AMENDED* AGENDA
MEETING OF THE AMES AREA METROPOLITAN PLANNING ORGANIZATION TRANSPORTATION POLICY COMMITTEE AND REGULAR MEETING OF THE AMES CITY COUNCIL COUNCIL CHAMBERS - CITY HALL MARCH 26, 2019

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

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

CALL TO ORDER: 6:00 p.m.

1. Motion approving Annual Self-Certification for FY 2020
2. Motion approving FTA Title VI Program for submission to the Iowa Department of Transportation
3. Motion approving Transit Asset Management Targets
4. Motion setting May 28, 2019, as date of public hearing regarding Amendment to 2019-2022 Transportation Improvement Program
5. Motion approving Draft FY 2020 Transportation Planning Work Program and setting May 28, 2019, as date of public hearing
6. Motion approving FY 2020-2024 Passenger Transportation Plan
7. Resolution approving designation of AAMPO representatives to Central Iowa Regional Transportation Planning Alliance for the Ames Area Metropolitan Planning Organization

POLICY COMMITTEE COMMENTS:

ADJOURNMENT:

REGULAR CITY COUNCIL MEETING*
*The Regular City Council Meeting will immediately follow the meeting of the Ames Area Metropolitan Planning Organization Transportation Policy Committee.

PROCLAMATIONS:
1. Proclamation for “National Volunteer Week,” April 7-13, 2019
CONSENT AGENDA: All items listed under the Consent Agenda will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time the Council members vote on the motion.

2. Motion approving payment of claims
3. Motion approving Minutes of Regular Meetings held February 26, 2019, and March 5, 2019, and Special Meeting held February 27, 2019
5. Motion approving a 5-day (April 13 - 18) Class C Liquor License for Gateway Market at ISU Alumni Center, 429 Alumni Lane
6. Motion approving a 5-day (April 21 - 25) Class B Beer License for Gateway Market at ISU Alumni Center, 420 Beach Avenue
7. Motion approving a 5-day (April 27 - May 2) Class C Liquor License for Christiani’s at ISU Alumni Center, 420 Beach Avenue
8. Motion approving new Class C Liquor License with Catering and Sunday Sales - Los Altos Mexican Restaurant LLC, 823 Wheeler, Ste. 5
9. Motion approving ownership change for Class E Liquor License for Sams Club #6568, 305 Airport Road
10. Motion approving ownership change for Class E Liquor License for Wal-Mart Store #749, 3105 Grand Avenue
11. Motion approving renewal of the following Beer Permits, Wine Permits, and Liquor Licenses:
   a. Special Class C Liquor License with Class B Wine and Sunday Sales - Southgate Expresse, 110 Airport Rd
   b. Class C Liquor License with Outdoor Service and Sunday Sales - Sips and Paddy's Irish Pub, 126 Welch Ave. Suites 101 & 201
   c. Class E Liquor License with Class B Wine, Class C Beer and Sunday Sales - Wal-Mart Store #749, 3105 Grand Ave
   d. Special Class C Liquor License with Sunday Sales - Mongolian Buffet, 1620 S Kellogg Ave #103
   e. Class C Liquor License with Sunday Sales - Safari Cuisine, 217 S Duff Ave
   f. Class C Liquor License with Sunday Sales - Dangerous Curves, 111 5th St.
12. Motion rejecting all bids for the RDF Storage Bin Repair Project
14. Resolution appointing Oren Geisinger to the Building Board of Appeals
15. Resolution designating City Manager Steve Schainker as the City’s representative to StoryComm’s Board of Directors
18. Resolution approving Professional Services Agreement with Shive Hattery, Inc., for design services for the Iowa State University Research Park Phase IV Improvements Project
21. Public Art Commission Requests:
   a. Resolution approving carry-over of 2017/18 funding
   b. Resolution approving 2019 Neighborhood Art acquisitions
   c. Resolution approving the 2019/20 Ames Annual Outdoor Sculpture Exhibit (AAOSE) recommendations

22. Resolution approving Releases of Rights Pursuant to Eastgate Subdivision Covenant for Assessment of Costs and Improvements for Lots 10, 11, 17, 22, and 23

23. Requests from Ames Chamber of Commerce for Ames Main Street Farmers’ Market on Saturdays from May 4 to October 12, 2019
   a. Motion approving blanket Temporary Obstruction Permit and blanket Vending License for Central Business District
   b. Resolution approving closure of 300 and 400 blocks of Main Street, Burnett Avenue from Main Street to U.S. Bank drive-through, and Tom Evans Plaza from 5:00 a.m. to 1:30 p.m.
   c. Resolution approving suspension of parking regulations in CBD Lots X and Y from 6:30 a.m. to 1:30 p.m.
   d. Resolution approving waiver of parking meter fees and enforcement, usage and waiver of electrical fees, and waiver of fee for blanket Vending License for event from 5:00 a.m. to 1:30 p.m.

24. Requests for Ames Main Street Farmers’ Market Farm to Table Dinner on Sunday, August 4, 2019:
   a. Motion approving blanket Temporary Obstruction Permit
   b. Motion approving 5-day (Aug. 4-9) Special Class C Liquor License & Outdoor Service for the event
   c. Resolution approving closure of the 500 block of Main Street from 12:00 p.m. on August 4 to 12:00 a.m. on August 5
   d. Resolution approving waiver of parking meter fees and enforcement in the closed area during the event and usage and waiver of electrical fees

25. Request from Mary Greeley Medical Center for Hope Run on Saturday, June 15:
   a. Resolution approving closure of Mortensen Road from Dotson Drive to State Avenue and State Avenue from Lettie Street to Mortensen Road from 7:30 a.m. to 9:00 a.m.
   b. Resolution approving waiver of road race fee

26. Request from Interfraternity Council / SFE Engagement for IFC Experience Weekend Lunch on Saturday, April 13:
   a. Resolution approving closure of Ash Avenue between Sunset Drive and Gable Lane from 11:00 a.m. to 1:00 p.m.

27. Resolution approving preliminary plans and specifications for Fire Station #1 Parking Lot Reconstruction; setting April 17, 2019, as bid due date and April 23, 2019, as date of public hearing

28. Resolution approving preliminary plans and specifications for 2014/15 Storm Water Facility Rehabilitation Program (Somerset); setting April 17, 2019, as bid due date and April 23, 2019, as date of public hearing

29. Resolution approving preliminary plans and specifications for 2018/19 Collector Street Pavement Improvements (Hickory Drive); setting April 17, 2019, as bid due date and April 23, 2019, as date of public hearing

30. Resolution approving preliminary plans and specifications for Teagarden Area Drainage
Improvements; setting April 17, 2019, as bid due date and April 23, 2019, as date of public hearing
31. Resolution awarding contract to Helfrich Brothers Boiler Works, Inc. of Lawrence, Massachusetts, for the Unit No. 7 Boiler Repair project in the amount of $6,376,685
32. Resolution approving Change Order No. 1 to Wright Tree Service for 2018/19 Line Clearance for Electric Services
33. Resolution approving Change Order No. 4 to SCS Engineers of Clive, Iowa, for additional services pertaining to Ames Steam Electric Plant’s Inactive Coal Combustion Residuals Surface Impoundment
34. Resolution approving partial completion of public improvements and reducing security for Sunset Ridge Subdivision, 8th Addition
35. Resolution accepting completion of contract No. 2015-101 with Emerson for Distributed Control System (DCS) equipment for Ames Steam Electric Plant Gas Conversion project
36. Resolution accepting completion of Power Plant Window Replacement project
37. Resolution accepting completion of Year Two of Five-Year Well Rehabilitation Contract
38. Resolution approving Plat of Survey for 100 - 6th Street, 108 - 6th Street, and 515 Duff Avenue

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

HEARINGS:
39. Hearing on Concrete Replacement of Two CyRide Bus Turnarounds:
   a. Resolution approving final plans and specifications and awarding contract for Site 1 to Jensen Builders, Ltd., of Des Moines, Iowa, in the amount of $47,700
   b. Motion rejecting all bids for Site 2
40. Hearing on Replacement of CyRide Bus Wash:
   a. Resolution approving final plans and specifications and awarding contract to HPC, L.L.C., of Ames, Iowa, in the amount of $617,300
41. Hearing on Steam Turbine No. 7 Parts Procurement:
   a. Motion rejecting all bids
   b. Resolution approving preliminary plans and specifications; setting April 16, 2019, as bid due date and April 23, 2019, as date of public hearing

ORDINANCES:
42. First passage of ordinance to allow properties to increase the number of occupants by completing the Code requirements to make a room with a legally existing egress window a Code-compliant bedroom
43. Second reading of ordinance adjusting water rates by 7%, effective July 1, 2019
44. 1114 South Dakota Avenue:
   a. Resolution approving Zoning Change Agreement for 1114 South Dakota Avenue
   b. Second passage of ordinance rezoning of 1114 South Dakota Avenue from Community
Commercial/Residential (CCR) to Community Commercial/Residential (CCR) with revised Master Plan

45. Third passage and adoption of prohibiting parking at all times on the east side of North Riverside Drive and prohibiting parking at all times on the north side of Harris Street ORDINANCE NO. 4381

DISPOSITION OF COMMUNICATIONS TO COUNCIL:

COUNCIL COMMENTS:

*CLOSED SESSION:

46. Motion to hold Closed Session as provided by Section 20.17(3), Code of Iowa, to discuss collective bargaining strategy:
   a. Resolution ratifying contract with IUOE, Local 234 – Blue Collar Unit

ADJOURNMENT:

Please note that this Agenda may be changed up to 24 hours before the meeting time as provided by Section 21.4(2), Code of Iowa.
AMES AREA METROPOLITAN PLANNING ORGANIZATION (AAMPO)
TRANSPORTATION POLICY COMMITTEE ACTION FORM

SUBJECT: AMES AREA MPO ANNUAL SELF-CERTIFICATION FOR FY 2020

BACKGROUND:

Pursuant to federal regulations, each Metropolitan Planning Organization (MPO) must self-certify that its transportation planning process is addressing the major issues in the metropolitan planning area and is being conducted in accordance with all applicable requirements. In the last Ames Area MPO process review by the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA), a joint report was issued finding that the transportation planning activities of AAMPO are being carried out in accordance with federal regulations, policies, and procedures.

ALTERNATIVES:

1. Certify that the Ames Area MPO transportation planning process is being conducted in accordance with all applicable requirements.

2. Reject the certification.

ADMINISTRATOR’S RECOMMENDED ACTION:

The Administrator recommends that the Ames Area MPO Transportation Policy Committee adopt Alternative No. 1, thereby certifying that the Ames Area MPO transportation planning process is being conducted in accordance with all applicable requirements.
In accordance with 23 CFR 450.334, the STATE DEPARTMENT OF TRANSPORTATION and the Ames Area Metropolitan Planning Organization for the Ames, Iowa urbanized area(s) hereby certify that the transportation planning process is addressing the major issues in the metropolitan planning area and is being conducted in accordance with all applicable requirements of:


(2) In nonattainment and maintenance areas, Sections 174 and 176(c) and (d) of the Clean Air Act as amended (42 U.S.C. 7504, 7506(c) and (d) and 40 CFR 93);

(3) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;

(4) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex or age in employment or business opportunity;

(5) Section 1101(b) of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (Pub. L. 109-59) regarding the involvement of Disadvantaged Business Enterprises in FHWA and FTA funded planning;

(6) 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;


(8) Older Americans Act, as amended (42 U.S.C. 6101);

(9) 23 U.S.C. 324, regarding prohibition of discrimination based on gender; and


For AAMPO:

_________________________ _____________________
John Haila, Chair Date
Transportation Policy Committee
AMES AREA METROPOLITAN PLANNING ORGANIZATION (AAMPO)
TRANSPORTATION POLICY COMMITTEE ACTION FORM

SUBJECT: AMES AREA MPO FTA TITLE VI PROGRAM

BACKGROUND:

As a recipient of Federal funding, the Ames Area MPO is required to operate its programs and activities in accordance with the Civil Rights Act of 1964 and its amendments, collectively known as Title VI. These laws prohibit discrimination on the basis of race, color or national origin. The Ames Area MPO creates two Title VI programs, one following the guidance and requirements of the Federal Highway Administration (FHWA), and the other developed using the guidance and fulfilling the requirements of the Federal Transit Administration (FTA).

To comply with requirements set by the FTA, the Ames Area MPO presented an updated FTA Title VI Program for 2018 to the Transportation Technical Committee on September 6, 2018. That program was adopted by the Transportation Policy Committee on September 25, 2018. The program was then submitted to the Iowa Department of Transportation. On December 5, 2018, the Iowa DOT responded with comments for the MPO to address and resubmit an updated program.

Updates to the program include:
- Update to the public notice including a statement of where the public can get more information
- Expanded description of public participation to minority and limited English proficient populations
- Statement addressing diversity on boards and committees
- Addressing mobility needs of minorities in the planning process
- Inclusion of all transportation projects (not just transit projects) in the impact analysis
- Disparate impact analysis for all STBG and TAP funded projects

The document has also been reorganized to follow the FTA Title VI program template as developed by the Iowa DOT. Appendix D will be updated to include a new Limited English Proficiency (LEP) document, which will be considered by Ames City Council on March 26.

ALTERNATIVES:

1. Approve the FTA Title VI Program.

2. Approve the FTA Title VI Program with Transportation Policy Committee modifications.

ADMINISTRATOR’S RECOMMENDED ACTION:

The AAMPO Technical Committee has unanimously recommended approval of the Ames Area MPO Title VI Program. Therefore, it is recommended by the Administrator that the Transportation Policy Committee adopt Alternative No. 1 as noted above.
In Accordance with FTA C 4702.1B

AMES AREA METROPOLITAN PLANNING ORGANIZATION
515 Clark Ave. Ames, IA 50010
Recipient Profile

Recipient

Ames Area Metropolitan Planning Organization

Administrative Head

John Joiner, MPO Administrator

Recipient Title VI Coordinator and Contact Information

Brian Phillips, City of Ames Title VI Civil Rights Coordinator

Address

Ames Area MPO
PO Box 811
515 Clark Avenue
Ames, IA 50010

Phone

(515) 239-5160

Fax

(515) 239-5404

E-Mail

bphillips@city.ames.ia.us

Website

http://www.aampo.org

Has the recipient signed and submitted its Title VI Assurances? Yes X No _______

Has the recipient submitted its Title VI Program Plan? Yes X No _______
What strategies has your planning process developed for ensuring, demonstrating, and sustaining compliance with Title VI?

The MPO has identified environmental justice consideration in long range planning and evaluates all transportation projects through the lens of balance and opportunity. The MPO also works closely with the City of Ames to coordinate training efforts for employees with a customer-service driven approach to providing services for all members of the community regardless of race, color, national origin, gender, age or disability. These efforts include public notices around offices and meeting rooms, displayed on the MPO and city websites, translation services clearly visible at customer services windows, website maintenance with written translation services, and periodic reviews with staff.

**General Requirements**

1. *Copy of recipient’s Title VI notice to the Public - APPENDIX A*

Required elements:

- **X** A statement that the agency operates programs without regard to race, color, or national origin

- **X** A description of the procedures that members of the public should follow in order to request additional information on the recipient’s Title VI obligations

- **X** A description of the procedures that members of the public shall follow in order to file a Title VI discrimination complaint against the recipient

List locations where the notice is posted:

- Ames Area MPO office, Room 212 (515 Clark Ave, Ames, IA)
- Ames City Hall entrance (515 Clark Ave, Ames, IA)
- www.aampo.org
2. *Copy of the recipient’s instructions to the public regarding how to file a Title VI discrimination complaint, including a copy of the complaint form.* – [APPENDIX B](#)

Complaint procedures and the complaint form posted on the recipient’s website at the URL: http://www.aampo.org

3. List and description of any transit-related Title VI investigations, complaints, or lawsuits files with, concerning, or naming the recipient in the last three years. (none)

*Table 1 - Transit Related Title VI Investigations*

<table>
<thead>
<tr>
<th>INVESTIGATIONS</th>
<th>DATE FILED (MONTH, DAY, YEAR)</th>
<th>SUMMARY (INCLUDE BASIS OF COMPLAINT: RACE, COLOR, OR NATIONAL ORIGIN)</th>
<th>STATUS</th>
<th>ACTION(S) TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. NONE</td>
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<tr>
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<thead>
<tr>
<th>COMPLAINTS</th>
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<td>1. NONE</td>
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4. *Copy of the public participation plan that includes an outreach plan to engage minority and limited English proficient populations, as well as a summary of outreach efforts made in the last three years.* – [APPENDIX C](#)

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Ames Area MPO 2019 Title VI Program
Describe the methods used to inform low-income and minority populations of planning efforts for transportation-related services and/or improvements:

The Ames Area MPO used a variety of tools to outreach to diverse populations include EJ and minority populations through the following tools:

- **Public Meetings** – Question and answer formatted meeting designed to connect members of the public with Ames Area MPO staff in a casual setting.
- **Public Hearings** – The public is invited to present comments in a public hearing setting in front of the Transportation Policy Committee and comments are committed to the record. The public hearing is governed by rules concerning who speaks when and for how long and is overseen by the Transportation Policy Committee chairperson.
- **Opportunity for Public Comment** – A solicitation for public input on a specific subject over a specified duration of time.
- **General Comments** – The Ames Area MPO continuously accepts public comment, regardless of whether they were given as part of an organized effort or informally. Comments can be sent to the Ames Area MPO by phone at (515) 239-5169, by e-mail at tfilippini@city.ames.is.us, or by mail sent to: Ames Area MPO, 515 Clark Ave., Ames, Iowa, 50010.
- **Publishing notices on the City of Ames Facebook page and City of Ames Twitter page**
- **Providing a translation tool for over 100 languages on the Ames Area MPO Website at www.aampo.org**
- **Included MPO activities in City of Ames communications distributed on Channel 12 and City of Ames utility bills.**
- **Announcing meeting dates and topics to local human services working groups who represent low-income and international communities**

In late 2018, the Ames Area MPO compiled a list of organizations who advocate for the disadvantaged with the assistance of community partners. Ultimately, 57 groups were identified who are either located within
the Ames area or may have clients within the metropolitan area. The MPO contacted each group with information about the Ames Area MPO, requesting contact information to be confirmed or updated, and ways to receive direct communication from the MPO on upcoming transportation planning activities.

The organizations identified include: A Mid-Iowa Organizing Strategy, AARP Iowa, Aging Resources of Central Iowa, Ames Community Preschool, Aspen Dental, At Home Care Company, Bickford Assisted Living, Boost Together for Children, Boys and Girls Club of Story County, Center for Creative Justice, Central Iowa Center for Independent Living, Central Iowa Community Services, Central Iowa RSVP, ChildCare Resource and Referral, ChildServe, City of Ames Policy Department, Community and Family Resources, Community Partnerships for Protecting Children, Creative Counseling, DMACC Adult Literacy Program, Emergency Residence Project, Engaging International Spouses YWCA, Epilepsy Foundation, Experience Works, Eyerly Ball, Friendship Arc Homes, Girl Scouts of Greater Iowa, Good Neighbor Emergency Assistance, Heartland Senior Services, Iowa Able Foundation, Iowa Bureau of Refugee Services, ISU Extension & Outreach of Story County, Legal Aid Society, Life Connections, Life Line Resources, Lutheran Services of Iowa, Madrid Home, Madrid Home Community, Mainstream Living, Mary Greeley Medical Center, Mid-Iowa Family Therapy, Mid-Iowa Community Action, NAACP, NAMI Central Iowa, Planned Parenthood, Raising Readers, Richmond Mental Health Center, Riverside Manor, Story County Medical Center, Story County Sheriff’s Office, The Arc of Story County, The Salvation Army, United Way of Story County, University Community Childcare, Visiting Nurse Services of Iowa, Volunteer Center of Story County, and Youth and Shelter Services.

List minority and/or community media utilized to ensure notification of public meetings or public review of recipient documents for residents in minority and low-income areas:

- Ames Tribune
- Iowa State Daily
- Des Moines Register
- Story County Sun
- KASI/KCCQ radio
• KURE, student radio of Iowa State University
• KHOI community radio
• Channel 12, Ames Government Channel
• Channel 16, Ames Public Access

When was the public participation plan last reviewed? Please describe how.

The current public participation plan for the Ames Area MPO was developed in 2016. The document was developed in consultation with members of the Transportation Technical Committee, comprised of staff from all member organizations of the MPO. The draft plan was published as a news release and available on the Ames Area MPO website along with opportunities for input from the public from March 22, 2016 through May 10, 2016. The plan was reviewed and adopted by the Transportation Policy Committee through a public hearing process.

5.

Copy of the plan for providing language assistance to persons with limited English proficiency, based on DOT LEP Guidance, Federal Register, Volume 70, Number 239, http://www.gpo.gov/fdsys/pkg/FR-2005-12-14/html/05-23972.htm – APPENDIX D.

What steps has the recipient taken to ensure meaningful access to the benefits, services, information, and other important components of its programs and services to persons with limited English proficiency?

• Oral Interpretation Service – The Ames Area MPO offers the Language Line Interpretation Service through TheBigWord. If there is a non-English speaking individual that comes into a city department, staff can show them the brochure for the Language Line Interpretation Service and have them select the language that they understand (the languages are written in both the native language and in English). Staff members can call the Language Interpretation Service and asks for the appropriate interpreter as pointed out by the customer. Staff members can utilize a speaker phone so both the staff member and the customer can be on the line at the same time. Flyers offering the Language Line Interpretation Service will be posted in the Administrative Offices. Additionally, where best
appropriate, staff employees will also utilize Google Translator Interpretation Service from their computers and/or as application on their cell phones.

- Bureau Refugee Services – the Ames Area MPO as needed, will work with the Bureau of Refugee Services.

- The City of Ames has developed a list of all City employees that speak, write, or read a language other than English fluently. The City of Ames may contact employees on this list for interpretation services as their schedule permits. A current list will be maintained in the Human Resources internal website.

- The Ames Area MPO will also allow LEP persons to use an interpreter of their own choosing (whether a professional interpreter, family member, or friend) in place of or as a supplement to the Language Line interpretation services offered by the Ames Area MPO.

The MPO web page has the ability to allow its information to be translated into different languages by selecting the language of choice.

6.
List all non-elected committees and councils, the membership of which is selected by the recipient:

No committees or councils comprised of non-elected members selected by the Ames Area MPO were in place during the reporting period.

Describe the process the recipient uses to encourage the participation of minorities on such committees.

The membership of Transportation Policy Committee and Transportation Technical Committee are allocated by the MPO bylaws which govern each body. The MPO may create committees to serve as focus groups or steering committees for various planning activities as they come. In these instances, the MPO staff will develop committees which reflects the demographic composition of metropolitan area, in ways such as gender and race, by outreaching to identified organizations to self-select members to serve on the committee(s). Through the MPOs coordination with local agencies such as Iowa State University, Story
County Human Service Council, and the United Way Transportation Collaboration, we are able to identify a diverse group of community members to participate.

Racial/Ethnic Breakdown of the Non-Elected Committees and Councils:

Table 2 - Racial/Ethnic Breakdown

<table>
<thead>
<tr>
<th>*Group</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>-</td>
</tr>
<tr>
<td>Female</td>
<td>-</td>
</tr>
<tr>
<td>White</td>
<td>-</td>
</tr>
<tr>
<td>Black or African American</td>
<td>-</td>
</tr>
<tr>
<td>American Indian or Alaskan Native</td>
<td>-</td>
</tr>
<tr>
<td>Asian</td>
<td>-</td>
</tr>
<tr>
<td>Native Hawaiian or other Pacific Islander</td>
<td>-</td>
</tr>
<tr>
<td>Other</td>
<td>-</td>
</tr>
</tbody>
</table>

*No committees or councils comprised of non-elected members selected by the Ames Area MPO were in place during the reporting period.

7.

Describe the efforts the recipient uses to ensure subrecipients are complying with Title VI.

To comply with Title VI requirements, all subrecipients of the Ames Area MPO must also comply with Title VI requirements. To demonstrate compliance with Title VI, the Ames Area MPO does the following to ensure compliance:
• collects and stores Title VI programs from subrecipients and reviews the programs for compliance for the following:
  o A copy of the subrecipient Title VI notice to the public including a listing of posting locations,
  o A copy of the subrecipient instructions to the public on how to file a Title VI complaint along with a copy of the form,
  o A list of all Title VI transportation related investigations, complaints or lawsuits filed with the subrecipient since the last submission related to the FTA funded project,
  o A public participation plan that includes an outreach plan to engage minority and LEP populations and a summary of outreach efforts made since the last submission,
  o A copy of the subrecipient LEP plan,
  o Membership of non-elected planning boards/councils/committees for transit-related projects, including racial breakdown and a description of efforts to encourage minority participation,
  o A copy of the Title VI equity analysis during the planning stage for facility projects,
  o Copy of the subrecipient’s governing board approving the Title VI program.
• collects and stores Title VI programs,
• As required, asks subrecipients to verify that their level and quality of service is provided on an equitable basis.

The Ames Area MPO monitors both contractors and subrecipients for Title VI compliance as required by Federal regulations. Currently the Ames Area MPO does not have any subrecipients.

Subrecipients are required to electronically file an annual Title VI report to the Ames Area MPO Administrator and are subject to a desk or site review at any time. The Ames Area MPO will check all listed elements for compliance and offer a notice of concurrence that the program complies with Title VI requirements.

8.
Has the recipient constructed a facility, such as a vehicle storage facility, maintenance facility, operation center, etc., with Federal Transit Administration funds? _____ Yes  _____ No
9. Copy of the board meeting minutes showing the Transportation Policy Committee reviewed and approved the Title VI Program. – APPENDIX E.
Requirements of Planning Agencies

1.
Agency demographic profile of the planning area that includes identification of the locations of socioeconomic groups, including low-income and minority populations and summary of the planning area demographics.

*Figure 1 - Environmental Justice Populations*
### Table 3 - Demographic Profile

<table>
<thead>
<tr>
<th>POPULATION BY RACE/ETHNICITY</th>
<th>POPULATION</th>
<th>PERCENT OF URBANIZED AREA</th>
</tr>
</thead>
<tbody>
<tr>
<td>WHITE</td>
<td>51,006</td>
<td>82.2%</td>
</tr>
<tr>
<td>HISPANIC</td>
<td>2,240</td>
<td>3.61%</td>
</tr>
<tr>
<td>BLACK OR AFRICAN AMERICAN</td>
<td>1,972</td>
<td>3.18%</td>
</tr>
<tr>
<td>AMERICAN INDIAN AND ALASKAN NATIVE</td>
<td>53</td>
<td>0.09%</td>
</tr>
<tr>
<td>ASIAN</td>
<td>5,553</td>
<td>8.95%</td>
</tr>
<tr>
<td>OTHER</td>
<td>11</td>
<td>0.02%</td>
</tr>
<tr>
<td>TWO OR MORE</td>
<td>1,212</td>
<td>1.95%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>62,047</td>
<td>100%</td>
</tr>
</tbody>
</table>

ACS demographic and Housing Estimate, Ames, IA Urbanized Area, 2010

**Minority Population**

FHWA defines a minority population as any readily identifiable groups of minority persons who live in geographic proximity, and if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed FHWA program, policy, or activity. FHWA defines a minority as:

- Black: a person having origins in any of the black racial groups of Africa
- Hispanic or Latino: a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin,
- regardless of race
- Asian American: a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent
- American Indian and Alaskan Native: a person having origins in any of the original people of North America, South America (including Central America), and who maintains cultural identification through tribal affiliation or community recognition
Native Hawaiian and Other Pacific Islander: a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Data from the 2010 U.S. Census of Population was used to determine the number and percentage of minority populations in Ames Area MPO. Data was analyzed to the smallest geographic unit available. For minority data, the smallest unit is the census block; data used for analysis was from the decennial censuses. Per FHWA guidance, a readily identifiable group of minority persons was identified as any Census block with a “substantial” minority populations: where the percentage of minority population was at least one standard deviation (34 %) higher than the mean of a typical normal data distribution curve as compared to the percentage of the minority population within the Ames Area MPO boundary. The minority population of the Ames Area MPO area is 15.0 % of the total population; the threshold value used to determine a “substantial” minority population is 20.1 % (15 % multiplied by 1.34).

In accordance with FHWA guidance, clusters of minority populations were also identified; these are Census blocks where there the minority population is not substantially greater than the Ames Area MPO average, but due to the large population in these blocks, the minority population is great enough to be potentially disproportionately and highly adversely affected by the proposed actions of the LRTP. These blocks had minority populations of 50 or greater in a small geographic area.

Low-Income Population

FHWA defines a low-income population as any readily identifiable group of low-income persons who live in geographic proximity, and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed FHWA program, policy, or activity. FHWA defines low-income as a person whose median household income is at or below the department of Health and Human Services (DHSS) poverty guidelines. The best approximation for the number of people below the DHHS poverty guidelines in a particular area is the number of persons below the Census Bureau poverty thresholds in that area. In this analysis, 2009-2013 American Community Survey ([ACS] a Census Bureau product that is updated annually) was used to determine low-income data for the Ames Area MPO area. The smallest geographical unit available for ACS data is the census block group. The ACS income
data used are the 5-year average from 2009 to 2013. Similar to the minority population, a readily identifiable group of low-income population was identified as any Census block with a “substantial” low-income population: where the percentage of low-income population was at least one standard deviation (34%) higher than the mean of a typical normal data distribution curve as compared to the Ames Area MPO area percentage of the low-income population. The low-income population of the Ames Area MPO area is 25.8% of the total population; the threshold value used to determine a “substantial” low income population is 34.6%.

2. Describe the procedures by which the mobility needs of minority populations are identified and considered within the planning process.

A goal of the Ames Area MPO long range plan is to improve mobility for communities identified in areas of high concentration of Environmental Justice populations. All projects in the long-range plan have been evaluated on whether the project improves the mobility, has a neutral effect, or degrades mobility. A related score is assigned with a positive score attributing to projects with improve mobility for these populations.

In addition to the technical review of project location and evaluation, the MPO schedules planning meetings at locations served by significant transit or bike facilities, such as at Ames City Hall, on campus of Iowa State University or accessible building adjacent to the ISU campus, in ADA accessible rooms. These locations have been identified by community groups as easier to access location for these target groups. Through preparation of plans, particularly the Passenger Transportation Plan and Long-Range Transportation Plan, the MPO consults with local organizations including the Story County Human Service Council and the United Way Transportation Collaboration, both which provide service to minority, low-income, and other under-represented groups, including the elderly, youth, limited English proficient and individuals with disabilities.

In addition, Transportation Policy Committee meetings televised on Ames Channel 12 and live-streamed on the city Facebook channel. Video records of meetings are also available on demand at www.cityofames.org as well as the AmesChannel12 YouTube channel.
3. Copy of demographic maps that show the impacts of the distribution of State and Federal funds in the aggregate for public transportation projects – APPENDIX F.

4. Copy of analysis of the planning agency’s transportation system investments that identifies and addresses any disparate impacts. – APPENDIX G.

List adverse social, environmental, economic or demographic impact identified in the planning process:

The Long-Range Transportation Plan for the Ames Area MPO rates all potential projects against the 6 defined goals of the plan developed through public engagement and consultation. Included in the evaluation criteria is “Goal 4 - to Provide an accessible transportation system that fits within the context of its surroundings and preserves community character”. The evaluation includes the projects provision of balanced transportation access to both environmental justice and non-environmental justice communities. The Scoring approach for this metric is demonstrated in Table 4 - Project Performance Objectives and Score Approach.

Table 4 - Project Performance Objectives and Score Approach

<table>
<thead>
<tr>
<th>LRTP Project Performance Objective</th>
<th>Candidate Project Scoring Approach</th>
<th>Scoring Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>4C. Provide balanced transportation access to both environmental justice and non-environmental justice communities.</td>
<td>Very Good: Directly improves mobility for EJ populations</td>
<td>Limited direct effect on EJ population mobility.</td>
</tr>
<tr>
<td></td>
<td>Good: Limited direct effect on EJ population mobility</td>
<td>Poor: Project degrades mobility for EJ populations</td>
</tr>
<tr>
<td></td>
<td>Use the defined EJ areas. No “Very Good” score.</td>
<td></td>
</tr>
</tbody>
</table>
Projects with high scores are prioritized and included in the fiscally constrained long-range transportation plan. Once projects are funded, they are programmed into the Ames Area MPO Transportation Improvement Program. The included analysis (appendix G) demonstrates the geographic balance of transportation investments listed in the FY 2019 – 2022 Transportation Improvement Program among both environmental justice and non-environmental justice identified communities.

Appendices

A. Title VI notice to the public
B. Instructions on how to file a Title VI discrimination complaint and complaint form
C. Public Participation Plan
D. Limited English Proficiency (LEP) document
E. Committee Approval of the Title VI Program
F. Demographic Maps of Public Transportation Investments
G. Analysis of Transportation System Investments
Title VI Notice to the Public

The Ames Area Metropolitan Planning Organization hereby gives public notice that it is the policy of the Department to assure full compliance with Title VI of the Civil Rights Act of 1964, related statutes and regulation provide that no person shall on the ground of race, color, national origin, gender, age or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Civil Rights Restoration Act of 1987 amended Title VI to specify that entire institutions receiving Federal funds, whether schools, colleges, government entities, or private employers must comply with Federal civil rights laws, rather than just the particular programs or activities that receive federal funds.

We are also concerned about the impacts of our programs, projects and activities on low income and minority populations (“Environmental Justice”) under Title VI. Any person who believes that they are being denied participation in a project, being denied benefits of a program, or otherwise being discriminated against because of your race, color, national origin, gender, age, or disability, you may contact:

Brian Phillips, City of Ames Title VI Civil Rights Coordinator – 515-239-5101
Iowa Department of Transportation – 800-262-0003

YOU SHOULD CONTACT THE ABOVE INDIVIDUAL OR IOWA DOT OFFICE AS SOON AS POSSIBLE BUT NO LATER THAN 180 DAYS AFTER THE ALLEGED DISCRIMINATION OCCURRED, OR IF THERE HAS BEEN A CONTINUING COURSE OF CONDUCT, NO LATER THAN 180 DAYS AFTER THE ALLEGED DISCRIMINATION WAS DISCONTINUED.

For more information on the Ames Area MPO civil rights program, and the procedures to file a complaint, contact 515-239-5101; e-mail bphillips@city.ames.ia.us; or visit our administrative office at 515 Clark Ave. Ames, IA 50010. For more information, visit http://www.aampo.org.

If information is needed in another language, contact 515-239-5101.
Complaint Procedures under Title VI of the Civil Rights Act of 1964

This Complaint Procedure is established to meet the requirements of the Civil Rights Act of 1964 and its amendments. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of race, color, or national origin in the provision of services, activities, programs, or benefits by the City of Ames. There are certain exceptions to this process. The Clerk of Court and City Assessor maintain offices within City Hall, but are not under the exclusive purview of the City of Ames. In the event that there is a complaint about unfair treatment within the Clerk of Court or City Assessor offices, complainants should contact that office directly for assistance navigating their complaint procedures. Complaints arising out of transit-related concerns are governed by special requirements from the Federal Transit Administration. These complaints should be made directly to CyRide in order to comply with those requirements. Please contact CyRide at (515) 292-1100 for information on how to file a complaint.

Additionally, transit-related complaints can be filed with the Federal Transit Administration’s Office of Civil Rights. Finally, complaints of discrimination regarding employment in the City of Ames are governed by the City’s Personnel Policies. Please contact the City of Ames Human Resources Office to file a complaint related to employment. If you are unsure about the appropriate office to address a complaint to or if you need assistance navigating procedures, complaints of any type can be filed with the Iowa Civil Rights Commission.

Should a citizen have a complaint about access to public services, he/she should complete the attached complaint form and submit it to the City Manager’s Office. The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. The attached form provides spaces for all necessary information.

The complaint should be submitted by the complainant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Title VI Civil Rights Coordinator
City Manager’s Office
515 Clark Avenue
Box 811
Ames, IA 50010

Within 30 calendar days after receipt of the complaint, the Title VI Coordinator or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days of the meeting, the Title VI Coordinator or his/her designee, in consultation with the City’s Legal Office, will respond in writing. The response will explain the position of the Coordinator and other options for substantive resolution of the complaint.
If the response by the Title VI Coordinator or his/her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the City’s Title VI Appeals Committee. The appeal should take the form of a written letter describing the initial complaint, the initial response, and the ways in which the initial response does not satisfactorily address the complaint. The appeal should be sent to the same address the initial complaint was delivered to.

The Title VI Appeals Committee will consist of representatives from three departments not involved in the complaint. The departments will be chosen at random. The three representatives will choose one individual among them to serve as chair of the committee. The Legal Office will serve to advise the committee.

Within 30 calendar days after receipt of the appeal, the City’s Title VI Appeals Committee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the City’s Title VI Appeals Committee will respond in writing.

All complaints received by the Title VI Coordinator or his/her designee, appeals to City’s Title VI Appeals Committee, and responses from these two offices will be retained by the City Clerk’s Office for at least five years.
Title VI of the 1964 Civil Rights Act
Discrimination Complaint Form

Instructions: Please fill out this form completely, in black ink or type. Sign and return to the address on the next page. Alternate means of filing a complaint, such as a personal interview or audio recording, will be made available upon request.

Complainant: _____________________________________________

Address: ________________________________________________

City, State, & Zip: __________________________________________

Home phone: ___________________ Mobile Phone: ________________

Person Discriminated Against: ____________________________________________
(if other than complainant)

Address: ________________________________________________

City, State, & Zip: ____________________________________________

Home phone: ___________________ Mobile Phone: ________________

City Department/Departments you believe have discriminated.

________________________________________________________________________

Where did the alleged discrimination take place?

________________________________________________________________________

When did the alleged discrimination occur? (Date/Time) ________________

Describe the acts of discrimination providing the name(s) where possible of the individuals who allegedly discriminated (if applicable) or services in violation of the 1964 Civil Rights Act or its amendments. Attach additional pages if necessary.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Has the complaint been filed with another bureau of the Department of Justice or any other Federal, State, or local civil rights agency or court?  
Yes ______  No ______

If yes, with what agency or court?

Contact Person: ________________________________

Address: ______________________________________

City, State, Zip: _________________________________

Telephone Number: ______________________________

Date Filed: __________________

Do you intend to file with another agency or court?  
Yes ______  No ______

Agency or Court: ________________________________

Address: ______________________________________

City, State, Zip: _________________________________

Telephone Number: ______________________________

Additional space for answers:

______________________________________________

______________________________________________

Signature: ____________________________  Date: __________________

Return To:
Title VI Civil Rights Coordinator
City Manager’s Office
PO Box 811
515 Clark Avenue
Ames, IA 50010
Ames Area
Metropolitan Planning Organization

Public Participation Plan

Adopted May 24, 2016
ACKNOWLEDGEMENTS

Transportation Policy Committee Members
Ann Campbell, Chairperson  City of Ames
Gloria Betcher  City of Ames
Tim Gartin  City of Ames
Peter Orazem  City of Ames
Chris Nelson  City of Ames
Bronwyn Beauty-Hansen  City of Ames
Amber Corieri  City of Ames
Chet Hollingshead  Boone County
Wayne Clinton  Story County
Hamad Abbas  CyRide
Jonathan Popp  City of Gilbert

Non-voting
Garrett Pedersen  Iowa Department of Transportation
Darla Hugaboom  Federal Highway Administration
Mark Bechtel  Federal Transit Administration
Cathy Brown  Iowa State University

Transportation Technical Committee
Tracy Warner, Chairperson  City of Ames
Damion Pregitzer, Vice-Chair  City of Ames
Justin Clausen  City of Ames
Kelly Diekmann  City of Ames
Charlie Kuster  City of Ames
Sheri Kyas  CyRide
Cathy Brown  Iowa State University
Scott Knuse  Boone County
Darren Moon  Story County
Gerry Peters  Ames Community School District
Drew Kamp  Ames Economic Development Commission

Non-voting
Phil Mescher  Iowa Department of Transportation
Darla Hugaboom  Federal Highway Administration
Mark Bechtel  Federal Transit Administration

Ames Area Metropolitan Planning Organization Staff
John Joiner  Administrator
Tony Filippini  Transportation Planner
Tracy Warner  Municipal Engineer
Damion Pregitzer  Traffic Engineer
Sheri Kyas  Transit Director
Shari Atwood  Transit Planner
Kelly Diekmann  Planning & Housing Director
Charlie Kuster  Planner
Diane Voss  City Clerk
Joe Newman  Principal Clerk
INTRODUCTION

In accordance with Title 23, Code of Federal Regulations, Part 450 (23 CFR 450), the Ames Area MPO provides transportation planning services for the City of Ames, City of Gilbert and portions of Story County and Boone County. As part of this transportation planning process, the Ames Area MPO desires and requests citizen input on the work, projects, and products proposed and created by the Ames Area MPO.
The Ames Area MPO recognizes the importance and necessity of the public involvement process. The following groups govern the activities of the Ames Area MPO:

The Ames Area MPO Transportation Policy Committee are local elected officials from the City of Ames, City of Gilbert, Story County, and Boone County; an appointed representative from the Ames Transit Agency (CyRide) and non-voting members from Iowa State University, Iowa Department of Transportation, Federal Highway Administration, and Federal Transit Administration. This committee acts on the recommendations of the Transportation Technical Committee.

Representatives to the Ames Area MPO Transportation Technical Committee (TTC) include city engineers, county representatives, public works directors, community planning staff, Ames Municipal Airport Representative (City of Ames Operations Administrator), Ames Transit Agency (CyRide) staff, Iowa State University, Ames Community School District staff, and Ames Economic Development staff as well as staff from the Iowa DOT, Federal Highway Administration, and Federal Transit Administration. This committee is charged with making technical recommendations to the Ames Area MPO Transportation Policy Committee.

Additional subcommittees and working groups may be appointed at any time by the Transportation Policy Committee Chair or the Transportation Technical Committee Chair to address specific transportation-related topics or areas of interest to the Ames Area MPO.

GOALS AND OBJECTIVES

The public involvement process required by 23 CFR 450 should “… provide complete information, timely public notice, full public access to key decisions, and support early and continuing involvement of the public in developing plans and Transportation Improvement Programs…”

The Ames Area MPO is committed to the availability of timely, complete information; to the notification of and public access to the decision-making process; and to ongoing public involvement throughout the transportation planning process including, but not limited to, the development of the Long-Range Transportation Plan, the Transportation Improvement Program, the Passenger Transportation Plan and the Public Participation Plan. Through this Public Participation Plan, the Ames Area MPO aims to identify methods for obtaining public input and encouraging public involvement in the transportation planning process.

STAKEHOLDERS AND PUBLIC GROUPS

The Ames Area MPO has identified the following groups and individuals, but not limited to, as those having potential interest in public input and involvement opportunities:

- Neighborhood organizations;
- Homeowner associations;
• Ames Homebuilders and Ames Economic Development Commission, Chamber of Commerce and other business groups;
• Groups representing travel modes – transit, bicycle, pedestrian, freight;
• Advocacy groups for the disadvantaged, minority groups, and limited English speaking individuals;
• Media – newspapers, television, radio;
• Governmental agencies;
• Organizations on historic preservation
• Iowa State University Student Government;
• Organizations or individuals who have been notified of public hearings for major projects, or organizations and individuals who have submitted written comments relating to public hearings for major projects. These individuals and organizations would remain on the mailing list as long as the major project is under development.

INFORMATION ACCESS

All planning, programming, and meeting information of the Ames Area MPO is available for public review. The information can be viewed at the Ames City Hall, 515 Clark Avenue, Room 212 and on the World Wide Web at http://www.aampo.org.

OUTREACH TECHNIQUES

Information about all MPO meetings will be added to the existing Public Meeting Calendar that is produced weekly and that is distributed to local newspapers (Ames Tribune, ISU Daily, local radio stations, and it is placed on the Ames Area MPO website. In addition, the agenda for the meetings will be posted at the Ames City Hall and on the www.aampo.org website, a minimum of twenty-four hours prior to the meetings.

Meeting information will also be included in the City of Ames newsletter, CitySide, and on social media as appropriate. This newsletter is published monthly and inserted into utility bills. Regular meetings, as well as special activities related to long-range transportation planning and project development would be included. Formal notices for public hearings are published in the Ames Tribune. Press releases to area newspapers, television stations, and radio stations will also be used to notify citizens of upcoming activities of the Ames Area MPO.

The City of Ames maintains a local government access cable channel (#12). Programs describing the activities of the Ames Area MPO will be included in the programming. In addition, the channel maintains a calendar, which will include information concerning all of the meetings.

The MPO’s website, www.aampo.org, will be used to provide information about Ames Area MPO activities including information about the Transportation Planning Work Program, Passenger Transportation Plan, the Long Range Transportation Plan, and the Transportation Improvement Program. Translation services are available on the Ames
Area MPO website in over 90 languages. Over-the-phone translation services are also available to all persons contacting the Ames Area MPO.

Interested parties can sign up for the Ames Area MPO e-notification service through the Ames Area MPO website. The e-notification allows users to subscribe to weekly digest of upcoming meetings and events or to receive e-mails when news is posted on the website.

FEEDBACK

The Ames Area MPO accepts input and comments from the public through a variety of means:

Members of the public may make comments through the following mechanisms:

1. By phone: 515.239.5160
2. By fax: 515.239.5404;
3. By mail: to the
   Ames Area MPO
   515 Clark Avenue
   Ames, IA 50010
4. Submitted via web form at www.aampo.org

The public may submit comments to Ames Area MPO staff or Transportation Policy Committee members for transmittal to the respective full committees. Comments on Ames Area MPO plans, reports, and programs may be made at public input meetings. The Ames Area MPO ensures that all public input meeting locations are accessible in accordance with the Americans with Disabilities Act.

Members of the public, or a representative of a group, with expressed comments on a particular topic may request of the Ames Area MPO Chair an appointment to serve as a citizen representative on an appropriate subcommittee if one is activated.

Interested members of the public will be able to offer input to the Transportation Policy Committee at public hearings.

The Ames Area MPO will consider and respond to all public input received during the planning and program development processes. If significant written or oral comments are received on the long range transportation plan, Transportation Improvement Program, Transportation Planning Work Program, or Passenger Transportation Plan, a summary, analysis, and report on the disposition of the comments will be made a part of the final document.
PROCEDURAL NOTICES AND PROCESSES

Public Participation Plan
The Public Participation Plan outlines how the MPO will engage the community to have a well-informed participants able to contribute meaningful input to transportation decisions through a variety of locally developed strategies. A minimum public comment period of 45 days will be established prior to Public Participation Plan adoption or revision.

Long Range Transportation Plan
The Long Range Transportation Plan (LRTP) contains future transportation plans for at least a 20 year planning horizon to address major transportation needs in the Ames area. The LRTP must be updated every five years.

Two or more public meetings shall be held to present new or major updates to the Long Range Transportation Plan prior to adoption. At least one of these meetings shall be held a minimum of 30 days prior to adoption of the Long Range Transportation Plan to provide for a 30-day comment period.

Transportation Improvement Program
The Transportation Improvement Program (TIP) is a four-year schedule of projects to improve or maintain the quality of the public transportation network. A new TIP is developed and adopted annually. One public meeting shall be held to present the Transportation Improvement Program to the public. The meeting shall be held prior to the adoption of the program.

Amendments to the TIP which update or adjust project cost, schedule changes, funding sources, or scope changes that are considered a major change require approval by the Transportation Policy Committee. These amendments will be presented to the Transportation Policy Committee and a public comment period opened, which will last until the next Transportation Policy Committee meeting. The comment period will last 3 – 4 weeks.

Minor changes to the Transportation Improvement Program, known as administration modifications, will be processed internally and shared with the Transportation Policy Committee and the public as informational items.

Passenger Transportation Plan
The Ames Passenger Transportation Plan (PTP) is an effort of providing key community decision makers with the knowledge of how individuals are currently being transported throughout Ames, the additional transportation needs and service requests identified, and recommended strategies or projects to overcome these needs. The Passenger Transportation Plan will be developed in coordination with a Transportation Advisory Group (TAG)

Amendments to the Passenger Transportation Plan will be required when any changes are made to proposed Section 5310 funded projects. Amendments will be presented to
EVALUATION

The Ames Area MPO will monitor the Public Participation Plan periodically in order to evaluate the effectiveness of the procedures outlined in this document. At a minimum, the plan should be evaluated and updated along with the long range transportation plan every five years. Following evaluation of the outputs and outcomes of the Public Participation Plan, the Ames Area MPO may revise these methods to incorporate new and innovative ways to involve the public in the transportation decision-making process.

CONTACT INFORMATION

The Ames Area MPO believes firmly in the essential role of the public in the transportation planning process, welcoming any and all comments from citizens or groups concerning transportation issues.

The Ames Area MPO may be contacted at the following:

Ames Area Metropolitan Planning Organization
515 Clark Avenue
Ames, IA 50010
Phone: (515) 239-5160
Fax: (515) 239-5404
Website: http://www.aampo.org

List of Ames Area MPO Staff contact information is available at:
http://www.cityofames.org/government/ames-area-metropolitan-planning-organization/staff-contact-information
[ LEP DOCUMENT TO BE INCLUDED ONCE APPROVED | MARCH 2019 ]
Committee Approval of the Title VI Program

[ COPY OF MINUTES TO BE INCLUDED | MARCH, 26 2019 ]
Distribution of Fixed-Route Transit Services

Legend:
- Low Income
- Minority Cluster
- Minority Block

Ames Area MPO 2019 Title VI Program
Analysis of Transportation System Investments
AMES AREA METROPOLITAN PLANNING ORGANIZATION (AAMPO)
TRANSPORTATION POLICY COMMITTEE ACTION FORM

SUBJECT: TRANSIT ASSET MANAGEMENT (TAM) PERFORMANCE TARGETS

BACKGROUND:

On May 23, 2017, using the initial targets adopted by CyRide, the Ames Area MPO established its first transit asset management targets. In September of 2018, CyRide developed the first Transit Asset Management (TAM) Plan, which included new performance targets and covered the next four-year period starting in 2019. The MPO needs to adopt new performance targets within 180 days of receiving a TAM Plan update. Targets are ultimately used by the MPO to evaluate the allocation of regional funding to be supportive of reaching set performance targets.

The following table illustrates the initial targets adopted by AAMPO in 2017, followed by the new targets set in the CyRide TAM Plan. Evaluation of vehicles are based on a Useful Life Benchmark (ULB), and facilities are evaluated using the FTA Transit Economic Requirements Model (TERM).

The CyRide Transit Board approved the following targets:

<table>
<thead>
<tr>
<th>Class</th>
<th>Initial</th>
<th>2019 Performance Target</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rolling Stock 40’-60’ Buses</td>
<td>34%</td>
<td>35% of fleet exceeds CyRide’s ULB of 15 yrs.</td>
<td>35%</td>
<td>39%</td>
<td>37%</td>
<td>36%</td>
</tr>
<tr>
<td>Rolling Stock Cutaways</td>
<td>0%</td>
<td>67% of fleet exceeds FTA ULB of 10 yrs.</td>
<td>89%</td>
<td>89%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Equipment Shop Trucks</td>
<td>0%</td>
<td>0% of fleet exceeds CyRide’s ULB of 10 yrs.</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Facilities Admin./Maintenance Facility</td>
<td>0%</td>
<td>0% of facilities rated under 3.0 on TERM scale</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Facilities Ames Intermodal Facility</td>
<td>0%</td>
<td>0% of facilities rated under 3.0 on TERM scale</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

ALTERNATIVES:

1. Adopt the transit asset management (TAM) performance measures as presented.
2. Approve the presented transit asset management (TAM) performance measures with Transportation Policy Committee modifications.

**ADMINISTRATOR'S RECOMMENDED ACTION:**

The AAMPO Technical Committee has unanimously recommended approval of the presented transit asset management performance measures. Therefore, the Administrator recommends that the Transportation Policy Committee adopt Alternative No. 1 as noted above.
SUBJECT: AMENDMENT TO FY 2019 – 2022 TRANSPORTATION IMPROVEMENT PROGRAM

BACKGROUND:

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

This amendment to the Fiscal Year (FY) 2018 - 2021 Transportation Improvement Program involves changing the following:

- Updated language on pages 13-15, provided by the Iowa Department of Transportation, to incorporate the performance measures into the regional transportation planning process.

The requirements for TIP amendments calls for an opportunity for public review and comment as well as approval by both the MPO’s Technical and Policy Committees. The public input period will be from March 26 to May 10, 2019. After this comment period, this item will come before the AAMPO Policy Committee again on May 28, 2019 for final approval.

ALTERNATIVES:

1. Review the amendment to the FY 2019 – 2022 Transportation Improvement Program and set May 28, 2019 as the date for the public hearing.

2. Review and modify the amendment to the FY 2019 – 2022 Transportation Improvement Program and set May 28, 2019 as the date for the public hearing.

ADMINISTRATOR’S RECOMMENDED ACTION:

The Ames Area MPO Transportation Technical Committee has unanimously recommended approval of the FY 2019 – 2022 Transportation Improvement Program amendment. Therefore, the Administrator recommends that the Transportation Policy Committee adopt Alternative No. 1 as described above.
PLANNING PROCESS

INTRODUCTION
The Transportation Improvement Program serves as a list of DOT and locally sponsored federal-aid eligible and Swap surface transportation improvements within the Ames-Gilbert region. The regional TIP will be consolidated into the State Transportation Improvement Program (STIP) along with the other 26 planning agencies in the State of Iowa. Projects in the Ames Area TIP must be consistent with the long range transportation plan, known as Ames Mobility 2040. The Transportation Improvement Program is approved by the Ames Area MPO Transportation Policy Committee.

PERFORMANCE-BASED
The Federal Surface Transportation Bill, known as FAST Act, requires State and MPO agencies to develop performance measures to carry out a performance-based planning process. The Ames Area MPO will implement required metrics in coordination with the Iowa Department of Transportation. The MPO will be responsible to report on the following areas of performance:

- Safety
- Pavement, Bridge, System Performance, Freight
- Transit Asset Management

Performance based planning and performance management became a focus for State and regional transportation planning with the signing of the 2012 surface transportation bill Moving Ahead for Progress in the 21st Century (MAP-21). This bill included requirements for performance based planning and performance management and set seven national goals. The Ames Area MPO must establish and use a performance-based approach to transportation decision making to support the national goals.

KEY TERMS:
- Goal: a broad statement the describes a desired end state
- Objective: a specific, measurable statement that supports achievement of a goal
- Performance Measures: metric used to assess progress towards meeting an objective
- Target: specific level of performance that is desired to be achieved within a certain timeframe

SAFETY
The safety measures are:

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

Rather than setting its own 2014-2018 safety targets, the Ames Area MPO has chosen to support the Iowa DOT’s safety targets as published in the most recent Iowa Highway Safety Improvement Program 2017 Annual Report. The MPO supports those targets by reviewing and programming all Highway Safety Improvement Program (HSIP) projects within the MPO boundary that are included in the DOT’s Transportation Improvement Program.

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

Pavement, Bridge, System Performance, Freight

The pavement and bridge measures are:

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

The system performance and freight measures are:

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

The Ames Area MPO will be deciding to set targets or support the State’s targets for pavement, bridge, system performance, and freight measures during State Fiscal Year 2019.

Rather than setting its own pavement and bridge targets, the Ames Area MPO has chosen to support the Iowa DOT’s pavement and bridge targets as submitted in the most recent baseline period performance report. The MPO supports those targets by reviewing and programming all Interstate and National Highway System projects within the MPO boundary that are included in the DOT’s Transportation Improvement Program.

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

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

**SYSTEM AND FREIGHT RELIABILITY**

The system performance and freight measures are:

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

Rather than setting its own system and freight reliability targets, the Ames Area MPO has chosen to support the Iowa DOT’s system and freight reliability targets as submitted in the most recent baseline period performance report. The MPO supports those targets by reviewing and programming all Interstate and National Highway System projects within the MPO boundary that are included in the DOT’s Transportation Improvement Program.

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

**TRANSIT ASSET MANAGEMENT**

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

The transit asset management targets are:
In May 2017, the Ames Area MPO adopted transit asset management targets. The infrastructure performance measure element which FTA requires is limited to rail fixed guideway assets of which there is not any rail passenger with Ames. The first Transit Asset Management Plan is due in October 2018. With the adoption of this plan, performance measure elements will be included in regional transportation planning documents.

- Equipment: Percent of non-revenue vehicles met or exceeded Useful Life Benchmark
- Rolling Stock: Percentage of revenue vehicles met or exceeded Useful Life Benchmark
- Facilities: Percentage of assets with condition rating below 3.0 on FTA TERM scale
- Infrastructure: Not applicable.
AMES AREA METROPOLITAN PLANNING ORGANIZATION (AAMPO)
TRANSPORTATION POLICY COMMITTEE ACTION FORM

SUBJECT: DRAFT FY 2020 TRANSPORTATION PLANNING WORK PROGRAM

BACKGROUND:
As a part of the federal regulations governing Metropolitan Planning Organizations, the Federal Highway Administration and the Federal Transit Administration provide planning funds to reimburse these agencies for transportation planning activities. The Iowa Department of Transportation administers this program.

The Transportation Planning Work Program (TPWP) includes several work elements to ensure an integrated transportation system. These elements include:

- Administrative tasks for transportation planning
- Programming and development for the Transportation Improvement Program
- Comprehensive transportation planning and in-depth technical analysis
- Enhanced transit planning for coordination, accessibility, and efficiency
- Public participation enhancement and incorporation into the transportation planning process
- Committee support
- Maintenance and development of the Long-Range Transportation Plan

Some expected products in the FY 2020 TPWP include the development of the Transportation Improvement Programs and ongoing activities related to the Long Range Transportation Plan update.

ALTERNATIVES:
1. Approve the Draft FY 2020 Transportation Planning Work Program and set May 28, 2019, as the date for the public hearing.
2. Modify the Draft FY 2020 Transportation Planning Work Program and set May 28, 2019, as the date for the public hearing.

ADMINISTRATOR’S RECOMMENDED ACTION:
The Ames Area MPO Transportation Technical Committee has developed and now recommends approval of this Draft FY 2020 Transportation Planning Work Program. Therefore, the Administrator recommends that the Transportation Policy Committee adopt Alternative No. 1 as described above.
DRAFT

FY 2020
Transportation Planning Work Program
Ames Area Metropolitan Planning Organization

The Ames Area MPO prepared this report with funding from the U.S. Department of Transportation’s Federal Highway Administration and Federal Transit Administration, and in part through local matching funds of the Ames Area MPO member governments. These contents are the responsibility of the Ames Area MPO. The U.S. government and its agencies assume no liability for the contents of this report or for the use of its contents. The Ames Area MPO approved this document on MONTH DAY, 2019. Please call (515) 239.5160 to obtain permission to use.
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INTRODUCTION

The Fiscal Year 2020 Transportation Planning Work Program (TPWP) is the work plan for the fiscal year beginning July 1, 2019 and ending June 30, 2020. The TPWP is a requirement of 23 CFR 450.308(b) for metropolitan planning organizations to develop a document identifying work proposed for the next one-year period by major activity and task. The document includes details to indicate who will perform the planning activity, the schedule for completing the activity, what products should result from each activity, funding for each activity as well as a total program budget.

AMES AREA MPO ORGNIZATION

The Ames Area MPO was officially designated the MPO of the Ames urbanized area by the Governor of Iowa in March 2003. This designation was the result of the Ames urbanized area having a population of greater than 50,000 in the 2000 census. As a result of the 2010 Census, the urbanized areas of Ames and Gilbert were combined into one urbanized area, therefore requiring the Metropolitan Planning Area to be expanded to encompass this area in its entirety. The Ames Area MPO approved the current Metropolitan Planning Area boundary on November 13, 2012. The City of Gilbert and Iowa State University were added to the Transportation Policy Committee on March 26, 2013.

Ames is located in central Iowa and is served by Interstate 35, U.S. Highway 30, and U.S. Highway 69. Surface transportation needs are met through over 248 centerline miles of streets. The community has a very progressive transit system, CyRide, which carries over six million bus passengers per year. While the majority of transit users have Iowa State University ties, CyRide serves the entire Ames community.

The Ames Area MPO area includes the Ames Municipal Airport, which serves general aviation needs for business, industry, and recreation users. On average 119 aircraft operations occur per day at the Ames Municipal Airport. Railroad provides freight service to the area by dual east-west mainline tracks and a northern agricultural spur.

Figure 1. Ames Area MPO Planning Boundary
The Ames Area MPO provides continuity of various transportation planning and improvement efforts throughout the Ames urban area. The City of Ames serves as the fiscal agent for the Ames Area MPO. The Ames Area MPO consists primarily of two standing committees: The Transportation Policy Committee and the Transportation Technical Committee.

Transportation Policy Committee
Voting membership on the Ames Area MPO Transportation Policy Committee is open to any county or city government located, wholly or partially, in the designated Metropolitan Planning Area. Currently the Ames Area MPO membership includes: City of Ames, City of Gilbert, CyRide, Boone County, and Story County. The Iowa Department of Transportation, the Federal Highway Administration, the Federal Transit Administration, and Iowa State University serve as advisory, non-voting, representatives.

<table>
<thead>
<tr>
<th>Representative Agency</th>
<th>Member</th>
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<tbody>
<tr>
<td>City of Ames †</td>
<td>John Haila</td>
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<tr>
<td>City of Ames</td>
<td>Bronwyn Beatty-Hansen</td>
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<tr>
<td>City of Ames</td>
<td>Gloria Betcher</td>
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<td>Amber Corrieri</td>
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<td>Tim Gartin</td>
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<td>David Martin</td>
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<td>Chris Nelson</td>
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<tr>
<td>Boone County</td>
<td>Bill Zinnel</td>
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<td>Story County</td>
<td>Lauris Olson</td>
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<tr>
<td>Ames Transit Agency</td>
<td>Juan Bibiloni</td>
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<tr>
<td>City of Gilbert</td>
<td>Jonathan Popp</td>
</tr>
<tr>
<td>Iowa Dept. of Transportation ‡</td>
<td>Andy Loonan</td>
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<tr>
<td>Federal Highway Administration ‡</td>
<td>Darla Hugaboom</td>
</tr>
<tr>
<td>Federal Transit Administration ‡</td>
<td>Daniel Nguyen</td>
</tr>
<tr>
<td>Iowa State University ‡</td>
<td>Cathy Brown</td>
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† Chair ‡ Advisory, Non-Voting Member

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

<table>
<thead>
<tr>
<th>Representative Agency</th>
<th>Member</th>
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<tbody>
<tr>
<td>City of Ames †</td>
<td>Tracy Warner</td>
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<td>City of Ames † †</td>
<td>Damion Pregitzer</td>
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<td>Justin Moore</td>
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<tr>
<td>CyRide</td>
<td>Sheri Kyras</td>
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<td>Iowa State University</td>
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<td>Boone County</td>
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<tr>
<td>Story County</td>
<td>Darren Moon</td>
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<td>Ames Community School Dist.</td>
<td>Gerry Peters</td>
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† Chair
PLANNING PRIORITIES OF THE FY 2020 WORK PROGRAM

The FY 2020 TPWP addresses the planning goals of the Ames Area MPO, which are:

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

The following documents are developed, updated, or maintained by the Ames Area MPO:

- Transportation Planning Work Program (TPWP)
- Transportation Improvement Program (TIP)
- Public Participation Plan (PPP)
- Long Range Transportation Plan (LRTP)
- Passenger Transportation Plan (PTP)

PERFORMANCE-BASED PLANNING AND PROGRAMMING

Performance based planning and performance management became a focus for State and regional transportation planning with the signing of the 2012 surface transportation bill Moving Ahead for Progress in the 21st Century (MAP-21). This bill included requirements for performance-based planning and performance management and set seven national goals. The Ames Area MPO must establish and use a performance-based approach to transportation decision making to support the national goals.

**KEY TERMS:**

*Goal*: a broad statement the describes a desired end state

*Objective*: a specific, measurable statement that supports achievement of a goal

*Performance Measure*: metric used to assess progress towards meeting an objective

*Target*: specific level of performance that is desired to be achieved within a certain timeframe

**Safety**

The safety measures are:

1. Number of Fatalities
2. Rate of Fatalities per 100 million VMT
3. Number of Serious Injuries
4. Rate of Serious Injuries per 100 million VMT
5. Number of Non-Motorized Fatalities and Non-motorized Serious Injuries

Rather than setting its own 2015-2019 safety targets, the Ames Area MPO has chosen to support the Iowa Department of Transportation safety targets as published in the Iowa Highway Safety Improvement Program 2018 Annual Report. The MPO supports those targets by reviewing and programming all Highway Safety Improvement Program (HSIP) projects within the MPO boundary that are included in the Iowa DOT Transportation Improvement Program. Any Iowa DOT sponsored HSIP projects within the MPO area were selected based on safety performance measures and were approved by the Iowa Transportation Commission. The Iowa DOT conferred with numerous stakeholder groups, including the Ames Area MPO, as part of its target setting process. Working in partnership with local agencies, Iowa DOT safety investments were identified and programmed which will construct effective countermeasures to reduce traffic fatalities and serious injuries. Iowa DOT projects chosen for HSIP investment are based on crash history, roadway characteristics, and the existence of infrastructure countermeasures that can address the types of crashes present. The Iowa DOT continues to utilize a systemic safety improvement process rather than relying on “hot spot” safety improvements.

**Pavement and Bridge**
The pavement and bridge measures are:

1. Percent of Interstate pavements in Good condition
2. Percent of Interstate pavements in Poor condition
3. Percent of non-Interstate NHS pavements in Good Condition
4. Percent of non-Interstate NHS pavements in Poor condition
5. Percent of NHS bridges classified as in Good condition
6. Percent of NHS bridges classified as in Poor condition

In September 2018, the Ames Area MPO adopted to support the targets of the Iowa Department of Transportation.

**System and Freight Reliability**
The system performance and freight measures are:

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

In September 2018, the Ames Area MPO adopted to support the targets of the Iowa Department of Transportation.

**Transit Asset Management**
The transit asset management targets are:

1. Equipment: Percent of non-revenue vehicles met or exceeded Useful Life Benchmark
2. Rolling Stock: Percentage of revenue vehicles met or exceeded Useful Life Benchmark
3. Facilities: Percentage of assets with condition rating below 3.0 on FTA TERM scale
4. Infrastructure: Not applicable.
In May 2017, the Ames Area MPO adopted transit asset management targets, the same as CyRide’s targets. CyRide modified their targets on the first three elements above and shared their first Transit Asset Management Plan and modified targets with the Ames Area MPO on October 1, 2018 as required. The infrastructure performance measure element which FTA requires is limited to rail fixed guideway assets of which there is not any rail passenger transportation with Ames.

**Transit Safety Plan & Safety Performance Targets**

As a recipient of urbanized area formula grant funding, the Ames Transit Agency (CyRide) is to establish and self-certify its initial agency safety plan by July 20, 2020 where safety performance targets will be established within this plan based on the following safety performance measures FTA established in the National Public Transportation Safety Plan (NSP) including:

1. Fatalities
2. Injuries
3. Safety Events
4. System Reliability

CyRide’s Safety Plan, which will be re-certified each year, will include processes and procedures to implement Safety Management Systems (SMS) at CyRide to anticipate future risks and detect problems before safety issues occur. This plan will include strategies for minimizing the exposure of the public, personnel, and property to unsafe conditions and again include safety performance targets. SMS will support a data-based framework to identify and analyze safety hazards and risks to prioritize resources towards the mitigation of these issues. As CyRide’s Safety Plan and safety performance targets are established for FY2021, this information will be shared with the Ames Area MPO after July 20, 2020 as projects are prioritized within the Ames Area MPO’s LRTP, TPWP and TIP.

**Performance Management Agreement**

The Iowa DOT and the Ames Area Metropolitan Planning Organization agree to the following provisions. The communication outlined in these provisions between the MPO and Iowa DOT will generally be through the statewide planning coordinator in the Office of Systems Planning.

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

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

3. Reporting of performance targets
a. Iowa DOT performance targets will be reported to FHWA and FTA, as applicable. MPOs will be notified when Iowa DOT has reported final statewide targets.

b. MPO performance targets will be reported to the Iowa DOT.
   i. For each target, the MPO will provide the following information no later than 180 days after the date the Iowa DOT or relevant provider of public transportation establishes performance targets, or the date specified by federal code.
      1. A determination of whether the MPO is 1) agreeing to plan and program projects so that they contribute toward the accomplishment of the Iowa DOT or relevant provider of public transportation performance target, or 2) setting a quantifiable target for that performance measure for the MPO’s planning area.
      2. If a quantifiable target is set for the MPO planning area, the MPO will provide any supplemental data used in determining any such target.
      3. Documentation of the MPO’s target or support of the statewide or relevant public transportation provider target will be provided in the form of a resolution or meeting minutes.

c. The Iowa DOT will include information outlined in 23 CFR 450.216 (f) in any statewide transportation plan amended or adopted after May 27, 2018, and information outlined in 23 CFR 450.218 (q) in any statewide transportation improvement program amended or adopted after May 27, 2018.

d. MPOs will include information outlined in 23 CFR 450.324 (f) (3-4) in any metropolitan transportation plan amended or adopted after May 27, 2018, and information outlined in 23 CFR 450.326 (d) in any transportation improvement program amended or adopted after May 27, 2018.

e. Reporting of targets and performance by the Iowa DOT and MPOs shall conform to 23 CFR 490, 49 CFR 625, and 49 CFR 673.

4. Reporting of performance to be used in tracking progress toward attainment of critical outcomes for the region of the MPO
   a. The Iowa DOT will provide MPOs with the statewide performance data used in developing statewide targets, and, when applicable, will also provide MPOs with subsets of the statewide data, based on their planning area boundaries.

5. The collection of data for the State asset management plans for the NHS
   a. The Iowa DOT will be responsible for collecting bridge and pavement condition data for the State asset management plan for the NHS.
AIR QUALITY

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

The Clean Air Act specifies how areas within the country are designated as either “attainment” or “non-attainment” of an air quality standard and provides Environmental Protection Agency the authority to define the boundaries of nonattainment areas. For areas designated as non-attainment for one or more National Ambient Air Quality Standards, the Clean Air Act defines a specific timetable to attain the standard and requires that non-attainment areas demonstrate reasonable and steady progress in reducing air pollution emissions until such time that an area can demonstrate attainment. Each state must develop and submit a State Implementation Plan that addresses each pollutant for which it fails to meet the National Ambient Air Quality Standards. Individual state air quality agencies are responsible for defining the overall regional plan to reduce air pollution emissions to levels that will enable attainment and maintenance of the National Ambient Air Quality Standards. This strategy is articulated through the State Implementation Plan.

Regions which do not meet air quality standards are required to develop transportation plans in conformance with the State Implementation Plan (SIP), including more frequent updates to plans such the Long Range Transportation Plan.

The Ames Area MPO does not exceed the National Ambient Air Quality Standards and is considered an attainment area. The Ames area is therefore not subject to air quality conformity requirements, updating the Long Range Transportation Plan every five years. However, the Ames Area MPO will perform activities to monitor and promote air quality issues in the region. The State of Iowa provides grant opportunities through the Iowa Clean Air Attainment Program (ICAAP) to promote air quality in Iowa’s transportation system.
DEVELOPMENT OF THE WORK PROGRAM
The FY 2020 Transportation Planning Work Program was developed by input from the Ames Area MPO staff, members of the Transportation Technical Committee, the general public, and the Transportation Policy Committee. The following milestones describe the process in which the Transportation Planning Work Program was developed.

March 14, 2019 – Transportation Technical Committee
A review of the draft FY 2020 Transportation Planning Work Program by the Transportation Technical Committee.

March 15 – May 11, 2019 – Public Input Period
A public comment period for the draft FY 2020 Transportation Planning Work Program was established from March 15 through May 11. During the comment period, the recommended draft document was posted on the AAMPO.org website along with notifications distributed to the general public. Comments could be submitted via online form, e-mail, mail, and by phone.

March 26, 2019 – Transportation Policy Committee Meeting
A review of the FY 2020 Transportation Planning Work Program by the Transportation Policy Committee.

April 2019 – Review from Federal and State Partners
Federal and State partners at the Federal Highway Administration, Federal Transit Administration, and Iowa Department of Transportation review the Ames Area MPO Draft FY 2020 Transportation Planning Work Program. By April 30, 2019, the MPO receives comments to address in the final FY 2020 TPWP document.

May 28, 2019 – Transportation Policy Committee Hearing
Public hearing held by the Transportation Policy Committee to consider adoption of the FY 2020 Transportation Planning Work Program with opportunities from the public to respond and present to the committee.

PRIVATE SECTOR INVOLVEMENT
Consultants will be used to perform tasks associated with the Long Range Transportation Plan update (Task 5). The LRTP update will span three years and included in the FY19, FY20 and the FY 2021 work programs.
WORK ELEMENTS

Task 1 – Administration and Support

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

Previous Work:
- Administer the FY 2019 Transportation Planning Work Program
- Develop and approve the FY 2020 Transportation Planning Work Program
- Complete annual Self Certification
- Attend Iowa DOT quarterly MPO meetings
- Quarterly submittals for planning funding reimbursement
- Filing and reporting routine items required by the Iowa Department of Transportation, Federal Transit Administration, and Federal Highway Administration
- Conducted four Transportation Policy Committee meetings on: July 10, 2018; September 25, 2018; March 26, 2019; and May 28, 2019
- Conducted three Transportation Technical Committee meetings on: September 6, 2018; March 14, 2019; and May 16, 2019
- Conduct a public meeting on May 17, 2019
- Updated meeting agendas, minutes, and materials on the MPO website: www.aampo.org

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

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

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

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

FY 2020 Products:

<table>
<thead>
<tr>
<th>Product</th>
<th>Estimated Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain records and files in accordance with retention requirements</td>
<td>Q1 Q2 Q3 Q4</td>
</tr>
<tr>
<td>Complete reports, surveys, and other materials as requested by Federal, State, or other governmental agencies</td>
<td>Q1 Q2 Q3 Q4</td>
</tr>
<tr>
<td>Task Description</td>
<td>Q1</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------------</td>
<td>----</td>
</tr>
<tr>
<td>Carry out Annual Certification and all matters required of the certification</td>
<td></td>
</tr>
<tr>
<td>Administration of Transportation Planning Work Program</td>
<td></td>
</tr>
<tr>
<td>Monitor, coordinate, and implement performance measures into MPO planning</td>
<td></td>
</tr>
<tr>
<td>processes as required by Federal and State regulation</td>
<td></td>
</tr>
<tr>
<td>Administer meetings of the Transportation Policy Committee and</td>
<td></td>
</tr>
<tr>
<td>Transportation Technical Committee</td>
<td></td>
</tr>
<tr>
<td>Participation in regional and state-wide coordination meetings related to</td>
<td></td>
</tr>
<tr>
<td>transportation planning</td>
<td></td>
</tr>
<tr>
<td>Marketing and outreach of MPO planning activities</td>
<td></td>
</tr>
<tr>
<td>Participate and organize conferences, trainings, and coordination meetings</td>
<td></td>
</tr>
<tr>
<td>pertinent to transportation planning hosted by Federal, State, professional</td>
<td></td>
</tr>
<tr>
<td>organizations, or other agencies</td>
<td></td>
</tr>
</tbody>
</table>

**Task 2 – Transportation Improvement Program**

**Objective:**
Develop and maintain a regional program of near-term projects that are consistent with the Ames Area MPO long range transportation plan.

**Previous Work:**

- **Ames Area MPO FY 2018 – 2021 Transportation Improvement Program**
  - Processed required amendments and administrative modifications in accordance with outline procedures

- **Ames Area MPO FY 2019 – 2022 Transportation Improvement Program**
  - Development and adoption of the FY 2019 – 2022 Transportation Improvement Program
  - Prepare resolutions supporting regional Iowa Clean Air Attainment Program (ICAAP) grant applications
  - Update the program to reflect the MPO’s compliance with the FAST-Act, with approved performance targets.

- **Ames Area MPO FY 2020 – 2023 Transportation Improvement Program**
  - Solicit and select list of local “Surface Transportation Block Grant” program (STBG) projects for funding
  - Develop draft program document for committee review and public participation process

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

Projects which are awarded Federal funding or are regionally significant are included in the Transportation Improvement Program (TIP). The TIP is developed in coordination with local governments, the State of Iowa, and transit operators. Consistent with the Public Participation Plan, opportunities for public review and comments will be provided for all Transportation Policy Committee actions on the TIP. Coordination with the Iowa DOT Statewide Transportation Improvement Program (STIP) will also be undertaken.
FY 2020 Products:

<table>
<thead>
<tr>
<th>Product</th>
<th>Estimated Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FY 2019 – 2022 Transportation Improvement Program</strong></td>
<td></td>
</tr>
<tr>
<td>Maintain program through processing formal amendments and administrative modifications as required</td>
<td>Q1 - - -</td>
</tr>
<tr>
<td><strong>FY 2020 – 2023 Transportation Improvement Program</strong></td>
<td></td>
</tr>
<tr>
<td>Develop and adopt the program</td>
<td>Q1 - - -</td>
</tr>
<tr>
<td>Maintain program through processing formal amendments and administrative modifications as required</td>
<td>- Q2 Q3 Q4</td>
</tr>
<tr>
<td><strong>FY 2021 – 2024 Transportation Improvement Program</strong></td>
<td></td>
</tr>
<tr>
<td>Prepare resolutions supporting regional Iowa Clean Air Attainment Program (ICAAP) grant applications</td>
<td>Q1 Q2 - -</td>
</tr>
<tr>
<td>Solicit and prioritize list of local “Transportation Alternatives” (TA) projects for funding</td>
<td>- - Q3 Q4</td>
</tr>
<tr>
<td>Solicit and select list of local “Surface Transportation Block Grant” program (STBG) projects for funding</td>
<td>- - Q3 Q4</td>
</tr>
<tr>
<td>Develop draft program document for committee review and public participation process</td>
<td>- - - Q4</td>
</tr>
</tbody>
</table>

**Task 3 – Comprehensive Planning**

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

Previous Work:
- Updated Safe Routes to School maps in summer 2018
- Attend Midwest Transportation Model user Group quarterly meetings
- Performed model analysis for potential development scenarios
- Prepared regional data for use in the Ames travel demand model
  - Processed parcel data and land use assignment
  - Developed 2015 model network

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

FY 2020 Products:

<table>
<thead>
<tr>
<th>Product</th>
<th>Estimated Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepare updates to the Safe Routes to School map as necessary in coordination with the Ames Community School District</td>
<td>Q1 - - -</td>
</tr>
<tr>
<td>Provide technical assistance to local cities in incorporating regional transportation planning goals and objectives into comprehensive, sub-area, capital improvement, and other local plans</td>
<td>Q1 Q2 Q3 Q4</td>
</tr>
<tr>
<td>Perform data collection and GIS data maintenance of community assets used in transportation planning analysis, including traffic and trail count data</td>
<td>Q1 Q2 Q3 Q4</td>
</tr>
<tr>
<td>Maintain travel demand model including trip generation, trip distribution, trip assignment, calibration, and validation</td>
<td>Q1 Q2 Q3 Q4</td>
</tr>
</tbody>
</table>
Task 4 – Transit Planning

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

Previous Work:
- Human service/transportation provider coordination meetings and plan updates
- System Redesign Planning
- Equal Employment Opportunity (EEO) Program update
- Disadvantage Business Enterprise (DBE) Program reports
- Title VI Program Update
- Transit Asset Management Performance Measures
- MPO Planning Agreement development

Description:
Planning efforts will reflect prioritization of the following areas:

- Develop safety and security plan for transit
- Transit Asset Management planning
- Title VI Program and Limited English Proficiency (LEP) Plan Update submissions
- Disadvantaged Business Enterprise Goals submission
- Triennial Federal review of compliance with Federal Transit Administration regulations
- Participation of transit operators in metropolitan and statewide planning
- Coordination of non-emergency human service transportation
- Planning for transit system management and transit services
- Make transit capital investment decisions through effective system planning
- Bus stop planning for future ADA improvements

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

FY 2020 Products:

<table>
<thead>
<tr>
<th>Product</th>
<th>Estimated Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Various transit plans, administration and audits of the following programs requiring annual certifications by the transit agency: Equal Employment Opportunity Program (EEO), Title VI Program, Limited English Proficiency</td>
<td>Q1 Q2 Q3 Q4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Task 5 – Long Range Transportation Planning</th>
<th>Objective:</th>
<th>Provide framework for orderly, efficient growth of an integrated, multi-modal transportation network.</th>
</tr>
</thead>
</table>

**Previous Work:**

- Evaluation of potential schedule for next Long Range Transportation Plan update
- Update the LRTP as necessary to ensure compliance with transportation planning requirements
- Perform model analysis related to long range transportation projects and potential impacts on the regional network
- Prepare preliminary schedule of activities for the 2020 LRTP Update
- Solicit request for consultant to prepare the 2045 LRTP update
- Implement contract(s) for consultant services

**Description:**

The 2040 Long Range Transportation Plan (titled: Ames Mobility 2040) became effective October 2015. To support activities of the Long-Range Transportation Plan, the MPO will continue to monitor and update the plan as necessary. Both in support of the current plan and in anticipation of the update, plan elements will be monitored.

By October 2020, the Ames Area MPO will adopt an updated Long-Range Transportation Plan. In this fiscal year, the MPO will conduct a substantial amount of the plan. The updated LRTP will extend the planning horizon year to 2045 and have significant updates to comply with FAST-Act performance-based planning requirements. The LRTP update will include private consultant participation to complete the plan update.

**FY 2020 Products:**

<table>
<thead>
<tr>
<th>Product</th>
<th>Estimated Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update current plan, as necessary, to ensure compliance with transportation planning requirements</td>
<td>Q1 Q2 Q3 Q4</td>
</tr>
<tr>
<td>Coordinate planning effort with area stakeholders and agencies</td>
<td>Q1 Q2 Q3 Q4</td>
</tr>
<tr>
<td>Develop draft LRTP chapters</td>
<td>Q1 Q2 Q3 Q4</td>
</tr>
</tbody>
</table>
## FY 2020 BUDGET SUMMARY AND FUNDING SOURCES

### Work Hours Summary

<table>
<thead>
<tr>
<th>Activity</th>
<th>Agency Responsible</th>
<th>Staff Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Administration</td>
<td>AAMPO</td>
<td>1,086</td>
</tr>
<tr>
<td>2. Transportation Improvement Program</td>
<td>AAMPO</td>
<td>176</td>
</tr>
<tr>
<td>3. Comprehensive Planning</td>
<td>AAMPO</td>
<td>493</td>
</tr>
<tr>
<td>4. Transit Planning</td>
<td>AAMPO</td>
<td>601</td>
</tr>
<tr>
<td>5. Long Range Planning</td>
<td>AAMPO</td>
<td>1,004 – AAMPO staff 2,400 – Consultant</td>
</tr>
</tbody>
</table>

### Budget Summary

#### Federal Funds

<table>
<thead>
<tr>
<th>Activity</th>
<th>Total Cost</th>
<th>Total Local Match</th>
<th>Total Federal Amount</th>
<th>FTA 5305d New</th>
<th>FTA 5305d C/O</th>
<th>FHWA STBG New</th>
<th>FHWA STBG C/O</th>
<th>FHWA PL New</th>
<th>FHWA PL C/O</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Admin</td>
<td>$70,000</td>
<td>$14,000</td>
<td>$56,000</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$49,224</td>
<td>$3,224</td>
<td>$3,552</td>
</tr>
<tr>
<td>2 - TIP</td>
<td>$15,000</td>
<td>$3,000</td>
<td>$12,000</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$10,548</td>
<td>$691</td>
<td>$761</td>
</tr>
<tr>
<td>3 - Comp</td>
<td>$50,000</td>
<td>$10,000</td>
<td>$40,000</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$35,160</td>
<td>$2,303</td>
<td>$2,537</td>
</tr>
<tr>
<td>4 - Transit</td>
<td>$44,697</td>
<td>$8,939</td>
<td>$35,758</td>
<td>$33,870</td>
<td>$1,888</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>5 - LRTP</td>
<td>$312,500</td>
<td>$62,500</td>
<td>$250,000</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$219,748</td>
<td>$14,394</td>
<td>$15,858</td>
<td></td>
</tr>
</tbody>
</table>

**Total** | **$492,197** | **$98,439** | **$393,758** | **$33,870** | **$1,888** | **$ -** | **$314,679** | **$20,612** | **$22,709** |

#### Starting Available Balances

- **$33,870**
- **$1,888**
- **$ -**
- **$314,679**
- **$99,960**
- **$22,709**
- **$473,106**

#### Programmed

- **$33,870**
- **$1,888**
- **$ -**
- **$314,679**
- **$20,612**
- **$22,709**
- **$393,758**

#### Unobligated Federal Funds

- **$ -**
- **$ -**
- **$ -**
- **$79,348**
- **$ -**
- **$79,348**
REVISIONS TO THE TRANSPORTATION PLANNING WORK PROGRAM

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

MPO Approval Process

The Ames Area MPO Transportation Policy Committee is the designated body to approve the scope and budget of the Transportation Planning Work Program. The Transportation Policy Committee will consider adopt of the original program as well as all amendments in accordance with the Public Participation Plan.

Agency Approval

All work program changes require prior written Federal approval, unless waived by the awarding agency. The following table denotes the approving agency for various changes to work programs.

<table>
<thead>
<tr>
<th>Revision type</th>
<th>Approving Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for additional Federal funding</td>
<td>Federal</td>
</tr>
<tr>
<td>Transfer of funds between categories, projects, functions, or activities which exceeds 10 percent of the total work program budget when the Federal share of the budget exceeds $150,000</td>
<td>Federal</td>
</tr>
<tr>
<td>Revision of the scope or objectives of activities</td>
<td>Federal</td>
</tr>
<tr>
<td>Transferring substantive programmatic work to a third party (consultant)</td>
<td>Federal</td>
</tr>
<tr>
<td>Capital expenditures, including the purchasing of equipment</td>
<td>Federal</td>
</tr>
<tr>
<td>Transfer of funds allotted for training allowances</td>
<td>Federal</td>
</tr>
<tr>
<td>Transfer of funds between categories, projects, functions, or activities which do not exceed 10% of the total work program budget, or when the Federal share of the budget is less than $150,000</td>
<td>Iowa Department of Transportation</td>
</tr>
<tr>
<td>Revisions related to work that does not involve Federal funding</td>
<td>Ames Area MPO</td>
</tr>
</tbody>
</table>

All necessary TPWP approvals are required to be in place prior to the commencement of activity, purchasing of equipment, or request for reimbursement. As it relates to procurement of equipment and services, there should be no notification of award, signed contract, placement of an order, or agreement with a contractor prior to receiving the necessary approval.

All revision requests should be submitted electronically to the Iowa DOT Office of Systems Planning and the agency’s District Planner. Documentation for the revisions shall include the following:

- A resolution or meeting minutes showing the revision’s approval
- Budget summary table with changes highlighted/noted
- Modified section(s) of the plan’s work elements with changes highlighted/noted
If all necessary information is provided, the request will then be forwarded to the Federal Highway Administration and Federal Transit Administration for review and any necessary approvals. Notification by the approving agency will be in writing.

Revision requests shall, at a minimum, include:

- A resolution or meeting minutes showing the approval of the revision
- Budget summary table with changes highlighted/noted
- Modified section(s) of the plan’s work elements with changes highlighted/noted

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

Iowa DOT Office of Systems Planning Revision Approval
Revisions where the Iowa DOT Office of Systems Planning is the designated approving agency shall require written approval by the Iowa DOT Office of Systems Planning prior to commencement of activity or request for reimbursement.

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

**COST ALLOCATION PLAN**

The local match for salaries and other expenses is a part of the City of Ames Program Budget adopted by the City of Ames City Council for all personnel and associated expenses. Costs billed will be for those specified. The main source of local-match funds will come from the City of Ames Road Use Tax allocation. New FY 2017 funds have been combined with the carryover amounts for expense allocations. Carryover funds will be used first before new allocations. The Ames Area MPO does not charge indirect costs.
SUBJECT: AMES AREA 2020-2024 PASSENGER TRANSPORTATION PLAN (PTP)

BACKGROUND:

The federal government requires an annual, locally coordinated planning effort between human service agencies and transportation providers in order to increase transportation efficiencies while improving transit for the disabled and elderly populations. The Iowa Department of Transportation (DOT) charged metropolitan planning organizations with this task in urbanized areas called a Passenger Transportation Plan (PTP). The Ames Area Metropolitan Planning Organization (AAMPO) has been approving or amending these plans since March 2007.

Over the past year, CyRide staff has worked with human service agencies and transportation providers to consider additional transportation needs, issues and priority projects. These meetings have primarily occurred through the Story County Human Services Council and the United Way’s Transportation Collaboration Committee. The result of this effort has been a coordinated plan update for the Ames area.

The most recent transportation reauthorization bill – Fixing America’s Surface Transportation Act (FAST Act) – now only requires that one type of funding (Enhanced Mobility for Seniors and Individuals with Disabilities) be coordinated through this process. This funding must first be identified within an approved PTP before being incorporated into the subsequent Transportation Improvement Plan (TIP) in order to receive grant funding from the Federal Transit Administration.

PTP REQUIREMENTS:

Passenger Transportation Plans are due to the Iowa Department of Transportation every five years. The last ‘full’ plan was approved by the AAMPO Policy Committee in March 2014 with amendments in May 2015, September 2016 and May 2017 adding specific projects to benefit the elderly and individuals with disabilities. The fully updated 2020-2024 PTP document is due to the Iowa DOT by May 1, 2019. The “Ames Area MPO 2020-2024 Passenger Transportation Plan” (https://www.cityofames.org/Home/ShowDocument?id=49667), which is attached for the Policy Committee’s review, discusses the following required information:

1. Introduction & Process: Discussion of coordination efforts and documentation of the process in how the PTP was completed.
   a. Meetings held (pgs. 3-4),
   b. Key Participants (pg. 5)
   c. Public input (pg. 6)
2. Inventory and Process Discussion: Discussion of the following:
   a. Existing transportation providers’ Vehicle Inventory (pgs. 7-18).
b. Demographics, Limited English proficient (LEP) population analysis, Layout of the Ames area and how individuals access transportation services. (pgs. 19-29)

3. Coordination Issues: Discussion of the following: (pgs. 30-37)
   a. General assessment of service, management, fleet, and facility needs
   b. Status of previously recommended priorities and strategies
   c. Recent development that may affect coordination issues
   d. Public input received concerning needs and/or coordination issues.

4. Priorities and Strategies: Describes proposed strategies for the next five years that could eventually lead to projects.
   a. Enhanced Mobility for Seniors and Individuals with Disabilities funding (Section 5310) must be specifically included in the PTP. (pgs. 38-47)
   b. Other potential projects

5. Funding: Includes a brief overview of federal, state and local funding opportunities and expectations of what is reasonably achievable over the next five years and what funding sources will be sought to meet strategies. (pgs. 48-61)

In January 2019, the Human Services Council (human service and transportation providers) reviewed the PTP update and voted to recommend these identified priorities and strategies on to the AAMPO to be incorporated into the PTP update. Additionally, the Iowa DOT reviewed the PTP draft in February and offered no comments to the plan. The AAMPO Technical Committee reviewed the plan on March 14, 2019, offered no changes and recommended the document to the AAMPO for formal approval. The Ames Area 2020-2024 Passenger Transportation Plan can be viewed at https://www.cityofames.org/Home/ShowDocument?id=49667.

The AAMPO Policy Committee is required to approve the PTP along with the recommended program for submittal to the Iowa Department of Transportation and Federal Transit Administration by May 1, 2019. Projects for Enhanced Mobility for Seniors and Individuals with Disabilities must be in an approved PTP update before approving any projects within the annual Transportation Improvement Program (TIP).

**ALTERNATIVES:**

1. Approve the final Ames Area MPO 2020-2024 Passenger Transportation Plan for submission to the Iowa Department of Transportation and Federal Transit Administration.

2. Approve the final Ames Area MPO 2020-2024 Passenger Transportation Plan with AAMPO Policy committee modifications for submission to the Iowa Department of Transportation and Federal Transit Administration.

3. Do not approve the Passenger Transportation Plan Update.

**ADMINISTRATOR’S RECOMMENDATION:**

Approving this plan will allow CyRide to include projects within the TIP and apply for grant funding to support transportation services in the Ames community. Therefore, it is the Administrator’s recommendation that the AAMPO Policy Committee adopt Alternative No. 1. If comments are made at the Policy Committee meeting, Alternative No. 2 might also be considered.
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I – INTRODUCTION & PROCESS

INTRODUCTION

Transportation is the foundation for all individuals to access employment, education, medical care, social activities, and recreational opportunities within the Ames community. For those individuals without a personal vehicle due to personal circumstance, accessing these critical needs is still vital. For some, taking public transit is just part of the university life while attending school. For others, limiting vehicles in the household is a “green” lifestyle choice for a better environment while others choose and prefer alternative transportation to the automobile. But regardless of preferred choice or hardship, mobility throughout the Ames community is essential to maintain connections and independent — lifestyles we all cherish.

The Ames Passenger Transportation Plan (PTP) is an effort of providing key community decision makers with the knowledge of how individuals are currently being transported throughout Ames, the additional transportation needs and service requests identified, and recommended strategies or projects to overcome these needs. The plan, developed by Ames transportation providers and human/health service agency representatives, focuses on improving transportation access and availability for the community with an emphasis towards low-income, elderly and disabled populations. The process also allows opportunity to coordinate together to bring knowledge of what, where and when transportation services are available; how to use them; and then how to provide the most efficient service with available identified resources.

Federal transit law requires that projects receiving Enhanced Mobility for Seniors and Individuals with Disabilities formulized funding (Section 5310 program) be included in a locally developed, coordinated public transit-human services transportation plan. The Iowa Department of Transportation further requires each metropolitan planning organization or regional planning alliance to conduct this planning effort to receive this type of federal “transit” funding distributed by the State. They additionally encourage the coordination with other types of federal and state funding but it is not required. However, coordinating transportation services offers a way to communicate transportation services offered by all transportation providers while ensuring the efficient use of funding for existing or new services that benefit the entire community.

The Ames Area Metropolitan Planning Organization has been conducting this coordinated planning effort since 2008 in response to the Iowa Department of Transportation’s requirement to develop a passenger transportation plan that includes an honest effort to jointly involve human service agencies/organizations, private transportation providers, and transit systems in the PTP process and consider all passenger transportation needs and services. The PTP must be updated, at a minimum, every five years add this planning effort as one of several inputs into the long-range transportation plan. Finally, the AAMPO Policy Board must approve this document, as well as any amendments.

In addition, at least two transportation collaboration meetings are required each year and must be submitted to the Iowa Department of Transportation’s Office of System Planning within the PTP by February 1st. On years when the full PTP is not due, then minutes from these two transportation coordination meetings must be submitted by July 31st of each year.

The following items detail the required sections for the full Passenger Transportation Plan.
PROCESS

Sixty-nine organizations throughout Ames collaborated through approximately 26 meetings/tasks over the past year into the development of the Ames PTP. Formal involvement of the PTP occurs through the Story County Human Services Council (HSC) which meets monthly when Iowa State University is in session. The meetings and minutes from this group are located on the Story County Human Service Council website (http://storycountyhumanservices.org/meetings-2/) and on the Ames Area Metropolitan Planning Organization (https://www.cityofames.org/government/aampo/passenger-transportation-plan/transportation-collaboration) website. These identified organizations identify transportation needs throughout the community, strategies on how to resolve these needs as well as provides consensus regarding the recommended projects included within the plan to forward to the AAMPO for formal approval. However, the major emphasis for HSC is networking with other human service agency representatives and updates on the ASSET process which provides funding for many human service agencies. The AAMPO representative, Shari Atwood, whom coordinates the PTP process for Ames is the current co-chair for this group on the HSC executive board. Ms. Atwood develops the agendas and helps guide the monthly meetings programs with the rest of the HSC board by encouraging monthly participation at meetings. Ms. Atwood discusses the PTP update with the HSC and updates the membership on specific transit issues, particularly CyRide, throughout the year.

In 2007, the United Way of Story County (UWSC) began the Transportation Collaboration (TC) providing a smaller forum for human service agencies and transportation providers to discuss transportation issues. The United Way of Story County identified transportation as one of its core areas to focus upon citing it in their past campaign efforts and continues to support transportation coordination. The TC currently meets quarterly through the year where only transportation issues are discussed. Transportation projects previously funded by UWSC include a car seat program, bus education, car maintenance/insurance forums, emergency gas voucher program, medical transportation to University of Iowa Hospitals and Clinics, HIRTA’s mobile data terminals and the Story County Transportation “Anyone Can Ride” brochure (www.cyride.com/sct).

Passenger Transportation Development Plan Meetings

The following 26 meetings/tasks, contained within the Appendices with subsequent notes/minutes; if taken, were held to discuss transportation issues and needs of the Ames community. However, all these meetings provided opportunities to gain knowledge from providers on new technology or inventory of vehicles. Any needs identified through meetings held below were discussed and are identified within the PTP plan. Public input, if received, was documented through the minutes of these meetings.

**Human Services Council – PTP Meetings**

- **February 22, 2018**
  [Human Service Council Minutes 2-22-2018](#)

- **March 22, 2018**
  [Human Service Council Minutes 3-22-2018](#) (HSC Secretary did not save minutes in HSC Google Drive or post online); [Agenda 3-22-2018](#) (Shari Atwood with CyRide provided Agency Spotlight on Dial-A-Ride ADA service)

- **April 26, 2018**
  [Human Service Council Minutes 4-26-2018](#)

- **May 24, 2018**
  [Human Service Council Minutes 5-24-2018](#)

- **September 27, 2018**
  [Human Service Council Minutes 9-27-2018](#)

No summer meetings
Transportation Collaboration Meetings (TC)
- January 10, 2018 Transportation Collaboration Meeting Agenda/Minutes
- April 11, 2018 Transportation Collaboration Meeting Agenda/Minutes
- August 11, 2018 Transportation Collaboration Meeting Agenda/Minutes
- October 10, 2018 Transportation Collaboration Meeting Agenda/Minutes
- January 9, 2019 Transportation Collaboration Meeting Agenda

Educational Meetings/Presentations Regarding CyRide 2.0 Service Changes Implemented
- May 2018 (Summer 2018 Service Changes) & August 2018 (School Year 2018-2019 Changes)
  - [https://www.cyride.com/cyride2.0](https://www.cyride.com/cyride2.0)
- November 16, 2017 CyRide 2.0 Service Change Public Meeting (Summer & School Year 2018)
- January 26, 2018 Engaging International Spouses Group
- March 20, 2018 Cyclones Aktion Club
- March 22, 2018 Story County Human Service Council
- April 10, 2018 City of Ames New Employee Orientation Group
- April 11, 2018 Transportation Collaboration Committee
- Spring 2018 Towers Residence Hall Group
- Spring 2018 Ames Chamber Business Group
- Spring 2018 Central Iowa Epilepsy Support Group
- November 13, 2018 CyRide 2.0 Service Change Public Meeting (Summer & School Year 2019)

Other Meetings/Tasks
- March 30, 2018 HIRTA/CyRide Semiannual Meeting
- May 1, 2018 HIRTA/CyRide Semiannual Meeting
- May 5, 2018 CyRide 2.0 Summer Service Began
  - Major changes include:
    - #4 Gray route ends 5/5/2018; replace with EASE
    - #5 Yellow (shorten route to operate with 40-foot bus; increase frequency to 30
      minutes all day Weekdays & Saturday
    - #9 Plum - operates weekdays - 40 minute frequency
    - #10 Pink (route ends 5/5/2018; replace with EASE)
    - EASE - East Ames Service Extension (New service; see EASE Brochure)
- August 13, 2018 CyRide 2.0 School Year Service Began
  - Major changes include:
    - #1 Red
    - #2 Green
    - #3 Blue
    - #5 Yellow (implemented summer 2018)
    - #6 Brown
    - #7 Purple
    - #9 Plum (no changes from school year 2017, but now will operate 40 minute service over I S U breaks)
    - #11 Cherry (re-branded 1A Red)
    - #12 Lilac (New route)
    - #14 Peach (New route; replaces #3
      Blue North and #23 Vet Med trips)
    - #21 Cardinal (timepoint change only)
    - #23 Orange (more frequent service shown)
    - #24 Silver (eliminated due to low ridership; access S-lots via #3 Blue or
      #14 Peach)
    - #25 Gold (New route)
    - EASE - East Ames Service Extension (implemented summer 2018)
- September 12th, 2018 Central Iowa Mobility Symposium (Des Moines)
The AAMPO has compiled an extensive e-mail database listing of Ames’ human/health service agencies and private-public transportation providers it utilizes in obtaining transportation needs and suggestions to improve transportation services for the community. A great number of these agencies attend/participate in either the Human Service Council or Transportation Collaboration contributing toward PTP collaboration efforts. This listing has also been utilized in the past few years for gaining letters of support for several successful national discretionary grants for CyRide transit projects within the Ames community. This email listing has also served to communicate about alternative transportation, to communicate CyRide 2.0 new/revised services or to relay local sales or donation of used equipment to non-profit agencies such as vehicles, bicycles, furniture and printers. Overall communication between human service providers and coordination for increased public transit services has vastly improved as a result of this process.

Key PTP participants are listed below:

1. Ames Community Preschool Center (ACPC)
2. Aging Resources of Central Iowa
3. Ames Area Metropolitan Planning Organization
4. Ames Community Schools
5. Ames Police Department
6. Ames Public Library
7. A Mid-Iowa Organizing Strategy (AMOS)
8. Assault Care Center (ACCESS)
9. At Home Care Company
10. Bickford Assisted Living
11. Boost Together for Children
12. Boys & Girls Club of Story County
13. Burlington Trailways
14. Camp Fire USA
15. Center for Child Care Resources
16. Center for Creative Justice
17. Childserve
18. Childcare Resource & Referral
19. CIT
20. City of Ames
21. Community & Family Resources (CFR)
22. Community Partnerships for Protecting Children (CPPC)
23. Creative Counseling
24. CyRide
25. DMACC/ALP Adult Literacy Program
26. Emergency Resident Project (ERP)
27. Epilepsy Foundation
28. Executive Express
29. Experience Works (EI)
30. Eyerly Ball
31. Girl Scouts of Greater Iowa
32. Good Neighbor Emergency Assistance (GNEA)
33. Heartland Senior Services (HSS)
34. Heart of Iowa Regional Transit Agency (HIRTA) Public Transit
35. Homeward
36. Iowa Comprehensive Human Service & Iowa Homeless Youth
37. Iowa Workforce Development
38. ISU Extension & Outreach
39. ISU Story County Extension
40. ISU Memorial Union
41. Jefferson Lines
42. Kiwanis Club of Ames
43. Legal Aid Society
44. Life Connections
45. Life Line Resources
46. Lutheran Services in Iowa (LSI):
   People Place/Crisis Childcare
47. Madrid Home Communities
48. Mainstream Living
49. Mary Greeley Medical Center
50. Mid-Iowa Community Action (MICA):
   Health Services
51. Mid-Iowa Community Action (MICA):
   Family Development
52. National Alliance on Mental Illness Central Iowa (NAMI- CI)
53. Nevada Chamber of Commerce
54. Optimae Life Services
55. Parent Partner
56. Planned Parenthood
57. Raising Readers
58. Retired & Senior Volunteer Program (RSVP)
59. Riverside Manor
60. Story County
61. Story County Community Services
62. Story County Medical Center
63. The Arc of Story County
64. The Salvation Army
65. University Community Childcare
66. United Way of Story County (UWSC)
67. Volunteer Center of Story County (VCSC)
68. Youth & Shelter Services (YSS)
69. YWCA (Engaging International)
Public Input

Public input into needs and projects essential come from the public calling into the public transit system about issues they may be having on the service and through feedback through public meetings, including board meetings. CyRide receives public comments from passengers via telephone or e-mail, anytime throughout the year regarding requests for services and passes those needs along through the Ames Area MPO’s PTP effort. CyRide’s policy is to address any customer comment within 24-hours of receiving the comment and to resolve the issue as soon as possible. The formal written comments are officially documented within an access database so that they are addressed in a timely manner. In addition, CyRide reviews its route system to determine if there are significant load capacity issues on certain routes. CyRide’s policy is to review the trip before and trip after the trip in question and if there is not capacity on those trips either; add an additional bus for the trip.

Last year, CyRide underwent a system redesign of its entire route structure which was formally approved for implementation in November 2017. CyRide dubbed the service CyRide 2.0 which was implemented in the summer and fall of 2018. All of CyRide routes were modified except for two routes – the #21 Cardinal and #8 Aqua. The remaining routes changed alignment along corridors, had frequency changes or were eliminated and replaced with an on-demand service. The CyRide 2.0 services are not funded under Section 5310 funding, therefore no approvals of these modifications were warranted through the PTP process. However, members of the Transportation Collaboration and Human Services Council were invited to participate within focus groups during the system redesign study as well as were updated throughout the year-long study and prior to implementation. CyRide continues to assess its routes and capacity issues each semester as university enrollment changes which drives ridership within Ames.
II – INVENTORY & AREA PROFILE

EXISTING PASSENGER TRANSPORTATION SERVICE

A. Airports

The Ames Municipal Airport is owned and operated by the City of Ames and located within the Ames’ corporate boundaries just south of US Highway 30 and west of US Highway 69 providing excellent access to the community and to the Interstate.

An airport board established by the city provides guidance in managing the airport. The FAA recognizes the airport as playing a role in the national airport system and includes the airport in the National Plan of Integrated Airport Systems (NPIAS) as a general aviation airport, which makes the airport eligible for federal funding. Iowa’s Aviation System Plan identifies the Ames Municipal Airport as an Enhanced Service airport. Enhanced Service airports have runways 5,000 feet or greater in length with facilities and services that accommodate a full range of general aviation activity, including most business jets. The airport serves business aviation and is a regional transportation and economic center in the state. Specific airport information can be found on their website at https://www.cityofames.org/government/departments-divisions-i-z/public-works/ames-municipal-airport/general-information.

In 2017, the City of Ames leased the municipal airport to Central Iowa Air Service, the current Fixed Base Operator. The City of Ames owns and operates the airport. Its services include: 100LL and Jet A fuel, full service; charter flights; parking and hangars (for transient aircraft); aircraft maintenance; Passenger terminal and lounge; flight school/flight training; Crew cars; hangar rental; pilot lounge/snooze room/shower; aircraft rentals; restrooms; and flight planning room.

The nearest passenger air service is available in Des Moines, Iowa approximately 40 miles from Ames.

B. Taxi Service

Taxi service within the City of Ames is provided by Ames Taxi also referred to as Cyclone Cab and can be reached by calling (515)-232-1343 or (515)-233-3324. They operate between five and seven vehicles for their operations of which none are ADA accessible. However, they do offer the ability to fold up the wheelchair in the trunk of the taxicab. Their cabs are insured to transport 100 miles from Ames and actually have two vehicles that can travel anywhere within the United States. Ames Taxi is included within the e-mail database being sent out regarding any collaborative meetings for transportation; however they have yet to participate within collaboration meetings. Two on-street taxi parking locations were planned into the development of the Ames Intermodal Facility to facilitate easy pick up or drop off of passengers wanting intercity bus or airport shuttle services.

C. School Transportation

Durham, Inc, a nationally owned private charter company, currently provides the transportation for Ames School District for the following schools: Ames High School, Ames Middle School, Edwards Elementary, Fellows Elementary, Meeker Elementary, Mitchell
Elementary and Sawyer Elementary. According to Iowa State law, Elementary and Middle school students are entitled to free transportation if they live more than two miles from their designated school for attendance. High school students are entitled to free transportation if they live more than three miles. However, other factors may determine a student’s eligibility for transportation. Eligibility for this free bus service is determined as students register for transportation and makes changes in eligibility only at the start of the school year or second semester. For more information go to http://www.ames.k12.ia.us/district/departments/business-services/transportation/

As mentioned above, the Ames School District also realizes that some consideration needs to occur for students that live within 2 miles (3 miles for high school) from school. This service is called “Discretionary Busing Service”. Any students living within this distance may request discretionary busing and are approved on a first come, first serve basis. These students must live or have child care on/near an existing Durham Ames bus route, must be able to get to an established bus stop, have available seat for them and also pay a fee for this service. Busing is not guaranteed outside elementary school boundaries however all preschool/early kindergarten students are discretionary riders. Discretionary pricing rates are available to view at the following location: http://www.ames.k12.ia.us/district/departments/business-services/transportation/. All preschool/early kindergarten students are considered discretionary bus riders and must pay for their transportation regardless of the mileage to school. Finally, those students who qualify for Free and Reduced Meals and fill out the waiver can have the results applied for busing discounts. All route information including location and time of pickups are handled by Durham School Services.

According to Durham’s local Transportation Coordinator, Durham transports approximately 3,000 kids to and from school each day in Ames. Durham has a total of 46 buses in their fleet for Ames school transportation of which five are ADA accessible. Durham also has two suburban vehicles that they utilize to transport students to out of boundary schools either for at-risk youth or for students that attend other districts for specialized educational needs. These vehicles may also be utilized to transport new students or students that move mid-year that cannot be accommodated until the bus routes/schedules are modified.

Note that both the Ames Middle School (#1 Red) and Ames High School (#2 Green) are both located on, or within walking distance, of CyRide’s fixed route bus routes that operate 359 days a year through the Ames community. There are also numerous elementary schools along bus routes as well. Any student living along a public city bus route can investigate public transit options at www.cyride.com and can ride for 50 cents per ride. Several elementary schools purchase reduced fare CyRide bus tickets to distribute to students that need transportation periodically to eliminate not having a ride to school as one of the barriers in getting students to school for an education. For a few years, the United Way has funded public transit bus tickets for the youth that were distributed through the Alternative Learning Program (ALP) through the schools to help at risk youth get to and from school.

D. Charter
The Federal Transit Administration (FTA) maintains a charter registration website for private charter companies to register where they conduct business throughout the nation. This website provides a listing of private charter operators serving communities throughout the nation and is subject to change at any time. To access this website, go to: https://ftawebprod.fta.dot.gov/CharterRegistration/(S(v5pc2yb3iddc255th4kmq))/Default.aspx. As of January 28, 2019, there are 36 charter companies registered to conduct charters in Ames as shown on the following page:
FTA Registered Charter Companies Performing Work to/from Ames, Iowa

<table>
<thead>
<tr>
<th>ORGANIZATION NAME</th>
<th>STATE</th>
<th>CITY</th>
<th>EMAIL</th>
<th>PHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Motor Lines</td>
<td>AL</td>
<td>Montgomery</td>
<td><a href="mailto:imf@capitaltrailways.com">imf@capitaltrailways.com</a></td>
<td>334-832-4166</td>
</tr>
<tr>
<td>Capital Motor Lines</td>
<td>AL</td>
<td>Montgomery</td>
<td><a href="mailto:imf@capitaltrailways.com">imf@capitaltrailways.com</a></td>
<td>334-832-4166</td>
</tr>
<tr>
<td>Mountain Home Charter Service, Inc.</td>
<td>AR</td>
<td>Mountain home</td>
<td><a href="mailto:mhcs@centurytel.net">mhcs@centurytel.net</a></td>
<td>870-508-5331</td>
</tr>
<tr>
<td>Dorr Distribution Systems, Inc</td>
<td>CA</td>
<td>Castroville</td>
<td><a href="mailto:rich@discoverycharters.com">rich@discoverycharters.com</a></td>
<td>831-633-2877</td>
</tr>
<tr>
<td>Nason Partners, LLC</td>
<td>CT</td>
<td>Torrington</td>
<td><a href="mailto:sales@kelleytransit.com">sales@kelleytransit.com</a></td>
<td>860-489-9243</td>
</tr>
<tr>
<td>A BUCKHEAD BUS COMPANY</td>
<td>GA</td>
<td>LAWRENCEVILL</td>
<td><a href="mailto:INFO@BUCKHEADCOACH.COM">INFO@BUCKHEADCOACH.COM</a></td>
<td>404-296-2923</td>
</tr>
<tr>
<td>Eagle Christian Tours</td>
<td>GA</td>
<td>Rome</td>
<td><a href="mailto:office@eaglechristiantours.com">office@eaglechristiantours.com</a></td>
<td>706-314-8884</td>
</tr>
<tr>
<td>Joye Darwin</td>
<td>GA</td>
<td>Emerson</td>
<td><a href="mailto:leisuretimebus@bellsouth.net">leisuretimebus@bellsouth.net</a></td>
<td>770-382-7726</td>
</tr>
<tr>
<td>Windstar Lines, Inc.</td>
<td>IA</td>
<td>Carroll</td>
<td><a href="mailto:info@gowindstar.com">info@gowindstar.com</a></td>
<td>712-792-4221</td>
</tr>
<tr>
<td>Windstar Lines, Inc.</td>
<td>IA</td>
<td>Carroll</td>
<td><a href="mailto:pat@gowindstar.com">pat@gowindstar.com</a></td>
<td>712-792-4221</td>
</tr>
<tr>
<td>Lawson Enterprises Inc., LLC</td>
<td>IL</td>
<td>Coal Valley</td>
<td><a href="mailto:info@actiitransportation.com">info@actiitransportation.com</a></td>
<td>800-769-8891</td>
</tr>
<tr>
<td>Miller Transportation</td>
<td>KY</td>
<td>Louisville</td>
<td><a href="mailto:john@millertransportation.com">john@millertransportation.com</a></td>
<td>502-368-5644</td>
</tr>
<tr>
<td>Tri-City Charter of Bossier, Inc.</td>
<td>LA</td>
<td>Bossier City</td>
<td><a href="mailto:sales@tricitycharter.com">sales@tricitycharter.com</a></td>
<td>318-747-4754</td>
</tr>
<tr>
<td>Hospitality Enterprises, Inc.</td>
<td>LA</td>
<td>New Orleans</td>
<td><a href="mailto:zwebster@bigeasy.com">zwebster@bigeasy.com</a></td>
<td>504-587-1620</td>
</tr>
<tr>
<td>Cavalier Coach Corp.</td>
<td>MA</td>
<td>Dedham</td>
<td><a href="mailto:cavaliercoach@mindspring.com">cavaliercoach@mindspring.com</a></td>
<td>617-330-1234</td>
</tr>
<tr>
<td>Adventures By Dawn LLC</td>
<td>MD</td>
<td>Accokeek</td>
<td><a href="mailto:erica@abdtours.com">erica@abdtours.com</a></td>
<td>301-868-1141</td>
</tr>
<tr>
<td>Adventures By Dawn LLC</td>
<td>MD</td>
<td>Accokeek</td>
<td><a href="mailto:erica@abdtours.com">erica@abdtours.com</a></td>
<td>301-868-1141</td>
</tr>
<tr>
<td>Huskey bus @ Transportation Services Inc</td>
<td>MO</td>
<td>Festus</td>
<td><a href="mailto:kenth@huskeybus.com">kenth@huskeybus.com</a></td>
<td>636-937-8481</td>
</tr>
<tr>
<td>karst stage</td>
<td>MT</td>
<td>Bozeman</td>
<td><a href="mailto:ccornwell@karststage.com">ccornwell@karststage.com</a></td>
<td>406-556-3506</td>
</tr>
<tr>
<td>Paradise Transportation, Inc.</td>
<td>NY</td>
<td>Roosevelt</td>
<td><a href="mailto:glebron@rideparadise.net">glebron@rideparadise.net</a></td>
<td>516-870-0568</td>
</tr>
<tr>
<td>D &amp; L Charter</td>
<td>OH</td>
<td>Canton</td>
<td><a href="mailto:ajk@greatdaytours.com">ajk@greatdaytours.com</a></td>
<td>440-526-5350</td>
</tr>
<tr>
<td>Passenger Transportation Specialists Inc</td>
<td>OK</td>
<td>Oklahoma City</td>
<td><a href="mailto:sales@redcarpetcharters.com">sales@redcarpetcharters.com</a></td>
<td>405-672-5100</td>
</tr>
<tr>
<td>Fullington Autobus Company</td>
<td>PA</td>
<td>Clearfield</td>
<td><a href="mailto:jason@fullingtontours.com">jason@fullingtontours.com</a></td>
<td>814-765-2455</td>
</tr>
<tr>
<td>Atchison Transportation Services, Inc.</td>
<td>SC</td>
<td>Spartanburg</td>
<td><a href="mailto:spencer@atchisontransport.com">spencer@atchisontransport.com</a></td>
<td>864-595-1234</td>
</tr>
<tr>
<td>Carolina Transit of The Low Country LLC</td>
<td>SC</td>
<td>Hilton Head</td>
<td><a href="mailto:carolinatransit@yahoo.com">carolinatransit@yahoo.com</a></td>
<td>843-681-3970</td>
</tr>
<tr>
<td>GBJ Inc</td>
<td>TX</td>
<td>Houston</td>
<td><a href="mailto:reservations@afchouston.com">reservations@afchouston.com</a></td>
<td>713-988-5466</td>
</tr>
<tr>
<td>Southwestern Coaches, Inc</td>
<td>TX</td>
<td>Killean</td>
<td><a href="mailto:charters@arrowtrailways.com">charters@arrowtrailways.com</a></td>
<td>254-526-0545</td>
</tr>
<tr>
<td>Kayote Outfitters</td>
<td>TX</td>
<td>Harlingen</td>
<td><a href="mailto:Sales@kayoteoutfitters.com">Sales@kayoteoutfitters.com</a></td>
<td>956-975-4536</td>
</tr>
<tr>
<td>Venture Tours</td>
<td>VA</td>
<td>Virginia Beach</td>
<td><a href="mailto:darlene@venturebustours.com">darlene@venturebustours.com</a></td>
<td>757-494-1480</td>
</tr>
<tr>
<td>A Goff Limousine and Bus Company LLC</td>
<td>VA</td>
<td>Ruckerville</td>
<td><a href="mailto:mail@agofflimo.com">mail@agofflimo.com</a></td>
<td>434-979-5466</td>
</tr>
<tr>
<td>LW Transportation Charter Service LLC</td>
<td>VA</td>
<td>Chantilly</td>
<td><a href="mailto:beth@lw-transportation.com">beth@lw-transportation.com</a></td>
<td>703-930-6269</td>
</tr>
<tr>
<td>Magic carpet Tours</td>
<td>VA</td>
<td>Richmond</td>
<td><a href="mailto:magiccarpettours@aol.com">magiccarpettours@aol.com</a></td>
<td>804-232-0082</td>
</tr>
<tr>
<td>BRT Transportation, LLC</td>
<td>VA</td>
<td>Lynchburg</td>
<td><a href="mailto:info@brttransportation.com">info@brttransportation.com</a></td>
<td>855-446-7868</td>
</tr>
<tr>
<td>FREEDOM TOURS NW INC.</td>
<td>WA</td>
<td>WINLOCK</td>
<td><a href="mailto:diane@freedommontours.com">diane@freedommontours.com</a></td>
<td>360-785-3188</td>
</tr>
<tr>
<td>Badger Coaches, Inc.</td>
<td>WI</td>
<td>Madison</td>
<td><a href="mailto:info@badgerbus.com">info@badgerbus.com</a></td>
<td>608-310-4861</td>
</tr>
<tr>
<td>Gold Star Coaches &amp; Charter Inc</td>
<td>WI</td>
<td>Fond du Lac</td>
<td><a href="mailto:Jared@goldstartours.com">Jared@goldstartours.com</a></td>
<td>920-922-2995</td>
</tr>
</tbody>
</table>

FTA makes little effort to verify the accuracy of these previous private charter operators or the completeness of information provided on the website may change without notice. Of these 36 registered charter companies, two are only housed in Iowa and they are the same company. Additionally, there
are 18 out of the 36 listed willing to provide free or reduced rates within Ames. Federal regulations actually prohibit public transit providers from conducting charters with a few minor exceptions. One of those exceptions is providing charters to registered qualified human service agencies or agencies receiving certain federal funding already defined within FTA’s charter regulations. However, there are not any registered qualified human service organizations listed within the Ames community.

Within Ames Story County Area DEX phone book, charter companies are identified under Buses – Charter and Rental with the following single charter company listed:

<table>
<thead>
<tr>
<th>Charter Company</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hawkeye Stages Inc</td>
<td>Iowa City, Iowa</td>
</tr>
</tbody>
</table>

CyRide typically refers any charter requests to CIT Signature Charters located in Ames, Iowa when requests come through for this type of service since they are locally based. CIT is not registered on FTA’s charter company webpage.

E. Shuttle Service to Airport
Executive Express (www.executiveexpress.biz), a private airport shuttle company, began taking reservations for trips between Ames and the Des Moines International Airport in August 2009. Prior to this, CyRide provided a limited trip shuttle service to the airport before and after the university student breaks. Executive Express offered more frequent service to passengers. This service thereby reduced the need for transportation to the airport via CyRide that had been a previous community need. In addition, Executive Express provided a safer location for luggage to be contained for the ride to and from Des Moines.

Executive Express currently provides trips 14 times a day, seven days a week, leaving Ames between 3:45 AM and 10:45 PM. They operate out of the Ames Intermodal Facility (AIF) at 129 Hayward Ave and have an additional pick up in east Ames at the Quality Inn & Suites at 2601 E. 13th Street. The AIF opened in June 2012 providing office space for Executive Express to sell tickets as well as a comfortable inside waiting area for their passengers. The AIF also offers an inside garage area for Executive Express to park their two vehicles. Executive Express brings in additional vehicles before and after the holidays (winter break or spring break) when the university students go on long breaks. Fares fluctuate depending on the number of passengers booking a trip but begin at $48 round trip for one person. If a person calls Executive Express, discounts are available for $10 per person roundtrip. Additionally, kids under 7 always ride free and kids under 18 ride free with two paying adults if you call in your reservation. There are more discounts (https://www.executiveexpress.biz/discounts) for seniors, AAA members, active military, SAVE PACK and travel rewards logs.. Specific information on what times Executive Express leaves the Ames community for the Des Moines Airport can be found at https://www.executiveexpress.biz/city/ames-iowa-state-university or https://www.executiveexpress.biz/city/ames-east-side.

F. Public Transit Providers (Fixed Route & Demand Response)
Public transit operations within the Ames metropolitan area consist of Ames Transit Agency (CyRide) (www.cyride.com) for fixed-route transportation throughout the Ames community, including ADA Paratransit and Heart of Iowa Regional Transit Agency (HIRTA) (www.hirtapublictransit.com) that operates demand response public transit throughout Story County.

CyRide is a collaborative partnership between the City of Ames, Iowa State University and ISU’s Government of the Student Body. CyRide operates 14 fixed routes, a Dial-A-Ride service for persons with a disability, and a late night service called Moonlight Express. The fixed routes and Dial-A-Ride operate every day of the year except Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas, and New Year’s Day. Moonlight Express, our free late night bus service, operates from 10:30pm - 3:00 am on Friday and Saturday nights when Iowa State University is in full session (summers excluded). All fixed route trips shown in the timetables are wheelchair accessible and service animals are allowed (pets that are not service animals are prohibited).
HIRTA operates door-to-door demand-response transit service in the counties of Boone, Dallas, Jasper, Madison, Marion, Story and Warren. HIRTA provides the service directly for Story County however the days and hours of service they provide differ by the county. Anyone can ride this transit service, not just those with disabilities. HIRTA offers same day service within the Ames community. For more information visit http://www.hirtapublictransit.com/.

Below is a synopsis of the types of services provided via CyRide and HIRTA:

<table>
<thead>
<tr>
<th>Type of Service</th>
<th>Fixed-Route Public Transit Service</th>
<th>ADA Complimentary Service (Dial-A-Ride)</th>
<th>Demand Response Public Transit Service for Story County</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operator</td>
<td>Ames Transit Agency (CyRide)</td>
<td>HIRTA (CyRide subcontractor)</td>
<td>HIRTA (direct operation)</td>
</tr>
<tr>
<td>Service Area</td>
<td>City of Ames</td>
<td>City of Ames</td>
<td>Story County</td>
</tr>
<tr>
<td>Who is Eligible?</td>
<td>General Public</td>
<td>General Public (as ADA eligible)</td>
<td>General Public, Seniors and Persons with Disabilities</td>
</tr>
<tr>
<td>Days of Operation</td>
<td>359 days/year</td>
<td>359 days/year</td>
<td>Weekdays</td>
</tr>
<tr>
<td>Monday-Friday</td>
<td>6am – 12am</td>
<td>6am – 12am</td>
<td>7am – 5:30pm (outside Ames)</td>
</tr>
<tr>
<td>Saturday</td>
<td>8am – 12am</td>
<td>8am – 12am</td>
<td>7:30am – 6pm (within Ames only)</td>
</tr>
<tr>
<td>Sunday</td>
<td>9am – 12am</td>
<td>9am – 12am</td>
<td>8:30am – 6pm (within Ames only)</td>
</tr>
<tr>
<td>Fare Structure (one-way)</td>
<td>FULL FARE = $1.00</td>
<td>$2.00</td>
<td>$2.00 (in Ames)</td>
</tr>
<tr>
<td></td>
<td>REDUCED FARE = $0.50 (Elderly/disabled, K-12 students, Medicare cardholders &amp; Medicaid cardholders)</td>
<td>$6.00 (east of Skunk River)</td>
<td>$4.00 (in Story County)</td>
</tr>
<tr>
<td></td>
<td>Free; ISU students (ISU student ID Required) More Info at: <a href="http://www.cyride.com/fares">www.cyride.com/fares</a></td>
<td></td>
<td>$1.00 suggested fare (low-income passengers; prior approval required)</td>
</tr>
<tr>
<td></td>
<td>Light duty buses = 21 (1 leased from CyRide)</td>
<td></td>
<td>$10.00/round trip (Ames-Iowa City)</td>
</tr>
<tr>
<td>Fleet</td>
<td>Articulated Bus = 6</td>
<td>Light duty buses = 21 (1 leased from CyRide)</td>
<td>$25.00/hour (outside Story County)</td>
</tr>
<tr>
<td></td>
<td>Heavy duty 40’ bus = 77</td>
<td>Vans = 3 (1 leased from CyRide)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Light duty bus = 8 (Buses 100% accessible) Trucks = 2 Administrative = 5</td>
<td></td>
<td>100% accessible</td>
</tr>
</tbody>
</table>

Prior to May 2018, CyRide also contracted with the yellow school bus provider, Durham, Inc (http://www.durhamschoolservices.com/), to aid in providing fixed-route trippers during peak hours when heavy loads on certain fixed-routes occur. Durham would typically drop off students at school, and then assist CyRide by picking up one trip of university students heading towards campus as they
are returning to the garage. Durham operated up to 7 trippers for CyRide when ISU was in session. CyRide could alleviate pulling out additional buses for single heavy morning trip(s) into campus and utilize these Durham trippers instead. However, a few things changed to make this collaboration not so advantageous anymore. First of all, several morning trips became overloaded instead of just one signal trip that Durham provided added capacity for so CyRide had to pull out another bus anyhow. Prior to CyRide 2.0, Durham helped meet that additional capacity (buses/drivers) required for certain trips. With the implementation of CyRide 2.0, CyRide became more efficient in the number of vehicles required for peak pull out which in turn provided additional availability in-house when an extra bus was needed. Secondly, after additional training, CyRide’s drug and alcohol program manager (DAPM) discovered that Durham’s national policy was out of compliance with FTA regulations 49 CFR Part 655. Therefore, CyRide eliminated all tripper service provided by Durham due to these issues and concerns.

CyRide contracts with Heart of Iowa Regional Transit Agency (HIRTA) to provide CyRide’s complementary ADA service, called Dial-A-Ride (DAR), within the Ames community. This service serves passengers that cannot otherwise ride CyRide’s fixed-route buses due to a disability. All passengers must be approved by CyRide to ride this service. The DAR service allows qualified individuals per the Americans with Disabilities (ADA) guidelines ride this door-to-door service for twice the fare of the fixed-route system. CyRide reduced the fixed route fares to $1.00 per ride in May 2018 with the implementation of CyRide 2.0. The DAR service remained unchanged as rates weren’t raised to twice the fixed route fare in January 2012 when the fares increased to $1.25. The DAR services mirrors the hours/days of the fixed-route system providing service to anywhere in the City of Ames when CyRide operates.

G. Iowa RideShare
In October 2016, Iowans began to have a new online way to connect with other commuters who want to consolidate trips using a car pool or van pool statewide. IowaRideshare.org uses technology to connect people coming and going to the same location throughout the entire state of Iowa. Bicycle and walking buddies can also be matched using the secure website. The Iowa Department of Transportation (DOT) partnered with Des Moines Regional Transit Authority (DART), Metropolitan Area Planning Agencies (MAPA), East Central Iowa Council of Governments (ECICOG) and The University of Iowa to integrate their regional vanpool and carpool databases and consolidate into one system. Individuals may utilize this online commute matching system to travel with others on a one-time need basis or to commute to work on a daily basis.

H. RideSharing Services
The City of Ames currently does not offer an organized vanpooling/carpooling program. However, the Des Moines Area Regional Transit Authority (DART) in Des Moines, Iowa offers a rideshare program, including carpooling and vanpooling, for the entire central Iowa region (all counties surrounding Polk County) which includes Story County and the City of Ames. Individuals are also referred to the Iowa RideShare free carpool database to search for existing carpools if vanpools are not available. Individuals can put in their relevant commuter data and the database will provide a way to contact other individuals doing the same trip in their single passenger vehicles. Neither DART nor the Iowa DOT keeps a database of these organized carpools once they are formed. For more information on DART’s vanpool/carpool program go to: https://www.ridedart.com/services/rideshare.

As of January 31, 2019, DART was operating seven vans from Ames to the Des Moines metropolitan area for work purposes carrying a total of 53 commuters including drivers. Two of the vans, a total of 12 commuters, operate to West Des Moines and the rest, 41 commuters, travel to Des Moines. No DART vanpools currently operate from Des Moines to Ames for work purposes. Costs of the vanpool service differ depending on the number of passengers within each vanpool and the daily round trip van miles.
In addition, Iowa State University’s transportation services department operates a non-formalized vanpool program exclusive to university faculty and staff for the purpose of commuting to and from work. There are currently six vanpools available (1 Roland, 1 Boone, 1 Ankeny, 2 Des Moines and 1 Story City) that travel between campus and the respective outlying areas. The members of each group split the cost based on the number of seats available in their respective van. In addition, the transportation services department owns approximately 600 fleet vehicles that are leased to university employees on a daily, seasonal, or yearly basis for university business. The vehicles in their fleet range from trailers, emergency equipment, pickups, maintenance equipment, and automobiles/vans. For more information, visit [http://www.transportation.iastate.edu/](http://www.transportation.iastate.edu/).

I. RSVP Volunteer Transportation Program
Central Iowa RSVP (Retired Senior Volunteer Program) provides transportation to the general public via volunteers for those needing transportation. The primary but not exclusive purpose is to provide Story County’s older adults with safe and reliable transportation to and from medical appointments and other essential services in the County.

RSVP recruits, trains and schedules all volunteer drivers and coordinates trip requests. Priority is given to those residents needing rides to in-county medical appointments (doctor appointments, therapy and treatment sessions, picking up medication, etc.), but other trips are provided as needed, including trips to medical appointments in Des Moines and other out-of-county destinations. All clients fill out an application for transportation services in which they need to meet the following criteria: 1) Be a resident of Story County, 2) Be ambulatory 3) Be willing to sign a waiver of liability for RSVP to keep on file, 4) Be willing to comply with ridership policies. For more information, visit [https://www.rsvpvolunteer.org/transportation-program](https://www.rsvpvolunteer.org/transportation-program).

Volunteer drivers, located throughout Story County, utilize their own vehicles and can be reimbursed for mileage from RSVP. RSVP welcomes referrals from any Story County agency whose clients may need to access this service. However, those who are eligible for transportation to medical appointments through Medicaid can only be provided with non-medical trips through RSVP. Approved clients can access transportation Monday through Friday 8:00am to 4:30pm. RSVP does not charge clients for their rides but does accept donations from riders and encourages them to support the program. These donations are utilized to offset mileage reimbursement costs for the drivers. In addition to donations, the program is also funded by UWSC, Story County and the Cities of Ames.

Below are some highlights of how the program has grown in the eight years since its onset of being operated through RSVP. To summarize, although usage has leveled off over the past 3 years, round trip ridership has increased by 240% since the program began in January 2010.

<table>
<thead>
<tr>
<th>Year</th>
<th>Round Trip Rides</th>
<th>Volunteer Drivers</th>
<th># Clients Taking Trips</th>
</tr>
</thead>
<tbody>
<tr>
<td>CY2010</td>
<td>213</td>
<td>29</td>
<td>38</td>
</tr>
<tr>
<td>CY2011</td>
<td>386</td>
<td>40</td>
<td>70</td>
</tr>
<tr>
<td>CY2012</td>
<td>559</td>
<td>41</td>
<td>89</td>
</tr>
<tr>
<td>CY2013</td>
<td>570</td>
<td>43</td>
<td>82</td>
</tr>
<tr>
<td>CY2014</td>
<td>767</td>
<td>57</td>
<td>94</td>
</tr>
<tr>
<td>CY2015</td>
<td>940</td>
<td>55</td>
<td>84</td>
</tr>
<tr>
<td>CY2016</td>
<td>859</td>
<td>45</td>
<td>80</td>
</tr>
<tr>
<td>CY2017</td>
<td>880</td>
<td>42</td>
<td>97</td>
</tr>
<tr>
<td>CY2018</td>
<td>718</td>
<td>41</td>
<td>85</td>
</tr>
</tbody>
</table>
J. Intercity Bus
Two intercity bus carriers, Jefferson Lines and Burlington Trailways, operate scheduled bus service from Ames out of the Ames Intermodal Facility (AIF) at 129 Hayward Ave., Suite 103 located in the center of Ames near campustown as shown to the right. This centralized location opened in June 2012, after numerous years of the intercity depot being located on the eastern outskirts of Ames where residents could not easily obtain this alternative transportation service. The Ames Intermodal is located one block from five of CyRide’s bus routes including:

- #1 Red (https://www.cyride.com/home/showdocument?id=9425)
- #7 Purple (https://www.cyride.com/home/showdocument?id=9445)
- #11 Cherry (https://www.cyride.com/home/showdocument?id=9427)
- #12 Lilac (https://www.cyride.com/home/showdocument?id=9429)
- #25 Gold (https://www.cyride.com/home/showdocument?id=9437)

Previously, ridership averaged less than 10 passengers per day getting on and off the bus in Ames when both intercity carriers were in east Ames. The following explains the operations of both carriers:

- Jefferson Lines currently travels north-south throughout eleven states in the central United States. For service in Ames, Jefferson operates three trips heading north and two heading south. These northbound trips were reduced in the 2015 PTP submission due to the reduced availability for drivers, not demand. According to their website, Jefferson Lines is open for ticket sales at the AIF Monday – Friday from 9am – 1pm and 2pm-5pm but closed Saturday, Sunday and holidays. Jefferson can also be reached via its 1-800 phone number Monday –Friday from 7:30 am – 7:00pm and Saturdays, Sundays and holidays from 7:30am – 4:00pm. Jefferson can also accommodate customers with disabilities if provided 48 hours’ notice prior to departure as described on their website at https://www.jeffersonlines.com/customers-with-disabilities.asp. If notice is not within 48 hours’ notice, they will make every “reasonable effort to accommodate” as long as such accommodation will not delay the departure of the schedule an individual wishes to travel.

- Burlington Trailways is based in West Burlington, Iowa. It offers east-west service from Denver to Chicago and down to St. Louis. In Iowa, it operates along I-80 and provides several routes in Eastern Iowa linking the Burlington area, Des Moines, the Quad Cities, Dubuque, Cedar Rapids, and Waterloo-Cedar Falls. According to Bob Hoxie with Burlington Trailways, all over the road buses were required to be 100% ADA equipped by October 2012. Currently Burlington Trailways has 33 lift-equipped buses with two-wheelchair positions on each bus. The map on the following page illustrates the current Iowa intercity bus travel according to the Iowa DOT.
Iowa Passenger Transportation Services

Intercity Bus Routes

Burlington Trailways
506 Broadway
PO Box 851
West Burlington, IA 52655-0851
Phone: 319-753-2894 or 800-302-4618
burlingtontrailways.com

Dodge Area Rapid Transit (DART)
530 First Ave. S.
Fremont, IA 50430-4502
Phone: 515-573-8145
www.mdacosog.net/transport/dart

Jefferson Lines
2100 E. 26th St.
Minneapolis, MN 55404-4101
Phone: 952-455-5333
jeffersonlines.com

Greyhound Lines
PO Box 366
Dallas, TX 75298-0366
Phone: 800-231-2222
greyhound.com
K. Client Transportation Providers

The following organizations below either indicated they provide service for their clients with agency owned vehicles and discussed their usage at meetings, attained information from their website or over the telephone in conversations with AAMPO staff. In addition, City of Ames staff identified organizations they knew were transportation providers since they help fund those agencies through the City of Ames Analysis of Social Service Evaluation Team (ASSET) process. Twelve providers for direct client transportation provided information and the AAMPO contacted these organizations via phone to improve the information previously provided for the 2015 PTP. The twelve transportation providers have the ability to transport their clientele around the Ames community, Story County and neighboring counties in some instances.

<table>
<thead>
<tr>
<th>Transportation Provider</th>
<th>Bus</th>
<th>Van</th>
<th>Car</th>
<th>Wheelchair Accessible</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Green Hills Retirement Community</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>Yes, 1 Van</td>
<td>As requested; Typically 8AM – 12PM ($5/ride; 2 day advance notice OR more expensive)</td>
</tr>
<tr>
<td>Northcrest Community</td>
<td>2</td>
<td>1</td>
<td></td>
<td>Yes, 1 bus</td>
<td>As requested (scheduled for medical appointments and community outings)</td>
</tr>
<tr>
<td>The Waterford</td>
<td>1</td>
<td></td>
<td></td>
<td>Yes, 1 Bus</td>
<td>As requested (Mondays 8 AM-1:30PM &amp; Thursdays 8 AM-1:30PM 2 drivers)</td>
</tr>
<tr>
<td>Windsor Oaks</td>
<td>1</td>
<td></td>
<td></td>
<td>No</td>
<td>9am- 3pm</td>
</tr>
<tr>
<td>Ames Community Pre-School Center</td>
<td>2</td>
<td></td>
<td></td>
<td>No</td>
<td>Field Trips Only</td>
</tr>
<tr>
<td>Boys &amp; Girls Club</td>
<td>1</td>
<td>2</td>
<td></td>
<td>Yes, 1 bus</td>
<td>Mon. – Fri: 3PM - 4PM; 6PM</td>
</tr>
<tr>
<td>Youth &amp; Shelter Services</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td>As Requested</td>
</tr>
<tr>
<td>ChildServe</td>
<td>2</td>
<td></td>
<td>2</td>
<td></td>
<td>Mon-Fri: 5pm - 8pm; Sat: 10am-2pm</td>
</tr>
<tr>
<td>Lutheran Services in Iowa</td>
<td>2</td>
<td></td>
<td></td>
<td>No</td>
<td>Mon-Fri: 8am - 5pm; Sat: 9am-5pm</td>
</tr>
<tr>
<td>Mainstream Living</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friendship Ark</td>
<td>13</td>
<td>1</td>
<td></td>
<td>Yes, 3 vans</td>
<td>24/7</td>
</tr>
<tr>
<td>Optimae LifeServices</td>
<td>10</td>
<td></td>
<td></td>
<td>No</td>
<td>As requested</td>
</tr>
</tbody>
</table>

Retirement Community/Nursing home/Senior Living Transportation Providers: Four retirement communities for senior living and/or nursing homes have vehicles specifically to transport clients living at their residential communities with three of these providers having small buses.

- Green Hills Retirement Community – Fleet of 1 bus, 2 vans (1 accessible) and 1 car. The bus is a 25-passenger vehicle and is typically scheduled for event transportation requiring a certain number of residents signed up the bus is deployed. The vans typically provide transportation for medical appointments within Ames. Transportation is also available upon request for $5 per ride if scheduled two-days in advance of the trip. If immediate transportation is requested, the cost for this transportation is more expensive to the resident. Green Hills has two drivers (1 full-time and 1 part-time) with required commercial drivers’ licenses (CDL) available to provide bus transportation. Additionally, groundskeepers (3) typically have either their CDL or chauffeur’s license to provide transportation.
transportation to residents. All certified nursing assistants (5-7) also have their chauffeur’s licenses as well so they can also transport ambulatory residents for requested trips. These vehicles are typically utilized for clients upon request only.

- **Northcrest Community**  
  (https://www.northcrestcommunity.org/)  
  Fleet of 2 small buses (1 accessible) and one car to transport their clients throughout Ames for grocery/general shopping, medical appointments as well as scheduled community activities.

- **The Waterford**  
  https://www.capitalsenior.com/thewaterfordatames/  
  Fleet of one accessible bus that provides courtesy transportation according to their website. They offer scheduled courtesy transportation for their residents upon request.

- **Windsor Oaks** (https://www.windsoroaksseniors.com/) – Fleet of 1 van that is non-accessible. This vehicle is typically utilized for clients per request. A part-time maintenance employee operates the vehicle while on duty between the hours of 9AM -3PM.

**Human Service Agency Transportation:** The following human service agencies provide transportation for their clients. Three agencies provide transportation for the youth in Ames for programs and or services they provide. However, the majority of these providers serve the mentally disabled community that may require more personal attention in their transport. In addition, these agencies below also serve the entire county and may travel to neighboring counties for their clients.

- **Ames Community Pre-School** (http://www.acpc-childcare.org/): Ames Community Pre-School currently has 2 large vans (accommodates 10 passengers as cannot utilize back seat) and 1 minivan of which none are accessible. The vehicles are only utilized for emergencies and for field trips for children under 5 years of age and only when CyRide is not an option.

- **Boys & Girls Club of Story County** (https://www.bgcstorycounty.org/): Boys and Girls Club of Story County currently has 1 bus (wheelchair accessible) and 2 vans, utilized only to transport middle and high school students from school to the club. Transportation is only provided to these members with prior consent from parents or guardians. In Nevada, the Boys & Girls club contracts with HIRTA to transport members home. Boys & Girls Club indicates they currently have a concern to have three staff that they utilize as drivers although they wish for available staff with commercial driver’s licenses (CDL) to drive the bus. They utilize local maintenance repair shops to maintain all their vehicles. They consider affordable transportation as becoming more problematic within the Ames community and that transportation services are not available in the areas that clients need them on the very west-side of Ames.

- **Youth & Shelter Services** (https://www.yss.org/): Through a PTP meeting, YSS staff revealed 5-6, 15-passenger vans have been converted to dissipate load so that vans can be insured due to rollover factor. Belinda

- **Childserve** (https://www.childserve.org/childcare/childcare-ames/): ChildServe utilizes a fleet of 2 accessible vans to transport children with mental and/or physical disabilities for their Supported Community Living (SCL) and respite programs. The SCL program offers skill-building services to help children and young adults increase their independence and confidence while respite provides breaks for family caregivers. ChildServe supervisors coordinate this transportation. The vans are utilized to integrate the children and teens within the community they reside. The vans are only utilized if staff vehicles cannot accommodate the child due to the mobility equipment. One of the vans will need to be replaced in the next 3-5 years due to unreliability. ChildServe has approximately 6 individuals to drive their vehicles. They do acknowledge that many of their clients live outside of the Ames community. They provide weekday transportation between 2-8pm and Saturdays between 9am-5pm. This service is free to their clients.
• **Lutheran Services in Iowa** ([https://lsiowa.org/](https://lsiowa.org/)): Fleet of 2 minivans and 1 car that are not accessible. LSI transports for their Services for People with Disabilities (SFPD) program to work toward an independent lifestyle. Additionally transportation is provided for crisis child care programs which offers short-term relief to people caring for individuals with disabilities. LSI indicates that there are numerous times when all three vehicles are checked out at the same time and no vehicles are available for transportation purposes.

• **Mainstream Living Inc** ([http://www.mainstreamliving.org/](http://www.mainstreamliving.org/)) – Fleet of 4 vans and 4 cars; 4 are accessible. Mainstream is one of the main locations that many Story County agencies refer mentally disabled clients to receive life skills. Many clients within other agencies Ames are also clients at Mainstream Living. (Emailed Kurt Carlson).

• **Friendship Ark, Inc** ([http://www.friendshipark.org/](http://www.friendshipark.org/)): Fleet of 13 vans (3 accessible) with approximately 65 driving staff that transport clients throughout Ames, Story County and Polk County. Friendship Ark has a coordinator that creates a monthly transportation schedule for their day habilitation program. For each home, transportation is provided as needed by staff who is working. They anticipate having to expand their fleet with 2-3 vehicles over the next 5 years for continued growth in the residential as well as day-habilitation programs. Also, they have a need for more wheelchair accessible vehicles. In addition, the executive director coordinates rides for clients who are utilizing HIRTA to get to an outside day program.

• **Optimae LifeServices** ([http://www.optimaelifeservices.com/](http://www.optimaelifeservices.com/)) – Optimae acquired the Story County Community Life Program in Ames in 2015 starting with jail diversion services which then expanded to other services including: supported community living, residential sites, transitional homes, low-income support services behavioral health, home health, community integration, the In Zone (recovery center for individuals with disabilities) and intensive psychiatric rehabilitation. Prior to the purchase, SCCL was equipped with a fleet of 22 cars/vans that the City of Ames fleet services department maintained. Additionally, fleet services would often allocate vehicles from the City of Ames’ police departments retired fleet to supplement SCCL. This coordination no longer occurs. Optimae Life is a privately funded entity and now obtain their cars through **Enterprise** ([https://www.enterprise.com/en/car-rental/locations/us/ia/ames-6224.html](https://www.enterprise.com/en/car-rental/locations/us/ia/ames-6224.html)). They have a fleet of 10 cars which are utilized for the following purposes: 1 jail diversion department; 5 on site (1 of those in the shop), 3 at residential care facility (RCF) homes (serve the elderly with sever and persistent mental illness) within Ames and 1 for community integration. The RCF homes offer individuals with mental illness and disabilities assistance with day-to-day living activities to help them succeed and, in some cases, transition out of the facility.

**Other Transportation Coordination (without vehicles)**

• **CareMore Health** is an agency that provide counseling, medical/dental, mental health services and other health services. They aid transportation efforts in Ames by providing bus education on how to ride the bus as well as coordinate Medicaid transportation services with the MCO’s. They also subsidize their clients’ trips by purchasing bus passes and/or tickets to utilize CyRide services.

• **Central Iowa Community Services (CICS)** provides services such as education/training, mental health services, transportation, disability assistance, financial assistance as well as service coordination. Their clients are the elderly, low-income, youth, individuals with medical needs, and individuals with disabilities. CICS provides subsidy gas vouchers, passes/tickets, volunteer driver program, how to ride the bus education and coordinates services with providers providing transportation. They indicate that accessing apartments outside of Ames is problematic. This may be due to unaffordable or unavailable low-income housing within Ames.
AREA PROFILE

A. Location
The City of Ames is located within Story County at the intersection of I-35 and Highway 30 as shown on the below. The area highlighted in green is the City of Ames city limits and the MPO planning boundary is the blue dashed line.

Ames Area MPO Planning Boundary
The Ames Area Metropolitan Planning Organization is one of nine metropolitan planning areas in the State of Iowa; newly formed after the 2000 Census when the community rose over 50,000 in population. The Ames community is also home to Iowa State University students that equate to over half of the Ames population.

Specifically, the Ames urbanized area population from the US Census is estimated at 65,005 with approximately 36,000 (55%) of that university students. However, this enrollment drops to approximately 12,000 students for the summer enrollment. Essentially 37 percent of the total population leaves Ames during the summer which dramatically impacts the passenger transportation needs and level of service provided to the community. As a result, the Ames community enjoys a much higher level of transit service due to the university students’ demand for alternative transportation. The public transit operator, CyRide, estimates that approximately 93 percent of the public transit ridership in Ames is university student related and they in turn support 60 percent of the public transit providers’ budget. As a result, the transportation services are greatly influenced by where the university students’ live within the Ames community with most routes operating through central campus. These high frequency transit services however also benefit the overall community as they travel through Ames.

B. Demographics
The following demographic information is reported from the US Census’ most current 2013-2017 American Community Survey 5-year estimates website in regards to information on the City of Ames’ low-income, elderly and disabled populations. https://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?src=CF

Population information was also ascertained from Iowa State University regarding fall 2017 student enrollment, students with disabilities and students with low-income to obtain more detailed information on this subset. It should be noted that students were counted as part of the 2010 US Census since the count is based on where you reside for the majority of the year. University students equate to more than half of the City of Ames population reaching 35,993 students in 2017. Student population impacts public transit demand in Ames greatly as each student attending Iowa State University rides CyRide on average 170 times per year. CyRide places “extra” buses onto route corridors if needed to handle this higher demand.

Elderly Population
The elderly population in Ames is 9.3% of the residents. As shown, ISU students hardly contribute to this 9.3% as approximately 0.04% is over the age of 64 years. In fact, the Ames community is relatively a young community with the median age being 23.1.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Population*</td>
<td>65,005</td>
<td></td>
</tr>
<tr>
<td>Under 19 years of Age</td>
<td>17,071</td>
<td>26.2%</td>
</tr>
<tr>
<td>20-24 yrs.</td>
<td>19,164</td>
<td>29.5%</td>
</tr>
<tr>
<td>25-54 yrs.</td>
<td>18,185</td>
<td>28.0%</td>
</tr>
<tr>
<td>55-64 yrs.</td>
<td>4,498</td>
<td>6.9%</td>
</tr>
<tr>
<td>Over 64 yrs.</td>
<td>6,087</td>
<td>9.3%</td>
</tr>
<tr>
<td>Median Age</td>
<td>23.1</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ISU Students: Population By Age - 2017</th>
<th>Number</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total ISU Population</td>
<td>35,993</td>
<td>*54.24%</td>
</tr>
<tr>
<td>Under 19 Years of Age</td>
<td>11,612</td>
<td>32.26%</td>
</tr>
<tr>
<td>20-24 yrs.</td>
<td>19,126</td>
<td>53.14%</td>
</tr>
<tr>
<td>25-49 yrs.</td>
<td>5,079</td>
<td>14.11%</td>
</tr>
<tr>
<td>50-64 yrs.</td>
<td>163</td>
<td>0.45%</td>
</tr>
<tr>
<td>Over 64 yrs.</td>
<td>13</td>
<td>0.04%</td>
</tr>
</tbody>
</table>

Disabled Population
Approximately 6.01% of the Ames community is estimated to be disabled with 2.2% of those individuals under the age of 35. The largest population segment of disabled individuals is between the ages of 35-64 years old.

<table>
<thead>
<tr>
<th>Ames, Iowa: Disabled Population</th>
<th>Number</th>
<th>Male</th>
<th>Female</th>
<th>Total</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Population*</td>
<td>65,005</td>
<td>1,815</td>
<td>2,069</td>
<td>3,884</td>
<td>5.85%</td>
</tr>
<tr>
<td>Under 5 Years</td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>5-17 Years</td>
<td></td>
<td>95</td>
<td>80</td>
<td>175</td>
<td>4.48%</td>
</tr>
<tr>
<td>18-34 Years</td>
<td></td>
<td>594</td>
<td>655</td>
<td>1,249</td>
<td>32.16%</td>
</tr>
<tr>
<td>35-64 Years</td>
<td></td>
<td>348</td>
<td>617</td>
<td>965</td>
<td>24.85%</td>
</tr>
<tr>
<td>65-74 Years</td>
<td></td>
<td>284</td>
<td>244</td>
<td>528</td>
<td>13.59%</td>
</tr>
<tr>
<td>75 Years and Over</td>
<td></td>
<td>494</td>
<td>473</td>
<td>967</td>
<td>24.90%</td>
</tr>
</tbody>
</table>

Sources:
Disabled Population breakdown by age - [https://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_12_5YR_B18101&prodType=table](https://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_12_5YR_B18101&prodType=table)

Poverty Status
Approximately 16,249 individuals are below the poverty level in Ames. The majority of those are between the ages of 18-64 years old as shown in the following 2013-2017 American Community Survey 5-Year Estimates table. The Office of Student Financial Aid at Iowa State University determined that $396,092,553 in financial aid dollars was awarded to ISU students for 2017 through scholarships, grants loans or employment. Approximately 35,993 students attended Iowa State University in the fall 2017.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>All individuals for whom poverty status is determined</td>
<td>55,467</td>
<td>16,279</td>
<td>29.3%</td>
</tr>
<tr>
<td>Under 18 years</td>
<td>7,580</td>
<td>645</td>
<td>8.5%</td>
</tr>
<tr>
<td>18-64 Years</td>
<td>41,995</td>
<td>15,446</td>
<td>36.8%</td>
</tr>
<tr>
<td>65 years +</td>
<td>5,892</td>
<td>188</td>
<td>3.2%</td>
</tr>
</tbody>
</table>

Source: [https://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?src=CF](https://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?src=CF)

C. Limited English Proficient (LEP) Population
An analysis of the City of Ames’ limited English proficient (LEP) population is provided below which was based on CyRide’s Title VI Program which was approved by the Federal Transit Administration on January 4, 2017. This program expires on November 30, 2019.

LEP persons, as defined by [FTA C 4702.1B](https://www.fta.dot.gov/4702_1b.html), are individuals that speak English “less than very well.” After conducting the federally required four factor analysis, CyRide identified one specific language type over the 1,000 person Safe Harbor Threshold as defined by the Department of Justice, which was adopted by the Federal Transit Administration. The largest and only LEP population for languages spoken within the City of Ames is...
Ames is Chinese, which is at 1,458 persons (2.5%) speaking English “less than very well”. There is a margin of error of +/-352 which still indicates this LEP group is over the threshold. To see the full four factor analysis, please refer to the attached appendix and view CyRide’s “Limited English Proficiency (LEP) Access Plan Improving Access to Services for Persons with Limited English Proficiency” document.

City of Ames Limited English Proficiency (LEP) Individuals

<table>
<thead>
<tr>
<th>Language</th>
<th>Speak English less than very well</th>
<th>Percentage speaking English less than very well</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Population &gt; 5 Years of Age</td>
<td>58,791 +/-204 1,072 +/-254</td>
<td></td>
</tr>
<tr>
<td>Speak only English</td>
<td>51,457 +/-261 98 +/-51</td>
<td></td>
</tr>
<tr>
<td>Spanish or Spanish Creole:</td>
<td>2,267 +/-289 0 +/-22 195 +/-133 0.3%</td>
<td></td>
</tr>
<tr>
<td>French (incl. Patois, Cajun):</td>
<td>132 +/-61 36 +/-41 34 +/-33 0.1%</td>
<td></td>
</tr>
<tr>
<td>French Creole:</td>
<td>0 +/-22 177 +/-163 0 +/-22 0.0%</td>
<td></td>
</tr>
<tr>
<td>Italian:</td>
<td>36 +/-41 169 +/-78 0 +/-22 0.0%</td>
<td></td>
</tr>
<tr>
<td>Portuguese or Portuguese Creole:</td>
<td>184 +/-164 3 +/-5 7 +/-12 0.0%</td>
<td></td>
</tr>
<tr>
<td>German:</td>
<td>198 +/-86 10 +/-16 29 +/-34 0.0%</td>
<td></td>
</tr>
<tr>
<td>Yiddish:</td>
<td>3 +/-5 28 +/-45 0 +/-22 0.0%</td>
<td></td>
</tr>
<tr>
<td>Other West Germanic languages:</td>
<td>10 +/-16 14 +/-16 0 +/-22 0.0%</td>
<td></td>
</tr>
<tr>
<td>Scandinavian languages:</td>
<td>28 +/-45 164 +/-155 0 +/-22 0.0%</td>
<td></td>
</tr>
<tr>
<td>Greek:</td>
<td>14 +/-16 0 +/-22 0 +/-22 0.0%</td>
<td></td>
</tr>
<tr>
<td>Russian:</td>
<td>191 +/-158 77 +/-80 27 +/-33 0.0%</td>
<td></td>
</tr>
<tr>
<td>Polish:</td>
<td>0 +/-22 171 +/-235 0 +/-22 0.0%</td>
<td></td>
</tr>
<tr>
<td>Serbo-Croatian:</td>
<td>84 +/-83 0 +/-22 7 +/-11 0.0%</td>
<td></td>
</tr>
<tr>
<td>Other Slavic languages:</td>
<td>171 +/-235 20 +/-24 0 +/-22 0.0%</td>
<td></td>
</tr>
<tr>
<td>Armenian:</td>
<td>0 +/-22 0 +/-22 0 +/-22 0.0%</td>
<td></td>
</tr>
<tr>
<td>Persian:</td>
<td>41 +/-35 190 +/-162 21 +/-25 0.0%</td>
<td></td>
</tr>
<tr>
<td>Gujurati:</td>
<td>50 +/-74 0 +/-22 50 +/-74 0.1%</td>
<td></td>
</tr>
<tr>
<td>Hindi:</td>
<td>198 +/-158 297 +/-187 8 +/-13 0.0%</td>
<td></td>
</tr>
<tr>
<td>Urdu:</td>
<td>0 +/-22 12 +/-19 0 +/-22 0.0%</td>
<td></td>
</tr>
<tr>
<td>Other Indic languages:</td>
<td>321 +/-192 986 +/-329 24 +/-28 0.0%</td>
<td></td>
</tr>
<tr>
<td>Other Indo-European languages:</td>
<td>32 +/-38 31 +/-54 20 +/-31 0.0%</td>
<td></td>
</tr>
<tr>
<td>Chinese:</td>
<td>2,444 +/-463 47 +/-56 1,458 +/-352 2.5%</td>
<td></td>
</tr>
<tr>
<td>Japanese:</td>
<td>40 +/-56 0 +/-22 9 +/-15 0.0%</td>
<td></td>
</tr>
<tr>
<td>Korean:</td>
<td>315 +/-204 0 +/-22 268 +/-190 0.5%</td>
<td></td>
</tr>
<tr>
<td>Mon-Khmer, Cambodian:</td>
<td>0 +/-22 17 +/-18 0 +/-22 0.0%</td>
<td></td>
</tr>
<tr>
<td>Hmong:</td>
<td>0 +/-22 9 +/-15 0 +/-22 0.0%</td>
<td></td>
</tr>
<tr>
<td>Thai:</td>
<td>17 +/-18 32 +/-35 0 +/-22 0.0%</td>
<td></td>
</tr>
<tr>
<td>Laotian:</td>
<td>40 +/-47 398 +/-200 31 +/-34 0.1%</td>
<td></td>
</tr>
<tr>
<td>Vietnamese:</td>
<td>86 +/-63 102 +/-71 54 +/-51 0.1%</td>
<td></td>
</tr>
<tr>
<td>Other Asian languages:</td>
<td>475 +/-226 67 +/-57 77 +/-64 0.1%</td>
<td></td>
</tr>
<tr>
<td>Tagalog:</td>
<td>102 +/-71 0 +/-22 0 +/-22 0.0%</td>
<td></td>
</tr>
<tr>
<td>Other Pacific Island languages:</td>
<td>301 +/-189 0 +/-22 234 +/-179 0.4%</td>
<td></td>
</tr>
<tr>
<td>Navajo:</td>
<td>0 +/-22 24 +/-37 0 +/-22 0.0%</td>
<td></td>
</tr>
<tr>
<td>Other Native North American languages:</td>
<td>18 +/-27 237 +/-160 18 +/-27 0.0%</td>
<td></td>
</tr>
<tr>
<td>Hungarian:</td>
<td>24 +/-37 0 +/-22 0 +/-22 0.0%</td>
<td></td>
</tr>
<tr>
<td>Arabic:</td>
<td>389 +/-252 123 +/-77 152 +/-212 0.3%</td>
<td></td>
</tr>
<tr>
<td>Hebrew:</td>
<td>0 +/-22 0 +/-22 0 +/-22 0.0%</td>
<td></td>
</tr>
<tr>
<td>African languages:</td>
<td>123 +/-77 1,072 +/-254 0 +/-22 0.0%</td>
<td></td>
</tr>
<tr>
<td>Other and unspecified languages:</td>
<td>0 +/-22 98 +/-51 0 +/-22 0.0%</td>
<td></td>
</tr>
</tbody>
</table>

Source: 2010-2014 American Community Survey 5-year Estimates for the City of Ames:  
http://factfinder2.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_11_5YR_B16001&prodType=table
Again, the next LEP plan will be revised within CyRide’s next Title VI program submittal to FTA in October 2019.

Below are programs and activities that CyRide currently utilizes to provide meaningful access to its passenger transportation programs within the Ames community as referenced under the current Title VI program approved by FTA in January 2017.

- **Google Translate** – CyRide allows translation of its website into preferred languages for the Ames community. Although not fully accurate within the Mandarin language, as shared by YSS’s Chinese Global Outreach Director, the translation provides some ability for LEP individuals in a multitude of languages to translate posted schedules, alerts and news information. Ames residents rely more upon their smart phones or tablets to determine when a bus will arrive either on CyRide’s website or IASTATE application or via real-time through NEXT BUS as opposed to printed material. In order to provide quick information to the LEP public for schedules, alerts and news, translation via Google Translate is our best resource.

- **Vital Translations** – In determining which documents were vital and which were not, we determined that those documents that provide protections under Title VI and those needing applications to access our services the most vital. Therefore, the following information is translated directly by an experienced interpreter for CyRide’s only LEP speaking population over 1,000 (Mandarin Chinese):
  - Title VI Notice to the Public
  - Title VI Policy & Procedures
  - Title VI Complaint Form
  - Dial-A-Ride Application
  - Reasonable Accommodation Form
  - Reasonable Accommodation Procedures
  - Public Meeting Notices of ‘major’ planning or fare changes (Notices will be displayed behind driver, Asian grocery stores, CyRide website, Facebook & Twitter)
  - New Buses only (interior bus signage throughout the bus; added beginning in 2018)

- **Supervisor Assistance** – Bus operators are trained to slow down their rate of speech or use written communication when working with non-English speaking passengers. Often passengers are able to identify their destination on the route map. If drivers are unable to communicate with passengers, they should call the dispatcher for assistance. If a supervisor assists, they have 24/7 access to language interpreter services if needed.

- **Customer Service**
  - Picture Graphics - a picture book is available at CyRide’s office filled with pictures or graphics of typical lost items are found on the bus. These photos are identified via photos and words in alternative languages (Chinese, Korean, Spanish, etc) to help determine what passengers may be trying to locate when coming to CyRide’s offices for Lost & Found items.
  - I Speak Cards - I Speak Cards are utilized to help decipher which language the individual speaks to assist them further.

- **Language Interpreter Services** - Over the phone language interpreter services to assist in understanding our non-English speaking customers’ needs. This language interpreter service supports over 240 languages and can be accessed during all days and times of the week, 365 days a year, whenever there language barriers and confusion by transit staff in understanding our customers' needs. Similarly, CyRide’s customers can also request the Language Line Interpreter service whenever calling or visiting CyRide and language is a barrier/limitation to receiving CyRide’s services. CyRide’s supervisors also have access to this over the phone service when assisting non-English speaking customers in the field. This service would be utilized as well during public hearings. This meaningful access is communicated on CyRide’s website at [http://www.cyride.com/language-assistance](http://www.cyride.com/language-assistance)

D. Layout of Study Area
Within the 2010 PTP, the AAMPO spent many hours creating maps detailing where major employers, banks, schools, nursing homes/assisted living facilities, medical services, pharmacies, childcare, and grocery stores were located in relation to public transit. Therefore in the FY2020 PTP as in the FY2015 PTP, the AAMPO chose not to detail out these maps as many of the areas are served but may be served less at night, during university breaks, or on weekends. Those issues can be relayed verbally within the coordination section.

It was recently estimated that approximately 74-82% of the Ames residents live within a quarter mile of a transit route from their home. A quarter mile is traditionally what a person would walk (i.e. two to three blocks) when getting off a bus along a transit route. While this percentage fluctuates at night and on the weekend, those are the times when transit isn’t as high in demand. The only exception of the table below is on Sunday service when the #5 Yellow does not operate and #6 Brown route ends its service at Towers. Therefore the south end of Ames is substantially underserved on Sundays. The table below summarizes the four transit coverage maps on pages 25-28. Please note that the source of population numbers below are obtained from the Environmental Systems Research Inc.

<table>
<thead>
<tr>
<th></th>
<th>Population within ¼ mile of transit route</th>
<th>Ames Transit Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekday Day</td>
<td>54,445</td>
<td>82%</td>
</tr>
<tr>
<td>Weekday Night</td>
<td>48,882</td>
<td>74%</td>
</tr>
<tr>
<td>Weekend</td>
<td>49,427</td>
<td>74%*</td>
</tr>
<tr>
<td>ISU Breaks</td>
<td>51,684</td>
<td>77%</td>
</tr>
</tbody>
</table>

* Note: Sundays - #5 Yellow Route does not operate and #6 Brown only operates to Towers.

In addition, CyRide serves a great majority of the Ames employment district. See the Transit Coverage by Zoning Designation maps on pages 26-29 for these visual estimates.

The areas that CyRide does not cover as well include more affluent residential areas of the community, agricultural areas and government/airport zones. CyRide also tends to service areas of the community closer to campus than those areas on the fringes of the community. This is by design and CyRide’s transit board has chosen to serve high residential development on current transit corridors over new developments.

The major employers in town are Iowa State University, Iowa Department of Transportation, Mary Greeley, USDA, and Danfoss, Inc., etc. The significant impact is that over 54% of the population is going to school for a higher education. One of the main issues is that while CyRide does serve many areas within Ames, the service may not be frequent enough to adequately serve an area to encourage them to take public transit or may not be a direct route to their overall destination.
Ames Transit Coverage - Weekday Day

<table>
<thead>
<tr>
<th>Total Population</th>
<th>Population w in 1/4 Mile</th>
<th>% of Population w in 1/4 Mile</th>
</tr>
</thead>
<tbody>
<tr>
<td>66,357</td>
<td>54,445</td>
<td>82%</td>
</tr>
</tbody>
</table>

Data Sources: Population estimates from the United States Census Bureau and (ESRI) Environmental Systems Research Inc.

Date: 1/22/2019

NOT TO SCALE
Ames Transit Coverage - Weekday Nights (After 7 pm)

<table>
<thead>
<tr>
<th>Total Population</th>
<th>Population w in 1/4 Mile</th>
<th>% of Population w in 1/4 Mile</th>
</tr>
</thead>
<tbody>
<tr>
<td>66,357</td>
<td>48,822</td>
<td>74%</td>
</tr>
</tbody>
</table>

Data Sources: Population estimates from the United States Census Bureau and (ESRI) Environmental Systems Research Inc.

Document Path: C:\Users\Departmental\Ames_CyRide\GIS_PROJECT\GIS\1000\CyRideProximity\CyRideRoute_Demographics-win\Quarter\Mid\CyRideRoute_PopulationStatistics\QuarterFile.mxd

Ames Area MPO PTP

Page 24
Ames Transit Coverage - Weekends

<table>
<thead>
<tr>
<th>Total Population</th>
<th>Population w in 1/4 Mile</th>
<th>% of Population w in 1/4 Mile</th>
</tr>
</thead>
<tbody>
<tr>
<td>66,357</td>
<td>49,427</td>
<td>74%</td>
</tr>
</tbody>
</table>
Transit Coverage by Zoning Designation - Weekends

<table>
<thead>
<tr>
<th>Total Population</th>
<th>Population w in 1/4 Mile</th>
<th>% of Population w in 1/4 Mile</th>
</tr>
</thead>
<tbody>
<tr>
<td>66,357</td>
<td>49,427</td>
<td>74%</td>
</tr>
</tbody>
</table>

Data Sources: Population estimates from the United States Census Bureau and (ESRI) Environmental Systems Research Inc.
Ames Transit Coverage - ISU Break Weekdays

<table>
<thead>
<tr>
<th>Total Population</th>
<th>Population w in 1/4 Mile</th>
<th>% of Population w in 1/4 Mile</th>
</tr>
</thead>
<tbody>
<tr>
<td>66,357</td>
<td>51,684</td>
<td>78%</td>
</tr>
</tbody>
</table>

Data Sources: Population estimates from the United States Census Bureau and (ESRI) Environmental Systems Research Inc.

NOT TO SCALE
Transit Coverage by Zoning Designation - ISU Break Weekday

<table>
<thead>
<tr>
<th>Total Population</th>
<th>Population w/ in 1/4 Mile</th>
<th>% of Population w/ in 1/4 Mile</th>
</tr>
</thead>
<tbody>
<tr>
<td>66,357</td>
<td>51,684</td>
<td>78%</td>
</tr>
</tbody>
</table>

Data Sources: Population estimates from the United States Census Bureau and (ESRI) Environmental Systems Research Inc.

NOT TO SCALE

Document Path: AmesDefaultAnnotations\Ames_CyRide\05_PROJECT\g:\CT\04-0000\CyRide\Proximity\CyRideRoute_Demographics_v02\Quarter\6\CyRideRoute_PopulationStatistics_Quarter6.zip
III – COORDINATION ISSUES

GENERAL ASSESSMENT

CyRide coordinates with the Heart of Iowa Regional Transit Agency (HIRTA) in providing transportation throughout the Ames community. CyRide has an excellent working relationship with this provider who also provides public transit for the entire Story County. These efforts are described below:

- **Heart of Iowa Regional Transit Agency (HIRTA)** provides public transportation directly for Story County as well as coordinates with CyRide to provide their ADA complimentary service for the City of Ames. In this manner, one transportation provider offers all demand response service within one county with multiple contracts thereby maximizing efficiencies. HIRTA is responsible for all transportation for counties surrounding Polk County and provides direct service to all its counties with the exception of Madison and Dallas County. HIRTA contracts transit services within these two counties under the following agencies: Madison County Elderly Services, Inc & HomeCare Services of Dallas County.

- **CyRide** coordinates transportation service for the entire Ames community including Iowa State University under a 28E Agreement between the City of Ames, Iowa State University, and Iowa State University’s student government. As a result, many discussions transpire monthly and more often between these organizations in an effort to provide quality transit to the community. Over the past four years, CyRide has increased their articulated bus fleet to six vehicles, implemented newly designed ADA bus shelters throughout the community, replaced its roof for its original facility, and completely redesigned its transit system dubbed CyRide 2.0. CyRide has also initiated several new routes/services including the #9 Plum, #11 Cherry, #12 Lilac, #14 Peach, and East Ames Service Extension (EASE) while also increasing frequency on other routes (#2 Green, #6 Brown, #3 Blue Sunday, #9 Plum). The other major factor has been the increase in the number of buses operated within the fleet for its peak hour requirement (75 buses) to accommodate ridership demand (i.e. 6.8 million passengers). As a result of this increase in the fleet, CyRide has parked 17-19 buses outside the facility since the last garage expansion was completed in 2014. According to the lease with Iowa State on its property, CyRide must park all its vehicles inside but this is not physically possible to operate the service required to meet passenger demand.

In addition, CyRide also now coordinates with Executive Express, Jefferson Lines and Burlington Trailways in their annual lease agreements to utilize the Ames Intermodal Facility. While CyRide does not operate through the Intermodal facility itself, CyRide/City of Ames does ‘own’ the facility and the impact to have these three services centralized within the community is essential. The one location for regional transportation provides a one stop shop within the community to connect with regional transportation outside of Ames.

**Transportation Collaboration:** In August 2007, the United Way of Story County began a Transportation Collaboration to discuss transportation needs/issues of human service agencies in Ames and this committee is still meeting in 2019. This committee meets at least quarterly throughout the year with some years meeting more often depending on priorities. Discussions for improving transportation over the last year within the community and education have impacted the following areas:

- Demand Response Service Action Plan Progress Reports
- HIRTA Strategic Plan
- HIRTA online schedule & pay application promotion
- Medicaid issues in Story County
- Story County Transportation Brochure revisions
- Bus passes/gas voucher emergency program
- RSVP driver volunteer program
- CyRide 2.0 Implementation
CyRide’s General Assessment –

Service Demand: In general, fixed route public transit within the Ames community is being requested at a high level. Residents are demanding additional service routes, additional frequency on existing routes, and later evening service along corridors. The impact of CyRide’s services are described in the table below in the amount of unlinked (one-way rides) ridership on CyRide. CyRide achieved its highest ridership ever in FY2016 with 6,785,479 rides after eight years of consistent increases. In fact, CyRide increased ridership by 46 percent through FY2016. In the past four years, CyRide has stabilized its ridership, dropping by 2.1% since FY2015. At the same time, student enrollment at Iowa State has also dropped by 2.8 percent (1,009 students) over the same time period. Due to less students enrolled at Iowa State in the fall of 2018, CyRide anticipates ridership to be remain fairly stable at 6.6 million passengers for FY2019. While Iowa State is not limiting the number of students enrolling, there are 1,009 less students attending over this four-year span including 10 percent less international students (444) enrolled. With each additional student attending the university, CyRide can anticipate 170 rides per student for the year.

<table>
<thead>
<tr>
<th>CyRide Fixed Route (ALL Services; including Dial-A-Ride)</th>
<th>FY2015</th>
<th>FY2016</th>
<th>FY2017</th>
<th>FY2018</th>
</tr>
</thead>
<tbody>
<tr>
<td># Riders (unlinked)</td>
<td>6,711,665</td>
<td>6,785,479</td>
<td>6,658,027</td>
<td>6,572,065</td>
</tr>
<tr>
<td># Elderly Rides</td>
<td>81,477</td>
<td>82,376</td>
<td>80,834</td>
<td>79,766</td>
</tr>
<tr>
<td># Disabled Rides</td>
<td>59,435</td>
<td>60,179</td>
<td>56,948</td>
<td>56,012</td>
</tr>
<tr>
<td># Revenue Hours</td>
<td>120,953</td>
<td>125,133</td>
<td>125,239</td>
<td>126,040</td>
</tr>
<tr>
<td># Revenue Miles</td>
<td>1,239,463</td>
<td>1,295,696</td>
<td>1,295,299</td>
<td>1,327,382</td>
</tr>
<tr>
<td># Days Provided</td>
<td>359</td>
<td>359</td>
<td>359</td>
<td>359</td>
</tr>
<tr>
<td>Operating Costs</td>
<td>$9,413,299</td>
<td>$9,800,528</td>
<td>$10,444,195</td>
<td>$10,826,415</td>
</tr>
<tr>
<td>FTA (5307 &amp; STA)</td>
<td>$1,970,542</td>
<td>$1,951,176</td>
<td>$1,974,304</td>
<td>$2,085,368</td>
</tr>
<tr>
<td>State</td>
<td>$696,250</td>
<td>$751,915</td>
<td>$771,643</td>
<td>$781,008</td>
</tr>
</tbody>
</table>

The highest demand is primarily along high residential housing or apartments within the Ames community into campus. Over the past few years, new high residential housing has been concentrated along S. 16th, Frederickson Court, Mortensen Road and State St. Additionally, development of student housing has occurred within campusustown or along Lincoln Way within walking distance of campus.

Staff: CyRide has maintained same management since 2006. CyRide did hire a Transit Planner in 2006 to help with the additional planning requirements due to the City of Ames becoming a metropolitan planning organization after exceeding 50,000 in population. In addition, positions within CyRide’s maintenance division have not changed since 2006 when CyRide operated 49 buses. CyRide now has an overall fleet of 98 vehicles (buses, administrative vehicles, trucks). With the additional work, a larger and more varied fleet (hybrid and articulated buses) as well as the technology that is now required to maintain these vehicles, the job of maintaining CyRide’s fleet has become more challenging. The transit industry uses a “rules of thumb” methodology to determine appropriate maintenance staffing levels within a transit agency. These are illustrated below along with CyRide’s metric for each.

<table>
<thead>
<tr>
<th>Rule of Thumb</th>
<th>Industry Standard</th>
<th>CyRide Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miles of Service</td>
<td>1 mechanic/120,000 miles</td>
<td>1 mechanic/253,504 miles</td>
</tr>
<tr>
<td>Buses Per Mechanic</td>
<td>1 mechanic/7.62 buses</td>
<td>1 mechanic/15.9 buses</td>
</tr>
<tr>
<td>Buses Per Lane Worker</td>
<td>1 lane worker/17.92 buses</td>
<td>1 lane worker/41.5 buses</td>
</tr>
</tbody>
</table>

CyRide has been trying to hire an additional diesel mechanic for the past year but has been unsuccessful in two recruitments. This may be difficult to attain qualified applicants in the future.

Over the past four years, CyRide has increased its operational staff with three additional staff - one Trainer,
one Operations Manager and one Informational Technology Coordinator. The trainer position is to help train additional drivers to obtain their commercial driver's license and safely operate a transit bus safely within our service area. The additional Operations Manager is to help manage drivers after they are hired. Both of these areas have not increase while CyRide increased its ridership by 46% and required bus pull out from 45 buses to 75 buses. Finally, CyRide hired a half-time Information Technology Coordinator to help coordinate all the technology projects ongoing and new including the automated vehicle annunciators technology.

Fleet: CyRide’s revenue fleet has an average age of 10.4 years compared to a national average of 7.8. Prior to MAP-21, CyRide had been extremely successful in attaining national discretionary grants to support the purchase of replacement/expansion buses. With the passing of the MAP-21 transportation bill, CyRide become ineligible to apply for discretionary grants due to the limited population in Ames despite outperforming many large transit systems. The FAST Act transportation bill reversed this decision and CyRide is once again eligible to apply for this discretionary funding. CyRide is expecting another delivery of one bus in FY2020 and four buses in FY2021 funded through the state’s PTMS process.

CyRide currently has adequate spare buses that are utilized whenever a bus breaks down in its system. Having a aging fleet means that buses break down more often than newer fleets. In the past, CyRide has had only 3 spare buses but has worked over the past four years to purchase used buses to increase the fleet to a reasonable level to serve residents. Vehicles range between 1 year and 25 years of age. The useful life of a transit bus is typically 12 years.

CyRide leases two vehicles to its ADA subcontractor to operate its Dial-A-Ride service – one bus and one van. The new van was purchased and leased to HIRTA in 2014 in reaction to an action plan to help keep demand response routes within Ames on-time in the community. The bus, replaced in 2017, is currently two years old and will reach its useful life at 4 years. Systematic replacement of these vehicles within this fleet is needed every 4-8 years. CyRide currently has both these vehicles on a replacement schedule for every 5 years within its capital plan. In addition, another vehicle (bus/van) may be warranted if capacity issues arise on the Dial-A-Ride service, however ridership has decreased over the past four years. CyRide monitors Dial-A-Ride ridership to ensure enough vehicles are available to transport DAR passengers.

Facility: The original facility was built in 1983 on its current site built for only 25 buses. Since that time, there have been numerous expansions via piecemeal as federal funding is available. In 2015, CyRide completed its fifth expansion to its facility allowing inside storage for an additional 11 buses. At this time, CyRide can store up to 80 buses inside its maintenance facility with 17-19 buses still parking outside. The vehicles parked outside are difficult to manage operationally during the cold weather months as they have difficulty starting in the morning. Also, the ability to maintain buses after 5:00 p.m. becomes burdensome as the maintenance facility is literally surrounded by parked buses that have completed their transit service for the day. Circulation of the buses in and out of maintenance becomes impossible with maintenance in the center of the facility. Generally maintenance functions near the perimeter of a building to provide maintenance at all times of the day or evening. Furthermore, CyRide's lease with the university indicates that parking of vehicles overnight must be inside the maintenance garage. Over the past year, CyRide has had discussions with the transit board and they've come to the understanding that additional bus storage expansion on the current site is not an opportunity without also giving up parking for employees. Therefore, CyRide is currently having discussions with the transit board once again to find a second site location for future expansion. CyRide is planning for space for a fleet of 125 buses.

HIRTA General Assessment –

HIRTA’s service assessment would be conducted within CIRPTA’s PTP for the region since HIRTA’s service coverage is all of the counties surrounding Polk County.
STATUS OF PREVIOUSLY RECOMMENDED PRIORITIES AND STRATEGIES

The Human Service Council (HSC) members have had several opportunities to review the status of previously recommended projects, listed below, over several meetings over the years but most recently at their meeting. An overview of the PTP requirement was shared for those new to HSC. A summary spreadsheet of previously recommended projects from the 2015 PTP, as amended, was shared with the group and the status of whether they were on-going, pending or not started which can be viewed on the following pages. At that time, yellow highlighted projects were approved, on-going or would be implemented. Bold projects were partially funded for a portion of the full project. Pending projects were highlighted in grey. Projects in white were not approved for grant funding and therefore not implemented, not requested or delayed. Justification to the community for each project follows the table thereafter. Comments were requested from the group and received. The update was also shared via e-mail out to human/health service agencies representatives not able to attend the meeting.

To summarize, Ames was successful within the past year receiving grant funding to implement several transportation services and purchase buses. Major highlights include:

- **System Redesign Study** completed July 2016-April 2017: Transportation Collaboration member part of focus group discussions
- **CyRide 2.0 System Redesign Implemented in phases**: May 2018 & August 2018: Discussion with the Transportation Collaboration and Story County Human Services Council on changed routes, alignments, frequency; lower fares; and new policies in light of growing by 46% over the past decade
- **Installed/purchased shelters** for following locations:
  1. S. 4th & Hazel #6491 - #3 Blue (completed)
  2. S. 5th & Walnut #6540 - #3 Blue (completed)
  3. Lincoln Way & Beedele #3540 - #1 Red, #11 Cherry, #7 Purple (completed)
  4. University Blvd & Research Park #8960 - #6 Brown (completed)
  5. Sweeney Hall #2540 (purchased to install upon completion of ISU phase #3 Union Drive improvement project) – ISU Campus
  6. Howe Hall #2541 (purchased to install upon completion of ISU phase #3 Union Drive improvement project) – ISU Campus
  7. Upper Friley #2050 (purchased to install upon completion of ISU phase #3 Union Drive improvement project) – ISU Campus
  8. Storm & Welch (purchased to install) - #6 Brown
- **Four CyRide 60-foot articulated buses** were delivered in 2016 (5339 Grant)
- **Six CyRide large buses were delivered in 2015** (final State of Good Repair discretionary grant funded via SAFETEA- LU transportation bill. All future State of Good Repair grants under MAP-21 transportation bill were designated for rail improvements.)
- **CyRide Subcontracted ADA Dial-A-Ride Services Continued.** CyRide and HIRTA now meeting semi-annually.
- **Replaced leased Dial-A-Ride Bus in 2017** as previous bus past its useful life.
- **Purchased new Dial-A-Ride MV1 van in 2014** to help meet on-demand schedule within Ames; project out of demand response action plan
- **CyRide Facility Expansion Significantly Completed in 2015**; however still parking buses outside still due to increasing fleet size with used buses
- **Information Technology Coordinator was hired** in July 2018 to begin work on CyRide’s automatic vehicle annunciator project over the next few years. The annunciators are being tested with currently automatic vehicle locator system (Nextbus) and ensure this system works properly prior to deploying this technology throughout the system.
• **HIRTA Customer Service Portal** – HIRTA implemented a customer service portal called Amble in 2018 where customers can now book their own trips online, change their account status (address, phone number, etc.), check on their trip status, and pay for trips. Riders can manage their account from a smartphone or computer. HIRTA implemented this for their passengers throughout their entire service area including Ames and CyRide’s Dial-A-Ride (DAR) customers for a total cost of approximately $180,000. This technology was requested by Iowa State University’s Alliance for Disabilities Awareness group who met with CyRide on several occasions in 2017 to improve their rider experience. Both CyRide and the United Way of Story County contributed funding toward the purchase of this project. HIRTA released this new technology within Ames first as a trial to customers before deploying throughout all of its counties due to funders being in Story County. HIRTA is the first rural property to have this type of technology throughout the nation.

**RECENT DEVELOPMENTS**

1) **CyRide 2.0 Implementation** – In 2018, CyRide began implementing its new transit system, fare reduction and new service policies dubbed **CyRide 2.0 - The Next Generation of Navigating Ames**. [https://www.cyride.com/cyride2.0](https://www.cyride.com/cyride2.0). CyRide’s transit board voted to implement CyRide 2.0 after a year-long system redesign study (2016-2017) and intensive public input in April 2017. ([https://www.cyride.com/about-us/planning-documents/current-planning-projects/system-redesign-study](https://www.cyride.com/about-us/planning-documents/current-planning-projects/system-redesign-study)) This study was CyRide’s first full analysis of its route structure and schedules since it began service over 40 years ago. CyRide operated virtually the same route structure at 4 million passengers as it did with nearly 7 million. They $187,000 study, financed by the Ames Area MPO and CyRide, was to help determine if the transit system was providing optimal transit service to the Ames community. Over that next year, CyRide modified all of its routes but two (#21 Cardinal & #8 Aqua).

In addition to route and schedule changes, CyRide 2.0 also lowered fares back down to $1 per ride (2012 levels), initiated new service policies and renumbered all of the bus stops within the transit system. CyRide 2.0 was implemented within two phases with a few service routes modified in May 2018 along with lower fares and new service policies. The remaining service changes were implemented in August 2018. Visit [https://www.cyride.com/home/showdocument?id=9461](https://www.cyride.com/home/showdocument?id=9461), for a quick summary of changes by service change date. For more information, visit [https://www.cyride.com/cyride2.0](https://www.cyride.com/cyride2.0).

2) **Fixing America’s Surface Transportation (FAST) Act** – ([https://www.fhwa.dot.gov/fastact/legislation.cfm](https://www.fhwa.dot.gov/fastact/legislation.cfm)) Every few years, a new transportation bill is signed into law to provide long-term transportation funding throughout the United States, including funding for public transit systems. The FAST Act was signed into law by President Obama on December 4, 2015. The FAST Act authorized $305 billion over fiscal years 2016 through 2020 for highway, highway and motor vehicle safety, public transportation, motor carrier...
safety, hazardous materials safety, rail, and research, technology, and statistics programs. This new law provides transit agencies with its “authorized” level of federal operating and capital funding for this period. Congress then “appropriates” funds annually each year. This bill revised two critical areas for public transit in Ames including:

- **Small Transit Intensive Cities Apportionment (STIC) Funding (Section 5307)** Increased to 2 Percent – Under the STIC formula, FTA currently apportions 1.5 percent of the funds made available for Section 5307 to UZAs that are under 200,000 in population and have public transportation service that operates at a level equal to or above the industry average for UZAs with a population of at least 200,000, but not more than 999,999. STIC funds are apportioned based on six performance categories: Passenger miles traveled per vehicle revenue mile, passenger miles traveled per vehicle revenue hour, vehicle revenue miles per capita, vehicle revenue hours per capita, passenger miles traveled per capita, and passengers per capita. In FY 2019, the STIC set aside will increase from 1.5 percent to 2 percent. Therefore, CyRide will receive an additional $200,000-$250,000 more in Section 5307 funding for its annual apportionment to supplement its transit operation. Based on this knowledge, CyRide’s transit board voted to increase service on certain routes for service beginning in May 2019.

- **Bus & Bus Facilities Discretionary Funding (Section 5339)** Eligible to Direct Recipients – Under the SAFETEA-LU transportation bill (transportation bill prior to MAP-21), CyRide competed for nationally competitive grants for Section 5339 funding and obtained on average $2 million annually for buses and facility projects. The MAP-21 transportation bill only allowed designated recipients (State DOT’s and transit agencies serving populations with 200,000+ in population) to apply for these opportunities. The newest FAST Act transportation bill changed this designation and CyRide, a direct recipient, may once again apply whenever a Section 5339 Notice of Funding Availability (NOFA) is released.

3) **Asset Management (TAM) Plan** – Every transit agency must develop a transit asset management (TAM) plan if it owns, operates, or manages capital assets used to provide public transportation and receives federal financial assistance under 49 U.S.C. Chapter 53. Each transit provider must designate an Accountable Executive to ensure appropriate resources for implementing the agency’s TAM plan and the Transit Agency Safety Plan. Specifically, the TAM plan provides the following:
   - Inventory of assets
   - Condition assessment of inventoried assets with capital responsibility
   - Descriptions of analytic process to assist in capital asset investment prioritization
   - Prioritized list of investments

CyRide developed its first Transit Asset Management (TAM) Plan (Tier II) and shared this plan with the Ames Area MPO as required by October 1, 2018.

4) **Facility Location Study** – CyRide has expanded its original facility built for 25 buses five times since 2002. The last expansion was completed in 2014 which planned to house all the vehicles in CyRide’s fleet but fell short of that goal. The transit agency currently owns and operates a revenue fleet of 98 vehicles housed on this same 4.5 acre lot. With this last expansion completed in 2014, CyRide expanded its fleet again to accommodate ridership growth and still has 17-19 buses stored outside. Only 80 buses are stored inside the garage without any room for vehicle circulation. Future expansion of the garage at CyRide’s current location to meet CyRide’s long-term needs of a fleet with 125 vehicles is not feasible. Therefore, CyRide is currently conducting a facility study to determine where and how CyRide can expand to meet its current fleet/operations of 98 vehicles, as well as a site/plan on how to accommodate a future fleet/operations of 125 buses anticipated over the next 20-year period.
5) **Battery Electric Bus Study** – CyRide is currently doing a study to provide the feasibility of obtaining zero emission buses within its fleet. This study will also provide a deployment plan and determine any actions and costs that would need to be taken to maximize BEB usage in CyRide’s daily service and facility. This study includes any changes CyRide would need to make to its maintenance facility to accommodate BEB. This study will conclude in February 2019 and provide CyRide with information to make critical decisions to possibly move forward with BEB in the future.

6) **Automatic Vehicle Annunciators** – CyRide has recently began to implement automatic vehicle annunciators technology to its buses that will communicate next stops verbally and visually to the public as the bus approaches a bus stop. (i.e. ‘Your next stop is ‘Lincoln Way & Beach’) This was a request that came directly from meetings with Iowa State University’s Alliance for Disability Awareness group that requested that drivers immediately begin calling out “all bus stops” within the community. They indicated that this announcement of stop would provide them with a frame of reference to where they were within the Ames community at any given time. Funding for this technology has been identified and CyRide is currently testing out its current system, Nextbus, to determine whether AVA can simply be added under its current infrastructure. If unable to function, CyRide may be searching for not only annunciator technology but also for automated vehicle location technology to ensure the systems work well together in obtaining predicted arrival information. CyRide’s will undergo a process to announce stops according to ADA guidelines when implementing this digital technology over the next year.

7) **CyRide Bus Shelters** – CyRide has now implemented 8-10 shelters with its new ADA design throughout the Ames community since its first shelter implementation in 2012. The new design incorporates solar lighting for those locations that cannot connect directly to electric. Many shelters on ISU campus have been connected directly to electric at the cost of the university (i.e. Student Services bus stop shown below). This bus stop will be updated considerably by Iowa State University as they reconstruct Union Drive beginning in March 2019. Once completed, additional space for transit riders to stand will be provided.

In January 2019, the Iowa DOT provided a full list of non-ADA bus stops along DOT corridors that they would like upgraded within our bus stop plan. Unfortunately, this list was communicated after the FY2020 capital plan was approved by the transit board and annunciators are the priority through FY2021. CyRide will look at this listing over the next year and see how they can incorporate some of these stops along with priority stops already identified to be updated throughout Ames within future capital plans beginning with FY2022. CyRide has designated $50,000 in bus shelter improvements within the FY2020 Capital Plan from FY2022 through FY2024.

8) **Story County Transportation Brochure** – Since 2015, the United Way’s Transportation Collaboration (TC) has modified the Story County transportation brochure that provides information on all the available open to the public transportation providers within Story County approximately eight times. The brochure, with the most current and relevant information, can be downloaded at [www.cyride.com/sct](http://www.cyride.com/sct). This continues to be a
useful brochure to market transportation to the Ames community.

9) **Articulated Bus Fleet Increased** – CyRide’s articulated fleet is now a total of six buses to serve passengers specifically on its #23 Orange route, which is the busiest route in the State of Iowa carrying nearly 1.8 million passengers. This route frequently could pull up to a given stop on the route and fill the bus. In 2016, CyRide welcomed four additional 60-foot articulated buses into its fleet that were purchased under a SAFETEA-LU grant called Ladders of Opportunity bringing its total articulated bus fleet to six. Previously, CyRide operated all 40-foot buses on this route and demand grew each and every year to the point that buses were leaving every 2-3 minutes from the park and ride lot towards campus. This not only demanded more buses, but more drivers and funding to pay the operating expense of this service. With the six articulated buses, CyRide can operate these buses without having to have an “extra” bus tag along to accommodate the demand by passengers thereby creating efficiencies. Now, the service now leaves the park and ride every four minutes as opposed to every 2 minutes. The result is less congestion on the Osborn corridor through the center of campus. CyRide’s ultimate goal is to attain a total of 10 articulated buses so that 8 buses can operate on this busy route at any given time and have spare buses available in case one breaks down.

Additionally, CyRide attained approval on October 30, 2018 by the Iowa DOT to operate the articulate buses on this busy three-mile route as operationally needed instead of operating these buses to gain the required 10,000 miles to meet the Iowa DOT’s PTMS mileage policy. Therefore, adding additional buses to meet growing demands for this route will not be an issue in the future and buses will continue to move up in the ranking with other buses throughout the state for replacement consideration under the Iowa DOT policies.

Any public input received was incorporated into the priorities and strategies within the next sections as a viable strategy. CyRide received substantial public input through its system redesign process and subsequent implementation of CyRide 2.0 in 2018. Recent developments since the last Passenger Transportation Plan have occurred and are noteworthy to report as they may impact/change the transportation needs for the community and ability to fund future transportation projects.
IV – PRIORITY AND STRATEGIES

The following are passenger transportation priorities and strategies for the next five years, as recommended by the Story County Human Service Council at their January 24, 2019 meeting. These are projects that could secure grant funding over the next five year period. Please note, that any Enhanced Mobility for Seniors and individuals with Disabilities projects (Section 5310 funding) must be specifically included in the PTP. All other strategies/projects funded by other means are encouraged to include in the PTP but are not technically required. However, this process ensures a cooperative effort between human service agencies and transportation providers to focus on transportation services to achieve the best possible transportation services for the community focusing on the elderly and disabled populations.

The PTP committee, made up of transportation providers and human/health service agencies, provided consensus to forward the following priorities and strategies forward and recommends this plan to the Ames Area Metropolitan Planning Organization for formal approval. The AAMPO must review and approve the projects and overall PTP plan as amended for submittal to the Iowa Department of Transportation.

1. Dial-A-Ride Service (Section 5310): This need was identified as a base need for the community for those individuals that cannot ride the fixed-route system but can rather ride CyRide’s Dial-A-Ride door-to-door service operated under subcontract currently to Heart of Iowa Regional Transit Agency (HIRTA). CyRide is mandated by the federal government as part of the American’s With Disabilities Act (ADA), to provide this complementary fixed-route service for person’s with a disability. This demand response service operates the same hours and days as the CyRide’s fixed-route transit system. More demand will be warranted from the community in future years. Enhanced Mobility of Seniors and Individuals with Disabilities funding (Section 5310 funds) can be utilized by transit agencies to subcontract out their ADA service however; they cannot provide the service themselves and receive the funding. Therefore, it is more economical for CyRide to subcontract and coordinate with another provider. Additionally, the funding provided is more than the demand for operating this service. CyRide’s full Section 5310 allocation each year is approximately $332,500 total; $266,000 federal. Approximate DAR annual budget = $187,500 total; $150,000 federal

<table>
<thead>
<tr>
<th>Dial-A-Ride (HIRTA)</th>
<th>Provides door-to-door ADA service within the Ames city limits.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Annual Numbers</strong></td>
<td>FY2015 FY2016 FY2017 FY2018</td>
</tr>
<tr>
<td># Revenue Hours</td>
<td>4,024 3,922 4,209 3,445</td>
</tr>
<tr>
<td># Revenue Miles</td>
<td>39,862 39,876 41,323 34,934</td>
</tr>
<tr>
<td># Days Provided/Yr.</td>
<td>359 359 359 359</td>
</tr>
<tr>
<td># Riders (unlinked)</td>
<td>11,566 11,923 9,277 8,903</td>
</tr>
<tr>
<td># Elderly Rides</td>
<td>11,566 11,923 9,277 8,903</td>
</tr>
<tr>
<td># Disabled Rides</td>
<td>11,566 11,923 9,277 8,903</td>
</tr>
<tr>
<td>Operating Costs</td>
<td>$192,387 $152,908 $167,515 $163,504</td>
</tr>
</tbody>
</table>

Customer Service Portal (Section 5310): In October 2017, HIRTA announced their plan within Transportation Collaboration meetings and semiannual meetings with CyRide to implement a customer service portal where customers will be able to book their own trips online, change their account status (address, phone number, etc.), check on their trip status, pay for trips online, etc. This sort of technology was specifically requested by Iowa State University’s Alliance for Disabilities Awareness group who met with CyRide on several occasions in early 2017 to improve their rider experience on the Dial-A-Ride service. HIRTA implemented these features under the last PTP, as amended, for passengers throughout their service area including the Ames community. It was agreed by CyRide and HIRTA that 5310 funding could also be utilized to support this project for a one-time capital cost of approximately 9% ($15,711) for Dial-A-Ride passengers. While this capital project was just implemented, there could be future opportunities for upgrades/expansion of this technology within the next five year period, yet to be developed, that may improve this portal. If such a project were developed, the capital cost could be added as a miscellaneous expense into CyRide’s contract with HIRTA to operate its Dial-A-Ride service. Therefore, this customer.
service portal project will remain as a recommended project to possibly upgrade/expand the portal if requested by HIRTA if it benefits Dial-A-Ride passengers and if 5310 funding remains within the annual budget to accommodate the purchase

2. **Shelters/Transit Amenities/Bus Stop Improvements (Section 5310):** Improving the accessibility of CyRide’s bus stops as well as CyRide’s image is of importance to CyRide and their Board of Trustees. Shelters have been prioritized within a bus stop plan for the community to be funded from this identified funding in the next few years as long as funding is available to improve accessibility along corridors including DOT highways. These improvements also include lighting, either solar or electric, within the bus stop improvement to ensure passengers can read the published schedule within each shelter. The older style shelters, for the majority, do not contain lighting.

In addition, real-time schedule information has been a request within the Ames community for many years. This technology was implemented in February 2013 with LED digital signage at certain major transfer points on Iowa State University campus. Additional LED signage for real-time bus information should be incorporated into CyRide’s system making it easier for seniors and the disabled know when their Next bus will be arriving especially as annunciator technology is implemented. CyRide intends to place these signs at major transfer locations. CyRide’s full Section 5310 allocation each year is approximately $332,500 total; $266,000 federal. **Maximum annual funding = ($145,000 total; $116,000 federal)**

3. **Small Light-Duty Bus Replacement/Expansion (Section 5310):** CyRide’s complementary Americans with Disabilities Act (ADA) service called Dial-A-Ride, is a door-to-door service serving individuals with a disability within the City of Ames. Passengers eligible for Paratransit service as defined by the (ADA) can ride this service. This service requires the use of small light-duty accessible vehicles to operate door-to-door within the City of Ames. The useful life of these vehicles is four years as recommended by the Federal Transit Administration. CyRide currently leases one light-duty bus to its ADA contractor to help operate this service. The remaining vehicles are provided by the contractor directly as they also operate the regional public transit service for Story County. CyRide needs to systematically replace this vehicle leased to its contractor at a minimum of four years (FTA’s defined useful life) and maximum of every eight years (CyRide’s defined useful life benchmark) which is identified within CyRide’s Transit Asset Management (TAM) Plan. CyRide’s current plan is to replace this vehicle every 5 years while there is sufficient federal funding.

Additionally, this funding may be utilized to purchase expansion vehicles as needed for its ADA service as ridership for Dial-A-Ride increases. Specifically, CyRide cannot deny a ride to Dial-A-Ride passengers due to vehicle capacity issues. CyRide must ensure a ride to its passengers within a two hour window (one hour before/after requested pickup/drop off) of the passengers’ request. As of FY2018, Dial-A-Ride ridership has steadily declined by 23%. However, this may change as more and more disabled individuals turn to Dial-A-Ride for that “guaranteed ride” if HIRTA’s service is at capacity. Section 5310 funds can be utilized by transit agencies to purchase replacement and/or expansion buses to operate its ADA service. Expansion vehicles may be necessary within this next five-year period if passenger demand increases over the FY2015 levels and CyRide would need to immediately respond and provide additional vehicles if deemed necessary.

CyRide estimates up to two light-duty buses being purchased for either replacement/expansion between FY2020 – FY2024 with the cost identified below. **Approximate funding per bus = ($100,000 total; $80,000 federal)** OR **Approximate maximum funding = ($200,000 total; $160,000)**

4. **Van Replacement/Expansion (Section 5310):** In January 2015, a [Demand Response Service Action Plan](https://www.cityofames.org/home/showdocument?id=26012) and Communication Plan were finalized under the guidance of a task force to develop process improvements for the door-to-door public transit service to the general public within Story County/Ames. While, the plan identified 23 specific actions to improve demand response county-wide public transit service, many of these improvements can also benefit CyRide’s ADA Paratransit service, called Dial-A-Ride, provided to eligible disabled individuals as both transit services are operated by the same transit provider.
Specifically under Action Item #23 in Appendix H, the Demand Response Service Action Plan identified dedicating one “unscheduled” vehicle each day to address unforeseen operational issues to ensure smooth operation of service. The need was to keep demand response public transit service on time alleviating concerns from passengers. Again, this service improvement need was seen as something to improve the timeliness of not only HIRTA’s service but CyRide’s Dial-A-Ride service as well. Therefore a possible funding source for the purchase of the vehicle is 5310 (elderly and disabled funding) impacting the demand response services within the Ames community. The vehicle would be operated to keep the service within the City of Ames on-schedule as much as possible and/or assist where needed. Although the action plan identified a bus to operate this service improvement, discussions between HIRTA and CyRide have identified the unscheduled vehicle as an accessible van. CyRide needs to systematically replace this vehicle leased to its contractor at a minimum of four years (FTA’s defined useful life) and maximum of every eight years (CyRide’s defined useful life benchmark) which is identified within CyRide’s Transit Asset Management (TAM) Plan. CyRide’s current plan is to replace this vehicle every 5 years while there is sufficient federal funding.

CyRide estimates up to two accessible vans being purchased between FY2020 – FY2024 for either replacement/expandion within this PTP with the estimated costs identified below. CyRide and/or HIRTA would be required to fund the 20% local portion of the vehicle. Approximate funding per van = ($60,000 total; $48,000 federal) OR Approximate maximum funding = ($120,000 total; $96,000)

5. Automated Vehicle Annunciator (AVA) Technology (Section 5310): To comply with the Americans with Disabilities Act (ADA), CyRide’s drivers manually announce major transfer locations along transit routes as well as any bus stops the public request to be announced. In 2017, CyRide began working with Iowa State University’s Alliance for Disability Awareness group which has communicated their desire for drivers to announce all bus stops throughout the Ames’ community without customers needing to verbally make a request to the driver. Such a system would be over and beyond what is required for ADA. Automated vehicle announciators (AVA) synced with LED signage will help keep all passengers, disability or not, better informed of where the bus is located along the route. This AVA will also make riding the bus more convenient for and provide independence to hearing or visually disabled passengers. Automated announcements will make the announcements more uniformly stated across the transit system by having the stops announced in a similar method and at a consistent volume to be heard over loud noise inside and outside the buses. An AVA system will also allow CyRide’s drivers to focus on operating the vehicle safety instead of talking into the intercom system every few blocks. CyRide has existing 5310 funding available which can be programmed over the next several years for this project to benefit the elderly and disabled Ames’ community. As a result, CyRide’s transit board made a commitment within their capital plan to purchase an AVA system over a two period beginning in FY2019. CyRide would fund the local portion of this project. Approximate funding for entire AVA project= ($1,000,000 total; $800,000 federal); ($10,000/bus; $8,000 federal); Approximate annual funding maximum = ($500,000 total; $400,000 federal)

The remaining projects/strategies below and on the following pages are not required to be coordinated through the PTP but have been expressed as needs within previous meetings over the years or throughout the past year:

Previous or ongoing needs were shared with the Human Service Council as well as the UWSC’s Transportation Collaboration meetings during the fall 2018. These groups were requested to provide additional needs and possible strategies to incorporate into the PTP by the end of 2018. Those strategies that have been implemented or partially implemented in the past are identified in blue. The overall needs and strategies were accumulated from the public through public meetings, complaints/comments, transportation collaboration meetings, human service council meetings and/or through direct communications with transportation providers and human service agency representatives. Note that these possible strategies have not all been recommended to be funded with Section 5310 funding but if federal/state/local funding became available for the specific project specifically for the elderly or disabled population, it could be recommended into the Section 5310 program rather easily as it’s already defined as a need.
<table>
<thead>
<tr>
<th>Needs</th>
<th>Possible Strategies/Project</th>
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| **Education/Marketing:**  
  1. Need to reduce intimidation and misconceptions to riding public transit.  
  2. Awareness of available programs regarding transportation.  
  3. Need for insurance/Maintenance awareness for automobile owners | **Previous/Ongoing Strategies**  
  1. Large Group Training of how to ride public transit  
  2. Train the Trainer Sessions for one-on-one training.  
  3. How to Ride CyRide digital formatted DVD video  
  4. Communication tools for non-English speaking individuals riding CyRide ie. picture board?  
  5. Promote RSVP volunteer transportation program  
  6. Maintenance/insurance class for vehicle owners  
  7. Car Seat installation education program and/or resources  
  8. Market “Beyond Welfare” car donation program need for pass through sponsorship by other non-profit agencies due to state regulations limiting more than 6 non-profit car donations per non-profit per year.  
  9. Implement Google Transit and/or Trip Planner so anyone could Google how to get from point A to point B via bus in Ames.  
  10. Real-time scheduling software – NEXT bus technology was implemented in 2012 and LED signage to campus bus stops.  
  11. Develop a “Transportation brochure” for Story County so individuals can quickly determine which service provider could provide a ride to their destination and for how much.  
  12. Developed At a Glance document for Story County agency representatives to quickly assist their clients.  
  13. Marketed public transportation options to medical human service providers to get them to ask the question, “Do you have Transportation to your next appointment?” Communicated brochure and At a Glance documents.  |
| **Strategies Yet to Implement** |  
  14. Improve CyRide’s How to Transfer written materials describing what a transfer is; when a transfer is applicable as opposed to utilizing two fares; and actual logistics of transferring.  
  15. Develop new Dial-A-Ride brochure identifying ADA policies and with notable differences between DAR and county-wide public transportation. Additionally update DAR policies as needed.  
  16. Market MyState App to utilize CyRide to obtain transit trip information. |
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<thead>
<tr>
<th>Needs</th>
<th>Possible Strategies/Project</th>
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<tbody>
<tr>
<td><strong>Affordability Needs:</strong></td>
<td><strong>Previous/Ongoing Strategies</strong></td>
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<tr>
<td>1. Need for affordable passenger transportation services or programs to make services more affordable.</td>
<td>1. <strong>Continue Transportation Assistance for bus pass/tickets or gas vouchers</strong></td>
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<tr>
<td>2. Need for transportation assistance programs.</td>
<td>a. City of Ames Planning &amp; Housing: CDBG program</td>
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<tr>
<td>3. Increased demand for elderly “free” transportation at health/residential facility homes—as seniors vacate their automobiles &amp; become less independent.</td>
<td>b. UWSC “emergency” program through Good Neighbor Emergency Assistance</td>
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<td>c. Story County (assistance to those leaving the state of Iowa)</td>
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<td><strong>2. Continue Car Seat Donation Program</strong></td>
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<td></td>
<td><strong>Strategies Yet to Implement</strong></td>
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<tr>
<td></td>
<td>3. Implement common data-base of all Ames transportation assistance bus pass/ticket &amp; gas voucher programs to avoid duplication or send to one agency.</td>
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<td>4. United Way’s TC investigate/discuss possible improvements?</td>
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<td>a. Affordability of HIRTA transportation.</td>
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<td>b. No resources available for non-Medicaid individuals issue.</td>
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<td>5. Identify opportunities for human service organizations to share vehicles and/or drivers (operating 15-18 hours/week on average).</td>
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<tr>
<td><strong>Maintenance/Insurance Needs:</strong></td>
<td><strong>Previous/Ongoing Strategies</strong></td>
</tr>
<tr>
<td>1. Need for more cost efficient methods to maintain and replace human service provider vehicles.</td>
<td>1. <strong>Coordinate group of mechanics to repair human service agency donated vehicles. Partnership now with Ames Ford who accepts donated vehicles and provides safety inspection.</strong></td>
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<td><strong>Strategies Yet to Implement</strong></td>
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<tr>
<td></td>
<td>2. Coordination of replacement/maintenance of human service provider vehicles.</td>
</tr>
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<td></td>
<td>3. Investigate “sharing” of vehicles for providers &amp; implications to insurance coverage.</td>
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<tr>
<td>Needs</td>
<td>Possible Strategies/Project</td>
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<tr>
<td><strong>Bus Storage/Maintenance Facility &amp; Connection:</strong></td>
<td><strong>Previous/Ongoing Strategies</strong></td>
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<tr>
<td>1. CyRide Bus Storage Expansion: CyRide currently houses 100 vehicles and inside storage is not available for all vehicles. CyRide cannot fit this fleet inside at current location and is in need of new location and maintenance facility to maintain/store vehicles into the future.</td>
<td>1. <strong>Additional Bus Facility Storage</strong> – identify second site location and build additional capacity for bus storage, maintenance and operational needs over next 20-years either on-site at current location or through off-site location for up to 125 vehicles. Design off-site CyRide facility with appropriate functions. Coordinate efforts with HIRTA for this location.</td>
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<tr>
<td>2. CyRide Maintenance Shop: Need to expand maintenance shop area to maintain buses, house extra bays (1 bay per 10 buses – only 4 bays currently, need approximately 10). Additionally, need the ability to service at any time of the day or night. Maintenance bays need to move to perimeter of building.</td>
<td>2. <strong>Modernize current CyRide storage facility</strong> including <strong>upgrade ventilation system</strong>, replace shop/barn air conditioning system, replace shop/barn exhaust removal system, maintenance pit drainage restoration, make facility energy efficient in all mechanisms possible, relocate parts office, replace shop hoists, secure building/buses, replace/repair exterior walls, shutoff system for fuel/oil/hydraulic lines, electric distribution rehabilitation, fire sprinkler upgrade, security systems added to facility, install back-up power supply, concrete rehabilitation/improvements (systematic replacement), re-roof facility, replace boilers, rehabilitate wash bay/fuel area (add reverse osmosis system, dryer/blower system, brushes to clean front of buses - currently, just sides/rear and chassis/wheel wash.), paint booth incorporating OSHA standards that accommodates articulated bus fleet, flood barrier enhancements, flood pumps replacements, increase ceiling height of garage doors and interior building by raising internal components to allow hybrid buses to pass through entire facility.</td>
</tr>
<tr>
<td>3. Facility Rehabilitation/Improvements to maintain State of Good Repair</td>
<td>3. <strong>Actively pursue state/federal funding opportunities and/or nationally competitive grants.</strong></td>
</tr>
<tr>
<td>4. Surface Parking Lot and CyRide Turnaround Rehabilitation to maintain State of Good Repair</td>
<td>4. <strong>ISU Intermodal Facility</strong> – Continue to study, discuss and construct an Intermodal facility housing Intercity carriers near proximity of campus to connect all transportation modes within one location. The facility opened in August 2012.</td>
</tr>
</tbody>
</table>

**Strategies Yet to Implement**

5. Resurface Iowa State Center Parking lot where commuters park to allow additional parkers to travel via #23 Orange into ISU campus.  
6. Rehabilitate CyRide turnarounds on #1 Red (Ames Middle School) and #2 Green (Ontario/California) bus routes that are crumbling and are in need of repair.  
7. Identify second site for CyRide Maintenance/Storage facility and pursue funding for land purchase, design and construction.
### Needs

#### Fleet Needs
1. Reduce transit providers average fleet age to national average
2. Maintain 100% accessible fleet for transit providers
3. Maintain spare ratio at 18-20% for fixed-route transit providers.
4. Increase fleet size for increases in service needs (frequency and geographic coverage)
5. Improve vehicle security systems
6. Improve vehicle technology to provide improved communications (radios) and ridership documentation
7. Replace administration vehicles prior to their useful life benchmark for their asset class.

#### Transportation Amenities
1. Need to improve accessibility and lighting of bus stops/shelters.
2. Need for bike racks on buses to promote sustainability of community.
3. Automatic Vehicle Annunciators

### Possible Strategies/Project

#### Previous/Ongoing Strategies

1. Federal/State Grants – Identify and apply for federal/state grants as necessary to meet transportation providers’ fleet needs for replacement.
2. Bus Replacement – Strive to replace buses that are past their useful life benchmark over the next 5 year period. Currently, X% (39 large and 6 small) of CyRide’s bus fleet is past their useful life benchmark. CyRide purchased a minibus to operate Dial-A-Ride services in 2017 and a 2014 MV1 with Section 5310 funding which is currently leased to HIRTA. These vehicles will need systematically replaced every 5 years.
3. Bus Expansion (New and/or Used) – Purchase accessible vehicles to expand new transit services (fixed route and Dial-A-Ride services) or add additional trips to safely operate/meet growing demand for transit service.
4. Surveillance Systems – Add/replace cameras to all CyRide buses to reduce liability and improve ability to assist local police.
5. Administrative Vehicles – Systematically replace administrative vehicles that help transit agencies function over the next 5-year period. CyRide administrative vehicles transport drivers to/from their bus route will be replaced at the rate of one vehicle per year. Maintenance trucks are replaced every 10 years.

#### Strategies Yet to Implement

6. Automated Passenger counters are needed on CyRide buses to perform required NTD counts of passengers and counts at each bus stop throughout the system.
7. Explore and possibly conduct pilot project of battery electric alternative fueled buses.
8. Attain additional articulated buses for high capacity routes.
9. Replace CyRide radios to upgrade/purchase technology in coordination with other city departments.
### Needs

<table>
<thead>
<tr>
<th>Urban</th>
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<tbody>
<tr>
<td>1. Maintain existing transit services and geographic coverage.</td>
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<tr>
<td>2. Need for added geographic service coverage of transit in Ames to serve gap areas.</td>
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<tr>
<td>3. Need for increased frequencies of service on high-capacity corridors.</td>
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<tr>
<td>4. Need for additional hours of transportation to specific areas of Ames. Specific need for third shift transportation (12am - 6am)</td>
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<tr>
<td>5. Need for affordable emergency transportation for low-income K-12 (at-risk) students and seniors.</td>
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<tr>
<td>6. Maintain existing transit services and geographic coverage.</td>
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<tr>
<td>7. Need for geographic service coverage of transit in Ames to serve gap areas.</td>
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<td>8. Need for increased frequencies of service on high-capacity corridors.</td>
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<td>9. Need for additional hours of transportation to specific areas of Ames.</td>
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<tr>
<td>10. Specific need for third shift transportation (12am - 7am)</td>
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### Possible Strategies/Project

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<thead>
<tr>
<th>Urban Strategies/Projects</th>
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<tbody>
<tr>
<td>Previous/Ongoing Strategies</td>
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<tr>
<td>- RSVP Volunteer Transportation program managed by RSVP. Research possibility of providing background checks on drivers.</td>
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<tr>
<td>- Continuation of mandated Paratransit ADA Service via contracting opportunity with HIRTA.</td>
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<tr>
<td>- New Transit Route Services:</td>
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<tr>
<td>- #2 Green &amp; #6 Brown – added frequency</td>
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<tr>
<td>- #3 Blue Alignment Expansion to Target/Wal-Mart</td>
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<td>- #3 Blue Sunday (between Friley &amp; Duff)</td>
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<tr>
<td>- #6 Brown – Evening Service to Wessex Apts/Research Park</td>
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<tr>
<td>- #7 Purple – provide mid-day service (partially accommodated)</td>
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<tr>
<td>- #9 Plum – service along S. 16th corridor</td>
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<tr>
<td>- #12 Lilac – direct service from W. Ames to ISU campus</td>
</tr>
<tr>
<td>- EASE (used to be #10 Pink) – extend route to Barilla on E. Lincoln Way</td>
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<tr>
<td>- EASE (used to be #10 Pink) – provide mid-day service</td>
</tr>
<tr>
<td>- #14 Peach - Modify route to operate on Wheeler</td>
</tr>
<tr>
<td>- Reduced CyRide fares to $1.00 per ride to make service more accessible to low-income &amp; elderly populations (equivalent fares for passes prior to fare increase in January 2012.)</td>
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### Strategies Yet to Implement

<table>
<thead>
<tr>
<th>Recommended to Transit Board for FY2020 Budget Approval</th>
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<tbody>
<tr>
<td>Summer 2019 Changes</td>
</tr>
<tr>
<td>- #9 Plum – Deviate inbound trips only to campus through Veterinary Medicine complex</td>
</tr>
<tr>
<td>- #14 Peach – Shorten route to provide service between North Grand Mall &amp; campus in minibus at 30 minute service level.</td>
</tr>
<tr>
<td>- #25 Gold – Add 40-minute service during summer between SUV and campus only.</td>
</tr>
<tr>
<td>Fall 2019 Changes</td>
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<tr>
<td>- #6 Brown – Extend service hours from 8:30 p.m. to 10:30 p.m. weekdays at 40-minute service level.</td>
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<tr>
<td>- #11 Cherry – Add Evening Weekday Service from 6:30 – 8:30 p.m. with 40-minute frequency.</td>
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<tr>
<td>- #12 Lilac – Add midday service from 10 a.m. – 2 p.m. with service every 40 minutes.</td>
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<tr>
<td>- #25 Gold – Add Evening Weekday Service between 10:00 p.m. – 12:30 a.m. at 40-minute service frequency</td>
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<tr>
<td>- #25 Gold – Add 40-minute service frequency during ISU breaks</td>
</tr>
<tr>
<td>- #25 Gold – Reduce frequency from every 10 minutes (6 buses/hour) to every 12 minutes (5 buses/hour)</td>
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<tr>
<td>- Add Morning trip(s) on 3-5 routes for 7 a.m., 7:30 a.m. work start.</td>
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<td>Needs</td>
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<td>Urban continued…</td>
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<td>Demand/On-Call Service Strategies/Projects:</td>
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### Needs

<table>
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<tr>
<th>Regional</th>
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<tbody>
<tr>
<td>1. Need for additional/improved transportation outside the Ames community for medical transportation and other essential services.</td>
</tr>
<tr>
<td>2. Need for commuter transportation to/from outlying areas in Story County into Ames as well as I-35 corridor between Ames &amp; Des Moines.</td>
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### Possible Strategies/Project

<table>
<thead>
<tr>
<th>Regional Strategies/Projects</th>
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</thead>
<tbody>
<tr>
<td>Previous/Ongoing Strategies</td>
</tr>
<tr>
<td>1. Transit service between Ames &amp; Iowa City for medical purposes. Coordinate with other interested partners for service continuation to also serve other central Iowa residents to Iowa City and expand ability of Ames residents to receive medical care into Des Moines.</td>
</tr>
<tr>
<td>2. Study I-35 corridor between Ames and Des Moines to account for daily commute patterns and possible transit solutions from bus rapid transit, regular bus service, to vanpool/carpool options.</td>
</tr>
<tr>
<td>3. Easier demand response re-scheduling of pickups/drop offs (HIRTA NOW Implemented)</td>
</tr>
<tr>
<td>4. HIRTA Pay app implemented making it easier to pay for trips for customers.</td>
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### Strategies Yet to Implement

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<tr>
<td>5. Study transportation commuter needs into Ames from Story County communities. Possibly coordinate program with ISU transportation that offers employee incentives to carpool/vanpool city-wide. (Carpool/Vanpool database exists with Iowa RideShare and DART.)</td>
</tr>
<tr>
<td>6. Adult Day Service transportation for Story County residents</td>
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<tr>
<td>7. Additional hours of service for senior agency special events</td>
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<tr>
<td>8. Transportation service to/from Nevada 3 x’s a day</td>
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<tr>
<td>9. Rural meal-site transportation (meals/activities)</td>
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<tr>
<td>10. Out of service hours transportation for agency special events</td>
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V  –  FUNDING

Financial support for the planning and delivery of public transit services comes from many sources. The one federal funding program that rely upon inclusion in this document for grant approval from the federal government is Special Needs Formula Program (Section 5310). However, the Iowa Department of Transportation (Iowa DOT) is encouraging the coordination of all other state and federal funding. Therefore, the primary federal and state programs supporting transit and transit planning as documented by the Iowa DOT with inclusions from Ames Area MPO are as follows:

Federal Transit Assistance Programs
- Metropolitan Transportation Planning Program (Section 5305d)
- Statewide and Nonmetropolitan Transportation Planning Program (Section 5305e)
- Urbanized Area Formula Grant Program (Section 5307)
- Enhanced Mobility of Seniors and Individuals with Disabilities (Section 5310)
- Formula Grants for Rural Areas Program (Section 5311)
- Rural Transit Assistance Program (RTAP) (Section 5311(b)(3))
- Intercity Bus Assistance Program (Section 5311(f))
- Bus and Bus Facilities Programs (Section 5339)
- State of Good Repair Grants (Section 5337)

Federal Flexible Funds Available to Transit
- Surface Transportation Block Grant (STBG)
- Congestion Mitigation/Air Quality (CMAQ) Program / Iowa’s Clean Air Attainment Program (ICAAP)
- Diesel Emission Reduction Act (DERA) Grant Program
- Community Development Block Grant (CDBG) Career Link Program – Employment Transportation

State Programs
- STA Formula Program
- STA Special Projects
- STA Fellowship Program
- Public Transit Infrastructure Grant (PTIG) Program
- Capital Match Loan Program (Amoco Loans)
- Volkswagon Settlement Grants (new from 2019-2021)

Local Funding
- Passenger Revenues
- Contract Revenue
- Municipal Transit Levy
  - Local Taxes
  - Regional Transit Levy
  - General Fund Levy
  - Trust and Agency Levy
- Student Fees
- Advertising Revenue
- Analysis of Social Services Evaluation Team (ASSET)
- United Way of Story County
- Story County Community Foundation

Each one of these programs is described in detail on the following pages.
Federal Transit Assistance Programs

Federal transit funding are authorized through the Fixing America’s Surface Transportation (FAST) Act, which went into effect December 4, 2015, authorizing programs, through September 30, 2020. Most federal transit program are funded from the Mass Transit Account of the Highway Trust Fund, based on transit’s share of the federal motor vehicle fuel taxes. The funds are administered at the federal level by the Federal Transit Administration. The transit funds are found in 49 United States Code Chapter 53 under the following sections for each of the programs.

Metropolitan Planning Program (Section 5305d)
These funds support planning activities in metropolitan areas on an 80 percent federal, 20 percent non-federal basis. In Iowa, these funds are administered by the Iowa DOT’s Office of Systems Planning and are distributed annually to each of the state’s nine metropolitan planning organizations (MPOs) through the following formula. One third is distributed equally among all MPOs; one-third is distributed based on each MPO’s share of the total statewide urbanized area population from the most recent decennial census; and one-third is distributed based on each MPO’s share of the total statewide urbanized area population from the prior decennial census. The 5305d funds are administered jointly with Metropolitan Planning “PL” funds available through the Federal Highway Administration as part of a Consolidated Planning Grant. The 5305d and PL funds can support any MPO costs related to intermodal transportation planning activities for the urbanized area.

A portion of these dollars is allocated for transportation planning each year, approximately $30-35,000, within the Ames Transportation Planning Work Program to support transit planning conducted throughout the year by CyRide staff. Periodically, CyRide requests additional planning funds to cover larger system-wide transit studies or certain transit corridors. (i.e. FY2017 System Redesign Study - $100,000).

Statewide and Nonmetropolitan Planning Program (Section 5305e)
These funds are intended to support transit planning in addition to what is conducted by the individual metropolitan planning organization (MPO). By law, the state is the direct recipient of the funding. Iowa uses these funds, along with 5311 funds set aside specifically for planning, to support a system of regional planning affiliations (RPAs). The RPAs are responsible for local intermodal transportation planning in areas of the state not included in a MPO. Iowa DOT’s Office of Systems Planning serves as the direct recipient of these funds. The combined 5305e and 5311 planning funds are distributed annually to each of the state’s 18 RPAs through the following formula. One-half is distributed equally among all RPAs; one-quarter is distributed based on each RPA’s share of the total statewide non-urbanized population from the most recent decennial census; and one-quarter is distributed based on the ratio of the number of counties in each RPA out of 99 total counties. The Office of Systems Planning also distributes Statewide Planning and Research (SPR) funds from the Federal Highway Administration to the RPAs, for the same purpose and via the same formula. The 5305e and/or 5311 planning funds and SPR funds are administered jointly with any Surface Transportation Program (STBG) funds programmed for planning support by the RPAs. These funds jointly support regional intermodal planning on an 80% federal, 20% non-federal basis.

Since Ames is a designated Metropolitan Planning Organization (MPO), this funding is not available to the City of Ames for planning purposes.

Urbanized Area Formula Grant Program (Section 5307)
These funds support urban transit systems serving communities with more than 50,000 in population for transit related capital improvements (including preventive maintenance activities) or planning activities on an 80% federal, 20% non-federal basis. Purchase of vehicles equipped for access by persons with disabilities can be funded at 85% federal, 15% nonfederal basis. Purchase and installation of special equipment or features required by the Americans with Disabilities Act or the Clean Air Act Amendments, and certain bicycle accommodation projects are eligible for 90% federal assistance. Transit systems may also use up to
10 percent of their total 5307 funds to pay for some of their Americans with Disabilities Act paratransit costs on an 80% federal, 20% non-federal basis.

- **Urbanized Areas (200,000 – 1,000,000):** For urbanized areas of this size, funding is apportioned directly to each designated recipient to apply for and receive Federal funds. (i.e. Bettendorf, Council Bluffs, Des Moines, and Davenport.) The formula is based on a combination of bus revenue vehicle miles, bus passenger miles, fixed guideway revenue vehicle miles, and fixed guideway route miles as well as population and population density. In urbanized areas with populations greater than 200,000, at least 1 percent of these funds must be set aside for transit enhancement activities. Urbanized areas of 200,000 or more may not utilize this funding for operating assistance unless they are eligible under FTA’s special rule of operating less than 100 buses in peak hour service.

- **Urbanized Areas (50-000 – 200,000 in population):** For urbanized areas of this size, the funds are apportioned to the governor of each state for distribution. This ‘Governor’s Apportionment’ includes a base allocation calculated strictly on population and population density of the state’s communities in that size range, plus a “growing states” allocation, based on projected population growth. Additionally, “small transit intensive cities” (STIC) funding provides additional funds to any of these urbanized areas if they exceed the average performance of larger urbanized areas (200,000-1,000,000 in population) in one or more of six specified performance measures. The state is responsible for deciding how 5307 Governor’s Apportionment funds are distributed. Ames, University of Iowa’s Cambus, Cedar Rapids, Coralville, Dubuque, Iowa City, Sioux City, and Waterloo all receive funding from the Iowa Governor’s Apportionment. (Sioux City also receives funding from the Nebraska and South Dakota Governor’s Apportionments.) In addition to capital and planning uses, funding for these smaller urbanized areas can also be used to support their operating budget. Funds for operating support must be matched by non-federal funds (other than passenger revenues) on a dollar-for-dollar basis.

The 2019 Apportionments have not yet been released and over the past decade the apportionments are delayed later and later each year. A decade ago, you could anticipate apportionments to be approved between by December of the given federal fiscal year. Now apportionments are approved near the end of the fiscal year.

As of 2007, CyRide began utilizing all 5307 funding to support their operating budget and allocates zero dollars to support capital purchases. This makes the grant process administratively easier and local dollars are utilized to support any capital needs. In FFY2018, CyRide received approximately $2,085,368 ($1,075,373 in 5307/$1,010,013 in STIC) in 5307 funding which is approximately 4.2% more than FFY2017. For 2019, CyRide anticipates another $200,000 being added to its apportionment as the overall STIC funding will increase from 1.5% to 2.0%.

**Enhanced Mobility of Seniors & Individuals with Disabilities (Section 5310)**
This is a federal program for support of transit services to service the elderly and person with disabilities. The programs may also serve beyond transitional public transit services and ADA complementary paratransit service. These funds are allocated to Iowa on the basis of the number of older adults and individuals with disabilities and allocated by area: Large Urbanized Area (60%), Small Urbanized Area (20%), and Rural (20%). By law, the state is the direct recipient of the funding for areas with populations less than 200,000. Urbanized areas with populations exceeding 200,000 receive a direct allocation. Public agencies responsible for coordinating human service transportation are eligible, as are private not-for-profit agencies. Because Iowa requires the designated public transit systems to coordinate all publicly-funded passenger transportation services, Iowa distributes these funds to the public transit agencies. At least 55% of program funds must be used on capital or ‘traditional’ 5310 projects (buses, vans, wheelchair lifts, ramps, etc.) and 45% is for non-traditional projects once eligible under the New Freedom program (projects that go ‘beyond the ADA’, travel training, etc. Mobility management is eligible under either the traditional or non-traditional funding. The cost of contracted operations, equipment and passenger or vehicle shelters are funded on an 80% federal, and 20% non-federal basis. Purchase of vehicles equipped for access by persons with
disabilities can be funded at 85% federal participation. Facilities other than passenger or vehicle shelters are not eligible. Operating assistance is funded at 50% federal share. Match can come from other Federal (non-US DOT) funds.

Section 5310 funds administered by the OPT are distributed based on a formula of factors in ridership and revenue miles. To simplify administration, the 5310 funds going to rural systems are only distributed to transit systems that purchase contracted transportation services. All projects using 5310 funding must derive from the Passenger Transportation Plan (PTP) prepared by the respective metropolitan or regional planning agency through their joint public transit/human service transportation planning process. All services supported with 5310 funding must be operated open to the general public. Complementary ADA Paratransit meets this requirement, so long as it operates the same days/hours as an urban transit system.

For CyRide, 5310 funding has traditionally been utilized to contract out their Paratransit services (Dial-A-Ride or DAR) operated by Heart of Iowa Regional Transit Agency (HIRTA). This DAR service is the ADA complementary service for the City of Ames for those individuals that cannot otherwise ride the fixed route system due to their disability. Individuals must apply directly to CyRide to be eligible for this service. Any funding remaining from 5310 after subsidizing Dial-A-Ride operations is utilized to purchase buses/vans that are leased to HIRTA for Dial-A-Ride services, passenger shelters along the fixed routes or purchase NEXT BUS signage. CyRide also has a project to implement automatic vehicle annunciators that will announce the next bus stop to passengers as the bus approaches. CyRide is estimated to receive approximately $284,086 in 5310 funding for FY2019.

**Formula Grants for Rural Areas Program (Section 5311)**

This federal program supports transit activities in rural areas and communities with less than 50,000 population. These funds are allocated to Iowa based on the number of persons living outside urbanized areas compared to other states. By law, the state is the direct recipient of the funding. Iowa DOT serves as the direct recipient of the funds, through both the Office of Public Transit (OPT) and the Office of Systems Planning. The OPT administers the bulk of the 5311 funding that is provided to small urban and regional transit systems, as well as the 15% of the annual apportionment, that in conformance with federal law, is utilized to support intercity bus services. The Office of Systems Planning administers that portion of the 5311 funds that are combined with the 5304 funding to support rural transit and intermodal planning activities.

The portion of the 5311 funds used for support of public transit services in Iowa is administered in conjunction with the rural portion of the 5310 funding. The 5311 funds may be used to support operating deficits (potentially on a 50% federal, 50% non-federal match), capital purchases (on an 80% federal, 20% non-federal match or 85% federal, 15% non-federal for vehicles meeting ADA and Clean Air standards), or planning activities (on an 80% federal, 20% non-federal match). State policy does not allow local transit administration costs for public transit systems to be treated any differently than operating expenses.

The Iowa DOT formula allocating 5310 and 5311 funds uses the past year’s performance statistics. The amount of formula funds to be distributed to small urban systems versus regional systems is determined by first splitting the allocations with 75% going to the regional systems and 25% going to the small urban systems. The individual allocations to small urban systems are then determined on the basis of 50 percent of the percentage of total small urban ridership accomplished by that system and 50 percent of the percentage of total small urban revenue miles provided by the individual system. Individual allocations for regional systems are based on 40 percent of the system's percentage contribution to total regional transit ridership and 60 percent on the system's percentage contribution to total regional revenue miles.

The formula apportionment funds received by each system must be used to support services open to the public. This would include eligible transit capital or operating expenses as defined by the federal
government. The decision of how the formula funds are programmed is a part of the local transportation planning and programming process conducted through the regional planning affiliation. Office of Public Transit (OPT) provides a projection of the formula funding that will be available to each system for the coming state fiscal year in early December, in order to facilitate integration of the 5311 programming process with the annual preparation of the Passenger Transportation Plan (PTP) and the regional Transportation Improvement Program (TIP).

The OPT decides which agencies will receive 5310 funds versus 5311 funds, based on how the transit systems will use the monies. At present, most transit systems choose to use their formula funds for support of transit service costs. The 5310 funds are targeted to systems that purchase services from sub-providers, and 5311 funds are targeted first to systems that provide their services directly. To the extent that any system proposes to use its 5310/5311 allocation for purchase of rolling stock to operate within an urbanized area, 5310 funds will be used (and the project will be included in that urbanized area’s Transportation Improvement Program (TIP)). If facility improvements are programmed with the formula funds, 5311 funding will be used.

Non-urbanized Formula Funding is only available for rural transit services and not available as viable funding source for transportation within the City of Ames since Ames is 100% urban. Therefore this funding is not referenced within the urban Ames PTP plan.

**Rural Transit Assistance Program (Section 5311(b)(3) - RTAP)**

This federal program provides a source of funding to assist in the design and implementation of training and technical assistance programs and other support services tailored to meet the specific needs of transit operators in non-urbanized areas (less than 50,000 in population). By law, the state is the direct recipient of the funding and the Iowa DOT’s Office of Public Transit serves as the recipient of these funds.

Iowa’s RTAP funds are mainly used to provide local transit agencies training fellowships. The fellowships pay 80 percent of the cost for Iowa’s small urban and regional transit systems and their planners to attend Iowa DOT sponsored seminars, as well as transit-related courses or conferences sponsored by other groups. Transit systems may also be reimbursed for training held in-house. Additional RTAP projects funded by OPT include: statewide training seminars, statewide annual driver rodeo, transit training library, transit marketing video.

CyRide is not eligible for RTAP funding since the City of Ames is over 50,000 in population. Heart of Iowa Regional Transit Agency (HIRT) would be eligible for this training funding. A parallel program funded with state transit assistance (STA) funds pays for costs incurred by large urban systems and their planners, currently at 70 percent reimbursement which CyRide is eligible.

**Section 5311(f) Intercity Bus Assistance Program**

A minimum of 15 percent of each year's non-urbanized formula funds allocated to Iowa under the 5311 program is required to be set aside to support intercity bus transportation. Private-for-profit companies, private non-profit corporations, or public entities may apply for this funding. Connections to Amtrak or passenger air service terminals are desirable. Service strictly for commuter purposes is not eligible. Projects may include operating assistance, capital assistance, planning, or administrative costs such as marketing and insurance.

The Iowa Intercity Bus Assistance Program includes funding in four categories of projects:
- Category 1 is support for continuation of existing services. Funding is available for providers of existing intercity bus service that apply and agree to reporting requirements. Category 1 projects pay $0.10/revenue mile of scheduled route service that is justified based on preventive maintenance costs.
- Category 2 is support for new and expanded intercity bus service or feeders connecting to existing intercity bus services. It is not intended to support duplication of existing services. Projects pay up to $0.50/mile based on preventive maintenance, insurance and administrative costs, and operating
support for a maximum of two years. After two years, the service may receive support under Category 1.

- Category 3 is support for marketing of existing and new services. Preference is for cooperative projects with involvement by communities served. Projects may pay up to 80% of project administration/marketing costs.
- Category 4 supports facility improvements or equipment purchases necessary for the support of existing or new intercity bus services. Projects pay up to 80% of approved project amounts (83% for purchase of accessible vehicles or 90% on accessibility retrofits of existing vehicles) based on actual costs.

The Intercity Bus Assistance Program is included as a statewide total in the Statewide Transportation Improvement Program (STIP). Annual intercity bus assistance applications must be received by Iowa DOT’s Office of Public Transit by the first business day of October for projects to begin in January. Project selections are finalized by December.

**Bus and Bus Facilities Programs (Section 5339)**

These funds can finance capital projects to replace, rehabilitate, and purchase buses and related equipment and to construct bus-related facilities. Funding is dispersed annually via formula apportionments and also by discretionary awards.

- **Formula Apportionments:** In Iowa, approximately $1,250,000 is received annually via formula to be spent in small urban (less than 50,000 population) and regional transit systems and receives individual allocations for each large urban transit system serving populations between 50,000 and 200,000. The large urban funds are pooled together since individual allocations by transit agency would not allow for bus purchases on an annual basis. All funds are spent on vehicle replacements rather than on expansion vehicles or bus-related facilities and are distributed utilizing the vehicle rankings of the [Public Transit Management System](#) (PTMS).

  Transit systems serving populations of more than 200,000 in population receive direct allocations from the Federal Transit Administration and are not included in the statewide distribution through PTMS. These transit systems can decide how to utilize these formula funds for their agency.

  This federal program provides funding of transit capital improvements on an 80% federal, 20% non-federal matching basis (85% federal, 15% non-federal for vehicles equipped to meet ADA and Clean Air standards). Facility grants are not available through this process since the formula funding is minimal and the Iowa DOT emphasizes replacing vehicles as the priority above any facility project.

- **Discretionary Awards:** The Department of Transportation (DOT) typically releases a ‘notice of funding opportunity’ for national infrastructure investments projects that make a positive impact throughout the country and opens this opportunity to all transportation modes (highway, public transportation, passenger/freight rail, port, intermodal). All transit agencies over 50,000 in population as well as States have an opportunity to apply for these grant funding opportunities. This competitive discretionary program is now known as the "Better Utilizing Investments to Leverage Development" or "BUILD Transportation ‘Discretionary Grants” program and funding is awarded for projects that will have a significant local or regional impact. (This program was previously known as TIGER under the Recovery Act.)

  CyRide was extremely successful in attaining replacement buses and expansion buses for its fleet within the transportation appropriations bill, prior to the FAST Act, MAP-21, under SAFETEA-LU. CyRide averaged approximately $2,000,000 in capital funding on an annual basis through the Notice of Funding Availability (NOFA) process. However; once the MAP-21 reauthorization bill was approved, CyRide was no longer eligible to apply for NOFA opportunities as only designated
recipients serving populations over 200,000 were eligible. The FAST Act reauthorization bill revised this and transit systems serving populations over 50,000 are now eligible to apply for this discretionary funding. This change opens up the opportunity for CyRide to submit future applications for bus (for replacement or expansion) and bus facility NOFA’s if these opportunities continue in the future. CyRide has not applied directly for these opportunities under the FAST Act but the State of Iowa DOT has applied on CyRide’s behalf along with other Iowa urbanized transit systems. The Iowa DOT has not been successful in receiving discretionary funding for urbanized systems, like CyRide, but has received discretionary funding for Iowa’s rural transit systems, like HIRTA.

State of Good Repair Grants (Section 5337)
This is a new formula-based program dedicated to repairing and upgrading the nation’s rail transit systems along with high-intensity motor bus systems the use of high-occupancy vehicle lanes, including bus rapid transit (BRT). At the present time, CyRide or HIRTA is not eligible for this type of funding as they do not provide rail or BRT transit service at this time.

Federal Flexible Funds Available to Transit

Surface Transportation Block Grant Program (STBG)
These funds come to the state based on a number of factors including vehicle miles of travel, highway lane miles and the number and size of bridges. The funds can be used for roadway, transit capital projects, pedestrian/bikeway projects, or intermodal planning projects on an 80% federal, 20% local basis. In Iowa, a portion of these funds is programmed by local governments acting through metropolitan or regional planning agencies.

Nearly all of Iowa Regional Planning Alliances (RPAs) and some Metropolitan Planning Organizations (MPOs) fund a portion of their intermodal transportation planning activities from STBG funds. Most transit systems have also been successful in receiving STBG funding from their local MPO or RPA. When programmed for transit or transit planning projects, these funds are transferred from the Federal Highway Administration (FHWA) to the Federal Transit Administration (FTA) for administration, either through a direct Section 5307 grant for large urban transit systems, through a statewide 5311 grant for small urban or regional systems, or through the statewide consolidated planning grant for planning projects. The Iowa DOT’s Office of Public Transit administers the statewide grant for individual small urban and regional transit systems. The Office of Systems Planning administers the planning grant.

CyRide has utilized past allocated STBG dollars for planning purposes for the Ames Transit Feasibility Study ($100,000; 40% STBG) and CyRide Facilities Master Plan Update ($40,000; 25% STBG). Reimbursements for these CyRide projects are requested directly from the City of Ames. In 2020, CyRide will begin to receive STBG dollars for bus purchases for approximately $225,000 federal each year with the hopes to upgrade a 40-foot bus to an articulated bus. Thus far, CyRide has received approximately three years of STBG funding.

Iowa Clean Air Attainment Program (ICAAP)
This program is one of the five core funding programs of the Federal Highway Administration (FHWA) that can be flexed between highway, transit or bicycle/pedestrian uses. Nationally, the Congestion Mitigation/Air Quality (CMAQ) program is intended to fund transportation projects to assist metropolitan areas in violation of Clean Air Act standards. In those states with areas in violation, much or all of the CMAQ monies must be spent in the affected areas for projects conforming to a state air quality implementation plan. Because Iowa does not have any areas in violation of transportation-related federal clean air standards, the state receives a minimum allocation of CMAQ funding that can be used anywhere in the state for any purpose for which STBG funds can be used on the same 80% federal, 20% non-federal basis. The Iowa program is referred to as Iowa’s Clean Air Attainment Program (ICAAP).

In Iowa, funds are programmed for highway or transit projects through a statewide application process.
based on the project's anticipated air quality or congestion relief benefits. Applications are due the first business day of October for projects to begin the following federal fiscal year. Project selections are determined in February. When ICAAP funds are programmed for transit projects, funding is transferred from Federal Highway Administration (FHWA) to the Federal Transit Administration (FTA) for administration through the statewide grant under either the Section 5307 or 5311 programs depending on whether the projects are in urbanized or non-urbanized areas. This funding could be utilized in the future for service expansion (new routes or increased service frequency) for either buses or service within Ames.

Over the past five years, CyRide has been awarded over $2.8 million from ICAAP funding for expansion of transit services and additional buses to operate these service expansions including:

<table>
<thead>
<tr>
<th>ICAAP Projects</th>
<th>Approved</th>
<th>Federal Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Green/Brown Weekday Service Frequency Expansion</td>
<td>Jan. 2015, 2016 &amp; 2017</td>
<td>$399,396</td>
</tr>
<tr>
<td>Blue Sunday Frequency Expansion</td>
<td>Jan. 2015, 2016 &amp; 2017</td>
<td>$23,283</td>
</tr>
<tr>
<td>Two HD 40-foot buses (Green/Brown service)</td>
<td>Jan. 2015</td>
<td>$702,400</td>
</tr>
<tr>
<td>One HD 40-foot bus (Plum route service)</td>
<td>Jan. 2016</td>
<td>$364,000</td>
</tr>
<tr>
<td>One HD 40-foot bus (Lilac new route service)</td>
<td>Jan. 2019*</td>
<td>$394,640</td>
</tr>
<tr>
<td>TOTAL ICAAP</td>
<td></td>
<td><strong>$2,878,721</strong></td>
</tr>
</tbody>
</table>

Finally, due to the lower apportionments in 5339 Bus & Bus Facilities discretionary funding for small urban and rural transit agencies, the Iowa DOT was successful in securing $3 million of ICAAP funding to be utilized towards the replacement of buses. This funding will be dispersed through the PTMS process with the oldest and highest mileage buses throughout the state being replaced first.

**Diesel Emission Reduction Act (DERA) Grant Program**

The Iowa DOT administers the Environmental Protection Agency’s (EPA) DERA grant program for the state of Iowa. DERA comes out of the Energy Policy Act of 2005. Annually, the counties eligible to apply for funding are those determined by the EPA where all or part of the population is exposed to more than 2.0 μg/m3 of diesel particulate matter emissions in the 2011 National Scale Air Toxics Assessment. Public transit agencies operating medium-and heavy-duty diesel vehicles in the targeted counties are eligible to apply. In 2017, the amount of funding available was $233,504. Visit [https://iowadot.gov/dera/pdfs/DERA_Grant_Program_Info_Guide.pdf](https://iowadot.gov/dera/pdfs/DERA_Grant_Program_Info_Guide.pdf) for current application deadlines and further information.

**Community Development Block Grant (CDBG) Career Link Program – Employment Transportation**

This program is administered by the Iowa Economic Development Authority (IEDA). The Career Link program can be used to address other employment barriers by providing funding for employment related transportation services. Eligible activities include transportation services for individuals to job activities and adult students to educational training/instructional opportunities. The majority of beneficiaries (individuals utilizing transportation) must reside in non-entitlement communities [i.e. communities under 50,000 in population].

- Eligible applicants are non-entitlement cities (under 50,000) or counties. Funds will flow through the local government to a non-profit transportation entity [i.e. public transit agency] providing the transportation services.
- The majority of beneficiaries (individuals utilizing transportation) must reside in non-entitlement communities.
• Eligible activities will include transportation services for individuals to job activities and adult students to educational training/instructional opportunities.
• Participating businesses may not include retail or service businesses. A service business is a business providing services to a local consumer market which does not have a significant proportion of its sales coming from outside the state.
• The maximum grant award for employment related transportation projects will be $150,000.
• IEDA will require a 1 for 1 cash match for projects. Matching funds can be a combination of funds from participating businesses, local, state, and federal funds.
• Funds will be used for operational expenses only (not buses/equipment)
• For each project, the majority of beneficiaries (51%) must be low to moderate income individuals, as defined by the federal Department of Housing and Urban Development (HUD).
• Grant recipients must document compliance by collecting income surveys from project beneficiaries

CyRide is not eligible for this funding since Ames is a community of more than 50,000 in population.

**State Programs**

The State of Iowa currently offers seven programs providing financial assistance to public transit systems.

**STA Formula Program**

All public transit systems are eligible for funding under the STA program, which began in 1976. Since 1984, STA funding has been derived from a dedicated portion (currently 1/20th) of the first four cents of the state “use tax” imposed on the sale of motor vehicles and accessory equipment. STA funds are provided to support public transit services and may be used for either operating or capital projects.

The majority of the state transit assistance funds received in a fiscal year are distributed to individual transit systems on the basis of a formula using performance statistics from the most recent available year. Each month, the dollars received in the fund during the prior month are allocated to the transit agencies. These funds can be used by the public transit system for operating, capital or planning expenses related to the provision of open-to-the-public passenger transportation.

The STA formula funds are first split between urban and regional systems on the basis of total revenue miles of service provided by each group. The funds are then split among individual systems in each category, 50 percent on the basis of locally determined income (LDI), 25 percent on the basis of rides per dollar of expense, and 25 percent on the basis of revenue miles per dollar of expenditure. OPT calculates LDI by subtracting FTA and STA formula funds from the system’s operating expenses.

CyRide typically utilizes this funding for partial support of its operations of approximately $830,000 each year. HIRTA would receive STA formula funds for regional transit services within Story County. This funding is anticipated to decrease dramatically since vehicle sales have dropped over the past year. Transit systems were warned from Iowa DOT to adjust their budgets accordingly.

**STA Special Projects**

Each year up to $300,000 of the total STA funds are set aside to fund “special projects.” These can include grants to individual systems to support transit services which are developed in conjunction with human service agencies, or statewide projects to improve public transit in Iowa through such means as technical training for transit system or planning agency personnel, statewide marketing campaigns, etc.

Special Projects are considered an “immediate opportunity” program by the Iowa DOT, meaning that these funds can be applied for at any time of the year as an opportunity arises, provided that funding is still
available. Projects are intended to assist with start-up of new services that have been identified as needs by health, employment or human service agencies participating in the Passenger Transportation Development Planning process. Most projects are small in scope and typically will fall within the $5,000-$25,000 range. Projects shall be for no more than one year for up to 50% of the project costs, but a second year of funding can be applied for separately for up to 30%. Priority is given to projects which include a contribution from human service agencies. In past years, HIRTA was awarded funding for the Ames – Iowa City transit service and also funding to print the Story County Transportation brochure (www.ridehirta.com/sct.pdf). CyRide has only received this funding once in 2010 for partial funding of the new #10 Pink route of $15,006. The statewide project funds can also be used on statewide transit marketing and projects exploring new transit technologies. The administrative rules provide flexibility for use of the funding. If not needed for special projects, the money set aside for that purpose may be moved back into the STA formula program for distribution to all systems.

STA Fellowship Program
A major component of the state-wide Special Projects is a program of transit training fellowships that parallels the federal RTAP fellowship program described previously. The STA fellowship program focuses on training costs for Iowa’s large urban transit systems and metropolitan planning organizations that are not eligible under RTAP. CyRide utilizes this fellowship program for its administrative, maintenance and operational staff of approximately $15,000 each year for the following uses: FTA and Iowa DOT seminars, transit related conferences, NTI Trainings, State Rodeo (funded at 100%), and trips to other University transit communities. This program generally reimburses 70% of registration, travel, hotel expenses.

Public Transit Infrastructure Grants
In 2006, the Iowa Legislature established a new program to fund some of the vertical infrastructure needs of Iowa’s transit systems. Applications are accepted as part of the annual Consolidated Transit Funding Program. Projects can involve new construction, reconstruction or remodeling, but must include a vertical component to qualify. They are evaluated based on the anticipated benefits to transit, as well as the ability to have projects completed quickly. The infrastructure program participation in the cost of transit-related elements of a facility project is limited to 80% and cannot, in combination with federal funding, exceed that number. Also no single system can receive more than 40% of the available infrastructure funding in a given year.

CyRide has been successful in receiving several awards for this infrastructure program to rehabilitate its maintenance facility over the past years. CyRide received $320,000 to rehabilitate its roof on the oldest section of the maintenance facility in 2016 that was completed in the fall 2017. Next, CyRide received $405,009 in 2017 to construct three in-ground hoists in the maintenance garage that were completed in summer 2018. CyRide has recently received an additional $517,042 in 2018 to replace its bus washer and purchase a new heating, ventilation and air conditioning system in the wash bay lane that will be implemented in summer 2019.

Capital Match Revolving Loan Fund (AMOCO Loan)
The capital match revolving loan fund was created by the Iowa Legislature in the early 1980’s with funds from Iowa’s share of the federal government’s petroleum overcharge settlement against the American Oil Company (Amoco.) The loan program is subject to an intergovernmental agreement between the Iowa DOT and the Iowa Department of Natural Resources (DNR). All public transit systems are eligible for loans under this program. The intent of the program is to increase the inherent energy conservation benefits of public transit by expediting the implementation of transit capital projects.

The program allows “no interest” loans to transit systems, which the transit system uses towards the required local match on a federally-funded capital project, paying it back over a negotiated time period as local funds become available. The loan can be used to temporarily fund the entire local match on capital equipment projects or 50% of the required non-federal match on facility projects. Funding is available on a first come first serve basis. A project, targeted at energy savings, is eligible if it is a transit capital project that is
In 2016, the Environmental Protection Agency (EPA) filed a complaint alleging Volkswagen (VW) violated the federal Clean Air Act with the sale of motor vehicles between 2009 and 2016 equipped with "defeat devices" designed to perform differently during normal vehicle operation than during emissions tests; exceeding the EPA compliant levels of nitrogen oxides (NOx) during normal use. VW agreed to settle some of the allegations. With the creation of an Environmental Mitigation Trust (Trust) to fund a specific set of mitigation actions that will reduce NOx emissions. Over the next several years, Iowa will receive approximately $21 million in Trust funds for NOx mitigation projects. Iowa DOT has been designated the lead state agency to administer the funds. These funds will be distributed within the following categories according to Iowa DOT’s Beneficiary Mitigation Plan over the next few years.

<table>
<thead>
<tr>
<th>Mitigation Category</th>
<th>Funding Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category 1—Class 4-8 School Bus, Shuttle Bus, or Transit Bus</td>
<td>$9,450,000</td>
</tr>
<tr>
<td>Category 2—Freight Trucks and Port Drayage Trucks</td>
<td>$3,150,000</td>
</tr>
<tr>
<td>Category 3—Non-Road Transport and Equipment</td>
<td>$9,100,000</td>
</tr>
<tr>
<td>Category 4—Zero Emission Vehicle (ZEV) Supply Equipment</td>
<td>$3,150,000</td>
</tr>
<tr>
<td>Category 5—Diesel Emission Reduction Act (DERA) Grant Program</td>
<td>$3,150,000</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$21,000,000</td>
</tr>
</tbody>
</table>

In January 2019, the Iowa DOT requested its first round of grant applications to award $4.9 million of VW funding under the first three categories listed above. Awards will be released in April 2019. CyRide submitted a VW application under this first round for $170,640 (12%) to provide partial local match within a federal grant to replace three alternative fueled biodiesel buses for a total project cost of $1,437,600. If awarded, this will provide CyRide with additional local match funding for future grant opportunities. For more information on this grant program, visit [https://iowadot.gov/vwsettlement/default.aspx](https://iowadot.gov/vwsettlement/default.aspx).

Local Funding

The bulk of transit funding in Iowa comes from local sources, especially on the operating side. How systems generate their local financial support varies, but some of the more common sources are as follows:

**Passenger Revenues**

Fees paid by the passengers are one of the most common sources of local support. This can include monies collected on-board the transit vehicle (usually called “farebox receipts”), as well as prepaid fares from sale of passes or tickets, or fares billed to the passenger after the fact. FTA requires that all passenger revenues be subtracted from the total cost of operating transit service to identify a net operating cost, before eligibility for federal financial support of operations can be calculated.

**Contract Revenue**

Human service agencies, local communities, as well as private businesses are often willing to pay a part or all of the cost for certain types of rides provided as part of the open to the public transit operation. Such subsidies are classified as contract revenues and can count toward the required local match on federal projects.
Municipal Transit Levy

Local Taxes
Iowa law authorizes municipalities to levy up to 95 cents per $1,000 assessed valuation to support the cost of a public transit system. Most of Iowa’s larger communities levy for support of their urban transit systems. A number of smaller communities use this authority to generate funding used to support services contracted from their designated regional transit system. CyRide has its own transit levy for the community of which Ames is approximately 15% of its revenue stream. For Ames, this levy is approximately 62.811 cents per $1,000 assessed valuation.

Regional Transit Levy
In 2005, the Iowa legislature authorized counties exceeding 175,000 in population are able to form regional transit districts for support of area-wide public transit services. Once formed, adjacent counties can become part of the district, or municipalities in non-participating adjacent counties can join. The district can levy up to the 95 cents per $1,000 assessed valuation; but, unlike the provisions in the municipal levy, the regional transit districts can set differing levy rates across their territory. While both Linn and Polk counties have the population to form a regional transit district, as of March 2011 only Polk County has chosen to form a district, including several municipalities from adjacent non-participating counties. This is not an option available to Story County.

General Fund Levy
The cost of supporting transit services is an eligible use of general fund revenues for all Iowa governments and is the primary source of funding to support transit for counties who don’t have the option of a transit levy, as well as for cities which chose not to use the transit levy.

Trust and Agency Levy
The Trust and Agency Levy can be used by cities and counties to support employee benefit plans. As such, it can be used to help support the cost of a city operated transit system.

Other Local

Student Fees
Mandatory student fees established by a college or university are similar to a tax levy in that all members of the particular community contribute. Iowa State’s Student Government is CyRide’s largest fee levy equating for approximately 40% of their annual operating budget.

Advertising Revenues
Sale of on-board advertising or advertising space in brochures, etc., can provide some additional revenues to the transit program. Currently, CyRide contracts out their advertising program to place ads on our buses and therefore splits the revenues received with the advertising agency.

Analysis of Social Services Evaluation Team (ASSET)
The Analysis of Social Services Evaluation Team (ASSET) process has existed in Story County since 1985. It brings together five major funders of human services programs in a collaborative, volunteer-led effort to coordinate local planning, assess needs, evaluate the capabilities of agencies to provide programs, and recommend funding for programs. ASSET (www.storycountyasset.org/) is supported by five funders including the City of Ames, Iowa State University Student Government, Story County, Central Iowa Community Services, and United Way of Story County. Each Funder has priorities that guide the process in making recommendations for funding decisions and agencies must apply for funding through this process. Approximately $4.6 million in funding was recommended for distribution to ASSET agencies’ programs in...
2018-2019. HIRTA requests approximately $187,000 of this funding for demand response transportation within Ames, Story County and to Iowa City.

United Way of Story County
The United Way of Story County (UWSC) offers several grant opportunities to support unanticipated, emerging or other distinct under-funded needs on an annual basis. These grant opportunities are in addition to funding ASSET programs through the process listed above.

• Annual Grant Process - The UWSC typically offers agencies to submit letters of intent requesting funding, over $7,500, for their programs in February of each year. They then are invited to submit a full proposal in April if the letter of intent is of interest to UWSC and meets their priorities. The project must typically have a significant impact on the community and people UWSC serves in the areas of Education, Income and Health. Those agencies seeking grant funding must also be a non-profit organization. In the past, the UWSC has funded security cameras of $24,580 for HIRTA for two vans and five buses to help ensure the safety of passengers, employees and property. This data will likely allow lower-insurance rates for HIRTA. UWSC also partially funded an unscheduled van in the amount of $9,653 to help keep HIRTA's services more on time. In 2018, HIRTA received approximately $36,000 for enhanced scheduling features to offer online scheduling to Story County clients as well as a pay application for passengers to pay for their trips online instead of at the time of boarding.

• Mini-Grant Process - In addition to the annual grant process, the UWSC also offers mini-grants anytime throughout the year for up to $250 per agency for projects that benefit citizens of Story County. The UWSC’s CEO may grant these mini-grants at their discretion without any formal board approval for up to $1,500 total throughout the year.

• Golf For Kids Grant Process – This final grant opportunity is called Golf Fore Kids which ties funding from a golf event fundraiser to support programs that improve the quality of life for children and families in Story County. Grant proposals are generally accepted by the first part of August each year with the maximum award of $3,000 per program. Awards are made by the UWSC Board of Directors in October of each year. This opportunity only funds programs for kids and will not fund capital expenditures. Agencies do not have to be a partner agency of the UWSC to request funding. Approximately $23,000 was dispersed in 2017 to agencies to improve the quality of life for Story County kids. Past funding for transportation programs have included the Ames Public Library that offers bus fare for childcare programs to visit the library.

Story County Community Foundation
The Story County Community Foundation (SCCF) is a nonprofit public charity created by generous local citizens. It builds permanent charitable funds called endowments. Each endowment distributes a portion of its earning annually in perpetuity--forever--to support a charitable purpose. Donations may be made to funds which address community needs and reflect a donor’s interests and personal philanthropic goals. The SCCF acts as a broad umbrella, sheltering many separate funds.

Major Grants (up to $25,000), Community Grants (up to $6,000) and Capacity Building Grants (up to $2,500) are available to non-profit organizations with a 501(c)(3) status, charitable projects of a governmental agency or to a 501 (c)(3) fiscal sponsor. More information can be found at www.storycountyfoundation.org.

HIRTA has previously received a grant from the SCCF to initiate the Ames to Iowa City operating service providing access to medical care in Iowa City.
VI – CONCLUSION

The Passenger Transportation Plan (PTP) coordination effort is an ongoing process throughout the year to define funding and further refine recommended projects. Efforts will continue to coordinate transportation services, identify needs and expand funding availability identified within the recommended projects. This effort includes identifying and encouraging additional federal/state/local funding resources yet to be approved or identified through future transit reauthorization bills. Involvement through Human Services Council, United Way's Transportation Collaboration Committee and Story County’s Quality of Life Alliance groups has provided additional opportunities for increased communication between transportation providers and human/health service agencies to ensure better mobility options to the community and region. Coordination offers a great way to obtain positive results from limited resources while sharing available transportation options by many transportation providers to agencies that communicate those resources to the transit dependent, low-income, elderly and disabled populations.
SUBJECT: DESIGNATION OF CIRTPA REPRESENTATIVES

BACKGROUND:

Each year the Transportation Policy Committee appoints representatives and alternate representatives to the Central Iowa Regional Transportation Planning Alliances’ (CIRTPA) two committees – the Transportation Policy Committee (TPC) and the Transportation Technical Committee (TTC). Since the Ames Area Metropolitan Planning Organization is an advisory member of CIRTPA, these are non-voting positions.

It is recommended that the Ames Area MPO’s designated representatives for 2019 be as follows:

- TPC Representative: Tony Filippini, Transportation Planner
- TPC Alternate Representative: Damion Pregitzer, Traffic Engineer
- TTC Representative: Tony Filippini, Transportation Planner
- TTC Alternate Representative: Damion Pregitzer, Traffic Engineer

ALTERNATIVES:

1. Appoint the individuals named above to their respective roles representing the Ames Area MPO on CIRTPA.

2. Designate other individuals to serve the Ames Area MPO in this capacity.

ADMINISTRATOR’S RECOMMENDED ACTION:

The Administrator recommends that the Ames Area MPO Transportation Policy Committee adopt Alternative No. 1, thereby appointing the individuals named above to serve in their respective roles representing the Ames Area MPO on CIRTPA.
REGULAR MEETING OF THE AMES CONFERENCE BOARD

The Regular Meeting of the Ames Conference Board was called to order by Chairman John Haila at 6:01 p.m. on February 26, 2019. Present from the Ames City Council were Bronwyn Beatty-Hansen, Gloria Betcher, Amber Corrieri, Tim Gartin, David Martin, and Chris Nelson. Story County Board of Supervisors was represented by Linda Murken and Lauris Olson. Supervisor Lauris Olson was brought into the meeting telephonically as it was impractical for her to attend in person. Ames Community School Board, Nevada Community School Board, Gilbert Community School District, and United Community School District were not represented.

MINUTES OF JANUARY 22, 2019: Moved by Nelson, seconded by Murken, to approve the Minutes of the January 22, 2019, meeting of the Ames Conference Board. Vote on Motion: 3-0. Motion declared carried unanimously.

APPOINTMENT OF GAIL JOHNSTON TO BOARD OF REVIEW: Moved by Betcher, seconded by Murken, to approve RESOLUTION NO. 19-058 appointing Gail Johnston to the Board of Review. Vote on Motion: 3-0. Motion declared carried unanimously.

PUBLIC HEARING ON PROPOSED FY 2019/20 BUDGET FOR CITY ASSESSOR’S OFFICE: The public hearing was opened by Mayor Haila. After no one came forward to speak, the Mayor closed the hearing.

Moved by Corrieri, seconded by Murken, to approve the FY 2019/20 Budget for the City Assessor’s Office. Roll Call Vote: 3-0. Motion declared carried unanimously.

CONFERENCE BOARD COMMENTS: No one had any comments at this time.

ADJOURNMENT: Moved by Murken to adjourn the Ames Conference Board at 6:04 p.m.
PROCLAMATION FOR IOWA HONEY BEE DAY: Mayor Haila proclaimed February 27, 2019, as Iowa Honey Bee Day. Accepting the Proclamation was Jamie Beyer, Legislative Representative, Iowa Honey Producers Association.

Mr. Beyer introduced Lynn and Ann Wilbur, who are also local honey bee keepers. Mr. Beyer mentioned that honey bees are a big part of the agricultural economy.

Mayor Haila announced that Council would be working off an Amended Agenda. Consent Item No. 8, Resolution approving 2019 Neighborhood Art acquisitions, had been taken off the Agenda by staff. Item No. 14, a Resolution approving 4-6 temporary parking spaces in the Library parking lot had been added.

CONSENT AGENDA: Council Member Gartin requested to pull, for separate discussion, Item No. 11, Requests from Greek Week Committee for Greek Week activities.

Moved by Gartin, seconded by Beatty-Hansen, to approve the following items on the Consent agenda:
2. Motion approving payment of claims
3. Motion approving Minutes of Regular Meeting of February 12, 2019
4. Motion approving new 8-month Class B Beer License with Outdoor Service and Sunday Sales for Homewood Golf Course, 401 E 20th Street
5. Motion approving ownership change for Class C Beer Permit for Kwik Trip, Inc., 204 S Duff
6. RESOLUTION NO. 19-059 authorizing the City’s StoryComm representative to approve the recommendation for a radio vendor and authorizing Iowa State University’s Purchasing Department to issue a Letter of Intent
7. RESOLUTION NO. 19-060 approving Police Department’s application for and participation in Governor’s Traffic Safety Bureau Enforcement Grant program
9. RESOLUTION NO. 19-062 authorizing submission of Nutrient Reduction Feasibility Study for the Water Pollution Control Facility to the Iowa Department of Natural Resources
10. Request from India Cultural Association of Central Iowa for Zero Hunger Run/Walk on May 18, 2019:
   a. RESOLUTION NO. 19-063 approving closure of State Avenue between Mortensen Road and Arbor Street from 5:00 a.m. to 12:00 p.m.
11. Requests from Greek Week Committee for Greek activities:
   a. Polar Bear Plunge event on April 5, 2019:
      i. Motion approving Temporary Obstruction Permit
      ii. RESOLUTION NO. 19-064 closing a portion of Sunset Drive and the eastern portion of Pearson Avenue along the Greek Triangle from 10:00 a.m. to 11:00 p.m.
      iii. RESOLUTION NO. 19-065 suspending parking regulations from 10:00 a.m. to 11:00 p.m.
   b. Greek Week activities on April 6, 2019:
      i. Motion approving blanket Temporary Obstruction Permit
      ii. RESOLUTION NO. 19-066 approving closure of the following streets from 6:00 a.m. to 6:00 p.m. on April 6:
         (1) Sunset Drive, Ash Avenue from Gable Lane to Knapp Street
         (2) Gray Avenue, Gable Lane to Greeley Street
         (3) Greeley Street
12. RESOLUTION NO. 19-067 approving Change Order No. 1 with Pioneer Industrial Corp., Hastings, NE, for the Valve Maintenance Related Services and Supplies Contract in the not-to-exceed amount of $16,000

13. RESOLUTION NO. 19-068 accepting completion of 2016/17 CyRide Route Pavement Improvements (South 3rd/4th Street)

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

GREEK WEEK COMMITTEE FOR GREEK ACTIVITIES: Council Member Gartin stated that he pulled this item as representatives from the Greek Week Committee were present, and he wanted to give them a chance to speak.

Ryan Hunwardsen, Greek Week Central 2019 Logistics Director, thanked the Council members for their continued support of “Greek Week.” He noted that this is the 67th year for “Greek Week.”

Polar Bear Plunge Event on April 5, 2019: Moved by Gartin, seconded by Betcher, to approve the Temporary Obstruction Permit.

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

Moved by Gartin, seconded by Betcher to approve RESOLUTION NO. 19-064 closing a portion of Sunset Drive and the eastern portion of Pearson Avenue along the Greek Triangle from 10:00 a.m. to 11:00 p.m.

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

Moved by Gartin, seconded by Betcher, to approve RESOLUTION NO. 19-065 suspending parking regulations on a portion of Sunset Drive and the eastern portion of Pearson Avenue along the Greek Triangle from 10:00 a.m. to 11:00 p.m.

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

Greek Week activities on April 6, 2019: Moved by Gartin, seconded by Betcher, to approve a blanket Temporary Obstruction Permit.

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

Moved by Gartin, seconded by Betcher, to approve RESOLUTION NO. 19-066 approving closure of the following streets from 6:00 a.m. to 6:00 p.m. on April 6:

- Sunset Drive, Ash Avenue from Gable Lane to Knapp Street
- Gray Avenue, Gable Lane to Greeley Street
- Greeley Street
- Pearson Avenue, Sunset to Greeley
- Lynn Avenue, Chamberlain to Knapp

Roll Call Vote: 6-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.
PUBLIC FORUM: Mayor Haila opened Public Forum. No one came forward to speak, and Public Forum was closed.

AMES PRIDEFEST: Management Analyst Tashiek Kerr stated that the request for Ames Pridefest is unique this year as the organization is requesting a waiver of parking meter fees for all of Downtown. She noted that last year the request was confined to the event location. To staff’s knowledge, the only times Council has granted free parking for all of Downtown was for area-wide events sponsored by Ames Main Street. If the Council approves the waiver of all 613 meters Downtown, it would result in a loss of $1,379.25 to the Parking Fund; however, the Council waived the parking meters in the event area, it would be a loss of $168.75.

Tara Andrews, 108 Jewel Drive, Ames, explained that she is the Chair of Ames Pride and Co-Chair of Ames Pridefest 2019. She gave a brief history regarding the prior two Pridefest events. Ms. Andrews stated that this year they will be adding space for more vendors and space for attendees. She noted that they are contracting with American Sign Language interpreters for the entire day, they do not accept sponsorship from Alcohol and Tobacco companies, they include and collaborate with faith-based community organizations, and a variety of food vendors options will be available for dietary restrictions. Ms. Andrews stated that there are no admission fees or ticketing associated with Ames Pridefest. She explained that economic accessibility is important and that is why they are requesting a waiver of fees for all Downtown meters be approved.

Council Member Martin asked Ms. Andrews what the attendance was for the past two years. She stated that the first year they had about 200-300 people and last year there were about 1400-1500 people. This year they are anticipating around 2,000 people.

Council Member Betcher stated that the request for the additional handicapped parking spots is due to concerns that came up from last year’s event, as some of the accessible spots were closed and there were a few library patrons who had mobility challenges who were unable to park anywhere near the library. She noted that the Police Department do not have any temporary bagging system to create temporary parking spaces. City Manager Steve Schainker asked City Attorney Mark Lambert if the City was allowed to make temporary handicapped spaces. Mr. Lambert stated that handicapped spaces could be created if needed by City staff.

Council Member Beatty-Hansen stated that she appreciates this event, but they just decreased the parking meter rates Downtown, which already show a deficit in the Parking Fund. Ms. Beatty-Hansen stated she encourages everyone to use a bike or take the bus.

Council Member Martin stated that normally the City Council does say yes to a waiver of parking meter fees and reminded the Council that they just approved a waiver of parking meter fees for three days for a shopping event in Downtown Ames. He noted that this event is great for the community as it reaches community members who are neglected.

Moved by Martin, seconded by Betcher, to approve the requests for Ames Pridefest on Saturday, September 7, as requested by Ames Pride, for all 613 meters Downtown and a waiver of fees for vending and parking.

Ms. Betcher stated that they will already have Ames Main Street parking meters closed for the
Farmer’s Market, and the amount of revenue lost to the Parking Fund for this event might be lower. Ms. Kerr stated that staff had not yet received any Special Event requests from the Farmer’s Market Committee.

Council Member Nelson stated that the difference with Ames Pridefest and the three-day shopping event was with the intent to bring further business to the Downtown District.

Further discussion was had regarding how many parking meters should be waived.

Motion withdrawn

Moved by Martin, seconded by Beatty-Hansen, to approve the blanket Temporary Obstruction Permit and blanket Vending License.
Vote on Motion: 6-0. Resolution declared adopted, signed by the Mayor, and hereby made a part of these Minutes.

Moved by Martin, seconded by Beatty-Hansen, to adopt RESOLUTION NO. 19-069 approving the closure of Douglas Avenue from Main Street to 6th Street and 5th Street between Kellogg and the alley east of Adams Funeral Home from 4:00 a.m. to 11:00 p.m.
Roll Call Vote: 6-0. Resolution declared adopted, signed by the Mayor, and hereby made a part of these Minutes.

Moved by Martin, seconded by Beatty-Hansen, to adopt RESOLUTION NO. 19-070 approving waiver of parking meter fees and enforcement in Downtown Ames for all 613 meters, as requested.

Moved by Martin, seconded by Betcher, to adopt RESOLUTION NO. 19-071 approving waiver of the fee for blanket Vending License.
Roll Call Vote: 6-0. Resolution declared adopted, signed by the Mayor, and hereby made a part of these Minutes.

Moved by Beatty-Hansen, seconded by Betcher, to adopt RESOLUTION NO. 19-061 approving 4-6 handicapped temporary parking spaces in the Library parking lot, to be designated by City staff.
Roll Call Vote: 6-0. Motion declared carried unanimously.

Moved by Beatty-Hansen, seconded by Betcher, to adopt RESOLUTION NO. 19-070 approving the waiver of 75 parking meter fees in the event location only on September 7, 2019.
Roll Call Vote: 6-0. Resolution declared adopted, signed by the Mayor, and hereby made a part of these Minutes.

TEXT AMENDMENT TO ALLOW BEDROOMS IN PROGRESS TO COUNT TOWARD RENTAL OCCUPANCY: Building Official Sara Van Meeteren explained that in January 2019, the Council directed staff to bring back options in regards to a letter that was received from Al Warren.

Al Warren, 3121 Maplewood Road, Ames, stated that he respects the Council’s opinion for
protecting the neighborhood, but feels there were a few people that got caught in the process. He explained that the homeowners didn’t get to complete what they wanted to do as they put their remodeling on hold to see what was going to happen to the occupancy rules, as they wanted to make sure they followed those rules. Mr. Warren mentioned that the time frame from when the moratorium went into effect and then the new Code, there was no gap to allow anyone to proceed forward. He believed that anyone who was in process should be allowed to complete the job and he had a letter from SCAN letting the Council know that they were not opposed to him finishing his renovation.

Council Member Gartin asked Mr. Warren to explain how the Council would know that he was “in process.” Mr. Warren answered that Council Member Betcher was in the area and she was shown the area that he didn’t get finished. He also stated that he had spoken with Ms. Van Meeteren about obtaining a building permit, but was unsure of how many bedrooms to list. He noted that the City Assessor website and the City of Ames Inspections Division had two different numbers listed for how many bedrooms his house had so one of the Rental Inspectors came out and did a bedroom count.

Council Member Betcher explained that one of her concerns was that if someone was waiting on word to see if the bedrooms would count, and in the meantime, the moratorium went into effect, there was no time for a homeowner to make any changes. Mr. Gartin asked Ms. Van Meeteran if Mr. Warren could have done anything differently. Ms. Van Meeteran stated that here was nothing tangible that could have been done to prove that was his intent.

Further discussion was had among the Council members as to what they should do in regards to Mr. Warren’s request and other homeowners.

Council Member Nelson stated that if the Council could come up with a way that homeowners wouldn’t be able to put in an egress window, but if one already existed, it would allow a homeowner to be able to comply along with not being able to add on to the structure with only a short period of time to apply. Ms. Beatty-Hansen stated that would be a good metric and to open it for a month.

Moved by Nelson, seconded by Betcher, to direct staff to prepare for a text amendment stating that if a property already has an egress window, the homeowner would be able to complete the bedroom, and the homeowner would have 30 days to apply for the extra bedroom.

Motion withdrawn.

Moved by Nelson, seconded by Betcher, to have staff prepare a text amendment that allows properties with a Letter of Compliance to add bedrooms where an egress window exists and isn’t already being counted toward a bedroom. The homeowner would have 30 days from the adoption of the Text Amendment to apply and then six months to complete the work.


The Council recessed at 7:02 p.m. and reconvened at 7:04 p.m.
PROPERTY SALE HARDSHIP EXEMPTION REQUEST: Mayor Haila stated that it was impractical for the homeowner Emily Howell to be present in person; therefore, she was brought into the meeting telephonically. City Attorney Mark Lambert pointed out that there are two standards that the Council must determine that either one of the following is true, in order to approve the request:

1. The advantages to the neighborhood and the City of allowing the property to be registered as a rental property to facilitate its sale outweigh the disadvantages to the neighborhood and City of exceeding the rental concentration cap.
2. The sale of the property would have been possible at a reasonable market value as a single-family dwelling, but for the existence of the rental concentration cap.

Council Member Gartin inquired if the applicant would be able to appeal the decision in District Court. Mr. Lambert stated that he believes they could, but it is not 100% clear. Mayor Haila asked if the homeowner is able to reapply for the hardship exemption in six months if denied. Mr. Lambert explained he is not sure at this time as that is not addressed in the Ordinance.

Ms. Betcher asked if it would change the homeowners’ Transitional Letter of Compliance if the request was denied. Ms. Van Meeteren stated it wouldn’t change anything. The homeowners still have one and a-half years left on their Transitional Letter of Compliance.

Emily Howell, 107 South Riverside Drive, Ames, stated that she is currently living in South Carolina. She noted that they would like to be granted approval of the Property Sale Hardship Exemption and have provided all the documentation that was required. Ms. Howell mentioned that they listed their property for sale with no success due to the lack of a Letter of Compliance, and if not approved, they may have to reduce the price or foreclosure on the property.

Council Member Gartin stated that the house was purchased for $250,000 and the assessed value was $228,000. Mr. Gartin noted that an offer was made for $269,900, explained that this was evidence that the market liked their house, and questioned where the hardship was. Ms. Howell mentioned that offer was made right away, but the buyers pulled out; and no other offers have come in after that.

Council Member Betcher inquired if the house currently had a renter in it. Ms. Howell explained that they do currently have a tenant who has a two-year lease.

Council Member Martin stated that the Assessor’s report shows seven bedrooms, the City’s shows five bedrooms, and he wanted to know how many there were. Ms. Howell noted there are five bedrooms. Mr. Martin mentioned that the house was listed for sale at $269,999 and there was a suggestion from the realtor to drop the price on June 1 to $255,000, but didn’t see where this was ever done. Ms. Howell stated she is not sure if that was done or not.

Ms. Betcher asked Mrs. Howell if there had been any issues from potential buyers about having a renter already in the house until 2020. Ms. Howell explained they have not had any comments but have not had many calls since getting a renter; the house was on the market for several months before they went to the Transitional Letter of Compliance (LOC).

Further discussion was had regarding if the Howell’s met the criteria for a Property Sale Hardship Exemption.
Moved by Beatty-Hansen, seconded by Martin, to deny the Property Sale Hardship Exception application, prohibiting the property from being eligible for a LOC in order to sell the property.

It was clarified that the property could continue to be rented until the Transitional LOC currently in place expires.


Moved by Corrieri, seconded by Nelson, to approve the Property Sale Hardship Exception application for 107 S. Riverside, allowing the property to become a rental in order to facilitate the sale of the property.

It was clarified that, should this property become a rental, the LOC could be renewed by the person purchasing the property. The property could then remain a rental as long as the LOC is maintained. This LOC would be transferrable.

Motion declared carried.

ORDINANCE OF REVISED POST-CONSTRUCTION STORMWATER MANAGEMENT ORDINANCE: Municipal Engineer Tracy Warner stated staff used the direction from the last meeting and have brought back the recommended corrections.

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

Moved by Beatty-Hansen, seconded by Nelson, to pass on first reading an ordinance pertaining to Post-Construction Stormwater Management Ordinance.

Moved by Betcher, seconded by Martin, to suspend the rules necessary for the adoption of an ordinance.
Roll Call Vote: 6-0. Motion declared carried unanimously.

Moved by Nelson, seconded by Beatty-Hansen, to pass on second reading the Post-Construction Stormwater Management Ordinance.

Moved by Corrieri, seconded by Beatty-Hansen, to pass on third reading and adopt the ORDINANCE NO. 4380 to Post-Construction Stormwater Management.
Roll Call Vote 4-2. Voting aye: Beatty-Hansen, Nelson, Corrieri, Gartin. Voting nay: Martin, Betcher. Ordinance declared adopted, signed by the Mayor, and hereby made a part of these Minutes.
ORDINANCE PROHIBITING PARKING AT ALL TIMES ON THE EAST SIDE OF NORTH RIVERSIDE DRIVE AND PROHIBITING PARKING AT ALL TIMES ON THE NORTH SIDE OF HARRIS STREET: Mayor Haila asked if anyone wished to speak on this item. No one came forward and Public Forum was closed.

Moved by Beatty-Hansen, seconded by Nelson, to pass on first reading an ordinance pertaining to parking at all times on the east side of North Riverside Drive and prohibiting parking at all times on the north side of Harris Street.
Roll Call Vote: 6-0. Motion declared carried unanimously.

ORDINANCE REGARDING “GAME DAY PARKING” REGULATIONS: Moved by Nelson, seconded by Betcher, to pass on third reading and adopt ORDINANCE NO. 4379 pertaining to Game Day Parking Regulations.
Roll Call Vote: 6-0: Resolution declared adopted, signed by the Mayor, and hereby made a part of these Minutes.

Council Member Betcher stated that she had been getting emails that the North Riverside area wanted to be added and asked when should she make a motion to add it. Mr. Lambert recommended making a motion during Council Comments.

Moved by Martin, seconded by Beatty-Hansen, to approve RESOLUTION NO. 19-072 the designating said areas on the Game Day Parking Area Map.
Vote on Motion: 6-0. Resolution declared adopted, signed by the Mayor, and hereby made a part of these Minutes.

UPDATE ON REGULATION OF SHORT-TERM RENTALS: Planning and Housing Director Kelly Diekmann noted that the Council had seen this topic several times. The last time was in November 2018, when the Council had directed staff to proceed with drafting standards that would allow short-term rentals (STRs) within apartment dwellings and to proceed with a licensing system of one and two-family homes.

Mr. Diekmann stated that the Ames Municipal Code section necessary to be addressed to allow short-term rentals are extensive, as these would be a new type of principal and accessory use within the Zoning Ordinance (Chapter 29), and would establish a new category of licensure to be incorporated into a new Chapter of the Ames Municipal Code (Chapter 35).

Director Diekmann stated that the new information to be presented tonight is the Planning & Zoning Commission’s recommendation, The Commission recommended allowing short-term rentals with the following limitations:

- Home Shares in rental apartments would be allowed as an accessory use in all zoning districts with no tenant or property owner license required. Oversight compliance would be the responsibility of the landlord with no license required.
- Vacation Rentals
  - Prohibited within RL zoning districts for nonconforming apartment building uses.
  - Allowed within all other zones by granting of one license to a property owner for the entire parcel or common development of apartment units.
  - Limit the number of units to the greater of one STR unit or up to 10% of the total number
of units on a parcel or common development.

- An exemption from a Special Use Permit to establish a Vacation Rental would be allowed in certain higher density zoning districts for rental apartments:
  - Exempt: RM, RH, FS-RM, NC, CCR, DSC, CSG, DGC

Council Member Gartin questioned how enforcement would be done. Mr. Diekmann explained that there is a referral for them to look at different software vendors that would allow for proactive enforcement. He noted that there are subscription services out there; alternatively they could follow the same model as the rental division, which is complaint-based.

There was further discussion about short-term rentals and the length of time that is allowed for someone to stay.

Mayor Haila asked for public input. No one wished to speak.

Moved by Beatty-Hansen, seconded by Nelson, to direct staff to publish notice for a public hearing and finalize the attached draft text amendments as recommended by the Planning and Zoning Commission allowing short-term rentals as an accessory and principal use by dwelling type within the *Ames Municipal Code* Chapter 29 (Zoning), corresponding references within *Municipal Code* Chapter 35 (Short Term Rentals), and to include definitions, administration, licensing, standards, enforcement, and fees.

Council Member Martin stated he doesn’t agree with the motion due to safety concerns with Home Shares. He recommended that staff come up with additional safety guidelines.

Council Member Betcher explained that she has the same concerns as Mr. Martin about vacation rentals and she also doesn’t see how they can be a benefit to the neighborhoods.


**2019 Urban Revitalization Tax Abatement:** Director Diekmann informed the Council that this is an annual item. There are criteria that have to be met and verified for each area. An application will be submitted that will show the identification of the property, what improvements were made, and the increase in value. That application will be submitted to the City, and through action by Council, will state that the area has met the criteria to be considered “Qualified Real-Estate.” The resolution is then sent to the City Assessor and that would mean the area is eligible for property tax abatement or exemption.

Mr. Diekmann noted that there are two applications this year. The first one is for the Union along the 2700 block of Lincoln Way; this project has its own Urban Revitalization area. He noted that a walkthrough was done, and the Union now meets the Urban Revitalization criteria. The second one was at 205 S. Wilmoth Avenue, the Aspen Heights Apartment/mixed use project. Mr. Diekmann noted that the Aspen Heights request was submitted last year and was denied as it was found that they did not comply with the Urban Revitalization Area criteria due to not enrolling in the Crime-Free Housing program. The Police Department has now verified enrollment in the program as of
February 2019. Mr. Diekmann stated staff is recommending approval of both applications.

Council Member Martin inquired as to how many years the Aspen Heights Apartments is qualified for, as normally it is a ten-year schedule. However, since the applicant was denied last year, he asked if its schedule would only be for nine years. Mr. Diekmann noted that will be up to the City Assessor’s office in regards to if the application is available for nine or ten years.

Moved by Betcher, seconded by Corrieri, to adopt RESOLUTION NO. 19-073 approving the 2019 Urban Revitalization tax abatement requests for two properties, as recommended by staff. Roll Call Vote: 6-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

NEW WATER TREATMENT PLANT CONTRACT 2: Water and Pollution Control Director John Dunn stated that this item is a result of a lengthy negotiation process with the general contractor. He noted that the punch list of items that needed to be done had been completed, and the warranty list had been reduced substantially. Director Dunn explained that the City withheld $1,349,083.20 and an Agreement was made to split the amount between the general contractor and the City to $547,550. He mentioned that there was a discussion as to the start of the warranty period; it was agreed to split the difference and December 31, 2019, would begin the warranty. A maintenance bond is being held as an insurance policy to make sure any additional warranty issues are addressed.

Council Member Betcher noted that, in the staff report it states that the City may be short in its LEED points. She wanted to know if the settlement is going to bind Knutson Construction to keep working if they don’t make the LEED points. Mr. Dunn stated there is language in the Settlement Agreement that Knutson Construction will cooperate, and the LEED consultants believe that the City will make the points.

Council Member Gartin asked if any liens had been placed on this project. Mr. Dunn stated that a lien can’t be placed on public property, but the electrical subcontractor did file a notice indicating that they have not been paid for a portion of their work. A condition of the Settlement Agreement is that Knutson Construction provided a Discharge Bond in an amount that was twice the amount of the claim of the electrical subcontractor.

Moved by Nelson, seconded by Betcher, to adopt RESOLUTION NO. 19-074 approving the Settlement Agreement with Knutson Construction regarding the New Water Treatment Plant Contract 2. Roll Call Vote: 6-0: Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

Moved by Betcher, seconded by Beatty-Hansen, to adopt RESOLUTION NO. 19-076 accepting completion and authorizing payment to Knutson Construction in accordance with the Settlement
Agreement.
Roll Call Vote: 6-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

2019 RESIDENT SATISFACTION SURVEY: Public Relations Officer Susan Gwiasda noted that each year, a small amount of space is reserved for current issue/policy questions to be added. The previous version of the Survey was provided to the Council to make any recommendations.

Council Member Beatty-Hansen inquired if a survey had been done to test the public’s knowledge of what is going on in the City of Ames. Ms. Gwiasda stated that there were some similar questions in the past to gauge where education was needed.

By concurrence, Council directed Public Relations Officer Susan Gwiasda to leave the survey the same as last year.

HEARING ON ENVIRONMENTAL INFORMATION REGARDING IMPROVEMENTS TO SANITARY SEWER SYSTEM FOR MUNN WOODS AND EMMA MCCARTHY LEE PARK: The public hearing was opened and closed by Mayor Haila since there was no one wishing to speak.

Municipal Engineer Tracy Warner stated this is a required Public Hearing for this project and staff had already been having public informational meetings. No action by the City Council was being required.

HEARING ON MAJOR SITE DEVELOPMENT PLAN AMENDMENT FOR 3331 AND 3405 AURORA AVENUE: Planning and Housing Director Diekmann stated this item is an Amendment to an approved Plan that was approved in November 2017. He explained that it is a redesign of the architectural look of the building, and staff is recommending approval. Mr. Diekmann stated that the change is from the more modern metal siding to a more traditional gable roof and horizontal siding.

The public hearing was opened and closed by Mayor Haila no one came forward to speak.

Moved by Gartin, seconded by Beatty-Hansen, to adopt RESOLUTION NO. 19-077 approving the changes proposed by the applicant for the Major Site Development Plan for 3331 and 3405 Aurora Avenue.
Roll Call Vote: 6-0: Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

DISPOSITION OF COMMUNICATIONS TO COUNCIL: Moved by Betcher, seconded by Martin to place the letter from the SCAN district on a future agenda for discussion.

Mayor Haila noted that the memo from Building Official Sara Van Meeteren providing the second quarterly report on rentals outside of capped areas was for informational purposes only.
Mayor Haila explained that the staff report regarding background on an affordable housing strategy known as Inclusionary Zoning is for information purposes as well, and no action would be needed.

**COUNCIL COMMENTS:** Moved by Betcher, seconded by Beatty-Hansen, to refer to staff for a memo on the illegal parking status during game days in the area that is north of Lincoln Way from Riverside to Grand up to the railroad tracks.

Mayor Haila stated he believes Chief Cychosz already did an analysis and has this information and doesn’t think this area is a problem at this time.

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

Several Council Members expressed their appreciation to the Public Works crews for their hard work during all the recent bad weather with clearing the snow from roads and sidewalks along with handling several water main breaks.

**CLOSED SESSION:** Council Member Gartin asked City Attorney Mark Lambert if there was a legal reason to go into Closed Session. Mr. Lambert replied in the affirmative, citing *Code of Iowa* Section 20.17(3) to discuss collective bargaining strategy.

Moved by Gartin, seconded by Betcher, to go into Closed Session under Section 20.17(3), *Code of Iowa*, to discuss collective bargaining strategy.

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

The Council went into Closed Session at 8:40 p.m. and returned to Regular Session at 8:51 p.m.

Moved by Beatty-Hansen, seconded by Gartin, to adopt RESOLUTION NO. 19-078 ratifying the contract with IUOE, Local 234C - Power Plant Unit.

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

**ADJOURNMENT:** Moved by Gartin to adjourn the meeting at 8:54 p.m.
The Regular Meeting of the Ames City Council was called to order by Mayor John Haila at 6:00 p.m. on March 5, 2019, in the City Council Chambers in City Hall, 515 Clark Avenue, pursuant to law. Present were Council Members Bronwyn Beatty-Hansen, Gloria Betcher, Tim Gartin, David Martin, and Chris Nelson. Council Member Amber Corrieri and Ex officio Allie Hoskins were absent.

Mayor Haila announced that Council would be working off an Amended Agenda. The wording for Item No. 12 regarding General Obligation Bonds was changed to include the words “and authorizing Debt Service Levy.” Item No. 18, Resolution approving Agreement with Iowa Department of Transportation for the Jefferson Highway Heritage Byway has been moved to Consent; therefore, the “PUBLIC WORKS” category was deleted. Also, a Closed Session was added to discuss matters presently in or threatened to be in litigation.

CONSENT AGENDA: Moved by Nelson, seconded by Beatty-Hansen, to approve the following items on the Consent Agenda.
1. Motion approving payment of claims
2. Motion approving certification of Civil Service applicants
3. Motion approving Contract Change Orders for period February 15 - February 28, 2019
4. Motion approving a 5-day Class C Liquor License for Gateway Hotel (March 21) at Reiman Gardens, 1407 University Blvd
5. Motion approving renewal of the following Beer Permits, Wine Permits, and Liquor Licenses:
   a. Class C Liquor with Outdoor Service and Sunday Sales - Coldwater Golf Links, 1400 S. Grand Avenue
   b. Class E Liquor with Class B Wine, Class C Beer, and Sunday Sales - Kum & Go #113, 2801 E 13th St
   c. Class E Liquor with Class B Wine, Class C Beer, and Sunday Sales - Kum & Go #227, 2108 Isaac Newton Dr
   d. Class A Liquor with Outdoor Service and Sunday Sales - Elks Lodge, 522 Douglas
   e. Class B Liquor with Class B Wine and Sunday Sales - Ames Sleep Inn & Suites, 1310 Dickinson Avenue - PENDING DRAM SHOP
   f. Class E Liquor with Class B Wine, Class C Beer, and Sunday Sales - Casey’s General Store #2905, 3612 Stange Road
   g. Special Class C Liquor with Outdoor Service - Filling Station, 2400 University Blvd - Eatery Only - PENDING DRAM SHOP
   h. Class B Beer with Sunday Sales - Pizza Pit Extreme, 207 Welch Ave. Ste 201
   i. Class E Liquor with Class B Wine, Class C Beer, and Sunday Sales - Sam’s Club #6568, 305 Airport Rd
   j. Class C Beer with Class B Native Wine and Sunday Sales - Swift Stop #4, 1118 S Duff
   k. Class C Beer with Class B Wine and Sunday Sales - Swift Stop #5, 3218 Orion Street
   l. Special Class C Liquor - The Spice Thai Cuisine, 402 Main Street
6. RESOLUTION NO. 19-079 approving appointments to various boards and commissions
7. RESOLUTION NO. 19-080 approving Agreement with United Way of Story County to administer Human Services Capital Grant Program in the amount of $200,000 for FY 2019/20
8. Former Item No. 18 Moved to Consent: RESOLUTION NO. 19-081 approving Agreement with Iowa Department of Transportation for the Jefferson Highway Heritage Byway
9. RESOLUTION NO. 19-082 approving preliminary plans and specifications for 2017/18 Shared Use Path Maintenance Program - Daley Park; setting April 3, 2019, as bid due date and April 9, 2019, as date of public hearing
10. RESOLUTION NO. 19-083 approving preliminary plans and specifications for 2017/18 Shared Use Path Maintenance Program - Stange Road; setting April 3, 2019, as bid due date and April 9, 2019, as date of public hearing
11. RESOLUTION NO. 19-084 approving preliminary plans and specifications for 2017/18 Storm Water Erosion Control (Kinyon Clark); setting April 3, 2019, as bid due date and April 9, 2019, as date of public hearing

Roll Call Vote: 5-0. Motions/Resolutions declared carried/adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

PUBLIC FORUM: Mary Richards, 720 Kellogg Avenue, #201, Ames, thanked the Council for appropriating money to do a Green House Gas survey for the community. She noted that although the City of Ames, with its municipality-owned utility, will not be directly affected by the net-metering bill currently being proposed in the Iowa legislature, the City should be concerned about those bills. Ms. Richards mentioned that Ames should be asking why their utilities’ association (Iowa Municipal Utilities Association) is supporting this bill. She advised that the net-metering bill was House Study Bill number 185.

HEARING ON 2019 GENERAL OBLIGATION CORPORATE PURPOSE LOAN AGREEMENT: Finance Director Duane Pitcher gave an update on the process for General Obligation Bonds and the associated loan agreements.

Mayor Haila opened the public hearing. He closed the hearing after there was no one wishing to speak.

Moved by Betcher, seconded by Nelson, to adopt RESOLUTION NO. 19-085 approving entering into a Loan Agreement in a principal amount not to exceed $11,880,000 and authorizing Debt Service Levy.

Roll Call Vote: 5-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

HEARING ON AMENDMENTS TO FISCAL YEAR 2018/19 BUDGET: The Mayor opened the public hearing and closed it after there was no one wishing to speak.

Moved by Betcher, seconded by Beatty-Hansen, to adopt RESOLUTION NO. 19-086 approving the amended budget for current Fiscal Year ending June 30, 2019.
Roll Call Vote: 5-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

HEARING ON ADOPTION OF FY 2019/20 BUDGET: The public hearing was opened by the Mayor. He closed the hearing after no one asked to speak.

Moved by Nelson, seconded by Betcher, to adopt RESOLUTION NO. 19-087 approving the FY 2019/20 budget.
Roll Call Vote: 5-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

HEARING ON REZONING OF 1114 SOUTH DAKOTA AVENUE FROM COMMUNITY COMMERCIAL/RESIDENTIAL (CCR) TO COMMUNITY COMMERCIAL/RESIDENTIAL (CCR) WITH REVISED MASTER PLAN: Planning and Housing Director Kelly Diekmann stated that 1114 South Dakota Avenue was zoned as Community Commercial/Residential (CCR) with a Master Plan on August 22, 2017. The 2017 rezoning with Master Plan approval limited the site to development of commercial trade and office uses with an option for mixed-use multiple-family residential development limited to 48 units.

The purpose of the proposed amendment to the Master Plan is to amend the permitted uses to allow Miscellaneous Use of Vehicle Service Facilities, including gas stations. Mr. Diekmann stated that the Planning and Zoning Commission was deadlocked with a 3-3 vote to approve and a 3-3 vote to deny the request due to the current vacancy on the Commission. Ultimately, the Commission voted 5-1 to send the request to City Council with no recommendation regarding the proposed change. Director Diekmann stated that the Planning and Zoning Commission discussed a number of issues about traffic circulation. The site would have some access controls depending on how the site is proposed to be developed and would be addressed by the Traffic Engineer during the design phase.

Council Member Gartin noted that his concern about the trail along the south side, as it is heavily utilized. He would like the safety of the trail users to be considered.

Council Member Gartin stated that staff received feedback from the property owners to the north and inquired if there was any feedback from the Elementary School. Mr. Diekmann stated there was no outreach done in that area. Therefore, staff was not expecting any feedback.

Luke Jensen, 2519 Chamberlain, Ames, stated that tonight’s Rezoning Amendment will unlock the way for a substantial investment on the corner lot. He noted that it will provide certainty to the stakeholders in the area. Mr. Jensen explained that they have been working with the neighborhood and are committed to keeping the restrictions of 48 units made up of only one-and two-bedroom units, no short-term lodging, and enhanced screening over the north boundary line.

Council Member Martin asked Mr. Jensen if the Vehicle Uses Station is just gas stations and car washes. Director Diekmann stated the Vehicle Uses Station is restricted to car washes, vehicle
mission test sites, gas stations, quick lubrication services, and auto repair and sales.

Council Member Gartin stated that he is concerned about curb cuts as there are a lot of ISU students, citizens, and elementary school students using the area every day. Mr. Jensen stated that, with any development, there are going to be some changes, and they will be working with staff to come up with the best solution to make it as safe as possible.

Kacie Bonjour, Director of Real Estate at Hy-Vee, stated she wanted to give a little background on what is being proposed for this site. She explained they are proposing a convenience store, which is their new “Fast and Fresh” concept. The convenience store is larger, and it will provide more grocery options and will offer take-home meal options. She noted that there is also a possibility of having a coffee drive-thru. Ms. Bonjour stated that Hy-Vee wants to invest in the Ames community and believes it will provide a positive economic impact. She mentioned that they will work with City staff and the Traffic Engineer to review traffic and curb cuts.

Heather Simmons, 908 South Dakota Avenue, Ames, explained that she is on the board of the Home Owners Association (HOA) for the condominiums at Willow Creek Estate. She noted that the HOA supports what is being recommended, and they would love to see a coffee shop and the “Fast and Fresh” in the area. Ms. Simmons mentioned that the HOA believes this will be good for the neighborhood.

Mayor Haila pointed out to the Council that if they approve the request tonight and Hy-Vee backs out, it opens this lot for other uses. Director Diekmann commented that is correct as staff’s recommendation is not based on Hy-Vee being a presence on the property.

Moved by Betcher, seconded by Nelson, to pass on first reading an ordinance to amend the CCR Zoning District with Master Plan for the following use allowances and limitations subject to receipt of an amended Zoning Agreement by the third reading of the Ordinance:
A. Vehicle Service Stations (e.g., gas station, a car wash, minor auto repair).
B. Stand-alone office and commercial trade.
C. Maximum of 48 household living apartments with office or commercial trade uses below, not to exceed two bedrooms per unit.
D. Prohibit Short-Term Lodging.

Mr. Gartin stated that there was someone to speak on behalf of the HOA but there is no association for the walkers and bicyclists. Mr. Diekmann stated that staff has spoken at great length with the Traffic Engineer. The Traffic Engineer’s primary concern was the site distance to allow enough time to see bicyclists.

Roll Call Vote: 5-0. Motion declared carried unanimously.

TRANSITIONAL LETTERS OF COMPLIANCE: Mayor Haila mentioned that there is a lot of activity at the State that may affect the Transitional Letter of Compliance (LOC) as the rental cap
Building Official Sara Van Meeteren explained that the Transitional LOC changes that were made were not in relation to the rental cap and apply City-wide. She noted that it may not be directly related, but as SCAN has presented to the Council, there are some areas that homeowners are able to work around the Code and this topic may be a moot point if the rental cap goes away. She explained that there have been a few cases where someone has bought a property with the intention of getting a Transitional LOC, renting it out for a couple of years, and then do one year on and one year off. Ms. Van Meeteren stated it is up to the Council if the Transitional LOC is important enough to change the Ordinance now or wait until they see what Legislature does.

Mr. Gartin asked what the downside is to waiting until the proposed legislation has been decided. Ms. Van Meeteren stated that they will just continue to get Transitional LOC requests. City Attorney Mark Lambert stated that he is not sure if the House is going to take it up, but this bill is moving in the Senate.

After further discussion of the bill, Mr. Lambert stated that the bill is very limited and recommended that it would be better to wait until April 15, 2019, when the Legislature closes to see what will happen.

Moved by Gartin, seconded by Betcher, to table the Transitional Letters of Compliance discussion until they hear back about the proposed legislation.
Vote on Motion: 5-0. Motion declared carried unanimously.

REVISITING DISCUSSION OF PROPERTY SALE HARDSHIP EXEMPTION REQUEST FROM ROBERT HOWELL FOR 107 S RIVERSIDE: Mayor Haila asked if the Council had any questions regarding the memo from City Attorney Mark Lambert.

Mr. Gartin asked if there was anything that the Council can do in the future that would prevent any potential law suits. City Attorney Mark Lambert stated that in regards to the City’s liability or a lawsuit, it would not make a difference as the vote that took place was a Resolution, even though he misidentified it. Mr. Lambert stated that as long as they are publicly making a statement that the Mayor’s vote didn’t count, as it was a Resolution and not a motion, that is sufficient.

Mayor Haila asked if there was any interest by the prevailing party to reconsider. Hearing none, the Mayor moved on to the next agenda item.

HOMEWOOD GOLF COURSE CLUBHOUSE DESIGN: Parks and Recreation Director Keith Abraham stated that, regarding the Homewood Golf Course Clubhouse Design, the question before the City Council was whether staff should pursue LEED certification or not. He noted that throughout the design, they had looked at energy-efficient options and had highlighted a few of these options in the staff report. The consultant did look at three different design options. The first design option would be a Code-based building that would consume 75 tons of CO\text{2}/year, the second design...
would be the Currently Designed Building that would consume 62 tons of CO₂/year, and the last design would be a LEED-Certified Level Building that would consume 57 tons of CO₂/year. Mr. Abraham explained that the Parks and Recreation Commission recommended that staff not pursue the LEED certification, but continue with the current design and include as many energy-efficient options as possible while staying with the $1 million construction budget. He explained that, after talking with the consultant, they believe they can stay within the budget.

City Manager Steve Schainker stated this design is going to be much more than a golf course. The design will show a community room that will be available for meetings and will be open year-round.

Ms. Betcher stated she agreed with the Parks & Recreation Commission recommendation; the value of LEED is the guidance that is provided for achieving certain standards, but the certification itself costs a lot of money. She inquired if previous Councils had set a policy that future Councils should pursue LEED certifications. Mr. Schainker stated there was not, but it is important to some Council members. Overall, the best thing to do is to reduce the carbon footprint.

Moved by Nelson, seconded by Betcher, to direct staff to continue with the current Homewood Golf Course Clubhouse design and incorporate as many energy-efficient items as the budget allows.
Vote on Motion: 5-0. Motion declared carried unanimously.

BICYCLE PARKING STANDARDS: Planning and Housing Director Kelly Diekmann stated that this item was referred by City Council as part of the Department Work Plan to receive information about bicycle parking standards for uses in the Zoning Ordinance. He noted that if the Council chooses to move forward, staff would need some direction as to the scope of the changes they would like to make. Mr. Diekmann gave three options:
1. Long-term secured parking - most commonly used for residential and employee-related needs, as this is often a bike locker or locker room for bikes.
2. Short-term unsecured parking spaces - commonly available for customers or visitors to a site.
3. Mandatory Incentivized Parking - an allowable substitute for vehicle parking or a combination approach of both mandatory and allowing for substitutions.

Council Member Betcher asked if the incentive option would be a trade-off for automobile parking versus bicycle parking. Mr. Diekmann stated that it would be as anyone can allow bicycle parking now as it is not prohibited, but there is no encouragement to use it. Currently developers would still need to meet the vehicle and landscape standards; where the incentivized version, staff would allow the development to have less parking or replace parking with automobiles with bicycle parking.

Council Member Beatty-Hansen mentioned that the incentivized parking standards would be in commercial and industrial uses only at this time. Director Diekmann stated that because of how rental certificates are tied to parking, the incentivized option would not be available for residential uses at this time.

Mr. Martin asked if there are any long-term storage bicycle facilities in the City. Ms. Beatty-Hansen
stated that the Intermodal Facility has some racks under the roof. Mr. Diekmann stated that there are a few in Campustown that have storage rooms for the bikes.

Moved by Beatty-Hansen, seconded by Betcher, to direct staff to draft a proposal regarding the incentivized alternative for commercial and industrial uses.

Mr. Gartin commented that he has never been approached by anyone with a concern about bicycle parking and wondered why they would want to waste staff time on something that has not been identified as a problem. Ms. Betcher stated that if the City is going to be committed to Complete Streets it needs to provide the infrastructure. Mr. Diekmann commented that if the City is going to be a biking community, it would be reasonable for citizens to be able to arrive at a destination knowing they have somewhere to park their bicycle.

Mr. Diekmann advised that if the Council wanted to move forward, staff would take the Council’s direction to ask for the Planning and Zoning Commission’s recommendation; it would then be brought back to the Council as an Ordinance.

Vote on Motion: 5-0. Motion declared carried unanimously.

**ORDINANCE ADJUSTING WATER RATES BY 7%, EFFECTIVE JULY 1, 2109:** Water and Pollution Control Director John Dunn highlighted a few points from the FY 2019-20 Water and Sewer Rate presentation. He noted that staff has been trying to alternate sewer and water rate increases and explained that there were not any rate increases in FY 16/17 or FY 17/18. Mr. Dunn reviewed the annual rate increases for water and sewer for Ames versus national trends. He noted that Ames rates are lower than other companies within the state of Iowa. Director Dunn said that staff is recommending passage of the first reading an Ordinance that adjusts water rates by 7%, effective for bills mailed on or after July 1, 2019.

The public hearing was opened and closed by Mayor Haila since there was no one wishing to speak.

Moved by Nelson, seconded by Gartin, to pass on first reading the Ordinance adjusting water rates by 7%, effective for bills mailed on or after July 1, 2019.

Roll Call Vote: 5-0. Motion declared carried unanimously.

**ORDINANCE PROHIBITING PARKING AT ALL TIMES ON THE EAST SIDE OF NORTH RIVERSIDE DRIVE AND PROHIBITING PARKING AT ALL TIMES ON THE NORTH SIDE OF HARRIS STREET:** Mayor Haila opened Public Forum. No one came forward to speak, and Public Forum was closed.

Moved by Nelson, seconded by Betcher, to pass on second reading the Ordinance prohibiting parking at all times on the east side of North Riverside Drive and prohibiting parking at all times on the north side of Harris Street.

Roll Call Vote: 5-0. Motion declared carried unanimously.
DISPOSITION OF COMMUNICATIONS TO COUNCIL: Mayor Haila mentioned that the first item was a memo from Electric Services Director Don Kom regarding the initial utilization of the Electric Vehicle charging stations. City Manager Steve Schainker advised that no action was required for this item, it was informational only.

Mayor Haila stated the second item was a memo from Water and Pollution Control Director John Dunn regarding 728 E. Lincoln Way. Mr. Schainker advised that no action was required by the Council tonight. Mr. Dunn will be taking the lead on this item and will be bringing an easement request back to the Council at a later date.

COUNCIL COMMENTS: Ms. Betcher stated that she is looking forward to chairing the University Communities Council Meeting. They may be working with the Iowa League of Cities to help disseminate information on race equalities and how to plan more inclusive communities.

Moved by Martin, seconded by Beatty-Hansen, to request a memo from staff regarding the possibility of Council authorizing the Traffic Engineer to require traffic studies on his own initiative during project review that staff would like the Council to consider.

Mayor Haila stated that, from a customer service aspect, this would help a customer know during the review process what they might need to do.

Ms. Betcher asked for clarification on the motion, wanting to know if the motion was just for the Traffic Engineer or for other areas as well. Mr. Martin stated that it was his intention that the motion include all of Public Works staff.

Vote on Motion: 5-0. Motion declared carried unanimously.

Mayor Haila commended the community and NAACP for having a great event last weekend.

The Mayor also noted that there is a lot coming down from the Legislature, and next Thursday, March 14, 2019, he and City Manager Steve Schainker will be going to the capitol for “Ames on the Hill.”

CLOSED SESSION: Council Member Martin asked City Attorney Mark Lambert if there was a legal reason to go into Closed Session. Mr. Lambert replied in the affirmative, citing Code of Iowa Section 21.5(1)c, Code of Iowa, to discuss matters presently in or threatened to be in litigation.

Moved by Martin, seconded by Betcher, to go into Closed Session under Section 21.5(1)c, Code of Iowa, to discuss matters presently in or threatened to be in litigation. Roll Call Vote: 5-0. Motion declared carried unanimously.

The Council went into Closed Session at 7:20 p.m. and returned to Regular Session at 7:32 p.m.
Moved by Betcher, seconded by Beatty-Hansen, to adopt RESOLUTION NO. 19-088 approving the settlement with Haley Schepers in the amount of $125,000 contingent upon obtaining a satisfactory signed release from Ms. Schepers.

Roll Call Vote: 5-0. Resolution declared adopted unanimously, signed by the Mayor, and hereby made a portion of these Minutes.

**ADJOURNMENT:** Moved by Gartin to adjourn the meeting at 7:33 p.m.

______________________________________  ______________________________________
Amy L. Colwell, Deputy City Clerk  John A. Haila, Mayor
The Ames City Council met at 6:00 p.m. on the 27th day of February, 2019, in the Campanile Room of the Memorial Union, Iowa State University, pursuant to law. Mayor John Haila, Council Members Bronwyn Beatty-Hansen, Gloria Betcher, Amber Corrieri, Tim Gartin, David Martin, and Chris Nelson and ex officio Council Member Allie Hoskins were present. City Manager Steve Schainker was also in attendance.

Updates to previous discussions were given on the greenspaces in Campustown and enhancing the plaza on Welch.

Possible programming under the “Town and Gown” topic was reviewed, specifically, the “I Love Ames Day.” Junior Senator Sandeep Stanley commented that he would like the event to include Main Street, North Grand Mall, and Campustown. He also suggested that a CyRide bus shuttle incoming students and visitors to the three locations with a tour guide noting points of interest along the way. No date for this event has been confirmed; however, September 6 or 7 has been suggested.

City Council ex officio member Allie Hoskins explained how students can be involved and provide input regarding the Comprehensive Community Plan for 2040. The schedule for the upcoming public meetings on the Plan was shared.

An update to the Campustown Safety Walk was given. Due to the recurring inclement weather, the Walk will be scheduled for later in the spring.

Several student leaders voiced their concerns about safety on Campus; in particular, slippery roads caused by the recent snowstorms. Student Senator Courtney Berringer said she believed that the snow removal in Ames “as the worst she had ever seen.” City representatives replied that the recent snow events had created a very heavy workload for street crews who are responsible for plowing the streets. It was also noted that the City now has an app where anyone wanting to voice a complaint could do so. By using that app, City staff members are able to note the areas of particular concern and address those as soon as possible. City Manager Schainker said that the City is always looking for ways to improve its services. He added that the plows are not built to clear the snow down to the pavement; they are going to move as much snow as possible off the streets to make them drive-able. The recent storms have caused road conditions to deteriorate quickly and made worse by the mixture of rain and snow along with high winds. Mr. Schainker added that the City uses very little salt on the roadways as it is not conducive to the environment; however, the City does sometimes mix salt with sand so the sand doesn’t freeze. Junior Senator Sarah Moody asked to know the plowing priority given to University Avenue. She commented that many persons come into the City on that roadway. She would like University Avenue to be given a higher priority, especially because visitors to Campus often use it. City Manager
Schainker replied that University Avenue is one of the highest priority roadways in the snow removal process.

There being no further topics to be discussed at this time, the meeting was adjourned.

__________________________________________
Diane Voss, City Clerk
# REPORT OF CONTRACT CHANGE ORDERS

**Period:** | 1<sup>st</sup> – 15<sup>th</sup> | 16<sup>th</sup> – End of Month
---|---|---
**Month & Year:** | March 2019 |  
**For City Council Date:** | March 26, 2019 |  

<table>
<thead>
<tr>
<th>Department</th>
<th>General Description of Contract</th>
<th>Contract Change No.</th>
<th>Original Contract Amount</th>
<th>Contractor/ Vendor</th>
<th>Total of Prior Change Orders</th>
<th>Amount this Change Order</th>
<th>Change Approved By</th>
<th>Purchasing Contact (Buyer)</th>
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</thead>
<tbody>
<tr>
<td>Water &amp; Pollution Control</td>
<td>North River Valley Park Low Head Dam Improvements</td>
<td>1</td>
<td>$776,534.88</td>
<td>RW Excavating Solutions LC</td>
<td>$0.00</td>
<td>$3,900.00</td>
<td>C. Murphy</td>
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<tr>
<td>Public Works</td>
<td>2017/18 Low Point Drainage Improvements (Ridgetop Road)</td>
<td>2</td>
<td>$77,429.38</td>
<td>Ames Trenching &amp; Excavating, Inc.</td>
<td>$0.00</td>
<td>$8,540.50</td>
<td>T. Warner</td>
<td>MA</td>
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</table>

| $ | $ | $ |
| $ | $ | $ |
| $ | $ | $ |
| $ | $ | $ |
| $ | $ | $ |
Applicant

Name of Applicant: Orchestrate Management
Name of Business (DBA): Gateway Market
Address of Premises: ISU Alumni Center
City: Ames  County: Story  Zip: 50011
Business Phone: (515) 331-1753
Mailing Address: 130 E 3rd St., Ste 201
City: Des Moines  State: IA  Zip: 50309

Contact Person
Name: Michelle Mathews
Phone: (515) 331-1753  Email: mmathews@ohospitality.com

Classification: Special Class C Liquor License (BW) (Beer/Wine)
Term: 5 days
Effective Date: 04/13/2019
Expiration Date: 01/01/1900
Privileges:
Special Class C Liquor License (BW) (Beer/Wine)

Status of Business
Business Type: Limited Liability Company
Corporate ID Number: XXXXXXXXXX  Federal Employer ID: XXXXXXXXXX

Ownership
Paul Rottenberg
First Name: Paul  Last Name: Rottenberg
City: Des Moines  State: Iowa  Zip: 50315
Position: Partner
% of Ownership: 14.06%  U.S. Citizen: Yes

LADCO Development, Inc
First Name: LADCO  Last Name: Development, Inc
City: West Des Moines  State: Iowa  Zip: 50266
Position: Partner
% of Ownership: 14.06%  U.S. Citizen: Yes

REB Development, LLC
First Name: REB  Last Name: Development, LLC
City: Clive  State: Iowa  Zip: 50325
Position: Partner
% of Ownership: 14.06%  U.S. Citizen: Yes
Michelle Mathews

| First Name: | Michelle | Last Name: | Mathews |
| City:       | Des Moines | State:     | Iowa    |
| Position:   | Controller | Zip:       | 50309   |
| % of Ownership: | 0.00% | U.S. Citizen: | Yes |

## Insurance Company Information

<table>
<thead>
<tr>
<th>Insurance Company:</th>
<th>Midwest Family Mutual Insurance Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Effective Date:</td>
<td>Policy Expiration</td>
</tr>
<tr>
<td>Bond Effective</td>
<td>Dram Cancel Date:</td>
</tr>
<tr>
<td>Outdoor Service Effective</td>
<td>Outdoor Service Expiration</td>
</tr>
<tr>
<td>Temp Transfer Effective</td>
<td>Temp Transfer Expiration Date:</td>
</tr>
</tbody>
</table>
Name of Applicant: Orchestrate Management
Name of Business (DBA): Gateway Market
Address of Premises: ISU Alumni Center
  City: Ames  County: Story  Zip: 50011
Business: (515) 331-1753
Mailing: 130 E 3rd St., Ste 201
  City: Des Moines  State: IA  Zip: 50309

Contact Person
  Name: Michelle Mathews
  Phone: (515) 331-1753  Email: mmathews@ohospitality.com

Classification
  Class B Beer (BB) (Includes Wine Coolers)
Term: 5 days
Effective Date: 04/21/2019
Expiration Date: 01/01/1900
Privileges:
  Class B Beer (BB) (Includes Wine Coolers)

Status of Business
  BusinessType: Limited Liability Company
  Corporate ID Number: XXXXXXXXXX
  Federal Employer ID: XXXXXXXXXX

Ownership
  Paul Rottenberg
    First Name: Paul  Last Name: Rottenberg
    City: Des Moines  State: Iowa  Zip: 50315
    Position: Partner
    % of Ownership: 14.06%
    U.S. Citizen: Yes

  LADCO Development, Inc
    First Name: LADCO  Last Name: Development, Inc
    City: West Des Moines  State: Iowa  Zip: 50266
    Position: Partner
    % of Ownership: 14.06%
    U.S. Citizen: Yes

  REB Development, LLC
    First Name: REB  Last Name: Development, LLC
    City: Clive  State: Iowa  Zip: 50325
    Position: Partner
    % of Ownership: 14.06%
    U.S. Citizen: Yes
Michelle Mathews
First Name: Michelle Last Name: Mathews
City: Des Moines State: Iowa Zip: 50309
Position: Controller
% of Ownership: 0.00% U.S. Citizen: Yes

Insurance Company Information

<table>
<thead>
<tr>
<th>Insurance Company: Midwest Family Mutual Insurance Company</th>
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<tbody>
<tr>
<td>Policy Effective Date: Policy Expiration</td>
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<tr>
<td>Bond Effective: Dram Cancel Date:</td>
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<tr>
<td>Outdoor Service Effective: Outdoor Service Expiration</td>
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<tr>
<td>Temp Transfer Effective: Temp Transfer Expiration Date:</td>
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</tbody>
</table>
Name of Applicant: Christiani's Events LLC
Name of Business (DBA): Christiani's Events
Address of Premises: 420 Beach Avenue
City: Ames  County: Story  Zip: 50011
Business Phone: (515) 360-8069
Mailing Address: 1511 E. Diehl
City: Des Moines  State: IA  Zip: 50315

Contact Person
Name: Peter Worsham
Phone: (515) 360-8069  Email: peter@christianicatering.com

Classification
Class C Liquor License (LC) (Commercial)
Term: 5 days
Effective Date: 04/27/2019
Expiration Date: 01/01/1900
Privileges:
Class C Liquor License (LC) (Commercial)

Status of Business
Business Type: Limited Liability Company
Corporate ID Number: XXXXXXXXXX  Federal Employer ID: XXXXXXXXXX

Ownership
Carol Christiani
First Name: Carol  Last Name: Christiani
City: Des Moines  State: Iowa  Zip: 50321
Position: member
% of Ownership: 100.00%  U.S. Citizen: Yes

Insurance Company Information
Insurance Company: Illinois Union Insurance Company
Policy Effective Date: 04/27/2019  Policy Expiration: 05/02/2019
Bond Effective
Dram Cancel Date: 
Outdoor Service Effective  Outdoor Service Expiration
Temp Transfer Effective  Temp Transfer Expiration Date:
**License Application ( )**

<table>
<thead>
<tr>
<th><strong>Name of Applicant:</strong></th>
<th>LOS ALTOS MEXICAN</th>
</tr>
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<tbody>
<tr>
<td><strong>Name of Business (DBA):</strong></td>
<td>LOS ALTOS MEXICAN RESTAURANT LLC</td>
</tr>
<tr>
<td><strong>Address of Premises:</strong></td>
<td>823 WHEELER, STE. 5</td>
</tr>
<tr>
<td><strong>City:</strong></td>
<td>Ames</td>
</tr>
<tr>
<td><strong>County:</strong></td>
<td>Story</td>
</tr>
<tr>
<td><strong>Zip:</strong></td>
<td>50010</td>
</tr>
<tr>
<td><strong>Business Phone:</strong></td>
<td>(641) 221-0920</td>
</tr>
<tr>
<td><strong>Mailing</strong></td>
<td>C/O LUIS HUERTA</td>
</tr>
<tr>
<td><strong>City:</strong></td>
<td>STUART</td>
</tr>
<tr>
<td><strong>State:</strong></td>
<td>IA</td>
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<tr>
<td><strong>Zip:</strong></td>
<td>50250</td>
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**Contact Person**

<table>
<thead>
<tr>
<th><strong>Name</strong></th>
<th>LUIS HUERTA</th>
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</thead>
<tbody>
<tr>
<td><strong>Phone:</strong></td>
<td>(641) 221-0920</td>
</tr>
<tr>
<td><strong>Email:</strong></td>
<td><a href="mailto:LOSALTOSMEXICAN@HOTMAIL.COM">LOSALTOSMEXICAN@HOTMAIL.COM</a></td>
</tr>
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**Classification**

- Class C Liquor License (LC) (Commercial)

**Term:** 12 months

**Effective Date:** 04/15/2019

**Expiration Date:** 01/01/1900

**Privileges:**
- Catering Privilege
- Class C Liquor License (LC) (Commercial)
- Sunday Sales

**Status of Business**

<table>
<thead>
<tr>
<th><strong>BusinessType:</strong></th>
<th>Limited Liability Company</th>
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<td><strong>Federal Employer ID:</strong></td>
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**Ownership**

**FRANCISCO AYALA ANGEL**
- **First Name:** FRANCISCO
- **City:** NEBRASKA CITY
- **Position:** member
- **% of Ownership:** 20.00%
- **U.S. Citizen:** Yes

**IGNACIO GUTIERREZ LEMUS**
- **First Name:** IGNACIO
- **City:** GREENFIELD
- **Position:** MEMBER
- **% of Ownership:** 20.00%
- **U.S. Citizen:** No

**LUIS HUERTA**
- **First Name:** LUIS
- **City:** STUART
- **Position:** member
- **% of Ownership:** 20.00%
- **U.S. Citizen:** Yes
Position: MANAGER
% of Ownership: 60.00% U.S. Citizen: No

Insurance Company Information

<table>
<thead>
<tr>
<th>Insurance Company:</th>
<th>Auto Owners Insurance Company</th>
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<tbody>
<tr>
<td>Policy Effective Date:</td>
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<td>Policy Expiration:</td>
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<td>Temp Transfer Effective</td>
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**License Application (LE0000829)**

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<tr>
<th>Field</th>
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<tbody>
<tr>
<td><strong>Name of Applicant:</strong></td>
<td>Sam's West Inc</td>
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<tr>
<td><strong>Name of Business (DBA):</strong></td>
<td>Sams Club #6568</td>
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<tr>
<td><strong>Address of Premises:</strong></td>
<td>305 Airport Rd</td>
</tr>
<tr>
<td><strong>City:</strong></td>
<td>Ames</td>
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<td><strong>County:</strong></td>
<td>Story</td>
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<tr>
<td><strong>Zip:</strong></td>
<td>5001000</td>
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<tr>
<td><strong>Business Phone:</strong></td>
<td>(515) 233-9750</td>
</tr>
<tr>
<td><strong>Mailing Address:</strong></td>
<td>508 SW 8th St</td>
</tr>
<tr>
<td><strong>City:</strong></td>
<td>Bentonville</td>
</tr>
<tr>
<td><strong>State:</strong></td>
<td>AR</td>
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<tr>
<td><strong>Zip:</strong></td>
<td>727160500</td>
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**Contact Person**

<table>
<thead>
<tr>
<th>Name</th>
<th>Cynthia Montero</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>(479) 277-4656</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:cynthia.montero@walmart.com">cynthia.montero@walmart.com</a></td>
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**Classification**

Class E Liquor License (LE)

**Term:** 12 months

**Effective Date:** 04/01/2020

**Expiration Date:**

**Privileges:**

Class E Liquor License (LE)

**Status of Business**

<table>
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<tr>
<th>Business Type:</th>
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<tbody>
<tr>
<td>Corporate ID Number:</td>
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<tr>
<td>Federal Employer ID</td>
<td>XXXXXXXXXX</td>
</tr>
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**Ownership**

**Andrea Lazenby**

| First Name:       | Andrea                      |
|                  | Last Name: Lazenby          |
| City:             | Bentonville                 |
| Position:         | Asst Secretary              |
| % of Ownership:   | 0.00%                       |
| U.S. Citizen:     | Yes                         |

**John Furner**

| First Name:       | John                        |
|                  | Last Name: Furner           |
| City:             | Rogers                      |
| Position:         | President & CEO             |
| % of Ownership:   | 0.00%                       |
| U.S. Citizen:     | Yes                         |

**Cynthia Moehring**

| First Name:       | Cynthia                     |
|                  | Last Name: Moehring         |
| City:             | Bentonville                 |
| Position:         | Sr. VP & Chief Compliance Officer |
| % of Ownership:   | 0.00%                       |
| U.S. Citizen:     | Yes                         |
Matthew Allen
First Name: Matthew Last Name: Allen
City: Rogers State: Arkansas Zip: 72758
Position: Assistant Treasurer
% of Ownership: 0.00% U.S. Citizen: Yes

Insurance Company Information

<table>
<thead>
<tr>
<th>Insurance Company:</th>
<th>American Casualty Company of Reading, PA</th>
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<tr>
<td>Policy Effective Date:</td>
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<td>Temp Transfer Effective</td>
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### Applicant Information

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<tr>
<td>Name of Applicant</td>
<td>Walmart Inc.</td>
</tr>
<tr>
<td>Name of Business (DBA)</td>
<td>Wal-Mart Store #749</td>
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<tr>
<td>Address of Premises</td>
<td>3105 Grand Ave</td>
</tr>
<tr>
<td>City</td>
<td>Ames</td>
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<table>
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<tr>
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<tr>
<td>Business Phone</td>
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Mailing Address</td>
<td>508 SW 8th Street</td>
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<tr>
<td>City</td>
<td>Bentonville</td>
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<tr>
<td>State</td>
<td>AR</td>
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<tr>
<td>Zip</td>
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### Contact Person

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<thead>
<tr>
<th>Field</th>
<th>Details</th>
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<tbody>
<tr>
<td>Name</td>
<td>Cynthia Montero</td>
</tr>
<tr>
<td>Phone</td>
<td>(479) 277-4656</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:cynthia.montero@walmart.com">cynthia.montero@walmart.com</a></td>
</tr>
</tbody>
</table>

### Classification

- **Classification**: Class E Liquor License (LE)
- **Term**: 12 months
- **Effective Date**: 04/15/2020
- **Expiration Date**: 04/14/2021
- **Privileges**: Class E Liquor License (LE)

### Status of Business

- **Business Type**: Publicly Traded Corporation
- **Corporate ID Number**: XXXXXXXXXX
- **Federal Employer ID**: XXXXXXXXXX

### Ownership

#### Doug McMillon
- **First Name**: Doug
- **Last Name**: McMillon
- **City**: Bentonville
- **State**: Arkansas
- **Zip**: 72712
- **Position**: President & CEO
- **% of Ownership**: 0.00%
- **U.S. Citizen**: Yes

#### Andrea Marie Lazenby
- **First Name**: Andrea Marie
- **Last Name**: Lazenby
- **City**: Bentonville
- **State**: Arkansas
- **Zip**: 72712
- **Position**: Assistant Secretary
- **% of Ownership**: 0.00%
- **U.S. Citizen**: Yes

#### Cynthia Moehring
- **First Name**: Cynthia
- **Last Name**: Moehring
- **City**: Bentonville
- **State**: Arkansas
- **Zip**: 72712
- **Position**: Sr. VP & Chief Compliance Officer
- **% of Ownership**: 0.00%
- **U.S. Citizen**: Yes
Matthew Allen
First Name: Matthew  Last Name: Allen
City: Rogers  State: Arkansas  Zip: 72758
Position: Assistant Treasurer
% of Ownership: 0.00%  U.S. Citizen: Yes

Insurance Company Information

<table>
<thead>
<tr>
<th>Insurance Company:</th>
<th>Fidelity &amp; Deposit Company of Maryland</th>
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<tbody>
<tr>
<td>Policy Effective Date:</td>
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<tr>
<td>Temp Transfer Effective</td>
<td></td>
</tr>
<tr>
<td>Temp Transfer Expiration Date:</td>
<td></td>
</tr>
</tbody>
</table>
To: Mayor John Haila and Ames City Council Members
From: Lieutenant Tom Shelton, Ames Police Department
Date: March 10, 2019
Subject: Beer Permits & Liquor License Renewal Reference City Council Agenda

The Council agenda for March 26, 2019 includes beer permits and liquor license renewals for:

- Special Class C Liquor License (BW) (Beer/Wine), Class B Wine and Sunday Sales - BW0094715 - Southgate Expresse, 110 Airport Rd
- Class E Liquor License (LE), Class B Wine, Class C Beer and Sunday Sales - LE0001441 - Wal-Mart Store #749, 3105 Grand Ave
- Special Class C Liquor License (BW) (Beer/Wine), Sunday Sales - BW0095788 - Mongolian Buffet, 1620 S Kellogg Ave #103
- Class C Liquor License (LC) (Commercial), Sunday Sales - LC0044460 - Sari Cuisine, 217 S Duff Ave
- Class C Liquor License (LC) (Commercial), Sunday Sales - LC0033819 - Dangerous Curves, 111 5th St.
- Class C Liquor License (LC) (Commercial), Outdoor Service and Sunday Sales - LC0039218 - Sips and Paddy's Irish Pub, 126 Welch Ave. Suites 101 & 201

A routine check of police records for the past 12 months found no liquor law violations for Southgate Expresse, Wal-Mart #749, Mongolian Buffet, Sari Cuisine, or Dangerous Curves. The Police Department recommends renewal of those licenses.
A routine check at Sips and Paddy’s Irish Pub indicated 21 cases involving liquor law violations. Of the 21 calls for service officers issued 24 citations for being in the bar under the legal age of 21 (On premises is a municipal infraction). People cited for those violations indicated they just walked in, were let in with their regular ID’s but most people used fake or Manufactured ID’s. Other calls for service at Sips and Paddy’s indicated general assaults, fights in progress, disorderly conduct and public intoxication calls.

A meeting with Sip’s and Paddy’s ownership was held in September and additionally ID training was provided to bar employees. Records indicate 22 employees attended the training (9 from Sip’s and 12 from Paddy’s). The ID training appears to have been successful because only 1 citation for On Premises has been issued since September.

The Police Department will continue to monitor the above locations by conducting regular foot patrols, bar checks and by educating the bar staff through trainings and meetings.

After meeting with management and by sending employees through our ID training the license holder has reduced the number of citations written. We would recommend license renewal with monitoring to keep them from slipping back into a pattern of violations.
COUNCIL ACTION FORM

SUBJECT: REJECTION OF BIDS FOR RDF STORAGE BIN REPAIR PROJECT

BACKGROUND:

The RDF Storage Bin receives fuel from the City’s Resource Recovery Plant after it converts municipal solid waste (MSW) into refuse derived fuel (RDF). The RDF Storage Bin provides short-term storage for the RDF and provides the source of air to transport the RDF to the Power Plant’s boilers.

The existing RDF Storage Bin has been in service since 1996. The bin was primarily constructed of COR-TEN steel, weathering steel designed to initially rust and build up an oxide layer that then prevents further rusting of the steel. The use of COR-TEN steel to construct the RDF Storage Bin has proven to be problematic where the COR-TEN steel is in regular contact with the RDF. The RDF removes the oxide layer meant to protect the steel underneath, causing the exposed steel to rust anew. This cycle repeated over and over eventually removing enough steel that it has deteriorated the walls of the bin.

On August 28, 2018, the City Council approved plans and specifications for the repair of the Refuse Derived Fuel (RDF) Storage Bin. Bid documents were issued to fifty-one firms and three plan rooms. The bid was advertised on the Current Bid Opportunities section of the City’s Purchasing webpage and a Legal Notice was published on the websites of a contractor plan room service with statewide circulation and the Iowa League of Cities.

On December 5, 2018, three bids were received as shown on the attached report.

After the bids were received, City staff met with the low bidder plus had numerous phone calls with them to discuss and gain understanding of the features of their bid. The meeting and phone calls revealed that the low bidder had overlooked and did not understand substantial portions of the scope of work in the invitation to bid. During that same time period, City staff and the owner’s engineer for the project continued to work on ways to improve the design of the structural repairs.

The low bidder, taking into account the parts of the initial scope of work they had overlooked, plus the design modifications and improvements to repair the bin, came back to the City with a price increase that may be realistic for the scope of work, but was deemed by City staff to be too costly. The other two bids received were not considered because both were still substantially higher than the low bid (inclusive of the low bidder’s price adder). Therefore, City staff recommends that the bids received from the initial bidding process be rejected and the RDF Storage Bin Repair Project be rebid.
Staff will return to the City Council at a future date for approval of revised plans and specifications, including a revised engineer’s cost estimate.

Funding for this project in an amount of $2,800,000 is included in the Council’s approved Capital Improvements Plan for FY 2017/18.

**ALTERNATIVES:**

1. Reject the bids received for the RDF Storage Bin Repair.

2. Select the bidder on the basis of the lowest total price, which will include the price of the low bid plus a change order for the scope of work missed and the revisions made since the original bids were due.

3. Select a different bidder.

**CITY MANAGER’S RECOMMENDED ACTION:**

This project is needed for the RDF Storage Bin to operate safely and function like new. Rejecting bids at this time will allow staff the ability to incorporate changes to the bid document that will produce clearer, more complete bids once the project is re-introduced to the market.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative #1 as stated above.
<table>
<thead>
<tr>
<th>BIDDER:</th>
<th>ICON Industrial Services Cedar Rapids, IA</th>
<th>TEI Construction Services, Inc. Duncan, SC</th>
<th>The Boldt Company Appleton, WI</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BASE BID:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supply all materials, and provide all labor and equipment necessary to perform the project as specified in the Base Bid.</td>
<td>$2,292,950.00</td>
<td>$3,337,050.00</td>
<td>$4,937,023.00</td>
</tr>
<tr>
<td>Sales and/or Use taxes included in LS Cost</td>
<td>$62,463.73</td>
<td>$112,783.00</td>
<td>$196,653.00</td>
</tr>
<tr>
<td>Price Adjustment (+/-) for warranty of two (2) years in lieu of one (1) year:</td>
<td>$15,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>OPTION BID No. 1:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supply all materials, and provide all labor and equipment necessary to perform the project as specified in OPTION BID No. 1.</td>
<td>$1,960,795.00</td>
<td>$2,844,745.00</td>
<td>$4,518,336.00</td>
</tr>
<tr>
<td>Sales and/or Use taxes included in LS Cost</td>
<td>$44,797.34</td>
<td>$85,987.00</td>
<td>$168,136.00</td>
</tr>
<tr>
<td>Price Adjustment (+/-) for warranty of two (2) years in lieu of one (1) year:</td>
<td>$15,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>ALTERNATIVE BID No. 1:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overlay the existing concrete floor of the RDF Storage Bin with stainless steel floor plate as specified in ALTERNATE BID No. 1.</td>
<td>$220,977.00</td>
<td>$399,382.00</td>
<td>$219,296.00</td>
</tr>
<tr>
<td>Sales and/or Use taxes included in LS Cost</td>
<td>$6,678.00</td>
<td>$11,000.00</td>
<td>$10,196.00</td>
</tr>
<tr>
<td>Price Adjustment (+/-) for warranty of two (2) years in lieu of one (1) year:</td>
<td>$2,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
RESOLUTION NO. ______

RESOLUTION APPROVING AND ADOPTING
SUPPLEMENT NO. 2019-2 TO THE AMES MUNICIPAL CODE

BE IT RESOLVED, by the City Council for the City of Ames, Iowa, that in accordance with the provisions of Section 380.8 Code of Iowa, a compilation of ordinances and amendments enacted subsequent to the adoption of the Ames Municipal Code shall be and the same is hereby approved and adopted, under date of April 1, 2019, as Supplement No. 2019-2 to the Ames Municipal Code.

Adopted this _________ day of ____________________________, 201_.

____________________________________
John A. Haila, Mayor

Attest:

____________________________________
Diane R. Voss, City Clerk
MEMO

Item #14

TO: Members of the City Council
FROM: John A. Haila, Mayor
DATE: March 26, 2019
SUBJECT: Appointment to Fill Vacancy on Building Board of Appeals

Brad Heemstra, member of the Building Board of Appeals, term of office will expire on April 1, 2019 and is not able to be reappointed. Since Brad’s term of office is expiring, an appointment needs to be made to fill this vacancy.

Therefore, I request that the City Council approve the appointment of Oren Geisinger to fill the vacant term of office on the Building Board of Appeals.

JAH/alc
COUNCIL ACTION FORM

SUBJECT: CITY REPRESENTATIVE TO STORYCOMM BOARD OF DIRECTORS

BACKGROUND:

In January 2019 City Council approved the City’s participation in StoryComm, an independent entity that will own and manage the new countywide radio system and provide radio communication services to City departments. At the same time Council appointed Assistant City Manager Bob Kindred as the City’s initial representative to the StoryComm Board of Directors. With Bob’s upcoming retirement, the City will need a new representative. City Manager Steve Schainker is equipped to assume this role.

ALTERNATIVES:

1. Designate City Manager Steve Schainker as the City’s representative to StoryComm’s Board of Directors effective April 2, 2019.

2. Do not designate City Manager Steve Schainker as the City’s representative and direct staff to determine an alternate for this appointment.

CITY MANAGER’S RECOMMENDED ACTION:

The purchase and implementation of the new county-wide radio communications system is critical to City operations. The activities and expenditures of StoryComm are significant enough that they require the involvement of the City Manager’s Office on a regular basis. The appointment of the City Manager is a logical and efficient choice.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby designating Steve Schainker as the City’s representative to the StoryComm Board of Directors effective April 2, 2019.
COUNCIL ACTION FORM

SUBJECT: VACATION OF TRAFFIC SIGNAL EASEMENT AT 101 HYLAND AVENUE

BACKGROUND:

The 2018/19 Traffic Signal Program will be replacing the traffic signal at Lincoln Way and Hyland Avenue. The existing signal at the northwest corner of the intersection sits on 101 Hyland Avenue property within an existing easement. This existing easement is limited to the City of Ames traffic signal use. The easement plat is included as Attachment A.

The new traffic signal will partially sit outside of the existing easement, so staff has prepared a new Traffic Signal Easement that better fits the signal equipment. The new Traffic Signal Easement Plat is included as Attachment B.

The new traffic signal easement will be recorded following the vacation of the existing easement.

ALTERNATIVES:

1. Set the date of public hearing as April 9, 2019, to approve the vacation of the easement above at 101 Hyland Avenue.

2. Reconsider the vacation of the easement above at 101 Hyland Avenue.

CITY MANAGER'S RECOMMENDED ACTION:

This traffic signal easement can be vacated since the new easement has been signed and is ready to be recorded.

Therefore, the City Manager recommends that the City Council adopt Alternative No. 1 as described above.
TRAFFIC SIGNAL EASEMENT PLAT
CITY OF AMES, IOWA ENGINEERING DIVISION

OWNER: HYLAND HEIGHTS APARTMENTS, LLC
106 S. 16TH ST.
AMES, IA 50010

TRAFFIC SIGNAL EASEMENT
FROM: HYLAND HEIGHTS APARTMENTS, LLC

A TRIANGULAR TRACT WITH SIDES 8 FEET ON THE SOUTH SIDE AND 12 FEET ON THE EAST SIDE OF THE SOUTHEAST CORNER OF LOT 30, ATHLETIC PARK ADDITION TO AMES, IOWA.

CONTAINING 48 SQUARE FEET, MORE OR LESS.

RECORDED:
INSTRUMENT NO.: ____________
DATE: ____________

99-02274 (Z)
PERMANENT TRAFFIC SIGNAL EASEMENT
FROM: HYLAND HEIGHTS I COOPERATIVE HOUSING ASSOCIATION

THE EAST SIX FEET OF THE SOUTH TWELVE FEET OF LOT 30,
ATHLETIC PARK ADDITION, CITY OF AMES, STORY COUNTY, IOWA
COUNCIL ACTION FORM

SUBJECT: PROFESSIONAL SERVICES AGREEMENT FOR IOWA STATE UNIVERSITY RESEARCH PARK PHASE IV IMPROVEMENTS PROJECT DESIGN SERVICES

BACKGROUND:

In the summer 2018 work began for a John Deere development in the Iowa State University Research Park located at 3525 South Riverside Drive. This Phase IV of the Research Park’s improvements includes this lot and development of the surrounding area. The associated public improvements include paving of approximately 1,570 feet of South Riverside Drive (with shared use path on the west side), the paving of 1,860 feet of Collaboration Place (with on-street bike lanes), the extension of sanitary sewer and water main, and the installation of electric service improvements and street lighting.

The funding for these improvements will be provided in part through a federal Economic Development Administration (EDA) grant that was awarded in September 2018. In addition, a Revitalize Iowa’s Sound Economy (RISE) grant was also awarded from the Iowa DOT in January 2019.

Because the EDA grant is federally funded, staff followed the federal-aid process for consultant selection. A Request for Qualifications (RFQ) was issued in June 2018 for two separate projects: Utility improvements and street improvements. A summary of their scores is shown below (out of 100 possible points):

<table>
<thead>
<tr>
<th>Consultant</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shive-Hattery</td>
<td>88.8</td>
</tr>
<tr>
<td>WHKS</td>
<td>87.5</td>
</tr>
<tr>
<td>HR Green</td>
<td>86.3</td>
</tr>
<tr>
<td>Bolton &amp; Menk</td>
<td>83.8</td>
</tr>
<tr>
<td>Snyder &amp; Associates</td>
<td>81.8</td>
</tr>
</tbody>
</table>

Shive-Hattery Inc. was scored by the RFQ evaluation team to be the most qualified firm to develop the plans for this improvement project. The federal-aid process prohibits asking for proposed costs with the RFQ solicitation. Therefore, staff worked with Shive-Hattery to draft a Professional Service Agreement (PSA) and negotiate a contract amount (Attachment 1). This contract agreement has been modified to include additional federal requirements and has been reviewed and approved by the City’s Legal Department and the EDA. (Iowa DOT did not require review.) The total cost of the PSA is not to exceed $291,920. Construction inspection services are not included in this PSA, so another RFQ will be created and issued for those services.
As previously stated, this project will primarily be funded with an EDA grant and a state RISE grant. These grants will provide approximately 90% of the estimated project costs. The remaining funding will be provided with tax increment financing (TIF) abated GO bonds and City of Ames Electric funds as shown below.

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Available Funding</th>
<th>Estimated Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Iowa DOT (RISE)</td>
<td>$1,812,905</td>
<td></td>
</tr>
<tr>
<td>Department of Commerce (EDA)</td>
<td>$1,743,558</td>
<td></td>
</tr>
<tr>
<td>G.O. Bonds (TIF Abated)</td>
<td>$ 314,204</td>
<td></td>
</tr>
<tr>
<td>City of Ames Electric</td>
<td>$ 135,000</td>
<td></td>
</tr>
<tr>
<td>Engineering/Admin</td>
<td>$ 493,939</td>
<td></td>
</tr>
<tr>
<td>Construction</td>
<td>$2,993,178</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$4,005,667</strong></td>
<td><strong>$3,487,116</strong></td>
</tr>
</tbody>
</table>

Of the $493,939 available for engineering and administration, $291,920 will be allocated for these design services with Shive-Hattery. The remaining $202,019 is available for a future PSA for construction inspection services with a yet to be determined design firm through an RFQ evaluation process following federal-aid processes.

**ALTERNATIVES:**

1. Approve the Professional Service Agreement with Shive-Hattery Inc. for the design of the ISU Research Park Phase IV Improvements Project in an amount not to exceed $291,920.

2. Reject the agreement.

**CITY MANAGER’S RECOMMENDED ACTION:**

The ISU Research Park continues to be an important economic development area for the region. Approval of this agreement will allow the design of the next phase of infrastructure improvements within this development area to begin.

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

Iowa State University Research Park Phase IV Road and Utility Improvements Project

THIS AGREEMENT is made and entered into as of ________________________________, by and between the City of Ames, an Iowa Municipal Corporation, with offices located at Ames City Hall, Post Office Box 811, 515 Clark Avenue, Ames, Iowa 50010, hereinafter called "CITY", and Shive Hattery, hereinafter called "CONSULTANT".

W I T N E S S E T H:

WHEREAS, the City desires to retain professional services for the IOWA STATE UNIVERSITY RESEARCH PARK PHASE IV ROAD & UTILITY IMPROVEMENTS PROJECT, and

WHEREAS, the Consultant represents that it is qualified to perform the services under this contract.

NOW, THEREFORE, and in consideration of mutual covenants hereinafter contained, it is mutually agreed between the parties as follows:

1. SCOPE OF WORK: The services to be performed by the Consultant include preparation of documents or consultation on the items described in Exhibits "1-3", attached hereto and by this reference made a part hereof.

2. AMENDMENTS TO THE SCOPE OF WORK: There shall be no increase in the amount of payment, Scope of Work or Time of Performance as stated in this Agreement except by written amendment approved by the City.

3. CONSULTANT'S COMPENSATION AND METHOD OF PAYMENT: For the services listed below and described in Exhibit “1”, the Consultant shall be paid a fixed price of $291,920.00 based on a Professional Services Fee Breakdown attached as Exhibit “3”.

4. TIME OF PERFORMANCE: The Consultant agrees that it will diligently and responsibly pursue the performance of the services required of it by this Agreement for completion on, or before, the schedule of milestone tasks set out in the Project Schedule attached as Exhibit “2”.

5. COOPERATION BY THE CITY: All public information, data, reports, records, and maps as are existing, available to the City as public records, and which are necessary for carrying out the work as outlined in the Scope of Work, shall be furnished to the Consultant without charge by the City. The City shall cooperate with the Consultant in every way possible to facilitate, without undue delay, the work to be performed under this Agreement, including turnaround of reviews and approvals.
6. **DESIGNATED REPRESENTATIVES:** The following individuals are hereby designated as representatives of the City and the Consultant respectively to act as liaison between parties:

<table>
<thead>
<tr>
<th>CITY</th>
<th>CONSULTANT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nathan Willey, P.E.</td>
<td>Nathan Hardisty, P.E.</td>
</tr>
<tr>
<td>Civil Engineer II</td>
<td>Project Manager</td>
</tr>
</tbody>
</table>

Mr. Nathan Hardisty, P.E. shall be the Project Manager in charge of monitoring performance by the Consultant and shall be responsible for the review of all work products prepared by the Consultant. Any change in designated representatives shall be promptly reported to the other party in order to insure proper coordination.

7. **STANDARDS OF PERFORMANCE:** The Consultant shall comply with all applicable laws, ordinances, and codes of the Federal, State, and local governments while performing the services described herein in a good, skillful, and professional manner.

8. **OWNERSHIP OF DOCUMENTS:** All reports, files, drawings, and other material prepared under this Agreement shall become the property of the City. In the event the City uses the Instruments of Service without the permission of the authors of the Instruments of Service, the City releases the Consultant from all claims and causes of action arising out of such uses. The City, to the extent permitted by law, further agrees to indemnify and hold harmless the Consultant from all costs and expenses, including the cost of defense, related claims and causes asserted by any third person or entity to the extent such costs and expenses arise from the City’s use of the Instruments of Service.

9. **PERSONNEL AND ASSIGNMENT:** The Consultant represents that it has all personnel required to perform the services under this agreement. The Consultant's personnel shall not be employed by, nor have any direct contractual relationship with, the City. All services required hereunder shall be performed by the Consultant, its employees, or personnel under direct contract with the Consultant. The Consultant shall not assign the performance of the Agreement, nor any part thereof, without the prior written consent of the City.

10. **AUTHORITY OF THE CONSULTANT:** The Consultant shall be an independent contractor and shall not incur, or have the power to incur, any debt obligation or liability whatever against the City, or bind the City in any manner. The Consultant shall not disseminate any information or reports without the prior approval of the City in writing.

11. **CONSULTANT’S ACCOUNTING RECORDS:** Records of the Consultant's direct personnel, sub-consultants, and reimbursable and other expenses pertaining to the work and records of accounts between the City and consultants shall be kept on a generally recognized standard accounting basis and shall be available to the City or its authorized representatives at mutually convenient times.
12. **TERMINATION**: Either party may terminate this Agreement, with cause, upon thirty (30) days written notice to the other. In the event of such termination, the Consultant shall be compensated for all services rendered to the date of termination. Such compensation shall be paid within thirty (30) days of termination. In no event shall the amount due exceed the amount set forth in Exhibit “3”. In the event of disagreement as to a portion of an amount claimed to be owed to the Consultant, the amount not in dispute shall be remitted promptly and the parties shall attempt to resolve their differences with respect to any remaining amounts.

13. **NOTICE**: Whenever it shall be necessary for either party to serve notice on the other respecting this Agreement, such notice shall be served by mail addressed to the City at: Ames City Hall, P.O. Box 811, 515 Clark Avenue, Ames, IA 50010, or to the Consultant at: 4125 Westown Parkway, Suite 100, West Des Moines, IA 50266, unless or until a different address may be furnished in writing by either party to the other, and such notice shall be deemed to have been served within seventy-two (72) hours after the same has been deposited in the United States Post Office, postage paid. This shall be valid and sufficient notice for all purposes.

14. **CONFLICT OF INTEREST**: The Consultant represents and agrees that the Consultant has not employed any person to solicit or procure this Agreement, and has not made, and will not make, any payment, or any agreement for payment of any commission, percentage, brokerage, contingent fees, or other compensation in connection with the procurement of this Agreement.

15. **INDEMNIFICATION**: Neither party hereto shall be liable for any damages proximately resulting from the negligent or wrongful actions or omissions of the other party, employees, agents, or contractors performing under this Agreement.

16. **WORKER'S COMPENSATION**: The Consultant agrees to provide the necessary Worker's Compensation insurance at the Consultant's own cost and expense for itself and any employees employed by the Consultant. The Consultant, and consulting agent and employees in the performance of this Agreement, shall act in an independent capacity and not as officers, employees, or agents of the City.

17. **NON-DISCRIMINATION**: During the performance of the Agreement, the Consultant shall not unlawfully discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, sexual orientation, gender identity, disability, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

19. **EXCLUDED PARTIES LIST:** The City has checked the website www.SAM.gov and verified that the Consultant does not appear on the Excluded Parties List.

20. **EDA REQUIREMENTS AND CERTIFICATION REGARDING LOBBYING:** The Consultant agrees to meet all Economic Development Administration (EDA) contract requirements and has submitted an executed copy of the Certification Regarding Lobbying as required by Section 1352, Title 31, of the US Code.

21. **ENTIRE AGREEMENT:** This Agreement shall constitute the entire Agreement between the parties. This Agreement supersedes any and all prior negotiations, representation, or agreements, either written or oral. Any amendments to, or clarification necessary to, this Agreement shall be in writing and acknowledged by all parties to the Agreement.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed effective the day and year first set forth above.

**CITY OF AMES, IOWA**

By: _____________________________
John Haila, Mayor

**CONSULTANT**

By: _____________________________
Nathan Hardisty, Project Manager

Attest by: _____________________________
Diane R. Voss, City Clerk

Agreement for Consulting Services
EXHIBIT 1 – SCOPE OF SERVICES

PROJECT DESCRIPTION
The project is to reconstruct South Riverside Drive from the end of existing pavement to the southern property line of the proposed Deere and Company facility and to construct Collaboration Place from the current terminus near the Economic Development Core facility to South Riverside Drive. The South Riverside Drive improvements are approximately 1,570 feet and Collaboration Place improvements are approximately 1,860 feet. The project includes on-street bike lanes on Collaboration Place and an off-street shared use path along the west side of South Riverside Drive. The path is to extend north of the project terminus approximately 800 feet along the existing South Riverside Drive. It will not be connected to the existing trail constructed in Phase II of the Research Park. Approximately 800 feet of 12 inch diameter water main will be extended along South Riverside Drive to the southern terminus of the project. Sanitary sewer extensions of approximately 700 total feet for future expansions will be included along the Deere and Company west property line and to the east of the Deere and Company property under South Riverside Drive.

The project will be completed with a single bid package.

Coordination with the Economic Development Administration (EDA) and Iowa Department of Transportation (IDOT) will be required due to funding of the project by both the EDA and an IDOT Revitalize Iowa’s Sound Economy (RISE) Grant. It is anticipated the project will be let through a City of Ames local letting.

SCOPE OF SERVICES

We will provide the following services for the project:
Civil Engineering, Land Surveying, Unmanned Aerial Surveying, Traffic Engineering and Transportation Engineering, Wetland Delineation and Subsurface Exploration.

These services will consist of the following tasks:

I. Basic Services of the Consultant
   1. Project Management and Coordination
      A. Project Meetings
         1) Kick-off Meeting - The Consultant shall coordinate and lead a project kick-off meeting with appropriate City of Ames and ISU Research Park staff.
         2) Progress Meetings - The Consultant shall lead monthly, in-person project meetings with City of Ames Staff during the design stage. A maximum of 6 meetings are assumed (April 2019 to September 2019).
         3) Prepare meeting minutes and documentation of items discussed at project meetings.
      B. Bi-Weekly Progress Reporting - The Consultant shall provide progress reporting with action items on a bi-weekly basis throughout the design process.
      C. Quality Control - The Consultant will provide on-going quality control throughout the design process.
D. Coordination
   1) The Consultant will coordinate with Deere and Company site development during the preparation of plans and incorporate design information from the development into the project.
   2) Coordination with Adjacent Property Owners - The Consultant shall provide notification and coordinate with adjacent properties owners as required. It is anticipated a maximum of 1 meeting with each of the property owners listed below will be required.
      a) Gary and Katherine May
      b) Story County Conservation
   3) Coordination with the EDA and the IDOT (RISE) for approval of plans and specifications as required.

2. Surveys and Mapping
   A. The Consultant shall perform field and office tasks required to collect topographic data and right-of-way information deemed necessary to complete the project.
   B. The Consultant will conduct field surveys to obtain topographic data, ground elevations, and cross sections required for the development of the Project and to supplement the existing mapping available from the City.
   C. The Consultant will contact the various utility companies and collect available information on underground utility locations and incorporate such available utility information into the base mapping of the project. Utilities to be researched include sanitary sewer, storm sewer, electric, gas, water, telephone, cable vision, and fiber optic lines.
   D. The Consultant will research City, County, and State Records to establish locations of property lines, right-of-way lines, and property ownership for the properties affected by the project and incorporate this data into the base mapping of the project.
   E. The Consultant shall provide staking for soil boring locations.
   F. The Consultant shall complete platting of the right-of-way for Collaboration Place. The platting shall include:
      1) Right-of-way of Collaboration Place.
      2) Six permanent easements for storm sewer outlets and inlets.
      3) It is assumed the South Riverside Drive construction can be completed without easements being required from adjacent property owners.

3. Conceptual Plan Development
   A. The Consultant will develop conceptual plans for South Riverside Drive and Collaboration Place. Plan development will be limited to one scenario based upon the South Riverside Drive and Collaboration Place Extension Preliminary Engineering Report. The conceptual plans will include project extents, pedestrian accommodations, roadway geometry, and property owner impacts.
   B. Deliverables: the Consultant shall develop a roll plot of the concept for review and a memo documenting the design criteria.
4. Preliminary Design and Plans
   A. The Consultant will perform preliminary design services in the preparation of design plans and specifications depicting the proposed grading, drainage, paving, signing, water main, and utilities located within the proposed right-of-way and other features of the project. The preliminary plans for the project will be approximately 50% complete upon completion of the Preliminary Design. Preliminary Design plans will include the following:
      1) Title and General Information (A Sheets)
      2) Preliminary Typical Cross Sections (B Sheets)
      3) Preliminary Plans and Profiles (D and E Sheets)
      4) Reference Ties and Bench Marks (G Sheets)
      5) Preliminary Staging (J Sheets)
      6) Preliminary Stormwater Drainage Design (M Sheets)
      7) Preliminary Pavement Marking and Signage (N Sheets)
      8) Water Main (O Sheets)
      9) Preliminary Street Lighting Design (P Sheets - by the City of Ames)
     10) Preliminary Sanitary Sewer (U Sheets)
     11) Preliminary Cross Sections (W, X Sheets)
   B. An Opinion of Probable Construction Cost will be completed with Preliminary Design.
   C. Deliverables: Preliminary Plans, Preliminary Opinion of Probable Cost.

5. Subsurface Exploration - Soil Borings (by sub-consultant Allender Butzke Engineers, Inc.)
   A. Geotechnical Exploration - mobilization with drilling equipment, traffic control, boring locations, utility locations (Iowa One Call), drill 14 borings 10 to 25 feet deep (9 roadway borings, 2 trail borings, 1 culvert boring, 2 sewer/stormwater management borings), laboratory testing (including two each proctor, grain size, and Atterberg limits tests for subgrade soils), engineering analysis, pavement thickness design, and written report.

6. Utility Coordination
   A. Utility Coordination to be led by City of Ames staff, the Consultant shall support the City by providing plans to be distributed to utility companies in the corridor to discuss impacts to their facilities by the proposed roadway improvements. The anticipated utilities located within the corridor are listed below:
      1) CenturyLink
      2) Mediacom Communications Corp.
      3) Alliant Energy
      4) Iowa State University
      5) City of Ames - Utility Maintenance (water, sewer, storm)
      6) City of Ames - Electric Services
      7) Aureon Network Services
      8) Xenia Rural Water District
   B. Meetings with individual utility companies and review of relocations plans are not included but could be provided by an amendment to this agreement.
7. Final Plans and Specifications
   A. Based upon approved preliminary design, the Consultant shall subsequently proceed with final design, construction drawings, specifications, and an opinion of probable construction cost for the award of a single contract for the construction of the proposed improvements. Final Plans and Specifications to include the following:
      1) Title and General Information (A Sheets)
      2) Typical Cross Sections (B Sheets)
      3) Estimate of Quantities, Estimate Reference Information, Tabulations (C Sheets)
      4) Plans and Profiles (D and E Sheets)
      5) Erosion Control (EC Sheets)
      6) Reference Ties and Bench Marks (G Sheets)
      7) Traffic Control and Staging (J Sheets)
      8) Intersection Geometrics and Jointing Plans (L Sheets)
      9) Stormwater Drainage Design (M Sheets)
     10) Pavement Marking and Signage (N Sheets)
     11) Water Main (it in anticipated all the existing hydrants on South Riverside Drive will need to be adjusted to new elevations in addition to the new water main extension, the existing hydrants on Collaboration Place will be checked to verify their elevations are appropriate) - (O Sheets)
     12) Street Lighting Design and Electrical - (P Sheets - By the City of Ames)
     13) Curb Ramp, Sidewalk, and Shared Use Path Plans and Tabulations (S Sheets)
     14) Construction Details, Special Grading Areas, Bike Lane Exit Treatments, and Sanitary Sewer (U Sheets)
     15) Detailed Cross Sections (W, X, Y Sheets)
   B. Opinion of Probable Cost
   C. Deliverables: Final Plans and Specifications, Final Opinion of Probable Cost

8. Permitting
   A. The Consultant will provide a Wetland and Waters of the United States (WUS) delineation for the project area that was not included in the November 2014 Wetland Delineation and the corresponding Approved Jurisdictional Determination dated March 16th, 2015 (South Riverside Drive south of Collaboration Place was not previously included). If wetlands or WUS are present, the upper boundaries within the project area will be identified and mapped.
   B. It is anticipated a Nationwide Section 404 permit can be obtained should wetlands be impacted by the project. The Consultant will coordinate with the United States Army Corps of Engineers to obtain clearance under a Section 404 Nationwide Permit. In the event additional studies are required for a regional or individual permit, those shall be considered additional services.
   C. The consultant shall coordinate with the Iowa Department of Natural Resources (IDNR) for the following permits:
      1) IDNR Wastewater Construction Permit
      2) IDNR Public Water Supply Construction Permit
9. Bidding
   A. The Consultant will coordinate and manage the letting process for the project including
      printing of plans and specifications, preparing the formal Notice of Hearing and Letting, and
      plan clarification and addenda. The Consultant is to attend the bid opening, prepare the bid
      tabulation, make a recommendation of award of the contract, and secure the necessary
      contractual documents.

II. Construction Services
   1. Construction Administration
      A. Construction administration services shall consist of office based services to assist the City
         in implementing the construction contract for this project. The work tasks to be performed
         by the Consultant shall include the following:
         1) Attend a Pre-Construction meeting after the award of the construction contract for the
            Contractor, Sub-contractors, Utility Companies and other interested parties.
         2) Review Shop drawings, samples, and other pre-construction data which the Contractor
            is required to submit, a maximum of 40 hours of engineering time has been included.
         3) Issue necessary interpretations and clarifications of the plans, and in connection
            therewith, prepare change orders and conduct site visits as required. For budgeting
            purposes, a maximum of 15 hours of engineering time has been included.
      B. Construction observation (inspection) services are not included.
ADDITIONAL SERVICES

The following are additional services you may require for your project. We can provide these services but they are not part of this proposal at this time.

1. Construction observation (inspection)
2. Preparation of environmental documentation CE/EA/EIS, other than coordination with SHPO and USACE
3. Cultural resources surveys
4. Archaeological investigation beyond the Intensive Phase I Investigation
5. Contaminated soils investigations
6. Subsurface utility investigations
7. Construction survey
8. Intersection improvements design at Collaboration Place and South Riverside Drive other than a standard “T” intersection
9. Roundabout design
10. Traffic signal design
11. Aesthetics
12. Public information meetings and/or exhibit preparation
13. Shared use path connection to the north along South Riverside Drive including a crossing at the creek that travels under South Riverside Drive
15. Shared use path connections to existing path
16. Right-of-way acquisition services
17. Electrical Engineering and/or street lighting design including photometric calculation. All electrical improvements are to be designed, quantified, and appropriate bid items and bidding info provided to Shive-Hattery to include with the plans for letting.
18. Meetings other than specifically included within the scope of services
19. Review of shop drawings, product data, and submittals during the construction phase.
20. NPDES Permitting
21. Redesign due to project budget overruns during design, bidding, or construction phases.
EXHIBIT 2 – PROJECT SCHEDULE

**Schedule**

<table>
<thead>
<tr>
<th>Task</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notice to Proceed</td>
<td>March 27th, 2019</td>
</tr>
<tr>
<td>Surveys and Mapping</td>
<td>April 2019</td>
</tr>
<tr>
<td>Conceptual Design</td>
<td>May 2019</td>
</tr>
<tr>
<td>USACE Coordination</td>
<td>July – September 2019</td>
</tr>
<tr>
<td>Wetland Delineation</td>
<td>May 2019</td>
</tr>
<tr>
<td>Preliminary Design</td>
<td>June-July 2019</td>
</tr>
<tr>
<td>Utility Coordination</td>
<td>July - August 2019</td>
</tr>
<tr>
<td>Final Design</td>
<td>August - September 2019</td>
</tr>
<tr>
<td>Permitting</td>
<td>July - September 2019</td>
</tr>
<tr>
<td>Letting</td>
<td>October 2019</td>
</tr>
<tr>
<td>Construction Administration</td>
<td>Fall 2019 – Fall 2020</td>
</tr>
</tbody>
</table>
### Exhibit 3 - Professional Services Fee Breakdown

City of Ames - ISU Research Park Phase IV Road & Utility Improvements Project
Based on Exhibit 1 - Scope of Services

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Total Hours</th>
<th>Subconsultants</th>
<th>Total Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Surveys and Mapping (11%)</td>
<td>215</td>
<td></td>
<td>$32,693</td>
</tr>
<tr>
<td>2</td>
<td>Conceptual Plan Development (7%)</td>
<td>175</td>
<td></td>
<td>$20,045</td>
</tr>
<tr>
<td>3</td>
<td>Preliminary Design and Plans (40%)</td>
<td>918</td>
<td>$16,225</td>
<td>$116,263</td>
</tr>
<tr>
<td>4</td>
<td>Final Plans and Specifications (37%)</td>
<td>1062</td>
<td></td>
<td>$110,018</td>
</tr>
<tr>
<td>5</td>
<td>Bidding (2%)</td>
<td>40</td>
<td></td>
<td>$4,328</td>
</tr>
<tr>
<td>6</td>
<td>Construction Administration (3%)</td>
<td>70</td>
<td></td>
<td>$8,573</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Total Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$291,920</td>
</tr>
</tbody>
</table>
COUNCIL ACTION FORM

SUBJECT: PROFESSIONAL SERVICE AGREEMENT FOR 2019 DOWNTOWN PARKING STUDY

BACKGROUND:

On November 13, 2018, City Council directed staff to begin a study of parking in Downtown Ames. The study was to include stakeholder meetings, a parking utilization supply/demand analysis, alternatives analysis for both existing and future parking. There will also be a final report with recommendations on infrastructure and operational changes that support Downtown businesses, with the goal of having parking be a self-sustaining system that pays for all capital and operational costs.

Staff issued a Request for Proposals (RFP) and received submittals from four firms: 1) Desman Design Management, 2) Nelson/Nygaard 3) Walker Consultants, and 4) Walter P Moore. A scoring team made up of staff from Public Works, Planning, and Police scored the proposals. Scoring criteria includes project understanding & approach, previous experience, team structure & key personnel, responsiveness & ability to perform work, proposed project schedule, references, estimated contract cost. A summary of the scores is shown in the table below:

<table>
<thead>
<tr>
<th>Consultant</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walker</td>
<td>82</td>
</tr>
<tr>
<td>WPM</td>
<td>76</td>
</tr>
<tr>
<td>Desman</td>
<td>70</td>
</tr>
<tr>
<td>Nelson-Nygaard</td>
<td>57</td>
</tr>
</tbody>
</table>

Walker Consultants was found to be the most qualified firm for this project. Staff reached out to Walker and began developing a contract scope and fee, which is attached to this document. The project will be broken down into four main tasks:

<table>
<thead>
<tr>
<th>Project Task</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task I- Parking Supply/Demand Study</td>
<td>$30,640</td>
</tr>
<tr>
<td>Task II- Parking Alternatives Analysis</td>
<td>$3,840</td>
</tr>
<tr>
<td>Task III- Review of Parking Policies and Practices</td>
<td>$10,560</td>
</tr>
<tr>
<td>Task IV- Financial Plan and Final Report</td>
<td>$24,960</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$70,000</strong></td>
</tr>
</tbody>
</table>

There is also an option to add additional parking occupancy and turnover counts if the City feels that the base amount of data collection is not adequate. This is shown on page 5 of the agreement. The contract is set at a total not to exceed amount of $70,000 unless a written amendment to the agreement is agreed to by both Walker and the City. The
budget for this study is $45,731 from the General Fund and $24,269 from the unobligated Road Use Tax Fund for a total of $70,000.

ALTERNATIVES:

1. Approve the 2019 Downtown Parking Study professional services agreement with Walker Consultants in a not to exceed amount of $70,000.

2. Reject the proposal from Walker Consultants and direct staff to make modifications to the scope and fee.

CITY MANAGER’S RECOMMENDED ACTION:

This study will provide an effective parking plan for Downtown Ames. The data collected will provide a clear understanding of current and future parking conditions and make achievable recommendations for improving current parking conditions and meeting future parking demand efficiently and cost-effectively. These recommendations will support the Council’s goal of having a financially sustainable parking system that supports the long-term vitality of Downtown Ames.

Therefore, the City Manager recommends that the City Council adopt Alternative No. 1 as described above.
February 8, 2019

Damion Pregitzer, P.E. PTOE
Traffic Engineer/ Airport Manager
City of Ames
Street Address
City, State ZIP

Re:  City of Ames Downtown Parking Study Services Agreement
     Ames, Iowa

Dear Mr. Pregitzer:

Walker Consultants is pleased to submit for your review the following services agreement for the 2019 Downtown Parking Study.

PROJECT UNDERSTANDING

Downtown Ames is a vibrant commercial and cultural district featuring numerous retail stores, restaurants, bars, art galleries and government and professional offices. Over the last fifteen years, the downtown has undergone a transformation from a once underutilized district into a premier, fully-activated destination.

As the Downtown continues its course of redevelopment, civic leaders are looking to engage a professional consultant firm to help evaluate current and future parking needs providing management and policy guidance for the existing downtown parking system. In July 2018, Ames City Council adopted parking meter rate increases for the downtown district; an action which has elicited considerable downtown merchant and visitor feedback. Business owners are concerned that the recently adopted rate increase is negatively affecting retail traffic and the downtown experience for their customer base.

Additionally, parking for downtown employees is being cited as an increasing issue of concern. Numerous business owners and employees have requested more long-term employee parking areas be made available, reconsidering hours of enforcement across public lots. The City of Ames is requesting a parking study for the downtown district to evaluate these unique user challenges recommending solutions that take into account the needs of both visitors and employees, balancing the publics parking needs with the City’s capital investment and operational budgetary goals to maintain a self-sustaining public parking system.

STUDY AREA

Walker understands the project Study Area boundaries to be fixed at 6th Street to the north, Lincoln Way to the south, Duff Avenue to the east, and Grand Avenue to the west. Appendix A: Study Area Map displays the pre-
determined project Study Area boundaries. Hereto, all task items enumerated as follows will occur within “Study Area” boundaries.

**SCOPE OF SERVICES**

Walker has reviewed the City of Ames proposed scope of work and agrees to perform all tasks stated within the City of Ames Downtown Parking Study RFP (dated December 10, 2018). Additionally, we agree to perform the following detailed task items as our scope of services:

**TASK I- PARKING SUPPLY/DEMAND STUDY**

**OBJECTIVE:** Before an effective parking plan can be formulated, a clear understanding of current and future parking conditions in the City Study Area is required. The Supply/Demand Analysis constitutes a needs assessment of current and anticipated parking conditions.

1. Conference call with City representatives to finalize project parameters, review project background and obtain previous reports, area maps, and other background information.
2. Schedule two (2)- two-hour stakeholder meetings with Project Team for purposes of issue identification and stakeholder input regarding downtown parking. Walker will coordinate two (2)- two-hour stakeholder meetings held onsite with the project team at a time and location as determined by City representatives (morning, afternoon, and/or evening).
3. Obtain and review land use data within the study area, provided in terms of square footage by land-use type (i.e., retail, restaurant, hotel, office, etc.).
4. Conduct field parking inventories of on- and off-street parking within the Study Area. Inventories will include space counts, rates (if applicable), and restrictions for all on street spaces and off-street facilities greater than five spaces. Display parking inventory by the block-level in tabular and graphical format.
5. Conduct three (3) parking occupancy field counts for all parking inventoried within the Study Area for a weekday design day, as agreed to by City Staff. Perform a morning (between 9 am to 11 am), mid-day (between 1 pm to 3 pm), and evening count (between 6 pm to 8 pm). The Walker team will record the number of parking spaces occupied for all corresponding spaces inventoried. Organize parking occupancy data by the block-level in tabular and graphical format. Data collection will occur in the April 22, 2019 to May 10, 2019 timeframe.
6. Perform a field turnover and duration survey across the Study Area for one (1) weekday for block faces driven within a one-hour route, performed on the hour, for on-street and off-street facilities as agreed to by City Staff during enforcement hours of the day to determine the percentage of vehicles adhering to the posted hours of enforcement. License plates will be surveyed on an hourly observational basis to gauge the length of stay and turnover activity occurring in select on-street and off-street facilities.
7. Create a parking demand model using Walker’s shared parking model to project typical parking demand throughout a weekday.
8. Determine the surplus or shortfall within the area under current conditions, and create tabular and graphical illustrations of the parking system adequacy.
9. Obtain build-out plans from the City representatives and adjust the demand model to show future parking demand generated by approved and/or proposed developments in the area.
10. Prepare a brief Task I update draft memorandum summarizing field findings and observable data.
TASK II - PARKING ALTERNATIVES ANALYSIS

OBJECTIVE: With the understanding gained from the completion of Task I above, Walker will develop solid, achievable recommendations for improving current parking conditions and meeting future parking demand efficiently and cost effectively.

1. Review inventory, utilization and turnover data collected in Task I.
2. If data suggests imbalances of usage, recommend management and policy changes that could reduce congestion in affected areas.
3. Review existing vehicular and pedestrian access and circulation patterns for their relationship to existing and proposed parking facilities/ lots.
4. Determine whether the number of spaces could be increased through restriping and efficiency improvements in existing publicly-owned facilities/ lots.
5. Determine whether existing city-owned facilities/ lots can be expanded to meet area parking needs.
6. Identify potential locations for new parking facilities (surface and/or structured). External variables that will be considered are desirable density, phasing of construction, and incorporation of other uses (such as retail) in any proposed facility.
7. Illustrate up to three (3) sites for potential future parking facilities on a site plan.
8. Conceptualize footprint for each site, height, and capacity.
9. Provide order-of-magnitude cost opinions to construct a future parking facility(s).
10. Prepare a brief Task II update memorandum summarizing findings and concepts for City review.

TASK III- REVIEW OF PARKING POLICIES AND PRACTICES

OBJECTIVE: The overall objective of this task is to provide a professional’s outside perspective with the aim to help the City make its parking system the best it can be. To succeed at meeting this objective, we consider stakeholder input, historical policies and practices, the character of the city, and the City’s organizational structure and capacity and develop a parking management plan that suggests opportunities for improvement.

1. Obtain and review city parking policies, practices, and ordinances relating to parking. Review the City’s staffing needs associated with its parking assets. Recommend changes. Comment upon best practices for staffing needs compared to other similar-sized cities.
2. Review and comment on parking rates, time restrictions or lack thereof, and enforcement hours.
3. Review existing parking equipment and recommend upgrades where necessary.
4. Draft a policy statement regarding the relationship between on- and off-street parking.
5. Review and comment on existing parking signage and identify opportunities for improvement.
6. Identify, for the City’s consideration, other customer-service enhancements that do not exist in Ames.
7. Provide a brief Task III update memorandum for City review.

TASK IV - FINANCIAL PLAN

OBJECTIVE: A financial plan anticipates the market demand, operating revenues, operating expenses, and debt service for a proposed parking project and/or parking system and proposed improvements to the existing parking system. It is tailored to help guide the decisions that must be made to promote a financially sustainable parking system.
1. Using Walker’s past experience, project capital and operating costs for any improvements recommended to the existing parking system.
2. Obtain parking financial historical data from the City for the most recent five-year period.
3. Review operating revenues and expenditures and comment upon capacity for any recommended improvements.
4. Research comparable market parking rates and recommend a rate structure for all City-owned parking that could be used to create a self-sustaining parking auxiliary fund for capital and maintenance expenses.
5. Provide a brief Task IV update memorandum summarizing findings for City review.
6. Prepare and email a draft report and plan incorporating all Task I-IV findings and recommendations with one (1) iteration of draft changes made after receiving all City draft comments.
7. Issue a final report and plan to the City.
8. Deliver (1) final presentation to City Council at a date coordinated with City representatives upon completion of the final report.

SCHEDULE

Walker anticipates allowing 60-90 days after formal work authorization is received for the completion of the required tasks listed above.

PROFESSIONAL FEE

Walker proposes to perform the scope of work described within this proposal and bill at the completion of each of the enumerated task/phase deliverable items for each the amount displayed in the table below:

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task I- Parking Supply/Demand Study</td>
<td>$30,640</td>
</tr>
<tr>
<td>Task II- Parking Alternatives Analysis</td>
<td>$3,840</td>
</tr>
<tr>
<td>Task III- Review of Parking Policies and Practices</td>
<td>$10,560</td>
</tr>
<tr>
<td>Task IV- Financial Plan and Final Report</td>
<td>$24,960</td>
</tr>
</tbody>
</table>

Walker understands that the total payment under this agreement shall not exceed seventy thousand dollars ($70,000) unless a written amendment to this agreement is executed by the parties.
For additional services, performed as authorized in writing by the City, Walker proposes the following amount in addition to Task I-IV proposed cost items:

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Additional Day of Field Occupancy Counts (3 counts per day)</td>
<td>$3,840</td>
</tr>
<tr>
<td>1 Additional Day of LPR Turnover and Duration Surveying (across posted hours of enforcement)</td>
<td>$3,000</td>
</tr>
</tbody>
</table>

*Prices assume days will be added to existing field data collection travel dates as scheduled. Dates incurring new travel trips will reflect added travel expenses to per-day costs as quoted above.

Sincerely,

WALKER CONSULTANTS

John Dorsett, AICP, CPP
Senior Vice President

David Garza
Analyst

Enclosures   General Conditions of Agreement for Consulting Services

AUTHORIZATION

Trusting that this meets with your approval, we ask that you sign in the space below to acknowledge your acceptance of the terms contained herein, and to confirm your authorization for us to proceed. Please return one signed original of this agreement for our records.

CITY OF AMES, IOWA

Accepted by (Signature) ____________________________________________________________

Printed Name  ____________________________________________________________

Title ____________________________________________________________

Date ____________________________________________________________
SERVICES

Walker Consultants ("Walker") will provide the CLIENT professional services that are limited to the work described in the attached letter ("the services"). Any additional services requested will be provided at our standard hourly rates or for mutually agreed to task deliverable fees. The services are provided solely in accordance with written information and documents supplied by the CLIENT, and are limited to and furnished solely for the specific use disclosed to us in writing by the CLIENT. No third-party beneficiary is contemplated. All documents prepared or provided by WALKER are its instruments of service, and any use for modifications or extensions of this work, for new projects, or for completion of this project by others without Walker’s specific written consent will be at CLIENT’s sole risk.

PAYMENT FOR SERVICES

Walker will submit monthly invoices based on work completed in the enumerated task deliverables above. Payment is due upon receipt of invoice. If for any reason the CLIENT does not deliver payment to WALKER within thirty (30) days of date of invoice, Walker may, at its option, suspend or withhold services. The CLIENT agrees to pay Walker a monthly late charge of one and one half percent (1½%) per month of any unpaid balance of the invoice.

STANDARD OF CARE

Walker will perform the services in accordance with generally accepted standards of the profession using applicable building codes in effect at time of execution of this Agreement. Walker’s liability caused by its acts, errors or omissions shall be limited to the fee or $10,000, whichever is greater.

Any estimates or projections provided by Walker will be premised in part upon assumptions provided by the CLIENT. Walker will not independently investigate the accuracy of the assumptions. Because of the inherent uncertainty and probable variation of the assumptions, actual results will vary from estimated or projected results and such variations may be material. As such, Walker makes no warranty or representation, express or implied, as to the accuracy of the estimates or projections.

PERIOD OF SERVICE

Services shall be complete the earlier of (1) the date when final documents are accepted by the CLIENT or (2) thirty (30) days after final documents are delivered to the CLIENT.
APPENDIX A: DOWNTOWN AMES STUDY AREA
COUNCIL ACTION FORM

SUBJECT: 2018/19 SHARED USE PATH SYSTEM EXPANSION – TRAIL CONNECTION SOUTH OF LINCOLN WAY (BEEDLE DRIVE TO INTERMODAL FACILITY)

BACKGROUND:

This program provides for construction of shared use paths on street rights-of-way, adjacent to streets and through greenbelts in accordance with the Long Range Transportation Plan (LRTP). This project will be south of Lincoln Way and create a connection between the Beedle Drive area and the Intermodal Facility. It is identified as “OFF 5” in the LRTP.

A Request for Proposals (RFP) was created to solicit consulting design services. Elements include at least one public informational meeting, one bicycle stakeholder meeting, and design of the shared use path. Services will include a base survey, evaluation of construction technique, area drainage analysis, preparation of plans and specifications, notification and coordination with right of way users, and attendance at a pre-construction meeting. Also included will be plan development and all required submittals to meet Iowa DOT letting requirements (due to utilizing State funding), with an anticipated 2019/20 winter letting for construction in 2020.

Proposals for this work were received from eight engineering firms and were evaluated according to the following criteria: Project Understanding, Design Team, Key Personnel, Previous Experience, Project Approach, Responsiveness, Ability to Perform Work, Proposed Project Design/Letting Schedule, and Estimated Contract Cost. Listed below is the ranking information based on this evaluation:

<table>
<thead>
<tr>
<th>Engineering Firm</th>
<th>Overall Rank</th>
<th>Estimated Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>WHKS &amp; Co.</td>
<td>1</td>
<td>$57,138</td>
</tr>
<tr>
<td>JEO</td>
<td>2</td>
<td>$93,410</td>
</tr>
<tr>
<td>Shive-Hattery, Inc.</td>
<td>3</td>
<td>$84,250</td>
</tr>
<tr>
<td>Bolton &amp; Menk, Inc.</td>
<td>4</td>
<td>$74,300</td>
</tr>
<tr>
<td>Clapsaddle-Garber Associates, Inc.</td>
<td>5</td>
<td>$64,200</td>
</tr>
<tr>
<td>Civil Design Advantage</td>
<td>6</td>
<td>$74,790</td>
</tr>
<tr>
<td>SEH, Inc.</td>
<td>7</td>
<td>$90,500</td>
</tr>
<tr>
<td>MSA Professional Services, Inc.</td>
<td>8</td>
<td>$68,365</td>
</tr>
</tbody>
</table>
Given the above rankings, staff has negotiated a contract with the highest ranked firm, WHKS & Co. of Ames, Iowa.

The planning, land acquisition, and engineering for this project is shown in the 2017-18 Capital Improvements Plan (CIP) with funding in the amount of $180,000 from Local Option Sales Tax. The construction of this project is shown in the 2018-19 CIP with funding in the amount of $241,000 from Local Option Sales Tax and $159,000 from MPO/STP funds. This brings the total project budget for administration, engineering and construction to $580,000.

**ALTERNATIVES:**

1. Approve the engineering services agreement for the 2018/19 Shared Use Path System Expansion – Trail Connection South of Lincoln Way (Beedle Drive to Intermodal Facility) project with WHKS & Co., of Ames, Iowa, in an amount not to exceed $57,138.

2. Direct staff to negotiate an engineering agreement with another consulting firm.

**CITY MANAGER’S RECOMMENDED ACTION:**

Based on staff’s evaluation using the above criteria, WHKS & Co. will provide the best value to the City in designing this project. WHKS has also provided exceptional service in the past.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as noted above.
Trail Connection south of Lincoln Way
(Beedle Drive to Intermodal Facility)

- **Off-Street Trail**
- **On-Street Facility**

Date: 3/29/2018

1 inch = 833 feet
COUNCIL ACTION FORM

SUBJECT: PUBLIC ART COMMISSION REQUEST TO CARRY OVER AND REALLOCATE FY 2017/18 FUNDS INTO FY 2018/19

BACKGROUND:

The Public Art Commission (PAC) administers the acquisition and maintenance of art installations and recommends funding allocations for public art. In past years, PAC has requested to carry over unspent funds from its previous year’s budget to supplement current year’s activities. For FY 2018/19, PAC is requesting to carry over $27,669 in unspent FY 2017/18 funds.

Of this carryover, $20,000 is for the Commission’s Art in the Parks program. That carryover is needed to fund the Birdhouse Project that is currently underway. Council was made aware of the need to carry over this funding when PAC made its annual budget request in February.

In addition, $7,669 of the carryover will be used for this year’s Neighborhood Sculpture program to allow for the purchase of three sculptures. Traditionally, PAC has tried to purchase three sculptures annually from its Annual Sculpture Exhibition. By reallocating a portion of this carryover balance, PAC will be able to purchase the desired pieces. Since its inception in 2004, the Neighborhood Sculpture program has placed 37 sculptures valued over $100,000 in the Ames community.

ALTERNATIVES:

1. Approve the Public Art Commission’s request to carry over $27,669 from PAC’s FY 2017/18 ending balance into FY 2018/19.

2. Do not approve the PAC’s request.

CITY MANAGER’S RECOMMENDED ACTION:

Authorizing the carryover of unspent FY 2017/18 funding will allow the PAC to complete this year’s Art in the Park and Neighborhood Art projects.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as stated above.
Includes in the Public Art Commission’s 2018/19 updated budget allocation is $20,500 for the acquisition of sculptures under the Neighborhood Art program. This program provides for sculptures from the previous year’s Ames Annual Outdoor Sculpture Exhibition (AAOSE) to be purchased and placed in neighborhoods around the City. The Commission is now recommending that Council authorize the purchase of three sculptures for the Neighborhood Art Program.

During the 2018/2019 exhibition year, Blue Heron with Sunfish by Judd Nelson was displayed at the northwest corner of Tom Evans Park, near Bar La Tosca. The sunfish was damaged and removed from this sculpture, so before placing it within a neighborhood the artist has agreed to replace it at no additional charge. It is proposed that this sculpture be purchased for $7,200 and that it be placed on the grass circle on Parkridge Circle in the Westbend neighborhood. The application for this placement came from Liz Jeffrey.

The second sculpture recommended for purchase is Parent and Child by Albert Rhea. This sculpture has been on display at the northeast corner of Tom Evans Park, near Main Street Magic, Miniatures, and More. The new location will be at Moore Memorial Park. The cost for this sculpture is $8,100. The application for this placement was submitted by Bill LaGrange. City Council had previously approved Moore Memorial Park for child loss memorials, and Bill thinks this sculpture would be a great piece with which to start.

The third sculpture that the Public Art Commission would like to purchase is Stairway to Nowhere by Zach Bowman. This sculpture has been on display on the northeast corner of 5th and Clark across from City Hall. The cost for this sculpture is $1,750. Once purchased, this sculpture will be placed near one of the trails around the pond in the Ringgenberg Park Neighborhood.

This year the Neighborhood Sculpture Committee received eight applications. Decisions on where to place the sculptures were influenced by whether art had been placed in the requested neighborhood or a nearby one, and if the art would be located in an area accessible for viewing by all the residents of Ames. Safety was the most important consideration, while price and workmanship were also considered.
AMES ANNUAL OUTDOOR SCULPTURE EXHIBITION

March 19, 2019

The City’s Public Art Commission, established in 1990, is committed to the creation of a visual and aesthetic environment that integrates art into the lives of Ames Citizens. The Ames Annual Outdoor Sculpture Exhibition (AAOSE), the longest running program for the Public Arts Commission, will continue with its 23rd annual downtown exhibition in 2019. A related program is the Neighborhood Sculpture Program, which permanently selects and places sculptures from the Annual Outdoor Sculpture Exhibition in and around Ames at no cost to applying neighborhoods.

The 2019-20 Ames Annual Outdoor Sculpture Exhibition (AAOSE)

This year’s entries were evaluated by a jury of Ames residents, who previewed entry materials, met, and then made their recommendation. The jurors selected nine sculptures to be displayed in the Main Street Cultural District over the upcoming year. Their recommendations were then reviewed by the City’s Risk Manager to ensure these sculptures can be safely displayed.

Attached are photographs and descriptions of the sculptures recommended for the 2019-20 Ames Annual Outdoor Sculpture Exhibition. Installation of the exhibit will take place during early May after consultation with businesses and organizations near the likely sites and further risk analysis by City staff. Each artist will be paid a $1,000 honorarium, and a Best-in-Show award will be made to a winner determined by the public at a fall, city-wide arts event.

Funding for the coming year’s AAOSE exhibition was included in the City Council’s 2018/19 Budget for the Public Art Commission.
**Text Pods by V. Skip Willits**
Polychrome Steel
95” x 40” x 35”
200 lbs.
2017
$9,000

**The Catch by Anna Modeland**
Steel
96” x 168” x 96”
500 lbs
2011
$7,200
**Loop** by Mike Sneller  
Stainless Steel  
10’ x 3’ x 3’  
90 lbs  
2018  
$8,000
**Dance #nowaste** by Gail Chavenelle  
Powder Coated Steel  
8’ x 36” x 24”  
350 lbs.  
2014  
$6,000

**Birds of a Feather** by Judd Nelson  
Hand Hammered Steel  
14’ x 6’ x 3’  
325 lbs.  
2016  
$7,700

**Spikey Smooth** by Mike Snellar  
Stainless/Painted Steel
When Love & Hate Collide by Zach Bowman
Stainless/Mild Steel, Gun Bluing
6’ x 5’ x 4’
375 lbs
2012
$3,200
Slices of Heaven by Craig Berube-Gray
Stucco, Steel
9’ x 4’diam
750 lbs
2017
$15,000
Monolith by Timothy Jorgenson
Stainless Steel
7.5’ x 3’ x 3’
100 lbs
2016
$4,000
COUNCIL ACTION FORM

SUBJECT: RELEASE OF RIGHTS PURSUANT TO EASTGATE SUBDIVISION COVENANT FOR ASSESSMENT OF COSTS AND IMPROVEMENTS FOR LOTS 10, 11, 17, 22, AND 23

BACKGROUND:

Lots 10, 11, 17, 22, and 23 in Eastgate Subdivision were recently sold for development. In 1998, the original Eastgate developer signed a Development Agreement promising payment for improvements to roads and utilities in the Subdivision. The development was then the subject of a bankruptcy proceeding; and in 2001, the City entered into a Covenant that modified the owner's public infrastructure obligations. The property was ultimately acquired by First National Bank through the bankruptcy proceeding.

The Covenant requires payment to the City for the estimated costs of widening Dayton Avenue for a turn lane and for connections to water and sewer service. This payment is to be made upon the sale or transfer of each lot. The Covenant prorates the amount owed for each lot on the basis of the lot's land area. In 2005, First National Bank paid the outstanding utility tapping fees owed on the lots, leaving only the road widening assessment outstanding. Per the schedule of fees owed to the City, a total of $33,180 was owed for Lots 10, 11, 17, 22, and 23. That amount has now been paid to the City and a Release is necessary so that the purchaser of the lots can close on the properties.

ALTERNATIVES:

1. Accept payment as above-noted and authorize the Release of Rights Pursuant to Eastgate Subdivision Covenant for Assessment of Costs and Improvements for Lots 10, 11, 17, 22, and 23.

2. Do not accept payment and do not authorize the Releases.

CITY MANAGER’S RECOMMENDED ACTION:

The Developer's Agreement and Covenant regarding Eastgate Subdivision requires payment for road widening costs upon the sale or transfer of lots. The buyer of Lots 10, 11, 17, 22, and 23 in Eastgate Subdivision has now remitted payment to the City in the required total amount.

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

SUBJECT: REQUESTS FOR AMES MAIN STREET FARMERS’ MARKET

BACKGROUND:

The Ames Chamber of Commerce is planning to host the annual Ames Main Street Farmers’ Market this summer, which will take place on the 300 and 400 blocks of Main Street and on Burnett Avenue from Main Street to the U.S. Bank drive-through. The Market will operate on 24 Saturdays from May 4th to October 12th from 8:00 a.m. to 12:30 p.m. To facilitate set-up and teardown, streets and parking spaces need to be closed from 5:00 a.m. to 1:30 p.m. each day.

To facilitate the event, organizers request a blanket Temporary Obstruction Permit and blanket Vending License for the entire Central Business District from 8:00 a.m. to 1:30 p.m. each day of the Market, which will allow downtown businesses who file an insurance certificate with the City to display items for sale on the sidewalks. The Chamber has requested that the $50 Vending License fee be waived.

Organizers have also requested the use of Tom Evans Plaza between the hours of 5:00 a.m. and 1:30 p.m. for vendor booths and entertainment. As in previous years, this space would be used for entertainment and educational activities for children and families. However, to prevent damaging the turf in the plaza, vendors will not be permitted to use the turf areas for their activities.

The use of electricity in Tom Evans Plaza, along Main Street and on Burnett Avenue has also been requested. Organizers have requested a waiver of the $5 per day fee for use of electricity.

To facilitate the Market, organizers have also requested that the two- and four-hour limits on parking in CBD Lots X and Y be waived during Market hours. Additionally, 75 metered parking spaces will be closed for 4.5 metered hours each day the Market operates. City staff estimates that this will result in a loss of $2,025 to the Parking Fund.

Market organizers have requested that the meter fees be waived because the Market is a non-profit organization, and in return the City would be included as a sponsor on all Market advertising materials. In past years, the City Council has waived all meter fees for this event.
ALTERNATIVES:

1. Approve the requested street and parking space closures from 5:00 a.m. to 1:30 p.m. on Saturdays from May 4 to October 12, use of Tom Evans Plaza for entertainers, use of City electrical outlets, a blanket Temporary Obstruction Permit, a blanket Vending License, suspension of parking enforcement in CBD Lots X and Y from 6:30 a.m. to 1:30 p.m. each of the affected days, and waiver of the fees for the Vending License, electricity use and lost parking meter revenue.

2. Approve the requests as stated in Alternative No. 1, but require Farmers’ Market to reimburse the City for the Vending License, electricity use, and parking meter revenue.

3. Direct staff to work with Farmer’s Market organizers to find an alternative location for the event.

4. Do not approve the requests.

CITY MANAGER’S RECOMMENDED ACTION:

The Main Street Farmers’ Market has successfully attracted visitors to the Downtown for the last several years. It has become a signature event in Ames, enhancing the local economy and providing a family-friendly activity that showcases the Ames community.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as described above.
February 19, 2019

Mayor and City Council
City of Ames
515 Clark Ave
Ames, IA 50010

Dear Honorable Mayor Halla and City Council,

The Ames Chamber of Commerce is planning to hold the ninth season of the Ames Main Street Farmers’ Market this summer. The event is scheduled to be held on the 300 and 400 block of Main Street every Saturday from May 4th to October 12th, 8:00AM to 12:30PM (the road is scheduled to be closed from 5:00AM to 1:30PM to allow for setup, teardown, and cleanup). The 24-week event will showcase the area’s best farmers, crafters, artists and prepared food experts as well as offering weekly live entertainment and children’s activities. At this time, Ames Chamber of Commerce asks the City Council to consider four specific requests:

1. The Ames Chamber of Commerce requests a Blanket Vending Permit for the entire CBD to allow businesses to sell merchandise outside their stores if they so choose. The Chamber of Commerce further requests the fee be waived as any businesses selling products on the sidewalk are members.

2. The Ames Chamber of Commerce requests the free use of electricity along the 300 and 400 Blocks of Main Street and for the outlets in the Tom Evans Park.

3. The Ames Chamber of Commerce requests that the fee be waived for the parking meters on the 300 and 400 Blocks during the Ames Main Street Farmers’ Market as the Market is a Non-Profit organization. In return the City of Ames would be considered a Sponsor of our Ames Main Street Farmers’ Market and would be included in all advertising, newsletters and on our Website. For the 24-week period the Market brings conservatively 60,000 – 72,000 people to the Main Street Cultural District. The benefit from these visitors coming to the Market will increase income in parking, shopping and eating in our beautiful city.

4. The Ames Chamber of Commerce also requests that that any timed, 2hr or 4 hr. parking fees in the back lots of the 300 and 400 Blocks of Main street be waived from 6:30am to 1:00pm during the Market season.

Thank you for your consideration of these requests and continued support of downtown Ames. We look forward to seeing you at the Ames Main Street Farmers’ Market throughout the 2019 season.

Sincerely,

Lauren Peterson
Ames Main Street Farmers’ Market Manager
February 15, 2019

Mayor and City Council
City of Ames
515 Clark Ave
Ames, IA 50010

Dear Mayor Hoiba and Members of the Ames City Council,

Ames Main Street supports the closure of the 300 and 400 blocks of Main Street in Downtown Ames for the annual Ames Main Street Farmers' Market, which will run May 4 – October 12, 2019. Events of this nature help Ames Main Street achieve its vision of making Downtown Ames the primary destination of Central Iowa by creating an economically vibrant district with unique living, dining, and entertainment experiences.

Sincerely,

Krislin Roach
2019 Ames Main Street Board President

304 Main Street, Ames, IA 50010  515.233.3472  AmesDowntown.org
COUNCIL ACTION FORM

SUBJECT: REQUESTS FROM AMES MAIN STREET FARMERS’ MARKET FOR FARM-TO-TABLE DINNER

BACKGROUND:

The Ames Main Street Farmers’ Market is proposing to host its second annual Farm-to-Table Dinner in the 500 block of Main Street from 6:30 p.m. to 10:00 p.m. on Sunday, August 4. Cornbred Barbecue will prepare the meal with meats and produce supplied by the Ames Main Street Farmers’ Market. The organizers have also proposed serving wine and beer at the event. An estimated 200 guests are anticipated to attend. Guests will purchase tickets in advance.

To facilitate this event, Ames Main Street Farmers’ Market has requested the following Council approvals for Sunday, August 4:

- Closure of the 500 block of Main Street from 12:00 p.m. on August 4 to 12:00 a.m. on August 5 (No parking meter revenue will be lost due to the event occurring on a Sunday)
- A blanket Temporary Obstruction Permit
- Access to City-owned electric outlets and waiver of fees for electricity use (approximately $5 loss of revenue)
- Approval of a 5-Day Special Class C Liquor License & Outdoor Service Privilege

Ames Main Street is in support of the event. Organizers plan to notify affected businesses by going door to door and by placing signs in the affected area prior to the event.

Staff has discussed security considerations in detail with the event organizer. Staff has been provided with a security plan that includes perimeter fencing and barriers, entrance and exit management, an emergency plan, and the hiring of a private security firm to monitor the event area. Additionally, alcohol service for this event will be limited to ticketed guests 21 years of age and above, who will be wristbanded to ensure no alcohol is provided to individuals who should not obtain it.

ALTERNATIVES:

1. Approve the requests for the Farm-to-Table Dinner on Sunday, August 4, as outlined above, including the waiver of fees for electricity use.

2. Approve the requests as indicated above, but require reimbursement for electricity use.
3. Do not approve the requests.

CITY MANAGER’S RECOMMENDED ACTION:

The Ames Main Street Farmers’ Market Farm-to-Table Dinner celebrates locally sourced meats and produce. This type of event also encourages consumers to shop locally, and the organizers have taken steps to ensure the safety of their event.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the requests for the Farm-to-Table Supper on Sunday, August 4 as outlined above.
February 21, 2019

Mayor and City Council
City of Ames
515 Clark St.
Ames, IA 50010

Dear Honorable Mayor Halla and City Council,

The Ames Main Street Farmers' Market is planning on hosting our 2nd Annual Farm to Table Dinner. The event is scheduled for August 4, 2019 on the 500 block of Main Street from 6:30 to 10:00 pm. The event will showcase food bought from our Ames Main Street Farmers' Market vendors and prepared by the staff of Cambreld. This will be a fundraiser event for the Ames Main Street Farmers' Market. We will ask to close the street from Pearl St to the driveway to the Depot/Inn/Bar/Bank of the West at 12:00 pm to 12:00 am. At this time, we would also ask that the city Council to consider 2 specific requests.

1. The Ames Main Street Farmers' Market requests the free use of electricity along the 500 block of Main Street.
2. The Ames Main Street Farmers' Market requests the fee be waived for the parking meters that will be in the perimeter of our event along the 500 block.

Thank you for your consideration of these requests and continued support for the Ames Main Street Farmers' Market.

Sincerely,

[Signature]

Lojan Petronen
Ames Main Street Farmers' Market Manager
COUNCIL ACTION FORM

SUBJECT: REQUESTS FOR HOPE RUN

BACKGROUND:

Mary Greeley Medical Center (MGMC) is sponsoring the 19th Annual Hope Run for Community Health and Wellness on Saturday, June 15, 2019, beginning at 8:00 a.m. The event includes a 5K timed race and a 1-mile fun run/walk, in addition to a Hope Run Jr. event. Approximately 900 participants are anticipated to attend.

In order to facilitate the movement of participants, temporary street closures are needed from 7:30 a.m. to approximately 9:00 a.m. on the following streets:

- Mortensen Road between Dotson Drive and State Avenue
- State Avenue between Lettie Street and Mortensen Road

Runners will use the shared-use path on the north side of Mortensen between State Avenue and Hayward Avenue. Additionally, runners will use coned-off portions of the following streets, which will remain open to traffic during the event:

- Hayward Avenue from Mortensen Road to Knapp Street
- Knapp Street from Hayward Avenue to Sheldon Avenue
- Sheldon Avenue from Knapp Street to Arbor Street
- Arbor Street from Sheldon Avenue to State Street

The streets will reopen as runner’s finish passing through each area. The route is configured to allow traffic through the south and east legs of the State/Mortensen intersection, which will reduce the length of detouring required compared to a full intersection closure.

Public Works Traffic Division will provide barricades and traffic cones to facilitate the road closures, and volunteers recruited by Mary Greeley will staff them. Public Works staff will place electronic message board signs along the major routes a day prior to the race and on race day. Additionally, event organizers will place signs containing route information and the race date and time along the route. Event organizers have indicated that they plan to communicate with the South Campus Area Neighborhood Association to notify them of the proposed routes.

A waiver of the Road Race fee of $25 has also been requested by the event organizers. Mary Greeley Medical Center operates as a non-profit entity.
**ALTERNATIVES:**

1. Approve the Hope Run road closures and waiver of Road Race fee as requested by Mary Greeley Medical Center.

2. Approve the road closures as requested, but require payment of the Road Race fee.

3. Deny the requests from Mary Greeley Medical Center and direct staff to work with organizers to find an alternate route for the event.

**CITY MANAGER’S RECOMMENDED ACTION:**

Mary Greeley Medical Center's Hope Run for Community Health and Wellness is a well-organized fundraising event for the Ames community. The race route minimizes the number of residents affected by the race. City Council approval is necessary for this event to occur as planned.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as described above.
January 18, 2019

Honorable Mayor Haila and City Council
Ames City Hall
515 Clark Avenue
Ames, IA 50010

RE: 2019 Hope Run for Hospice

Dear Honorable Mayor Haila and City Council,

Mary Greeley Medical Center’s Hope Run will be held on Saturday, June 15, 2019 at the Ames Middle School. This is our 19th annual Hope Run that will raise money to support community health & wellness through Mary Greeley Medical Center.

Information about the event can be found on the Special Event Application we submitted. We were very pleased with our current route and look forward to continuing with this route moving forward.

At this time we respectfully request a waiver of the $25 road race permit fee.

Thank you for your consideration and continued support of Mary Greeley Medical Center. We hope to see you at our event on June 15 either as a participant or a volunteer.

Sincerely,

Angie Weeks
Annual Giving Coordinator
COUNCIL ACTION FORM

SUBJECT: INTERFRATERNITY COUNCIL REQUESTS FOR IFC EXPERIENCE WEEKEND LUNCH

BACKGROUND:

Iowa State’s Interfraternity Council (IFC) is proposing to host the IFC Experience Weekend (formerly Greek Visit Weekend) Lunch on Ash Avenue from 11:30 a.m. to 12:30 p.m. on Saturday, April 13. IFC Experience is a spring recruitment event that provides high school students with an opportunity to explore and learn about Iowa State’s sorority and fraternity community. This year, IFC would like to hold an inclusive lunch among all attendees instead of having the respective chapters hold separate lunches. An estimated 200 students are anticipated to attend. To facilitate setup and tear down of the event, the Interfraternity Council (IFC) has requested the closure of Ash Avenue from Gable Lane to Sunset Drive from 10:30 a.m. to 1:00 p.m. on April 13 and a blanket Temporary Obstruction Permit.

Event organizers have informed staff that they will communicate with neighboring residents about their event. Staff has also discussed safety considerations in detail with the event organizers.

ALTERNATIVES:

1. Approve the requests for the IFC Experience Weekend Lunch on Saturday, April 13, as outlined above.

2. Direct staff to work with IFC’s organizers to find an alternative location for the event.

3. Do not approve the requests.

CITY MANAGER’S RECOMMENDED ACTION:

This will be the third year the Interfraternity Council will be holding the IFC Experience Weekend. Staff has not received any complaints in past years. City Council approval is necessary for this event to occur as planned.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the requests for the IFC Experience Weekend Lunch on Saturday, April 13, as outlined above.
COUNCIL ACTION FORM

SUBJECT: FIRE STATION #1 PARKING LOT RECONSTRUCTION

BACKGROUND:

When Fire Station #1 was constructed in 1979, underground fuel tanks were installed underneath the rear drive. The fuel tanks were removed, and the void was filled, but settling of the pavement has occurred, causing accelerated damage. Public Works engineers evaluated the concrete and agreed the lot needed to be replaced. The impervious area of this redevelopment is under one acre, thus post-construction stormwater requirements will not be triggered.

Public Works staff has completed plans and specification for this contract with a total estimated construction cost of $112,629 for the base bid. Engineering and construction administration costs are estimated at $16,900, bringing the total estimated costs for the base bid to $129,529.

This project is shown in the 2018/19 Capital Improvements Plan programs with funding in the amount of $137,000 in G.O. Bonds.

ALTERNATIVES:

1. Approve the plans and specifications for the Fire Station #1 – Parking Lot Reconstruction project and establish April 17th, 2019, as the date of letting and April 23rd, 2019, as the date for report of bids.

2. Direct staff to revise the project.

CITY MANAGER’S RECOMMENDED ACTION:

Replacing this parking lot will provide a more stable pavement at Fire Station #1, thereby ensuring that no lot-related damage will occur to fire apparatus and reducing maintenance costs.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as described above.
SUBJECT: 2014/15 STORM WATER FACILITY REHABILITATION PROGRAM (SOMERSET SUBDIVISION)

BACKGROUND:

In accordance with the requirements at the time that Somerset Subdivision was built, new developments within the community were required to provide management for storm water quantity control. However, it was standard practice in the developers’ agreements that the City of Ames would be responsible for the long-term maintenance of many of these facilities in residential areas. 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 City of Ames contracted with CGA Inc. of Ames Iowa to perform a hydraulic study, to analyze this facility, and to provide a recommendation on needed improvements. CGA Inc. has completed plans and specifications to increase storage capacity and establish bank stabilization with a total estimated construction cost of $265,495 for the base bid. Engineering and construction administration costs are estimated at $39,825, bringing the total estimated costs for the base bid to $305,320.

This project is shown in the previous Capital Improvements Plan programs with funding being carried over in the amount of $100,000 in Storm Sewer Utility funds from the 2014/15 Storm Water Facility Rehabilitation program. Additional funding for the project includes $100,000 in Storm Water Utility funds from the 2018/19 Storm Water Quality Improvements program and $106,000 in Storm Water Utility funds from the 2018/19 Storm Water Improvement program.

ALTERNATIVES:

1. Approve the plans and specifications for the 2014/15 Storm Water Facility Rehabilitation program and establish April 17, 2019, as the date of letting and April 23, 2019, as the date for report of bids.

2. Direct staff to revise the project.

MANAGER’S RECOMMENDED ACTION:

This project will provide more storage capacity in the stormwater facility and will help retain drainage during flash flooding.

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

SUBJECT: 2018/19 COLLECTOR STREET PAVEMENT IMPROVEMENTS (HICKORY DRIVE – WESTBROOK DRIVE TO WOODLAND STREET)

BACKGROUND:

This is the annual program for reconstruction or rehabilitation of collector streets. Locations are chosen in accordance with the most current street condition inventory. This project along Hickory Drive from Westbrook Drive to Woodland Street will include pavement improvements, repair/replacement of select storm sewer and sanitary sewer, and watermain replacement and transfers.

During the design phase the plans were prepared following the Complete Streets Plan. When design was completed, the impact of the complete street plan implementation (infill of sidewalk along the west side of the street) exceeded the 22% cost increase threshold. Therefore, it has not been implemented with this project. There were also significant topographical concerns that would have included cutting down several trees. Staff held a public meeting to obtain input on staging, construction timing, and special access needs. Comments were received and incorporated into the project design.

City staff has completed plans and specifications for this project with a base bid and then alternatives for the type of pavement used on the project. Alternative A will be for using concrete and Alternative B for using asphalt. A table of total estimated costs for each alternative is shown below:

<table>
<thead>
<tr>
<th></th>
<th>Base + Alt A (concrete)</th>
<th>Base + Alt B (asphalt)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Bid</td>
<td>$ 975,650</td>
<td>$ 975,650</td>
</tr>
<tr>
<td>Paving Alternative</td>
<td>$ 355,225</td>
<td>$ 298,300</td>
</tr>
<tr>
<td>Construction Subtotal</td>
<td>$1,330,875</td>
<td>$1,273,950</td>
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<tr>
<td>Engineering</td>
<td>$ 360,000</td>
<td>$ 344,000</td>
</tr>
<tr>
<td>Total Project Costs</td>
<td>$1,690,875</td>
<td>$1,617,950</td>
</tr>
</tbody>
</table>

The Collector Street Pavement Improvements are shown in the 2018/19 Capital Improvements Plan with $1,750,000.00 in G.O. bond funding.

ALTERNATIVES:

1. Approve the plans and specifications for the 2018/19 Collector Street Pavement Improvements – Hickory Drive (Westbrook Drive to Woodland Street) project and establish April 17th, 2019, as the date of letting and April 23rd, 2019, as the date for report of bids.
2. Direct staff to revise the project.

CITY MANAGER’S RECOMMENDED ACTION:

Approving these plans and specifications will result in substantially lower street maintenance costs along Hickory Drive in the future.

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

SUBJECT: TEAGARDEN AREA DRAINAGE IMPROVEMENTS

BACKGROUND:
In preparing the Teagarden Area Drainage Improvements, a Request for Proposal was issued for design service. On August 26, 2016 the City Council approved an agreement with Bolton & Menk Inc. for the design of these improvements in an amount not to exceed $69,500. Bolton & Menk Inc. has been working on this design phase since 2016. City staff had been working with the owners of the two properties involved in the project where the improvements are planned. Bolton and Menk submitted check plans (60% of the design completion) for the City staff to review in 2018. At the time of that plan submittal, it was found that one of the properties was sold and the new owner disagreed with the chosen design solution.

Due to the additional design effort needed in working with the property owners, on November 27, 2018, the City Council approved additional professional services in an amount not to exceed $21,500. New design solutions were developed and reviewed with the owners and were agreed upon. City staff is still negotiating permanent and temporary construction easements with the property owners, but they are anticipated to be signed shortly. Bids can be received but a recommendation for project award will not be brought to City Council before the easements are signed.

Bolton & Menk Inc. has completed plans and specification for this contract with a total estimated construction cost of $245,230. Engineering and construction administration costs are estimated at $115,500, bringing the total estimated costs to $360,730.

This project is shown in the previous Capital Improvements Plan programs with funding being carried over in the amount of $430,692 in Storm Sewer Utility funds and $503,063 in G.O. Bonds for total funding of $933,755. Remaining funding will be utilized on additional priority projects.

ALTERNATIVES:
1. Approve the plans and specifications for the Teagarden Area Drainage Improvements project and establish April 17th, 2019, as the date of letting and April 23rd, 2019, as the date for report of bids.

2. Direct staff to revise the project.

CITY MANAGER’S RECOMMENDED ACTION:
Moving forward with this project will provide more permanent control of the erosion and will reduce recurring maintenance costs in these areas. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as described above.
COUNCIL ACTION FORM

SUBJECT: AWARD OF POWER PLANT UNIT #7 BOILER REPAIR PROJECT

BACKGROUND:

On October 23, 2018, the City Council approved plans and specifications for the Unit 7 Boiler Repair Project. This project, which has been planned for several years, is to repair the boiler through the following actions:

- Replacing the boiler tubes in the lower waterwall section of the boiler
- Replacing all the pendant tubes in the superheat section
- Reinsulating the steam and mud drums
- Replacing the insulation and lagging (the aluminum skin) that covers the boiler

Unit 7 is one of two primary boilers at the City’s Power Plant, and is now 50 years old. Due to a combination of age, firing coal, firing natural gas since 2016, and co-firing refuse derived fuel (RDF), the boiler is in critical need of tube repairs.

As a result of boiler tube failures, Unit 7 has been off-line since April of last year. With Unit 8 also experiencing frequent boiler tube issues, it is critical that this Unit 7 project proceed as quickly as possible so that the Power Plant can be available to reliably burn RDF and meet the power requirements of the utility.

After switching from coal to natural gas two years ago, staff found that the boiler tubes, especially the superheater tubes, were deteriorating at an accelerated rate. The water vapor created during the combustion of natural gas combines with the chlorides and acid gases from combusting RDF, causing the tube surfaces to corrode very quickly, especially in the high temperature zones of the superheater.

For many years the power boiler and waste to energy (WTE) industries have relied on coating or cladding boiler tubes with nickel based alloys to form a barrier to the corrosive attack of the boiler gases upon the tubes. For this project, the outer surfaces of the new replacement tubes for the waterwall and superheater sections of Unit 7 boiler will be clad with a nickel based alloy to prevent or largely mitigate the corrosive attack upon the tubes.

Bid documents were issued to thirty-one firms and five plan rooms. 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 and the Iowa League of Cities.

On January 16, 2019, four bids were received as shown on the attached summary.
Staff went to great effort to ascertain the capabilities of the low bidder, Helfrich Brothers Boiler Works Inc. of Lawrence, MA, and of the subcontractor they choose to apply the alloy overlay onto the boiler tubes. First, staff thoroughly researched the Internet to acquire technical research papers, plus reports of the performance of alloy clad tubes in similar installations to ours. Staff also spent a significant amount of time networking and talking to the recognized experts in the United States who weld or laser apply alloy overlay and bend tubes for power plant and waste-to-energy boiler applications. Staff learned a great deal about the alloys best suited for our boiler situation, and the best weld and laser processes used to apply alloy onto boiler tubes. Finally, staff traveled to Massachusetts to thoroughly investigate the low bidder’s capability, and on the same trip went to Connecticut to check out the subcontractor who the low bidder chose to apply the laser cladding. In addition, staff made separate trips to Alabama and South Carolina to visit arguably the industry leaders in applying alloy cladding to boiler tubes by laser and by welding.

Based upon staff’s investigation of the subcontractor chosen by the low bidder to perform the laser application of the alloy onto the boiler tubes, staff had sufficient concerns about the subcontractor’s laser application processes to invoke Section 7.3 of Category III of the Invitation to Bid (ITB), which allows the City to reject a proposed subcontractor. Section 7.3 of Category III reads as follows:

“The City may reject a proposed subcontractor or supplier after due investigation. If a proposed subcontractor or supplier is rejected, the contractor shall submit an acceptable replacement for the rejected subcontractor or supplier and the contract price will be adjusted by the difference in the actual subcontract cost and an appropriate change order will be issued.”

City staff communicated its concerns about the proposed subcontractor to the low bidder, requesting that they find a replacement subcontractor or subcontractors to apply the alloy overlay or cladding to the boiler tubes, which they willingly did. There is a price adjustment increase of $233,260 associated with the replacement subcontractors.

Staff also called and checked three references of the low bidder, each of whom stated that they were extremely satisfied with the performance of the low bidder.

Therefore, it is staff’s recommendation that the Unit 7 Boiler Repair Project (ITB 2019-025) be awarded to Helfrich Brothers Boiler Works Inc. of Lawrence, Massachusetts in the bid amount of $6,376,685 (inclusive of Iowa sales tax). This is the base bid option with domestic sourced boiler tubes and laser applied alloy, and includes the following scope of work:

- Removal and replacement of the lower waterwall tubes
- Removal and replacement of the primary and secondary superheater tubes
- Removal and replacement of the insulation and lagging on the boiler
- Replacement of the insulation and lagging on the steam and mud drums
In addition to the bid amount of $6,376,685, there will need to be a Change Order approved in the amount of $233,260 (inclusive of Iowa sales tax) to account for the additional pricing associated with the replacement subcontractor requested by the City when it invoked Section 7.3 of Category III of the ITB. The total evaluated price including the bid proposal plus the Change Order necessary to accomplish the scope of work is $6,609,945. All of this is in accordance with Iowa Code Chapter 26.9 which states in part “The contract for the public improvement must be awarded to the lowest responsive, responsible bidder. However, contracts relating to public utilities or extensions or improvements thereof, as described in sections 384.80 through 384.94, may be awarded by the city as it deems to be in the best interests of the city” (emphasis added).

With the engineer’s estimate of $8,400,000 for this project, the low bid plus the change order is $1,790,055 less than the engineer’s estimate. It is important to note that this amount is still $384,899 less than the next highest bid.

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

<table>
<thead>
<tr>
<th>Year</th>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>2015/16</td>
<td>Engineering</td>
<td>$5,150</td>
</tr>
<tr>
<td>2016/17</td>
<td>Engineering</td>
<td>$125,796</td>
</tr>
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<td>2017/18</td>
<td>Engineering</td>
<td>$50,000</td>
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<td>2019/20</td>
<td>Materials/labor superheat and waterwalls</td>
<td>$8,400,000</td>
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<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>$8,580,946</strong></td>
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Three potential deduct options were included in the bid documents. Due to the favorable bids received, however, none of those options are recommended for approval.

**ALTERNATIVES:**

1. Award a contract to Helfrich Brothers Boiler Works, Inc, of Lawrence, MA, for the Unit 7 Boiler Repair Project in the amount of $6,376,685. (A Change Order in the amount of $233,260 is necessary to be processed and approved at a later date.)

2. Award a contract to one of the other bidders.

3. Reject all bids and delay this project.

**CITY MANAGER’S RECOMMENDED ACTION:**

This project will allow the City to make great strides to address Unit 7’s boiler tube failure problems. The recommended bid was determined in accordance with state law and with the provisions of the RFP. It is crucial that the project proceed as soon as
possible in order to minimize downtime for this boiler and to increase the Power Plant's availability and reliability.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as stated above.
### ITB 2019-025 UNIT 7 BOILER REPAIR BID SUMMARY

#### BIDDER: HELFRICH BROTHERS BOILER WORKS INC, LAWRENCE, MA

**PRICING -- With Domestic (U.S.A.) Sourced Tubes**

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<thead>
<tr>
<th></th>
<th>Base Bid</th>
<th>Option 1</th>
<th>Option 2</th>
<th>Option 3</th>
<th>Option 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRICE (WELD APPLIED)</td>
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<td>$6,139,725</td>
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<td>EVALUATED AMOUNT:</td>
<td>$6,376,685</td>
<td>$6,161,247</td>
<td>$6,139,725</td>
<td>$3,892,667</td>
<td></td>
</tr>
<tr>
<td>PRICE (LASER APPLIED)</td>
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<td>EVALUATED AMOUNT:</td>
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<td>$6,161,247</td>
<td>$6,139,725</td>
<td>$3,892,667</td>
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</tr>
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</table>

#### BIDDER: TEI CONSTRUCTION SERVICES INC., DUNCAN, SC

**PRICING -- With Domestic (U.S.A.) Sourced Tubes**

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#### BIDDER: THOMPSON CONSTRUCTION GROUP, INC., SUMTER, SC

**PRICING -- With Domestic (U.S.A.) Sourced Tubes**

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<tr>
<td>EVALUATED AMOUNT:</td>
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<td>$5,021,498</td>
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<tr>
<td>PRICE (LASER APPLIED)</td>
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<tr>
<td>EVALUATED AMOUNT:</td>
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<td>$5,550,023</td>
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**PRICING -- With Domestic (U.S.A.) Sourced Tubes**

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**BIDDER: THE JAMAR COMPANY, DULUTH, MN**

**PRICING -- With Domestic (U.S.A.) Sourced Tubes**

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<tr>
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<td>Option 3</td>
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<tr>
<td><strong>PRICE (WELD APPLIED)</strong></td>
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**PRICING -- With Foreign Sourced Tubes**

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<td><strong>PRICE (WELD APPLIED)</strong></td>
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<td>Sales Taxes Included in above amount</td>
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COUNCIL ACTION FORM

SUBJECT: ELECTRIC DISTRIBUTION LINE CLEARANCE PROGRAM
CHANGE ORDER NO. 1

BACKGROUND:

On May 22, 2018, City Council approved renewal of the contract with Wright Tree Services, Des Moines, Iowa, for the Electric Distribution Line Clearance Program for the period of July 1, 2018, through June 30, 2019. Actual payments are calculated on unit prices bid and actual work performed. The contract was in an amount not to exceed $317,900 for FY 2018/2019. There have been no change orders to the contract during the current year.

Due to fall weather delays and additional work on the 69kV transmission line, Electric Services was behind schedule on line clearance work going into the winter. The contractor was authorized to work overtime to try to get caught up to insure cleared lines in anticipation of bad weather during the winter. The plan was successful and the crew has now returned to working normal hours. However, the contract amount needs to be increased in order to complete line clearance work required for the remainder of this fiscal year, including tree work to eliminate risks to a three-phase primary line in north Ames. Electric Services anticipates an additional $60,000 will provide sufficient funds to complete necessary work through June 30, the end of the current contract. Funding to cover this change order is available in the electric line maintenance budget.

ALTERNATIVES:

1. Approve Change Order No. 1 adding $60,000 to the contract with Wright Tree Services, Des Moines, Iowa, for the Electric Distribution Line Clearance Program for the period of July 1, 2018, through June 30, 2019.

2. Do not approve Change Order No. 1 and discontinue line clearance in the current fiscal year when the original contract amount has been used.

CITY MANAGER’S RECOMMENDED ACTION:

This change order is needed in order to complete line clearance work required for the remainder of this fiscal year.

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

SUBJECT: CHANGE ORDER TO ASSESS MULTIPLE ASH SITE ALTERNATIVES NECESSARY TO COMPLY WITH U.S. EPA’S COAL COMBUSTION RESIDUALS (CCR) STANDARD

BACKGROUND:

On April 17, 2015, the Final Rule entitled “Hazardous and Solid Waste Management System; Disposal of Coal Combustion Residuals From Electric Utilities” was published in the Federal Register, which regulated the disposal of ash in surface impoundments and landfills from the burning of coal in electric utility boilers. Subsequent to that action, there have been two significant amendments to the final rule. In the first case EPA corrected a key compliance date, and in the second case EPA extended the original compliance deadlines for certain CCR Standard requirements by 547 days.

As of October 19, 2015, the City took action to prevent coal combustion residuals (CCR) or coal ash from being disposed of in the City of Ames Steam Electric Plant’s surface impoundment so that it qualified as an “inactive CCR surface impoundment.” (Between October 19, 2015, and April 23, 2016, coal ash was captured and disposed of at the Boone County landfill.) As of April 23, 2016, the power plant no longer burned coal so CCR was not produced and the inactive status of the surface impoundment was maintained.

On December 19, 2017, SCS Engineers of Clive, Iowa, was awarded a purchase order to complete eight studies and reports necessary to meet a CCR compliance deadline of April 17, 2018. Additionally, they were to complete an analysis of the need for an Emergency Action Plan (EAP) for the site by October 16, 2018. For this scope of work the City had issued a request for proposals (RFP) that resulted in the City receiving nine proposals ranging in price from $30,710 to $124,350, with an average price of $76,555. SCS Engineers had the low priced proposal of $30,710, and performed the scope of work on time and very well.

PRIOR TRANSACTIONS:

Change Order No. 1 in the amount of $4,415 was to satisfy the CCR Standard’s requirement for a qualified professional engineer to perform an annual inspection (with a report) of the ash site.

Change Order No. 2 in the amount of $122,780 was to satisfy the requirements of the CCR Standard to install a groundwater well system around the ash site and to subsequently monitor the site by sampling and analyzing water from the wells in accordance with the CCR Standard.
Change Order No. 3 in the amount of $10,280 was: 1) to update the Fugitive Dust Control Plan, 2) to conduct a site visit and investigation and prepare the Annual CCR Fugitive Dust Control Report, 3) to conduct a site visit and investigation to prepare the Annual Inspection Report by a qualified professional engineer, and 4) to prepare the Annual Inspection Report by a qualified professional engineer.

This change order, Change Order No. 4 in the not-to-exceed amount of $39,880, is to provide the City with feasible alternatives on how to transition the ash site in its current arrangement into a site that is useful for the future and in compliance with the U.S. EPA’s CCR Standard. The ash impoundment’s bottom elevation which contains CCR material (coal ash) is, according to the CCR Standard, currently too close to the groundwater elevation requiring the site to either be closed or to be redesigned and reconstructed to come into compliance with the CCR Standard.

With this Change Order, SCS Engineers will perform the following tasks:

1) Perform an initial screening analysis of the current eight alternatives to eliminate the ones that are fatally flawed.

2) Of the alternatives remaining, perform a preliminary cost estimate on each alternative, choosing up to three alternatives on which to move forward.

3) Develop a preliminary conceptual design (including drawings) and update and refine the cost estimates of each alternative based upon the design. Determine if there are regulatory issues or questions that need to be discussed with the appropriate regulatory agencies.

4) If there are regulatory issues or questions that need to be discussed with the various regulatory agencies, set up and conduct the necessary meetings.

5) Summarize the information, data and findings, and develop conclusions in a Feasibility Study Report.

This Change Order is based upon SCS Engineer’s proposal dated March 19, 2019. The study is anticipated to be completed by May 31, 2019.

In the Council’s approved CIP for FY 2019-2024, there remains $99,036 in the current year’s budget to cover this Change Order. The anticipated expenditures for the overall project are shown below:

| FY 2017/18 Engineering - Actual  | 68,598 |
| FY 2018/19 Engineering           | 231,402|
| FY 2019/20 Engineering           | 200,000|
| FY 2019/20 Excavation & Re-lining| 2,000,000|
| Total                            | $2,500,000|

**ALTERNATIVES:**

1. Issue a Change Order to SCS Engineers of Clive, Iowa, in the amount of $39,880 to provide the City of Ames with feasible alternatives for how to transition the ash site in
its current arrangement into a site that is useful for the future and is in compliance with the U.S. EPA’s CCR Standard.

2. Reject the proposal and solicit equivalent engineering services from another engineering firm.

**CITY MANAGER’S RECOMMENDED ACTION:**

This scope of work is necessary for the City’s Electric Plant to continue to functionally operate in compliance with U.S. EPA’s CCR Standard.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as stated above.
March 26, 2019

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

RE: Sunset Ridge 8th Addition Financial Security Reduction #1

Ladies and Gentlemen:

I hereby certify that the asphalt street pavement base, curb and gutter, and street lights required as a condition for approval of the final plat of Sunset Ridge 8th Addition have been completed in an acceptable manner by Manatt’s Inc. of Ames, Iowa, and the Ames Electric Department. The above-mentioned improvements have been inspected by the Engineering Division of the Public Works Department of the City of Ames, Iowa, and found to meet City specifications and standards, and the Ames Electric Department has been paid for the street light work.

As a result of this certification, it is recommended that the financial security for public improvements on file with the City for this subdivision be reduced to $115,096.33. The remaining work covered by this financial security includes installation of the asphalt street surface pavement, public sidewalk, pedestrian ramps, street trees, and COSESCO (erosion control/seeding).

Sincerely,

John C. Joiner, P.E.
Director

JJ/nw

cc: Finance, Planning & Housing, Subdivision file
## Description Table

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<th>Quantity</th>
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<td>Utility Adjustments</td>
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<td>PCC Sidewalk, 4”</td>
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<td>PCC Sidewalk, 6”</td>
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<td>Street Trees</td>
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COUNCIL ACTION FORM

SUBJECT: POWER PLANT FUEL CONVERSION – DISTRIBUTED CONTROL SYSTEM (DCS) CONTRACT COMPLETION

BACKGROUND

In November 2013 the City Council voted to convert the City’s Power Plant from coal to natural gas. As a part of this conversion, on March 10, 2015 Council awarded a contract to Emerson Process Management Power & Water Solutions, Inc., Pittsburgh, PA, for the Distributed Control System (DCS) in the amount of $1,595,000.

There were four change orders to this contract.

Change Order No. 1 for $39,377 was for Emerson to provide engineering, hardware, software, and on-site technical direction associated with adding the new Well #3 RTU I/O, the Bottom Ash Operator Workstation, and the RFD Operator Workstation.

Change Order No. 2 for $12,611 was for Emerson to supply, install, and configure five pulse accumulator modules.

Change Order No. 3 for $0 was for clarifying that the equipment purchased under this contract is considered personal tangible property and is therefore exempt from Iowa sales tax.

Change Order No. 4 for $326,067.31 was pay for the extra Technical Direction time required to bridge the gap between the DCS system and the eight systems which were converted. Also, a greater amount of Boiler Tuning time was needed due to the complexities of burning RDF with the natural gas.

The total contract amount including these four change orders is $1,973,055.31.

The approved Capital Improvements Plan included $18,112,011 for the Unit 7 and Unit 8 fuel conversion project, in addition to Council approved funding transfers of $361,000. As a result, the total dollar amount available for the overall project was $18,473,011. The project budget to date is shown on page 3.

All of the requirements of the contract have been met by Emerson Process Management Power & Water Solutions, Inc. and the Engineer has provided a certificate of completion.
ALTERNATIVES:

1) Accept completion of the contract with Emerson Process Management Power & Water Solutions, Inc., Pittsburgh, PA, for the Distributed Control System at a total cost of $1,973,055.31, and authorize final payment to the contractor.

2) Delay acceptance of this contract.

CITY MANAGER’S RECOMMENDED ACTION:

The contractor for the Distributed Control System has supplied all of the equipment specified under the contract. The Engineer has issued a certificate of completion on the work, and the City is legally required to make final payment to the contractor.

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

The overall project budget and commitments to date are summarized below. To date, the project budget has the following items expended or encumbered:

<table>
<thead>
<tr>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$18,473,011</td>
<td><strong>Current Project Budget</strong></td>
</tr>
<tr>
<td>$1,995,000</td>
<td>Encumbered not-to-exceed amount for Engineering Services</td>
</tr>
<tr>
<td>$2,395,000</td>
<td>Engineering Services Contract Change Order No. 1</td>
</tr>
<tr>
<td>$174,000</td>
<td>Engineering Services Contract Change Order No. 2</td>
</tr>
<tr>
<td>$154,000</td>
<td>Engineering Services Contract Change Order No. 3</td>
</tr>
<tr>
<td>$3,355,300</td>
<td>GE Power Inc. Contract cost for Natural Gas Conversion Equipment</td>
</tr>
<tr>
<td>$29,869</td>
<td>Equipment Contract Change Order No. 1</td>
</tr>
<tr>
<td>(-$321,600)</td>
<td>Equipment Contract Change Order No. 2</td>
</tr>
<tr>
<td>(-$51,000)</td>
<td>Equipment Contract Change Order No. 3</td>
</tr>
<tr>
<td>$1,620</td>
<td>Equipment Contract Change Order No. 4</td>
</tr>
<tr>
<td>$0</td>
<td>Equipment Contract Change Order No. 5</td>
</tr>
<tr>
<td>$19,857</td>
<td>Equipment Contract Change Order No. 6</td>
</tr>
<tr>
<td>$62,310</td>
<td>Equipment Contract Change Order No. 7</td>
</tr>
<tr>
<td>$121,360</td>
<td>Equipment Contract Change Order No. 8</td>
</tr>
<tr>
<td>$1,595,000</td>
<td>Emerson Process Management Power &amp; Water Solutions, Inc. Contract cost for DCS equipment</td>
</tr>
<tr>
<td>$39,377</td>
<td>DCS Contract Change Order No. 1</td>
</tr>
<tr>
<td>$12,611</td>
<td>DCS Contract Change Order No. 2</td>
</tr>
<tr>
<td>$0</td>
<td>DCS Contract Change Order No. 3</td>
</tr>
<tr>
<td>$326,067.31</td>
<td>DCS Contract Change Order No. 4</td>
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<tr>
<td>$814,920</td>
<td>GE Energy Control Solutions, Inc. Contract cost for TCS equipment Bid 1</td>
</tr>
<tr>
<td>$244,731</td>
<td>TCS Bid 1 Contract Change Order No. 1</td>
</tr>
<tr>
<td>$34,000</td>
<td>TCS Bid 1 Contract Change Order No. 2</td>
</tr>
<tr>
<td>$0</td>
<td>TCS Bid 1 Contract Change Order No. 3</td>
</tr>
<tr>
<td>$16,854</td>
<td>TCS Bid 1 Contract Change Order No. 4</td>
</tr>
<tr>
<td>$41,760</td>
<td>TCS Bid 1 Contract Change Order No. 5</td>
</tr>
<tr>
<td>$7,441.96</td>
<td>TCS Bid 1 Contract Change Order No. 6</td>
</tr>
<tr>
<td>Amount</td>
<td>Description</td>
</tr>
<tr>
<td>----------</td>
<td>-------------------------------------------------------</td>
</tr>
<tr>
<td>$24,536</td>
<td>TCS Bid 2 Contract Change Order No. 1</td>
</tr>
<tr>
<td>$150,000</td>
<td>TCS Bid 2 Contract Change Order No. 2</td>
</tr>
<tr>
<td>$0</td>
<td>TCS Bid 2 Contract Change Order No. 3</td>
</tr>
<tr>
<td>$9,208.42</td>
<td>TCS Bid 2 Contract Change Order No. 4</td>
</tr>
<tr>
<td>$898,800</td>
<td>Contract cost for Control Room Installation General Work Contract</td>
</tr>
<tr>
<td>$66,782</td>
<td>Control Room Contract Change Order No. 1</td>
</tr>
<tr>
<td>$17,683.54</td>
<td>Control Room Contract Change Order No. 2</td>
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<table>
<thead>
<tr>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,572,019</td>
<td>Contract cost for Mechanical Installation General Work Contract</td>
</tr>
<tr>
<td>$8,750</td>
<td>Mechanical Contract Change Order No. 1</td>
</tr>
<tr>
<td>$156,131</td>
<td>Mechanical Contract Change Order No. 2</td>
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<td>$187,984</td>
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<td>$9,785.37</td>
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<td>$3,032.17</td>
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<tr>
<td>$7,725.98</td>
<td>Mechanical Contract Change Order No. 6</td>
</tr>
<tr>
<td>$3,032.16</td>
<td>Mechanical Contract Change Order No. 7</td>
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<td>$21,673.58</td>
<td>Mechanical Contract Change Order No. 8</td>
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<td>$175,496.89</td>
<td>Mechanical Contract Change Order No. 9</td>
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<td>$48,486.22</td>
<td>Mechanical Contract Change Order No. 10</td>
</tr>
<tr>
<td>$12,539.88</td>
<td>Mechanical Contract Change Order No. 11</td>
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<table>
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<tr>
<th>Amount</th>
<th>Description</th>
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<tr>
<td>$3,145,149</td>
<td>Contract cost for Electrical Installation General Work Contract</td>
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<tr>
<td>$12,044.24</td>
<td>Electrical Contract Change Order No. 1</td>
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<tr>
<td>$41,265.65</td>
<td>Electrical Contract Change Order No. 2</td>
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<tr>
<td>$123,893.90</td>
<td>Electrical Contract Change Order No. 3</td>
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<tr>
<td>$64,743.87</td>
<td>Electrical Contract Change Order No. 4</td>
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<table>
<thead>
<tr>
<th>Amount</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>$98,560</td>
<td>Contract cost for UPS System</td>
</tr>
<tr>
<td>(-$1,010)</td>
<td>UPS System Contract Change Order No. 1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$166,835.50</td>
<td>Contract cost for Portable Electric Space Heaters</td>
</tr>
<tr>
<td>Amount</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>$18,279,946.64</td>
<td>Costs committed to date for conversion</td>
</tr>
<tr>
<td>$193,064.36</td>
<td>Remaining Project Balance to cover miscellaneous equipment and modifications to the power plant needed for the fuel conversion</td>
</tr>
</tbody>
</table>
COUNCIL ACTION FORM

SUBJECT: POWER PLANT WINDOW REPLACEMENT - CONTRACT COMPLETION

BACKGROUND

This project was for materials, equipment, and labor necessary to replace the windows at the Municipal Power Plant. The windows replaced were original to the building and date back to the 1940's.

On April 10, 2018, City Council awarded a contract to The Wilson Group, Inc., Greenwood, MO, for the Power Plant Window Replacement Project in the amount of $181,180.00 (inclusive of Iowa sales tax).

The Architect's estimate of the cost of this project was $280,000. The approved FY2017/18 Power Plant CIP project for Power Plant Building Modifications included $350,000 for this project.

All of the requirements of the contract have been met by The Wilson Group, Inc., and the Architect has provided a certificate of completion.

ALTERNATIVES:

1) Accept completion of the contract with The Wilson Group, Inc., Greenwood, MO, for the Power Plant Window Replacement Project at a total cost of $181,180.00, and authorize final payment to the contractor.

2) Delay acceptance of completion of this contract.

CITY MANAGER’S RECOMMENDED ACTION:

The contractor for the Power Plant Window Replacement Project has completed all of the work specified in the contract. The Architect has issued a certificate of completion of the work.

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

SUBJECT: COMPLETION OF YEAR TWO OF WATER PLANT WELL REHABILITATION CONTRACT

BACKGROUND:

On May 8, 2018, City Council awarded a contract to Northway Well and Pump Company of Waukee, Iowa, in the amount of $79,400 to rehabilitate four of the City’s 22 drinking water wells. This is the second year of a contract that can be renewed annually for up to a total of five years.

The FY 2018/19 operating budget includes $80,000 for the rehabilitation of these wells and an additional $20,000 for repairs. The four wells rehabilitated in this year’s contract did require additional repairs in a total amount of $2,830.25. The final contract amount is $82,830.25, which includes the change order for the repair work.

All work for this year’s contract has been successfully completed as of January 18, 2019. An Engineer’s Statement of Completion is attached.

ALTERNATIVES:

1. Accept final completion of Year Two of the five-year Water Plant well rehabilitation contract in the final amount of $82,830.25.

2. Do not accept completion of Year Two of the Water Plant well rehabilitation contract at this time.

CITY MANAGER’S RECOMMENDED ACTION:

Year Two of the Water Plant well rehabilitation contract has been successfully completed in accordance with the City’s plans and specifications and an Engineer’s Certificate of Completion has been received.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as described above.
ENGINEER’S STATEMENT OF COMPLETION

Water Plant Well Rehabilitation Project
Contract No. 2017-136

Engineer: Ames Water and Pollution Control Department
Contractor: Northway Well & Pump Company

I hereby certify that the rehabilitation of four wells, by a contract dated May 9, 2017, has been satisfactorily completed in general compliance with the terms, conditions, and stipulations of said contract.

The work was completed on January 18, 2019.

I further state that the total amount due to the contractor for the fulfillment of said contract is $82,230.25.

Lyle Hammes, P.E.
Water Treatment Plant Superintendent

Date: February 28, 2019
COUNCIL ACTION FORM

SUBJECT: PLAT OF SURVEY FOR 100 & 108 6th STREET AND 515 DUFF AVENUE

BACKGROUND:

The City’s subdivision regulations found in Chapter 23 of the Ames Municipal Code include the process for creating or modifying property boundaries and for determining if any improvements are required in conjunction with the platting of property. The regulations also describe the process for combining existing platted lots or conveyance parcels in order to create a parcel for development purposes. A plat of survey is allowed by Section 23.309 for the consolidation of conveyance parcels and for boundary line adjustments.

This proposed plat of survey is for a boundary line adjustment of existing parcels addressed as 100 & 108 6th Street and 515 Duff Avenue to create one parcel. The proposed change results in one new parcel, labeled as Parcel H. The use for the proposed parcel is planned to be commercial.

The site was reviewed to ensure that proposed lot dimensions complied with requirements found in the zone development standards of the Downtown Service Center Zone (DSC). The consolidation to create Parcel H is being done in conjunction with a proposed expansion of an office building located at the corner 100 6th Street and Duff.

The Zoning Board of Adjustment has approved an Exception to the minimum height and required floor area ratio (FAR) at this location for the office building expansion. The parcel consolidation would otherwise not be able to be approved without meeting the minimum 1.0 FAR requirement of DSC. The proposed office building expansion on the proposed Parcel H meets the .50 FAR standard of the approved exception. A Minor Site Development Plan is under review by staff for the proposed office building expansion in relation to the approved exception and this plat of survey.

There is currently a vacant apartment building located at 515 Duff Avenue. Typically, two buildings of different uses are no allowed on single lot as a zoning standard. However, the apartment building is planned to be demolished and is current uninhabitable with disconnected utilities. Due to the condition of the building, it is not usable as a residential building and does not conflict with the zoning standard relating to different uses on the same lot.

Approval of this plat of survey (Attachment B) will allow the applicant to prepare the official plat of survey and submit it to the Planning and Housing Director for review. The Director will sign the plat of survey confirming that it fully conforms to all conditions of approval. The prepared plat of survey may then be signed by the surveyor, who will submit it for
recording in the office of the County Recorder.

**ALTERNATIVES:**

1. The City Council can adopt the resolution approving the proposed plat of survey.

2. The City Council can deny the proposed plat of survey if the City Council finds that the requirements for plats of survey as described in Section 23.309 have not been satisfied.

3. The City Council can refer this back to staff and/or the owner for additional information.

**CITY MANAGER'S RECOMMENDED ACTION:**

Staff has determined that the proposed plat of survey satisfies all Subdivision Code requirements for a boundary line adjustment of existing parcels and has made a preliminary decision of approval. The resulting parcel is designed to be conforming to underlying design standards and building setbacks of DSC zoning. The boundary line adjustment does not trigger infrastructure requirements unless there is a gap in completion of existing infrastructure. Sidewalks are currently in place along all street frontages of the proposed new parcel. No other infrastructure is required at this location. Approval and recording of the Plat of Survey will also preclude the use of the property with a residential use and a commercial use, use of the site will be restricted to a commercial use by current zoning standards.

Therefore, it is the recommendation of the City Manager that the City Council accept Alternative #1, thereby adopting the resolution approving the proposed plat of survey.
ADDENDUM
PLAT OF SURVEY FOR 100 & 108 6th STREET & 515 SOUTH DUFF

Application for a proposed plat of survey has been submitted for:

☐ Conveyance parcel (per Section 23.307)
☒ Boundary line adjustment (per Section 23.309)
☐ Re-plat to correct error (per Section 23.310)
☐ Auditor’s plat (per Code of Iowa Section 354.15)

The site is located at:

Owner: R. Friedrich & Sons
Existing Street Address: 100 6th Street, 108 6th Street, 515 Duff Avenue.
Assessor’s Parcel #: 0902377020, 0902377010, and 0902377030

Legal Description: Parcel H
Lots 1 and 2 in Block 7 of the Original Town of Ames, Story County, Iowa, being more particularly describes as follows: Beginning at the Northeast Corner of said Lot 1; thence S01°11’54”E, 120.74 feet to the Southeast Corner of said Lot 2; thence S89°04’49”W, 180.67 feet to the Southwest Corner thereof; thence N01°10’13”W, 120.34 feet to the Northwest Corner of said Lot 1; thence N88°57’17”E, 180.61 feet to the point beginning containing 0.50 acres.

Public Improvements:
The preliminary decision of the Planning Director finds that approval requires all public improvements associated with and required for the proposed plat of survey be:

☐ Installed prior to creation and recordation of the official plat of survey and prior to issuance of zoning or building permits.
☐ Delayed, subject to an improvement guarantee as described in Section 23.409.
☒ Not Applicable. (no additional improvements required)

Note: The official plat of survey is not recognized as a binding plat of survey for permitting purposes until a copy of the signed and recorded plat of survey is filed with the Ames City Clerk’s office and a digital image in Adobe PDF format has been submitted to the Planning & Housing Department.
Attachment A - Existing Conditions

SKETCH OF EXISTING PARCELS

LOTS 1 & 2, BLOCK 7, ORIGINAL TOWN
OF AMES, STORY COUNTY, IOWA,
CONTAINING 0.06 ACRES.

6TH STREET (66')

LOT 10, BLK 7
FOUND NAIL

LOT 10

LOT 9

LOT 8

LOT 7

LOT 6

LOT 5

LOT 4

LOT 3

LOT 2

LOT 1

108 6TH STREET
PID 0902377010

515 DUFF AVENUE
PID 0902377030

5TH STREET (70')

GRAPHIC SCALE 1"=40'

FOX ENGINEERING ASSOCIATES, INC.
COUNCIL ACTION FORM

SUBJECT: REPORT OF BID AND AWARD OF CONTRACT FOR 2019 PAVEMENT IMPROVEMENTS CYRIDE BUS TURNAROUNDS PROJECT

BACKGROUND:

The 2019 Pavement Improvements CyRide Bus Turnarounds Project was sent out to bid on February 13, 2019. Bid plans and specifications called for the reconstruction of the bus turnarounds at the Ames Middle School and at Ontario Street and California Avenue. Bids were due on March 14, 2019.

While researching previous construction documents after bid release, staff became aware that the City of Ames may not have legal title to the turnaround at the Ames Middle School. Records indicate a quit claim deed may not have been filed in 2004 releasing the land to the City. Therefore, staff is recommending that bids for this portion of the project be rejected and the matter be reviewed by the City of Ames Legal Department. The reconstruction of the Ames Middle School turnaround can be bid again at a later date.

Four bids for the project were received from area companies. Jensen Builders, Ltd. of Des Moines, IA submitted the low base bid of $47,700 for the turnaround at Ontario Street and California Avenue. The total project budget for both turn-arounds is $135,000 as planned for in the 2018-2023 and 2019-2024 Capital Improvement Plans. The Ames Transit Agency Board of Trustees approved award of the contract to Jensen Builders, Ltd. on March 15, 2019.

ALTERNATIVES:

1. a) Approve the final plans and specifications for 2019 Pavement Improvements CyRide Bus Turnarounds Project.

b) Award the construction contract for the bus turnaround at the intersection of Ontario Street and California Avenue to Jensen Builders, Ltd. of Des Moines, IA for the base bid amount of $47,700.

c) Reject all bids for the Ames Middle School turnaround due to unforeseen legal issues.

2. Reject Alternative #1 and direct staff to modify the project to reflect City Council priorities.
CITY MANAGER’S RECOMMENDED ACTION:

Approving this contract will allow CyRide to move forward with a needed pavement improvement project.

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

SUBJECT: REPORT OF BID AND AWARD OF CONTRACT FOR CYRIDE BUS WASH RENOVATION PROJECT

BACKGROUND:

The CyRide Bus Wash Renovation 2019 Project was sent out for bids on February 13, 2019. Bid plans and specifications called for the replacement of CyRide’s current bus wash and reconstruction of the surrounding area. The wash is more than 15 years old, which is past its 10-year expected useful life. The wash equipment is in poor condition and the infrastructure supporting the equipment is corroding due to the wet nature of the operating environment. Bids were due on March 14, 2019.

Three bids for the project were received from area companies. HPC, L.L.C. of Ames, IA submitted the low base bid of $500,000. The project budget is $646,303. With the favorable base bid, CyRide will be able to accept the six add alternates to the project which include replacement of additional worn concrete and additional wash features, such as an air dryer and spot free rinse. Additional information is provided in the table below.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lump Sum</td>
<td>CyRide Bus Wash Renovation Base Bid</td>
<td>$ 500,000</td>
</tr>
<tr>
<td>Add Alternate 1</td>
<td>Remove and replace entirety of slab in wash bay</td>
<td>$ 18,000</td>
</tr>
<tr>
<td>Add Alternate 2</td>
<td>Vehicle dryer/blower system.</td>
<td>$ 54,500</td>
</tr>
<tr>
<td>Add Alternate 3</td>
<td>Spot free rinse system</td>
<td>$ 12,700</td>
</tr>
<tr>
<td>Add Alternate 4</td>
<td>Chassis and wheel wash w/ salt neutralizer</td>
<td>$ 8,000</td>
</tr>
<tr>
<td>Add Alternate 5</td>
<td>RFID vehicle size adjust system</td>
<td>$ 19,500</td>
</tr>
<tr>
<td>Add Alternate 6</td>
<td>Provide stainless steel doors</td>
<td>$ 4,600</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$ 617,300</strong></td>
</tr>
</tbody>
</table>

In early 2018 CyRide staff applied for an Iowa Department of Transportation Public Transportation Infrastructure Grant (PTIG) for bus wash improvements. In July of 2018, it was announced that CyRide would be a recipient of $517,042 in requested grant money.

To accomplish the bus wash renovation project, CyRide has accumulated the local match and has the following dollars available:

<table>
<thead>
<tr>
<th>Funds Available</th>
<th>Dollars</th>
</tr>
</thead>
<tbody>
<tr>
<td>State PTIG Funds (STA-IG-015-FY19)</td>
<td>$ 517,042</td>
</tr>
<tr>
<td>Local Match</td>
<td>$ 129,261</td>
</tr>
<tr>
<td><strong>Total Available</strong></td>
<td><strong>$ 646,303</strong></td>
</tr>
</tbody>
</table>
The Ames Transit Agency Board of Trustees approved award of this contract and Add Alternates 1 through 6 to HPC, L.L.C. on March 15, 2019. Award of contract is subject to concurrence by the Iowa Department of Transportation Office of Public Transit.

**ALTERNATIVES:**

1. a) Approve the final plans and specifications for the CyRide Bus Wash Renovation Project.

   b) Award the construction contract to HPC, L.L.C. of Ames, IA for the base bid amount of $500,000 and Add Alternates Nos. 1-6 for $117,300, for a total award amount of $617,300.

   Award of this contract is subject to approval by the Iowa Department of Transportation Office of Public Transit.

2. Reject Alternative #1 and direct staff to modify the project to reflect City Council priorities.

**CITY MANAGER’S RECOMMENDED ACTION:**

Awarding this contract with the six Add Alternates will allow CyRide to move forward with a much needed facility improvement project.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as described above, subject to approval by the Iowa Department of Transportation Office of Public Transit.
COUNCIL ACTION FORM

SUBJECT: POWER PLANT UNIT 7 STEAM TURBINE PARTS

BACKGROUND:
On February 12, 2019, City Council approved preliminary plans and specifications for purchase of Unit 7 Steam Turbine Parts. This project is for the procurement of critical and miscellaneous parts for the Power Plant’s Unit 7 Turbine-Generator Overhaul project. This unit is scheduled to be disassembled, inspected, and repaired at the same time as the Unit 7 Boiler Repair Project being performed this year.

This work is required to replace worn parts found during the inspection of the turbine and generator. 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 is required and recommended by boiler and machinery insurance carriers and follows accepted industry standards.

This portion of the project is for the purchase and delivery of turbine parts required to replenish inventory items and parts expected to be used during the overhaul.

Bid documents were issued to fourteen firms and three plan rooms. 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 and the Iowa League of Cities.

On March 13, 2019, three bids were received as shown below:

<table>
<thead>
<tr>
<th>BIDDER</th>
<th>BID PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARGO Turboserve Corporation, Fitchburg, MA</td>
<td>Non-Responsive</td>
</tr>
<tr>
<td>Mechanical Dynamics &amp; Analysis LLC, Latham, NY</td>
<td>Non-Responsive</td>
</tr>
<tr>
<td>Energy Parts Solutions, Inc., Schaumberg, IL</td>
<td>Non-Responsive</td>
</tr>
</tbody>
</table>

The bid submitted by ARGO Turboserve Corporation was determined to be non-responsive because it was not signed. The bids submitted by Mechanical Dynamics & Analysis, LLC and Energy Parts Solutions, Inc. were non-responsive because neither company submitted the required bid security with its bid. All of these were likely due to oversights on the bidders’ parts.
The engineer's estimate for anticipated parts was $515,000 based on preliminary quotes received from General Electric, the turbine-generator original equipment manufacturer (OEM).

The approved FY 2018/19 Capital Improvements Plan includes the following funding for the Unit 7 Turbine Generator Overhaul.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017/18 Engineering/Parts</td>
<td>$750,000</td>
</tr>
<tr>
<td>2018/19 Labor</td>
<td>$1,500,000</td>
</tr>
<tr>
<td>2018/19 GE Tech Support</td>
<td>$300,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$2,550,000</strong></td>
</tr>
</tbody>
</table>

**ALTERNATIVES:**

1. All three of the bids received for these turbine parts were determined to be non-responsive due to bidder errors. The parts are needed for schedule maintenance work.
   a. Reject all bids.
   b. Approve preliminary plans and specifications for rebidding Unit 7 Steam Turbine Parts, establishing April 16, 2019, as the bid due date and April 23, 2019, as the date of hearing and award of contract.

2. Reject all bids and delay purchase of steam turbine parts.

**MANAGER'S RECOMMENDED ACTION:**

These parts will most likely be needed for the overhaul and can also be placed in inventory. Rebidding now will allow all three vendors to correct their bidding errors and should give the City valid bids.

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

SUBJECT: PROPOSED BEDROOM ADDITION AMENDMENT TO RENTAL CODE

BACKGROUND:

On January 2, 2019, the Council received a letter from Mr. Al Warren requesting that he be able to finish constructing two bedrooms in the basement at the property he owns at 2334 Storm Street and to allow those bedrooms to count toward occupancy.

At the February 26th, 2019 Council meeting, the Council discussed potential Rental Code language that would allow Mr. Warren’s request to be made possible. Council ultimately directed staff to bring back text amendment language in the following motion:

Move for staff to prepare a text amendment that allows properties with a Letter of Compliance to add bedrooms where an existing egress window exists and isn’t already being counted towards a bedroom. They would have 30 days from the adoption of the text amendment to apply and six months after that to complete the work.

Staff has drafted the following language to satisfy this motion:

Any room that has a legally conforming egress window may be converted to a code-compliant bedroom and have that bedroom count toward the allowed number of occupants in areas where the number of occupants were frozen on January 1, 2018. Owners intending to convert such rooms must notify the Building Official of their intent to do so within 30 days of the effective date of this ordinance. The bedroom must be a legal bedroom, verified by the Inspection Division, within 6 months of the effective date of this ordinance.

A draft of the ordinance with this language included is attached.

ALTERNATIVES:

1.) Approve on first reading the attached text amendment that would allow properties to increase their number of occupants by completing the code requirements to make a room with a legally existing egress window a code-compliant bedroom.

2.) Approve the text amendment with modifications.
3.) Deny the text amendment keeping the existing occupancy language as is.

**MANAGER’S RECOMMENDATION:**

This text amendment will achieve the direction given by Council on February 26.

Therefore, it is the recommendation of the City Manager that the City Council support Alternative #1 and thereby approve the bedroom addition text amendment on first reading.
ORDINANCE NO.

AN ORDINANCE TO AMEND THE MUNICIPAL CODE OF THE CITY OF AMES, IOWA, BY ENACTING A NEW SECTION 13.503(4)(e)(iv) AND RENUMBERING THE CURRENT SECTION 13.503(4)(e)(iv) TO 13.503(4)(e)(v) THEREOF, FOR THE PURPOSE OF ADDING THE OPTION FOR PROPERTIES TO INCREASE OCCUPANT COUNT BY ADDING BEDROOMS WHEN THERE IS AN EXISTING EGRESS WINDOW; REPEALING ANY AND ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT TO THE EXTENT OF SUCH CONFLICT; 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 13.503(4)(e)(iv) as follows:

“Sec. 13.503. OCCUPANCY LIMITATIONS.

... (4) Limits based on Zoning District - Maximum Occupancy

... (e) ...

... (iv) Any room that has a legally conforming egress window may be converted to a code-compliant bedroom and have that bedroom count toward the allowed number of occupants in areas where the number of occupants were frozen on January 1, 2018. Owners intending to convert such rooms must notify the Building Official of their intent to do so within 30 days of the effective date of this ordinance. The bedroom must be a legal bedroom, verified by the Inspection Division, within 6 months of the effective date of this ordinance.

(v) For rental dwellings located within the Near Campus Neighborhoods for which a registration is being sought after January 1, 2018, the number of bedrooms for determining maximum occupancy shall be determined by an inspection by the Inspection Division.

(Ord. No. 4332, 1-9-18; Ord. No. 4343, 4-24-18)

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

Section Three. 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