approved by that agency. Payment will be provided only for cases that are determined by the ICRC to be jurisdictional under the ICRA, if the complaints are timely received by the ICRC, and in the case of cases cross-filed with the EEOC or HUD, credit has been approved by that agency. In the case of payment for intake services, ICRC accepts the work if/when ICRC opens the case file corresponding to the intake. Payment is conditioned upon execution of this contract which must be accomplished and returned to the

ICRC no later than September 1, 2020. Agreements presented after that date will be rejected by the ICRC absent prior written approval for late submission by the Director of the ICRC.

6. **Payment Schedule***:**

(a) **Intakes:** See attached Schedule A for breakdown of reimbursement rates based on the timing of receipt of the complaint for housing and non-housing referrals to the ICRC. For purposes of the contract, intake is defined as receipt by the ICRC of a completed, signed, jurisdictional complaint in any area covered by the ICRA, including housing, that are forwarded to the ICRC for processing and investigation, with accompanying release, contact information and jurisdictional review documentation. If the ICRC complaint form is used, it will not be necessary to submit the jurisdictional review documentation. All information noted on the jurisdictional review documentation must be provided to the ICRC with the intake documentation. No payment will be made for non-housing intakes that are more than 60 days old or housing intakes that are more than 30 days old on the date received by the ICRC.

(b) **Resolutions:** See Schedule A (attached) for definitions and rate of payment based on time received. For purposes of the contract, resolution includes case closures resulting in Satisfactory Adjustments, Administrative Closures for reasons *other than* failure to cooperate or unable to locate, No Probable Cause Orders, Probable Cause Orders or closures after Public Hearings. In the case of administrative closures for failure to cooperate or failure to locate complainant, no reimbursement will be provided. Further, this clause does not apply to resolutions submitted by the local agency to the EEOC or HUD for contract credit or payment by the federal agencies, in which case, the ICRC will provide no payment. Settlement agreements for cross-filed EEOC cases **cannot include** a no-rehire clause or global release and **must indicate** in the agreement itself that the agreement was signed voluntarily. These are EEOC requirements that will not be waived by the EEOC and cannot be waived by the ICRC. Any agreements with language that includes the impermissible language or that is missing the required EEOC voluntary settlement language will be rejected by the ICRC (and EEOC) and no payment will be made until the settlement agreements are revised accordingly. Resolution date shall be the date of receipt of the case closure by the ICRC. In the case of resolutions on complaints cross-filed with the EEOC, if the EEOC refuses credit for the resolution, the ICRC's payment obligations under this agreement shall be extinguished. HUD prohibits ICRC from seeking credit for housing complaints cross-filed with HUD, and any such complaints should be referred to the ICRC for investigation after intake.

(c) **Jurisdictional:** Any and all complaints submitted for credit and payment must be jurisdictional, including meeting the 300 day limit when the complaint is **received by the ICRC**, and must be a claim under the Iowa Civil Rights Act.

7. **Maintenance of Effort:** Iowa Code §216.19(2) provides that a city with a population of 29,000 or greater shall to maintain an independent local civil/human rights agency, shall structure and adequately fund

the local human/civil rights agency in order to effect cooperative undertakings with ICRC and to aid in effectuating the purposes of the "Iowa Civil Rights Act," and when staff is provided, the local agency or commission shall have control over such staff. The ICRC reserves the right to deny payment for closures which appear to have been adversely affected by a failure to comply with this code section or any other reasonable indication of lack of independence or neutrality by the local agency in its investigation of the complaint, and such may serve as grounds justifying termination of this agreement.

8. **Information Sharing:** Pursuant to I.A.C r. 161—11.10, the filing of a complaint or confidential information pertaining to a complaint covered by this agreement may be shared between the parties to this agreement as part of the routine use of such records, to administer the program for which the information is collected.

9. **Confidentiality:** Pursuant to I.A.C r. 161—1.6(4)(e)(4) and Iowa Code Section 215.15(5), the Ames Human Relations Commission agrees not to disclose the filing of a complaint or confidential information pertaining to a complaint covered by this agreement until the complaint has been officially set for public hearing. Once a complaint has been officially set for public hearing, the Ames Human Relations Commission agrees not to disclose confidential information pertaining to the complaint that is not publically available, except as allowed by ICRC's rules.

10. **Reports:** The local agency agrees to submit quarterly reports on the electronic templates provided by the ICRC to ICRC listing each intake and resolution submitted for contract credit or payment under this Agreement. Quarterly Reports are due, as applicable, on **October 5, 2020** (for July 1 – September 30, 2020 activity); **January 5, 2021** (October 1 – December 31, 2020 activity); **April 5, 2021** (for January 1 - March 31, 2021 activity), and **July 15, 2021** (for April 1 - June 30, 2021 activity). Payments under this contract will be made after the Quarterly Reports are completed and submitted to the ICRC. Failure to provide Quarterly reports within 30 days of due date will result in forfeiture of funds for the quarter for which the quarterly report is not timely filed. As a condition of final payment, the local commission must submit, and ICRC must have received, all cases no later than July 15, 2021. Cases submitted after July 15, 2021, will not be paid.

11. **Training.** ICRC and the local agency will cooperate in planning, sponsoring, and conducting necessary complaint processing training for staff and commissioners.

12. This contract recognizes the 300-day filing period for initial complaints, as set forth in Iowa Code Ch. 216, is measured by the day the complaint *is received by the ICRC*, not the day received by the local commission. Therefore, local commissions **are responsible for ensuring that cases are received by the ICRC within 300 days of the date of the last incident of discrimination.** The local agency agrees that complaints that are not received by the ICRC within the 300 day time limit **are not jurisdictional** on their face and **no payment will be made in that case.** To be considered received by the ICRC, the complaint

must be physically received by the ICRC either through mail, fax, personal delivery or by email, by 4:30 pm, Monday through Friday. The ICRC prefers email (icrc@iowa.gov) over fax, as email has historically been more reliable. Complaints received (or sent by email) after 4:30 pm will be considered filed on the next business day.

13. **Closures.** Closure submissions for case resolutions must include the following closing documents from the local commission: Copies of closures notices sent to all parties by the local commission and a copy of the local commission's findings/decision. *All closure documents including settlement agreements and withdrawals must include local and state case numbers, and when cross-filed with EEOC, federal case number.* Payment may be denied if closure papers or settlement agreements do not include case numbers, or if any case number is incorrect. ICRC may be required to obtain a full copy of the case file maintained by the local commission. The copies should be provided to ICRC at no cost and within two weeks of request.

If required by your local protocol, ordinance or practice, separate signature lines have been provided for your Mayor and Commission Chair.

Mayor

Date

Chairperson, Ames Human Relations Commission

Date

Elizabeth A. Johnson, Executive Director, Iowa Civil Rights Commission

Date

SCHEDULE A

***The following summarizes the payment schedule.

Intake: (See definition for Intake below)	Complaint sent to ICRC for processing and investigation within 7 days (housing) or 30 days (non-housing) of initial filing date with local agency.	\$500 for housing cases eligible for cross-filing with HUD; \$250 for employment cases eligible for cross-filing with EEOC; \$125 for cases not eligible for cross-filing
	Complaint sent to ICRC for processing and investigation greater than 7 days but within 30 days (housing); greater than 30 days but within 60 days (non-housing) of initial filing date with local agency.	\$250 for housing cases eligible for cross-filing with HUD; \$150 for employment cases eligible for cross-filing with EEOC; \$75 for cases not eligible for cross-filing
	Complaint sent to ICRC for processing and investigation greater than 30 days (housing) or 60 days (non-housing) of initial filing date with local agency.	\$0
Resolutions for Non-housing Cases: (See definition for Resolutions below)	Complaint Resolutions sent to ICRC for closure processing within 180 days of initial filing date with local agency.	\$325 for cases eligible for cross-filing with EEOC; \$100 for cases not eligible for cross-filing
	Complaint Resolutions sent to ICRC for closure processing greater than 180 days but within 600 days of initial filing date with local agency.	\$200 for cases eligible for cross-filing with EEOC; \$50 for cases not eligible for cross-filing
	Complaint Resolutions sent to ICRC for closure processing greater than 600 days of initial filing date with local agency.	\$0

For the purpose of this contract the definition for the terms of payments are as follows:

“INTAKE”

A completed and signed complaint that meets the jurisdictional requirements of ICRA and forwarded to the ICRC for initial processing and investigation with accompanying release, contact information and jurisdictional review documentation.

“RESOLUTIONS”

Case closures resulting in an administrative closure (except for failure to cooperate or locate Complainant); conciliated and settled cases; satisfactory adjustments; No Probable Cause Orders; Probable Cause Orders; and closures after Public Hearing.

“INITIAL FILING”

Initial filing date will be determined by local file-stamp receipt date shown on the complaint. All complaints must show a local file-stamp receipt date. Credit may be rejected for complaints without a local file-stamp receipt date.

COUNCIL ACTION FORM

SUBJECT: URBAN DEER MANAGEMENT PROGRAM-BOW HUNTING

BACKGROUND:

Over the past decade, Ames has experienced citizen complaints about deer damage, car-deer collisions, and other issues associated with high concentrations of whitetail deer within the City. In an attempt to address these concerns, a Special Urban Deer Task Force (SUDTF) was convened in 2006. The city ordinance establishing the SUDTF requires an annual report to the City Council. **Previous Task Force recommendations to the City Council have included an annual survey of deer populations, a ban on deer feeding, public education efforts, and limited urban bow hunting of deer.**

Urban deer hunting has been conducted in a limited number of locations under special rules administered by the Police Department. All participants must purchase a special tag and register with the Police Department. Rules also require participants to pass a safety course, proficiency test, hunt only from tree stands situated at least 85 feet from trails, and limit shots to 75 feet or less.

An aerial count of deer is generally conducted by the DNR under a cost-sharing arrangement with the City. The aerial survey was not conducted this year due to weather conditions. Deer densities exceeding 30 deer/square mile are generally thought to be the most likely to have human-deer conflict at a level where intervention is warranted. In recent years, the overall deer densities have exceeded this threshold in three or more of the seven survey areas in the City. The trend toward higher concentrations in west Ames continued to be evident in hunter feedback from the past year.

Again, last year, hunting was allowed on private property if there were three or more acres available and hunting was supported by adjacent property owners. Because of the broad array of views in the community, the Special Urban Deer Task Force had endorsed two categories of private property hunts. In the first category, hunts on wooded or agricultural tracts are reviewed by the Police Department and, if the property met the program criteria, it could be approved for hunting. In the second category, locations that were primarily residential properties would be reviewed by the Police Department and then publicized in a manner that would seek additional input from other residents in the neighborhood. **There were two private wooded/agricultural tracts that continued to be approved for hunting this year. There were no residential properties evaluated or approved for hunting. During 2019, there were 22**

deer harvested in the urban zone. Additional licensed hunting occurred in the perimeter zone around Ames, but outside the city limits.

The Urban Deer Task Force did not meet this year. Information was shared by email and Task Force participants were invited to vote on five items continuing the status quo. Comments from Task Force members came from individuals involved in wildlife conservation or wildlife management. These comments supported continued bow hunting since even the limited harvest contributes to population control. This perspective also supported bow hunting of deer as a safe intervention that allows property owners in specific neighborhoods or locations to address a problem with deer concentrations. The representatives who typically voiced concerns about urban hunting did not comment or vote this year. Iowa Department of Natural Resources staff, Ames Animal Control Supervisor, and Police staff supported the recommendations but are not reflected in the voting. Due to the limited scope of feedback, a social media posting sought citizen comments on urban deer. No feedback was received other than three program participants indicated that they hoped it would continue and allow participation in the future. The recommendations and votes of the task force members are:

1. Continue the city hunt locations (city properties).
Favor (3) Oppose (0) Abstain (0)

2. Continue current city rules (regulating hunting methods and locations).
Favor (3) Oppose (0) Abstain (0)

3. Continue the current private property process distinguishing wooded/agricultural from residential areas with additional consensus required for hunting in a residential area.
Favor (3) Oppose (0) Abstain (0)

4. Continue to request the buck incentive to encourage hunter participation and harvest.
Favor (3) Oppose (0) Abstain (0)

5. Continue the helicopter population survey in alternate years.
Favor (3) Oppose (0) Abstain (0)

A majority of the Task Force members support the continuation of hunting in designated city locations. Dates for these locations were recommended by the Parks and Recreation staff.

The Iowa Department of Natural Resources (DNR) establishes 'legal hunting hours' (one-half hour before sunrise that continue to one-half hour after sunset) and the 'dates' (September 12 to January 10) for the City of Ames. However, the

city can modify these hours and dates as long as they fall within the overall DNR timeline as noted above.

Following last year's approach and taking the DNR established hours and dates into consideration, staff recommends the following locations, dates, and times for deer hunting.

NON-PARK / PUBLIC AREA

Wooded City property south of the Hunziker Youth Sports Complex:

Weekdays: One-half hour before sunrise and ending at 11:00 AM,
September 12 to November 13

Weekends: No hunting until November 14

Daily beginning November 16, DNR legal hunting hours (following the anticipated conclusion of the youth sport season)

City property north of the landfill in east Ames off Watt Street (does not include water plant or adjacent construction areas):

DNR legal hunting hours beginning September 12

PARKLAND AREAS

South River Valley Park:

Weekdays: One-half hour before sunrise ending by 4 PM September 14 to October 30 (hours not used by sport leagues)

Weekends: One-half hour before sunrise ending by 8 AM, September 12 to September 1 (hours not used by sport leagues)

Daily beginning November 2 DNR legal hunting hours (following the conclusion of sport leagues)

Gateway Park: Restricted to the west timber

Daily beginning September 12: DNR legal hunting hours

Homewood Golf Course:

Daily following course closure for the season (Anticipated closure is November 1)

Inis Grove Park

Daily beginning after the close of Homewood Golf Course-limited locations designated by Parks and Recreation staff.

All dates are subject to adjustment by the Ames Police Department for safety related issues. Hunting may be temporarily suspended by the Ames Police Department in any location for safety-related reasons.

In addition, the Urban Deer Task Force recommends continuation of the process allowing private property or other non-city, public property to be enrolled as urban deer hunting locations. The process of establishing eligibility requires the owner or lawful agent in control of the property to submit a written request for participation to the Police Department. Requests must include owner/agent permission for at least three contiguous acres, a map of the property, and a listing of any additional rules or restrictions being proposed. This may include limitations on who may hunt on the property. The City Hunt Manager (Police Department) will evaluate the property and treat it as one of two types:

1. **Wooded/agriculture property** will be reviewed to ensure the suitability of the proposed location, proximity to adjacent properties, and any special hazards or concerns.
2. **Residential locations** will receive a similar initial review by the City Hunt Manager, followed by notification of adjacent property owners. This will be done by the property owner or hunter(s) using city forms. For residential locations to be approved, neighbors within 200 yards of the stand must approve of the hunting. This will involve the signature of one owner or resident of the affected property. Neighbors within 400 yards of the stand must be notified of the proposed hunt.

One or more signs will be posted at these locations and all other rules will apply.

ALTERNATIVES:

1. Approve bow hunting within the park system, city property, and other eligible property as detailed in the Urban Deer Management ordinance and rules as listed above. In addition, request staff return to the Council with an update to the ordinance that modifies the Urban Deer Task Force reporting requirements from an annual report to a report at least once every five years.
2. Approve bow hunting within the park system, city property, and other eligible property as detailed in the Urban Deer Management ordinance and rules as listed above.
3. Approve bow hunting only in the city locations specified in this proposal and do not allow additional properties to be considered.
4. Do not approve bow hunting as proposed in the Urban Deer Management ordinance and rules listed above.

CITY MANAGER'S RECOMMENDED ACTION:

The Iowa DNR, Special Urban Deer Task Force, Parks and Recreation Commission, staff members within Parks and Recreation, the Police Department and Animal Control all support the continuation of the Urban Deer Management ordinance and rules. This framework for this program has been stable in recent years. It allows limited use of bowhunting under controlled circumstances to assist neighborhoods in reducing deer problems. Changing the reporting cycle from an annual report to at least every five years will allow more efficient use of staff time while also keeping the City Council informed.

Therefore, it is the recommendation of the City Manager that the City Council approve Alternative #1; whereby the Council would approve bow hunting in designated locations including the park system and City property as detailed in the current Urban Deer Management ordinance and rules and request that staff bring back a ordinance change that modifies the Urban Deer Task Force reporting requirements from an annual report to a report at least once every five years.

Ames Aerial Deer Survey Results
2019

The table below shows results of deer observed by helicopter survey on February 14th, 2019 using a Hughes OH-6 helicopter—this helicopter was much more efficient and resulted in drastically reduced survey time. Observers were Andy Kellner and Jenny Swanson. Conditions for the survey were good in all habitat types flown. Snow depth was 6”-8” and some beds were observed. The sky was fair, and wind was increasing from the west and north. Temperatures were right around 32 degrees. Some shadows were present, but observation conditions were fair. Most deer were bedded but some moved at the helicopter’s presence. The areas surveyed were flown along the contour or with transects and areas were circled if necessary when deer were spotted.

Results from this year’s aerial survey showed a 18% decrease overall compared to 2018. Looking at the survey areas, 6 of the 9 are below the goal of 30 deer/sq. mile. The riparian survey areas 1, 2, 3, 4 still show a good deal of variability each year. Some of the larger variability this year can be explained by the severity and length of winter weather as deer yard up near available food sources.

In the urban zone, 14 of 50 licenses were sold. 6 antlerless and 1 buck were registered as harvested. These numbers are down from previous seasons. In the adjacent perimeter zone, 30 of 50 licenses were sold and 3 does and 1 button buck were harvested. A few more deer may have been harvested on regular season deer licenses, which cannot be separated at this level. The continued annual harvest of does, in both the urban and perimeter zones, reduces potential deer numbers directly and indirectly through abated recruitment of fawns. It is likely that not all of these deer would have been permanently associated with the city of Ames, but this reduction has kept deer numbers down and reduced the growth of the herd. There is some concern for continued downward trend in hunter participation. This may be due to outreach and education about the hunting zones.

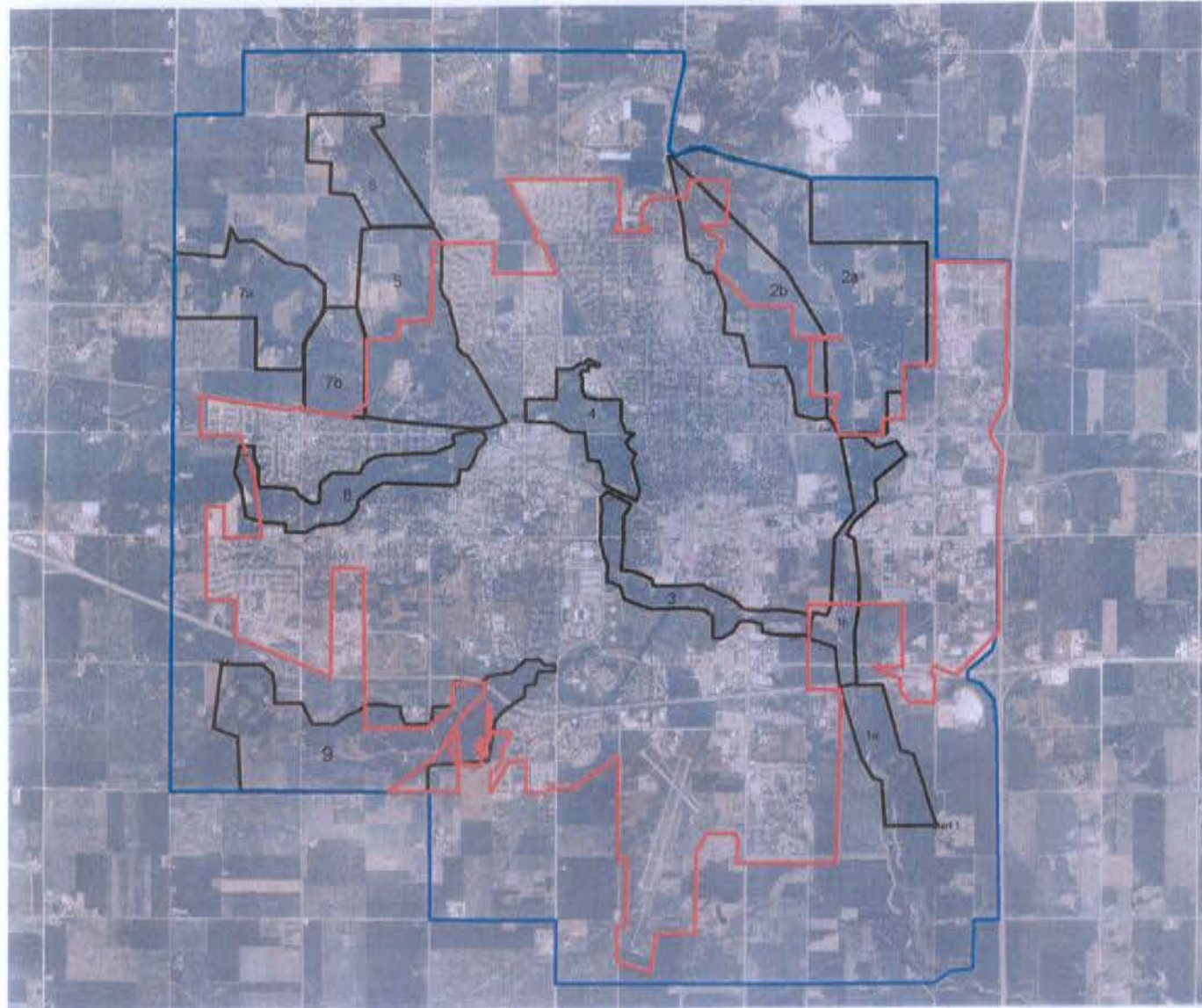
Ames Aerial Survey Summary













Survey Segment	2007 Deer Observed	2008 Deer Observed	2009 Deer Observed	2010 Deer Observed	2011 Deer Observed	2012 Deer Observed	2013 Deer Observed	2014 Deer Observed	2016 Deer Observed	2018 Deer Observed	2019 Deer Observed
Segment 1	70	39	53	37	41	38	21	4	10	45	32
1a	59	28	37	26	18	20	18	2	10	5	30
1b	11	11	16	11	23	18	3	2	0	40	2
Segment 2a	143	100	104	85	77	61	117	49	92	12	61
Segment 2b	26	26	31	20	19	5	1	22	13	35	10
Segment 3	11	9	28	11	21	2	8	7	3	9	11
Segment 4	24	14	39	23	6	3	1	7	10	7	3
Segment 5	47	58	64	79	57	23	76	51	74	44	12
Segment 6	23	15	22	63	39	35	33	27	41	49	37
Segment 7	44	23	39	1	41	41	40	53	56	39	40
Segment 8	25	26	25	75	53	46	40	57	46	35	21
Segment 9	50	71	76	62	63	22	45	63	66	65	43
Totals	463	381	481	456	417	276	382	340	411	340	270

Ames Aerial Survey Summary

Survey Segment	Segment Area (Sq. Mi.)	2006 Deer/Sq Mile	2007 Deer/Sq Mile	2008 Deer/Sq Mile	2009 Deer/Sq Mile	2010 Deer/Sq Mile	2011 Deer/Sq Mile	2012 Deer/Sq Mile	2013 Deer/Sq Mile	2014 Deer/Sq Mile	2015 Deer/Sq Mile	2018 Deer/Sq Mile	2019 Deer/Sq Mile	% Change from 2016-18
Segment 1	0.82	16	85	48	65	45	50	46	26	5	12	55	39	-29%
1a	0.39		151	72	95	67	46	51	46	5	26	13	77	492%
1b	0.43		26	26	37	26	53	42	7	5	0	93	5	-95%
Segment 2a	1.7	49	84	59	61	50	45	36	69	29	54	7	36	414%
Segment 2b	0.93	57	28	28	33	22	20	5	1	24	14	38	11	-71%
Segment 3	0.4	43	28	23	70	28	53	5	20	18	8	23	28	22%
Segment 4	0.38	21	63	37	103	61	16	8	3	18	26	18	8	-56%
Segment 5	1.57	25	30	37	41	50	36	15	48	32	47	28	8	-71%
Segment 6	0.49	*	47	31	45	129	80	71	67	55	84	100	76	-24%
Segment 7	0.73	*	60	32	53	1	56	56	55	73	77	53	55	4%
Segment 8	0.57	60	44	46	44	132	93	81	70	100	81	61	37	-39%
Segment 9	1.48	25	34	48	51	42	43	15	30	43	45	44	29	-34%
Totals	9.07	31	51	42	53	50	46	30	42	37	45	37	30	-18%

Ames area deer survey segments.



-  Ames incorporated zone
-  Ames perimeter zone
-  Amesseg1.shp
-  Amesseg2.shp
-  Amesseg3.shp
-  Amesseg4.shp
-  Amesseg5.shp
-  Amesseg6.shp
-  Amesseg7a.shp
-  Amesseg7b.shp
-  Amesseg8.shp
-  Amesseg9.shp



ITEM#: 14
DATE: 07-28-20

COUNCIL ACTION FORM

SUBJECT: STAFF PARTICIPATION AS MEMBER OF THE IOWA HOMELAND SECURITY TYPE III EMERGENCY INCIDENT MANAGEMENT TEAM

BACKGROUND:

Public Works staff member Ben McConville, GIS Coordinator, has been participating as a member of the Iowa Homeland Security's (HLS) Type III All-Hazards Incident Management Team (IAIMT) since 2010. The IAIMT is a one of HLS's special teams and made up of state, local and federal employees from across the State. The team's purpose is to stand ready to provide on-scene incident management support during incidents or events that exceed a jurisdiction's capacity. The team trains and operates under the National Incident Management System (NIMS) and Incident Command System (ICS) framework.

Mr. McConville currently serves as the GIS/Situation Unit Leader within the Planning section. Membership requires employers to sign a Memorandum of Understanding (attached) stating their support for employee involvement. There are no direct costs to the City. This entails approving employee leave for quarterly meetings and at least one multi-day training event annually. If deployed, either FEMA or the State assumes responsibility for costs associated with the deployment including medical, work related injury, travel, benefits, and employee wages. Salary and benefits are reimbursed to the City for time actively deployed.

Since the IMT's inception, the City has supported up to 4 City staff from Police, Fire and Public Works participating on the IMT, most of whom also fill roles in the City's Emergency Operations Center.

ALTERNATIVES:

1. Approve Ben McConville's participation on the State of Iowa Type III All-Hazards Incident Management Team.
2. Do not approve staff participation on the State of Iowa Type III All-Hazards Incident Management Team.

MANAGER'S RECOMMENDED ACTION:

The City benefits from participation on the IAIMT by having staff members with in-depth and current training in Incident Management, ICS, and NIMS framework. Furthermore, the City benefits from having staff more closely connected with potential State resources should a local emergency incident require this level of response and coordination.

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

**Agreement Between
Iowa Department of Homeland Security and Emergency Management
And
The City of Ames**

An agreement entered into by and between the Iowa Department of Homeland Security and Emergency Management (HSEMD) and The City of Ames, hereafter referred to as the Participating Agency/Employer.

I. PURPOSE

To formalize HSEMD approval and support for a specialty team and its deployment as a resource to supplement and enhance disrupted or overburdened local emergency and disaster operations during times of an emergency or disaster and to provide assistance to other states pursuant to the Interstate Emergency Management Assistance Compact, as described in Iowa Code §§ 29C.8(f), 29C.21

Furthermore, to delineate responsibilities and procedures for the IA-IMT, a Homeland Security and Emergency Response Team, activated under the authority of Iowa Code § 29C.8 and 605 Iowa Administrative Code Chapter 12.

When a pre-planned event, emergency or disaster exceeds the capability of a local government and existing mutual aid, state assistance may be required. Historically, local jurisdictions cannot deploy sufficient Incident Command System (ICS) staff to plan and manage the operation due to the lack of trained personnel or due to a protracted situation that requires a continuous 24/7 ICS operation.

An Incident Management Team (IMT) is comprised of appropriate ICS Command and General Staff and support personnel. Through Iowa HSEMD, a local jurisdiction can receive ICS support through an IMT. Iowa's IMT will thus be comprised of qualified ICS specialists who will be available for rapid assembly and deployment to a disaster area to provide ICS support.

II. SCOPE

The provisions of this agreement apply to IA-IMT activities performed at the request of the State of Iowa provided at the option of the participating agency/employer. These activities may be in conjunction with, or in preparation of, a state or federal declaration of disaster or otherwise upon the direct authorization by the HSEMD Director, or his/her designee.

The scope of this agreement also includes training activities mandated by Iowa HSEMD and IA-IMT to maintain IA-IMT operational readiness.

The parties agree that the following employee of the participating agency/employer is an approved member of the IA-IMT, an Iowa HSEMD recognized specialty team authorized under Iowa Code § 29C.8(f):

Ben McConville

By executing this agreement the parties acknowledge the mutual benefit obtained by both parties through the employee's membership in the IA-IMT. By executing this agreement, the participating agency/employer indicates its support and approval for the membership of the employee listed above as members of the IA-IMT.

III. DEFINITIONS

- A. **Activation:** the process of mobilizing IA-IMT members to deploy to a designated disaster site. When the IA-IMT responds to a mobilization request, the member is required to arrive with all equipment and personal gear to the designated Meeting Point (MP) within four hours of activation notice. The time at which the IA-IMT member receives a request for activation and verbally accepts the mission will be considered the time at which personnel costs to be charged to IA-IMT activities shall begin. For activations involving pre-deployment of members in anticipation of an event, the time at which personnel costs to be charged to IA-IMT activities shall be determined by the Designated Team Leader (DTL) of IA-IMT and/or his/her designee.
- B. **Activation Order:** A written HSEMD directive specifically authorizing the identified specialty team to act while receiving benefits of this agreement and Iowa law in the following instances: 1) During the course of a disaster declared by the Iowa Governor pursuant to Iowa Code § 29C.6(1); 2) For select training or exercise activities specifically authorized by HSEMD that will benefit local jurisdictions during a disaster; or 3) Otherwise upon the direct authorization by the HSEMD Director, or his/her designee. The HSEMD activation order shall be in written form and shall designate the scope, location, expected duration or time frame, and other details deemed necessary to describe the nature of the activation.
- C. **Covered Benefits:** The benefits authorized by law pursuant to Iowa Code § 29C.8 (f) (1), including workers' compensation, and death benefits consistent with the provisions of Iowa Code Chapters 85, 410, 411 as appropriate, for team members while deployed pursuant to a HSEMD activation order.
- D. **Demobilization:** The process of returning IA-IMT members and equipment to a ready state upon notification from HSEMD to stand down following a team activation.
- E. **Designated Team Leader:** This individual will serve as the general point of contact for his/her team when not deployed.
- F. **Eligible Costs:** Costs incurred by the IA-IMT, its members, or the members' employers during a state deployment which are eligible for HSEMD reimbursement as allowed by law and as described in Part VI of this agreement.
- G. **HSEMD:** Iowa Department of Homeland Security and Emergency Management
- H. **HSEMD Liaison:** Designated HSEMD employee assigned with coordinating the logistical needs of the IA-IMT during deployment, training, and non-active situations. This individual also sits on the IA-IMT Executive Council.
- I. **IA-IMT Advisor:** An informally selected person, usually with a significant amount of IMT and/or ICS experience, who is charged with sitting on the IA-IMT Executive Council. This person uses his or her unique insight to help guide decisions that relate to IA-IMT.

- J. IA-IMT Executive Council:** An advisory body made of the Designated Team Leader(s), at least one IA-IMT Advisor, and the HSEMD Liaison. While the group does not have formal decisive authority, the council provides a venue for presenting individual and group concerns and to advise HSEMD as to how best to manage IA-IMT.
- K. Participating Agency/Employer:** the IA-IMT Member's employer, which by execution of this agreement, has provided official sanction of IA-IMT and supports the IA-IMT members' involvement within IA-IMT.
- L. Member:** An individual who has been formally accepted into Iowa Incident Management Team, meeting all requirements for skills and knowledge, and is in good standing with regard to compliance of necessary training and fitness.
- M. Membership Roster:** A current listing of all approved IA-IMT members and such other identifying information that HSEMD shall require in order to compensate members of the IA-IMT or their employers for activities under this agreement.
- N. State:** for the purpose of this agreement, the State of Iowa through the Department of Homeland Security and Emergency Management.
- O. Specialty Team:** A homeland security and emergency response teams as defined in Iowa Code 29C.8 (f) (1) and 605 Iowa Administrative Code Chapter 12 and approved and recognized by Iowa HSEMD. In respect to this agreement, the specialty team is the Iowa Incident Management Team and composed of members set out in its membership roster. The purpose of the specialty team is to provide incident support or management to local emergency management agencies during a disaster.
- P. HSEMD/IA-IMT Sponsored Training:** training and/or exercises performed at the direction, control and funding of HSEMD and in coordination with IA-IMT.
- Q. IA-IMT Sanctioned Training:** training and/or exercises performed at the direction, control and funding of a participating agency or IA-IMT Member in order to develop and maintain the IA-IMT capabilities of the Member and the IA-IMT. IA-IMT sanctioned training shall be coordinated with IA-IMT/HSEMD staff and receive written authorization to conduct such training prior to the start of the training.
- R. Incident Management Team (IMT):** specialized tactics, personnel and equipment suited to the unique Incident Command System sustainability problems associated with natural or man-made disasters.

IV. RESPONSIBILITIES

- A.** IA-IMT and HSEMD shall be responsible for the following:
 1. Recruiting and organizing an IMT, according to guidelines prescribed in the DHS/FEMA/HSEMD and U.S. Fire Administration Guidance.
 2. Administrative, financial and personnel management as they relate to IA-IMT. Performing all financial agreements as set forth herein.

3. Providing training to IA-IMT members. Training shall be consistent with the objectives of developing, upgrading and maintaining individual skills, as identified in the position description requirements, necessary to maintain operational readiness.
4. Developing and maintaining procedures for notification, mobilization, demobilization, training and exercise, reimbursement, after-action debriefing, and other team activities. Signed acknowledgements from all IA-IMT members agreeing to comply with all team procedures will be maintained by the IA-IMT.
5. Providing uniforms, certain equipment, and other materials as required by IA-IMT and deemed necessary by HSEMD for IA-IMT to properly and safely function.
6. Providing all forms and resource materials necessary to conduct safe and effective IA-IMT operations.
7. Coordinating between HSEMD, participating agencies/employers, other relevant governmental and private entities and the individual members of IA-IMT.
8. Maintaining a primary contact list for all IA-IMT members.
9. Maintaining personnel files on all members of IA-IMT for the purpose of documenting training records, emergency notification and other documentation as required by HSEMD.

B. The participating agency/employer shall be responsible for:

1. Maintaining a roster of all its personnel participating in IA-IMT activities.
2. Providing a primary point of contact to IA-IMT for the purpose of notification of IA-IMT activities.
3. Providing administrative support to employee members of IA-IMT, i.e. "time off" when fiscally reasonable to do so for IA-IMT activities such as training, meetings and actual deployments.
4. Develop an internal policy with employee members of IA-IMT for the Participating Agency to receive costs paid/reimbursed to IA-IMT members that were originally paid by the participating agency. This is necessary as HSEMD policy is to reimburse individuals for costs incurred rather than the participating agency. Thus, individual members and participating agencies will need to coordinate transfer of this payment.

V. TRAINING, EXERCISES AND OTHER ACTIVITIES

A. HSEMD Sponsored Training and Exercises

1. Periodically IA-IMT members will be required to attend HSEMD-sponsored functional training. HSEMD-sponsored functional training shall be performed at the direction, control and funding of HSEMD in order to develop the technical skills of the IA-IMT and its members.

B. IA-IMT Sanctioned Training and Exercises

1. Periodically IA-IMT members will be encouraged and/or invited to attend IA-IMT sanctioned training and/or exercises. IA-IMT sanctioned training and exercises may be performed at the direction, control and funding of HSEMD, a Participating Agency/Employer or the State of Iowa in order to develop and maintain the capabilities of the IA-IMT and its members.
2. During IA-IMT sanctioned training and exercises, IA-IMT members who are not employees of a component of a Sponsoring Organization or another agency of the State shall be considered employees of the state for tort claim purposed under Chapter 669. Furthermore, Disability, Worker's Compensation and Death Benefits shall be paid by the State of Iowa in a manner consistent with the provisions of the Code of Iowa, Chapters 97A, 97B, 410, 411 & 85 respectively, to those IA-IMT members to whom these codes apply.

C. Other IA-IMT Activities

1. During any other IA-IMT activities that are not considered an IA-IMT sanctioned or IA-IMT sponsored training as defined in Section III of this agreement, to include meetings of IA-IMT leadership and IA-IMT membership as a whole, IA-IMT members shall be considered employees of their participating agency/employer. Those participating nongovernmental and local government IA-IMT members are NOT considered employees of the state during these activities.

D. Minimum Training Requirements

1. All IA-IMT members are required to meet minimum selection criteria (completion of the Emergency Management Institute's IS-100 and IS-200 or their equivalent).
2. All IA-IMT members are required to maintain the skills and abilities identified in the position description requirements (PD). IA-IMT members are encouraged to attend 100% of the HSEMD sponsored and sanctioned training opportunities provided for their assigned IA-IMT position. Failure to attend training opportunities may result in dismissal from the IA-IMT. Exceptions may be granted at the discretion of HSEMD.

VI. ADMINISTRATIVE, FINANCIAL AND PERSONNEL MANAGEMENT

A. Reimbursement of Participating Agencies/Employers

(Disclaimer: As the costs associated with IA-IMT deployment may present a burden to team members, it is suggested that Participating Agencies/Employers establish policies to pay member deployment costs up front pending reimbursement from the State.)

1. State of Iowa may reimburse participating agencies/employers for all activated personnel expenses incurred during a state-approved deployment. These expenses must align with the use of state emergency response teams as defined in rule 605-12.4(29C). All personnel expenses must be submitted in a manner determined by the HSEMD Director.
2. IA-IMT/HSEMD will not reimburse the Participating Agency/Employer for cost of backfilling IA-IMT members while activated.

B. Other Reimbursements

1. IA-IMT members may be reimbursed for reasonable personal costs associated with operations and maintenance of the IA-IMT during a state or federal activation. Certain reimbursements MAY be restricted to established State rates: per diem meals, mileage, etc.
2. Emergency procurement of IA-IMT materials, equipment and supplies purchased and consumed by IA-IMT members in providing requested assistance may be reimbursed on a replacement basis. Prior approval by HSEMD and IA-IMT leadership must be obtained and original receipts for such items shall be submitted to HSEMD.
3. No IA-IMT Member or the participating agency/employer shall be reimbursed for costs incurred by activations that are outside the scope of this agreement.
4. All financial commitments herein are made subject to availability of funds from the State/HSEMD and/or DHS/FEMA.

VII. MISCELLANEOUS CONDITIONS, AMENDMENTS AND TERMINATION

- A. Conditions:** Nothing contained in this agreement shall be construed to compel any IA-IMT member to respond to any request for mobilizations and deployment when, in the opinion of the IA-IMT member or their participating agency/employer, the IA-IMT member is required to perform emergency services in his or her own jurisdiction.
- B. Amendment:** This document may be modified or amended only with the written agreement of all parties, and all amendments will be attached to this Agreement.
- C. Termination:** Any party, upon 30 day written notice, may withdraw from these provisions.
- D. Duration:** This agreement will continue in force until terminated by one or all parties.
- E. Compliance with Applicable Laws:** IA-IMT and its members agree to comply with all applicable local, state and federal laws and administrative rules while deployed under this agreement.
- F. Limitation of Scope:** No separate legal or administrative entity is created by this agreement.
- G. Other Agreements:** This agreement supersedes any other agreement that HSEMD has with the IA-IMT or any of its members.
- H. Precedence:** Nothing in this agreement shall take precedence over Iowa Code or Administrative Rules governing homeland security and emergency response teams, including authorities and requirements found in Iowa Code § 29C.8 and 605 Iowa Administrative Code Chapter 12. In instances where discrepancies between this agreement and Iowa Code are found, Iowa Code shall take precedence.
- I. Non-Discrimination:** IA-IMT complies with the provisions of Executive Order 11246 of Sept. 24, 1965, as amended and with the rules, regulations and relevant orders of the Secretary of Labor. To that end, IA- IMT will not discriminate against any employee or IA-IMT Member on

the grounds of race, color, religion, sex or national origin. In addition the use of state or federal facilities, services and supplies will be in compliance with regulations prohibiting duplication of benefits and guaranteeing nondiscrimination. Distribution of supplies, processing of applications, provisions of technical assistance and other relief assistance activities shall be accomplished in an equitable and impartial manner, without discrimination on the grounds of race, color, religion, nationality, sex, age or economic status.

VIII. LIABILITY AND WORKERS' COMPENSATION FOR STATE ACTIVATION ONLY

- A.** During any period in which the State of Iowa Department of Homeland Security and Emergency Management activate IA-IMT, or during any training sponsored or sanctioned by IA-IMT and approved by HSEMD, a participating nongovernmental IA-IMT member or local government IA-IMT member is considered an employee of the State for purposes of the State Tort Claims act, Chapter 669, Code of Iowa. Furthermore, Disability, Worker's Compensation and Death Benefits shall be paid by the State of Iowa in a manner consistent with the provisions of the Code of Iowa, Chapters 97A, 978, 410, 411 & 85 respectively, to those IA-IMT members to whom these codes apply.

Participating Agency/Employer and HSEMD hereby acknowledge that they have read and understand this entire Agreement. All oral or written Agreements between the parties hereto relating to the subject matter of this Agreement that were made prior to the execution of this Agreement have been reduced to writing and are contained herein. Participating Agency/Employer and HSEMD agree to abide by all terms and conditions specified herein and certify that the information provided to IA-IMT is true and correct in all respects to the best of their knowledge and belief. This Agreement is entered into by and between the parties listed below:

IA-IMT SIGNATURE PAGE
(Please use black or blue ink)

Iowa Department of Homeland Security and Emergency Management

V. Joyce Flinn
Director

Date

The City of Ames

Authorized Signature

Printed Name/Title

Date

COUNCIL ACTION FORM

SUBJECT: FLOOD MITIGATION – RIVER FLOODING PROFESSIONAL SERVICES AGREEMENT AMENDMENT NO. 2

BACKGROUND:

Following the floods of 2010, a comprehensive Flood Mitigation Study was completed that considered many possible mitigation alternatives. City Council approved a series of flood mitigation measures, including:

- A. Undertaking a stream bank restoration of Squaw Creek;
- B. Working with IDOT to improve the conveyance capacity of the US 30 bridge;
- C. Working through the Squaw Creek Watershed Management Authority to pursue flood mitigation alternatives in the upper reaches of the watershed; and
- D. Conducting a workshop to review and discuss the range of possible floodplain regulatory approaches.

On October 27, 2015, City Council approved a professional services contract with WHKS & Co. of Ames, Iowa to design the flood mitigation and conveyance project (Measure A, above) and to aid in the FEMA grant application process in an amount not to exceed \$138,000. Important outreach/property owner input providing design clarity were gained, including the need for significant structural retaining walls along Squaw Creek in order to keep two developments viable (Red Lobster and Carney property). The original FEMA grant application was then submitted, but rejected from being funded.

On October 23, 2018 City Council approved PSA Amendment No. 1 in the amount of \$76,000 to include design of the structural retaining walls, respective geotechnical engineering services, and additional assistance in preparing to submit another grant application under the second round of FEMA funding. This time, the City was successful and received \$3,747,450 in FEMA funding.

On February 11, 2020 Ames City Council approved the FEMA grant funding agreement for this project. The cost share amounts for this grant are as follows:

Funding Source	Funding Amount	% of Cost
Federal:	\$ 3,747,450.00	75%
Local:	\$ 1,249,150.00	25%
Total:	\$ 4,996,600.00	100%

Now that the federal grant has been secured, additional services have been identified for a second amendment to the professional services contract with WHKS. These services include additional project management and meetings, land acquisition assistance, field reconnaissance and easement preparation, topographic survey and research of existing conditions for site plans, and preliminary and final site design for those partially impacted by the project.

ALTERNATIVES:

1. Approve the engineering services agreement amendment 2 for the Flood Mitigation – River Flooding with WHKS & Co. of Ames, Iowa, for an additional amount not to exceed \$105,200 (total contract not to exceed \$319,200 or 6% of the project estimated cost).
2. Direct staff to re-negotiate engineering services contract amendment.

MANAGER’S RECOMMENDED ACTION:

In order to move ahead with one of the community’s priority projects and utilize the awarded FEMA funding, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, as noted above.

COUNCIL ACTION FORM

SUBJECT: THIRD AMENDMENT TO THE PURCHASE AGREEMENT WITH HABITAT FOR HUMANITY OF CENTRAL IOWA FOR THE PROPERTY AT 3305 MORNINGSIDE STREET

BACKGROUND:

On April 23, 2019 the City Council, as part of the CDBG approved Neighborhood Sustainability Program, adopted a resolution proposing the sale of the City-owned property at 3305 Morningside Street to Habitat for Humanity of Central Iowa (HHCI) for \$40,000. The proposed closing was scheduled to occur on or before April 30, 2020, if all conditions of the purchase agreement for the construction of a new single-family home and sale of the property were satisfied.

The City has approved HHCI's family selected to purchase the property at 3305 Morningside Street. Although the construction work has begun, due to COVID-19, HHCI has lost its volunteer work force (which is the heart of their construction philosophy) along with the delay in getting building materials and sod. The build is approximately 90% complete, but with only the HHCI construction supervisor working, additional time is needed.

Therefore, HHCI is requesting a time extension to complete the construction and closing as outlined below:

- Construction to be completed on or before August 31, 2020;
- Closing to a qualified homebuyer to be completed on or before September 11, 2020

Attached for Council review and approval is a third extension Amendment. The extension Amendment has been prepared by the City Legal Department.

ALTERNATIVES:

1. Approve the Amendment to the Agreement between the City of Ames and Habitat for Humanity of Central Iowa for property located at 3305 Morningside Street for affordable housing.
2. Deny approval of the Amendment.
3. Modify the Amendment.

CITY MANAGER'S RECOMMENDED ACTION:

The completion of this affordable housing project has been impacted by the COVID-19 pandemic, but HHCI has a plan to continue the construction and still close on the property within the next couple of months.

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

**THIRD AMENDMENT TO AGREEMENT BETWEEN THE
CITY OF AMES AND HABITAT FOR HUMANITY OF
CENTRAL IOWA, INC., FOR PURCHASE AND NEW
CONSTRUCTION OF PROPERTY AT 3305
MORNINGSIDE STREET, AMES, IOWA**

THIS IS AN AMENDMENT to an Agreement made by and between the City of Ames, Iowa and Habitat for Central Iowa, Inc., upon the following terms and conditions:

1 DEFINITIONS. When used in this Third Amendment, unless otherwise required by the context:

1.1 “City” means the City of Ames, Iowa, an Iowa Municipal Corporation, the seller of the property herein.

1.2 “Habitat” means Habitat for Humanity of Central Iowa, Inc., an Iowa Nonprofit Corporation.

1.3 “Agreement” means the recorded Agreement, and any existing amendments thereto, presently in force between the City and Habitat, filed in the office of the Recorder of Story County, Iowa, on May 15, 2019, as Instrument No. 2019-03710, as amended by a document filed on February 18, 2020, as Instrument No. 2020-01400, and as further amended by a document approved May 12, 2020, as Resolution No. 20-229 governing the construction of certain improvements upon the Real Property by Habitat and the sale by the City and the purchase by Habitat of the Real Property.

1.4 “Third Amendment” means this instrument as signed by the City and Habitat.

1.5 “Real Property” means the real property (together with all easements and servient estates appurtenant thereto) situated in Story County, Iowa, locally known as 3305 Morningside Street, Ames, Iowa, and legally described as follows:

Lot 19, Friedrich’s Fifteenth Addition to Ames, Story County, Iowa.

2 AMENDMENT. The Agreement is hereby amended by deleting therefrom Part II, paragraph (A)(3), the second full sentence in its entirety and by substituting in lieu thereof the following:

All property improvements shall be completed on or before August 21, 2020.

3 **AMENDMENT.** The Agreement is further amended by deleting therefrom Part II, paragraph (C)(3), the final full sentence in its entirety and by substituting in lieu thereof the following:

Upon verification that the new construction upon the property has been satisfactorily completed, the City of Ames will schedule the closing date to convey title to the property to Habitat on or before September 11, 2020.

4 **AMENDMENT.** The Agreement is further amended by deleting therefrom Part II, paragraph (D), in its entirety and by substituting in lieu thereof the following:

D. Completion Date and Terms. Habitat shall be permitted to commence construction upon payment to the City of the down payment required under the Agreement. Habitat shall complete construction of the property on or before August 21, 2020. At such time as title to the Real Property transfers to Habitat, Habitat shall reimburse to the City the cost of recording this Amendment. Habitat shall promptly set a closing date and convey the Real Property to qualified home buyers on or before September 11, 2020. No later than fourteen (14) days after the closing of permanent financing and sale to qualified homebuyers, Habitat, at its expense, shall record any mortgage, security agreement, financing statement, purchase contract or similar recordable document(s) required by the City. Habitat agrees to comply with all applicable federal, state and local laws and regulations governing the funds provided under this Agreement.

5 **CONTINUED FULL FORCE.** The Agreement shall continue to have full force and effect in accordance with the terms thereof, subject, however, to this Third Amendment.

IN WITNESS WHEREOF, the City and Habitat have executed this Third Amendment on this _____ day of _____, 2020.

**HABITAT FOR HUMANITY OF
CENTRAL IOWA, INC.**

By:

Tom Prochnow, Board President

By:

Sandi Risdal, Executive Director

STATE OF IOWA, COUNTY OF STORY, SS.:

This instrument was acknowledged before me on _____, 2020, by Tom Prochnow and Sandi Risdal, as Board President and Executive Director, respectively, of Habitat for Humanity of Central Iowa, Inc.

NOTARY PUBLIC

Passed and approved on _____, 2020, by Resolution No. 20-_____,
adopted by the City Council of Ames, Iowa.

CITY OF AMES, IOWA

Attest:

By:

Diane R. Voss, City Clerk

John A. Haila, Mayor

STATE OF IOWA, COUNTY OF STORY, SS.:

This instrument was acknowledged before me on _____, 2020, by Diane R. Voss and John A. Haila, as City Clerk and Mayor, respectively, of the City of Ames, Iowa.

NOTARY PUBLIC

COUNCIL ACTION FORM

SUBJECT: 2020/21 SEAL COAT STREET PAVEMENT IMPROVEMENTS - E 8TH ST

BACKGROUND:

The Seal Coat Street Pavement Improvements Program is the annual program for the removal and replace of worn out existing seal coat pavements from local streets and replaced with a new pavement surface. This program restores surface texture, corrects structural deficiencies, removes built-up seal coat. Built-up seal coat on streets causes excess crown which results in vehicles dragging at driveway entrances This replacement process results in: restore crown slopes, better riding surfaces, increased safety with improved surface texture, and increased life expectancy of streets.

This project is on **East 8th Street from Duff Ave to Carroll Ave** and includes replacement of the existing street with 8 inches of new concrete pavement, upgraded pedestrian facilities to meet current standards, and storm and sanitary sewer spot repairs and replacements.

In place of a public meeting, staff made an informational video on the project and asked the residents for input on design, staging, construction timing and special access needs. The initial design presented to residents included a 16' wide roadway. The residents provided feedback that a 16' wide roadway may encourage an increase in vehicle traffic and start to encroach on private properties. After receiving this feedback, the design was altered to include a 12' roadway with a 4' pedestrian zone. The 4' pedestrian zone will replace the existing sidewalk section currently located on private property. The pedestrian zone will be stained concrete (charcoal grey) and possibly textured to discourage vehicle traffic. A curbed section was also incorporated into the final design at select locations based on resident feedback.

Staff has completed plans and specifications for this contract with a **total estimated cost in the amount of \$134,588** The program includes another project on Franklin Avenue, which is being bid separately.

Funding Source	Revenue	Expenses
2019/20 Seal Coat (Road Use Tax Available Funds)	\$ 280,000	
2019/20 Seal Coat Available Funds	\$ 65,000	
2019/20 Neighborhood Curb (Franklin Ave)	\$ 150,000	
2020/21 Seal Coat Program	\$ 750,000	
Franklin Ave Base Bid Construction (Lincoln Way to Woodland St)		\$ 665,916
Franklin Ave Add Alternate Bid Constr. (Woodland St to Oakland St)		\$ 238,713
East 8th St-Construction		\$ 134,588
Engineering		\$ 156,000
	<u>\$1,245,000</u>	<u>\$1,195,226</u>

ALTERNATIVES:

1. Approve the plans and specifications for the 2020/21 Seal Coat Street Pavement Improvements (E 8th St) project and establish August 19, 2020, as the date of letting and August 25, 2020, as the date for report of bids.
2. Do not approve this project.

MANAGER'S RECOMMENDED ACTION:

The condition of the existing pavement for East 8th Street has deteriorated such that a pavement replacement is necessary. The project will incorporate minor updates to existing storm sewer, sanitary sewer, and incorporate the latest ADA sidewalk compliance. This project was designed in accordance with the latest specifications and the engineer's estimate is below the Capital Improvement Plan funding amount.

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

COUNCIL ACTION FORM

SUBJECT: 2020/21 SEAL COAT STREET PAVEMENT IMPROVEMENTS – FRANKLIN AVENUE

BACKGROUND:

The Seal Coat Street Pavement Improvements Program is the annual program for the removal and replace of worn out existing seal coat pavements from local streets and replaced with a new pavement surface. This program restores surface texture, corrects structural deficiencies, removes built-up seal coat. Built-up seal coat on streets causes excess crown which results in vehicles dragging at driveway entrances This replacement process results in: restore crown slopes, better riding surfaces, increased safety with improved surface texture, and increased life expectancy of streets.

This project is for pavement improvements on **Franklin Avenue north of Lincoln Way** and includes replacement of the existing street with 7 inches of new asphalt pavement, upgraded pedestrian facilities to meet the current federal ADA regulations, and storm and sanitary sewer spot repairs and replacements. In place of a public meeting, staff made an informational video on the project and asked the residents for input on staging, construction timing and special access needs.

Staff has completed plans and specifications for this contract which include a Base Bid (for improvements from Lincoln Way to Woodland St) and an Alternate Bid (to add improvements from Woodland St. to Oakland St.). **The total estimated cost for the Base Bid and Add Alternate Bid for Franklin Ave is \$904,629.** The program includes another project on East 8th Street, which is being bid separately.

Funding Source	Available Revenue	Estimated Expenses
2019/20 Seal Coat (Road Use Tax Available Funds)	\$ 280,000	
2019/20 Seal Coat Available Funds	\$ 65,000	
2019/20 Neighborhood Curb (Franklin Ave)	\$ 150,000	
2020/21 Seal Coat Program	\$ 750,000	
Franklin Ave Base Bid Construction (Lincoln Way to Woodland St)		\$ 665,916
Franklin Ave Add Alternate Bid Constr. (Woodland St to Oakland St)		\$ 238,713
East 8 th St-Construction		\$ 134,588
Engineering		\$ 156,000
	<u>\$1,245,000</u>	<u>\$1,195,226</u>

ALTERNATIVES:

1. Approve the plans and specifications for the 2020/21 Seal Coat Street Pavement Improvements (Franklin Ave) project and establish August 19, 2020, as the date of letting and August 25, 2020, as the date for report of bids.
2. Do not approve this project.

MANAGER'S RECOMMENDED ACTION:

The condition of the existing pavement for Franklin Ave has deteriorated such that a pavement replacement is necessary. The project will incorporate minor updates to existing storm sewer, sanitary sewer, and incorporate the latest ADA sidewalk compliance. This project was designed in accordance with the latest specifications and the engineer's estimate is below the Capital Improvement Plan funding amount.

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

COUNCIL ACTION FORM

SUBJECT: 2020/21 RIGHT-OF-WAY RESTORATION (STANDARD VEGATATION)

BACKGROUND:

This program is for restoration of the right-of-way areas associated with various Capital Improvements Plan (CIP) projects.

Disturbed ROW areas are restored using seed or dormant seed. Success using these various types of restoration is volatile and appears to depend on the weather at and following the time of installation. The ROW Restoration program allows us to bring in one contractor who specializes in seeding to restore several locations with improved quality.

Staff has seen success in the program and has utilized observations from previous programs to improve this year's plans and specifications to provide a better overall project for the contractors, field inspection staff and citizens of Ames.

Locations included within this project are shown below.

2020-21 ROW Restoration (Standard Vegetation) Locations					ESTIMATED QTY		REMARKS
SITE #	STREET	FROM	TO	CIP LOCATION	Phases	SEED (SQ)	
1	13 th Street	Wilson Avenue	Duff Avenue	2019/20 Arterial Street Pavement Improvements	4	222	
2	14 th Street	Clark Avenue	Duff Avenue	2019/20 Asphalt Pavement Improvements	2	172	
	15 th Street	Burnett Avenue	Duff Avenue				
3	Bloomington Avenue	Hoover Avenue	Grand Avenue	2019/20 Collector Street Pavement Improvements	2	66	
4	Des Moines Avenue	Lincoln Way	East 3 rd St	2019/20 Concrete Pavement Improvements	4	152	
	Center Avenue	Lincoln Way	East 2 nd St				
	East 3 rd Street	Duff Avenue	East Avenue				
	East 2 nd Street	Duff Avenue	Center Avenue				
	5 th Street	Northwestern Avenue	Allan Drive				
5	Douglas Avenue	7 th Street	10 th Street	2019/20 Clear Water Diversion	2	52	
	Grand Avenue	10 th Street	11 th Street				
	11 th Street	Grand Avenue	Wilson Avenue				
	Kellogg Avenue	12 th Street	13 th Street				
	Burnett Avenue	14 th Street	15 th Street				
6	Johnson Street	Northwestern Avenue	Kennedy Avenue	2019/20 Seal Coat Street Pavement Improvements	2	151	
	Franklin Avenue	Lincoln Way	Oakland Street		1	20	
6	East 8 th Street	Duff Avenue	Carroll Avenue				
	Idaho Ave (Spring Valley)	Oklahoma Drive	Idaho Circle	2016/17 Storm Water Facility Rehabilitation	1	30	Resident backyard Locations
7							
8	Varous Locations as needed (As directed by Engineer)			2019/20 Sanitary Sewer Rehab (Basin 10)	1	5	
Total					19	865	

Staff has completed plans and specifications for this contract with **total estimated costs for the ROW Restoration (Standard Vegetation) of \$172,492**. An Add Alternate Bid of a Warranty for all contract work estimated at \$15,000, will also be bid with this project. Another project under this program, ROW Restoration (Native Vegetation), is being bid separately.

Program Funding by Source	Available Revenue	Estimated Expenses
Road use Tax	\$125,000	
Water Utility Fund	\$75,000	
Sewer Utility Fund	\$75,000	
Storm Sewer Utility Fund	\$50,000	
2020/21 ROW Restoration (standard Vegetation) Engineering		\$22,500
2020/21 ROW Restoration (standard Vegetation) Construction		\$134,992
2020/21 ROW Restoration (standard Vegetation) Add Alternate Bid		\$15,000
Separate Contract		
2020/21 ROW Restoration (Native Vegetation) Engineering		\$8,300
2020/21 ROW Restoration (Native Vegetation) Construction		\$55,650
	\$325,000.00	\$236,442

Remaining funding will be allocated to other project locations as needed to ensure properly restored rights-of-way.

ALTERNATIVES:

1. Approve the 2020/21 Right-of-Way Restoration (various locations listed above) by establishing August 19, 2020, as the date of letting and August 25, 2020, as the date for report of bids.
2. Direct staff to revise the project.

MANAGER’S RECOMMENDED ACTION:

Proceeding with this project will make it possible to begin restoration efforts on projects from the current construction as well as on projects planned for the 2021 spring construction season.

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

COUNCIL ACTION FORM

SUBJECT: 2020/21 RIGHT-OF-WAY RESTORATION (NATIVE VEGATATION)

BACKGROUND:

This program is for restoration of the right-of-way area associated with the Capital Improvements Plan (CIP) project 2018/19 Storm Water Facility (Little Bluestem). This location will have Native Vegetation established over an extended period of care.

Disturbed ROW areas are restored using seed or dormant seed. Success using these various types of restoration is volatile and appears to depend on the weather at and following the time of installation. The ROW Restoration program (Native Vegetation) allows us to bring in a contractor who specializes in native vegetation to ensure its establishment process.

Staff has seen success in the program and has utilized observations from previous programs to improve this year's plans and specifications to provide a better overall project for the contractors, field inspection staff and citizens of Ames.

Staff has completed plans and specifications for this contract with **total estimated costs for the ROW Restoration (Native Vegetation) of \$61,725**. Another project ROW Restoration (Standard Vegetation) is being bid separately.

Funding Source	Available Revenue	Estimated Expenses
Road use Tax	\$125,000	
Water Utility Fund	\$75,000	
Sewer Utility Fund	\$75,000	
Storm Sewer Utility Fund	\$50,000	

Separate Contract

2020/21 ROW Restoration (Standard Vegetation) Engineering	\$22,500
2020/21 ROW Restoration (Standard Vegetation) Construction	\$134,992
2020/21 ROW Restoration (Standard Vegetation) Add Alternate Bid	\$15,000

This Contract

2020/21 ROW Restoration (Native Vegetation) Engineering	\$8,300
2020/21 ROW Restoration (Native Vegetation) Construction	\$55,650
	\$325,000
	\$236,442

Remaining funding will be allocated to other project locations as needed to ensure properly restored rights-of-way.

ALTERNATIVES:

1. Approve the 2020/21 Right-of-Way Restoration (Native Vegetation) by establishing August 19, 2020, as the date of letting and August 25, 2020, as the date for report of bids.
2. Direct staff to revise the project.

MANAGER'S RECOMMENDED ACTION:

Proceeding with this project will make it possible to begin restoration efforts on projects from the current construction as well as on projects planned for the 2021 spring construction season.

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

COUNCIL ACTION FORM

SUBJECT: 2018/19 STORM WATER FACILITY REHABILITATION (LITTLE BLUESTEM)

BACKGROUND:

In accordance with the *Municipal Code*, new developments within the community are required to provide storm water management quantity control. As part of the post-construction storm water management ordinance adopted in April 2014, commercial and industrial landowners are responsible to maintain their own storm water facilities. This ordinance also outlines that the homeowner's association/owner for residential developments will maintain all water quality features. However, the City is responsible for the long-term maintenance of residential regional detention facilities providing water quantity control.

As these facilities age, sediment accumulates, volunteer vegetation becomes more prevalent, erosion occurs, and structures need to be improved. This annual program addresses those concerns. The location for the 2018/19 Storm Water Facility Rehabilitation Program is on a parcel owned by the City of Ames between Little Bluestem Court and Gateway Hills Apartments (Gateway Hills Lots W, X, Y, and Z).

Staff has completed plans and specifications for this project with a total estimated construction cost of \$82,460. Trees were removed from the site earlier this year at a cost of \$35,000. Engineering and construction administration costs are estimated at \$22,132, bringing the **total estimated project costs to \$139,592.**

Funding Source	Available Revenue	Estimated Expenses
2018/19 Storm Water Facility Rehabilitation Program	\$150,000	
Engineer's Estimate of Construction		\$ 82,460
Tree Removal Spring 2020 (completed)		\$ 35,000
Engineering and Administration		\$ 22,132
		<hr/>
		\$139,592

ALTERNATIVES:

1. Approve the plans and specifications for the 2018/19 Storm Water Facility Rehabilitation (Little Bluestem) Project and establish August 19th, 2020 as the date of letting and August 25th, 2020 as the date for report of the bids.
2. Do not approve the project.

MANAGER'S RECOMMENDED ACTION:

By approving this project, it will be possible for construction to commence during 2020. The rehabilitation of the Little Bluestem/Gateway Hills stormwater facility will improve the water quality entering Worle Creek and provide increased stormwater retention capacity in that area.

Therefore, it is the recommendation of the City Manager that the City Council approve the project.

COUNCIL ACTION FORM

SUBJECT: BAKER SUBDISVION IMPROVEMENTS PROJECT

BACKGROUND:

On January 23, 2020 City Council approved the professional services contract with Civil Design Advantage LLC (CDA) for preparing public improvement plans for Baker Subdivision consisting of 26 single-family lots and one multi-family lot along Tripp Street between Wilmoth Avenue and State Avenue. The project improvements consist of sanitary sewer, water main, storm sewers, utility services; construction of Latimer Lane, alley/shared use path pavement, stormwater basin improvements, and sidewalk installation.

The total estimated cost for these improvements is \$1,416,730. The engineering and administration costs for the construction phase are estimated at \$100,000, bringing the total estimated project cost to \$1,516,730. This project will be funded by Community Development Block Grant (CDBG) funds in the amount of \$1,266,730 and \$250,000 from G.O. Bonds.

The CDBG funding total of \$1,266,730 is a combination of the 2019-20 roll-over balance, anticipated program income, and the 2020-21 funding allocation. **While \$602,642 from the 2020-/21 CDBG allocation has been earmarked for the City, we cannot receive these funds until HUD approves the City's 2020-21 Annual Action Plan.**

Due to the delay in completing the Annual Action Plan to incorporate the COVID-19 amendments, the City's plan will not be completed until late August or early September. Therefore, moving ahead with the infrastructure contracts will need to occur in advance of HUD's final approval of the Annual Action Plan.

In order to move ahead with bidding of the public improvements associated with Baker Subdivision, the contract is set up with a Base Bid for all utility work with an Add Alternate for the paving. This strategy will allow us to proceed with, at least, a portion of the infrastructure improvements (grading, water, sewer, storm sewer) should final HUD approval not be obtained by the bid date.

It should be noted that the distributive geo-thermal system planned for this subdivision is not part of this bid package. It will be bid separately at a later date.

ALTERNATIVES:

1. Approve the plans and specifications for the Baker Subdivision Improvements Project and establish August 19, 2020 as the date of letting and August 25, 2020 as the date for the report of bids.
2. Do not proceed with this project at this time.

CITY MANAGER'S RECOMMENDED ACTION:

As part of development of Baker Subdivision, public improvements for utilities and paving are important to move the project forward toward building affordable housing in the Ames community.

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

COUNCIL ACTION FORM**SUBJECT: 2019/20 TRAFFIC SIGNAL PROGRAM (LINCOLN WAY & BEACH AVE)****BACKGROUND:**

The Traffic Signal Program is the annual program that provides for replacing older traffic signals and constructing new traffic signals in the City, which will result in improved visibility, reliability, and appearance of signals. This program provides upgrading of the traffic signal system technology. Traffic signal replacements include radar detection systems instead of in-pavement loop detection systems, providing detection of bicycles in addition to vehicles and much greater reliability. **This project will install a new signal and new pedestrian ramps at the intersection of Lincoln Way & Beach Avenue.**

WHKS of Ames, Iowa, developed plans and specifications with an estimated budget as shown below:

<u>Revenues</u>		<u>Expenses</u>	
2019/20 Traffic Signal Program	\$370,750	Administration	\$5,000
		Design	\$21,400
		Construction	\$257,184
		Signal Cabinet	\$31,868
		Signal Poles	\$35,320
Total	\$370,750	Total	\$350,772

This project had a bid letting on February 5, 2020 where no bids were received. Staff believes the tight completion deadline was a significant reason for not receiving bids. The completion has been extended to August 11, 2021 for the new bid letting. Staff is coordinating with Iowa State University to prepare traffic signal easement documents for this intersection. No installation contract will be approved without recorded easements from the University.

ALTERNATIVES:

1. Approve the plans and specifications for the 2019/20 Traffic Signal Program (Lincoln Way & Beach Ave) project and establish August 19, 2020, as the date of letting with August 25, 2020, as the date for report of bids.
2. Do not approve this project.

MANAGER'S RECOMMENDED ACTION:

By approving these plans and specifications, it will be possible to provide better service for residents using this intersection. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, as described above.

COUNCIL ACTION FORM

SUBJECT: 2020/21 TRAFFIC SIGNAL PROGRAM (S. DUFF & S. 5TH STREET)

BACKGROUND:

The Traffic Signal Program is the annual program that provides for replacing older traffic signals and constructing new traffic signals in the City, which will result in improved visibility, reliability, and appearance of signals. This program provides upgrading of the traffic signal system technology. Traffic signal replacements include radar detection systems instead of in-pavement loop detection systems, providing detection of bicycles in addition to vehicles and much greater reliability. **This project will install a new signal and one new pedestrian ramp at the intersection of S. Duff Avenue and S. 5th Street.**

WHKS of Ames, Iowa, developed plans and specifications with an estimated budget as shown below:

Revenues		Expenses	
2020/21 Traffic Signal Program	\$389,500	Administration	\$10,000
		Design	\$20,950
		Construction (est)	\$275,457
		Signal Cabinet (est)	\$32,000
		Signal Poles (est)	\$35,000
Total	\$389,500	Total	\$373,407

ALTERNATIVES:

1. Approve the plans and specifications for the 2020/21 Traffic Signal Program (S. Duff & S. 5th Street) project and establish August 19, 2020, as the date of letting with August 25, 2020, as the date for report of bids.
2. Do not approve this project.

MANAGER'S RECOMMENDED ACTION:

By approving these plans and specifications, it will be possible to provide better service for residents using this intersection. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, as described above.

COUNCIL ACTION FORM

SUBJECT: 2019/20 MULTI-MODAL ROADWAY IMPROVEMENTS (13TH STREET & CLARK AVENUE)

BACKGROUND:

Multi-modal transportation refers to the various modes used by Ames residents to travel the transport system. This program is aimed at improving the roadway to create a safer interaction between multiple modes using alternatives such as improved crossing visibility at intersections, bike detection, and on-street facilities (e.g. bike lanes, sharrows).

Bike lanes consist of a portion of the roadway designated by striping, signing, and pavement markings for the preferential or exclusive use of bicyclists. Sharrows, also known as shared lane markings, are markings used in lanes shared by bicycles and motor vehicles when a travel lane is too narrow to provide a standard width bike lane. Bike detection improvements include retrofitting signalized intersections to radar detection to facilitate the movement of bicycles.

These improvements, when retrofitted into the existing street environment, provide a useful and appropriate route of travel for these popular modes used by Ames residents. The proposed locations and treatments that are identified in the Long-Range Transportation Plan (LRTP) will be noted by project numbers (e.g. ON15) from the LRTP.

This project will install a new pedestrian hybrid beacon at the intersection of 13th Street and Clark Avenue (similar to the device in front of Fire Station #1). WHKS of Ames, Iowa, developed plans and specifications with an estimated budget as shown below:

Revenues		Expenses	
2019/20 Multi-Modal Imp.	\$210,000	Administration	\$10,000
2018/19 Traffic Signal*	\$15,000	Design	\$19,400
		Construction (estimate)	\$131,252
		Signal Cabinet (estimate)	\$15,000
		Signal Poles (estimate)	\$16,000
		Pedestrian Ramps / Conduit	\$30,718
Total	\$225,000	Total	\$222,370

*Savings from 2018/19 Traffic Signal Program (US HWY 30 WB & S. Dakota)

ALTERNATIVES:

1. Approve the plans and specifications for the 2019/20 Multi-Modal Roadway Improvements (13th Street & Clark Avenue) project and establish August 19, 2020, as the date of letting with August 25, 2020, as the date for report of bids.
2. Do not approve this project.

MANAGER'S RECOMMENDED ACTION:

By approving these plans and specifications, it will be possible to create a safer, multi-modal intersection for residents utilizing the area. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, as described above.

COUNCIL ACTION FORM

SUBJECT: UNIT 8 TURBINE GENERATOR OVERHAUL – DELAY OF BID DUE DATE

BACKGROUND:

The Unit # 8 Turbine Generator is scheduled to be disassembled, inspected, and repaired at the same time as the Unit 8 Boiler Repair Project. **This work is required to replace worn parts and inspect the turbine and generator for repairs that may be needed to prevent unplanned turbine/generator outages, prevent costly turbine/generator damage, and increase turbine/generator reliability.** Repairs and replacement of worn parts will be completed as the inspection progresses.

Experience has shown that certain parts require replacement every major overhaul and some parts become unusable during the disassembly process. This overhaul and parts replacement are required and recommended by the original equipment manufacturer and boiler and machinery insurance carriers and follows accepted industry standards.

The Engineer's estimate of the cost of the total project is \$2,488,000.

The approved Capital Improvements Plan includes the following funding for the Unit 8 Turbine Generator Overhaul.

2019/20 Materials/Parts	\$1,000,000
2019/20 Construction (this contract)	1,650,000
<u>2019/20 GE Tech Support</u>	<u>350,000</u>
TOTAL	\$3,000,000

Parts have been purchased at a cost of \$1,348,974.66, which is higher than the budgeted amount for parts. However, using the turbine generator overhaul recently completed on Power Plant Unit #7 as a guideline, the construction/technical support cost for this project should be less than the \$2,000,000 budgeted. Staff believes that the increase in Material/Parts cost will not cause the project to exceed the overall \$3,000,000 approved budget.

The proposed start date for this work is estimated to be delayed until the first quarter of 2021. This delay is a result of other projects that could potentially be ongoing at the same time (Unit #8 Crane Overhaul, Unit #8 Boiler Overhaul). Additionally, as a result of the technical nature of questions received during the pre-bid meeting and contractor site visits, staff believes it would be in the best interest of the Power Plant and the bidders to extend the due date for receiving

bids. This would allow the City of Ames to provide more detailed responses to vendor questions, to ensure more accurate bid pricing.

Therefore, staff proposes to extend the bid due date from July 29, 2020 to August 12, 2020. The date for the hearing to report bids and award the contract would likewise be delayed from August 11, 2020 to August 25, 2020.

ALTERNATIVES:

1. Approve date changes for the Unit 8 Turbine Generator Overhaul and set August 12, 2020 as the new bid due date, August 25, 2020 as the new date of hearing and award of contract. These changes should allow the project to commence on January 6, 2021.
2. Do not modify the dates and leave them as currently established.

CITY MANAGER'S RECOMMENDED ACTION:

Extending the due dates will allow the potential bidders the time needed to prepare a complete bid package for the Unit 8 Turbine Generator Overhaul and will likely improve the quality and pricing of the bids the City receives.

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

COUNCIL ACTION FORM

SUBJECT: AWARD OF CONTRACT FOR REPLACEMENT AND UPGRADE OF CORE NETWORK SWITCH TO REDUNDANT CORE SWITCHES TO CARRIER ACCESS

BACKGROUND:

In assessing the City network infrastructure over the past year, staff has identified the opportunity to replace and upgrade the network core switch to improve network reliability and speed. The core network switch serves as the primary router for the City network and the fiber consolidation point for the connectivity between City Hall, the Internet, and remote locations.

Currently, one core network switch handles all traffic. If that core switch fails or requires maintenance, the entire City network is down until the switch is repaired or replaced. The phone system, access to servers, file sharing, and internet access all depend on an operating network core switch. To improve reliability, staff plans to install two core switches with redundant connections. If one of the core network switches fails, the network will still function. Redundant core network switches also provide the ability to replace, upgrade, and maintain the switches without taking down the network.

Network speed will also be improved by this replacement. The new core switches will provide a larger number of high capacity connections and are backward compatible with older devices. This will improve network speeds, internet connection speeds, and voice quality on the phone network.

A request for quotation was prepared for the required equipment and a single quote was received:

Respondent	Project Cost
Carrier Access Inc., Clive, IA	\$119,070.35

Staff has reviewed the proposal and it is acceptable. The replacement of the core network switch was estimated at \$118,950 and was included as part of an overall equipment placement budget for the IT Division. The additional funds needed for this purchase will come from budgeted IT funds.

ALTERNATIVES:

1. Award a contract to Carrier Access Inc, of Clive, Iowa for the replacement of the core network switches and associated infrastructure at a cost of \$119,070.35.
2. Delay purchase of this equipment and direct staff to consider other alternatives.

CITY MANAGER'S RECOMMENDED ACTION:

It is critical to implement new core switches to accommodate the additional devices that are added to the network and provide fast and reliable service as more systems shift to being cloud based. The redundancy added by new core switches will reduce network outages and will provide the ability to keep the core switching upgraded and secure without having down time to the City network and the services it supports.

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



REQUEST FOR QUOTATION

FINANCE DEPARTMENT / PURCHASING DIVISION

July 10, 2020

RFQ # 2021-003

Core & Distribution Switch Project

Bids will be received until 5:00 p.m. local time on July 20, 2020

All bids shall be submitted to the City of Ames, Purchasing Division, 515 Clark Avenue, Ames, IA, 50010 on or before the time above. Bids shall be made on the Bid Form furnished by the City of Ames. Bids may be mailed, e-mailed to madair@city.ames.ia.us or faxed to 515-239-5325.

The City of Ames reserves the right to reject any or all bids, to waive informalities, and to make such awards as it shall deem to be in the best interest of the City.

CITY OF AMES CONTACTS:

For questions concerning equipment specifications, please contact:

Information Technology: William Ledvina, Network Administrator
Phone: 515-239-5384
E-mail: William.ledvina@cityofames.org

For questions concerning the bid procedures, please contact:

Purchasing Division: Mike Adair, Procurement Specialist II
Phone: 515-239-5128
E-mail: mike.adair@cityofames.org

BID FORM

Company Name of Bidder Carrier Access IT, LC

The undersigned as bidder offers to furnish and deliver, F.O.B. Ames, Iowa, the equipment specified herein per the City of Ames requirements.

- **Bidders must be a Certified Cisco Reseller**
- **No Substitutions**

GROUP I – CITY HALL:

QTY	DESCRIPTION	UNIT COST	EXTENDED COST
1 Each	Cisco Catalyst 9500 2 x C9500-48Y4C, 8 x QSFP-40G-SRBD	\$ 21,803.33	\$ 21,803.33
5 Each	SmartNet NBD 8X5	\$ 2,663.88	\$ 13,319.40
1 Each	DNA Advantage License - 5 Year	\$ 9,278.20	\$ 9,278.20
1 Each	650W AC Config 4 Power Supply front to back cooling	\$ 1,008.00	\$ 1,008.00
1 Each	Cisco pluggable SSD storage	\$ 1,380.00	\$ 1,380.00
4 Each	QSFP40G BiDi Short-reach Transceiver	\$ 553.84	\$ 2,215.36
1 Each	DNA Advantage License 5 Year	\$ 9,278.20	\$ 9,278.20
1 Each	650W AC Config 4 Power Supply front to back cooling	\$ 966.00	\$ 966.00
1 Each	Cisco pluggable SSD storage	\$ 1,380.00	\$ 1,380.00
4 Each	QSFP40G BiDi Short-reach Transceiver	\$ 553.84	\$ 2,215.36
4 Each	40GBASE-LR4 QSFP Module	\$ 5,278.96	\$ 21,115.34
2 Each	Meraki MS250-48LP L3 Stck Cld-Mngd 48x GigE 370W PoE Switch	\$ 4,399.90	\$ 8,799.80
2 Each	Meraki MS250-48LP Enterprise License and Support, 5YR	\$ 747.50	\$ 1,495.00
2 Each	Meraki 640WAC PSU - 640 W	\$ 188.78	\$ 377.56
2 Each	Meraki 40GbE QSFP Cable, 0.5 Meter - 1.64 ft QSFP Network Cable for Network Device - QSFP Network - 40 Gbit/s	\$ 50.60	\$ 101.20
GRAND TOTAL (GROUP I):			\$ 94,733.25

Delivery Time: Up to 10 days upon completion

Company Name of Bidder Carrier Access IT, LC

- Install new core and access switches at each site
- Configure new switches with best-practice AAA/security settings
- Configure new switches to match existing environment
- Create migration plan from existing to new infrastructure
- Physically migrate cables from old to new switches
- Logically migrate L3 routing from old to new switches
- Create final diagram showing downstream connectivity to access switches
- Remote support following cut-over
- 2 hours post-install to discuss routing, redundancy, etc.

GROUP II – POWER PLANT:

QTY	DESCRIPTION	UNIT COST	EXTENDED COST
2 Each	Meraki MS425-32 L3 Cld-Mngd 32x 10G SFP+ Switch	\$ 10,125.00	\$ 20,250.00
2 Each	Meraki MS425-32 Enterprise License and Support, 5 Year	\$ 1,784.80	\$ 3,569.60
2 Each	Meraki 250WAC PSU	\$ 258.75	\$ 517.50
GRAND TOTAL (GROUP II):			\$ 24,337.10

Delivery Time: Up to 10 days upon completion

- Join new switches to Meraki dashboard
- Configure switches with best-practice AAA/security settings
- Document cable/SFP types between buildings connected to the power plant
- Configure new switches according to the above information
- Onsite, after-hour assistance with the installation of these switches

The undersigned bidder certifies that this bid proposal is made in good faith without collusion or connection with any other person or persons bidding on the work.

The undersigned bidder states that this bid proposal is made in conformity with the Contract Documents and agrees that, in the event of any discrepancies or differences between any conditions of this bid proposal and the Contract Documents prepared by the City of Ames, Iowa, the provisions of the latter shall prevail.

The prices quoted herein are exclusive of all taxes such as sales and use taxes. The City of Ames is exempt from the following taxes: State of Iowa Sales and Use Taxes by Certificate No. 85-499, and Manufacturer's Federal Excise Tax by Registration No. A-102678.

Company Name of Bidder	<u>Carrier Access IT, LC</u>
Address of Bidder	<u>1275 NW 128th Street, Suite 210</u>
City, State, & Zip Code	<u>Clive, Iowa 50325</u>
Signature of Authorized Agent	<u><i>Bryan Stanford</i></u>
Printed Name and Title	<u>Bryan Stanford, Account Manager</u>
Telephone Number	<u>515-987-9297</u>
Fax Number	<u>515-440-0595</u>
E-mail Address	<u>bstanford@carrieraccessinc.com</u>

Local Vendor with a valid local business certificate. City of Ames notarized Local Business Certificate may be included in this response or a current valid certificate on file in Purchasing.

Check appropriate box:

<input type="checkbox"/> Individual/Sole Proprietor	<input type="checkbox"/> C Corporation	<input type="checkbox"/> S Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> Trust/Estate Single-Member LLC
<input checked="" type="checkbox"/> Limited Liability Company. Enter the tax classification (C=Corporation, S=S Corporation, P=Partnership) <u>P</u>				
Note: For single-member LLC that is disregarded, do not check LLC. Check the appropriate box in the line above for the tax classification of the single-member owner.				
<input type="checkbox"/> Other _____	Taxpayer Identification Number (TIN) <u>82</u> - <u>3033025</u>			

CITY OF AMES, IOWA
STANDARD TERMS & CONDITIONS

1. Bids must be manually signed on the authorized signature line. Title, company names, and phone numbers should be completed.
2. The City of Ames Purchasing Division is the only authorized source of proposal forms. Proposal forms obtained from any other source may have an incomplete set of documents. Bidders using a proposal form not obtained from the City of Ames Purchasing Division are advised to contact the City of Ames Purchasing Division to provide a contact name, mailing address and phone number to enable receipt of necessary addenda. Reproduction of these documents without the express permission of the City of Ames is prohibited.
3. The City of Ames, Iowa is not obligated for expenditures unless funds have been encumbered by purchase order.
4. All prices are to be quoted FOB Destination with full freight and/or delivery charges allowed. Any applicable freight charges must either be included in the material cost or shown as a separate item for consideration of quotation.
5. All prices quoted are considered valid for thirty days after quotation due date unless otherwise specified.
6. Failure to deliver or perform as quoted will be grounds for cancellation of contract without notice to the contractor or penalty to the City.
7. The release of information by the City to the public is subject to Iowa Code Chapter 22 and other applicable provisions of the law relating to the release of records in the possession of the City. Bidders are encouraged to familiarize themselves with these provisions prior to submitting a bid proposal. All information submitted by a vendor may be treated as public information by the City unless the bidder properly requests that information be treated as confidential and cites to applicable confidentiality provisions of Chapter 22 at the time of submitting the proposal. In the event the bidder marks each page of the proposal as proprietary or confidential without adhering to the requirements of the Section, the City may reject the proposal as noncompliant.
8. This contract is governed by the law of the State of Iowa with venue in Story County District Court.
9. By submitting a bid proposal, the bidder agrees that the City may copy the bid proposal for purposes of facilitating the evaluation or to respond to request for public records. The bidder consents to such copying by submitting a proposal and warrants that such copying will not violate the rights of any third parties. The City will have the right to use ideas or adaptations of ideas which are presented in the proposals. In the event the vendor copyrights its proposal, the City may reject the proposal as noncompliant.
10. Local Consideration Program: The Ames City Council passed a resolution adopting a Local Consideration Program for the procurement of goods and/or services by competitive bid or proposal. A 1% local consideration shall be applied to acceptable bids or proposals from businesses located within Ames City limits and pays commercial property tax. Submit a notarized Local Business Certificate with your response. If your company is already registered, or if this does not apply to your business, do not complete the form. Local Consideration Program details, application and current list can be found at <http://www.cityofames.org/local-consideration-program>.



MEMO

To: Mayor and Members of the City Council

From: City Clerk's Office

Date: July 28, 2020

Subject: Contract and Bond Approval

There is/are no Council Action Form(s) for Item No(s). 28, and 29. Council approval of the contract and bond for this/these project(s) is simply fulfilling a *State Code* requirement.

/alc

COUNCIL ACTION FORM

SUBJECT: SOUTH GRAND AVE – SOUTH 5TH TO SQUAW CREEK DR AND SOUTH 5TH ST – SOUTH GRAND AVE TO 600’ WEST OF SOUTH DUFF AVE. – CHANGE ORDER NO. 1

BACKGROUND:

This project is part of the extension of South Grand Avenue from S 3rd Street to S 16th Street and associated projects to extend S 5th Street and for intersection improvements at S 16th Street/S Duff Avenue. The projects have been broken into three phases to allow for potential flexibility in timing of construction and funding. The phases are:

- 1) S. 5th St extension and the portion of S. Grand Ave from Squaw Creek Drive (the existing dead end) to S. 5th St.
- 2) S Grand Ave South of S. 5th Street (this portion includes two bridges to accommodate Squaw Creek under the roadway).
- 3) Reconstruction and widening additional turn lanes at S. Duff Ave and S. 16th St.

This project includes extension of South 5th Street from South Grand Avenue to South Duff Avenue (Phase 1 described above). On September 11, 2019, City Council awarded the contract to Peterson Contractors, Inc. of Reinbeck, Iowa, in the amount of \$3,159,304.15. This project funding source includes Iowa Department of Transportation (DOT) Surface Transportation Program (STP) and Federal/State Grant funds, the project was let by Iowa DOT on July 16, 2019.

During construction, the contractor discovered that the existing sanitary sewer main that the plans indicated to be at the outlet of the proposed box culvert is 1.25’ higher than originally anticipated. Raising the box culvert would not resolve this problem since storm water would be backed up. The solution to this problem is accomplished by this change order to remove and replace the existing sanitary sewer located at the outlet of the proposed box culvert with a cast-in-place 3’x1’ box pipe with structures on both sides in the amount not to exceed \$77,362.49.

The summary of the revised revenues and expenses for this project are shown below:

Activity	Expenses	Revenue
Engineering (overall total w/amendments)	\$2,625,350.00	
South 5 th Street Project (Awarded)	\$3,159,304.15	
S Grand Extension (Awarded)	\$9,368,716.27	
S 16 th St/S Duff project (Estimated)	\$3,000,000.00	
Change Order No. 1	\$77,362.49	
GO Bonds		\$11,580,000
MPO/STP Funds (\$4,300,000 in CIP)		\$5,500,000
Federal/State Grants (\$4,273,000 in CIP)		\$2,791,485
TOTAL	\$18,230,732.91	\$19,871,485

ALTERNATIVES:

1. Approve Change Order No. 1 in the amount not to exceed \$ 77,362.49.
2. Direct staff to pursue changes to the project.

MANAGER'S RECOMMENDED ACTION:

By approving this change order, it will result in lower maintenance costs on the box culvert and improved area drainage. **Even with the addition of this change order, the program expenses still are estimated to be below the Capital Improvement Plan funding amount.**

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

COUNCIL ACTION FORM

SUBJECT: 2018/19 WATER SYSTEM IMPROVEMENTS – (BURNETT AVENUE AND MURRAY DRIVE) – CHANGE ORDER NO. 2

BACKGROUND:

On August 13, 2019, City Council awarded the contract to Keller Excavating, Inc. of Boone, Iowa, in the amount of \$1,194,492.10. This project includes installing a new 8” water main and abandoning the existing 4” water main and transferring everyone to the 8” water main. Change Order No. 1 was administratively approved to extend the project completion date (no cost).

During the design phase, staff used City plumbing service cards to determine which services needed to be transferred, as has been standard practice for many years. These service cards were found to not be completely accurate and missing significant information.

During construction, the contractor discovered that there were 6 water services that were connected to the existing 4” water main and these services, because of incomplete service card information, were not shown on the plans. All these services must be transferred to the 8” water main. Change Order No. 2 (this action) is to allow the contractor to transfer the 6 water services from the 4” water main to 8” water main, extending 8” water main beyond the contract quantity to abandoned more 4” water main and additional pavement patching in the amount not to exceed \$78,589.

During design phase for any future water main project, staff will conduct field verification by shutting off water mains to check who is impacted by the shut off, thereby having more accurate information to incorporate into the bid documents.

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

	Available Revenue	Estimated Expenses
Water Utility Fund (2018/19)	\$1,300,000.00	
Water Utility Fund (2017/18)	\$ 150,000.00	
Construction		\$ 1,194,492.10
Change Order No. 1-2 (including this C.O.)		\$ 78,589.00
Engineering/Administration		\$ 159,000.00
	<hr/>	<hr/>
	\$ 1,450,000.00	\$ 1,432,081.10

ALTERNATIVES:

1. Approve Change Order No. 2 in the amount not to exceed \$78,589.
2. Direct staff to pursue changes to the project.

MANAGER'S RECOMMENDED ACTION:

The services that were not identified in the plumbing inspection service cards must be transferred to the new water main. By improving the water systems in these local neighborhoods, residents will see improved water quality and firefighting capacity. **Even with the addition of this change order, the program expenses still are estimated to be below the Capital Improvement Plan funding amount.**

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

COUNCIL ACTION FORM

SUBJECT: 2017/18 WATER SYSTEM IMPROVEMENTS – PROGRAM 1- WATER SERVICE TRANSFER (10TH STREET and 12TH STREET, GRAY AVENUE, COUNTRY CLUB BLVD, AND CESSNA STREET)

BACKGROUND:

The Water System Improvements program provides for replacing water mains in areas experiencing rusty water problems. It also provides for installing larger distribution mains in areas that have a high concentration of 4” supply lines, transferring water services from 4” water mains in streets where larger water mains exist, and abandoning 4” water mains. Eliminating duplicate water mains improves water flow and helps reduce rusty water. Installing larger distribution lines in areas that have a high concentration of 4” supply lines and less than desirable fire-fighting capacity (predominantly in the older areas of the community).

On August 13, 2019, City Council awarded the contract to Ames Trenching & Excavating, of Ames, Iowa, in the amount of \$320,456. Six change order were administratively approved by staff and City Council. Change Order No. 1 was in the amount of \$7,095.18 for reducing quantities of fittings (tees) along with adding tapping valve and sleeves. Change Order No. 2 was to extend the project completion date (no cost change). Change Order No. 3 was in the amount of \$4,978.49 for additional complex internal plumbing encountered. Change Order No. 4 was approved by City Council in the amount of \$119,950 for allowing the contractor to transfer 14 water services from the 4” water main to 8” water main. Change Order No. 5 was in the amount of \$4,852.59 for additional required internal plumbing. Change Order No. 6 (balancing) was administratively approved to reflect actual measured quantities completed during construction resulting in a deduction of \$365.90. **Construction was completed in the amount of \$456,966.36.**

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

	Available Revenue	Estimated Expenses
Water Utility Fund	\$1,300,000.00	
2017/18 Water System Improvements Program # 2 (previous project)		\$ 544,978.01
Construction (this project)		\$ 456,966.36
Engineering/Administration (overall total)		\$ 200,000.00
	\$ 1,300,000.00	\$1,201,944.37

Remaining water utility funds will be used for additional water improvement projects.

ALTERNATIVES:

1. Accept the 2017/18 Water System Improvements – Water Service Transfer (10th Street, 12th Street, Gray Avenue, Country Club Blvd, and Cessna Street) project as completed by Ames Trenching & Excavating of Ames, Iowa in the amount of \$456,966.36.
2. Direct staff to pursue modifications to the project.

MANAGER’S RECOMMENDED ACTION:

This project was completed in accordance with the approved plans and specifications. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, as described above.

COUNCIL ACTION FORM

SUBJECT: 2018/19 ASPHALT STREET PAVEMENT IMPROVEMENTS – (RELIABLE ST, FLORIDA AVE, DELAWARE AVE, HUTCHISON ST)

BACKGROUND:

This is the annual program for reconstruction or resurfacing (rehabilitation) asphalt streets, typically located with residential neighborhoods. Rehabilitation of existing asphalt streets is possible where the base asphalt layer is solid, but the surface course has failed. Full-depth replacement of these streets is necessary in cases of structural pavement failure. **This project also included the infill of sidewalk to all the streets on this project except the west side of Florida Ave from Toronto St. to Reliable St, the north side of Hutchison Ave from Georgia Ave to Florida Ave, and the North side of Reliable from Delaware Ave to North Dakota Ave.**

On July 23, 2019, City Council awarded this project to Con-Struct, Inc. of Ames, Iowa in the amount of \$1,002,621.40. Two change orders were administratively approved by staff. Change Order No. 1 was in the amount \$6,594.00 for adding retaining wall near the sidewalk ramps. Change Order No. 2, a deduction of \$6,043.66, reflected the actual measured quantities. **Construction was completed in the amount of \$1,003,171.74.**

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

	Available Revenue	Estimated Expenses
G.O. Bonds	\$ 1,400,000	
Construction (Low Bid: Base + Alt B)		\$1,003,171.74
Engineering/Administration (Est.)		\$ 150,400.00
	\$ 1,400,000	\$1,153,571.74

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

ALTERNATIVES:

1. Accept the 2018/19 Asphalt Street Pavement Improvements – (Reliable St, Florida Ave, Delaware Ave, and Hutchison St) project as completed by Con-Struct Inc. of Ames, Iowa, in the amount of \$1,003,171.74.
2. Direct staff to pursue modifications to the project.

MANAGER'S RECOMMENDED ACTION:

This project was completed in accordance with the approved plans and specifications. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, as described above.

COUNCIL ACTION FORM

SUBJECT: 2017/18 SHARED USE PATH SYSTEM EXPANSION (WEST LINCOLN WAY – SUNSET RIDGE SUBDIVISION TO NORTH DAKOTA AVENUE)

BACKGROUND:

This annual program provides for construction of shared use paths on street rights-of-way, adjacent to streets, and through greenbelts. **The location for this project is along West Lincoln Way from the Sunset Ridge Subdivision to North Dakota Avenue.** This path is identified in the Long-Range Transportation Plan (LRTP) and is also an important component for continuing a Complete Streets approach along this corridor.

On August 13, 2019, City Council awarded the project to Manatt’s Inc. of Ames, Iowa in the amount of \$193,618.93. Two change orders were approved by staff for a total increase to the contract of \$3,039.29, **bringing the final construction cost to \$196,658.22.** Revenue adjustments were made during final amendments to the 2019/20 budget due to the effect of COVID-19 on the fund balances.

Revenues and expenses for this project are shown below:

Activity/Expenses	Expenses	Revenues
Engineering Administration	\$70,054.78	
Construction	\$196,658.22	
Local Option Sales Tax		\$245,488
Road Use Tax		\$12,775
Bike Licenses Fund		\$8,450
TOTAL	\$266,713.00	\$266,713

ALTERNATIVES:

1. Accept the 2017/18 Shared Use Path System Expansion (West Lincoln Way – Sunset Ridge Subdivision to North Dakota Avenue) project as completed by Manatt’s Inc. of Ames, IA in the amount of \$196,658.22.
2. Direct staff to pursue modification to the project.

MANAGER’S RECOMMENDED ACTION:

The project has now been completed in accordance with the approved plans and specifications. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, as described above.

COUNCIL ACTION FORM

SUBJECT: REQUEST FOR PROPOSALS (RFP) FOR MULTI-FAMILY DEVELOPMENT FOR THE 321 STATE AVENUE HOUSING SUBDIVISION

BACKGROUND:

At the July 21, 2020 City Council Workshop, the City Council directed staff to proceed with developing a Request for Proposals (RFP) for development of the 2.78 acre Lot 27 of the City's Baker Subdivision. This parcel of land has been set aside for an affordable rental housing development component of the City's mixed income housing subdivision. During the workshop, the City Council discussed the desired types of housing and an interest in having a broad RFP to entice multiple development proposals. City Council identified the following two specific issues for staff to include in the RFP for the development of affordable rental housing:

1. Allow for proposals to include options for a rent-to-purchase and/or rental only.
2. Require the developer to specify building design details with a preference for smaller scale development and no building exceeding 3-stories in height.

Attached for your review and approval is the proposed RFP (Attachment A). The RFP includes a description of the goals for development of the site with a low to medium density rental development (est. of 15-50 units), minimum development requirements, financial incentives (reduced land cost & potentially HOME funding), submittal requirements, and evaluation criteria. Due to the broad nature of the RFP, all responsive proposals will be forwarded to City Council for City Council's final selection with no minimum point requirements.

Staff has reviewed the Iowa Finance Authority's (IFA) 20/21 Qualified Allocation Plan (QAP) to gain a broader understanding of the project's potential competitiveness. Review of the QAP and scoring criteria helped to inform the RFP so as to not unintentionally reduce the potential points for the project. For example, the intent is to develop affordable housing at the low income (60% of AMI) level, but a project that includes a limited number of market rate units may receive additional bonus points as a mixed-income project. The scoring criteria also articulates building and unit features necessary to score well in the review and as a result they are not repeated in the City's RFP. The 2020-21 LIHTC scoring criteria is attached to this report for City Council's reference as Attachment B.

ALTERNATIVES:

1. The City Council can direct staff to proceed with issuing a Request for Proposals (RFP) to identify a partner developer to pursue the development of a multi-family housing component on the south parcel of the Baker subdivision utilizing Low-Income Housing Tax Credits (LIHTC) as outlined in the attached draft.
2. The City Council can direct staff to proceed with issuing a Request for Proposals (RFP) to identify a partner developer to pursue the development of a multi-family housing component on the south parcel of the Baker subdivision utilizing Low-Income Housing Tax Credits (LIHTC) with modifications to the attached draft.
3. The City Council can refer this item back to staff with further direction.

CITY MANAGER'S RECOMMENDED ACTION:

The proposed RFP includes all the requirements that have been stated for development of 321 State Avenue. The RFP establishes a framework to guide proposals as well as the method to evaluate and score the potential wide variety of proposals that could be submitted. The tentative schedule includes issuing the RFP on August 3rd and allowing for proposals to be returned to the City by September 11th. City Council could review qualified proposals as early as October 13th. The selected developer must then complete an agreement with the City and prepare a LIHTC application and submit it to IFA by March 11, 2021. Award of the LIHTC will occur in the summer of 2021.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative #1. This action will direct staff proceed with finalizing and issuing a Request for Proposals (RFP) to identify a partner developer to pursue the development of a multi-family housing component on the south parcel of the Baker subdivision utilizing Low-Income Housing Tax Credits (LIHTC) as outlined in the attached draft.



**Request for Affordable Housing
Low-Income Housing Tax Credit (LIHTC)
Developer Proposals**

**within the City of Ames in partnership with the
City of Ames**

**Baker Subdivision located at
321 State Avenue
Ames, Iowa**

August 3, 2020



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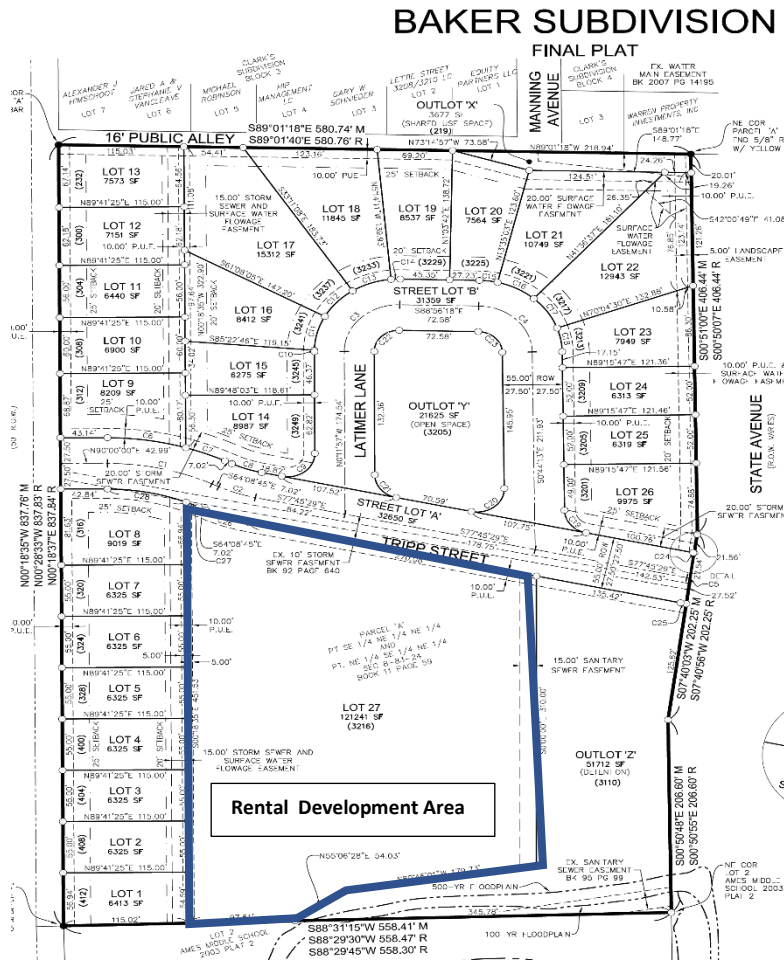
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I. Introduction

The City of Ames, Iowa is accepting proposals from qualified and experienced affordable housing developers utilizing the Iowa Finance Authority's Low-income Housing Tax Credit (LIHTC) program. The successful developer would enter into a partnership with the City of Ames for the construct low income rental housing on a 2.78 acre site within the City's affordable housing development known as the Baker Subdivision.

Ames, like many communities across America, has a continuing need for more affordable housing for low- and moderate-income households. One of the major goals and priorities of the City's Adopted 2019-23 CDBG Five-year Consolidated Strategic Plan is **"To create, expand, and maintain Affordable Housing for Homeless and Low-income persons"**.

Through the use of its Community Development Block Grant (CDBG) funding, the City of Ames has secured ownership of a 10+ acre tract of infill land called the Baker Subdivision located at 321 State Avenue in West Ames. The tract of land is also located in the City's first Neighborhood Revitalization Strategy Area (NRSA), which will allow for a greater flexibility in the development of mixed-income housing units that meet CDBG program requirements.



The City's overall vision for this 10+ acre parcel of land is to create a mixed-income housing subdivision that will not only address the affordable housing needs of low- and moderate income households, but also market rate housing through the development of a variety of housing types. To this end the City has created the Baker Subdivision for development of single-family ownership housing lots and for multi-family rental housing (2.78 acres). The City has begun development of the single-family home lots with subdivision improvements starting in the fall of 2020.

The City is currently interested in receiving proposals to develop the 2.78 acre Lot 27 located on the south side of the site, with **either rental single-family or multi-family housing types**. The City's main objectives for proposals to develop the site include the following:

- A. Creating affordable rental housing units that meet the low-income housing tax credit program (Typically incomes equal to or less than **60%** of the Ames Metropolitan Statistical Area (AMSA) See Attachment A for incomes);
- B. Maximizing the number of affordable housing units in relation to the LIHTC Qualified Allocation Plan scoring system.
- C. Addressing family and workforce housing needs.
- D. Includes high quality design features for the buildings and site layout as part of an integrated subdivision with adjacent single-family homes.
- E. Optionally, includes Lease to Own housing units consistent with the Rose Program.

To meet these objectives the City will accept proposals of a development intensity between low and medium density for approximately 15-50 dwelling units. The developer may propose housing types that include detached single-family, townhomes, duplexes, or multi-family apartment units that best meet the listed objectives and formulate a highly competitive LIHTC application.

Proposals will be evaluated and scored on a competitive basis. Once all projects are scored, the proposals will be forwarded to the City Council for their selection of the most desirable project. The City reserves the right to waive any minor informalities or irregularities, which do not address the heart of the proposal or prejudice other offers, or to reject, any and all proposals. **Proposals, which take exception to the RFP, may be considered non-responsive and may be rejected.**

II. General Information

The following information is provided to assist the developer by summarizing the important facts regarding the criteria and format by which the Request for Proposal process will proceed.

A. **The City of Ames reserves the right to accept or reject any and all proposals.**

B. Tentative Timetable of Events:

-Solicitation Start:	Monday, August 3, 2020
-Pre-Proposal Meeting:	Tuesday, August 11, 2020** 1:30-3:00 p.m.
-Questions Due:	Tuesday, August 18, 2020
-Responses By:	Friday, August 21, 2020
-Proposal Deadline:	Friday, September 11, 2020 by 2:00 p.m. local time
- Proposal Selection Interviews (if needed) :	Tuesday, September 22, 2020
-Committee Evaluation (Tentative):	Wednesday, September 30, 2020
- City Council Approval	Tuesday, October 13, 2020

**** DUE TO THE COVID-19 PANDEMIC, THIS WILL BE AN VIRTUAL MEETING. LINK TO BE ANNOUNCED**

- C. **All proposals must be sealed, postmarked and/or delivered to the City of Ames Purchasing Division (1st Floor), City Hall, 515 Clark Avenue, Ames, IA 50010 with all supporting documentation no later than 2:00 p.m. (local time) on TBD. No verbal or faxed submittals will be accepted. Submittals should have a subject line of “Baker Subdivision 321 State Avenue LIHTC Housing Development Proposal”.**
- D. Proposals may be withdrawn only by written request of the developer prior to the opening of the proposals. After the opening of the proposals, all offers shall remain valid and irrevocable for a period of 60 days from the date of the submittal and through negotiations on a final agreement with the selected developer.
- E. Proposals not meeting the minimum requirements or submittal requirements will not be considered.
- F. Copies of the City's Zoning Ordinances, Subdivision Regulations, Storm Water Management, and Building Codes are available at the Department of Planning & Housing, City Hall, 515 Clark Avenue, Room 214, Ames, Iowa or on the City's website at www.cityofames.org search for Municipal Code. **Attachment B** includes additional information on development requirements.
- G. The Site is currently zoned R-L (Residential Low Density) and will be rezoned as appropriate for selected development concept.
- H. The City will make available information pertaining to existing and planned infrastructure for connection of the site to the systems. NOTE that the City intends to require the developer to connect to a District Geothermal System operated by Ames Electric, additional information included in Attachment B.
- I. The Final Plat for Baker Subdivision is included with the RFP.
- J. The site (Lot 27) is intended to use the abutting regional storm water treatment facility as its primary means of meeting storm water treatment and control requirements, the developer will verify as part of the development review adequate capacity exists within the regional facility or accommodate storm water requirements on site. The developer will be required to provide for regular maintenance and upkeep of storm water facilities. Long term maintenance of the regional facility is the responsibility of the City.
- K. The City of Ames reserves the right to require additional information at any time during this process to help clarify the intent of the developer or project details.
- L. The Geographic Information Systems (GIS) information regarding site (maps & data) is located on the city's website at: www.cityofames.org/living/maps-gis.

III. Minimum Development Requirements

Proposals submitted shall meet the following minimum unit and site requirements:

The City will remain flexible to allow a developer to create an innovative design, however, the following minimum design guidelines will be required for multi-family rental housing units.

- A. A target development intensity of between 15 and 50 dwelling units.

Ineligible Homes Types: Nursing homes, board and care facilities, and supervised living facilities licensed by the State of Iowa or a delegated local Department of Health are not eligible for funding, nor are properties where residents require a 24-hour plan for supervision and/or medical/health care. Rooming or Boarding Houses, Transitional Housing Units, Homeless Shelters or Permanent supportive housing units are also not eligible.

- B. Proposals with floor plans designed as student housing or units with multiple suites per unit are **not** consistent with purpose and intent of the RFP.
- C. Maximize the number of affordable housing units developed, with only the minimal market rate housing units necessary for the LIHTC QAP scoring.
- D. Preference for smaller scale buildings transitioning to the surroundings, in no event shall a building exceed three (3) stories.
- E. The design of buildings shall take great care to include high interest design features and building materials that integrate with the residential surroundings. The development features need to be supportive of an integrated environment, such as an orientation to public streets and open spaces, minimize the appearance of large parking areas, include architectural relief and façade treatments that create visual interest, or provide for multiple building of varying types as appropriate to integrate with the surroundings.
- F. All applicable provisions of the City of Ames Municipal Code, including Zoning Ordinances, Subdivision Regulations, Stormwater, and Building Codes shall apply.
- G. Installation of a Radon System that meets State and EPA requirements.
- H. Provide High Speed Broadband internet to each dwelling unit.
- I. Due to CDBG funds used to acquire the site, improvements are subject to Davis Bacon Wage rate and Related Acts as well as other applicable Federal Requirements.

IV. Developer Minimum Responsibilities/Requirements

As part of this request for proposal, the developer agrees to the following minimum responsibilities/requirements as part of the RFP and to develop the project:

- A. The selected developer will be responsible for the preparation of conceptual and final development plans at their cost, including but not limited to subdivision, grading, storm water management, building, public improvements, and site development plans. There will be no reimbursement for any expense as part of the RFP response or for final development plans and permits by the City.
- B. The selected developer will be responsible for preparation and submission of the LIHTC application materials at their cost. There will be no reimbursement for any expense as part of the LIHTC application process.
- C. The selected developer will be responsible to pay for the construction of all infrastructure required to serve the development that is not part of the Baker Subdivision Final Plat, less any amount provided by the City reflected in Article VI.
- D. Enter into a developer's agreement for preparing a LIHTC application, terms for the developer's construction and operation of the project, and the City's participation in the project and transfer of land for the development of the project. The agreement shall be completed with the City of Ames within 75 days from the date of acceptance of the proposal by the City Council.
- E. Ensuring consistency with federal requirements and special terms and conditions that will be applicable to all projects due to the use of CDBG funds to acquire the parcel.(see Attachment D).
- F. The developer will be responsible to ensure that the multi-family rental housing units are constructed on the site as outlined in their proposal and in the developer's agreement with the City of Ames.

V. Financial Incentives

In support of development of affordable housing on the site, the City will offer the following incentives to the selected developer.

- A. Lot 27 of the Baker Subdivision (approximately 2.78 acres) for a reduced or at no cost. The Proposal shall indicate the assumed purchase prices of Lot 27.
- B. The Developer may request City of Ames HOME funds in support of the affordable housing. The Proposal must identify the potential need and estimated amount of City HOME funds and identify alternative funding sources if the City does not contribute HOME funds.

VI. Competitive Requirements and Scoring

A. Competitive Requirement

The City of Ames is seeking to maximize its development efforts. Developers are urged to create an exciting and imaginative project. The Review Committee will evaluate the elements of the proposal related to design, style, features, costs, timing, in relation to the described criteria.

1. Applicant/Developer Capability and Track Record (including partners). The applicant's track record, including whether the applicant and/or development team has successfully completed and/or operated a similar type LIHTC project. Capacity to undertake new or additional projects; ability to secure construction financing; the developer's approach, plan of work, recommended schedules, and suggested responsibility assignments (30 points);
2. Quality of References. Qualification and experience in providing the requested development as exemplified by past projects and client contracts. (including other communities, Iowa Finance Authority, Federal Home Loan Bank and or Iowa Department of Economic Development) (20 points);
3. Housing variety and architectural styles (10pts)
4. Percentage of Affordable Housing Units (10 pts)
5. **Property management experience** – number of units managed; years of experience; the number of affordable units managed and the performance record. Familiarity of the various funding sources for housing development and rental subsidies. (20 points)
6. Feasibility (pro-forma including project funding sources) (25 points);

VII. Security Requirements

The City of Ames has a performance responsibility to ensure that that the affordable rental housing units are constructed consistent with the LIHTC program and CDBG program rules and regulations. As a means to ensure that the City's investment in land and infrastructure creates the desired types of housing, the City will require security in the following form:

- A. As security for the performance for the construction of all multi-family rental housing units, the City will retain ownership of the parcel, and convey by quit claim deed to the Developer as those rental units are substantially completed in accordance with this Request for Proposal and the Development Agreement. The Developer may propose an alternative performance security for consideration with the RFP.

VIII. Submittal Requirements

Provide four (4) hard copies of the proposal and one pdf copy. All proposals must be sealed, postmarked and/or delivered to the City of Ames Purchasing Division (1st Floor), Ames City Hall, 515 Clark Avenue, Ames, IA 50010. Proposals must include all supporting documentation and be received no later than 2:00 p.m. (local time) on September 11, 2020. No verbal or faxed submittals will be accepted. Submittals should have a subject line of "Baker Subdivision 321 State Avenue LIHTC Rental Housing Development Proposal". All late or incomplete submittals will be rejected.

The following information is provided for guidance to prospective Builders/Developers.

A. Proposals must contain, at a minimum, the following information:

- _____ 1. Developer's statement providing an overview of their proposed project including goals and timeline
 - _____ 2. A development plans, including the following items:
 - _____ a. Conceptual site layout that identifies building size and locations, access point, parking, landscaping, and storm water.
 - _____ b. Representative architectural elevations and floor plans.
 - _____ c. Summary of plan types for total finished square footage, number of bedrooms, number and type of bathrooms, and square footage of any unfinished areas; and
 - _____ 3. A statement reflecting the proposed timing of improvements and the proposed date of completion of these improvements for the site
 - _____ 4. Summary of energy conservation and green building features.
 - _____ 5. Explanation of expected success for LIHTC application, including estimated 2020 QAP Scoring of the Project
- _____ B. The proposal must be signed by an official of the corporation authorized to bind the offer.
- _____ C. The proposal must contain a statement to the effect that the proposal is firm for a period of not less than 60 days after the closing date of this request and through negotiations.
- _____ D. **The proposal must be submitted in four (4) hard copies and one pdf copy.**
- _____ E. The proposal shall contain the full name of the person, firm, or corporation submitting the proposal and the address of the person, firm, or president of the corporation.
- _____ F. No officer, member, or any other person holding any position with the City of Ames, Iowa, either appointed or elected, shall be or shall become interested directly or indirectly with the person, firm, or corporation submitting a proposal or in any portion of the profits derived by the selected developer from this project. This exclusion does not pertain to persons who are appointed to State-created authorities.
- _____ G. Project Pro Forma and Estimated Construction Costs. Include which incentives are requested to support the proposed project. *Remember to account for construction estimates with federal Prevailing Wage requirements for any and all site related improvements and building construction as required per HUD CDBG requirements.*
- _____ H. Identify partners and members of the development team.
- _____ I. Submit a portfolio of successful projects for the development team from the last 10 years, identify any representative examples similar to the scope of the submitted proposal.
- _____ J. Identify on a separate document areas where the proposal meets each of the selection criteria.

IX. Review Process and Selection Criteria

- A. All proposals will be reviewed by City staff for eligibility, completeness, and feasibility.
- B. Proposals that are deemed ineligible or infeasible will not be considered and will not be forwarded to the Review Committee. The developer will be notified by mail.
- C. Proposals which pass the minimum requirements will be evaluated by the Review Committee. The members of the committee will score each proposal. A proposal must be deemed responsive to the Request for Proposal to be referred to the City Council.
- D. Evaluation of Proposals

Applications will be evaluated on the scoring criteria outlined under Section VII "Competitive Requirements and Scoring". The Review Committee will have the option to conduct on site interviews with developers.

- E. Evaluation Selection Process

The selection of the preferred developer will utilize the following steps:

After the staff review committee evaluates each proposal, a report will be prepared for City Council that will contain background information and factual data for each proposal, a scoring of the attributes of the proposals, and a committee recommendation regarding which developer's proposal should be selected as the preferred developer.

The final selection will be based on:

1. The City Council's determination of the best proposal that meets the goals and objectives of the City;
2. A satisfactory agreement between the preferred developer and the City is finalized;
3. A completed verification of the qualifications of the proposed developer.

X. Contract Negotiations:

The City reserves the right to reject any and all proposals and to negotiate the terms of the contract, including the award amount, with the selected developer(s) prior to entering into a written agreement.

XI. Questions/Contact Persons:

Questions concerning the content of this proposal, or the review process may be directed to Karen Server, by mail at City of Ames, Planning & Housing Department; P.O. Box 811, Ames, IA 50010; by email at karen.server@cityofames.org; or by phone at 515-239-5125.

XII. Definitions

Certain words or phrases in this document are critical to a thorough understanding of the objectives and goals of the City for this project. The following definitions are offered to aid prospective developers in the preparation of this Request for Proposals.

- A. Builder/Developer: Any individual, corporation, partnership, non-profit organization or similar entity that has expressed an interest, or has been identified as having an interest, in providing those private services that are necessary in creating housing.
- B. City: This means the City of Ames, Iowa, its elected and appointed officials, and all staff persons employed by the City of Ames.
- C. Community Development Block Grants (Entitlement). Under this program HUD directly provides annual CDBGs on a formula basis to “entitled” communities (populations over 50,000) to carry out a wide range of community development activities directed toward neighborhood revitalization, economic development, and improved community facilities and services.
- D. Davis-Bacon and Related Acts. The Davis-Bacon and Related Acts apply to contractors and subcontractors performing on federally funded or assisted contracts in excess of \$2,000 for the construction, alteration, or repair (including painting and decorating) of public buildings or public works. Davis-Bacon Act and Related Act contractors and subcontractors must pay their laborers and mechanics employed under the contract no less than the locally prevailing wages and fringe benefits for corresponding work on similar projects in the area. The Davis-Bacon Act directs the Department of Labor to determine such locally prevailing wage rates. The Davis-Bacon Act applies to contractors and subcontractors performing work on federal or District of Columbia contracts. The Davis-Bacon Act prevailing wage provisions apply to the “Related Acts,” under which federal agencies assist construction projects through grants, loans, loan guarantees, and insurance. For prime contracts in excess of \$100,000, contractors and subcontractors must also, under the provisions of the Contract Work Hours and Safety Standards Act, as amended, pay laborers and mechanics, including guards and watchmen, at least one and one-half times their regular rate of pay for all hours worked over 40 in a workweek. The overtime provisions of the Fair Labor Standards Act may also apply to DBA-covered contracts.
- E. HUD: The Department of Housing and Urban Development or its designee.
- F. Low Income Housing Tax Credit (LIHTC): The federal low-income housing tax credit program acts as an incentive for property owners to invest in the development of rental housing for individuals and families with fixed or limited incomes. The housing tax credit provides a dollar for dollar reduction (or credit) to offset an owner’s federal tax liability on ordinary income for a 10-year period. This tax credit often provides the last critical element to ensure the financial feasibility of the project.
- G. Lower-Income Family: A family whose annual income does not exceed 80% of the median income for the Ames Metropolitan Statistical Area (MAS), as determined by HUD.
- H. Project: Those activities, whether public or private, that have been determined to be necessary to complete the Housing Development.
- I. Restrictive Covenant. A provision in a deed limiting the use of the property and prohibiting certain uses.
- J. Subdivision Ordinance: Chapter 23 of the Ames Municipal Code.

- K. Submittals: Those written and graphic documents prepared by developers that explain the strategy, approach, and specific elements that a developer proposes to use in meeting the City's goals for the affordable housing subdivision.
- L. Zoning Ordinance: Is defined as Chapter 29 of the Municipal Code, which is to include all amendments thereto.

Attachment A

2020 Program Income Limits (subject to change)

80% of Ames, Iowa MSA (Low Income)	
Family Size	Gross Income Cannot Exceed
1	\$53,000
2	\$60,600
3	\$68,150
4	\$75,700
5	\$81,800
6	\$87,850
7	\$93,900
8	\$99,950

60% of Ames, Iowa MSA	
Family Size	Gross Income Cannot Exceed
1	\$39,780
2	\$45,420
3	\$51,120
4	\$56,760
5	\$61,320
6	\$65,880
7	\$70,440
8	\$74,940

Attachment B

Multi-Family Rental Housing Development for Baker Subdivision located on Lot 27 Site & Development Information

The following items are intended to help provide initial background on development constraints or requirements that may affect proposals for development of the property. The list below is preliminary guidance for prospective developers. The guidance should not be viewed as final or a complete assessment of requirements to meet all development standards. All improvements must meet the City's standard specifications.

Streets

- Tripp Street will be the only access to this site. The developer is responsible for the driveway approach connection to Tripp Street and necessary sidewalk replacement.

Storm water

- All impervious surfaces (public improvements and private improvements) must meet the storm water control and treatment requirement of Chapter 5b of Ames Municipal Code. This includes sizing and development controls for storm water facilities.
- Regional stormwater detention facilities abut the site in outlot Z and are intended to meet the primary storm water treatment needs for this site. The developer will need to confirm the sizing of the facility in Outlot Z meets their needs or provide for storm water treatment on site. The owner of Lot 27 will be required to do regular maintenance of the storm water facility, e.g. mowing, while the City is responsible for long term maintenance.

Utilities

- The area is within the Ames Electric Service Territory and will be served by Ames Electric. Developer is responsible for provide service to the project. See note below on Geothermal.
- Natural Gas does not abut the site. Any desired extension of natural gas service to the site would be a cost of the development.
- Water lines exist along Tripp Street. Water to the site must be provided by the developer by connecting to the existing public water main underneath Tripp Street. Note that any fire hydrant located on site requires a public water main connection.
- Sanitary sewer lines exist along the east property line of the site. The developer will be responsible for connecting the site to the sanitary sewer along the east property line.

District Geothermal Heating & Cooling System

Ames Electric will be installing a district geothermal heating & cooling system in Baker Subdivision which will also serve this property. This system will deliver an environmentally friendly reliable heating and cooling source year-round. Ames Electric is responsible for installing the system within all public rights-of-way. The system will be generated to the north of Tripp Street within the City's pocket park.

- The developer is responsible to connect to the district geothermal heating & cooling system at the north edge of the site along Tripp Street.
- The developer will be responsible for providing the appropriate mechanical systems in each unit (heat pump, A/C) to properly deliver the heating and cooling process from the district geothermal heating & cooling system to each unit.

- The delineation of the developer's ownership of the geothermal lines and Ames Electrics ownership of the lines will be determined somewhere between the building and Tripp Street.
- The water heating systems for the building(s) will be required to be connected to the district geothermal heating & cooling system.

Flood Plain- College Creek abuts the site to the south. Lot 27 was designed to be located outside of the 100-year flood plain based upon current flood plain insurance rate maps (FIRM).

Zoning-The Site is zoned R-L. The City understands rezoning of the site is necessary to provide for multi-family or attached single-family housing. The City will be responsible for rezoning of the site to an appropriate zoning district to match the proposed development concept. Compliance with City parking, landscaping, setbacks, and other development standards will be required regardless of the underlying zoning district.

Attachment D

CDBG Special Terms and Conditions

1. Congress created the CDBG program and federal regulations apply. Funded agencies will be required to comply with all federal regulations associated with the funding and will be required

to submit documents demonstrating administrative and financial capacity to manage a CDBG project

2. Agencies must be an incorporated nonprofit in Iowa by proposal submittal.
3. Agencies must include the DUNS number and a copy of the corporation's listing with the Secretary State of Iowa.
4. Projects must primarily serve low- and moderate-income Ames residents.
5. In construction or renovation contracts, the organization is responsible for insuring against direct physical damage to the construction project as well as to construction materials stored at the construction site.

Therefore, in addition to the contractor's required liability and workers' compensation insurance, the city also requires the organization to provide evidence of property insurance, which will protect the project site against damage while under construction.

6. The CDBG funding cycle is a competitive process and many worthy proposals will not be funded.
7. Funded agencies must acknowledge the City of Ames HUD CDBG contribution in written materials.
8. Funded program records are subject to review by the City of Ames and HUD.
9. Developers are responsible for Workers' Compensation benefits or claims by employees and must indemnify and hold the city harmless against any and all claims.
10. Nondiscrimination employment practices and ADA requirements apply; a Drug Free Work Place is required.
11. Funded agencies cannot be indebted to the IRS or any public entity nor have judgments or liens.
12. CDBG projects must comply with State and city licenses, zoning, permit and other related requirements.
13. **PUBLIC RECORDS**
All proposals submitted in response to the Request for Proposal shall become the property of the city and shall become a matter of public record available for review pursuant to Iowa state law after the award notification. The City of Ames is obligated to abide by all public information laws.
14. **SYSTEM FOR AWARD MANAGEMENT**
The System for Award Management (SAM) is the Official U.S. Government system that tracks federal contracts, including City of Ames CDBG contracts. The awarded contractors of the bids will be required to register in SAM.gov prior to entering into a contract. Registration in SAM is NOT required to submit a Request for Proposal.
15. **COMPLIANCE WITH EQUAL OPPORTUNITY IN EMPLOYMENT REQUIREMENTS**
The City of Ames extends to each individual, firm, vendor, supplier, contractor and subcontractors an equal economic opportunity to compete for City business. HUD regulations require that all agencies and contractors' outreach and make good faith efforts to utilize minority and women-owned small businesses. Efforts must also be made to hire low income area

residents for new jobs created and to utilize low income businesses in the project.

16. **ENVIRONMENTAL REVIEWS**

An environmental review must be performed on any project funded in part with CDBG dollars. Premature committing or expending any funds prior to the environmental review will jeopardize the eligibility of the project. This includes an organization's matching funds from other sources. Environmental reviews are required to comply with National Environmental Policy Act (NEPA) and HUD's regulations. The review includes analysis of project is geographically 13 federal laws designed to protect certain environmental areas. If the proposal is funded, Grants Administration staff will initiate the review and the organization will be kept informed about the estimated length of time to clear the project. The review normally is completed at no cost. However, if the located in an area of potential archaeological resources, archeological monitoring or testing will be required and must be included in the project budget.

Staff can assist you in making this determination. Depending upon the project location projects involving construction, rehabilitation and demolition, it may take up to 120 days to obtain an environmental clearance.

17. **DAVIS BACON LABOR STANDARDS**

The Davis Bacon Act is a regulatory requirement that applies to all projects using \$2,000 or more in federal funds for construction activities. The act requires all contractors and subcontractors to pay employees working on the project the prevailing wages and fringe benefits as determined by the federal government. This may increase the project costs.

18. **ARCHITECTURAL SERVICES**

Architectural services are generally required for all new construction projects and for most rehabilitation projects. However, the size and nature of the project and the organization capacity can be examined to determine whether architectural services will be needed. Some smaller scale projects may not require the use of an architect, while large-scale projects always require an architect. Architects assess existing buildings to determine the level and extent of repairs needed to meet the local occupancy and building codes, zoning requirements and to determine safety issues. Issues include physical accessibility, emergency egress and sprinkler systems. Architects also are important in the helping the organization through the bid solicitation process and complying with federal procurement rules.

19. **LEAD-BASED PAINT REGULATIONS**

HUD has issued final regulations on notification, evaluation, and reduction of lead-based paint hazards in some facilities receiving federal assistance. Rehabilitation of facilities where children are served may be affected by this new regulation, which may require the testing of painted surfaces that will be disturbed to determine the presence of lead-based paint. If painted surfaces are not lead-free, remediation and safe work practices will be required.

20. **ASBESTOS TESTING**

An asbestos survey (AHERA) will be required on all renovation projects to determine the presence of asbestos. The organization should include the cost of the survey and provide for contingency funds for remediation if asbestos is present. The survey will visually review all suspect asbestos containing materials (ACMs) associated with the buildings' interior and will collect samples for laboratory analysis prior to the Public Facilities renovation project. The survey will identify whether asbestos containing materials were found and what classification.

21. **PREMATURE COMMITTING OR EXPENDING FUNDS**

Program expenses that have been committed or spent prior to City Council approval, environmental clearance and/or execution of the CDBG contract are not eligible for reimbursement.

22. **ACCESSIBILITY TO PERSONS WITH DISABILITIES**

Programs, projects, information, participation, communications and services must be accessible to persons with disabilities to comply with the Americans with Disabilities Act (ADA).

ATTACHMENT B

2020 - 2021

9% Qualified Allocation Plan



IOWA FINANCE
AUTHORITY

SECTION 6. SCORING CRITERIA

IFA does not intend for any Project to achieve the maximum allowable points. IFA designed the scoring to allow Developers to propose Projects that work best for their communities, targeted market and development organization, yet still allowing the Project to compete for an award. By providing more gradients in scoring, Developers will have the ability to elect more or fewer points throughout the scoring and create Projects that better fit communities.

IFA shall make the final determination of the Applicant's score. IFA will award scoring points based on the evidence provided in the Application and exhibits, provided adequate evidence supports the award of points for all sites within the Project. The online Application shall provide a tentative non-binding score based on the submitted information. Scoring determinations made in prior years are not binding on IFA for the current funding round. If the Project is Historic, the Applicant is responsible for completing due diligence with the State Historic Preservation Office (SHPO) to ensure all construction-related scoring elections are permitted by SHPO prior to submission of the threshold Application.

Changes to the Application shall not be allowed that maintains or improves the score received by an Applicant.

6.1 Resident Profile.

6.1.1 Serves Lowest Income Residents. 0 to 30 points

Projects that provide Units that are set-aside and occupied by tenants with incomes at forty percent (40%) AMI or less and are rent restricted. Annual re-certification of tenant income is required.

- 1 point for each full two percent (2%) of the total Project Units 15 points maximum

Projects that provide Units that are set-aside and occupied by tenants with incomes at thirty percent (30%) AMI or less and are rent restricted. Annual re-certification of tenant income is required. These Units shall be in addition to any Units selected for the forty percent (40%) AMI or less.

- 1 point for each full one percent (1%) of the total Project Units 15 points maximum

Elected AMI percentages shall be maintained throughout the Compliance Period and the Extended Use Period.

If a project is a previous LIHTC Project with an existing LURA, Applicant shall not elect scoring points for this category if it would be less restrictive than the existing LURA. Current LURA requirements shall be adhered to or can be made more restrictive.

This category is not available to an Applicant that has Federal Project-Based Rental Assistance.

This category is available for Section 4.10.3 – Special Considerations for Projects Serving Lower AMI's.

6.1.2 Market Rate Incentive. 0 to 10 points

Projects that provide market rate Units (not eligible for Tax Credits). On-site staff Units cannot be counted for points. Annual re-certification of tenant income is required.

- 1 point for each full one percent (1%) of the Units 10 points maximum

This category shall comply with the requirements stated in Sections 5.12 – Market Rate Standards and 5.15 – Next Available Unit Rule.

This category is not available to an Applicant that elects points in Section 6.1.4 – Provides an Opportunity for Homeownership or that have Federal Project-Based Rental Assistance.

6.1.3 Serves Tenant Population of Households with Children. 0 to 5 points

Projects that provide 3 or 4 bedroom LIHTC Units.

- 1 point for each five percent (5%) of all Units provided as 3 or 4 bedroom LIHTC Units. 5 points maximum.

6.1.4 Provides an Opportunity for Homeownership.

25 points

Iowa Renter to Ownership Savings Equity (ROSE) Program: The Iowa ROSE Program provides a savings plan, for the benefit of each tenant, to purchase a home. Refer to Part D – Glossary and Appendix H - Iowa ROSE Program of the Application Package for further details.

This category is not available to an Applicant that elects points for Section 6.1.2 – Market Rate Incentive or Section 6.4.3 – Waives Right to a Qualified Contract.

6.2 Location.

6.2.1 Great Places.

2 points

IFA shall consult with the Department of Cultural Affairs to determine if a Project is within a project identified in an Iowa Great Places agreement that has been designated by the Iowa Great Places Board for participation in the program within the last three years, pursuant to Section 303.3C, subsection 4 of the Iowa Code.

If a Scattered Site Project, all building addresses shall meet the Great Places requirements.

6.2.2 Iowa Opportunity Index Census Tracts.

0 to 5 points

Projects located in a census tract that is identified as a very high or high opportunity area as shown in Appendix I – Iowa Opportunity Index in the Application Package.

Very High Opportunity Area	5 points
High Opportunity Area	3 points

If a Scattered Site Project, all building addresses shall be located in a qualifying opportunity index census tract to be eligible for points. If buildings are in different categories of qualifying opportunity index census tracts, the lesser points shall be awarded.

6.2.3 Rural Disaster Recovery.

5 points

Projects located in a Rural city that is eligible for Section 2.2.3 – Disaster Recovery Set-Aside.

6.3 Building Characteristics.

6.3.1 Market Appeal.

0 to 29 points

These amenities shall be provided at no cost to the tenants and shall be maintained throughout the Compliance Period and the Extended Use Period..

The Applicant may select from the options below (all amenities are defined in Part D – Glossary of Terms):

Amenities	
Video Security System. The security system that shall record activity at the site such that no part of the site can be accessed without that activity being recorded. Parts of the site to be covered include parking areas, all levels of stairways, elevators, hallways, and entrances to all non-tenant spaces. Cameras in corridors shall be placed in such a way that all unit entrances are covered. The recordings shall be maintained for a minimum of 30 days. To be eligible for points, single family or Scattered Site Projects are required to have the Video Security System to cover all Units.	6 points
Storage Units	5 points
Built-In Dishwasher	3 points
Ceiling fan/light combination units with a wall switch. Minimum two per one or more bedroom Units and one per studio.	2 points
Kitchen exhaust hoods that exhaust to the exterior	2 points
Bike Racks	1 point

Laundry Facilities	6 points maximum
In-Unit Laundry Space with Washer and Dryer (Dryer shall vent to exterior.)	6 points
Free Community Laundry	2 points

For Senior Projects only	
Community Room (must be 20 square feet per unit up to the first 40 units)	4 points

For Family Projects only	
Playground	4 points

6.3.2 Projects with Historical Significance. 5 points

All buildings within the Project shall be on the National Register of Historic Places or are determined eligible for the National Register by SHPO. Applicants requesting points for historic significance shall use state and federal historic tax credits as a funding source.

6.3.3 Preservation and Conversion of Existing Rental Housing.

6.3.3.1 Federal Project-Based Rental Assistance. 0 to 35 points

At least seventy-five percent (75%) of the Project Units are covered by a project-based rental assistance contract.	35 points
At least fifty percent (50%) of the Project Units are covered by a project-based rental assistance contract.	30 points

6.3.3.2 Market Rate Rental Housing Conversion. 3 points

100% market rate Projects that convert to an 85% to 100% LIHTC Project.

6.3.4 Construction/Unit Characteristics. 0 to 16 points

The Applicant may select from the following options:

Exterior Construction (durability):	0 to 9 points
Minimum of fifty percent (50%) of the gross exterior (excluding window and door areas), of 4" nominal brick, 4" nominal stone, stucco over masonry, architectural CMU block or pre-cast concrete wall panels. The remaining fifty percent (50%) shall be constructed of one hundred percent (100%) fiber cement board siding or engineered wood siding by Smartside, Truwood or Katawba. The Buildings soffit and fascia shall be pre-finished aluminum or fiber cement board or engineered wood siding by Smartside, Truwood or Katawba. Soffits shall be vented.	9 points
One hundred percent (100%) fiber cement board siding (excluding window and door areas) or engineered wood siding by Smartside, Truwood or Katawba and/or nominal 2" thick manufactured stone over ¾" stucco. The Buildings soffit and fascia shall be pre-finished aluminum or fiber cement board or engineered wood siding by Smartside, Truwood or Katawba. Soffits shall be vented.	7 points
Minimum of thirty percent (30%) of the gross exterior (excluding window and door areas), of 4" nominal brick, 4" nominal stone, stucco over masonry, architectural CMU block or pre-cast concrete wall panels. The remaining seventy percent (70%) shall be aesthetically pleasing and in harmony with the architecture of the rest of the building. The Buildings soffit and fascia shall be pre-finished aluminum or fiber cement board. Soffits shall be vented.	5 points
Minimum of forty percent (40%) of the gross exterior (excluding window and door areas), of nominal 2" thick manufactured stone or imitation brick over 5/8" stucco. The remaining sixty percent (60%) shall be aesthetically pleasing and in harmony with the architecture of the rest of the building. The Buildings soffit and fascia shall be pre-finished aluminum or fiber cement board. Soffits shall be vented.	4 points

Universal Design Features		0 to 2 points
Closet rods and shelves in each bedroom closet in each Unit. Once installed, the closet shelves and hanger bars shall be easy to adjust to different heights with no tools required. They shall have adjustable standards and brackets. Hanger rods shall attach to the shelving and provide continuous slide for hangers between supports. Shelves shall be 12" deep minimum and material vinyl coated steel or similar.		1 point
One minimum 5' wide ADA compliant roll in shower per each 20 Units and shall be dispersed throughout the property and in different bedroom sizes.		1 point

Other:		0 to 5 points
Steel frame doors at Unit entries leading to building corridors or interior spaces, metal clad wood frames acceptable at Unit entries leading to the exterior.		2 points
Main entrance areas: Unit main entrance to interior - shall be designed with a foyer and equipped with a remote security and intercom system to each unit to control entry to common areas. Unit main entrance to exterior – shall have a storm door and a covered entry with a minimum depth and width of coverage of 4 feet by 4 feet.		2 points
Vertical grab bars in the bathtub/shower and lever door hardware throughout the Units.		1 point

6.3.5 Olmstead Goals.

0 to 14 points

Projects advancing the goals of Iowa Department of Human Services Olmstead Plan for Mental Health and Disability Services to build a consumer- and family-driven system that expands people’s choices about the supports and services they need and where they are provided, in other words, a system that operates the way the U.S. Supreme Court says it should in its’ landmark Olmstead decision, where people with disabilities, of any age, receive supports in the most integrated setting consistent with their needs.

All rooms and floors within a multi-level Accessible Unit shall be accessible. Accessible Units shall be dispersed throughout the Project and in different bedroom sizes rather than segregated.

The applicant may select from the following options:

Fully Accessible Units (required for all) See Part C– G2.	Unit with Accessible Communications Features (required for all) See Part C – G2.	Additional Accessible Type A Units (optional for scoring)	Scoring
10%	2%	5%	4 points
10%	2%	10%	6 points
10%	2%	15%	8 points

Senior Projects Only			
10%	2%	20%	12 points
10%	2%	25%	14 points

In determining the number of Accessible Units, Fractional Rounding shall be used. The sequence of percentages will go left to right in order of the table.

Should an Applicant commit to providing the above Accessible Units, the Project architect shall acknowledge this commitment at the time of the LIHTC Application submittal. All Unit percentages listed in the table above are specified as minimum thresholds for scoring purposes as percentages of the total number of Project Units. “Additional Accessible Type A Units” commitments made for scoring purposes shall be over and above the Fully Accessible Units required under Part C – G-2 – Accessibility.

6.3.6 Impact on the Environment.

0 to 8 points

Implement and enforce a “no smoking” policy in all common and individual living areas of all buildings. The common area does not include the public areas of the exterior grounds of the building for this “no smoking” policy.	2 points
Water conserving measures: Toilets are high efficiency WaterSense toilets that use 1.28 gallons per flush or less; faucet aerators use 1.5 gallons per minute (gpm) or less in kitchens and 1.0 gpm or less in bathrooms; showerheads use 1.5 gpm or less. (dual flush toilets do not qualify)	2 points
Passive (New Construction) or Active (rehab/reuse) Radon System Radon-reducing features (including a drain tile loop for new construction), below the building slab along with vertical vent pipe(s) and junction box(es) following requirements as shown in Appendix F - “Radon Control Methods” in the 2012 International Residential Code.	2 points

(maximum 2 points)	
In unit water heaters that have a minimum energy factor (EF) of 0.61 for tank type gas, 0.93 for tank-type electric, or .96 for tankless water heaters.	2 points
Central water heaters (serving entire building) – with a ninety (90%) Thermal Efficiency rating or minimum ninety five percent (95%) efficient thermal water storage tanks coupled to a better than 90 AFUE boiler.	2 points

6.3.7 Energy Efficiency.

8 points

New Construction (3 stories or less, or 4 stories or more with each Unit having its own heating, A/C and water heating):	
Home Energy Rating Systems (HERS) Index of 62 or less	8 points

New Construction (4 stories or more without each Unit having its own heating, A/C and water heating):	
Exceed ASHRAE 90.1-10 by twenty percent (20%)	8 points

Existing Structures (Acq/rehab and adaptive reuse):	
2015 International Energy Conservation Code (IECC) exceeded by eight percent (8%) or more. (not available to Projects utilizing Historic Tax Credits)	8 points

*For Projects that include new construction and existing structures to receive the full 8 points both indexes shall be met.

A new construction Project that elects a lower HERS index shall submit prior to construction, an initial energy report, by an IFA approved energy consultant, that demonstrates the proposed design will meet the lower HERS index. An Energy Star certification and a final energy report that verifies the lower HERS index shall be submitted prior to the issuance of an IRS Form 8609.

For existing structures (Acq/rehab and adaptive reuse), an energy audit conducted by a certified home energy rater shall be provided on each building prior to the preparation of the final work rehabilitation order. At the completion of the rehabilitation and prior to the issuance of an IRS Form 8609, an energy audit by a certified energy rater is required to verify that the rehabilitation work on each building exceeds the standards of IECC as noted for the above score.

IFA requires an energy consultant as part of the Qualified Development Team. The Applicant is required to engage the energy consultant prior to submitting the Application. The ASHRAE energy report shall be performed by an individual(s) or company that is not involved in the Project design, manufacture, or installation, and is acceptable to IFA.

Refer to Part C – G-3.2 – Energy Efficiency.

6.4 Other Scoring Criteria.

6.4.1 Iowa Title Guaranty.

5 points

The Applicant shall obtain a Final Title Guaranty Owner Certificate on the real estate of the Project from the Iowa Finance Authority’s Iowa Title Guaranty Division prior to submittal of the IRS Form 8609 package. The Ownership Entity shall obtain, at a minimum, a Final Title Guaranty Certificate with an amount of coverage that is not less than the value of the land and pre-existing improvements, if any, combined with the total Hard Construction Costs of the Project.

6.4.2 Developer or General Partner/Managing Member Experience and Performance.

6.4.2.1 LIHTC Experience.

0 to 5 points

Prior to Application submission, the Developer or General Partner/managing member of this Project shall have completed two LIHTC Projects which have received an IRS Form 8609 in such role between the dates of February 28, 2014 and February 28, 2020 (2020 Round) and February 28, 2015 and February 28, 2021 (2021 Round). The Developer or General Partner/managing member has not been deemed ineligible in Iowa or any other state to participate in the LIHTC Program between the dates of February 28, 2014 and February 28, 2020 (2020 Round) and February 28, 2015 and February 28, 2021 (2021 Round).	3 points
Prior to Application submission, the Developer or General Partner/managing member of this Project shall have closed one LIHTC Project since January 1, 2016 (2020 Round) and January 1, 2017 (2021 Round) with their syndicator in such role within eight months of award issuance.	2 points

* The Developer(s) shall receive a combined total of at least fifty percent (50%) of the total Developer and Consultant Fee for the Project to obtain points in this category.

* General Partner/managing member shall have at least fifty percent (50%) ownership of the General Partner/managing member entity.

6.4.2.2 Multi-Family Rental Experience.

1 point

The Developer of this Project shall have received a Certificate of Occupancy on a minimum of 48 multi-family rental units since January 1, 2016.	1 point
--	---------

*This category is available for new Developers only and is not available to those who selected points in 6.4.2.1 – LIHTC Experience.

6.4.2.3 Performance.

-2 points maximum

The Developer or General Partner/managing member of the Project who requested an extension of the 2018 (2020 Round) or 2019 (2021 Round) Carryover-Ten Percent (10%) Test due date of any awarded 2018 (2020 Round) or 2019 (2021 Round) IFA LIHTC unless a natural disaster affected the Project.	-1 point
The Developer or General Partner/managing member of the Project who requested an extension of the IRS Form 8609 Application due date on any 2015 or 2016 (2020 Round) or 2017 (2021 Round) awarded LIHTC IFA Projects unless a natural disaster affected the Project. This only applies to Projects that are applying for an extension the year after the Project is Placed-in-Service.	-1 point

6.4.3 Waives Right to Qualified Contract.

25 points

Ownership waives the right to ask IFA to find a buyer after year 14.

This category is not available to an Applicant that elects points in Section 6.1.4 – Provides an Opportunity for Homeownership.

6.4.4 Construction Costs.

0 to 3 points

Points based on Construction, On Site Work and Landscaping as a percentage of Total Development Costs (minus land cost).

New Construction/Adaptive Reuse – up to 36 Units:	
Greater than 75.00%	3 points
72.50% to 74.99%	2 points
70.00% to 72.49%	1 point

New Construction/Adaptive Reuse – 36+ Units:	
Greater than 77.50%	3 points
75.00% to 77.49%	2 points
72.50% to 74.99%	1 point

Existing Structures (Acq/rehab):	
Greater than 57.50%	3 points
55.00% to 57.49%	2 points
52.50% to 54.99%	1 point

The Subtotal Construction Cost, On Site Work, Landscaping and Total Development Costs (minus land cost) amounts are line items in the online Application.

The percentage of the Subtotal Construction Cost, On Site Work and Landscaping to Total Development Costs (minus land cost) shall be maintained or exceeded throughout the issuance of the IRS Form 8609.

SECTION 7. SELECTION CRITERIA AND NOTICE OF THE TAX CREDIT AWARD

7.1 Tax Credit Calculation and Reservation. IFA will reserve the calculated Tax Credit amount after the Project has received market approval, received financial feasibility and site approval, achieved a sufficient score, has successfully submitted all requested additional documentation, and paid all fees. IFA determines the amount of Tax Credits reserved through information received and the amount requested in the Application. The actual reservation amount may not equal the dollar amount requested in the Application. The Code requires that IFA determine that “the housing credit dollar amount allocated to the development does not exceed the amount the Housing Credit Agency determines is necessary for the financial feasibility of the development and its viability as a qualified low-income housing Project through the Tax Credit period.” In making this determination, IFA will consider, but is not limited to, the following:

1. The sources and uses of funds and the total financing planned for the development;
2. Any proceeds or receipts expected to be generated by tax benefits;
3. Percentage of the housing Tax Credit dollar amount used for development;
4. The reasonableness of operating expenses, rent and vacancy assumptions, and proposed debt service coverage, the development and operational costs of the proposed development;
5. An analysis of the appropriate Tax Credit amount based on an “equity gap” model;
6. An analysis of the appropriate Tax Credit amount based on an Eligible Basis calculation;
7. An analysis of the appropriate Tax Credit amount based on the Tax Credit cap per LIHTC Unit calculation;
8. The score derived from the criteria set forth in Section 6 – Scoring Criteria;
9. The selection of Projects that meet the requirements of Section 2.2 – Set-Asides; and/or
10. Adequate Tax Credits are available in the current funding round.

7.2 Selection Criteria. Applications shall be evaluated using the preference and selection criteria required in IRC Section 42, and as specifically cited in Section 42(m)(1)(B) and Section 42(m)(1)(C). Aggregate rankings or scoring will in no way guarantee an award of Tax Credits to a particular Applicant. During the Application review process and throughout the allocation process, IFA will utilize its sound and reasonable judgment and will exercise its discretion consistent with sensible and fair business practices. IFA reserves the right not to reserve Tax Credits to any Applicant of a Project, regardless of the proposal’s score. Certain selection criteria are subject to compliance monitoring and will be incorporated into the LURA and will be binding for the length of the LURA or any renewal thereof. In the event that the final scores of more than one Application are identical, the tiebreaker first favors the Application requesting the least amount of Tax Credits per LIHTC Unit based on IFA’s equity needs analysis. If a

Staff Report

**REQUEST TO INITIATE AN AMES URBAN FRINGE PLAN AMENDMENT FOR
PROPERTY LOCATED AT 23959 580th AVENUE**

July 28, 2020

BACKGROUND

On June 23rd, the City Council voted to bring back for discussion a request to amend to the Ames Urban Fringe Plan (AUFPP) Long Term Industrial Reserve designation for approximately 23 acres of land used as the former Caremoli USA plant. The request was made by the property owner, Larson Leasing, LC. See Attachment A for their request.

In February of 2020, City Council reviewed a similar request for the same site related to Papa's Towing Company, but chose not to proceed with a request due to its timing in relation to Plan 2040 and an AUFPP amendment to a different use type. The current owner, Larson Leasing, LC, recently purchased the property this spring. The property owner is now requesting an amendment to the AUFPP in support of a different mix of uses for the existing buildings that would include office, commercial and warehouse space. The owner is open to a solution that would move this proposal forward with the City or the County.

Currently, the Ames Urban Fringe Plan has a current designation of Long Term Industrial Reserve combined with Agricultural for this area along Highway 30 (Attachment B and C). The Reserve designation is a sub-category of the Urban Service Area. The Fringe Plan is clear in its expectation that the Long Term Industrial Reserve land is intended for future annexation and development within the City when there is need for additional land. The Reserve designation was maintained in the AUFPP and even expanded in this area at the time of the City's East Industrial annexation.

The Iowa DOT plans to construct a new interchange in the vicinity of this site creating a primary entrance from Highway 30 to the City's planned Prairie View Industrial Park located to the north along 580th/Teller Avenue and Lincoln Way, with plans to complete the project in 2023. This location is viewed as a critical entry into the City's planned industrial expansion area.

The site currently has County A-2 zoning, which allows for agricultural business uses along with other agricultural activities. It does not allow for general commercial or industrial uses. The Caremoli building was consistent with the current A-2 zoning due to its agricultural basis as a business. **Story County Planning has determined that a zoning district change would need to occur for the owner's desired use of the existing building with a mix of industrial and commercial activities, the preferred County zoning district would likely be Commercial/Light Industrial.** However, per the Ames Urban Fringe Plan a rezoning of the site is not permissible under the current Industrial Reserve Designation.

City staff has determined that the owner's desired uses would require a change in the AUFPP designation from Industrial Reserve to Planned Industrial (PI) or to the Rural Transitional Category and Highway Commercial/Industrial designation. Of

these two options, the PI designation is consistent with the current policies of the AUPF, whereas the Highway Commercial designation would be a change of policy to add a new commercial designation. Attachment C includes relevant AUPF excerpts.

The Planned Industrial designation itself does not mandate annexation, but is a precursor to annexation. If the amendment to the AUPF were to be approved the property owner could then move forward with a rezoning within the County and the City's involvement would be complete until some unknown future date when the property may be annexed. However, Staff feels annexation should be considered along with the AUPF amendment due to the proximity of the existing City boundary and plans of future growth with Plan 2040, East Industrial Prairie View Industrial Park, and the future Highway 30 Interchange. The property can be join with property to the north that is already subject to a voluntary annexation covenant and be annexed to City at this time rather than in the future. City utilities are not readily available to serve the area, but the site does not require utility services at this time to reuse the existing buildings.

The location of this site has the potential to be a first impression of the City as a new City entrance and set the tone for surrounding undeveloped properties that are still in the county. Although the site is developed, it would be beneficial to the City to apply urban development and zoning standards to future use or expansion or uses on the site compared to county regulation. The possibility of annexing the site into the City would allow for more control of how the property could be used which may be of interest given the proximity to a new entrance to the City with the future Highway 30 Interchange.

Staff notes that with the further review of the request that if the property is annexed to the City that our current industrial zoning polices do not fit all of the proposed uses since Planned Industrial zoning is not designed to address industrial service and warehousing uses. However, new industrial zoning is planned for the general area in conjunction with the Prairie View Industrial Park that may also apply to this site. The new industrial zoning is planned for review this winter once the utility plans were settled for Lincoln Way.

OPTIONS:

The request is to allow for initiation of a Fringe Plan Amendment that would also require concurrence by Story County to proceed. City Council will need to determine what change is preferable for an application, if any, and the application process of a major or minor amendment.

If the application were to proceed it could be viewed as a major or minor amendment process due to the range of choices. Staff believes a minor amendment is advisable for a single site if it is consistent with the AUPF Planned Industrial designation. If the initiated amendment includes a broader area or other policy issues it should be classified as a major amendment. However, staff does not believe a major amendment is appropriate at this time with a pending review of the AUPF for 2021 and would not recommend to proceed with it.

Option 1: The City Council can choose to allow the application to move forward with an application to amend the AUPF from Industrial Reserve to Planned

Industrial (PI) and sign an agreement to annex at a future time when requested by the City.

This option would allow the property to remain in the county and develop under Story County regulations, with a requirement to provide a consent to annex in the future . Changing to PI is consistent with the current AUPF. A change to the AUPF would allow the property owner to proceed with their plans by way of a County rezoning process if the AUPF is amended. Rezoning the site in the county would likely have the site develop in a manner that is similar to Ames, but with different site improvements, landscaping, and use allowances than the City's zoning districts. As a developed site these issues are less significant than they are with vacant land, but the site is situated at the future Prairie View Industrial Park interchange entrance at Highway 30 and its long term use and appearance is a significant interest for this request.

Delaying annexation to a future date is acceptable in terms of providing for utilities. As a developed site on rural systems it can continue operate and does not require City utilities. The timing of water and sewer extensions south to this site are unknown. The City would likely continue to be served by rural water regardless of annexation.

Option 2: The City Council can choose to allow the applicant to move forward with an application to amend the AUPF from Industrial Reserve to Planned Industrial (PI) and a concurrent voluntary annexation application.

The site can be annexed with an annexation application that includes other adjacent properties. The PI designation is required per the AUPF and the 28E agreement before annexation could be approved. This area will become a critical entry point into the City once the new interchange is completed (2023). It may be in the best interests of the City to allow for the AUPF amendment and proceed with annexation to apply City zoning and development controls to the site at this time. No utilities would be extended to serve the site and it would remain on rural water services if it is annexed. If the site is annexed, it would likely require applying a new industrial zoning district to the site in conjunction with rezoning for the Prairie View Industrial Park as envisioned. Alternatively, an interim zoning district could be applied to the site as General Industrial to facilitate the project while continuing with the overall plans for the East Industrial Area.

Option 3: City Council could initiate an amendment to designate the area as Rural/Urban Transition to allow for High Oriented Commercial land use designation. This option would allow for the County to rezone the site to Highway Commercial/Light Industrial.

This option removes annexation possibilities and designates it for County control as a transitional area. This designation fits the applicant's proposed uses the best with the County's Highway Commercial/Light Industrial zoning.

Option 4: City Council could decline to initiate an amendment at this time and wait until the full review of the Ames Urban Fringe Plan with Story County starting in 2021.

Ames and Story County have agreed to extend the Ames Urban Fringe Plan and related 28-E agreement until July of 2022. The extension was agreed upon to allow for coordination and review of planning issues related to Ames Plan 2040 and the County's interests with the 2-mile planning area of the City. This area would be one of the focal points of discussion due to the new interchange and its proximity to Prairie View Industrial Park. In the interim, the only uses permitted within the existing building would be activities allowed under Story County A-2 zoning.

STAFF COMMENTS:

Taking on an AUFPP amendment to PI at this time would only be valuable in the context of its annexation options, now or in the future. **Given the property's proximity to the City and the future interchange improvements, annexation consideration is warranted with a proposed AUFPP amendment. Option 1 or Option 2 appears to meet the general interest of the applicant and secure some form of annexation agreement with the City.** Staff supports either option as being consistent with the current AUFPP. Staff does not support options that require consideration of major amendments to the AUFPP due to the pending cooperative review with Story County beginning in 2021.

A minor amendment would take approximately three months for City and County review. If Option 2 is selected, annexation and rezoning would take an additional three to five months. If Council proceeds with Option 2, it would also likely prioritize creating a new industrial zoning district that would best serve future development of the East Industrial Prairie View Industrial Park and apply to this site as well. This zoning work is planned to occur in the winter of 2020-21.

Attachment A- Applicant's Request

Hi Scott, we can add your request to the non-agenda packet this Friday for their meeting on May 26th. Do you want to use this email, or write one more specifically to the Council asking for them to initiate a specific change for the property to Highway Commercial.

Just let me know how you want this to move forward to them as a communication.

Kelly Diekmann
Planning and Housing Director

515.239.5400- main | 515.239.5181 direct | 515.239.5404 -fax
kdiekmann@city.ames.ia.us | City Hall, 515 Clark Avenue | Ames, IA 50010
www.CityofAmes.org | ~ Caring People ~ Quality Programs ~ Exceptional Service ~

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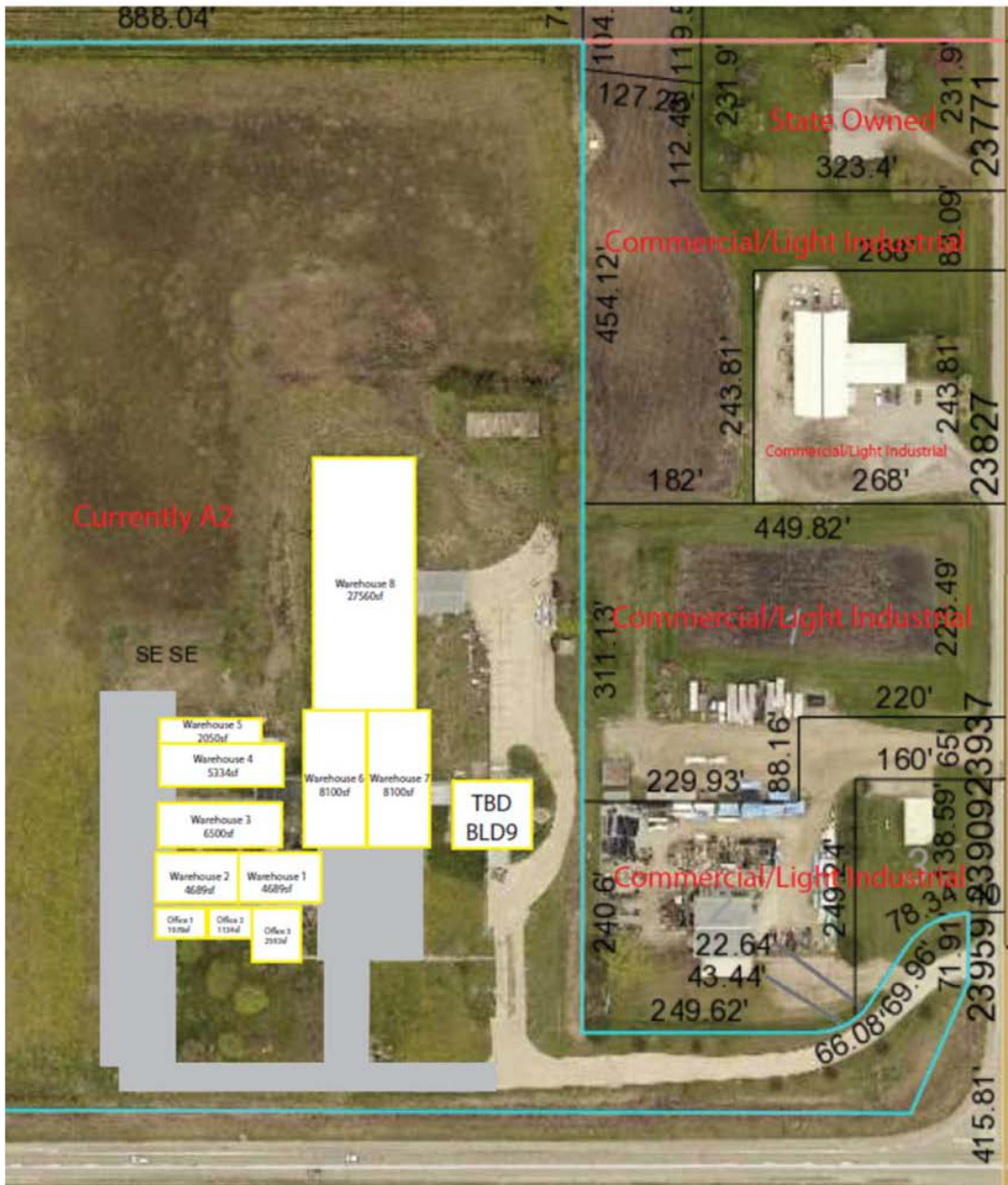
From: Scott Larson <ScottLarson@JMStransport.com>
Sent: Monday, May 18, 2020 12:39 PM
To: Kelly Diekmann <KDiekmann@city.ames.ia.us>
Subject: rezoning of 23959 580th Ave

Good morning Kelly,

This letter is a follow up with our last phone conversation. We have spoken to Jerry Moore with Story County and received some positive feedback regarding the counties rezoning perspective. The property up for discussion is the former Caremoli property located at 23959 580th Avenue. As we all know, the property is located in the Ames Urban Fringe and is currently zoned Industrial Reserve/Research Park and needs to be Planned Industrial for the type of business we are needing. Our plan is to offer much needed multiple office, shop and warehouse space. We would like to begin the process of this rezoning request as soon as possible as we have potential tenants needing rented space. If it is possible, we would like to have this item added to the next available agenda under Disposition of Communications to Council.

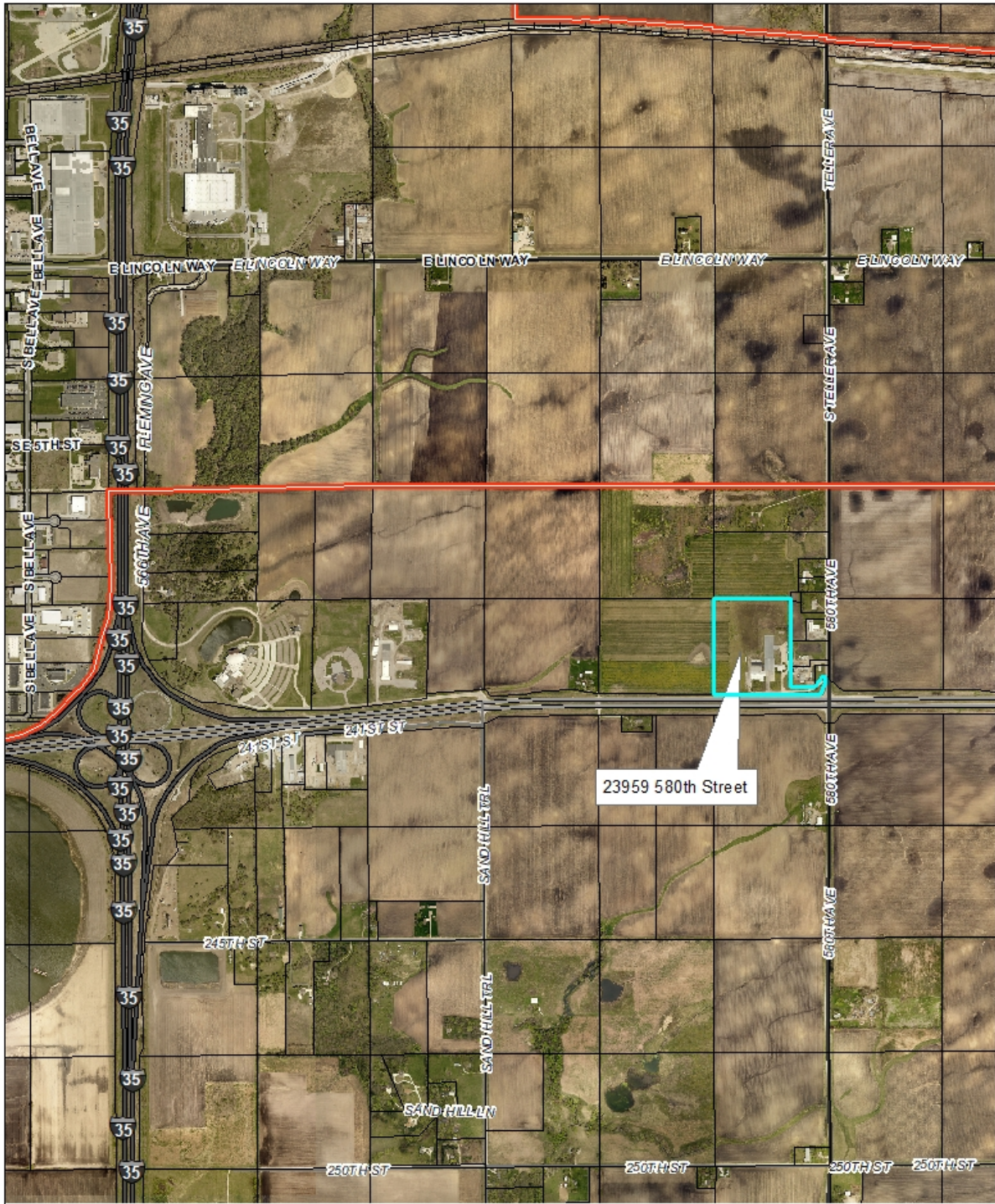
If the city of Ames isn't interested in working with this property I am asking you to make an amendment to the land use agreement and we will continue our rezoning directly with the county. Please let me know if you have any questions or if you need additional information. Thank you and I appreciate your assistance.

Proposed Facility Layout



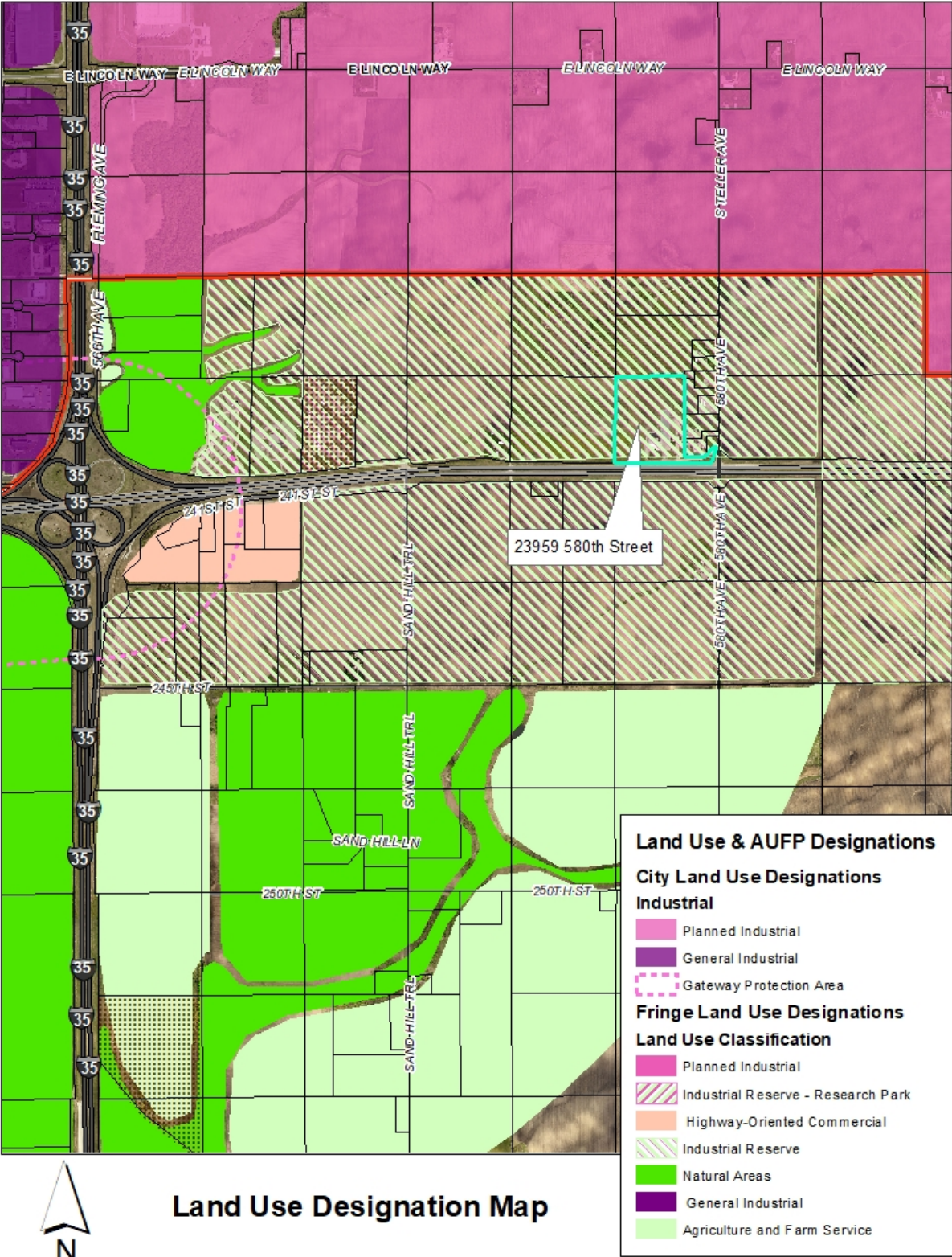
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Attachment B- Location



Location Map
23959 580th Street

Attachment C- Ames Land Use and AUFM Map



Attachment D- AUFPP Excerpts

Planned Industrial (PI)

Planned Industrial is a designation intended for clustered industrial uses. These uses are strategically located to minimize environmental impacts and conflict with residential land uses. Locations also provide for an orderly and efficient transition between land uses within municipal limits and the unincorporated areas of the county. Such areas involve the integration of uses, access, and appearance.

PI Policy 1: Land uses are clustered/industrial park uses that are larger in scale than most general industrial uses.

PI Policy 2: Locate Planned Industrial uses near limited access thoroughfares and/or major railroad systems to accommodate the transportation of industrial goods and services. Minimize environmental impacts and conflict with residential land uses.

PI Policy 3: Give preference to clustering of uses to limit the short-term and long-term costs associated with infrastructure improvements and the distribution of public services.

PI Policy 4: Permit Planned Industrial uses when suitable infrastructure and services are available. Require annexation into the city and comply with all municipal regulations, including zoning, land use policy, subdivision, and building code requirements.

PI Policy 5: Mitigate and manage stormwater run-off, soil erosion, and wastewater discharge according to IDNR, county and city standards.

PI Policy 5: Require buildings to front major thoroughfares to minimize the appearance of industrial operations and enhance the aesthetics of the road corridor. Require landscape and earthen buffering of parking areas and industrial activity, such as assembly yards, storage locations and loading facilities.

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Additional Policies for All Areas These policies statements are organized based on the Common Goals listed in the section “Vision and Goals for the Urban Fringe.

Goal 1.3: To provide adequate opportunities for commercial and industrial development.

Policy 1.3.1: Ensure an adequate supply of commercial land resources. Locate urban commercial services strategically within the communities or in commercial areas designated in the Framework Map and locate agricultural-based commercial services locate in unincorporated areas that provide the most economical and efficient access to the agricultural industry.

Policy 1.3.2: Ensure an adequate supply of industrial land resources. Locate agricultural-based industrial services in unincorporated areas that provide the most economical and efficient access to the agricultural industry. Locate large

industrial services/land uses strategically within the communities or in commercial areas designated in the Framework Map

Policy 1.3.4: Allow existing commercial and industrial uses to be maintained, expanded, or redeveloped. Limit new commercial and industrial development in areas in the Framework Map where the following conditions are met:

- Adequate roads;
- Adequate water and wastewater facilities are provided to serve the proposed industrial/commercial use, including the provision of water for fire suppression; and
- Proposed development will be compatible with surrounding land uses.

Policy 1.3.5: Encourage commercial development serving regional commercial needs to locate within city limits where existing zoning regulations and established adequate public facilities and services for such levels of development exist.

Land Use Designations and Policies for Rural/Urban Transition Area

This area is intended to be rural in character as it develops, but within an urban setting at some time in the future, beyond the time horizon of the Ames Urban Fringe Plan. Urban services and development standards are required for non-agricultural development in certain critical locations within this area. Annexation agreements and/or other tools also may be utilized to ensure that the future transition into the City of Ames or City of Gilbert is a smooth one.

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Highway-Oriented Commercial (HOC)

This designation applies to commercial land uses along arterial corridors that are primarily designed to accommodate the automobile. It is intended to provide for an orderly and efficient transition between existing or future urban areas and the rural, unincorporated areas.

HOC Policy 1: Highway-Oriented Commercial designation includes commercial uses that are more compatible with the characteristics of rural areas than with urban commercial corridors and centers.

HOC Policy 2: Strategically locate Highway-Oriented Commercial in targeted areas along high traffic transportation corridors. (Relates to RUTA Goal 3.2, 3.5)

HOC Policy 3: Give preference to clustering of uses in order to limit the short-term and long-term costs associated with infrastructure improvements and the distribution of public services. (Relates to RUTA Goal 3.2, 3.4)

HOC Policy 4: Require urban transportation infrastructure to meet the demands of high vehicular movement. (Relates to RUTA Goal 3.2, 3.3)

HOC Policy 5: Require full urban infrastructure standards under certain conditions such as location with respect to existing or planned urban infrastructure, intensity or size of development improvements, timing of development, development design, and commercial use, such as a restaurants, water intensive uses, or places designed for the gathering of people. Such urban infrastructure standards may include, but not be limited to, wastewater treatment and potable water distribution of sufficient size to support emergency services. If these improvements are not installed at the time of development, require infrastructure assessment agreements. (Relates to RUTA Goal 3.2, 3.3)

HOC Policy 6: Where the city does not require urban standards, require temporary common wastewater collection systems that meet IDNR and city specifications, and temporary common water distribution systems, such as wells or rural water services, that meet specifications of the City of Ames or City of Gilbert. Require agreements that if and when the property is annexed to a city, the land developer and/or landowner shall be responsible for the full cost of abandoning the rural systems and connecting to urban infrastructure. (Relates to RUTA Goal 3.2, 3.3)

HOC Policy 7: Make provisions to protect environmental resources, environmentally sensitive areas and adjacent Natural Areas. (Relates to RUTA Goal 3.4)

HOC Policy 8: Mitigate and manage stormwater run-off, soil erosion, and wastewater discharge according to IDNR, county and city standards. (Relates to RUTA Goal 3.4)

HOC Policy 9: Require annexation and development agreements to guide future transition of the subdivision/development into the City of Ames or City of Gilbert. (Relates to RUTA Goal 3.2)

Staff Report

MAIN STREET SIDEWALK PAVER REPLACEMENT PROJECT

July 28, 2020

BACKGROUND:

The sidewalks along Main Street consist of colored pavers arranged in a pattern. The existing pavers were installed in 1999 and are now failing. The Main Street Sidewalk Paver Replacement Project has been incorporated into the Capital Improvements Plan, and consists of four phases:

<u>PHASE</u>	<u>SEGMENT</u>	<u>FUNDS AVAILABLE</u>
Phase 1	Clark to Burnett	\$ 171,000
Phase 2	Burnett to Kellogg	171,000
Phase 3	Kellogg to Douglas	190,000
Phase 4	Douglas to Duff	88,000
TOTAL		\$ 620,000

Staff is preparing plans and specifications to release to prospective bidders for the first phase of the project (Clark to Burnett). **Before staff can do so, direction from the Council is required regarding three elements of the project:**

- 1) Whether to deaccession the wall at Tom Evans Plaza
- 2) The desired paver pattern
- 3) The desired paver color palette

The City Council directed staff to engage with Ames Main Street (AMS) regarding the wall at Tom Evans Plaza and the paver specifications and pattern. AMS and staff discussed the pavers on June 30 and AMS discussed the wall with the Public Art Commission (PAC) on July 1. A summary of those discussions was provided to the City Council on July 2 (Attachment 1).



“THE VANISHING RAIL YARD” – TOM EVANS PLAZA WALL:

AMS proposed the removal of the 62-foot wall at Burnett and Main, adjacent Tom Evans Plaza. The wall consists of two faces of ceramic tile murals, entitled “The Vanishing Rail Yard”. The tile wall was installed in 1999 by artist David Dahlquist and is in the City’s public art inventory.

The wall was known as early as 2007 to have some damaged tiles. In 2009, PAC obtained an estimate for repairs in the amount of \$10,000. Instead of completing all the repairs at that time, only a few deteriorating tiles were addressed. AMS has communicated that the artist’s preference is to decommission the wall. On July 23, AMS received a quote in the amount of \$16,500 for the artist to repair and restore the wall.

If removal is pursued, staff believes “The Vanishing Rail Yard” could be demolished by a Public Works crew in approximately 1-1.5 days. The footing for the wall would be cut off and covered by the replacement pavers. Additional pavers to cover the area occupied by the wall are estimated to cost approximately \$4,092. The demolition would result in an elevation difference along the west side of the wall. To mitigate this, a curb would need to be installed to transition the existing street down to the paver elevation.

The wall provides separation between vehicular traffic and pedestrians. Staff is concerned that a vehicle moving too quickly on southbound Burnett could slide into unprotected pedestrians if the wall was removed. Therefore, staff’s recommendation would be that if the wall was replaced, bollards or planters should be placed along the street frontage to provide pedestrian protection. Eleven bollards would be needed to span the width of the existing wall. Staff has obtained estimates for bollards at approximately \$1,000 each.

Electrical outlets are currently installed in the wall; Electric Services staff could abandon the electric wiring back to a nearby junction box for approximately \$500 of time and materials. However, this would eliminate any outlets for public events. To relocate the outlets to a new box for public use, staff estimates an additional \$3,000 in expenses.

In total, staff estimates that the removal of the wall, electric relocation, additional pavers, paving, and streetscaping would cost approximately \$25,000, as detailed in the table below:

ITEM	EST. COST
Demolish Wall	\$ 1,500
Additional Pavers	4,092
Concrete Curb	2,542
11 Bollards	11,000
Demolish Electrical	500
Reinstall Electrical	3,000
Contingency (8%)	1,811
TOTAL	\$24,445

Costs could be reduced by relocating some of the planters from elsewhere in the Main Street area to the former wall location in lieu of purchasing and installing new bollards, if desired by the City Council. **The City Council should note that these costs do not include any modifications extending into Tom Evans Plaza beyond the sidewalk.**

PAC has a formal deaccession policy (Attachment 2). Council approval is required to formalize any deaccession of public art. The Public Art Commission met on July 22 to further discuss the request to deaccession “The Vanishing Rail Yard.” **At that time, PAC voted to recommend deaccession of the art and demolition of the wall, and further recommended that the \$1,500 in estimated costs to demolish the wall come from the PAC Budget (Attachment 3).**

Council’s direction is required regarding the following elements related to the wall:

1. Should “The Vanishing Rail Yard” be deaccessioned?

If not deaccessioned, the art is in need of repair. The Council could direct the Public Art Commission to develop a plan to repair the wall using current and future budgeted Collection Management Funds.

2. If deaccessioned, does the Council desire to replace the electrical outlets?

Removing the outlets entirely is the least costly option (\$500). Relocating the existing electric outlets to a new box outside the wall area will cost approximately \$3,000.

3. If deaccessioned, how should these modifications be financed?

Normally, the deaccession of art is financed by the Public Art Commission budget. However, this project is more complicated than a typical deaccession. The deaccession in this case is being prompted by the paver project. PAC has offered that \$1,500 of the costs be incurred by PAC’s Collections Management Budget, leaving \$22,945 in estimated costs to be financed from another source. Therefore, staff recommends that the Main Street Sidewalk Paver Replacement Project be the funding source for the remaining expenses.

The Main Street Sidewalk Paver Replacement Project was not budgeted with the expectation of these additional expenses. Therefore, funds may need to be added in future years to complete the project if favorable bids are not obtained.

PAVER PATTERN:

AMS has requested that the paver pattern specified include the curving lines and third accent color that replicate the existing pattern. Staff has evaluated the pattern and does

not believe that the curving line pattern presents any increased maintenance costs. **However, staff expects costs to install a curving pattern to be higher than the costs to install a straight-line pattern.** This is due to the additional labor and materials required to cut and fit pavers in curving patterns.

Staff has prepared plans and specifications with two bid alternates: a straight paver pattern and a curving line paver pattern with the third accent color (replicating the existing pattern). Once bids are received and the costs are known, the City Council can then decide which pattern to pursue. **Absent any further direction from the Council, staff will proceed with offering both patterns in the plans and specifications.**



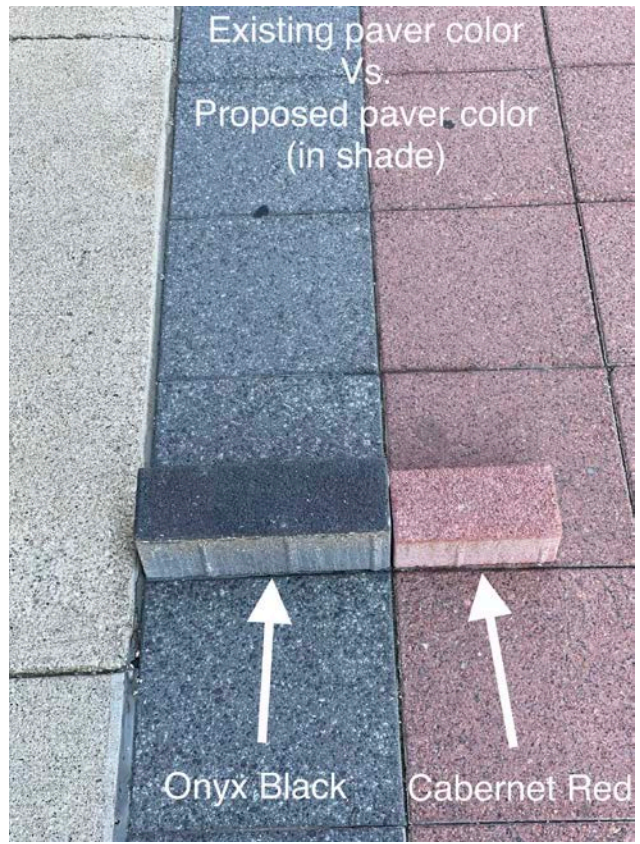
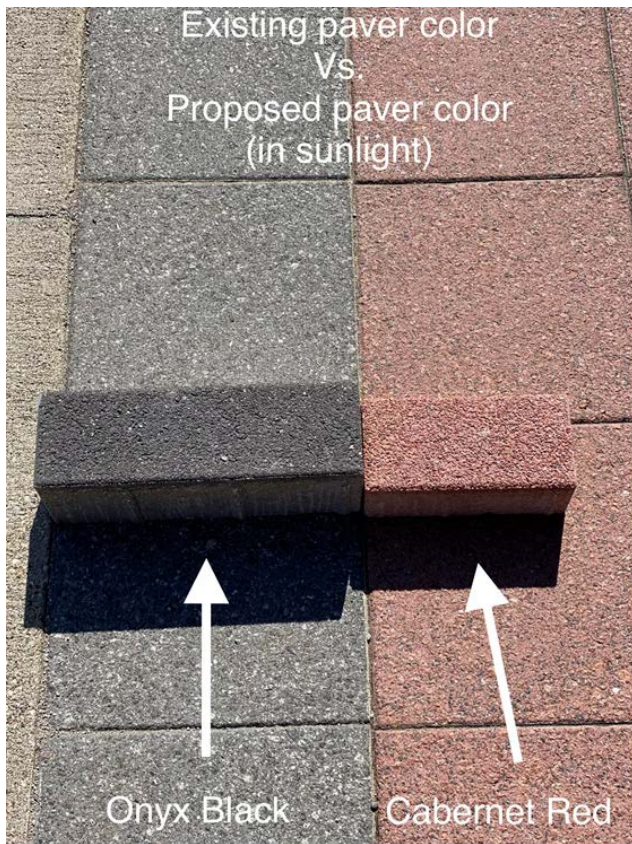
PAVER COLORS:

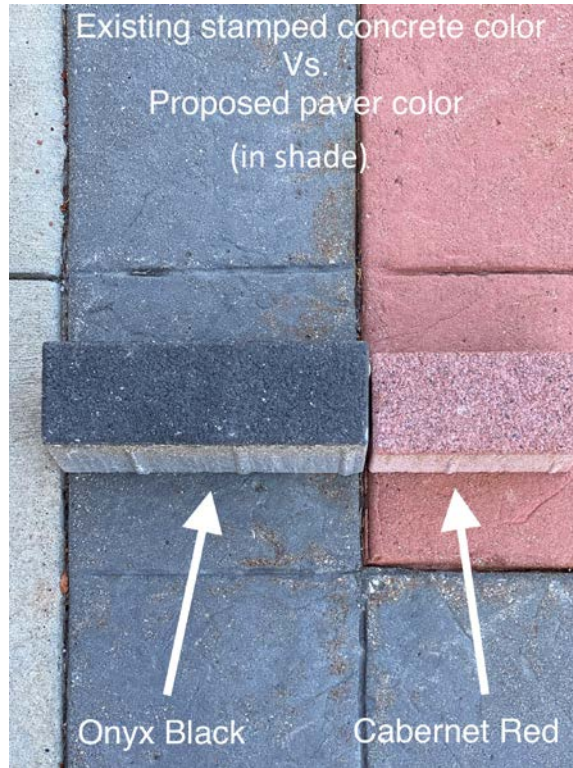
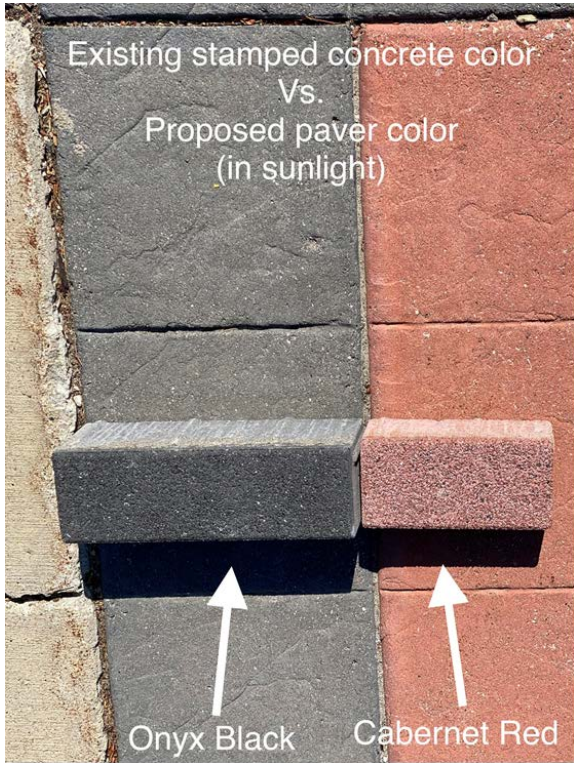
Staff has proposed specifying the use of Unilock Series Enduracolor pavers in **Cabernet Red, Onyx Black, and Mineral Ice.** These colors are stock colors from the paver

manufacturer. Staff believes these proposed colors are the closest match to the pavers being replaced, and they effectively blend with the stained concrete found elsewhere Downtown. However, a custom match could be obtained if desired by the City Council. Staff believes the use of these stock paver colors will result in a lower purchase cost for the project. Additionally, these pavers should be easier to source in the future, which would make small repairs and replacements easier to match. Samples of these colors were photographed by staff for comparison. Staff did not receive a sample of the Mineral Ice color. However, it is used in a very small accent quantity and staff will ensure color samples match closely prior to installation.

Ames Main Street indicated via email on July 17 that the colors selected by staff are the preferred colors.

Staff requests confirmation from the City Council regarding whether these color selections are suitable for the Main Street Sidewalk Paver Replacement Project.







To: Mayor and Council Members
From: Brian Phillips, Assistant City Manager
Date: July 2, 2020
Subject: Ames Main Street Design Committee Discussions

At the June 16 City Council meeting, the City Council directed staff to engage with the Ames Main Street Design Committee (AMS) regarding the paver project along Main Street and the wall at Tom Evans Plaza, and report back to Council.

Main Street Pavers:

City staff met virtually with AMS representatives on June 30 to discuss the paver project. Staff provided an update regarding the timeline for the first phase of the project (Clark to Burnett). Plans and specifications for the paver replacement are being developed and are anticipated to be presented to the City Council at the first Council meeting in August to set the bid due date, with an anticipated fall construction.

The plans and specifications being prepared will include bid alternates, with one alternate including a pattern that intersects at right angles, and one alternate that incorporates curves as with the existing pavers. Staff expects costs to be higher with the curved pattern. AMS also inquired about custom colors for the pavers. Staff has identified a standard color that it believes to be more readily available and therefore less costly and simpler to match in future phases or repairs. The bid alternate approach, as well as the color discussion, will be brought to Council by staff at the July 28 meeting.

Staff discussed the benches and large round planters with AMS. AMS expressed concerns regarding the condition of the decorative steel around the planters and the legs of the benches. The benches and planters will be temporarily moved to storage during the project and returned to their existing locations at the project's conclusion. Staff will explore having the steel sandblasted and repainted as part of the right-of-way maintenance budget.

AMS also expressed concerns about discoloration of the bollards on Main Street. Staff agreed to investigate whether the fading was an issue that is covered by warranty from when they were originally installed. However, the bollards are not intended to be replaced as part of the paver project. The bollards do not appear to be failing structurally; if the Council wishes to replace the bollards due to discoloration, it can direct staff to explore the costs and identify a funding source.

Tom Evans Plaza/Burnett Avenue Wall:

AMS discussed the wall at Tom Evans Plaza with the Public Art Commission (PAC) on July 1. PAC indicated that the wall was acquired in approximately 1999 at a cost of \$12,000. In 2009, an evaluation was conducted to determine costs for the wall's rehabilitation. The estimate at that time was that it would cost approximately \$5,000 to \$7,000 to rehabilitate the wall; PAC discussed the possibility of removing the wall, but no action was taken to formally deaccession the wall.

AMS has agreed to contact the wall's artist (David Dahlquist), to obtain an estimate regarding repairing the wall. PAC agreed to explore the decommissioning process for the wall, but has not yet committed to recommend decommissioning. PAC will hold a special meeting in mid-July to decide whether to make a recommendation to Council regarding decommissioning.

AMS also inquired with PAC regarding several light column and brick sculptures downtown that are in the public art inventory and need repair. AMS will contact the artist (Dahlquist) to get estimates regarding rehabilitation.

Next Steps:

Following PAC's special meeting in mid-July, staff intends to present several decision points to the City Council at the July 28 City Council meeting. These include:

- 4) Details regarding the bid alternates to be prepared for the paver pattern.
- 5) Final selection of the color of the pavers to be specified in the bid documents
- 6) If recommended by PAC, a discussion about whether to deaccession the Tom Evans wall, including funding source for the demolition.

Once Council direction is provided regarding these three items, staff will finalize the plans and specifications and return to Council on August 11 to set a bid due date.

ATTACHMENT 2

City of Ames Public Arts Commission Deaccession Policy

Guidelines. A work of art that is no longer relevant or useful to the purposes of the City of Ames and its activities, as stated in the City of Ames Purchasing Policies and Procedures regarding disposal of surplus property, should be deaccessioned.

An object should be deaccessioned if the City of Ames is unable to provide proper care and maintenance, or if the object has deteriorated beyond usefulness in terms of the exhibition or study collections.

An object may be deaccessioned if it is no longer useful for exhibition in the foreseeable future, if the object had been identified incorrectly in regards to date, artist, manufacturer, or other information, which makes it in conflict with the City of Ames' stated purpose as stated in Chapter – of the Municipal Code.

If there are more than two identical or similar objects which are represented in the exhibition collection, the least artistically or historically significant object may be deaccessioned.

City staff supporting the Commission shall ensure that there are no legal or other obstacles to the disposal of objects in the City's possession and of informing the committee on these matters.

Objects that are no longer desirable in the City of Ames' collections may be disposed of in the following order:

1. Exchanged for another object meeting the criterion of the City of Ames Purchasing Policies and Procedures. Exchanges shall be with other reputable organization (city, museum or private businesses, with preference given to scholarly or cultural organizations rather than commercial entities).
2. Sold at public auction or to a reputable buyer in a public sale. If disposal is by sale, preference may be given to a public auction. It is the Commission's intent that, subject to City Council budgetary approval, that if the object is sold, the monies should be used to acquire future objects that meet the purposes and goals of the Commission or for conservation of the City of Ames' collections.
3. If an object has seriously deteriorated or been irreparably damaged, it may be deaccessioned from the collections and destroyed beyond recognition.

If feasible, donors or their immediate family or descendants shall be notified as a courtesy by the Commission Chairman, when donated objects are deaccessioned.

Procedure. The Commission will review the collections periodically and determine if any objects should be deaccessioned. Reasons for deaccessioning include: damaged objects that are not repairable; objects with incorrectly identified attributes which alter their value to the City; duplicate or reproduction objects; objects determined to be forged; objects that do not fulfill the Commission's mission; objects the City of Ames can no longer care for due to lack of space or funding, and objects that should be repatriated under federal law.

The Commission will recommend any objects to be deaccessioned to the Mayor and City Council for approval. The objects will be reviewed by the City Council and the rationale for deaccession will be agreed upon.

If the City cannot reliably determine an object's provenance, historical, aesthetic or financial value, then the Commission may contract with a scholar or authority for a written evaluation prior to deaccessioning the object.

Deaccession of Objects through Sale

Deaccessions of objects through sale must follow the City of Ames Purchasing Policies and Procedures.

Objects no longer considered appropriate to the City of Ames collections because of duplication, damage, or forgery may be deaccessioned through City operations. The type of deaccession will be determined by the objects estimated value.

- 1) \$25,000 or more.
These objects have an estimated value of \$25,000 or more and are considered to be unique. These objects will be best sold through a nationally recognized broker/agency. Competitive bids will be solicited from a minimum of three or more brokers and the selected firm may be retained for three years. Because of the diverse nature of the collection, more than one broker may be retained at one time.
- 2) Less than \$25,000.
An intermediate range will include items with a value of \$100 - \$25,000. Deaccession of these objects may be handled in a variety of ways. One option is to retain a recognized broker/agency to handle sales for the City of Ames. A second option includes selling items through the City of Ames Disposal of Surplus Property process. If the latter option is used, the Commission may reject any bid deemed too low.

It is the Commission's intent that, subject to City Council budgetary approval, all monies received from the sale of deaccessioned objects shall be used only to 1) acquire objects which support the City of Ames' mission and/or 2) obtain conservation treatment of permanent collections objects. The City Finance Department maintains financial records for all financial transactions. It is the Commission's intent that, subject to City Council budgetary approval, any monies acquired by the sale of objects or equipment will be placed in an account for the City of Ames Public Arts Commission. Withdrawal of funds from the account must be approved by the City Council and the Public Arts Commission.

Procedure for Recording Deaccession. All records pertaining to the object shall be marked "deaccessioned" and date and method of deaccession should be recorded in the object's file. The City of Ames' accession number should be removed before the object leaves city property. The Commission will arrange for proper photo documentation for all destroyed objects.

When objects are deaccessioned from the collections, the Chairman of the Commission will notify the original donor, if possible, of the intended exchange or sale of the donated objects. Replacement objects would then be credited to the original donor or designated party.

Destruction and Disposal. Objects considered unsellable, severely damaged, or unusable may be destroyed beyond recognition and disposed. Prior to disposal, all City of Ames or donor identification shall be removed. The destruction of the object must be thoroughly photographed and all records dealing with destruction kept in the object's file.

Staff Responsibilities

In all considerations of deaccessioning of art by sale or exchange, the Commission must first record in writing for the City of Ames, the conditions under which the work had been acquired and whether there were at the time, any legal, moral or ethical restrictions that would affect the deaccession.

The City Manager's office shall assist the Commission in maintaining all records pertaining to the deaccessioned object, including method of deaccession, sales or exchange receipt, correspondence of deaccessioned objects and other relevant records.

**Ames Public Art Commission
Request for Deaccession to the Ames City Council**

Item Identification Number: 59-9900



Name: Vanishing Rail Yard (ceramic tile walls)
Artist: David Dahlquist
Location: Main St at Burnett Ave (Tom Evans Park)
Year acquired: 1999-2000
Material: Ceramic glazed tile murals (2), on concrete planter walls

1. JUSTIFICATION FOR DEACCESSIONING VANISHING RAIL YARD

The two ceramic tile murals have many ceramic tile pieces that are broken and the murals are in overall disrepair. In 2009, a few of the tiles in most need of repair, were repaired by the artist. At the time, the artist considered that repair to be a “quick patch.” In 2009, the artist estimated \$10,000 for a complete repair of the two wall murals. In a recent conversation, the artist said that if he were to do a complete repair, that the cost would be far more than \$10,000 and he would utilize a much different process and materials. The Public Art Commission (PAC) notes that these two ceramic tile mural walls were brought to its attention as a component of the current street and light project for Main Street. In light of potential consideration for new design and artwork for Tom Evans Park (with strong interest by Ames Main Street), PAC recommends deaccessioning/ demolition of the Vanishing Rail Yard ceramic tile wall sculpture and formally to fund the demolition of the walls, for no more than the current estimate of \$1,500.

2. RECOMMENDATION TO THE AMES CITY COUNCIL

PAC recommends the removal and destruction of the Vanishing Rail Yard, a 1999/20 ceramic tile wall sculpture, to the Ames City Council. PAC will fund no more than \$1,500 for demolition costs.

3. APPROVED FOR DEACCESSION

July 22, 2020 by the Ames Public Art Commission

REQUEST SUBMITTED ON JULY 23, 2020 BY

Sara Sherman, PAC Chair, and Karen George, PAC Treasurer



MEMO

Item No. 38

To: Mayor and Ames City Council

From: Steven L. Schainker, City Manager

Date: July 24, 2020

Subject: Improving Public Engagement

One of the City Council's goals is to "Use the best communication engagement techniques and modern technologies to engage the community by reaching people in geographic areas using multiple channels."

An analysis will be required by either the City staff or an outside entity to determine the most effective techniques. Rather than pursue an outside consultant for this assignment, with the assistance of Councilperson Betcher, contact was made with the faculty at the Iowa State University Department of Community and Regional Planning and the College of Design. It was determined that a class could be designed to take the lead on this analysis as early as this fall semester, and depending on the status of the COVID-19, a second class could be added in the spring semester.

The benefits of working with an ISU class for this task are three-fold. First, it frees up City staff to work on the other goals of the City Council that have been delayed due to the pandemic. Second, it assists ISU in providing students with a real world project on which to work. Third, there are minimal out-of-pocket costs associated with working with the students as opposed to a very costly consulting contract with a private entity.

I have attached for your review the agreed-upon Request For Assistance (RFA) that was jointly developed by University and City representatives. The focus of the work will be on identifying: 1) the various groups of residents in our

community, 2) which engagement techniques have been successful in other cities, and 3) which engagement techniques are most appropriate for each identified group of residents. A special emphasis is being placed on engaging our under-represented community members.

Normally, I would not be bringing this document for your approval since we frequently work with ISU classes in this way. However, because the proposed program of work involves one of the City Council's goals, I want to make sure you support this means of accomplishing your public engagement goal.

Assuming you concur with this approach, I request that the City Council pass a motion approving the project reflected in the attached RFA, along with the minimal budget request.

IMPROVING PUBLIC ENGAGEMENT IN AMES, IA

This Request for Assistance (RFA) describes a mutually beneficial relationship between the City of Ames and classes taught by the Iowa State University Department of Community and Regional Planning and the College of Design. The circumstances of the RFA will enable the City to enhance its **Community Engagement** strategies to better solicit the involvement of residents while the students and faculty of the College of Design participate in a living lab experience in the City of Ames that will enhance learning and research opportunities.

I. DEFINITIONS:

The Institute of Local Government provides the following definition for Public Engagement:

Public Engagement is a general term that represents a broad range of methods through which members of the public become more informed about and/or influence public decisions.

For the City of Ames, **Public Engagement** is comprised of two types:

City-Initiated Engagement (CIE) is engagement initiated by the City to gain resident input on upcoming policy decisions or projects or to disseminate information on these topics to impacted residents.

Resident-Inspired Engagement (RIE) is engagement with the City on issues, projects, or policy decisions that residents have brought forward for City consideration. These include neighborhood initiatives, quality of life issues, and elements of place-making, such as, among others, community art, events, and improvements. **RIE** may be enhanced by the City creating opportunities for the exchange of ideas.

For the purposes of this project, **Community Engagement** is synonymous with **Public Engagement** and defined as including both **CIE** and **RIE**.

It is within these definitions that the City of Ames is seeking assistance.

II. BACKGROUND:

The City of Ames has adopted the Council/Manager form of government. Under this governing model, the Mayor/City Council operate as the Legislative Branch, empowered to make rules, regulations, ordinances, and policies that impact the lives of their residents. The City Manager serves as the Executive Branch of local government, responsible to implement the direction given by the Mayor and City Council.

Inherent in this governance model is the concept of representative democracy, in which the Mayor and City Council have been granted, as the result of an election, the authority to make policy decisions for the City. This approach is different from holding a formal public referendum on each important issue to determine what the majority of the residents want and then voting according to the majority opinion.

Short of pursuing a formal public vote on each important issue before they make a final decision, the Ames Mayor and City Council are committed to obtaining input from impacted residents by utilizing various **Public Engagement** techniques. Gathering

substantial public input may be challenging because residents, particularly those from traditionally under-represented groups, may not be willing to engage or may not know how to engage with City representatives.

III. CATEGORIES OF ISSUES ON WHICH CIE IS PURSUED:

Typically, there are four categories of issues on which **City-Initiated Engagement** is pursued.

1) Current Planning

Current planning issues impact a person's property or surrounding neighborhood. These include rezoning requests, zoning variance requests, home occupation requests, parking prohibition requests, and street reconstruction projects.

2) Long-Range Planning

Long-range planning issues include the development of the long-range plans that will impact the total city. Such plans include the Land Use Policy Plan, Long-Range Transportation Plan, and Park Master Plan.

3) City-Wide Policy Changes

City-wide policy changes impact all Ames residents. These include, for example, parking meter fee modifications, sidewalk infill requirements, and property maintenance code regulations.

4) Capital Improvement Projects

Capital improvement projects include major projects that are expensive and will benefit all Ames residents. Such projects might include, for example, a new indoor aquatics facility, new fire station, new community solar farm, and new major intersection involving arterial roads.

IV. CITY-INITIATED ENGAGEMENT TECHNIQUES CURRENTLY UTILIZED

The City has employed the following **CIE** techniques to gain public input:

- a. Direct mailings,
- b. Door hangers,
- c. Pop-up meetings,
- d. Focus groups,
- e. Virtual meetings,
- f. On-site neighborhood meetings,
- g. Public meetings,
- h. Media releases,

- i. Social media (Facebook, Instagram, Twitter, video streaming), and
- j. On-line surveys.

V. **THE PROBLEM:**

While all of the techniques highlighted above have been utilized by the City to stimulate citizen interest and generate public input, **Community Engagement** remains problematic. The problem is two-fold:

- 1) More often than not, impacted residents come away from **City-Initiated Engagement** during the decision-making process feeling that the Mayor and City Council have not listened to them and/or have ignored residents' recommendations. This feeling may cause residents to actively disengage *because they believe the Mayor and Council aren't listening or are not willing to listen.*
- 2) Residents from under-represented communities may not be reached by current **City-Initiated Engagement** strategies and/or may believe the Mayor and Council do not care about the communities' concerns or are not willing to learn about those concerns.

VI. **THE PROJECT:**

Assistance is being sought from the ISU Community and Regional Planning classes to identify techniques that could be used to assure that impacted residents in the community and residents who are not currently engaged in the decision-making process are given the opportunity to provide input and feel they have been heard, not necessarily agreed with, before the Mayor and City Council make a final policy decision or initiate a project that affects residents.

Integral to the success of this project would be identifying the individual groups (e.g., retirees, racial or ethnic groups, international families, university students, low- and moderate-income residents, etc.) that exist within the larger community and recommending which of the techniques for **City-Initiated Engagement** and **Resident-Inspired Engagement** would be most appropriate for that group and which engagement techniques are most appropriate for which categories of issues.

VII. **PHASED APPROACH TO THE PROJECT:**

The project would be accomplished in two phases over the fall semester in 2020 and the spring semester in 2021. The COVID-19 pandemic makes these plans, especially Phase 2, necessarily tentative.

Phase 1

During the fall semester of 2020, the students in the **CRP 532: Community planning studio** will

- a. Explore planning for the community.

1. Catalogue various **City-Initiated Engagement** and **Resident-Inspired Engagement** strategies that have been successfully implemented in other communities throughout the country and more broadly in the world.
2. Catalogue and map the groups of residents in Ames who need to be engaged. A particular focus is dedicated to the residents that are usually under-represented.
 - i. Explore the notion of rational ignorance or why the residents don't participate: interviews, **Community Engagement**, and other strategies.
 - ii. Study the groups of residents in Ames, their characteristics, and needs.
 - iii. Identify challenges to communication
3. Catalogue the techniques and identify strengths and weaknesses of **Community Engagement** as currently implemented in Ames and broadly in Iowa
 - i. Interview the Ames city council, mayor, city manager and selected representatives from other cities in Iowa.
4. Catalogue of participatory techniques for **City-Initiated Engagement** and **Resident-Inspired Engagement** appropriate for groups of residents in Ames.
 - ii. Describe examples of the techniques.
 - iii. Map techniques to the different groups of residents and their needs.

Phase 2 (Tentative)

Given the uncertainty of Spring semester because of the pandemic, Phase 2 plans are tentative and will be discussed further as Fall semester progresses.

The studio tentatively will focus on studying the engagement techniques presented in Phase 1, deepen the knowledge of these techniques, and test them for the purpose of their implementation in the City of Ames.

1. Students will work further on collecting material about engagement techniques and expand the catalogue developed in Phase 1.
2. They will test the techniques available online and study their strengths, weaknesses, and possible implementations for the City of Ames.
3. They will develop criteria that could be used to evaluate the success of these techniques if implemented in Ames.
4. They will – if possible due to the COVID restrictions – focus on working with under-represented residents, establish contacts with them and get them involved in place-making activities and in creation of action projects (projects initiated by the residents that may improve their neighborhoods according to the needs, wishes and possibilities of the residents).

VIII. FINAL PRODUCT:

The project deliverables for each semester will be the following:

Fall 2020

- a. A list of the identified groups and their group traits.
- b. A catalogue of **CIE** and **RIE** strategies that are predicted to be the most successful in solving the Problem reflected in Section V for each of the identified groups in Ames and each of the issue categories listed in Section III, along with the justification for selecting these strategies, that is, their strengths and weaknesses.
- c. Mapping of appropriate strategies onto community groups.

Spring 2021

- a. Deliverables for Spring 2021 will be determined as more information on that semester becomes available.

IX. Budget:

The tentative budget below outlines likely costs, though these are subject to change. Any changes to the budget must be approved by the City of Ames in consultation with the course instructor.

Fall 2020

The Fall 2020 budget includes the following:

1. Printing of final deliverables: This will be done by the City of Ames.
 - i. No more than 15 copies of the catalogue (10 for the students, 2 for the instructor, 3 for the City of Ames).
2. Food for presentation days: This will be ordered by the instructor and receipts will be submitted for reimbursement by the City of Ames.
 - i. 4 times pizza with soft drinks for students and guests (estimated 4 x \$50 = \$200).
3. Other material costs not to exceed \$750: This cost would cover communication boards in the neighborhoods used to get response from the residents, or other costs approved by the City Manager. Reimbursement would be provided based on receipts submitted by the instructor.

Spring 2021

Costs for Spring 2021 will depend on the amount and type of interaction students are able to engage in with residents. Tentatively, the costs for Spring 2021 will be similar to those for Fall 2020, as follows:

1. Printing of final deliverables: This will be done by the City of Ames.

- ii. 15 copies of the catalogue (10 for the students, 2 for the instructor, 3 for the City of Ames).
- 2. Food for presentation days: This will be ordered by the instructor and receipts will be submitted for reimbursement by the City of Ames.
 - iii. 4 times pizza with soft drinks for students and guests (estimated 4 x \$50 = \$200).
- 3. Other material costs not to exceed \$750: This cost would cover communication boards in the neighborhoods used to get response from the residents, or other costs approved by the City Manager. Reimbursement would be provided based on receipts submitted by the instructor.

MEMO

Legal Department

Item No. 39

To: Mayor Haila, Ames City Council

From: Mark O. Lambert, City Attorney

Date: July 8, 2020

Subject: City of Ames Tobacco Ordinance

On December 20, 2019, the President signed legislation amending the Federal Food, Drug and Cosmetic Act, raising the federal minimum age for the purchase of tobacco products from 18 to 21 years. The legislation became effective immediately upon the President's signature.

The Iowa General Assembly recently passed SF 2268, changing state law on the purchase of tobacco (and vaping and nicotine) products also from 18 to 21; the Governor signed the bill into law on June 29, 2020. The changes to the law became effective immediately upon the Governor's signature.

The City of Ames has the following ordinance regarding the purchase/sale of tobacco products, which is now inconsistent with state law:

Sec. 17.33. PROVISION OF TOBACCO PRODUCTS TO MINORS.

(1) A person shall not sell, give, or otherwise supply any tobacco, tobacco products, or cigarettes to any person under eighteen years of age. Violation of this subsection shall be a municipal infraction punishable by a penalty of \$300 for a person's first violation and \$750.00 for each repeat violation; and, alternatively a violation of this subsection can be charged by a peace officer of the City as a simple misdemeanor.

(2) If the holder of a permit issued by the Iowa Department of Revenue and Finance under Chapter 453A Code of Iowa, or any employee of such permittee, during the course of the permittee's business, knowingly sells or otherwise supplies any cigarette or other tobacco product to any person under

eighteen years of age, or fails to take reasonable measures to ascertain whether that person is eighteen or more years of age, the said permittee shall have committed a municipal infraction punishable by a penalty of \$300 for that permittee's first such violation and \$750.00 for each repeat violation.

OPTIONS:

1. Direct the City Attorney to draft an ordinance prohibiting the sale of tobacco, vaping and nicotine products to persons under age 21.
2. Do not move forward with amending the current ordinance.

RECOMMENDATION:

The City Attorney's Office and the Ames Police Department believe the Ames Municipal Code should be updated to be consistent with the recent changes in state law, by specifying it is unlawful to sell or supply tobacco products to persons under 21 years of age (instead of the current age 18) and also by adding vaping products and other nicotine products to the ordinance. Therefore, Option #1 is being recommended.

ORDINANCE NO.

AN ORDINANCE TO AMEND THE MUNICIPAL CODE OF THE CITY OF AMES, IOWA, BY REPEALING CHAPTER 17 SECTION 17.33 (1)(2) AND ENACTING A NEW CHAPTER 17 SECTION 17.33 (1)(2) THEREOF, FOR THE PURPOSE OF UPDATING THE PROVISION OF TOBACCO PRODUCTS TO MINORS REPEALING ANY AND ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT TO THE EXTENT OF SUCH CONFLICT; 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 Section as follows:

“Sec. 17.33. PROVISION OF TOBACCO PRODUCTS TO MINORS.

(1) A person shall not sell, give, or otherwise supply any tobacco, tobacco products, cigarettes, alternative nicotine products, or vapor products to any person under twenty-one years of age. Violation of this subsection shall be a municipal infraction punishable by a penalty of \$300 for a person’s first violation and \$750.00 for each repeat violation; and, alternatively a violation of this subsection can be charged by a peace officer of the City as a simple misdemeanor.

(2) If the holder of a permit issued by the Iowa Department of Revenue and Finance under Chapter 453A Code of Iowa, or any employee of such permittee, during the course of the permittee’s business, knowingly sells or otherwise supplies any cigarette, tobacco product, alternative nicotine product, or vapor product to any person under twenty-one years of age, or fails to take reasonable measures to ascertain whether that person is twenty-one or more years of age, the said permittee shall have committed a municipal infraction punishable by a penalty of \$300 for that permittee’s first such violation and \$750.00 for each repeat violation.”

[State Law Ref. Iowa Code Sec. 453A.1]

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

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 and after its passage and publication as required by law.

Passed this _____ day of _____, _____.

Diane R. Voss, City Clerk

John A. Haila, Mayor



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MEMO

Item No. 42

To: Mayor and City Council

Cc: Steven L. Schainker, City Manager
Tracy L. Warner, P.E.; Municipal Engineer

From: John Joiner, P.E.; Public Works Director

Date: July 24, 2020

Subject: 07-28-20 Hearing for ROW Conveyance adjacent to 2400 SE 16th St

On the July 28, 2020, City Council agenda is a hearing for proposed conveyance of a portion of vacated City right-of-way adjacent to the south edge of 2400 SE 16th Street. City Council has previously directed that this old right-of-way be vacated and conveyed to the property owner, Van Wall Equipment. However, an easement will be needed to access electrical utility facilities and the decorative light columns along US 30. This easement has been created by City legal staff but has not yet been signed by the property owner. **Therefore, the hearing should be continued to the August 11, 2020 City Council meeting to allow time for the property owner to execute and return the easement.**

COUNCIL ACTION FORM**SUBJECT: AWARD CONTRACT FOR THE EMMA MCCARTHY LEE PARK
PEDESTRIAN BRIDGE REPLACEMENT PROJECT****BACKGROUND:**

This project is to construct a new pedestrian bridge across Clear Creek in Emma McCarthy Lee Park, 3400 Ross Rd. As you recall, the former wood pedestrian bridge was destroyed in June 2018 after Clear Creek flooded. The FY 2019/20 Capital Improvements Plan (CIP) included \$260,000 to design and construct a new pedestrian bridge. The City also received a disaster assistance grant for \$29,890 from the Federal Emergency Management Administration (FEMA) and Iowa Department of Homeland Security.

The base bid included providing all labor, equipment, materials, insurance and other components necessary to complete the Emma McCarthy Lee Park Pedestrian Bridge Replacement Project in accordance with plans and specifications. The project is expected to be completed by November 30, 2020.

On June 23, 2020, Council issued a notice to bidders and Staff opened bids on July 21, 2020. The bids are summarized below.

Emma McCarthy Lee Park Pedestrian Bridge Replacement Project

Bidder	Base Bid
Peterson Contractors, Inc.*	\$147,594.55
Henkel Construction Co.	\$179,272.75
Iowa Bridge & Culvert LC	\$203,019.00
Murphy Heavy Contracting	\$256,683.90
Jensen Construction Co.	\$247,683.65

***Peterson Contractors, Inc., did not submit two forms as required by the bid language, thus making them “Non-Responsive” and not eligible to be awarded the contract.**

PROJECT COST:

<u>Engineer’s Estimate:</u>	<u>Amount</u>
Structures (steel truss bridge, concrete, etc.)	\$129,647
Earthwork (clearing and grubbing, embankment work)	\$ 28,650
Safety Control (fencing)	\$ 5,020
Site Work and Landscaping	\$ 9,800
Demolition (existing footing removal)	\$ 3,000
Misc. (Mobilization and Construction Survey)	\$ 27,500
Bid Project Estimate	\$203,617

Total Project Estimate:	Amount
Bridge Project Bid	\$179,272.75
Tree Removal (Contracted by staff)	\$ 10,000.00
Asphalt Path	\$ 5,000.00
Engineering & Design	\$ 51,900.00
Total Project Estimate	\$246,172.75

Total available funding for the entire project is \$289,890 which leaves \$43,717.25 for contingency.

ALTERNATIVES:

1. Award the Emma McCarthy Lee Park Pedestrian Bridge Replacement Project to Henkel Construction Co., Ames, Iowa for the bid amount of \$179,272.75.
2. Accept the report of bids for the Emma McCarthy Lee Park Pedestrian Bridge replacement Project, but do not award a contract at this time.
3. Reject all bids.

CITY MANAGER'S RECOMMENDED ACTION:

The Ames community takes pride in the quality of its shared use paths and trail network. This bridge will reestablish the trail connection that was lost in 2018 to Iowa State campus from the northwest area of the City. The bridge specified will be constructed approximately four feet above the former bridge deck and will be ten feet wide which will be like the other bridges within the parks and trail network. Also, the bridge is engineered to withstand the force of water if it ever becomes inundated.

Lastly, this project received a very favorable bid below the engineer's estimate that will allow the project to be completed without the use of extra funds. **Therefore, it is the recommendation of the City Manager that the City Council approve Alternative #1 as stated above.**

COUNCIL ACTION FORM

SUBJECT: **2019/20 CLEAR WATER DIVERSION**

BACKGROUND:

Clear water from footing drains causes overloading and backups in the sanitary sewer as well as increases in the volume of clean water that is treated at the sewage treatment facility. The Clear Water Diversion program involves diverting footing drain discharge from sanitary sewers to storm sewers. This diversion results in lower volumes of clean water needing treatment at the sewage treatment facility, thereby decreasing operating and maintenance costs of that facility. In addition, the program addresses locations where sump pump water discharges directly over the back of curb since no storm sewer exists in the area, which can cause ice build-up in the curb and gutter. The 2019/20 program addresses these types of situations.

The locations for the 2019/20 Clear Water Diversion Program include: Grand Ave (1004 and 1010), 11th St (622 11th St. to Wilson Ave), Burnett Ave (14th St to 15th St), Kellogg Ave (12th St to 13th St), and Johnson St (1132 to 1126).

On July 22, 2020, bids for the project was received as follows:

Bidder	Bid
Engineer's Estimate	\$145,000
Keller Excavating	\$102,240
Synergy Contracting	\$136,336
Ames Trenching	\$125,264

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

Funding Source	Available Revenue	Estimated Expenses
2018/19 Clear Water Diversion program	\$ 24,000	
2019/20 Clear Water Diversion Program	\$100,000	
2020/21 Clear Water Diversion Program	\$ 50,000	
Construction (Low Bid-Keller Excavating)		\$102,240
Engineering and Administration		\$21,750
	\$174,000	\$123,990

City staff have completed plans and specifications for this project. With the low bid of \$102,240 and engineering/administration estimated in an amount of \$21,750, **total expenses are estimated at \$123,990**. The Capital Improvement Plan shows the 2019/20 Clear Water Diversion program with \$100,000 in Sewer Utility Fund and the 2020/21 Clear Water Diversion Program with \$50,000 in Sewer Utility Fund. A carry over of \$24,000 from the 2018/19 Clear Water Diversion **brings the total funding to \$174,000**.

ALTERNATIVES:

1. a. Accept the report of bid for the 2019/20 Clear Water Diversion Program.
 - b. Approve final plans and specifications for this project.
 - c. Award the 2019/20 Clear Water Diversion Program project to Keller Excavating of Boone, Iowa, in the amount of \$102,240.
2. Do not proceed with this project.

MANAGER'S RECOMMENDED ACTION:

This project result in reduced sump pump discharges into the curb and gutter that can cause ice build-up, and thus improving traffic safety. **Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, as noted above.**

COUNCIL ACTION FORM

SUBJECT: 2020/21 US HIGHWAY 69 IMPROVEMENTS (SOUTH DUFF AVENUE AND US HIGHWAY 30 EASTBOUND OFF-RAMP)

BACKGROUND:

This program provides for intersection and corridor improvement projects along US Highway 69 to alleviate congestion and reduce accidents. **This project includes intersection improvements and traffic signal installation at S. Duff Avenue and US HWY 30 EB Off-Ramp.** Staff has had conversations with affected properties regarding this project and will continue to communicate and coordinate during the upcoming construction of the project.

On July 22, 2020, bids were received for this project as follows:

<i>Bidder</i>	<i>Total Bid</i>
Engineer's estimate	\$1,041,536.00
Con-Struct, Inc.	\$1,019,942.60
Absolute Concrete	\$1,069,991.87

The revenues and expenses for this project are as follows:

Revenues		Expenses	
G.O. Bonds	\$230,000	Engineering & Admin.	\$200,000
Road Use Tax	\$300,000	Construction	\$1,019,942.60
Grant Funding	\$800,000	Traffic Signal Poles	\$32,298
		Traffic Signal Cabinet	\$31,773
		Gridsmart Detection System	\$27,535
Total	\$1,330,000	Total	\$1,311,548.60

ALTERNATIVES:

- 1a. Accept the report of bids for the 2020/21 US Highway 69 Improvements (South Duff Avenue and US Highway 30 Eastbound Off-Ramp) project.
- b. Approve the final plans and specifications for this project.
- c. Award the 2020/21 US Highway 69 Improvements (South Duff Avenue and US Highway 30 Eastbound Off-Ramp) project to Con-Struct, Inc. of Ames, Iowa, in the amount of \$1,019,942.60.

2. Award the contract to one of the other bidders.
3. Do not proceed with this project

MANAGER'S RECOMMENDED ACTION:

Proceeding with this project will make it possible to significantly improve a major intersection for motorists in the area. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, as described above.

COUNCIL ACTION FORM

SUBJECT: **UNIT #8 CRANE RENOVATION**

BACKGROUND:

On June 9, 2020, City Council approved preliminary plans and specifications for the Unit #8 Crane Renovation. This project is for materials, equipment, and labor necessary for the installation of equipment related to the renovation of the Unit #8 crane.

Bid documents were issued to 13 firms. The bid was advertised on the Current Bid Opportunities section of the Purchasing webpage and a Legal Notice was published on the websites of a contractor plan room service with statewide circulation. The bid was also sent to three plan rooms. On July 15, 2020, three bids were received as shown below:

Bidder	Sales and/or Use taxes included in Lump Sum	Lump Sum Bid
<i>Engineer's Estimate</i>	--	\$379,500
Miner Corporation dba MHC Systems, LLC, Urbandale, IA	\$17,486.00	\$269,876.00
Kistler Crane and Hoist, Omaha, NE	\$20,754.02	\$323,711.02
Konecranes, Inc., Cedar Rapids, IA	\$24,932.00	\$399,932.00

Staff reviewed the bids and concluded that the apparent low bid submitted by Miner Corporation dba MHC Systems, LLC, Urbandale, IA, in the amount of \$269,876.00 (inclusive of Iowa sales tax) is acceptable.

Since the need for this work was not learned until the budget was finalized, this project was not included in Electric Service's CIP. Funding for this project will come from savings in budgeted amounts for the Unit #7 Turbine Generator Overhaul CIP project, which has \$709,000 remaining. This is consistent with what staff informed City Council at the time the preliminary plans and specifications were approved.

ALTERNATIVES:

1. Award a contract to Miner Corporation dba MHC Systems, LLC, Urbandale, IA, for the Unit #8 Crane Renovation in the amount of \$269,876 (inclusive of Iowa sales tax).
2. Award a contract to another bidder.
3. Reject all bids and delay the repair which could eventually render the crane unreliable and potentially create unsafe crane operation.

CITY MANAGER'S RECOMMENDED ACTION:

The crane is critical plant equipment used in completing major work on the turbine/generators. This work should be completed before work begins on the Unit #8 Turbine Generator. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as stated above.