



**CITY  
OF  
AMES, IOWA  
2012/13  
PROGRAM  
BUDGET**

# **CITY OF AMES, IOWA**

## **2012/13 PROGRAM BUDGET**

**ADOPTED BY THE CITY COUNCIL  
MARCH 6, 2012**

### **MAYOR**

**ANN CAMPBELL**

### **COUNCIL MEMBERS**

**JEREMY DAVIS**

**MATTHEW GOODMAN**

**JAMI LARSON**

**PETER ORAZEM**

**VICTORIA SZOPINKSI**

**THOMAS WACHA**

### **CITY MANAGER**

**STEVEN L. SCHAIKER**



## Mission Statement

We are caring people, providing quality programs  
with exceptional service to a  
community of progress.

### We Value...

- Continuous improvement in our organization and our services.
- Innovation in problem solving.
- Employee participation in decision making.
- Personal and professional development.
- Each other as we work together to serve the community.

### We Are...

- Proud to provide superior services to our community.
- Professional and objective as we address public concerns and needs.
- Fair, flexible, and helpful in our actions.
- Efficient and fiscally responsible.
- Proactive in reviewing and evaluating the type and focus of our services.

**Caring People, Quality Programs, Exceptional Service**

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
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**July 1, 2011**

*Linda C. Danson Jeffrey R. Snow*

President

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Ames, Iowa for its annual budget for the fiscal year beginning July 1, 2011. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.



## City Manager's Office

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July 2012

Mayor and Ames City Council Members:

As we began the preparation of the FY 2012/13 budget, State Legislators in Des Moines were about to begin a debate regarding bills that would impose an arbitrary limit on the amount of property taxes a City Council could raise each year to support municipal services. With the projected trend that the amount of residential valuation subject to taxation will increase in the coming years, there appears to be fear among some in the State House that locally elected City Council members will take advantage of this trend and raise the taxes on their constituents in excess of their needs.

It is important for our citizens to know that year after year the Ames City Council members have been very prudent in their decisions to levy taxes to finance city services, and fiscal year 2012/13 will be no different.

The budget for fiscal year 2012/13 reflects expenditures of \$204,777,920 (+6.1%). In this transmittal letter, I have attempted to provide highlights regarding this financial/service plan for our community.

### **PROPERTY TAXES – \$.12 Property Tax Rate Reduction**

Property taxes have been historically used to support programs related to police, fire, transit, parks, recreation, library, and planning services as well as associated capital improvements. In FY 2012/13, the operational expenses for the above services are estimated to grow 3.6%. **In order to fund these expenditures, an additional \$502,094 in property taxes will be needed as compared to the previous year.**

Of this total, new or additional costs total \$412,348 and are primarily attributable to 1) a \$95,753 increase in funding for CyRide; 2) \$135,203 to meet our obligations to fund State mandated employee retirement systems; 3) \$29,387 in additional support for Resource Recovery operation; 4) \$78,734 to cover the debt service on new neighborhood flood mitigation projects identified in the CIP that have been rejected for FEMA funding; and 5) a shift in \$73,271 of staff costs for economic development efforts from the Hotel/Motel Tax support to the General Fund.

Also included in the additional property tax request for FY 2012/13 is \$295,522 generated from the debt service levy to begin payment of the recently approved bond issue to renovate the Library. This financial obligation will most likely be spread over two-to-three years in conjunction with the construction project.

The budget also benefited from a recovery in Local Option Sales Tax revenue which has been stagnant since FY 2008/09. Local Option Tax revenues transferred to the General Fund for property tax relief are expected to increase by \$501,370.

**Because of the improvement in Local Option Sales Tax, new growth in our community, and an increase in the rollback percentage, we are able to finance this tax increase with a \$.12 reduction in the overall property tax rate from \$10.84 per \$1,000 of taxable valuation to \$10.72 per \$1,000 of taxable valuation.**

**What seems to be most important to our citizens is how much more or less they will be asked to pay in property taxes. The FY 2012/13 budget will require a home owner to pay an additional 3.40%, or \$17.88 per \$100,000 of taxable value. The commercial and industrial property owners will benefit from a 1.13% decrease in their tax obligation, or a \$12.24 per \$100,000 of taxable valuation reduction in taxes.**

**It is important to note that these totals include the obligation for the renovation of the Library. If not for the recently approved bond referendum for the Library renovation, the residential property owners would have been asked to pay only 2.12% more in taxes (\$11.18 per \$100,000 of taxable valuation), with the commercial and industrial property owners realizing a decrease of 2.35% (\$25.44 per \$100,000 of taxable valuation).**

#### **ELECTRIC UTILITY – No Revenue Increase/Rate Restructuring**

There is no need to increase the overall revenue in FY 2012/13 to finance the projected 3% increase in operating expenditures. Sufficient revenues are available in the Electric Fund to cover these costs. However, as a result of a recently completed Cost-of-Service Study, our electric rates will be restructured. Highlights of this restructuring will include an increase in the minimum bills, the establishment of a flat block rate for all customer classes to promote consumption reduction, and a change in the unit of measure to determine the demand charge so that it is more accurate.

In the face of an uncertain regulatory environment, in FY 2011/12 we intend to begin developing an updated strategic plan to chart viable options for meeting our future generation needs.

In accordance with the City Council's goal to promote environmental sustainability, the Electric Services staff will be working with three citizen committees. These committees will focus on public education, awards and recognition, and policies in an effort to reduce electric consumption throughout the community.

With the upgrade to the transmission system in Central Iowa, we are receiving more energy from our wind farm in northeast Story County which adds to our renewable energy portfolio.

A major initiative in FY 2011/12 and FY 2012/13 will be to expend \$2,000,000 to remove ash from our ponds east of the Power Plant to increase the capacity of this storage area.

#### **WATER UTILITY – 4.2% Rate Increase**

The staff has done its part to hold down expenditures with only a .6% increase built into the budget. Most of the needed repairs at this facility are being delayed in anticipation of the new Water Treatment Plant reflected in the CIP.

Of the 4.2% water rate increase that is reflected in FY 2012/13, 3% is required to cover operating cost increases and to generate sufficient funds to finance the debt on the new plant. This increase is substantially less than originally projected for this year because of the news that the City will receive a \$5.88 million forgivable loan to make our new facility the first LEED certified treatment plant in the state.

The remaining 1.2% rate increase that is included in the budget is intended to finance the planned extension of utilities to the north and the east. Should the City Council decide not to approve the annexation of these areas, the revenues generated from this portion of the rate increase will be utilized to mitigate future rate increases related to the funding of the new Water Treatment Plant.

#### **SANITARY SEWER UTILITY – 10% Rate Increase**

A 5% revenue increase has been incorporated into the budget to meet the maintenance needs at the plant and satisfy the increasing discharge limits reflected in our discharge permit. This includes the installation of a new disinfection system that will be added to further improve the quality of our effluent. We are able to mitigate this requested rate increase because the staff was able to hold the operational expense increases for FY 2012/13 to 3.5%.

The remaining 5% of the rate increase was included in the budget to fund the planned extension of utilities to the north and east. Here again, should the City Council decide not to approve the annexation of these areas, the revenues generated from this portion of the rate increase will be utilized to mitigate future rate increases related to the funding of future improvements to the sewer system.

For the twenty-first year, the WPC Plant has achieved 100% compliance with our NPDES permit. Only two facilities in the country have longer compliance streaks.

#### **STORM SEWER UTILITY – No Revenue Increase/Rate Restructuring**

Since its inception, we have attempted to partially fund our storm water projects through a monthly fee charged to each utility account. In this way, everyone was treated similarly. Over the years, it has been suggested that the City consider changing to a fee structure that would be based on the amount of impervious surface on a lot. After extensive discussions among the City Council members, a new structure will be



implemented in January 2013 that will result in a customer being charged a greater fee for larger amounts of impervious surface that is on a site. While the new fee structure is meant to be revenue-neutral, it will impact certain customers differently. For example, entities with large parking lots (churches, schools, commercial areas, major employers) will see substantial increases in their storm sewer fees.

Much of the focus in FY 2012/13 will be on implementing improvements in neighborhoods impacted by overland flooding during the August 2010 flood and preparing a mitigation plan to protect properties that sustained damage during this same event from river flooding.

### **RESOURCE RECOVERY UTILITY – \$1.40 Per Capita Rate Decrease**

The Resource Recovery operation continues to reflect a healthy fund balance. This fact is important as we continue to explore new technologies to convert our waste in lieu of sending it to a landfill. Currently, the Refuse Derived Fuel (RDF) is burned in our Power Plant boilers along with coal to produce electricity. The possibility of converting RDF to a gaseous form to produce electricity might yield environmental benefits. Any future implementation of new technology will require significant capital investments, so a healthy fund balance will help mitigate the cost impact on our customers.

This operation is supported by fees generated primarily from the Electric Utility and garbage haulers. However, additional revenue is needed from the City taxpayers, as well as from the other governmental entities who are partners in our operation, to cover the estimated expenditures. In FY 2012/13, the required subsidy will be \$725,188. This amount is allocated among the partners based on population. Since 2000, the City of Ames represented 59% of the total Story County population and, therefore, in FY 2011/12, our share was \$423,476 of the total subsidy. The recently released census information indicates that the total population in the County has increased, with Ames now representing 62% of the county population.

In order to generate the same total revenue in FY 2012/13 that was realized in FY 2011/12, the per capita charge to our partners must be reduced from \$10.50 to \$9.10. **Because we now represent a greater percentage of the county population, the City's property tax obligation to finance the Resource Recovery operation will increase by \$29,386 (from \$423,476 to \$452,862), even with the reduction in the per capita charge.**

### **PARKING – Increased Fine for Illegal Parking**

You will note that in FY 2012/13 expenditures exceed the revenue by approximately \$25,000. Since there remains a substantial available balance in this fund, no immediate action is required to correct this situation. However, based on the information recently presented by the Police Chief, we can expect this trend to continue since the amounts we are charging for overtime and illegal fines are not covering our costs. In addition, as we explore new technologies to improve customer convenience for paying meter fees and enforcement efficiencies, additional funds will be needed for one-time capital expenditures to purchase this equipment. While the budget that was certified by the City Council on March 6, 2012 does not reflect any increase in fines, the City Council

subsequently approved an increase in illegal parking fines to \$20 (\$15 if paid within seven days).

### **TRANSIT – 7% Increase In Support For CyRide**

In FY 2011/12, the CyRide operation was confronted with fuel costs that exceeded the budgeted levels by approximately \$150,000. Since this trend toward higher fuel costs is expected to continue, fuel is budgeted at \$3.50 per gallon in FY 2012/13. This amount is an increase of \$1.00 per gallon more than the previous year, or an additional \$307,500 for this one item.

In order to absorb this significant cost increase and prepare for an anticipated reduction in federal funding in the next fiscal year, the following three financial strategies are being instituted: 1) fares were increased by 25% (from \$1.00 to \$1.25 per ride); 2) various operational expenses were cut; and 3) minor service level reductions were made. Even with these actions, an additional 7% is being asked from the City, University, and GSB for FY 2012/13 in order to bring the fund balance for this operation up from 8.2% to 10.3%, which is still below the Transit Board's goal of 15%.

### **LAW ENFORCEMENT**

Historically, our citizens have benefited from a partnership between Mary Greeley Medical Center and the Ames Fire Department to provide excellent emergency response services to our community. Since the number of emergency medical calls has continued to increase over the years, three critical initiatives are being implemented in FY 2011/12 to enhance this service capacity.

#### **1. Emergency Medical Dispatch**

We have successfully implemented a new system to provide emergency medical dispatch capabilities. Given new training and certification, our Police Dispatchers can now provide emergency instructions to callers, even before the ambulance arrives. At the same time, Dispatchers can now communicate information about the patient's condition to the ambulance and fire crews en route to the scene.

#### **2. Automatic External Defibrillators in Police Cars**

In an effort to speed the medical response to cardiac emergencies, automatic external defibrillators are being placed in each police patrol vehicle. While we cannot ensure that a patrol car will be present in every neighborhood at all times of the day, this new service will add a third component to our emergency response capability. In those cases where a patrol officer arrives at the scene of an emergency in advance of the Fire Department or ambulance, a life-saving intervention can now be initiated.

#### **3. Cost-Effective Response to Mental Health Calls**

In response to the dramatic escalation of mental health calls to the Police Department, the budget reflects an additional part-time position similar to a Community Safety Officer to address this growing workload. This cost-effective initiative will provide a response to these calls by a person with specialized training and experience, will coordinate actions with mental health service

providers, and will leverage justice system resources in support of mental health patients.

### **BUILDING SAFETY**

When the economic downturn hit our community with a corresponding slowdown in construction, I recommended that two positions in this program not be filled. Eventually, construction activity picked up with the addition of several new apartment units and commercial projects. As a result, permit revenue was sufficient to justify the filling of these two positions by September 2011.

As we look ahead to FY 2012/13, we are anticipating additional major construction projects that will impact our workload. Realizing that our customers have urged the City Council to ensure that timely inspections are provided, the budget includes \$72,500 to contract with a private firm to supplement our inspection capabilities. While more costly in the short run, contracting out for these inspection services will hopefully prove more effective in meeting peak demands. However, if the construction activity continues to grow, we will need to give consideration to an additional full-time inspector to satisfy our customers' demands.

Another approach to handling this increased workload and improve our customer service is to take advantage of new technology to assist our inspectors in becoming more efficient. The staff is currently exploring new software that will allow inspection reports, scheduling, and research to be accomplished in the field. Unfortunately, the cost of this new software could be as much as \$250,000. In FY 2011/12, we are earmarking \$175,000 from the General Fund balance to begin accumulating sufficient funds to purchase this new technology.

### **LIBRARY SERVICES**

The Library staff has done an outstanding job at holding down expenditures with only a 3.2% increase reflected in FY 2012/13. Unfortunately, these services will require a 6.4% increase in General Fund support. This larger-than-usual increase is necessary because the City of Gilbert canceled the agreement with the City of Ames to provide library services to their residents. This action resulted in an unexpected \$56,000 shortfall in revenue in FY 2011/12 that continues into FY 2012/13.

While the Library staff took action to discontinue the Bookmobile stop in Gilbert, the absence of a non-resident charge still allows Gilbert residents to utilize our services at other Bookmobile stops or at our main Library location.

### **RECREATIONAL OPPORTUNITIES**

#### **Instructional**

It is important to note a significant decrease in the projected revenue from our youth programs. It appears that the recent construction of gyms and the addition of recreational leagues affiliated with local churches have impacted our participation levels. In the coming year, the staff will be looking at ways to redefine our niche in this recreation service area.

## Wellness

While not yet reflected in the budget, the City Council should know that staff is working to develop a new partnership with the Green Hills Retirement Community. This partnership is being designed so that the City will provide fitness and aqua classes for Green Hills residents for an annual fee. In addition, the proposed arrangement will allow the City to gain access to their fitness facility and therapeutic pool for our classes which will be open to the general public.

## **ENDING GENERAL FUND BALANCE**

During our budget guideline session last fall, I informed the City Council that we were fortunate to end FY 2010/11 almost \$550,000 better in the General Fund balance than we planned. I indicated at that time that you should consider utilizing this funding for one-time expenditures that would lessen the tax burden for FY 2012/13. In accordance with this strategy, the following expenditures have been amended into the FY 2011/12 budget:

- \$81,161 for various capital items
- \$175,000 for new Inspection software
- \$200,000 towards the City Hall/Police Department renovation project
- \$195,000 towards the City's contribution to the Fire/Police Retirement System

## **STAFFING LEVELS**

The Budget includes a slight decrease in the overall number of Full-Time Equivalents (FTEs) to support the numerous services we provide our citizens from 552.85 to 552.35. To accomplish this net .50 FTE reduction, the following changes have been made:

### -1 FTE

A reorganization of the Parks and Recreation Department supervisory staff has allowed us to eliminate a **Recreation Supervisor** position (\$88,000).

### -1 FTE

With the recent action by the State of Iowa to discontinue our contract and take over restaurant inspections, the **Sanitarian** position was eliminated from the organization.

### +1 FTE

In FY 2011/12, a part-time intern position was added to focus on special projects and City Council referrals. During this past year, the position has proven to be of great value. The intern has provided much needed analytical assistance to almost every department. As a result of this success, in FY 2012/13, the position is being converted to a full-time **Management Analyst** position at an added cost of \$17,000. In addition to assisting all of the departments with special projects requiring analytical capabilities, the position will be responsible for grant writing, facilitating process improvement teams, and coordinating in-house sustainability programs for the total organization.

+ .50 FTE

The Library has added a ½ time **Circulation Clerk**. The funding for this new position is coming from savings realized through a reclassification of another position and through a reduction of their pool of funds for temporary salaries.

\*\*\*\*\*

We cannot be sure what action, if any, the State Legislature will take that will impact our ability to provide exceptional service to our citizens at the best price. However, in the face of this uncertainty, I feel more comfortable knowing that we have City employees who are dedicated to meeting any challenge that might be imposed upon us.

I would like to thank all of our department heads along with Duane Pitcher, Carol Collings, Sharon Hjortshoj, Bob Kindred, and Sheila Lundt for their hard work in preparing this budget document. **In April 2012, Sheila concluded her outstanding career with the City of Ames. Her wisdom and guidance will be very much missed by those of us within our organization as well as by the citizens of Ames whom she served so well over the years!**

Respectfully submitted,

*Steve*

Steven L. Schainker  
City Manager

# City Council Goals

Established January 7, 2012  
To Be Accomplished by December 31, 2013

## **SUPPORT ENVIRONMENTAL SUSTAINABILITY**

- ❖ Improve electric energy efficiency within the community
- ❖ Educate Ames residents about environmental sustainability
- ❖ Increase availability of alternative forms of transportation
- ❖ Consider life-cycle operating costs when making vertical infrastructure decisions

## **PROMOTE ECONOMIC DEVELOPMENT**

- ❖ Develop Ames as a Regional Center
- ❖ Support private sector growth to improve quality of life, increase number of jobs, develop stronger tax base
- ❖ Beautify entrances to Ames and major arterials
- ❖ Revisit City codes, policies, and procedures to streamline processes and help facilitate renovation of existing buildings
- ❖ Promote Ames as a welcoming place to do business by embracing a “can do” attitude

## **STRENGTHEN OUR COMMUNITY**

- ❖ Promote our new community vision and community brand
- ❖ Enhance interactions between ISU students and permanent residents
- ❖ Work with ASSET funders to identify and address service deficiencies in human service delivery
- ❖ Explore issues related to youth in the community
- ❖ Support a community Blue Zone designation

## **MITIGATE FLOODING IN OUR COMMUNITY**

- ❖ Reduce possibility of damage in our community caused by river/watershed flooding
- ❖ Reduce possibility of damage in our community caused by localized flooding

## **ENHANCE RELATIONSHIPS WITH ISU THROUGH ADDITIONAL PARTNERSHIPS**

- ❖ Revitalize Campustown
- ❖ Continue to support Campustown Action Association
- ❖ Foster negotiations between ISU and CAA to help Campustown businesses be viable
- ❖ Explore flat space funding feasibility

# CITY COUNCIL GOALS, OBJECTIVES, TASKS

Established January 7, 2012  
To Be Accomplished By December 31, 2013  
Updated on February 28, 2012

- **SUPPORT ENVIRONMENTAL SUSTAINABILITY**

- **Improve electric energy efficiency within the community**
  - The Sustainability Coordinator and Electric Services staff will prepare a report regarding the timing for the implementation plan of the electric consumption reduction recommendations from the Sustainability Task Force.
- **Educate Ames residents about environmental sustainability**
  - Provide funding to AMOS to conduct a public education program regarding environmental sustainability (electric, water, natural gas conservation). The City Manager will approach AMOS to determine their interest in conducting this type of session.
- **Increase availability of alternative forms of transportation**
  - Prior to budget deliberations, Public Works will provide an updated map to the City Council highlighting the uncompleted multi-use trails.
- **Consider life-cycle operating costs when making vertical infrastructure decisions**
  - Opportunities to accomplish this objective will be possible when designing the new water plant, library, electric utility, etc.

- **PROMOTE ECONOMIC DEVELOPMENT**

- **Develop Ames as a Regional Center**
  - The City Manager will work with the new owners of E. 13<sup>th</sup> Street regional commercial land to develop a concept plan for the area.
  - The City Manager will facilitate H/M zone discussions between the medical providers and surrounding neighborhood associations to identify a mutually acceptable long-term solution.
  - The City Council will determine what information is needed to make a decision regarding extending utilities to 590<sup>th</sup> Street. City Council Members will send their ideas to the City Manager for distribution to the Council.
- **Support private sector growth to improve quality of life, increase number of jobs, develop stronger tax base**
  - The City Manager will approach the AEDC to determine their level of support for the use of the EDSAT (economic development self-assessment tool).

- The City Manager will determine the cost of hiring a consultant to advise the City Council on the development of *minimum ROI requirements* (in the form of jobs and taxable improvements) in return for public incentives or infrastructure extension to commercial/industrial areas.
  - **Beautify entrances to Ames and major arterials**
    - The City Manager will work with the Chamber of Commerce committee to develop recommendations for entryway/directional signage.
    - The Planning staff will help identify aesthetic detractors and non-conforming structures along major arterials and entryways. Once identified, ideas will be offered to the City Council for strategies to relocate or upgrade these structures.
  - **Revisit City codes, policies, and procedures to streamline processes and to help facilitate renovation of existing buildings**
    - Inspection staff will provide a strategy on how to facilitate redevelopment of older existing buildings, where existing codes have served as an impediment to redevelopment (issues such as grease traps, restrooms, fire exits).
  - **Promote Ames as a welcoming place to do business by embracing a “can do” attitude**
    - The Planning and Inspections staff will create mechanisms to make sure each business interacting with the City in terms of development issues is aware of the service that is now offered by the Business Development Coordinator position.
    - The Public Relations Official will create a public information campaign to make sure those who are contemplating developing a new business and/or expanding a business in the City are aware of Business Development Coordinator services.
- **STRENGTHEN OUR COMMUNITY**
  - **Promote our new community vision and community brand**
    - The Public Relations Official will convene the BRAG Team and develop a plan and implementation schedule for promoting our new community vision and brand identity.
  - **Enhance interactions between ISU students and permanent residents**
    - The Student Affairs Commission members will be asked to provide their thoughts on how to accomplish this objective.
    - The Public Relations Official will monitor the City’s website and make the necessary modifications to accomplish the objective.
    - The staff will provide the City Council Members with a list of scheduled “Meet and Greet” block parties so that they can attend if they so desire.



- **Work with ASSET funders to identify and address service deficiencies in human service delivery**
  - A workshop will be scheduled to discuss issues related to mental health and elderly services.
- **Explore issues related to youth in the community**
  - A workshop will be scheduled with representatives of the school districts, ASSET, and other providers of youth services to determine the interest in developing a youth master plan.
  - The Mayor will appoint a City Council Member to the Third Grade Reading Council.
- **Support a community Blue Zone designation**
  - The Public Relations Official will coordinate the submission of the Blue Zone application.
  - A Blue Zoning steering committee will be established, with representation from the City Manager's office, Parks and Recreation, and Human Resources to help promote the community's nomination as a Blue Zone community.
- **MITIGATE FLOODING IN OUR COMMUNITY**
  - **Reduce possibility of damage in our community caused by river/watershed flooding**
    - During 2012, the Assistant City Manager and WPC Director will facilitate a comprehensive engineering analysis of possible flood mitigation actions, including options related to intense rainfall scenarios, benefit/cost analyses, and policy options.
    - City staff will develop a public education strategy to inform our residents on steps they themselves can take to mitigate and/or insure against flooding damage.
    - Following completion of the comprehensive engineering analysis, the City Council will adopt regulatory steps and/or a public improvements plan to mitigate future damage.
    - City staff will attempt to collaborate with other jurisdictions and agencies to identify and implement long-term flood mitigation actions. The initial step will be to assist in creation of the Squaw Creek Watershed Management Authority.
  - **Reduce possibility of damage in our community caused by localized flooding**
    - The City Council will include funding in the CIP and 2012/13 budget to correct those neighborhood stormwater improvements that are selected by the City Council.
    - Following the comprehensive engineering analysis, the City Council will determine whether new stormwater management standards are needed for public improvements and/or for private development.

- City staff will develop a strategy to educate the public regarding the likelihood and impact of future intense rainfall events, plus steps they themselves can take to prevent and/or insure against damage.
- **ENHANCE RELATIONSHIPS WITH IOWA STATE UNIVERSITY (ISU) THROUGH ADDITIONAL PARTNERSHIPS**
  - **Revitalize Campustown**
    - The City Manager will work with ISU and the Campustown Action Association to develop proposed strategies for revitalizing the area.
    - The Planning staff will prepare a report regarding the possibility of extending façade program to Campustown area.
  - **Continue to support Campustown Action Association**
    - The City Council will consider providing funding for CAA operations during budget deliberations.
  - **Foster negotiations between ISU and CAA to help Campustown businesses be viable**
    - The Mayor will arrange initial meeting between new ISU president, CAA, GSB, and City Manager to discuss ideas for accomplishing this objective.
  - **Explore flat space funding feasibility**
    - The Mayor will meet with the new ISU president to ensure commitment to financially supporting this priority.
    - The Mayor and City Council will work with Ames Convention and Visitors Bureau to see that the food and beverage tax bill is presented to the State Legislature.

## HOW TO USE THIS BUDGET DOCUMENT

The following notes and definitions have been prepared to assist the Mayor, Council, and citizens of Ames in more readily understanding the format and terminology which are used in this budget.

### PROGRAM BUDGET PHILOSOPHY

Prior to the 1982/83 Budget, the City of Ames relied primarily upon a department-centered "line-item" or "input-oriented" budget. Expenditure decisions were made largely upon the basis of the costs associated with personnel, commodities, capital outlays, etc., within the various City departments. While recognizing the importance of cost restraints upon governmental operations, the present program budget goes one step better as it provides information for decision making on a service or program-oriented basis. Policy makers are thus given the means to make crucial budgetary decisions based upon specific and measurable service levels, as well as upon the total dollar cost of those services. At the same time, citizens should be able to see the service-level results of the elected representatives' decisions. In an era of tight governmental spending, the City budgeting process will hopefully thus be more responsive to citizen and Council budgeting needs.

### PROGRAM STRUCTURE

Within this budget, City services are grouped in five "programs", each of which addresses a broad category of needs within the community. These programs are as follows:

- Public Safety
- Utilities
- Transportation
- Community Enrichment
- General Government

In addition to these five operating programs, two additional programs identify other "non-operating" types of expenditures:

- Debt Service
- Internal Services/Transfers

These programs have next been divided into "sub-programs" and "activities". Each of these levels reflects the City's efforts to address community needs at a progressively more specific level. To illustrate the pyramiding nature of this program structure, a portion of the transportation program is outlined below.

<u>PROGRAM</u>	<u>SUB-PROGRAM</u>	<u>ACTIVITY</u>
	Street System	Street Surface Maintenance Street Surface Cleaning Snow and Ice Control
Transportation	Public Parking	Parking Operation & Maintenance Parking Law Enforcement Parking Violation Collection

The activity sheet (or sub-activity, when necessary) is the basic building block of the program budget. Using the performance, personnel, cost, and funding information given on these sheets, budget decisions are made for each of the activities. The summary of activities into sub-programs and of sub-programs into programs then provides us with a comprehensive program of all of those services which are provided by the City.

### FUND ACCOUNTING AND MAJOR FUNDS

To meet various reporting requirements and generally accepted accounting principles, the City of Ames has established a number of financial funds to record financial activity. These funds allow the City to segregate specific financial activity and meet requirements of various financial regulations, restrictions, and limitations on use of various revenue sources. The fund summary section of this document provides brief descriptions of the funds as well as revenues, expenses and fund balance. The major funds represent significant activities of the City of Ames and include the following funds or fund groups:

- General Fund
- Debt Service Fund
- Capital Project Fund Group

Water Utility Fund  
Sewer Utility Fund  
Electric Utility Fund

These major funds combined represent approximately 75% of the expenses for the FY 12/13 Budget. In the Fund Summary section, see index for funds by type and the top of fund sheets for definition or usage.

### **SERVICE OBJECTIVES**

The standards for reporting performance measures in local government budgets have transitioned to reporting of service objectives and accomplishments. To meet these standards, the format of the performance measures in the budget has been changed.

The service objectives reported in the budget should:

- Support the goals of the organization and activity
- Describe what will be accomplished
- Reflect the planned benefit to customers
- Allow measurement of progress
- Define quantifiable future targets (if appropriate)

### **SERVICE ACCOMPLISHMENTS**

Reporting of accomplishments of objectives will include the following types of service measures where appropriate:

- Input – unit of resources expended to produce services
- Output – quantity of products or units of service produced
- Efficiency – inputs used per unit of output or outputs per unit of input
- Service Quality – measure of the extent to which customers are satisfied with a program or how timely or accurately the service is provided
- Outcome – qualitative results of service; ultimate benefit to customer

The objective of service measurement reporting is to provide more complete information about the City of Ames' performance than can be provided by budget financial statements and schedules. The service measures are designed to assist users in assessing the economy, efficiency, and effectiveness of services provided. The future budget year's projected measures are an estimate or target.

### **HIGHLIGHTS**

For each operation's program activity, there is a highlight page. The top narrative portion of the page outlines highlights and significant changes for the current year and future budget year.

### **EXPENDITURES**

The columns of financial information include:

- One historic year of actuals.
- The current year's adopted budget.
- The first amendment to the current year's budget which is prepared while budgeting for the future year. The City of Ames amends the current year's budget again in May.
- The Manager's recommended budget after the PROBE (Productive Review of Budget Entries) and the City Manager have reviewed and approved the budget; or
- The adopted budget after the City Council approves and certifies the budget.

### **TYPES OF EXPENDITURES**

Five types of expenditures are noted.

- Personal Services includes:  
Full-time and part-time wages, overtime, various leaves, benefits for IPERS, health insurance, FICA, Medicare FICA, Utility Retirement, Police and Fire Retirement, Workers Comp, life insurance, and unemployment compensation.
- Contractual includes:  
Internal service charges for legal, purchasing, finance, human resources, data, telephone, messenger, fleet, insurance, printing, and fleet and computer funds; and external charges for training, conferences, dues, recruiting, utility costs, repairs, maintenance, rentals, leases, and outside professional services.

- Commodities include:  
Office supplies, food, minor equipment, structural materials, chemicals, equipment parts and supplies, meters and meter parts, fuel, and coal.
- Capital includes:  
Library acquisitions of books and materials, furniture, computer equipment, equipment, vehicles, CIP improvements to land, building, utility systems, streets, and traffic systems. The City of Ames' capitalization threshold is \$5,000.
- Other Expenditures include:  
Bond and interest payments, insurance claims, refunds, and transfers.

## **FUNDING SOURCES**

Specific revenues which have been assigned to this program activity are then listed. Not every revenue source can be assigned to just one program activity as explained below in Fund Support.

## **FUND SUPPORT**

Wherever possible, efforts have been made to assign specific revenue sources to the various program activities. Both costs and revenues related to a given City service can thus be shown on the same page. Levels of "self-support" for the given activity can thus be made evident.

When specific revenues can not be assigned to a given activity, then the funding source shown will be "fund support". This indicates that the funding will come from the respective fund as a whole, and not from any specific revenue sources within that fund.

In cases where assigned revenues exceed the expenditure total, the "fund support" will be shown as a negative figure. This indicates that the given activity is making a net addition to the fund, rather than "drawing down" the fund balance.

It is not always possible to assign revenues to the appropriate program activity. All major revenue sources for each fund are shown, however, on the respective fund summary sheets.

## **PERCENTAGE CHANGE**

The percentage change number on the financial pages indicates the percentage change between the column for 2012/13 and the 2011/12 Adopted column.

## **FULL TIME EQUIVALENT (F.T.E.)**

When referring to the number of people employed by the City and to the number of positions authorized in any given department, this budget uses the term "full-time equivalent" or "F.T.E.". One F.T.E. is equivalent to 2080 hours of work per year by full-time and permanent part-time employees (52 weeks times 40 hours per week equals 2080 hours).

## **BEGINNING BALANCES**

The beginning balances shown on the fund sheets reflect not only cash, but also other assets and liabilities. Exclusions to assets as shown in the audit are fixed assets in the ENTERPRISE FUNDS and inventory in the ELECTRIC FUND. Excluded from liabilities are employee benefits which are not recorded on City books, but are shown on the audit statement as a liability.

Emphasis has been placed on the beginning balances for the 11/12 adjustment, which are then carried forward based on the estimated revenues and expenditures to estimate a beginning balance for the beginning of the 12/13 fiscal budget.

In this budget presentation, the fund sheets reflect the excess or deficit of revenues over/under expenses and then add this excess or deficit to the beginning balance to establish a new ending balance.

The ending balance is then carried forward and becomes the beginning balance for the next budget year.

# BUDGET AND FISCAL POLICIES

## FINANCIAL PLAN PURPOSE AND ORGANIZATION

### Financial Planning Objectives

Through its financial planning process, the City will link resources with results by:

- Identifying community needs for services.
- Establishing the programs required to provide these services.
- Establishing program policies and goals which define the nature and level of program services required.
- Identifying activities performed in delivering program services.
- Proposing objectives for improving the delivery of program services.
- Identifying and appropriating the resources required to perform program activities and accomplish program objectives.
- Setting standards to measure and evaluate the output of program activities, accomplishment of program objectives, and expenditure of program appropriations.

The City will use financial modeling tools to assist in the financial planning process and assess and forecast the effect of proposed service levels on tax rates and fees.

### Annual Budget

The City's annual budget emphasizes long-range planning and effective program management. The benefits expected from the annual budget include:

- Reinforcing the importance of long-range planning in managing the City's fiscal affairs.
- Concentrating on developing and budgeting for the accomplishment of significant objectives.
- Establishing realistic timeframes for achieving objectives.
- Creating a proactive budget that provides for stable operations and ensures the City's long-term fiscal health.
- Promoting orderly spending patterns.

The City will maintain Government Finance Officers Association (GFOA) standards for the "Distinguished Budget Presentation Award" and will submit the budget document annually for review under the GFOA program.

### Measurable Objectives

The financial plan will establish measurable program objectives and allow reasonable time to accomplish those objectives.

### Budget Amendments

The Council will formally review the City's fiscal condition, and amend the budget if necessary, in accordance with the Code of Iowa and administrative rules for local governments.

### Balanced Budget

The City will maintain a balanced budget. This means that:

- Operating revenues must fully cover operating expenditures, including debt service, over the long term.
- Ending fund balance (or working capital in the enterprise funds) must meet minimum policy levels. For the General Fund, this level has been established at 20% of operating expenditures.

Under this policy, it is allowable for total expenditures to exceed revenues in a given year; however, in this situation, the beginning fund balance will be used primarily to fund capital improvement plan projects, or other one-time, non-recurring expenditures. Excess balances may also be utilized as part of a program to stabilize property tax levy rates over a planned number of years.

A separate document will be presented to the City Council that provides proposed policies for each of the City's funds. Information to be included will be a description of the fund, primary sources of revenue and expense for the fund, and the fund balance policy. The document will also address maintaining fund balances to respond to possible contingencies and emergencies.

## **FINANCIAL REPORTING**

### Annual Reporting

The City will prepare annual financial statements as follows:

- In accordance with various requirements, the City will contract for an annual audit by a qualified independent certified public accountant. The City will strive for an unqualified auditor's opinion.
- The City will use generally accepted accounting principles in preparing its annual financial statements, and will strive to meet the requirements of the GFOA's Award for Excellence in Financial Reporting program.
- The City will issue audited financial statements within 180 days after year-end.

## **GENERAL REVENUE MANAGEMENT**

### Diversified and Stable Base

The City will seek to maintain a diversified and stable revenue base to reduce the effects of short-term fluctuations in any one revenue source.

### Current Revenues for Current Uses

The City will fund current expenditures with current revenues, avoiding procedures that balance current budgets by postponing needed expenditures, accruing future revenues, or rolling over short-term debt.

### Interfund Transfers and Loans

In order to achieve important public policy goals, the City has established various special revenue, capital project, debt service and enterprise funds to account for revenues whose use should be restricted to certain activities. Accordingly, each fund exists as a separate financing entity from other funds, with its own revenue sources, expenditures and fund equity.

Any transfers between funds for operating purposes are clearly set forth in the annual budget. These operating transfers, under which financial resources are transferred from one fund to another, are distinctly different from interfund borrowings, which are usually made for temporary cash flow reasons, and are not intended to result in a transfer of financial resources by the end of the fiscal year.

In summary, interfund transfers result in a change in fund equity; interfund borrowings do not, as the intent is to repay the loan in the near term.

## **USER FEE COST RECOVERY GOALS**

### Ongoing Review

Fees will be reviewed and updated on an ongoing basis to ensure that they keep pace with changes in the service delivery costs as well as changes in methods or levels of service delivery. In instances where State or other regulations limit the level of fees charged for City services, the user fee cost recovery principles may not apply. The budget document will identify where fee levels have been limited and clearly identify the subsidy required due to user fee limitations.

### User Fee Cost Recovery Levels

In setting user fees and cost recovery levels, the following factors will be considered:

- *Community-Wide Versus Special Benefit* – The level of user fee cost recovery should consider the *community-wide* versus *special service* nature of the program or activity. The use of general-purpose revenues is appropriate for community-wide services, while user fees are appropriate for services that are of special benefit to easily identified individuals or groups.
- *Service Recipient Versus Service Driver* – After considering community-wide versus special benefit of the service, the concept of *service recipient* versus *service driver* should also be considered. For example, it could be argued that the applicant is not the beneficiary of the City's development review efforts; the community is the primary beneficiary. However, the applicant is the *driver* of development review costs, and as such, cost recovery from the applicant is appropriate.
- *Effect of Pricing on the Demand for Services* – The level of cost recovery and related pricing of services can significantly affect the demand and subsequent level of services provided. At full cost recovery, this has the specific advantage of ensuring that the City is providing services for which there is genuinely a market that is not overly stimulated by artificially low prices. Conversely, high levels of cost recovery will negatively impact the delivery of services to lower income groups. This negative feature is especially pronounced, and works against public policy, if the services are specifically targeted to low income groups.
- *Feasibility of Collection and Recovery* – Although it may be determined that a high level of cost recovery may be appropriate for specific services, it may be impractical or too costly to establish a system to identify and charge the user. Accordingly, the feasibility of assessing and collecting charges should also be

considered in developing user fees, especially if significant program costs are intended to be financed from that source.

#### Factors Favoring Low Cost Recovery Levels

Very low cost recovery levels are appropriate under the following circumstances:

- There is *no* intended relationship between the amount paid and the benefit received.
- Collecting fees is not cost-effective or will significantly impact the efficient delivery of the service.
- There is *no* intent to cover the cost of the service. Examples may include park shelter and auditorium rental.
- The service is non-recurring, generally delivered on a “peak demand” or emergency basis, cannot reasonably be planned for on an individual basis, and is not readily available from a private sector source. Many public safety services fall into this category.
- Collecting fees would discourage compliance with regulatory requirements and adherence is primarily self-identified, and as such, failure to comply would not be readily detected by the City. Small-scale licenses and permits might fall into this category.

#### Factors Favoring High Cost Recovery Levels

The use of service charges as a major source of funding service levels is especially appropriate under the following circumstances:

- The service is similar to services provided through the private sector and private or other public sector alternatives could or do exist for the delivery of the service.
- For requested service that requires added costs, it is intended that there be a direct relationship between the amount paid and the level and cost of the service received. An example is higher fees for utility hook-up after normal working hours.
- The service is regulatory in nature and voluntary compliance is not expected to be the primary method of detecting failure to meet regulatory requirements. Building permit, plan checks, and subdivision review fees for large projects would fall into this category.

#### General Concepts Regarding the Use of Service Charges

The following general concepts will be used in developing and implementing service charges:

- Revenues should not exceed the reasonable cost of providing the service.
- Cost recovery goals should be based on the total cost of delivering the service, including direct costs, departmental administration costs, and organization-wide support costs such as accounting, personnel, data processing, vehicle maintenance and insurance.
- The method of assessing and collecting fees should be as simple as possible in order to reduce the administrative cost of collection.
- Rate structures should be sensitive to the “market” for similar services as well as to smaller, infrequent users of the service.
- A unified approach should be used in determining cost recovery levels for various programs based on the factors discussed above.

#### Low Cost Recovery Services

Based on the criteria discussed above, the following types of services should have very low cost recovery goals. In selected circumstances, there may be specific activities within the broad scope of services provided that should have user charges associated with them. However, the primary source of funding for the operation as a whole should be general-purpose revenues, not user fees.

- Delivering public safety emergency response services such as police patrol services and fire suppression.
- Maintaining and developing public facilities that are provided on a uniform, community-wide basis such as streets, parks and general-purpose buildings.
- Providing social service programs and economic development activities.

#### Recreation Programs

The following cost recovery policies apply to the City’s recreation programs:

- Cost recovery for activities directed to adults should be relatively high.
- Cost recovery for activities directed to youth and seniors should be relatively low. Although ability to pay may not be a concern for all youth and senior participants, these are desired program activities, and the cost of determining need may be greater than the cost of providing a uniform service fee structure to all participants. Further, there is a community-wide benefit in encouraging high levels of participation in youth and senior recreation activities regardless of financial status.



- In those circumstances where services are similar to those provided in the private sector, cost recovery levels should be higher.

The City Parks and Recreation Department will work with the Parks and Recreation Commission to review recreation programs and establish specific cost recovery targets for broad program classifications. The FY 04/05 budget reflected the first step in this process as the Recreation Administration Program expenditures were reduced by allocation directly to recreation programs.

#### Planning Programs

The following cost recovery policies apply to the Current Planning programs:

- Services provided under this category include:
  1. Planning (planned development permits, tentative tract and parcel maps, rezonings, general plan amendments, variances, use permits).
  2. Building and safety (building permits, structural plan checks, inspections, rental inspections).
  3. Engineering (public improvement plan checks, inspections, subdivision requirements, encroachments).
- Cost recovery for these services should generally be very high. In most instances, the City's cost recovery goal should be 100%. Exceptions to this standard include Long Range planning services, as this function is clearly intended to serve the broader community.

#### Comparability With Other Communities

In setting user fees, the City will consider fees charged by other agencies in accordance with the following criteria:

- Surveying other comparable communities provides useful background information in setting fees:
  1. They reflect the market for these fees and can assess where the City compares.
- If prudently analyzed, they can serve as a benchmark for how cost-effectively the City provides its services.
- However, fee surveys should never be the sole or primary criteria in setting City fees as there are many factors that affect how and why other communities have set their fees at their levels. For example:
  1. What level of cost recovery is their fee intended to achieve compared with our cost recovery objectives?
  2. What costs have been considered in computing the fees?
  3. When was the last time that their fees were comprehensively evaluated?
  4. What level of service do they provide compared with our service or performance standards?
  5. Is their rate structure significantly different than ours and what is it intended to achieve?

These can be very difficult questions to address in fairly evaluating fees among different communities. As such, the comparability of our fees to other communities should be one factor among many that is considered in setting City fees.

### **ENTERPRISE FUND FEES AND RATES**

#### Water, Sewer, Electric, Resource Recovery

The City will set fees and rates at levels which fully cover the total direct and indirect costs ---including operations, capital outlay, capital improvements, and debt service--- of the following enterprise programs: water, sewer, electric, and resource recovery. For major City utilities including water, sewer, and electric, the City will model five years of projected revenues and expenses including capital improvements. These projections will be used to identify and notify the City Council of the timing and level of possible rate changes.

#### Homewood Golf

Golf program fees should fully cover direct operating costs. Because of the nine-hole nature of the golf course with its focus on youth and seniors, subsidies from other City funds (Local Option Tax, General, Hotel/Motel Tax) to finance capital improvements will be presented to the City Council as part of the financial planning process.

#### CyRide Transit

Costs for operating the CyRide transit system will be shared based on the agreement among the City of Ames, Iowa State University, and the Iowa State University Government Student Body. The City support of CyRide will be limited to the transit property tax rate.

#### Ice Arena

The Ames/ISU Ice Arena fees and rates are set to fully cover direct operating costs. Major capital improvement costs will be funded by the City of Ames and Iowa State University.

### Storm Sewer Utility

The storm sewer utility rates are intended to fund operating costs of the Storm Sewer Utility. Major capital improvements will be funded by other funding sources including general obligation bonds.

### Payment In-Lieu of Taxes

In accordance with long-standing practices, the City will treat the Electric Utility in the same manner as if it were privately owned and operated. In addition to setting rates at levels necessary to fully cover the cost of providing electric service, this means assessing reasonable property tax in-lieu of fees.

- For the Electric Utility, property tax in-lieu fees are established under the same methodology used in assessing property tax for the City of Ames.

Enterprise Fund Debt Service – The City will set enterprise fund rates at levels needed to fully cover debt service requirements as well as operations, maintenance, administration and capital improvement costs. The ability to afford new debt for enterprise operations will be evaluated as an integral part of the City's rate review and setting process.

## **GRANT FUNDING POLICY**

The City will actively seek grant funding to fund both operating and capital expenditures. Prior to acceptance of grant funding, an evaluation of the grant must determine the following:

- The grant purpose is compatible with City program objectives.
- The benefits provided by the grant exceed the cost of administration.
- The grant does not commit the City to long-term tax funded expenditures after the completion of the grant period. The City will evaluate the cost and funding source to determine whether to continue the service when the grant period ends. The decision to continue to fund or drop will be made prior to accepting the grant. Alternatively, the City could choose to continue the service with other funding.

## **REVENUE DISTRIBUTION**

The Council recognizes that generally accepted accounting principles for state and local governments discourage the earmarking of General Fund revenues, and accordingly, the practice of designating General Fund revenues for specific programs should be minimized in the City's management of its fiscal affairs. Approval of the following revenue distribution policies does not prevent the City Council from directing General Fund resources to other functions and programs as necessary.

### Road Use Tax Revenue

All Road Use Tax revenues (which are restricted by the State for street-related purposes) will be recorded in the Road Use Tax fund and reports will be provided to the State of Iowa per Code of Iowa requirements. The City will utilize this fund primarily for eligible operations and maintenance activities; the available funds may be utilized for eligible capital improvement funding.

The City maintains several other special revenue funds. The policy for revenue allocation for these funds will be included in the City Fund Policy Document.

## **INVESTMENTS**

### Responsibility

Investments and cash management are the responsibility of the City Treasurer or designee.

### Investment Objectives

The City's primary investment objective is to achieve a reasonable rate of return while minimizing the potential for capital losses arising from market changes or issuer default.

Accordingly, the following factors will be considered in priority order in determining individual investment placements:

- Safety
- Liquidity
- Yield

A formal investment policy has been adopted by the City Council; this policy requires regular reporting by the City Treasurer that demonstrates compliance with the policy.

## **FUND BALANCE DESIGNATIONS AND RESERVES**

### Minimum Fund Balance

The City will establish and maintain fund balances based on evaluation of each individual fund. The minimum balance will be set at a level that is considered the minimum necessary to maintain the City's creditworthiness and to adequately provide for:

- Economic uncertainties, local disasters, and other financial hardships or downturns in the local or national economy.
- Contingencies for unseen operating or capital needs.
- Cash flow requirements.

### Other Designations and Reserves

In addition to the designations noted above, fund balance levels will be sufficient to meet funding requirements for projects approved in prior years which are carried forward into the new year; debt service reserve requirements; reserves for encumbrances; and other reserves or designations required by contractual obligations, state law, or generally accepted accounting principles.

### Equipment Replacement

For certain assets, the City will establish and maintain equipment replacement funds to provide for the timely replacement of computers, vehicles, and certain capital equipment. The City will maintain a balance in the Equipment Replacement Fund adequate to spread the cost of replacement evenly over the life of the asset.

The annual contribution to this fund will generally be based on the estimated life of the vehicle or equipment and its projected replacement cost. Sales of surplus equipment as well as any related damage and insurance recoveries will be credited to the Equipment Replacement Fund. The City Information Services and Fleet Services policies cover this subject in greater depth.

### Future Capital Improvement Project (CIP) Designations

The Council may designate specific fund balance levels for future development of capital projects that it has determined to be in the best long-term interest of the City.

## **CAPITAL IMPROVEMENT MANAGEMENT**

### CIP Projects - \$15,000 or More

Construction projects, equipment purchases, and certain studies that cost \$15,000 or more will be included in the Capital Improvement Plan (CIP); minor capital outlays of less than \$15,000 generally will be included within the operating program budgets. CIP projects are also infrequent in nature, there will be operating and maintenance projects that exceed the \$15,000 threshold but will not qualify as CIP projects.

### CIP Purpose

The purpose of the CIP is to systematically plan, schedule, and finance capital projects to ensure cost-effectiveness as well as conformance with established policies. The CIP is a five-year plan organized into the same functional groupings used for the operating programs. The CIP will reflect a balance between capital replacement projects that repair, replace, or enhance existing facilities, equipment or infrastructure; and capital facility projects that significantly expand or add to the City's existing fixed assets.

### CIP Review

The City Manager, Assistant City Managers, Finance Department staff, and applicable department personnel will review project proposals, determine project phasing, and review and evaluate the draft CIP budget document.

### CIP Appropriation

The City's annual CIP appropriation is based on the projects designated by the City Council through adoption of the five-year capital improvements financial plan. Adoption of the CIP document does not automatically authorize funding for the entire five-year plan. The first year of the plan is included as part of the annual budget process and will be authorized by City Council with the budget authorization.

### CIP Budget Carryover

Appropriations for CIP projects lapse at the end of each fiscal year. Projects that are not completed are reviewed and will be submitted to the City Council as part of a budget amendment.

## **CAPITAL IMPROVEMENT FINANCING AND DEBT MANAGEMENT**

### Capital Improvement Financing

The City will consider the use of debt financing for capital improvement projects only under the following circumstances:

- When the project's useful life will exceed the term of the financing.
- When project revenues or specific resources, including property taxes, will be sufficient to service the long-term debt.

Debt financing will not be considered appropriate for recurring purposes such as current operating and maintenance expenditures.

The additional cost of public capital improvements required to support specific developments will be financed primarily by the owners of the development and will be specified in development agreements.

Road Use Tax revenue is a major funding source in financing transportation system improvements and operations and maintenance. However, revenues from these fees are subject to fluctuation. Accordingly, the following guidelines will be followed in designing and building projects funded with Road Use Tax revenue:

- The availability of Road Use Tax for funding eligible projects will be analyzed as part of the five-year capital improvement plan.
- If adequate funds are not available, the Council will make one of two determinations:
  1. Defer the project until funds are available.
  2. Based on the priority of the project, issue G. O. Bonds, or use other funding sources.

The City will use the following criteria to evaluate pay-as-you-go versus long-term financing in funding capital improvements:

#### Factors Favoring Pay-As-You-Go Financing

- Current revenues and adequate fund balances are available or project phasing can be accomplished.
- Existing debt levels adversely affect the City's credit rating.
- Market conditions are unstable or present difficulties in marketing.

#### Factors Favoring Long-Term Financing

- Revenues available for debt service are deemed sufficient and reliable so that long-term financings can be marketed with investment grade credit ratings.
- The project securing the financing is of the type that will support an investment grade credit rating.
- Market conditions present favorable interest rates and demand for City financings.
- A project is mandated by state or federal requirements, and resources are insufficient or unavailable.
- The project is immediately required to meet or relieve capacity needs and current resources are insufficient or unavailable.
- The life of the project or asset to be financed is ten years or longer.
- The cost of the project should be spread to benefited users over the life of the capital improvement.

### Debt Management

An analysis will be prepared as part of the Capital Improvement Plan process which analyzes the impact of outstanding and planned debt issuance on current and future budgets for debt service and operations. This analysis will also address the reliability of revenues to support debt service.

The City will generally conduct financings on a competitive basis. However, negotiated financings may be used due to market volatility or the use of an unusual or complex financing or security structure.

The City will seek an investment grade rating on any direct debt and will seek credit enhancements such as letters of credit or insurance when necessary for marketing purposes, availability and cost-effectiveness.

The City will monitor all forms of debt annually coincident with the City's annual budget preparation and review process and report concerns and remedies, if needed, to the City Council. The City will also continually monitor outstanding debt for potential savings through refinancing.

The City will diligently monitor its compliance with bond covenants and ensure its adherence to federal arbitrage regulations.

The City will maintain good, ongoing communications with bond rating agencies concerning its financial condition. The City will follow a policy of full disclosure on every financial report and bond prospectus (Official Statement). The City will strive to maintain the highest bond rating that is financially feasible.

#### Debt Capacity

*General Obligation Debt Capacity* – The City will carefully monitor its levels of general obligation debt. Because the City's general obligation debt capacity is limited, it is important that general obligation debt only be used for financing projects where other financing methods cannot reasonably be used.

*Abated Debt* - If the City debt management analysis shows that adequate debt capacity is available and will remain available, general obligation bonds may be issued for City enterprise fund activities. The repayment of this debt will be provided by the activity receiving funding. The City's annual budget will provide a report of all abated debt and the source of funding for repayment of the debt.

*Debt Capacity Limits* - The State of Iowa limits total outstanding local general obligation debt bonds to five percent of total assessed valuation for local government subdivisions. The City of Ames further limits debt capacity by reserving 25% of the State allowed maximum. The budget document is required to demonstrate compliance with this policy.

#### Conduit Financings

The City will consider requests for conduit financing on a case-by-case basis using the following criteria:

- The City's bond counsel will review the terms of the financing, and render an opinion that there will be no liability to the City in issuing the bonds on behalf of the applicant.
- There is a clearly articulated public purpose in providing the conduit financing.
- The applicant is capable of achieving this public purpose.
- The applicant is a strong credit risk and will provide credit enhancements.

This means that the review of requests for conduit financing will generally be a two-step process:

- Asking the City Council if they are interested in considering the request, and establishing the ground rules for evaluating it.
- Providing the City Council with the results of this evaluation, and recommending approval of appropriate financing documents, if warranted.

This two-step approach ensures that the issues are clear for both the City and applicant, and that key policy questions are answered.

The work scope necessary to address these issues will vary from request to request, and will have to be determined on a case-by-case basis. Additionally, the City should generally be fully reimbursed for the cost of evaluating the request; however, this should also be determined on a case-by-case basis.

## EXCELLENCE THROUGH PEOPLE (ETP)

Ensuring that quality programs are provided in an “efficient and fiscally responsible manner” is one of the key concepts embodied in the City’s Mission Statement. To this end, the City will monitor and review methods of operation to ensure that services continue to be delivered in the most cost-effective manner possible. This review process encompasses a wide range of productivity issues, including:

- Analyzing systems and procedures to ensure efficient delivery of services.
- Evaluating the ability of new technologies and related capital investments to improve productivity.
- Developing the skills and abilities of all City employees.
- Developing and implementing appropriate methods of recognizing and rewarding exceptional employee performance.
- Evaluating the ability of the private sector to perform the same level of service at a lower cost.

The ETP creed for leaders employed by the City of Ames is as follows:

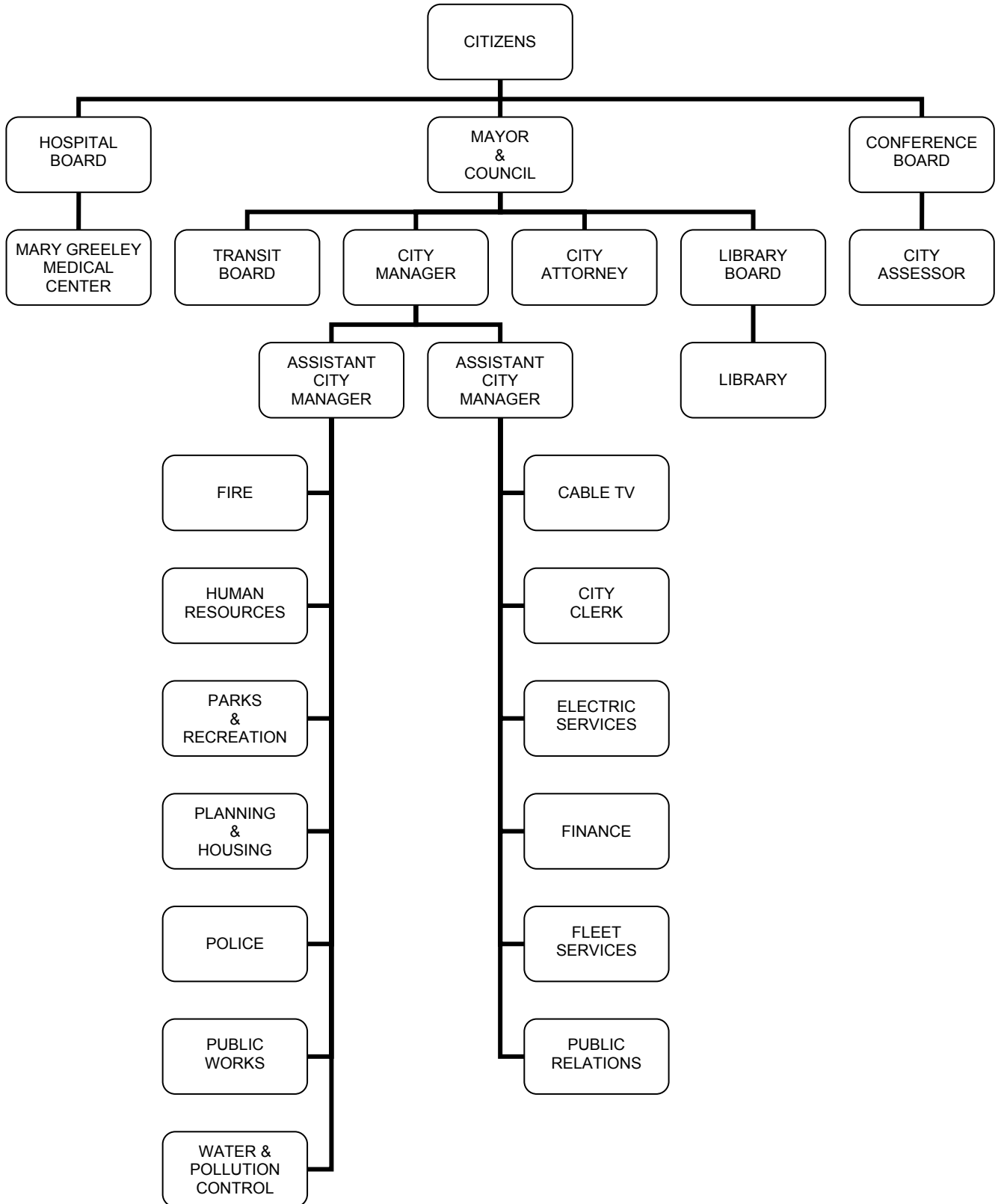
As a leader, it is my responsibility to create our desired culture in my sphere of influence by:

- Modeling the Way
- Inspiring a Shared Vision
- Challenging the Process
- Enabling Others To Act
- Encouraging the Heart

When I do, we will provide our citizens with exceptional service at the best price, and employees will experience an enjoyable and stimulating work environment from which personal and professional growth can occur.

The culture is defined by how leaders lead.

# CITY OF AMES, IOWA ORGANIZATIONAL CHART



## AMES CITY COUNCIL APPOINTEES

<b>Name</b>	<b>Title</b>	<b>Phone Number</b>
Steve Schainker	City Manager	515-239-5101
Doug Marek	City Attorney	515-239-5146

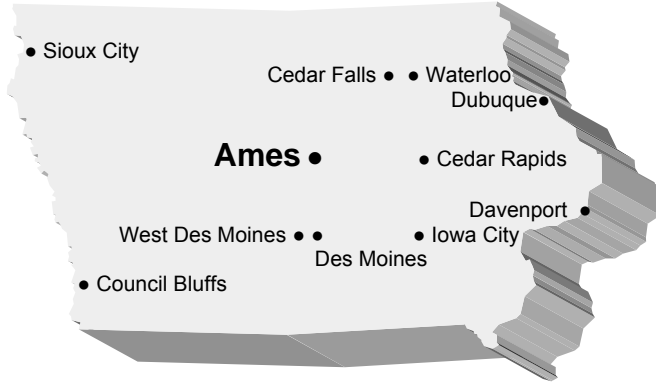
## CITY OF AMES, IOWA, DEPARTMENT HEADS

<b>Name</b>	<b>Department</b>	<b>Phone Number</b>
Donald Kom	Electric	515-239-5171
Duane Pitcher	Finance	515-239-5113
Vacant	Fire	515-239-5414
Paul Hinderaker	Fleet Services/Facilities	515-239-5520
Julie Huisman	Human Resources	515-239-5199
Art Weeks	Library	515-239-5630
Nancy Carroll	Parks and Recreation	515-239-5350
Steve Osguthorpe	Planning & Housing	515-239-5400
Chuck Cychosz	Police	515-239-5130
John Joiner	Public Works	515-239-5162
Sheri Kyras	Transportation – CyRide	515-239-5563
John Dunn	Water & Pollution Control	515-239-5150



# THE AMES COMMUNITY – MISCELLANEOUS STATISTICS

**How the town was named....**Ames was laid out, owned and named by the Blair Land Company. The company's chief engineer, John I. Blair, met Oakes Ames, a State Representative from Massachusetts, in 1863 when Mr. Ames' interest in the expansion of the railroad brought him to the Midwest. A year later, the flat lowlands between the Skunk River and Squaw Creek were named "Ames".



**Conveniently located....**Near the crossroads of the nation, where I-35 and I-80 intersect, Ames is centrally located to all points. Interstate road systems place Ames just a few hours drive from Minneapolis, Kansas City, Omaha, Chicago and St. Louis. Des Moines, the state capital, is only 30 minutes away.

Date of Incorporation: 1869

Form of Government: Council – Manager

Fiscal Year: July 1 through June 30

Area: 24.50 square miles

POPULATION	
1980	45,775
1990	47,198
1995	48,691
2000	50,731
2010	58,965
Ames is the home of Iowa State University with a student population of about 25,000.	

SCHOOL ENROLLMENT	
1970	6,032
1980	5,031
1990	4,802
2000	4,754
2009	4,360
2010	4,280
2011	4,224

UTILITIES CUSTOMERS	
Electric	24,672
Water	16,768
Wastewater	16,669
Storm Sewer	25,176
Yard Meter/Irrigation	1,856

MISCELLANEOUS CENSUS INFORMATION		CLIMATE	
Median Age of Population	23.6 years	Average Winter Temperature	20.8 degrees
Median Household Income	\$ 36,042	Average Summer Temperature	71.8 degrees
		Average Annual Rainfall	33.4 inches
		Average Annual Snowfall	30.8 inches
<b>Police Protection – One Station</b> 53 Sworn Officers	<b>Fire Protection – Three Stations</b> 39 Full-time Firefighters	<b>Library – One Main</b> Bookmobile	

RANKED NATIONALLY AS A GREAT PLACE TO LIVE
<i>America's 20 Geekiest Cities – Forbes.com (August 2011)</i>
"Top 10: 2010 MSN Real Estate Most Livable Bargain Markets" – MSN.com (2010)
<i>"Ninth Best Place To Live" – CNNMoney.com (2010)</i>
"Top 25 Best Places to Retire" – CNNMoney.com (2010)
<i>"#1 Ozone Ranking America's Greenest Cities" – Forbes.com (2010)</i>
"Fifth Best Place To Live The Simple Life" – AARP (2009)
<i>"One Of The Best Small Cities For (Business) Startups" – BusinessWeek (2009)</i>
"One Of The 25 Best Places To Find a Job" – CareerBuilder.com (2008)
<i>Ranked sixth smartest city in America by Forbes Magazine for 7.23% of Ames' population having doctorates, 93% graduating from high school, and more than 46% having a bachelor's degree or higher (2008)</i>

# THE AMES COMMUNITY

## SERVICES PROVIDED FOR THE CITIZENS OF AMES ARE AS FOLLOWS:

- The City of Ames provides public safety, public works, culture, recreation, community development, housing, planning/zoning, inspection, fleet management, and administrative services to its citizens.
- The City provides electric, water, sewer, storm sewer, resource recovery (burning refuse for electricity production), parking, ice arena, golf course, and municipal airport operations.
- The City's transit system is unique, in that it is operated by a three-body board of City, University administration, and University student representatives, on which the City Manager serves as a City representative.
- The City provides the services of a non-profit municipal hospital, governed by a Board of Trustees as provided by City ordinance. Its financial and budget information is not included in this budget document, but is included in the audited financial statements.

The Budget, CIP, Budget in Brief, and Comprehensive Annual Financial Report are available on the City's web site – <http://www.cityofames.org/index.aspx?page=118>.

The Budget and CIP documents may be reviewed at the Ames Public Library and also in the City Manager's, City Clerk's, and Finance Department's offices in City Hall.

## MAJOR EMPLOYERS

Major private sector employers in Ames include: Sauer-Danfoss Corporation, specializing in hydro-transmissions; 3M Company, a manufacturer of abrasives; McFarland Medical Clinic; Hach Chemical, a manufacturer of water analysis equipment; Amcor Plastic Container Corporation; and the Barilla pasta manufacturing plant.

Major public sector employers located in Ames include: Iowa State University; the Iowa Department of Transportation; the National Animal Disease Center/National Veterinary Service Laboratories; the Ames Community Schools, Mary Greeley Medical Center, and the City of Ames.

The presence of these particular public employers has served to insulate the local economy as evidenced by the City's unemployment rate of 3.5%, Story County's rate of 4.3%, and a statewide rate of 5.6%.

## BUDGET CALENDAR

State statute requires a municipality to certify its budget by March 15. This general schedule is followed each fiscal year in order to ensure that the March 15 deadline is met. A goal during the entire process is to encourage citizen involvement in the annual budget decision making process through public hearings and informational meetings.

### SPRING

Resident Satisfaction Survey administered to 1,350 residents asking funding priorities, effectiveness of services, and preferred changes in emphasis/service levels. All results are reviewed with the City Council prior to the start of the budget process.

### AUGUST SEPTEMBER

Departments prepare Capital Improvement (CIP) project information for the 5-year plan and begin preparation of amended 11/12 and proposed 12/13 operational budgets. Resident Satisfaction Survey results are presented to the City Council.

### OCTOBER

**October 4 – Public town budget meeting** to receive input from residents for budget service levels and projects. The meeting is televised and the public can call in and e-mail questions.

### NOVEMBER DECEMBER

**November 22 – City Council budget meeting** to review issues, priorities, and preferences in service levels for the 12/13 budget. Staff drafts 5-year CIP. PROBE meetings (Productive Review of Budget Entries) are conducted with Assistant City Managers, Finance Director, Budget Officer, and City departments. All revenues, operational program costs, and current year CIP adjustments are reviewed.

### JANUARY

City Manager holds budget review meetings with departments. The City Manager's recommended draft budget document is prepared. **January 17 – CIP workshop** with City Council. **January 24 – Public hearing** for resident input on CIP.

### FEBRUARY

**February 3, 7, 8, 9, and 14 – City Council reviews entire program budget** with department heads in five (5) **public meetings** held on one afternoon and four evenings.

### MARCH

**March 6 – Final budget hearing and adoption of amended 11/12 budget and 12/13 budget. State statute requires the budget be certified with the County Auditor by March 15.**

### MAY

Departments review their budgeted revenues and expenses in May in order to make adjustments which will more accurately reflect the City's anticipated revenues and expenses for the fiscal year ending June 30. **After City Council review and approval, the amendments are submitted to the County Auditor by the end of May as required by State statute.**

# THE BUDGET PROCESS

The expenditure projection process starts in late August with the Internal Service group of divisions called the "Early-7". The Budget Officer prepares the payroll projections for these programs. The Early-7 group prepares budget estimates for the current year and a projection for the future year. PROBE (Productive Review of Budget Entries) meetings are conducted with Assistant City Managers, Finance Director, Budget Officer, and Early-7 Department/Division Heads. By early October, internal schedules are prepared from the approved budgets for data, phone, computer replacement, computer maintenance, fleet operating, fleet replacement, messenger, purchasing, postage, human resources, finance services, and property insurance.

In mid-October, budget instructions, along with all internal services schedules, are sent to the rest of the departments. The Budget Officer prepares payroll projections for all these departments and they have one month to complete a projection of the current year and future year.

Departments submit the proposed CIP projects by the start of October. The Finance Department edits the sheets and prepares summaries.

Fund projections are prepared after the mid-November operational budget deadline. CIP funding is discussed and after the City Manager and Assistants have toured and discussed all the CIP projects, a draft CIP is prepared. The month of December is spent in budget review, PROBE, meetings with all of the remaining departments.

Starting in January, the Budget Officer and Finance Director prepare summaries of the funds, programs, and issues to present to the City Manager. The City Manager, Assistant City Managers, Finance Director, and Budget Officer meet with the departments and complete the City Manager's recommended budget by the end of January. Also during January, the draft CIP is presented to the City Council in a workshop followed by a public hearing one week later.

The City Council sees a budget overview on a Friday afternoon early in February and reviews the entire program budget with departments over three evenings the following week. The next week, on the final night, the amended budget for the current year, the budget for the future year, and the CIP are all approved with revisions.

The final budget hearing and adoption of the amended and future budgets take place before the required March 15 certification.

In April, all departments amend the current year's budget which the Budget Officer summarizes and presents to the City Manager and the City Council by the end of May. Amendments are submitted to the County Auditor by the end of May as required by State statute.

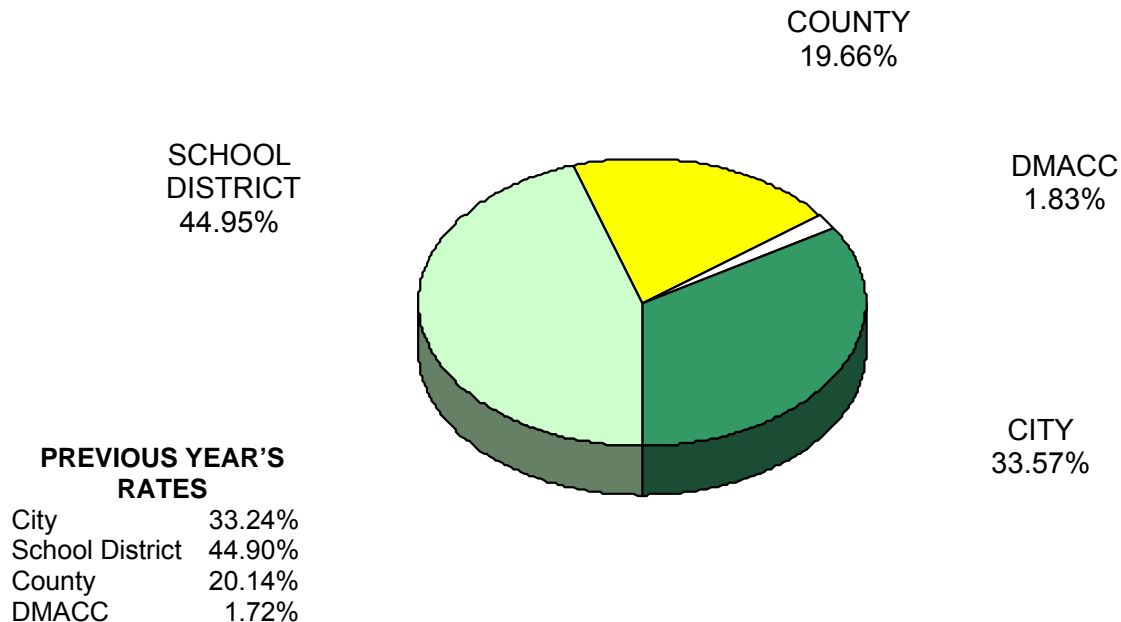
**ACCOUNTING/BUDGET BASIS**

The City’s government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows. The City’s accounting and budget records for general governmental operations are maintained on a modified accrual basis, with the revenue being recorded when available and measurable and expenditures being recorded when the services or goods are received and the liabilities incurred. The primary differences between the financial statement and the budget record are the recognition of debt issuance and re-payment, the treatment of capital outlay, the recognition of depreciation expense, and the recognition of a compensated absence liability. Accounting records for the enterprise and internal service funds are maintained on the accrual basis.

**PROPERTY TAXES**

Property taxes are certified July 1 with the first half due on or before September 30 and the second half due on or before March 31. The first half taxes become delinquent on October 1 and the second half taxes become delinquent on April 1. There is a 1% per month penalty for delinquency. Taxes are collected by the County and distributed to the City in proportion of its levy to all levies.

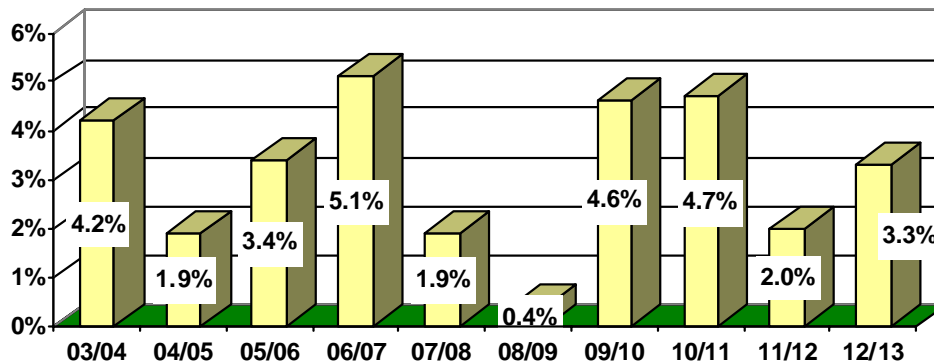
**BREAKDOWN OF PROPERTY TAXES PAID  
2011/12 RATES**



City property taxes are about one-third of a resident’s total property tax bill. The other taxing bodies are the School District, Story County, and the Des Moines Area Community College.

## VALUATION GROWTH

### VALUATION PERCENTAGE INCREASE 10 YEARS OF DATA



### CITY OF AMES, IOWA

The 2012/13 budget is based on a 3.3% increase, or \$71,586,344 in additional taxable valuation for the City. The average valuation increase over the last ten years is 3.1%. The total taxable valuation of \$2,239,846,934 is made up of the following components:

	<b>Taxable Valuation</b>	<b>Percentage of Valuation</b>	<b>Change From Prior Year</b>
Residential property	1,271,588,392	56.8%	5.9%
Commercial property	817,189,995	36.5%	-0.5%
Industrial property	132,577,960	5.9%	2.2%
Utilities	12,288,427	0.5%	13.6%
Utilities subject to excise	6,202,160	0.3%	6.5%
	<b>2,239,846,934</b>	<b>100.00%</b>	<b>3.30%</b>

### FACTORS IMPACTING VALUATION GROWTH

Several factors impacted changes in taxable valuation for the FY 12/13 budget. While residential property continues to hold near the valuation values prior to the recession, there have been small valuation reductions to some commercial properties. In total, the reduction in value of existing property was under one percent. Overall, taxable valuation increased by approximately 3.3%, or a little over \$71 million, when compared to the prior year. The two factors that had the most impact were new construction and an increase in the rollback rate. The combined net impact of all other factors on taxable valuation was less than 0.50%. The increases in taxable value were partly offset by transfers in classification of commercial properties taxed at 100% of actual value to residential property taxed at the rollback rate. The property tax levy process in Iowa used valuation as of January 1, 2011 for the FY 12/13 budget year. The redevelopment currently underway in the South Duff commercial corridor, new construction in the North Grand Mall commercial area, the ISU Research Park, and other new property improvements currently in process, or in some cases now completed, are not included in the taxable valuation.

## GENERAL FUND ENDING BALANCE

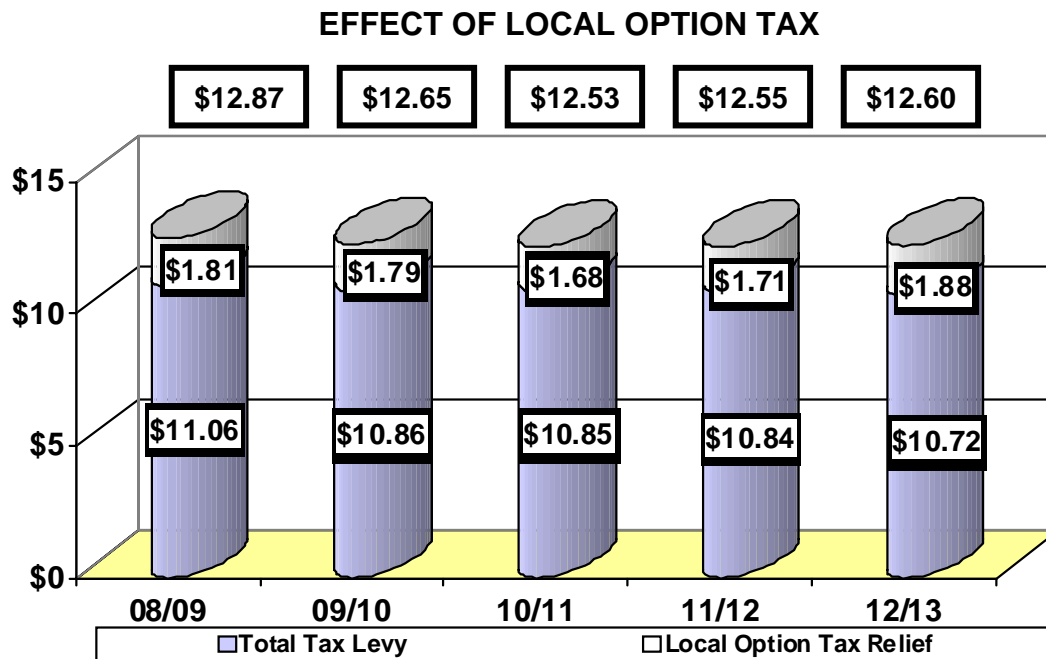
The adopted ending General Fund budgeted balance for June 30, 2013 is \$6,558,631, or 23.5% of budgeted expenditures. The City's General Fund balance policy calls for a balance of at least 20% of expenditures.

The City Council maintains this fund balance to help cover unexpected changes in expenses in revenues and to mitigate property tax rate increases in future years for capital improvements that have been identified in several pending long-range plans, including transportation, park and recreation facilities, annexation, and fire station location plans. These plans will also identify operational cost increases in addition to normal City growth from the physical expansion of Ames.

## EMERGENCY RESERVE

In addition to fund balances, the City Council has for several years had a policy to annually budget a \$100,000 emergency reserve. These are discretionary funds over and above the general fund balance for use as designated by the City Council. This money is used for major projects which occur after the budget has been adopted. Due to budget restraints, only \$50,000 was approved for 2012/13. This is the eleventh year Council has budgeted at the lower level. Unspent budget from FY 2011/12 in the Emergency Reserve will be carried over into FY 2012/13 to help cover unexpected costs in the General Fund operating budget.

## LOCAL OPTION TAXES LOWER PROPERTY TAXES



On November 4, 1986, the citizens of Ames approved a Local Option Tax of 1% to be used 60% for property tax relief and 40% for community betterment. 60% of this tax will generate \$4,202,703 in FY 12/13 which lowers the total tax levy by \$1.88. The chart illustrates the level the total levy would have to be if the Local Option Tax had not been approved. Adjusted local option tax revenues for FY 11/12 will be \$765,265 more than the budget amount due to a large November settlement payment for FY 10/11. Local option tax revenues for FY 12/13 are projected 1% higher than the FY 11/12 Adjusted budget which is 12.4% higher than the FY 11/12 Adopted.

## STATE OF IOWA'S GENERAL TAX LEVY LIMIT

Iowa law limits a city's tax levy for the general fund to no more than \$8.10 per \$1,000 valuation in any tax year, except for specific levies authorized outside the limit. The City of Ames general fund levy for 2011/12 was \$6.00.

### OF IOWA'S 13 LARGEST CITIES, AMES' LEVY RANKS 11TH

CITY	CENSUS	GENERAL LEVY PER \$1,000	TOTAL CITY TAX LEVY PER \$1,000	LEVY RANK	TOTAL CITY TAX LEVY PER CAPITA
Des Moines	203,433	\$ 8.10	\$ 16.58	5	\$ 536.59
Cedar Rapids	126,326	8.10	15.22	7	667.94
Davenport	99,685	8.10	15.53	6	602.40
Sioux City	82,684	8.10	16.66	4	443.84
Waterloo	68,406	8.10	18.53	1	583.04
Iowa City	67,862	8.10	17.84	3	741.65
Council Bluffs	62,230	8.10	17.85	2	679.46
<b>Ames</b>	<b>58,965</b>	<b>6.00</b>	<b>10.84</b>	<b>11</b>	<b>398.61</b>
Dubuque	57,637	8.10	10.45	12	368.86
West Des Moines	56,609	8.10	12.05	9	806.29
Ankeny	45,582	7.08	11.18	10	497.47
Urbandale	39,463	7.17	9.52	13	564.49
Cedar Falls	39,260	8.10	12.86	8	413.61
Average excluding Ames		7.94	14.52		575.47

Uses latest available tax rates - 11/12, and 2010 census.



# CITY OF AMES, IOWA PROPERTY TAX COST OF SERVICES PER RESIDENCE 3-YEAR COMPARISON

	10/11	\$100,000 Home * 11/12	12/13
Streets/Traffic	124	130	134
Police Protection	120	124	128
Fire Protection	76	86	88
Library	44	45	53
Recreation & Parks	59	57	52
Transit	29	31	33
General Support Services	23	23	24
Planning	10	10	10
Storm Sewer	7	5	7
Resource Recovery	6	6	6
Animal Control	4	4	5
Building and Grounds/Airport	3	3	3
Inspections/Sanitation	4	2	1
	<hr/> 509	526	544
* Assessed Value	100,000	100,000	100,000
Rollback	46.9094	48.5299	50.7518
Taxable Value	46,909	48,530	50,752
Tax Rate per \$1000	10.84579	10.84365	10.72125
<b>Calculated Tax</b>	<b>509</b>	<b>526</b>	<b>544</b>

All categories reflect their applicable amounts for debt.

# CITY OF AMES, IOWA 2012/13 BUDGET FACTS

Property Valuation \$ 2,239,846,934

% Increase From 11/12 3.3%

LEVY REQUIRED	RATE PER	AMOUNT	RATE	%	AMOUNT	%
	\$1,000		CHANGE		CHANGE	
VALUATION						
General Fund Requirement	7.71052	17,270,382	(0.00094)	(0.01)	549,917	3.29
Less Local Option Property Tax Reduction	1.87633	4,202,703	(0.16928)	(9.92)	(501,370)	(13.55)
<b>Net General Levy</b>	<b>5.83418</b>	<b>13,067,679</b>	<b>(0.17023)</b>	<b>(2.84)</b>	<b>48,547</b>	<b>0.37</b>
Trust and Agency Levy (Partial Police/Fire Benefits)	.70627	1,581,937	0.03388	5.04	124,014	8.51
Transit Levy	.65737	1,472,409	0.02246	3.54	95,753	6.96
<b>Total Before Debt Service</b>	<b>7.19782</b>	<b>16,122,025</b>	<b>(0.11389)</b>	<b>(1.56)</b>	<b>268,314</b>	<b>1.69</b>
Debt Service Levy	3.52343	7,891,981	(0.00851)	(0.24)	233,780	3.05
<b>Grand Total Tax Levy</b>	<b>10.72125</b>	<b>24,014,006</b>	<b>(0.12240)</b>	<b>(1.13)</b>	<b>502,094</b>	<b>2.14</b>

Ag Levy - Valuation: \$1,567,308 x 3.00375 = \$4,708

TIF valuation available for Debt Service - \$7,370

# City of Ames Honors

The Arnold O. Chantland Resource Recovery Plant was selected as the “Facility of the Year in Material Recovery” at the 19<sup>th</sup> Annual North American Waste-to-Energy Conference held in Lancaster, PA. The event was co-sponsored by the Energy Recovery Council, the American Society of Mechanical Engineers, and the Solid Waste Association of North America.

Fleet Services was recognized in 2011 as one of the “100 Best Fleets in North America” by Government Fleet Magazine. This award recognized excellence in 12 categories: accountability, use of technology, collaboration, creativity, celebration, evidence of a high trust culture, performance recognition, doing it right the first time, quick efficient turnaround, competitive pricing, staff development, and resources stewardship.

The Water Pollution Control (WPC) Facility received a *Platinum-21 Peak Performance Award* from the National Association of Clean Water Agencies (NACWA). This award recognized the facility and its staff for 21 consecutive years with 100% compliance with its discharge permit. In the 21+ years since the plant came online, it has met over 22,000 numerical limits without a single violation. According to NACWA’s tracking, there are only two facilities in the country with longer compliance records.

Ames Electric Services was one of 84 of the nation’s more than 2,000 public power utilities to earn Reliable Public Power Provider™ (RP<sub>3</sub>) recognition from the American Public Power Association (APPA) for providing consumers with the highest degree of reliable and safe electric service in 2008. The Reliable Public Power Provider designation is awarded based on proficiency in four key disciplines: reliability, safety, training, and system improvements.

The Ames Public Works Department received an Award for Excellence at the 2010 Iowa Water Conference. The award recognized their leadership efforts for implementing innovative stormwater management practices in the Ames community, including the newly established Smart Watershed Program. It also recognized the Rain Barrel and Rain Garden Rebate Programs, along with the local partnership efforts to protect and improve the water quality of Ames area streams and lakes.

The City received the Wellness Councils of America (WELCOA) Well Workplace Gold designation in September 2011. For 18 consecutive years, the City of Ames has been designated as a Well Workplace; building from bronze level to the first gold designation in 2000. Gold Well Workplaces are companies that have successfully built comprehensive worksite wellness initiatives and are demonstrating and documenting concrete outcomes.

Aaa Bond Rating for 2011, from Moody’s Investors Service.

Certificate of Achievement for Excellence in Financial Reporting, Government Finance Officers Association. Every year since 1978/79.

Distinguished Budget Presentation Award, Government Finance Officers Association. Every year since 1986/87.

Tree City USA for 27 consecutive years.



Landscaping complements several of the sculptures in the park system.



# SUMMARY OF TOTAL REVENUES AND EXPENDITURES ALL FUNDS - REVENUE SUMMARY

	2010/11 Actuals	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Property Taxes</b>	22,760,946	23,473,005	23,471,233	23,971,426	2.1%
Utility Excise Tax	60,441	63,196	63,196	66,516	5.3%
Local Option Sales Tax	6,047,930	6,168,889	6,935,154	7,004,506	13.5%
Hotel/Motel Taxes	1,416,830	1,316,000	1,460,000	1,500,000	14.0%
<b>Other Taxes</b>	7,525,201	7,548,085	8,458,350	8,571,022	13.6%
<b>Licenses &amp; Permits</b>	1,197,770	1,179,439	1,220,615	1,467,153	24.4%
Federal Grants	7,841,543	6,827,793	12,392,198	4,194,979	-38.6%
State Road Use Taxes	5,013,273	4,768,714	5,380,556	5,542,710	16.2%
Monies and Credits	15,990	15,800	17,040	17,040	7.8%
State Grants	5,416,356	12,215,003	16,551,703	11,159,439	-8.6%
County Contributions	195,064	185,943	160,915	128,000	-31.2%
Government Cont/Participation	4,345,812	4,327,062	4,521,368	4,845,471	12.0%
<b>Intergovernmental Revenue</b>	22,828,038	28,340,315	39,023,780	25,887,639	-8.7%
Utility Charges	70,713,718	73,273,650	77,353,190	77,088,026	5.2%
Other Charges for Services	9,836,217	9,956,425	9,966,207	9,962,238	0.1%
<b>Charges for Services</b>	80,549,935	83,230,075	87,319,397	87,050,264	4.6%
<b>Fines, Forfeit, &amp; Penalty</b>	791,931	767,000	754,600	753,900	-1.7%
Interest	913,965	965,334	884,850	971,050	0.6%
Other Uses of Money	864,680	739,257	1,027,831	1,306,641	76.8%
<b>Use of Money &amp; Property</b>	1,778,645	1,704,591	1,912,681	2,277,691	33.6%
Proceeds from Bonds	12,670,000	6,800,000	6,675,000	17,365,500	155.4%
Other Miscellaneous Revenues	2,923,454	1,611,502	3,660,109	1,530,531	-5.0%
<b>Miscellaneous Revenues</b>	15,593,454	8,411,502	10,335,109	18,896,031	124.6%
<b>Internal Services</b>	13,367,557	13,067,377	13,572,098	13,776,951	5.4%
<b>Total Before Transfers</b>	166,393,477	167,721,389	186,067,863	182,652,077	8.9%
Transfers	12,694,061	11,865,140	13,105,337	13,600,168	14.6%
<b>Grand Total Revenues</b>	<b>179,087,538</b>	<b>179,586,529</b>	<b>199,173,200</b>	<b>196,252,245</b>	<b>9.3%</b>

# ALL FUNDS – EXPENDITURES

	2010/11 Actuals	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>OPERATIONS</b>					
Public Safety:					
421 Law Enforcement	7,660,534	7,695,363	8,019,264	8,089,071	5.1%
422 Fire Safety/Admin	5,261,763	5,709,863	5,695,960	5,901,902	3.4%
423 Inspection/Building Safety	972,307	1,084,538	1,198,011	1,336,165	23.2%
424 Traffic Control	849,413	882,921	911,620	926,589	4.9%
428 Other Community Protection	688,943	700,000	704,500	704,500	0.6%
Total Public Safety	15,432,960	16,072,685	16,529,355	16,958,227	5.5%
Utilities:					
481 Resource Recovery	3,429,144	3,637,185	3,674,576	3,730,729	2.6%
482 Water Utility	4,600,926	4,742,429	4,799,180	4,822,843	1.7%
483 Storm Water Diversion	195,601	238,818	343,615	267,485	12.0%
484 Wastewater Disposal	3,181,865	3,415,394	3,472,976	3,488,248	2.1%
485 Electric Operations	43,643,634	49,349,283	51,166,267	50,813,853	3.0%
486 Utility Customer Service	1,408,723	1,487,690	1,404,041	1,454,689	-2.2%
Total Utilities	56,459,893	62,870,799	64,860,655	64,577,847	2.7%
Transportation:					
431 Street System	3,050,960	2,971,172	3,107,223	3,192,227	7.4%
434 Public Parking	718,619	716,648	732,279	751,366	4.8%
426 Transit System	7,543,127	7,872,416	8,031,773	8,285,463	5.2%
438 Airport	130,225	188,584	192,929	117,058	-37.9%
Total Transportation	11,442,931	11,748,820	12,064,204	12,346,114	5.1%
Community Enrichment:					
451 Recreation/Administration	2,530,318	2,732,855	2,640,213	2,648,303	-3.1%
452 Parks	1,142,960	1,124,862	1,177,289	1,194,541	6.2%
455 Library Services	3,287,838	3,427,746	3,454,942	3,538,308	3.2%
456 Library Grants/Donations	98,316	90,950	106,055	79,539	-12.5%
441 Health & Sanitation	176,428	134,163			-100.0%
442 Animal Sheltering/Control	346,101	344,148	349,946	351,386	2.1%
444 Human Services	1,075,949	1,131,629	1,136,413	1,170,587	3.4%
445 Art Services/Agencies	137,987	161,540	178,417	171,617	6.2%
461 Cemetery	112,636	133,606	132,675	126,646	-5.2%
462 Leased Housing	1,034,428				
463 Citywide Affordable Housing	249,915	3,715	36,148	36,334	878.0%
464 Community Dev. Block Grant	475,423	587,022	1,235,297	523,966	-10.7%
465 Economic Development	160,417	223,074	334,478	225,244	1.0%
466 FEMA Disaster Activity	876,472		675,000		
467 Cable TV	134,822	124,745	157,633	122,382	-1.9%
Total Community Enrichment	11,840,010	10,220,055	11,614,506	10,188,853	-0.3%

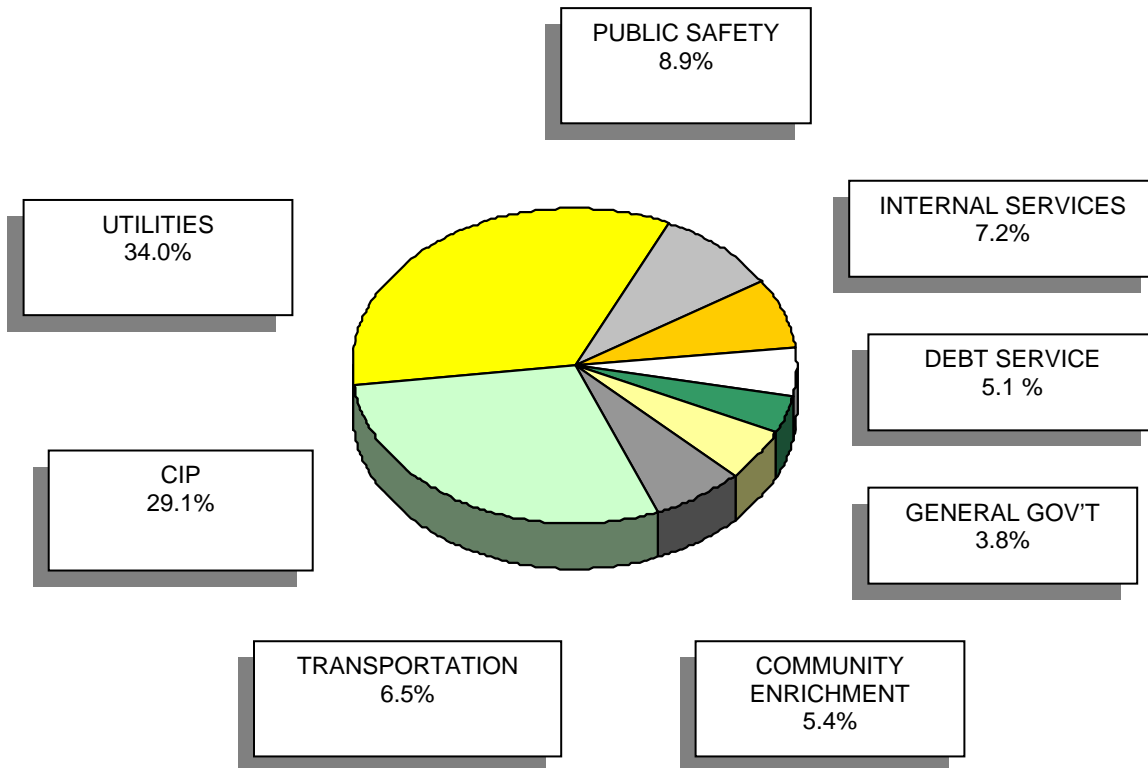
## ALL FUNDS – EXPENDITURES, continued

	2010/11 Actuals	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
General Government:					
410 City Council Special Allocation	208,087	114,000	134,461	141,000	23.7%
411 Legislative	417,472	455,153	468,910	487,062	7.0%
412 City Council Contingency	8,262	50,000	140,583	50,000	0.0%
413 Executive	616,270	646,261	682,525	678,555	5.0%
414 Financial Services	1,256,064	1,292,558	1,241,717	1,291,737	-0.1%
415 Administrative Services	1,815,272	1,963,662	1,947,941	1,978,189	0.7%
416 Public Works Admin/Engr	1,607,110	1,810,981	1,978,744	1,925,936	6.3%
417 Merit Adjustment		167,758		171,444	2.2%
418 Public Buildings	482,273	482,338	592,066	503,447	4.4%
Total General Government	6,410,810	6,982,711	7,186,947	7,227,370	3.5%
<b>TOTAL OPERATIONS</b>	101,586,604	107,895,070	112,255,667	111,298,411	3.2%
<b>CIP</b>					
419 General Government CIP	769,080	486,050	2,856,664	50,000	-89.7%
429 Public Safety CIP	1,320,682	886,143	2,974,199	1,583,000	78.6%
489 Utilities CIP	8,506,102	32,701,300	29,274,216	35,462,750	8.4%
439 Transportation CIP	15,846,424	14,034,600	34,767,234	12,110,700	-13.7%
459 Community Enrichment CIP	541,788	899,500	2,749,579	6,166,400	585.5%
529 Internal Services CIP			60,000		
<b>TOTAL CIP</b>	26,984,076	49,007,593	72,681,892	55,372,850	13.0%
<b>DEBT SERVICE</b>					
471 General Obligation Bonds	14,918,311	9,267,800	9,103,363	9,704,178	4.7%
478 Bond Costs	134,389		73,246		
<b>TOTAL DEBT SERVICE</b>	15,052,700	9,267,800	9,176,609	9,704,178	4.7%
<b>INTERNAL SERVICES</b>					
511 Information Technology	1,827,393	1,753,794	1,938,820	1,769,723	0.9%
512 Telephone & WiFi Systems	228,477	266,509	273,467	250,509	-6.0%
513 Purchasing Services	419,643	435,198	437,448	442,293	1.6%
521 Risk Administration	1,892,831	1,809,075	2,167,621	2,066,821	14.2%
522 Health Insurance Management	5,665,119	6,505,250	6,179,081	6,558,158	0.8%
525 Fleet Maintenance Services	1,819,806	1,710,503	1,743,250	1,766,890	3.3%
526 Fleet Acquisition & Disposal	1,384,332	1,505,201	2,351,022	876,489	-41.8%
<b>TOTAL INTERNAL SERVICES</b>	13,237,601	13,985,530	15,090,709	13,730,883	-1.8%
<b>TOTAL EXPENDITURES BEFORE TRANSFERS</b>	156,860,981	180,155,993	209,204,877	190,106,322	5.5%

# ALL FUNDS – EXPENDITURES, continued

	2010/11 Actuals	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>TRANSFERS</b>					
598 Transfers	12,694,061	11,865,140	13,105,337	13,600,168	14.6%
531 Hotel/Motel Pass Thru	1,011,617	940,000	1,042,857	1,071,430	14.0%
<b>TOTAL TRANSFERS</b>	13,705,678	12,805,140	14,148,194	14,671,598	14.6%
 <b>GRAND TOTAL EXPENDITURES</b>	 170,566,659	 192,961,133	 223,353,071	 204,777,920	 6.1%

## WHERE THE MONEY IS SPENT... 2012/13 ADOPTED



Excluding Transfers

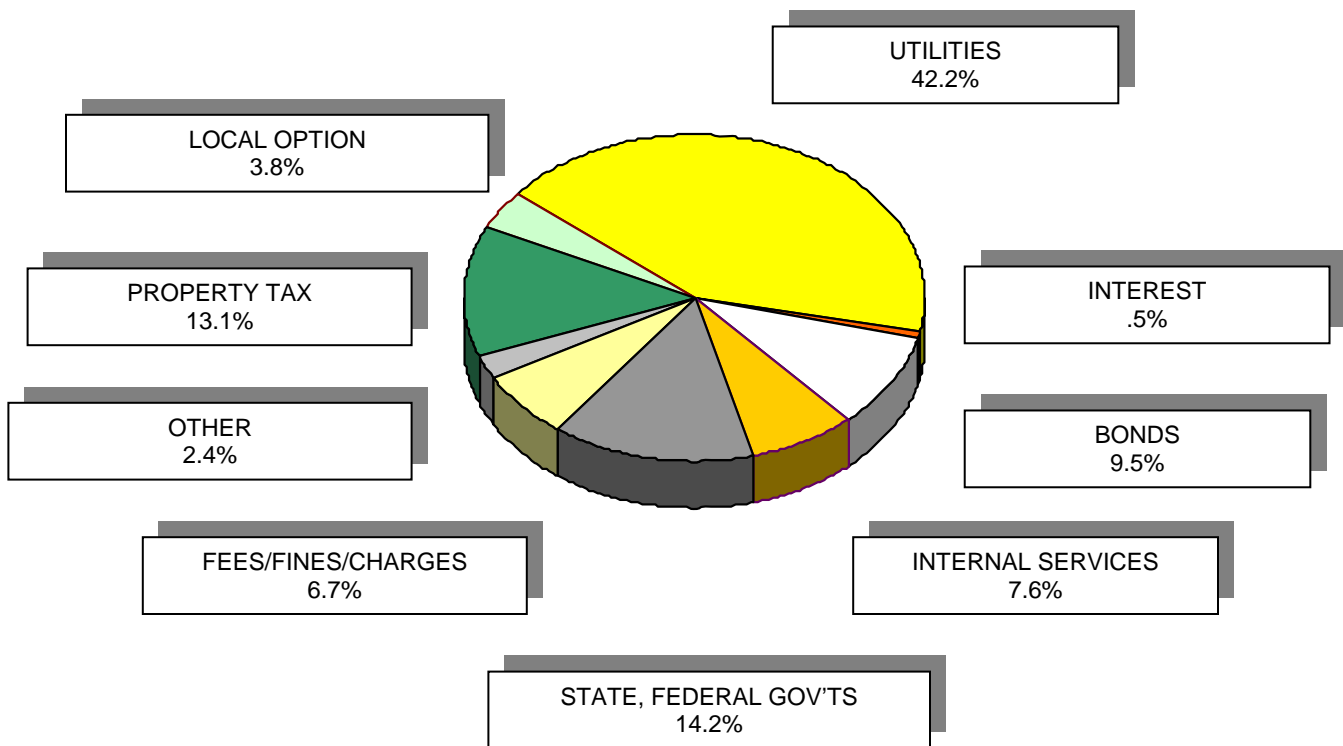


# REVENUE HIGHLIGHTS

## REVENUE PROJECTIONS

The revenue projection process starts with estimates submitted by departments. The Finance Director and Budget Officer review those estimates and make informed judgments on all revenues citywide. Prior year's actuals and current year-to-date amounts are used to project both the current year and next year's revenues. Information received from the State, County, and Iowa League of Municipalities is utilized to project recent trends and anticipated amounts. Interest earnings are projected by the City Treasurer using conservative interest rate projections and current balances and interest accrual information. The Budget Review Team then reviews revenues, expenses, and ending fund balances during the hearings with departments to determine if fees and charges need to be adjusted. Many funds have a restricted or a minimum fund balance required for cash flow or other purposes. Fund balances above the restricted amounts are available for capital improvements or special projects as approved by the City Manager and City Council.

## WHERE THE MONEY COMES FROM... 2012/13 ADOPTED



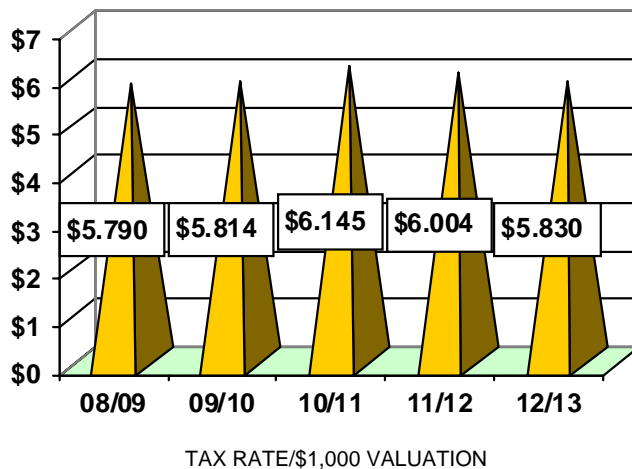
Excluding Transfers

# REVENUE CLASSIFICATIONS/EXPLANATIONS

## PROPERTY TAXES

All property taxes collected for the City are levied on the assessed valuation of real and personal property as determined by the City Assessor. For 2012/13, the total tax collection of \$24,014,006 is a 2.14% increase. The total tax collection includes \$4,708 for ag land and \$20,000 for mobile home taxes. The overall levy is made up of four parts as described below.

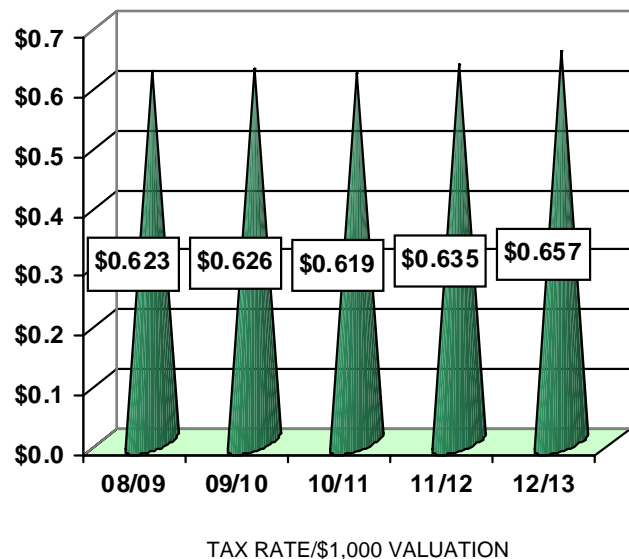
GENERAL LEVY HISTORY



The **General Levy** for the general fund is limited by the State of Iowa to \$8.10 per \$1,000 of assessed valuation. The City of Ames general levy for 2012/13 is just \$5.83418, which is down from \$6.00441 the year before. Sixty percent of the 1¢ local option sales tax is applied for property tax relief which created a credit of \$1.88/\$1,000 valuation.

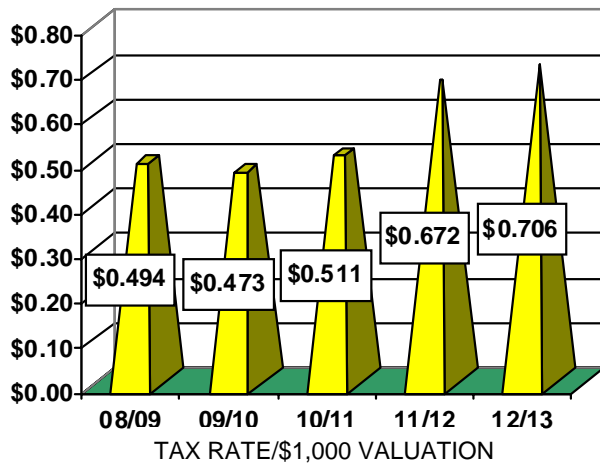
Outside of the General Fund levy, a **Transit Levy** can be used without the vote of the electors to fund the operations of a municipal transit system. This levy may not exceed 95¢/\$1,000 valuation. The levy is collected in the General Fund, and then transferred to the Transit Fund. The 2012/13 levy of 65.737¢ will generate \$1,472,409 which is a 7.0% increase. The increase will cover normal operating costs, plus higher fuel costs and repayment of a loan.

TRANSIT LEVY HISTORY



The **Trust and Agency Levy** is available for payroll benefit costs and the City of Ames only uses it for the planned phase-in of the costs for the state police/fire retirement system. The City had an excess balance of more than \$4 million when the State of

TRUST AND AGENCY LEVY

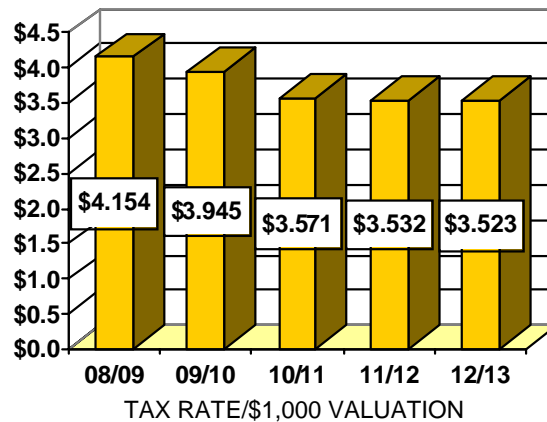


Iowa statewide system took over the police and fire retirement systems. Initially, the City paid all of its yearly obligation to the system from these leftover funds. A plan to phase in tax support for this obligation increases the tax subsidy yearly. The total cost of police and fire retirement will be tax supported and the trust balance will be gone by approximately the year 2018. Of the total 2012/13 obligation of \$1,781,937, \$1,581,937 will come from taxes. The overall obligation for 12/13 was higher because the rate from the statewide system increased

from 24.76% to 26.12% of covered wages and is expected to increase significantly in coming years.

The final portion of the levy is for **Debt Service**. For 2012/13, the rate of \$3.52/\$1,000 valuation is slightly lower than the prior year. The tax amount required to pay general obligation debt is \$7,891,981. As of June 30, 2011, the debt service fund had accumulated a balance of almost \$1.9 million from projects coming in under budget, delays in the completion of projects, and interest earnings. \$750,000 of that balance was used to lower the debt service tax request. A plan has been developed to utilize this balance over the next four years to lower the planned debt service increases.

DEBT SERVICE LEVY

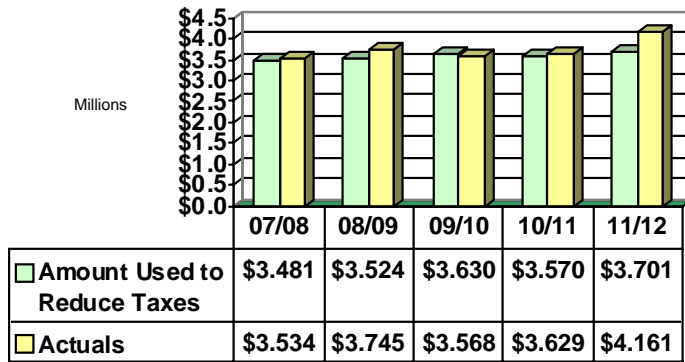


## OTHER TAXES

### Local Option Sales Tax

Beginning in January 1987, an additional 1% local option sales tax is applied to all goods and services delivered within the City of Ames, to which the State of Iowa sales tax already applies. This was approved by the voters in November of 1986. Of the total received, 60% of the funds is marked for property tax relief and 40% for community betterment projects.

**LOCAL OPTION TAXES  
FOR PROPERTY TAX REDUCTION**



Annually the State sends the City an estimate of the amount of local option sales tax it will receive monthly for the year. The amount is 95% of the estimated collection and then in November, the City will receive an adjustment to actual for the prior year.

This chart shows the difficulty in projecting the annual revenues. Actual revenues have exceeded the estimate in four of the last five years.

Adding the November 2011 adjustment to the State’s estimate for FY 11/12 resulted in an increase of \$765,265 over the adopted. The budget for FY 12/13 was increased 12.4% from the FY 11/12 adopted budget, and that estimate is 1% higher than the final FY 11/12 estimate. Though this is a large increase, the amount represents an annualized increase of 3.5% per year since FY 08/09.

**Hotel/Motel Tax**

This is a 7% tax levied upon the occupancy of any room furnished by any hotel/motel in the City. Out of the 7¢, 5¢ goes to the Ames Convention and Visitors Bureau, 1¢ goes to the local option tax fund to replace 1¢ local option tax, and 1¢ goes to economic development activities. The portion which goes to the local option tax fund is split 60% to the general fund for property tax relief and 40% for community betterment projects. Voters approved an increase in the rate from 5% to 7% effective July 1, 2005. Revenues for FY 12/13 are \$1,500,000 compared to \$1,316,000 adopted in FY 11/12, a 14.0% increase. Projections are based on two quarters of receipts in FY 11/12 and are significantly higher than the \$1,142,162 received in FY 09/10 and reasonable to FY 10/11 receipts of \$1,416,830.

**Licenses and Permits**

Fees from licenses and permits include beer, liquor, cigarette, cable TV franchise, plumbers, garbage haulers, building, heating, sign, sidewalk, service connections, plumbing, electrical, and housing inspection. These fees remained the same.

**Intergovernmental Revenue**

Many of these revenues are construction project related and thus significantly increase and decrease with the timing of projects. Grants from the federal government include Federal Transportation Assistance, Community Development Block Grant, Department of Transportation grants, Hazard Mitigation grants and Federal Aviation Administration grants.

After severe cutbacks in monies received from the State of Iowa in recent years, which previously totaled over \$750,000, very little State money goes into the City’s General Fund. The largest amount is for a library program totaling \$38,000 for FY 12/13.

The new allocation of Road Use Tax (RUT) based on population changes reflected in the 2010 Census will result in a lower rate per capita, but cities that have grown by more than three percent in population will see growth in RUT allocation while those with less than three percent growth will experience a decrease. Ames' growth was well over the breakeven point and this will result in an FY 11/12 increase in RUT receipts of nearly 13% percent over the current budget, or a little over \$600,000. We expect an additional, but much smaller increase for FY 12/13 as the RUT per capita rate increases slightly. These additional amounts will be worked in to our operating and capital budgets to help increase street improvements. These forecasts do not assume any changes in fuel tax rate.

Grants from other governmental bodies include Story County and Gilbert for Library, Government Student Body (GSB) at Iowa State, and Iowa State University for transit and fire protection.

### Charges for Services

Charges for Services is the largest segment of the revenues and is made up of utility charges and other charges for service.

#### Utilities Revenue

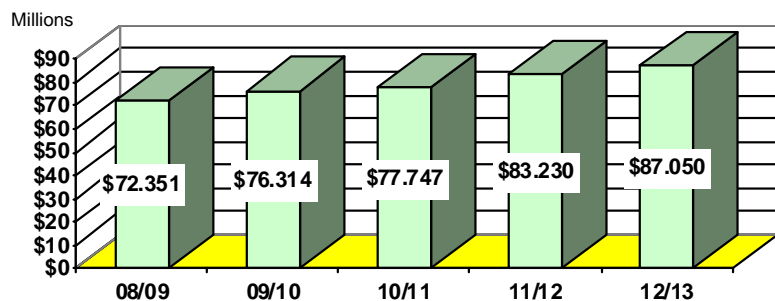
This includes revenue from metered sales of electricity, water, storm sewer, and sewer to customers. Also included are underground service, ornamental pole, ISU participation, water meter installation, power sales, resource recovery sales and contracts, sale of metals, etc. A 1% usage growth is used for revenue projections for electric, water and sewer metered sales. Electric metered revenues for FY 12/13 do not include a rate increase, but charges may be higher for some customer classes after a planned cost-of-services study. The last rate increase was 8% effective July 2009. There are several future rate increases planned to help finance improvements to the two base-load generating units.

A 3% increase is planned for water metered sales as the planning and land acquisition begins for the construction of a new plant and it will require additional rate increases in the future. The CIP includes two projects to extend water and sewer east and north of Ames. Rates will increase 1.2% additional after these projects advance.

Rates for the sewer activities will increase 5% for FY 12/13 to cover future projects for the 22-year-old plant. An additional 4.9% rate increase will be needed when the sewer is extended north and east of Ames.

In FY 11/12, the rate structure for storm sewer fees was changed to a rate based on impervious surface area. The new structure includes a 15% increase in fees.

CHARGES FOR SERVICES



### Other Charges for Services

This includes revenue from all charges for current services exclusive of utilities, such as: General Government – services of Legal Department, services of Human Resources Department, sale of maps and publications, zoning adjustment fees.

Highways/Streets – street, sidewalk, and curb repairs, engineering and inspection fees, and parking meter collections.

Public Safety – special police services, ISU fire protection, animal control charges.

Municipal Enterprises – library services, cemetery charges, transit services, airport, parking meters, and rentals.

Recreation – recreation programs, golf course fees, aquatics, ice facility fees.

Rental housing fees, and various Parks & Recreation fees increased for 12/13.

### **Fines, Forfeitures, and Penalties**

This includes monies derived from fines and penalties such as municipal court, and overtime and illegal parking. Overall, this revenue category is down 1.7%. Rates have not changed, so activity is lower. Budgeted amounts reflect a 3-year downward trend.

### **Use of Money and Property**

#### Interest Earnings

This includes interest earnings on investments managed by the City Treasurer. The Treasurer's projections compute actual investments held times actual rates and projected interest on additional funds. Interest earnings City-wide reflect the worldwide investment downturn and total \$971,050 in FY 12/13, an increase of .6%.

#### Other Uses of Money

This includes rental of City owned property and disposal of assets and donations.

### **Miscellaneous Revenue**

#### Proceeds from Bonds

This includes proceeds from sale of general obligation bonds for the principal, premium, and accrued interest. A \$17,365,500 general obligation issue is planned to cover the 2012/13 CIP including the projects to extend utilities to east Ames - \$4.3 million, and north Ames - \$1.4 million. Bonds will not be issued or corresponding water and sewer rates increased until the projects advance and are ready for funding.

#### Miscellaneous Revenue

This includes revenues of a non-recurring nature which are not assigned above.

#### Internal Service Charges

These are the charges for labor, equipment, materials, printing, and messenger service which City departments pay to internal services departments or to other City departments.

#### Transfers

This is for the transfer of money between City funds. Transfers include \$1,926,800 from Electric toward General Fund operations as a payment in lieu of taxes. This payment is calculated by applying the FY 11/12 total levy to the 6/30/11 gross plant and equipment value of the Electric Plant. The amount collected is only \$55,054 higher than the prior year due to a slightly lower levy rate for FY 11/12 and slightly increased value.

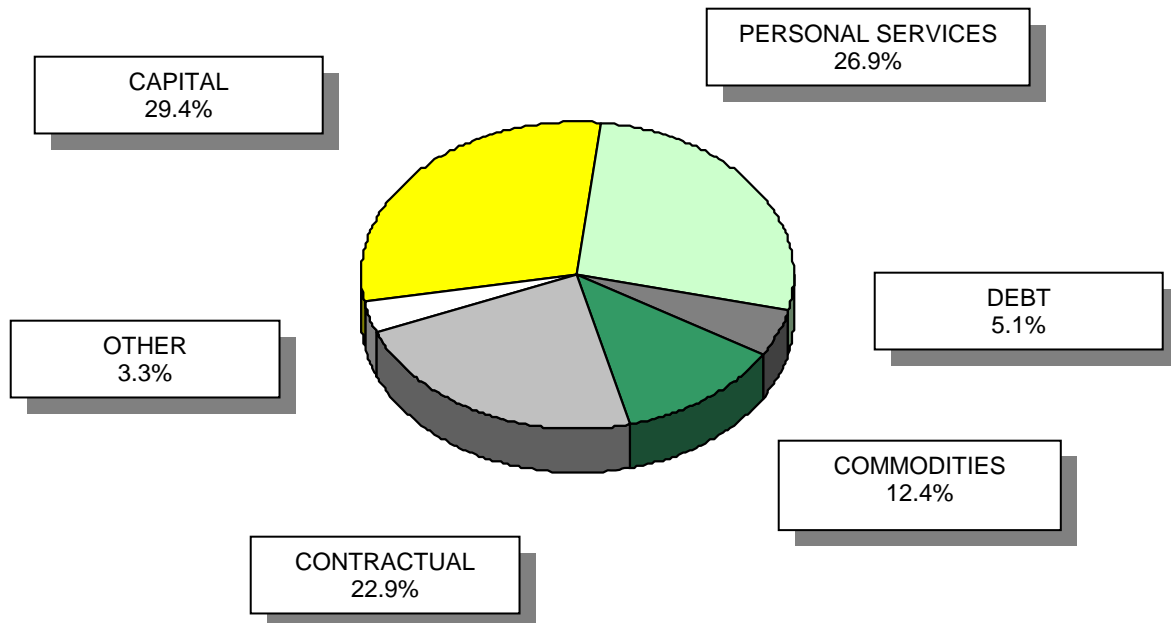
# SUMMARY OF PROGRAM EXPENDITURES

	2010/11 Actuals	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>PUBLIC SAFETY:</b>					
Operations	15,432,960	16,072,685	16,529,355	16,958,227	5.5%
CIP	1,320,682	886,143	2,974,199	1,583,000	78.6%
<b>Total Public Safety</b>	<b>16,753,642</b>	<b>16,958,828</b>	<b>19,503,554</b>	<b>18,541,227</b>	<b>9.3%</b>
<b>UTILITIES:</b>					
Operations	56,459,893	62,870,799	64,860,655	64,577,847	2.7%
CIP	8,506,102	32,701,300	29,274,216	35,462,750	8.4%
<b>Total Utilities</b>	<b>64,965,995</b>	<b>95,572,099</b>	<b>94,134,871</b>	<b>100,040,597</b>	<b>4.7%</b>
<b>TRANSPORTATION:</b>					
Operations	11,442,931	11,748,820	12,064,204	12,346,114	5.1%
CIP	15,846,424	14,034,600	34,767,234	12,110,700	-13.7%
<b>Total Transportation</b>	<b>27,289,355</b>	<b>25,783,420</b>	<b>46,831,438</b>	<b>24,456,814</b>	<b>-5.1%</b>
<b>COMMUNITY ENRICHMENT:</b>					
Operations	11,840,010	10,220,055	11,614,506	10,188,853	-0.3%
CIP	541,788	899,500	2,749,579	6,166,400	585.5%
<b>Total Community Enrichment</b>	<b>12,381,798</b>	<b>11,119,555</b>	<b>14,364,085</b>	<b>16,355,253</b>	<b>47.1%</b>
<b>GENERAL GOVERNMENT:</b>					
Operations	6,410,810	6,982,711	7,186,947	7,227,370	3.5%
CIP	769,080	486,050	2,856,664	50,000	-89.7%
<b>Total General Government</b>	<b>7,179,890</b>	<b>7,468,761</b>	<b>10,043,611</b>	<b>7,277,370</b>	<b>-2.6%</b>
<b>DEBT SERVICE:</b>	15,052,700	9,267,800	9,176,609	9,704,178	4.7%
<b>INTERNAL SERVICE:</b>					
Operations	13,257,601	13,985,530	15,090,709	13,730,883	-1.8%
CIP			60,000		
<b>Total Internal Service</b>	<b>13,257,601</b>	<b>13,985,530</b>	<b>15,150,709</b>	<b>13,730,883</b>	<b>-1.8%</b>
<b>Total Before Transfers</b>	<b>156,880,981</b>	<b>180,155,993</b>	<b>209,204,877</b>	<b>190,106,322</b>	<b>5.5%</b>
<b>Transfers</b>	<b>13,705,678</b>	<b>12,805,140</b>	<b>14,148,194</b>	<b>14,671,598</b>	<b>14.6%</b>
<b>CITY EXPENDITURES GRAND TOTAL</b>	<b>170,586,659</b>	<b>192,961,133</b>	<b>223,353,071</b>	<b>204,777,920</b>	<b>6.1%</b>

## ALL FUNDS - EXPENDITURES BY CATEGORY

	2010/11 Actuals	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
Personal Services	46,999,294	49,688,432	49,126,714	51,144,076	2.9%
Contractual	44,086,996	41,693,379	46,339,576	43,631,059	4.7%
Commodities	22,037,671	23,201,220	23,949,156	23,499,607	1.3%
Capital	23,072,502	50,231,520	74,789,755	55,935,145	11.4%
Debt	15,052,700	9,267,800	9,176,609	9,704,178	4.7%
Other (Refunds, Insurance Claims, etc.)	5,611,818	6,073,642	5,823,067	6,192,257	2.0%
Transfers	13,705,678	12,805,140	14,148,194	14,671,598	14.6%
<b>Total Expenditures</b>	<b>170,566,659</b>	<b>192,961,133</b>	<b>223,353,071</b>	<b>204,777,920</b>	<b>6.1%</b>

## BREAKDOWN BY MAJOR EXPENSE CATEGORY 2012/13 ADOPTED



Excluding Transfers



# FY 12/13 EXPENDITURE CHANGES

Overall, adopted expenditures for FY 12/13 were \$11,816,787 over FY 11/12's adopted budget, or 6.1%.

## EXPENDITURES BY CATEGORY 2012/13's Adopted Budget Compared to 2011/12's Adopted Budget

### **Personal Services + \$1,456,644 + 2.9%**

This category includes all types of pay, overtime, temporary wages, and all payroll benefits. The rate change for the IPERS employees cost \$114,000 and the Police and Fire retirement rate change was a cost of \$92,780. The 5% increase in health insurance totaled approximately \$275,000.

### **Contractual + \$1,937,680 + 4.7%**

The largest increase in contractals was \$983,000 more in mercury allowances for the Electric Plant. Fleet charges, which include higher administration costs and fuel costs, increased \$150,000.

### **Commodities + \$298,387 + 1.3%**

Most commodities remained flat except fuel costs for the City's fleet and CyRide buses which increased \$310,800.

### **Capital + \$5,703,625 + 11.4%**

Capital costs for the FY 12/13 CIP were higher. Major projects are outlined on page 67.

### **Debt + \$436,378 + 4.7%**

For FY 12/13, principal payments increased \$496,095 and G.O. bond interest decreased \$59,717 for the outstanding debt and planned FY 12/13 CIP.

### **Other + \$118,615 + 2.0%**

Insurance claims are \$116,356 higher.

### **Transfers + \$1,866,458 + 14.6%**

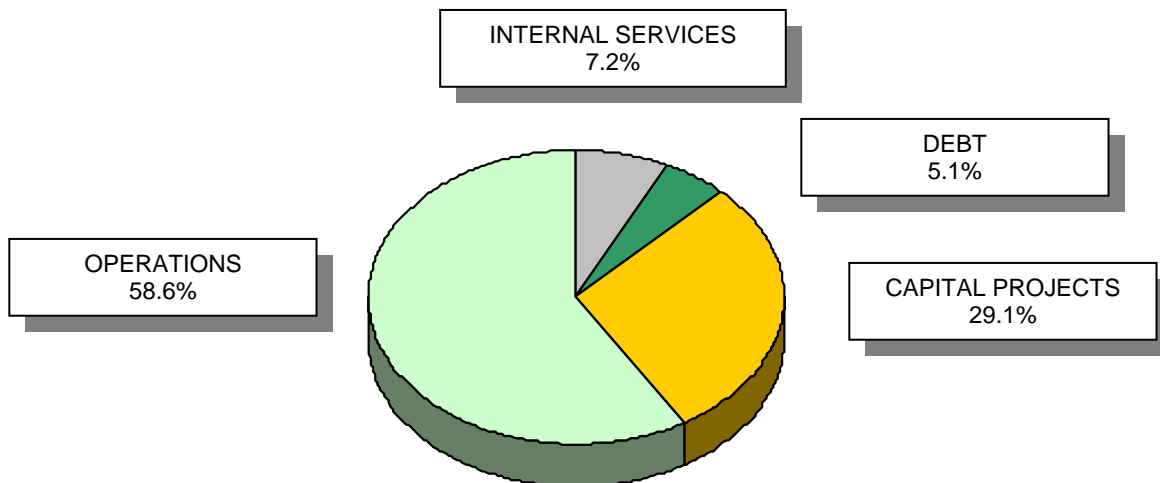
A listing of the transfers is found on page 359. Increased activity includes CIP related transfers. Local Option Tax and Hotel/Motel transfers increased. The larger transit tax revenues required large transfers to operations.

### **GRAND TOTAL + \$11,816,787 + 6.1%**

## ALL FUNDS - EXPENDITURES BY TYPE

	2010/11 Actuals	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Operations</b>	101,586,604	107,895,070	112,255,667	111,298,411	3.2%
<b>CIP</b>	26,984,076	49,007,593	72,681,892	55,372,850	13.0%
Debt	15,052,700	9,267,800	9,176,609	9,704,178	4.7%
Internal Services	13,237,601	13,985,530	15,090,709	13,730,883	-1.8%
Sub-Total Before Transfers	156,860,981	180,155,993	209,204,877	190,106,322	5.5%
Transfers	13,705,678	12,805,140	14,148,194	14,671,598	14.6%
<b>Total Expenditures</b>	<b>170,566,659</b>	<b>192,961,133</b>	<b>223,353,071</b>	<b>204,777,920</b>	<b>6.1%</b>

### EXPENDITURES BY TYPE 2012/13 ADOPTED



Excluding Transfers

# OPERATIONS

FUNDS	MAJOR PROGRAMS					GRAND TOTAL
	PUBLIC SAFETY	UTILITIES	TRANSPOR-TATION	COMMUNITY ENRICHMENT	GENERAL GOV'T	
<b>General Fund</b>	16,150,972		120,858	7,311,979	3,725,116	27,308,925
<b>Special Revenues</b>						
Local Option				1,372,064	116,172	1,488,236
Road Use Tax	797,791		3,184,319		290,037	4,272,147
Hotel Motel				151,973	1,154	153,127
Housing Assistance				36,334		36,334
Comm. Dev. Block Grant				523,966	1,121	525,087
Police/Fire Spec. Revenue					12,792	12,792
Police Grants	9,464					9,464
Project Share		20,500				20,500
Library Donation Funds				79,539		79,539
Animal Shelter Donations				12,750		12,750
Sub-Total	807,255	20,500	3,184,319	2,176,626	421,276	6,609,976
<b>Capital Projects</b>						
Special Assessment					4,987	4,987
Bonds					2,400	2,400
Sub-Total					7,387	7,387
<b>Utilities</b>						
Water		4,862,350			668,005	5,530,355
Sewer		4,183,548			638,570	4,822,118
Electric		51,510,895			918,813	52,429,708
Storm Sewer		269,825			310,783	580,608
Resource Recovery		3,730,729			286,496	4,017,225
Parking			755,474		77,123	832,597
Transit			8,285,463			8,285,463
Ice Arena				492,191	979	493,170
Homewood Golf				208,057	708	208,765
Sub-Total		64,557,347	9,040,937	700,248	2,901,477	77,200,009
<b>Internal Service</b>						
Fleet Services					162,542	162,542
Internal Services					7,367	7,367
Risk Insurance					893	893
Health Insurance					1,312	1,312
Sub-Total					172,114	172,114
<b>GRAND TOTALS</b>	<b>16,958,227</b>	<b>64,577,847</b>	<b>12,346,114</b>	<b>10,188,853</b>	<b>7,227,370</b>	<b>111,298,411</b>

This schedule gives the reader an idea of how the operational programs and funds tie together.

Total operations for FY 12/13 of \$111,298,411 are 3.2% higher than FY 11/12 adopted.

**CITY OF AMES, IOWA**  
**AUTHORIZED EMPLOYMENT LEVELS (F.T.E.)**  
(Full-Time Equivalent)

	<b>2010/11 Actual</b>	<b>2011/12 Adopted</b>	<b>2011/12 Adjusted</b>	<b>2012/13 Adopted</b>
City Manager	9.25	9.25	9.25	10.25
Legal Services	6.00	6.00	6.00	6.00
Human Resources	7.25	7.25	7.25	7.25
Planning & Housing	10.50	8.00	8.00	8.00
Finance	40.75	40.75	40.75	40.75
Fleet Services/Facilities	9.50	9.50	9.50	9.50
Transit	75.95	75.95	75.95	75.95
Fire/Inspections	68.00	69.50	68.50	68.50
Police/Animal Ctrl/Parking Enforcement	77.65	77.65	77.65	77.65
Library	31.00	31.00	31.50	31.50
Parks/Recreation	20.50	20.50	19.50	19.50
Waste Water Treatment	22.50	22.50	22.50	22.50
Water	19.00	19.00	19.00	19.00
Electric	81.00	81.00	81.00	81.00
Public Works:				
Administration	3.00	3.00	3.00	3.00
Traffic/Engineering	7.25	7.25	7.25	7.25
Streets	19.00	19.00	19.00	19.00
Engineering	12.00	13.00	13.00	13.00
Utility Maintenance	11.00	11.00	11.00	11.00
Resource Recovery	15.00	15.00	15.00	15.00
Grounds	5.00	5.00	5.00	5.00
Parking	1.75	1.75	1.75	1.75
Public Works Total	74.00	75.00	75.00	75.00
<b>TOTAL</b>	<b>552.85</b>	<b>552.85</b>	<b>551.35</b>	<b>552.35</b>

## **CHANGES IN EMPLOYMENT LEVELS (FTE)** **(Full-Time Equivalents)**

The staffing level changes for the City of Ames, Iowa, included in the 2011/12 Adjusted Budget and the 2012/13 budget are as follows:

### **2011/12 Adjusted – 552.85**

- 1.00 FTE      Following the retirement of the City of Ames Sanitarian, the State of Iowa terminated the City's contract and assumed all food service inspections.
  
- +0.50 FTE      The Library reclassified one half-time Library Assistant position and utilized funds from temporary salaries to create an additional half-time Circulation Clerk position, aiming to provide greater longevity and continuity within the department while reducing turnover and related training costs.
  
- 1.00 FTE      In a minor reorganization, the Parks and Recreation Department eliminated a vacant Recreation Supervisor position and will reclassify two other positions to ensure increased program supervision and customer service.

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551.35      FTEs

### **2012/13 Adopted – 551.35**

- +1.00 FTE      In FY 11/12, a part-time intern position was added to focus on special projects and City Council referrals. During this past year, the position has proven to be of great value. The intern has provided much needed analytical assistance to almost every department. As a result of this success, in FY 12/13, the position is being converted to a full-time Management Analyst position at an added cost of \$17,000. In addition to assisting all of the departments with special projects requiring analytical capabilities, the position will be responsible for grant writing, facilitating process improvement teams, and coordinating in-house sustainability programs for the total organization.

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**552.35      Total FTEs**

## CAPITAL SUMMARY

Overall Citywide Capital FY 12/13	\$	55,935,145
Total CIP (capital portion only) *	-	54,158,750
<b>Operational Capital</b>	<b>\$</b>	<b>1,776,395</b>

- \* Non-capital items in CIP total \$1,214,100 which includes:
- \$1,000,000 for Electric's Demand Side Management project
  - \$214,100 for various studies, design work, and materials

## SIGNIFICANT OPERATIONAL CAPITAL

Recurring:		
Fleet Purchases	\$	692,600
Electric Transformers		265,000
Computer Purchases		144,495
Library Collection Acquisitions and Donations		408,800
Public Art Acquisition		33,500
Total Recurring	\$	1,544,395
Non-Recurring:		
Storm Crawler for Camera	\$	25,000
Total Non-Recurring	\$	25,000
<b>Significant Operational Capital</b>	<b>\$</b>	<b>1,569,395</b>
<b>Remaining Balance For Citywide Purchases Under \$20,000</b>	<b>\$</b>	<b>207,000</b>

## ADJUSTED BUDGET FOR FY 11/12 COMPARED TO ADOPTED BUDGET FOR FY 11/12

2011/12 Adopted	2011/12 Adjusted	Change	% Change From Adopted
\$192,961,133	\$223,353,071	+ \$30,391,938	15.8%

Transit Buses and Projects		\$	10,478,051
Streets Engineering			7,937,479
Electric			3,014,546
Airport			1,831,302
Traffic			1,817,058
Facilities			1,478,109
Water Pollution Control			1,460,654
Water Distribution			1,335,284
Sanitary Sewer			1,293,546
Library			1,265,774
Storm Sewer			1,227,667
Water			1,012,627
S.E. Entryway			892,505
Street Maintenance			485,802
Resource Recovery			473,592
Parks and Recreation			452,498
Police			259,339
Downtown Façade			124,163
Fleet Building			60,000
Fire			11,659
Neighborhood Improvement Program			7,644
Electric Projects Delay			- 7,800,000
Storm Sewer Grants			- 2,683,000
Water Plant Expansion Delay			- 1,758,000
WPC Plant Disinfection and Residuals Delay			- 1,004,000
Sub-Total		\$	23,674,299

**Other significant changes:**

Electric Operations and Fuel		\$	1,816,984
Transfers			1,343,054
Fleet Replacement			862,225
FEMA Disaster			675,000
Block Grant			648,275
Risk Management			358,546
Police Grants			213,959
Dropped Health and Sanitation Program			- 134,163
Total of Large Additions to FY 11/12 Adjusted Budget		\$	5,783,880
Remaining Increase: .8% of Total Operations of \$111,298,411			933,759
Total Difference Between Adopted and Adjusted for 11/12		\$	30,391,938

# CAPITAL IMPROVEMENTS PLAN (CIP)

The City's five-year Capital Improvement Program, contained in a separate document, is used to plan for major changes to the City's infrastructure and other major capital improvements. **The 2012/13 approved capital projects are incorporated into the budget as capital programs. They are found at the end of each applicable program section.**

Construction projects, equipment purchases, and certain studies that cost \$15,000 or more will be included in the Capital Improvements Plan (CIP); minor capital outlays of less than \$15,000 generally will be included within the operating program budgets. CIP projects are also infrequent in nature, there will be operating and maintenance projects that exceed the \$15,000 threshold but will not qualify as CIP projects.

Departments propose projects by the start of October. The Finance Department edits the sheets and prepares summaries. The City Manager and Assistants tour the projects and discuss them with the departments. In Mid-November, after the operational budgets are submitted, fund projections are prepared to determine funding for the proposed projects. A draft CIP is prepared by the end of December. In January, the City Council has a CIP workshop followed a week later by a public hearing for citizen input. The CIP is approved in March with the operating budget.

## RECONCILIATION OF CAPITAL PROGRAMS FOR 2012/13 TO THE CIP DOCUMENT

Total of all the 2012/13 projects in the CIP		\$ 55,397,850
CIP projects for the Municipal Pool are split equally with the Ames School District and their half of the \$50,000 project is not in the budget.		- 25,000
Grand Total CIP in Budget		\$ 55,372,850
Public Safety CIP	Page 115	\$ 1,583,000
Utility CIP	Page 178	35,462,750
Transportation CIP	Page 218	12,110,700
Community Enrichment CIP	Page 288	6,166,400
General Government CIP	Page 329	50,000
Internal Services CIP	Page 358	0
		\$ 55,372,850



## DISCUSSION OF THE FIVE-YEAR CAPITAL IMPROVEMENTS PLAN

While the national economy remains stagnant because of a lack of direction to solve this problem, the Ames City Council members have established a clear vision to improve our local environment with their commitment to promote economic development in our community, with the objective of creating new high-paying jobs. In order to accomplish this goal, a significant commitment must be made to maintain, upgrade, and construct new infrastructure related to our street, electric, sanitary sewer, water, and storm sewer systems. The improvements to these systems will position our city to accommodate our current residents who have chosen Ames as their home as well as future residents who we hope to attract to our community with the new jobs that the City Council will help create.

The Capital Improvements Plan (CIP) for fiscal years 2012/13 through 2016/17 reflects expenditures totaling \$258,533,079. This five-year plan was designed with an eye towards the development of the infrastructure that needs to be in place to facilitate the City Council's goal to promote economic development.

PUBLIC SAFETY		UTILITIES		TRANSPORTATION		COMMUNITY ENRICHMENT	
Fire	\$ 484,070	Resource Recovery	\$ 2,806,700	Streets Engineering	\$ 53,221,750	Parks and Recreation	\$ 4,444,500
Traffic	6,997,000	Water Treatment	67,027,000	Streets Maintenance	4,540,000	Library Services	19,509,550
		Water Distribution	4,857,000	Transit	11,265,409	City Hall Improvements	250,000
		Storm Sewers	7,200,000	Airport	2,200,000	Neighborhood Improvements	250,000
		Sanitary Sewers	11,326,000			Downtown Façade Improvements	250,000
		WPC Treatment	10,180,000			City Maintenance Facility Improvements	304,100
		Electric	51,260,000			Municipal Cemetery Improvements	160,000
<b>Total</b>	<b>\$7,481,070</b>		<b>\$154,656,700</b>		<b>\$71,227,159</b>		<b>\$25,168,150</b>

This CIP anticipates the following revenues to support the various projects programmed for completion over the next five years: \$61,605,750 from General Obligation Bond proceeds; \$50,530,300 from Electric Utility customer fees; \$7,396,470 from Local Option Sales Tax receipts; \$5,801,524 from Road Use Tax revenues; \$16,896,026 from Water Utility customer fees; \$9,798,024 from Sanitary Sewer Utility customer fees; \$2,850,000 from Storm Sewer Utility customer fees; \$2,806,700 from Resource Recovery Utility revenues; \$2,062,056 from CyRide revenues; and \$98,786,229 from various other federal, state, county, and private funding sources.

### **PUBLIC SAFETY - \$ 7,481,070**

Over the next five years, almost \$6,000,000 will be spent on various roadway and bike path segments to improve safety for our motorists, pedestrians, and bicyclists (**West Lincoln Way Intersection Improvements, Traffic Signal Program, US 69 Intersection Improvements,**

**Shared Path System Expansion**). Included in this total is a new project, **Multi-modal Roadway Improvements**. In accordance with our Long-Range Transportation Plan, these improvements will retrofit various existing streets with new markings that will provide for the sharing of the roadways between motorists and bicyclists. The **Squaw Creek Pedestrian Bridge** near S. 16<sup>th</sup> Street was heavily damaged during the floods of 2010. FEMA has finally determined that funding would be only provided for repair of the bridge. Council decided to proceed with replacement of the bridge using \$400,000 in General Obligation Bonds in FY 2012/13. The project will also allow for reuse of the new bridge structure at an alternate location if required for future street system expansion in the area.

## **UTILITIES - \$154,656,700**

### **Extension of Water and Sewer Utilities**

As part of the Council goal to promote economic development, two projects were added to extend City water and sanitary sewer utilities (**East Industrial Area Utility Extension**, and **North Growth Area Utility Extension**). Both projects will be funded by General Obligation Bonds with the repayment of the bonds to be abated with water and sewer utility revenue.

The East Industrial Area Utility Extension will provide utilities for industrial expansion east of Interstate 35 at a total cost of \$7,300,000. Funding from Water Utility will be \$3,800,000 with \$800,000 for the extension of mains and \$3,000,000 for the addition of an elevated storage tank if needed. Funding from the Sewer Utility will be \$3,500,000.

The North Growth Area Utility Extension will provide utilities to residential development sites north along Grant Avenue at a total cost of \$1,401,000. Funding will be from the Water Utility at \$703,000 and the Sewer Utility at \$698,000.

The dollar amounts for the extension of utilities are included in the totals provided in the summary information for the Water and Sewer Utilities below.

### **Resource Recovery - \$2,806,700**

Our commitment to our nationally known waste-to-energy system is maintained with the **Resource Recovery System Improvements** where numerous preventive maintenance repairs will be made to the rotary disc screens, conveyors, and mills. In addition, our exploration into new technologies to convert our waste product to energy in a more economically viable way for our Electric Utility and the Resource Recovery Plant will continue in 2012/13.

The thirty-six old primary shredder at the plant will be replaced in two phases. It is estimated that this project will yield a 6.5 year payback from this investment. Furthermore, even if the City opts to convert our waste to gas to generate electricity rather than burning RDF in the power plant boilers, the Resource Recovery Plant will still need the primary shredder for this new process (**Resource Recovery Primary Shredder Replacement**).

### **Water - \$71,884,000**

The **New Water Treatment Plant** represents the single largest project in the CIP over the next five years for this 15 million gallon per day (mgd) facility. With the successful acquisition of the land for the preferred site along 13<sup>th</sup> Street in 2011/12, final design will begin in this fiscal year with construction anticipated for completion in 2016/17. This \$64,000,000 project

is planned to accommodate our customers' needs for the next twenty years with capacity for 1.5 mgd for future industrial growth. The City received some good news related to this project. The State of Iowa, through the Drinking Water State Revolving Fund, has provided for \$5,889,000 in loan forgiveness in return for construction of a LEED-certified facility.

The CIP also satisfies the projected need to expand our water supply by adding four more wells in a new field west of I-35 (**Water Supply Expansion**) as well as by installing larger distribution lines to improve firefighting capacity in our older neighborhoods and to provide larger supply quantities in accordance with proposed land uses in the LUPP (**Water System Improvements**).

#### **Storm Sewer - \$7,200,000**

Following the flood of August 2010, the City Council directed staff to analyze eleven potential projects that would address localized flooding related to storm water runoff. With the completion of engineering solutions for each of these locations, applications were made to FEMA for grant funds (75% FEMA, 10% State, 15% City) to help mitigate future flooding in these areas. At the time of this writing, we have been informed that five of the grant applications have been rejected while six are still being considered.

In keeping with the City Council's goal to strengthen our neighborhoods, the CIP assumes that the City Council would like to proceed with the flood projects in some of these areas, even if the City must pay the total cost. Therefore, a new initiative, **Flood Response and Mitigation Projects**, totaling \$4,675,000 has been added to the CIP. Rather than generating the required local funding for these new projects by increasing the storm sewer fee for customers who already will be impacted by the proposed switch to a new fee structure based on impervious area, it is being recommended that the local funding for these projects come from G.O. Bond revenues totaling \$2,200,000, paid for through property taxes.

In addition to this new initiative, \$2,850,000 from the existing storm sewer fee receipts is being directed to improve our storm water system (**Low Point Drainage Improvements, Storm Water Facility Rehabilitation Program, Storm Sewer Improvement Program, and Storm Sewer Outlet Erosion Control**).

#### **Sanitary Sewer - \$21,506,000**

A major emphasis in the sanitary sewer system continues to be an evaluation to detect defects that are causing infiltration of clean water into our system (**Sanitary Sewer System Evaluation**). If we hope to accommodate new sanitary sewer flows as the community grows, we need to make the improvements identified in this evaluation.

A companion project involves a comprehensive evaluation of our Water Pollution Control Plant (**Long-Range WPC Facility Plan**). The results of this study will assist in determining future capital investment priorities. This plan update is mandated in our new NPDES permit with the Iowa Department of Natural Resources. The results of the two studies will be used to prioritize wet-weather flow mitigation projects either in the collection system or at the WPC Plant.

It is hard to believe that the current WPC Plant is over 22 years old. Consequently, a substantial amount of reinvestment is required to keep this critical facility operating properly. In response to these needs, \$8,462,000 has been included in the CIP (**WPC Plant Facility**

**Improvements, Digester Improvements, WPC Electrical System Maintenance, WPC Plant Residuals Handling Improvements, Flow Equalization Expansion).**

This CIP reflects the construction phase of the new disinfection system (**WPC Plant Disinfection**) in an effort to make that portion of the South Skunk River where the WPC Plant discharges suitable for “primary contact recreation” such as swimming and waterskiing.

The sanitary sewer distribution system receives ongoing attention as well, with \$1,500,000 for reconstruction of deficient sewer lines and manholes throughout the city (**Sanitary Sewer Rehabilitation Program**).

**Electric - \$51,260,000**

It should be noted that because of the uncertainty of the EPA’s clean air regulations and implementation dates, we had to make certain assumptions regarding selection of projects to be included in this CIP. However, as the regulations are clarified in the near future, more costly projects might have to be required in future CIPs. Therefore, during the next year, we will work to develop a new list of projects that will be needed to ensure our adherence to these new regulations.

The most important project related to our Electric Utility at this time is the construction of our new transmission line to interconnect to the southeast (**Mid-American Energy Co. Interconnection**). The completion of this \$28,000,000 project will provide improved reliability of our electric service, access to lower cost energy, and availability to long-term capacity alternatives. In order to further ensure service reliability over the life of this plan, we intend to invest \$8,270,000 to upgrade our internal distribution system.

In order to maintain a diversified energy portfolio, another focus of the CIP is on projects that help maintain our existing generating facilities which include Unit #8, Unit #7, Gas Turbine #1 and Gas Turbine #2. Approximately \$33,990,000 has been designated in the CIP over the next five years to accomplish this priority.

In order to avoid more costly projects to expand our electric production capacity, we continue to promote conservation techniques with customers through the \$5,000,000 that has been provided for **Demand Side Management Energy Conservation Programs**.

**TRANSPORTATION - \$71,227,159**

**Streets - \$57,761,750**

Each year our Resident Satisfaction Survey indicates a strong preference from our citizens to spend more on our street system. In response to this survey, approximately \$57,000,000 has been included in the CIP to perform major maintenance on and reconstruction of our existing roadways and bridges as well as construction of new streets.

With the increase in the city population verified by the recent census, we will be recipients of a substantial increase in Road Use Tax receipts from the State. You will note that this additional funding has been reflected in the **Asphalt/Seal Coat Street Rehabilitation Program** where \$3,250,000 has been added to bolster the maintenance of this largest category of our streets.

### **CyRide - \$11,265,409**

The **Vehicle Replacement Program** totaling \$8,995,809 will allow us to purchase 16 new buses, helping to keep the average age of our fleet at around ten years. As our ridership continues to grow with the expected increase in the City's population, further expansion of the CyRide facilities is being planned so that the bus fleet can be stored indoors (**Building Expansion & Modernization**).

### **Airport - \$2,200,000**

The current airport terminal building is in need of an update, including the addition of attached hangar space. With the intent of providing a more inviting and user friendly gateway to the City, public input meetings will be held in FY 12/13 to plan for the new facility. The construction of the new facility has been moved to FY 13/14. Most of the funding for the project will be provided by FAA Airport Improvement Program funds; due to the size and impact of this project, the local match will be provided from the Local Option Sales Tax Fund. Total budget for the project is \$2,000,000 (**Airport Improvements**).

## **COMMUNITY ENRICHMENT - \$25,168,150**

### **Parks and Recreation - \$4,444,500**

In order to retain and attract citizens to our community, we must provide more than just adequate utility services. In fact, quality of life features are as effective to achieving the City Council's ultimate vision for our community. Therefore, investments in our parks and recreation facilities are extremely important. Over the next five years we expect to expend \$250,000 at our indoor pool (**Municipal Pool Maintenance**), \$205,500 at our ice arena (**Ames/ISU Ice Arena**), \$480,000 for renovations to our tennis courts (**Tennis Court Improvements**), \$165,000 for playground equipment replacements (**Playground/Park Equipment Improvements**), and \$2,244,000 for various renovation projects throughout the park system.

It should be emphasized that the Municipal Pool has exceeded its life expectancy. Our strategy over the past few years has been to make the necessary repairs to allow this community asset to continue to function on a temporary basis. As partners in this facility with the Ames Community School District, we must work together over the next year to develop a viable strategy to replace this indoor pool. This task is very timely since the joint use agreement between the School District and the City for the Municipal Pool expires shortly and the School District is currently developing their long-range facility plan.

A new project has been added to the CIP, the **Sand Volleyball Complex**, as a result of feedback received from our customers who have noted that the lack of quality facilities in a single location has influenced them to join leagues in other cities. The \$100,000 expenditure will create four lighted sand volleyball courts at Emma McCarthy Lee Park.

### **Library - \$19,509,550**

An exciting new project has been added to the CIP with the passage of the recent \$18,000,000 bond referendum, the **Ames Public Library Renovation**. Based on the schedule of work activities for this project, it is projected that the renovation will occur over the next three years.

To improve the management of our material inventory, improve the speed of material turnaround after check-in, and provide for an automated sorting system, two new systems will be installed at the Library: the **Radio Frequency Identification Inventory Management System** and the **Automated Materials Handling System**. The \$538,400 (including \$125,000 in the current year) commitment to these new systems will prove beneficial to our customers as well as the Library staff.

Our bookmobile serves as a library branch providing an outreach service to various sections of our community. It is our intent to replace this vehicle when it reaches the age of thirteen years, sometime in 2013/14 (**Bookmobile Replacement**).

**Other Community Enrichment Projects - \$1,214,100**

In a continuing effort to bolster the City Council’s goal to strengthen our neighborhoods, the CIP includes the **Neighborhood Improvement Program**, and the **Downtown Façade Program**. In addition, the drive lanes at our municipal cemetery will be upgraded with the **Municipal Cemetery Improvements**, and our City buildings will be maintained with the **City Hall Mechanical and Structural Improvements** and the **City Maintenance Facility Improvements** projects.

**CAPITAL IMPROVEMENTS PLAN – GRAND TOTALS BY YEAR**

<b>Expenditures:</b>	<b>Total</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>
Public Safety	7,481,070	1,583,000	1,621,770	415,650	3,076,650	784,000
Utilities	154,656,700	35,462,750	19,048,800	43,184,550	35,483,800	21,476,800
Transportation	71,227,159	12,110,700	13,806,000	13,829,880	16,466,359	15,014,220
Community Enrichment	25,168,150	6,241,400	15,603,650	1,944,250	890,600	488,250
<b>Total Expenditures</b>	<b>258,533,079</b>	<b>55,397,850</b>	<b>50,080,220</b>	<b>59,374,330</b>	<b>55,917,409</b>	<b>37,763,270</b>
<b>Revenues:</b>						
Bonds	61,605,750	17,765,500	20,340,000	10,500,250	6,500,000	6,500,000
City	98,688,776	23,925,510	20,865,490	20,925,297	18,818,761	14,153,718
Other	98,238,553	13,706,840	8,874,730	27,948,783	30,598,648	17,109,552
<b>Total Revenues</b>	<b>258,533,079</b>	<b>55,397,850</b>	<b>50,080,220</b>	<b>59,374,330</b>	<b>55,917,409</b>	<b>37,763,270</b>

Funding for the five-year Capital Improvements Plan is from a combination of pay-as-you-go and debt issuance. To fund the utility projects, rate increases will be required. Planned debt issuance includes G.O. Bonds averaging \$6.9 million per year, \$54.7 million in water revenue debt, and \$3.0 million in sewer revenue both from State revolving funds.

## CIP TOTALS FOR FY 12/13 COMPARED TO FY 11/12

2011/12 Adopted	2012/13 Adopted	Change	% Change
\$49,007,593	\$55,372,850	+ \$6,365,257	13.0%

The over \$6.3 million increase in the Capital Improvements Plan relates to several major, unique projects.

<b>Project</b>	<b>Amount</b>
Ames Public Library Renovation	\$ 4,500,000
Extend Utilities East of Ames	4,300,000
Flood Mitigation Projects	3,295,000
Electric Unit 8 Blading/Diaphragms	2,000,000
Extend Utilities North of Ames	1,401,000
Additional Asphalt Resurfacing	1,093,000
Dotson/Lincoln Way Intersection	785,000
Squaw Creek Footbridge	400,000
Brookside Tennis Courts	380,000
Skunk River Trail	(436,000)
Change in Transit Projects	(512,400)
Airport Driveways	(900,000)
South Grand Avenue	(1,500,000)
Nitrogen Oxide and Mercury Electric Projects	(2,020,000)
Storm Sewer Grants	(2,668,000)
Electric Mid-American Connection	(3,750,000)
	(3,750,000)
Total	\$ 6,367,600

# CIP ANNUAL OPERATING BUDGET IMPACT

## ANNUAL OPERATING BUDGET IMPACT

Program	12/13 Capital Budget	Personnel Service Cost	Operational Capital	Other Operations	Debt Service	Revenue Increases	Total
General Government	50,000			(20,000) <sup>1</sup>			30,000
Public Safety	1,583,000				35,098		1,618,098
Utilities	35,462,750			18,000 <sup>3</sup> (490,000) <sup>2</sup>	71,927		35,062,677
Transportation	12,110,700				489,879		12,600,579
Community Enrichment	6,166,400				269,871		6,436,271
Internal Services	0						0
<b>Total Expenditures</b>	<b>55,372,850</b>	<b>0</b>	<b>0</b>	<b>(492,000)</b>	<b>866,775</b>	<b>0</b>	<b>55,747,625</b>

<sup>1</sup>The replacement of City Hall's heat pumps will be finished in FY 12/13 and annually, \$20,000 in repairs and electric cost will be saved after replacing the 176 existing 20-year-old heat pumps.

<sup>2</sup>The Electric project to replace Unit 8's feedwater heater tubes totals \$980,000 and has a two-year payback based on fuel savings.

<sup>3</sup>The City's Water Pollution Control Plant will install an ultraviolet (UV) light disinfection system. It is estimated that the project will have an annual operations and maintenance expense of approximately \$18,000, consisting of increased power consumption, periodic UV bulb replacements, and labor.

Electric's Demand Side Management Program for \$1,000,000/year is aimed at reducing consumer use of energy through conservation and efficiency measures. If the program is successful and shaves demand off the summer peak, savings will be realized in the reduction of additional capacity requirements.

The City of Ames is budgeting \$200,000 in response to the City Council's environmental sustainability goal to reduce by 15% the carbon emissions. These energy reduction projects may involve lighting, heating, and electronic controls.

Expenditures for the new water treatment plant in FY 12/13 involve design with construction from 2013-2017. The facility will be constructed to a LEED-certified standard. Operating costs will be identified later in the construction phase.

Expenditures for the renovation of the Ames Public Library will total \$20,000,000 and the project will be completed in 2015. Final building design is not complete, but preliminary plans indicate similar staffing and utility requirements to the present facility.



Many studies and plans have assisted and future studies will assist City officials and department heads in developing the Capital Improvements Plan.

### Transportation

The City of Ames, working with the Iowa Department of Transportation, secured a pavement management system that established a rating of the City's street conditions. Staff is recommending a goal to have all the road segments fall within a 66.6 to 74.1 rating out of 100 under this new system. The latest analysis indicates that the **overall ratings** for arterial and collector roadways equal approximately 69, which falls within the stated goal. However, the overall ratings for **residential roads** reflect an average rating of 61.4 out of 100, which is below this target. These ratings appear reasonable considering that previous CIPs focused street improvements on collectors and arterials. In an effort to make sure all roads are within the minimum target ratings, the CIP places a greater emphasis on improving the residential roads.

The City of Ames was recently selected as one of three pilot cities for inclusion in an Iowa Department of Natural Resources (IDNR) grant application with the **United States Forest Service**. This grant would allow the City an opportunity to work with an urban forester on public education, to build a network of volunteers, to develop effective maintenance plans to ensure the health of our forest resources and to develop ordinances to protect and enhance our urban forest for three years. The City of Ames would have to provide a match of \$10,000 of in-kind services. To prepare for this opportunity and to match the state grant, two urban forestry interns will be hired to complete an inventory of all trees in the rights-of-way at a cost of \$6,750 in FY 11/12 and \$13,500 in FY 12/13. This inventory will be of great value for future planning, even if the grant is not awarded to the Iowa DNR.

### Utilities

The sanitary sewer system evaluation (SSSE) is a comprehensive and systematic program for identifying the defects that could contribute infiltration and inflow in a sanitary sewer system, prioritizing those defects, and establishing rehabilitation costs so that repairs can then be included in the Capital Improvements Plan. The SSSE program typically consists of the following tasks: data collection, sewer televising, smoke testing, manhole inspection, and sump pump inspection. Not only would the SSSE identify and correct sources of infiltration and inflow, it will also identify areas of aging infrastructure in need of repair to prevent unexpected failures and emergency repairs. Staff has begun Phase 1 for the highest priority areas revealed during the 2008 and 2010 floods.

This study will run concurrent with the Long-Range Facility Plan for WPC. The results of these two studies will be used to prioritize wet weather flow mitigation activities in the collection system and at the treatment plant. Depending on the outcome of these studies, the funds being programmed for the WPC Equalization Basin Expansion project could be diverted to more cost-effective mitigation activities.

Phase 1: Inflow identification – manhole inspection, smoke testing, and manhole rehabilitation (2011/12) (\$500,000)

Phase 2: Flow monitoring (2011/12) (\$60,000)

Phase 3: Sewer video inspection of areas with greatest measured infiltration (2011/12) (\$1,000,000)

Phase 4: Video inspection of remaining sewers to identify structural defects (2013/14) (\$1,000,000)

The Long-Range WPC Facility Plan will consist of a comprehensive evaluation of the current Water Pollution Control (WPC) facility. It will evaluate the condition of structural and mechanical elements, estimate their remaining useful life, and propose a prioritized schedule of major replacement needs. It will also evaluate the capacity of the existing facility and determine the timing of any necessary capacity expansion needs over a projected 20-year period. Additionally, it will provide a conceptual road map for addressing anticipated regulatory changes.

The last long-range facility plan was performed in the mid-1980s as part of the initial planning for construction of the existing WPC facility. That plan used 2010 as the design year. It is now appropriate to perform a new long-range facility plan. The results of the evaluation will play a critical role in establishing future capital investment priorities for the WPC facility and for establishing long-term rate and fund balance needs. It also will allow short-term infrastructure needs to be evaluated with an eye toward the ultimate life of the infrastructure. For example, the Digester Improvements CIP project (\$1,852,000) is proposed to be delayed until after the completion of this long-range facility plan so that the future need for anaerobic digestion can be confirmed before making the sizable re-investment in the digester complex.

This study will run concurrent with the Sanitary Sewer Evaluation Study. The results of these two studies will be used to prioritize wet weather flow mitigation activities in the collection system and at the treatment plant.

Public Safety

In FY 12/13, a Transportation Funding Study (\$50,000) will analyze potential funding sources (grants) for roadway improvements, including the Grand Avenue extension project.

## FUND STRUCTURES AND SUMMARY OF CHANGES IN THE ENDING BALANCES FOR 2012/13 ADOPTED

FUND	BEGINNING BALANCE	REVENUES	TRANSFERS IN	EXPENDI- TURES	TRANSFERS OUT	NET CHANGE	ENDING BALANCE	COMMENT REFER- ENCE
<b>GENERAL</b>	6,558,631	22,798,027	8,040,011	27,350,042	3,487,996	0	6,558,631	
<b>SPECIAL REVENUES</b>								
Local Option	2,817,864	7,004,506	85,714	3,149,136	4,222,703	(281,619)	2,536,245	A
Hotel Motel Tax	231,875		1,500,000	1,224,557	214,285	61,158	293,033	
Leased Housing	21,294					0	21,294	
Road Use Tax	1,600,098	5,542,710		5,611,150		(68,440)	1,531,658	B
City-wide Housing Assistance	787,950			36,334		(36,334)	751,616	C
Community Dev. Block Grant	44,040	536,233		525,087		11,146	55,186	
Tax Increment Financing –TIF	47,655	228			116,817	(116,589)	(68,934)	D
Don & Ruth Furman Aquatic Ct	1,089,621	9,000				9,000	1,098,621	
Fire/Police Pension	1,369,753	15,000		12,792	200,000	(197,792)	1,171,961	E
Cemetery	890,387	10,500				10,500	900,887	
Misc. Special Revenues	1,890,873	45,964		42,714		3,250	1,894,123	
Library Donations	158,786	57,900		79,539		(21,639)	137,147	F
Economic Development	533,980					0	533,980	
Employee Benefit		1,581,937			1,581,937	0	0	
Developer Projects	143,344					0	143,344	
Sub-Total	11,627,520	14,803,978	1,585,714	10,681,309	6,335,742	(627,359)	11,000,161	
<b>DEBT SERVICE</b>	1,628,857	7,991,032	1,014,146	9,704,178		(699,000)	929,857	G
<b>CAPITAL PROJECTS</b>								
Special Assessment	8,924	220,000	357,000	361,987	213,735	1,278	10,202	
Street Construction	277,385	1,973,500		1,985,125		(11,625)	265,760	H
Airport Construction	8,057		62,725			62,725	70,782	
Bond Proceeds	1,275,554	17,365,500		17,468,388	357,000	(459,888)	815,666	I
Sub-Total	1,569,920	19,559,000	419,725	19,815,500	570,735	(407,510)	1,162,410	
<b>UTILITIES</b>								
Water	7,835,655	13,153,296		11,441,968	420,623	1,290,705	9,126,360	
Sewer	2,174,320	8,456,683		8,473,002	262,971	(279,290)	1,895,030	J
Electric	36,004,952	61,556,500		68,858,973	1,926,800	(9,229,273)	26,775,679	K
Parking	313,900	808,140		833,116		(24,976)	288,924	L
Transit, Trust & Reserve	1,852,524	10,718,242	1,472,409	11,967,663		222,988	2,075,512	
Storm Sewer	530,469	3,286,304		3,380,608		(94,304)	436,165	M
Ames/ISU Ice Arena & Resrv.	642,076	496,393	20,000	673,670		(157,277)	484,799	N
Homewood Golf Course	91,928	232,100		208,765		23,335	115,263	
Resource Recovery	2,378,736	4,491,667	452,862	4,324,860		619,669	2,998,405	
Sub-Total	51,824,560	103,199,325	1,945,271	110,162,625	2,610,394	(7,628,423)	44,196,137	
<b>INTERNAL SERVICES</b>								
Fleet Services & Purchases	6,603,062	3,389,300		2,809,315		579,985	7,183,047	
Info Technology & Replace.	2,522,904	2,063,510		2,027,599		35,911	2,558,815	
Risk Management	928,552	2,246,951		2,067,714		179,237	1,107,789	
Health Insurance	3,052,782	6,600,954		6,559,470		41,484	3,094,266	
Sub-Total	13,107,300	14,300,715		13,464,098		836,617	13,943,917	
<b>GRAND TOTALS</b>	<b>86,316,788</b>	<b>182,652,077</b>	<b>13,004,867</b>	<b>191,177,752</b>	<b>13,004,867</b>	<b>(8,525,675)</b>	<b>77,791,113</b>	<b>-9.9%</b>

The overall decrease in the total beginning and ending balances is 9.9% which reflects the intentional drawing down of balances to support CIP projects.

- A Local Option Tax Fund's deficit includes additional projects approved out of the unreserved fund balance.
- B Road Use Tax Fund expenses include additional projects approved out of the unreserved fund balance.
- C The intentional drawing down of the fund balance in the City-wide Housing Assistance Fund to support city-wide programs.
- D A TIF project puts fund in a deficit for several years to pay Debt Service.
- E The planned 10-year graduated draw-down of the surplus in the Police and Fire Trust Fund to lessen the impact of the full levy when the surplus fund runs out.
- F The intentional drawing down of fund balance in Library Donation Fund.
- G The planned use of the available Debt Service Fund balance over three years to decrease the tax levy.
- H The deficit in the Street Construction Fund covers the fund's purchasing costs.
- I Planned use of leftover bond funds.
- J The intentional drawing down of the Sewer Fund balance to finance an increased level of CIP projects.
- K The intentional drawing down of the Electric Fund balance to finance an increased level of CIP projects.
- L The deficit in the Parking Fund indicates revenues do not exceed expenditures and corrective plans are proposed.
- M The intentional drawing down of the Storm Sewer Fund balance to finance an increased level of CIP projects.
- N CIP spends Ice Arena capital reserves.

**Fund Balance:** Describes the net assets of funds calculated on a budgetary basis with intent to serve as a measure of financial resources available.



A planter at the City of Ames Municipal Cemetery



Several service clubs maintain flower gardens around the City of Ames.

# PUBLIC SAFETY PROGRAM

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# PUBLIC SAFETY PROGRAM

420

**Program Description:**

One of the primary functions of the Ames City government is to safeguard and protect the lives, health, and property of its citizens. Such protection extends across the following major areas in law enforcement: crime prevention activities, Safe Neighborhoods Team, patrol and emergency response, traffic enforcement, juvenile services, and specialized criminal investigations. Fire Safety/Admin includes the Fire Department's administrative support and programs for the prevention of fires and related hazards, the education of citizens in preventing and reacting to such emergencies, and the actual suppression of those fires and responses to those emergencies which do occur. Inspection Building Safety entails the enforcement of those structural, rental housing, electrical, plumbing, and mechanical codes which have been adopted for citizens' safety. Traffic Control has the responsibility of construction and maintenance, and replacement of these controls for the Transportation System. Other Community Protection includes expenditures for electricity for street light and also civil defense activities. Finally, Capital Improvements which affect the Community Protection Program are also presented. Taken as a whole, the Community Protection Program represents the City of Ames' commitment to provide a safe and secure community for those who live and visit here.

	<b>2010/11</b>	<b>2011/12</b>	<b>2011/12</b>	<b>2012/13</b>	<b>% Change</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From</b>
					<b>Adopted</b>
<b>Use of Funds:</b>					
Law Enforcement	7,660,534	7,695,363	8,019,264	8,089,071	5.1%
Fire Safety/Admin	5,261,763	5,709,863	5,695,960	5,901,902	3.4%
Inspection/Building Safety	972,307	1,084,538	1,198,011	1,336,165	23.2%
Traffic Control	849,413	882,921	911,620	926,589	4.9%
Other Community Protection	688,943	700,000	704,500	704,500	0.6%
<b>Total Operations</b>	<b>15,432,960</b>	<b>16,072,685</b>	<b>16,529,355</b>	<b>16,958,227</b>	<b>5.5%</b>
Public Safety CIP	1,320,682	886,143	2,974,199	1,583,000	78.6%
<b>Total Expenditures</b>	<b>16,753,642</b>	<b>16,958,828</b>	<b>19,503,554</b>	<b>18,541,227</b>	<b>9.3%</b>
<b>Personnel – Authorized FTE</b>	146.37	147.87	148.27	148.27	

# PUBLIC SAFETY PROGRAM

420

	2010/11	2011/12	2011/12	2012/13	% Change From Adopted
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	
Personal Services	12,393,166	13,327,720	13,387,427	13,968,745	4.8%
Contractual	2,470,648	2,402,438	2,561,822	2,604,873	8.4%
Commodities	479,319	365,427	580,901	366,409	0.3%
Capital	1,409,603	863,243	2,973,404	1,601,200	85.5%
Other Expenditures	906	-	-	-	
<b>Total Expenditures</b>	<b>16,753,642</b>	<b>16,958,828</b>	<b>19,503,554</b>	<b>18,541,227</b>	<b>9.3%</b>
<b>Funding Sources:</b>					
General Fund	14,262,982	15,273,624	15,537,353	16,150,972	5.7%
Local Option	528,835	375,143	1,118,280	-	-100.0%
Suncrest Developer Fund	-	-	5,500	-	
Road Use Tax Fund	799,949	1,024,061	1,520,726	1,288,291	25.8%
Police Forfeiture	20,781	-	5,000	-	
Police Grants	393,878	-	213,959	9,464	
Police & Fire Donations	43,338	-	170,015	-	
Street Construction	155,396	136,000	754,350	692,500	409.2%
Bike Licenses	-	-	17,055	-	
Construction Grants	18,113	-	11,316	-	
GO Bonds	530,370	150,000	150,000	400,000	166.7%
<b>Total Funding Sources</b>	<b>16,753,642</b>	<b>16,958,828</b>	<b>19,503,554</b>	<b>18,541,227</b>	<b>9.3%</b>



# LAW ENFORCEMENT ACTIVITIES

421

**Activity Description:**

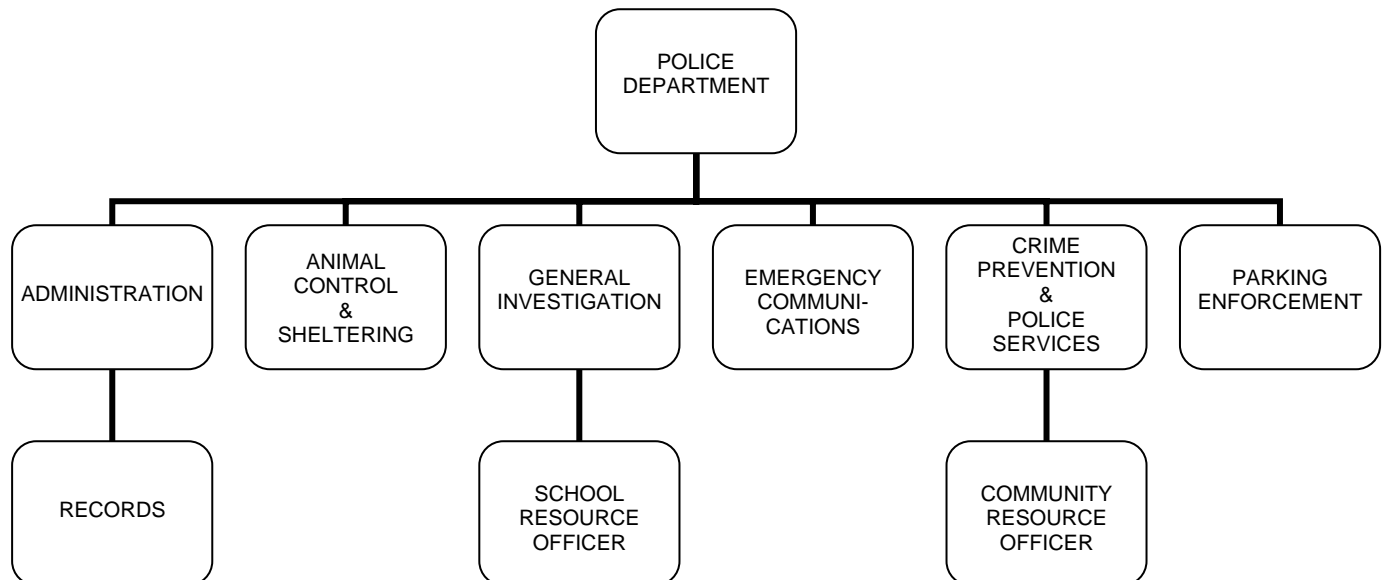
Law Enforcement Activities comprise five areas: Administration and Records includes departmental supervision, finance, and records systems. Crime Prevention and Police Services includes uniformed patrol, emergency response, Safe Neighborhoods Team, traffic enforcement, and school crossing safety. General Investigations is responsible for investigating crimes against persons and property, vice, narcotics, fraud, and the School Resource Officer and Juvenile Investigator. Emergency Communications is responsible for all emergency telephone communications, radio contact with emergency responders, and the initial documentation associated with fire, law enforcement, and emergency services. Police Forfeiture activities are the result of forfeited property and seized assets directly related to criminal activities as well as grants to the Police Department. (Animal Control reports to the Police Department, but is described in the Community Enrichment Program.)

<b>Activities:</b>	<b>2010/11 Actual</b>	<b>2011/12 Adopted</b>	<b>2011/12 Adjusted</b>	<b>2012/13 Adopted</b>	<b>% Change From Adopted</b>
Police Admin & Records	736,646	754,438	780,604	786,403	4.2%
Crime Prevention & Police Svc.	4,562,139	4,870,851	4,951,594	5,113,593	5.0%
General Investigation	984,888	1,030,798	1,049,005	1,095,910	6.3%
Emergency Communications	962,175	1,039,276	1,017,391	1,083,701	4.3%
Police Forfeiture/Grants	414,686	-	220,670	9,464	
<b>Total Operations</b>	<b>7,660,534</b>	<b>7,695,363</b>	<b>8,019,264</b>	<b>8,089,071</b>	<b>5.1%</b>
<b>Personnel - Authorized FTE</b>	72.25	72.25	72.25	72.25	

# LAW ENFORCEMENT ACTIVITIES

421

	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	6,224,848	6,619,906	6,629,139	6,952,053	5.0%
Contractual	888,761	911,676	953,056	974,155	6.9%
Commodities	228,738	157,681	360,769	162,863	3.3%
Capital	317,281	6,100	76,300	-	-100.0%
Other	906	-	-	-	
<b>Total Expenditures</b>	<b>7,660,534</b>	<b>7,695,363</b>	<b>8,019,264</b>	<b>8,089,071</b>	<b>5.1%</b>
<b>Funding Sources:</b>					
General Fund	6,913,047	7,366,509	7,491,723	7,762,152	5.4%
Ames School District	38,345	39,303	39,303	40,187	2.2%
Police Services	11,348	25,180	20,590	25,180	0.0%
Fees & Fines, Court	172,448	145,000	150,000	150,000	3.4%
Miscellaneous Revenue	27,162	26,121	8,728	8,838	-66.2%
Labor Reimbursement	81,198	91,000	86,000	91,000	0.0%
Tobacco Labor Reimbursement	2,300	2,250	2,250	2,250	0.0%
Police Forfeiture	20,781	-	5,000	-	
Police Grants	393,878	-	213,959	9,464	
Police & Fire Donations	27	-	1,711	-	
<b>Total Funding Sources</b>	<b>7,660,534</b>	<b>7,695,363</b>	<b>8,019,264</b>	<b>8,089,071</b>	<b>5.1%</b>



# POLICE – ADMINISTRATION & RECORDS

## 421 -- 2515

Police Administration includes finance, scheduling, general supervision, and planning. The division provides leadership and direction for the department as a whole through strategic planning and strategic budgeting. The unit serves as the supervisory and administrative backbone of the department. The division coordinates departmental improvement through policy development and review, leadership and supervisory development, employee professional development and education, and community relations activities.

The Records Division is responsible for developing and maintaining records of criminal and civil activities including investigative reports, recordings, accident reports, and crime statistics. In addition to meeting the needs of internal staff, these records are used by the public, insurance companies, the court system, and other law enforcement agencies.

**Service Objectives:**

- ✓ Provide a professional, community-focused, efficient and effective police force
- ✓ Assist the public in understanding police decision-making
- ✓ Build trust within the community
- ✓ Enhance communications with the citizens
- ✓ **Find creative and bold ideas to address crime in support of City Council’s goal to strengthen and protect neighborhoods**
- ✓ Provide timely, accurate reports and public information

	2010/11	2011/12	2011/12	2012/13	% Change
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From Adopted</b>
<b>Expenditures:</b>					
Personal Services	626,940	631,252	644,683	658,720	4.4%
Contractual	101,251	117,336	121,071	121,958	3.9%
Commodities	5,860	5,850	5,850	5,725	-2.1%
Capital	2,595	-	9,000	-	
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>736,646</b>	<b>754,438</b>	<b>780,604</b>	<b>786,403</b>	<b>4.2%</b>
<b>Funding Sources:</b>					
General Fund	736,646	754,438	780,604	786,403	4.2%
<b>Total Funding Sources</b>	<b>736,646</b>	<b>754,438</b>	<b>780,604</b>	<b>786,403</b>	<b>4.2%</b>
<b>Personnel - Authorized FTE</b>	6.50	6.50	6.50	6.50	

# POLICE – ADMINISTRATION & RECORDS

## 421 -- 2515

**Highlights:**

In 2010, the Police Department received a \$600,000 grant from the Department of Homeland Security for improvement of the City’s **Emergency Operations Center**. Coupled with \$800,000 (an increase of \$200,000 from the General Fund balance) in additional funds, the grant will help in the renovation of portions of the Police Department, the emergency operations center and the basement. The design process has moved through its first stages and the expectation is that bidding for the project will occur in the first half of 2012.

**Information dissemination and management** remains a priority for the department. After several years of work, the department, along with Story County and Iowa State University as partners, entered into a contract with SunGard Public Sector for a new information management system known as OSSI. OSSI will not only replace the existing system, but will move the city to a more contemporary platform that, by its nature, adds value for citizens and improves staff efficiency. The OSSI system will integrate computer aided dispatch, records management, in-car computing, and jail management into one package. The system will also make it simpler for the public to gain access to important information, and that information will be more complete. Staff began the year-long process of designing and building the new system in the summer of 2011. The go-live date is scheduled for June 2012.

The Records Division and staff from the Patrol Division have faced the additional challenge of implementing the Iowa court system’s new **Electronic Document Management System (EDMS)**. This project is designed to move the courts, and all who deal with the courts, to a nearly paperless system for court filings. While electronic filing is a natural and welcome progression, it has resulted in the need for more time to process individual cases and, in many instances, it has not resulted in any less paper being produced. The project is a “work in progress” and the hope is that the system will be enhanced. As it stands, this unfunded mandate is costing the Police Department both time and resources with little benefit. The department is currently working with other agencies and vendors to see if enhancements that will directly benefit officers in the field can be designed and implemented.

	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
<b>Service Accomplishments:</b>				
Attorney requests for information	1,186	1,687	1,437	1,500
Accident reports processed	834	829	732	830
Verification of loss reports processed	181	143	134	140
Record checks processed	1,168	1,178	1,218	1,200
Total # of incidents handled	28,659	28,809	29,629	29,000
Hours of transcription	471	378	276	300
<b>Efficiency and Effectiveness:</b>				
% of citizens somewhat or very satisfied with Police services	90%	88%	89%	

# CRIME PREVENTION AND POLICE SERVICES

421 -- 2532

This activity is the core of the Law Enforcement Program. The Patrol Division is the largest area of operations within the department. The department has a total authorized strength of 53 sworn officers and 42 of those officers are assigned to the Patrol Division. Officers respond to calls for both routine and emergency services, assist neighborhood residents and provide preventive patrol. The initial response and preliminary investigation of all incidents related to law enforcement, motor vehicle accident investigation, school crossing safety, preventive patrol, and home and business security are sub-activities of the Crime Prevention and Police Services activity. A regular contingent of up to ten patrol cars serves the four patrol areas. This unit also includes the new safe neighborhoods team which is emphasizing community policing and relationship building in high call volume areas.

**Service Objectives:**

- ✓ Reach out through public education and crime prevention
- ✓ Expand data-driven decision making, deployment, and problem-solving
- ✓ Enhance community involvement in day-to-day policing
- ✓ Provide a highly competent on-street presence
- ✓ Provide rapid response to developing emergencies within the City
- ✓ Ensure a supervisor is always on duty
- ✓ Strengthen partnerships within the community, particularly in high call volume areas
- ✓ Enhance trust with the community by building relationships and communicating effectively

	2010/11	2011/12	2011/12	2012/13	% Change
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From Adopted</b>
Personal Services	3,857,225	4,170,584	4,152,739	4,369,767	4.8%
Contractual	558,251	571,336	621,624	620,002	8.5%
Commodities	138,237	125,431	132,731	123,824	-1.3%
Capital	8,416	3,500	44,500	-	-100.0%
Other	10	-	-	-	
<b>Total Expenditures</b>	<b>4,562,139</b>	<b>4,870,851</b>	<b>4,951,594</b>	<b>5,113,593</b>	<b>5.0%</b>
 <b>Funding Sources:</b>					
General Fund	4,562,139	4,870,851	4,951,594	5,113,593	5.0%
<b>Total Funding Sources</b>	<b>4,562,139</b>	<b>4,870,851</b>	<b>4,951,594</b>	<b>5,113,593</b>	<b>5.0%</b>
<b>Personnel - Authorized FTE</b>	43.45	43.45	43.45	43.45	

# CRIME PREVENTION AND POLICE SERVICES

421 -- 2532

## Highlights:

The Patrol Division is the largest division within the Ames Police Department. With a departmental authorized strength of 53 sworn officers, **42 of these officers are assigned within this division.** For the majority of FY 11/12, the Patrol Division operated below its authorized sworn officer strength due to retirements, military leave duty, training, officer injuries, and normal review procedures following an officer-involved shooting. Officer overtime and mandatory call-back duty was used extensively during the past year in order to staff our three patrol shifts. As we close on 2011, we are back to full strength with two officers in the training program.

In FY 11/12, the City Council authorized two new positions expanding the Party Response Team to a five-person **Safe Neighborhoods Team (SNT)**. With the normal sequence of selection and training, it has taken nearly six months to fully staff the team. Recently, we added the last officer to the team to bring staffing up to one sergeant and four officers. The SNT has continued with some of the duties of the decommissioned Party Response Team such as monitoring liquor license establishments and responding to loud parties. However, their scope is much wider. They have worked with apartment managers and owners to **solve problems**. The team also has direct interaction with neighborhoods and neighborhood organizations which has resulted in arrests, intelligence, and information gathering while solving some of the problems affecting these areas. Furthering the City Council's goal of strengthening neighborhoods, the team has fostered **stronger working relationships with residents, neighborhood organizations, and students.**

The total number of cases increased again this year. The addition of two new officers in the Safe Neighborhoods Team helped spread out the total number of cases with approximately **543 cases per officer per year** (projected for FY 11/12). We are very early in the process, but the department is moving towards a new records management system. Part of this system will make information more accessible to the officer on the street. It will provide new tools to the officer such as crime mapping and up-to-the-minute information on the response status to both emergency and non-emergency calls. It will also allow the department to gather more accurate geographic call analysis data to assist supervisors with the allocation of personnel. This data-driven decision making model will put our officers where they will do the most good.

As in years past, **alcohol continues to be the number one substance abuse problem** within our community. Officers are very proactive in their efforts to limit underage and excessive drinking within our community. Some of the strategies to address this include:

- Routine and random bar patrols in an effort to identify underage bar patrons and fake IDs.
- Special compliance checks of retail alcohol vendors. This effort utilizes the services of an underage cooperating individual to see if a bar or retail alcohol vendor will sell or serve alcohol illegally.
- Undercover investigations directed at identifying individuals of legal age who buy alcohol for those under the legal age.
- Training for employees of retail liquor licensed vendors. This training provides information regarding both state and local laws governing alcohol sales and teaches how to identify fake IDs.

# CRIME PREVENTION AND POLICE SERVICES

421 -- 2532

## Highlights, continued:

- Large and loud neighborhood parties are identified and checked by officers for underage and excessive alcohol consumption, along with other quality of life issues such as littering, public urination, vandalism, and illegal parking.

We are encountering an increase in the number of citizens who are intoxicated to the point where they are not appropriate for custodial arrests and must be turned over to medical staff. The department has initiated a new form of compliance check where we identified liquor license establishments that allowed over consumption. The department filed charges on six of these establishments in an effort to reduce the number of incidents where patrons are over-served.

The Patrol Division continues to be responsive to citizen concerns related to **traffic violations** occurring in neighborhoods throughout the community. The Police Department utilizes mapping software to identify high accident areas and targets enforcement to these areas. We also work with the Traffic Engineer regarding engineering changes to make our streets safer for motorists. A number of initiatives were directed toward these areas in order to create a safer environment. Some of these include:

- Enhanced police patrols in high crash zones and areas of neighborhood concern along with increased radar/speed enforcement efforts.
- Deployment of the radar speed trailer as a visual reminder to motorists.
- Joint traffic enforcement operations with other area law enforcement agencies. By working with other agencies, we are able to have a greater presence within an area to provide enhanced enforcement actions.
- Targeting special areas within the community, such as the new Aquatic Center and our community schools, for enhanced enforcement activities. These actions have provided for a safer environment for our children.
- Our department has also been involved in pedestrian safety initiatives which target areas with high pedestrian traffic in an effort to provide safer street crossing for pedestrians.
- Partnering with the school district's contracted bus service to work on the problem of motorists who do not stop for school buses when required to do so.

Members of the Patrol Division continue to promote the "**Certified Crime Free Housing Program**" along with conducting "Crime Prevention through Environmental Design" evaluations. These programs have helped to develop a strong rapport between our department and the many rental housing owners and managers throughout the community. They have also helped to provide a safer environment for those living within rental units. This program is in support of the City Council goal to strengthen and protect neighborhoods.

The Ames Police Department continues to deploy a very well trained and equipped **Emergency Response Team**. The team is composed of traditional patrol officers who are specially trained to perform safely in more complex situations. In addition to their regular departmental support duties, the Emergency Response Team provides assistance to the Central Iowa Drug Task Force during the execution of high risk search and arrest warrants. Team members are highly motivated and receive extensive ongoing training throughout the year. Four members of the team recently attended advanced marksman/observer training in Tennessee.

# CRIME PREVENTION AND POLICE SERVICES

421 -- 2532

## Highlights, continued:

During the past year, the Patrol Division and the department have been involved with the transition to court mandated electronic filing, known as the **Electronic Document Management System** (EDMS), for criminal and civil cases. Story County served as one of two test counties for EDMS. Implementation has been challenging and more expensive than expected as both equipment and staff time needs were not clearly identified by the courts at the onset of the project. In addition, the system does not seem to have been effective in reducing the amount of paperwork required by the Police Department.

The officers of the Ames Police Department are continually working to build **positive relationships with the citizens** of our community through such programs as:

- Shop With a Cop
- Angel Tree Program
- Child car seat inspections
- Bicycle safety inspections
- Tours of the Police Department
- Citizen Police Academy
- Swimming with Sergeants Program (children from the Boys & Girls Club are invited to go swimming at the Aquatic Center by the sergeants of the department.

The department recently purchased new **accident reconstruction software**. This software can be used with equipment maintained by Public Works to make precise measurements and calculations. This collaboration was invaluable on a number of very serious fatality accidents where this level of detail was necessary to provide family members and insurance companies with needed information. The department will continue this collaboration with Public Works to provide an optimum level of service while avoiding expensive duplication.

The Ames Police Department continues to partner with other City departments in our **“Go Green”** initiatives. We utilize our Bicycle Team and Segways extensively throughout the warmer months of the year. These “Go Green” modes of transportation are used at the many special events hosted in Ames such as the ISU football games, neighborhood block parties, welcome/goodbye student events, Midnight Madness Road Race, and many other activities. Our Community Safety Officers also utilize the Segways during their parking enforcement duties. The department is evaluating a new squad car replacement because the Ford Crown Victorias currently used are no longer in production. The possible replacement cars are all E-85 vehicles to help reduce the City’s carbon footprint.

The officers of the Patrol Division have been involved in a number of **major case investigations** throughout the past year. A sample of the cases includes the capture of an individual who perpetrated two armed robberies on Ames convenience stores. A number of officers were involved in an investigation of a stolen vehicle. When the vehicle was located, the driver fled, resulting in damage to three patrol cars. The driver also attempted to run over an officer. Officers continue to respond to numerous mental health related calls for service on a daily basis. The Patrol Commander recently attended the Crisis Intervention Team Conference to look at best practices in responding to those in crisis.



# CRIME PREVENTION AND POLICE SERVICES

421 -- 2532

## Highlights, continued:

Over the past few years, the department has trained all officers and dispatchers on the use of automatic external defibrillators (**AEDs**). During that time, three AEDs were installed in City Hall. The department is in the final stages of purchasing three AEDs and strategically placing them in area patrol cars. The FY 11/12 adjusted budget includes an additional seven AEDs to equip all patrol cars with AEDs in an effort to provide the quickest response possible. The addition of AEDs is a step in the growing collaboration with the Fire Department and Emergency Medical Services to provide faster response to citizens in need.

	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
<b>Service Accomplishments:</b>				
Number of assaults investigated	237	252	273	
Number of thefts investigated	1,013	968	1,283	
OWI arrests	220	235	232	
Liquor violations	478	381	385	
Noise complaints investigated	1,647	1,513	1,475	
Public intoxication investigations	615	678	624	
<b>Efficiency and Effectiveness:</b>				
Community Resource Officer contacts	949*	4,852	6,011	6,000
Crime prevention presentations	53	43	45	45
Number of participants	2,420	1,308	1,871	2,000
Cases per sworn position	562	543	559	560
*vacant position				

# POLICE - GENERAL INVESTIGATION

421 -- 2533

This activity has the responsibility to develop and implement the most current investigative techniques in an effort to increase the detention, apprehension, and successful prosecution of persons engaged in criminal activity. This area also includes the School Resource Officer, Juvenile Investigations, and Fraud.

The objective of this activity is to maintain an above average crime index clearance rate.

**Service Objectives:**

- ✓ Build working partnerships with citizens and businesses
- ✓ Maintain effective investigations by partnering with other agencies
- ✓ Contribute to a regional drug investigations unit
- ✓ Collaborate with the Ames Community Schools
- ✓ Establish proactive crime prevention programs
- ✓ Collaborate with other youth service agencies
- ✓ Participate in the sexual assault response team
- ✓ Identify and apprehend repeat offenders

	2010/10	2011/12	2011/12	2012/13	% Change From Adopted
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	
Personal Services	874,732	912,589	927,014	976,562	7.0%
Contractual	96,471	98,484	96,066	99,073	0.6%
Commodities	13,685	17,125	17,125	20,275	18.4%
Capital	-	2,600	8,800	-	-100.0%
<b>Total Expenditures</b>	<b>984,888</b>	<b>1,030,798</b>	<b>1,049,005</b>	<b>1,095,910</b>	<b>6.3%</b>
 <b>Funding Sources:</b>					
General Fund	946,543	991,495	1,009,702	1,055,723	6.5%
Ames School District	38,345	39,303	39,303	40,187	2.2%
<b>Total Funding Sources</b>	<b>984,888</b>	<b>1,030,798</b>	<b>1,049,005</b>	<b>1,095,910</b>	<b>6.3%</b>
 <b>Personnel - Authorized FTE</b>	 9.00	 9.00	 9.00	 9.00	

# POLICE - GENERAL INVESTIGATION

421 -- 2533

## Highlights:

Investigators within the Criminal Investigation Division work in a teaming environment. This investigative mindset has assisted in the successful follow-up investigation of cases involving both violent crimes against persons and property crimes. Examples include:

- Investigators were involved in the **follow-up investigation** of two separate stabbing cases; one involving an argument between a group of males and the other case being a domestic fight between a father and son. Charges and arrests were made in each of these cases. Both stabbing victims survived the assaults.
- A major **check fraud** case involving eight suspects was investigated. The follow-up investigation led to 29 felony charges filed against the suspects.
- Officers continue working to identify a serial vehicle **arsonist**. During one evening, fires were set in ten vehicles within the Ames community. A considerable amount of time and resources have been devoted to this ongoing investigation.
- Three convenience store **armed robberies** were perpetrated over a four-day period. Within the same week of the robberies, investigators were able to identify and take into custody a 15-year-old juvenile who was responsible for at least two of the robberies.
- Ames has experienced several residence and vehicle **burglaries** during this past year. In response, investigators have conducted surveillance operations throughout the community while on foot, bicycle, and with unmarked vehicles. As a result of search warrants served by investigators, several burglary cases were solved and stolen property was recovered.

A priority within the Criminal Investigation Division is to ensure that members receive **advanced training** in a number of investigative disciplines. Training received during the past year included:

- Crime scene and advance crime scene processing techniques
- Internet crimes and investigative techniques
- Mental health crisis response
- Homicide investigation
- Investigative strategies for missing children
- Clandestine drug labs
- Gang investigations
- International Association of Women Police Conference
- Terrorism threats
- Interview and interrogation techniques

The Ames Police Department continues to be actively involved with the Ames Community School District by assigning an officer to serve as the District's **School Resource Officer (SRO)**. The SRO divides her time between the elementary, middle and high schools. The goal of this program continues to be developing strong and positive relationships not only with the students but also with their parents and school staff. The SRO continues to conduct tobacco compliance checks with area retailers with the purpose of educating and reducing the use of tobacco products by underage individuals.

# POLICE - GENERAL INVESTIGATION

421 -- 2533

## Highlights, continued:

The Ames community has, at any given time, approximately 50 individuals who must register with the state's **Sex Offender Registry**. In order to properly conduct effective periodic compliance checks with those individuals on the registry living in Ames, the Criminal Investigation Division has assigned a second investigator to assist in this function.

The Ames Police Department continues to contribute to the success of the **Central Iowa Drug Task Force**. An officer is assigned to the task force on a full-time basis. Marijuana continues to be the most prevalent controlled substance within our community. Methamphetamine and the abuse of prescription drugs are also frequently encountered.

Commodities show a budget increase for FY 12/13 of \$3,150. For each of the last few years, the department has purchased equipment with the goal of building a solid **crime scene and laboratory investigative function**. Much of the increase in the FY 12/13 budget can be attributed to the department's proposal to purchase an additional digital camera kit that will advance that goal.

The Police Department is an active member of the Story County Mental Health Task Force. The Task Force is a cooperative endeavor comprised of area mental health professionals, county service agencies, and other area law enforcement officers. On a daily basis, all mental health related calls for service that police respond to are distributed to all task force members and their agencies. **During the past year, over 561 mental health related incidents resulted in Mental Health Task Force notifications. This is a 67% increase compared to the previous year.** The FY 12/13 budget includes a part-time position as the most cost effective way of addressing this workload increase. The position will provide support services to officers by compiling information and data on mental health related calls for service, providing analysis of the data, re-disseminating the information as needed and coordinating the response to those who need services. The position would also serve as a liaison between the department and the many other agencies which assist those with mental illnesses. This position would help facilitate ongoing training for our officers and other City employees in how best to respond to those in need of mental health related services.

	2009/10 Actual	2010/11 Actual	2011/12 Adjusted	2012/13 Projected
<b>Service Accomplishments:</b>				
Homicide cases (attempted)	1	1	0	
Attempted homicide	0	0	0	
Robbery	16	11	10	
Sexual assault	38	50	45	
Other sex offenses	13	4	1	
Child abuse	11	5	3	
Burglary	548	559	638	
Drug investigations	295	320	359	
Juvenile cases	481	477	595	
Juvenile arrests	322	265	253	
Mental health related	335	330	561	
Domestic calls for service	490	450	441	
Domestic related arrests	93	98	112	
<b>Efficiency and Effectiveness:</b>				
Community outreach contacts – juvenile	27	13	11	
Number of juveniles participating	2,978	243	463	

# EMERGENCY COMMUNICATIONS

## 421 -- 2535

Activity in this area includes the operation of the 911 Center and the initial dispatch of emergency responders. Emergency communications staff also receive non-emergency calls, manage radio communications, and provide assistance to walk-in Police Department customers.

**Service Objectives:**

- ✓ Provide prompt and accurate emergency communications service for fire, police, and emergency medical personnel
- ✓ Provide countywide interoperability through 800 MHz radio communication system
- ✓ Facilitate the resolution of the non-emergency concerns of citizens
- ✓ Provide emergency medical direction to callers in need
- ✓ Maintain a highly reliable radio communications system for emergency responses
- ✓ Enhance community and regional partnerships
- ✓ Promote responder safety
- ✓ Coordinate emergency response assets
- ✓ Provide a customer-centered service

	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	840,673	905,481	895,203	941,004	3.9%
Contractual	108,215	124,520	112,913	133,122	6.9%
Commodities	9,492	9,275	9,275	9,575	3.2%
Capital	3,795	-	-	-	
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>962,175</b>	<b>1,039,276</b>	<b>1,017,391</b>	<b>1,083,701</b>	<b>4.3%</b>
<b>Funding Sources:</b>					
General Fund	962,175	1,039,276	1,017,391	1,083,701	4.3%
<b>Total Funding Sources</b>	<b>962,175</b>	<b>1,039,276</b>	<b>1,017,391</b>	<b>1,083,701</b>	<b>4.3%</b>
<b>Personnel – Authorized FTE</b>	13.30	13.30	13.30	13.30	

# EMERGENCY COMMUNICATIONS

421 -- 2535

## Highlights:

On February 23, 2011, the Communications Center went live with a new **Emergency Medical Dispatching (EMD)** program. EMD protocols provide a stable and consistent response for dispatchers who have taken over the functions of dispatching medical personnel to medical calls. Dispatchers maintain contact with a caller and gather information that is passed along to responding medical personnel so they can provide more effective service on arrival. EMD has impacted the pick-up time for all calls, increasing the average by .7 seconds.

The Emergency Communications Center continued its formal **working relationship with Iowa State University and Story County**. This relationship has created efficiencies, improved security and reliability, and allowed for more effective emergency and citizen support response. The managers of the three Communications Centers meet regularly to maintain the level of collaboration, problem-solving, and consistent procedures.

This multi-agency group helped complete the process of purchasing a new information management system that will include a **new Computer Aided Dispatching system (CAD)**. The new CAD will further standardize practices across the agencies that will coordinate classifications and improve emergency response and information sharing. Work developing the CAD will continue throughout the coming year.

In cooperation with the Story County E911 Services Board, the department participated in the process to acquire new **computerized radio interface consoles**. The consoles replace aging equipment, provide a flexible connection between dispatchers and the radio system, and are adaptable to next generation interoperable technology when it becomes available. The purchase is funded by state grants and the Story County E911 Service Board.

The Communications Center is currently managed by an Emergency Communications Manager and a single Lead Public Safety Dispatcher. As the technology in the Communications Center becomes more complex and in an effort to improve decision-making and accountability, the FY 12/13 budget adjusts one of the current dispatchers to a lead designation to assist with management and oversight functions.

	2009/10	2010/11	2011/12	2012/13
<b>Service Accomplishments:</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
Non-emergency telephone inquiries	120,054	117,897	120,000	120,000
Emergency "911" calls	23,474	23,828	23,500	23,500
Radio communications	622,904	521,527*	520,000	520,000
Cases created	28,659	28,809	29,629	29,000
State system transactions/inquiries	91,336	108,780	109,000	109,000

## Efficiency and Effectiveness:

Average "pick-up" time for 911 calls (in seconds)	5.2	5.2	5.9	5.8
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\* reflects shift to mobile instant messaging

# POLICE - FORFEITURE/GRANTS

## 421 -- 2537

Chapter 809.12 of the Code of Iowa allows police agencies to forfeit property and seize assets directly related to criminal activities. These funds must be used by law enforcement for enforcement activities or items which are not currently budgeted. This section also includes grant programs that support law enforcement activities.

**Service Objectives:**

- ✓ Provide a sound financial report system
  - ✓ Apply seized assets to law enforcement needs
  - ✓ Reduce the profitability of criminal activity
- ✓ Respond to homeland security challenges
  - ✓ Obtain state and federal support for local priorities
  - ✓ Promote traffic safety, alcohol and tobacco compliance with grant support

	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	25,278	-	9,500	6,000	
Contractual	24,573	-	1,382	-	
Commodities	61,464	-	195,788	3,464	
Capital	302,475	-	14,000	-	
Other	896	-	-	-	
<b>Total Expenditures</b>	<b>414,686</b>	-	<b>220,670</b>	<b>9,464</b>	
<b>Funding Sources:</b>					
Police Forfeiture	20,781	-	5,000	-	
Police Grants	393,878	-	213,959	9,464	
Police & Fire Donations	27	-	1,711	-	
<b>Total Funding Sources</b>	<b>414,686</b>	-	<b>220,670</b>	<b>9,464</b>	
<b>Personnel - Authorized FTE</b>	0	0	0	0	

# POLICE - FORFEITURE/GRANTS

421 – 2537

## Highlights:

The department has been fortunate to receive a number of state and federal grants this year that will provide a significant infusion of funds. These funds will allow the department to purchase equipment and run programs of value to the community without totally relying on property tax support. Over the last few years, the recordkeeping, reporting, and compliance requirements that are attached to federal grant funding have become increasingly complex. Unfortunately, staff time necessary to learn, understand, and manage these grant requirements has grown accordingly.

The department has received a Department of Justice **Edward Byrne Memorial Justice Assistance Grant**. The grant, in the amount of \$30,106, will be primarily used to address the issues presented by financial crimes. Officers will be given the opportunity to train in specialized areas involving financial forensics. Other grant funds will be used to purchase sophisticated electronic equipment, including computer work stations, electronic storage, and video surveillance and recording systems, which will aid officers in the field as they put their training to use.

The department continues to receive grant funding from the Governor's Traffic Safety Bureau (GTSB). The Police Department received funding this year from the GTSB's section 410 grant program to **address impaired driving**. The grant provides funds for officer overtime (with officer activity centered on alcohol related traffic enforcement), educational materials, and specific equipment or hardware to aid in the enforcement process.

The department also continued its relationship with the Iowa Alcohol Beverages Division in the **education and enforcement of tobacco regulations**. This grant provides funding for officer time to test local vendors for performance on compliance regulations. Although this grant has been scaled back this year, every tobacco retailer in the city will be tested for compliance within the grant period.

The department received an additional \$3,022 grant through the Department of Justice 2011 **Bulletproof Vest Partnership**. This grant will provide matching funds over the next two years to assist the department in acquiring new and replacement bulletproof vests for officers.

The department will again be working with Youth and Shelter Services to promote the **enforcement of underage drinking laws**. Using funds available through YSS, officers can work extra duty to address this specific problem in our community.

Funds acquired through the **criminal forfeiture** process will be used to promote a variety of law enforcement activities. In the past year, forfeiture funds have been used to acquire erasable boards for the detective conference room, scenario based training equipment, and supplemental funding for travel that allowed an officer to present a paper at the annual conference on enforcement of underage drinking laws. In addition, the forfeiture account continues to fund our portion of the regular quarterly expenses of the Drug Task Force.



# FIRE SAFETY ACTIVITIES

422

**Activity Description:**

The Fire Administration activity supports and directs seven activities. The Fire Safety sub-program is based upon the premise that citizens and property should be free from loss and damage due to fires and similar emergencies. In order to approach this goal, an impressive and highly effective array of services is provided to the community. Extensive efforts are made in the area of fire prevention, fire safety education, and fire inspection. These efforts are mainly recorded under the Fire Prevention and Safety Education activity. When a “preventive failure” takes place and a fire or other emergency actually occurs, the capabilities of the Fire Suppression and Emergency Action activity are pressed into action. These include minimizing loss of life and property from fire, controlling hazardous situations, performing rescue, and providing first-response medical assistance. Also included under this activity are various non-emergency services, such as maintaining apparatus and facilities, testing hydrants, and testing water flow, and establishing pre-fire plans.

The success of the City’s Fire Safety/Admin sub-program is reflected in economic terms (e.g. insurance fire class rating), as well as in the more important areas of the safety of property, health, and life.

<b>Activities:</b>	<b>2010/11 Actual</b>	<b>2011/12 Adopted</b>	<b>2011/12 Adjusted</b>	<b>2012/13 Adopted</b>	<b>% Change From Adopted</b>
Fire Admin/Support	905,645	980,793	982,806	1,012,468	3.2%
Suppression/Emergency Action	4,231,057	4,595,566	4,579,783	4,751,838	3.4%
Prevention/Safety Education	125,061	133,504	133,371	137,596	3.1%
<b>Total Operations</b>	<b>5,261,763</b>	<b>5,709,863</b>	<b>5,695,960</b>	<b>5,901,902</b>	<b>3.4%</b>
 <b>Personnel - Authorized FTE</b>	 55.60	 55.60	 55.60	 55.60	

# FIRE SAFETY ACTIVITIES

422

	2010/11	2011/12	2011/12	2012/13	% Change From
<b>Expenditures By Type:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>Adopted</b>
Personal Services	4,771,766	5,194,091	5,172,302	5,354,743	3.1%
Contractual	385,109	414,127	409,718	415,314	0.3%
Commodities	95,051	101,645	103,940	107,895	6.1%
Capital	9,837	-	10,000	23,950	
<b>Total Expenditures</b>	<b>5,261,763</b>	<b>5,709,863</b>	<b>5,695,960</b>	<b>5,901,902</b>	<b>3.4%</b>
<b>Funding Sources:</b>					
General Fund	3,923,076	4,266,548	4,256,067	4,409,926	3.4%
Iowa State University Contract	1,318,255	1,422,182	1,418,690	1,469,976	3.4%
Haz Mat Activities	-				
MGMC Reimbursement	20,272	21,133	21,133	22,000	4.1%
Miscellaneous Revenue	160	-	70	-	
<b>Total Funding Sources</b>	<b>5,261,763</b>	<b>5,709,863</b>	<b>5,695,960</b>	<b>5,901,902</b>	<b>3.4%</b>

# FIRE - ADMINISTRATION AND SUPPORT

## 422 -- 2210

The major role of this activity is to direct and reinforce the operations of all Fire Department activities (i.e. Suppression and Emergency Action, Fire Prevention, Structural Code Enforcement, etc.). This includes maintaining necessary records and documentation, and providing overall direction and oversight functions. This activity also provides for various training programs for all firefighters.

**Service Objectives:**

- ✓ Respond to emergencies in the city within five minutes travel time (85% of the time)
- ✓ Provide quality in-house emergency response training for firefighters
- ✓ Coordinate the implementation of the automatic alerting system within the fire stations
- ✓ Provide quality training opportunities for supervisors through industry sources
- ✓ Maintain equipment to a level of readiness in accordance with national standards
- ✓ Conduct five training classes that require an external specialist to train personnel
- ✓ Promote safety education and awareness through community education

	2010/11	2011/12	2011/12	2012/13	% Change
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From</b>
					<b>Adopted</b>
<b>Expenditures:</b>					
Personal Services	758,003	818,734	820,767	847,353	3.5%
Contractual	140,180	153,909	153,889	154,715	0.5%
Commodities	7,462	8,150	8,150	10,400	27.6%
Capital	-	-	-	-	
<b>Total Expenditures</b>	<b>905,645</b>	<b>980,793</b>	<b>982,806</b>	<b>1,012,468</b>	<b>3.2%</b>
<b>Funding Sources:</b>					
General Fund	675,209	735,595	737,104	759,351	3.2%
Iowa State University Contract	230,436	245,198	245,702	253,117	3.2%
<b>Total Funding Sources</b>	<b>905,645</b>	<b>980,793</b>	<b>982,806</b>	<b>1,012,468</b>	<b>3.2%</b>
<b>Personnel – Authorized FTE</b>	6.75	6.75	6.75	6.75	

# FIRE - ADMINISTRATION AND SUPPORT

422 -- 2210

## Highlights:

The Ames Fire Department (AFD) utilizes partnerships with several organizations in order to enhance its service levels beyond those available with our own resources. These relationships are mutually beneficial and help reduce costs to Ames citizens.

- In an effort to identify **innovative ways to provide emergency medical service (EMS)** to the entire city, including the new northern growth area and phase one eastern industrial area, the Fire Department and Mary Greeley Medical Center (MGMC) administration staffs have been collaboratively meeting on a bi-weekly basis for several months. Data was reviewed and analyzed using the City's Geographical Information System (GIS), MGMC ImageTrend™ software, and AFD Firehouse™ reporting software. The group hopes to identify potential cost effective approaches for EMS Services and establish response time goals. The EMS Continuous Quality Improvement Standard Operating Guidelines document was completed with assistance from Mary Greeley Medical Center EMS staff and establishes guidelines for the implementation of a program defining measurable goals and minimum performance standards for our EMS providers as they strive to provide excellent patient care.
- Hazardous material releases are an infrequent type of high hazard emergency response. In Story County, the **hazardous materials response** is three tiered. Each department has personnel trained to at least the awareness level. AFD members are trained to the technician level. The second tier is where the AFD provides tech level hazardous materials response throughout the county through existing 28E agreements. The City is then reimbursed for the response by billing the owners of the released products or the transporting companies. Much of the City's original hazardous material equipment was funded by the Story County Emergency Management Agency. The third tier is through a county contract with the Des Moines Fire Department. The county contributes \$16,000 annually to the Des Moines Fire Department. They, in turn, provide additional personnel and equipment not available locally. The agreement enhances our ability to identify the materials released and address large scale releases for tankers and rail cars.
- Ames Police and Iowa State University Police partnered in a federal grant to purchase a **mobile command center**. Ames Fire personnel will be able to utilize the mobile command center for more complex incidents. By partnering with the Ames community emergency responders, we are able to share resources that will benefit our community during emergency events. Matching funds were not required for this grant.

Working closely with the Ames Community School District and management personnel at the North Grand Mall, Fire Department personnel continue to promote safety education and awareness through community education. During Fire Prevention Week, personnel visited every grade school in Ames to educate children in the value of life safety and fire prevention. Fire Prevention Week culminated at North Grand Mall with an equipment display and interactive event inside the mall. Nineteen firefighters spent a total of more than 100 hours at this single event, positively impacting approximately 500 adults and children throughout the greater Ames community.

# FIRE - ADMINISTRATION AND SUPPORT

422 -- 2210

## Highlights, continued:

- With the assistance of a FEMA Assistance to Firefighter's Grant award, the Fire Department was able to purchase a new **emergency facility generator**. This equipment replaced a more than 20-year-old portable generator that was inadequate for the current demand necessary to run today's sophisticated electronic equipment (e.g., station alerting and dispatch systems). Having an emergency facility generator installed at Station #2 will enable the station to serve not only as a backup operations center for several agencies (e.g., APD, ISU PD, Iowa State Patrol, MGMC Paramedics), but also an incident command post and response location during times of power failure.
- Ames Fire Department personnel have partnered with Iowa State University Environmental Health and Safety (EHS). Several areas where we have partnered with EHS include the All Hazards Mitigation Plan, hazardous materials training, and incident response. Recently, our firefighters participated in a scenario that was developed and monitored by ISU EHS personnel.

The department also has purchased equipment that complements EHS equipment. The purchases were deliberate to enhance our response capabilities and to enhance unknown product identification. On occasion, we have responded with EHS to incidents at the ISU campus.

The department is fortunate to have Iowa State University Environmental Health and Safety in our community, as well as to have a good working relationship. By partnering with EHS, we are able to capitalize on the resources within our city.

- The Ames Fire Department (AFD) is fortunate to have the **Iowa Fire Service Training Bureau (IFSTB)** located right in its backyard. The IFSTB— a division of the State Fire Marshal's office responsible for the training, education, and certification of firefighters across the State— allows firefighting crews to have access to its training library and training props, and gives special accommodation for Ames' firefighters to attend training at reduced costs. AFD fire officers are often tapped by the IFSTB to instruct courses, assist with recruit academies, or work as adjunct field instructors. This partnership has become a mutually beneficial relationship that enables AFD firefighters to become more seasoned in their instructional skills and prepare for leadership roles with the City. As a result, broad exposure for the Ames Fire Department across the State is provided.

# FIRE - ADMINISTRATION AND SUPPORT

## 422 -- 2210

### Highlights, continued:

	2009/10 Actual	2010/11 Actual	2011/12 Adjusted	2012/13 Projected
<b>Service Accomplishments:</b>				
Ames businesses pre-planned/hours spent	248/1,265	268/978	268/1,080	240/1,026
Number of City-related supervisory leadership training hours	168	217	150	150
Number of FD-related administrative support training hours	434	843	640	660
Newly acquired State and/or National emergency services related certifications achieved	41	15	10	12
<b>Efficiency and Effectiveness:</b>				
Respond to emergencies (in the City) within five minutes (departmental goal of 85% within 5 minutes or less)	86.9%	86.5%	87.5%	86.2%
Percentage of City limit acreage (19,983 acres) within a 5 minute or less response time (Council goal of 85%)	83%	83%	83%	83%
Maintain and certify, according to nationally recognized standards, pumps, hose, and SCBA components	100%	100%	100%	100%

# FIRE - SUPPRESSION AND EMERGENCY ACTION

422 -- 2220

The goal of the suppression and emergency action team is to protect people and property from loss and danger due to hostile fires or other threatening predicaments. In order to achieve this goal, extensive efforts are made in the areas of prevention and enforcement of safety regulations through public safety education which enables citizens to recognize hazards and unsafe practices. An important responsibility of this activity is the continual update and maintenance of pre-fire action plans. The suppression and emergency action teams respond to any incident according to well-defined procedures. Various non-emergency services are also provided, such as performing maintenance of apparatus, equipment, and facilities, testing hydrants, conducting water flow tests, and building inspections.

### Service Objectives:

- ✓ Maintain certifications for emergency medical services
- ✓ Trench rescue continue to train with other agencies
- ✓ Respond to all emergency calls with a minimum of two certified EMS responders
- ✓ Maintain hazardous materials technical level training for firefighters
- ✓ Train firefighters utilizing live fire techniques and opportunities
- ✓ Annual fit test of firefighting respirators in accordance with OSHA 1910.134
- ✓ Provide a safe work environment with the goal of reducing employee injury rates and severity
- ✓ Train and support Ames Fire Investigation Team comprised of Ames firefighters and Ames police
- ✓ Support participation in local, state, and national conferences and seminars
- ✓ Maintain equipment in a state of readiness

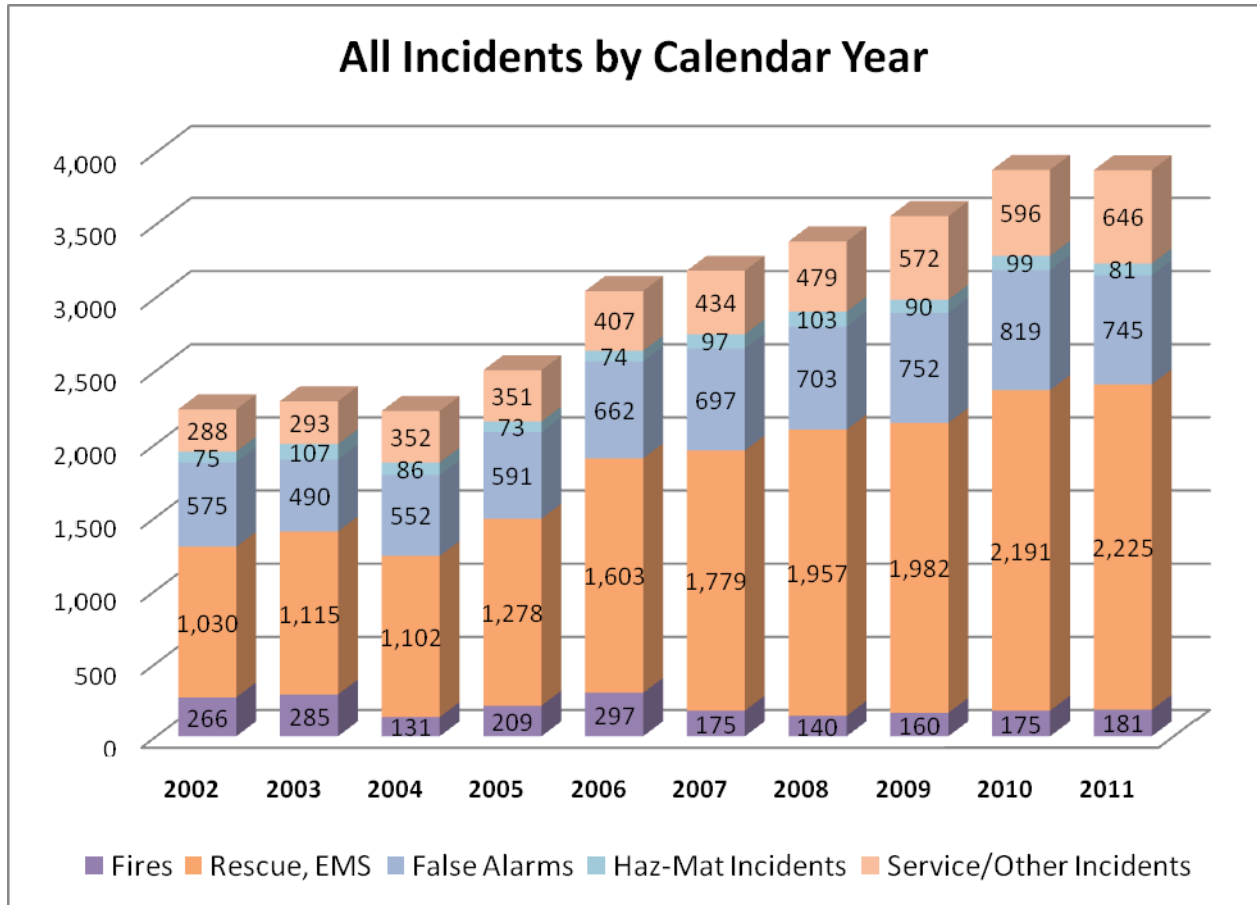
	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	3,907,820	4,261,942	4,238,074	4,390,974	3.0%
Contractual	231,504	247,424	243,214	246,714	-0.3%
Commodities	81,896	86,200	88,495	90,200	4.6%
Capital	9,837	-	10,000	23,950	
<b>Total Expenditures</b>	<b>4,231,057</b>	<b>4,595,566</b>	<b>4,579,783</b>	<b>4,751,838</b>	<b>3.4%</b>
<b>Funding Sources:</b>					
General Fund	3,154,370	3,430,825	3,418,935	3,547,378	3.4%
Iowa State University Contract	1,056,255	1,143,608	1,139,645	1,182,460	3.4%
Haz Mat	-	-	-	-	
MGMC Reimbursement	20,272	21,133	21,133	22,000	4.1%
Miscellaneous Revenue	160	-	70	-	
<b>Total Funding Sources</b>	<b>4,231,057</b>	<b>4,595,566</b>	<b>4,579,783</b>	<b>4,751,838</b>	<b>3.4%</b>
 <b>Personnel - Authorized FTE</b>	 47.85	 47.85	 47.85	 47.85	

# FIRE - SUPPRESSION AND EMERGENCY ACTION

## 422 -- 2220

**Highlights:**

**Incident response** continues to increase, as shown in graph below.



Ames Firefighters responded to 3,884 incidents. This is an increase of 1,644 calls (73.34%) since 2002. Service incidents include elevator rescues, welfare checks, CO alarms, etc.

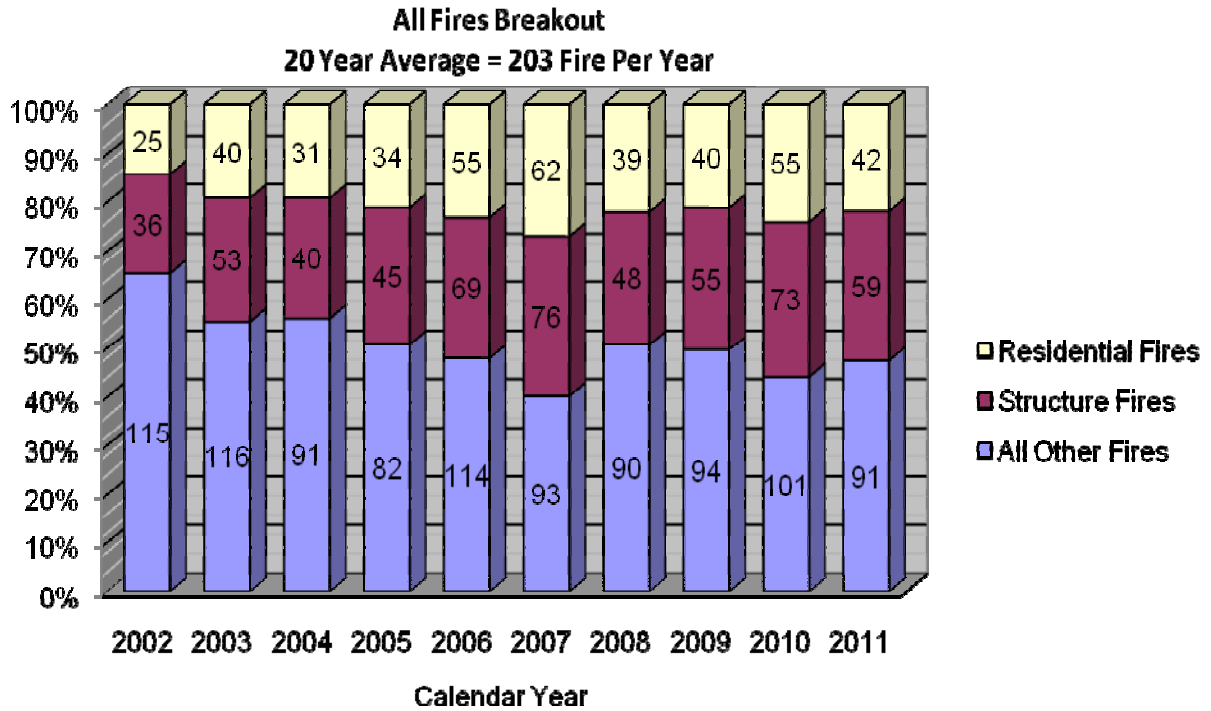




# FIRE - SUPPRESSION AND EMERGENCY ACTION

422 -- 2220

Highlights, continued:



# FIRE - SUPPRESSION AND EMERGENCY ACTION

422 -- 2220

## Highlights, continued:

Ames firefighters continued to hone their skills in fire and rescue operations; our department also performed **joint training with our responding partners**.

- Fire Department personnel conducted training with the Ames Power Plant employees in **confined space**; 54 city employees attended the training during a 3 day period.
- **Automobile extrication** – training and responding with law enforcement and paramedics to gain a better understanding of each discipline's goals for managing the incident
- Emergency medical services - working closely with paramedics on patient care for **entrapped** and injured victims
- **Water rescue** – emergency personnel participated in scenario-based training with personnel from the Furman Aquatic Center. The scenario was developed to simulate rescue and patient care at the aquatic center.
- Ames Fire personnel conducted **hazardous materials training** on the ISU campus. Our crews worked closely with Ames Lab during a realistic scenario. The event was monitored by ISU Environmental Health and Safety personnel who conducted an after-action review after each training event.

**Fire investigations** are conducted by a team of personnel from the Ames Fire Department, Ames Police Department, and Iowa State University Police Department. By working as a team, we are able to capitalize on the strengths of each department in order to be more effective.

Firefighters continue to work with business owners and property managers to reduce the number of **false alarms**. Ames Fire personnel assist business owners to resolve the issue when their system is malfunctioning.

Firefighters performed 268 **pre-plans** designed to provide critical information in the event of an emergency at the business. Pre-plans allow the firefighters to become familiar with the building prior to an incident and will increase their efficiency while on the scene.

Ames Firefighters partnered with Iowa State University Environmental Health and Safety to **promote fire safety on the ISU Campus**. Over 450 students and staff participated in fire extinguisher training utilizing the department's environmentally friendly fire extinguisher trainer.

In FY 12/13, capital includes an extractor, ram assault deck gun, and an electric fan. Mary Greeley Medical Center has agreed to pay for one-half of the \$14,300 in auto extrication equipment.

# FIRE - SUPPRESSION AND EMERGENCY ACTION

## 422 -- 2220

**Highlights, continued:**

	2009/10 Actual	2010/11 Actual	2011/12 Adjusted	2012/13 Projected
<b>Service Accomplishments:</b>				
Continue to train utilizing live fire training in accordance with State and Federal standards	1	1	1	1
<b>Efficiency and Effectiveness:</b>				
Continue to train with Public Works employees utilizing trench rescue skills at least one time per year	1	1	1	1
Maintain hazardous material technician level for firefighters	47/48	47/48	47/48	48/48
Residential fires	69	46	46	48
Structure fires	96	63	72	69
Arson fires	2	2	4	2
False alarms - unintentional and system malfunctions	960	805	746	767
Emergency Medical Services "EMS"	2,282	2,211	2,323	2,307

# FIRE - PREVENTION AND SAFETY EDUCATION

422 -- 2230

The function of this activity is to assist with administration and enforcement of ordinances pertaining to the prevention of fires. This includes the use and handling of explosives, flammable and toxic materials, and other hazardous material. Staff reviews all new construction and remodeling plans for code compliance and conducts inspections on the installation, maintenance, and regulation of all fire escape exits for adequacy in the event of fire to establish a reasonable level of life safety and property protection from the hazards of fire, explosion, or dangerous conditions. In cooperation with other departmental personnel, staff conducts public safety educational programs and assists in the suppression and control of fires. Staff also assists the investigation into the cause and origin of fires, and gathers evidence if a fire is of a suspicious origin.

**Service Objectives:**

- ✓ Ensure that fire protection systems are installed, updated, and maintained according to recognized code standards
- ✓ Ensure that annual inspections are performed for 100% of the City's commercial occupancies requiring State certification
- ✓ Facilitate and foster collaborative efforts with other inspectors throughout the Building Division to produce a safer environment for the citizens of Ames
- ✓ Maintain a high level of expertise and knowledge through training and lifelong education in an ever-evolving technical field

	2010/11	2011/12	2011/12	2012/13	% Change
	Actual	Adopted	Adjusted	Adopted	From Adopted
<b>Expenditures:</b>					
Personal Services	105,943	113,415	113,461	116,416	2.6%
Contractual	13,425	12,794	12,615	13,885	8.5%
Commodities	5,693	7,295	7,295	7,295	0.0%
<b>Total Expenditures</b>	<b>125,061</b>	<b>133,504</b>	<b>133,371</b>	<b>137,596</b>	<b>3.1%</b>
<b>Funding Sources:</b>					
General Fund	93,497	100,128	100,028	103,197	3.1%
Iowa State University Contract	31,564	33,376	33,343	34,399	3.1%
<b>Total Funding Sources</b>	<b>125,061</b>	<b>133,504</b>	<b>133,371</b>	<b>137,596</b>	<b>3.1%</b>
<b>Personnel - Authorized FTE</b>	1.00	1.00	1.00	1.00	

# FIRE - PREVENTION AND SAFETY EDUCATION

422 -- 2230

## Highlights:

- In an effort to better provide a well-prepared and safety-educated community, the Fire Inspector plays an active role **partnering with other agencies** throughout the City. The Inspector regularly assisted the Ames Police Department in performing occupancy load checks of bars/taverns after-hours on weekends and nights when activity levels in the Downtown and Campustown areas are at their peak. He has presented at the crime-free housing session and provided continuing education training for realtors and landlords at the Hunziker Academy. He also educated local motel management and housekeeping supervisors in how to identify and report tampering on fire detection and suppression systems.
- The Fire Inspector continues to represent departmental interests and concerns in planning for shared City/ISU special events and for fire protection planning for **ISU construction projects**, such as the redesign of Farmhouse Lane, State Gym renovation, Ames/ISU Intermodal hub, installation of sprinklers in Curtiss, Willow, and Helser Halls, and future construction of Troxel Hall.
- This year, the Inspector dedicated a significant amount of time and resources in **addressing business community concerns** with some large fire protection consultation projects including the Mary Greeley Medical Center and Green Hills Retirement Center expansions, construction of the Grove and Greyhawk Apartments, Eastwood Apartments fire alarm retrofitting, and new construction of the Texas Roadhouse restaurant. Often these projects require multiple reviews secondary to design changes, while maintaining availability for communication (often on short notice) with developers, engineers, and architects.
- The safety of the Greek Community remains a high priority for fire prevention personnel. Progress has been made with 30 of 41 **Greek houses** now having installed working fire sprinkler systems, with another two houses in some stage of installation. During FY 10/11, the Fire Inspector participated in 12 personal consultations with the Greek community in an effort to assist and advise them on code-compliant sprinkler system installations.
- At an increasing frequency, the Fire Inspector has become aware of and corrected numerous alarm and **fire protection system deficiencies** in apartment buildings. Apartments where fire alarm impairments were noted and corrected include Crystal Cove and Sunset Beach Apts., the Legacy Tower, and buildings on Coconino, Bristol, West, Mayfield, and Chamberlain Streets. Because a majority of fires and fire deaths occur in apartment occupancies, the certificate of occupancy depends on fire systems being tested and maintained regularly, as required by the fire code.

# FIRE - PREVENTION AND SAFETY EDUCATION

## 422 -- 2230

### Highlights, continued:

	<b>2009/10 Actual</b>	<b>2010/11 Actual</b>	<b>2011/12 Adjusted</b>	<b>2012/13 Projected</b>
<b>Service Accomplishments:</b>				
Commercial inspections/re-inspections	536/178	797/277	768/232	700/200
Educational inspections/re-inspections	42/4	48/9	44/12	40/10
Residential inspections/re-inspections	153/49	169/60	131/36	160/40
Plan reviews-consultations-complaints contacts/hours committed	234/331	127/90	120/106	100/150
Inspection hours committed	599	649	586	600
Violations discovered/corrected	1,361/1,030	1,656/1,111	1,696/1,180	1,500/1,000
Schools within the Ames Community School District, including home-schooled children, provided Fire Prevention Week Pub-Ed presentations	100%	100%	100%	100%
Total presentations/hours spent in the public education (Pub-Ed) of fire safety topics	748/900	582/710	464/543	500/600
Number of civilian adults/children attending FD sponsored public education presentations	7,730/6,923	5,502/4,669	6,064/6,672	5,000/6,000
<b>Efficiency and Effectiveness:</b>				
Civilian fire deaths	0	0	0	0
Civilian fire injuries	0	0	0	0

# FIRE - BUILDING SAFETY

423

Building Safety provides permits, inspections, public information, and enforcement of building, electrical, mechanical, plumbing, rental housing, neighborhood property maintenance, sign, and zoning codes. Program objectives are accomplished through review of construction plans for code compliance; issuance of work permits and performance of on-site project inspections; issuance of rental housing permits and performance of periodic dwelling inspections; investigation of code violations; abatement of dangerous buildings.

**Service Objectives:**

- ✓ Provide public information on building construction, property maintenance, and related topics
  - ✓ Perform plan reviews of proposed building construction projects
  - ✓ Investigate and abate property maintenance and zoning code violations
  - ✓ Promote and develop community partnerships
- ✓ Perform safety inspections of existing commercial buildings, places of assembly, bars
  - ✓ Issue permits and perform inspections of building construction projects
  - ✓ Issue permits and perform inspections of rental dwellings
  - ✓ Abate dangerous buildings

	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	825,033	946,004	1,003,601	1,057,993	11.8%
Contractual	140,305	126,333	183,927	267,571	111.8%
Commodities	6,969	12,201	10,483	10,601	-13.1%
Capital	-	-	-	-	
<b>Total Expenditures</b>	<b>972,307</b>	<b>1,084,538</b>	<b>1,198,011</b>	<b>1,336,165</b>	<b>23.2%</b>
<b>Funding Sources:</b>					
General Fund	32,337	132,701	184,035	84,113	-36.6%
Building Permit	386,096	403,880	449,619	560,962	38.9%
Electrical Permit	127,500	84,655	84,930	158,485	87.2%
Mechanical Permit	75,416	63,530	63,555	93,048	46.5%
Plumbing Permit	94,448	84,960	85,085	105,005	23.6%
Sidewalk Permit	-	400	400	-	-100.0%
Sign Permit	9,480	9,864	9,864	9,500	-3.7%
Misc. Housing Inspection	2,452	-	-	-	
Rental Housing	244,578	304,548	320,523	325,052	6.7%
Apprentice License Fee	-	-	-	-	
<b>Total Funding Sources</b>	<b>972,307</b>	<b>1,084,538</b>	<b>1,198,011</b>	<b>1,336,165</b>	<b>23.2%</b>
<b>Personnel - Authorized FTE</b>	11.00	12.50	12.90	12.90	

# FIRE - BUILDING SAFETY

423

## Highlights:

- Several large building projects indicate growth in building project valuations and permit revenues in FY 12/13 and FY 13/14. The Inspection Division's workload is expected to increase accordingly. To assist with this additional workload, \$72,500 has been added in FY 12/13 to contract with a private inspections company. It is anticipated that additional revenues will pay for this contracting. New housing starts are projected to be lower than the community had in 2007 and 2008.
- The Inspections Division has been researching several vendors' systems for new inspection software that will dramatically improve operating efficiencies and enhance customer services through online permit applications, inspection scheduling, approval issuance, and reporting. The FY 11/12 budget includes a transfer from the excess General Fund balance to bank \$175,000 with the Computer Replacement Fund to assist with a future purchase of software.
- The reallocation of costs for City data services according to time used resulted in a large increase being shifted into the Building and Rental Housing program budgets. Although this shift in cost distribution does not raise the totals for the City, it is responsible for the rise in the contractual area for building inspections and rental housing areas.
- 2012 will be a code change year for the City. In past years, the City has adopted the new National Electric Code (NEC) one year after it was published. The 2011 NEC has been adopted by the State of Iowa and is now the minimum allowable electric code standard for the state.
- In 2013, the City will consider adopting the new International Code Council codes published in 2012. The proposed budget for FY 12/13 contains estimates for new code books, board meetings, and publishing the new codes.
- After revisiting the 2009 Rental Housing Code and approving changes, Council endorsed the code, and rental inspections resumed in September with an additional full-time rental inspector approved in the prior budget and added in July, 2011.
- When the State of Iowa took over the City's restaurant inspection program, a .4 clerical position was shifted to this program.
- A new neighborhoods inspector began work in July, 2011, filling a vacancy created by promotion of the prior inspector to a supervisory position.



# FIRE - BUILDING SAFETY

423

## Highlights, continued:

<b>Service Accomplishments:</b>	<b>2009/10 Actual</b>	<b>2010/11 Actual</b>	<b>2011/12 *Adjusted</b>	<b>2012/13 Projected</b>
Building plans reviewed	555	593	555	600
Building permits issued	646	686	688	700
Building inspections performed	2,358	2,117	2,361	2,500
Electrical permits issued	671	641	657	670
Electrical inspections performed	1,426	1,440	1,566	1,570
Mechanical permits issued	850	960	768	970
Mechanical inspections performed	1,172	1,090	1,060	1,090
Plumbing permits issued	1,287	1,320	1,262	1,350
Plumbing inspections performed	2,440	2,287	2,407	2,190
Sign permits issued	137	119	127	120
Rental housing units registered	11,900	12,020	12,650	13,000
Rental inspections performed	532	318	760	900
Neighborhood concerns identified	404	300	400	400
Identified by citizens (reactive)	250	199	320	300
Identified by inspector (proactive)	154	101	270	250
Neighborhood inspections performed	1,271	978	1,770	1,600
Total inspections performed	9,199	8,230	9,924	9,850

\* Adjusted figures based on July 1, 2011 through November 30, 2011 actual, with the remainder of FY 11/12 projected.



# TRAFFIC MAINTENANCE

424 – 73 and 74

This activity provides for the construction, maintenance, and repair of traffic signals, regulatory, warning, and informational signs in the City. Also maintained are the pavement markings along streets that carry more than 3,000 vehicles per day. Each crosswalk with a supplemental control is painted, as well as other intersection markings that promote the safe and efficient movement of vehicles and pedestrians. Temporary, part-time employees supplement City crews in this activity.

**Service Objectives:**

- ✓ Provide safe and efficient transportation consistent with community goals and nationally accepted operating standards
- ✓ Install and maintain preemption equipment to enhance emergency services
- ✓ Complete changeover to light-emitting diode (LED) bulbs
- ✓ Focus on maintaining traffic signal operations of aging infrastructure
- ✓ Install and maintain required regulatory, warning, guide and street name signs
- ✓ Paint parking stalls including 715 on-street and 917 parking lot stalls
- ✓ Maintain the parking meter database
- ✓ Paint crosswalks along school routes
- ✓ Enhance roadway markings on pavement
- ✓ Paint medians for public safety purposes
- ✓ Maintain the traffic sign Geographic Information System (GIS) database
- ✓ Paint curbs as needed to delineate fire zones, tow-away zones, parking prohibitions

	2010/11	2011/12	2011/12	2012/13	% Change
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From Adopted</b>
Personal Services	442,333	453,983	454,244	465,286	2.5%
Contractual	137,350	145,272	159,337	145,007	-0.2%
Commodities	111,408	89,600	89,900	80,650	-10.0%
Capital	18,046	14,000	14,000	33,750	141.1%
<b>Total Expenditures</b>	<b>709,137</b>	<b>702,855</b>	<b>717,481</b>	<b>724,693</b>	<b>3.1%</b>
 <b>Funding Sources:</b>					
General Fund	(2,851)	-	-	-	
External Labor Reimbursement	41,111	24,183	29,050	28,619	18.3%
Road Use Tax Fund	670,877	678,672	688,431	696,074	2.6%
<b>Total Funding Sources</b>	<b>709,137</b>	<b>702,855</b>	<b>717,481</b>	<b>724,693</b>	<b>3.1%</b>
 <b>Personnel - Authorized FTE</b>	 6.07	 6.07	 6.07	 6.07	

# TRAFFIC MAINTENANCE

424 – 73

**Highlights:**

Each year, traffic signal staff replaces hundreds of incandescent bulb signal indicators with **light-emitting diode (LED) lamps**. Recently, funds were received from an Energy Efficiency and Conservation Block Grant. These funds have enabled staff to complete the transition to LED lamps. The average energy cost for a typical signalized intersection with incandescent bulbs is \$1,174 per year. With the installation of LED lamps, the average energy cost is \$430 per year. Considering that the City has sixty-three traffic signals, this equates to a reduction in power consumption costs of over \$42,460 annually.

Staff continues to focus on operational service to improve efficient use of traffic signal systems. The component of a traffic signal system that most frequently fails is the in-street loop detection system for vehicles, which is primarily due to the deterioration of roadway pavement. **Radar Vehicle Detection Systems**, non-intrusive installations suitable for bikeway detection, were installed at the intersections of Grand Avenue/6<sup>th</sup> Street, Duff Avenue/9<sup>th</sup> Street, Duff Avenue/6<sup>th</sup> Street, Duff Avenue/Main Street, and Duff Avenue/Lincoln Way as part of recent pavement rehabilitation projects. The FY 12/13 budget includes \$4,500 for additional installations.

Periodically, the existing traffic signal systems need to be maintained, including **pole painting**. During FY 11/12, funding was carried over from the previous fiscal year in order to have poles at several intersections professionally painted. By hiring someone to paint these poles, the coating will last quite a bit longer, thereby prolonging their structural life.

**Traffic signal battery backup systems** are scheduled to be installed at four intersections equipped with railroad pre-emption. One system will be installed in FY 12/13 at the Duff Avenue/Main Street intersection (\$5,250). Future installations (at the 13<sup>th</sup> Street/Ridgewood Avenue, Clark Avenue/6<sup>th</sup> Street, and Hazel Avenue/Brookridge Avenue/6<sup>th</sup> Street intersections) will occur over the following three years. These battery backup systems will ensure operation of the traffic signals at each of those railroad crossing intersections in the event of interruption of electricity. The Union Pacific Railroad has already installed similar backup systems for the crossing arms at those intersections.

	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
<b>Service Accomplishments:</b>				
# of signalized intersections in City	64	64	66	67
LED bulbs installed	196	732	150	50
Utility locates	219	337	300	300
# of signs in City	9,575	9,754	9,800	9,850
# of lane miles painted	68	62	68	70
# of crosswalks painted	702	714	720	730
Gallons of traffic paint used	2,255	1,985	2,000	2,100
Pounds of reflective beads used	7,500	7,500	7,500	7,500
<b>Efficiency and Effectiveness:</b>				
Average # of sign repairs/week	33.26	25.31	25	25
Average # of service calls/signalized				
Intersection	5.76	8.73	6	6
Signs serviced	1,730	1,316	1,000	1,000

# TRAFFIC ENGINEERING

424 -- 75

The purpose of the Traffic Engineering program is to provide a safe and efficient transportation system within the City of Ames for all users. This activity provides traffic engineering analysis for the development of the City's multi-modal transportation system. Administrative duties as well as short and long-range transportation planning, facility planning and operations, and design of computerized signal coordination programs are included within this activity. Students from Iowa State University are utilized as temporary, part-time employees to collect and maintain databases dealing with traffic analysis.

**Service Objectives:**

- ✓ Enhance multi-modal integration of the transportation network for pedestrians, bicyclists, and transit users
- ✓ Update/maintain traffic engineering software
- ✓ Procure grant funding for Capital Improvement Plan projects
- ✓ Design and implement traffic signal coordination plans
- ✓ Design traffic signal replacement program
- ✓ Review site development plans & plats
- ✓ Maintain Shared Use Path maps
- ✓ Review Traffic Impact Studies (TIS) for new developments
- ✓ Administer the Ames Area Metropolitan Planning Organization (AAMPO)
- ✓ Maintain the pavement management system
- ✓ Approve parking waivers and block parties

	2010/11	2011/12	2011/12	2012/13	% Change
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From Adopted</b>
Personal Services	106,049	107,736	120,641	131,170	21.8%
Contractual	29,034	64,030	61,784	58,826	-8.1%
Commodities	1,992	1,300	1,150	1,400	7.7%
Capital	3,201	7,000	10,564	10,500	50.0%
<b>Total Expenditures</b>	<b>140,276</b>	<b>180,066</b>	<b>194,139</b>	<b>201,896</b>	<b>12.1%</b>
 <b>Funding Sources:</b>					
Road Use Tax Fund	84,415	120,389	82,901	101,717	-15.5%
General Fund MPO Reimb	55,861	59,677	61,238	60,179	0.8%
General Fund Design Reimb	-	-	50,000	40,000	
<b>Total Funding Sources</b>	<b>140,276</b>	<b>180,066</b>	<b>194,139</b>	<b>201,896</b>	<b>12.1%</b>
 <b>Personnel - Authorized FTE</b>	 1.45	 1.45	 1.45	 1.45	

# TRAFFIC ENGINEERING

424 – 75

**Highlights:**

Traffic Engineering staff continues to work with other members of the Public Works Engineering Division on the design of major intersection and roadway improvements throughout the City of Ames. **Transportation projects** include roadway rehabilitation/reconstruction, intersection improvements, traffic calming measures, as well as roadway improvements required by new commercial, industrial, and residential developments within the City. The recently completed Traffic Calming Toolkit is used by staff to ensure that measures are used in accordance with engineering standards. The salary for the Traffic Engineer has been reduced in the Road Use Tax Fund in order to accurately charge his time to Capital Improvements Plan projects in the General Fund.

**Traffic Engineering interns** have been added back into this area of the operating budget to help with the numerous traffic studies, including gathering traffic counts and turning movements. The interns also help with processing and analyzing the large number of parking waiver, block party, and oversized load requests that are received as well as gathering data for traffic calming requests. The Traffic Engineering interns are also working on various GIS related projects.

In FY 08/09, the City implemented a GIS-based **pavement management system**. To develop the system, automated data collection of information on cracking, rutting, roughness, potholes and rideability is performed on an annual basis. Additionally, high resolution video of the road right-of-way is captured periodically. The City budgets \$27,500 annually to maintain and develop the system. The pavement management system provides a rapid, objective assessment of pavement conditions to help support decision making to better plan and manage road pavement reconstruction and maintenance activities.

An upcoming initiative for the Traffic Engineering workgroup is to implement a citywide traffic count program using **permanent count stations** distributed throughout the City's transportation network. The purpose of this program is to enhance the quality and detail of transportation data to be used in development of the Ames Metropolitan Planning Organization (MPO) Long-Range Transportation Plan. Since these count stations will operate 24 hours a day, each day of the year, staff will be able to determine trends and identify traffic patterns to better coordinate the traffic signal system as well as predict the future transportation needs of the Ames community.

<b>Service Accomplishments:</b>	<b>2009/10 Actual</b>	<b>2010/11 Actual</b>	<b>2011/12 Adjusted</b>	<b>2012/13 Projected</b>
# of meetings regarding specific capital projects	160	110	125	140
# of other citizen contacts handled	650	670	680	700
# of meetings with ISU students on class projects	30	10	20	25
# of parking waivers processed	42	39	38	41
# of block party requests reviewed	42	49	42	50
# of oversized load permits reviewed	31	35	40	45
 <b>Efficiency and Effectiveness:</b>				
Average time to respond to citizens (days)	3.0	4.0	3.5	3.0

## OTHER COMMUNITY PROTECTION

428

This program accounts only for electricity for street lights, while electricity for traffic signals is accounted for in the sign and signal maintenance activity. A small amount is included in this activity for civil defense system maintenance by the Electric Distribution crews.

	2010/11	2011/12	2011/12	2012/13	% Change From Adopted
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	
Personal Services	7,815	6,000	7,500	7,500	25.0%
Contractual	678,764	691,000	694,000	694,000	0.4%
Commodities	2,364	3,000	3,000	3,000	0.0%
<b>Total Expenditures</b>	<b>688,943</b>	<b>700,000</b>	<b>704,500</b>	<b>704,500</b>	<b>0.6%</b>
<b>Funding Sources:</b>					
Street Lights – General Fund	677,482	690,000	690,000	690,000	0.0%
Civil Defense – General Fund	11,461	10,000	14,500	14,500	45.0%
<b>Total Funding Sources</b>	<b>688,943</b>	<b>700,000</b>	<b>704,500</b>	<b>704,500</b>	<b>0.6%</b>
<b>Personnel – Authorized FTE</b>	.00	.00	.00	.00	.00

# PUBLIC SAFETY CIP

429

**Activity Description:**

This is a summary of all of the Public Safety related capital improvements. The major improvements are detailed in the five-year Capital Improvements Plan.

Activities:	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Fire:</b>					
Miscellaneous Fire Donations			343		
FEMA – Mobile Data Terminal		25,143	25,143		
Fire Engine #2	530,370				
Emergency Generator Grant	43,311				
Fire Station #3–Temp Ctrl Grant			11,316		
Sub-Total	573,681	25,143	36,802		
<b>Police:</b>					
Police Radio Consoles			167,961		
Police CAD/Dispatching	31,447		77,466		
Firearms Training Range	62,434				
Mobile Data Terminal			13,912		
Sub-Total	93,881		259,339		
<b>Traffic/Engineering:</b>					
Signal L-Way/Sheldon Avenue	1,500		116,930		
Skunk River Trail SE 16 <sup>th</sup> /Srv	22,841		368,354		
Shared Path Ontario	175		50,063		
Long-Range Transportation Plan	108,783				
RR Crossing 9 <sup>th</sup> & UPRR	1,569				
Signal 28 <sup>th</sup> & Grand			195,000		
Skunk River Trail HYSC/SE 16 <sup>th</sup>		436,000	516,000		
Signal S. Dayton/S.E. 16 <sup>th</sup>			160,000		
Traffic Calming Study	14,796		35,204		
Shared Use Path Lighting/Signs			17,055		
Perm Traffic Count Stations		225,000	225,000		
Signals L-Way/Hayward	552			175,000	
Signal L-Way and Ash	1,500		172,260		
Multi-Modal Roadway Improv.				23,000	
Multi-Modal Safety Study			50,000		
Shared Use Path – Gartner/AMS	76,271				
Accident Study		50,000	50,000		
ECCBG LED Traffic Signal	18,113				
Dotson/L'Way Intersection		150,000	150,000	935,000	
Transportation Funding Study				50,000	
Squaw Creek Footbridge				400,000	
RR Quiet Zone Improvements	44,285				
RR Crossing 16 <sup>th</sup> /UPRR	2,082				
RR Medians North-South			100,000		
Skunk River Trail Ext AHHP	3,432		367,419		
Oakwood Road Shared Path			74,263		



# PUBLIC SAFETY CIP

429

Activities:	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Traffic/Engineering, cont.:</b>					
Walkway west side N. Dakota	275,274				
Walkway east side S. Dakota	81,947		30,510		
Sub-Total	653,120	861,000	2,678,058	1,583,000	83.9%
<b>Total CIP</b>	<b>1,320,682</b>	<b>886,143</b>	<b>2,974,199</b>	<b>1,583,000</b>	<b>78.6%</b>

## PUBLIC SAFETY CIP PROJECT DESCRIPTIONS

### TRAFFIC/ENGINEERING

The Traffic Signal Program is the annual program that provides for replacing older traffic signals and for constructing new traffic signals in the City. This program will result in improved visibility, reliability, and appearance of signals. The 2012/13 location is Lincoln Way/Hayward for \$175,000.

The Multi-Modal Roadway Improvements for 2012/13 include \$23,000 for sharrows on Duff Avenue (6<sup>th</sup> Street to 13<sup>th</sup> Street), and on 6<sup>th</sup> Street (Grand Avenue to Duff Avenue). Sharrows, also known as shared lane markings, are markings used in lanes shared by bicycles and motor vehicles when a travel lane is too narrow to provide a standard width bike lane.

The intersection improvements project is for constructing turn lanes and installing traffic signals for \$935,000 at Dotson Drive/Lincoln Way.

The Transportation Funding Study (2012/13) will analyze potential funding sources (grants) for roadway improvements for \$50,000.

The Squaw Creek Pedestrian Bridge was heavily damaged in the floods of 2010 and, since that time, has been out of service. After working through the FEMA public assistance process following the 2010 flood, it has been determined that federal funding will not be available for a replacement of the bridge. This project will be for replacement of the existing bridge with a pre-engineered steel truss bridge as used throughout the trail system (\$400,000). This bridge can be reused at a different location in the trail system when it is removed due to the Grand Avenue extension. The City will apply for FEMA Public Assistance alternate project funding. Since this project was approved for repair, it is likely that partial funding will be provided by FEMA for replacement.



A flowering crab apple tree and tulips are signs of spring at the Water and Pollution Control Facility.



# UTILITIES PROGRAM

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# UTILITIES

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## Program Description:

The City of Ames utilities provide the community with dependable service for solid waste disposal, sewage disposal, water, and electricity. The utilities maintain accurate records whereby costs are recovered through effective rate structuring. The utilities work with Ames citizens and industries in developing conservation methods. Resource Recovery provides citizens with a safe and cost effective means of disposing of trash and wastes. Water Utility services include the production of safe drinking water, treatment of this water, metering of water usage, administration, and maintenance of the distribution system. The water utility program provides the community with clean, fresh water in amounts that meet present and future needs. Storm Sewer Maintenance provides for maintenance of the storm sewer system. The storm water collection system prevents infiltration into the sanitary sewer system to preserve line capacity and sewage treatment plant capacity. Wastewater Disposal services include maintenance of the sanitary sewer system, administration, and the treatment of wastewater. The service provides for the collection and treatment of wastewater in compliance with federal and state regulations to assure public health. The Electric Operations provide Ames citizens with electricity, distribution of electricity, metering of customer usage and administration of the system. Utility Customer Service includes timely billing and collection of utility charges.

	2010/11	2011/12	2011/12	2012/13	% Change
	Actual	Adopted	Adjusted	Adopted	From
					Adopted
<b>Use of Funds:</b>					
Resource Recovery	3,429,144	3,637,185	3,674,576	3,730,729	2.6%
Water Utility	4,600,926	4,742,429	4,799,180	4,822,843	1.7%
Storm Sewer Maintenance	195,601	238,818	343,615	267,485	12.0%
Wastewater Disposal	3,181,865	3,415,394	3,472,976	3,488,248	2.1%
Electric Operations	43,643,634	49,349,283	51,166,267	50,813,853	3.0%
Utility Customer Service	1,408,723	1,487,690	1,404,041	1,454,689	-2.2%
<b>Total Operations</b>	<b>56,459,893</b>	<b>62,870,799</b>	<b>64,860,655</b>	<b>64,577,847</b>	<b>2.7%</b>
Utilities CIP	8,506,102	32,701,300	29,274,216	35,462,750	8.4%
<b>Total Expenditures</b>	<b>64,965,995</b>	<b>95,572,099</b>	<b>94,134,871</b>	<b>100,040,597</b>	<b>4.7%</b>
<b>Personnel - Authorized FTE</b>	159.78	159.78	159.08	159.08	

# UTILITIES

480

	2010/11	2011/12	2011/12	2012/13	% Change From Adopted
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	
Personal Services	14,134,237	14,965,414	14,579,194	15,286,141	2.1%
Contractual	26,735,310	28,425,002	30,474,351	29,847,662	5.0%
Commodities	17,981,185	19,790,579	19,866,868	19,774,641	-0.1%
Capital	6,001,557	32,131,295	28,944,185	34,857,450	8.5%
Other Expenditures	113,706	259,809	270,273	274,703	5.7%
<b>Total Expenditures</b>	<b>64,965,995</b>	<b>95,572,099</b>	<b>94,134,871</b>	<b>100,040,597</b>	<b>4.7%</b>
<b>Funding Sources:</b>					
Project Share	20,720	21,500	20,500	20,500	-4.7%
Water	6,075,784	5,940,821	7,953,763	6,871,350	15.7%
Sewer	5,119,148	6,215,092	9,371,454	6,295,548	1.3%
Sewer Improvements	-	1,779,000	775,000	1,525,000	-14.3%
Electric	49,419,474	69,275,323	66,271,279	67,490,895	-2.6%
Storm Sewer Utilities	623,020	3,473,878	1,774,459	3,069,825	-11.6%
Resource Recovery	3,697,281	4,068,485	4,579,468	4,016,479	-1.3%
G.O. Bonds	(27,574)	-	348,948	6,521,000	
Special Assessments	-	-	-	357,000	
Water Construction	-	4,798,000	3,040,000	3,873,000	-19.3%
Local Option Sales Tax	19,071	-	-	-	
Construction Grants	19,071	-	-	-	
<b>Total Funding Sources</b>	<b>64,965,995</b>	<b>95,572,099</b>	<b>94,134,871</b>	<b>100,040,597</b>	<b>4.7%</b>

# RESOURCE RECOVERY OPERATIONS

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The City of Ames and surrounding communities are served by the Arnold O. Chantland Resource Recovery Center. Communities sharing in this endeavor are Cambridge, Colo, Gilbert, Huxley, Kelley, Maxwell, McCallsburg, Nevada, Roland, Slater, Story City, Zearing, and unincorporated Story County. Costs to these communities are figured on a per capita basis, using 2000 census figures. Operations include separating combustible material and processing it into refuse derived fuel (RDF). The RDF is sold as a supplemental fuel to the electric utility. The remaining material has been contract-hauled to the Boone County Landfill since July 1992. (The City of Ames closed its landfill on June 30, 1992.) Ferrous metals are also separated and sold on the scrap market for recycling. Plant maintenance is conducted during an annual two week down time to do major repairs in addition to the daily routine maintenance and repairs. Yard waste activities involve the source separation and contracted land application of "yard waste" (leaves, grass, tree limbs, etc.). In 2006, glass recycling was added to the recycling options provided by the plant.

**Service Objectives:**

- ✓ Provide an environmentally sound and socially responsible method of solid waste disposal
- ✓ Maintain the Household Hazardous Materials (HHM) program
- ✓ Research possible bio-energy connections with the Power Plant
- ✓ Continue community connections through school science fairs, service club presentations, and VEISHEA displays
- ✓ Provide refuse derived fuel to the Power Plant as an alternative fuel source to coal
- ✓ Maintain the closed landfill
- ✓ Maintain positive relationships with member agencies
- ✓ Provide yard waste disposal for Ames residents
- ✓ Expand glass recycling
- ✓ Maintain 70% recycle/re-use of municipal solid waste

	2010/11	2011/12	2011/12	2012/13	% Change
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From Adopted</b>
Personal Services	1,208,655	1,246,259	1,228,675	1,282,503	2.9%
Contractual	1,905,908	1,910,566	1,960,041	1,995,966	4.5%
Commodities	277,426	287,600	293,100	281,500	-2.1%
Capital	17,780	22,000	22,000	-	-100.0%
Other	19,375	170,760	170,760	170,760	0.0%
<b>Total Expenditures</b>	<b>3,429,144</b>	<b>3,637,185</b>	<b>3,674,576</b>	<b>3,730,729</b>	<b>2.6%</b>
<b>Funding Sources:</b>					
Resource Recovery	3,429,144	3,637,185	3,674,576	3,730,729	2.6%
<b>Total Funding Sources</b>	<b>3,429,144</b>	<b>3,637,185</b>	<b>3,674,576</b>	<b>3,730,729</b>	<b>2.6%</b>
 <b>Personnel - Authorized FTE</b>	 15.00	 15.00	 15.00	 15.00	

# RESOURCE RECOVERY OPERATIONS

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## Highlights:

For FY 12/13, the **per capita charge** will be adjusted to **\$9.10** (from \$10.25) to maintain our per capita subsidies from our partner cities and Story County. Even with this reduction, the City of Ames' share is \$452,862 which is an additional \$29,386 from past years. **Tipping fees** for municipal solid waste remain at \$52.75/ton; cars and passenger vans are \$8.00; and pickups or vehicles with trailers are \$22.00. These rates have been maintained since FY 02/03.

The Resource Recovery Plant was recognized by the American Society of Mechanical Engineers (ASME) for achievement in environmental and safety performance. The plant was the recipient of the 2011 Facility Recognition Award presented by ASME's Materials and Energy Recovery Division. The award was presented to Gary Freel, Assistant Superintendent, and Rob Weidner, Lead Operator, at the 19<sup>th</sup> Annual North American Waste-to-Energy Conference (NAWTEC 19) in Lancaster, Pennsylvania, in May 2011.



Left to right: Rob Weidner, Lead Operator; Gary Freel, Assistant Superintendent; Nathiel Egosi, RRT Design & Construction; Robert Faia, Helfrich Brothers Boiler Works.

# RESOURCE RECOVERY OPERATIONS

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## Highlights, continued:

In addition to environmental and safety performance, the award recognizes technological innovation and the contribution of the facility to citywide integrated waste management programs.



(Standing – Steve Schainker, City Manager; Steven Snyder; Bob Alexander; Adam Hyer; Mark Peebler; Michael Saunders; Jeremy Taylor; Scott Hutzell; John Pohlman, Superintendent; Kenny Markley; Lorrie Hanson; Mike Clark; Rob Weidner; John Joiner, Director of Public Works. Kneeling – Mike Dunn; Gary Freel, Assistant Superintendent; Steve Steward.)

In partnership with Electric Services, a feasibility study was conducted by URS Corp to explore other technologies that may convert municipal solid waste into a more consistent and usable synthetic fuel for energy production. Results of this study will provide guidance for potential future capital expenditures and operational/maintenance costs to convert RDF (Refuse Derived Fuel) via a biofuels conversion process.

The privately-owned construction and demolition (C&D) landfill in Ames closed in 2011. Citizens and businesses with C&D materials now must sort their waste so that paper and plastics go to the Resource Recovery Plant (RRP); true C&D materials must go to the Boone County Landfill for C&D disposal.

An alternative feed system is being added to the south side of the plant in order to bring in pre-processed feedstocks, such as wood chips, crumb rubber, or grain. This additional equipment will allow Resource Recovery personnel to unload and transfer boiler-ready fuel with a 100% recovery rate to the Power Plant for combustion, and thus continue to reduce the amount of coal consumed.



# RESOURCE RECOVERY OPERATIONS

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## Highlights, continued:

Revenues will be impacted in FY 11/12 due to boiler repairs at the Power Plant. Replacement of the bottom 50' of boiler tubes will enhance our ability to continue to burn RDF at the rate necessary for Resource Recovery's RDF recovery. During this construction, commercial haulers were frequently required to divert to Boone, resulting in loss of tip fee revenue, RDF sales revenue, and metal sales revenue.

Electric costs have increased by \$40,000 (contractual costs); a demand meter to monitor usage has been installed to enable staff to control operations and keep electrical costs at a minimum. Also affecting contractual costs is a per capita increase in the 2010 census that resulted in a \$9,300 increase in Household Hazardous Waste expenses in FY 12/13.

Major factors for the increase in personal services include employee health insurance selection (family vs. single coverage) and increases in IPERS and health insurance rates.

Six-hundred-fifteen tons of RDF were sold and shipped to Kansas for use as test material for a new gasification facility. The test results will be shared and incorporated with URS Corp findings to determine the feasibility of a similar operation in Ames.

Due to the loss of the City's Sanitarian position, staff at Resource Recovery now inspect approximately 50 commercial haulers' trucks yearly to ensure compliance with City code.

Council voted to eliminate Free Days after considering a report on costs associated with the event. Staff held open-house style public meetings to gather public input regarding challenges created by Free Days and reported the findings to Council, resulting in elimination of the event.

# RESOURCE RECOVERY OPERATIONS

481

## Highlights, continued:

<b>Service Accomplishments:</b>	<b>2009/10 Actual</b>	<b>2010/11 Actual</b>	<b>2011/12 Adjusted</b>	<b>2012/13 Projected</b>
Tons of refuse into plant (tons available)	54,977	58,544	59,000	60,000
ISU tons into plant	3,621	3,887	3,600	3,600
Tons of refuse processed	50,614	56,789	56,000	57,000
Pounds of HHM* collected	11,684	14,430	15,500	15,000
Tons of glass recycled	131	133	150	160
Tons of metal recycled	2,362	2,530	2,500	2,500
Average # of vehicles/free yard waste day	908	923	900	900
<b>Efficiency and Effectiveness:</b>				
% of available materials processed	92%	97%	87%	95%
Tons processed/operation hour	25.65	23.82	25.00	25.00
Processing costs/processed tons (including ISU)	\$61.92	\$57.85	\$62.43	\$61.76
Total expenses/processed tons (including ISU)	\$64.76	\$60.38	\$65.70	\$64.95
Reject disposal rate/ton (Boone County)	\$41.50	\$42.50	\$43.50	\$44.50
% of processed materials that are sent to the landfill as rejects	27%	24%	25%	23%
Reject transportation rate/ton	\$12.00	\$13.00	\$14.09	\$15.00
Average cost/user free yard waste day	\$3.30	\$4.97	\$4.95	\$4.95

\* Household Hazardous Materials



# WATER OPERATIONS

482 -- 35

## Activity Description:

The water utility provides safe, economical drinking water to the community. The utility provides potable water according to state regulations pertaining to “drinking water standards” enforced by the Department of Natural Resources. Water is provided to industrial, commercial, and residential users within the community. Water sales began in 1997 to a rural water system serving areas north and west of Ames. Production draws raw water from wells located in the underground aquifer serving Ames, and also includes drought contingency management to maintain capacity of the wellfields. Treatment processes water to meet standards set for the State of Iowa and includes disposal of residuals in an approved manner. Laboratory provides for overall laboratory services either in-house or from commercial providers to ensure that all standards are achieved. This also includes voluntary or non-regulated monitoring to further identify potential trends, problems, or future concerns. Pumping provides water to the distribution system and two water towers which help maintain sufficient water pressure for the community. A second pressure zone, including a pumping station and another water tower, was implemented in 2003 to improve service in southwest Ames. Through a system of Water Meters installed and maintained by the utility, water usage is measured for customers. This also includes programs for water conservation and backflow prevention.

	<b>2010/11</b>	<b>2011/12</b>	<b>2011/12</b>	<b>2012/13</b>	<b>% Change</b>
<b>Activities:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From Adopted</b>
Water Admin	654,562	676,214	648,861	659,499	-2.5%
Production	386,315	387,027	343,872	378,418	-2.2%
Treatment	1,475,643	1,576,310	1,625,191	1,587,688	0.7%
Laboratory	184,962	191,246	191,199	196,127	2.6%
Pumping	270,745	266,796	305,037	294,573	10.4%
Metering/Cross Connection	690,437	716,325	711,048	721,598	0.7%
<b>Total Operations</b>	<b>3,662,664</b>	<b>3,813,918</b>	<b>3,825,208</b>	<b>3,837,903</b>	<b>0.6%</b>
<b>Personnel – Authorized FTE</b>	19.00	19.00	19.00	19.00	

# WATER OPERATIONS

482 -- 35

	2010/11	2011/12	2011/12	2012/13	% Change From Adopted
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	
Personal Services	1,644,077	1,708,907	1,647,043	1,710,232	0.1%
Contractual	1,340,243	1,369,289	1,480,784	1,411,504	3.1%
Commodities	639,443	724,320	690,647	711,265	-1.8%
Capital	36,999	9,500	4,832	3,000	-68.4%
Other	1,902	1,902	1,902	1,902	0.0%
<b>Total Expenditures</b>	<b>3,662,664</b>	<b>3,813,918</b>	<b>3,825,208</b>	<b>3,837,903</b>	<b>0.6%</b>
<b>Funding Sources:</b>					
Water	3,382,839	3,522,439	3,537,225	3,546,229	0.7%
Sewer	279,825	291,479	287,983	291,674	0.1%
<b>Total Funding Sources</b>	<b>3,662,664</b>	<b>3,813,918</b>	<b>3,825,208</b>	<b>3,837,903</b>	<b>0.6%</b>

# WATER ADMINISTRATION

## 482 -- 3501

This activity involves overall management of the water utility, except for the distribution system and customer services/billing functions. It includes source management, pumping from the wells, water treatment and residuals disposal, finished water storage, pumping to service, storage in the distribution system, laboratory and maintenance support, customer metering, research coordination, security activities, water conservation, and backflow prevention.

**Service Objectives:**

- ✓ Provide administrative oversight for the department
- ✓ Provide engineering and technical assistance to the divisions
- ✓ Plan for and prepare the department to meet the future needs of the utility
- ✓ Proactively promote the value of water conservation
- ✓ Develop and administer the overall water treatment budget
- ✓ Coordinate the implementation of utility security measures
- ✓ Develop and implement the Capital Improvements Plan for the Water Utility (excluding distribution system improvements)
- ✓ Prepare the annual Consumer Confidence Report

	2010/11	2011/12	2011/12	2012/13	% Change
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From</b>
					<b>Adopted</b>
<b>Expenditures:</b>					
Personal Services	511,389	538,494	512,331	527,059	-2.1%
Contractual	136,193	128,570	129,281	127,540	-0.8%
Commodities	6,980	6,150	5,597	4,900	-20.3%
Capital	-	3,000	1,652	-	
<b>Total Expenditures</b>	<b>654,562</b>	<b>676,214</b>	<b>648,861</b>	<b>659,499</b>	<b>-2.5%</b>
<b>Funding Sources:</b>					
Water	654,562	676,214	648,861	659,499	-2.5%
<b>Total Funding Sources</b>	<b>654,562</b>	<b>676,214</b>	<b>648,861</b>	<b>659,499</b>	<b>-2.5%</b>
 <b>Personnel - Authorized FTE</b>	 5.00	 5.00	 5.00	 5.00	

# WATER ADMINISTRATION

## 482 -- 3501

### Highlights:

The **New Water Treatment Plant** project continues to be the predominant activity in the administrative work group. Pre-design work concluded in November 2011, and detailed design will begin in early 2012. In July of 2011, an eight percent rate increase was implemented. This is part of a multi-year rate adjustment necessary to fund the new treatment plant. A three percent increase is anticipated effective July 2012. This increase is lower than anticipated due to the City receiving a grant for \$5.88 million to construct the new water plant to LEED certification standards.

Water demand was down in FY 10/11, a situation that nearly every water utility in the state experienced. The ten percent rate increase implemented in July 2010 generated an 8.3 percent increase in revenue due to a combination of unusually wet weather in the second half of 2010, a “down” economy, and an overall increase in water conservation measures. With the return to more normal weather, **demand for water** in the second half of 2011 was up more than six percent compared to 2010.

Promoting the role and importance of conserving drinking water to the community continues in the proposed budget with the ongoing **Smart Water Conservation Program**. Much of the work in this program is performed by university interns. Annual events include the Eco Fair, Drinking Water Week, Fix-A-Leak Week, ISU Welcome Back and Welcome Fest, Iowa Games, July 4<sup>th</sup> activities, numerous street races such as Midnight Madness, and educational programs in Ames schools and the Ames Public Library.

	2009/10 Actual	2010/11 Actual	2011/12 Adjusted	2012/13 Projected
<b>Service Accomplishments:</b>				
Water pumped to mains, BGY**	1.98	2.09	2.16	2.14
CIP project load, \$ million	0.386	0.732	3.912	4.982
<b>Efficiency and Effectiveness:</b>				
Typical single-family water bill (600 cf/mo**), \$	17.47	19.23	20.78	22.86
Median of IA cities >10,000 population, \$	17.47	19.42*	21.36	22.99*
Typical commercial bill (10,000 cf/mo**), \$				
Summer	238.20	262.40	283.23	311.55
Winter	189.20	208.40	225.23	247.75
Median of Iowa cities >10,000 pop., \$	207.00	225.31*	243.62	262.26*

\* Estimated based on recent trends; surveys are updated every two years.  
 \*\* BGY = billion gallons per year; cf/mo = cubic feet per month

# WATER PRODUCTION

482 -- 3510

This activity involves the pumping of untreated water from wells which is treated for human consumption (potable). A total of 22 wells are currently available for potable supply. In addition, an interconnect with the Iowa State University water supply provides for additional water supply capacity. All wells draw from the South Skunk River/Squaw Creek buried channel aquifers, which consist of glacial sand and gravel formations at depths of 90-160 feet. Under drought conditions, capacity of the aquifer is limited; but it can be supplemented through artificial recharge by pumping from Ada Hayden Heritage Park lakes or Peterson Pits and creating a holding pond at the low-head dam in River Valley Park.

**Service Objectives:**

- ✓ Provide a developed source water supply capable of meeting peak water demands under moderate drought conditions
  - ✓ Rehabilitate wells on a regular schedule to maintain capacity
  - ✓ Blend water from multiple wells to maximize treatment efficiency and energy efficiency
- ✓ Monitor groundwater levels, allowing individual well pumping to be managed at a sustainable rate
  - ✓ Provide protection of the source water supply from contamination

	2010/11	2011/12	2011/12	2012/13	% Change
	Actual	Adopted	Adjusted	Adopted	From Adopted
<b>Expenditures:</b>					
Personal Services	74,991	76,250	80,235	82,221	7.8%
Contractual	261,510	301,975	252,835	287,195	-4.9%
Commodities	13,459	6,900	8,900	7,100	2.9%
Capital	34,453	-	-	-	
Other Expenditures	1,902	1,902	1,902	1,902	0.0%
<b>Total Expenditures</b>	<b>386,315</b>	<b>387,027</b>	<b>343,872</b>	<b>378,418</b>	<b>-2.2%</b>
<b>Funding Sources:</b>					
Water	386,315	387,027	343,872	378,418	-2.2%
<b>Total Funding Sources</b>	<b>386,315</b>	<b>387,027</b>	<b>343,872</b>	<b>378,418</b>	<b>-2.2%</b>
<b>Personnel - Authorized FTE</b>	1.00	1.00	1.00	1.00	



# WATER PRODUCTION

482 -- 3510

**Highlights:**

The first five-year cycle of the **Well Rehabilitation Program** will conclude in FY 11/12, and a new cycle will be rebid in FY 12/13 (\$110,000). This is an essential maintenance activity to preserve the productivity of the existing wells and helps postpone the need for replacement wells. The purchase of more efficient motors in some of the wells last year is reflected in a two percent increase in the **electrical efficiency** metrics shown below and a corresponding reduction in the contractual expenses for electricity. Installation of **variable frequency drives** on the well motors, planned in the FY 12/13 Capital Improvements Plan (CIP), will continue to increase the efficiency of this electricity-intensive activity.

The dry weather that developed during the end of calendar year 2011 had an impact on the **productivity of the wells**. A few of the wells had to be rested more frequently due to the low water table. The treatment process depends on having a consistent ammonia concentration in the source water. When the high ammonia wells needed to be rested, staff had to design and install an **ammonia feed system** to supplement the naturally occurring ammonia. Sheeting was also installed on the **low-head dam** to increase the depth of the pool behind the dam.

Purchase of land for a **future well field** (\$854,000) is included in the FY 12/13 CIP. Development of this well field is projected in the fifth year of the proposed CIP.

	2009/10	2010/11	2011/12	2012/13
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
<b>Service Accomplishments:</b>				
Potable supply – # of wells	22	22	22	22
Average day pumpage, MGD*	5.7	6.0	6.2	6.2
Peak-day pumpage, MGD	8.0	9.6	9.0	9.0
Total raw water pumpage, BGY*	2.09	2.19	2.26	2.24
Estimated raw water capacity, MGD	12.5	13.5	13.5	13.5
Number of wells rehabilitated	5/22	5/22	4/22	5/22
<b>Efficiency and Effectiveness:</b>				
Electrical efficiency				
kW-hr/million gallons pumped*	796	781	785	785
Average day of peak month, MGD	6.62	7.22	7.2	7.1
% of raw water capacity	53	53	53	53

\* MGD = million gallons per day; BGY = billion gallons per year; kW-hr = kilowatt-hour

# WATER TREATMENT

482 -- 3520

This activity involves treatment of well water to potable standards of quality. A closely related goal is to meet all applicable state and federal standards. The raw water from city wells has a noticeable sulfur odor, high dissolved iron content, and a high level of dissolved minerals (i.e. hardness >25 grains). Treatment eliminates the sulfur odor, reduces iron to a trace, and reduces hardness to approximately 10 grains. Residuals (solids) remaining after treatment are diverted to lime storage lagoons. Final disposal of these residuals is by land application to agricultural ground to adjust the soil pH as a means to maximize nutrient uptake by crops.

**Service Objectives:**

- ✓ Provide drinking water that meets all federal and state standards
  - ✓ Provide water that meets the aesthetic expectations of our customers (taste, odor, appearance)
  - ✓ Dispose of lime softening residuals in an environmentally sound, cost-effective manner
- ✓ Make efficient use of treatment inputs (chemicals, energy)
  - ✓ Maintain a treatment plant capacity capable of meeting the peak three-day average demand

	2010/11	2011/12	2011/12	2012/13	% Change
	Actual	Adopted	Adjusted	Adopted	From Adopted
<b>Expenditures:</b>					
Personal Services	510,028	542,897	504,246	536,628	-1.2%
Contractual	492,864	503,943	631,015	538,085	6.8%
Commodities	470,205	522,970	486,750	509,975	-2.5%
Capital	2,546	6,500	3,180	3,000	-53.8%
<b>Total Expenditures</b>	<b>1,475,643</b>	<b>1,576,310</b>	<b>1,625,191</b>	<b>1,587,688</b>	<b>0.7%</b>
<b>Funding Sources:</b>					
Water	1,475,643	1,576,310	1,625,191	1,587,688	0.7%
<b>Total Funding Sources</b>	<b>1,475,643</b>	<b>1,576,310</b>	<b>1,625,191</b>	<b>1,587,688</b>	<b>0.7%</b>
<b>Personnel - Authorized FTE</b>	6.00	6.00	6.00	6.00	

# WATER TREATMENT

482 -- 3520

**Highlights:**

Five years ago, the treatment expenses were significantly impacted by high volatility in **chemical costs**. Those costs have stabilized over the past two years, and only modest increases are anticipated. At nearly a half-million dollars, having this line item level out for FY 11/12 is a significant factor in being able to hold the bottom line in the operating budget.

The unit price for **disposal of lime residuals** is fixed due to having a five-year contract that runs through the end of FY 12/13. Wet weather during the past couple of years has resulted in the work falling behind schedule. The contractor was able to make significant progress this fall, and the uncompleted work from past years should be caught up in the current year. This results in a one-time increase of \$120,000 in the current year contractual budget as this previously funded but uncompleted work is finally brought current.

Maintenance activities continue to reflect a transition from investing in the existing water treatment plant to **preparing for the new treatment facility**. The only activities being performed are those that cannot be postponed until the new facility comes online. One such activity was the addition of an ammonia feed system (\$3,000) that will be used to supplement the naturally occurring ammonia in the well water during periods of heavy demand.

For the first time in 12 years, a new operator joined the Water Plant team, reflected in the reduced Personal Services expenses in the FY 11/12 adjusted budget.

An ongoing project to replace the older, lower-powered **radios used in the control system** with new, higher-powered and FCC-licensed radios will conclude in FY 12/13 with a \$24,000 contractual expense.

	2009/10 Actual	2010/11 Actual	2011/12 Adjusted	2012/13 Projected
<b>Service Accomplishments:</b>				
Months in 100% compliance with regulatory standards				
Drinking water quality	12/12	12/12	12/12	12/12
Monitoring/reporting	12/12	12/12	12/12	12/12
Billion gallons/year treated	2.09	2.19	2.26	2.24
Number of visitors touring Water Plant	438	427	450	450
<b>Efficiency and Effectiveness:</b>				
Peak 3-day average demand, MGD*	7.4	8.07	8.31	8.24
As a % of treatment capacity	61	70	72	72
Operating budget, \$ per MG treated	1,847	1,672	1,693	1,712
Energy efficiency, kW-hr/MG* treated	336	308	320	320
Lime residual disposal, wet tons/year	35,446	26,125	38,900	28,000

\* MGD = million gallons per day; kW-hr/MG = kilowatt hours per million gallons

# WATER LABORATORY

## 482 -- 3540

The Laboratory Services Division personnel and expenses are shared between the Water (35%) and WPC (65%) programs. All budget and personnel are shown in the Sewer Fund, and the 35% Water Fund share appears as an interfund reimbursable under contractual services.

This activity involves overall laboratory services for the Water Plant, including lime sludge recycling operations, and all of the safe drinking water analysis required by state/federal regulatory agencies. Analytical capabilities also allow for routine sampling to screen for the potential presence of unregulated constituents, developing trend information, and identifying constituents which may become regulated in the future. Laboratory services for other departments (i.e. Public Works, Electric, and Parks and Recreation) are provided within existing capabilities.

More specific budget and personnel information can be found under Water Pollution Control Operations – WPC Laboratory.

**Service Objectives:**

- ✓ Perform regulatory compliance monitoring for drinking water permit
- ✓ Maintain Environmental Laboratory certification
- ✓ Provide assistance to customers on drinking water quality issues
- ✓ Maintain knowledge of current and future regulations
- ✓ Provide bacterial testing for new water mains
- ✓ Provide bacterial testing for City of Ames pools
- ✓ Provide technical support for the plant operations and maintenance staff

	2010/11 <b>Actual</b>	2011/12 <b>Adopted</b>	2011/12 <b>Adjusted</b>	2012/13 <b>Adopted</b>	<b>% Change From Adopted</b>
<b>Expenditures:</b>					
Contractual	184,962	191,246	191,199	196,127	2.6%
<b>Total Expenditures</b>	<b>184,962</b>	<b>191,246</b>	<b>191,199</b>	<b>196,127</b>	<b>2.6%</b>
<b>Funding Sources:</b>					
Water	184,962	191,246	191,199	196,127	2.6%
<b>Total Funding Sources</b>	<b>184,962</b>	<b>191,246</b>	<b>191,199</b>	<b>196,127</b>	<b>2.6%</b>
<b>Personnel – Authorized FTE</b>	0	0	0	0	

# WATER LABORATORY

## 482 -- 3540

**Highlights:**

In the past, the Laboratory Services Division staff was required to collect and analyze a minimum of 50 **samples from the drinking water distribution system** each month. With the increased population reflected in the new 2010 census numbers, the Iowa Department of Natural Resources increased the number of samples that must be collected each month to a minimum of 60.

Routine analyses that are performed frequently can be **accomplished most cost-effectively in-house**. For non-routine or infrequent tests, the cost to maintain equipment and chemicals and to maintain staff proficiency makes contracting with an outside laboratory more cost-effective. This is the reason for the performance goal of completing 95 percent of all testing in-house.

	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
<b>Service Accomplishments:</b>				
Consecutive years certified	13	14	15	16
 Bacterial water quality analyses				
Distribution system monitoring	818	964	900	930
New service lines/mains	129	71	70	70
 <b>Efficiency and Effectiveness:</b>				
Total samples received	2,694	3,048	3,000	3,000
Number of in-house analyses	14,011	13,620	13,775	13,775
% completed in-house	95	95	95	95

# WATER PUMPING

482 -- 3550

This activity involves pumping treated water from the plant site to the water distribution system. After treatment is complete, water flows by gravity to three ground storage reservoirs on the plant site. Water is then pumped into the distribution system for delivery to individual customers. Elevated storage tanks are used to balance between high- and low-demand periods and also to maintain a reserve supply for fire protection.

The distribution system is split into two zones. Water pressure in the East Zone is maintained by the four pumps in the High Service Pump Station at the Water Treatment Plant and by the elevated storage tank on Bloomington Road. Pressure in the West Zone is provided by a booster pump station at State and Mortensen and by the elevated water tank on County Line Road near Highway 30.

The elevated tank on North Dakota Avenue was removed from service in 2003. The North Dakota Avenue tank will eventually be dismantled.

**Service Objectives:**

- ✓ Maintain distribution system pressures in a general range of 50 to 90 psi
- ✓ Maintain adequate disinfectant residual to provide bacterially safe drinking water
- ✓ Maintain an adequate elevated storage capacity to meet peak day demands plus sustain fire flows

	2010/11	2011/12	2011/12	2012/13	% Change
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From Adopted</b>
Personal Services	74,989	76,250	80,235	82,221	7.8%
Contractual	193,005	184,846	217,602	206,152	11.5%
Commodities	2,751	5,700	7,200	6,200	8.8%
Capital	-	-	-	-	
<b>Total Expenditures</b>	<b>270,745</b>	<b>266,796</b>	<b>305,037</b>	<b>294,573</b>	<b>10.4%</b>
<b>Funding Sources:</b>					
Water	270,745	266,796	305,037	294,573	10.4%
<b>Total Funding Sources</b>	<b>270,745</b>	<b>266,796</b>	<b>305,037</b>	<b>294,573</b>	<b>10.4%</b>

<b>Personnel – Authorized FTE</b>	1.00	1.00	1.00	1.00
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# WATER PUMPING

482 -- 3550

**Highlights:**

A new federal rule, the Stage 2 Disinfection/Disinfectant By-Product Rule, changes the way sample locations for certain contaminants are selected. The new rule requires utilities to identify locations at the average residence time and maximum residence time in the distribution system. To appropriately identify these sample locations, a **Water Age Analysis Study** (\$15,850) is included in the current year’s contractual expenses. One significant finding from this study is a **reduction in the peaking factor for water demand** over the past few years. This is likely due to a combination of wet weather and the new inclined rate structure implemented in 2008.

The dry weather in the fall of 2011 resulted in an increased demand for water. This translated into an **increased electrical consumption** to meet that demand. The FY 11/12 budget for electricity has been increased by \$18,600.

**Accurate measurement of the volume of water being delivered** to our customers is an important metric. To ensure the accuracy of these crucial meters, money is budgeted annually for a factory recalibration of one of the high service pump station’s meters (\$2,000).

During 2010, a mixing system was installed in the Bloomington Road Elevated Tank (BRET). Data collected during the summer of 2011 revealed that this static mixer (i.e. – non-moving, non-electrical) is achieving the desired result of maintaining a **consistent water quality** throughout the tank.

	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
<b>Service Accomplishments:</b>				
Water pumped to mains, BGY*	1.98	2.09	2.16	2.14
Peak day demand, MGD*	7.8	9.4	9.6	9.5
As a % of high service pump capacity	49	59	60	60
Water pumped to west zone, MGY*	327	322	332	330
As a % of total water pumped	16	15	15	15
<b>Efficiency and Effectiveness:</b>				
Energy efficiency, kW-hr/MG*				
High service pump station (east zone)	996	1,005	1,005	1,005
SAM pump station (west zone)	450	452	450	450

\* BGY = billion gallons per year; MGD = million gallons per day; MGY = million gallons per year; kW-hr/MG – kilowatt hours per million gallons

# WATER METERING/CROSS CONNECTION CONTROL

## 482 -- 3560

Because the water and wastewater utilities operate as self-sustaining enterprises, water usage by all customers must be metered as accurately as possible. Program activities include installing meters on new services/irrigation systems, replacing existing meters on a routine change schedule, and responding to a wide variety of service calls. Through the meter service and leak detection activities, the goal is to maintain unaccounted-for water below 10% of total delivery to the mains. Expenses for metering are shared between the Water (55%) and Sewer (45%) Funds, based on the proportionate number of utility accounts.

Beginning on January 1, 1996, state and federal mandates require the City to implement a cross-connection control program (i.e. backflow prevention) to further protect the water supply from potential contamination sources. The Cross-Connection Control Coordinator also serves as the department's representative to the city-wide Development Review Committee (DRC), for which the Sewer Fund contributes 10% of the cross-connection control program expenses.

**Service Objectives:**

- ✓ Maintain fiscal accountability through accurate metering
- ✓ Assist customers in identifying in-home leaks
- ✓ Reduce the potential for contamination of drinking water from cross-connections
- ✓ Track water loss throughout the distribution system
- ✓ Preserve sewer system capacity by administering the foundation footing drain grant applications
- ✓ Participates in the city-wide Development Review Committee

	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	472,680	475,016	469,996	482,103	1.5%
Contractual	71,709	58,709	58,852	56,405	-3.9%
Commodities	146,048	182,600	182,200	183,090	0.3%
Capital	-	-	-	-	
<b>Total Expenditures</b>	<b>690,437</b>	<b>716,325</b>	<b>711,048</b>	<b>721,598</b>	<b>0.7%</b>
<b>Funding Sources:</b>					
Water	410,612	424,846	423,065	429,924	1.2%
Sewer	279,825	291,479	287,983	291,674	0.1%
<b>Total Funding Sources</b>	<b>690,437</b>	<b>716,325</b>	<b>711,048</b>	<b>721,598</b>	<b>0.7%</b>
<b>Personnel - Authorized FTE</b>	6.00	6.00	6.00	6.00	



# WATER METERING/CROSS CONNECTION CONTROL

482 -- 3560

**Highlights:**

To maintain a high level of accountability, the Water Meter Division must **periodically replace existing water meters**. This necessitates gaining access to customers' premises. The Water Meter Division leaves surveys with customers following these "routine" meter changes to gain their feedback. During the previous fiscal year, 99.8 percent of those surveys reported a "good" or "excellent" experience.

A new tracking method has been implemented to **quantify the loss of water** in the distribution system. Use of the American Water Works Association's "Water Audit" software allows for a standardized metric across the industry. The previous performance measure of "unaccounted-for water" was replaced in FY 10/11 with the new "**water loss**" metric.

Staff is monitoring **changes in metering technology**. The existing meter reading technology used by the City is being rapidly phased out as the industry moves toward Automated Metering Infrastructure technologies. The Capital Improvements Plan includes a ten-year plan to migrate our metering inventory over to this new technology.

An ongoing program to **replace existing two-, three- and four-inch meters** with electromagnetic meters that require much less maintenance will be completed in the current fiscal year. While these meters make up only 1.5 percent of the total number of meters, they track nearly 25 percent of the total metered flows and, thus, 25 percent of the metered revenues for both the water and sewer funds.

	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
<b>Service Accomplishments:</b>				
Meters in service (end of year)				
Primary meters	16,785	16,813	16,927	16,997
Yard meters	<u>1,786</u>	<u>1,779</u>	<u>1,800</u>	<u>1,825</u>
Total	18,571	18,592	18,727	18,822
 Total service orders completed	 2,498	 2,495	 2,750	 2,500
 Cross-connection control program				
Number of backflow devices in service	2,083	2,157	2,260	2,360
Number of irrigation systems in service	580	598	616	634
 <b>Efficiency and Effectiveness:</b>				
<b>Meter Change-out Program</b>				
Routine meter changes	1,412	1,303	1,280	1,450
As a % of total inventory	7.6	7.0	6.8	7.7
Non-routine meter changes	75	77	85	50
 "Water Loss," %	 2.2	 6.8	 8.0	 5.0
 Average cost per meter in service, \$ (operating expenses/total meters)	 37.20	 37.14	 37.92	 38.28

# WATER DISTRIBUTION MAINTENANCE

482 -- 8283

The responsibilities of this activity are repairing water mains as quickly and efficiently as possible during emergency water main break situations, maintenance of fire hydrants to ensure workability when needed for emergency purposes, and construction of minor improvements to the water distribution system. An annual hydrant flushing program that is performed each spring and utility locating are also included in this activity.

**Service Objectives:**

- ✓ Maintain and repair the water distribution system to ensure safe and continuous flow of water to customers
  - ✓ Flush, paint and repair fire hydrants annually
  - ✓ Replace broken or malfunctioning valves
- ✓ Isolate and repair major leaks in the system
  - ✓ Exercise existing valves
  - ✓ Perform utility locates

	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	622,121	600,786	615,987	634,342	5.6%
Contractual	207,242	216,225	246,031	238,748	10.4%
Commodities	107,113	111,500	111,954	111,850	0.3%
Capital	4,100	-	-	-	
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>940,576</b>	<b>928,511</b>	<b>973,972</b>	<b>984,940</b>	<b>6.1%</b>
<b>Funding Sources:</b>					
Water	891,293	882,662	923,327	932,104	5.6%
Sewer	49,283	45,849	50,645	52,836	15.2%
<b>Total Funding Sources</b>	<b>940,576</b>	<b>928,511</b>	<b>973,972</b>	<b>984,940</b>	<b>6.1%</b>
<b>Personnel - Authorized FTE</b>	6.40	6.40	6.40	6.40	

# WATER DISTRIBUTION MAINTENANCE

482 -- 8283

**Highlights:**

The **floods of 2010** caused a large water main break at Stuart Smith Park. The City of Ames had a consultant look at the best option for repair of that water main. Since the recommended design of the new water main differed from the FEMA recommended repair, the City of Ames filed an alternate project request to allow the preferred method to be used. It is anticipated that the work will take place in the spring of 2012. The estimated 15% match of construction and engineering is included in the FY 11/12 budget in the amount of \$26,900.

In FY 12/13, \$6,000 has been shifted from the cost of buying rock and other street material used for water main replacement to the cost of **crushing used concrete**. This process will result in more available material for this activity than could have been purchased in the market at the same cost. The FY 12/13 budget also adds \$10,000 for a **leak detection survey**. This will be done on the entire system **to identify leaks that can be repaired before they become larger issues** such as main breaks.

	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
<b>Service Accomplishments:</b>				
Miles of water main in system	240	240	241	242
Water main breaks	23	32	30	30
Rusty water complaints	7	6	10	10
Water main abandonments	5	0	5	5
Fire hydrants in system	2,619	2,656	2,700	2,740
# of valves in system	3,755	3,820	3,890	3,960
Fire flow tests	3	3	3	3
Bacteriological tests (mains, fire lines)	94	71	100	100
Call outs	27	37	30	30
Utility locates performed	5,417	6,471	6,500	6,500
# of fire hydrants repaired	18	6	20	20
# of fire hydrants painted	125	175	100	100
# of valves exercised	203	477	600	1,000
<b>Efficiency and Effectiveness:</b>				
% of fire hydrants flushed	100%	150%	100%	100%
Cost per locate	\$20.64	\$19.51	\$19.44	\$20.31

# STORM SEWER MAINTENANCE

483 -- 77

The Environmental Protection Agency (EPA) Phase II Storm Water Regulations, which became effective in FY 2003/04, require the City to become more active in education, public relations, and regulation of storm water quality. The Storm Sewer Maintenance activity provides resources to comply with the maintenance and inspection requirements of these unfunded mandates.

## Service Objectives:

- ✓ Provide uninterrupted storm water drainage service
- ✓ Inspect and repair storm sewer outlets, manholes, and outfalls
- ✓ Construct minor improvements

	2010/11	2011/12	2011/12	2012/13	% Change
	Actual	Adopted	Adjusted	Adopted	From
					Adopted
<b>Expenditures:</b>					
Personal Services	113,422	154,183	158,778	164,594	6.8%
Contractual	60,173	47,785	147,592	49,791	4.2%
Commodities	22,006	28,100	28,100	28,100	0.0%
Capital	-	8,750	8,750	25,000	185.7%
Other	-	-	395	-	
<b>Total Expenditures</b>	<b>195,601</b>	<b>238,818</b>	<b>343,615</b>	<b>267,485</b>	<b>12.0%</b>
<b>Funding Sources:</b>					
Storm Sewer Utility	195,601	238,818	343,615	267,485	12.0%
<b>Total Funding Sources</b>	<b>195,601</b>	<b>238,818</b>	<b>343,615</b>	<b>267,485</b>	<b>12.0%</b>
<b>Personnel - Authorized FTE</b>	1.63	1.63	1.63	1.63	

# STORM SEWER MAINTENANCE

483 -- 77

## Highlights:

In FY 11/12, a **new jet/vac combination truck** was purchased. This new equipment allows for the **inspection and cleaning of storm sewers by City crews rather than by contracted labor**. City crews will be able to complete more inspection and cleaning of the storm sewers than was possible within the contract funding limitations of the contract. This will better enable the City to meet federal storm sewer discharge requirements to annually inspect/clean 10% of its system. In addition, crews will be able to provide timely response to requests for service. The FY 12/13 budget also includes a storm sewer crawler which will allow for better televising of storm sewers and help in meeting the 10% inspection and cleaning requirement.

The **floods of 2010** caused damage to the street network, causing a need for permanent repairs. The City has two projects included in the budget that have been completed. The first location was a manhole near 20<sup>th</sup> Street and Homewood Golf Course which has now been repaired. The other was the emergency repair project which included S. Dayton Avenue, Lincoln Way bridge over Squaw Creek and the 6<sup>th</sup> Street bridge. These projects were funded through the Federal Highway Administration, so the match was twenty-percent while all other projects through FEMA are fifteen percent. The estimated match of construction and engineering for these projects is included in the FY 11/12 budget in the amount of \$28,028.

Included in FY 11/12 and FY 12/13 is \$20,000 for **materials for intake repairs**, allowing City crews to continue to repair approximately 100 intakes and 20 manholes per year.

<b>Service Accomplishments:</b>	<b>2009/10 Actual</b>	<b>2010/11 Actual</b>	<b>2011/12 Adjusted</b>	<b>2012/13 Projected</b>
Miles of storm sewer in system (totals do not include footing and subdrains)	257	258	259	260
Percentage of miles inspected (NPDES requirement is 10%)	1	1	5	10
Lineal footage televised	8,080	8,875	68,375	137,280
System blockages cleaned	31	35	35	35
Lineal footage cleaned	8,887	9,777	68,375	137,280
Intakes/manholes repaired by City crews	15	9	20	20
Intakes inspected and cleaned	539	621	700	700
Storm water detention/retention inspected	100	100	100	100

# WPC OPERATIONS

484 -- 30

**Description and Purpose of Activity:**

This activity involves the treatment of wastewater to comply with clean water standards set by the Iowa Department of Natural Resources (IDNR), after which it is discharged into the South Skunk River.

The Water Pollution Control (WPC) treatment plant began full operation in November 1989. Minor operation adjustments continue, but overall performance of the plant is excellent. This facility has not violated any discharge requirement set by IDNR during the design process since partial operation began. Current objectives are two-fold: to continue to maintain as high treatment standards as possible throughout the year and to operate and maintain the plant in the most efficient manner possible.

	<b>2010/11</b>	<b>2011/12</b>	<b>2011/12</b>	<b>2012/13</b>	<b>% Change</b>
<b>Activities:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From</b>
					<b>Adopted</b>
Administration	786,164	767,021	765,622	770,568	0.5%
Plant Maintenance	604,428	709,920	789,604	790,602	11.4%
Plant Operation	1,060,690	1,155,883	1,083,453	1,167,209	1.0%
Laboratory	343,500	355,170	355,084	364,236	2.6%
<b>Total Operations</b>	<b>2,794,782</b>	<b>2,987,994</b>	<b>2,993,763</b>	<b>3,092,615</b>	<b>3.5%</b>
 <b>Personnel - Authorized FTE</b>	 22.50	 22.50	 22.50	 22.50	

# WPC OPERATIONS

484 -- 30

	2010/11	2011/12	2011/12	2012/13	% Change From Adopted
<b>Expenditures By Type:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	
Personal Services	1,809,250	1,898,255	1,877,193	1,958,224	3.2%
Contractual	775,715	835,302	860,593	885,575	6.0%
Commodities	191,133	222,375	225,521	231,550	4.1%
Capital	11,622	25,000	23,190	10,000	-60.0%
Other Expenditures	7,062	7,062	7,266	7,266	2.9%
<b>Total Expenditures</b>	<b>2,794,782</b>	<b>2,987,994</b>	<b>2,993,763</b>	<b>3,092,615</b>	<b>3.5%</b>
<b>Funding Sources:</b>					
Sewer	2,794,782	2,987,994	2,993,763	3,092,615	3.5%
<b>Total Funding Sources</b>	<b>2,794,782</b>	<b>2,987,994</b>	<b>2,993,763</b>	<b>3,092,615</b>	<b>3.5%</b>

# WPC ADMINISTRATION

484 -- 3001

This activity involves overall management of the Water Pollution Control utility, except for the collection system and customer services/billing functions. It includes collection system lift stations, industrial pretreatment program, high-strength surcharge, wastewater treatment, residuals recycling, farm operations, laboratory and maintenance support, stream level monitoring/flood warning, and research coordination.

**Service Objectives:**

- ✓ Provide administrative oversight for the department
- ✓ Provide engineering and technical assistance to the divisions
- ✓ Plan for and prepare the department to meet the future needs of the utility
- ✓ Implement the Industrial Pretreatment Program
- ✓ Develop and implement the Capital Improvements Plan for the Water Pollution Control Plant
- ✓ Administer the High-Strength Surcharge Program
- ✓ Develop and administer the overall Wastewater Treatment budget
- ✓ Administer the Flood-Warning System
- ✓ Administer the WPC Facility NPDES permit
- ✓ Monitor legislative and regulatory changes

	<b>2010/11</b>	<b>2011/12</b>	<b>2011/12</b>	<b>2012/13</b>	<b>% Change</b>
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From</b>
					<b>Adopted</b>
Personal Services	558,802	592,749	580,726	597,919	0.9%
Contractual	164,896	122,360	130,982	116,033	-5.2%
Commodities	55,404	41,850	44,996	49,350	17.9%
Capital	-	3,000	1,652	-	-100.0%
Other Expenditures	7,062	7,062	7,266	7,266	2.9%
<b>Total Expenditures</b>	<b>786,164</b>	<b>767,021</b>	<b>765,622</b>	<b>770,568</b>	<b>0.5%</b>
<b>Funding Sources:</b>					
Sewer	668,545	695,521	649,222	658,268	-5.4%
Farm Land Income	88,444	60,000	100,000	100,000	66.7%
Flood Warning Reimbursement	29,175	11,500	16,400	12,300	7.0%
<b>Total Funding Sources</b>	<b>786,164</b>	<b>767,021</b>	<b>765,622</b>	<b>770,568</b>	<b>0.5%</b>
<b>Personnel – Authorized FTE</b>	6.00	6.00	6.00	6.00	



# WPC ADMINISTRATION

484 -- 3001

**Highlights:**

In September 2010, the Water Pollution Control Facility received a new **National Pollutant Discharge Elimination System (NPDES) permit**. Staff believed that the permit contained a number of significant technical and regulatory errors, and Council authorized an appeal of the permit with the Iowa Department of Natural Resources. The appeal was resolved in September of 2011, and a revised permit was subsequently issued. This marks the first time since 1990 that the discharge permit for the facility was uncontested. Concern with the approach being taken by the U.S. Environmental Protection Agency (EPA) on **wet-weather flow management** is an ongoing issue for utilities in Iowa and across the country. The budget includes \$25,000 for continued support of the Iowa League of Cities' efforts to resolve the concerns with U.S. EPA.

In July of 2011, a ten percent rate increase was enacted. To meet increasing discharge limitations and the increasing maintenance needs of the Water Pollution Control Plant, another five percent rate increase is anticipated effective July 2012.

Increasing regulatory interest in **fats, oils, and grease (FOG)**-related sewer overflows makes placing an increased focus on the problem a prudent action for the utility. Discussions with key stakeholders are occurring to identify and encourage reductions of FOG being discharged into the sanitary sewer system.

An update to the **flood-warning model** was completed in the fall of 2011 by an ISU graduate student. Changes in cell phone technology have allowed a reduction in communication expenses of approximately \$2,500 a year.

<b>Service Accomplishments:</b>	<b>2009/10 Actual</b>	<b>2010/11 Actual</b>	<b>2011/12 Adjusted</b>	<b>2012/13 Projected</b>
Wastewater treated, BGY**	2.39	2.460	2.500	2.500
Peak day, MGD**	18.6	22.4	20.0	20.0
Industrial Pretreatment Program				
Number of pretreatment permits	15	14	14	14
Number of pretreatment inspections	9	8	8	8
Number of "Notice of Violation" issued	6	15	6	10
CIP project load, \$ million	0.699	0.433	3.332	2.312
<b>Efficiency and Effectiveness:</b>				
Typical single-family sewer bill (600 cf/mo**), \$	16.63	18.13	19.93	21.92
Median of IA cities >10,000 population, \$	21.48	22.32*	23.16	25.04*
Typical commercial sewer bill, \$ (10,000 cf/mo**)	174.55	190.15	208.87	229.76
Median of IA cities > 10,000 population, \$	223.55	235.68*	247.80	267.87*

\* Estimated based on recent trends; surveys are updated every two years.

\*\* BGY = billion gallons per year; MGD = million gallons per day; cf/mo = cubic feet per month

# WPC PLANT MAINTENANCE

484 -- 3010

This activity involves the maintenance program for the WPC Plant and equipment, four collection system lift stations, and biosolids recycling operations. Solids (residuals) removed during the treatment process are treated and recycled to cropland for the nutrient and soil conditioning benefits. Additional responsibility includes installation and maintenance of the early flood-warning system for the City of Ames.

**Service Objectives:**

- ✓ Protect the community's investment in wastewater treatment by maintaining the existing plant infrastructure
- ✓ Maintain the flood-warning infrastructure for precipitation and stream level monitoring
  
- ✓ Administer the Land Application Program in an environmentally sound manner and in compliance with the facility's NPDES permit

	2010/11	2011/12	2011/12	2012/13	% Change
	Actual	Adopted	Adjusted	Adopted	From Adopted
<b>Expenditures:</b>					
Personal Services	331,566	356,397	364,888	380,799	6.8%
Contractual	172,340	211,423	282,616	266,703	26.1%
Commodities	100,522	142,100	142,100	143,100	0.7%
Capital	-	-	-	-	
<b>Total Expenditures</b>	<b>604,428</b>	<b>709,920</b>	<b>789,604</b>	<b>790,602</b>	<b>11.4%</b>
<b>Funding Sources:</b>					
Sewer	604,428	709,920	789,604	790,602	11.4%
<b>Total Funding Sources</b>	<b>604,428</b>	<b>709,920</b>	<b>789,604</b>	<b>790,602</b>	<b>11.4%</b>
 <b>Personnel – Authorized FTE</b>	 5.00	 5.00	 5.00	 5.00	

# WPC PLANT MAINTENANCE

484 -- 3010

**Highlights:**

**Step increases for maintenance staff** account for the increase in personal services in this program area.

The transition to the use of an outside contractor for **biosolids disposal** will conclude in the current fiscal year with the sale of the old city-owned land application equipment. An energy efficiency project to **replace doors and door frames** (\$20,000) in the treatment buildings is ongoing in the operating budget.

Many of the **key electrical and mechanical systems** in the facility are due for major maintenance. Contractual expenses are increased in the current year to allow for the replacement of the **raw water pumps' variable frequency drives** (\$45,326). Next year, increased contractual funds are requested to rebuild one of the methane-fueled engines (\$30,000) and to replace two overhead garage doors (\$8,000). Funds are budgeted in FY 12/13 to replace the **Supervisory Control and Data Acquisition (SCADA) computer server and workstations** (\$15,500). Increased maintenance needs for smaller-dollar repairs and equipment replacement is reflected in the operating budget's commodity expenses.

**Larger maintenance projects** are budgeted in the Capital Improvements Plan, but the staff time to administer the work is included in the operating budget. Replacement of selected SCADA field equipment (i.e. – equipment outside of the control room) is underway (\$468,605). Maintenance work planned in the FY 11/12 CIP includes cleaning the main switchgear (\$53,200), replacement of the main plant transformer (\$80,000), replacement of eight of the 14 main pumps (\$886,057), replacing pipe supports in the raw water pump station (\$92,000), replacement of a leaking diesel fuel tank (\$140,000), and an overhaul of one of the methane-fired engines (\$121,400). Maintenance activities in the first year of the proposed CIP include replacing the last four main pumps (\$418,000), painting in the raw water pump station (\$128,000), and replacement of a waste activated sludge pump (\$48,000).

	2009/10 Actual	2010/11 Actual	2011/12 Adjusted	2012/13 Projected
<b>Service Accomplishments:</b>				
Biosolids recycling				
Total quantity disposed, tons/year	678	642	600	600
Grit recycling				
Total quantity disposed, tons/year	105	152	150	150
Methane gas production				
Million cubic feet/year (estimated)	23.5	23.8	24	24
 <b>Efficiency and Effectiveness:</b>				
Energy efficiency				
kW-hr/MG* treated	2,168	2,221	2,075	2,075
On-site production, 1,000 kW-hr/yr*	1,290	1,205	1,300	1,300
% of total plant demand	20	18	20	20

\* kW-hr/MG = kilowatt hours per million gallons; kW-hr/yr = kilowatt hours per year

# WPC PLANT OPERATION

484 -- 3020

This activity involves treatment of wastewater and solids to allow their return to the environment in a sound, sustainable fashion. A closely related goal is to meet all applicable state and federal Clean Water Act standards. Raw wastewater is primarily domestic sewage from residential and commercial facilities, but also includes non-domestic wastes contributed by industrial, institutional, medical, and research facilities. More than 90% of the conventional pollutants (i.e., biochemical oxygen demand, suspended solids, ammonia) are removed during treatment, and non-conventional parameters (i.e. heavy metals, other toxins) are reduced at the source or treated to levels below any adverse effect.

The WPC Plant Operation activity also includes the operation of the WPC farm. The land is owned by the City and used for application of the treated biosolids. A long-standing farm management agreement is in place with a neighboring farmer whose ground is also used for biosolids application.

**Service Objectives:**

- ✓ Protect the environment and public health by treating wastewater from the Ames community
- ✓ Meet the numerical discharge limitations of the facility's NPDES permit
- ✓ Operate the farm ground in a manner that preserves the land for biosolids application and provides a reasonable return to the City

	2010/11	2011/12	2011/12	2012/13	% Change
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From</b>
					<b>Adopted</b>
Personal Services	492,545	508,950	491,273	521,236	2.4%
Contractual	562,425	624,308	569,555	630,773	1.0%
Commodities	5,615	5,125	5,125	5,200	1.5%
Capital	105	17,500	17,500	10,000	-42.9%
<b>Total Expenditures</b>	<b>1,060,690</b>	<b>1,155,883</b>	<b>1,083,453</b>	<b>1,167,209</b>	<b>1.0%</b>
<b>Funding Sources:</b>					
Sewer	1,060,690	1,155,883	1,083,453	1,167,209	1.0%
<b>Total Funding Sources</b>	<b>1,060,690</b>	<b>1,155,883</b>	<b>1,083,453</b>	<b>1,167,209</b>	<b>1.0%</b>
<b>Personnel – Authorized FTE</b>	6.00	6.00	6.00	6.00	

# WPC PLANT OPERATION

484 -- 3020

**Highlights:**

For the 21<sup>st</sup> consecutive year, the City of Ames Water Pollution Control Facility achieved **100 percent compliance with its NPDES discharge permit** during calendar year 2010. Only two facilities in the entire U.S. have longer compliance streaks. The facility has again met the requirements for calendar year 2011 and is looking forward to receiving a *Platinum-22 Peak Performance Award* next summer.

The WPC Facility came online in 1989 and was designed to handle anticipated flows and loadings through 2010. With that design year having been reached, it is appropriate to develop a new **long-range facility plan**. The plan will evaluate the condition of the facility, identify capacity needs over the next 20 years, and provide a conceptual road map for addressing anticipated regulatory changes. Preparations for the construction of a new **effluent disinfection system** are under way, with construction anticipated to begin during the summer of 2012.

The adopted FY 11/12 budget included \$100,000 for **contracted disposal of biosolids**. Favorable weather conditions early in the fiscal year allowed city staff to complete a portion of the work, and the current year budget for this work has been reduced by \$40,000. New **air quality permits** now require regular monitoring of the sulfur content in the digester gas, with a cost of \$2,500 a year.

	2009/10 Actual	2010/11 Actual	2011/12 Adjusted	2012/13 Projected
<b>Service Accomplishments:</b>				
Consecutive years with 100% permit compliance	20	21	22	23
Number of visitors touring WPC	366	205	300	300
<b>Efficiency and Effectiveness:</b>				
Number of numeric permit violations	0	0	0	0
% compliance (out of 1,163)	100	100	100	100
Operating budget, \$ per MG treated	1,269	1,136	1,194	1,228
Daily average flow, MGD*	6.53	6.74	6.8	6.8
% of design cap., 8.6 MGD	76	78	80	80
Annual average BOD <sub>5</sub> * loading (lbs/day)	8,528	8,665	7,500	7,500
% design cap. (12,430 lbs/day)	69	70	60	60
Removal efficiency, %	97	98	98	98

\* MGD = million gallons per day; BOD<sub>5</sub> = Five-day biochemical oxygen demand

# WPC LABORATORY

## 484 -- 3040

The Laboratory Services Division personnel and expenses are shared between the Water (35%) and WPC (65%) programs. All personnel and budget are shown in the Sewer Fund, and the 35% Water Fund share appears as an interfund reimbursable.

This activity involves overall laboratory services for the Water Pollution Control (WPC) Plant, industrial pretreatment program, and biosolids recycling activities. Analytical capabilities permit occasional checks for unregulated parameters. Laboratory services for other departments (i.e. Public Works, Electric, and Parks and Recreation) are provided within the Laboratory's existing analytical capabilities and workload.

**Service Objectives:**

- ✓ Perform regulatory compliance monitoring for NPDES permit
  - ✓ Perform sampling and analysis in support of the Industrial Pretreatment and High-Strength Surcharge Programs
  - ✓ Provide technical support for the plant operations and maintenance staff
  - ✓ Conduct the Urban Stream Monitoring Program
- ✓ Maintain Environmental Laboratory certification
  - ✓ Maintain knowledge of current and future regulations
  - ✓ Provide monitoring of ambient water quality upstream and downstream of the plant

	2010/11	2011/12	2011/12	2012/13	% Change
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From Adopted</b>
Personal Services	426,337	440,159	440,306	458,270	4.1%
Contractual	61,016	68,457	68,639	68,193	-0.4%
Commodities	29,592	33,300	33,300	33,900	1.8%
Capital	11,517	4,500	4,038	-	-100.0%
Other	-	-	-	-	
Sub-Total	528,462	546,416	546,283	560,363	2.6%
Water Fund Reimbursements	(184,962)	(191,246)	(191,199)	(196,127)	2.6%
<b>Total Expenditures</b>	<b>343,500</b>	<b>355,170</b>	<b>355,084</b>	<b>364,236</b>	<b>2.6%</b>
 <b>Funding Sources:</b>					
Sewer	343,500	355,170	355,084	364,236	2.6%
<b>Total Funding Sources</b>	<b>343,500</b>	<b>355,170</b>	<b>355,084</b>	<b>364,236</b>	<b>2.6%</b>
 <b>Personnel – Authorized FTE</b>	 5.50	 5.50	 5.50	 5.50	

# WPC LABORATORY

484 -- 3040

**Highlights:**

Every other year, the Laboratory Services Division is required to **renew its laboratory certification** (FY 11/12 - \$3,600). The new NPDES permit for the facility now requires additional laboratory monitoring for nutrients. The new monitoring is offset by the removal of groundwater monitoring adjacent to the biosolids land application sites. The Laboratory Services Division continues to perform all of the sampling and most of the analyses necessary to support the **Industrial Waste Pretreatment Program**, as well as the **Urban Stream Monitoring Program**. Funds are budgeted for FY 12/13 (\$4,000) to refurbish two of the portable samplers used in these programs.

The division provides **analytical support** for a number of activities within the Water and Pollution Control Department and for other city departments. Examples include monitoring to determine changes in the typical strength of domestic wastewater due to increased water conservation; data collection to support a future fats, oils, and grease (FOG) abatement program; analysis to assist in identifying storm sewer illicit discharges; swimming pool analyses for Parks and Recreation; and others.

	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
<b>Service Accomplishments:</b>				
Consecutive years certified	13	14	15	16
Urban stream samples collected	33	35	35	35
Skunk River samples analyzed	140	137	140	140
Pretreatment samples collected	53	52	50	50
Plant samples (regulatory)	784	757	750	750
Plant samples (process control)	891	916	900	900
<b>Efficiency and Effectiveness:</b>				
Total analyses (water & wastewater)	14,686	14,342	14,500	14,500
Total average cost per analysis, \$ (Lab operating budget/total analyses)	33.57	36.85	37.77	38.63

# SANITARY SEWER MAINTENANCE

484 -- 82

This activity provides cleaning and maintenance of the City's system of 198 miles of sanitary sewer lines by flushing the lines on a regular basis, as well as the repair of manholes and damaged lines, as needed. Manhole covers are changed to prevent infiltration of storm water during heavy rains.

**Service Objectives:**

- ✓ Flush 250,000 feet of sanitary sewer lines annually
  - ✓ Televiser sanitary sewer lines
  - ✓ Repair sanitary sewer lines
- ✓ Repair manholes
  - ✓ Control roots in sanitary sewer lines
  - ✓ Respond to citizen trouble calls within two hours

	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	231,920	278,917	242,503	253,288	-9.2%
Contractual	105,479	97,573	185,568	100,185	2.7%
Commodities	49,684	42,160	42,392	42,160	0.0%
Capital	-	8,750	8,750	-	-100.0%
<b>Total Expenditures</b>	<b>387,083</b>	<b>427,400</b>	<b>479,213</b>	<b>395,633</b>	<b>-7.4%</b>
<b>Funding Sources:</b>					
Sewer	387,083	427,400	479,213	395,633	-7.4%
<b>Total Funding Sources</b>	<b>387,083</b>	<b>427,400</b>	<b>479,213</b>	<b>395,633</b>	<b>-7.4%</b>
<b>Personnel – Authorized FTE</b>	3.60	3.60	2.90	2.90	



# SANITARY SEWER MAINTENANCE

484 -- 82

## Highlights:

The purchase of a new jet/vac combination truck in FY 11/12 allows for the inspection and cleaning of sanitary and interceptor sewers by City crews rather than by contracted labor. By using City crews, more sewers can be cleaned and inspected than was possible under the funding limits of a contract. In addition, a more timely response to problems will occur. Due to a delay in the acquisition of the jet/vac combination truck, there was a decrease in the amount of cleaning done. However, crews are on pace to meet the goal of 10% in FY 11/12. Overall, these efficiencies will result in **fewer sewer backups and a more effective system**. The purchase of the **jet/vac combination truck** will lead to a savings of \$97,800 each year from foregoing the annual sewer and interceptor cleaning contract beginning in FY 12/13.

Public Works has also been involved with Water & Pollution Control on the increasing regulatory interest in fats, oils, and grease (**FOG**)-related sewer overflows. Discussions with key stakeholders are occurring to identify and encourage reductions of FOG being discharged into the sanitary sewer system.

In FY 11/12, \$5,000 has been shifted from the cost of buying rock and other street material used for rebuilding manholes to cover the cost of **crushing used concrete**. This process will result in more available material for this activity than could have been purchased in the market at the same cost.

A **.70 FTE shift** from Sanitary Sewer Maintenance to Right-of-Way Maintenance was the result of changing needs within the Public Works Operations work activities.

<b>Service Accomplishments:</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
Miles of sanitary sewer in the system	202	203	204	204
Number of manholes in system	3,928	3,949	3,975	4,000
Lineal feet of sanitary sewer cleaned by City crews	75,200	52,600	107,712	161,600
Lineal feet of sanitary sewer cleaned by Contractor	52,500	0	0	0
Lineal feet of sanitary sewer televised	24,100	19,370	27,500	30,000
House connection sewer trouble calls	9	10	10	10
System blockages cleared	5	4	5	5
Lineal feet of root foaming (City crews)	0	0	1,000	1,000
Lineal feet of root cutting	10,000	0	10,000	10,000
Sanitary sewer main repairs	10	3	10	10
Manholes raised	44	64	50	50
Call outs	14	13	20	20
<b>Efficiency and Effectiveness:</b>				
% of system cleaned	12%	5%	10%	15%

# ELECTRIC UTILITY

485

**Activity Description:**

The Electric Utility provides the community with sufficient electric power for current and projected needs. Electric power is provided for industrial, commercial, and residential users, according to a rate structure adopted by ordinance. Through the City Council, the community exercises control over the Utility and its policies.

Electric Administration is responsible for directing the daily operations of the Utility and for providing the Electric Utility Operations and Advisory Board (EUORAB) with information so they can make informed recommendations to the City Council. Electric Production is responsible for producing and purchasing electrical energy and for maintaining the associated equipment. Electrical energy is produced in the power plant by burning coal and refuse derived fuel (RDF) in the plant's boilers which generate steam for the steam driven turbine-generators. Peaking and emergency electric energy is produced by gas turbine-generators (jet engines whose thrust drives the associated electrical generators). Fuel and Purchased Power provides funding for purchasing coal and RDF burned in the boilers, fuel oil burned in the boilers and gas turbines, and electrical energy purchased from neighboring utilities (MidAmerica and CIPCO). Electrical Distribution is responsible for maintaining the electric transmission and distribution equipment which provides electricity to the community. Electric Extension and Improvements provides funding for purchasing equipment and constructing lines required to supply electricity to the Utility's customers. Electric Technical Services is responsible for installing and maintaining the electric meters used for billing the Utility's customers and is responsible for all substation equipment. Electric Engineering is responsible for engineering and planning related to and for supervising the operation of the Utility's transmission and distribution system, substations, and street lighting.

	2010/11	2011/12	2011/12	2012/13	% Change
<b>Activities:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From</b>
					<b>Adopted</b>
Electric Admin	1,572,767	1,389,120	1,562,674	1,581,664	13.9%
Electric Production	9,802,897	10,348,588	12,052,142	10,442,787	0.9%
Fuel & Purchased Power	27,358,442	31,545,226	31,164,923	32,702,186	3.7%
Electric Dist/Oper/Maint	2,386,766	2,827,091	2,907,335	2,845,280	0.6%
Electric Dist/Extn/Improv	1,033,264	1,398,223	1,594,700	1,489,200	6.5%
Electric Technical Services	918,116	1,031,416	1,060,031	1,046,952	1.5%
Electric Engineering	571,382	809,619	824,462	705,784	-12.8%
<b>Electric Operations</b>	<b>43,643,634</b>	<b>49,349,283</b>	<b>51,166,267</b>	<b>50,813,853</b>	<b>3.0%</b>
<b>Personnel - Authorized FTE</b>	81.00	81.00	81.00	81.00	

# ELECTRIC UTILITY

## 485

	2010/11	2011/12	2011/12	2012/13	% Change From Adopted
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	
Personal Services	7,665,134	8,219,337	7,993,797	8,436,815	2.6%
Contractual	19,372,604	22,417,238	23,996,860	23,666,515	5.6%
Commodities	16,338,183	18,356,113	18,459,213	18,352,723	0.0%
Capital	267,206	355,995	714,797	356,700	0.2%
Other Expenditures	507	600	1,600	1,100	83.3%
<b>Total Expenditures</b>	<b>43,643,634</b>	<b>49,349,283</b>	<b>51,166,267</b>	<b>50,813,853</b>	<b>3.0%</b>
<b>Funding Sources:</b>					
Electric	43,643,634	49,349,283	51,166,267	50,813,853	3.0%
<b>Total Funding Sources</b>	<b>43,643,634</b>	<b>49,349,283</b>	<b>51,166,267</b>	<b>50,813,853</b>	<b>3.0%</b>

# ELECTRIC ADMINISTRATION

485 -- 40

The Administration Division of the Electric Utility has responsibility for coordinating the work of the other divisions (Production, Plant Control, Distribution, Engineering, and Electric Metering) to ensure that the City of Ames continues to meet the needs of its electric customers under all conditions. The Director and the Assistant Director work to coordinate planning and engineering, production, distribution, and metering functions to this end. Administration also has considerable responsibility in the Utility's relationship with State and Federal agencies and in working with the Electric Utility Operations Review and Advisory Board (EUORAB) in long-range planning for the Utility.

The Director also oversees the Energy Services Program for the Ames Municipal Electric System. An Energy Services Coordinator develops, coordinates, and conducts programs promoting wise and efficient use of electrical resources.

**Service Objectives:**

- ✓ Develop and implement strategic, long-range plans to serve electric needs of customers (transmission, distribution, generation)
- ✓ Monitor revenues and expenditures for the Electric Services Department
- ✓ Develop, implement, monitor City's Demand Side Management program
- ✓ Focus on safety and safe operation and make it a high priority
- ✓ Continue to maintain open, positive relationships with state, regional and federal agencies
- ✓ Educate and encourage electric customers to consume energy responsibly
- ✓ Meet state and federal requirements for air emissions and environmental performance
- ✓ Coordinate with City Finance Department on funding needs/changes
- ✓ Reduce outages to customers and increase plant and power line availability
- ✓ **Support the City Council's "Go Green" and environmental sustainability initiatives through both customer programs and improvements to the Electric Utility**

	2010/11	2011/12	2011/12	2012/13	% Change
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From Adopted</b>
Personal Services	604,992	618,590	618,221	632,290	2.2%
Contractual	939,077	730,680	915,403	917,524	25.6%
Commodities	19,416	22,850	19,350	18,350	-19.7%
Capital	9,282	17,000	8,700	13,000	-23.5%
Other	-	-	1,000	500	
<b>Total Expenditures</b>	<b>1,572,767</b>	<b>1,389,120</b>	<b>1,562,674</b>	<b>1,581,664</b>	<b>13.9%</b>
<b>Funding Sources:</b>					
Electric	1,572,767	1,389,120	1,562,674	1,581,664	13.9%
<b>Total Funding Sources</b>	<b>1,572,767</b>	<b>1,389,120</b>	<b>1,562,674</b>	<b>1,581,664</b>	<b>13.9%</b>
<b>Personnel - Authorized FTE</b>	5.00	5.00	5.00	5.00	

# ELECTRIC ADMINISTRATION

485 -- 40

## Highlights:

Electric Services' **Demand Side Management programs** continue to be effective in reducing the rate of growth in energy demand. These programs provide incentives to residential and commercial customers to use energy more efficiently. Participation in the air-conditioning and appliance rebate programs remains above projections. As a result, it is estimated that the peak demand will be reduced by over nine megawatts and energy usage by over 10,629 megawatt-hours. **Staff worked closely with the City Council's Sustainability Taskforce and following their report to Council, three citizen energy efficiency committees were formed, focusing on education, awards and recognition, and policy.**

With new and anticipated rules from the Environmental Protection Agency concerning NO<sub>x</sub>, SO<sub>x</sub> mercury and ash, staff will be undertaking a comprehensive energy generation study. Based on study results, staff will work with a consultant to create a strategic direction on how to best produce energy for our customers over the next 5 to 20 years, while maintaining emission compliance.

In a joint project with Resource Recovery, staff began exploring possible methods of converting refuse into a biofuel for better combustion in the Power Plant. URS, an internationally recognized company, completed a study on possible technologies in 2011. In 2012, staff from both departments will be exploring potential application of these new technologies in waste management and power generation applications.

Staff continues to work on the **transmission expansion plan** to support the electrical needs of customers. A 161 kV line from Ames to Ankeny has been designed and a routing study has been completed. In December 2011, staff and consultants presented our proposal to an Administrative Law Judge of the Iowa Utilities Board. Pending the receipt of a franchise from the Iowa Utilities Board, construction will begin in the summer of 2012. Completion of this line will provide for a strong, reliable transmission system for years to come.

Electric Services together with Water Pollution Control, Public Works and other City departments hosted the first annual **Eco Fair** on Saturday, March 26, to showcase the City's dedication to the environment and sustainability. At the fair, citizens were exposed to new energy efficiency technologies, had their energy questions answered, saw energy and water conservation products, and met with service vendors ranging from landscapers to appliance dealers to solar panel developers.

In 2011, staff completed a cost-of-service and a rate study with SAIC. Recommendations from the study indicate that the current declining block rate structure should be revised and customer charges need to be increased to cover corresponding expenses. Staff will be presenting new rates to City Council and requesting adoption in late 2012. The new rates are aimed at encouraging efficient energy use and matching costs of service with charges for service.

# ELECTRIC ADMINISTRATION

## 485 -- 40

### Highlights, continued:

	2009/10 Actual	2010/11 Actual	2011/12 Adjusted	2012/13 Projected
<b>Service Accomplishments:</b>				
<u>Rating of electric service dependability</u>				
Very satisfied	63%	63%	63%	65%
Somewhat satisfied	33%	32%	32%	31%
Total very/somewhat satisfied	96%	95%	95%	96%
<u>% Ames rates are above (below) average of neighboring utilities</u>				
Residential – winter	(34.5%)	(19.83%)	(20%)	(20%)
Residential – summer	(32.6%)	(15.23%)	(15%)	(15%)
Commercial – winter	(1.7%)	(3.73%)	(5%)	(5%)
Commercial – summer	3.4%	(0.03%)	0%	0%
Industrial – winter	13.4%	35.58%	30%	30%
Industrial – summer	8.8%	28.2%	25%	25%
ASAI (Average Service Availability Index)	99.9959	99.9886	99.99	99.99
CAIDI (Customer Average Interruption Duration Index)	86.12	62.39	60.00	60.00
SAIDI (System Average Interruption Duration Index)	21.52	60.01		20
SAIFI (System Average Interruption Frequency Index)	2.26	2.69		2.10
<b>Efficiency and Effectiveness:</b>				
<u>Demand Side Management</u>				
Prime time power switches installed this year/total	525/8,825	318/8,900	400/9,300	400/9,700
Air-conditioner rebates	355	459	500	500
Commercial light projects	63	55	65	75
Residential weatherization/audit	30/211	30/160	30/200	30/225
Residential light bulbs – rebate/giveaway	113	63	80	100
Residential appliance rebate	1,192	1,148	1,150	1,200
Power factor rebate	6	0	5	5
kW reduced (capacity)/Program total	1,667/6,413	1,417/7,830	1,200/9,030	1,500/10,530
MWh reduced (energy)/Program total	2,871/6,162	2,407/8,569	2,060/10,629	2,500/13,129
Energy Cost /kWh (Dept. O & M cost divided by kWh sales)	\$0.064	\$0.077	\$0.083	\$0.081

# ELECTRIC PRODUCTION

485 -- 41

Power Plant Operations, Maintenance, and Electric Control sub-activities are now operating as part of Electric Production. This includes operation and maintenance of the boilers, turbines, fuel handling system (coal and refuse derived fuel), and the remote operated combustion turbines and SCADA control equipment in the Power Plant and substations, protective relays, circuit breaker controls, plant wiring, pollution monitoring and pollution control.

Electrical demands are continuous and the operations group of the Production Division must be staffed 24 hours per day. This group monitors the operating equipment at all times to ensure that customer demands are met.

Starting December 17, 2009, the Nextera wind farm and the Ames Electric Services Department saw energy flow from their wind turbines.

A new area requiring a lot of time by staff is the MISO Operation and Regulation. MISO is the Midwest Independent System Operators Group that serves as our RC (Reliability Coordinator) and supports the region's reliable delivery of electricity.

**Service Objectives:**

- ✓ Provide reliable low-cost energy to customers
- ✓ Reduce number of forced outages and keep availability of units high
- ✓ Continue to improve the training and skill sets of employees
- ✓ Ensure compliance with emission standards
- ✓ Continue to promote the values of the City's "Excellence Through People" program
- ✓ Continue to improve plant safety
- ✓ Correct power factor issues
- ✓ Upgrade plant systems
- ✓ Reduce coal yard fugitive dust issues
- ✓ Change of membership from MAPP to MISO

	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	4,400,434	4,619,969	4,460,112	4,720,971	2.2%
Contractual	4,028,448	3,723,169	5,352,580	3,846,616	3.3%
Commodities	1,355,236	2,002,450	2,236,450	1,806,200	-9.8%
Capital	18,779	3,000	3,000	69,000	2200.0%
<b>Total Expenditures</b>	<b>9,802,897</b>	<b>10,348,588</b>	<b>12,052,142</b>	<b>10,442,787</b>	<b>0.9%</b>

**Funding Sources:**

Electric	9,802,897	10,348,588	12,052,142	10,442,787	0.9%
<b>Total Funding Sources</b>	<b>9,802,897</b>	<b>10,348,588</b>	<b>12,052,142</b>	<b>10,442,787</b>	<b>0.9%</b>

<b>Personnel – Authorized FTE</b>	46.00	46.00	46.00	46.00
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# ELECTRIC PRODUCTION

485 -- 41

## Highlights:

The bottom fifty feet of the wall tubes in the #8 boiler were successfully replaced this past fall after a number of delays. The superheater tube replacement is now scheduled for late FY 12/13. The hauling of ash from the ash pond continues and will take place over the next several years. The cost of hauling ash continues to be high, but a portion of the ash is available for beneficial reuse under the guidelines of the Iowa DNR regulations. Annual RATA (Relative Accuracy Test Audit) for continuous emission monitoring and combustion turbine #2 formaldehyde tests were completed successfully again this year. Staff is working with proposed new environmental regulations that will be taking effect this year affecting all generating units.

Four years ago, the Burns and McDonnell study gave direction recommending that the City maintain units #7 and #8 rather than buying into a new generating plant. The FY 12/13 budget includes several CIP projects to attain the goal of much more reliable steam units. Staff has procured materials and parts so this work can be accomplished during scheduled and unscheduled outages. This past year, seven forced outages were experienced on the #8 unit and the unit availability was about 58.6% (80% or above is desired). A contributor to the low availability was the extended outage on unit #8 to replace the bottom 50 feet of boiler tubes completed last fall.

The FY 12/13 budget is \$12,101,097. This is due to the aggressive schedule of needed repairs and improvements on numerous pieces of plant equipment.

During FY 12/13, some of the large plant projects will be: 1) Unit #8 turbine generator 5-year overhaul at \$3,500,000; 2) stack repair, estimated at \$100,000; 3) general boiler repair and dump grates at \$350,000; 4) feedwater heater tube replacement at \$980,000; 5) superheater tube replacement at \$2,500,000; and 6) Gas Turbine #1 inspection and overhaul at \$850,000.

The annual system peak this year was 128.6 MW which occurred on July 19, 2011. The previous peak was 126.2 MW on July 31, 2006.

## Data taken July 1 to June 30

	2009/10 Actual	2010/11 Actual	2011/12 Adjusted	2012/13 Projected
<b>Service Accomplishments:</b>				
Annual net system peak load (MW)	112.2	123.6	128.6	126.6
Annual net system load (MWh)	576,565	594,785	618,137	615,624
Annual gross generation (MWh)	381,664	382,083	354,000	371,000
<b>Efficiency and Effectiveness:</b>				
Number of reportable accidents	1	5		0
Number of lost time accidents	1	4		0
Unit 7 forced outages	5	6	2	2
Unit 8 forced outages	5	9	7	3
Unit 7 availability	79.4%	89.1%	90.9%	90.0%
Unit 8 availability	77.6%	68.3%	58.6%	80.0%
		Scheduled Outages	Scheduled Outages	Scheduled Outages
Unit 7 heat rate, operational gross (BTU/kWh)	11,532	11,724	11,700	11,500
Unit 8 heat rate, operational gross (BTU/kWh)	11,289	11,528	11,400	11,200



# FUEL/PURCHASED POWER

485 -- 42

The Fuel and Purchased Power activity expenses vary according to the amount of electricity demanded by the customers. When fuel use and outside power purchases increase due to demand, revenues for electricity sold to customers will likewise increase.

The principal types of fuel purchased are coal, refuse derived fuel (RDF) from the Resource Recovery Plant, and fuel oil. Power is purchased from other suppliers when the cost of outside power is more economical than locally produced energy. Capacity is also purchased from other sources to supplement City of Ames' electric service generating capacity.

**Service Objectives:**

- ✓ Maintain proper level of coal inventory to maintain full operation at all times
  - ✓ Maintain positive working relationship with neighboring utilities
  - ✓ Minimize energy purchase costs and maximize energy sales revenue
  - ✓ Efficiently manage self-generation vs. market purchases
- ✓ Explore, examine, and initiate plans to increase renewable energy portfolio
  - ✓ Improve communication coordination with Resource Recovery
  - ✓ Economically balance emission allowance requirements with capital improvements

	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	79,897	81,638	83,185	84,984	4.1%
Contractual	13,221,291	16,213,588	16,031,738	17,242,202	6.3%
Commodities	14,057,254	15,250,000	15,050,000	15,375,000	0.8%
Capital	-	-	-	-	
<b>Total Expenditures</b>	<b>27,358,442</b>	<b>31,545,226</b>	<b>31,164,923</b>	<b>32,702,186</b>	<b>3.7%</b>
<b>Funding Sources:</b>					
Electric	27,358,442	31,545,226	31,164,923	32,702,186	3.7%
<b>Total Funding Sources</b>	<b>27,358,442</b>	<b>31,545,226</b>	<b>31,164,923</b>	<b>32,702,186</b>	<b>3.7%</b>
<b>Personnel - Authorized FTE</b>	1.00	1.00	1.00	1.00	

# FUEL/PURCHASED POWER

485 -- 42

**Highlights:**

In calendar year 2010, the City of Ames entered into a three-year coal contract and a six-year coal delivery contract. Only a single proposal for coal delivery services was received. The combination of the coal contract and delivery services contract has resulted in much higher fuel costs for the Power Plant. This additional cost was reflected in the Energy Cost Adjustment and caused the average residential customer's bill to increase by approximately 7%. In 2012, staff will be soliciting bids for a new coal contract for 2013.

Alternative energy sources continue to play an important part in Ames' energy portfolio. The Power Plant continues to burn **refuse derived fuel (RDF)**. This decreases the City's dependence on coal and reduces the amount of garbage taken to the landfill. **In support of the City Council's "Go Green" goal**, the City completed two years of a 20-year contract with NextEra to purchase 36 megawatts (MW) of wind resources. A portion, six MW, is being passed through to Iowa State University. The 36 MW is part of a larger wind farm built near Zearing, Iowa. The actual energy produced this past year was greater than projected due to advancement in transmission projects which relieved constraints. In FY 10/11, renewable energy from purchased wind power accounted for 13.2% of the City's electric usage. For FY 12/13, the amount is projected to increase to 14.6% due to higher wind output projections and improved transmission in the area.

Fuel and Purchased Power is the largest component of the Electric Services budget with estimated total expenditures of \$30,052,000 for FY 12/13. The major items include coal, market energy purchases, wind, fuel oil, transmission service, and refuse-derived-fuel payments. Coal accounts for nearly 45% of the Fuel and Purchased Power budget.

The change in FY 11/12 Adopted and FY 12/13 Requested (an increase of nearly \$1,700,000) can be attributed to the following differences: 1) estimated increase of nearly \$1,000,000 in the cost of NOx allowances; 2) wind purchases that are expected to increase by \$700,000 due to the elimination of transmission constraints.

	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
<b>Service Accomplishments:</b>				
Coal consumed (in tons)	231,066	227,099	215,000	233,000
Market energy purchased (in MWh)	298,439	254,651	292,500	331,445
<u>Renewable Energy</u>				
RDF consumed (in tons)	33,073	38,951	33,000	33,000
Renewable energy credits/wind (in MWh)	19,199	78,243	86,621	90,000
<b>Efficiency and Effectiveness:</b>				
Energy cost adjustment	\$0.0209	\$0.0268	\$0.0265	\$0.0281/\$0.0*
Fuel cost for energy production (\$/MWh)	\$35.59	\$43.73	\$46.65	\$47.45
Purchased power cost (\$/MWh)	\$28.55	\$29.84	\$31.10	\$31.00
Delivered fuel cost – coal (\$/ton)	\$46.89	\$56.82	\$61.00	\$63.00

\* It is anticipated that from the completed Cost-of-Service and Rate Study, new rates will be implemented in FY 12/13. As part of the rate adjustments, the Energy Cost Adjustment (ECA) will be reset to \$0.0000.

# ELECTRIC DISTRIBUTION OPERATION/MAINTENANCE

485 -- 44

This operation is responsible for constructing and maintaining the lines (underground and overhead) and equipment which distribute electricity to customers. It also maintains street lights and the City's storm warning sirens. A part of this operation includes working with the Technical Services Division (substation crew) to perform routine and emergency maintenance on all substations and the downtown central business district underground network.

## Service Objectives:

- ✓ Ongoing street light upgrades
- ✓ Upgrade/rebuild older overhead lines
- ✓ Maintain progressive tree trimming program to reduce outages caused by vegetation
- ✓ Help move transformers out of network vaults to surface level over next few years
- ✓ Maintain reliable storm siren system
- ✓ Construct 161 kV transmission lines
- ✓ Replacement of older underground primary cable
- ✓ Reduce outages to customers and increase power line availability

	2010/11	2011/12	2011/12	2012/13	% Change
	Actual	Adopted	Adjusted	Adopted	From Adopted
<b>Expenditures:</b>					
Personal Services	1,250,911	1,415,403	1,346,984	1,464,442	3.5%
Contractual	867,246	1,118,038	1,160,701	1,109,688	-0.7%
Commodities	264,589	286,550	292,550	270,550	-5.6%
Capital	3,513	6,500	106,500	-	-100.0%
Other Expenditures	507	600	600	600	0.0%
<b>Total Expenditures</b>	<b>2,386,766</b>	<b>2,827,091</b>	<b>2,907,335</b>	<b>2,845,280</b>	<b>0.6%</b>
<b>Funding Sources:</b>					
Electric	2,386,766	2,827,091	2,907,335	2,845,280	0.6%
<b>Total Funding Sources</b>	<b>2,386,766</b>	<b>2,827,091</b>	<b>2,907,335</b>	<b>2,845,280</b>	<b>0.6%</b>
<b>Personnel - Authorized FTE</b>	17.00	17.00	17.00	17.00	

# ELECTRIC DISTRIBUTION OPERATION/MAINTENANCE

485 - 44

## Highlights:

Electric Distribution has continued to operate with less than a full staff. The division staff continued lineworker recruitment and hopes to have all the positions filled by March 1, 2012. A foreman's position is also open, and we intend to hold it open until the new hires have more experience with our systems and operation.

The biggest division budget item continues to be the annual tree-trimming contract at approximately \$275,000 for the upcoming year. This contract provides for trimming branches and cutting down trees that can cause power outages. There were fewer wind and tree-related outages this year. Crews are scheduled to work in different areas of the City throughout the year. When employees or customers see and report troubled areas, crews are sent to those areas in addition to their scheduled areas. Many outages have been avoided because of the notifications received from customers. The work being done under this tree-trimming contract is managed by this division and continues all year long.

Looking back at 2010, there were many problems caused by the floods. Many improvements have been made to areas affected by flood waters. Included were changes in the City's well fields, south of Highway 30, which helped to alleviate problems for the Water and Pollution Control Department. Those wells will be able to stay energized when flooding occurs in the Hunziker Sports Complex area. A flooded-out transformer in the Northridge area was relocated. Other changes have been made, and there will continue to be improvements during the next year.

Distribution has been working all year with the Engineering staff to improve reliability with the replacement of many transformers and switches, and working on ways to reduce the number of outages caused by wildlife, mainly squirrels. During October and November 2011, there were 23 squirrel-caused outages.

Distribution crews continue to maintain good service to our customers. The 29<sup>th</sup> Annual Report, Ames Residential Satisfaction Survey, showed that 95 percent of the residents surveyed were very-to-somewhat satisfied. Quick response and short outage times are what the division strives to accomplish.

Distribution continues to work with the Electric Engineering Division to set up and implement the outage management system, a large capital expenditure (\$95,000) item carried over from last year. This new system should improve outage response times by more quickly and graphically identifying the likely location of an outage. The project requires a significant integration and implementation effort, including training. Another capital item is additional monies (\$75,000) to upgrade one of the division's digger/derrick trucks to a larger unit. The lift capacity of our current trucks is not high enough to safely lift or move our larger transformers. Other large increases to the budget are to continue with some much-needed improvements to the building and grounds, including new doors, HVAC system replacements, and other maintenance. Plans are to continue to contract infrared inspections of the distribution system (both overhead and underground), switches, and transformers. We also contract wood pole inspections.

# ELECTRIC DISTRIBUTION OPERATION/MAINTENANCE

485 – 44

## Highlights, continued:

### Accomplishments:

- Upgraded storm siren software
- Continued development of the Somerset commercial and residential subdivision
- Continued records retention clean-up
- Replaced two – 2,500 kV transformers at Armcor (Ball)
- Replaced failed underground primary cable in several locations
- Completed Vet Med Substation expansion
- Continued storm and flood damage mitigation
- Downtown network improvements
- Completed Kellogg Avenue improvements (Main Street to 7th Street)
- Installed LED streetlight trial in the City Hall parking lot and on 13<sup>th</sup> Street, west of Stange
- Grove/Campus Apartments project
- Green Hills Retirement Community expansion and improvements
- Several commercial service upgrades and installations on South Duff corridor

Total footage of primary cable installed/replaced: 59,768 feet

Total number of transformers replaced: 68

Total number of wood poles installed/replaced: 24

Total number of streetlight poles installed/replaced: 20

Installation of new services: 465 (382 at South Grand Apartments)

<b>Efficiency and Effectiveness:</b>	<b>2009/10 Actual</b>	<b>2010/11 Actual</b>	<b>2011/12 Adjusted</b>	<b>2012/13 Projected</b>
Time to restore service after interruption:				
Very satisfied	56%	53%	55%	55%
Somewhat satisfied	37%	37%	37%	37%
Total very/somewhat satisfied	93%	90%	92%	92%

# ELECTRIC DISTRIBUTION EXTENSION/IMPROVEMENTS

485 -- 45

This activity is responsible for design and installation of lines and equipment to distribute electricity to customers. This operation includes extending lines to new customers, construction of substation improvements, and street light installation.

**Service Objectives:**

- ✓ Provide overhead and underground construction services and extensions to new and existing customers in a timely, efficient manner that ensures public and worker safety, code compliance, and customer satisfaction
- ✓ Continue to provide reliable electric service through proactive replacement of deteriorated overhead and underground facilities found from annual pole and underground inspections
- ✓ Provide efficient, coordinated construction services to facilitate Public Works' road improvement projects
- ✓ Improve system reliability by replacing obsolete, deteriorated 4kV equipment in Downtown network system
- ✓ Enhance or improve system reliability through replacement of obsolete and overstressed distribution breakers and obsolete electromechanical relays; implement solid state relays to improve relay coordination/operation and allow for longer maintenance intervals between relay tests without calibration drift
- ✓ Reduce system losses and improve system power factor by addition of distribution capacitor banks and installation of switched controls

	2010/11	2011/12	2011/12	2012/13	% Change From
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>Adopted</b>
Personal Services	202,983	310,723	300,700	320,200	3.0%
Contractual	169,461	307,000	255,000	235,000	-23.5%
Commodities	441,883	565,500	674,000	669,000	18.3%
Capital	218,937	215,000	365,000	265,000	23.3%
<b>Total Expenditures</b>	<b>1,033,264</b>	<b>1,398,223</b>	<b>1,594,700</b>	<b>1,489,200</b>	<b>6.5%</b>
 <b>Funding Sources:</b>					
Electric	1,033,264	1,398,223	1,594,700	1,489,200	6.5%
<b>Total Funding Sources</b>	<b>1,033,264</b>	<b>1,398,223</b>	<b>1,594,700</b>	<b>1,489,200</b>	<b>6.5%</b>
 <b>Personnel - Authorized FTE</b>	 .00	 .00	 .00	 .00	

# ELECTRIC DISTRIBUTION EXTENSION/IMPROVEMENTS

485 -- 45

## Highlights:

Work continues to support new services as well as routine extensions and system improvements for system capacity and reliability upgrades. Budgets will reflect a full complement of electric crews, as the last crew vacancy is expected to be filled in 2011. While fewer single-family homes are being constructed compared to past years, work on apartments and commercial projects has continued through a difficult economy and were notably increased in 2011. The need for system improvements and maintenance activities remains high as much of Ames' electric system is over 30 years old. Improvements include ongoing replacement of obsolete and deteriorating 4 kV facilities in the downtown network as well as replacement of older/deteriorated 13.8kV distribution underground cables and overhead facilities. Contracted inspections will be continued as a means to proactively identify facilities in need of repair. Corresponding maintenance work will be completed to avoid unnecessary interruptions. Feeder upgrades will be needed in FY 11/12 and FY 12/13 to support residential (apartments) and commercial growth. While there was a considerable drop in new service additions for 2010, new services increased considerably in 2011 (primarily due to apartment additions). Planned commercial and apartment additions are expected to grow through 2013.

## Projects for FY 11/12 are:

- Kellogg Avenue improvements (Main Street to 7th Street)
- Vet Med Substation expansion and related feeder extensions
- Green Hills Retirement Community expansion – relocation of underground facilities
- ISU Sports Complex – new extension of facilities
- Obsolete substation relay replacements
- Northridge Heights 15th Addition – new extension of facilities
- St. Thomas Aquinas parking structure – relocation of overhead facilities
- Brookside Park - 4kV to 13kV conversion
- Ames Intermodal Facility – new extension of facilities
- The Grove Apartments – new extension of facilities
- Implementation of new animal guarding/insulation methods (reliability improvement)
- Completed replacement of deteriorated overhead distribution line east of Duff Ave (3<sup>rd</sup> to 5<sup>th</sup> Street)
- Replace aged, failing underground cable, overhead switches - various locations
- Vet Med Substation feeder extensions

## Projects for FY 12/13 are:

- Vet Med Substation feeder extensions
- North Grand Mall – relocation of underground facilities for expansion
- Replace aged, failing underground cable - various locations
- Replace aged, failing overhead switches - various locations
- Replace aged, failing overhead poles and lines - various locations
- Downtown network upgrades - ongoing
- Increased system power factor with additional capacitor banks
- Mary Greeley Medical Center Expansion Project – relocation and new facilities for expansion

# ELECTRIC TECHNICAL SERVICES

485 -- 46

**Electric Meter Group** is responsible for the measurement of energy consumed by electric customers. This responsibility includes specification, installation, maintenance, testing, and recordkeeping of all system meters and monitors. The group also tests the substation and plant relays.

**Service Objectives:**

- ✓ Test 20% of relays yearly to facilitate a 5-year cycle
- ✓ Record and monitor Power Factor on largest user
- ✓ Test transformer rated loads that exceed:
  - 0.5 to 0.9 megawatts every two years
  - 1.0 to 1.9 megawatts yearly
  - 2.0+ megawatts twice yearly
  - 0 through .499 kilowatts every 12 years
- ✓ Monitor power quality on all feeders by 2012
- ✓ Randomly test 1-phase meters yearly

**Substation Group** is responsible for all substation equipment used to distribute power throughout the utility system. The group troubleshoots, tests, maintains and keeps data on power transformers, circuit breakers and switches from 4kV through 161 kV class equipment. The Substation Group was transferred from Distribution to Technical Services this year to facilitate service coordination, and to better align similar functions under one supervisor.

**Service Objectives:**

- ✓ Rebuild tap changers to improve reliability and power quality
- ✓ Install transformers, cabling, controls, and associated equipment to serve customers' electrical needs
- ✓ Maintain and refurbish breakers at substations
- ✓ Upgrade substation battery sets and charger
- ✓ Perform substation maintenance as needed
- ✓ Respond to customer outages 24 hours a day, 7 days a week
- ✓ Monitor oil in transformers 2,500 kV and above, and breakers with DGA testing
- ✓ Improve Downtown network by increasing reliability and safety
- ✓ Improve animal guarding on all substation open connections

	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	649,736	686,601	690,939	708,596	3.2%
Contractual	55,529	81,182	132,157	120,258	48.1%
Commodities	196,156	224,638	175,338	208,398	-7.2%
Capital	16,695	38,995	61,597	9,700	-75.1%
<b>Total Expenditures</b>	<b>918,116</b>	<b>1,031,416</b>	<b>1,060,031</b>	<b>1,046,952</b>	<b>1.5%</b>
<b>Funding Sources:</b>					
Electric	918,116	1,031,416	1,060,031	1,046,952	1.5%
<b>Total Funding Sources</b>	<b>918,116</b>	<b>1,031,416</b>	<b>1,060,031</b>	<b>1,046,952</b>	<b>1.5%</b>
Personnel - Authorized FTE	7.00	7.00	7.00	7.00	



# ELECTRIC TECHNICAL SERVICES

485 - 46

**Highlights:**

Substation Group: The Downtown conversion of below-ground transformers to above-ground pad mount transformers continues. Major modification of the Vet Med Substation is complete. Annual gas analysis and substation winterization is complete. Tap changer at Mortensen has been upgraded and rebuilt with new modifications incorporated.

Metering/Relay Group: High end Elite Power Quality meters have been located throughout the system. These meters are used to monitor feeders, large customers, and substations for system anomalies. These meters replace old, less accurate voltage charts. Data from these meters has been instrumental in assisting engineering staff in addressing system power quality and reliability issues, including customer complaints. We will replace 4,000 meters over the next two years. These meters are defective and are running 3% to as much as 50%+ slower. Customers that have the slower meters will be notified.

	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
<b>Service Accomplishments:</b>				
Service Orders Completed	700	2,005	3,609	3,500
Consumption Complaints	80	47	388	55
Temporary Sets/Removals	70	76	99	45
Meter Removals	50	108	148	50
Meter Sets	200	124	465	80
Conversions	70	36	21	20
Verifications, Instrument Rated	72	26	80	80
Relays	216	121	83	220
 <u>Meters in Service:</u>				
Residential	21,368	21,314	22,120	22,248
General Power	2,261	2,297	2,312	2,330
Large Power & Industrial	3	4	6	6
Total	23,632	23,615	24,438	24,584
 <u>Meters Tested:</u>				
Residential	900	3,468	5,053	4,100
General/Large Power/Industrial	400	159	93	82

# ELECTRIC ENGINEERING

485 -- 47

The Electrical Engineering Division is responsible for developing plans of service and job orders for residential, commercial, and industrial customer services as well as performing planning and design of system improvements to support load growth, maintain/improve reliability indices and support maintenance and relocation work. Planned facilities include substations, transmission lines, overhead and underground distribution lines, capacitors and other related equipment for line and station switching, protection, security, Supervisory Control & Data Acquisition (SCADA) and related communications. Other support functions include the development of plans, specifications and standards, contract administration for inspection, design, construction, and testing. As the Geographic Information System (GIS) coordinator for the Electric Department, Engineering maintains software for Engineering, Metering, and Electric Distribution's portable and fixed GIS workstations. Administration of engineering activities must comply with Iowa Utility Board (IUB) safety requirements and North American Electric Reliability Corporation (NERC) standards in addition to good utility practices. Midwest Reliability Corporation (MRO) and NERC standards have increasingly required additional engineering staff time to review and communicate NERC standards and facilitate the alignment of practices across other divisions to comply with audit requirements.

## Service Objectives:

- ✓ Provide efficient, customer-friendly services to all customers (internal and external)
- ✓ Coordinate transmission and distribution facility relocations
- ✓ Monitor system loads vs. facility ratings; develop plans and budgets that maintain normal/emergency capacity margins
- ✓ Conduct annual IUB inspections and facilitate compliance across divisions and joint utilities per IUB findings
- ✓ Provide engineering support to other divisions and administer contract assistance for relay and breaker testing and construction activities
- ✓ Complete first year of reliability indices tracking; support American Public Power Association's Reliable Public Power Provider (RP3) goals
- ✓ Administer contracted inspections and issue maintenance job orders for repairs
- ✓ Maintain accurate GIS database, keep maps and records current
- ✓ Provide GIS hardware/software support for Engineering, Metering, and Electric Distribution
- ✓ Conduct annual MRO/NERC review and facilitate compliance across divisions within Electric Department

	2010/11	2011/12	2011/12	2012/13	% Change
	Actual	Adopted	Adjusted	Adopted	From Adopted
<b>Expenditures:</b>					
Personal Services	476,181	486,413	493,656	505,332	3.9%
Contractual	91,552	243,581	149,281	195,227	-19.9%
Commodities	3,649	4,125	11,525	5,225	26.7%
Capital	-	75,500	170,000	-	-100.0%
<b>Total Expenditures</b>	<b>571,382</b>	<b>809,619</b>	<b>824,462</b>	<b>705,784</b>	<b>-12.8%</b>
<b>Funding Sources:</b>					
Electric	571,382	809,619	824,462	705,784	-12.8%
<b>Total Funding Sources</b>	<b>571,382</b>	<b>809,619</b>	<b>824,462</b>	<b>705,784</b>	<b>-12.8%</b>
Personnel - Authorized FTE	5.00	5.00	5.00	5.00	

# ELECTRIC ENGINEERING

485 - 47

## Highlights:

The final phase of 161kV transmission system improvements will continue with the construction of the 161kV line to MidAmerican Energy Company's northeast Ankeny substation in 2012, pending the granting of a franchise from the State of Iowa. The hearing for the franchise was concluded on December 9, 2011, and a final decision is expected in March, 2012. This is the final component of a multi-year project that is very important to Ames' electric system reliability. This line will relieve transmission constraints that currently limit Ames' import capability; Ames currently has a limited ability to take generation out of service for repairs and to economically dispatch its generation based on market conditions.

Staff continues to work with developers and other customers and City departments to provide new services and system improvements, relocate existing facilities, and to replace deteriorated electric facilities. Ongoing work continues in the 4kV Downtown network to replace deteriorated cable and transformers. The Library was recently converted to a new 13.8 kV source and pad-mounted transformer and the Post Office is expected to be converted in 2012. Outside services are used to conduct routine overhead visual and infrared inspections and perform pole testing. City of Ames crews are being utilized to a greater extent to perform underground visual and infrared inspections, since it is more efficient for the City crews to perform these inspections. As a result of inspections, follow-up maintenance work is generated to replace deteriorated overhead and underground facilities and correct safety issues.

Construction was completed on the Vet Med Substation expansion project in June 2011. Additional work is needed in FY 12/13 to install capacitor banks at the Vet Med Substation and to extend new feeders from this substation to serve load growth along South 16<sup>th</sup> Street, within the Research Park south of Highway 30 and along South Duff Avenue.

Due to an increasing number of squirrel-caused outages (23 such outages occurred in a one month period between mid-October through mid-November of 2011), an increased emphasis is being placed on reliability improvements to the overhead distribution system. New standards and construction methods are being implemented. The feeders most prone to squirrel-caused outages have been identified and will be systematically upgraded with insulated jumpers and bushing covers as a means to mitigate the problem. Due to an increase in underground cable failures, an increased emphasis is also being placed on replacing deteriorated cable.

A partially-complete transmission relay-coordination **study** will conclude in FY 11/12 to improve system protection and reliability. Relay upgrades at Vet Med, Dayton Avenue, Mortensen Road and Stange Road substations were completed in 2011. Additional relay setting changes and testing will be performed as needed to conclude this work. Funds are included for an **Outage Management System** which will improve outage response time by more quickly and graphically identifying the likely location of an outage. This system will also improve outage tracking and customer response. Additional features of this system will include automated customer-calling for planned outages and a public Internet-based outage viewer to show the extent of an outage. This project is underway and requires a significant integration and implementation effort which includes training and database conversion by the software vendor. This project is a shared benefit and cost between Engineering and Electric Distribution.

# ELECTRIC ENGINEERING

485 - 47

## Highlights, continued:

The FY 11/12 adopted budget included \$25,000 to contract transmission relay testing. The amount was removed since work is now done with City crews.

	2009/10	2010/11	2011/12	2012/13
<b>Service Accomplishments:</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
# of new customers	25	(17)	823	146
Job orders prepared	101	117	155	150
Line inspections (poles)	589	633	550	620
New overhead distribution line (miles)	0.1	-	0.5	-
Replaced overhead distribution line (miles)	4.32	0.5	0.2	2.3
New underground distribution line (miles)	2	1.7	2.2	1.2
Replaced underground line	1.04	1.2	1.8	2.3
New & relocated overhead transmission line (miles)	8.03	-	-	22



# CUSTOMER SERVICES

486 -- 17

The purpose of the Customer Services activity is to provide customer assistance, meter reading, billing and collection services for the Electric, Water, Sewer and Storm Water Drainage utilities. Additional responsibilities include the administration of the Electric Services Project Share program, the maintenance of customer account, billing and usage records and selling CyRide passes.

**Service Objectives:**

- ✓ Generate and mail accurate cycle and final bills
- ✓ Accurately record customer payments on the date the payments are received
- ✓ Accurately read and record cycle and special meter readings
- ✓ Offer customers convenient options for paying their utility bill
- ✓ Accurately maintain customer account, billing, and usage records
- ✓ Maintain effective procedures for collecting delinquent balances
- ✓ Respond promptly and courteously to customer requests, inquiries and Complaints
- ✓ Maximize the amount of Project Share funds available to assist low-income customers
- ✓ Offer customers convenient options for establishing or terminating utility service
- ✓ Routinely review meter routes to maintain or improve reading efficiency

	2010/11	2011/12	2011/12	2012/13	% Change
	Actual	Adopted	Adjusted	Adopted	From Adopted
<b>Expenditures:</b>					
Personal Services	790,241	833,770	795,218	826,143	-0.9%
Contractual	522,450	560,524	507,532	522,378	-6.8%
Commodities	8,858	13,911	12,941	12,493	-10.2%
Capital	-	-	-	-	
Other Expenditures	87,174	79,485	88,350	93,675	17.9%
<b>Total Expenditures</b>	<b>1,408,723</b>	<b>1,487,690</b>	<b>1,404,041</b>	<b>1,454,689</b>	<b>-2.2%</b>
<b>Funding Sources:</b>					
Project Share	20,720	21,500	20,500	20,500	-4.7%
Water	376,464	395,720	370,900	384,017	-3.0%
Sewer	343,984	362,370	340,050	350,790	-3.2%
Electric	665,432	706,040	670,466	697,042	-1.3%
Storm Sewer Utility	2,123	2,060	2,125	2,340	13.6%
<b>Total Funding Sources</b>	<b>1,408,723</b>	<b>1,487,690</b>	<b>1,404,041</b>	<b>1,454,689</b>	<b>-2.2%</b>
<b>Personnel - Authorized FTE</b>	10.65	10.65	10.65	10.65	

# CUSTOMER SERVICES

486 -- 17

**Highlights:**

This program's share of Data Services has decreased in relation to other users. Data Service costs for FY 11/12 are projected to be \$30,734 less than the amount adopted. The amount requested for FY 12/13 is \$26,085 less than the amount adopted for FY 11/12.

Funds were adopted for a temporary employee to be added to cover an extended employee absence. The need for a temporary employee ended prior to the start of FY 11/12 and a new employee was hired. Salary and benefits were decreased by over \$38,000 in FY 11/12 to reflect these changes in personnel.

The City adopted an Identity Theft Protection Program in order to comply with revisions to the Fair and Accurate Credit Transactions (FACT) Act. Part of the program includes identification verification for customers applying for utility service. The City was able to enter into an agreement for identification verification services for \$9,000 less than originally adopted.

Delinquency statistics are showing an upward trend in the number of customers who are having difficulty paying their utility bills. Net write-offs are projected to be \$9,815 higher in FY 11/12 and \$15,140 higher in FY 12/13 than the amount adopted for FY 11/12.

	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
<b>Service Accomplishments:</b>				
Maintain an accuracy rate of no more than 5 misread per 1,000 meter readings	Yes	Yes	Yes	Yes
Maintain an accuracy rate of no more than 1 billing error per 1,000 bills generated	Yes	Yes	Yes	Yes
Maintain an accuracy rate of no more than 1 misapplied payment per 1,000 payments processed	Yes	Yes	Yes	Yes
Maintain average time to answer telephone of less than 15 seconds	11.2	9.7	12.0	12.0
Maintain a net write-off amount of less than 0.25% of sales	.07	.11	.15	.15
Maintain the number of day's sales in accounts receivable to less than 21 days	16.2	17.5	19.0	19.0
Provide at least \$0.90 of assistance for every \$1.00 donated to Project Share	\$0.95	\$0.95	\$0.95	\$0.95
<b>Efficiency and Effectiveness:</b>				
% of accounts with billing periods equal to or less than 34 days	98.7	99.2	98.7	98.7
% of final bills mailed within 14 days of termination date	97.8	98.1	98.0	98.0
% of customer service requests received over the Internet	27.3	29.6	29.8	30.0
% of utility payments received electronically	31.7	36.0	38.0	38.5
Avg # of payments processed per day	1,182	1,180	1,180	1,180
Avg # of telephone calls answered/day	144	143	145	145
Avg # of work orders generated/day	177	172	175	175
Avg # of meter readings/day	2,227	2,230	2,232	2,235
Avg cost per meter reading	\$0.55	\$0.59	\$0.57	\$0.59
Avg cost per bill generated	\$4.09	\$4.26	\$4.45	\$4.60

# UTILITIES CIP

489

**Activity Description:**

This is a summary of all of the utility related capital improvements which are detailed in the five-year Capital Improvements Plan.

Activities:	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Water Pollution Control:</b>					
Automation Study/Upgrade	22,922		468,605		
WPC Methane Engine Overhaul	896		121,400		
Clarifier Painting	236,551		53,449		
WPC Plant Disinfection	43,480	1,350,000	1,004,000	1,525,000	
Vertical Turbine Pumps	22,727	350,000	620,000	418,000	
Plant Residuals Handling		429,000			
Lagoon Liners			125,000		
WPC Alternative Energy Study	26,600				
WPC Electric Repairs	4,992	80,000	133,200		
WPC Bar Screen/Grinder	29,123				
Water Pump Station Paint		92,000	92,000	128,000	
Long-Range WPC Facility Plan		193,000	193,000	193,000	
WPC Diesel Storage Tank			140,000		
WAS Pump #1				48,000	
Sub-Total	387,291	2,494,000	2,950,654	2,312,000	
<b>Water:</b>					
Water Supply Capacity Study			3,550		
Water Plant Expansion	258,258	4,948,000	3,160,000	3,873,000	
Bloomington Rd. EI Tank Improv	319,331				
River Valley Low Head Dam	4,923		120,077		
NADC Pump Station Improv	84,832		934,000		
Water Meter Test Bench	109,078				
Security At Remote Sites		90,000		255,000	
24-in. Supply Line Repairs			75,000		
Water Supply Expansion				854,000	
Sub-Total	776,422	5,038,000	4,292,627	4,982,000	
<b>Electric:</b>					
13 <sup>th</sup> St. LED Lights EECBG	21,696				
City Hall West Lot LED EECBG	16,446				
Demand Side Management	685,380	1,000,000	1,000,000	1,000,000	
#7 and #8 Dist. Control System	182,646			425,000	
Street Light & Line Relocates	65,309				
#7 & #8 Oil Gun Upgrade	39,340	925,000			
GT#1 Inspection & Overhaul	45,382	250,000		850,000	
Inlet Heating for GT2	32,065		19,315		
Feedwater Heater Tube		1,000,000	40,000	980,000	
#8 Air Heater Basket	10,171	150,000	75,000	100,000	
Plant Dist. Substation Expansion			100,000		
Vet Med Substation	3,784,792		156,092		
MGMC Steam Line Evaporator	46,415				
Unit #8 Cooling Tower Repair			1,220,000		
Unit #7 Cooling Tower Repair		50,000	50,000		
Unit #8 Mercury Capital		300,000		300,000	



# UTILITIES CIP

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Activities:	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Electric, continued:</b>					
Turbine Controls Upgrade		450,000		450,000	
Unit #7 Cooling Tower Piping		500,000	500,000		
Unit #7 Mercury Capital		200,000			
Ash Pond Storage Area		50,000	50,000		
Electric Svc Storage Building		125,000	125,000		
Unit #7 Mercury CEM		320,000	320,000		
Vet Med Substation Volt Support			350,000		
Unit #8 Turbine Gen Overhaul		1,900,000		1,500,000	
69kV Switchyard Relay/Control				150,000	
Vet Med Substation Feeders				300,000	
Unit #8 Blading/Diaphragms				2,000,000	
69kV Transmission Reconstruct				250,000	
Mortensen Road Underground				30,000	
Plant Substation Switchgear/Ext				110,000	
Underground Storage Tanks				15,000	
CEMS Equipment/Systems				450,000	
Mid-American Energy Connect	187,136	7,750,000	5,010,000	4,000,000	
Ames Stange In-Town 161kV	786		2,000		
Power Plant Fire Protection	10,167	250,000	400,000	570,000	
#7 Nitrogen Oxide Control		200,000	230,000		
#8 Nitrogen Oxide Control		1,300,000	1,380,000		
#8 Boiler Repair/Tube Replace	20,819	2,500,000	3,407,139	2,500,000	
Sub-Total	5,148,550	19,220,000	14,434,546	15,980,000	
<b>Water Distribution:</b>					
East Ames Water Extension				800,000	
North Ames Water Extension				703,000	
07/08 Water System Improv	16,533		2,001		
08/09 Water System Improv	341,458		323,403		
09/10 Water System Improv	296,586		157,580		
10/11 Water System Improv	24,054		864,138		
11/12 Water System Improv	11,838	900,000	888,162		
12/13 Water System Improv	3,027			900,000	
Sub-Total	693,496	900,000	2,235,284	2,403,000	
<b>Sanitary Sewer:</b>					
Sanitary Swr System Evaluation	6,876	1,060,000	1,553,124	1,000,000	
E. Ames Utilities Extension			46,800		
Woodview Dr. Water & Sewer				357,000	
07/08 San Swr Rehab	385,476		16,846		
08/09 Sanitary Sewer Rehab	80,162		(2,257)		
09/10 Sanitary Sewer Rehab	(2,816)				
10/11 Sanitary Sewer Rehab	59,131		19,118		
11/12 Sanitary Sewer Rehab		300,000	932,099		
12/13 Sanitary Sewer Rehab				300,000	
10/11 Clear Water Diversion	305,655		87,816		
11/12 Clear Water Diversion		25,000	25,000		
12/13 Clear Water Diversion				25,000	
East Ames Sanitary Sewer Ext.				3,500,000	

# UTILITIES CIP

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Activities:	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Sanitary Sewer, continued:</b>					
North Ames Sanitary Swr Ext.				698,000	
Sub-Total	834,484	1,385,000	2,678,546	5,880,000	
<b>Storm Sewer:</b>					
Flood Response/Mitigation Proj				3,295,000	
12/13 Storm Wtr Green Hills				100,000	
11/12 Storm Sewer Outlet		660,000	100,000		
12/13 Storm Sewer Outlet				100,000	
11/12 Storm Sewer Improv		1,665,000	250,000		
12/13 Storm Sewer Improv					
11/12 Low Point Drainage		908,000	200,000		
12/13 Low Point Drainage				125,000	
S. Duff Area Storm Sewer	(27,574)		106,561		
Gateway Storm Wtr Rehab			39,324		
08/09 Low Pt Drainage BS Rd	42,050				
Storm Sewer Outlet Erosion	297,530				
08/09 St Wtr Rehab – Eastgate	53,695				
SW Stormwater Greenbriar			203,063		
Storm Wtr Fac Moore M Park	732		98,998		
09/10 Low Pt Crystal Street	641		124,082		
09/10 Storm Swr Intake Rehab	(403)				
10/11 Storm Swr Outlet C Cr	17,931		123,901		
10/11 Storm Wtr Rehab Spring V	11,624		148,376		
10/11 Low Point Ironwood Ct	1,496		123,362		
10/11 Storm Swr Intake Rehab			150,000		
Teagarden Area Study			60,000		
Arbor/Sheldon Erosion RP			50,000		
Sub-Total	397,722	3,233,000	1,777,667	3,620,000	
<b>Resource Recovery:</b>					
Res. Rec. System Improvements	159,314	266,300	412,587	285,750	
Res. Rec. Recyclables Bldg	93,870		254,408		
Res. Rec. Building/Truck Bay	159		49,841		
Alternative Feed System	14,794		23,056		
Fire System Upgrade		165,000	165,000		
Sub-Total	268,137	431,300	904,892	285,750	
<b>Total CIP</b>	<b>8,506,102</b>	<b>32,701,300</b>	<b>29,274,216</b>	<b>35,462,750</b>	<b>8.4%</b>

## UTILITIES CIP PROJECT DESCRIPTIONS

### WATER POLLUTION CONTROL

The project to install an ultraviolet (UV) light disinfection system at the Water Pollution Control Plant totals \$2.6 million. The amended NPDES permit for the Water Pollution Control (WPC) Facility issued by IDNR in September 2011 requires the facility to be in compliance with the bacterial standards by May 2014. Funds for design and the start of construction are authorized in the current year CIP. Construction is now anticipated to begin in the second half of FY 11/12 and will continue into FY 12/13, meeting the permit compliance schedule. The total project cost has been reduced approximately \$377,000 from what was shown last year. The schedule reflects a shift of funds from the current year into the first year of the CIP for \$1,525,000. Funding for the project will come from a Clean Water State Revolving Fund (SRF) loan.

The WPC Plant Facility Improvements annual projects for 12/13 include:

- Vertical turbine pump replacement (year five of a five-year project) - \$418,000
- Raw water pump station repainting - \$128,000
- Replacement of WAS Pump #1 - \$48,000

The Long-Range WPC Facility Plan for \$193,000 is a comprehensive evaluation of the current Water Pollution Control (WPC) facility. It will evaluate the condition of structural and mechanical elements, estimate their remaining useful life, and propose a prioritized schedule of major replacement needs. It will also evaluate the capacity of the existing facility and determine the timing of any necessary capacity expansion needs over a projected 20-year period. Additionally, it will provide a conceptual road map for addressing anticipated regulatory changes.

### WATER

The construction of a new 15 million gallon per day (mgd) lime softening water treatment plant on a new site will total almost \$64 million. Cost changes from last year's CIP reflect updated pricing from likely equipment manufacturers, inflation adjustments based on Engineering News-Record's Construction Cost Index, and additional development of project details. The proposed funding source for the majority of the project will be loans from the Iowa Drinking Water State Revolving Fund (DWSRF). These loans are currently offered at 3% interest and will be repaid over 20 years out of water revenues. This fund also allows for a three-year interest-free planning and design loan that can be rolled into the final construction loan. The design capacity includes a 1.5 mgd reserve capacity for future industrial growth. The DWSRF will not fund "speculative" capacity, so 10% of the construction costs is shown as coming from the Water Fund. The project timeline has been delayed due to the lengthy land acquisition process. The budget for FY 12/13 totals \$3,873,000.

The Water Plant Facility Improvement projects include extending the security system to remote sites - \$90,000; and installation of variable speed drives for wells - \$165,000.

The City currently owns approximately 77 acres of farmland (east of I-35 immediately north of the South Skunk River) that were purchased for use as a future well field. The original intent was to develop approximately 6 mgd of groundwater supply from this well field. Because of expanding withdrawals by others in this portion of the aquifer, staff recommended to Council in 2008 a plan to scale back the anticipated withdrawal in this area and spread the 6 mgd withdrawal between two smaller well fields. This will necessitate acquiring additional land for the second well field. The cost to acquire this additional land will initially be offset by the shorter length of piping needed to reach this intermediate well field. This project involves acquiring approximately 80 acres for a new well field site in FY 12/13. Engineering, construction of a new pipeline, and construction of the first two of four wells in the new I-35 West Well Field will begin in FY 16/17. The timing for the additional two wells will be driven by the growth in water demand. At some future time, wells can be constructed on the original I-35 east site. These future wells would be built with lower withdrawal rates than the 6 mgd originally envisioned to minimize the potential for interference with other wells.

The value of agricultural land has climbed considerably in the last year. As a result, the cost estimate in the first year for acquisition of land has been increased from the estimate shown in last year's plan to \$854,000. Initial development of the new well field has now moved into the five-year planning period.

## **ELECTRIC**

The annual Demand Side Management (DSM) Energy Conservation Program develops and administers programs aimed at reducing demand for electricity. Reductions in the demand for electricity positively impact future energy production/supply costs.

Demand side management (DSM) programs are utility programs aimed at reducing consumer use of energy through conservation or efficiency measures. Ongoing programs are:

- Residential energy audits
- Residential high efficiency air conditioner rebates
- Residential low income weatherization
- Residential high efficiency lighting rebates
- Residential efficient appliance rebates
- Commercial custom rebates
- Residential new construction rebates
- Commercial high efficiency lighting rebates
- Commercial audits
- Power Watch education
- Green Choices alternative energy contribution
- Commercial/industrial power factor correction rebates

Load Management (LM) programs control energy consumption at any instant through the use of mechanical or electronic devices. Ongoing programs are:

- Prime Time Power air conditioner load control

New Demand Side Management (DSM) program changes under consideration are:

- Commercial and residential lighting loans

New Load Management (LM) programs under consideration are:

- Interruptible rates for large commercial and industrial classes
- Off-peak rates

The distributive control system's CDDI software and some hardware on Units #7 and #8 boilers have become obsolete. These systems are critical to the operation of the units because they transfer vital information from equipment in the field to the operators' control station. The reliability of the units can be greatly affected by failure of the CDDI system and the inability to find spare parts for these systems. It is necessary to upgrade the current systems, especially the communication portion. This upgrade will include software and some hardware. The over \$1.3 million project concludes in FY 12/13 with \$425,000 budgeted.

Gas Turbine #1 (GT-1) was built in 1972. The unit consists of three separate pieces of equipment: an engine, a free turbine, and a generator. The engine has had one major hot section inspection in the last thirty-five years. The free turbine has had only external work done on it in the last twenty-five years. The generator has had inspections performed on the bearings and diodes, but has never been completely disassembled. The industry standard for inspection of each of these pieces of equipment is an inspection/overhaul every five years. There are several reasons that these inspections have not been done according to standard schedules. The GT-1 unit runs very little and there are very few hours on the unit. The work involved in disassembling the generator and free turbine is considerable. Staff believes this work should be split into two outage periods, the first for the engine and free turbine inspection in FY 12/13 for \$850,000.

Feedwater heaters are devices that use extraction steam from the turbine to preheat the feedwater prior to returning to the boiler. This increases the efficiency of the entire steam generating system. Two high pressure units were installed in 1982 on Unit #8 (Numbers 84 and 85), and in 1967 on Unit #7 (Numbers 74 and 75). Generally, feedwater heaters can lose up to twenty-percent of their tubes and maintain an adequate thermal transfer capability for normal operations. All the feedwater heaters have surpassed this number of plugged tubes requiring their replacement. It's important to consider that the payback on these replacements in Unit #8 is only two years based on fuel savings. In FY 12/13, \$980,000 is budgeted for Unit #8 materials and labor.

The second set of air heater baskets will be installed (each set lasting about twelve years) in FY 12/13 for \$175,000. The air heater is a large, rotating set of three stacked metal elements. The flue gas exiting from the boiler passes across the metal elements, heating them. The rotation of the assembly then brings the elements into the cold air forced draft fan side. As the cold air passes through the heated metal elements, the air is heated to 600 degrees Fahrenheit and is used for combustion, drying, and transport of pulverized coal to the boiler. This recovery of the heat from the flue gas increases

the efficiency of the boiler. The lower levels of the metal elements have become loose and are falling out, allowing air to pass through without being heated properly.

Future Environmental Protection Agency (EPA) regulations likely will require reduction of mercury emissions. If mercury reduction equipment is not in place, allowances will need to be purchased. Staff believes that Unit #8 will require a mercury control and the project totals \$5.1 million. Engineering (\$300,000) for the modifications to Unit #8 are planned for FY 12/13 in the expectation that regulations will be in place by that time.

The Turbine Controls Upgrade project converts the supervisory controls on Unit #8's turbine generator from electric-mechanical to electronic for \$450,000. This conversion will enable more effective scheduling of the unit. The electric-mechanical systems are worn and in need of repair. Replacement of these components is more cost-effective than attempting to repair them, and will result in more effective operation of the unit.

The Unit #8 turbine generator will be disassembled and inspected after 20,000 hours of operation. An inspection was done in 2005 and was due again in FY 10/11. This work is required to replace worn parts and inspect the turbine and generator for repairs that may be needed to avoid catastrophic failure of equipment. This overhaul is recommended by boiler and machinery insurance carriers and follows accepted industry standards. The budget includes \$1.5 million, the cost of the inspection and normal repairs anticipated after 20,000 hours of operation.

The 69kV switchyard relaying and controls are currently located inside the Power Plant. This requires long runs of aged control cable between the Power Plant and switchyard, running beneath portions of the Water and Pollution Control's newer office expansion. Some of the control cables are no longer operational and some conduits have collapsed and are not accessible for repair. The existing relays are obsolete electro-mechanical devices which are becoming difficult to maintain/repair as replacement parts are no longer manufactured. The relaying and controls for the 69kV switchyard are critical components that play a significant role in overall electric system reliability. With the installation of the Ames Plant 161kV/69 kV substation, a relay and control enclosure was installed adjacent to the 69kV switchyard with sufficient room to house the relays and controls needed for the 69kV switchyard. By installing modern, programmable relays and updated controls in this location, long-term reliability can be improved by eliminating the obsolete and maintenance-intensive electro-mechanical relays and aged, lengthy control circuits that are no longer accessible for repair. Iowa State University's (ISU) share of the project is based on a loan-ratio-share at the time of implementation. For budgetary purposes, staff is assuming the ISU load ratio share to be a conservative 19% of the \$600,000 total project. Engineering begins in FY 12/13 for \$150,000.

The expansion of the Vet Med Substation was completed in FY 10/11, providing additional substation capacity for growth in the Research Park south of Highway 30 and along South 16<sup>th</sup> Street. In order to provide capacity to these growing areas and to improve system reliability, feeder extensions are needed to fully utilize the added

substation capacity. This \$300,000 project will add a new underground feeder south to the Research Park area and a new overhead feeder north to provide capacity for new load growth along South 16<sup>th</sup> Street, South Duff, and for ISU stadium expansion. This will also allow for the downtown Ames load to be significantly carried by Vet Med Substation, thereby allowing reduced usage of the Power Plant 13.9kV bus for service to outside feeders, which improves the reliability of the Power Plant by limiting its exposure to outside distribution feeder faults. Related work will include the replacement of some of the older underground substation feeder outlets for increased capacity to existing feeders and the addition of padmounted and overhead switches to facilitate emergency switching.

The Unit #8 turbine generator will be disassembled and inspected after 20,000 hours of operation. Prior inspections have indicated that replacement of turbine wheel blades and diaphragms is necessary. This project is for procuring necessary parts for the Unit #8 turbine generator overhaul - \$2,000,000. These parts have long lead delivery times and need to be ordered well in advance of the generator repair process to prevent unnecessary delays in the assembly of the unit. The parts will be installed by the company who is awarded the contract for the Unit #8 turbine and generator five-year overhaul.

The reconstruction of the 69kV transmission line is a multi-year project which will reconstruct the older, deteriorated portions of 69kV pole lines at the rate of one to two miles per year. The actual length and cost per mile will vary by terrain, accessibility, and attachments. Candidate portions of line include the original MidAmerican 69kV tie line that connects the Ames Plant Switchyard to MidAmerican's 69kV source point south of Ames on Highway 69. Other priority lines include the Ames Plant to Top-O-Hollow line, the Top-O-Hollow to Stange Road substation line, and the Vet Med to Mortensen Road Substation line. The total project will require at least five years and will reconstruct approximately 11 miles of deteriorated 69kV line. Related work will include the reconstruction of those portions of distribution line that are underbuilt on existing transmission lines and may include distribution underbuild extensions that are needed for capacity and/or reliability improvements. Iowa State University's (ISU) share of the project is based on a load-ratio-share at the time of implementation. For budgetary purposes, staff is assuming the load ratio share to be a conservative 19%.

The Mortensen Road Underground and Overhead Feeder Reconstruction project will replace direct-buried 500 kcmil aluminum feeder cables with 750 kcmil copper feeder cables in duct for added capacity and reliability to areas served by Mortensen Road substation along Mortensen Road, South Dakota, and State Avenue. This project will also reconstruct approximately one-half mile of deteriorated overhead 13.8kV distribution line between State Avenue and Welch Avenue. The \$330,000 project starts with \$30,000 for engineering in FY 12/13.

The Ames Plant Distribution Substation is one of the older substations having electro-mechanical relays, air blast 13.8kV breakers, and no main breaker. The DC batteries for this substation are currently inside the Power Plant and the DC cabling runs beneath

the Water Plant Administration building in duct runs that are partially collapsed. This substation is the primary source for Mary Greeley Medical Center. This budget item is to replace the existing 13.8kV metal clad switchgear with expanded, modern switchgear with vacuum breakers, including a main breaker and an additional feeder. The additional feeder breaker will be used to serve a new 6<sup>th</sup> Street downtown feeder. This new switchgear housing will include batteries and a battery charger for local emergency trip power to discontinue use of Power Plant batteries and aging cables. Relaying will also be upgraded from electro-mechanical relays to modern microprocessor controlled relays. This project includes the extension of a new feeder north from the substation and west along 6<sup>th</sup> Street to carry portions of the downtown load currently served by the 4kV network provided by the Power Plant 13.8kV bus. The total project is \$760,000 with \$110,000 for engineering in FY 12/13.

There are two 42,000 gallon underground tanks in service that store #2 fuel oil for units #7 and #8. These are original tanks installed during the construction of Unit #8. They have been in the ground for 30 years and are functional with no operational issues at this time. Testing completed in 2011 indicated that there are no current problems. However, due to the age of these tanks (30 years is the expected safe life), it is very possible that an oil leak could occur, causing expensive cleanup. The total project is \$365,000 with \$15,000 for engineering in FY 12/13.

The continuous emissions monitoring systems on Units #7 and #8 boilers are scheduled for replacement. Both systems have key components that are 20+ years old and are no longer supported by the manufacturer. Having a very limited supply of parts and support available will create reliability issues in the future. Due to a battery of testing required, replacement of key components individually can present many logistical issues as well as considerable cost increase due to testing needing to be repeated with each component replacement. With this in mind as well as a need for room to add analytical instrumentation to meet new EPA monitoring requirements in the future, a complete system change out is recommended for \$450,000.

A 161kV line from Ames to Mid-American Energy Company's (MEC) 161kV switching station northeast of Ankeny will be constructed. This will complete a multi-year project started in FY 03/04. The in-town portion of this project is complete.

In FY 06/07, Ames converted its 69kV line interconnection with Alliant Utilities at Boone from 69kV operation to 161kV operation. During this time, work was completed to create two 161kV terminations at Stange Substation and Ames Plant Substation. MEC has also completed construction of an additional 161kV terminal at its northeast Ankeny Substation to allow for the interconnection of the Ames Plant/Northeast Ankeny 161kV line. Ames also has a 69kV line interconnection that is with MEC at Ankeny. This line was built in 1958, and over the years has served the Ames system well. It is no longer adequate to serve Ames and ISU's capacity and reliability requirements, so an additional line is needed from Ames to the south. This 161kV interconnection is essential to provide Ames with needed transmission capacity and to satisfy the current and future needs of our customers. The total cost estimate for this project is



\$28,201,253 with \$856,000 funding from Iowa State University, and \$3,144,000 funding from the Electric Utility Fund for FY 12/13 to complete the project.

The City's insurance carrier has made several loss prevention recommendations for the Power Plant. These recommendations are for fire suppression systems for the coal conveying equipment, coal pulverizers, and related coal processing and conveyor equipment. Two projects are included in FY 12/13 – Gas Turbine #1 - \$150,000; and Coal Handling Sprinkler System – phase 2 (partial) and phase 3 - \$420,000.

The Unit #8 boiler is twenty years old and in need of tube repairs. There is a three-year plan for engineering and re-tubing of the boiler that includes materials and labor to install for just over \$7.7 million. The plan includes replacing the lower 50 feet of the boiler in 2011 and the superheater in FY 12/13. Approximately \$1.8 million was spent in FY 09/10 to begin acquisition of tube material. Approximately \$3.4 million is being spent in FY 11/12 to complete tube installation in the lower 40 feet of the boiler, and provide for engineering of superheater repair. In FY 12/13, \$2,500,000 will be spent to acquire tube material and complete tube installation in the superheater area which completes the project.

## **WATER DISTRIBUTION**

The East Industrial Area Utility Extension project includes extending water main and sanitary sewer main to serve the eastern annexation area. The eastern annexation area is located north of Lincoln Highway, directly east of the current City limits, west of 590<sup>th</sup> Avenue and south of the Union Pacific Railroad (UPRR). It is the intent to extend utilities to this area in order to accommodate industrial development.

Water main improvements will include extending service along East Lincoln Way from Interstate 35 to 590<sup>th</sup> Avenue (\$800,000). Depending on fire service demands in the area, an elevated storage tank will be necessary in the future. Sanitary Sewer improvements will include replacing a section of sewer main from the existing siphon at East Lincoln Way/South Skunk River through to the existing Barilla facility where a pump station will be placed (\$3,500,000). Gravity flow sanitary sewer will be extended further east along East Lincoln Way to 590<sup>th</sup> Avenue to serve development in the area.

The North Growth Area Utility Extension project includes the extension of water main and sanitary sewer main north along Grant Avenue to serve residential development sites up to 190<sup>th</sup> Street in the newly established allowable growth area. The addition of the project is in response to an annexation request from the owners of the Quarry Estates Subdivision. The water main will be installed along Hyde Avenue in Bloomington Heights Subdivision north to just south of 190<sup>th</sup> Avenue (\$703,000). The sanitary sewer main will be installed near Harrison Road through a portion of Ada Hayden Heritage Park, then will run west along Grant Avenue (\$698,000).

The Water System Improvement program provides for replacing water mains in areas that are experiencing rusty water problems. It also provides for installing larger distribution mains in areas that have a high concentration of 4" supply lines, transferring

water services from 4" water mains in streets where larger water mains exist, and abandoning 4" water mains. Eliminating duplicate water mains, where possible, improves water flow and helps reduce rusty water. Installing larger distribution lines in areas that have a high concentration of 4" supply lines and less than desirable fire-fighting capacity (predominantly in the older areas of the community) provides larger supply quantities in relation to the current and proposed land uses, in accordance with the Land Use Policy Plan. Water system improvements for FY 12/13 total \$900,000.

## **SANITARY SEWER**

The ability of the sewer system to convey wastewater well into the future is dependent on the removal of the current large amount of infiltration and inflow (I/I) in the system that occurs during rain events. In order to convey flows from new development as the City grows, the City must work to reduce the overall I/I in the system. It was recommended in the 2008 Sanitary Sewer System Study to develop a full Sanitary Sewer System Evaluation (SSSE).

This evaluation is a comprehensive and systematic program for identifying the defects that could contribute I/I in a sanitary sewer system, prioritizing those defects, and establishing rehabilitation costs so that repairs can then be included in the Capital Improvements Plan. The SSSE program typically consists of the following tasks: data collection, sewer televising, smoke testing, manhole inspection, and sump pump inspection. Not only would the SSSE identify and correct sources of I/I, it will also identify areas of aging infrastructure in need of repair to prevent unexpected failures and emergency repairs. Staff has begun Phase 1 for the highest priority areas revealed during the 2008 and 2010 floods.

Additionally, this evaluation will analyze the benefit/cost of the current Footing Drain Grant Program and make a recommendation of whether this suspended program may be beneficial to the community.

This study is occurring concurrent with the Long-Range Facility Plan for WPC. The results of these two studies will be used to prioritize wet weather flow mitigation activities in the collection system and at the treatment plant. Depending on the outcome of these studies, the funds being programmed for the WPC Equalization Basin Expansion project could be diverted to more cost-effective mitigation activities. Phases of the study will be underway by the spring of 2012 with \$1,560,000 budgeted to be spent in FY 11/12 and \$1,000,000 in FY 12/13.

The Woodview Drive Water and Sewer Project is for the design and construction of water and sanitary sewer mains in accordance with the property assessment agreements that will be established as part of this project. The neighborhood requested this project and staff has continued to meet with the affected property owners throughout the discussions, including providing conceptual cost estimates. All affected property owners are in favor of this project and have indicated that they will sign an assessment agreement for installation of water and sanitary sewer mains for \$357,000.

The annual Sanitary Sewer Rehabilitation Program for \$300,000 rehabilitates or reconstructs deficient sanitary sewers and deteriorated manholes at various locations throughout the City. Televising the sewer system has revealed problem areas that could result in future blockages. Most of these problem areas are in sewers that are deeper than 14 feet, and City forces are not equipped to make repairs on sewers of that depth. This program, therefore, provides for those repairs by outside firms.

System improvement locations have been identified in the Sanitary Sewer System Study which was completed in FY 07/08. Additional priorities will be identified through the Sanitary Sewer System Evaluation which may substantially increase these costs. Purchased or leased monitoring equipment is also used in determining problem areas. Suggested work activities include rehabilitating manholes, repairing pipe, and similar work. In addition, sewer maintenance crews systematically investigate interceptor and trunk sewers to identify major sources of inflow that could be eliminated as a means of lowering the peak wet weather flow at the treatment plant.

The Clear Water Diversion annual \$25,000 program provides for diversion of footing drain discharge from sanitary sewers to storm sewers. Clear water from footing drains causes overloading and backups in the sanitary sewer as well as increases in the volume of clean water that is treated at the sewage treatment facility. The Clear Water Diversion program historically involved diverting footing drain discharge from sanitary sewers to storm sewers. This diversion results in lower volumes of clean water needing treatment at the sewage treatment facility, thereby decreasing operating and maintenance costs of that facility. In addition, customers should experience fewer, less severe sewer backups.

See comments under Water Distribution for East Industrial Area Utilities and North Growth Area Utility Extension.

## **STORM SEWER**

In response to the 2010 flooding, staff has diligently been working with Iowa Homeland Security and FEMA to pursue federal funding to mitigate future flood damage at eleven locations throughout the Ames Community. Staff has been notified that a majority of projects will not receive federal funding. The remaining projects are still under consideration by FEMA for federal funding. Once FEMA decisions are received, City staff will work with Council to prioritize the \$3,295,000 in funding for preferred projects.

In accordance with the Municipal Code, new developments within the community have been required to provide storm water management quantity control. This means regulating storm water runoff discharge to pre-developed conditions through extended detention and/or retention. Through establishment of developers' agreements, the City of Ames has accepted responsibility for the long-term maintenance of many of these facilities. As these facilities age, sediment accumulates, vegetation becomes more prevalent, and structures need to be improved. The proposed location for FY 12/13 is in the Green Hills Retirement Community for \$100,000.

The Annual Storm Sewer Outlet Erosion Control program provides for stabilization of areas that have become eroded due to discharges of the storm sewer system into streams, channels, swales, gullies, or drainage ways in residential areas. This program will provide a more permanent control of the erosion and will reduce recurring maintenance costs in these areas. An inventory of drainage ways within the City has been established based on National Pollution Discharge Elimination System (NPDES) Phase II requirements. As monitoring activities associated with the NPDES permit requirements continue, locations for future improvements will be further identified. The FY 12/13 budget includes two locations: Pinehurst Drive in Green Subdivision, 5<sup>th</sup> Addition; and Windsor Oaks (basin and creek stabilization) for \$100,000.

The annual Low Point Drainage Improvements program is to decrease flooding at low points. Low point drainage improvements are not focused on residential street locations, but rather on those locations most in need of the improvements as affected by standing water, flooding, and insufficient pipe capacity. The program identifies core locations for improvements each year. In addition, improvements are made at miscellaneous locations identified throughout the year.

During heavy rain, some areas become flooded and damage to private property occasionally occurs. This program provides for installation of drainage improvements to decrease this flooding at low points. In 1994, the following criteria were established for evaluating and prioritizing drainage situations: 1) potential damage from storm runoff; 2) emergency vehicle access limitations created by runoff; 3) number of people affected; 4) number of structures affected; 5) street classification; 6) land use; and 7) benefits of a project to adjacent areas. Based on these criteria, target areas for improvements are established. These improvements may include construction of detention areas, new pipe systems, and replacement systems for increasing the ability to control the runoff so that it can be carried by downstream systems. The FY 12/13 project is Oliver Circle for \$125,000.

## **RESOURCE RECOVERY**

The Resource Recovery System Improvements total \$285,750 for FY 12/13 and include: preventive maintenance materials for replacement of #2 RDS rollers and chains (\$40,200); replacement of #1 mill upper housing (\$12,000); #1 mill sideliners (\$37,000); #1 mill breaker plate liners (\$12,000); rebuilding 20% of C-1 conveyor (\$19,550); dust collection system ductwork replacement (\$40,000); vibration analyzer replacement (current unit purchased in 1986) (\$15,000); paint roof equipment (\$50,000); paint south wall (\$10,000); and Conversion Technology Study Phase II (\$50,000).



Native landscaping in two areas around City Hall serve as a rain garden and bioretention cell to catch and hold storm water runoff.



# TRANSPORTATION PROGRAM

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# TRANSPORTATION PROGRAM

430

**Program Description:**

The Transportation Program serves the community by providing facilities which enhance the movement of people within the City. The system aids industrial, commercial, and residential users through the orderly flow of vehicles and passengers for commercial and leisure activities. The Street System maintains the hard surfaced and gravel streets within the City. These surfaces are cleared of dirt and debris on a regular basis. Snow and ice are removed according to guidelines set by the City Council. The rights-of-way are mowed and litter removed on a regular basis. Public Parking facilities are operated and maintained by the City. The public safety is protected by parking regulations set forth by the City Council. These regulations are enforced by warning violators or issuing fines. Revenues are collected from meters and fines, and these revenues are used to maintain and improve the parking system. Ames operates and maintains a Mass Transit System to provide efficient and economical transportation to all members of the community. A fixed route service is available on a daily basis for most residents. Dial-A-Ride is a contracted service available for elderly or disabled residents. The operations of the system are overseen by a joint City/ISU student board. The Ames Municipal Airport provides general aviation services to the community. The City maintains two hard surface runways. Buildings, taxiways, and streets at the Airport are maintained by the City to ensure clean, safe, and useable air facilities. Capital Improvements which benefit the Transportation sub-program areas are budgeted in this program.

	<b>2010/11</b>	<b>2011/12</b>	<b>2011/12</b>	<b>2012/13</b>	<b>% Change</b>
<b>Use of Funds:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From</b>
					<b>Adopted</b>
Street System	3,050,960	2,971,172	3,107,223	3,192,227	7.4%
Public Parking	718,619	716,648	732,279	751,366	4.8%
Transit System	7,543,127	7,872,416	8,031,773	8,285,463	5.2%
Airport	130,225	188,584	192,929	117,058	-37.9%
<b>Total Operations</b>	<b>11,442,931</b>	<b>11,748,820</b>	<b>12,064,204</b>	<b>12,346,114</b>	<b>5.1%</b>
Transportation CIP	15,846,424	14,034,600	34,767,234	12,110,700	-13.7%
<b>Total Expenditures</b>	<b>27,289,355</b>	<b>25,783,420</b>	<b>46,831,438</b>	<b>24,456,814</b>	<b>-5.1%</b>
 <b>Personnel – Authorized FTE</b>	 102.32	 102.32	 103.10	 103.10	

# TRANSPORTATION PROGRAM

430

	2010/11	2011/12	2011/12	2012/13	% Change From Adopted
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	
Personal Services	7,594,636	7,672,906	7,715,227	7,937,694	3.5%
Contractual	5,222,087	2,441,879	3,054,834	2,522,597	3.3%
Commodities	1,744,830	1,608,535	1,843,550	1,935,073	20.3%
Capital	12,727,071	14,059,600	34,217,077	12,060,700	-14.2%
Other Expenditures	731	500	750	750	50.0%
<b>Total Expenditures</b>	<b>27,289,355</b>	<b>25,783,420</b>	<b>46,831,438</b>	<b>24,456,814</b>	<b>-5.1%</b>
<b>Funding Sources:</b>					
General Fund	134,611	128,323	122,129	120,858	-5.8%
Local Option	219,525	100,000	292,663	125,000	25.0%
Road Use Tax	3,857,960	3,106,938	3,757,860	4,019,319	29.4%
Street Construction	2,039,680	2,260,000	2,904,569	1,281,000	-43.3%
Airport Construction	497,859	975,000	2,806,302	-	-100.0%
G.O. Bonds	5,494,918	6,350,000	13,052,922	5,987,500	-5.7%
Parking	723,253	721,143	736,350	755,474	4.8%
Transit Operating	7,543,127	7,872,416	8,031,773	8,285,463	5.2%
Transit Capital Reserve	4,238,752	4,194,600	8,403,539	3,682,200	-12.2%
Electric Fund	45,781	75,000	454,219	200,000	166.7%
Transit Intermodal	2,493,889	-	6,269,112	-	
<b>Total Funding Sources</b>	<b>27,289,355</b>	<b>25,783,420</b>	<b>46,831,438</b>	<b>24,456,814</b>	<b>-5.1%</b>



# STREET SURFACE MAINTENANCE

431 -- 77

The streets in Ames are constructed of several different materials and require different techniques to repair the cracked, broken, or distorted surfaces or bases. Street maintenance activities provide smooth and safe streets which are stable and which drain precipitation to the storm sewer system without allowing the moisture to penetrate the surface and saturate the street base. This maintenance includes patching, resurfacing, seal coating, slurry seal, and grading of gravel streets as needed. In addition to regular maintenance, shared use paths are repaired as needed. A new CIP program, introduced in FY 2008/09, provides for pavement improvements to enhance the safety and usability of the shared use paths. Storm damage pickup of branches is the responsibility of this activity.

**Service Objectives:**

- ✓ Maintain the City's network of streets, alleys, and shared use paths in a safe and usable condition
  - ✓ Provide emergency repairs to roads and streets as necessary
- ✓ Provide barricades for block parties and other community events (road races, etc.)
  - ✓ Offer curb and gutter replacement program to eligible citizens

	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	706,459	773,097	777,186	807,838	4.5%
Contractual	410,099	400,368	397,278	423,433	5.8%
Commodities	205,990	188,700	219,300	219,000	16.1%
Capital	68	-	-	-	
<b>Total Expenditures</b>	<b>1,322,616</b>	<b>1,362,165</b>	<b>1,393,764</b>	<b>1,450,271</b>	<b>6.5%</b>
<b>Funding Sources:</b>					
General Fund	347	-	-	-	
External Labor Reimbursement	3,723	14,739	4,200	3,800	-74.2%
Road Use Tax Fund	1,318,546	1,347,426	1,389,564	1,446,471	7.4%
<b>Total Funding Sources</b>	<b>1,322,616</b>	<b>1,362,165</b>	<b>1,393,764</b>	<b>1,450,271</b>	<b>6.5%</b>
<b>Personnel - Authorized FTE</b>	12.05	12.05	12.13	12.13	

# STREET SURFACE MAINTENANCE

431 -- 77

## Highlights:

In FY 11/12 and FY 12/13, \$200,000 is included for **materials** to repair asphalt and concrete streets. Purchasing **joint sealant material** has been included in FY 11/12 and FY 12/13 (\$15,000). These budgeted amounts are increasing our investment in the amount of materials available for repairs. Due to a change in work schedules, there has been an increase in the efficiency of staff which allows for more patching to be completed. The purchase of joint sealant every year instead of every other year will also allow for more proactive maintenance to be completed.

**Concrete crushing** (\$35,000) will continue in FY 10/11 to crush reclaimed concrete from water main breaks and street projects that has accumulated in the Public Works storage yard. By crushing and re-using the concrete (at a cost of \$4.75/ton), a cost savings of at least \$7.00/ton will be realized for repairs around water main breaks and in street maintenance activities. The **positive environmental impact** of this recycling activity also cannot be overlooked.

The \$10,000 **curb and gutter replacement program** enables the City to connect to the community by **sharing the cost of curb and gutter repair with interested homeowners** who aren't in the prioritized area for the Neighborhood Curb Replacement Program in the Capital Improvements Plan.

A **.08 FTE shift** to Street Surface Maintenance from Cemetery was the result of changing needs within the Public Works Operations work activities.

	2009/10 Actual	2010/11 Actual	2011/12 Adjusted	2012/13 Projected
<b>Service Accomplishments:</b>				
Miles of streets maintained	254	255	256	257
Blocks of streets crack sealed	45	55	100	100
Blocks of streets slurry sealed	0	70	100	100
Miles of off-street bike paths maintained	38	38	39	40
# of events for which barricades were provided	47	48	50	50
<b>Efficiency and Effectiveness:</b>				
Cost per mile for street maintenance	\$4,847	\$5,170	\$5,660	\$5,625
Citizen satisfaction* with bike path maintenance	79%	79%	80%	80%
Citizen satisfaction* with condition of streets in neighborhoods	62%	72%	75%	77%
Citizen satisfaction* with surface condition of major streets	51%	64%	65%	67%

\* % rating "good" or "very good" in Resident Satisfaction Survey

# STREET SURFACE CLEANING

## 431 -- 7821

This activity provides street sweeping of all residential, arterial, and business district streets to enhance the cleanliness of the community.

**Service Objectives:**

- ✓ Sweep arterial and collector streets 16 times/year (1,347 miles) (City crews)
- ✓ Sweep residential streets 11 times/year (5,145 miles) (City crews and contractor)
  
- ✓ Sweep Business District 32 times/year (512 miles) (City crews)

	2010/11	2011/12	2011/12	2012/13	% Change
	Actual	Adopted	Adjusted	Adopted	From Adopted
<b>Expenditures:</b>					
Personal Services	95,432	105,002	106,962	110,728	5.5%
Contractual	77,612	89,132	86,336	91,165	2.3%
Commodities	639	350	350	350	0.0%
<b>Total Expenditures</b>	<b>173,683</b>	<b>194,484</b>	<b>193,648</b>	<b>202,243</b>	<b>4.0%</b>
<b>Funding Sources:</b>					
Road Use Tax Fund	173,683	194,484	193,648	202,243	4.0%
<b>Total Funding Sources</b>	<b>173,683</b>	<b>194,484</b>	<b>193,648</b>	<b>202,243</b>	<b>4.0%</b>
 <b>Personnel - Authorized FTE</b>	 1.30	 1.30	 1.30	 1.30	

# STREET SURFACE CLEANING

431 -- 7821

**Highlights:**

**Streets in the business districts, arterial and collector streets, and some residential streets** are regularly cleaned by City crews. In addition, City crews respond to clean-up activities that arise from emergency incidents (accidents, spills, floods, etc.) and clean-up of mud and debris that is tracked onto the streets at construction sites. They also clean the streets affected by maintenance sites of City crews. **Timely response** is essential to these types of incidents.

**Contracted services** continue to be used to supplement City crews in sweeping residential streets (\$30,000).

<b>Service Accomplishments:</b>	<b>2009/10 Actual</b>	<b>2010/11 Actual</b>	<b>2011/12 Adjusted</b>	<b>2012/13 Projected</b>
Curb miles cleaned – arterial and collector streets	1,625	1,644	1,650	1,675
Curb miles cleaned – residential streets (City crews)	3,616	3,727	3,750	3,800
Curb miles cleaned – residential streets (Contractor)	1,181	1,299	1,300	1,350
Curb miles cleaned – Business District	454	465	475	500
<b>Efficiency and Effectiveness:</b>				
Cost/mile of streets cleaned (City crews)	\$41.98	\$39.74	\$43.64	\$45.32
Cost/mile of streets cleaned (Contractor)	\$25.41	\$23.99	\$24.00	\$24.50
Citizen satisfaction* with street sweeping in business areas	93%	93%	95%	95%
Citizen satisfaction* with street sweeping in neighborhoods	79%	83%	85%	85%
% of street sweeping needs provided by City crews	75%	75%	75%	75%
% of street sweeping needs provided by contractor	25%	25%	25%	25%

\* % rating "good" or "very good" in Resident Satisfaction Survey

# SNOW AND ICE CONTROL

431 -- 7943

On a priority system, this activity provides passable streets for moving vehicles during and after snowstorms. Under slippery road conditions, sand and/or de-icing materials are spread on curves, hills, and intersections of highways and thoroughfares. The snow ordinance usually becomes effective after 2" of snow has fallen; and arterial and several collector streets are plowed. Residential streets are plowed after 3" of snow. Following typical snowstorms, snow routes are cleared in five hours and major and residential streets are cleared in sixteen hours.

Snow and ice storm events are citywide emergencies that require the cooperation of many City departments to provide the quality of service desired for citizens. Therefore, when a snow and/or ice emergency is declared, efforts to deal with the emergency are seen citywide. Parks and Recreation maintenance workers clear designated winter bike paths; employees from departments throughout the City are added to snow and ice operations activities; and a quiet place for rest (for snowplow operators, etc.) is provided at the Electric Distribution building.

**Service Objectives:**

- ✓ Provide ice control as necessary to streets and intersections
  - ✓ Remove snow from streets according to standards established by City Council
- ✓ Remove sand from streets at the end of the snow/ice season
  - ✓ Install snow fence as necessary

	2010/11	2011/12	2011/12	2012/13	% Change
	Actual	Adopted	Adjusted	Adopted	From Adopted
<b>Expenditures:</b>					
Personal Services	384,912	380,705	384,839	398,662	4.7%
Contractual	470,440	392,007	375,245	395,998	1.0%
Commodities	142,688	170,560	177,160	180,560	5.9%
Capital	-	-	25,000	-	
<b>Total Expenditures</b>	<b>998,040</b>	<b>943,272</b>	<b>962,244</b>	<b>975,220</b>	<b>3.4%</b>
<b>Funding Sources:</b>					
Road Use Tax Fund	998,040	943,272	962,244	975,220	3.4%
<b>Total Funding Sources</b>	<b>998,040</b>	<b>943,272</b>	<b>962,244</b>	<b>975,220</b>	<b>3.4%</b>
<b>Personnel – Authorized FTE</b>	4.35	4.35	4.35	4.35	

# SNOW AND ICE CONTROL

431 -- 7943

## Highlights:

A 2,500 ton **salt contract** is in place for the FY 11/12 snow season. The contract salt cost is \$61.97/ton (\$154,925 total), a decrease from the original estimate of \$70.00/ton. **Calcium chloride** purchases will continue at a cost of \$10,000 in both FY 11/12 and FY 12/13. The FY 12/13 budget was prepared assuming that the City of Ames will return to the historical average of snowfall which has not been the case over the last several years.

In FY 11/12 and FY 12/13, City crews will utilize **32 units** (pickups, trucks, road grader, skid steers, backhoes, etc.) for snow and ice control activities. In addition, 16 units (mostly tractors with plows) with **contracted drivers (\$86,050)** will be available to supplement City crews in these activities. Included in the cost for these contracted services is a subsidy for the additional insurance that must be placed on each tractor to meet City insurance requirements.

The FY 12/13 budget includes a **loader lease** (\$5,940). This leased equipment will be coupled with the **new loader/snow blower** that will be used for snow blowing at the Airport and throughout the City as necessary.

Although winter conditions have thus far in FY 11/12 been below average in Ames, the FY 11/12 Adjusted budget continues to reflect expenses for dealing with normal winter conditions. Any savings in overtime, contracted drivers/insurance, and materials will be realized at the end of winter and will be reflected in the FY 11/12 Final Amendment budget.

	2009/10 Actual	2010/11 Actual	2011/12 Adjusted	2012/13 Projected
<b>Service Accomplishments:</b>				
Annual snowfall (inches)	55	41	40	40
(39" 5-year historical average; 35" 10-year historical average)				
Miles of street maintained	254	255	256	257
# of ice control operations	19	15	20	20
Sodium chloride applied (tons)	3,822	2,705	3,000	3,000
Calcium chloride applied (gallons)	16,400	6,600	7,000	7,000
Salt brine used (gallons)	19,050	77,300	75,000	75,000
Snow fence installed (miles)	1.75	1.75	1.70	1.70
<b>Efficiency and Effectiveness:</b>				
Cost of snow plowing/ice removal per inch of accumulation per mile of street	\$88.14	\$95.46	\$93.97	\$94.77
Citizen satisfaction* with snow plowing on major City streets	77%	84%	85%	85%
Citizen satisfaction* with snow plowing in neighborhoods	51%	74%	75%	75%
Citizen satisfaction* with ice control at intersections	62%	73%	75%	75%

\* % rating "good" or "very good" in Resident Satisfaction Survey

# RIGHT-OF-WAY MAINTENANCE

431 -- 94

This activity includes turf maintenance on City-owned land and rights-of-way and private property (after citizen non-compliance). Staff maintains sidewalks adjacent to City-owned land and buildings as a responsibility of this activity, as well as communication with owners concerning sidewalk adjacent to private property. All forestry related functions including removal, trimming, planting, and disease diagnosis are also included in this activity. Sidewalks reported by citizens to be in need of repair are evaluated by City personnel as to safety. Any required repairs are the responsibility of the homeowner and are inspected by City personnel after repairs are done. Trash removal from public receptacles is the responsibility of this activity.

**Service Objectives:**

- ✓ Provide attractive rights-of-way, especially at City entryways and along major transportation corridors, throughout the City
- ✓ Provide landscape maintenance and related services on City rights-of-way
- ✓ Provide oversight, scheduling, and contract administration of the right-of-way tree trimming contractor
- ✓ Evaluate deficient sidewalks on private property, notify property owner of maintenance/repair responsibilities, and inspect new/repared sidewalks
- ✓ Sweep sidewalks in Campustown and Downtown three times per week for six months of the year
- ✓ Maintain sidewalks adjacent to City-owned land and buildings
- ✓ Trim, remove and maintain trees at City facilities and on City rights-of-way
- ✓ Remove trash from public receptacles
- ✓ Continue enhanced efforts on cleanliness of public rights-of-way in Campustown

	2010/11	2011/12	2011/12	2012/13	% Change
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From Adopted</b>
Personal Services	340,964	281,615	336,218	353,993	25.7%
Contractual	188,195	167,486	174,199	176,650	5.5%
Commodities	27,462	22,150	32,150	33,850	52.8%
Capital	-	-	15,000	-	
<b>Total Expenditures</b>	<b>556,621</b>	<b>471,251</b>	<b>557,567</b>	<b>564,493</b>	<b>19.8%</b>
 <b>Funding Sources:</b>					
General Fund	(1,094)	-	-	-	
Labor Reimbursement	1,410	-	-	-	
Road Use Tax Fund	551,671	466,756	553,496	560,385	20.1%
Parking Fund	4,634	4,495	4,071	4,108	-8.6%
<b>Total Funding Sources</b>	<b>556,621</b>	<b>471,251</b>	<b>557,567</b>	<b>564,493</b>	<b>19.8%</b>
 <b>Personnel - Authorized FTE</b>	 3.70	 3.70	 4.40	 4.40	

# RIGHT-OF-WAY MAINTENANCE

431 -- 94

**Highlights:**

Included in FY 12/13 is \$50,000 for the continuation of a **program to trim trees** in the rights-of-way and \$10,000 for **removal of dead or dying trees** in the rights-of-way. An additional \$7,000 is included to cover extra contract needs in this area that are not included in those annual contracts. Because of these programs, citizens are seldom inconvenienced by damage to public trees during storms.

An objective under Council’s goal to rejuvenate Campustown includes increasing cleanliness. **Sidewalks in Campustown and the Downtown Business District are swept** three times a week for six months of the year at an annual cost of approximately \$7,300 in support of this objective. In addition, contracted **garbage pickup** occurs three times per week (Monday, Wednesday, and Friday) in both areas at an annual cost of \$8,190. These activities help to improve the cleanliness of those areas. The budget also includes \$8,000 a year for the replacement of the wood garbage cans with metal cans. This increase will accelerate the replacement schedule and have all wood garbage cans replaced by FY 13/14.

The City of Ames was recently selected as one of three pilot cities for inclusion in an Iowa Department of Natural Resources (IDNR) grant application with the **United States Forest Service**. This grant would allow the City an opportunity to work with an urban forester on public education, to build a network of volunteers, to develop effective maintenance plans to ensure the health of our forest resources, and to develop ordinances to protect and enhance our urban forest for three years. The City of Ames would have to provide a match of \$10,000 of in-kind services. To prepare for this opportunity and to match the state grant, two urban forestry interns will be hired to complete an inventory of all trees in the rights-of-way at a cost of \$6,750 in FY 11/12 and \$13,500 in FY 12/13. This inventory will be of great value for future planning, even if the grant is not awarded to the Iowa DNR.

To help enhance one of the most visible rights-of-way maintained by the City, a project has been added to the Capital Improvements Plan (CIP) for the **Lincoln Way medians in Campustown**. This project is currently planned for the hiring of a consulting firm to work with several stakeholders to develop a plan for the medians. Depending on the outcome of the design, the project will be included in a future CIP and/or the operating budget.

A **.70 FTE shift** to Right-of-Way Maintenance from Sanitary Sewer Maintenance was the result of changing needs within the Public Works Operations work activities.

	2009/10	2010/11	2011/12	2012/13
<b>Service Accomplishments:</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
Rights-of-way mowed (acres)	760	760	760	760
Complaint letters sent – weeds	55	10	10	10
Complaint notices issued – snow/ice on sidewalk	560	235	425	425
Actual # of billings for snow/ice removal from sidewalks	55	50	60	60
Bush/trees overhang letters sent	60	55	60	60
Sidewalk repair letters sent	45	40	50	50
Trees and shrubs planted	350	300	400	400
<b>Efficiency and Effectiveness:</b>				
Citizen satisfaction* with appearance of medians and parkways	88%	88%	90%	90%

\* % rating “good” or “very good” in Resident Satisfaction Survey



# PARKING OPERATION AND MAINTENANCE

434 -- 96

This activity provides safe, available, and well-maintained parking opportunities for the public in metered spaces and parking lots. The system includes parking activities in Campustown, Downtown, and residential neighborhoods. These components include both metered and non-metered spaces. Staff utilizes an expansive database to manage the parking meter locations, equipment, and associated review for parking lots located both in the Downtown and Campustown areas. Secure daily money collection from meters is provided as part of this activity.

**Service Objectives:**

- ✓ Provide safe, available, and well-maintained parking opportunities for the public
  - ✓ Repair/replace defective parking meters within 24 hours
- ✓ Secure daily money collection from meters
  - ✓ Perform preventive maintenance on parking meters

	2010/11	2011/12	2011/12	2012/13	% Change
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From Adopted</b>
<b>Expenditures:</b>					
Personal Services	150,470	145,954	152,174	155,973	6.9%
Contractual	67,615	56,816	60,493	60,588	6.6%
Commodities	38,527	28,100	28,250	33,100	17.8%
Capital	-	-	-	-	
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>256,612</b>	<b>230,870</b>	<b>240,917</b>	<b>249,661</b>	<b>8.1%</b>
<b>Funding Sources:</b>					
Parking	256,612	230,870	240,917	249,661	8.1%
<b>Total Funding Sources</b>	<b>256,612</b>	<b>230,870</b>	<b>240,917</b>	<b>249,661</b>	<b>8.1%</b>
<b>Personnel – Authorized FTE</b>	1.82	1.82	1.82	1.82	

# PARKING OPERATION AND MAINTENANCE

434 -- 96

## Highlights:

A nearly ten-year effort to convert all mechanical parking meters into electronic meters has been completed. A customer-driven approach, taking into consideration the changing market in which mechanical meters were no longer available, initiated this effort. Technology is now guiding the community into a **pilot project** where **Smart Cards** will be installed so that users can buy a prepaid card for parking time. These customers are typically using the parking meters on a regular basis, but do not want to be tied to a contract with a reserved parking stall. In FY 12/13, \$12,000 has been budgeted to implement a pilot project for Smart Card use at 140 meters in the system (Library Lot Q, Chamberlain Lot Z, and the south half of City Hall Lot N. Success of the pilot project may lead to complete changeover of the entire system over a ten-year period.

**Improved operation** of parking meters has been recognized through the reduced number of maintenance reports for jammed coins or failures to receive time on the meter after coins were deposited. Reliability and consistency of the City's parking meters are priorities for parking meter staff.

	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
<b>Service Accomplishments:</b>				
# of parking stalls	2,808	2,804	2,812	2,812
# of parking stalls painted	2,800	2,700	2,800	2,800
Electronic parking meters in use	946	943	945	945
# of meter complaints	730	312	320	320
# of preventive maintenance checks done on meters	3,568	1,022	1,500	1,500
<b>Efficiency and Effectiveness:</b>				
Reserved parking space rented (%)	79%	92%	92%	92%

# PARKING LAW ENFORCEMENT

## 434 -- 2510

This activity has the responsibility of enforcing all parking regulations in the Downtown and Campustown business areas as well as other locations around the City. Citations are issued for both overtime and illegal parking, with a goal of providing uniform enforcement of all parking restrictions. Community Safety Officers enforce parking regulations during the evening hours as well as assisting police officers and citizens in traffic movement and documenting reports of minor incidents. Parking law enforcement is also a responsibility of police officers and is included in the Crime Prevention and Patrol Activity.

**Service Objectives:**

- ✓ Promote compliance with parking regulations
  - ✓ Increase efficiency through the use of part-time and civilian employees
  - ✓ Resolve neighborhood complaints
- ✓ Address parking issues proactively
  - ✓ Provide funeral escorts and assist in traffic control
  - ✓ Assist in response to snow emergencies

	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	239,201	264,933	264,754	272,083	2.7%
Contractual	70,768	60,518	55,836	59,888	-1.0%
Commodities	1,032	2,320	2,275	2,275	-1.9%
Capital	-	-	6,200	-	
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>311,001</b>	<b>327,771</b>	<b>329,065</b>	<b>334,246</b>	<b>2.0%</b>
<b>Funding Sources:</b>					
Parking Fund	311,001	327,771	329,065	334,246	2.0%
<b>Total Funding Sources</b>	<b>311,001</b>	<b>327,771</b>	<b>329,065</b>	<b>334,246</b>	<b>2.0%</b>
<b>Personnel - Authorized FTE</b>	1.50	1.50	1.50	1.50	

# PARKING LAW ENFORCEMENT

434 -- 2510

## Highlights:

Community Safety Officers (CSOs) continue to **assist the Ames Police Department's Patrol Division** in day-to-day operations. The main focus of their duties (74% of effort this year) continues to be enforcing illegal parking, overtime meter regulations, and managing parking response during snow emergencies. They also assist with the following functions (26% of effort this year): funeral escorts, traffic control points at accidents, special events (parades, ISU football games and VEISHEA), prisoner transports, delivering and picking up the City's block party trailer, and taking reports of property damage accidents that occur on private property. CSOs transport evidence and abandoned bicycles, and document minor reports that do not require a sworn officer. They also assist in alcohol and tobacco compliance enforcement actions. CSOs have completed training to provide some limited response to animal control complaints that are received when animal control services are not available. Costs for these non-parking functions are paid from the General Fund.

In response to City Council direction, the department has begun community conversations on the structure and cost of **parking fines**. The cost of writing an overtime citation now generally exceeds the amount of the fine imposed.

Replacement of the **handheld ticket devices** and their supporting software has been in the process since the beginning of the fiscal year. A request for bids for equipment and services was prepared and issued in the fall. Responses to those bids are under review by a committee and purchase recommendations are expected early in 2012.

	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
<b>Service Accomplishments:</b>				
Parking citations issued by parking officer + daytime CSOs				
Overtime	18,929	20,067	20,042	20,000
Illegal	8,979	9,918	7,095	8,000
Illegal citations - evening CSOs	12,463	15,141	15,347	15,000
Overtime citations issued - evening CSOs	3,998	4,877	4,781	4,500
Illegal citations by Patrol Division	1,985	2,144	1,154	2,000
Total illegal citations	23,427	27,203	23,596	25,000
Total overtime citations	22,927	24,944	24,823	24,500
Total all citations	46,354	52,147	48,419	49,500
<b>Efficiency and Effectiveness:</b>				
Enforcement cost for each illegal citation	\$6.68	\$5.95	\$6.44	
Average payment processing cost	\$2.90	\$2.90	\$3.35	
General overhead costs	\$1.98	\$0.94	\$1.04	
Total	\$11.56	\$9.79	\$10.83	
Enforcement cost each overtime citation	\$6.55	\$6.33	\$6.73	
Average payment processing cost	\$2.90	\$2.90	\$3.35	
General overhead costs	\$1.98	\$0.94	\$1.04	
Total	\$11.43	\$10.17	\$11.12	
Enforcement cost for all citations	\$6.62	\$5.96	\$6.63	
Average payment processing cost	\$2.90	\$2.90	\$3.35	
General overhead costs	\$1.98	.94	\$1.04	
Total	\$11.50	\$9.80	\$11.02	

# PARKING VIOLATION COLLECTION

## 434 -- 1716

The purpose of the Parking Violation Collection activity is to accept and record monies received in the payment of parking ticket fines. Responsibilities include collecting and recording payments received electronically, through the mail, over-the-counter, and in the drop-box; maintaining payment records; responding to citizens' questions; mailing reminder notices on unpaid tickets; and working with other collection processes, including collection agencies and the City of Ames Legal Department. Additional responsibilities include assisting with the processing of utility payments made over-the-counter and selling CyRide passes.

### Service Objectives:

- ✓ Accurately record citizens' payments on the date the payments are received
- ✓ Accurately maintain payment records
- ✓ Accurately record payments made to the collection agency within two working days of receipt of the collection report
- ✓ Mail reminder notices to citizens with unpaid parking tickets on the same day as the notices are generated
- ✓ Report payments received on tickets at collection on a weekly basis
- ✓ Respond promptly and courteously to citizens' inquiries and requests
- ✓ Offer citizens convenient options for paying their parking ticket fines
- ✓ Process overpayments on a weekly basis
- ✓ Promptly refer to collection agency all tickets outstanding for at least 40 days

	2010/11	2011/12	2011/12	2012/13	% Change
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From Adopted</b>
<b>Expenditures:</b>					
Personal Services	63,218	65,342	66,124	68,168	4.3%
Contractual	86,292	90,360	93,868	97,073	7.4%
Commodities	1,496	2,305	2,305	2,218	-3.8%
Capital	-	-	-	-	
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>151,006</b>	<b>158,007</b>	<b>162,297</b>	<b>167,459</b>	<b>6.0%</b>
<b>Funding Sources:</b>					
Parking	151,006	158,007	162,297	167,459	6.0%
<b>Total Funding Sources</b>	<b>151,006</b>	<b>158,007</b>	<b>162,297</b>	<b>167,459</b>	<b>6.0%</b>
<b>Personnel - Authorized FTE</b>	1.10	1.10	1.10	1.10	

# PARKING VIOLATION COLLECTION

434 -- 1716

**Highlights:**

This program's share of Data Services has increased in relation to other users. Data Service costs for FY 11/12 are projected to be \$6,209 more than the amount adopted. The amount requested for FY 12/13 is \$6,893 more than the amount adopted for FY 11/12.

The City upgraded its online credit/debit card payment processing software in November 2011. One of the benefits of the upgrade was to move the customer's credit card information from the City's server to the software provider's server which reduced the City's Payment Card Industry (PCI) security compliance requirements. Other contractuals were increased by \$1,000 for FY 11/12 and by \$1,800 for FY 12/13 over the amount adopted for FY 11/12. These increases will be more than offset by reduced PCI compliance costs.

	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>
<b>Service Accomplishments:</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
Maintained an accuracy rate of no more than 1 misapplied payment per 1,000 payments processed	Yes	Yes	Yes	Yes
% of payments made by credit card	41.0	43.0	41.5	42.0
% of tickets outstanding for 40 to 60 days referred to Collection Agency	N/A	100.0	100.0	100.0
% of payments reported to collection agency within a week of receipt	100.0	100.0	99.9	100.0
% of reminder notices mailed on date generated	100.0	100.0	100.0	100.0
% of customer inquiries or requests responded to within one working day	100.0	100.0	100.0	100.0
 <b>Efficiency and Effectiveness:</b>				
Number of payments processed	40,616	44,518	43,000	43,000
Number of overpayments processed	293	291	290	290
Number of reminder notices mailed	19,566	20,945	20,000	20,000
Number of tickets referred to collection	N/A	9,759	9,800	9,800
Average cost for payment processed	\$3.32	\$3.39	\$3.77	\$3.89

# TRANSIT SYSTEM

436

**Activity Description:**

The Ames Transit System provides those who live in and visit the City with a safe, economical, and energy saving mass transit system.

Transit Administration oversees the operations of the total transit system. Statistical data and record keeping functions are also performed. Transit system administration reports to federal, state, university, and local authorities, and derives its funds from the same.

The system operates Fixed Route Service (CyRide) every day of the year except Thanksgiving, Christmas, and New Year's Day.

The Transit System further serves the community by contracting for Dial-A-Ride service. This service benefits the community by making transit service available to the disabled and other citizens with special needs.

	<b>2010/11</b>	<b>2011/12</b>	<b>2011/12</b>	<b>2012/13</b>	<b>% Change</b>
<b>Activities:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From</b>
					<b>Adopted</b>
Transit Administration	1,539,831	1,615,194	1,688,272	1,705,059	5.6%
Fixed Route Service	5,860,578	6,108,020	6,188,167	6,416,783	5.1%
Dial-A-Ride Service	142,718	149,202	155,334	163,621	9.7%
<b>Total Operations</b>	<b>7,543,127</b>	<b>7,872,416</b>	<b>8,031,773</b>	<b>8,285,463</b>	<b>5.2%</b>
<b>Personnel – Authorized FTE</b>	75.95	75.95	75.95	75.95	

# TRANSIT SYSTEM

436

	2010/11	2011/12	2011/12	2012/13	% Change From Adopted
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	
Personal Services	5,433,426	5,609,473	5,577,611	5,721,500	2.0%
Contractual	933,164	1,070,993	1,091,902	1,101,993	2.9%
Commodities	1,175,806	1,191,450	1,361,510	1,461,220	22.6%
Capital	-	-	-	-	
Other Expenditures	731	500	750	750	50.0%
<b>Total Expenditures</b>	<b>7,543,127</b>	<b>7,872,416</b>	<b>8,031,773</b>	<b>8,285,463</b>	<b>5.2%</b>
<b>Funding Sources:</b>					
Transit	(364,060)	(370,356)	(305,733)	(632,098)	70.7%
Federal Grants	1,490,918	1,550,000	1,528,279	1,530,000	-1.3%
State Grants	722,987	717,600	793,134	819,100	14.1%
Interest	9,327	26,000	10,000	10,000	-61.5%
Transportation Fees & Charges	715,877	749,694	776,294	821,127	9.5%
ISU Administration	576,808	599,880	599,880	641,872	7.0%
Property Tax	1,301,444	1,376,656	1,376,656	1,472,409	7.0%
GSB	3,008,118	3,188,442	3,204,263	3,574,053	12.1%
Miscellaneous Revenue	47,292	3,500	15,000	15,000	328.6%
MPO Funding	34,416	31,000	34,000	34,000	9.7%
<b>Total Funding Sources</b>	<b>7,543,127</b>	<b>7,872,416</b>	<b>8,031,773</b>	<b>8,285,463</b>	<b>5.2%</b>



# TRANSIT ADMINISTRATION AND SUPPORT

436 -- 11

This activity involves the orderly and efficient management of the public transit system. Associated activities are the marketing of the system, transit facilities maintenance, and the training and development of employees who will operate vehicles in a safe, responsible, and courteous manner.

**Service Objectives:**

- ✓ Achieve at least 5.7 million rides within the community
  - ✓ Administer all state and federal grants to maximize funding from non-local sources
  - ✓ Maintain an average large bus fleet age of 11 years or less
  - ✓ Educate the business, student and general resident population through promotions
- ✓ Maintain an operating budget balance of no less than 9%
  - ✓ Ensure compliance with all federal, state and local regulations
  - ✓ Implement a coordinated plan to improve bus stop locations

	2010/11	2011/12	2011/12	2012/13	% Change From Adopted
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	
Personal Services	985,468	1,001,810	1,014,840	1,037,284	3.5%
Contractual	509,944	553,374	616,122	608,555	10.0%
Commodities	44,419	60,010	57,310	59,220	-1.3%
Capital	-	-	-	-	
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>1,539,831</b>	<b>1,615,194</b>	<b>1,688,272</b>	<b>1,705,059</b>	<b>5.6%</b>
 <b>Funding Sources:</b>					
Transit	1,539,831	1,615,194	1,688,272	1,705,059	5.6%
<b>Total Funding Sources</b>	<b>1,539,831</b>	<b>1,615,194</b>	<b>1,688,272</b>	<b>1,705,059</b>	<b>5.6%</b>
 <b>Personnel – Authorized FTE</b>	 9.20	 9.20	 9.20	 9.20	

# TRANSIT ADMINISTRATION AND SUPPORT

436 -- 11

**Highlights:**

CyRide has experienced increased ridership each year for the last five years, for a 26% increase from FY 06/07 to FY 10/11. This is expected to continue with an estimated 6-7% additional increase during FY 11/12. With increasing Iowa State University enrollment predicted to continue, CyRide continues to be in a growth period, which places operational and infrastructure pressures on the system at a time when non-local funding is dwindling.

For the third year in a row, student fees will be held constant in FY 12/13 due to this year's GSB Trust Fund closing balance exceeding \$1,400,000.

Total local revenue is anticipated to increase 7% from each of the three funding partners – City of Ames, Government of the Student Body (GSB), and Iowa State University (ISU) mainly as a result of higher budgeted fuel prices and the lower than desired closing balance of 8.2%. A 9.1% or \$142,000 federal funding decrease is anticipated in the FY 13/14 budget as a result of automatic across-the-board budget cuts as part of the deficit reduction agreement.

As a result of higher ridership and expenses, the Transit Board of Trustees approved a rate increase effective January 1, 2012, to generate additional revenues to help offset these additional expenses. This rate increase is expected to generate approximately \$200,000 more in farebox revenue in FY 12/13 to assist in lowering the local funding partners' increases. GSB funding increased by \$75,000 in FY 11/12 to address the students' share of increased fares and will increase an additional \$150,000 in FY 12/13. This additional funding will be deducted from the GSB Trust Fund closing balance.

The FY 12/13 budget reflects no change in the number of full-time equivalent positions.

The FY 12/13 budget reflects the second of five repayments of a State revolving loan in the amount of \$17,500 for local match required in one Intermodal Facility grant. The local payment will be divided equally between the City and Iowa State University, each contributing \$8,750.

	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
<b>Service Accomplishments:</b>				
Ridership	5,377,155	5,447,289	5,800,000	6,000,000
Grant funds received	\$4,497,365	\$3,100,590	\$6,480,881	\$3,228,340
Average fleet age in years	12.7	9.7	9.6	9.6
<b>Efficiency and Effectiveness:</b>				
Passenger trips/capita	102.8	96.1	102.2	107.6
Passenger trips/revenue hour	48.8	48.1	50.9	50
Revenue hours/capita	2.1	2.0	2.0	2.0
Grant funds/expenses	35.1%	41.0%	82.3%	37.1%

# FIXED ROUTE SERVICE

436 -- 12

The fixed route bus service provides regularly scheduled public transit service to the City of Ames, including Iowa State University (ISU). There are six color-coded bus routes which connect the various parts of the City, and three circulator routes that serve the ISU Campus and neighborhoods adjacent to campus.

**Service Objectives:**

- ✓ Maintain a safe transit system by reducing the total number of accidents by 2%
  - ✓ Maintain the bus fleet in a manner that allows for the smooth and efficient operation of service on a daily basis
  - ✓ Hire adequate staff to ensure that 85% or more of the drivers' work is assigned each week, reducing overtime expense
- ✓ Develop a plan to track on-time performance
  - ✓ Coordinate public transit service with other types of transportation (bikes, intercity/regional buses, etc.)
  - ✓ Achieve at least 35,000 rides per customer comment

	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	4,438,992	4,598,461	4,553,437	4,674,595	1.7%
Contractual	289,468	377,619	329,780	339,438	-10.1%
Commodities	1,131,387	1,131,440	1,304,200	1,402,000	23.9%
Other Expenditures	731	500	750	750	50.0%
<b>Total Expenditures</b>	<b>5,860,578</b>	<b>6,108,020</b>	<b>6,188,167</b>	<b>6,416,783</b>	<b>5.1%</b>
<b>Funding Sources:</b>					
Transit	5,860,578	6,108,020	6,188,167	6,416,783	5.1%
<b>Total Funding Sources</b>	<b>5,860,578</b>	<b>6,108,020</b>	<b>6,188,167</b>	<b>6,416,783</b>	<b>5.1%</b>
<b>Personnel - Authorized FTE</b>	66.70	66.70	66.70	66.70	

# FIXED ROUTE SERVICE

436 -- 12

## Highlights:

Fixed route ridership is anticipated to increase to approximately 5.8 million rides during FY 11/12 and close to the six million ride milestone in FY 12/13. In light of the budget challenges that are anticipated next year, the FY 12/13 budget reflects a reduction of two services to reduce expenses. The first reduction is the elimination of service on three holidays: Memorial Day, Independence Day, and Labor Day. The second reduction is the elimination of the last trip on the #22 Gold Route serving the ISU Campus and Greek housing area south of campus. Combined, these service reductions will reduce expenses by an estimated \$24,277 and provide 6,233 fewer trips for CyRide's customers.

An emphasis has been placed on lowering the fleet age. With grant funding received over the past several years, CyRide has been able to purchase twenty-six new buses, allowing the fleet age to be reduced from 16 to 9.5 years. The hybrid buses purchased as part of these grant projects are achieving a 13-15% increase in the miles per gallon over their diesel counterparts, allowing the community to positively impact the environment in Ames and assist in the accomplishment of City Council sustainability goals.

Fuel prices have had a significant impact on CyRide's FY 12/13 budget. Fuel is budgeted at \$3.50 per gallon, \$1.00 more per gallon than the cost reflected in the FY 11/12 adopted budget. This will impact the budget by more than \$300,000 in FY 12/13.

Two technology projects are scheduled to be deployed in FY 12/13: scheduling and bus tracking software. The scheduling package will allow the service to be planned and delivered on a daily basis more efficiently by maximizing efficiencies in scheduling of the 875 daily trips, 125 drivers and 80 buses. The purchase and installation of this software is funded 80% by a federal grant. The bus tracking software will provide a more comfortable experience for CyRide customers in knowing when the bus will be arriving at their bus stop through smartphone information, stating the number of minutes before the bus will arrive at their stop. It is anticipated, and included in the FY 12/13 budget, that the Government of the Student Body (GSB) will purchase this software and fund up to three years of its annual operating cost using GSB Trust Fund dollars.

	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
<b>Service Accomplishments:</b>				
Ridership	5,362,471	5,371,284	5,721,500	5,950,000
Average percent work assigned	91.7%	88.8%	90.9%	89.5%
Passenger compliments	32	55	50	50
<b>Efficiency and Effectiveness:</b>				
Passengers/revenue hour	50.3	49.3	52.4	52.0
Cost/revenue mile	\$4.89	\$5.14	\$5.28	\$5.36
Cost/passenger	\$1.01	\$1.08	\$1.05	\$1.10
Cost/revenue hour	\$50.77	\$53.29	\$55.16	\$57.00
Miles between preventable accidents	24,243	25,215	26,000	28,000

# DIAL-A-RIDE

436 -- 13

This activity addresses the public transportation needs of the disabled residents of Ames. Service hours and areas served exceed the requirements of the Americans with Disabilities Act. Heartland Senior Services operates the Dial-A-Ride service as a sub-contractor to CyRide.

**Service Objectives:**

- ✓ Process transportation applications for persons with disabilities within 21 days per ADA regulations
- ✓ Ensure customer satisfaction with service delivery
  
- ✓ Ensure subcontractor compliance with all federal and state regulations

	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	8,966	9,202	9,334	9,621	4.6%
Contractual	133,752	140,000	146,000	154,000	10.0%
Commodities	-	-	-	-	
Capital	-	-	-	-	
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>142,718</b>	<b>149,202</b>	<b>155,334</b>	<b>163,621</b>	<b>9.7%</b>
<b>Funding Sources:</b>					
Transit	142,718	149,202	155,334	163,621	9.7%
<b>Total Funding Sources</b>	<b>142,718</b>	<b>149,202</b>	<b>155,334</b>	<b>163,621</b>	<b>9.7%</b>
<b>Personnel – Authorized FTE</b>	.05	.05	.05	.05	

# DIAL-A-RIDE

436 -- 13

## Highlights:

CyRide is required under the Americans with Disabilities Act (ADA) to provide complementary paratransit service for persons unable to use its Fixed Route service. Federal Section 5310 funding is available through a grant with the State of Iowa to fund up to 80% of the expenses of this service, if contracted to another agency. This funding is not available if CyRide directly operates the service. As a result, CyRide has contracted for the past seven years with Heartland Senior Services (HSS) for the provision of this service called Dial-A-Ride. Heartland Senior Services has chosen not to enter into a new contract for FY 12/13. Therefore, in February 2012, CyRide will distribute a Request For Proposal for Dial-A-Ride service for FY 12/13.

In FY 11/12, Dial-A-Ride is anticipated to provide approximately 10,000 rides, with ridership remaining stable during FY 12/13. The Dial-A-Ride expenses are expected to be \$150,000 for FY 12/13, with \$120,000 funded through a federal grant.

	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>
<b>Service Accomplishments:</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
Ridership	9,745	9,101	10,000	10,000
# of complaints	0	0	3	0
% of applications processed in 21 days	98%	96%	98%	98%
<b>Efficiency and Effectiveness:</b>				
Passengers/revenue hour	3.8	3.6	3.8	3.8
Farebox revenue/expense	9.2%	6.2%	6.7%	6.5%
Cost/passenger	\$14.04	\$15.68	\$14.92	\$15.00
Cost/revenue mile	\$4.49	\$4.59	\$4.65	\$4.70

# AIRPORT

## 438 -- 70

The Ames Municipal Airport currently has the second busiest non-controlled airport in the state with over 25,000 operations occurring annually. Approximately 90 aircraft are housed in private and public hangars, and an additional 54 aircraft can be temporarily located in designated tie-down areas. A fixed base operator (FBO) is under contract to provide for daily airport operations. The FBO is not responsible for maintenance services at the Airport; therefore, maintenance is administered by Public Works through outside contracts or with City staff for snow removal and mowing. City-owned land next to the airport is utilized for agricultural purposes.

**Service Objectives:**

- ✓ Create a positive aviation environment for all users and the aviation community
  - ✓ Provide quality services for airport users
  - ✓ Provide general aviation services to the City and immediate surrounding area
- ✓ Maintain airport buildings and grounds
  - ✓ Provide an essential gateway to the community

	2010/11	2011/12	2011/12	2012/13	% Change
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From Adopted</b>
Personal Services	46,799	46,785	49,359	48,749	4.2%
Contractual	78,370	64,199	66,070	65,809	2.5%
Commodities	5,056	2,600	2,500	2,500	-3.8%
Capital	-	75,000	75,000	-	-100.0%
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>130,225</b>	<b>188,584</b>	<b>192,929</b>	<b>117,058</b>	<b>-37.9%</b>
 <b>Funding Sources:</b>					
General Fund	(46,953)	(67,110)	(62,765)	(91,010)	35.6%
Airport Farm	58,380	58,380	58,380	84,593	44.9%
Hangar Leases	67,411	70,575	70,575	70,575	0.0%
Fuel Sales	7,553	8,700	8,700	8,700	0.0%
Miscellaneous	229	700	700	700	0.0%
Sigler Companies	43,605	42,339	42,339	43,500	2.7%
Airport Construction	-	75,000	75,000	-	
<b>Total Funding Sources</b>	<b>130,225</b>	<b>188,584</b>	<b>192,929</b>	<b>117,058</b>	<b>-37.9%</b>
 <b>Personnel – Authorized FTE</b>	 .55	 .55	 .55	 .55	

# AIRPORT

## 438 -- 70

**Highlights:**

Hap's Air Service has completed their fourth year of a five-year **Fixed Base Operator** (FBO) service contract. A Request for Proposal will be initiated in order to negotiate a contract for the next FBO. The current FBO contract ends June 30, 2012.

The **Airport Advisory Committee** is becoming more involved with the FBO operations through meetings every four to five months. Positive feedback continues to be received from local and transient users.

The **Airport Construction Fund balance** is projected to be \$8,057 at the end of FY 11/12 and \$70,822 at the end of FY 12/13. In FY 11/12, this funding will be used as a City match in a rehabilitation project of the west apron, which is the staging area for planes along the west side of the terminal building. This project is targeted for a March 2012 bid letting with construction to follow in spring/summer 2012.

Gallons of **jet fuel** sold during FY 10/11 increased from the previous year due to completion of the Runway 13/31 reconstruction project. The next construction project, rehabilitation of the west apron, is anticipated to have no impact on jet fuel sales. **AVGAS** (recreational fuel) sales have been declining since FY 10/11. This decline can be attributed to the downturn in the economy.

During FY 11/12, two additional privately-leased hangar tenants added above-ground fuel storage to enable them to dispense fuel for their private use. The City receives a monthly flowage fee (rate per gallon) for their fuel dispensing, which is the same fee charged for City-owned tanks.

**Airport security** has become an issue to all general aviation airports, and the Federal Aviation Administration may require implementation of additional security measures as a prerequisite for future grants. At this time, it is anticipated that additional fencing will be required as part of the west apron rehabilitation project.

The capital shown in FY 11/12 purchased a loader snow blower.

	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
<b>Service Accomplishments:</b>				
Gallons of fuel dispensed (AVGAS)	46,455	43,059	39,619	36,500
Gallons of fuel sold (FBO) jet	89,437	93,580	110,297	116,300
Gallons of fuel dispensed for ISU jet	9,569	11,187	10,320	9,800
Gallons of private fuel dispensed	N/A	N/A	1,500	2,500
# of based single engine aircraft	50	52	52	52
# of based multi-engine aircraft	11	13	13	15
# of based ultra-light aircraft	1	1	1	1
# of based gliders	8	8	10	10
<b>Efficiency and Effectiveness:</b>				
% of General Fund support needed to operate and maintain airport	0%	0%	0%	0%



# TRANSPORTATION CIP

439

**Activity Description:**

This is a summary of all capital improvements in the Transportation Program. Details in each area are presented in the Five-Year Capital Improvements Plan for the City of Ames.

Activities:	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Transit Administration:</b>					
IA-16-X001-015-10			50,000		
IA-78-0001-00 Tiger	2,056,389		5,969,112		
CyRide Emergency Repairs	780,911				
IA-16-X001-015-11			50,000		
STA-IG-015-FY11			1,000,000		
IA-04-0113-015-11		384,000	384,000		
IA-16-X002-015-12		50,000	50,000		
State of Good Repair		2,160,000	2,160,000	1,960,000	
Locally Funded Capital	84,379	204,000	561,838	89,600	
Clean Fuels IA-04-0120-00		1,396,600		1,396,600	
ICB CY11 Ames			300,000		
IA 04-PTMS				186,000	
IA 16-X001-015-13				50,000	
STA-IG-015-FY12			750,000		
IA-16-X001-015-08	2,361		96,701		
IA-04-0111-01	70,901		3,101,000		
Needs Analysis FY09			200,000		
IA-04-0113-015-08	31,790				
STA-IG-015-FY10	(442)				
IA-57-X001-015-09	368,739				
IA-95-X003-015-09	886				
ARRA-96-0001-015-09	1,105,528				
IA-77-0001-00 Tigger	654,221				
IA-04-0115-00	437,500				
IA-04-0113-015-10	1,139,478				
Sub-Total	6,732,641	4,194,600	14,672,651	3,682,200	
<b>Airport Operations:</b>					
Rehab Runway 13/31	(22,013)				
09/10 Rehab Taxiway A1	441,273		565,048		
10/11 West Apron Rehab	78,599		1,266,254		
11/12 Driveways/Parking		900,000	900,000		
Sub-Total	497,859	900,000	2,731,302		
<b>Street Surface Maintenance:</b>					
12/13 Shared Use Path Pave				50,000	
11/12 Shared Use Path Pave		50,000	50,000		
10/11 Shared Use Path Pave	54,775				
08/09 Shared Use Path Pave	47,482				
09/10 Shared Use Path Pave			41,220		
Retaining Wall S. Dayton	41,843			40,000	
Retaining Wall 13 <sup>th</sup> /Crescent		80,000	80,000		

# TRANSPORTATION CIP

439

Activities	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Street Surface Maintenance, continued:</b>					
11/12 Sidewalk Safety		50,000	50,000		
10/11 Sidewalk Safety			51,443		
12/13 Sidewalk Safety				50,000	
07/08 Sidewalk Safety	(3,278)				
09/10 Sidewalk Safety	3,527				
Bridge Rehab Program			168,440		
6 <sup>th</sup> St. Bridge over Squaw Creek				20,000	
08/09 Concrete Pavement	1,149,393		136,886		
12/13 Curb Curtiss 12-13				75,000	
09/10 Curb Marston Avenue	111,141		20,213		
11/12 Curb Curtiss 10-12		75,000	75,000		
Grand Ave – Curbs/Intk IDOT			67,600		
L-Way Median Improvements				25,000	
Sub-Total	1,404,883	255,000	740,802	260,000	
<b>Public Works Engineering:</b>					
10/11 Asphalt Resurface/I-JOBS			824,237		
09/10 Asphalt Resurface/I-JOBS	221,578				
09/10 Asphalt Resurfacing	751,938		25,621		
12/13 Asphalt/Seal Coat Rehab				1,270,500	
11/12 Asphalt Resurfacing		765,500	765,500		
N. 4 <sup>th</sup> Street Paving	16,047				
Asphalt Pave Arizona Avenue	3,410				
09/10 Asphalt Northwood Dr	(1)				
9/10 & 10/11 Asphalt Paving	11,156		994,521		
Wilder Ave Sunset Ridge 4	76,023				
12/13 Asphalt St. Reconstruct				978,000	
S. Duff/S.E. 16 <sup>th</sup> Frontage			165,000		
Hickory Dr./L-Way/Westbrook			135,000		
Meadowlane/E. 13 <sup>th</sup> /Carr Dr.				1,300,000	
12/13 CyRide-Todd Dr./L-Way				1,470,000	
08/09 & 09/10 Collector St Pave	1,273,716				
08/09 Neighborhood Curb	11,098				
11/12 Collector Hayes 20-24	66,222		433,778		
11/12 Asphalt Paving	2,100	2,576,000	2,573,900		
10/11 Collector Storm Street	146,249		778,609		
11/12 Collector Ash	2,402	2,958,500	1,856,098		
E. 13 <sup>th</sup> St. I-35 to 570 <sup>th</sup>	2,646		135,910		
08/09 CyRide Toronto-Hutchison	(8,636)				
11/12 Col Ridgewood 13-16			600,000		
10/11 Arterial Duff/L'Way/7 <sup>th</sup>	7,712		966,309		
10/11 Arterial 6 <sup>th</sup> /Grand/NW	428,845		121,155		
11/12 Arterial Dayton Avenue	244	60,000	59,758		
12/13 Arterial State Avenue				1,500,000	
Kellogg Ave L-Way to Main	(8,165)				
Main Street Alley	4,055		32,750		
SE 16 <sup>th</sup> Paving and Bridge	3,550		17,750		
Douglas – Main to 7 <sup>th</sup>		825,000	825,000		

# TRANSPORTATION CIP

439

Activities	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Public Works Engineering, continued:</b>					
Kellogg Avenue & Main Street	484,880		1,124,978		
Burnett Avenue Main to 7 <sup>th</sup>	564,331				
Clark Avenue – Main to 5 <sup>th</sup> Street				1,000,000	
08/09 Arterial ND/Delawr/Ontario	799,341				
Arterial 13 <sup>th</sup> Stange RR	925,853		243,773		
09/10 Concrete Pavement	118,780		1,502,661		
Stim Duff Rehab 6-13 <sup>th</sup>	522,856		136,172		
Stim GWC Stange/Bloomington	36,702				
Stim L'Way – Hickory-Franklin	2,000				
10/11 Concrete Pavement	103,327		944,499		
12/13 Concrete Pavement				650,000	
Grand Avenue Extension	2,895				
South Grand Avenue		1,500,000			
08/09 CyRide NW 28 <sup>th</sup> -30 <sup>th</sup>	(4,163)				
09/10 CyRide Route Ash/Knapp	264,202				
10/11 CyRide Ontario	274,497		675,361		
S. Grand Ext S.E. 16 <sup>th</sup> Street	75,977		589,315		
N. Hazel/ N. 3 <sup>rd</sup> CDBG	10,355		31,645		
S. Duff Ave Improvement Project			63,179		
Sub-Total	7,194,022	8,685,000	16,622,479	8,168,500	
<b>Right-of-Way Maintenance:</b>					
Green Space 13 <sup>th</sup> & Grand	17,019				
Sub-Total	17,019				
<b>Total CIP</b>	<b>15,846,424</b>	<b>14,034,600</b>	<b>34,767,234</b>	<b>12,110,700</b>	<b>-13.7%</b>

## TRANSPORTATION CIP PROJECT DESCRIPTIONS

### TRANSIT

The total Transit CIP for \$3,682,200 in FY 12/13 includes replacing three large buses with two articulated buses, replacing two mini-buses, and purchasing one administrative vehicle for \$3,572,600. The annual project to improve bus stops continues for \$50,000. Additional equipment purchases include computers, sign post installer/remover, floor scrubber/sweeper, and an air-conditioning refrigerant reclamation system for \$59,600 total.

### STREET SURFACE MAINTENANCE

The FY 12/13 street maintenance projects include:

- Shared use path maintenance - \$50,000
- Repairing retaining wall, S. Dayton Avenue - \$40,000
- Annual sidewalk safety program - \$50,000
- Identifying repairs needed to 6<sup>th</sup> Street bridge over Squaw Creek - \$20,000
- Replacing curb and gutter on Curtiss Avenue, 12-13<sup>th</sup> Street - \$75,000
- Planning for improvements to Lincoln Way median between Beech Avenue and Sheldon Avenue - \$25,000

### PUBLIC WORKS ENGINEERING

The annual Asphalt/Seal Coat Street Rehabilitation Program for removal of built-up seal coat from streets with asphalt surface, asphalt resurfacing of various streets, and joint repair on asphalt streets for FY 12/13 totals \$1,270,500.

The annual Asphalt Street Reconstruction Program for FY 12/13 includes Pierce Court, Westbend Drive, Southbend Drive, and Westbend Circle for \$978,000.

The annual program for reconstruction or rehabilitation of collector streets for FY 12/13 includes Meadowlane Avenue (E. 13<sup>th</sup> to Carr Drive) for \$1,300,000.

The annual program for pavement improvements to streets that are or were bus routes for FY 12/13 includes Todd Drive (South Dakota Avenue to Alcott Avenue) and Lincoln Way (Franklin Avenue to Hayward Avenue) for \$1,470,000.

The annual program to utilize current repair and reconstruction techniques to improve arterial streets with asphalt or concrete for FY 12/13 includes State Avenue (Oakwood Road to US Highway 30 overpass) for \$1,500,000.

The annual program for the rehabilitation/reconstruction of streets within the downtown area for FY 12/13 includes Clark Avenue (Main Street to 5<sup>th</sup> Street), and Gilchrist Street (Lincoln Way to Kellogg Avenue) for \$1,000,000.

The annual program to rehabilitate or reconstruct concrete street sections that have deteriorated, including joint sealing, in order to prevent premature breakdown of the pavement for FY 12/13 includes S.E. 5<sup>th</sup> Street (east of S. Duff Avenue), Wheeler Street (Roy Key Avenue to Grand Avenue), and Frontage Road at Southbend Drive for \$650,000.



Wildlife also enjoys the park system.





Color and beauty at  
Ada Hayden Heritage Park

# COMMUNITY ENRICHMENT PROGRAM

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# COMMUNITY ENRICHMENT PROGRAM

450

## Program Description:

The City of Ames provides an array of services which enrich the lives of citizens. These leisure time and informational services are intended to give citizens opportunities to expand their interests, to increase in knowledge, to participate in a wide variety of physical pursuits, and to enjoy the quiet repose of the world around us.

The City of Ames provides services which relate to public health and welfare. Programs also provide assistance to the members of the community in housing, human services, arts, economic development, restaurant inspection, and animal shelter activity. Additional activities include the operation of the City's government access and public access cable TV channels and administration and maintenance of the City's cemeteries.

	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Use of Funds:</b>					
Recreation/Administration	2,530,318	2,732,855	2,640,213	2,648,303	-3.1%
Parks	1,142,960	1,136,878	1,177,289	1,194,541	5.1%
Library Services	3,287,838	3,427,746	3,454,942	3,538,308	3.2%
Library Grants/Donations	98,316	90,950	106,055	79,539	-12.5%
Health and Sanitation	176,428	122,147	-	-	-100.0%
Animal Control	346,101	344,148	349,946	351,386	2.1%
Human Services	1,075,949	1,131,629	1,136,413	1,170,587	3.4%
Art Services/Agencies	137,987	161,540	178,417	171,617	6.2%
Cemetery	112,636	133,606	132,675	126,646	-5.2%
Leased Housing	1,034,428	-	-	-	
Affordable Housing	249,915	3,715	36,148	36,334	878.0%
Community Dev. Block Grant	475,423	587,022	1,235,297	523,966	-10.7%
Storm Disaster Activity	876,472	-	675,000	-	
Economic Development	160,417	223,074	334,478	225,244	1.0%
Cable TV	134,822	124,745	157,633	122,382	-1.9%
<b>Total Operations</b>	<b>11,840,010</b>	<b>10,220,055</b>	<b>11,614,506</b>	<b>10,188,853</b>	<b>-0.3%</b>
Community Enrichment CIP	541,788	899,500	2,749,579	6,166,400	585.5%
<b>Total Expenditures</b>	<b>12,381,798</b>	<b>11,119,555</b>	<b>14,364,085</b>	<b>16,355,253</b>	<b>47.1%</b>
<b>Personnel – Authorized FTE</b>	63.49	60.99	59.01	59.01	



# COMMUNITY ENRICHMENT PROGRAM

450

	2010/11	2011/12	2011/12	2012/13	% Change From Adopted
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	
Personal Services	5,692,263	5,798,694	5,590,055	5,757,423	-0.7%
Contractual	4,624,575	3,647,093	4,988,490	3,679,794	0.9%
Commodities	614,408	391,893	479,614	389,136	-0.7%
Capital	1,010,564	1,281,775	3,233,316	6,528,700	409.3%
Other Expenditures	439,988	100	72,610	200	100.0%
<b>Total Expenditures</b>	<b>12,381,798</b>	<b>11,119,555</b>	<b>14,364,085</b>	<b>16,355,253</b>	<b>47.1%</b>
<b>Funding Sources:</b>					
General Fund	7,005,184	7,297,594	7,428,531	7,311,979	0.2%
Local Option	1,454,374	2,197,977	2,467,737	2,857,964	30.0%
Hotel/Motel	166,754	223,074	347,641	151,973	-31.9%
Leased Housing	1,034,428	-	-	-	
City-wide Affordable Housing	80,761	3,715	36,148	36,334	878.0%
Co. Wide Affordable Housing	169,154	-	-	-	
Block Grant	475,423	587,022	1,235,297	523,966	-10.7%
G.O. Bonds	-	-	-	4,500,000	
Park & Rec Spec Revs	75,753	-	152,415	-	
Library Donations	236,373	90,950	1,371,829	79,539	-12.5%
Aquatic Center Donation	95,448	-	58,903	-	
Economic Development RLF	-	-	111,000	-	
Animal Shelter Donations	19,463	12,700	13,200	-	
Public Art Donations	64	-	-	12,750	
FEMA – Disaster Assistance	876,472	-	425,000	-	
Ice Arena	456,514	456,050	468,053	492,191	7.9%
Ice Arena Capital – City	5,850	10,000	4,150	90,250	802.5%
Ice Arena Capital – ISU	5,850	10,000	4,150	90,250	802.5%
Homewood Golf	223,933	230,473	225,531	208,057	-9.7%
Construction Grants	-	-	14,500	-	
<b>Total Funding Sources</b>	<b>12,381,798</b>	<b>11,119,555</b>	<b>14,364,085</b>	<b>16,355,253</b>	<b>47.1%</b>

# RECREATIONAL OPPORTUNITIES

451

## Activity Description:

This activity provides a wide array of recreational opportunities to the community. The recreational preferences of many segments of the populace are provided for through both City sponsored activities and activities sponsored in conjunction with other community groups. Many of these recreational activities are either partially or wholly self-supporting through user fees.

Several categories of recreational opportunities are provided to the community. The Recreational Programs include instructional activities designed to teach new skills, athletic activities which offer organized sporting competition, wellness programs for the overall health, education and welfare of citizens, social programs, and Community Center/Auditorium activities. The Aquatics Activity provides swimming opportunities at two City pools. The Homewood Golf Course Activity provides a highly used 9-hole golf course for citizens. The Ames/ISU Ice Arena provides an assortment of ice rink activities.

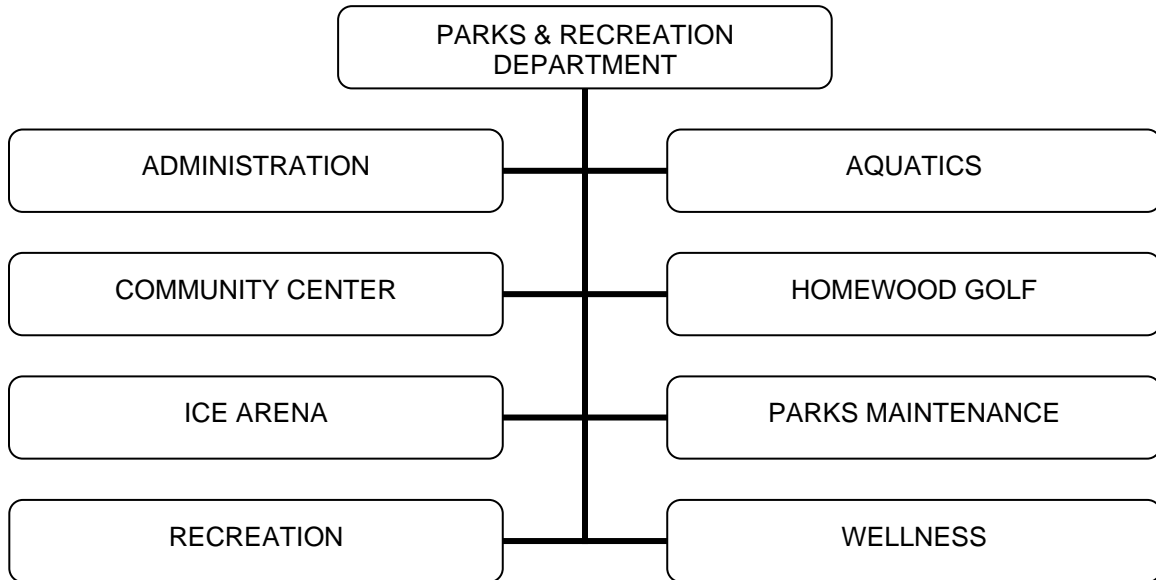
As in all Parks and Recreation activities, the challenge is to balance affordability and the necessary amount of tax support needed to offer a well-rounded program. The department is placing a high premium upon program marketability and the idea that direct costs should be recovered through non-tax revenues to the fullest extent possible.

	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Activities:</b>					
Parks & Rec Dept Administration	332,660	360,229	332,364	344,522	-4.4%
Instructional Programs	225,296	249,126	232,222	202,291	-18.8%
Athletic Programs	188,557	205,534	190,385	161,360	-21.5%
Aquatics Programs	584,188	666,161	634,766	665,896	0.0%
Comm Ctr/Auditorium/Bandshell	260,733	307,084	291,143	298,361	-2.8%
Wellness Programs	258,437	258,198	265,749	275,625	6.7%
Homewood Golf	223,933	230,473	225,531	208,057	-9.7%
Ice Arena	456,514	456,050	468,053	492,191	7.9%
<b>Total Operations</b>	<b>2,530,318</b>	<b>2,732,855</b>	<b>2,640,213</b>	<b>2,648,303</b>	<b>-3.1%</b>
<b>Personnel - Authorized FTE</b>	11.65	11.65	10.65	10.15	

# RECREATIONAL OPPORTUNITIES

451

	2010/11	2011/12	2011/12	2012/13	% Change
	Actual	Adopted	Adjusted	Adopted	From
					Adopted
<b>Expenditures:</b>					
Personal Services	1,534,762	1,697,247	1,546,198	1,565,275	-7.8%
Contractual	757,833	815,345	842,491	845,361	3.7%
Commodities	217,658	203,888	223,295	217,667	6.8%
Capital	20,065	16,375	28,017	20,000	22.1%
Other Expenditures	-	-	212	-	
<b>Total Expenditures</b>	<b>2,530,318</b>	<b>2,732,855</b>	<b>2,640,213</b>	<b>2,648,303</b>	<b>-3.1%</b>
<b>Funding Sources:</b>					
General Fund	563,480	740,232	676,073	659,957	-10.8%
Ice Arena	456,514	456,050	468,053	492,191	7.9%
Homewood Golf	223,933	230,473	225,531	208,057	-9.7%
Local Option Tax	26,009	25,308	27,383	29,860	18.0%
User Fees	1,260,382	1,280,792	1,243,173	1,258,238	-1.8%
<b>Total Funding Sources</b>	<b>2,530,318</b>	<b>2,732,855</b>	<b>2,640,213</b>	<b>2,648,303</b>	<b>-3.1%</b>



# PARKS AND RECREATION ADMIN/SUPPORT

451 -- 49

This program provides leadership to the Department's five divisions; Administration, Parks and Facilities, Recreation, Homewood Golf Course, and the Ames/ISU Ice Arena. The primary areas of responsibility include leadership of division heads to ensure a values-driven department (Excellence Through People), visioning and strategic planning, implementation of the operating budget, and administration of the Capital Improvements Plan (CIP). This division also provides administrative support to the Parks and Recreation Commission.

**Service Objectives:**

- ✓ Develop and lead department to ensure all full-time and approximately 400 temporary staff members are values-driven
  - ✓ Work with key staff members and user groups to optimize usage of Ice Arena, Homewood Golf Course, and City Auditorium
  - ✓ Offer scholarships to enable most youth an opportunity to participate in recreation programs
  - ✓ Further develop and support the City's efforts in "going green"
  - ✓ Ensure program surveys are completed and multiple focus groups (park system, facilities, recreational/wellness programs) are held to gain resident and participant insight/desires on current and future services
- ✓ Provide departmental budget fiscal responsibility and complete authorized CIP projects within designated fiscal year
  - ✓ Pursue partnerships with other governmental and private sector entities to ensure best and most economical delivery of rec services to residents
  - ✓ Effectively utilize technology to promote programs and communicate with customers
  - ✓ Effectively price programs to maximize participation and minimize tax subsidy

	2010/11	2011/12	2011/12	2012/13	% Change
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From Adopted</b>
Personal Services	199,668	241,138	206,239	206,602	-14.3%
Contractual	116,757	113,266	121,031	126,320	11.5%
Commodities	8,435	5,825	4,882	4,600	-21.0%
Capital	7,800	-	-	7,000	
Other	-	-	212	-	
<b>Total Expenditures</b>	<b>332,660</b>	<b>360,229</b>	<b>332,364</b>	<b>344,522</b>	<b>-4.4%</b>
<b>Funding Sources:</b>					
General Fund	329,110	354,229	327,864	340,022	-4.0%
Miscellaneous Revenue	3,550	6,000	4,500	4,500	-25.0%
<b>Total Funding Sources</b>	<b>332,660</b>	<b>360,229</b>	<b>332,364</b>	<b>344,522</b>	<b>-4.4%</b>
<b>Personnel - Authorized FTE</b>	1.97	1.97	1.55	1.45	

# PARKS AND RECREATION ADMIN/SUPPORT

451 -- 49

**Highlights:**

Adams Property: This parcel was sold in July 2011 for \$145,000. The \$65,000 revenue generated from this sale, less the expenses incurred by the City, was transferred to the Ames Historical Society. The Historical Society is responsible for providing a facility for the archiving of City records and making them available to the public. This organization will use these resources for expenses related to acquiring and developing a permanent museum facility within our community. Three of the five acres were retained by the City to serve as the Adams Memorial Greenway to provide public access to Ada Hayden Heritage Park.

Geitel Winakor Bequest: In August 2011, Ms. Winakor passed away. In September, the City was notified that her estate included approximately \$1.6 million as an unrestricted gift to the Department of Parks and Recreation. Beginning in 2000, Ms. Winakor donated funds annually with the goal of enhancing the park system. During 2012, her estate should be finalized and staff, in conjunction with the Parks and Recreation Commission, will recommend projects that this gift can be directed towards.

Benson/Satterwhite-Weiner Property: Two privately-owned parcels of land adjacent to Clear Creek separate Emma McCarthy Lee Park and Munn Woods; the Benson's 4.3 acres and the Satterwhite-Weiner parcel of 2.7 acres. City Council recently authorized staff to make a written offer to purchase these two properties for \$28,000 and \$50,000 respectively. The acquisition of this land will provide public access to beautiful woodlands between North Dakota and Oakland Road just west of Hyland Avenue.

Brookside Tennis Courts: A public meeting was held in the fall of 2011 to gain resident input regarding the replacement of the existing four tennis courts and basketball pad. Of those in attendance, there was a unanimous vote to reconstruct the existing courts as opposed to reducing the number of tennis courts to two and expending the balance of funds on play equipment for the green open space east of Squaw Creek. Residents did not support adding play equipment at this specific location.

Department Reorganization: With the goal of providing exceptional service, the Department underwent a minor reorganization which eliminated one of two Recreation Supervisor positions. The Homewood Golf Course Manager and the remaining Recreation Supervisor position were reclassified. This change was made to ensure increased program supervision and customer service. Previous budgets had a small program for recreation administration. This budget combined those amounts into this program.

<b>Service Accomplishments:</b>	<b>2009/10 Actual</b>	<b>2010/11 Actual</b>	<b>2011/12 Adjusted</b>	<b>2012/13 Projected</b>
Maintain a tax subsidy level of <60%	60%	55%	56%	57%
# of scholarship (low-income) participants	36	68	70	75
Scholarship funding provided	\$773	\$1,093	\$1,100	\$1,300
# of recreation programs	140	141	141	141
# of computer registrations	12,138	12,053	12,000	12,000
% of online computer registrations	25%	28%	30%	30%

**Efficiency and Effectiveness:**

Maintain 97%+ user satisfaction with:				
Overall appearance of parks	98%	97%	98%	98%
Shelters	93%	93%	95%	95%

# INSTRUCTIONAL PROGRAMS

451 -- 51

The major purpose of this activity is to provide citizens of Ames with instruction in various leisure time experiences. This includes sports and athletics, arts and crafts, and nature appreciation, all for the purpose of being better physically and emotionally fit persons. This category includes Summer Camps, Adult Golf, Tennis, Baseball, Youth Football, Gymnastics, Golf, Soccer, Youth Basketball and Volleyball, Small Wonders, Dance, and such other programs as may be desired by the public and deemed appropriate.

**Service Objectives:**

- ✓ Provide appropriate training for staff and volunteers
  - ✓ Establish and implement instructor-to-participant ratios
  - ✓ Seek youth sport team sponsors to keep participant cost reasonable
  - ✓ Secure qualified staff for programs
- ✓ Provide a safe environment for staff and participants
  - ✓ Evaluate participation in youth sports programs and implement improvement recommendations
  - ✓ Tax subsidy for operations not to exceed 35%

	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	170,834	190,643	174,017	147,886	-22.4%
Contractual	37,401	42,090	39,144	37,820	-10.1%
Commodities	14,056	16,393	19,061	16,585	1.2%
Capital	3,005	-	-	-	
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>225,296</b>	<b>249,126</b>	<b>232,222</b>	<b>202,291</b>	<b>-18.8%</b>
<b>Funding Sources:</b>					
General Fund	82,734	84,730	85,500	50,384	-40.5%
Instructional Fees	142,562	164,396	146,722	151,907	-7.6%
<b>Total Funding Sources</b>	<b>225,296</b>	<b>249,126</b>	<b>232,222</b>	<b>202,291</b>	<b>-18.8%</b>
 <b>Personnel - Authorized FTE</b>	 1.58	 1.58	 1.50	 1.20	

# INSTRUCTIONAL PROGRAMS

451 -- 51

## Highlights:

In 2013, for the seventh consecutive year, the City will continue partnering with the Ames Racquet and Fitness Club (ARFC) to provide Parks and Recreation tennis lessons. This partnership has increased the program quality and participants are pleased with the increased service level.

In 2010, an agreement between the City and the School District enabled the City to use School District facilities at a cost of \$1.25 per participant per program. In FY 10/11, there were 978 participants for a total cost of \$1,223.

Over the last seven years, participation in the youth soccer, flag football, and basketball programs has decreased. Increased opportunities for residents are a major factor in this decline. Programs are now being offered through churches, local businesses, high school coaches, and parent-run organizations. This has resulted in decreased revenue in these programs.

The department-wide reorganization eliminated a Recreation Supervisor position in the FY 11/12 budget. Various programs in all of Parks and Recreation have decreased their portion of that FTE. For FY 12/13, all positions' allocations to various programs were reviewed and the FTE totals reflect the new splits.

	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
<b>Service Accomplishments:</b>				
# of programs	40	40	40	40
# of registrations	3,347	2,687	2,663	2,670
# of youth sport sponsors	14	12	12	13
# of youth sport teams sponsored	31	34	30	32
Youth sport sponsor revenue	\$4,075	\$4,200	\$3,675	\$3,750
% of programs instructor/participant ratios adhered to	100%	100%	100%	100%
<b>Efficiency and Effectiveness:</b>				
Instructional operational subsidy	31%	37%	39%	25%
Total cost per registration	\$69.46	\$83.84	\$89.81	\$75.76
Subsidy per registration	\$21.29	\$30.79	\$34.71	\$18.87

# ATHLETIC PROGRAMS

451 -- 52

This program is designed to offer adults the opportunity to participate in team/individual competitive sport activities. Examples include softball, basketball, volleyball, soccer, and kick ball.

**Service Objectives:**

- ✓ Operate softball, basketball, volleyball, sand volleyball, and soccer programs as breakeven (covers direct costs)
  - ✓ Secure qualified staff for programs
- ✓ Continue to implement all safety standards as recommended by the sport governing body
  - ✓ Provide appropriate training for staff

	2010/11	2011/12	2011/12	2012/13	% Change
	Actual	Adopted	Adjusted	Adopted	From
					Adopted
<b>Expenditures:</b>					
Personal Services	125,651	142,018	125,818	100,851	-29.0%
Contractual	41,645	40,773	39,044	38,734	-5.0%
Commodities	21,261	19,243	21,614	21,775	13.2%
Capital	-	3,500	3,909	-	
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>188,557</b>	<b>205,534</b>	<b>190,385</b>	<b>161,360</b>	<b>-21.5%</b>
<b>Funding Sources:</b>					
General Fund	65,123	74,178	62,639	31,810	-57.1%
Athletic Fees	123,434	131,356	127,746	129,550	-1.4%
<b>Total Funding Sources</b>	<b>188,557</b>	<b>205,534</b>	<b>190,385</b>	<b>161,360</b>	<b>-21.5%</b>
<b>Personnel - Authorized FTE</b>	1.03	1.03	1.03	.60	



# ATHLETIC PROGRAMS

451 -- 52

**Highlights:**

In 2008, a summer adult soccer league was formed. Since then, the program has grown from six to 16 teams in 2011.

In FY 12/13, the fencing and lighting on the two South River Valley softball diamonds are scheduled to be replaced. This may result in reducing the number of games scheduled for the Fall Softball League in 2012.

	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
<b>Service Accomplishments:</b>				
# of programs	28	28	28	28
# of teams	351	342	350	352
# of participants	4,387	4,230	4,213	4,227
 <b>Efficiency and Effectiveness:</b>				
Athletic program subsidy	31%	35%	36%	20%
% of direct costs covered	100%	100%	100%	100%
Total cost per participant	\$44.54	\$44.58	\$47.25	\$38.17
Subsidy per participant	\$13.80	\$15.40	\$16.93	\$7.53

# AQUATICS

451 -- 54

This program is responsible for maintaining a safe, sanitary, and fun environment for swimming activities. Public swimming, instructional, and special events are offered through this activity. Activities are offered year-round at Municipal Pool, in cooperation with the Ames School District, while warm weather swimming is available at the Donald and Ruth Furman Aquatic Center and the Brookside Wading Pool.

**Service Objectives:**

- ✓ Provide safe and sanitary facilities for all users
  - ✓ Offer programs for all ages based on community needs
  - ✓ Offset all operational expenses with user-generated revenues at the Furman Aquatic Center
- ✓ Provide training for staff, focusing on user safety and being customer driven
  - ✓ Adhere to established instructor and lifeguard/participant ratios
  - ✓ Develop and implement “green” initiatives

	2010/11	2011/12	2011/12	2012/13	% Change
	Actual	Adopted	Adjusted	Adopted	From
					Adopted
<b>Expenditures:</b>					
Personal Services	363,624	394,369	341,079	380,856	-3.4%
Contractual	147,515	198,938	222,412	212,265	6.7%
Commodities	73,049	72,854	71,275	72,775	-0.1%
Capital	-	-	-	-	
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>584,188</b>	<b>666,161</b>	<b>634,766</b>	<b>665,896</b>	<b>0.0%</b>
<b>Funding Sources:</b>					
General Fund	(45,134)	30,311	25,936	57,066	88.3%
Daily Receipts/Lessons	542,496	537,000	525,830	525,830	-2.1%
Concessions	86,826	98,850	83,000	83,000	-16.0%
<b>Total Funding Sources</b>	<b>584,188</b>	<b>666,161</b>	<b>634,766</b>	<b>665,896</b>	<b>0.0%</b>
<b>Personnel – Authorized FTE</b>	.75	.75	.75	1.10	

# AQUATICS

451 -- 54

## Highlights:

### Administration

Personal Services in FY 11/12 decreased due to a vacancy for the Aquatics Coordinator position. This position will be filled following the 2012 summer season.

### Furman Aquatic Center

This facility was well received by the community in its second year with over 100,000 visits. There is no direct subsidy needed for this facility.

### Swimming Lessons

Lessons continue to be popular with over 1,500 people of all ages learning to swim each year.

### Municipal Pool

In 2006, consultants were retained to provide recommendations regarding improvements needed to keep the Municipal Pool operational through 2015. The consultants warned that beyond 2015, the cost of further repairs to this facility may be cost prohibitive.

It should be noted that the City and School District's joint use agreement for the pool expires on April 30, 2015. Therefore, the City and School District must address the need for a new indoor aquatics facility prior to FY 15/16.

Due to age-related mechanical issues and lack of usage, the Municipal Wading Pool will be removed in the fall of 2012.

FY 11/12 Temporary Salaries decreased approximately \$20,000 due to changes related to scheduling and staffing.

### Brookside Wading Pool

This facility is expected to be subsidized approximately \$2,000 in FY 12/13.

	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>
<b>Service Accomplishments:</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
# of visits to Municipal Pool	43,495	42,056	42,500	43,000
# of visits to the Brookside Wading Pool	1,568	1,434	1,400	1,400
# of visits to the Furman Aquatic Center	42,107	98,340	100,000	100,000
Total aquatic user visits	87,170	141,920	143,900	144,400
Swim lesson registrations	1,730	1,598	1,600	1,650
Private swim lessons	234	300	400	400
 <b>Efficiency and Effectiveness:</b>				
Subsidy per visit for Municipal Pool	\$2.53	\$1.22	\$1.84	\$1.76
Subsidy per visit for Brookside Wading Pool	\$4.47	\$0.68	\$1.55	\$1.39
Subsidy per visit for Furman Aquatic Center	\$0	\$0	\$0	\$0
# of focus groups held each season	2	2	2	2
Percent of tax support	13%	0%	7%	9%

# COMMUNITY CENTER / AUDITORIUM / BANDSHELL

## 451 -- 55

This activity is comprised of events and programs that utilize a full-sized gymnasium, locker rooms, cardio-room, weight room, gymnastic/multipurpose area, auditorium, and office space. Instructional, wellness, and athletic activity programs utilize these facilities.

The City Auditorium and Bandshell are utilized for community arts performances, civic meetings, touring troupes, etc.

### Service Objectives:

- | <u>Community Center</u>                                       | <u>Auditorium/Bandshell</u>   |
|---|---|
| ✓ Provide a safe and clean facility                           | ✓ 95% of facility survey responses of good or excellent               |
| ✓ Maintain a per participant tax subsidy of <\$1.40 per visit | ✓ 98% of staff customer service survey responses of good or excellent |
| ✓ Provide activities to maximize 100% of the usable space     | ✓ Maintain tax subsidy of <\$30,000 in the Auditorium                 |
| ✓ Develop/implement "green" initiatives                       |   |

	2010/11	2011/12	2011/12	2012/13	% Change
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From Adopted</b>
Personal Services	156,590	192,155	164,353	186,134	-3.1%
Contractual	97,192	105,450	100,242	98,004	-7.1%
Commodities	7,351	9,479	13,473	14,223	50.0%
Capital	(400)	-	13,075	-	
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>260,733</b>	<b>307,084</b>	<b>291,143</b>	<b>298,361</b>	<b>-2.8%</b>
<b>Funding Sources:</b>					
General Fund	161,783	205,576	196,660	197,401	-4.0%
Open Gym	21,193	21,000	18,500	18,500	-11.9%
Auditorium Rental	35,237	42,000	39,000	43,000	2.4%
Piano Rental/Tuning Fee	-	-	-	-	
Auditorium Productions	515	3,000	3,000	3,000	0.0%
Ticket Sales	9,030	2,800	2,900	2,900	3.6%
Soda Machines	3,441	3,200	3,700	3,700	15.6%
Local Option/Municipal Band	26,009	25,308	27,383	29,860	18.0%
Social Program Fees	3,525	4,200	-	-	-100.0%
<b>Total Funding Sources</b>	<b>260,733</b>	<b>307,084</b>	<b>291,143</b>	<b>298,361</b>	<b>-2.8%</b>
<b>Personnel - Authorized FTE</b>	1.57	1.57	1.22	1.40	

# COMMUNITY CENTER / AUDITORIUM / BANDSHELL

## 451 -- 55

### Highlights:

#### Community Center

This facility is open approximately 5 a.m. to 10 p.m. daily and receives over 100,000 user visits per year. Drop-in usage for open gym during the winter months continues to be limited due to scheduled youth and adult sport leagues and activities.

Personal Services in FY 11/12 decreased due to the elimination of a Recreation Supervisor position.

#### Auditorium

The three highest revenue streams for the Auditorium in 2011 were Jade Presents (\$7,455); Story Theater (\$7,201); and Central Iowa Symphony (\$5,354). The three groups generating the highest attendance were Beth Clarke Studio (4,303); Story Theater (3,778); and Central Iowa Symphony (1,996).

#### Bandshell

The Ames Jaycees successfully hosted "Ames on the Half Shell" on eight Friday evenings during the summer of 2011.

Two festivals were held at Bandshell Park in 2011: FACES as a repeat event, and the Natural Living Festival for the first time.

The Municipal Band continues to be a popular community event averaging over 600 people attending concerts each Thursday evening in June and July. This program is financed with Local Option Sales Tax funding.

	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
<b>Service Accomplishments:</b>				
Drop-in visits (gym, weight room)	32,433	33,467	33,500	34,000
Total user visits (programs included)	114,085	115,603	115,000	115,000
# of Auditorium events	61	59	56	56
# of Auditorium hours used	935	813	880	880
# of days Auditorium used	230	203	207	207
# of Auditorium visits	26,883	25,592	26,250	26,250
<b>Efficiency and Effectiveness:</b>				
Subsidy per user visit – Community Ctr	\$1.43	\$1.18	\$1.46	\$1.45
Tax subsidy – Community Center:				
Dollar amount	\$163,541	\$136,072	\$167,955	\$166,345
Percent	86%	85%	88%	88%
Subsidy per user visit – Auditorium	\$1.07	\$1.06	\$1.61	\$1.11
Tax subsidy – Auditorium:				
Dollar amount	\$28,785	\$27,122	\$42,165	\$29,119
Percent	35%	38%	48%	37%
Auditorium facility rated good/excellent	94%	95%	96%	96%

# WELLNESS PROGRAM

451 -- 56

This program provides a full range of services in the area of wellness. This includes fitness classes, social/educational workshops, management of the weight room and related training/programs for the citizens of Ames.

**Service Objectives:**

- ✓ Stay with industry trends by creating or revising three programs or activities annually
  - ✓ Follow a replacement schedule for cardio room equipment that meets or exceeds customer expectations
- ✓ Offset all operational expenses with user generated revenues
  - ✓ Expand youth wellness programming

	<b>2010/11</b>	<b>2011/12</b>	<b>2011/12</b>	<b>2012/13</b>	<b>% Change From Adopted</b>
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	
Personal Services	195,112	191,261	198,168	206,678	8.1%
Contractual	42,723	44,592	43,378	44,677	0.2%
Commodities	10,942	9,470	13,170	11,270	19.0%
Capital	9,660	12,875	11,033	13,000	1.0%
<b>Total Expenditures</b>	<b>258,437</b>	<b>258,198</b>	<b>265,749</b>	<b>275,625</b>	<b>6.7%</b>
<b>Funding Sources:</b>					
General Fund	(33,661)	(12,992)	(22,526)	(16,726)	28.7%
Wellness – Fees	273,158	258,315	275,400	279,476	8.2%
Wellmark 3Pt Play	18,940	12,875	12,875	12,875	
<b>Total Funding Sources</b>	<b>258,437</b>	<b>258,198</b>	<b>265,749</b>	<b>275,625</b>	<b>6.7%</b>
<b>Personnel – Authorized FTE</b>	1.40	1.40	1.40	1.45	

# WELLNESS PROGRAM

451 -- 56

## Highlights:

Zumba remained popular in 2011 with ten classes held weekly with 1,623 registrations. Two new types of Zumba classes were added: Zumba Gold, which is a class for beginners and older adults, and Zumbatomic for kids. Zumba toning will be added in 2012.

The weight room/cardio space continues to be a popular facility with usage exceeding 19,750 visits annually.

The wellness program received \$18,940 (FY 10/11) from the Wellmark's 3-Point Play Program to purchase new equipment in the Community Center weight room. Wellmark's 3-Point Play Program will provide \$13,000 for equipment to be purchased in FY 12/13: a treadmill (\$6,000), an elliptical trainer (\$4,800), and an upright bike (\$2,200).

A public/private partnership is being developed between Parks and Recreation and Green Hills Retirement Community to offer fitness classes for Green Hills residents. Parks and Recreation will also be able to utilize the new facilities at Green Hills to offer older adult classes to the public.

	<b>2009/10 Actual</b>	<b>2010/11 Actual</b>	<b>2011/12 Adjusted</b>	<b>2012/13 Projected</b>
<b>Service Accomplishments:</b>				
% of State Gym Aqua Program revenues exceeding direct expenses	3%	17%	9%	0%
Total # of wellness classes offered weekly	59	60	60	60
Total # of wellness program registrations	7,629	7,984	7,500	7,500
Total # of annual weight room visits	19,800	19,787	19,800	19,800
Total # of new programs created	3	4	3	3
<b>Efficiency and Effectiveness:</b>				
Total cost per registration	\$9.09	\$9.31	\$9.73	\$10.10
Subsidy per registration	\$0	(\$1.21)	(\$.83)	(\$.61)

# HOMWOOD GOLF COURSE

451 -- 57

Homewood Golf Course provides outdoor recreational enjoyment for all ages. This 9-hole course includes a clubhouse/concession facility.

**Service Objectives:**

- ✓ Offset operational expenses with user-generated revenue
  - ✓ Maintain an operational fund balance of 27% of expenses (approximately \$62,000)
  - ✓ Maintain a minimum of 19,000 rounds of golf annually
- ✓ Maintain a 95% course survey response of good or excellent
  - ✓ Maintain a 95% satisfaction of facility staff customer service response of good or excellent
  - ✓ Encourage residents of all ages and skill levels to participate in the sport of golf

	2010/11	2011/12	2011/12	2012/13	% Change
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From Adopted</b>
<b>Expenditures:</b>					
Personal Services	127,367	135,514	132,652	111,981	-17.4%
Contractual	69,351	63,189	61,067	64,041	1.3%
Commodities	27,215	31,770	31,812	32,035	0.8%
Capital	-	-	-	-	
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>223,933</b>	<b>230,473</b>	<b>225,531</b>	<b>208,057</b>	<b>-9.7%</b>
<b>Funding Sources:</b>					
Homewood Golf	2,725	(15,710)	(4,609)	(24,043)	53.0%
Fees & Season Tickets	143,618	167,100	149,900	150,000	-10.2%
Interest	818	1,100	800	800	-27.3%
Rents	26,097	26,543	27,000	28,000	5.5%
Miscellaneous Revenue	1,066	-	-	-	
Merchandise Sales	24,510	25,400	26,400	26,500	4.3%
Western Wireless Lease	25,099	26,040	26,040	26,800	2.9%
<b>Total Funding Sources</b>	<b>223,933</b>	<b>230,473</b>	<b>225,531</b>	<b>208,057</b>	<b>-9.7%</b>
<b>Personnel - Authorized FTE</b>	1.30	1.30	1.25	.85	



# HOMEWOOD GOLF COURSE

451 – 57

## Highlights:

The two financial goals for this operation are to: 1) offset operational expenses with user-generated revenues; and 2) maintain a fund balance of 27% of operational expenses, or approximately \$60,000. There are no fee increases for 2012 daily greens fees and season passes.

As of July 1, 2012, the fund balance will be \$91,928 and is projected to be \$115,263 as of June 30, 2013.

The Cell Tower Lease Agreement generates \$26,800 annually. This agreement has been in place since 1996 and continues to generate funds to offset user fees. Without this funding, Homewood would operate at a net loss of approximately \$21,000 in FY 11/12.

The rental of motorized carts continues to be successful. The 2011 season generated net revenue of \$19,000.

Two tees were renovated in the fall of 2011. Holes #1 and #5 were stripped, leveled, and sodded.

	<b>2009/10 Actual</b>	<b>2010/11 Actual</b>	<b>2011/12 Adjusted</b>	<b>2012/13 Projected</b>
<b>Service Accomplishments:</b>				
# of rounds per year	19,689	19,040	19,040	19,000
# of days affected by weather	44	47	45	45
# of leagues	5	5	5	5
<b>Efficiency and Effectiveness:</b>				
% of respondents rating course conditions "very good" or "good"	96%	96%	96%	96%
% of respondents rating courtesy of clubhouse staff "very good" or "good"	97%	100%	98%	99%
User focus groups held	6	6	6	6

# AMES/ISU ICE ARENA

451 -- 58

The Ames/ISU Ice Arena provides ice activities for the community. The major ice activity comes from user groups through hourly ice rentals -- Iowa State University Hockey Clubs and Intramurals, Ames Minor Hockey, Adult Hockey, and the Ames Figure Skating Club.

**Service Objectives:**

- ✓ Provide a safe and clean facility and a high quality ice surface
  - ✓ Maintain an approximate 15% operational fund balance or \$68,000
  - ✓ Maximize revenues by renting 80% of available 'prime-time' ice during the school year and 60% of ice time in the summer
- ✓ Develop/implement "going green" initiatives
  - ✓ Offset operational expenses with user-generated revenues

	2010/11	2011/12	2011/12	2012/13	% Change From Adopted
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	
Personal Services	195,916	210,149	203,872	224,287	6.7%
Contractual	205,249	207,047	216,173	223,500	7.9%
Commodities	55,349	38,854	48,008	44,404	14.3%
Capital	-	-	-	-	
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>456,514</b>	<b>456,050</b>	<b>468,053</b>	<b>492,191</b>	<b>7.9%</b>
 <b>Funding Sources:</b>					
Ice Arena	(20,663)	(6,138)	(4,637)	15,798	-357.4%
Recreation Charges	53,190	51,000	54,900	54,900	7.6%
Interest	5,162	5,500	5,200	5,200	-5.5%
Rents	356,350	342,057	350,546	354,050	3.5%
Miscellaneous Revenue	96	-	100	100	
Merchandise Sales	62,379	63,631	61,944	62,143	-2.3%
Reimbursements	-	-	-	-	
<b>Total Funding Sources</b>	<b>456,514</b>	<b>456,050</b>	<b>468,053</b>	<b>492,191</b>	<b>7.9%</b>
 <b>Personnel - Authorized FTE</b>	 2.05	 2.05	 1.95	 2.10	

# AMES/ISU ICE ARENA

451 -- 58

## Highlights:

The two financial goals for this facility are to: 1) offset operational expenses with user-generated revenues; and 2) maintain an Operational Fund balance of 15% of the operational expenses (\$70,000). To assist in meeting these goals, each year the interest earned from the Capital Reserve Fund is transferred to the Operational Fund (approximately \$5,000 annually).

The **Operational Fund** balance will be \$187,433 as of July 1, 2012 and is projected to be \$170,656 as of June 30, 2013.

The **Capital Reserve Fund** totals \$454,643 as of June 30, 2012 and is estimated to total \$314,143 as of June 30, 2013. It should be remembered that annually the City and Iowa State University (ISU) each contribute \$20,000 to the Capital Reserve Fund.

The CIP in FY 12/13 will use capital reserve monies totaling \$180,500 to replace the rubber flooring, air condition four locker rooms, and conduct energy efficiency and equipment life expectancy studies.

There are no fee increases in long-term ice user rates needed in FY 12/13.

The Ice Arena continues to host both the State High School Varsity and Jr. Varsity Hockey Tournaments. Each tournament generates \$5,000 in rental revenue.

An Energy Study and Equipment Life Expectancy Study will be conducted in FY 12/13.

	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
<b>Service Accomplishments:</b>				
User visits: winter public skate sessions	9,689	9,830	9,925	9,925
User visits: summer public skate sessions	2,476	1,979	2,000	2,000
Rented prime-time ice hours – in-season	1,091	1,206	1,175	1,175
Used prime-time ice hours – in-season (public sessions)	284	277	275	275
Percent of utilized prime-time ice in-season	69%	75%	73%	73%
Rented non-prime-time ice hrs in-season	240	233	238	238
Rented ice hours – summer	234	277	264	264
Percent of rented hrs/summer (12hrs/day)	59%	62%	60%	60%
<b>Efficiency and Effectiveness:</b>				
User focus groups held	3	3	3	3
Public skate hours available: October – March	14.5/wk	14.5/wk	14.5/wk	14.5/wk

# PARKS ACTIVITIES

452

The City of Ames maintains thirty-six (37) parks and woodland/open spaces for use of its citizenry. These areas cover 1,217 acres of land and include facilities and areas where citizens may participate in a variety of active and passive pursuits. These include using playground equipment, picnicking, bicycling, walking, fishing, wildlife viewing, sports activities, and a variety of other leisure time activities.

**Service Objectives:**

- ✓ Develop and maintain parks and facilities in a clean, safe, and aesthetically pleasing manner
- ✓ Team with all City departments to ensure that the goals of the City Council and organization are achieved
- ✓ Clean shelters, park grounds and seasonal restrooms daily
- ✓ Conduct snow removal on all street and recreational shared use paths
- ✓ Prepare and maintain athletic fields and facilities in a safe and professional manner to prevent injury and for the enjoyment of participants
- ✓ Prune trees to protect and improve the health of the urban forest in order to prevent injury to citizens and damage to property
- ✓ Mow all manicured parkland every 7-10 days
- ✓ Conduct safety inspections on all park play equipment two times per year
- ✓ Conduct safety inspections on the Skate Park daily
- ✓ Promote, coordinate and assist volunteers with Adopt-a-Flower-Garden program
- ✓ Dog Park revenues should equal or exceed expenditures
- ✓ Complete capital improvement projects during the year in which they are scheduled
- ✓ Maintain healthy turf
- ✓ Operate the City's mosquito control program

	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	736,202	753,665	755,460	816,093	8.3%
Contractual	334,757	303,898	296,682	307,283	1.1%
Commodities	67,216	64,315	105,397	71,165	10.7%
Capital	4,785	15,000	19,750	-	-100.0%
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>1,142,960</b>	<b>1,136,878</b>	<b>1,177,289</b>	<b>1,194,541</b>	<b>5.1%</b>

**Funding Sources:**

General Fund	1,074,954	1,058,353	1,104,671	1,118,201	5.7%
Shelter Reservations	4,037	-	-	-	
Facility Rentals	28,837	37,500	34,200	39,000	4.0%
Dog Park Fees	21,445	24,325	21,340	21,340	-12.3%
Athletic Rentals	1,886	2,000	3,778	3,500	75.0%
Donations	1,193	2,000	2,500	1,800	-10.0%
Miscellaneous Revenue	-	100	200	100	0.0%
Concessions and Pop	10,030	12,000	10,000	10,000	-16.7%
Reimbursements	578	600	600	600	0.0%
<b>Total Funding Sources</b>	<b>1,142,960</b>	<b>1,136,878</b>	<b>1,177,289</b>	<b>1,194,541</b>	<b>5.1%</b>

<b>Personnel – Authorized FTE</b>	8.85	8.85	8.85	9.35
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# PARKS ACTIVITIES

452

## Highlights:

In September 2011, a fire damaged the Hickory Shelter in Brookside Park. Extensive repairs were completed to the ceiling, roof, and electrical system at a cost of \$15,000. This was an unbudgeted expense since the amount of damage was under the City's \$25,000 insurance deductible.

In response to a comprehensive safety review and discussion of winter park activities, several loss control measures were recommended by ICAP and the City's Risk Manager. The recommended measures mainly involved the production and installation of educational/policy signage at sites where the following winter park activities occur: sledding, various ice activities, and use of hard surfaced trails that may be snow and ice packed. The approximate cost to complete the recommendations was \$8,000.

To replace steel barrels, fifty new decorative trash receptacles were purchased and installed in FY 11/12. Donated (\$10,000) and capital (\$9,000) funds covered the \$19,000 cost to purchase them.

Development of a four-acre neighborhood park in Northridge Heights is anticipated to begin in the summer of 2012 with completion in the spring of 2013. The site will include the standard neighborhood park amenities; small shelter, play equipment, basketball court, drinking fountain and landscaping. Parking for neighborhood parks is accommodated off-site.

The "Adopt a Flower Garden" program engages over 125 volunteers in the care of 55 gardens. Holub Greenhouse and Garden Center annually donates \$8,000 in flowers for this program.

Softball league fees will generate \$24,557 for ball field services (seasonal labor, equipment, and supplies) in FY 12/13. Additionally, \$4,500 generated from sales at the softball concession stand will pay for utility costs and upkeep of this facility.

Beginning in FY 11/12, Parks Activities began operating the City's mosquito control program with a budget of \$8,738. Methods of control include fogging and the use of larvicide.

	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
<b>Service Accomplishments:</b>				
# of parks	36	36	36	37
# of park acres	1,213	1,213	1,213	1,217
Acres developed	259	259	259	263
Acres undeveloped	824	824	824	824
Acres of water (lake at Ada Hayden)	130	130	130	130
# of shelter reservations	1,416	1,256	1,275	1,275
# of ball field reservations	180	359	350	350
# of acres mowed	333	333	333	337
# of athletic fields	18	18	18	18
# of acres fertilized	60	60	70	70
# of trees planted	40	50	50	50
# of trees trimmed/removed	300	450	800	800
# of park shelters	13	13	13	14
# of restrooms	9	9	9	9
# of tennis courts	20	20	20	20
Miles of bike path – snow removal	27	29	30	32
# of annual playground inspections	2	2	2	2
<b>Efficiency and Effectiveness:</b>				
% of residents giving "very good" or "good" ratings in park appearance	98%	98%	98%	98%

# LIBRARY ACTIVITIES

455

## Activity Description:

The Ames Public Library's mission statement is: We connect you to the world of ideas. The Library strives to provide facilities, collections, and programs to meet the educational and entertainment needs of all people of our community.

The seven primary goals are as follows:

- ✓ Library customers will have age-appropriate advisory services, resources, and programming to direct them to leisure materials in various formats of interest to them.
- ✓ Library customers will find materials to stimulate their imagination and enhance their leisure time.
- ✓ Library customers will have the collections, services, and programs they need to satisfy their curiosity and continue to learn throughout their lives.
- ✓ Library customers will have safe, comfortable, and welcoming physical spaces in which to enjoy individual pursuits, express themselves, and meet and interact with others.
- ✓ Library customers will have inviting and user-friendly virtual spaces in order to enjoy individual pursuits, express themselves, and interact with others.
- ✓ Children through age six and their caregivers will have collections, programs, services, and spaces designed to ensure that children will enter school ready to learn to read, write, and listen.
- ✓ School-age children, teens and their caregivers will have collections, programs, services, and spaces designed to encourage reading, library use, and creativity. The library will help them acquire skills in finding and using information; nurture a lifelong love of learning; and aid the transition from child to adult.

	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Activities:</b>					
Administration	810,219	832,721	860,892	891,942	7.1%
Outreach	271,680	291,990	290,802	298,171	2.1%
Collection Development	770,893	789,062	758,089	760,454	-3.6%
Youth Services	356,410	374,465	385,751	397,692	6.2%
Information Services	487,783	508,174	523,802	539,281	6.1%
Circulation	433,196	460,795	464,421	482,064	4.6%
Network Services	157,657	170,539	171,185	168,704	-1.1%
<b>Total Operations</b>	<b>3,287,838</b>	<b>3,427,746</b>	<b>3,454,942</b>	<b>3,538,308</b>	<b>3.2%</b>
<b>Personnel - Authorized FTE</b>	31.00	31.00	31.50	31.50	

# LIBRARY ACTIVITIES

455

	2010/11	2011/12	2011/12	2012/13	% Change From
<b>Expenditures By Type:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>Adopted</b>
Personal Services	2,425,406	2,535,909	2,584,238	2,658,326	4.8%
Contractual	367,101	411,037	398,247	410,457	-0.1%
Commodities	88,479	75,900	67,707	64,525	-15.0%
Capital	406,600	404,800	404,550	404,800	0.0%
Other Expenditures	252	100	200	200	100.0%
<b>Total Expenditures</b>	<b>3,287,838</b>	<b>3,427,746</b>	<b>3,454,942</b>	<b>3,538,308</b>	<b>3.2%</b>
<b>Funding Sources:</b>					
General Fund	2,924,683	3,062,303	3,175,205	3,257,788	6.4%
Library State Aid	56,323	65,000	37,894	38,000	-41.5%
Central Iowa Interlibrary Loan	1,699	1,500	-	-	-100.0%
Library County	133,307	130,000	127,323	128,000	-1.5%
Library Gilbert	54,846	55,943	-	-	-100.0%
Desk Receipts	107,366	105,000	105,000	105,000	0.0%
Media Receipts	9,583	8,000	9,500	9,500	18.8%
Sale of Assets/Misc. Revenue	31	-	20	20	
<b>Total Funding Sources</b>	<b>3,287,838</b>	<b>3,427,746</b>	<b>3,454,942</b>	<b>3,538,308</b>	<b>3.2%</b>

# LIBRARY – ADMINISTRATION

## 455 -- 2610

The role of Administration is planning and supervising all library functions, including managing finances, physical plant, community relations, scheduling meeting rooms, personnel, and computer operations. This activity carries out the policies and directives of the Ames Public Library Board of Trustees. Administration serves as liaison to the Library’s auxiliary organization – Ames Public Library Friends Foundation.

**Service Objectives:**

- ✓ Implement contracts for design and construction of the Library Renewal Project
- ✓ Adopt new models of service based on changing technologies
- ✓ Maintain user satisfaction level at 96%
- ✓ Partner with ISU libraries for mutual service benefit
- ✓ Implement strategic plan for next three years
- ✓ Increase fundraising capacity through the Ames Public Library Friends Foundation
- ✓ Foster volunteer opportunities to fulfill mission
- ✓ Complete philanthropic fundraising and grant opportunities to supplement the \$18 million bond financing for the Library Renewal Project

	<b>2010/11</b>	<b>2011/12</b>	<b>2011/12</b>	<b>2012/13</b>	<b>% Change</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From</b>
					<b>Adopted</b>
<b>Expenditures:</b>					
Personal Services	571,823	597,076	636,520	655,228	9.7%
Contractual	201,797	214,895	206,490	217,814	1.4%
Commodities	36,599	20,750	17,882	18,900	-8.9%
Capital	-	-	-	-	
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>810,219</b>	<b>832,721</b>	<b>860,892</b>	<b>891,942</b>	<b>7.1%</b>
<b>Funding Sources:</b>					
General Fund	810,219	832,721	860,892	891,942	7.1%
<b>Total Funding Sources</b>	<b>810,219</b>	<b>832,721</b>	<b>860,892</b>	<b>891,942</b>	<b>7.1%</b>
<b>Personnel - Authorized FTE</b>	6.50	6.50	6.50	6.50	



# LIBRARY – ADMINISTRATION

## 455 -- 2610

### Highlights:

- A bond referendum for \$18 million to expand and renovate the library building was approved by 76% of the voters in the November 8, 2011, city-wide election. Prior to the vote, architectural firm MS&R presented a revised plan with a total project cost of \$20 million, a reduction of at least \$15 million over the former plan. The new plan calls for a complete renovation of the existing facility with 29,000 sq. ft. of additional floor space.
- The Ames Public Library Foundation and the Friends of Ames Public Library merged into one library fundraising support organization under the name Ames Public Library Friends Foundation (APLFF). The merger has served to end confusion among the public regarding the purpose of each organization.
- Additional security cameras were installed to improve the safety and security of people and library property.
- The Gilbert City Council entered into a new, three-year contract for library service with Story City this year, resulting in a **loss of nearly \$56,000 in anticipated annual revenue** to Ames. The bookmobile no longer makes a stop in Gilbert and all other outreach services have been terminated to the city. Residents within the City of Gilbert remain eligible for borrowing privileges if they come to the Ames Public Library or to bookmobile stops inside city limits.
- The air chilling system continues to be a problem and extensive repair work was done to the system this summer. A new system was deferred, pending the outcome of the proposed building project.
- The cost of personal services is 4.6% higher than anticipated due to shifts in employee health benefit plan choices and increases in required contributions to IPERS.
- During the state's last legislative session, cuts from the general fund and the Rebuild Iowa Infrastructure Fund (RIIF) resulted in an overall cut of 25.5% of Enrich Iowa funding for the current year. The effect on the library's 2011/12 budget is a **loss in income of \$18,429**.

	<b>2009/10 Actual</b>	<b>2010/11 Actual</b>	<b>2011/12 Adjusted</b>	<b>2012/13 Projected</b>
<b>Service Accomplishments:</b>				
Total circulation	1,431,023	1,388,273	1,390,000	1,300,000
Total library visits	435,572	416,908	440,000	400,000
Total reference questions	52,442	43,398	45,000	40,000
Total program attendance	50,215	56,804	55,000	40,000
Total registered borrowers	34,202	37,723	37,000	37,000
Total items in collection	221,375	226,009	220,000	220,000
Total volunteers	552	576	550	550
Total volunteer hours	16,174	16,801	16,000	16,000
<b>Efficiency and Effectiveness:</b>				
Circulation per capita*	24.3	24	23.6	22
Visits per capita*	7.4	7.1	7.5	6.8
Reference questions per capita*	.9	.9	.8	.7
Cost per circulation	\$2.23	\$2.37	\$2.37	\$2.53
Collection turnover rate	6.5	6.1	6.3	5.9
Registrations as % of population	58%	64%	63%	63%
Volunteers as FTE	7.8	8.1	7.7	7.7

\* Per capita figures are based on Ames' population of 58,965 (US Census: 2010).

# LIBRARY - OUTREACH

## 455 -- 2611

The role of Outreach is to provide service away from the main library building. Services include: the bookmobile, which serves seven neighborhoods in Ames; home delivery to those people physically unable to visit the library or bookmobile; deposit collections at community locations; and programs presented at sites and events around our community.

**Service Objectives:**

- ✓ Provide early literacy skill development through Project Smyles
- ✓ Fund Project Smyles via grants and fund drives
- ✓ Train volunteers for outreach work in home-bound services and Project Smyles
- ✓ Evaluate bookmobile schedule and sites
- ✓ Promote home delivery service to eligible persons via senior centers and community contacts

	2010/11	2011/12	2011/12	2012/13	% Change From Adopted
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	
Personal Services	233,342	246,980	247,132	253,858	2.8%
Contractual	36,587	43,360	42,145	42,788	-1.3%
Commodities	1,751	1,650	1,525	1,525	-7.6%
Capital	-	-	-	-	
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>271,680</b>	<b>291,990</b>	<b>290,802</b>	<b>298,171</b>	<b>2.1%</b>
<b>Funding Sources:</b>					
General Fund	271,680	291,990	290,802	298,171	2.1%
<b>Total Funding Sources</b>	<b>271,680</b>	<b>291,990</b>	<b>290,802</b>	<b>298,171</b>	<b>2.1%</b>
<b>Personnel - Authorized FTE</b>	3.50	3.50	3.50	3.50	

# LIBRARY - OUTREACH

## 455 -- 2611

### Highlights:

- Visited every kindergarten classroom in Ames and Gilbert schools.
- Outreach service to Gilbert was discontinued July 1, 2011.
- Fareway North bookmobile stop was extended by an hour to accommodate the increase in customers.
- Increased the number of book clubs meeting monthly at area senior housing facilities, and sent staff to help each group get started.
- Staff member presented Ames Public Library's program model for Project Smyles at the Association of Bookmobile and Outreach Services (ABOS) national conference in October.
- Partnered with Iowa Learning Farms and Joyful Hearts Musical Group to develop and produce a CD. Sales proceeds benefit Project Smyles.

	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
<b>Service Accomplishments:</b>				
Total Outreach circulation	125,084	135,802	124,425	125,000
Outreach programs (Youth, Teen, Adult)	162	126	125	125
Outreach program attendance	8,566	7,939	8,000	8,000
Project Smyles programs	892	973	950	950
Total Project Smyles program attendance	12,103	13,181	13,000	13,000
Home delivery recipients	66	65	66	66
Number of home deliveries	619	651	650	650
Centers served by deposit collections	21	23	23	23
<b>Efficiency and Effectiveness:</b>				
Outreach circulation per FTE	35,738	38,801	35,550	35,714
Outreach circulation as % of system total	8.7%	9.8%	9.0%	9.6%
% change in outreach circulation	1.6%	8.6%	-8.4%	.5%
# of deliveries per homebound recipient	9.4	10	9.8%	9.8%

# LIBRARY – COLLECTION DEVELOPMENT

## 455 -- 2612

The role of Collections is to acquire, catalog, and process for public use every item in the library's collection. Related functions include repairing items that are worn or damaged and the removal of outdated, damaged, or infrequently used materials from the collection. Collections manages the annual inventory of all materials and maintains the library's bibliographic database. Collections also provides interlibrary loan services.

**Service Objectives:**

- ✓ Acquire library materials at best price
- ✓ Maintain high level of interlibrary loan service
  
- ✓ Catalog all materials added to the collection within one week of receipt
- ✓ Process high-demand items within 24 hours of receipt
  
- ✓ Maintain materials acquisition budget to achieve at least "B" level status as specified by Iowa Library Commission standards
- ✓ Investigate potential efficiencies in acquisition methods, including outsourcing with vendors

	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	299,951	311,184	283,871	287,676	-7.6%
Contractual	38,517	46,478	42,918	42,478	-8.6%
Commodities	25,573	26,500	26,550	25,300	-4.5%
Capital	406,600	404,800	404,550	404,800	0.0%
Other	252	100	200	200	100.0%
<b>Total Expenditures</b>	<b>770,893</b>	<b>789,062</b>	<b>758,089</b>	<b>760,454</b>	<b>-3.6%</b>
<b>Funding Sources:</b>					
General Fund	770,893	789,062	758,089	760,454	-3.6%
<b>Total Funding Sources</b>	<b>770,893</b>	<b>789,062</b>	<b>758,089</b>	<b>760,454</b>	<b>-3.6%</b>
<b>Personnel - Authorized FTE</b>	4.00	4.00	4.00	4.00	

# LIBRARY – COLLECTION DEVELOPMENT

## 455 -- 2612

### Highlights:

- Implemented vendor processing for the adult and juvenile DVD collections.
- Expanded APL digital offerings by adding an e-book collection.
- Increased DVD security by physically moving the collection, adding additional security cameras, and implementing a monthly DVD inventory.

	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
<b>Service Accomplishments:</b>				
Items added to the collection	23,098	26,058	20,000	20,000
Downloadable items available at year end	5,679	8,690	10,000	15,000
Items withdrawn	9,240	30,114	30,000	10,000
Items mended	3,537	1,743	3,500	3,500
DVD and CDs buffed and repaired	5,306	7,516	7,500	7,500
Interlibrary loans borrowed from others	1,587	1,629	1,700	1,800
Interlibrary loans to others	4,907	4,241	4,300	4,400
<b>Efficiency and Effectiveness:</b>				
% of items processed within 24 hours	32%	27%	30%	30%
% of items processed within one week	97%	98%	98%	98%
Items processed per FTE	5,775	6,515	5,000	5,000

# LIBRARY – YOUTH SERVICES

## 455 -- 2613

The role of Youth Services is to provide youth and their caregivers a library collection, programs, and a safe environment designed to ensure that children will enter school ready to read, write, and listen; to be encouraged to read for personal enrichment; develop a life-long habit of using the library for the pursuit of learning.

**Service Objectives:**

- ✓ Design programs for all ages of youth and their caregivers
  - ✓ Provide year-round reading programs for all ages of youth
  - ✓ Evaluate library spaces to enhance age-appropriate areas for various age groups of youth
  - ✓ Develop web-based activities for children and teens using educational databases and social media
- ✓ Partner with Ames Community Schools and community organizations for youth programming
  - ✓ Provide print and non-print collections focusing on emergent literacy skills
  - ✓ Develop programs for teen library users; promote services targeted for this age group
  - ✓ Support Project Smyles programming by providing staff for regular ongoing visits, annual visits, and collection development

	<b>2010/11</b>	<b>2011/12</b>	<b>2011/12</b>	<b>2012/13</b>	<b>% Change</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From</b>
					<b>Adopted</b>
<b>Expenditures:</b>					
Personal Services	342,786	357,192	370,662	381,339	6.8%
Contractual	10,091	12,923	11,439	12,703	-1.7%
Commodities	3,533	4,350	3,650	3,650	-16.1%
Capital	-	-	-	-	
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>356,410</b>	<b>374,465</b>	<b>385,751</b>	<b>397,692</b>	<b>6.2%</b>
<b>Funding Sources:</b>					
General Fund	356,410	374,465	385,751	397,692	6.2%
<b>Total Funding Sources</b>	<b>356,410</b>	<b>374,465</b>	<b>385,751</b>	<b>397,692</b>	<b>6.2%</b>
<b>Personnel - Authorized FTE</b>	5.50	5.50	5.50	5.50	

# LIBRARY – YOUTH SERVICES

## 455 -- 2613

### Highlights:

- Practiced Total City Perspective by co-sponsoring programs with each of the following City Departments: Administration-Public Relations, Fire, Parks and Recreation, Police, and Water.
- Supported Project Smyles by providing Youth Services staff for the ongoing Project Smyles visits as well as annual Project Smyles visits and kindergarten visits.
- Partnered with area schools to hold the second annual Battle of the Books for fifth graders and the inaugural Battle of the Books for sixth graders.
- Partnered with Ames Community School District’s English as a Second Language-English Language Learners (ESL-ELL) initiative to offer four programs at Ames Public Library. Each provided a meal, CyRide Information, literacy education, and a free book to each child in attendance.
- Selected as a host site by the U. S. Department of Energy as a partner with the Ames Laboratory to present the PBS *Nova – Making Stuff* program and provided related activities.
- Established new collaborations with entities such as the Iowa Reading Association, Mid-Iowa Community Action (MICA) Early Headstart, Reiman Gardens, ISU Latino Association, and the ISU Educational Leadership and Policy Studies Program.
- Initiated a successful and unique pre-scheduled menu approach to programming to better serve home school families.

	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
<b>Service Accomplishments:</b>				
Youth/family program attendance	20,825	26,153	26,000	20,000
Teen program attendance	744	1,184	1,000	800
Total youth program attendance	21,569	27,337	27,000	20,800
Summer reading program participation	2,305	2,262	2,300	2,300
Total youth circulation	520,963	515,713	515,000	485,000
Youth reference questions	9,932	9,353	9,000	8,500
<b>Efficiency and Effectiveness:</b>				
	*	**		
Circulation per capita (youth population)	70.3	65.28	65.19	61.39
Total program attendance per capita	2.91	3.46	3.42	2.63
Youth reference questions per capita	1.34	1.18	1.14	1.14

\*Population for 2009/10 based US Census 2000 data on persons in Ames under age 18: 7,407

\*\*Youth population for 2010/11 based on US Census 2010: 7,900

# LIBRARY – INFORMATION SERVICES

455 -- 2614

The role of Library Information Services is to provide information and readers' advisory service either in person, by telephone, or via electronic resources such as the World Wide Web. Library Information Services staff develops the adult print and non-print collections as well as electronic web-based databases. Staff coordinates, plans, and implements library programs of interest to a general audience. Staff enables access to specialized resources through local indexing and preservation work.

**Service Objectives:**

- ✓ Increase adult print circulation through marketing and patron interaction
- ✓ Continue to develop digital collections
- ✓ Design creative programs to increase program attendance for general audiences
- ✓ Increase use of web-based services utilizing social networking technologies
- ✓ Promote use of web-based library resources, in particular focusing on databases for language learning and adult education

	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	479,259	497,242	514,030	528,459	6.3%
Contractual	6,887	9,282	7,972	8,972	-3.3%
Commodities	1,637	1,650	1,800	1,850	12.1%
Capital	-	-	-	-	
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>487,783</b>	<b>508,174</b>	<b>523,802</b>	<b>539,281</b>	<b>6.1%</b>
<b>Funding Sources:</b>					
General Fund	487,783	508,174	523,802	539,281	6.1%
<b>Total Funding Sources</b>	<b>487,783</b>	<b>508,174</b>	<b>523,802</b>	<b>539,281</b>	<b>6.1%</b>
<b>Personnel - Authorized FTE</b>	6.75	6.75	6.75	6.75	



# LIBRARY – INFORMATION SERVICES

455 -- 2614

## Highlights:

- Partnered with Iowa Workforce Development (IWD) to provide Virtual Access Points – three computer workstations – in the wake of the closure of the Ames IWD office.
- Established co-sponsorship with several new community partners to provide programs for adults, for example: worked with Ames First United Methodist Church to offer a series on end-of-life planning; partnered with ACCESS and the Story County Coalition Against Domestic Violence to host an exhibit of art created by victims of domestic violence; and co-sponsored Ames Reads (and Remembers) Farwell T. Brown with Ames Historical Society, a day-long tribute to Ames’ historian.
- Received an American Library Association/National Endowment for the Humanities grant to hold a five-part book discussion commemorating the Civil War Sesquicentennial: “Let’s Talk About It: Making Sense of the American Civil War and Emancipation.”
- Identified an electronic resource to provide full-text access to *The Tribune*, resulting in significant staff savings.
- Supported the implementation of a downloadable e-book collection and continued to develop Tech Talk training sessions for the public.
- Evaluated loss experienced within media collection and participated in process improvement to reconfigure large areas of the library for better security.
- Developed monthly television program, *At Your Library*, to highlight library services, collections, and programs on Channel 12.

	2009/10	2010/11	2011/12	2012/13
	Actual	Actual	Adjusted	Projected
<b>Service Accomplishments:</b>				
Adult print circulation	387,393	374,840	360,000	360,000
Adult non-print circulation	397,583	349,049	350,000	350,000
# of general interest programs	227	220	230	230
Total audience at programs	7,977	7,007	7,500	7,500
Use of electronic resources	94,922	94,275	96,000	96,000
“Ask a Librarian” web reference activity	2,325	1,780	2,000	2,000
# of reference questions	42,510	43,398	45,000	45,000
<b>Efficiency and Effectiveness:</b>				
% change in adult print circulation	5.6%	-3.2%	-7%	-7%
% change in non-print circulation	5.1%	-12.2%	-12%	-12%
Attendance per program	35	32	33	33
Reference questions per FTE	6,298	6,429	7,200	7,200
Reference questions per open hour	12.2	12.2	12.6	12.6

# LIBRARY - CIRCULATION

## 455 -- 2615

The role of Circulation is to manage the circulation of library materials, including checking out materials and re-shelving of materials upon return. Related functions include issuing library cards; maintaining the patron database; collecting fines and fees; managing overdue accounts; and processing reserved items (holds).

**Service Objectives:**

- ✓ Implement online borrower card registration
  - ✓ Implement performance appraisal system for hourly staff
  - ✓ Implement RFID collection management in preparation for automated materials handling systems
- ✓ Optimize usage of self-check units
  - ✓ Investigate online payment for fines and fees
  - ✓ Improve accuracy and turn-around time for shelving of returned materials

	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	414,517	439,837	444,946	462,226	5.1%
Contractual	12,960	14,958	14,175	14,538	-2.8%
Commodities	5,719	6,000	5,300	5,300	-11.7%
Capital	-	-	-	-	
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>433,196</b>	<b>460,795</b>	<b>464,421</b>	<b>482,064</b>	<b>4.6%</b>
<b>Funding Sources:</b>					
General Fund	433,196	460,795	464,421	482,064	4.6%
<b>Total Funding Sources</b>	<b>433,196</b>	<b>460,795</b>	<b>464,421</b>	<b>482,064</b>	<b>4.6%</b>
<b>Personnel - Authorized FTE</b>	3.75	3.75	4.25	4.25	

# LIBRARY - CIRCULATION

455 -- 2615

## Highlights:

- Reclassified one half-time Library Assistant position to a half-time Circulation Clerk position and utilized funds from temporary salary budget pool to create an additional new permanent half-time Circulation Clerk position. The aim is to provide greater longevity and continuity within the department, while reducing turnover and the related training costs.
- Promoted National Library Card Sign-up Month with display, television coverage, and goodie bags for new customers.
- Featured Circulation Department services with educational segments on Channel 12.
- Began Radio Frequency Identification (RFID) implementation project described in the Capital Improvements Plan. RFID tags will improve inventory management, speed up the check-out process for library patrons, and reduce the amount of staff time required for intake and sorting of returned materials.

	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
<b>Service Accomplishments:</b>				
Circulation at library (excluding Outreach)	1,305,939	1,239,602	1,265,575	1,175,000
Holds processed	141,703	135,961	140,000	135,000
Fines/fees collected	\$107,838	\$116,949	\$114,500	\$114,500
Referrals to collection agency	569	508	500	500
Value of materials recovered via collection	\$5,977	\$6,151	\$6,000	\$6,000
Money collected via collection agency	\$11,879	\$13,924	\$13,000	\$13,000
<b>Efficiency and Effectiveness:</b>				
% change in library circulation (excluding Outreach)	3.4%	-5.1%	2.1%	-7.2%
Items checked out per hours open	373	348	356	330
Items circulated per FTE*	96,736	91,822	93,746	87,037

\*FTE count for 2009/10 and 2010/11 included 3.75 salaried staff and 9.75 hourly staff members for a total of 13.5 FTE.  
The FTE count for 2011/12 and 2012/13 includes 4.25 salaried staff and 9.25 hourly staff members for the same total FTE.

# LIBRARY – NETWORK SERVICES

## 455 -- 2616

Network Services is responsible for the development, implementation, and maintenance of all automated functions of library services as well as the data lines required for network access. Network Services is responsible for the management of the library’s integrated library system (ILS) which includes the cataloging of the collection, circulation records, and other aspects of library records management. The library maintains a computer lab for public Internet access and other personal computing functions. The library maintains a wireless network throughout the library building.

**Service Objectives:**

- ✓ Respond promptly to “helpdesk” requests
- ✓ Study and implement new automation solutions for efficiency and economy
- ✓ Replace computer equipment as per replacement schedule
- ✓ Update automation systems as new upgrades become available
- ✓ Maintain maximum “uptime” on integrated library automation system
- ✓ Investigate cloud computing and how it might be an advantage for the Library
- ✓ Investigate and recommend services and technologies that promote the Digital Library Branch

	2010/11	2011/12	2011/12	2012/13	% Change
	Actual	Adopted	Adjusted	Adopted	From Adopted
<b>Expenditures:</b>					
Personal Services	83,728	86,398	87,077	89,540	3.6%
Contractual	60,262	69,141	73,108	71,164	2.9%
Commodities	13,667	15,000	11,000	8,000	-46.7%
Capital	-	-	-	-	
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>157,657</b>	<b>170,539</b>	<b>171,185</b>	<b>168,704</b>	<b>-1.1%</b>
<b>Funding Sources:</b>					
General Fund	157,657	170,539	171,185	168,704	-1.1%
<b>Total Funding Sources</b>	<b>157,657</b>	<b>170,539</b>	<b>171,185</b>	<b>168,704</b>	<b>-1.1%</b>
<b>Personnel - Authorized FTE</b>	1.00	1.00	1.00	1.00	

# LIBRARY - NETWORK SERVICES

## 455 -- 2616

### Highlights:

- Upgraded backup software to work better with virtualized servers.
- Worked with Heartland Technologies to integrate T1 and DSL lines with firewall to create better utilization of purchased bandwidth.
- Installed new public PCs with Office 2010.
- Moved server rack to different internal location to enhance cooling and control noise.
- Worked with Dakota Security to install new camera server, network, and high resolution cameras.
- Supported library in understanding radio frequency identification (RFID) technologies, which will be used to improve inventory management and security.

	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
<b>Service Accomplishments:</b>				
# of public access computers	28	23	30	30
Public access user sessions	66,015	58,478	59,500	59,500
Total public access hours	42,910	38,985	51,250	51,250
Helpdesk requests submitted	128	201	205	220
Helpdesk requests resolved	128	199	197	220
Public catalog searches	1,258,773	1,174,864	1,214,000	1,214,000
<b>Efficiency and Effectiveness:</b>				
# of sessions per computer	2,358	2,543	2,000	2,000
Average # of minutes per session	39	40	40	40
% of time computers in use	44%	48%	48%	48%
% helpdesk requests resolved	100%	96%	99%	100%
Public catalog searches per capita*	21.3	19.9	20.6	20.6

\* Per capita figures are based on Ames' population of 58,965 (US Census: 2010).

# LIBRARY - GRANTS AND GIFTS

456 -- 26

The role of this program is to manage revenues and expenditures from private and governmental grants, bequests, gifts, and other contributions from individuals, agencies, and civic organizations. Expenditures from this program are funded by non-general fund sources.

**Service Objectives:**

- ✓ Maintain Project Smyles outreach to daycare programs
  - ✓ Maintain "Books for Babies" program at Mary Greeley Medical Center
  - ✓ Continue Library expansion project
- ✓ Enhance print and non-print collections
  - ✓ Develop programs based on community interests
  - ✓ Acquire equipment for library projects and programs

	2010/11	2011/12	2011/12	2012/13	% Change
	Actual	Adopted	Adjusted	Adopted	From Adopted
<b>Expenditures:</b>					
Personal Services	64,363	55,000	64,197	64,197	16.7%
Contractual	8,786	6,950	11,550	3,803	-45.3%
Commodities	14,522	18,000	13,449	7,539	-58.1%
Capital	10,645	11,000	16,859	4,000	-63.6%
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>98,316</b>	<b>90,950</b>	<b>106,055</b>	<b>79,539</b>	<b>-12.5%</b>
<b>Funding Sources:</b>					
Library Bequests	4,017	-	-	-	
Friends of the Library	20,054	24,450	28,688	8,500	-65.2%
Library Donations	74,245	66,500	77,367	71,039	6.8%
<b>Total Funding Sources</b>	<b>98,316</b>	<b>90,950</b>	<b>106,055</b>	<b>79,539</b>	<b>-12.5%</b>
<b>Personnel - Authorized FTE</b>	.00	.00	.00	.00	

# LIBRARY - GRANTS AND GIFTS

456 – 26

## Highlights:

- Continued Project Smyles, a service to daycare centers, to provide reading programs and instruction for daycare providers in the encouragement of reading and early literacy skill development. (Direct State Aid, APL Friends Foundation, APL Teen Advisory Group, and grants from: Central Iowa Library Service Area, Morning Rotary, Target, and United Way of Story County)
- Maintained “Books for Babies” program, which provides a children’s book to each Story County newborn and a parent’s packet to encourage reading with children. (Direct State Aid)
- Made use of supplemental funding for the print and non-print collections. (Ames Public Library Friends Foundation)
- Featured programs for adults and children throughout the year. (Ames Public Library Friends Foundation)
- Enhanced summer reading programs for youth. (Ames Public Library Friends Foundation)
- Continued to develop the library expansion project with architectural firm Meyers, Scherer, and Rockcastle LLC. (Bequests)
- Held special summer programs, including magic show, for children. (Donations)
- Purchased presentation cabinet/cart for use in the auditorium, and bean bag chairs and ottomans for the teen space. (Donations)

# FIRE - HEALTH AND SANITATION

441 -- 24

Following the retirement of the City of Ames Sanitarian, the State of Iowa terminated the City's contract and assumed all food service inspections.

The department has received very little feedback on the experience of our local food establishments with Iowa Department of Inspections and Appeals (DIA) inspections. Inspections staff has worked cooperatively with the DIA staff regarding plan review for new food service establishments.

**Service Objectives:**

- ✓ Under contract, conduct required safety inspections on all facilities licensed by the Iowa Department of Inspections & Appeals (i.e. food service establishments, food establishments, schools, vending operations, mobile food units/pushcarts, temporary food establishments, hotels/motels)
- ✓ Serve as liaison for agencies such as the Iowa Department of Public Health, Centers for Disease Control, Food and Drug Administration, US Department of Agriculture, and the National Association of County and City Health Officials in response to advisories, press releases, recalls, and safety alerts
- ✓ Provide a vector control program concentrating on mosquito control as the major function
- ✓ Conduct annual inspections of garbage/refuse collection vehicles that service Ames accounts and vehicles that deposit garbage and refuse at the Ames Resource Recovery Plant

	2010/11	2011/12	2011/12	2012/13	% Change
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From Adopted</b>
<b>Expenditures:</b>					
Personal Services	152,106	111,292	-	-	-100.0%
Contractual	22,189	9,705	-	-	-100.0%
Commodities	2,133	1,150	-	-	-100.0%
Capital	-	-	-	-	
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>176,428</b>	<b>122,147</b>	-	-	<b>-100.0%</b>
<b>Funding Sources:</b>					
General Fund	106,307	49,647			-100.0%
Garbage Hauling Licenses	2,400	2,500	-	-	-100.0%
Motel Inspection	946	1,104	-	-	-100.0%
Restaurant Inspection	66,670	68,586	-	-	-100.0%
Vending Inspection	105	310	-	-	-100.0%
<b>Total Funding Sources</b>	<b>176,428</b>	<b>122,147</b>	-	-	<b>-100.0%</b>
<b>Personnel - Authorized FTE</b>	1.40	1.40	.00	.00	



# **FIRE - HEALTH AND SANITATION**

441 -- 24

## **Highlights:**

The mosquito control program is now part of the Parks Activities program. Resource Recovery is conducting the annual inspections of the garbage/refuse collection vehicles and the license fee is shown in the City Clerk's budget.

The .4 clerical position was shifted to the Building Safety program.

# POLICE - ANIMAL SHELTERING/CONTROL

442 -- 2538

The Animal Sheltering/Control activity provides impoundment and sheltering for domestic animals found within the City. Animals are also accepted from pet owners who wish to terminate their ownership without euthanasia or abandonment. The division does provide services to owners requesting (paid) humane euthanasia. An adoption service is provided for persons seeking pets. The division enforces municipal ordinances and state laws related to animals. The division also deals with some urban wildlife conservation and relocation. Animals suspected of having rabies are handled by this division as well.

The Animal Shelter is open to the public for visitation 30 hours per week and by appointment. An animal control officer is available for response ten hours per day on weekdays and eight hours per day on weekends. Limited after hours emergency services are also provided. Sheltered animal care is provided each day, every day.

The division continues programming in humane education, children and animal safety, training and behavioral problem-solving tips, keeping pets home and safe, volunteerism, pets for seniors, and low-income spay/neuter funding.

**Service Objectives:**

- ✓ Manage animal related conflicts within the City
- ✓ Manage emergency response where animals are involved
- ✓ Provide safe and humane animal sheltering facilities
- ✓ Assist citizens in responding to wildlife issues
- ✓ Provide public education on animal concerns
- ✓ Enhance prevention programming and outreach
- ✓ Effectively manage donations
- ✓ Collaborate in animal related problem solving

	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	275,107	278,664	276,911	285,422	2.4%
Contractual	56,031	46,734	47,779	47,114	0.8%
Commodities	14,963	18,750	19,345	18,850	0.5%
Capital	-	-	5,911	-	
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>346,101</b>	<b>344,148</b>	<b>349,946</b>	<b>351,386</b>	<b>2.1%</b>
<b>Funding Sources:</b>					
General Fund	302,986	302,448	312,746	314,636	4.0%
Animal Impounding Fees	23,652	29,000	24,000	24,000	-17.2%
Infraction Serving	-	-	-	-	
Animal Shelter Donations	19,463	12,700	13,200	12,750	0.4%
Miscellaneous Revenue	-	-	-	-	
<b>Total Funding Sources</b>	<b>346,101</b>	<b>344,148</b>	<b>349,946</b>	<b>351,386</b>	<b>2.1%</b>
<b>Personnel – Authorized FTE</b>	<b>3.90</b>	<b>3.90</b>	<b>3.90</b>	<b>3.90</b>	

# POLICE - ANIMAL SHELTERING/CONTROL

442 -- 2538

## Highlights:

The Ames Animal Sheltering and Control program continues to evolve in order to meet the service needs of the community. In terms of sheltering, the program is currently at an **89% rate for animal reclamation and adoption**. The 2011 numbers for animal intakes are lower than in previous years and staff sees this as a positive outcome of public education and community partnerships.

At the beginning of the year, the Animal Shelter was working with a local architect to implement a new **energy savings program** that would expand and improve the shelter facility. An unsuccessful bid process resulted in a bid price that was unacceptable. A revised project, coordinated by department personnel, seeks to implement many of the changes proposed by the project in phases over several years. A new high efficiency furnace, air conditioner, hot water heater and insulation are among the first steps that will be proposed for the project in FY 11/12. The overall goal is to improve the shelter environment for animals and staff while improving the efficiency of the facility.

Public educational efforts on issues surrounding **urban wildlife**, and additional time spent with individual callers on this issue, has in some cases increased the tolerance for urban wildlife. Although the number of wildlife animals handled has increased, the nature and intensity of citizens' concerns has evolved.

The division also provides public education on animal issues and has assisted in **resolving neighborhood complaints** through mediation. Barking dogs, pets without leashes and cases of that character are important to the citizens involved. Amicable resolution of those issues assists both the animal and the people involved.

The Animal Shelter had a unique opportunity to utilize the services of several Iowa State University **work-study students** this year. At no direct cost, the shelter was able to use the services of several students to address staffing needs. The use of work-study students also gave the shelter the opportunity to build new relationships and extend the understanding of the shelter's services to an important group of Iowa State students.

	2009/10	2010/11	2011/12	2012/13
<b>Service Accomplishments:</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
Animals through the program (dogs, cats, wildlife, exotics, other domestics, ordinance impounds, relinquishments)	1,084	1,080	1,000	1,000
Adoptions and reclamations	740	708	800	800
Annual phone calls	13,000	14,000	13,500	13,500
Visitations	17,549	18,000	18,000	18,000
Public talks and tours	10	12	15	15
Carcass disposals	255	270	260	260
Field calls	2,356	2,366	2,360	2,360
Citations issued	41	15	20	20
Trap permits	14	12	13	13
Wildlife directly handled	220	240	235	235
<b>Efficiency and Effectiveness:</b>				
Adoptions/reclamations as %	90%	89%	90%	90%

# HUMAN SERVICE AGENCIES

444 -- 64

This program accounts for the allocations which are made by the City Council to Human Service providers in the Ames community. These human service agencies also receive funding from Story County, Iowa State University Government of the Student Body (GSB), and the United Way, along with other public and private sources. The agencies provide human services in several broad categories or federations: child care services, prevention and crisis services, health and development services, Story County senior citizen services, and youth and family services. Recommendations on this funding are made to the City Council by the Analysis of Social Service Evaluation Team (ASSET) committee. A portion of the salary of one Assistant City Manager is located here for work with ASSET.

**Service Objectives:**

- ✓ Promote coordination of human services planning and funding among sponsoring organizations
  - ✓ Assess needs for human services programs in Story County and evaluate capabilities of agencies to provide needed programs
  - ✓ Provide funding recommendations to governing bodies of sponsoring organizations
- ✓ Perform additional tasks or conduct service research as requested by funders
  - ✓ Monitor trends in human services provision in other parts of state/country for possible consideration in Story County

	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	17,603	16,592	20,976	16,659	0.4%
Contractual	1,058,346	1,115,037	1,115,437	1,153,928	3.5%
Commodities	-	-	-	-	
Capital	-	-	-	-	
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>1,075,949</b>	<b>1,131,629</b>	<b>1,136,413</b>	<b>1,170,587</b>	<b>3.4%</b>
<b>Funding Sources:</b>					
Local Option	1,075,949	1,131,629	1,136,413	1,170,587	3.4%
<b>Total Funding Sources</b>	<b>1,075,949</b>	<b>1,131,629</b>	<b>1,136,413</b>	<b>1,170,587</b>	<b>3.4%</b>
<b>Personnel – Authorized FTE</b>	.12	.12	.12	.12	

# HUMAN SERVICE AGENCIES

444 -- 64

## Highlights:

- For FY 11/12, the City Council allocated \$1,111,437 for ASSET services, based on the recommendations from the volunteers. This was an increase of 3% over the previous year's allocations.
- For FY 12/13, \$1,178,125 was made available for the ASSET allocation process. An amount of \$ 1,150,278 was recommended by ASSET for allocation on January 19, 2012. This is an increase of approximately 3.5% over the FY 11/12 funding level.
- The City's priorities for FY 12/13 will remain as follows, in order of priority:
  - Assistance to low and moderate income individuals
  - Basic needs
  - Crisis intervention
  - Prevention
  - Transportation
- The City funds approximately 25 agencies through this process.
- During FY 11/12, the City will be involved in a Request for Proposal process for mental health services with the other funders in the ASSET process. With possible changes in how mental health services are administered by the State (the "redesign" effort), Story County must position itself for the future by ensuring that the required services are available to the residents of this county so they aren't forced to go elsewhere.
- The portion of an Assistant City Manager's salary allocated to this program remains at 12% for FY 12/13 in recognition of time spent on the ASSET process and on various human services projects.
- As part of the Council's goal to strengthen neighborhoods, two Council Members will join the Mayor in attending the ASSET Joint Funders' meetings.

**HUMAN SERVICE AGENCIES RECEIVING CITY LOCAL OPTION  
FUNDING THROUGH THE A.S.S.E.T. PROCESS**

	<b>2010/11 Actual</b>	<b>2011/12 Adopted</b>	<b>2011/12 Adjusted</b>	<b>2012/13 Adopted</b>
<b>Child Care Services:</b>				
Center for Childcare Resources	13,930	14,294	14,294	0
Ames Community Preschool	68,973	72,620	72,620	75,525
University Community Childcare	38,499	40,212	40,212	41,698
ChildServe	17,660	17,660	17,660	17,660
Orchard Place	0	0	0	5,665
<b>Community &amp; Crisis Services:</b>				
Center for Creative Justice	47,500	50,113	50,113	51,115
Assault Care Center Extending Shelter and Support	46,651	48,798	48,798	50,910
<b>Health &amp; Development Services:</b>				
Homeward of MGMC	26,082	28,627	28,627	30,440
Community & Family Resources *	89,639	104,418	104,418	106,125
Lutheran Services in Iowa	2,825	2,825	2,825	2,825
National Alliance for Mentally Ill	400	432	432	1,450
<b>Story County Senior Citizens:</b>				
Heartland Senior Services *	147,844	151,990	151,990	176,905
Retired Senior Volunteer Prog	24,150	25,000	25,000	25,695
Foster Grandparents		3,221	3,221	3,221
<b>Youth and Family:</b>				
ARC of Story County	5,037	6,500	6,500	6,700
Boys and Girls Club	88,000	88,900	88,900	90,675
Campfire USA	4,324	5,812	5,812	5,872
Youth & Shelter Services	175,474	183,191	183,191	188,907
Big Brothers Big Sisters *	10,000	11,560	11,560	12,500
Legal Aid Society	67,548	72,952	72,952	75,870
Mid-Iowa Community Action	37,584	31,971	31,971	33,088
Emergency Residence Project	56,250	58,000	58,000	60,481
American Red Cross *	20,188	21,530	21,530	13,980
Good Neighbor	15,000	15,400	15,400	15,730
The Richmond Center *	46,428	50,411	50,411	52,051
Volunteer Center of Story County	5,000	5,000	5,000	5,190
<b>Total Funding Available</b>	<b>1,054,986</b>	<b>1,111,437</b>	<b>1,111,437</b>	<b>1,150,278</b>

\* Contracts for FY 12/13 are being withheld until determination of final services or receipt of requested financial information.

# ART SERVICES/AGENCIES

445 -- 64

The allocations recommended by the Commission on the Arts for various community arts operations are budgeted in this activity. In 1991, the City Council added a new project for the acquisition of art for public properties. These funds are administered by the Public Art Commission (PAC).

**Service Objectives:**

Commission On The Arts

- ✓ Review requests for funding from community arts organizations based on criteria provided by City Council
- ✓ Make semi-annual recommendations to the City Council for funding of special grants and annual operating funding recommendations
- ✓ Monitor performance under the awarded grants by reviewing final reports on all annual grants and mini-grants
- ✓ Report Commission opinions on the needs of arts organizations in Ames, as appropriate

Public Art Commission

- ✓ Enhance the lives of Ames residents with both the Art Around the Corner and Neighborhood Art projects
- ✓ Continue the successful Art in Parks, Art Around the Corner, and neighborhood art programs
- ✓ Continue to develop a proactive art maintenance program to preserve and distribute artwork throughout City offices

	2010/11	2011/12	2011/12	2012/13	% Change
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From</b>
					<b>Adopted</b>
Personal Services	108	-	-	-	
Contractual	135,604	131,540	131,540	138,117	5.0%
Commodities	2,275	-	-	-	
Capital	-	30,000	46,877	33,500	11.7%
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>137,987</b>	<b>161,540</b>	<b>178,417</b>	<b>171,617</b>	<b>6.2%</b>
<b>Funding Sources:</b>					
Local Option	137,923	161,540	178,417	171,617	6.2%
Public Art Donations	64	-	-	-	
Hotel/Motel	-	-	-	-	
<b>Total Funding Sources</b>	<b>137,987</b>	<b>161,540</b>	<b>178,417</b>	<b>171,617</b>	<b>6.2%</b>
<b>Personnel – Authorized FTE</b>	.00	.00	.00	.00	

# ARTS SERVICES/AGENCIES

445 -- 64

## Highlights:

### Commission On The Arts (COTA)

For FY 11/12, the Commission On The Arts was allocated a total of \$131,540, funding approximately 13 different organizations. This was an increase of 3% over the FY 10/11 allocation.

For FY 12/13, COTA recommended funding in the amount of \$138,117 (an increase of 5% over FY 11/12). There were no new organizations requesting funding from the City through COTA. The Commission again increased the amount of funding allocated to the annual grants, and reserved less for the mini-grants based on input from the organizations and the fact that the mini-grant funds have not been entirely drawn down recently. A total of \$155,150 was requested.

### Public Art Commission (PAC)

Following the successful 2008 Patrick Dougherty environmental sculpture in Ada Hayden Heritage Park, the PAC collaborated with the Parks and Recreation Commission to bring **sculptor Peter Irniq** of Nunavut, Canada to Ames in September 2011. Building upon a substantial amount of public interest and involvement, Peter created **three stone landmarks called inuksuit** (singular inuksuk) in Ada Hayden, Brookside, and McCarthy Lee parks. He also participated in a number of well-received public education initiatives related to his artwork and the Inuit culture. The PAC is now exploring potential future "Art in the Parks" initiatives to maintain this momentum.

The "Art Around the Corner" and Neighborhood Art programs continue to be received very positively within the community. The PAC is exploring possible ways to bring additional public art to Campustown, including collaborating with the Transit Board on artwork for the new intermodal hub.

During 2012, the PAC will undergo a significant leadership change as members complete their terms of appointment. The PAC has prepared for this transition by establishing a strong Executive Committee and sub-committees.



**PUBLIC ARTS AGENCIES RECEIVING CITY LOCAL OPTION  
RECOMMENDATIONS FROM C.O.T.A. – COMMISSION ON THE ARTS**

	<b>2010/11 Actual</b>	<b>2011/12 Adopted</b>	<b>2011/12 Adjusted</b>	<b>2012/13 Adopted</b>
ACTORS (Ames Community Theater)	11,080	12,170	12,170	13,464
AIOFA (Ames International Orchestra Festival)	5,983	7,600	7,600	8,080
Ames Chamber Artists	2,330	2,390	2,390	2,390
Ames Children’s Choirs	9,026	9,200	9,200	9,718
Ames Choral Society	2,516	2,550	2,550	2,690
Ames Community Arts Council	7,620	7,700	7,700	8,111
Ames Town & Gown	14,880	14,950	14,950	16,007
Central Iowa Symphony	8,849	10,000	10,000	10,424
Co’Motion:				
Kids Co’Motion	2,803	2,860	2,860	3,167
Co’Motion Dance Theater	5,372	5,480	5,480	5,593
Commission on the Arts Mini Grants	4,402	3,500	3,500	3,489
Friends of Ames Strings	1,200	1,200	1,200	1,200
Story Theater Company	8,780	8,780	8,780	8,982
The Octagon	42,840	43,160	43,160	44,802
<b>Total Funding Available</b>	<b>127,681</b>	<b>131,540</b>	<b>131,540</b>	<b>138,117</b>

# CEMETERY

461

This activity provides efficient interment services and maintains quiet, attractive grounds and facilities at the 9<sup>th</sup> Street Cemetery (53 acres) and Ontario Cemetery (4 acres). Maintenance is provided by contractual services for mowing and trimming of all the cemetery grounds. City personnel coordinate funerals, lot sales, and setting monuments as well as minor maintenance of the grounds. Limited maintenance is also provided for the small "Sunday Cemetery" located next to the old Water Pollution Control Plant.

**Service Objectives:**

- ✓ Maintain two City cemeteries in a neat and orderly fashion
  - ✓ Respond in a timely fashion to all grave opening and closing requests
  - ✓ Administer the mowing contract
- ✓ Coordinate funerals, cemetery lot sales, and sale of columbarium spaces
  - ✓ Set markers and monuments

	2010/11	2011/12	2011/12	2012/13	% Change From Adopted
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>Adopted</b>
Personal Services	63,059	73,611	63,355	65,719	-10.7%
Contractual	46,039	58,555	60,380	59,487	1.6%
Commodities	3,538	1,440	8,940	1,440	0.0%
Capital	-	-	-	-	
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>112,636</b>	<b>133,606</b>	<b>132,675</b>	<b>126,646</b>	<b>-5.2%</b>
 <b>Funding Sources:</b>					
General Fund	(3,565)	18,506	13,175	10,146	-45.2%
Current Need Lot Sales	18,240	20,000	20,000	20,000	0.0%
Pre-Need Lot Sales	17,380	20,000	20,000	20,000	0.0%
Marker Footings	1,125	2,500	2,500	2,500	0.0%
Interments	61,510	57,000	57,000	57,000	0.0%
Columbarium	2,022	2,000	5,000	2,000	0.0%
Interest	15,924	13,600	15,000	15,000	10.3%
<b>Total Funding Sources</b>	<b>112,636</b>	<b>133,606</b>	<b>132,675</b>	<b>126,646</b>	<b>-5.2%</b>
<b>Personnel – Authorized FTE</b>	1.08	1.08	1.00	1.00	

# CEMETERY

461

## Highlights:

**General Fund support** of the cemetery is projected to decrease to \$10,146 for FY 12/13 (from \$13,175 in FY 11/12).

**Mowing and trimming services** for the cemetery continue to be contracted out. It is estimated that the cemetery will be **mowed 15 times**. The total cost of mowing is estimated at \$30,000 for both FY 11/12 and FY 12/13.

A **.08 FTE shift** from Cemetery to Street Surface Maintenance is the result of changing needs within the Public Works Operations work activities.

Cemetery **rates** for interments, cremations, lots, etc. continue to be competitive with surrounding communities. The last fee increase was in 2005.

**Large tree trimming** continues throughout the cemetery at an annual cost of \$2,500. Also included in FY 12/13 is \$2,500 for **monument repairs**.

Staff will be working on the implementation of a **Cemetery Focus Group** to provide input and recommendations on how the cemetery can be a better experience for visitors. In anticipation of recommendations, the budget includes \$7,500 in FY 11/12 to allow for implementation.

	2009/10 Actual	2010/11 Actual	2011/12 Adjusted	2012/13 Projected
<b>Service Accomplishments:</b>				
Regular interments	54	62	55	55
Cremains interments	55	44	35	35
Columbarium spaces sold	3	2	5	5
Lots sold	67	28	100	100
Markers/monuments set	30	48	50	50
<b>Efficiency and Effectiveness:</b>				
Revenues as a % of expenses	80%	103%	94%	93%

# LEASED HOUSING

462

Beginning in FY 11/12, the budget will no longer reflect the administration of the Section 8 Housing Choice Voucher Program. The City of Ames transferred the program jurisdiction and administration to the Central Iowa Regional Housing Authority (CIRHA).

	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	91,495	-	-	-	
Contractual	677,217	-	-	-	
Commodities	657	-	-	-	
Capital	-	-	-	-	
Other	265,059	-	-	-	
<b>Total Expenditures</b>	<b>1,034,428</b>	-	-	-	
<b>Funding Sources:</b>					
Leased Housing	(162,013)			-	
Federal Grants	1,183,385			-	
Interest	1,702	-		-	
Miscellaneous Revenue	11,354			-	
<b>Total Funding Sources</b>	<b>1,034,428</b>	-	-	-	
 <b>Personnel - Authorized FTE</b>					
	2.60	.00	.00	.00	

# LEASED HOUSING

462

## Highlights:

Beginning in FY 11/12, the budget will no longer reflect the administration of the Section 8 Housing Choice Voucher Program. The City of Ames transferred the program jurisdiction and administration to the Central Iowa Regional Housing Authority (CIRHA).

# CITY-WIDE AFFORDABLE HOUSING

463

This activity administers city-wide affordable housing programs that will assist various housing related activities including, but not limited to: emergency and disaster related assistance, housing fairs, demolitions, etc. The overall goal of this program is to promote better housing and economic conditions and/or opportunities for low and moderate income citizens residing in Ames. This program includes the various miscellaneous affordable housing programs of the City of Ames.

**Service Objectives:**

- ✓ Implement activities in a manner consistent with applicable regulations and City's overall affordable housing initiatives
  - ✓ Increase and maintain housing stock of affordable housing in Ames
- ✓ Continue to provide reliable, high quality service to both external and internal customers
  - ✓ Increase and maintain partnership with state, federal, cities, county, lenders, realtors, developers, and non-profit organizations to increase affordable housing opportunities

	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	8,080	-	28,450	29,229	
Contractual	72,697	2,915	7,398	6,805	133.4%
Commodities	143	800	300	300	-62.5%
Capital	-	-	-	-	
Other	168,995	-	-	-	
<b>Total Expenditures</b>	<b>249,915</b>	<b>3,715</b>	<b>36,148</b>	<b>36,334</b>	<b>878.0%</b>
<b>Funding Sources:</b>					
City-Wide Affordable Housing	80,761	3,715	36,148	36,334	878.0%
County-Wide Affordable Housing	169,154	-	-	-	
<b>Total Funding Sources</b>	<b>249,915</b>	<b>3,715</b>	<b>36,148</b>	<b>36,334</b>	<b>878.0%</b>
 <b>Personnel - Authorized FTE</b>	 .35	 .00	 .32	 .32	

# CITY-WIDE AFFORDABLE HOUSING

463

**Highlights:**

**The dissolution of the Ames/Story County-wide Affordable Housing partnership was completed in FY 10/11.** However, the budget page reflects the FY 10/11 actual of \$169,154 paid to the participating cities refunding their initial contribution percentage plus future uncollected receivables.

In FY 11/12, **the administration of the lowans Helping lowans Disaster Assistance Program was completed.** Under this program in FY 10/11, the City was allocated up to \$500,000 in grant funds from the **Iowa Finance Authority** to administer the program. **The program was created to assist owner-occupied properties with funds to repair damages from the wind and/or flooding events of August 2010.** The program provided that **up to 5%** of the grant amount expended could be used **towards program administration**, plus an allocation for inspections. Under this program, **eight homeowners** were assisted and a total of \$68,041 was reimbursed (\$63,277 in flood repair assistance and \$4,763 in administrative costs). The program officially closed on December 31, 2011.

In FY 11/12 and FY 12/13, the budget reflects .32 FTEs to cover the administration of non-CDBG related programs and/or activities.

In FY 11/12 and FY 12/13, staff will continue to host community forums and events to educate and engage the public on various housing topics/awareness such as: Hunger and Homelessness Awareness, Fair Housing, Housing Fairs, feedback surveys, etc.

<b>Service Accomplishments:</b>	<b>2009/10 Actual</b>	<b>2010/11 Actual</b>	<b>2011/12 Adjusted</b>	<b>2012/13 Projected</b>
# of owner-occupied properties assisted with wind or flood damage repair	0	0	8	0
# of community forums/events to educate public on various housing topics/awareness, program policies/procedures, etc.	2	2	3	3

# COMMUNITY DEVELOPMENT BLOCK GRANT

464

This activity administers the federally funded Community Development Block Grant (CDBG) program activities. The activities implemented under this program will include a wide variety of community and economic development activities directed toward neighborhood revitalization, economic development, and the provision of improved community facilities and services. The overall goal of the program is to ensure that at least one of the following three national objectives is met: 1) benefit persons of low and moderate income; 2) aid in the prevention or elimination of slums or blight; or 3) meet other community development needs of particular urgency.

## Service Objectives:

- ✓ Administer the CDBG program in compliance with federal regulations
- ✓ Continue to provide reliable, high quality service to both external and internal customers
- ✓ Encourage citizen participation by conducting community-wide meetings and/or public forums for input regarding processes, programs, and ongoing community development projects
- ✓ Operate the CDBG programs in full compliance with all Fair Housing and Equal Opportunity laws and regulations
- ✓ Preserve existing housing and promote revitalization of neighborhoods by offering housing options to very low, low, and moderate-income persons
- ✓ Improve the Division's website to efficiently communicate with the public

	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	57,529	123,886	95,614	98,102	-20.8%
Contractual	49,811	461,436	732,536	424,164	-8.1%
Commodities	508	1,700	850	1,700	0.0%
Capital	367,575	-	406,297	-	
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>475,423</b>	<b>587,022</b>	<b>1,235,297</b>	<b>523,966</b>	<b>-10.7%</b>
<b>Funding Sources:</b>					
CDBG-R EcoSmart	-	-	31,640	-	
Block Grant	475,423	587,022	1,203,657	523,966	-10.7%
<b>Total Funding Sources</b>	<b>475,423</b>	<b>587,022</b>	<b>1,235,297</b>	<b>523,966</b>	<b>-10.7%</b>
<b>Personnel - Authorized FTE</b>	.90	1.35	1.03	1.03	



# COMMUNITY DEVELOPMENT BLOCK GRANT

464

## Highlights:

The City of Ames received its **eighth allocation of Community Development Block Grant (CDBG)** funding in the amount of \$445,371 for FY 11/12. Additionally, approximately \$650,466 was rolled over from FY 10/11, and approximately \$107,870 is anticipated to come from program income in FY 11/12. The total available allocation is anticipated to be approximately \$1,203,707. Up to 20% of each annual allocation may be designated for administrative expenses and the remaining balance used for programming. The CDBG allocation for FY 12/13 has been published to be **\$511,276**.

**For FY 11/12**, the City was notified by the state that our **Notice of Intent** application for the Hazard Mitigation Flood Buy-out Program did not meet the state's requirements for funding. Therefore, **\$500,000 of CDBG funds that were set aside in FY 10/11** to be used as matching dollars for the buy-out program **were reallocated for FY 11/12**. The following **programs were approved for implementation in the FY 11/12 Annual Action Plan**:

- Neighborhood sustainability programs (Home Improvement, Dangerous Buildings, Homebuyer Assistance and the pilot Single-Family Conversion Program)
- Public facilities improvement programs (neighborhood public improvements in targeted census tracts)
- General program administration

**During FY 11/12**, staff will complete the **last of two federal stimulus projects** that were awarded in FY 09/10 as part of the **Community Development Block Grant Recovery (CDBG-R) Program in the amount of \$130,258**. Approximately \$101,022 was spent on the completion of infrastructure improvements in a low and moderate income census tract, and the remaining \$31,640 balance will be used to **complete the EcoSmart Housing Retrofit Program (ESHRFP)** this spring. The objective will be to rehabilitate a City-owned single-family unit by incorporating some "go-green" features and sell to a low or moderate income, first-time homebuyer.

	2009/10 Actual	2010/11 Actual	2011/12 Adjusted	2012/13 Projected
<b>Service Accomplishments:</b>				
Annually maintain 70% expenditure rate of funds on activities that serve <b>LMI*</b> households and/or neighborhoods	100%	100%	100%	100%
# of existing single-family rental housing units purchased and/or converted into single-family ownership and/or were foreclosures	4	0	1	2
# of neighborhood public infrastructure improvement projects completed in LMI census tracts	1	1	1	1
# of first-time homebuyers provided down payment assistance	0	0	2	3
# of LMI owner-occupied units rehabilitated	5	0	10	15
<b>Efficiency and Effectiveness:</b>				
Demonstrated compliance with HUD's monitoring of program reports, files, etc.	Satisfactory	Satisfactory	Satisfactory	Satisfactory
Bi-annual program audit meets compliance standards	Yes	Yes	Yes	Yes

\* Low and Moderate Income

# STORM DISASTER ACTIVITY

466

This activity reflects the Federal Emergency Management Agency (FEMA) disaster activities.

	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	117,912	-	-	-	
Contractual	660,145	-	675,000	-	
Commodities	98,415	-	-	-	
Capital	-	-	-	-	
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>876,472</b>	-	<b>675,000</b>	-	
<b>Funding Sources:</b>					
General Fund	-	-	250,000	-	
State FEMA	876,472	-	425,000	-	
<b>Total Funding Sources</b>	<b>876,472</b>	-	<b>675,000</b>	-	
 <b>Personnel – Authorized FTE</b>	 0	 0	 0	 0	

# STORM DISASTER ACTIVITY

466

## Highlights:

The City of Ames experienced two storms in 2010 which were declared eligible for FEMA disaster aid. The storms included a wind storm on July 18 and severe flooding during the second week of August.

Estimates at this time total \$1.3 million in damage in 48 projects with 75% covered by Federal FEMA dollars and 10% by State funding.

In 2011/12, five projects remain incomplete and are under appeal, or include a request for an alternative project. The City's 10% match is budgeted for these projects.

# ECONOMIC DEVELOPMENT

465

The Economic Development activity supports both existing and new businesses in their efforts to provide opportunities for quality employment in the City of Ames. This activity provides local support for state and federal sponsored economic development programs and administration and oversight of all economic development programs.

**Service Objectives:**

- ✓ Create quality jobs
  - ✓ Use local economic development programs to leverage state, federal, and private economic development investment
  - ✓ **Partner with ISU, GSB, and private sector to redevelop and revitalize Campustown**
- ✓ Increase tax base
  - ✓ **Support private sector growth to improve quality of life, increase number of jobs, develop stronger tax base**
  - ✓ **Promote Ames as a regional center**

	2010/11	2011/12	2011/12	2012/13	% Change
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From</b>
					<b>Adopted</b>
<b>Expenditures:</b>					
Personal Services	66,786	69,424	69,828	71,555	3.1%
Contractual	93,631	153,650	264,650	153,689	0.0%
Commodities	-	-	-	-	
Capital	-	-	-	-	
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>160,417</b>	<b>223,074</b>	<b>334,478</b>	<b>225,244</b>	<b>1.0%</b>
<b>Funding Sources:</b>					
Hotel/Motel	160,417	223,074	223,478	151,973	-31.9%
General Fund	-	-	-	73,271	
Economic Development	-	-	111,000	-	
<b>Total Funding Sources</b>	<b>160,417</b>	<b>223,074</b>	<b>334,478</b>	<b>225,244</b>	<b>1.0%</b>
 <b>Personnel – Authorized FTE</b>	 .51	 .51	 .51	 .51	

# ECONOMIC DEVELOPMENT

465

## Highlights:

Economic development projects approved by City Council included:

- **Rural Soluxions, LLC**, a startup company associated with a well established software company called Xpanion. Rural Soluxions was founded to provide software testing and is expected to add 20 information technology jobs to the Ames area. The City of Ames was the local sponsor and assisted with the application for assistance to the Iowa Economic Development Authority with the local match for state assistance provided by the Ames Economic Development Commission (AEDC).
- **HIPRA, USA, LLC** is the U.S. subsidiary of a well-established international veterinary pharmaceutical company based in Spain. HIPRA is locating part of their veterinary pharmaceutical and diagnostic products line at the ISU Research Park and is expected to add 75 employees and a new building in Ames. Local match to an Iowa Economic Development Authority forgivable loan of \$475,000 and other state credits and incentives is a \$148,500 forgivable loan shared equally by the City of Ames and AEDC.

The projects above were in support of the Council's goal to support private sector job growth, increase jobs, and develop a stronger tax base.

- Worked with the Ames Economic Development Commission to establish a contract for a jointly funded business development position.
- The budgeted amounts for FY 11/12 and beyond reflect the addition of \$60,000 to jointly fund a business development coordination to help meet the Council goal to further streamline and improve government processes related to development and business expansion.
- Funding for City staff was shifted from Hotel/Motel to General Fund in FY 12/13.
- Contractual expenditures in FY 11/12 reflect funding of Boehringer Ingelheim Vetmedica and NewLink agreements from prior years.

	2009/10 Actual	2010/11 Actual	2011/12 Adjusted	2012/13 Projected
<b>Service Accomplishments:</b>				
(1) CEBA – grants originated	2			
(2) CMA – grants originated	0			
(3) PFSA – originated	0			

Other:

City revolving loans originated	2
Community Investment Fund	2

(1) Community Economic Betterment Account (CEBA); (2) Comprehensive Management Award (CMA); (3) Public Facilities Set Aside (PFSA)

## Efficiency and Effectiveness:

Companies	\$ State/Federal Investment	\$ City Investment	Tax Abatement	\$ Private/AEDC Investment	\$ Total Investment	Jobs Required	\$ Taxable Value
Rural Soluxions, LLC	\$ 54,000	0	No	\$ 271,000	\$ 325,000	20	0
HIPRA, USA LLC	2,819,755	\$74,250	No	93,537,902	96,431,907	75	TBD
<b>Totals</b>	<b>\$2,873,755</b>	<b>\$74,250</b>		<b>\$93,808,902</b>	<b>\$96,756,907</b>	<b>95</b>	

## Analysis of Investments:

\$ Per # of Jobs	\$ 30,250	\$ 781	\$ 987,462	\$ 1,018,494
\$ Leveraged by Local \$	\$ 39		\$ 1,263	\$ 1,290

# CABLE TV SERVICES

467

This activity includes the budget for the Cable Television Services division. This division provides for the broadcast operation and meaningful direction of the City's Government Access cable station and provides minimal staffing and playback support for the cable franchise grantee's Public Access requirement by the Municipal Code, Chapter 25, Section 25.26(3). Activities include assisting Boards and Commissions, City departments/divisions, and City staff in the preparation of presentations made for the purpose of recording. Staff provides customer service to citizen producers and viewers who request airtime, and record programming for both local access stations under the control of the City Council.

This activity is used to promote City government and to educate customers about City services through programming and announcements broadcast on Government Access. Activities also include providing direction and support for video/digital imaging, computer capture, picture printing, and facilitating presentations. These presentations may or may not be broadcast.

**Service Objectives:**

- ✓ Create educational programs showcasing City programs and services
- ✓ Provide live cablecasting of City Council, and Boards and Commission meetings
- ✓ Work with City staff to develop programs for internal trainings
- ✓ Program Channel 12 for ongoing and continuous coverage
- ✓ Provide DVD recording of meetings for City employee training
- ✓ Serve as an emergency notification system
- ✓ Coordinate Channel 16 playbacks
- ✓ Coordinate videostreaming of Channel 12

	2010/11	2011/12	2011/12	2012/13	% Change
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From Adopted</b>
<b>Expenditures:</b>					
Personal Services	81,745	83,404	84,804	86,846	4.1%
Contractual	27,302	30,291	28,793	29,586	-2.3%
Commodities	6,464	5,950	5,950	5,950	0.0%
Capital	19,311	5,100	38,086	-	-100.0%
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>134,822</b>	<b>124,745</b>	<b>157,633</b>	<b>122,382</b>	<b>-1.9%</b>
<b>Funding Sources:</b>					
General Fund	(287,397)	(313,005)	(277,079)	(325,371)	4.0%
Cable TV Franchise	422,051	437,750	434,712	447,753	2.3%
Miscellaneous Revenue	168				
<b>Total Funding Sources</b>	<b>134,822</b>	<b>124,745</b>	<b>157,633</b>	<b>122,382</b>	<b>-1.9%</b>
 <b>Personnel - Authorized FTE</b>	 1.13	 1.13	 1.13	 1.13	

# CABLE TV SERVICES

467

**Highlights:**

Cable TV is staffed by one full-time producer who is primarily devoted to the government access channel (TV12), and two part-time interns who assist with meeting coverage and programming. The full-time producer also provides playback support for Public Access, Channel 84. The Property Maintenance Board of Appeals and Library Board of Trustees meetings have been added to the group of live meetings covered on Channel 12. A new switcher and speakers have been replaced in the Channel 12 control room and Council Chambers. The budget also includes a portion of the Principal Clerk's salary.

**Government Access Channel 12:**

- Provides live streaming video online 24/7 and streaming video on demand of Channel 12 through equipment located in the control room.
- Augments the City's Facebook page by producing Internet-only content to promote City sponsored events and focused programming.
- Developed new, original programming including Where's Brian?, Exploring Ames, Talking Trash and PSAs for specific City events.
- Embedded videos in the new City of Ames website to enhance services and presentation.
- Replaced video switcher in control room which updated graphics for all live meetings and "2 box" for Council meetings.
- Channel 12 will convert from an analog signal to a digital signal in the spring on Mediacom's timetable.
- Made several equipment upgrades to Council Chambers and Channel 12 studio/production equipment.
  - The capital shown in FY 11/12 includes purchasing new cameras for the Council Chambers.

**Public Access Channel 84:**

- All TV 84 programming is produced independently and submitted for broadcast. Programming consists of local church services and non-local, professionally produced series.
- Installed new video system controller to enhance playback of programs and provide a community calendar.
- New programming and renewed interest continues for Channel 84 with continued improvements to the operation of the channel and the diversity of the programming.
- Channel 84 will be moving back to Channel 16 with Mediacom's all digital transition in the spring.

<b>Service Accomplishments:</b>	<b>2009/10 Actual</b>	<b>2010/11 Actual</b>	<b>2011/12 Adjusted</b>	<b>2012/13 Projected</b>
Original video programs, Channel 12	248	264	245	225
Hours of programming replay, Channel 12	3,865	3,395	3,415	3,415
Hours of live meeting coverage, Channel 12	216	245	225	225

**Efficiency and Effectiveness:**

Of those who use them, usefulness of Channel 12 (3=very useful; 2=somewhat useful; 1=not useful)	1.9	2.1	2.2	2.3
% citizens who view Channel 12 *	48%	36%	38%	40%
Main purpose for using the COA Website – watch channel 12 video on demand *	NA	49%	50%	51%

\* Numbers taken from those who view Channel 12 according to the 2009 and 2010 Resident Satisfaction Survey

# COMMUNITY ENRICHMENT CIP

## 459 and 469

### Activity Description:

This is a summary of all the Community Enrichment related capital improvements which are detailed in the five-year Capital Improvements Plan.

Activities:	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>City Manager:</b>					
Neighborhood Improv Program	11,094	50,000	57,644	50,000	
Sub-Total	11,094	50,000	57,644	50,000	
<b>Economic Development:</b>					
Downtown Façade Improv. Prog.	6,337	50,000	174,163	50,000	
Sub-Total	6,337	50,000	174,163	50,000	
<b>Library:</b>					
Library RFID Tagging		125,000	125,000	153,400	
Library Building Project	138,057		1,265,774	4,500,000	
Sub-Total	138,057	125,000	1,390,774	4,653,400	
<b>Parks and Recreation:</b>					
Memorials	3,198		200		
Park Facility Maintenance	99,256	332,000	346,631	360,000	
Don & Ruth Furman Aqua. Cntr.	95,448		58,903		
Moore Park Improvements	28,158		34,500		
Bandshell	947				
Municipal Pool Improvements		42,500	152,500	25,000	
Ada Hayden Heritage Park		45,000	45,000	25,000	
Ada Hayden Fishing Pier	(55)		3,000		
Ice Arena Improvements	11,700	20,000	8,300	180,500	
Ice Arena Lighting Grant			9,000		
Park Maint. Lighting Grant			2,000		
Parks Office Lighting Grant			1,900		
City Hall Gym Lighting Grant			1,600		
Brookside Audubon Trail			12,000		
Adams Greenway Development			17,249		
Munn Woods Connection			84,000		
Brookside Tennis Courts				380,000	
Brookside Steps/ Walls				127,500	
Gartner Sculpture			2,243		
Ada Hayden Heritage Park	5,243		4,925		
Playground Park Equipment		135,000	135,000	30,000	
Solar Trash Compactors	8,857		3,386		
Greenbriar Park Development	104,198		25,512		
Disc Golf Course Improvements			1,237		
Northridge Heights Park				245,000	
Mary Adams Estate	11,630		75,762		
DZ Triangle	17,720		2,150		
Sub-Total	386,300	574,500	1,026,998	1,373,000	



## COMMUNITY ENRICHMENT CIP 459 and 469

Activities:	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Cemetery:</b>					
Cemetery Fencing		60,000	60,000		
Cemetery Lane Improvements		40,000	40,000	40,000	
Sub-Total		100,000	100,000	40,000	
<b>Total CIP</b>	<b>541,788</b>	<b>899,500</b>	<b>2,749,579</b>	<b>6,166,400</b>	<b>585.5%</b>

### COMMUNITY ENRICHMENT CIP PROJECT DESCRIPTIONS

#### **CITY MANAGER**

The Neighborhood Improvement Program was originally designed to enhance the appearance of City neighborhoods with the addition of permanent physical improvements and to promote a greater sense of community through resident participation in neighborhood projects. The program focuses solely on providing City grants to help residents accomplish those projects that they have identified as top priorities for their neighborhoods. Competitive proposals are solicited from neighborhood groups and are rated by a review panel, which consists of City staff and citizens, according to the following criteria approved by the City Council: public impact, neighborhood participation, safety, environment, housing, and public space. Neighborhood residents are expected to provide a local match to these grants on a dollar-for-dollar basis in the form of labor, materials, and/or cash.

Since the program was initiated in FY 96/97, 111 neighborhood projects have been funded by the City, totaling \$325,802. Projects have included cul-de-sac, right-of-way and median landscaping; playground construction and/or restoration; alleyway beautification; street trees; pond renovation; installation of rain gardens, historic house plaques and medallions; prairie restoration; construction of a neighborhood message center; construction of a shelter house in a neighborhood City park; park sidewalks; neighborhood basketball courts; landscaping of neighborhood entryways; installation of neighborhood barbecue grills; renovating "DZ Triangle"; and neighborhood clean-up days.

With the implementation of the Neighborhood Liaison Program, the City is committed to creating great neighborhoods with a sense of community. To complement this initiative, eligibility for these funds has been expanded beyond the original intent of the Neighborhood Improvement Grant Program to include such projects as sub-area planning elements and other support programs for neighborhood associations. In addition, the application period is now open-ended with the requirement that the funds be expended one year from date of Council approval.

## **ECONOMIC DEVELOPMENT**

The Downtown Façade Improvement program was introduced in FY 01/02 to facilitate private improvements to the façades of the buildings in the Downtown area. For three years, the City did not receive any requests for these funds. However, with the establishment of the Downtown Cultural District, excitement in this commercial area has increased along with requests for façade improvement funds.

Downtown Design Guidelines were approved by the City Council in 2001 to ensure that financial assistance for façade improvements is consistent with the historical character of Downtown. In order to qualify for these funds, improvements must be made to at least one of the following exterior elements: upper façades, storefronts, transoms, display windows, kick plates, entrances, signs, or awnings/canopies. Beginning in fiscal year FY 11/12, the City Council expanded the program guidelines and established a scoring process to be used during the application review process.

Under this program, the City provides up to \$15,000 in grant funds to be matched dollar for dollar. In addition, a \$1,000 grant is available to subsidize the cost of an architect. To date, the program has awarded 21 grants to 20 property owners for a total amount of \$229,054, of which some funding will come from the FY 10/11 rollover balance. This program continues to support the City Council's previous goals for the commercial revitalization of the Downtown. As interest in this program continues, funding may be expanded.

## **LIBRARY**

The RFID (radio frequency identification) project provides an efficient method for management of library inventory, speeds up check-out and check-in, and will prepare the library for the use of automated sorting equipment to handle return of library materials. The RFID system offers a more secure system to help deter theft, which has been an increasing problem over the past years. The project is divided into two parts. The first phase is the tagging of the collection (\$125,000) with RFID targets and the second is the acquisition of the equipment for circulation, security, and inventory management.

The circulation of library materials in Ames continues to be very strong. In order to maintain the current level of service and prepare the library to adequately serve projected increases in the future, a more efficient materials management system should be implemented. The Phase II cost in FY 12/13 is \$153,400 for six staff circulation workstations; four patron self-check-out stations; eight staff reader units; security gate; and software and licensing.

An RFID system replaces barcode technology for inventory management. RFID holds several advantages over barcoding. RFID-tagged books may be checked out by simply passing them over a field that senses the imbedded unique radio frequency identifier of each item, and an entire pile of books may be scanned at once, instead of one at a time. At the point of check in, batches of materials can be processed back into the collection faster. RFID systems are essential for automated return and sorting, a

process that is planned in library expansion. Inventorying a library collection, currently prohibitive under the bar code system, is facilitated by hand-held devices that can scan the shelves for items that are in and those that may be missing or misplaced. The RFID supplemental security system is also more reliable than the magnetic field method of the current system and will aid staff in identifying possible theft.

On November 8, 2011, Ames residents approved a ballot measure authorizing the City to issue \$18,000,000 in bonds to expand and renovate the Ames Public Library. It is the intent of the Library Board to complete a \$20,000,000 expansion/renovation of the existing public library building, and the Ames Public Library Friends Foundation has been enlisted to assist in a fundraising effort to provide the additional funds necessary for the project. The final building design is not yet complete, but it has been determined that the library will remain in its present location. Expansion of the footprint will include the 5<sup>th</sup> Street lot acquired in 2005 which presently features a rain garden. A second story will be added or expanded on the west portion of the most recent (1984) addition. The architectural firm of Meyer, Scherer & Rockcastle LTD, has advised that the library should expect to operate from a temporary, off-site location during construction; the costs projected for the project include the expenses of moving and rent for the off-site location. It is anticipated that the “renewed” library will open to the public in FY 14/15. The debt service cost for this project is anticipated to increase the property tax rate by approximately \$0.61/thousand dollars of taxable valuation.

The schedule is as follows:

2011/12: Architectural/design fees	\$ 583,056
2012/13: Architectural fees/construction of Library	4,625,972
2013/14: Library construction	14,625,972
2014/15: Construction completion	165,000
Total	<u>\$ 20,000,000</u>

Additionally, \$603,930 was spent from FY 05/06 through FY 10/11 to acquire the lot on 5<sup>th</sup> Street, and to conduct space needs, expansion feasibility, and fundraising feasibility studies to plan for the Library’s future expansion.

**PARKS AND RECREATION**

The annual Parks and Recreation Facility Improvements project for FY 12/13 totals \$360,000 and includes:

- Carr Pool – demolition of pool basin and mechanical system that will coincide with the reconstruction of Meadowlane Drive (\$80,000)
- South River Valley Softball Fields – Replacement of fencing on two diamonds (\$60,000); and installation of new lights on both diamonds (\$200,000)
- Community Center – Replacement of adjustable basketball standards (\$20,000)

In 2006, engineering consultants were retained to provide recommendations regarding mechanical, electrical, structural, and any other needed improvements for Municipal Pool. With the goal of keeping this facility operational until approximately 2015, their 2006 study indicated that substantial improvements, totaling \$815,000, were needed

between FY 07/08 and FY 11/12. They also stated in their report that following 2015, the cost of further repairs to this facility could be cost prohibitive.

It should be noted that the City and Ames Community School District's joint use agreement for Municipal Pool expires on April 30, 2015. Therefore, the City and School District must address the need for new indoor aquatic facilities in the near future. All capital costs are shared equally by the City and Ames Community School District. Over a 19-year period (FY 95/96 and continuing through FY 14/15), the City and School District will have invested approximately \$1,900,000 (\$100,000 per year average) in capital improvements at this facility.

Due to the age of the outdoor wading pool, significant mechanical issues are mounting (difficult to maintain acceptable chlorine levels and filter pool water appropriately). City and District staff members are in agreement that the wading pool should be demolished in the fall of 2012 for \$25,000, and not replaced (estimated cost \$100,000). During the summer of 2012, staff will inform users that this will be the last season of operation for the wading pool.

In the fall of 2011, the boilers were evaluated and it was determined that they could be repaired at a cost of \$25,000 in lieu of total replacement at a cost of \$150,000.

Improvements to Ada Hayden Heritage Park for FY 12/13 include \$25,000 to repair erosion damage due to high lake water under bridge.

The Ames/ISU Ice Arena project for FY 12/13 replaces rubber flooring in the lobby (\$100,000); air conditions four locker rooms (\$50,000); and conducts two studies – energy efficiency (\$25,000) and equipment life expectancy (\$5,500).

The CIP for FY 12/13 includes reconstruction of the four tennis courts at Brookside Park for \$380,000.

Brookside Park Improvements for FY 12/13 include rebuilding the limestone steps and walls for \$127,500.

During the past 20 years, the City replaced its old and unsafe play equipment throughout the park system. The life expectancy of play equipment is 20-25 years. Therefore, it is necessary to begin replacement of playground equipment that was installed at the beginning of this program. Plans include replacing a tot piece at Brookside Park for \$30,000 during FY 12/13.

The new Northridge Heights Park will be developed with the following features:

- Shelter house for neighborhood use
- Basketball pad (30'x60') with two goals
- Tables, grills, benches, trash receptacles
- Utilities – electric for shelter; water for drinking fountain; no sewer

- Seeding, planting materials, and trees
- Sidewalks

The City did not incur any land acquisition costs for this parcel (donated by the developer); however, now that adjacent streets have been installed, the park land is at a significantly lower elevation in comparison to the streets. An additional \$120,000 in funding is now required to address this issue. Significant quantities of dirt are needed to ensure proper drainage and park appearance. Park staff will construct this parcel in the summer of 2012 with an anticipated opening in the spring of 2013 for a total cost of \$245,000.

### **CEMETERY**

The annual Ames Municipal Cemetery Improvements project provides funding to restore and improve lanes at the Cemetery for \$40,000. This five-year program for restoration and improvement maintenance, which began in FY 11/12, will enhance the rideability and appearance of all paved lanes within the cemetery for at least ten years.



### **Adopt a Flower Garden**

Each summer, Ames Parks and Recreation sponsors an “Adopt a Flower Garden” program. This program is an effort to get public involvement in ongoing park beautification. In 2011, more than 50 gardens were planted with over 20,000 flowers donated by Holubs Garden and Greenhouses of Ames. The Parks and Recreation Department prepares the beds, and supplies the bedding plants and water. Volunteers design, plant and care for the flower gardens during the entire growing season. We thank Holubs Garden and Greenhouse of Ames for their generous donation of over \$7,000 worth of flowers each year to help beautify Ames.



Stunning wildflowers border the shared use path around the lake at Ada Hayden Heritage Park.

# GENERAL GOVERNMENT

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# GENERAL GOVERNMENT

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**Program Description:**

The General Government program is comprised of leadership, management, and support activities. These activities give direction and needed background assistance to the City's "front-line" services.

The General Government program includes the following activities: Legislative which includes the legislative and policy-making leadership provided by the Mayor and City Council, and the City Clerk which records and maintains the records of the City Council and various appointed commissions and committees. Executive Management includes the City Manager and assistants who provide day-to-day administration and coordination of all the City's service programs. The remainder of this program includes the wide array of staff services, such as Financial Services, Administrative Services, Public Works, Facilities, and the Merit Adjustment. Also included are the activities financed with the contingency Emergency Reserve account.

	2010/11	2011/12	2011/12	2012/13	% Change From
<b>Use of Funds:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>Adopted</b>
Legislative	417,472	455,153	468,910	487,062	7.0%
Executive	616,270	646,261	682,525	678,555	5.0%
Financial Services	1,256,064	1,292,558	1,241,717	1,291,737	-0.1%
Administrative Services	1,815,272	1,963,662	1,947,941	1,978,189	0.7%
Public Works	1,607,110	1,810,981	1,978,744	1,925,936	6.3%
Facilities	482,273	482,338	592,066	503,447	4.4%
Emergency Reserve	8,262	50,000	140,583	50,000	0.0%
City Council Special Allocations	208,087	114,000	134,461	141,000	23.7%
Merit Adjustment	-	167,758	-	171,444	2.2%
<b>Total Operations</b>	<b>6,410,810</b>	<b>6,982,711</b>	<b>7,186,947</b>	<b>7,227,370</b>	<b>3.5%</b>
General Government CIP	769,080	486,050	2,856,664	50,000	-89.7%
<b>Total Expenditures</b>	<b>7,179,890</b>	<b>7,468,761</b>	<b>10,043,611</b>	<b>7,277,370</b>	<b>-2.6%</b>
 <b>Personnel – Authorized FTE</b>	 52.86	 53.96	 53.85	 54.85	

# GENERAL GOVERNMENT

410

	2010/11	2011/12	2011/12	2012/13	% Change
	Actual	Adopted	Adjusted	Adopted	From
					Adopted
<b>Expenditures By Type:</b>					
Personal Services	4,895,879	5,513,164	5,412,267	5,690,137	3.2%
Contractual	1,554,367	1,402,515	1,632,599	1,439,358	2.6%
Commodities	131,822	92,032	180,407	97,875	6.3%
Capital	597,822	461,050	2,818,338	50,000	-89.2%
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>7,179,890</b>	<b>7,468,761</b>	<b>10,043,611</b>	<b>7,277,370</b>	<b>-2.6%</b>
<b>Funding Sources:</b>					
General Fund	3,453,136	3,651,970	4,538,772	3,725,116	2.0%
Local Option	269,129	275,219	1,309,462	166,172	-39.6%
Hotel/Motel	9,334	6,037	28,149	1,154	-80.9%
Road Use Tax	146,895	224,302	280,218	290,037	29.3%
Fire Retirement	12,125	12,527	12,473	12,792	2.1%
G.O. Bonds	67,500	302,400	87,300	2,400	-99.2%
Special Assessment	4,932	4,991	152,757	4,987	-0.1%
Water	577,636	648,342	660,373	668,005	3.0%
Sewer	499,577	613,022	630,314	638,570	4.2%
Electric	842,322	904,085	871,643	918,813	1.6%
Parking	75,988	80,354	73,934	77,123	-4.0%
Storm Sewer	286,912	289,342	348,398	310,783	7.4%
Ice Arena	-	1,015	-	979	-3.5%
Homewood	-	715	-	708	-1.0%
Resource Recovery	272,855	282,572	276,420	286,496	1.4%
Equipment	146,816	162,054	157,630	162,542	0.3%
Internal Services	-	6,684	-	7,367	10.2%
Risk Insurance	-	831	-	893	7.5%
Health Insurance	-	1,336	-	1,312	-1.8%
Comm. Develop. Block Grant	-	963	-	1,121	16.4%
Energy Efficiency Block Grant	514,733	-	15,768	-	
Construction Grants	-	-	600,000	-	
<b>Total Funding Sources</b>	<b>7,179,890</b>	<b>7,468,761</b>	<b>10,043,611</b>	<b>7,277,370</b>	<b>-2.6%</b>

# CITY COUNCIL

411 -- 01

The City Council is the legislative and policy making body in the Ames municipal government. The Mayor and two Councilpersons are elected at-large, while the other four Councilpersons are elected on a ward basis. The Mayor, with the approval of the Council, appoints members of major policy making boards and commissions of the City. City Council meetings are scheduled on the second and fourth Tuesdays of the month, with special meetings and work sessions conducted as needed. The major responsibilities of the City Council include, but are not limited to, enacting ordinances, setting property tax levels, approving city service levels and the related budgets, and participating in community development efforts.

**Service Objectives:**

- ✓ Provide long-term vision for community and short-term goals to support that vision
- ✓ Channel input from public and other community institutions into City-provided service programs
- ✓ Act as Board of Directors for various city utilities (electric, water, wastewater, solid waste)
- ✓ Oversee financial commitments of the City and prioritize spending
- ✓ Set policy, approve ordinances and contracts, provide direction to City Manager and City Attorney, represent City in joint ventures, provide forum for community interaction
- ✓ **Support the “Cool Cities” initiative to reach the City’s carbon footprint reduction goal of 15% by the year 2014 for City buildings, fleet equipment, street lights and traffic lights**
- ✓ **Work toward the goal to have 10% of the City’s electric energy come from renewables by the year 2015.** This goal was accomplished in FY 10/11 with the addition of wind power.

	2010/11	2011/12	2011/12	2012/13	% Change
	Actual	Adopted	Adjusted	Adopted	From Adopted
<b>Expenditures:</b>					
Personal Services	54,477	54,477	54,713	54,839	0.7%
Contractual	48,705	66,158	52,881	60,480	-8.6%
Commodities	13,928	17,310	21,314	15,160	-12.4%
Capital	-	-	-	-	
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>117,110</b>	<b>137,945</b>	<b>128,908</b>	<b>130,479</b>	<b>-5.4%</b>
<b>Funding Sources:</b>					
General Fund	113,139	132,945	128,908	130,479	-1.9%
Hotel/Motel/FACES	3,971	5,000	-	-	-100.0%
<b>Total Funding Sources</b>	<b>117,110</b>	<b>137,945</b>	<b>128,908</b>	<b>130,479</b>	<b>-5.4%</b>
<b>Personnel - Authorized FTE</b>	.00	.00	.00	.00	

# CITY COUNCIL

411 -- 01

## Highlights:

Progress has been made on a number of the City Council goals from FY 11/12. There were several proposals made for a community “tag line” before requesting that the City Council approve “Smart Choice”. The City and Iowa State University are sharing the services of the University’s Sustainability Coordinator through a contractual arrangement. A Sustainability Task Force has presented a number of recommendations to the Council for its consideration. A number of internal staff initiatives have led to pilot projects on energy efficiency in the areas of internal and external lighting (City Hall), mechanical systems (fire stations and golf course), and building envelope (Electric Distribution).

A very concerted effort was made to work with a developer to rejuvenate the Campustown area. Despite the efforts of the City, University, and the private sector, there was no agreement on what the final project should contain or how it should be accomplished. However, the Council has been able to see the rise of a more active and inclusive Campustown Action Association through its financial and moral support.

Progress has been made on surveying community impressions regarding the ease of navigating City processes, and work in this area is ongoing. During calendar year 2011, the City replaced 20-year-old heat pumps in City Hall with newer and more efficient units. These units could be modified to work with ground source wells in the future.

The City Council met in early January of 2012, and began working on goals for the next two years. Many of the goals from the 2011 sessions will continue in some form. The preliminary overall goals resulting from the Council’s efforts are as follows:

- Promote Environmental Sustainability
- Promote Economic Development
- Mitigate Flooding in Our Community
- Rejuvenate Campustown
- Strengthen Our Community
- Enhance Our Relationship With Iowa State University

The FY11/12 adjusted budget includes \$4,000 for iPads for the Council to receive “paperless” Council packets.

<b>Service Accomplishments:</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
The figures below represent the comparison of the levies among the largest eleven cities in Iowa:				
Total Levy/1,000 Ames	\$10.86	\$10.85	\$10.84	\$10.82
High	\$18.31	\$18.26	\$18.53	\$18.65
Low	\$9.86	\$10.03	\$9.52	\$9.85
Average	\$15.43	\$15.36	\$14.52	\$14.85
Ames’ rank	10 <sup>th</sup> of 11	10 <sup>th</sup> of 11	9 <sup>th</sup> of 11	9 <sup>th</sup> of 11
Valuation/Capita Ames	\$40,030	\$41,911	\$36,772	\$37,961
High	\$76,547	\$80,177	\$66,912	\$68,919
Low	\$24,185	\$25,131	\$26,640	\$26,950
Average	\$38,450	\$35,663	\$47,974	\$48,200
Ames’ rank	4 <sup>th</sup> of 11	4 <sup>th</sup> of 11	8 <sup>th</sup> of 11	8 <sup>th</sup> of 11
Total Levy/Capita Ames	\$434.73	\$454.73	\$398.61	\$395.00
High	\$922.40	\$966.14	\$806.29	\$815.00
Low	\$330.85	\$344.34	\$368.86	\$385.00
Average	\$578.09	\$599.31	\$575.47	\$585.00
Ames’ rank	8 <sup>th</sup> of 11	8 <sup>th</sup> of 11	10 <sup>th</sup> of 11	10 <sup>th</sup> of 11

# CITY CLERK

411 -- 03

This activity records and maintains proceedings of the City Council, Zoning Board of Adjustment, Housing Board of Appeals, Civil Service Commission, and Local Board of Health. This activity also prepares agendas, takes minutes; publishes proceedings, accounts, legal notices, and documents; has custody of bonds and contracts; records and certifies special assessments; issues cemetery deeds and various licenses; maintains legal documents; provides public information and notification on various items.

**Service Objectives:**

- ✓ Coordinate the preparation of City Council, Civil Service, and Zoning Board of Adjustment agenda packets and ensure compliance with Open Meetings Law
  - ✓ Provide administrative support to the Mayor and City Council, attend all official meetings, and ensure minutes and adopted measures are available within three working days of the meeting
  - ✓ Ensure the proper posting, filing, publication, and processing of official City notices and documents
  - ✓ Provide courteous and proficient retrieval of requested documents and information for internal and external customers
  - ✓ Process permit and license applications within 24 hours of receipt
- ✓ Maintain a central filing system for official City records and guide, administer, and monitor the City's Records Management Program
  - ✓ Provide admin support, training, and pertinent materials to 133 citizens serving on 20 City boards and commissions, including facilitation of the Mayor and Council's appointment process
  - ✓ Serve as Deputy Commissioner of Elections and provide Notary Public services
  - ✓ Provide City Council agendas, minutes, and packet materials to the public in an electronic format
  - ✓ Research new technologies to improve the storing and retrieving of City records

	2010/11	2011/12	2011/12	2012/13	% Change
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From Adopted</b>
Personal Services	233,941	239,295	247,383	254,923	6.5%
Contractual	64,494	76,463	90,416	100,210	31.1%
Commodities	1,927	1,450	2,203	1,450	0.0%
Capital	-	-	-	-	
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>300,362</b>	<b>317,208</b>	<b>340,002</b>	<b>356,583</b>	<b>12.4%</b>
<b>Funding Sources:</b>					
General Fund	171,755	184,154	202,136	217,451	18.1%
Beer & Liquor Licenses	59,707	65,000	65,000	65,000	0.0%
Cigarette Permits	4,550	4,400	4,550	4,500	2.3%
Misc. Licenses/Permits/Fees	2,800	3,550	3,500	3,500	-1.4%
Garbage Hauler Licenses	-	-	2,400	2,400	
Zoning Appeal Fee	1,615	800	600	600	-25.0%
Water	14,984	14,826	15,454	15,783	6.5%
Sewer	14,984	14,826	15,454	15,783	6.5%
Electric	29,967	29,652	30,908	31,566	6.5%
<b>Total Funding Sources</b>	<b>300,362</b>	<b>317,208</b>	<b>340,002</b>	<b>356,583</b>	<b>12.4%</b>
<b>Personnel - Authorized FTE</b>	3.00	3.00	3.00	3.00	

# CITY CLERK

411 – 03

**Highlights:**

A total of 512 permits/licenses were issued in FY 10/11. One hundred eighty-three were Liquor Licenses or Beer Permits. There were 69 Temporary Obstruction Permits (TOPs) processed, an increase of 20% over last year.

The City Clerk’s Office tracks an average of 225 insurance certificates and 50 Letters of Credit to ensure that the City is protected against claims.

The City Clerk/Records Manager is responsible for responding to citywide, non-routine public records requests. In 2011, 20 requests were received. Under Chapter 22, Code of Iowa, the City is allowed to charge the requesting party for the employees’ time (based on salary without benefits) and materials necessary to fulfill the request. Due to the complexity of some requests, the requestor often does not want to pay the fee and no longer wants the records after the research has been done. In 2011, expenses incurred totaled \$3,796.27 with only \$234.73 being collected.

The Files Management System (FMS) reveals that over 1,000 searches are performed per month. Converting the City’s official records to electronic format is underway. We estimate that nearly 60,000 official documents will be scanned and indexed. The work is being done by employees of the Clerk’s Office and a part-time temporary employee working six hours/week. The elimination of an outside vendor results in an annual savings of \$700.

The City Clerk/Records Manager facilitates the Records Management Team meetings. A major accomplishment of the team was realized when the City Council adopted the revised Records Retention Schedule. This represented a major re-write of the Schedule that was first adopted by the City Council in 1998.

All Council meeting material is now distributed to the Mayor and City Council in electronic format. It is anticipated that a savings of over \$4,000 annually will be realized in printing costs. It was anticipated that the cost of the iPads would be offset in two years; however, it appears that it will actually be one year. Electronic Council packets also have resulted in a much more efficient process for staff, freeing up time to allocate to other tasks.

Election costs were higher in FY 11/12 to reflect a run-off election and \$40,000 is included for FY 12/13’s costs due to re-districting.

<b>Service Accomplishments:</b>	<b>2009/10 Actual</b>	<b>2010/11 Actual</b>	<b>2011/12 Adjusted</b>	<b>2012/13 Projected</b>
% of City Council minutes published within timeframe prescribed by <u>Code of Iowa</u>	100%	100%	100%	100%
<b>Efficiency and Effectiveness:</b>				
# of meetings reported	80	81	81	80
# of legal notices processed	227	201	230	245
# of resolutions finalized	594	592	575	600
# of documents recorded	73	113	120	100
# of licenses/permits processed	490	512	500	500
# of cemetery deeds issued	50	54	50	50
# of election petitions accepted	13	0	13	20

# EXECUTIVE MANAGEMENT

413 -- 04

It is the responsibility of the City Manager's Office to provide the overall administrative direction for the City organization in accordance with policies established by the City Council. Other responsibilities are to ensure that City operations are conducted economically, efficiently, and effectively, and that City Council and citizen concerns are addressed. This office also develops recommendations to the City Council for changes in programs, operations, and policies. In addition, the City Manager's office presents, reviews, and monitors the annual operating budget for the City. The office personnel also staff a number of City boards and commissions ranging from external public advisory bodies to internal employee committees, and represent the City as a member of the union contract negotiating teams. The office personnel also work with the City Council on community development issues and with Iowa State University on joint concerns.

## Service Objectives:

- ✓ Provide comprehensive vision and leadership for the City organization so that desires and needs of the community and City Council goals are met
- ✓ Prepare and provide to the City Council a fiscally responsible budget to finance City operations in support of community desires and City Council goals
- ✓ Oversee and support City departments as they provide the best possible services to the community at the lowest possible cost
- ✓ Represent the City in relationships with other state, federal, and local organizations
- ✓ Provide complete and objective information and recommendations to City Council
- ✓ Respond to public requests and inquiries in a courteous and timely manner

	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	555,789	584,883	622,425	616,612	5.4%
Contractual	48,338	50,973	47,415	50,393	-1.1%
Commodities	12,143	10,405	12,685	11,550	11.0%
Capital	-	-	-	-	
<b>Total Expenditures</b>	<b>616,270</b>	<b>646,261</b>	<b>682,525</b>	<b>678,555</b>	<b>5.0%</b>
<b>Funding Sources:</b>					
General Fund	355,424	372,658	390,403	388,133	4.2%
Employee Council Revenues	-	-	-	-	
Water	63,383	66,483	70,983	70,570	6.1%
Sewer	63,383	66,483	70,983	70,570	6.1%
Electric	134,080	140,637	150,156	149,282	6.1%
<b>Total Funding Sources</b>	<b>616,270</b>	<b>646,261</b>	<b>682,525</b>	<b>678,555</b>	<b>5.0%</b>
<b>Personnel - Authorized FTE</b>	3.71	3.71	3.71	4.71	

# EXECUTIVE MANAGEMENT

413 -- 04

**Highlights:**

For FY 11/12, the portion of the City Manager’s office salaries charged to the Electric Utility was maintained at 22%, based on time spent planning for future capacity, the 161 kV tie line project, the upcoming cost-of-service/rate study, and public improvement/large project contract support. This level of support from the Electric Fund will continue for FY 12/13.

Staff will be spending additional time in FY 12/13 supporting and analyzing building and plant alterations in various areas to address the space needs of several departments. Major projects will occur in the Electric and Water Utilities with plant maintenance and possible new construction, City Hall modifications, the development of an intermodal transit facility in Campustown, and the Library expansion project approved by the voters. As always, a major emphasis of this office is the facilitation of the accomplishment of Council goals and staffing of various Council-appointed boards and commissions.

For FY 12/13, 10% of the City Manager’s salary will continue to be charged to the Economic Development program to reflect work spent on development proposals and possible prospects. The funding source has been shifted to the General Fund from the Hotel/Motel Fund for FY 12/13.

City Manager staff is increasing the time spent on supporting a number of relatively new initiatives, including researching the possibilities of converting the refuse derived fuel to an alternative fuel source. Staff also supports the Student Affairs Commission and organizers of various community events.

In FY 11/12, a part-time intern position was added to focus on special projects and City Council referrals. During this past year, the position has proven to be of great value. The intern has provided much needed analytical assistance to almost every department. As a result of this success, in FY 12/13, the position is being converted to a full-time Management Analyst position at an added cost of \$17,000. In addition to assisting all of the departments with special projects requiring analytical capabilities, the position will be responsible for grant writing, facilitating process improvement teams, and coordinating in-house sustainability programs for the total organization.

The FY 11/12 Adjusted Personal Services budget reflects the retirement of one Assistant City Manager.

<b>Service Accomplishments:</b>	<b>2009/10 Actual</b>	<b>2010/11 Actual</b>	<b>2011/12 Adjusted</b>	<b>2012/13 Projected</b>
% of citizen requests resolved in:				
One day	15%	20%	20%	20%
2-7 days	15%	17%	20%	20%
1-4 weeks	35%	30%	27%	30%
More than 4 weeks	35%	33%	33%	30%
 # Union contracts negotiated	 2	 5	 4	 4
 <b>Efficiency and Effectiveness:</b>				
Survey rating for quality of City services:				
Good	64%	69%	63%	65%
Very good	34%	28%	31%	30%



# FINANCE ADMINISTRATION AND BUDGET

414 -- 15

The purpose of the Finance Administration and Budget activity is to provide overall financial management and analysis for the City of Ames. The activity provides direct supervision of Accounting and Reporting, Utility Customer Service, Information Services, Communications Services, Purchasing Services, and Debt Service activities and provides financial advice and direction to all City departments.

**Service Objectives:**

- ✓ Coordinate the preparation of the City's Annual Operating and Capital Budgets
- ✓ Provide accurate financial information on a timely basis
- ✓ Maintain the City's excellent credit rating (Moody's – Aaa)
- ✓ Coordinate the issuance of City debt and monitor debt capacity
- ✓ Maintain the City's Program Performance Budget as a decision making tool
- ✓ Maintain fund accountability for all City funds
- ✓ Submit and receive the GFOA Distinguished Budget Presentation Award and continually improve the budget document
- ✓ Audit and monitor all P-card transactions for compliance with procedures and policies
- ✓ Monitor revenues and expenditures as approved by the City Council

	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	298,462	306,079	306,012	313,507	2.4%
Contractual	43,009	48,390	35,677	38,094	-21.3%
Commodities	1,427	1,325	1,375	1,375	3.8%
Capital	-	-	-	-	
<b>Total Expenditures</b>	<b>342,898</b>	<b>355,794</b>	<b>343,064</b>	<b>352,976</b>	<b>-0.8%</b>
<b>Funding Sources:</b>					
General Fund	68,578	71,159	68,611	70,595	-0.8%
Police/Fire 411 Spec. Revenue	3,429	3,558	3,431	3,530	-0.8%
Water	51,435	53,369	51,460	52,946	-0.8%
Sewer	51,435	53,369	51,460	52,946	-0.8%
Electric	144,018	149,433	144,087	148,250	-0.8%
Parking	3,429	3,558	3,431	3,530	-0.8%
Resource Recovery	13,716	14,232	13,723	14,119	-0.8%
Fleet Services	6,858	7,116	6,861	7,060	-0.8%
<b>Total Funding Sources</b>	<b>342,898</b>	<b>355,794</b>	<b>343,064</b>	<b>352,976</b>	<b>-0.8%</b>
<b>Personnel - Authorized FTE</b>	2.84	2.84	2.84	2.84	

# FINANCE ADMINISTRATION AND BUDGET

414 -- 15

## Highlights:

- The City received the Government Finance Officers Association (GFOA) certificate of excellence for both financial reporting and the budget document.
- Supported new Information Technology initiatives including new website design and conversion of City Council materials from paper to electronic.
- The Aaa bond rating from Moody's Investor Services for general obligation bond issues was maintained.
- Developed Request for Proposal, selected consultant, and completed Electric Cost of Service and Rate studies with implementation planned in future year.
- Continued management and coordination among Federal Emergency Management Agency (FEMA), Iowa Homeland Security, and City departments for storm and flood related disaster assistance grants, provided financial support for the transfer of the HUD Section 8 Housing Assistance Program, and financial analysis and support for the Library renovation and expansion project and new Water Utility plant facility.

	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>
<b>Service Accomplishments:</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
<b>Bonded Indebtedness:</b>				
General Obligation Bonds	\$46,735,000	\$46,185,000	\$45,185,000	\$49,149,500
Revenue Bonds	0			
 Years Received GFOA Distinguished Budget Presentation Award	 23	 24	 25	 26
 <b>Efficiency and Effectiveness:</b>				
Maintain or improve General Obligation Bond rating which contributes to lower cost of debt	Moody's Aaa	Moody's Aaa	Moody's Aaa	Moody's Aaa
 Budget book rating of "outstanding" by at least 1 of 3 GFOA reviewers in the 31 categories for distinguished budget presentation	 15/31	 15/31	 25/31	 20/31
 General Fund actual expenses as a percent of the adopted budget	 95.5%	 98.4%	 100%	 100%
 General Fund actual revenues as a percent of the adopted budget	 100.9%	 100.5%	 100%	 100%
 Financial documents posted on website within one day of completion	 6/6	 6/6	 6/6	 6/6

# ACCOUNTING AND REPORTING

414 -- 16

The purpose of the Accounting and Reporting activity is to provide processing and reporting of all financial transactions for the City of Ames. The activity also provides financial controls and treasury management for departments to help ensure proper stewardship of public funds. The activity provides services that support management decisions through timely and accurate processing and reporting of payroll, accounts payable, accounts receivable, and cash transactions. Treasury management function provides investment and cash management services within the parameters set by the City of Ames Investment Policy and the Code of Iowa. The goals of this activity are to provide timely and accurate financial transaction processing and reporting and to maintain proper controls over financial assets in an efficient manner.

**Service Objectives:**

- ✓ Process payments for goods and services and pay all vendors timely and accurately, taking advantage of any discounts offered.
- ✓ Monitor the City's debt and ensure accurate and timely principal and interest payments.
- ✓ Process and distribute payroll for all City employees accurately and timely. File quarterly and annual payroll tax returns and W-2 forms accurately and timely.
- ✓ Protect and manage the City's cash assets in accordance with the applicable investment policy and provide for a reasonable rate of return.
- ✓ Receive unqualified opinions on the City's annual audited financial statements and compliance with requirements described in OMB Circular A-133.
- ✓ Prepare a Comprehensive Annual Financial Report in conformance with GAAP that meets the requirements of the GFOA excellence in financial reporting program.

	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	652,591	682,375	687,327	705,766	3.4%
Contractual	322,694	314,350	273,864	295,216	-6.1%
Commodities	5,300	6,130	5,830	8,625	40.7%
Capital	-	-	-	-	
Other	-	-	-	-	
Sub-Total	980,585	1,002,855	967,021	1,009,607	0.7%
Reimbursements	(67,419)	(66,091)	(68,368)	(70,846)	7.2%
<b>Total Expenditures</b>	<b>913,166</b>	<b>936,764</b>	<b>898,653</b>	<b>938,761</b>	<b>0.2%</b>

**Funding Sources:**

Reimbursements	67,419	66,091	68,368	70,846	7.2%
General Fund	244,534	257,862	239,657	251,420	-2.5%
Road Use Tax Fund	11,240	11,440	11,077	11,537	0.8%
Police/Fire 411 Spec. Revenue	8,410	8,687	8,742	8,966	3.2%
Special Assessment	4,932	4,991	4,757	4,987	-0.1%
Bond Funds	2,400	2,400	2,400	2,400	0.0%
Water	70,457	71,913	69,334	72,377	0.6%
Sewer	47,148	48,311	46,955	48,860	1.1%
Electric	270,801	276,165	266,350	277,972	0.7%
Parking	19,612	20,057	19,340	20,192	0.7%
Resource Recovery	123,556	125,360	119,711	125,422	0.0%
Fleet Services	42,657	43,487	41,962	43,782	0.7%
<b>Total Funding Sources</b>	<b>913,166</b>	<b>936,764</b>	<b>898,653</b>	<b>938,761</b>	<b>0.2%</b>

<b>Personnel - Authorized FTE</b>	9.00	9.00	9.00	9.00
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# ACCOUNTING AND REPORTING

414 -- 16

## Highlights:

The City received the Government Finance Officers Association (GFOA) certificate of excellence for financial reporting.

	2009/10 Actual	2010/11 Actual	2011/12 Adjusted	2012/13 Projected
<b>Service Accomplishments:</b>				
Percent of payments to vendors within 7 days of receipt following appropriate internal approvals	100%	100%	100%	100%
Accurate payroll reports filed within 30 days of quarter-end	100%	100%	100%	100%
Unqualified audit opinions received	Yes	Yes	Yes	Yes
CAFR distributed prior to December 31	Yes	Yes	Yes	Yes
Percentage of bond payments paid accurately and timely	100%	100%	100%	100%
Quarterly investment reports provided to City Council	4	4	4	4
<b>Efficiency and Effectiveness:</b>				
Average monthly accounts payable checks issued	1,577	1,450	1,450	1,450
Average monthly electronic/ACH payments to vendors	27	27	30	30
Average monthly payroll checks issued	255	248	240	240
Percent of employees using direct deposit	85%	85%	85%	85%
Annual number of W-2 forms issued	1,195	1,200	1,200	1,200
Audit findings noted	3	1	0	0
Number of years GFOA Achievement of Excellence in Financial Reporting certificate received	32	33	34	35
Number of bond issues monitored	14	14	12	13
Average amount of outstanding bond Principal	\$46,735,000	\$46,185,000	\$45,135,000	\$45,000,000
Average \$ value of investment portfolio	\$87,500,000	\$95,500,000	\$90,000,000	\$90,000,000
Average rate of return on investments	1.28%	.97%	1.15%	1.25%
Annual bond rating	Aaa	Aaa	Aaa	Aaa

# PUBLIC RELATIONS SERVICES

415 -- 05

The goal of this program is to promote a positive identity for the City of Ames, to provide information about local government, and to promote City programs and services for citizen and media use.

Information is channeled directly through Cable TV 12, City Side (the utility bill insert), the City of Ames website, and through press releases to commercial radio, television, and newspaper. In addition, publications, fliers, signs, and presentations are used to educate the public.

Within the City organization, the Public Relations Officer serves as an informal liaison for departments with a monthly newsletter and by assisting with orientation days four times per year, with Mayor/Council events, and with special City-wide and departmental events.

**Service Objectives:**

- ✓ Produce monthly newsletters for internal and external audiences
- ✓ Serve as primary media contact and source of information for media inquiries
- ✓ Work with departments/divisions to produce custom publications
- ✓ Coordinate the annual Ames Citizens Academy
- ✓ Monitor and update City of Ames website
- ✓ Produce press releases
- ✓ Coordinate advertising purchase and placement for several City departments
- ✓ Oversee government access television programming
- ✓ Produce annual Resident Satisfaction survey with assistance from Iowa State University
- ✓ **Support Utilities in marketing and promoting programs in support of the City Council's "Go Green" goal**
- ✓ Hire and mentor Iowa State University interns

	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	112,188	116,911	119,003	122,026	4.4%
Contractual	38,828	39,170	38,676	42,813	9.3%
Commodities	788	600	650	650	8.3%
Capital	-	-	-	-	
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>151,804</b>	<b>156,681</b>	<b>158,329</b>	<b>165,489</b>	<b>5.6%</b>

**Funding Sources:**

General Fund	75,903	78,341	79,164	82,744	5.6%
Water	15,180	15,668	15,833	16,549	5.6%
Sewer	15,180	15,668	15,833	16,549	5.6%
Electric	30,361	31,336	31,666	33,098	5.6%
Resource Recovery	15,180	15,668	15,833	16,549	5.6%
<b>Total Funding Sources</b>	<b>151,804</b>	<b>156,681</b>	<b>158,329</b>	<b>165,489</b>	<b>5.6%</b>

<b>Personnel - Authorized FTE</b>	1.19	1.19	1.19	1.19
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# PUBLIC RELATIONS SERVICES

415 -- 05

**Highlights:**

One full-time Public Relations Officer (PRO) staffs the Public Relations Office. The office budget includes one part-time public relations intern and supervision of the Electric Services Department part-time intern. The budget also includes a portion of the Principal Clerks salary.

The PRO accomplished the following during FY 10/11:

- Coordinated the Community Visioning Project
- Co-facilitated with Information Technology the launch of the new City of Ames website
- Implemented and/or monitored several social media sites on Facebook and Twitter
- Continued developing marketing materials for Smart Energy
- Updated and completed the Resident Satisfaction Survey with Iowa State University (cost increase to reflect actual cost of University assistance)
- Coordinated publicity/advertising for new merged Eco Fair
- Continued to promote EcoSmart, a citywide brand for improving the environment and reducing the City's carbon footprint; served on internal Cool City Committee
- Facilitated and implemented the seventh Ames Citizens Academy (based on low attendance, recommending suspension of next year's academy)
- Coordinated the "Welcome Back Students" event in August
- With Parks and Recreation, coordinated annual July 4th Community Pancake Breakfast
- Produced City Side monthly newsletter; quarterly Neighborhood News; monthly internal newsletter City Slickers

Continued efforts for FY 11/12 and FY 12/13:

- Move forward on Community Visioning through an Ames "Brag Team"
- Remain active in local, national professional groups (3CMA, PrAM)
- Handle media relations, press releases, and special events; update publications
- Supervise two public relations interns
- Supervise the TV staff, budget, and operations

<b>Service Accomplishments:</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
# of media releases distributed	153	230	169	170
# of City-assisted community events	6	8	6	6
# of marketing campaigns developed	5	5	4	4

**Efficiency and Effectiveness:**

Of those who use them, usefulness of news sources for learning about the City of Ames (3=very useful; 2=somewhat useful; 1=not useful)

ISU Daily	2.1	2.2	2.2	2.2
Ames Tribune	2.4	2.3	2.3	2.3
KASI/KCCQ Radio	2.3	2.3	2.3	2.3
Des Moines Register	2.1	2.2	2.2	2.2
City Side	2.3	2.3	2.4	2.4
Channel 12	1.9	1.9	2.1	2.2
City of Ames website	2.4	2.4	2.4	2.5
AmesNewsOnline (formerly Ames365.com)	2.0	2.1	2.2	2.2
The Sun	1.9	1.8	2.0	2.0

# LONG-RANGE PLANNING

415 -- 08

This activity involves the preparation, coordination, presentation, and implementation of advanced planning activities that typically extend beyond any one fiscal year, or that pertain to the development of the Land Use Policy Plan and any amendments thereof. Examples of these planning activities include: 1) Land Use Policy Plan; 2) major ordinance changes and proposals, including rezonings; 3) neighborhood planning studies; 4) Downtown and other commercial planning studies; and 5) other special planning studies assigned by the City Council and the City Manager. In this capacity, the Department of Planning and Housing serves as a staff and technical resource to the Planning and Zoning Commission and the Historic Preservation Commission, and serves as liaison between the commissions and the Ames City Council.

**Service Objectives:**

- ✓ Coordinate implementation of all types of adopted long-range plans
- ✓ Provide data for long-range planning decisions
- ✓ Respond to community needs for analysis and policies for long-range land use
- ✓ Encourage meaningful and timely community input
- ✓ Assess and update adopted policies and plans against projected need as directed by City Council
- ✓ Coordinate long-range planning policies and regulations with other jurisdictions and agencies
- ✓ Revisit City Code, policies, and procedures with a goal to streamline current procedures and policies for development
- ✓ Explore new trends and innovative means of achieving long-range planning objectives

	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	305,647	317,019	317,248	325,102	2.5%
Contractual	27,988	32,847	61,203	34,040	3.6%
Commodities	1,852	3,300	2,100	2,100	-36.4%
Capital	-	-	-	-	
<b>Total Expenditures</b>	<b>335,487</b>	<b>353,166</b>	<b>380,551</b>	<b>361,242</b>	<b>2.3%</b>
<b>Funding Sources:</b>					
General Fund	335,487	353,166	352,926	361,242	2.3%
Hotel Motel Tax	-	-	27,625	-	
<b>Total Funding Sources</b>	<b>335,487</b>	<b>353,166</b>	<b>380,551</b>	<b>361,242</b>	<b>2.3%</b>
<b>Personnel - Authorized FTE</b>	3.23	3.23	3.23	3.23	

# LONG-RANGE PLANNING

415 – 08

**Highlights:**

FY 11/12

- Adopted **28E Agreement** to implement Fringe Plan – received APA Planning Award
- Completed **annexation of Rose Prairie** site
- Reported on challenges and issues pertaining to **current landscaping requirements**, and developed process for reviewing landscaping standards
- Developed **process for amending the Land Use Policy Plan (LUPP)**
- Updated LUPP **Planning Base Chapter** to ensure that data in the plan is correct
- Began process of enrolling Ames in **Community Rating System** through FEMA
- Helped complete the **sale of the Adams property**
- Processed “**code clean-up**” **amendments** defined on Council’s priorities
- Processed various text amendments to facilitate customer requests or development
- Begin process of **National Register Nomination for Downtown** using \$27,625 in Hotel/Motel funds
- Begin process for amending Chapter 31 – **Guidelines for Historic District**
- Report to Council on possible approaches to regulating **digital signs**
- Begin process of reviewing **landscaping standards** to address identified concerns and develop amendments for Council consideration
- Begin LUPP amendment pertaining to **industrial area east of Ames**

FY 12/13

- Commence/complete the first **5-year scheduled review of Land Use Policy Plan**
- Complete process of **National Register nomination for Downtown**
- Complete **revisions to Chapter 31** – Guidelines for Historic District
- Complete report and/or related amendments to regulating **digital signs**
- Complete report and/or related amendments to **landscaping standards**.
- Complete reports and/or related amendments to **Airport protection standards**
- Determine how **flood study results** may affect land use regulations
- Continue working on long-term zoning issues in **Carroll Avenue neighborhood**
- Include \$2000 in budget for historic preservation training, public education and awareness, preservation awards, and preservation activities

<b>Service Accomplishments:</b>	<b>2009/10 Actual</b>	<b>2010/11 Actual</b>	<b>2011/12 Adjusted</b>	<b>2012/13 Projected</b>
LUPP amendments completed (map or text)	3	4	1	4
Rezoning completed	4	8	6	6
Zoning text amendments completed	14	4	16	12
Annexations completed	0	1	1	0

**Efficiency and Effectiveness:** <sup>(1)</sup>

	<b>Number of Days to Process</b>			
Citizen-initiated rezoning	76	51	63	63
Citizen-initiated LUPP map and/or text changes	56	45	50	50
Citizen-initiated zoning text changes	27	41	34	34

<sup>(1)</sup> Indicated processing time is the average number of calendar days to process citizen-initiated proposal from date of submitting a complete application to date of Council’s first reading. This excludes calendar days while waiting for applicant’s response.



# CURRENT PLANNING

415 -- 09

The Department of Planning and Housing serves as a staff and technical resource to the customer, Planning and Zoning Commission, Zoning Board of Adjustment, and the Historic Preservation Commission. The department serves as liaison between the commissions and the Ames City Council. Staff analyzes and makes recommendations on subdivisions, planned unit developments, and development plans. This occurs in conjunction with the City's Development Review Committee process. Staff advises the City Council and City Manager on planning and development matters and provides technical assistance to the Zoning Board of Adjustment and other City boards and commissions.

**Service Objectives:**

- ✓ Help applicants accomplish their development goals consistent with City development policies
  - ✓ Implement development regulations as adopted by City Council and State of Iowa
  - ✓ Provide an efficient and fair process for applicants
  - ✓ Process applications in a timely, thorough and accurate manner
  - ✓ Provide timely and accurate responses to public inquiries
  - ✓ Continue to provide reliable, high quality service to both internal and external customers
  - ✓ **Promote Ames as a welcoming place to do business by embracing a "can do" attitude in support of the Council's goal to further streamline and improve government processes**
- ✓ Coordinate development review with other City departments and outside agencies
  - ✓ Ensure compliance with adopted laws and policies
  - ✓ Encourage meaningful and timely community input
  - ✓ Look for ways to improve processes and regulations to better meet objectives
  - ✓ Provide applicants with the legal basis for planning decisions
  - ✓ Review impact of past planning and development codes, policies and procedures to identify possible areas for improvement
  - ✓ Ensure consistency in code interpretation through defined process for making and documenting administrative interpretations

	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	303,448	320,183	319,348	327,232	2.2%
Contractual	28,017	31,143	32,128	32,240	3.5%
Commodities	938	950	1,100	1,100	15.8%
Capital	-	-	-	-	
<b>Total Expenditures</b>	<b>332,403</b>	<b>352,276</b>	<b>352,576</b>	<b>360,572</b>	<b>2.4%</b>
<b>Funding Sources:</b>					
General Fund	321,577	343,476	342,776	351,772	2.4%
Development Review Fees	8,335	7,000	8,000	7,000	0.0%
Map/Document Sales	2,491	1,800	1,800	1,800	0.0%
<b>Total Funding Sources</b>	<b>332,403</b>	<b>352,276</b>	<b>352,576</b>	<b>360,572</b>	<b>2.4%</b>
<b>Personnel – Authorized FTE</b>	3.22	3.22	3.22	3.22	

# CURRENT PLANNING

415 -- 09

## Highlights:

### FY 11/12

- Developed and implemented a **competitive process for façade grants**, including a new scoring system for proposed façade improvements.
- Processed for approval a **revised adaptive reuse site plan for North Grand Mall**, which included essential negotiations between property owner and City to facilitate two major new tenants and major revitalization of the mall site.
- Continued work of DRC Process Improvement Team to implement a “**can do**” attitude toward customer proposals. Received overall **high ratings in recent customer satisfaction survey**, demonstrating staff commitment to excellent customer service.
- Continued **high level of project permit review, retaining similar volume of output** as in previous years in most permit categories in spite of continued slow economy nationwide.

### FY 12/13

- Continue to stress **high level output and excellent customer service**. Continue work implementing DRC Process Improvement Team actions, including working with subgroups to further fine tune and develop implementation strategies for action items in process improvement report.

<b>Service Accomplishments (process completions):</b>	<b>2009/10 Actual</b>	<b>2010/11 Actual</b>	<b>2011/12 Adjusted</b>	<b>2012/13 Projected</b>
Preliminary plat	2	2	2	2
Final plat	8	9	6	8
Plat of survey	15	22	16	18
Certificate of Appropriateness	9	6	6	7
Façade grants	2	2	8	5
Major site development plan/master plan	3	3	0	2
Minor site development plan	23	20	16	20
Permitted home occupation	11	8	10	10
Zoning Board of Adjustment cases	9	28	22	20

## Efficiency and Effectiveness:

The following statistics indicate the average number of calendar days to review/process the complete applications, excluding the days while waiting for the applicant response. <sup>(1)</sup>

	<b>Number of Days to Process</b>			
Preliminary plat	45	52	142 <sup>(2)</sup>	48
Final plat	24	19	24	22
Plat of survey	31	28	38	32
Certificate of Appropriateness	16	33	10	20
Façade grants	16	24	23	21
Major site development plan/master plan	80	62	0	71
Minor site development plan	18	28	21	22
Permitted home occupation	4	3	4	4
Zoning Board of Adjustment cases	28	29	21	26

<sup>(1)</sup> For half of FY 09/10, the review time indicated includes the days waiting for the applicant's response and/or Council action. Since December 2009, the applicant's response time and the Council's processing time have been deducted from the total to better monitor staff's efficiency in processing applications.

<sup>(2)</sup> This figure reflects only one project, which has been active off and on since 2010 while waiting for revisions and attempting to address critical storm water conveyance easement issues. A second anticipated application is not included in this figure because it has not yet been submitted or processed.

# LEGAL SERVICES

415 -- 20

The mission of the City Attorney's Office is to provide the highest quality legal services to the City at the lowest possible cost to the taxpayers; to provide sound and objective legal advice and representation to City officials and staff, Mary Greeley Medical Center and all other City departments; to earn and keep the respect and trust of those for whom and with whom the office works; and to act in accordance with the highest ethical and professional standards.

**Service Objectives:**

- ✓ Advise Council, staff, boards and commissions on legal and policy matters
- ✓ Supervise and monitor all legal work performed by outside counsel
- ✓ Incorporate advances in technology to enhance legal services in a timely and efficient manner
- ✓ Provide legal advice and support at all meetings of City Council and at meetings of boards and commissions as needed
- ✓ Draft ordinances and amendments, and publish Municipal Code
- ✓ Draft and review contracts, real estate, and other legal documents
- ✓ Litigate in District and Appellate Courts claims by and against the City
- ✓ Respond to public inquiries regarding City Code and regulatory matters
- ✓ Collect unpaid bills and fines through negotiation and settlement or litigation as needed
- ✓ Advise and represent Mary Greeley Medical Center in contract, employment, collection, and regulatory matters
- ✓ Represent the City in all administrative and arbitration claims, including labor and employment, inspections, housing, licensing, animal control, and other administrative matters
- ✓ Prosecute all criminal complaints, traffic tickets, code enforcement violations, parking appeals, and other municipal infractions in courts-of-law as necessary

	2010/11	2011/12	2011/12	2012/13	% Change
	Actual	Adopted	Adjusted	Adopted	From Adopted
<b>Expenditures:</b>					
Personal Services	537,342	562,327	549,931	568,773	1.1%
Contractual	27,662	34,421	34,113	35,423	2.9%
Commodities	10,721	2,347	3,365	2,300	-2.0%
Capital	1,824	-	-	-	
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>577,549</b>	<b>599,095</b>	<b>587,409</b>	<b>606,496</b>	<b>1.2%</b>
<b>Funding Sources:</b>					
General Fund	340,468	283,853	290,593	301,898	6.4%
Mary Greeley Medical Center	24,425	14,000	17,500	17,500	25.0%
Other Departments	6,690	4,000	5,500	5,500	37.5%
Fees and Fines	24,300	39,000	22,000	22,000	-43.6%
Water	30,174	57,380	56,522	58,403	1.8%
Sewer	9,679	57,380	56,522	58,403	1.8%
Electric	89,954	90,660	89,304	92,276	1.8%
Parking	36,682	37,903	34,672	35,231	-7.0%
Process Server Parking Rev.	374	-	100	100	
Resource Recovery	14,803	14,919	14,696	15,185	1.8%
Miscellaneous Revenue	-	-	-	-	
<b>Total Funding Sources</b>	<b>577,549</b>	<b>599,095</b>	<b>587,409</b>	<b>606,496</b>	<b>1.2%</b>
<b>Personnel - Authorized FTE</b>	<b>5.95</b>	<b>5.95</b>	<b>5.95</b>	<b>5.95</b>	

# LEGAL SERVICES

415 -- 20

## Highlights:

Demand for legal services continued to increase in FY 2011/12. Legal staff litigated 532 enforcement cases and 76 collection matters to final judgment.

The number of ordinances requested by Council and drafted by Legal staff increased 200% from 2010 to 2011 and included major ordinances including revision of wards and precincts following the 2010 decennial census.

The department represented the City in administrative proceedings at the state and federal levels, including an appeal to the Iowa Department of Natural Resources of the National Pollutant Discharge Elimination System (NPDES) permit issued to the Water Pollution Control facility; an appeal to the U.S. Environmental Protection Agency (EPA) of the Cross-State Air Pollution Rule; a federal discrimination complaint from the U.S. Department of Housing and Urban Development; and nine appeals of licenses and permits to the Alcoholic Beverages Division of the Department of Commerce (compared with zero in FY 2010/11).

The department provided representation and support for significant public improvement projects and real estate transactions for the City and its enterprises, including the CyRide Intermodal Facility, the National Animal Disease Center (NADC) water plant land swap, and the Mary Greeley Medical Center facilities expansion.

The City Attorney provided representation to the City and staff in civil litigation, including *Montgomery v. City of Ames*, *Brewbaker v. City of Ames*, and *City of Ames v. U.S. Environmental Protection Agency*.

The department represented the Board of Review in 22 administrative and two District Court property assessment appeals. This represents a 126% increase in the number of parcels appealed compared with the previous year.

The department operated with reduced staff for half of the year following the retirement of an employee with 24 years of experience and service to the City. Fees and fines collected are lower than budgeted, but reasonable compared to prior year.

	2009/10 Actual	2010/11 Actual	2011/12 Adjusted	2012/13 Projected
<b>Service Accomplishments:</b>				
Automated docketing system – ProLaw:	2,077	1,487	1,434	1,434
Legal matters opened (litigation, advice, subdivision review, etc.)				
Documents created/reviewed	11,900	19,089	18,804	18,804
Other events and legal services requiring review by Legal Department	8,433	11,441	8,985	8,985
Cases docketed in ProLaw and filed with the court:				
Paper filing	709	455	0	0
Electronic filing	2	274	594	594
<b>Efficiency and Effectiveness:</b>				
% of incoming phone calls returned by end of the next business day	85%	89%	86%	86%
Total # of active matters	1,946	2,550	2,742	2,742
# of matters closed	1,920	1,242	1,137	1,137
% of timely responses by Legal Department target completion dates	86%	92%	96%	96%

# HUMAN RESOURCES

415 -- 21

Human Resources provides a full range of services in support of all City departments and the Civil Service Commission. These services include recruitment and selection, classification, wage and salary administration, affirmative action, employee training and development, employee and labor relations including collective bargaining, contract administration, and policy research and development. The department's goal is to provide a comprehensive program which will further the contribution made by employees to assist the City in attaining its objectives.

## Service Objectives:

- ✓ Provide the highest quality human resources support to other City functions to carry out the goals of Council
- ✓ Monitor compliance with state and federal laws and City policy with regard to human resources related issues
- ✓ Maintain a database of current labor market information and perform classification and compensation studies to maintain pay equity and external competitiveness
- ✓ Provide employees and managers with training tools and resources to enhance individual and team performance as a means of achieving our Excellence Through People organizational culture
- ✓ Attract and retain qualified employees through the use of progressive recruitment techniques and competitive compensation and benefit systems
- ✓ Strive to maintain strong relations through collaborative negotiations, contract interpretation and resolution of grievances at the lowest possible level

	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	399,813	481,111	460,273	471,013	-2.1%
Contractual	110,729	136,138	116,146	123,701	-9.1%
Commodities	8,105	6,250	5,850	6,330	1.3%
Capital	-	-	-	-	
Other	-	-	-	-	
Sub-Total	518,647	623,499	582,269	601,044	-3.6%
Reimbursements	(100,618)	(121,055)	(113,193)	(116,654)	-3.6%
<b>Total Expenditures</b>	<b>418,029</b>	<b>502,444</b>	<b>469,076</b>	<b>484,390</b>	<b>-3.6%</b>
<b>Funding Sources:</b>					
General Fund	227,167	272,816	255,443	264,220	-3.2%
Road Use Tax Fund	29,667	35,692	33,364	34,385	-3.7%
Water	28,992	34,881	31,908	32,884	-5.7%
Sewer	24,584	29,577	27,891	28,744	-2.8%
Electric	85,836	103,271	96,540	99,494	-3.7%
Parking	5,757	6,926	5,473	5,641	-18.6%
Storm Sewer Utility	1,608	1,934	2,154	2,220	14.8%
Resource Recovery	14,055	16,910	15,779	16,262	-3.8%
Hotel/Motel Tax	363	437	524	540	23.6%
<b>Total Funding Sources</b>	<b>418,029</b>	<b>502,444</b>	<b>469,076</b>	<b>484,390</b>	<b>-3.6%</b>
<b>Personnel - Authorized FTE</b>	4.52	4.52	4.41	4.41	

# HUMAN RESOURCES

415 -- 21

## Highlights:

FY 10/11 held many accomplishments for the department, while operating with a shortage of staff. This included the settlement of voluntary agreements with three labor unions and favorable arbitration decisions with the two other labor unions. We continued to add new training opportunities for supervisors through power hours and *Creating the Culture*. In addition, several classes (*Good to Great*, *5 Dysfunctions of Teams*, *Turning Conflict into Collaboration*) were offered to all employees to build their "soft skills". We've noticed a decrease in attendance of classes.

<b>Service Accomplishments:</b>	<b>2009/10 Actual</b>	<b>2010/11 Actual</b>	<b>2011/12 Adjusted</b>	<b>2012/13 Projected</b>
# of leadership development coaching hours provided to leaders	0	30	40	50
# of hours of leadership and management development training offered	35	105	75	105
Attendance at formal training programs offered through Employee Development Center	1,933	1,719	1,800	1,900
# of recruitments (open and promotional)	40	54	45	45
# of applications (open and promotional)	2,363	3,244	3,000	3,000
# of external hires (full and part-time)	26	30	30	30
# of internal promotions	11	31	20	20
<b>Efficiency and Effectiveness:</b>				
% of City employees that rated sponsored training programs as above average or better	89%	87%	90%	90%
Average # of work days to complete external recruitment for full-time positions (from date posted to date offer extended)	58	56	56	56
% of diverse (protected class) applicants based on total applications received	13.25%	26.88%	25%	25%

# PUBLIC WORKS ADMINISTRATION

416 -- 72

This activity is responsible for the overall coordination and support of all Public Works' operational activities and capital projects.

**Service Objectives:**

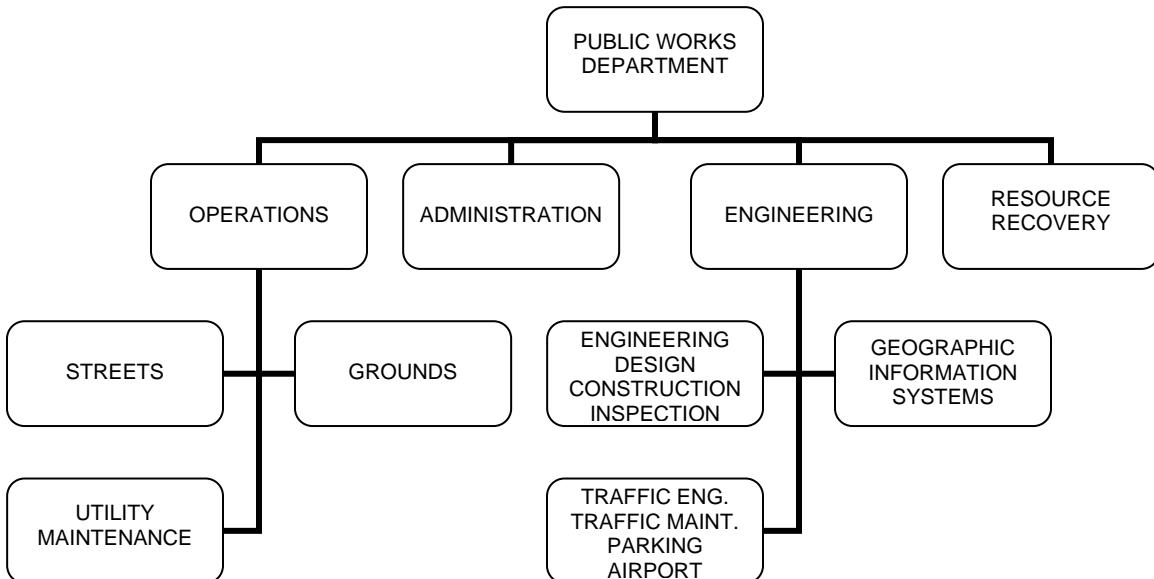
- ✓ Oversee and coordinate the activities of four Public Works divisions (Engineering, Operations, Resource Recovery, and Administration)
- ✓ Provide management direction and administrative support to Public Works employees
- ✓ Provide oversight and guidance for the Public Works portion of the Capital Improvements Plan
- ✓ Sell and arrange for installation of Veterans' Memorial bricks

	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	300,476	306,065	314,254	322,302	5.3%
Contractual	32,706	33,950	32,355	31,575	-7.0%
Commodities	1,337	2,000	8,500	1,000	-50.0%
Capital	-	-	-	-	
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>334,519</b>	<b>342,015</b>	<b>355,109</b>	<b>354,877</b>	<b>3.8%</b>

**Funding Sources:**

General Fund	314	1,500	500	500	-66.7%
Road Use Tax Fund	83,552	85,128	88,653	89,102	4.7%
Water	83,551	85,129	88,652	88,425	3.9%
Sewer	83,551	85,129	88,652	88,425	3.9%
Resource Recovery	83,551	85,129	88,652	88,425	3.9%
<b>Total Funding Sources</b>	<b>334,519</b>	<b>342,015</b>	<b>355,109</b>	<b>354,877</b>	<b>3.8%</b>

**Personnel - Authorized FTE**                      3.00                      3.00                      3.00                      3.00



# PUBLIC WORKS ADMINISTRATION

416 -- 72

**Highlights:**

Repair of damage to streets, utilities, and rights-of-way from flooding in 2010 continues into 2012 as requests for FEMA funding are realized and projects are completed. The **financial impact** of these activities can be seen throughout the FY 11/12 budget.

Public Works Administration staff is serving on an **interdepartmental and interagency team** led by the City Manager's office to evaluate potential impacts of future flooding in the Ames region. This evaluation will review the historical impacts of flooding in the area, forecast the potential for future events, and evaluate possible **flood mitigation measures** from a regional perspective.

Federal storm water discharge regulation issues continue to require **staff involvement** in FY 11/12. In FY 12/13, staff involvement will focus on evaluation of the sanitary sewer system and the extension of utilities to the east of I-35.

An **open house** featuring Public Works Department services, equipment, and personnel is being planned for early summer or late fall.

<b>Service Accomplishments:</b>	<b>2009/10 Actual</b>	<b>2010/11 Actual</b>	<b>2011/12 Adjusted</b>	<b>2012/13 Projected</b>
Number of projects with reimbursements from grants and other outside sources	14	8	13	8
Dollars received as reimbursements for project costs	\$5,396,600	\$2,511,323	\$7,411,094	\$5,121,500
Number of Veterans' Memorial bricks sold	13	13	13	13
# of departmental FTEs	74.0	75.0	75.0	75.0
<b>Efficiency and Effectiveness:</b>				
Administrative cost per employee	\$4,333	\$4,456	\$4,728	\$4,725
Administrative costs as a percent of Operations	2.7%	2.9%	2.8%	2.8%



# PUBLIC WORKS ENGINEERING

416 -- 80

The Engineering Division provides technical designs and construction inspection to ensure reliability and quality control for capital improvement projects. The Division also provides design review/acceptance and inspection services on subdivision public infrastructure construction. The Engineering Division is also involved in the long-range planning of projects to ensure development of streets, water distribution, sanitary sewer and storm sewer systems to meet current and future needs of the community. Another function of the Engineering Division is to maintain records for public infrastructure, including an electronic Geographic Information System (GIS) of this infrastructure.

**Service Objectives:**

- ✓ Plan, design, and implement public infrastructure projects including water main, sanitary sewers, storm drains, and streets rehabilitation and reconstruction
- ✓ Provide a high level of communication to the public throughout all stages of projects; coordinate meetings and citizen advisory committees as necessary
- ✓ Prepare certified engineering plans and specifications and administer bid process for capital improvement plan construction projects
- ✓ Develop and maintain city-wide GIS, provide GIS support to user department and coordinate with Mapping & Policy Support (MAPS) for base map information
- ✓ Supervise construction of all authorized public improvement projects
- ✓ Review plans and plats for consideration of public and private improvements
- ✓ Employ interns and co-ops for design, inspection, GIS, and traffic analysis
- ✓ Provide technical support to the Ames Area Metropolitan Planning Organization
- ✓ Maintain as-built drawings and archive records of public infrastructure construction
- ✓ Manage the City of Ames NPDES / Municipal Separate Storm Sewer System (MS4) permit

	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	1,025,927	1,223,693	1,262,506	1,294,268	5.8%
Contractual	230,463	225,458	262,060	255,306	13.2%
Commodities	16,201	19,815	52,085	21,485	8.4%
Capital	-	-	46,984	-	
<b>Total Expenditures</b>	<b>1,272,591</b>	<b>1,468,966</b>	<b>1,623,635</b>	<b>1,571,059</b>	<b>6.9%</b>

**Funding Sources:**

General Fund	(44,428)	-	-	-	
General Fund Design Reimb	650,697	671,500	662,852	664,279	-1.1%
Road Use Tax Fund	-	63,203	123,598	124,706	97.3%
Water	192,574	209,979	229,570	220,351	4.9%
Water Fees	2,099	5,100	5,000	5,000	-2.0%
Sewer	169,319	203,268	234,832	227,519	11.9%
Sewer Fees	203	10,100	1,000	1,000	-90.1%
Storm Sewer	236,889	190,681	278,244	238,902	25.3%
Storm Sewer Fees/Permits	48,415	95,200	68,000	68,000	-28.6%
Electric Fund	16,823	19,935	20,539	21,302	6.9%
<b>Total Funding Sources</b>	<b>1,272,591</b>	<b>1,468,966</b>	<b>1,623,635</b>	<b>1,571,059</b>	<b>6.9%</b>

<b>Personnel - Authorized FTE</b>	12.00	13.00	13.00	13.00
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# PUBLIC WORKS ENGINEERING

416 – 80

## Highlights:

The largest increases in the amended FY 11/12 budget come from the inclusion of the **I-JOBS Bioretention Cell project**, the addition of new office furniture in response to the City Hall Remodel project, and the replacement of the Engineering survey vehicle. The I-JOBS project involved a 50/50 funding match to construct three bioretention cells on City property. One cell is located in the City Hall west parking lot and the other two are located at the City Maintenance Facility on Edison Street. The City's primary contribution came from staff's involvement with design and construction using existing personnel and equipment.

In response to 2008 and 2010 flooding, staff moved forward in FY 10/11 to update the **Urban Stream Assessment**, originally completed in 2007, in an amount of \$30,120. This report rates and prioritizes stream channel/bank erosion in South Skunk River, Squaw Creek, Worle Creek, College Creek, Clear Creek, Onion Creek, and the Ada Hayden tributary leading to and within the City of Ames. Staff continues to work through the applications of six **Hazard Mitigation Grant Program** projects administered by FEMA for potential public improvement projects. Activities are in support of City Council's priority goal of **flood mitigation**. Realizing the importance of the storm sewer system, City Council has directed staff to proceed with a **new billing structure** based on impervious area.

The **Sanitary Sewer System Evaluation** is another high priority project for Engineering staff that will continue over the next couple of years. This project works to identify and eliminate infiltration/inflow from entering the sanitary sewer system. An engineering consultant will be hired in the spring of 2012 with the sewer investigation to commence immediately thereafter.

Through the City of Ames **Smart Watershed** program, staff continues to respond to citizen requests for additional information about storm water related topics. Topics being promoted include soil quality restoration, phosphorus-free fertilizers, picking up pet waste, installation of rain gardens and rain barrels. Rain Barrel and Rain Garden Cost Share Programs continue. In partnership with other departments and organizations, an **EcoFair** is planned for March 24, 2012. The Public Works Engineering portion of this event is organized to focus on water quality components, including current initiatives to improve watershed runoff. The EcoFair is an open house for the citizens to learn how to make a difference on their property and community-wide.

Storm water requirements, as mandated through the **Municipal Separate Storm Sewer System (MS4) permit**, continue to be a focus of the Engineering Division. Inspections of construction sites for compliance with permits for erosion and sediment controls are the main focus of the Stormwater Specialist. Each permitted construction site is inspected twice each calendar year and upon receiving an inquiry or complaint from the public. In addition, inspections for Capital Improvements Plan (CIP) projects are completed at least once every seven calendar days and within 24 hours of the end of a storm that creates precipitation of one-half inch or more.

A portion of the construction specifications focusing on water quality facilities has been completed by the Department of Natural Resources. It is hoped that a **Post-Construction Storm Water Management Ordinance** will be adopted by Council by FY 12/13. This will result in additional work for the Stormwater Specialist to review/monitor construction and maintenance of these facilities.

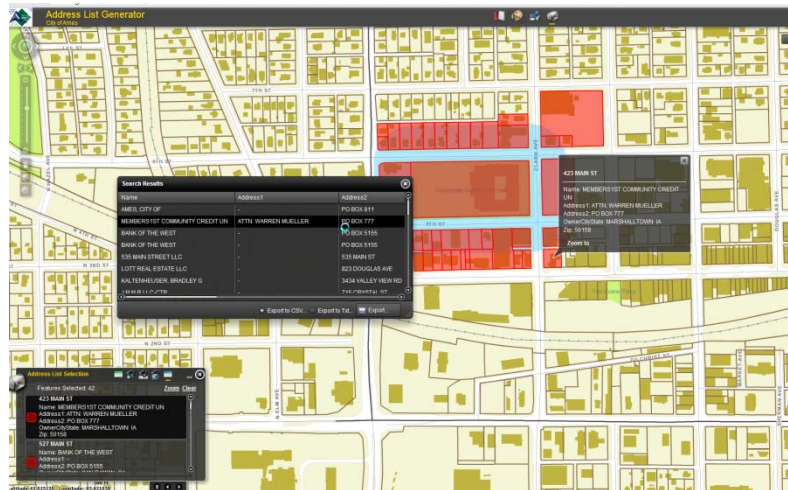
# PUBLIC WORKS ENGINEERING

416 – 80

## Highlights, continued:

To enhance the public's knowledge about various capital improvement projects, the Engineering Division holds **public informational meetings**. Prior to the preliminary design, staff meets with interested parties to gather information related to the project area. This information ranges from special access needs during construction to desired changes to the existing pavement alignment. Listening to the users of the project area enables the design and construction to address concerns and strengthen our neighborhoods. For some large projects that include land acquisition, such as the **Grand Avenue Extension**, staff implements context sensitive solutions to a larger degree which enables the citizens to provide input prior to hiring a design consultant. This also allows citizen input throughout the entire project design.

The Engineering Division's GIS workgroup works to provide GIS support across the organization. GIS staff continues to focus on the ongoing development of both **web-based and mobile GIS technologies**. Over the past year, staff has worked together to establish a dedicated GIS web server. This has allowed web-based GIS applications to be accessed from outside the City's network. These applications are developed to provide a streamlined tool for each task, increasing both efficiency and informed decision making. Data is easily maintained in a centralized location allowing access and sharing of information across the organization, often with no changes in business practice.



Example: Address Mailing List Web Application



Example: ArcGIS iPad/iPhone application

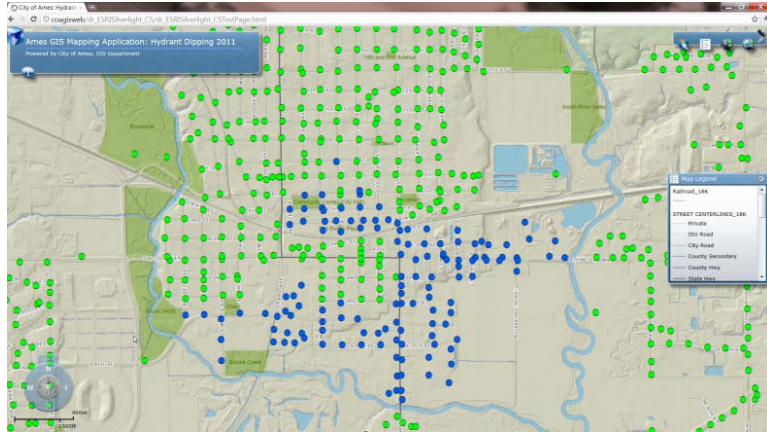
GIS staff has begun to implement mobile GIS within the Operations Division using 3G iPad tablets. This deployment served as a testing ground for future development. The devices are leveraging custom GIS maps using ESRI's ArcGIS Mobile application made available through the City's Enterprise GIS License Agreement. This approach is allowing field crews direct access to City GIS data and facilitates a two-way interface from office to field.

# PUBLIC WORKS ENGINEERING

416 – 80

## Highlights, continued:

The annual hydrant painting maintenance program marked the first time for **full-scale mobile GIS** deployment. Utilizing iPads, crews monitor the progress of other crew members and ensure no duplication is taking place. Changes to the GIS attributes (dates, type, condition, defects) are captured within the normal workflow. This provides a valuable tool, ensuring the accuracy and completeness of our utilities data. Pictures can be captured and linked directly to the feature within the GIS database. Since this work is taking place within the web environment, maps are easily customized and instantly available to other staff. This allows progress and critical discoveries to be monitored in real-time. Finally, this approach enables seamless reporting. It is anticipated in some cases, data handling will be reduced as much as three times, as the data is only handled once by field personnel.



Example: Hydrant Dipping Progress Map showing progress in real-time as work is completed.

	2008/09 Actual	2009/10 Actual	2011/12 Adjusted	2012/13 Projected
<b>Service Accomplishments:</b>				
# of CIP projects inspected/administered	28	25	28	30
# of subdivision public infrastructure projects inspected	3	0	5	5
# of construction site erosion and sediment control site inspections	488	201	350	350
# of plans and specifications prepared for capital improvement plan projects	24	22	30	30
<b>Efficiency and Effectiveness:</b>				
Projects bid under engineer's estimate		89%	90%	90%
Projects bid within 10% of engineer's estimate	44%	61%	70%	70%
Projects completed within 10% of original bid	74%	94%	95%	95%
Projects completed on time	90%	94%	90%	90%
% of completed as-builts records	70%	80%	85%	85%

# FACILITIES

418 -- 29

The purpose of this activity is to establish and provide facility maintenance services for City Hall, the Maintenance Facility (on Edison Street), and the Carpenter Shop located east of the Water Plant. Some minor maintenance or facility consultation services may also be provided by staff to other City facilities. This activity has now been expanded to include the Maintenance Facility, and is now managed by Fleet Services. Most of the maintenance is currently provided under contract by specialized vendors. This program is intended to maintain each facility to appropriate regulations, to provide City employees with a productive work environment, and to create and maintain an attractive City Hall that represents our community.

**Service Objectives:**

- ✓ Maintain an attractive City Hall facility (grounds and exterior of City Hall)
- ✓ Provide limited maintenance activities to other City buildings
- ✓ Maintain efficient equipment (motors, pumps, generators, boiler, etc.) at City Hall
- ✓ Maintain the Ames Veterans' Memorial
- ✓ Provide quality janitorial services
- ✓ Coordinate and manage special projects
- ✓ Perform monthly building walkthrough inspections at City Hall
- ✓ **Create strategic plan outlining goals and action steps for the City of Ames government to reduce carbon emissions**
- ✓ **Establish baseline carbon footprint data and track City progress against Council goal to reduce CO<sub>2</sub> output by 15% by 2014**

	2010/11	2011/12	2011/12	2012/13	% Change
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From Adopted</b>
Personal Services	115,778	137,988	138,844	142,330	3.1%
Contractual	339,891	329,005	338,134	343,739	4.5%
Commodities	25,620	20,150	62,350	22,450	11.4%
Capital	5,866	-	57,856	-	
Sub-Total	487,155	487,143	597,184	508,519	4.4%
Reimbursements	-	-	(5,118)	(5,072)	
<b>Total Expenditures</b>	<b>487,155</b>	<b>487,143</b>	<b>592,066</b>	<b>503,447</b>	<b>3.3%</b>

**Funding Sources:**

General Fund	270,928	265,809	362,959	275,469	3.6%
Interdepartmental Labor	4,200	-	-	-	
City Assessor	13,302	12,939	13,948	13,813	6.8%
Road Use Tax Funds	22,436	22,082	23,526	23,299	5.5%
Police/Fire 411 Special Revenue	286	282	300	296	5.0%
Water	18,507	18,216	19,407	19,219	5.5%
Sewer	13,811	13,593	14,482	14,342	5.5%
Electric	34,182	33,644	35,843	35,497	5.5%
Parking	10,508	10,342	11,018	10,912	5.5%
Resource Recovery	1,694	1,667	1,776	1,759	5.5%
Fleet Services	97,301	108,569	108,807	108,841	0.3%
<b>Total Funding Sources</b>	<b>487,155</b>	<b>487,143</b>	<b>592,066</b>	<b>503,447</b>	<b>3.3%</b>

<b>Personnel - Authorized FTE</b>	1.20	1.30	1.30	1.30
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# FACILITIES

418 -- 29

**Highlights:**

City Hall, located at 515 Clark, is the administrative center for city operations and for the community. This retired school building was remodeled from 1988 to 1990 and was occupied and open for service in the spring of 1990. After 22 years of use, a list of maintenance needs has been created and is scheduled for completion in FY 11/12 and 12/13. That list follows:

FY 11/12:

- \$27,200 increase for new tables and chairs in conference rooms and tables for Council Chambers
- \$11,300 increase for new hardware on the interior doors to meet Americans With Disabilities Act (ADA) requirements
- \$57,000 for minor remodeling on the ground floor south end
- \$50,000 cleaning contract scheduled to be re-bid in FY 12/13
- \$5,900 increase for interior wall repair and painting, interior wood door and trim refinishing, and landscape improvements

FY 12/13:

- \$2,500 to install a fence around the air-conditioner units on west side
- \$5,000 for exterior limestone repairs
- \$4,000 to replace vinyl floor tile
- \$3,200 for exterior wood door maintenance
- \$2,000 for supplies for ADA compliance – tables and counters

Maintenance Facility – Located at 2207 Edison Street

This building and parking lot is used by Fleet Services, Public Works, Police, Fire, CyRide, Electric, and Story County (for off-site record storage). Most of the overhead doors, walk-in doors, and furnaces have been replaced to improve the energy efficiency of this facility. The concrete block walls are showing signs of deterioration. This facility is now lighted 100% with T8 energy efficient fluorescent light bulbs.

Facilities Maintenance Shop – Located East of the Water Plant

This shop is inside the high security fenced area of the Water Plant. Future relocation of this shop may be required due to the Water Plant expansion/demolition.

<b>Service Accomplishments:</b>	<b>2009/10 Actual</b>	<b>2010/11 Actual</b>	<b>2011/12 Adjusted</b>	<b>2012/13 Projected</b>
Maintenance Cost Per Square Foot:				
City Hall – excluding Community Center	\$6.51	\$6.46	\$6.80	\$6.76
Maintenance Facility	\$2.87	\$2.79	\$3.13	\$3.13

# CITY COUNCIL CONTINGENCY

412 -- 01

The City Council Contingency Fund accounts for those funds designated by the City Council to be considered as contingency and are allocated within the General Fund. Through the careful use of the contingency funds, the City Council has been able to respond to needs and opportunities which were not foreseen at the time of budget preparation.

The FY 11/12 adjusted year was increased to \$100,000 and \$56,488 was carried over for educational costs related to global warming and pollution reduction (\$15,905), Tiger Grant support (\$10,000), dangerous buildings (\$8,810), historic preservation standards match (\$20,000), and Campustown Action Association (\$1,773).

	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	-	-	-	-	
Contractual	5,098	50,000	140,583	50,000	0.0%
Commodities	3,164	-	-	-	
Capital	-	-	-	-	
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>8,262</b>	<b>50,000</b>	<b>140,583</b>	<b>50,000</b>	<b>0.0%</b>
<b>Funding Sources:</b>					
General Fund	8,262	50,000	140,583	50,000	0.0%
<b>Total Funding Sources</b>	<b>8,262</b>	<b>50,000</b>	<b>140,583</b>	<b>50,000</b>	<b>0.0%</b>
<b>Personnel - Authorized FTE</b>	.00	.00	.00	.00	

# CITY COUNCIL SPECIAL ALLOCATIONS

410 -- 01

This program summarizes the miscellaneous requests from outside groups for City funding.

	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	-	13,000	13,000	-	
Contractual	204,848	101,000	120,461	138,700	37.3%
Commodities	3,239	-	1,000	2,300	
Capital	-	-	-	-	
<b>Total Expenditures</b>	<b>208,087</b>	<b>114,000</b>	<b>134,461</b>	<b>141,000</b>	<b>23.7%</b>
<b>Funding Sources:</b>					
General Fund	98,005	-	7,995	-	
Local Option	79,882	89,000	101,466	116,000	30.3%
Hotel/Motel	5,000	-	-	-	
Water	6,300	6,250	6,250	6,250	
Sewer	6,300	6,250	6,250	6,250	
Electric	6,300	6,250	6,250	6,250	
Resource Recovery	6,300	6,250	6,250	6,250	
<b>Total Funding Sources</b>	<b>208,087</b>	<b>114,000</b>	<b>134,461</b>	<b>141,000</b>	<b>23.7%</b>
<b>Project Detail:</b>					
Ames Partner City Association	3,000	3,000	3,000	5,000	66.7%
Ames Historical Society	16,000	18,000	18,000	16,000	-11.1%
Main Street Cultural District	29,000	30,000	30,000	31,000	3.3%
Hunziker Youth Sports Complex	35,000	25,000	25,000	25,000	
VEISHEA Pancakes/Events	8,000		8,000	8,000	
ACVB Convention/Mtg. Study	5,000				
United Ames	900	13,000	13,000		
Campustown Action Association	5,982			25,000	
Sustainability Coordinator	25,200	25,000	25,000	25,000	
Homecoming Pancakes				1,000	
FACES Celebration			4,466	5,000	
Visioning	77,005		7,995		
Airport Signage	3,000				
<b>Total</b>	<b>208,087</b>	<b>114,000</b>	<b>134,461</b>	<b>141,000</b>	<b>23.7%</b>

The expense of \$25,000 for the Sustainability Coordinator reflects the cost to complete task to promote and educate Ames residents about community-wide sustainability as part of the Council's "go-green" goal.



# MERIT PAYROLL ADJUSTMENT

417 -- 66

	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	-	167,758	-	171,444	2.2%
<b>Total Expenditures</b>	-	<b>167,758</b>	-	<b>171,444</b>	<b>2.2%</b>
<b>Funding Sources:</b>					
General Fund	-	98,956	-	100,355	1.4%
Local Option	-	169	-	172	1.8%
Leased Housing	-	-	-	-	
Road Use Tax Fund	-	6,757	-	7,008	3.7%
Housing Assistance	-	-	-	-	
Water	-	9,148	-	9,248	1.1%
Sewer	-	9,068	-	9,179	1.2%
Electric	-	23,102	-	23,826	3.1%
Parking	-	1,568	-	1,617	3.1%
Storm Sewer Utility	-	1,527	-	1,661	8.8%
Ice Arena	-	1,015	-	979	-3.5%
Homewood Golf	-	715	-	708	-1.0%
Resource Recovery	-	2,437	-	2,525	3.6%
Fleet Services	-	2,882	-	2,859	-0.8%
Information Services	-	6,684	-	7,367	10.2%
Risk Insurance	-	831	-	893	7.5%
Health Insurance	-	1,336	-	1,312	-1.8%
Hotel/Motel	-	600	-	614	2.3%
County-Wide Affordable Housing	-	-	-	-	
Comm. Develop. Block Grant	-	963	-	1,121	16.4%
<b>Total Funding Sources</b>	-	<b>167,758</b>	-	<b>171,444</b>	<b>2.2%</b>
<b>Personnel - Authorized FTE</b>	.00	.00	.00	.00	

# GENERAL GOVERNMENT CIP

419

**Activity Description:**

This is a summary of all capital improvements in the General Government division. Details are presented in the Five-Year Capital Improvements Plan for the City of Ames.

<b>Activities:</b>	<b>2010/11 Actual</b>	<b>2011/12 Adopted</b>	<b>2011/12 Adjusted</b>	<b>2012/13 Adopted</b>	<b>% Change From Adopted</b>
<b>Long-Range Planning:</b>					
Southeast Entryway	16,692		276,194		
Southeast Entryway IDOT Grant	66,689		616,311		
Sub-Total	83,381		892,505		
<b>Facilities:</b>					
City Hall Mechanical/Structural	65,100	350,000	254,257	50,000	
City Hall Space Re-Use			600,000		
ARRA Energy Block Grant	514,733		15,768		
EOC Grant			800,000		
Cool Cities Facility Improvement	105,866	136,050	294,134		
Sub-Total	685,699	486,050	1,964,159	50,000	
<b>Total CIP</b>	<b>769,080</b>	<b>486,050</b>	<b>2,856,664</b>	<b>50,000</b>	<b>-89.71%</b>

## GENERAL GOVERNMENT CIP PROJECT DESCRIPTIONS

The City Hall improvements program is focused on major maintenance or replacement of items for the building, Veterans Memorial, and parking lots on the west side of the building and across the street to the east. City Hall's mechanical, electrical, plumbing, sprinkler, and numerous other support systems were installed in 1990. Funds of \$50,000 per year have been allocated for equipment or system failures that may occur and are beyond the funding levels in the maintenance budget.



A hillside of trees is just starting to show its fall colors behind Moore Memorial Park's barn and silo.



Homewood Golf Course in late summer splendor

# DEBT SERVICE

470

This program accounts for the payment of principal and interest on bonds issued by the City of Ames. There are two types of bonds that this covers: 1) General Obligation Bonds which are accounted for in the Debt Service Fund and which are full face and an obligation of the City; and 2) Revenue Bonds which are accounted for from the earnings of the enterprise funds. The City has Revenue Bonds for the Electric Fund.

<b>Use of Funds:</b>	<b>2010/11 Actual</b>	<b>2011/12 Adopted</b>	<b>2011/12 Adjusted</b>	<b>2012/13 Adopted</b>	<b>% Change From Adopted</b>
General Obligation Funds	14,975,264	9,267,800	9,103,363	9,704,178	4.7%
Electric Revenue Bonds	-	-	-	-	
Bond Costs	77,436	-	73,246	-	
Electric Revenue	-	-	-	-	
<b>Total Expenditures</b>	<b>15,052,700</b>	<b>9,267,800</b>	<b>9,176,609</b>	<b>9,704,178</b>	<b>4.7%</b>

The City of Ames' debt is managed in accordance with the Capital Improvement Financing and Debt Management policies adopted by the City Council. Total debt service cost is expected to grow at an average rate of just under three percent over the five-year capital planning period. The levy rate for debt service is expected to remain relatively flat for the term of the CIP with the use of fund balances to stabilize property tax rates. The City expects to remain well under debt limits set by the Code of Iowa and further limited by City Council reserves. The City's General Obligation bonds currently have the highest rating (Aaa) from Moody's Investor Services. Two of the reasons stated for the strong rating include rapid retirement of debt principal and low debt burden. These positions will be maintained throughout the five-year capital planning period.

All outstanding debt is fully amortized with approximately equal principal and interest payments each year during the term of the bonds.

# DEBT SERVICE

470

	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Expenditures By Type:</b>					
Contractual	134,389		73,246		
Other Expenditures	14,918,311	9,267,800	9,103,363	9,704,178	4.7%
<b>Total Expenditures</b>	<b>15,052,700</b>	<b>9,267,800</b>	<b>9,176,609</b>	<b>9,704,178</b>	<b>4.7%</b>
<b>Funding Sources:</b>					
Debt Service	14,975,264	9,267,800	9,103,363	9,704,178	4.7%
Bond Costs	77,436	-	73,246	-	
Electric Revenue	-	-	-	-	
<b>Total Funding Sources</b>	<b>15,052,700</b>	<b>9,267,800</b>	<b>9,176,609</b>	<b>9,704,178</b>	<b>4.7%</b>
<b>Debt Service Principal and Interest Breakdown:</b>					
<u>G.O. Bonds</u>					
Issuance Costs	134,389		73,246		
Principal	13,220,000	7,517,377	7,620,000	8,013,472	6.6%
Interest	1,698,311	1,750,423	1,483,363	1,690,706	-3.4%
<b>Total G.O. Bonds</b>	<b>15,052,700</b>	<b>9,267,800</b>	<b>9,176,609</b>	<b>9,704,178</b>	<b>4.7%</b>
<u>Revenue Bonds</u>					
Principal	-	-	-	-	
Interest	-	-	-	-	
<b>Total Revenue Bonds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total Debt Service</b>	<b>15,052,700</b>	<b>9,267,800</b>	<b>9,176,609</b>	<b>9,704,178</b>	<b>4.7%</b>

## DEBT SERVICE COST ALLOCATION FOR 2012/2013 BUDGET

Valuation \$2,239,854,304

Use of Bond Proceeds	Allocated Debt Service	Debt Service Abatements	Property Tax Support	Rate Per \$1,000 Valuation
Fire Department Apparatus	\$ 192,203	\$ 48,051	\$ 144,152	0.06436
Fire Station 3	117,921		117,921	0.05265
Library Expansion/Renovation <sup>1</sup>	295,522		295,522	0.13194
Ada Hayden Heritage Park	360,629		360,629	0.16101
City Hall Improvements	14,282		14,282	0.00638
Aquatic Center	936,692		936,692	0.41819
Water Projects	326,472	326,472		
Urban Renewal – TIF	116,817	116,817		
Storm Sewer	255,904		255,904	0.11425
Streets	5,863,239		5,863,239	2.61767
Special Assessments	213,735	213,735		0.00000
2012/2013 CIP G.O. Bonds <sup>2</sup>	1,010,762	357,122	653,640	0.29182
<b>Total G. O. Debt</b>	<b>9,704,178</b>	<b>1,062,197</b>	<b>8,641,981</b>	<b>3.85827</b>
Use of Fund Balance		750,000	(750,000)	-0.33484
<b>Total Debt Service Cost</b>	<b>\$ 9,704,178</b>	<b>\$ 1,812,197</b>	<b>\$ 7,891,981</b>	<b>3.52343</b>

### FY 12/13 Debt Service Levy

**\$ 7,891,981      3.52343**

### 2012/2013 CIP G. O. Issue

Woodview Drive Water & Sewer Project	\$ 357,000	Special Assessment Abated
Extension of Utilities East	4,300,000	Water and Sewer Abated
Extension of Utilities North	1,401,000	Water and Sewer Abated
Flood Response & Mitigation Projects	820,000	
Collector Street Pavement Improvements	850,000	
Asphalt Street Reconstruction Program	928,000	
CyRide Route Pavement Improvements	1,420,000	
Arterial Street Pavement Improvements	219,000	
Concrete Pavement Improvements	600,000	
Downtown Street Improvements	950,000	
Asphalt/Seal Coat Street Rehabilitation	620,500	
Squaw Creek Footbridge	400,000	
<b>Subtotal Debt Issue</b>	<b>\$ 12,865,500</b>	

Library Expansion/Renovation

4,500,000

**Grand Total Debt Issue 2012/13**

**\$ 17,365,500**

1 – FY 12/13 Issuance

2 – Without Library

# CITY OF AMES, IOWA

## PROJECTION OF DEBT CAPACITY

	2010/11 ACTUAL	2011/12 BUDGETED	2012/13 PROJECTED
1. Total Actual Valuation	3,431,600,584	3,453,383,950	3,485,540,534
2. State Mandated Debt Limit	171,580,029	172,669,198	174,277,027
3. City Reserve (25% of Limit)	42,895,007	43,167,300	43,569,257
<b>Unreserved Debt Capacity</b>	<b>128,685,022</b>	<b>129,501,898</b>	<b>130,707,770</b>
4. Outstanding Debt	46,185,000	45,240,000	38,160,000
5. Proposed Issues			17,365,500
6. Balance of Proposed Issues			
<b>Total Debt Subject to Limit</b>	<b>46,185,000</b>	<b>45,240,000</b>	<b>55,525,500</b>
7. Available Unreserved Debt Capacity (\$)	82,500,022	84,261,898	75,182,270
8. Available Unreserved Debt Capacity (%)	64.11%	65.07%	57.52%
9. Total Debt Capacity (\$)	125,395,029	127,429,198	118,751,527
10. Total Debt Capacity (%)	73.08%	73.80%	68.14%

**Notes:**

1. Total assessed valuation plus utility valuation growth assumption is 3.0% per year.
2. State of Iowa statutory debt limit is 5% of total actual valuation.
3. City policy reserves 25% of available debt capacity.
4. Current outstanding debt subject to limit at fiscal year end includes all debt in which property taxes are pledged.
5. Debt issues subject to limit proposed are part of Capital Improvements Plan.
6. Debt balance on issues in Capital Improvements Plan.
7. Debt capacity available after deducting the reserved capacity.
8. Percentage of debt capacity available after deducting the reserved capacity.
9. Debt capacity available prior to deducting the reserved capacity.
10. Percentage of debt capacity available prior to deducting the reserved capacity.



# CITY OF AMES, IOWA

## PROJECTION OF DEBT CAPACITY

	2013/14 PROJECTED	2014/15 PROJECTED	2015/16 PROJECTED	2016/17 PROJECTED
1. Total Actual Valuation	3,590,106,750	3,697,809,953	3,808,744,252	3,923,006,580
2. State Mandated Debt Limit	179,505,338	184,890,498	190,437,213	196,150,329
3. City Reserve (25% of Limit)	44,876,335	46,222,625	47,609,303	49,037,582
<b>Unreserved Debt Capacity</b>	<b>134,629,003</b>	<b>138,667,873</b>	<b>142,827,910</b>	<b>147,112,747</b>
4. Outstanding Debt	31,895,000	26,740,000	21,940,000	16,980,000
5. Proposed Issues	20,340,000	10,500,250	6,500,000	6,500,000
6. Balance of Proposed Issues	21,788,346	37,792,975	43,585,575	44,786,172
<b>Total Debt Subject to Limit</b>	<b>74,023,346</b>	<b>75,033,225</b>	<b>72,025,575</b>	<b>68,266,172</b>
7. Available Unreserved Debt Capacity (\$)	60,605,657	63,634,648	70,802,335	78,846,575
8. Available Unreserved Debt Capacity (%)	45.02%	45.89%	49.57%	53.60%
9. Total Debt Capacity (\$)	105,481,992	109,857,273	118,411,638	127,884,157
10. Total Debt Capacity (%)	58.76%	59.42%	62.18%	65.20%

### Notes:

1. Total assessed valuation plus utility valuation growth assumption is 3.0% per year.
2. State of Iowa statutory debt limit is 5% of total actual valuation.
3. City policy reserves 25% of available debt capacity.
4. Current outstanding debt subject to limit at fiscal year end includes all debt in which property taxes are pledged.
5. Debt issues subject to limit proposed are part of Capital Improvements Plan.
6. Debt balance on issues in Capital Improvements Plan.
7. Debt capacity available after deducting the reserved capacity.
8. Percentage of debt capacity available after deducting the reserved capacity.
9. Debt capacity available prior to deducting the reserved capacity.
10. Percentage of debt capacity available prior to deducting the reserved capacity.

## SUMMARY OF ALL BONDS PAYABLE AT JUNE 30, 2011 FOR THE CITY OF AMES

Bond Type	Date of Issue	Interest Rates	Maturity Date	Amount Originally Issued	Outstanding June 30, 2011
<b>General Obligation Bonds:</b>					
Corp. Fire & Ada Hayden Park	10/04	2.75 – 3.25%	6/14	6,030,000	1,995,000
Corp. Fire & G.O. Refunding	9/05	3.50 – 3.65%	6/17	5,495,000	2,080,000
Corporate Purpose 2006	10/06	4.00%	6/18	5,285,000	3,450,000
Corporate, Pool & Water	11/07	3.75 – 4.15%	6/19	9,630,000	7,240,000
Corporate, Pool & Water	10/08	3.75 – 4.15%	6/20	8,355,000	6,745,000
G.O. Refunding	4/09	2.50 – 3.00%	6/13	6,995,000	2,580,000
Corporate Purpose 2009B	10/09	2.00 – 3.50%	6/21	11,165,000	9,805,000
Corporate Purpose 2010	9/10	2.00 – 2.50%	6/22	6,690,000	6,310,000
G.O. Refunding 2011A	5/11	2.00 – 3.35%	6/21	5,980,000	5,980,000
<b>Total G.O. Bonds</b>					<b><u>\$ 46,185,000</u></b> (a)
<b>TOTAL ALL BONDS</b>					<b><u>\$ 46,185,000</u></b>

(a) Excludes unamortized premiums of \$30,974

## SUMMARY OF BONDS PAYABLE – PRINCIPAL & INTEREST AT JUNE 30, 2011 FOR THE CITY OF AMES

As of June 30, 2011, annual debt service requirements of **governmental activities** to maturity are as follows:

<b>General Obligation Bonds</b>		
<b>Year Ending June 30</b>	<b>Principal</b>	<b>Interest</b>
2012	\$ 6,815,280	\$ 1,331,407
2013	6,333,723	1,131,940
2014	5,501,776	951,776
2015	4,374,829	796,272
2016	4,002,882	665,259
2017-2021	16,085,404	1,469,426
2022	660,000	16,500
Total Requirements	\$ 43,773,894	\$ 6,362,580

Long-term debt amounts above and below are shown without reference to applicable premiums and unamortized costs.

As of June 30, 2011, annual debt service requirements of **enterprise fund activities** to maturity are as follows:

<b>General Obligation Bonds</b>		
<b>Year Ending June 30</b>	<b>Principal</b>	<b>Interest</b>
2012	\$ 234,720	\$ 93,996
2013	241,277	85,195
2014	253,224	76,146
2015	260,171	66,651
2016	272,118	56,679
2017-2021	1,149,596	115,739
Total Requirements	\$ 2,411,106	\$ 494,406
Grand Totals	\$ 46,185,000	\$ 6,856,986



One of the stone tributes in a beautiful flower bed outside the shelter at Ada Hayden Heritage Park



Working Landscape – a residential retention pond (above) and the wetlands at Ada Hayden Heritage Park (below)

# INTERNAL SERVICES PROGRAM & TRANSFERS

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# INTERNAL SERVICES PROGRAM

## 510 -- 529

### Program Description:

Internal support services are operations which support other City programs. In contrast to the support services in the General Government Program, these operations are entirely funded by charges made to other City programs. These activities thus represent money which has already been budgeted once within the operating programs and are grouped together to identify “twice budgeted” amounts. The City chooses to budget these amounts as an internal accountability tool, and they are not reported to the State. Information Technology (Data Processing) provides hardware and programming support to the other City programs upon request. Communication covers the cost of operating the City’s telephone system. Purchasing Services procures goods for City departments at the lowest possible cost, consistent with the quality needed to meet required standards; provides printing services to all City departments, and provides messenger services between the City offices on a daily basis. Risk Management involves the application of safety-related work practices, along with securing the most economical insurance package for the City. Health Insurance Management includes the coordination of purchased health insurance and other self-insured plans. Fleet Maintenance Services involves the maintenance and operating costs for City vehicles and other pieces of equipment. Fleet Acquisition and Disposal involves the systematic replacement of City equipment out of depreciation monies paid by operating City departments.

	<b>2010/11</b>	<b>2011/12</b>	<b>2011/12</b>	<b>2012/13</b>	<b>% Change</b>
<b>Use of Funds:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From</b>
					<b>Adopted</b>
Information Technology	1,827,393	1,753,794	1,938,820	1,769,723	0.9%
Communication & WiFi Services	228,477	266,509	273,467	250,509	-6.0%
Purchasing Services	419,643	435,198	437,448	442,293	1.6%
Risk Management	1,892,831	1,809,075	2,167,621	2,066,821	14.2%
Health Insurance Management	5,665,119	6,505,250	6,179,081	6,558,158	0.8%
Fleet Maintenance Services	1,819,806	1,710,503	1,743,250	1,766,890	3.3%
Fleet Acquisition & Disposal	1,384,332	1,505,201	2,351,022	876,489	-41.8%
<b>Total Operations</b>	<b>13,237,601</b>	<b>13,985,530</b>	<b>15,090,709</b>	<b>13,730,883</b>	<b>-1.8%</b>
Internal Services CIP	-	-	60,000	-	
<b>Total Expenditures</b>	<b>13,237,601</b>	<b>13,985,530</b>	<b>15,150,709</b>	<b>13,730,883</b>	<b>-1.8%</b>
 <b>Personnel – Authorized FTE</b>	 28.03	 27.93	 28.04	 28.04	

# INTERNAL SERVICES PROGRAM

## 510 -- 529

	2010/11	2011/12	2011/12	2012/13	% Change From Adopted
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	
Personal Services	2,289,113	2,423,534	2,442,544	2,503,936	3.3%
Contractual	3,345,620	3,361,452	3,554,234	3,536,775	5.2%
Commodities	1,086,107	952,754	997,816	936,473	-1.7%
Capital	1,325,885	1,434,557	2,603,435	837,095	-41.6%
Other Expenditures	5,190,876	5,813,233	5,552,680	5,916,604	1.8%
<b>Total Expenditures</b>	<b>13,237,601</b>	<b>13,985,530</b>	<b>15,150,709</b>	<b>13,730,883</b>	<b>-1.8%</b>
<b>Funding Sources:</b>					
General Fund	37,950	36,593	36,974	41,117	12.4%
Road Use Tax Fund	13,462	13,093	13,257	13,503	3.1%
Street Construction	10,180	12,629	12,787	11,625	-7.9%
Water	29,743	28,500	28,857	29,613	3.9%
Sewer	13,514	13,777	13,949	13,884	0.8%
G.O. Bonds	54,130	57,114	57,830	57,488	0.7%
Electric	234,121	249,265	249,265	249,265	0.0%
Parking	488	534	540	519	-2.8%
Resource Recovery	22,863	20,217	20,470	21,885	8.3%
Internal Services	1,557,251	1,579,951	1,572,098	1,647,239	4.3%
Fleet Maintenance Services	2,004,560	1,874,680	1,951,066	1,919,173	2.4%
Risk Insurance	1,892,831	1,809,075	2,167,621	2,066,821	14.2%
Health Insurance	5,665,119	6,505,250	6,179,081	6,558,158	0.8%
Fleet Acquisition & Disposal	1,202,770	1,344,500	2,206,725	727,600	-45.9%
Computer Replacement	498,619	440,352	640,189	372,993	-15.3%
<b>Total Funding Sources</b>	<b>13,237,601</b>	<b>13,985,530</b>	<b>15,150,709</b>	<b>13,730,883</b>	<b>-1.8%</b>



# INFORMATION TECHNOLOGY

511

The purpose of the Information Technology activity is to provide electronic information systems for internal City of Ames activities to assist in delivery of programs and services to citizens of Ames.

The services provided by the Information Technology activity include network infrastructure support; desktop computer support; and planning, analysis, and implementation of information systems.

**Service Objectives:**

- ✓ Provide integration, standardization, and security for City data systems
- ✓ Support and maintain a network with at least 99.9% availability
- ✓ Replace one-fourth of the City's personal computers each fiscal year
- ✓ Provide support for users of City information systems
- ✓ Provide 24/7 access to the City's website to ensure access to City government
- ✓ Establish and maintain network systems to allow efficient flow of information
- ✓ Support and enhance four major e-government services including recreation registration, parking ticket payment, utility service inquiries, and streaming video
- ✓ Upgrade, maintain, and support over 80 business applications such as financial systems, public safety systems, GIS, permitting systems, Lotus Notes, maintenance, and Web based applications
- ✓ Coordinate future systems development

	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	821,930	916,768	906,931	928,073	1.2%
Contractual	614,042	609,239	565,051	623,442	2.3%
Commodities	135,274	126,355	146,961	75,738	-40.1%
Capital	256,147	101,432	319,877	142,470	40.5%
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>1,827,393</b>	<b>1,753,794</b>	<b>1,938,820</b>	<b>1,769,723</b>	<b>0.9%</b>
<b>Funding Sources:</b>					
Interest	20,659	24,000	20,000	20,000	-16.7%
Miscellaneous Revenue	1,029	-	-	-	
Data Processing Fee	1,328,084	1,352,717	1,344,864	1,376,518	1.8%
Equipment Replacement Funds	341,904	205,080	422,850	176,924	-13.7%
Shared Communication ISU	29,814	48,381	41,218	56,802	17.4%
Shared Comm. Story County	32,622	48,381	44,026	56,802	17.4%
Shared Comm. E911 Board	29,691	26,854	23,834	25,875	-3.6%
Shared Emerg. Comm. Police	43,590	48,381	42,028	56,802	17.4%
<b>Total Funding Sources</b>	<b>1,827,393</b>	<b>1,753,794</b>	<b>1,938,820</b>	<b>1,769,723</b>	<b>0.9%</b>
<b>Personnel - Authorized FTE</b>	10.00	10.00	10.00	10.00	

# INFORMATION TECHNOLOGY

511

**Highlights:**

For FY 11/12

- Replace two file servers.
- Replace four desktop PCs per IT replacement schedules.
- Implement WiFi at five City work locations.
- Implement PC Client Management software.
- Add an Internet application to manage the bidding process.
- Service growth is due to PCs being retained, PCs brought back into service, or PCs adding network connectivity.

For FY 12/13

- Replace seven file servers.
- Replace one desktop PC per IT replacement schedule.
- Expand the Storage Area Network that allows for the consolidation of servers, electrical power savings, and network disk storage.

	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
<b>Service Accomplishments:</b>				
Lotus Notes collaboration clients	457	457	457	457
PCs/printers supported	358/226	365/226	394/229	394/229
Servers supported	27	30	33	33
Business applications supported	85	85	85	85
Service requests logged	2,129	2,520	2,329	2,329
<b>Efficiency and Effectiveness:</b>				
Clients who said our services met their needs	90.3%	92.1%	86.1%	90.0%
Clients who said our support met or exceeded their expectations	81.0%	81.3%	77.7%	81.0%
Personal computer turnover	93/26.0%	62/17.0%	56/14.2%	67/17.0%
Information Technology \$/ City FTE	\$2,201	\$2,402	\$2,440	\$2,497

# COMMUNICATION

## 512

The purpose of the Communication and WiFi Services activity is to provide voice data systems for internal City of Ames activities to assist in delivery of programs and services to citizens of Ames.

The services provided by the Communication and WiFi Services activity include voice network infrastructure support; WiFi infrastructure; unified communications; phone switch maintenance; and planning, analysis, and implementation of voice system improvements.

**Service Objectives:**

- ✓ Establish and maintain cost effective network systems to allow efficient flow of voice information
- ✓ Provide training and support for users of City voice systems
- ✓ Coordinate future system development
- ✓ Repair and recover costs of accidental cable cuts to the system
- ✓ Accumulate replacement costs to replace the phone switch and phones by 2011
- ✓ Charge all the long-distance expense to departments
- ✓ Maintain WiFi system in selected locations

	2010/11	2011/12	2011/12	2012/13	% Change
	Actual	Adopted	Adjusted	Adopted	From Adopted
<b>Expenditures:</b>					
Contractual	221,891	244,995	222,809	244,059	-0.4%
Commodities	6,586	3,489	4,425	4,425	26.8%
Capital	-	18,025	46,233	2,025	-88.8%
Other Expenditures					
<b>Total Expenditures</b>	<b>228,477</b>	<b>266,509</b>	<b>273,467</b>	<b>250,509</b>	<b>-6.0%</b>
<b>Funding Sources:</b>					
Internal Services Fund	1,728	39,275	46,233	23,275	-40.7%
Phone Operation & Maintenance	219,313	219,583	219,583	219,583	0.0%
Long Distance	7,436	7,651	7,651	7,651	0.0%
<b>Total Funding Sources</b>	<b>228,477</b>	<b>266,509</b>	<b>273,467</b>	<b>250,509</b>	<b>-6.0%</b>
 <b>Personnel - Authorized FTE</b>	 .00	 .00	 .00	 .00	

# COMMUNICATION

## 512

### Highlights:

#### For FY 11/12

- The current system will receive regular maintenance.
- The Siemens PhoneMail system will be replaced.
- A fiber optic line from Municipal Pool to Furman Aquatic Center will be installed.

#### For FY 12/13

- The current system will receive regular maintenance.
- Enough funds should be accumulated to replace the telephone system.
- The network infrastructure readiness assessment will be reevaluated, telephone system replacement cost will be recalculated, and the RFP preparation initiated.

In September 2007, a study of the total network infrastructure to determine the readiness for IP-PBX Telephony (Voice over Internet Protocol) was done. This study provided a total network assessment and a plan for network infrastructure improvements. The implementation of the network infrastructure improvements and the preparation of the telephone request for proposal will be completed by FY 13/14.

As part of the goal to provide cost effective services, a financial analysis is conducted each year to determine if more cost effective alternatives are available for voice systems. The City network and phone switch continue to be the lowest cost methods to maintain the current service level.

<b>Service Accomplishments:</b>	<b>2009/10 Actual</b>	<b>2010/11 Actual</b>	<b>2011/12 Adjusted</b>	<b>2012/13 Projected</b>
Service calls	140	137	143	143
Extensions charged to departments	392	396	396	396
Other telephone extensions	182	191	204	204
Qwest communication lines	81	86	86	86
 <b>Efficiency and Effectiveness:</b>				
Extension charge to departments	\$555	\$555	\$555	\$555
Equivalent outside vendor cost	\$564	\$557	\$562	\$568
\$ accumulated for system replacement	\$528,849	\$586,326	\$583,770	\$598,426
% new phone switch cost accumulated	108.6%	120.4%	119.9%	122.9%
Phone switch is latest software version	Yes	Yes	Yes	Yes
Collections cover long distance charges	Yes	Yes	Yes	Yes
Contracted long-distance rate per minute	4.0¢	4.0¢	4.0¢	4.0¢

# PURCHASING SERVICES

513 -- 515

The services provided by the Purchasing activity include purchase and contract processing and administration assistance, purchase card program administration, office supply management, centralized document processing and decentralized copier administration, and mail processing and messenger services.

**Service Objectives:**

- ✓ Provide timely and cost-effective procurement of goods and services meeting the needs of various City programs in compliance with applicable laws, regulations, policies, and professional standards
  - ✓ Maintain standardized bidding documents complying with applicable laws, regulations, and policies and protecting the interests of the City
  - ✓ Provide an environment of fair and open competition in which to conduct business with the City
  - ✓ Provide frequent training and distribution of information to City customers, vendors, and other stakeholders regarding applicable laws, regulations, and policies
  - ✓ Provide cost-effective document design and management to City programs
- ✓ Recommend policies and procedures that comply with applicable laws and regulations, protect the interests of the City, and enable City programs to provide cost-effective services to the public
  - ✓ Provide reliable, timely, and cost-effective distribution and pickup of interoffice mail and parcels
  - ✓ Provide efficient and accountable program for travel expenses and small purchases
  - ✓ Provide quality, timely, and economical printing and copy services to City programs and to agencies eligible for City funding
  - ✓ Provide timely and cost-effective management of incoming and outgoing US mail

	2010/11	2011/12	2011/12	2012/13	% Change
	Actual	Adopted	Adjusted	Adopted	From Adopted
<b>Expenditures:</b>					
Personal Services	529,615	527,983	533,392	547,712	3.7%
Contractual	88,796	152,787	150,995	152,183	-0.4%
Commodities	28,316	32,535	31,535	31,735	-2.5%
Capital	3,677	5,600	5,600	-	-100.0%
Other Expenditures	-	-	-	-	
Sub-Total	650,404	718,905	721,522	731,630	1.8%
Reimbursements	(230,761)	(283,707)	(284,074)	(289,337)	2.0%
<b>Total Expenditures</b>	<b>419,643</b>	<b>435,198</b>	<b>437,448</b>	<b>442,293</b>	<b>1.6%</b>
<b>Funding Sources:</b>					
General Fund	33,588	32,422	32,826	36,917	13.9%
Road Use Tax Fund	13,462	13,093	13,257	13,503	3.1%
Street Construction	10,180	12,629	12,787	11,625	-7.9%
GO Bonds	54,130	57,114	57,830	57,488	0.7%
Water	29,743	28,500	28,857	29,613	3.9%
Sewer	13,514	13,777	13,949	13,884	0.8%
Electric	234,121	249,265	249,265	249,265	0.0%
Parking	488	534	540	519	-2.8%
Resource Recovery	22,863	20,217	20,470	21,885	8.3%
Fleet Maintenance Services	3,192	3,476	3,519	3,394	-2.4%
Outside Offset/Printer	2,502	2,335	2,335	2,335	0.0%
Miscellaneous	126	-	-	-	
Messenger Reimbursement	1,734	1,836	1,813	1,865	1.6%
<b>Total Funding Sources</b>	<b>419,643</b>	<b>435,198</b>	<b>437,448</b>	<b>442,293</b>	<b>1.6%</b>
<b>Personnel - Authorized FTE</b>	7.00	7.00	7.00	7.00	

# PURCHASING SERVICES

513 – 515

## Highlights:

### Purchasing services:

- Large bid projects and contracts were successfully concluded in FY 10/11.
- Eight new term contracts were added in FY 10/11 to provide more economic and efficient means of procuring goods and services.
- Twelve training sessions were developed and presented by Purchasing Division staff in FY 10/11 to improve administration of the City Council approved purchasing policies.
- Reviewed Purchasing policies and procedures.
- The division's newest Buyer and Purchasing Manager obtained professional certification in May 2011.

### Printing services:

- Color printing, added in FY 05/06, is approximately 19% of shop sales.
- The Print Shop offers a variety of document services. The number of orders requesting services as well as print-only or material-only has increased to 63% of Print Shop orders. Document design/setup is a frequently requested service.

### Messenger services:

- A new contract was negotiated with the presort mail services provider resulting in \$.008/piece savings from the previous contract.
- The average cost of an outgoing U.S. Mail piece in FY 10/11, exclusive of Library parcels but including all other U.S. Mail, was \$.4372 – less than the retail First Class cost of a 1-ounce letter.

### FY 11/12 goals that are in progress include:

- Clean-up of existing vendor database and coding system.
- As part of the new City web site, posting of bids and proposals will be enhanced to include bid documents, planholder lists, bid results, and automated bidder registration.

### FY 12/13 goals include:

- Regain fully certified agency accreditation from Universal Public Purchasing Certification Council (UPPCC). Purchasing will be eligible for the accreditation in June 2012.

	2009/10 Actual	2010/11 Actual	2011/12 Adjusted	2012/13 Projected
<b>Service Accomplishments:</b>				
Print Shop number of impressions	1,252,667	1,176,048	1,200,000	1,200,000
Volume of bids	\$24,649,744 <sup>1</sup>	\$18,133,823	\$15,000,000	\$15,000,000
Volume of p-card transactions	\$977,353	\$909,696	\$950,000	\$1,000,000
Volume of purchase orders	\$41,937,716	\$42,108,677	\$33,000,000	\$33,000,000
Pieces of outgoing US Mail	148,260	134,342	130,000	130,000
<b>Efficiency and Effectiveness:</b>				
Printing orders that include assembly and/or bindery services	61%	63%	63%	63%
Average cost/impression-black (includes costs of assembly, bindery and materials)	\$.058	\$.063	\$.065	\$.065
Average cost/impression – color	\$.232	\$.218	\$.222	\$.222
Savings on bids	34.9%	32.9%	30%	30%
Annual/term contracts	107	115	117	119
Outgoing US mail sent via discount programs	86%	92%	90%	90%
Savings realized by discounted mailing programs	\$13,942	\$15,720	\$13,000	\$13,000

<sup>1</sup> Exclusive of renewable energy and coal contract awards

# RISK MANAGEMENT

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Risk Management uses well-developed management and technical skills to involve citizens, elected officials, and employees in an overall process which seeks to improve the quality of life in our City by creating an environment which limits exposure to risk of injury or damage to people or property. Areas of responsibility include workers' compensation, general and professional liability, vehicle and property claims, occupational safety and training, insurance and self-insurance program design, exposure analysis, risk financing, and the coordination of these areas among all City departments.

## Service Objectives:

- ✓ Coordinate loss control efforts with City's property and liability insurance carriers to ensure that all departments have a clear understanding of conditions that increase exposure to losses and best practices for reducing those exposures
- ✓ Manage the City's self-insured workers' compensation claims and post-accident light duty, return-to-work programs efficiently and effectively
- ✓ Coordinate with the City's liability insurance carrier to ensure that all claims received by the City are adjudicated pursuant to applicable laws and City policies
- ✓ Implement and direct the City's Safety Policy. Design and implement programs and projects to ensure departments are provided the proper information and support to help them eliminate accidents and achieve compliance with applicable regulations and standards.
- ✓ Improve and coordinate the City's pre-placement and post-injury physical examination capabilities to reduce the potential for inappropriate placement of individuals in positions for which they may be physically unsuited or at increased exposure of injury

	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	72,941	74,797	103,113	107,401	43.6%
Contractual	1,546,988	1,584,028	1,884,258	1,779,070	12.3%
Commodities	-	250	250	350	40.0%
Capital	-	-	-	-	
Other Expenditures	272,902	150,000	180,000	180,000	20.0%
<b>Total Expenditures</b>	<b>1,892,831</b>	<b>1,809,075</b>	<b>2,167,621</b>	<b>2,066,821</b>	<b>14.2%</b>

## Funding Sources:

Risk Insurance	(134,345)	(281,273)	(22,755)	(180,130)	-36.0%
Interest Earnings	7,413	5,000	7,000	7,000	40.0%
Liability Insurance	301,423	327,918	216,712	228,651	-30.3%
Property Insurance Departments	483,979	508,178	686,695	686,695	35.1%
Prof. Liability Departments	26,885	28,229	29,982	31,483	11.5%
Law Enforcement Liability	26,671	28,004	31,473	33,047	18.0%
Transit Insurance Departments	107,585	112,990	152,927	160,573	42.1%
Auto Insurance	55,576	58,355	61,894	64,989	11.4%
General Liability / Auto Claims	50,000	30,000	-	-	-100.0%
Dept Contribution Workers Comp	535,567	547,740	556,990	579,270	5.8%
411 Dept. Cont. Work. Comp.	205,299	210,686	213,511	222,051	5.4%
Safety Training	155,763	162,763	162,707	162,707	0.0%
ICAP Rebate/Miscellaneous	71,015	70,485	70,485	70,485	
<b>Total Funding Sources</b>	<b>1,892,831</b>	<b>1,809,075</b>	<b>2,167,621</b>	<b>2,066,821</b>	<b>14.2%</b>

<b>Personnel - Authorized FTE</b>	.93	.93	1.19	1.19
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# RISK MANAGEMENT

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## Highlights:

Charges to departments for risk management and insurance expenses for FY 12/13 are up approximately 12.8%. Most of this increase is due to anticipated casualty insurance rate and exposure base increases. The budget for FY 12/13 includes departmental charges for self-insured workers' compensation claims and property insurance at rate estimates which are unchanged from FY 11/12.

### Workers' Compensation

Workers' Compensation claims were outsourced to EMC Risk Services for a third year effective August 1, 2011. The relationship continues to be beneficial to the City through effective claims processing and enhanced claim cost reports. The FY 12/13 budget for these services is \$45,000.

The severity of the injuries incurred during 2009 and 2010 resulted in the increase in the budgeted amounts for incurred claims and total paid claims in FY 11/12 and FY 12/13. With six months completed in FY 11/12, we're on track to see a reduction in the number of compensable claims. The number of claims is being estimated for FY 12/13 as essentially unchanged from FY 11/12, with a slight decrease in average cost per claim. The paid claims estimate for FY 11/12 includes the settlement of a large, litigated claim, hence the larger paid claims figure for FY 11/12 versus FY 10/11 and FY 12/13.

### Insurance

FY 11/12 showed an overall increase of 29% in property insurance from FY 10/11, primarily as a result of significant rate increases at CyRide and the Power Plant. The City of Ames has initiated a property broker qualification and RFP process that will culminate in the appointment of a broker who will seek competitive bids for property insurance from other insurers. Thus, the FY 11/12 rates were used for budgeting property insurance costs for FY 12/13. Recently completed, but not yet received, physical appraisal reports on Electric Production, City Hall and CyRide may offset all or part of any rate decreases resulting from the bidding process.

The liability insurance renewal through ICAP increased in overall premium from FY 10/11 to FY 11/12 by about 3%, but we also were able to increase our limits from \$6.0 million to \$12.0 million. We are projecting an increase of 5% for FY 12/13, due to a combination of market conditions and slight increases in our exposure bases: a blend of factors such as operating expenditures, number and value of vehicles, payroll dollars, etc. The City is incurring the rewards for longevity in the ICAP program and will receive the third of three annual \$70,485 investment reserve pool credits in 2012, which is also reflected in budgeted departmental charges.

### Safety

The contract with Iowa Association of Municipal Utilities (IAMU) was renewed for a fifth year. Required OSHA programs and training, as well as facilitation and support for departmental safety committees, are the bulk of IAMU's efforts. An average of 110 classes is offered each year. Two additional classes – *ergonomics* and *workers compensation claims and accident investigation* are being offered to administrative employees and operations departments.

	2009/10	2010/11	2011/12	2012/13
<b>Worker's Compensation</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
# of workers' comp claims - incurred	87	101	70	70
Average cost per claim - incurred	1,355	1,556	2,929	2,900
Incurred claims cost	117,881	157,160	205,000	203,000
Paid claims totals	274,266	237,054	380,000	300,000



# HEALTH INSURANCE MANAGEMENT

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The Health Insurance Management activity accounts for the management of City sponsored employee health programs. This activity includes accumulation of revenue from City, employee, and retiree contributions and payment of medical, dental, and prescription drug claims, excess insurance, claims administration and health and wellness programming.

One of the City's Human Resources Officers is responsible for the administration of the activity, including selection of the third party administrator for the payment of benefits, setting appropriate contribution rates, and financial and regulatory reporting. They also interact with participants in the plan to ensure that benefits are administered correctly. The City's Health Promotion Coordinator is responsible for the health programs and services offered to employees and members on our City insurance plan. This includes developing, implementing and evaluating all health promotion programs and services, facilitating the Health Insurance Advisory Committee, coordinating services with our health plan partners, and collaboratively reviewing health data and future trends with the Human Resources personnel.

### Service Objectives:

- ✓ Keep average healthcare cost increases below the national average according to Mercer
- ✓ Keep yearly rate increases below 10%
- ✓ Sustain a culture of excellence through actively engaged employees fostering an enjoyable, stimulating and highly productive work environment
- ✓ Improve the health status of City employees as measured through biannual health screenings
- ✓ Educate and empower the City's workforce to effectively manage and utilize the healthcare system

	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	144,866	166,261	155,089	159,341	-4.2%
Contractual	598,259	665,806	642,212	648,163	-2.6%
Commodities	9,851	9,950	9,100	14,050	41.2%
Capital	-	-	-	-	
Other Expenditures	4,912,143	5,663,233	5,372,680	5,736,604	1.3%
<b>Total Expenditures</b>	<b>5,665,119</b>	<b>6,505,250</b>	<b>6,179,081</b>	<b>6,558,158</b>	<b>0.8%</b>
<b>Funding Sources:</b>					
Health Insurance	(436,887)	236,666	(149,969)	(42,796)	-118.1%
Interest Earnings	28,366	30,000	28,000	30,000	0.0%
COBRA Contributions	25,672	9,000	25,000	10,000	11.1%
COBRA Subsidy	903	-	-	-	
Retiree Contributions	208,887	212,000	212,000	222,000	4.7%
Medicare Supplement	29,596	29,000	29,000	30,000	3.4%
Employee Contributions	507,723	539,881	533,109	559,765	3.7%
Stop Loss Recoveries	85,449	-	25,761	-	
Department Contributions	5,143,015	5,380,972	5,400,165	5,670,175	5.4%
Other Premiums	72,395	67,731	76,015	79,014	16.7%
<b>Total Funding Sources</b>	<b>5,665,119</b>	<b>6,505,250</b>	<b>6,179,081</b>	<b>6,558,158</b>	<b>0.8%</b>
<b>Personnel - Authorized FTE</b>	1.80	1.80	1.65	1.65	

# HEALTH INSURANCE MANAGEMENT

522

## Highlights:

### Health Insurance

The City continues to benefit from implementation of health program changes recommended by the City Health Insurance Team in late 2003. For FY 11/12, rates for health insurance contributions increased 5% responding to better than expected health care claim expenditures during FY 10/11. For FY 12/13, health insurance rates are budgeted to increase approximately 5%.

The Health Care Self Insurance Fund maintains a strong balance, representing more than four months of claims costs, greatly improving the City's ability to absorb the inevitable fluctuations in future health care claims experience.

The City has implemented a host of programs and services that have strengthened our ability to moderate and absorb expected fluctuations. These programs include:

#### 1. Outcomes Medication Therapy Management Services

- These services help our members get the best results possible from their medications through enhanced consumer understanding of medications, increased consumer adherence to medication directions and prevention of drug complications, conflicts and interactions.
- In 2011, Outcomes Personal Pharmacists "touched" 282 members for an estimated cost avoidance of almost \$22,886.

#### 2. Disease Management Services provided by Wellmark/Healthways

- This program provides personalized nurse support, educational materials and other support services to members diagnosed with asthma, heart failure, coronary artery disease, chronic obstructive pulmonary disease, diabetes, or impact conditions including acid-related stomach disorders and low back pain.

#### 3. Health Promotion

- Overall, one-time participation continues to remain near 90%. Research by Dee Edington indicates a relationship between higher participation rates and lowered health care costs.
- The Healthy Employee 2010 (HE2010) program was created in 2006 to motivate actionable healthy lifestyle behavior change that results in improved health risk status of the participants.
  - There are a total of 112 participants currently in the program. (10% increase or 16 new participants in FY 11/12)
  - 98 completed the program in FY 10/11 (100% completion rate). 96 of the 98 continued in the program for FY 11/12. (98% retention rate)
  - 80% of the participants in the HE2010 are in the low risk category after five years (60% 2005 baseline).
  - The high risk population has decreased from 10 individuals (2005) to one (2011). (90% reduction)

# HEALTH INSURANCE MANAGEMENT

522

## Highlights, continued:

- Flu vaccination continues to be a popular service. 488 flu shots were provided through the Health Promotion program in FY 10/11.
- The Health Insurance Advisory Committee (HIAC) is a highly effective labor-management committee that continues to play a vital role in the communication and understanding of health benefits and employee health for the City. The purpose of HIAC is to use the thirteen organizational values to advise the City administration in evaluating the administration of the health insurance program, communicate with system members, and make recommendations for the plan design changes.
- The Health Plan Partners team meets regularly throughout the year to address health care costs, trends, and educational opportunities. The team is comprised of representatives from Wellmark, Outcomes, and the City of Ames. This collaboration has resulted in the development of the Health Care Consumerism training, the creation of the Health Management email update, and improved communication and data sharing among entities involved.
- The City of Ames is certified as a Gold Well Workplace by the Wellness Council of America (WelCOA). The City of Ames is the only municipality in the state with this level of designation. We have sustained this level of certification since 2000!

<b>Service Accomplishments:</b>	<b>2009/10 Actual</b>	<b>2010/11 Actual</b>	<b>2011/12 Adjusted</b>	<b>2012/13 Projected</b>
Health Benefit Trust ending balance	\$2,462,511	\$2,902,813	\$3,052,782	\$3,094,266
Well Workplace designation level received	Gold	Gold		
<b>Efficiency and Effectiveness:</b>	<b>2009/10 Actual</b>	<b>2010/11 Actual</b>	<b>2011/12 Adjusted</b>	<b>2012/13 Projected</b>
Health insurance rate increases <i>(calculated based on total City contributions for each fiscal year )</i>	9.1%	5%	5%	5%
Mercer's National Survey of Employer-Sponsored Health Plans Medical Trend	5.5%	6.9%	6.1%	5.7%
	<b><u>Baseline</u></b>	<b><u>FY09/10</u></b>	<b><u>FY10/11</u></b>	<b><u>FY11/12</u></b>
Percent of eligible employees who participated in at least one health promotion program <i>(est. 550 employees)</i>		510 (93%)	482 (88%)	
Health Risk Status - percentage in low risk (recommended 70-85%)				
HE2010 (Low=0-2 risks)	60% (2005)	82%	80%	
Annual health care claims/member (annual percent change)	\$3,084 (2007)	\$2,966 (-10.9%)	\$3,356 (+13.1%)*	
Estimated cost of Health Promotion program (amount/eligible member)	\$122 (FY07/08)	\$137	\$123	
Overall Satisfaction of Health Promotion program <i>(all employee survey; 1-5 ranking with 5 = extremely satisfied)</i>	3.85 (2006)		4.01 (2011)	Goal 4.5+
<b>* Average three-year increase of +3.4%.</b>				



# FLEET MAINTENANCE SERVICES

## 525

Purpose - Provide centralized maintenance and management of the City's fleet.

Description - Plan, schedule, and complete all service, maintenance, and repairs on the fleet using the most efficient and the least expensive methods to maintain a high quality and reliable fleet. Utilize City staff, vendor shops, and all resources to accomplish professional proactive fleet management goals.

**Service Objectives:**

- ✓ Overall service satisfaction = >95%
- ✓ Maintain to OEM Standards
- ✓ Shop rate = < private sector
- ✓ Billable hours = > 100%

	2010/11	2011/12	2011/12	2012/13	% Change
	Actual	Adopted	Adjusted	Adopted	From Adopted
<b>Expenditures:</b>					
Personal Services	585,774	609,509	622,207	636,155	4.4%
Contractual	375,078	358,319	352,998	358,060	-0.1%
Commodities	830,190	742,675	768,045	772,675	4.0%
Capital	28,934	-	-	-	
Other Expenditures	(170)				
<b>Total Expenditures</b>	<b>1,819,806</b>	<b>1,710,503</b>	<b>1,743,250</b>	<b>1,766,890</b>	<b>3.3%</b>
<b>Funding Sources:</b>					
Fleet Services	(77,586)	(52,395)	(59,730)	(164,535)	214.0%
Interest	92,563	1,000	1,000	1,000	0.0%
Labor	373,926	406,628	406,628	416,500	2.4%
Sublets	240,631	180,000	182,800	184,800	2.7%
Motor Pool User Fees	63,678	61,000	61,000	61,000	0.0%
Stocked Parts & Supplies	64,035	55,000	58,000	58,000	5.5%
Non-Stocked Parts & Supplies	190,761	163,700	178,000	179,000	9.3%
Fuel	552,071	512,500	516,000	516,000	0.7%
Building User Fees	53,545	53,666	53,744	53,767	0.2%
Insurance	74,185	75,664	75,664	77,208	2.0%
Administration Fee	373,559	414,441	414,441	533,039	28.6%
Fleet Acquisition Support	(181,562)	(160,701)	(144,297)	(148,889)	-7.4%
<b>Total Funding Sources</b>	<b>1,819,806</b>	<b>1,710,503</b>	<b>1,743,250</b>	<b>1,766,890</b>	<b>3.3%</b>
<b>Personnel – Authorized FTE</b>	7.03	6.93	6.93	6.93	

# FLEET MAINTENANCE SERVICES

## 525

**Highlights:**

- Admin fees (overhead charged to operating departments) will be increased \$130,000 to offset the loss of interest income previously used for this expense.
- The shop rate will be increased by 2%, from \$58.10/hr to \$59.50/hr, to recover \$9,000 in labor cost increases.
- The fleet expense forecasting model, used to provide budget projections for the operating departments, will be revised with the goal of creating a “smoothing” effect. This is intended to reduce the dramatic variability of these projections from year-to-year to give the operating departments more consistent numbers.
- Fuel costs are projected at \$2.50/gallon.

<b>Service Accomplishments:</b>	<b>2009/10 Actual</b>	<b>2010/11 Actual</b>	<b>2011/12 Adjusted</b>	<b>2012/13 Projected</b>
City shop rate vs. average private sector shop rate	52%	54%	54%	59%
Billable hours vs. hours available	91%	102%	100%	102%

# FLEET ACQUISITION AND DISPOSAL

526

Purpose – Purchase vehicles and equipment matched to adopted public service tasks and programs. Replace each unit as economically as possible without sacrificing quality, reliability, and appearance. Purchase “green” vehicles and equipment wherever feasible.

Description – Plan replacement schedules, prepare replacement cost projections, collect adequate replacement funds, and purchase units matched to their assigned tasks. Dispose of units when they no longer provide economical service. Recommend utilization between operating departments to maximize the City’s value received from each unit. Recommendations are made to purchase or lease fleet units to gain the most economical value for its application.

**Service Objectives:**

- ✓ Units replaced on schedule = 100%
- ✓ Average purchase price paid = < 90% of Manufacturer’s Statement of Retail Prices
- ✓ 15% of vehicles to be “green”
- ✓ Disposal values = > book value

	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	133,987	128,216	121,812	125,254	-2.3%
Contractual	131,327	29,985	19,985	21,135	-29.5%
Commodities	75,890	37,500	37,500	37,500	0.0%
Capital	1,037,127	1,309,500	2,171,725	692,600	-47.1%
Other Expenditures	6,001	-	-	-	
<b>Total Expenditures</b>	<b>1,384,332</b>	<b>1,505,201</b>	<b>2,351,022</b>	<b>876,489</b>	<b>-41.8%</b>
<b>Funding Sources:</b>					
Fleet Services	(432,378)	92,247	645,736	(521,386)	-665.2%
Sales of Assets	313,556	200,000	244,000	200,000	0.0%
Replacement Escrow	1,183,689	1,052,253	1,046,989	1,048,986	-0.3%
Deficiency Replacement	137,903	-	270,000	-	
Fleet Acquisition Support	181,562	160,701	144,297	148,889	-7.4%
<b>Total Funding Sources</b>	<b>1,384,332</b>	<b>1,505,201</b>	<b>2,351,022</b>	<b>876,489</b>	<b>-41.8%</b>
<b>Personnel - Authorized FTE</b>	1.27	1.27	1.27	1.27	

# FLEET ACQUISITION AND DISPOSAL

526

**Highlights:**

FY 12/13 Replacements

3 cars	3 trailers
1 van	1 sewer pipe inspection system
4 pickups	1 air compressor
1 truck	1 asphalt roller
1 SUV	1 concrete saw
1 bookmobile	4 mowers
1 salt spreader	1 auger motor head
1 snowplow	1 cross-country ski snow trailer groomer
1 snowblower	1 hard surface grinder

FY 12/13 Additions

- 1 snowblower for a skid loader
- 1 crawler (large pipe camera carrier) for sewer pipe inspection equipment listed above

- The Alternate Fueled Vehicle (AFV) market crashed in 2011 due to high capital costs and poor performance of electric vehicles. Hybrids still don't save enough fuel to offset the higher purchase costs and they get less fuel efficiency in city driving than in highway driving. Also, most of the AFVs are too small to accommodate the work required for many of the city services; therefore full-size models are still purchased. However, more of the full-size vehicles do run on E85 ethanol.
- The fleet replacement forecasting model, used to provide budget projections for the operating departments, will be revised with the goal of creating a "smoothing" effect. This is intended to reduce the dramatic variability of these projections from year-to-year to give the operating departments more consistent numbers.
- Residual values for units sold on the Internet continue to hold steady or improve. Selling prices are better than those of live, on-site auctions. Exposure on the Internet is immediate and includes potential buyers throughout the US and Canada; local auctions draw buyers from the local area only.

<b>Service Accomplishments:</b>	<b>2009/10 Actual</b>	<b>2010/11 Actual</b>	<b>2011/12 Adjusted</b>	<b>2012/13 Projected</b>
% of replacements completed	100%	95%	100%	100%
Avg % of MSRP* paid	75-80%	74-80%	75-80%	75-80%
Avg % of book value received for retired units sold	90%	=> 100%	=> 100%	=> 100%
% of fleet considered to be "green"	14%	14%	14%	14%

\* Manufacturer's Suggested Retail Prices



# INTERNAL SERVICES CIP

## 529

**Activity Description:**

This is a summary of all capital improvements in the Internal Services division. Details are presented in the Five-Year Capital Improvements Plan for the City of Ames.

Activities:	2010/11 Actual	2011/12 Adopted	2011/12 Adjusted	2012/13 Adopted	% Change From Adopted
<b>Fleet Services:</b>					
Building Maint. & Improvements			60,000		
Sub-Total			60,000		
<b>Total CIP</b>			<b>60,000</b>		

# TRANSFERS

This program accounts for the transfer of money between the various City funds. Transfers are shown both as an expense and as a revenue in the respective funds.

	2010/11	2011/12	2011/12	2012/13	% Change
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From Adopted</b>
ACVB Pass Through	1,011,617	940,000	1,042,857	1,071,430	14.0%
Transfers	12,694,061	11,865,140	13,105,337	13,600,168	14.6%
<b>Total Expenditures</b>	<b>13,705,678</b>	<b>12,805,140</b>	<b>14,148,194</b>	<b>14,671,598</b>	<b>14.6%</b>
<b>Funding Sources:</b>					
General Fund	3,194,364	3,182,470	3,482,084	3,487,996	9.6%
Local Option	3,648,758	3,721,333	4,181,092	4,222,703	13.5%
Hotel/Motel	1,214,224	1,128,000	1,250,828	1,285,715	14.0%
Road Use Tax Fund			15,000		
T.I.F. South Bell	117,808	117,065	117,065	116,817	-.2%
Employee Benefit Property Tax	1,075,290	1,457,923	1,457,923	1,581,937	8.5%
Police/Fire 411 Special Revenue	166,613	195,000		200,000	2.6%
Library Bequests	13,700	14,000		31,000	121.4%
Library State Funds	11,277	14,000	9,261	9,000	-35.7%
Library Friends Foundation	28,961		29,097	26,500	
Special Assessment	215,551	215,075	213,592	213,735	-.6%
Summer 2005 G.O. Bonds			215,693		
Summer 2008 G.O. Bonds			157,285		
Summer 2009 G.O. Bonds	279,951				
Summer 2012 G.O. Bonds				357,000	
Water	330,715	328,716	343,716	420,623	28.0%
Sewer	76,023		15,000	262,971	
Electric	1,814,794	1,871,746	1,871,746	1,926,800	2.9%
Transit	1,056,305	459,812	528,812	453,801	-1.3%
Transit G.S.B.		100,000	260,000	75,000	-25.0%
Fleet Replacement Funds	461,344				
<b>Total Funding Sources</b>	<b>13,705,678</b>	<b>12,805,140</b>	<b>14,148,194</b>	<b>14,671,598</b>	<b>14.6%</b>



Flowers around the Ames Public Library



Fall in Ames includes beautiful autumn leaf colors.



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All the funds for the City are listed above and all are appropriated.

A fund balance reserve for minimum fund balances is established for certain funds, based on an evaluation of each fund using the Budget and Fiscal Policies adopted by the City Council. Enterprise Fund balances, and other funds used for capital projects, may significantly exceed the unreserved fund balance due to the balances for future pay-as-you-go capital projects.

## GENERAL FUND

This fund accounts for general government programs such as: Police, Fire, Legislative, Executive, Legal, Planning, Streets, Library, Parks, Recreation, Human Resources, Public Buildings, Emergency Reserve, and other accounts.

FUND SUMMARY	2010/11 ACTUAL	2011/12 ADOPTED	2011/12 ADJUSTED	2012/13 ADOPTED
<b>REVENUES:</b>				
Property Taxes:				
General	12,872,110	12,984,147	12,984,147	13,031,486
Excise Tax	34,245	34,985	34,985	36,193
Other	25,433	24,289	22,289	23,708
Transit Levy	1,297,997	1,372,952	1,372,952	1,468,331
Excise Tax	3,447	3,704	3,704	4,078
<b>Total Tax Revenues</b>	<b>14,233,232</b>	<b>14,420,077</b>	<b>14,418,077</b>	<b>14,563,796</b>
<b>Non-Tax Revenues:</b>				
General Services:				
Licenses and Permits	67,007	72,900	73,050	73,000
Cable TV Franchise	422,051	437,750	434,712	447,753
State Gov't Revenues	15,990	15,800	17,040	17,040
Fees/Service Charges	87,217	69,021	60,148	59,200
Metropolitan Planning Org.	58,409	66,677	68,238	67,179
Miscellaneous Revenue	5,508	14,839	15,848	15,713
Interest Earnings	136,384	200,000	150,000	250,000
Hotel/Motel Taxes	1,416,830	1,316,000	1,460,000	1,500,000
Streets:				
State Gov't Revenues	29,243	29,243	29,999	29,999
Fees/Service Charges	71,301	87,605	103,591	91,919
Intra-Gov't. Service Charge	642,331	655,000	655,000	655,779
Police and Fire:				
Licenses and Permits	695,090	649,789	693,453	927,000
Fees/Service Charges	1,729,651	1,912,146	1,845,739	1,907,895
Fines & Forfeitures	172,448	145,000	150,000	150,000
Miscellaneous Revenue	110,922	119,371	97,048	102,088
Airport	177,178	180,694	180,694	208,068
Library	363,155	365,443	279,737	280,520
Cemetery	116,201	115,100	119,500	116,500
Recreation:				
Fees/Service Charges	1,201,951	1,222,192	1,196,616	1,216,203
Miscellaneous Revenues	127,937	137,125	119,175	118,375
<b>Total Non-Tax Revenues</b>	<b>7,646,804</b>	<b>7,811,695</b>	<b>7,749,588</b>	<b>8,234,231</b>
<b>Total Before Transfers</b>	<b>21,880,036</b>	<b>22,231,772</b>	<b>22,167,665</b>	<b>22,798,027</b>

**GENERAL FUND, continued**

<b>FUND SUMMARY</b>	<b>2010/11 ACTUAL</b>	<b>2011/12 ADOPTED</b>	<b>2011/12 ADJUSTED</b>	<b>2012/13 ADOPTED</b>
<b>TRANSFERS:</b>				
Local Option Tax Receipts	3,628,758	3,701,333	4,161,092	4,202,703
Electric - In Lieu of Taxes	1,814,794	1,871,746	1,871,746	1,926,800
Police/Fire Retirement	166,613	195,000		200,000
Empl. Benefit Prop. Taxes	1,075,290	1,457,923	1,457,923	1,581,937
Hotel/Motel	121,564	112,800	124,543	128,571
<b>Total Transfers</b>	<b>6,807,019</b>	<b>7,338,802</b>	<b>7,615,304</b>	<b>8,040,011</b>
<b>TOTAL REVENUES</b>	<b>28,687,055</b>	<b>29,570,574</b>	<b>29,782,969</b>	<b>30,838,038</b>

**EXPENSES:**

Public Safety:

Crime Prevention/Police Svcs.	4,562,139	4,870,851	4,951,594	5,113,593
General Investigation	984,888	1,030,798	1,049,005	1,095,910
Emergency Communications	918,585	990,895	975,363	1,026,899
Police Admin & Records	736,646	754,438	780,604	786,403
Shared Communications Proj.	43,590	48,381	42,028	56,802
Fire Administration/Support	905,645	980,793	982,806	1,012,468
Fire Suppression	4,231,057	4,595,566	4,579,783	4,751,838
Fire Prevention/Safety Ed	125,061	133,504	133,371	137,596
Structural Code Enforcement	468,982	506,910	596,038	716,705
Rental Housing Code	247,472	304,548	320,523	325,052
Electric Code Enforcement	72,584	78,240	85,445	86,377
Plumbing & Mechanical	79,813	91,445	90,056	97,207
Property Maint. Inspections	103,456	103,395	105,949	110,824
Traffic Control/Engineering	94,121	83,860	140,288	128,798
Civil Defense	11,461	10,000	14,500	14,500
Street Lights	677,482	690,000	690,000	690,000
<b>Public Safety Total</b>	<b>14,262,982</b>	<b>15,273,624</b>	<b>15,537,353</b>	<b>16,150,972</b>

Transportation:

Street Surface Maintenance	4,070	14,739	4,200	3,800
Right-of-Way Maintenance	316			
Airport	130,225	113,584	117,929	117,058
<b>Transportation Total</b>	<b>134,611</b>	<b>128,323</b>	<b>122,129</b>	<b>120,858</b>



**GENERAL FUND, continued**

<b>FUND SUMMARY</b>	<b>2010/11 ACTUAL</b>	<b>2011/12 ADOPTED</b>	<b>2011/12 ADJUSTED</b>	<b>2012/13 ADOPTED</b>
<b>Community Enrichment:</b>				
Animal Control	326,638	331,448	336,746	338,636
Health & Sanitation	176,428	134,163		
Library Circulation Services	433,196	460,795	464,421	482,064
Library Information Services	487,783	508,174	523,802	539,281
Library Youth Services	356,410	374,465	385,751	397,692
Library Outreach Services	271,680	291,990	290,802	298,171
Collection Development	770,893	789,062	758,089	760,454
Library Network Services	157,657	170,539	171,185	168,704
Library Administration	810,219	832,721	860,892	891,942
Instructional Programs	225,296	249,126	232,222	202,291
Athletic Programs	188,557	205,534	190,385	161,360
Wellness	258,437	258,198	265,749	275,625
Com Ctr/Auditorium/Bandshell	234,724	281,776	263,760	268,501
Aquatics	584,188	666,161	634,766	665,896
Turf Maintenance	251,417	250,193	253,486	269,445
Forestry	89,375	80,608	86,893	89,997
Parks Structural Maintenance	500,061	469,455	495,300	483,674
Park Administration	286,149	308,437	313,659	326,393
Parks/Recreation Admin	332,660	360,229	332,364	344,522
Dog Park Operations	15,958	16,169	18,913	16,294
Mosquito Control			9,038	8,738
Cable TV	134,822	124,745	157,633	122,382
Cemeteries	112,636	133,606	132,675	126,646
Community Enrich Subtotal	7,005,184	7,297,594	7,178,531	7,238,708
<b>General Government:</b>				
City Council	113,139	132,945	128,908	130,479
Executive Management	355,424	372,658	390,403	388,133
Legal Services	396,257	340,853	335,693	346,998
City Clerk	240,427	257,904	278,186	293,451
Human Resources	227,167	272,816	255,443	264,220
Accounting & Reporting	311,953	323,953	308,025	322,266
Finance Administration/Budget	68,578	71,159	68,611	70,595
Public Relations	75,903	78,341	79,164	82,744
Facilities	283,548	273,943	376,907	289,282
Ames Veterans Memorial	314	1,500	500	500
Public Works Engineering	606,269	671,500	662,852	664,279
Long-Term Planning	335,487	353,166	352,926	361,242
Current Planning	332,403	352,276	352,576	360,572
Economic Development				73,271
VEISHEA	8,000			
Airport Signage	3,000			

**GENERAL FUND, continued**

<b>FUND SUMMARY</b>	<b>2010/11 ACTUAL</b>	<b>2011/12 ADOPTED</b>	<b>2011/12 ADJUSTED</b>	<b>2012/13 ADOPTED</b>
General Government, continued:				
Youth Sports Complex	10,000			
Flood Mitigation/Studies			250,000	
Visioning	77,005		7,995	
City Council Contingency	8,262	50,000	140,583	50,000
Merit/Payroll Adjust		98,956		100,355
Purchasing Services	37,950	36,593	36,974	41,117
General Gov't Sub-Total	<u>3,491,086</u>	<u>3,688,563</u>	<u>4,025,746</u>	<u>3,839,504</u>
General Government CIP:				
City Hall Space Re-use			800,000	
General Gov't Total	<u>3,491,086</u>	<u>3,688,563</u>	<u>4,825,746</u>	<u>3,839,504</u>
<b>Total Before Transfers</b>	<u>24,893,863</u>	<u>26,388,104</u>	<u>27,663,759</u>	<u>27,350,042</u>
<b>TRANSFERS:</b>				
Transit Levy	1,306,309	1,376,656	1,376,656	1,472,409
Resource Recovery	423,475	423,475	423,475	452,862
Hotel/Motel	1,416,830	1,316,000	1,460,000	1,500,000
Airport Construction	40,821	66,339	46,953	62,725
Library Donations	6,929			
Internal Services			175,000	
<b>Total Transfers</b>	<u>3,194,364</u>	<u>3,182,470</u>	<u>3,482,084</u>	<u>3,487,996</u>
<b>TOTAL EXPENSES</b>	<u>28,088,227</u>	<u>29,570,574</u>	<u>31,145,843</u>	<u>30,838,038</u>
Excess (Deficit) Revenues Over (Under) Expenses	598,828	0	(1,362,874)	0
Beginning Balance	<u>7,322,677</u>	<u>6,484,418</u>	<u>7,921,505</u>	<u>6,558,631</u>
Ending Balance	<u>7,921,505</u>	<u>6,484,418</u>	<u>6,558,631</u>	<u>6,558,631</u>
Minimum fund balance target:				
20% of expenses less pass-through transfer				<u>5,573,126</u>
Unreserved fund balance				<u>985,505</u>

**SPECIAL REVENUE - LOCAL OPTION TAXES**

This fund accounts for the collection of 1% local option tax as approved by the voters on November 4, 1986. Revenue is allocated 60% for property tax relief and 40% is used for community betterment, including human services and arts agencies. Fund balance is reserved at 25% of budgeted expenditures less the 60% tax relief transfer. Reserves are for cash flow and revenue fluctuations. A portion of the fund is committed for future park development.

<b>FUND SUMMARY</b>	<b>2010/11 ACTUAL</b>	<b>2011/12 ADOPTED</b>	<b>2011/12 ADJUSTED</b>	<b>2012/13 ADOPTED</b>
<b>REVENUES:</b>				
Local Option Taxes:				
60% Tax Relief	3,628,758	3,701,333	4,161,092	4,202,703
40% Community Betterment	2,419,172	2,467,556	2,774,062	2,801,803
S.E. Entryway IDOT/DNR Grant	61,726		651,274	
Miscellaneous Revenues				
<b>Total Before Transfers</b>	<b>6,109,656</b>	<b>6,168,889</b>	<b>7,586,428</b>	<b>7,004,506</b>
<b>TRANSFERS:</b>				
Hotel/Motel	81,043	75,200	83,428	85,714
Parks & Rec Special Revenue				
<b>Total Transfers</b>	<b>81,043</b>	<b>75,200</b>	<b>83,428</b>	<b>85,714</b>
<b>TOTAL REVENUES</b>	<b>6,190,699</b>	<b>6,244,089</b>	<b>7,669,856</b>	<b>7,090,220</b>
<b>EXPENSES:</b>				
Public Safety CIP:				
Firearms Training Range	62,434			
Bike Trails and Paths	34,350	350,000	871,249	
Mobile Data Terminals – Police			13,912	
Fire Mobile Data		25,143	25,143	
Police CAD/Dispatching	31,447		77,466	
RR Quiet Zone Improvements	39,732			
Pedestrian Walkway Program	357,221		30,510	
Railroad Crossing – 16 <sup>th</sup> /UPRR	2,082			
Railroad Crossing 9 <sup>th</sup> & UPRR	1,569			
RR Medians – North-South			100,000	
<b>Public Safety Total</b>	<b>528,835</b>	<b>375,143</b>	<b>1,118,280</b>	
Transportation CIP:				
Asphalt Resurfacing	100,000		100,000	
Sidewalk Safety	249	50,000	101,443	50,000
Shared Use Path Pavement	102,257	50,000	91,220	50,000
Greenspace 13 <sup>th</sup> & Grand	17,019			
L-Way Median Improvements				25,000
<b>Transportation Total</b>	<b>219,525</b>	<b>100,000</b>	<b>292,663</b>	<b>125,000</b>
Community Enrichment CIP:				
Public Art	10,242	30,000	46,877	33,500
Art Services & Agencies	127,681	131,540	131,540	138,117

**SPECIAL REVENUE - LOCAL OPTION TAXES, continued**

<b>FUND SUMMARY</b>	<b>2010/11 ACTUAL</b>	<b>2011/12 ADOPTED</b>	<b>2011/12 ADJUSTED</b>	<b>2012/13 ADOPTED</b>
Community Enrich. CIP, cont.				
Human Services	1,054,986	1,111,437	1,111,437	1,150,278
City Staff – Human Services	20,963	20,192	24,976	20,309
Park Development	104,198		25,512	245,000
Municipal Band	26,009	25,308	27,383	29,860
Merit/Payroll Adjustments		169		172
S.E. Entryway	83,381		744,505	
Neighborhood Improv Program	11,094	50,000	57,644	50,000
City Hall Improvements		50,000	169,357	50,000
Library RFID Tagging		125,000	125,000	153,400
Parks & Rec Facility Maint.	99,256	332,000	346,631	360,000
Municipal Pool Maintenance		42,500	152,500	25,000
Playground Equipment		135,000	135,000	30,000
AHHP Fishing Pier	(55)		3,000	
Munn Woods Connection			84,000	
EECBG Energy Grants	19,071			
Disc Golf Course Improvements			1,237	
Cool Cities Mech/Structural	105,866	136,050	294,134	
Cemetery Improvements		100,000	100,000	40,000
Ada Hayden Heritage Park		45,000	45,000	25,000
Downtown Façade		50,000	50,000	50,000
Brookside Tennis Courts				380,000
Brookside Steps/Walls				127,500
Community Enrichment Total	1,662,692	2,384,196	3,675,733	2,908,136
General Government:				
Ames Historical Society	16,000	18,000	18,000	16,000
Youth Sports Complex	25,000	25,000	25,000	25,000
Ames Partner City	3,000	3,000	3,000	5,000
Main St. Cultural District	29,000	30,000	30,000	31,000
United Ames	900	13,000	13,000	
Campustown Action Assn.	5,982			25,000
FACES Celebration			4,466	5,000
VEISHEA Pancakes			8,000	8,000
Homecoming Pancakes				1,000
General Government Total	79,882	89,000	101,466	116,000
<b>Total Before Transfers</b>	<b>2,490,934</b>	<b>2,948,339</b>	<b>5,188,142</b>	<b>3,149,136</b>

**SPECIAL REVENUE - LOCAL OPTION TAXES, continued**

<b>FUND SUMMARY</b>	<b>2010/11 ACTUAL</b>	<b>2011/12 ADOPTED</b>	<b>2011/12 ADJUSTED</b>	<b>2012/13 ADOPTED</b>
<b>TRANSFERS:</b>				
To General Fund (Tax Relief)	3,628,758	3,701,333	4,161,092	4,202,703
To Ice Arena	20,000	20,000	20,000	20,000
<b>Total Transfers</b>	<u>3,648,758</u>	<u>3,721,333</u>	<u>4,181,092</u>	<u>4,222,703</u>
<b>TOTAL EXPENSES</b>	<u>6,139,692</u>	<u>6,669,672</u>	<u>9,369,234</u>	<u>7,371,839</u>
Excess (Deficit) Revenues Over (Under) Expenses	51,007	(425,583)	(1,699,378)	(281,619)
Beginning Balance	4,466,235	2,311,161	4,517,242	2,817,864
Ending Balance	<u>4,517,242</u>	<u>1,885,578</u>	<u>2,817,864</u>	<u>2,536,245</u>

Committed For Park Development 596,072

Minimum fund balance target:  
 25% of expenses excluding 60% pass-through 792,284  
 Unreserved fund balance 1,147,889

## SPECIAL REVENUE - HOTEL/MOTEL TAX

The Hotel/Motel revenues are collected in the General Fund and transferred to the Hotel/Motel Tax Fund. Of the 7¢ per dollar tax, 5¢ is provided to the Ames Convention & Visitors Bureau for community attractions, 1¢ replaces the local option tax and is split 60% for tax reduction and 40% for community betterment projects. The remaining 1¢ remains in this fund for economic development activities.

<b>FUND SUMMARY</b>	<b>2010/11 ACTUAL</b>	<b>2011/12 ADOPTED</b>	<b>2011/12 ADJUSTED</b>	<b>2012/13 ADOPTED</b>
<b>REVENUES:</b>				
Hotel/Motel Taxes	1,416,830	1,316,000	1,460,000	1,500,000
<b>TOTAL REVENUES</b>	<b>1,416,830</b>	<b>1,316,000</b>	<b>1,460,000</b>	<b>1,500,000</b>
<b>EXPENSES:</b>				
Community Environment:				
Human Resources	363	437	524	540
Merit		600		614
City Staff Economic Develop.	68,503	71,140	71,544	
Economic Dev. Projects	90,000	150,000	150,000	150,000
Chamber of Commerce Dues	1,914	1,934	1,934	1,973
FACES Celebration	3,971	5,000		
Downtown Façade	6,337		124,163	
Historic Preservation Comm.			27,625	
ACVB Convention/Mktg. Study	5,000			
Refund & Withholdings:				
Ames Convention & Visitors	1,011,617	940,000	1,042,857	1,071,430
<b>Total Before Transfers</b>	<b>1,187,705</b>	<b>1,169,111</b>	<b>1,418,647</b>	<b>1,224,557</b>
<b>TRANSFERS:</b>				
General Fund	121,564	112,800	124,543	128,571
Local Option	81,043	75,200	83,428	85,714
<b>Total Transfers</b>	<b>202,607</b>	<b>188,000</b>	<b>207,971</b>	<b>214,285</b>
<b>TOTAL EXPENSES</b>	<b>1,390,312</b>	<b>1,357,111</b>	<b>1,626,618</b>	<b>1,438,842</b>
Excess (Deficit) Revenues				
Over (Under) Expenses	26,518	(41,111)	(166,618)	61,158
Beginning Balance	371,975	311,370	398,493	231,875
Ending Balance	398,493	270,259	231,875	293,033

**SPECIAL REVENUE - LEASED HOUSING**

This fund accounts for the operations of a Federal Low-Income Housing Assistance Program. In 2010 and 2011, City staff conducted a review of alternatives for administration of the program due to reductions in reimbursement rates for program administration. Based on the review, the program will be administered by an agency other than the City of Ames. This fund will be closed out per guidance from the U.S. Department of Housing and Urban Development.

<b>FUND SUMMARY</b>	<b>2010/11 ACTUAL</b>	<b>2011/12 ADOPTED</b>	<b>2011/12 ADJUSTED</b>	<b>2012/13 ADOPTED</b>
<b>REVENUES:</b>				
Federal Rental Assistance	1,183,385			
Miscellaneous Revenue	11,354			
Interest Earnings	1,702			
<b>TOTAL REVENUES</b>	<b>1,196,441</b>			
<b>EXPENSES:</b>				
Merit/Payroll Adjustment				
Rental Assistance	1,534,430			
<b>TOTAL EXPENSES</b>	<b>1,534,430</b>			
Excess (Deficit) Revenues Over (Under) Expenses	(337,989)			
Beginning Balance	359,283	284,912	21,294	
Ending Balance	21,294	284,912	21,294	

**SPECIAL REVENUE - ROAD USE TAX**

This fund accounts for activity of the state allocated motor vehicle fuel tax. The fund balance policy is to retain 10% of budgeted expenses for operating cash. Revenues reflect new census numbers and a rate of 91.25 for 11/12 and 94.00 for 12/13 per capita.

<b>FUND SUMMARY</b>	<b>2010/11 ACTUAL</b>	<b>2011/12 ADOPTED</b>	<b>2011/12 ADJUSTED</b>	<b>2012/13 ADOPTED</b>
<b>REVENUES:</b>				
State Shared Revenue	5,013,273	4,768,714	5,380,556	5,542,710
<b>TOTAL REVENUES</b>	<b>5,013,273</b>	<b>4,768,714</b>	<b>5,380,556</b>	<b>5,542,710</b>
<b>EXPENSES:</b>				
Public Safety:				
Sign & Signal Maintenance	670,877	678,672	688,431	696,074
Traffic Engineering	84,415	120,389	82,901	101,717
Sub-Total	755,292	799,061	771,332	797,791
Public Safety CIP:				
RR Quiet Zones	4,553			
Long-Range Transportation Pln	21,756			
Signal – 28 <sup>th</sup> & Grand			40,000	
Traffic Engineering Studies	14,796	50,000	135,204	50,000
Signal – S. Dayton/S.E. 16 <sup>th</sup>			160,000	
Permanent Traffic Ct. Stations		175,000	175,000	
Multi-Modal Roadway Improv.				23,000
Signal – Lincoln Way/Sheldon	1,500		116,930	
Signal – Lincoln Way/Ash	1,500		122,260	
Dotson – L'Way Intersection				242,500
Signal - Lincoln Way/Hayward	552			175,000
CIP Sub-Total	44,657	225,000	749,394	490,500
Public Safety Total	799,949	1,024,061	1,520,726	1,288,291
Transportation:				
Street Surface Maintenance	1,318,546	1,347,426	1,389,564	1,446,471
Street Surface Cleaning	173,683	194,484	193,648	202,243
Snow & Ice Control	998,040	943,272	962,244	975,220
Right-of-Way Maintenance	551,671	466,756	553,496	560,385
Sub-Total	3,041,940	2,951,938	3,098,952	3,184,319
Transportation CIP:				
Neighborhood Curb Program	122,239	75,000	95,213	75,000
Asphalt Resurfacing	651,938		480,255	650,000
Concrete Pavement				50,000
Bridge Rehab			3,440	
Retaining Wall Reconstruction	41,843	80,000	80,000	40,000
6 <sup>th</sup> St. Bridge over Squaw Crk				20,000
CIP Sub-Total	816,020	155,000	658,908	835,000
Transportation Total	3,857,960	3,106,938	3,757,860	4,019,319



**SPECIAL REVENUE - ROAD USE TAX, continued**

<b>FUND SUMMARY</b>	<b>2010/11 ACTUAL</b>	<b>2011/12 ADOPTED</b>	<b>2011/12 ADJUSTED</b>	<b>2012/13 ADOPTED</b>
General Government:				
Human Resources	29,667	35,692	33,364	34,385
Accounting & Reporting	11,240	11,440	11,077	11,537
Facilities	22,436	22,082	23,526	23,299
Merit/Payroll Adjustments		6,757		7,008
Public Works Administration	83,552	85,128	88,653	89,102
Public Works Engineering		63,203	123,598	124,706
Purchasing Services	13,462	13,093	13,257	13,503
General Gov't Total	<u>160,357</u>	<u>237,395</u>	<u>293,475</u>	<u>303,540</u>
<b>Total Before Transfers</b>	4,818,266	4,368,394	5,572,061	5,611,150
<b>TRANSFERS:</b>				
Fleet Services			15,000	
<b>TOTAL EXPENSES</b>	<u>4,818,266</u>	<u>4,368,394</u>	<u>5,587,061</u>	<u>5,611,150</u>
Excess (Deficit) Revenues				
Over (Under) Expenses	195,007	400,320	(206,505)	(68,440)
Beginning Balance	<u>1,611,596</u>	<u>231,401</u>	<u>1,806,603</u>	<u>1,600,098</u>
Ending Balance	1,806,603	631,721	1,600,098	1,531,658
Minimum fund balance target:				
10% of operating expenses				<u>428,565</u>
Unreserved fund balance				1,103,093

**SPECIAL REVENUE – CITY-WIDE AFFORDABLE HOUSING**

This fund includes miscellaneous housing activity including repayment of housing grant loan programs and money from the sale of miscellaneous housing properties.

<b>FUND SUMMARY</b>	<b>2010/11 ACTUAL</b>	<b>2011/12 ADOPTED</b>	<b>2011/12 ADJUSTED</b>	<b>2012/13 ADOPTED</b>
<b>REVENUES:</b>				
Repayments	62,748			
Iowans Helping Iowans	73,947			
<b>TRANSFERS:</b>				
County-wide Housing				
<b>TOTAL REVENUES</b>	<b>136,695</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>EXPENSES:</b>				
Merit/Payroll Adjustment				
Miscellaneous Housing	6,815	3,715	36,148	36,334
Iowans Helping Iowans	73,946			
County-wide Refunds	169,154			
<b>TOTAL EXPENSES</b>	<b>249,915</b>	<b>3,715</b>	<b>36,148</b>	<b>36,334</b>
Excess (Deficit) Revenues				
Over (Under) Expenses	(113,220)	(3,715)	(36,148)	(36,334)
Beginning Balance	937,318	689,772	824,098	787,950
Ending Balance	824,098	686,057	787,950	751,616

**SPECIAL REVENUE – COMMUNITY DEVELOPMENT BLOCK GRANT**

This fund reflects the activity of the City's Community Development Block Grant (CDBG). The fund balance reflects the balance of loans outstanding, in addition to cash and investments held by the fund.

<b>FUND SUMMARY</b>	<b>2010/11 ACTUAL</b>	<b>2011/12 ADOPTED</b>	<b>2011/12 ADJUSTED</b>	<b>2012/13 ADOPTED</b>
<b>REVENUES:</b>				
Program Repayments	7,841	4,718	4,870	4,718
Sale of Homes	3,012	50,000	103,000	20,000
CDBG Admin	92,914	106,909	89,074	102,303
Community Dev. Block Grant	371,656	427,636	1,006,763	409,212
CDBG R. Ecosmart			31,640	
<b>TOTAL REVENUES</b>	<b>475,423</b>	<b>589,263</b>	<b>1,235,347</b>	<b>536,233</b>
<b>EXPENSES:</b>				
Merit and Payroll Adjustments		963		1,121
CDBG Administration	68,589	138,136	112,227	114,754
CDBG Programs	406,834	448,886	1,091,430	409,212
CDBG Resource Recovery			31,640	
<b>TOTAL EXPENSES</b>	<b>475,423</b>	<b>587,985</b>	<b>1,235,297</b>	<b>525,087</b>
Excess (Deficit) Revenues				
Over (Under) Expenses	0	1,278	50	11,146
Beginning Balance	43,990	59,310	43,990	44,040
Ending Balance	43,990	60,588	44,040	55,186

**SPECIAL REVENUE - TAX INCREMENT FINANCING (TIF)**

This fund has been established for the receipt of tax revenues from TIF districts. In FY 08/09, a TIF project on South Bell was added. The TIF fund will record expenditures and collect revenue for repayment of debt required to fund this project.

<b>FUND SUMMARY</b>	<b>2010/11 ACTUAL</b>	<b>2011/12 ADOPTED</b>	<b>2011/12 ADJUSTED</b>	<b>2012/13 ADOPTED</b>
<b>REVENUES:</b>				
Interest	212		228	228
<b>TRANSFERS:</b>				
2009 G.O. Bonds	279,951			
<b>TOTAL REVENUES</b>	<u>280,163</u>	0	228	228
<b>EXPENSES:</b>				
South Bell TIF Project				
<b>TRANSFERS:</b>				
Debt Service	117,808	117,065	117,065	116,817
<b>TOTAL EXPENSES</b>	<u>117,808</u>	<u>117,065</u>	<u>117,065</u>	<u>116,817</u>
Excess (Deficit) Revenues Over (Under) Expenses	162,355	(117,065)	(116,837)	(116,589)
Beginning Balance	2,137	197,483	164,492	47,655
Ending Balance	<u>164,492</u>	<u>80,418</u>	<u>47,655</u>	<u>(68,934)</u>

**SPECIAL REVENUE – DON & RUTH FURMAN AQUATIC FACILITY CONSTRUCTION**

This fund reflects donations for the new aquatics facility. Two one million dollar gifts were used for the construction of a 50-meter multipurpose pool and other enhancements.

<b>FUND SUMMARY</b>	<b>2010/11 ACTUAL</b>	<b>2011/12 ADOPTED</b>	<b>2011/12 ADJUSTED</b>	<b>2012/13 ADOPTED</b>
<b>REVENUES:</b>				
Interest Earnings	1,178			
Donation	20,448			
<b>TOTAL REVENUES</b>	<b>21,626</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>EXPENSES:</b>				
Don & Ruth Furman Aquatic Ctr	95,448		58,903	0
<b>TOTAL EXPENSES</b>	<b>95,448</b>	<b>0</b>	<b>58,903</b>	<b>0</b>
Excess (Deficit) Revenues Over (Under) Expenses	(73,822)		(58,903)	0
Beginning Balance	132,725		58,903	0
Ending Balance	58,903	0	0	0

**SPECIAL REVENUE - FIRE/POLICE PENSION RETIREMENT**

This fund accounts for pensions for Firefighters and Police Officers. The 1990 Iowa Legislature combined the individual systems under Chapter 411 into one statewide system. The balance in the fund is used to offset the City’s contribution to the statewide system. The FY 12/13 required contribution rate increased to 26.12% of payroll.

<b>FUND SUMMARY</b>	<b>2010/11 ACTUAL</b>	<b>2011/12 ADOPTED</b>	<b>2011/12 ADJUSTED</b>	<b>2012/13 ADOPTED</b>
<b>REVENUES:</b>				
Interest Earnings	11,688	10,434	15,000	15,000
<b>TOTAL REVENUES</b>	<b>11,688</b>	<b>10,434</b>	<b>15,000</b>	<b>15,000</b>
<b>EXPENSES:</b>				
Financial Services	12,125	12,527	12,473	12,792
<b>TRANSFERS:</b>				
Transfer to General	166,613	195,000		200,000
<b>TOTAL EXPENSES</b>	<b>178,738</b>	<b>207,527</b>	<b>12,473</b>	<b>212,792</b>
Excess (Deficit) Revenues Over (Under) Expenses	(167,050)	(197,093)	2,527	(197,792)
Beginning Balance	1,534,276	1,350,134	1,367,226	1,369,753
Ending Balance	1,367,226	1,153,041	1,369,753	1,171,961

**SPECIAL REVENUE - EMPLOYEE BENEFIT PROPERTY TAX**

The portion of the City contribution to the Police and Fire Retirement System that is not offset by the Trust Fund balance is levied in this fund.

<b>FUND SUMMARY</b>	<b>2010/11 ACTUAL</b>	<b>2011/12 ADOPTED</b>	<b>2011/12 ADJUSTED</b>	<b>2012/13 ADOPTED</b>
<b>REVENUES:</b>				
Property Taxes	1,072,441	1,454,000	1,454,000	1,577,556
Utility Excise Tax	2,848	3,923	3,923	4,381
<b>TOTAL REVENUES</b>	<b>1,075,289</b>	<b>1,457,923</b>	<b>1,457,923</b>	<b>1,581,937</b>
<b>EXPENSES:</b>				
Transfers – General	1,075,289	1,457,923	1,457,923	1,581,937
<b>TOTAL EXPENSES</b>	<b>1,075,289</b>	<b>1,457,923</b>	<b>1,457,923</b>	<b>1,581,937</b>
Excess (Deficit) Revenues Over (Under) Expenses	0	0	0	0
Beginning Balance	0	0	0	0
Ending Balance	0	0	0	0

## MISCELLANEOUS SPECIAL REVENUES

This fund includes Softball Complex, Project Share, Public Safety Trusts and Park and Rec Trust. This fund accounts for donations and other revenues designated for purposes other than general operations. Fund balances are designated for the specified purposes.

<b>FUND SUMMARY</b>	<b>2010/11 ACTUAL</b>	<b>2011/12 ADOPTED</b>	<b>2011/12 ADJUSTED</b>	<b>2012/13 ADOPTED</b>
<b>REVENUES:</b>				
Project Share Donations	20,586	21,500	20,500	20,500
Alternative Energy Donations	621			
Animal Shelter Donations	12,466	15,000	13,200	12,600
Public Art	1,561			
FEMA	405,651		895,821	
Police Grants	391,952	9,248	215,883	9,464
Police Forfeiture	24,572		5,000	
Emergency Generator Grant	43,310			
State E911 Grant			134,369	
E911 Radio Consoles			33,592	
Misc. Police/Fire Donations	(350)			
Park & Rec Trust:				
Interest Earnings	615	2,200	7,350	350
Park Facilities	3,050	3,050	3,050	3,050
Park & Rec Misc. Donations	3,285		12,200	
DZ Triangle	17,167		2,703	
Adams Property			145,000	
G. Winakor Donation			1,600,000	
Park & Rec Trust Total	24,117	5,250	1,770,303	3,400
<b>TOTAL REVENUES</b>	<b>924,486</b>	<b>50,998</b>	<b>3,088,668</b>	<b>45,964</b>
<b>EXPENSES:</b>				
Community Enrichment:				
Moore Park Improvements	28,158		34,500	
Ada Hayden Heritage Park	5,243		4,925	
Mary Adams Estate	11,630		75,762	
Solar Trash Compactors	8,857		3,386	
Bandshell	947			
DZ Triangle	17,720		2,150	
Animal Control	19,463	12,700	13,200	12,750
Memorials	3,198		200	
Public Art	64			
FEMA 2010 Wind/Flood	876,472		425,000	
Brookside Audubon Trail			12,000	
Adams Greenway Development			17,249	
Gartner Sculpture			2,243	
Community Enrichment Total	971,752	12,700	590,615	12,750

**MISCELLANEOUS SPECIAL REVENUES, continued**

<b>FUND SUMMARY</b>	<b>2010/11 ACTUAL</b>	<b>2011/12 ADOPTED</b>	<b>2011/12 ADJUSTED</b>	<b>2012/13 ADOPTED</b>
Public Safety:				
Police Forfeiture	20,781		5,000	
Police Grants	393,878		213,959	9,464
Police Radio Consoles			167,961	
Shared Use Path Improvements			17,055	
Miscellaneous Public Safety	27		2,054	
Emergency Generator Grant	43,311			
Public Safety Total	457,997		406,029	9,464
Utilities:				
Project Share Assistance	20,720	21,500	20,500	20,500
<b>TOTAL EXPENSES</b>	1,450,469	34,200	1,017,144	42,714
Excess (Deficit) Revenues				
Over (Under) Expenses	(525,983)	16,798	2,071,524	3,250
Beginning Balance	345,332	212,212	(180,651)	1,890,873
Ending Balance	(180,651)	229,010	1,890,873	1,894,123

## SPECIAL REVENUE - LIBRARY DONATIONS

This fund accounts for general donations and grants to the Library designated for specific purposes.

<b>FUND SUMMARY</b>	<b>2010/11 ACTUAL</b>	<b>2011/12 ADOPTED</b>	<b>2011/12 ADJUSTED</b>	<b>2012/13 ADOPTED</b>
<b>REVENUES:</b>				
Interest Earnings	11,059	14,600	10,300	6,900
Library Friends Foundation Don.	54,290	44,450	53,150	35,000
Library Direct State Aid	11,277	14,000	9,261	9,000
Donations	5,340	6,000	5,000	4,000
Project Smyles Donations	2,033	2,000	3,000	3,000
Miscellaneous	2,671		3,000	
Library Renovation Donations			160,000	
<b>Total Before Transfers</b>	<b>86,670</b>	<b>81,050</b>	<b>243,711</b>	<b>57,900</b>
<b>TRANSFERS:</b>				
General Fund	6,929			
<b>TOTAL REVENUES</b>	<b>93,599</b>	<b>81,050</b>	<b>243,711</b>	<b>57,900</b>
<b>EXPENSES:</b>				
Administration	3,685	6,450	4,171	1,500
Collections	11,234	11,000	16,188	3,000
Youth Services	11,263	10,500	12,500	7,539
Information Services	6,393	7,000	8,000	2,500
Building Project Bequest	138,057		1,105,774	
Project Smyles	65,741	56,000	65,196	65,000
Library Renovation Project Don.			160,000	
<b>TOTAL EXPENSES</b>	<b>236,373</b>	<b>90,950</b>	<b>1,371,829</b>	<b>79,539</b>
Excess (Deficit) Revenues Over (Under) Expenses	(142,774)	(9,900)	(1,128,118)	(21,639)
Beginning Balance	1,429,678	1,181,955	1,286,904	158,786
Ending Balance	1,286,904	1,172,055	158,786	137,147



**SPECIAL REVENUE - DEVELOPER PROJECTS**

This fund accounts for the developer share of improvements required by development agreements. Fund balance will be retained until improvements are required.

<b>FUND SUMMARY</b>	<b>2010/11 ACTUAL</b>	<b>2011/12 ADOPTED</b>	<b>2011/12 ADJUSTED</b>	<b>2012/13 ADOPTED</b>
<b>REVENUES:</b>				
Interest	375			
<b>TOTAL REVENUES</b>	375	0	0	0
<b>EXPENSES:</b>				
Oakwood Road Path			5,500	
<b>TOTAL EXPENSES</b>	0	0	5,500	0
Excess (Deficit) Revenues Over (Under) Expenses	375	0	(5,500)	0
Beginning Balance	148,469	175,248	148,844	143,344
Ending Balance	148,844	175,248	143,344	143,344

**SPECIAL REVENUE - ECONOMIC DEVELOPMENT**

This fund was expanded in 2000/01 to account for revolving loan, community investment, and pass-through State loan activity. Approved loans are shown as expenses. The fund balance reflects the balance of loans outstanding, in addition to cash and investments held by the fund.

<b>FUND SUMMARY</b>	<b>2010/11 ACTUAL</b>	<b>2011/12 ADOPTED</b>	<b>2011/12 ADJUSTED</b>	<b>2012/13 ADOPTED</b>
<b>REVENUES:</b>				
Loan Repayments	42,421			
<b>TOTAL REVENUES</b>	42,421	0	0	0
<b>EXPENSES:</b>				
Community Investment Fund			50,000	
BIVI			61,000	
<b>TOTAL EXPENSES</b>	0	0	111,000	0
Excess (Deficit) Revenues Over (Under) Expenses	42,421	0	(111,000)	0
Beginning Balance	602,559	627,273	644,980	533,980
Ending Balance	644,980	627,273	533,980	533,980

**PERMANENT FUND - CEMETERY**

This fund accounts for the sale of cemetery lots and the portion of cemetery lot sales designated for perpetual care. Interest earnings are transferred to the General Fund for cemetery operations. The fund balance will be retained to provide cemetery maintenance. Lot prices were increased July 1, 2004.

Effective July 1, 2009, the revenue from the sale of cemetery lots is split 80% to cemetery operations in the General Fund, and 20% to the Cemetery Fund.

<b>FUND SUMMARY</b>	<b>2010/11 ACTUAL</b>	<b>2011/12 ADOPTED</b>	<b>2011/12 ADJUSTED</b>	<b>2012/13 ADOPTED</b>
<b>REVENUES:</b>				
Sale of Cemetery Lots	9,784	10,500	10,500	10,500
<b>TOTAL REVENUES</b>	<b>9,784</b>	<b>10,500</b>	<b>10,500</b>	<b>10,500</b>
<b>EXPENSES:</b>				
None				
<b>TOTAL EXPENSES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Excess (Deficit) Revenues Over (Under) Expenses	9,784	10,500	10,500	10,500
Beginning Balance	870,103	880,603	879,887	890,387
Ending Balance	879,887	891,103	890,387	900,887

**PERMANENT FUND – DONALD & RUTH FURMAN AQUATIC CENTER OPERATIONS**

This fund contains the one million dollar gift from Donald and Ruth Furman to establish an endowment to subsidize the City's ongoing operational costs, to fund future repairs and enhancements, and to replace equipment.

<b>FUND SUMMARY</b>	<b>2010/11 ACTUAL</b>	<b>2011/12 ADOPTED</b>	<b>2011/12 ADJUSTED</b>	<b>2012/13 ADOPTED</b>
<b>REVENUES:</b>				
Interest	9,141	11,000	9,000	9,000
<b>TOTAL REVENUES</b>	<b>9,141</b>	<b>11,000</b>	<b>9,000</b>	<b>9,000</b>
<b>EXPENSES:</b>				
None				
<b>TOTAL EXPENSES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Excess (Deficit) Revenues Over (Under) Expenses	9,141	11,000	9,000	9,000
Beginning Balance	1,071,480	1,082,481	1,080,621	1,089,621
Ending Balance	1,080,621	1,093,481	1,089,621	1,098,621

## DEBT SERVICE

This fund accounts for payment of principal and interest on general obligation bonds. Property tax rates per \$1,000: 2011/12 - \$3.53; 2012/13 - \$3.52. SPECIAL ASSESSMENT transfer is for G.O. Bond payments abated by assessments. IOWA STATE UNIVERSITY participates in Fire capital acquisition. The available fund balance will be used to reduce future debt service.

<b>FUND SUMMARY</b>	<b>2010/11 ACTUAL</b>	<b>2011/12 ADOPTED</b>	<b>2011/12 ADJUSTED</b>	<b>2012/13 ADOPTED</b>
<b>REVENUES:</b>				
Proceeds from Bonds	5,980,000			
Miscellaneous Revenue	197,459			
Property Taxes	7,492,807	7,637,617	7,637,617	7,870,117
Excise Tax	19,901	20,584	20,584	21,864
ISU Participation	45,090	48,744	48,256	48,051
Interest	50,677	52,000	51,000	51,000
<b>Total Before Transfers</b>	<b>13,785,934</b>	<b>7,758,945</b>	<b>7,757,457</b>	<b>7,991,032</b>
<b>TRANSFERS:</b>				
Water	330,715	328,716	328,716	420,623
Special Assessment	215,551	215,075	213,592	213,735
T.I.F.	117,808	117,065	117,065	116,817
G.O. Bonds – Sewer			372,978	262,971
<b>Transfer Total</b>	<b>664,074</b>	<b>660,856</b>	<b>1,032,351</b>	<b>1,014,146</b>
<b>TOTAL REVENUES</b>	<b>14,450,008</b>	<b>8,419,801</b>	<b>8,789,808</b>	<b>9,005,178</b>
<b>EXPENSES:</b>				
Bond Costs	56,953			
Ada Hayden Heritage Park	2,452,513	280,288		
July 2002 G.O. Corp. Purpose	2,259,420	592,682		
July 2003 G. O. Bonds	2,820,103	622,118		
July 2004 G.O. Bonds	704,988	704,838	704,838	709,038
July 2005 G.O. Bonds	384,053	388,552	388,552	387,528
Summer 2006 G.O. Bonds	569,600	568,000	568,000	570,800
Summer 2007 G.O. Bonds	1,044,438	1,046,500	1,046,500	1,047,438
Summer 2008 G.O. Bonds	913,208	909,770	909,770	905,582
Summer 2009 G.O. Bonds	1,141,550	1,134,350	1,134,350	1,131,950
Summer 2010 G.O. Bonds		649,925	649,925	644,625
2009A Refunding Bonds	2,153,025	1,677,400	1,677,400	1,009,400
Summer 2011 G.O. Bonds	475,413	693,377	627,960	605,758
2011A Refunding			1,396,068	1,385,775
Summer 2012 G.O. Bonds				1,306,284
<b>TOTAL EXPENSES</b>	<b>14,975,264</b>	<b>9,267,800</b>	<b>9,103,363</b>	<b>9,704,178</b>
Excess (Deficit) Revenues Over (Under) Expenses	(525,256)	(847,999)	(313,555)	(699,000)
Beginning Balance	2,467,668	1,923,168	1,942,412	1,628,857
Ending Balance	1,942,412	1,075,169	1,628,857	929,857

## CAPITAL PROJECTS - SPECIAL ASSESSMENT

This fund accounts for collection of special assessments and payment of principal of abated G. O. bonds, and the construction of streets and sanitary sewers for benefited property special assessment districts.

FUND SUMMARY	2010/11 ACTUAL	2011/12 ADOPTED	2011/12 ADJUSTED	2012/13 ADOPTED
<b>REVENUES:</b>				
Collections	262,707	380,000	340,000	220,000
<b>Total Before Transfers</b>	262,707	380,000	340,000	220,000
<b>TRANSFERS:</b>				
Summer 2012 G.O. Bonds				357,000
<b>Total Transfers</b>	0	0	0	357,000
<b>TOTAL REVENUES</b>	262,707	380,000	340,000	577,000
<b>EXPENSES:</b>				
General Government:				
Accounting/Reporting	4,932	4,991	4,757	4,987
S. E. Entryway			148,000	
Utilities:				
Woodview Drive Wtr/Swr Proj.				357,000
<b>Total Before Transfers</b>	4,932	4,991	152,757	361,987
<b>TRANSFERS:</b>				
Debt Service	215,551	215,075	213,592	213,735
<b>Total Transfers</b>	215,551	215,075	213,592	213,735
<b>TOTAL EXPENSES</b>	220,483	220,066	366,349	575,722
Excess (Deficit) Revenues				
Over (Under) Expenses	42,224	159,934	(26,349)	1,278
Beginning Balance	(6,951)	4,587	35,273	8,924
Ending Balance	35,273	164,521	8,924	10,202

## CAPITAL PROJECTS - STREET CONSTRUCTION

This fund accounts for street construction projects including, but not limited to, bus route reconstruction, signal construction, and associated street construction projects. Projects which have multiple funding sources are budgeted in this fund.

FUND SUMMARY	2010/11 ACTUAL	2011/12 ADOPTED	2011/12 ADJUSTED	2012/13 ADOPTED
<b>REVENUES:</b>				
Stimulus Funding	455,671		172,991	
Developer Contributions	69,919	1,384	1,384	192,500
I-JOBS	269,603			
MPO/STP/IDOT Funds	1,234,707	1,196,000	2,780,611	1,562,000
Recreation Trail Grant			25,000	
Miscellaneous Revenue	118,292		48,863	219,000
Federal Earmark Grand Ave Ext.		1,200,000	510,292	
<b>TRANSFERS:</b>				
Sewer	76,023			
<b>TOTAL REVENUES</b>	<b>2,224,215</b>	<b>2,397,384</b>	<b>3,539,141</b>	<b>1,973,500</b>
<b>EXPENSES:</b>				
Transportation:				
Arterial 13 <sup>th</sup> /Stange/RR	650,344		242,493	
10/11 Asphalt – I-JOBS			269,603	
Arterial ND/Delaware/Ontario	597,254			
Grand Avenue Extension		1,200,000		
11/12 Collector AHS/Hayes		1,060,000	1,060,000	
09/10 Asphalt – I-JOBS	221,578			
10/11 Arterial - Duff/L-Way/7th			688,000	
S. Grand Ext. S.E. 16 <sup>th</sup> Street			510,292	
Stimulus Duff Rehab 6-13 <sup>th</sup>	494,397		134,181	
Stim. GWC Stange-Bloomington	84			
12/13 Arterial – State Avenue				1,281,000
Transportation Total	1,963,657	2,260,000	2,904,569	1,281,000
Public Safety:				
Wilder Avenue	76,023			
Signal Lincoln Way/Ash			50,000	
Long-Range Transportation Plan	87,027			
Dotson/L'Way Intersection				692,500
Skunk Rvr Trail SE 16 <sup>th</sup> /SRV Pk			157,175	
Skunk River Trail Ext AHHP			176,175	
Path – Gartner/AMS	68,369			
Skunk River Trail HYSC–SE 16 <sup>th</sup>		86,000	166,000	
Permanent Traffic Ct. Stations		50,000	50,000	
Signal 28 <sup>th</sup> & Grand			155,000	
Public Safety Total	231,419	136,000	754,350	692,500

**CAPITAL PROJECTS - STREET CONSTRUCTION, continued**

<b>FUND SUMMARY</b>	<b>2010/11 ACTUAL</b>	<b>2011/12 ADOPTED</b>	<b>2011/12 ADJUSTED</b>	<b>2012/13 ADOPTED</b>
General Government:				
Purchasing Services	10,180	12,629	12,787	11,625
<b>TOTAL EXPENSES</b>	<u>2,205,256</u>	<u>2,408,629</u>	<u>3,671,706</u>	<u>1,985,125</u>
Excess (Deficit) Revenues				
Over (Under) Expenses	18,959	(11,245)	(132,565)	(11,625)
Beginning Balance	<u>390,991</u>	<u>115,448</u>	<u>409,950</u>	<u>277,385</u>
Ending Balance	409,950	104,203	277,385	265,760

## CAPITAL PROJECTS - AIRPORT CONSTRUCTION

This fund accounts for construction, purchase of land, and improvements for the municipal airport. Federal Aviation Administration (FAA) participated in 90% of costs until 04/05 when FAA's contribution increased to 95%. The excess of Airport operations each year is transferred from the General Fund to finance improvements.

FUND SUMMARY	2010/11 ACTUAL	2011/12 ADOPTED	2011/12 ADJUSTED	2012/13 ADOPTED
<b>REVENUES:</b>				
Federal Government Revenues	359,439	855,000	2,706,926	
<b>Total Before Transfers</b>	<u>359,439</u>	<u>855,000</u>	<u>2,706,926</u>	0
<b>TRANSFERS:</b>				
General	40,821	66,339	46,953	62,725
<b>TOTAL REVENUES</b>	<u>400,260</u>	<u>921,339</u>	<u>2,753,879</u>	<u>62,725</u>
<b>EXPENSES:</b>				
Airport Const. Fund Improv.		75,000	75,000	
9/10 Rehab Taxiway A1	441,273		565,048	
Runway Rehab 13/31	(22,013)			
10/11 West Apron Rehab	78,599		1,266,254	
11/12 Driveways/Parking		900,000	900,000	
<b>TOTAL EXPENSES</b>	<u>497,859</u>	<u>975,000</u>	<u>2,806,302</u>	0
Excess (Deficit) Revenues Over (Under) Expenses	(97,599)	(53,661)	(52,423)	62,725
Beginning Balance	158,079	80,069	60,480	8,057
Ending Balance	<u>60,480</u>	<u>26,408</u>	<u>8,057</u>	<u>70,782</u>

**CAPITAL PROJECTS – ARRA ENERGY BLOCK GRANT**

This fund accounts for the City’s American Recovery and Reinvestment Act Grant under the Energy Efficiency and Conservation Block Grant Program.

<b>FUND SUMMARY</b>	<b>2010/11 ACTUAL</b>	<b>2011/12 ADOPTED</b>	<b>2011/12 ADJUSTED</b>	<b>2012/13 ADOPTED</b>
<b>REVENUES:</b>				
ARRA Energy Block Grant	432,786		97,715	
<b>TOTAL REVENUES</b>	<u>432,786</u>	0	<u>97,715</u>	0
<b>EXPENSES:</b>				
ARRA Energy Block Grant	514,733		15,768	
<b>TOTAL EXPENSES</b>	<u>514,733</u>	0	<u>15,768</u>	0
Excess (Deficit) Revenues Over (Under) Expenses	(81,947)	0	81,947	0
Beginning Balance	0	0	(81,947)	0
Ending Balance	<u>(81,947)</u>	0	<u>0</u>	0



## CAPITAL PROJECTS – VARIOUS CONSTRUCTION GRANTS

This fund accounts for various construction grants.

<b>FUND SUMMARY</b>	<b>2010/11 ACTUAL</b>	<b>2011/12 ADOPTED</b>	<b>2011/12 ADJUSTED</b>	<b>2012/13 ADOPTED</b>
<b>REVENUES:</b>				
EECBG Energy Grants	37,184		25,816	
Emergency Op Center Grant			600,000	
<b>TOTAL REVENUES</b>	<b>37,184</b>	<b>0</b>	<b>625,816</b>	<b>0</b>
<b>EXPENSES:</b>				
Park Office Lighting			1,900	
Park Maintenance Lighting			2,000	
Ice Arena Lighting			9,000	
City Hall Gym Lighting			1,600	
Fire Station #3 Temp Controls			11,316	
13 <sup>th</sup> Street LED Lights	10,848			
City Hall West Lot Lights	8,223			
LED Traffic Signals	18,113			
Emergency Op Center Grant			600,000	
<b>TOTAL EXPENSES</b>	<b>37,184</b>	<b>0</b>	<b>625,816</b>	<b>0</b>
Excess (Deficit) Revenues				
Over (Under) Expenses	0	0	0	0
Beginning Balance	0	0	0	0
Ending Balance	0	0	0	0

## CAPITAL PROJECTS - BOND PROCEEDS

This fund accounts for proceeds of general obligation bond issues. G. O. bond sales are planned each year to finance CIP projects. Any undesignated fund balances may be used for certain projects or transferred to the Debt Service fund.

<b>FUND SUMMARY</b>	<b>2010/11 ACTUAL</b>	<b>2011/12 ADOPTED</b>	<b>2011/12 ADJUSTED</b>	<b>2012/13 ADOPTED</b>
<b>REVENUES:</b>				
Bond Proceeds	6,690,000	6,800,000	6,675,000	17,365,500
Interest	108,272		1,800	
<b>TOTAL REVENUES</b>	<b>6,798,272</b>	<b>6,800,000</b>	<b>6,676,800</b>	<b>17,365,500</b>
<b>EXPENSES:</b>				
Debt Service:				
Bond Costs	77,436		73,246	
Debt Service Total	77,436	0	73,246	0
Public Safety:				
Squaw Creek Footbridge				400,000
Fire Engine #2	530,370			
Public Safety Total	530,370	0	0	400,000
Transportation:				
11/12 Asphalt Resurfacing		765,500	765,500	
11/12 Asphalt Paving	2,100	2,576,000	2,573,900	
11/12 Collector – Ash/Hayes	68,624	1,898,500	1,829,876	
11/12 Arterial – Dayton Avenue	244	60,000	59,758	
Douglas – Main to 7 <sup>th</sup> Street		750,000	750,000	
South Grand Avenue		300,000	300,000	
Dotson/L'Way Intersection		150,000	150,000	
Asphalt Paving Arizona Avenue	3,409			
Collector Street Pavement	1,273,716			
Grand Ave Curbs/Intakes-IDOT			67,600	
Main Street Alley	4,055		32,750	
08/09 CyRide Rt Toronto/Hutch.	(8,636)			
Stim GWC/Stange/Bloomington	36,618			
Burnett Ave Main to 7 <sup>th</sup>	564,331			
08/09 Arterial ND/Delaware/Ont	202,087			
08/09 CyRide NW 28 <sup>th</sup> -30 <sup>th</sup>	(4,163)			
Stim L'Way/Hickory/Franklin	2,000			
Stimulus Duff Rehab 6 <sup>th</sup> -13 <sup>th</sup>	28,459		1,991	
S. Duff Improvement Project			63,179	
09/10 CyRide Rt - Ash/Knapp	264,202			
S. Grand Extension – S.E. 16 <sup>th</sup>	75,977		79,023	
U.S. 69 Grand Ave Extension	2,895			
East 13 <sup>th</sup> Street – I35 to 570th	2,646		135,910	
N. 4 <sup>th</sup> Street Paving	16,047			
Bridge Rehabilitation			165,000	
Kellogg Ave L'Way to Main	(8,165)			
Arterial 13 <sup>th</sup> Stange – RR	275,509		1,280	
	390			

**CAPITAL PROJECTS - BOND PROCEEDS, continued**

<b>FUND SUMMARY</b>	<b>2010/11 ACTUAL</b>	<b>2011/12 ADOPTED</b>	<b>2011/12 ADJUSTED</b>	<b>2012/13 ADOPTED</b>
Transportation, continued:				
09/10 Concrete Pavement	118,780		1,502,661	
09/10 & 10/11 Asphalt Pave	11,156		944,521	
10/11 Collector Storm Street	128,284		721,574	
08/09 Concrete Paving	1,149,393		136,886	
S.E. 16 <sup>th</sup> Paving & Bridge	3,550		17,750	
10/11 Arterial Duff/L'Way/7 <sup>th</sup>	7,712		238,309	
10/11 Arterial 6 <sup>th</sup> /Grand/NW	427,099		72,901	
Kellogg Avenue & Main Street	481,068		1,018,790	
10/11 Concrete Pavement	103,327		894,499	
N. Hazel/N. 3 <sup>rd</sup> CDBG	10,355		31,645	
10/11 CyRide – Ontario	252,239		647,619	
12/13 Asphalt/Seal Coat Rehab				620,500
12/13 Asphalt Street Reconstr.				928,000
Meadowlane/E. 13 <sup>th</sup> /Carr Drive				1,250,000
12/13 CyRide – Todd Dr./L'Way				1,420,000
12/13 Arterial – State Avenue				219,000
Clark Avenue – Main/5 <sup>th</sup> Street				950,000
12/13 Concrete Pavement				600,000
Transportation Total	5,494,918	6,500,000	13,202,922	5,987,500
Utilities:				
East Ames Utilities				4,300,000
North Ames Utilities				1,401,000
Flood Response/Mitigation Proj.				820,000
Gateway Stormwater Rehab			39,324	
S. Duff Area Storm Sewer	(27,574)		106,561	
SW Stormwater Greenbriar			203,063	
Utilities Total	(27,574)	0	348,948	6,521,000
Community Enrichment:				
Library Renovation Project				4,500,000
General Government:				
Facilities	65,100	300,000	84,900	
Accounting & Reporting	2,400	2,400	2,400	2,400
Purchasing Services	54,130	57,114	57,830	57,488
General Government Total	121,630	359,514	145,130	59,888
<b>Total Before Transfers</b>	6,196,780	6,859,514	13,770,246	17,468,388
<b>TRANSFERS:</b>				
To Special Assessment				357,000
To Debt Service			372,978	
TIF 2008/09 South Bell	279,951			
<b>TOTAL EXPENSES</b>	6,476,731	6,859,514	14,143,224	17,825,388

**CAPITAL PROJECTS - BOND PROCEEDS, continued**

<b>FUND SUMMARY</b>	<b>2010/11 ACTUAL</b>	<b>2011/12 ADOPTED</b>	<b>2011/12 ADJUSTED</b>	<b>2012/13 ADOPTED</b>
Excess (Deficit) Revenues Over (Under) Expenses	321,541	(59,514)	(7,466,424)	(459,888)
Beginning Balance	8,420,437	(780,397)	8,741,978	1,275,554
Ending Balance	8,741,978	(839,911)	1,275,554	815,666

## ENTERPRISE - WATER UTILITY

This fund accounts for the operation of a municipally owned water utility which provides services to residents of the City and some contiguous areas. Major capital improvements have been financed from current revenues and the Water Fund balance. Revenues for FY 12/13 include a 4.2% rate increase, including 1.2% for extension of utilities.

<b>FUND SUMMARY</b>	<b>2010/11 ACTUAL</b>	<b>2011/12 ADOPTED</b>	<b>2011/12 ADJUSTED</b>	<b>2012/13 ADOPTED</b>
<b>REVENUES:</b>				
Homeland Security Grant	20,379			
IDNR Rvr Valley Low Head Dam		75,000		75,000
Fees/Service Charges	63,558	56,554	94,290	54,552
Contract Sales	621,000	975,000	773,000	882,000
Metered Sales	6,812,296	7,716,800	7,476,500	7,759,751
Miscellaneous	22,281	10,100	20,000	20,000
Interest Earnings	64,144	70,000	70,000	70,000
Internal Service Charges	70,487	55,000	70,000	70,000
Cell Tower Lease	15,870	15,870	17,060	18,520
Farm Land Rental	12,474	11,815	12,137	12,137
Sprint PCS Land Rental	32,040	33,120	33,120	33,120
USDA Pump Station Repay			142,608	285,216
<b>Total Before Transfers</b>	<b>7,734,529</b>	<b>9,019,259</b>	<b>8,708,715</b>	<b>9,280,296</b>
<b>TRANSFERS:</b>				
Fleet Services	22,150			
<b>Total Transfers</b>	<b>22,150</b>			
<b>TOTAL REVENUES</b>	<b>7,756,679</b>	<b>9,019,259</b>	<b>8,708,715</b>	<b>9,280,296</b>
<b>EXPENSES:</b>				
Utilities:				
Water Production	386,315	387,027	343,872	378,418
Water Treatment	1,475,643	1,576,310	1,625,191	1,587,688
Water Metering	410,612	424,846	423,065	429,924
Water Pumping	270,745	266,796	305,037	294,573
Water Administration	604,909	623,316	596,907	605,750
Water Conservation Marketing	49,653	52,898	51,954	53,749
Water Laboratory	184,962	191,246	191,199	196,127
Water Customer Service	376,464	395,720	370,900	384,017
Utility Locating	81,058	72,454	75,745	79,193
Water Distribution Maintenance	810,235	810,208	847,582	852,911
Sub-Total	4,650,596	4,800,821	4,831,452	4,862,350
Utilities CIP:				
Security Improvements		90,000		255,000
Water System Improvements	693,496	900,000	2,235,284	900,000
Water Meter Test Bench	109,078			
24-inch Supply Line Expansion			75,000	
Water Supply Capacity Study			3,550	

**ENTERPRISE - WATER UTILITY, continued**

<b>FUND SUMMARY</b>	<b>2010/11 ACTUAL</b>	<b>2011/12 ADOPTED</b>	<b>2011/12 ADJUSTED</b>	<b>2012/13 ADOPTED</b>
Utilities CIP, continued:				
Bloomington Elev. Tank Improv.	319,331			
East Ames Utilities Extension			15,400	
Water Plant Expansion	258,258	150,000	120,000	
Water Supply Expansion				854,000
River Valley Low Head Dam	4,923		120,077	
NADC Pump Station Improv	42,416		553,000	
CIP Sub-Total	<u>1,427,502</u>	<u>1,140,000</u>	<u>3,122,311</u>	<u>2,009,000</u>
Utilities Total	6,078,098	5,940,821	7,953,763	6,871,350
General Government:				
Executive Management	63,383	66,483	70,983	70,570
Legal Services	30,174	57,380	56,522	58,403
City Clerk	14,984	14,826	15,454	15,783
Human Resources	28,992	34,881	31,908	32,884
Accounting & Reporting	70,457	71,913	69,334	72,377
Finance Admin/Budget	51,435	53,369	51,460	52,946
Public Relations	15,180	15,668	15,833	16,549
Public Works Administration	83,551	85,129	88,652	88,425
Public Works Engineering	194,673	215,079	234,570	225,351
Facilities	18,507	18,216	19,407	19,219
Merit/Payroll Adjustment		9,148		9,248
Purchasing Services	29,743	28,500	28,857	29,613
Sustainability Coordinator	6,300	6,250	6,250	6,250
Amortization	(2,314)			
General Government Total	<u>605,065</u>	<u>676,842</u>	<u>689,230</u>	<u>697,618</u>
<b>Total Before Transfers</b>	<u>6,683,163</u>	<u>6,617,663</u>	<u>8,642,993</u>	<u>7,568,968</u>
<b>TRANSFERS:</b>				
Fleet Services			15,000	
Debt Service	330,715	328,716	328,716	420,623
<b>Total Transfers</b>	<u>330,715</u>	<u>328,716</u>	<u>343,716</u>	<u>420,623</u>
<b>TOTAL EXPENSES</b>	<u>7,013,878</u>	<u>6,946,379</u>	<u>8,986,709</u>	<u>7,989,591</u>
Excess (Deficit) Revenues				
Over (Under) Expenses	742,801	2,072,880	(277,994)	1,290,705
Beginning Balance	<u>7,370,848</u>	<u>4,572,624</u>	<u>8,113,649</u>	<u>7,835,655</u>
Ending Balance	8,113,649	6,645,504	7,835,655	9,126,360

Minimum fund balance target:	
10% of operating expenses	<u>555,997</u>
Unreserved fund balance	<u>8,570,363</u>

**ENTERPRISE – WATER CONSTRUCTION**

<b>FUND SUMMARY</b>	<b>2010/11 ACTUAL</b>	<b>2011/12 ADOPTED</b>	<b>2011/12 ADJUSTED</b>	<b>2012/13 ADOPTED</b>
<b>REVENUES:</b>				
Drinking Water – State Rev. Loan		4,798,000	3,040,000	3,873,000
<b>TOTAL REVENUES</b>	0	4,798,000	3,040,000	3,873,000
<b>EXPENSES:</b>				
Utilities CIP:				
Water Plant Expansion		4,798,000	3,040,000	3,873,000
<b>TOTAL EXPENSES</b>	0	4,798,000	3,040,000	3,873,000
Excess (Deficit) Revenues Over (Under) Expenses	0	0	0	0
Beginning Balance	0	0	0	0
Ending Balance	0	0	0	0

**ENTERPRISE - SEWER UTILITY - OPERATIONS (Also referred to as WATER POLLUTION CONTROL (WPC))**

This fund accounts for the operation of a municipally owned sewer utility, which provides services to residents of the City and some contiguous areas. Revenues for FY 12/13 include a 10% rate increase, including 5% for extension of utilities.

<b>FUND SUMMARY</b>	<b>2010/11 ACTUAL</b>	<b>2011/12 ADOPTED</b>	<b>2011/12 ADJUSTED</b>	<b>2012/13 ADOPTED</b>
<b>REVENUES:</b>				
Customer Billings	4,549,256	5,059,500	5,153,400	5,638,071
Other Gov't Participation	31,194	32,400	32,600	35,900
Fees/Service Charges	8,611	19,900	18,400	18,400
Interest Earnings	43,614	54,000	51,000	51,000
Farmland Income	88,444	60,000	100,000	100,000
Miscellaneous Revenue	48	100	3,565	
Internal Service Charge	27,235	35,000	26,000	26,000
Contract Sales	668,201	849,000	1,000,800	853,500
Flood Warning Maint. Charge	29,175	11,500	16,400	12,300
USDA Pump Station Repay			98,256	196,512
<b>Total Before Transfers</b>	<b>5,445,778</b>	<b>6,121,400</b>	<b>6,500,421</b>	<b>6,931,683</b>
<b>TRANSFERS:</b>				
Fleet Services	347,306			
<b>TOTAL REVENUES</b>	<b>5,793,084</b>	<b>6,121,400</b>	<b>6,500,421</b>	<b>6,931,683</b>
<b>EXPENSES:</b>				
Utilities:				
Sanitary Sewer System	387,083	427,400	479,213	395,633
Administration	701,065	695,337	682,861	692,608
Flood Warning System	44,497	18,372	27,347	20,444
Plant Maintenance	604,428	709,920	789,604	790,602
Plant Operation	1,060,690	1,155,883	1,083,453	1,167,209
Laboratory	343,500	355,170	355,084	364,236
Farm Operations	40,602	53,312	55,414	57,516
Metering	279,825	291,479	287,983	291,674
Sewer Customer Service	343,984	362,370	340,050	350,790
Utility Locating	49,283	45,849	50,645	52,836
Utilities Sub-Total	3,854,957	4,115,092	4,151,654	4,183,548
Utilities CIP:				
Sanitary Sewer Rehabilitation	521,953	300,000	965,806	300,000
Clear Water Diversion	305,655	25,000	112,816	25,000
Sanitary Sewer System Eval	6,876	1,060,000	1,553,124	1,000,000
Automation Study/Upgrade	22,922		468,605	
East Ames Utilities Expansion			31,400	
Water Pump Station Paint		92,000	92,000	128,000
Lagoon Liners			125,000	
Long-Range WPC Facility Plan		193,000	193,000	193,000
NADC Pump Station Improv	42,416		381,000	
Methane Engine Overhaul	896		121,400	



**ENTERPRISE - SEWER UTILITY - OPERATIONS (Also referred to as WATER POLLUTION CONTROL - WPC), continued**

<b>FUND SUMMARY</b>	<b>2010/11 ACTUAL</b>	<b>2011/12 ADOPTED</b>	<b>2011/12 ADJUSTED</b>	<b>2012/13 ADOPTED</b>
Utilities CIP, continued:				
WPC Alternate Energy Study	26,600			
WPC Electric Repairs	4,992	80,000	133,200	
WPC Bar Screen/Grinder	29,123			
Clarifier Painting	236,551		53,449	
WPC Diesel Storage Tank			140,000	
WPC Plant Disinfection	43,480		229,000	
Vertical Turbine Pumps	22,727	350,000	620,000	418,000
WAS Pump #1				48,000
CIP Sub-Total	<u>1,264,191</u>	<u>2,100,000</u>	<u>5,219,800</u>	<u>2,112,000</u>
Utilities Total	5,119,148	6,215,092	9,371,454	6,295,548
General Government:				
City Clerk	14,984	14,826	15,454	15,783
Executive Management	63,383	66,483	70,983	70,570
Legal Services	9,679	57,380	56,522	58,403
Human Resources	24,584	29,577	27,891	28,744
Accounting & Reporting	47,148	48,311	46,955	48,860
Finance Admin/Budget	51,435	53,369	51,460	52,946
Public Relations	15,180	15,668	15,833	16,549
Public Works Admin	83,551	85,129	88,652	88,425
Public Works Engineering	169,522	213,368	235,832	228,519
Facilities	13,811	13,593	14,482	14,342
Merit/Payroll Adjustments		9,068		9,179
Purchasing Services	13,514	13,777	13,949	13,884
Sustainability Coordinator	6,300	6,250	6,250	6,250
General Gov't Total	<u>513,091</u>	<u>626,799</u>	<u>644,263</u>	<u>652,454</u>
<b>Total Before Transfers</b>	5,632,239	6,841,891	10,015,717	6,948,002
<b>TRANSFERS:</b>				
Debt Service				262,971
Fleet Services			15,000	
Street Construction - Wilder	76,023			
<b>Total Transfers</b>	<u>76,023</u>	<u>0</u>	<u>15,000</u>	<u>262,971</u>
<b>TOTAL EXPENSES</b>	<u>5,708,262</u>	<u>6,841,891</u>	<u>10,030,717</u>	<u>7,210,973</u>
Excess (Deficit) Revenues				
Over (Under) Expenses	84,822	(720,491)	(3,530,296)	(279,290)
Beginning Balance	5,619,794	2,276,380	5,704,616	2,174,320
Ending Balance	<u>5,704,616</u>	<u>1,555,889</u>	<u>2,174,320</u>	<u>1,895,030</u>
Minimum fund balance target:				
10% of operating expenses				<u>483,600</u>
Unreserved fund balance				<u>1,411,430</u>

**ENTERPRISE – SANITARY SEWER IMPROVEMENTS**

<b>FUND SUMMARY</b>	<b>2010/11 ACTUAL</b>	<b>2011/12 ADOPTED</b>	<b>2011/12 ADJUSTED</b>	<b>2012/13 ADOPTED</b>
<b>REVENUES:</b>				
State Clean Water Rev. Loan		1,779,000	775,000	1,525,000
<b>TOTAL REVENUES</b>	0	1,779,000	775,000	1,525,000
<b>EXPENSES:</b>				
Utilities CIP:				
WPC Residuals Handling		429,000		
WPC Plant Disinfection		1,350,000	775,000	1,525,000
CIP Total	0	1,779,000	775,000	1,525,000
<b>TOTAL EXPENSES</b>	0	1,779,000	775,000	1,525,000
Excess (Deficit) Revenues Over (Under) Expenses	0	0	0	0
Beginning Balance	0	0	0	0
Ending Balance	0	0	0	0

## ENTERPRISE - ELECTRIC UTILITY

This fund accounts for the operation of a municipally owned electric utility, which generates and distributes electrical power to customers within the City and some contiguous areas. The fund balance is available for operations and improvements. The transfer to the General Fund constitutes a payment in lieu of taxes. The last rate increase was 5.0% in the summer of 2009.

<b>FUND SUMMARY</b>	<b>2010/11 ACTUAL</b>	<b>2011/12 ADOPTED</b>	<b>2011/12 ADJUSTED</b>	<b>2012/13 ADOPTED</b>
<b>REVENUES:</b>				
Metered Sales	52,339,648	52,200,000	56,000,000	56,520,000
Adjustment to Sales	(185,220)	(200,000)	(200,000)	(200,000)
Fly Ash Sales	53,573		20,000	20,000
Renewable Energy Credits	32,756	50,000	2,000	2,000
Other Power Sales	1,824,033	2,300,000	2,300,000	1,900,000
ISU Interconnection	40,377	1,658,500	1,072,140	932,000
ISU Transmission System Share	1,528,127	220,000	1,304,000	40,000
ISU Wind Purchases	614,971	504,000	504,000	750,000
Street Lights	675,665	680,000	680,000	720,000
Security Lighting Rental	115,315	115,000	115,000	115,000
Subdivision Construction	16,912	10,000	70,000	20,000
Street Lighting Construction	44,362	10,000	10,000	10,000
Fees/Service Charges	99,516	105,000	98,000	97,500
Miscellaneous Revenue	345,109	360,000	320,000	320,000
Interest Earnings	275,017	320,000	310,000	310,000
<b>TOTAL REVENUES</b>	<b>57,820,161</b>	<b>58,332,500</b>	<b>62,605,140</b>	<b>61,556,500</b>
<b>EXPENSES:</b>				
Public Works Engineering:				
Electric Relocations	45,781	75,000	454,219	200,000
Utilities:				
Electric Production	9,802,897	10,348,588	12,052,142	10,442,787
Plant Fuel Purchases	27,358,442	31,545,226	31,164,923	32,702,186
Electric Distribution – Operation	2,386,766	2,827,091	2,907,335	2,845,280
Electric Distribution - Extension	1,033,264	1,398,223	1,594,700	1,489,200
Electric Technical Services	918,116	1,031,416	1,060,031	1,046,952
Electric Engineering	571,382	809,619	824,462	705,784
Electric Administration	1,572,767	1,389,120	1,562,674	1,581,664
Utility Deposit Interest	3,817			
Electric Customer Service	661,615	706,040	670,466	697,042
Utilities Sub-Total	44,309,066	50,055,323	51,836,733	51,510,895
Utilities CIP:				
Inlet Heating for GT2	32,065		19,315	
Feed Water Heater Tube		1,000,000	40,000	980,000
#8 Air Heater Basket	10,171	150,000	75,000	100,000
Plant Dist Substation Expansion			100,000	
Ames Stange In-Town 161 kV	786		2,000	

**ENTERPRISE - ELECTRIC UTILITY, continued**

<b>FUND SUMMARY</b>	<b>2010/11 ACTUAL</b>	<b>2011/12 ADOPTED</b>	<b>2011/12 ADJUSTED</b>	<b>2012/13 ADOPTED</b>
Utilities CIP, continued:				
Unit #8 Boiler Repair	20,819	2,500,000	3,407,139	2,500,000
Combustion Turbine Control				
Interconnection Improvements	187,136	7,750,000	5,010,000	4,000,000
Power Plant Fire Protection	10,167	250,000	400,000	570,000
Cooling Tower Repair #8			1,220,000	
Vet Med Substation	3,784,792		156,092	
MGMC Steam Line Evaporator	46,415			
Demand Side Management	685,380	1,000,000	1,000,000	1,000,000
#7 Nitrogen Oxide Control		200,000	230,000	
Unit #8 Turb/Gen Overhaul		1,900,000		1,500,000
#7 & #8 Oil Gun Upgrade	39,340	925,000		
GT-1 Inspection & Overhaul	45,382	250,000		850,000
Unit 7 & 8 Dist Control System	182,646			425,000
Street Light/Line Relocations	65,309			
Unit 8 Nitrogen Oxide Control		1,300,000	1,380,000	
Unit 7 Cooling Tower Repair		50,000	50,000	
Unit 8 Mercury Capital		300,000		300,000
Turbine Controls Upgrade		450,000		450,000
Unit 7 Cooling Tower Piping		500,000	500,000	
Unit 7 Mercury Capital		200,000		
Ash Pond Storage Area		50,000	50,000	
Electric Services Storage Bldg.		125,000	125,000	
Unit 7 Mercury CE Monitor		320,000	320,000	
Vet Med Substation Volt Supprt			350,000	
69 kV Switchyard Relay/Control				150,000
Vet Med Substation Feeders				300,000
Unit #8 Blading/Diaphragms				2,000,000
69 kV Transmission Reconstr.				250,000
Mortensen Road Underground				30,000
Plant Sub Switchgear Exten				110,000
Underground Storage Tanks				15,000
CEMS Equipment/Systems				450,000
CIP Sub-Total	5,110,408	19,220,000	14,434,546	15,980,000
Utilities Total	49,419,474	69,275,323	66,271,279	67,490,895

**ENTERPRISE - ELECTRIC UTILITY, continued**

<b>FUND SUMMARY</b>	<b>2010/11 ACTUAL</b>	<b>2011/12 ADOPTED</b>	<b>2011/12 ADJUSTED</b>	<b>2012/13 ADOPTED</b>
General Government:				
Executive Management	134,080	140,637	150,156	149,282
Legal Services	89,954	90,660	89,304	92,276
Public Records	29,967	29,652	30,908	31,566
Human Resources	85,836	103,271	96,540	99,494
Accounting & Reporting	270,801	276,165	266,350	277,972
Finance Admin/Budget	144,018	149,433	144,087	148,250
Public Relations	30,361	31,336	31,666	33,098
GIS Reimbursables	16,823	19,935	20,539	21,302
Facilities	34,182	33,644	35,843	35,497
Merit/Payroll Adjustments		23,102		23,826
Purchasing Services	234,121	249,265	249,265	249,265
Sustainability Coordinator	6,300	6,250	6,250	6,250
General Gov't Total	<u>1,076,443</u>	<u>1,153,350</u>	<u>1,120,908</u>	<u>1,168,078</u>
<b>Total Before Transfers</b>	<b>50,541,698</b>	<b>70,503,673</b>	<b>67,846,406</b>	<b>68,858,973</b>
<b>TRANSFERS:</b>				
Payment in Lieu of Taxes	<u>1,814,794</u>	<u>1,871,746</u>	<u>1,871,746</u>	<u>1,926,800</u>
<b>TOTAL EXPENSES</b>	<b>52,356,492</b>	<b>72,375,419</b>	<b>69,718,152</b>	<b>70,785,773</b>
Excess (Deficit) Revenues				
Over (Under) Expenses	5,463,669	(14,042,919)	(7,113,012)	(9,229,273)
Beginning Balance	<u>37,654,295</u>	<u>32,040,479</u>	<u>43,117,964</u>	<u>36,004,952</u>
Ending Balance	43,117,964	17,997,560	36,004,952	26,775,679
Minimum fund balance target:				
Based on contingency for casualty in power generation or distribution				<u>10,100,000</u>
Unreserved fund balance				16,675,679

**ENTERPRISE - PARKING OPERATIONS AND IMPROVEMENT**

This fund accounts for operations of the City parking system including operation and maintenance of meters and lots, parking meter attendants, collection of meter coin, rentals, and fines.

<b>FUND SUMMARY</b>	<b>2010/11 ACTUAL</b>	<b>2011/12 ADOPTED</b>	<b>2011/12 ADJUSTED</b>	<b>2012/13 ADOPTED</b>
<b>REVENUES:</b>				
Miscellaneous	74,394	3,840	3,940	6,820
Illegal Parking	288,169	300,000	290,000	290,000
Overtime Parking	155,556	146,000	155,000	155,000
Interest Earnings	2,744	2,200	3,000	3,000
Fines/Clerk of Court	3,872	5,000	200	
East District – Downtown	186,911	191,100	186,400	189,400
West District – Campustown	140,671	140,920	140,920	140,920
Collection Agency Fees	23,053	12,000	23,000	23,000
<b>TOTAL REVENUES</b>	<b>875,370</b>	<b>801,060</b>	<b>802,460</b>	<b>808,140</b>
<b>EXPENSES:</b>				
Transportation:				
Parking Operation/Maintenance	256,612	230,870	240,917	249,661
Parking Law Enforcement	311,001	327,771	329,065	334,246
Parking Violation Collection	151,006	158,007	162,297	167,459
Right-of-Way Maintenance	4,634	4,495	4,071	4,108
Transportation Total	<b>723,253</b>	<b>721,143</b>	<b>736,350</b>	<b>755,474</b>
General Government:				
Legal Services	36,682	37,903	34,672	35,231
Human Resources	5,757	6,926	5,473	5,641
Accounting & Reporting	19,612	20,057	19,340	20,192
Finance Admin/Budget	3,429	3,558	3,431	3,530
Facilities	10,508	10,342	11,018	10,912
Merit/Payroll Adjustments		1,568		1,617
Purchasing Services	488	534	540	519
General Government Total	<b>76,476</b>	<b>80,888</b>	<b>74,474</b>	<b>77,642</b>
<b>TOTAL EXPENSES</b>	<b>799,729</b>	<b>802,031</b>	<b>810,824</b>	<b>833,116</b>
Excess (Deficit) Revenues				
Over (Under) Expenses	75,641	(971)	(8,364)	(24,976)
Beginning Balance	246,623	251,029	322,264	313,900
Ending Balance	<b>322,264</b>	<b>250,058</b>	<b>313,900</b>	<b>288,924</b>

Minimum fund balance target:	
10% of operating expenses	83,312
Unreserved fund balance	<u>205,612</u>

## ENTERPRISE - TRANSIT AGENCY - OPERATIONS

This fund accounts for the operation and capital improvements of mass transit bus system within the City. The Transit Board consists of representatives from Iowa State University, Government of Student Body, and City of Ames. Funding is provided by passenger fares, student fees, Iowa State University, Government Student Body, Iowa Department of Transportation, Federal Government, and a property tax levy.

**REVENUES:** The City share of funding is generated by the transit levy as follows:

10/11 - \$.62/\$1,000 = \$1,315,338

11/12 - \$.63/\$1,000 = \$1,376,656

12/13 - \$.66/\$1,000 = \$1,472,409

<b>FUND SUMMARY</b>	<b>2010/11 ACTUAL</b>	<b>2011/12 ADOPTED</b>	<b>2011/12 ADJUSTED</b>	<b>2012/13 ADOPTED</b>
<b>REVENUES:</b>				
Metro Planning Org Reimb	34,416	31,000	34,000	34,000
FTA Section 5307	1,490,918	1,550,000	1,528,279	1,530,000
IDOT Oper Asst & Reimb	722,987	717,600	793,134	819,100
ISU Administration	576,808	599,880	599,880	641,872
Fees/Service Charges	715,877	749,694	776,294	821,127
Miscellaneous Revenue	54,142	9,500	22,000	15,000
Interest Earnings	9,327	26,000	10,000	10,000
ISU Tuition	3,008,118	3,128,442	3,204,263	3,499,053
ISU Tuition Excess	424,305	220,000	320,000	75,000
<b>Total Before Transfers</b>	<b>7,036,898</b>	<b>7,032,116</b>	<b>7,287,850</b>	<b>7,445,152</b>
<b>TRANSFERS:</b>				
General Levy (Property Tax)	1,306,309	1,376,656	1,367,906	1,463,659
Government of the Student Body		60,000		75,000
<b>Transfer Total</b>	<b>1,306,309</b>	<b>1,436,656</b>	<b>1,367,906</b>	<b>1,538,659</b>
<b>TOTAL REVENUES</b>	<b>8,343,207</b>	<b>8,468,772</b>	<b>8,655,756</b>	<b>8,983,811</b>
<b>EXPENSES:</b>				
Transportation:				
Fixed Route Service (Cy-Ride)	5,860,578	6,108,020	6,188,167	6,416,783
Dial-a-Ride Service	142,718	149,202	155,334	163,621
Transit Admin/Support	1,539,831	1,615,194	1,688,272	1,705,059
<b>Total Before Transfers</b>	<b>7,543,127</b>	<b>7,872,416</b>	<b>8,031,773</b>	<b>8,285,463</b>
<b>TRANSFERS:</b>				
Government of the Student Body	424,305	220,000	320,000	75,000
Transit Capital Reserve	632,000	239,812	208,812	378,801
<b>Total Transfers</b>	<b>1,056,305</b>	<b>459,812</b>	<b>528,812</b>	<b>453,801</b>
<b>TOTAL EXPENSES</b>	<b>8,599,432</b>	<b>8,332,228</b>	<b>8,560,585</b>	<b>8,739,264</b>
Excess (Deficit) Revenues				
Over (Under) Expenses	(256,225)	136,544	95,171	244,547
Beginning Balance	819,465	595,754	563,240	658,411
Ending Balance	563,240	732,298	658,411	902,958

## ENTERPRISE - TRANSIT CAPITAL RESERVE

This fund accounts for Cy-Ride grant and capital activities. A fund balance has accumulated largely due to the timing of several projects where the local share was collected prior to the project completion or bus delivery.

FUND SUMMARY	2010/11 ACTUAL	2011/12 ADOPTED	2011/12 ADJUSTED	2012/13 ADOPTED
<b>REVENUES:</b>				
Insurance Proceeds	780,910			
IDOT Revenues	3,100,590	3,539,660	6,480,881	3,228,340
ISU Parking	17,000	17,000	17,000	17,000
Shuttle Revenue		40,000	40,000	
Interest Revenue	10,109	17,000	10,000	10,000
<b>Total Before Transfers</b>	<b>3,908,609</b>	<b>3,613,660</b>	<b>6,547,881</b>	<b>3,255,340</b>
<b>TRANSFERS:</b>				
Transit	632,000	239,812	208,812	378,801
Government of the Student Body		40,000	260,000	
<b>Total Transfers</b>	<b>632,000</b>	<b>279,812</b>	<b>468,812</b>	<b>378,801</b>
<b>TOTAL REVENUES</b>	<b>4,540,609</b>	<b>3,893,472</b>	<b>7,016,693</b>	<b>3,634,141</b>
<b>EXPENSES:</b>				
Capital Improvements	3,457,841	4,194,600	8,403,539	3,682,200
Flooding Damage	780,911			
<b>TOTAL EXPENSES</b>	<b>4,238,752</b>	<b>4,194,600</b>	<b>8,403,539</b>	<b>3,682,200</b>
Excess (Deficit) Revenues Over (Under) Expenses	301,857	(301,128)	(1,386,846)	(48,059)
Beginning Balance	1,177,646	322,384	1,479,503	92,657
Ending Balance	1,479,503	21,256	92,657	44,598



**ENTERPRISE – GSB TRANSIT TRUST**

This fund is used for the stabilization of the contributions from the Government Student Body (GSB) at Iowa State University (ISU) to the Transit operating budget. The fund balance fluctuates based on fee approval, enrollment, and service levels.

<b>FUND SUMMARY</b>	<b>2010/11 ACTUAL</b>	<b>2011/12 ADOPTED</b>	<b>2011/12 ADJUSTED</b>	<b>2012/13 ADOPTED</b>
<b>REVENUES:</b>				
Interest	7,965	7,500	12,000	9,000
<b>Total Before Transfers</b>	<u>7,965</u>	<u>7,500</u>	<u>12,000</u>	<u>9,000</u>
<b>TRANSFERS:</b>				
Transit	424,305	220,000	320,000	75,000
<b>TOTAL REVENUES</b>	<u>432,270</u>	<u>227,500</u>	<u>332,000</u>	<u>84,000</u>
<b>EXPENSES:</b>				
Transfer to Operations	0	100,000	260,000	75,000
<b>TOTAL EXPENSES</b>	<u>0</u>	<u>100,000</u>	<u>260,000</u>	<u>75,000</u>
Excess (Deficit) Revenues Over (Under) Expenses	432,270	127,500	72,000	9,000
Beginning Balance	667,187	834,388	1,099,457	1,171,457
Ending Balance	<u>1,099,457</u>	<u>961,888</u>	<u>1,171,457</u>	<u>1,180,457</u>

## ENTERPRISE – TRANSIT AGENCY INTERMODAL FACILITY

This is a new fund to show revenues and expenses associated with the construction of the intermodal facility. The City is the recipient of the Federal Tiger and Earmark Fund to build the facility. The FY 12/13 budget reflects the second of five repayments of a State revolving loan divided equally between the City and Iowa State University.

<b>FUND SUMMARY</b>	<b>2010/11 ACTUAL</b>	<b>2011/12 ADOPTED</b>	<b>2011/12 ADJUSTED</b>	<b>2012/13 ADOPTED</b>
<b>REVENUES:</b>				
ISU Admin			8,750	8,750
IA 78-0001-00 Tiger	2,056,388		5,969,112	
IA – 04-0115-00	350,000			
ICB-CY11 Ames			300,000	
<b>Total Before Transfers</b>	<b>2,406,388</b>	<b>0</b>	<b>6,277,862</b>	<b>8,750</b>
<b>TRANSFERS:</b>				
General Fund			8,750	8,750
<b>TOTAL REVENUES</b>	<b>2,406,388</b>	<b>0</b>	<b>6,286,612</b>	<b>17,500</b>
<b>EXPENSES:</b>				
Const. of Intermodal Facility	2,493,889		6,269,112	0
<b>TOTAL EXPENSES</b>	<b>2,493,889</b>	<b>0</b>	<b>6,269,112</b>	<b>0</b>
Excess (Deficit) Revenues Over (Under) Expenses	(87,501)	0	17,500	17,500
Beginning Balance	0	0	(87,501)	(70,001)
Ending Balance	(87,501)	0	(70,001)	(52,501)

## ENTERPRISE - STORM SEWER

The Storm Sewer Utility was established in 1994/95 to provide routine maintenance of storm sewers. In FY 11/12, the rate structure was changed from a rate of \$3.00 to \$3.45 per account. During FY 12/13, a new rate structure based on impervious surface area is planned to be implemented. The new rate structure is expected to be revenue neutral.

<b>FUND SUMMARY</b>	<b>2010/11 ACTUAL</b>	<b>2011/12 ADOPTED</b>	<b>2011/12 ADJUSTED</b>	<b>2012/13 ADOPTED</b>
<b>REVENUES:</b>				
Fees & Service Charges	908,705	1,046,850	1,046,850	1,057,304
Developer Reimbursement	1,622	5,000	3,000	3,000
I-Jobs Retention Cells	597		32,223	
SW Permits and Reviews	12,000	14,000	14,000	14,000
Interest Earnings	11,546	13,000	11,000	11,000
Internal Service Charges	34,793	76,000	51,000	51,000
Miscellaneous Revenue	2	200	20,000	
Watershed Improv. Review Bd.			30,444	
HMPG Hazard Mitigation		2,683,000		2,150,000
<b>TOTAL REVENUES</b>	<b>969,265</b>	<b>3,838,050</b>	<b>1,208,517</b>	<b>3,286,304</b>
<b>EXPENSES:</b>				
Utilities:				
Engineering	285,304	285,881	346,244	306,902
Maintenance	195,601	238,818	343,615	267,485
Merit/Payroll Adjustments		1,527		1,661
Human Resources	1,608	1,934	2,154	2,220
Customer Service	2,123	2,060	2,125	2,340
Sub-Total	484,636	530,220	694,138	580,608
Utilities CIP:				
Storm Sewer Intake Rehab	11,221			
Low Point Drainage	44,187	908,000	447,444	125,000
Outlet Erosion Control	315,461	660,000	223,901	100,000
S. Water Facility Rehab	54,427		247,374	100,000
Storm Sewer Improvements		1,665,000	510,000	2,475,000
Sub-Total CIP	425,296	3,233,000	1,428,719	2,800,000
<b>TOTAL EXPENSES</b>	<b>909,932</b>	<b>3,763,220</b>	<b>2,122,857</b>	<b>3,380,608</b>
Excess (Deficit) Revenues				
Over (Under) Expenses	59,333	74,830	(914,340)	(94,304)
Beginning Balance	1,385,476	373,658	1,444,809	530,469
Ending Balance	1,444,809	448,488	530,469	436,165
Minimum fund balance target:				
10% of operating expenses				58,061
Unreserved fund balance				378,104

**ENTERPRISE - AMES/ISU ICE ARENA**

This fund accounts for the operation of the Ice Arena.

<b>FUND SUMMARY</b>	<b>2010/11 ACTUAL</b>	<b>2011/12 ADOPTED</b>	<b>2011/12 ADJUSTED</b>	<b>2012/13 ADOPTED</b>
<b>REVENUES:</b>				
Pro Shop Sales	4,260	4,700	4,000	4,000
Equipment Rental	22,994	22,000	23,000	23,000
Skate Sharpening	4,618	4,000	4,600	4,600
Admissions	48,572	47,000	50,300	50,300
Dasher Board Advertising	6,600	6,681	6,644	6,843
Ice Rink Rental	325,463	314,552	319,646	323,150
Concessions	51,519	52,250	51,300	51,300
Interest Earnings	5,163	5,500	5,200	5,200
Miscellaneous Revenue	7,988	5,505	8,000	8,000
<b>TOTAL REVENUES</b>	477,177	462,188	472,690	476,393
 <b>EXPENSES:</b>				
Ames/ISU Ice Arena	456,514	456,050	468,053	492,191
Merit & Payroll Adjustments		1,015		979
<b>TOTAL EXPENSES</b>	456,514	457,065	468,053	493,170
 Excess (Deficit) Revenues				
Over (Under) Expenses	20,663	5,123	4,637	(16,777)
Beginning Balance	162,133	174,850	182,796	187,433
Ending Balance	182,796	179,973	187,433	170,656
Minimum fund balance target:				
Based on seasonal cash flow requirements				68,000
Unreserved fund balance				102,656

## ENTERPRISE - ICE ARENA CAPITAL RESERVE

This fund accounts for capital replacement contributions from the City of Ames and Iowa State University (ISU). Both the City of Ames and ISU contribute \$20,000 annually. Funds may only be spent on approved capital improvements at the Ice Arena. Beginning in FY 06/07, the interest earned by the reserve is credited to the Ice Arena Operations Fund to improve the fund balance and reduce rate increases required to fund operations.

FUND SUMMARY	2010/11 ACTUAL	2011/12 ADOPTED	2011/12 ADJUSTED	2012/13 ADOPTED
<b>REVENUES:</b>				
Transfer from Local Option	20,000	20,000	20,000	20,000
ISU Participation	20,000	20,000	20,000	20,000
<b>TOTAL REVENUES</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>
<b>EXPENSES:</b>				
Ice Arena Improvements	11,700	20,000	8,300	180,500
<b>TOTAL EXPENSES</b>	<b>11,700</b>	<b>20,000</b>	<b>8,300</b>	<b>180,500</b>
Excess (Deficit) Revenues Over (Under) Expenses	28,300	20,000	31,700	(140,500)
Beginning Balance	394,643	434,643	422,943	454,643
Ending Balance	422,943	454,643	454,643	314,143

**ENTERPRISE - HOMEWOOD GOLF COURSE**

This fund accounts for the operation of a 9-hole municipal golf course.

<b>FUND SUMMARY</b>	<b>2010/11 ACTUAL</b>	<b>2011/12 ADOPTED</b>	<b>2011/12 ADJUSTED</b>	<b>2012/13 ADOPTED</b>
<b>REVENUES:</b>				
Interest Earnings	818	1,100	800	800
Golf Course Fees/Rentals	170,781	193,643	176,900	178,000
Pro Shop Sales	2,104	2,400	2,400	2,500
Concessions	22,406	23,000	24,000	24,000
Cell Tower Lease	25,099	26,040	26,040	26,800
<b>TOTAL REVENUES</b>	<b>221,208</b>	<b>246,183</b>	<b>230,140</b>	<b>232,100</b>
<b>EXPENSES:</b>				
Homewood Golf Course	223,933	230,473	225,531	208,057
Merit & Payroll Adjustments		715		708
<b>TOTAL EXPENSES</b>	<b>223,933</b>	<b>231,188</b>	<b>225,531</b>	<b>208,765</b>
Excess (Deficit) Revenues Over (Under) Expenses	(2,725)	14,995	4,609	23,335
Beginning Balance	90,044	105,262	87,319	91,928
Ending Balance	87,319	120,257	91,928	115,263

Minimum fund balance target:

Based on seasonal cash flow requirements	60,000
Unreserved fund balance	55,263

## ENTERPRISE - RESOURCE RECOVERY - OPERATIONS AND IMPROVEMENTS

This fund accounts for the operation of a municipally owned Resource Recovery Plant that provides service to 13 communities and several governmental organizations on a contractual basis. The per capita charge to the communities was adjusted in 2012/13 to reflect the 2010 census. The per capita fee was lowered to \$9.10 to collect the same total dollars on the larger census amounts. The tipping fee remains at \$52.75 per ton. A transfer from the General Fund of \$452,862 is the Ames share of the per capita.

<b>FUND SUMMARY</b>	<b>2010/11 ACTUAL</b>	<b>2011/12 ADOPTED</b>	<b>2011/12 ADJUSTED</b>	<b>2012/13 ADOPTED</b>
<b>REVENUES:</b>				
Per Capita Charges	299,954	299,954	299,954	272,327
ISU Charges	192,609	225,000	200,000	190,000
Other Contracts	30,939	19,540	22,540	22,540
Sale of Metals	430,998	304,800	304,800	304,800
Electric Plant RDF	970,438	960,000	960,000	960,000
Public Fees	51,442	37,000	37,000	37,000
Other Customers	2,584,309	2,600,000	2,600,000	2,600,000
Interest	17,622	15,000	25,000	25,000
Other Revenues	113,534	30,000	83,500	80,000
<b>Total Before Transfers</b>	<b>4,691,845</b>	<b>4,491,294</b>	<b>4,532,794</b>	<b>4,491,667</b>
<b>TRANSFERS:</b>				
General Fund	423,475	423,475	423,475	452,862
<b>TOTAL REVENUES</b>	<b>5,115,320</b>	<b>4,914,769</b>	<b>4,956,269</b>	<b>4,944,529</b>
<b>EXPENSES:</b>				
Utilities:				
Resource Recovery Process	2,501,890	2,708,501	2,745,572	2,785,470
Landfill Operations	17,637	18,809	19,129	19,134
Yard Waste Management	22,137	36,500	36,500	37,250
Processing Reject Disposal	887,480	873,375	873,375	888,875
Sub-Total	3,429,144	3,637,185	3,674,576	3,730,729
Utilities CIP:				
Recyclables Building Non-Ferrous System Land Acquisition	93,870		254,408	
Resource Rec. Renovations	159,314	266,300	412,587	285,750
RR Bldg/Truck Bay/Fire System	159	165,000	214,841	
Alternative Feed System	14,794		23,056	
CIP Sub-Total	268,137	431,300	904,892	285,750
Utilities Total	3,697,281	4,068,485	4,579,468	4,016,479

**ENTERPRISE - RESOURCE RECOVERY - OPERATIONS AND IMPROVEMENTS, continued**

<b>FUND SUMMARY</b>	<b>2010/11 ACTUAL</b>	<b>2011/12 ADOPTED</b>	<b>2011/12 ADJUSTED</b>	<b>2012/13 ADOPTED</b>
General Government:				
Human Resources	14,055	16,910	15,779	16,262
Legal	14,803	14,919	14,696	15,185
Accounting & Reporting	123,556	125,360	119,711	125,422
Finance Admin/Budget	13,716	14,232	13,723	14,119
Public Relations	15,180	15,668	15,833	16,549
Facilities	1,694	1,667	1,776	1,759
Merit/Payroll Adjustments		2,437		2,525
Purchasing Services	22,863	20,217	20,470	21,885
Public Works Administration	83,551	85,129	88,652	88,425
Sustainability Coordinator	6,300	6,250	6,250	6,250
General Government Total	<u>295,718</u>	<u>302,789</u>	<u>296,890</u>	<u>308,381</u>
<b>Total Before Transfer</b>	<b>3,992,999</b>	<b>4,371,274</b>	<b>4,876,358</b>	<b>4,324,860</b>
<b>TRANSFERS:</b>				
Debt Service				
<b>TOTAL EXPENSES</b>	<u>3,992,999</u>	<u>4,371,274</u>	<u>4,876,358</u>	<u>4,324,860</u>
Excess (Deficit) Revenues				
Over (Under) Expenses	1,122,321	543,495	79,911	619,669
Beginning Balance	<u>1,176,504</u>	<u>1,359,945</u>	<u>2,298,825</u>	<u>2,378,736</u>
Ending Balance	<u>2,298,825</u>	<u>1,903,440</u>	<u>2,378,736</u>	<u>2,998,405</u>
Minimum fund balance target:				
10% of operating expenses				<u>403,911</u>
Unreserved fund balance				<u>2,594,494</u>



## INTERNAL SERVICES – FLEET MAINTENANCE SERVICES

This fund accounts for maintenance and purchase of City-owned equipment. Shop Operations provides service to City departments (excluding Transit). The fund balance represents the accumulation of interest earnings used for capital projects at the shop location.

<b>FUND SUMMARY</b>	<b>2010/11 ACTUAL</b>	<b>2011/12 ADOPTED</b>	<b>2011/12 ADJUSTED</b>	<b>2012/13 ADOPTED</b>
<b>REVENUES:</b>				
Interest Earnings	675	1,000	1,000	1,000
Operational Dept Charges	1,987,277	1,922,599	1,946,277	2,079,314
<b>Total Before Transfers</b>	1,987,952	1,923,599	1,947,277	2,080,314
<b>TRANSFERS:</b>				
Fleet Purchases Interest	91,888			
Road Use Tax Transfer			15,000	
Water Transfer			15,000	
Sewer Transfer			15,000	
<b>Total Transfers</b>	91,888	0	45,000	
<b>TOTAL REVENUES</b>	2,079,840	1,923,599	1,992,277	2,080,314
<b>EXPENSES:</b>				
General Government:				
Accounting & Reporting	42,657	43,487	41,962	43,782
Finance Admin/Budget	6,858	7,116	6,861	7,060
Facilities	97,301	108,569	108,807	108,841
Merit/Payroll Adjustments		2,882		2,859
Purchasing Services	3,192	3,476	3,519	3,394
<b>General Government Total</b>	150,008	165,530	161,149	165,936
Internal Services:				
Fleet Maintenance Services	1,819,411	1,710,503	1,743,250	1,766,890
Fleet Acquisition & Disposal	181,957	160,701	144,297	148,889
Facility Improvements			60,000	
<b>Internal Services Total</b>	2,001,368	1,871,204	1,947,547	1,915,779
<b>TOTAL EXPENSES</b>	2,151,376	2,036,734	2,108,696	2,081,715
Excess (Deficit) Revenues Over (Under) Expenses	(71,536)	(113,135)	(116,419)	(1,401)
Beginning Balance	335,206	150,229	263,670	147,251
<b>Ending Balance</b>	263,670	37,094	147,251	145,850

## INTERNAL SERVICES – FLEET REPLACEMENT

This fund accounts for the accumulation of funds for use in the replacement of City of Ames fleet vehicles and related equipment. This fund allows operating departments to accumulate funds to replace vehicles and equipment over the useful life of that equipment.

<b>FUND SUMMARY</b>	<b>2010/11 ACTUAL</b>	<b>2011/12 ADOPTED</b>	<b>2011/12 ADJUSTED</b>	<b>2012/13 ADOPTED</b>
<b>REVENUES:</b>				
Interest Earnings	60,115	70,000	60,000	60,000
Equip. Replacement Charges	1,635,148	1,252,253	1,560,989	1,248,986
<b>TOTAL REVENUES</b>	1,695,263	1,322,253	1,620,989	1,308,986
<b>EXPENSES:</b>				
Fleet Acquisition & Disposal	1,202,770	1,344,500	2,206,725	727,600
<b>Total Before Transfers</b>	1,202,770	1,344,500	2,206,725	727,600
<b>TRANSFERS:</b>				
Water Fund	22,150			
Sewer Fund	347,306			
Fleet Maintenance Services	91,888			
<b>Total Transfers</b>	461,344			
<b>TOTAL EXPENSES</b>	1,664,114	1,344,500	2,206,725	727,600
Excess (Deficit) Revenues Over (Under) Expenses	31,149	(22,247)	(585,736)	581,386
Beginning Balance	7,010,398	5,987,430	7,041,547	6,455,811
Ending Balance	7,041,547	5,965,183	6,455,811	7,037,197

## INTERNAL SERVICES – INFORMATION TECHNOLOGY

Information Technology and Communication Services operate on a reimbursable basis.

FUND SUMMARY	2010/11 ACTUAL	2011/12 ADOPTED	2011/12 ADJUSTED	2012/13 ADOPTED
<b>REVENUES:</b>				
Information Technology Charges	1,330,502	1,352,717	1,344,864	1,376,518
Communication Services	226,749	227,234	227,234	227,234
<b>TOTAL REVENUES</b>	<b>1,557,251</b>	<b>1,579,951</b>	<b>1,572,098</b>	<b>1,603,752</b>
<b>EXPENSES:</b>				
General Government:				
Merit/Payroll Adjustments		6,684		7,367
Internal Services:				
Information Technology	1,330,502	1,352,717	1,344,864	1,376,518
Communication Services	226,749	227,234	227,234	227,234
City Hall IT Remodel				43,487
Internal Services Total	1,557,251	1,579,951	1,572,098	1,647,239
<b>TOTAL EXPENSES</b>	<b>1,557,251</b>	<b>1,586,635</b>	<b>1,572,098</b>	<b>1,654,606</b>
Excess (Deficit) Revenues				
Over (Under) Expenses	0	(6,684)	0	(50,854)
Beginning Balance	147,526	147,526	147,526	147,526
Ending Balance	147,526	140,842	147,526	96,672

## INTERNAL SERVICES – COMPUTER REPLACEMENT FUND

This fund accounts for the accumulation of funds for use in the replacement of City of Ames computers and related Information Services equipment. This fund allows operating departments to accumulate funds to replace Information Services equipment over the useful life of the equipment. Activities include a shared communication project with other law enforcement agencies in Ames and Story County.

FUND SUMMARY	2010/11 ACTUAL	2011/12 ADOPTED	2011/12 ADJUSTED	2012/13 ADOPTED
<b>REVENUES:</b>				
Interest	20,659	24,000	20,000	20,000
Equip. Replacement Funds	431,115	206,575	276,617	240,777
Shared Comm. ISU	29,814	48,381	41,218	56,802
Shared Comm. Story County	32,622	48,381	44,026	56,802
Shared Comm. E911 Board	29,691	26,854	23,834	25,875
Shared Comm. Ames Police	43,590	48,381	42,028	56,802
Shared Comm. Fire				2,700
<b>Total Before Transfers</b>	<b>587,491</b>	<b>402,572</b>	<b>447,723</b>	<b>459,758</b>
<b>TRANSFERS:</b>				
General Fund			175,000	
<b>TOTAL REVENUES</b>	<b>587,491</b>	<b>402,572</b>	<b>622,723</b>	<b>459,758</b>
<b>EXPENSES:</b>				
Replacement Computer Equip.	154,015	117,713	319,781	51,752
Info Technology Computer Purch	219,064	111,367	123,071	98,983
Phone System Purchases	1,728	39,275	46,233	23,275
Shared Communication Project	123,812	171,997	151,104	198,983
<b>TOTAL EXPENSES</b>	<b>498,619</b>	<b>440,352</b>	<b>640,189</b>	<b>372,993</b>
Excess (Deficit) Revenues				
Over (Under) Expenses	88,872	(37,780)	(17,466)	86,765
Beginning Balance	2,303,972	2,020,026	2,392,844	2,375,378
Ending Balance	2,392,844	1,982,246	2,375,378	2,462,143

## INTERNAL SERVICES - RISK MANAGEMENT

This fund accounts for payment of insurance premiums for Worker's Compensation, comprehensive liability and other insurance covered by the Risk Management Program. Loss prevention is also included in the program. The fund balance includes the required reserves plus an accrual calculation for unreported claims.

<b>FUND SUMMARY</b>	<b>2010/11 ACTUAL</b>	<b>2011/12 ADOPTED</b>	<b>2011/12 ADJUSTED</b>	<b>2012/13 ADOPTED</b>
<b>REVENUES:</b>				
Department Insurance Charges	1,278,897	1,326,922	1,412,875	1,438,630
Interest Earnings	7,413	5,000	7,000	7,000
City Contrib. Workers' Comp	740,866	758,426	770,501	801,321
<b>TOTAL REVENUES</b>	<b>2,027,176</b>	<b>2,090,348</b>	<b>2,190,376</b>	<b>2,246,951</b>
<b>EXPENSES:</b>				
General Government:				
Merit/Payroll Adjustments		831		893
Internal Services:				
Risk Management Admin	85,783	85,749	134,463	120,554
Workers Comp Claims	244,732	325,000	415,000	305,000
Workers Comp Admin	89,316	93,042	111,201	112,606
Liability Insurance	156,237	162,485	156,794	164,633
Auto Insurance	55,576	58,355	49,155	51,613
Excess Insurance	62,171	65,280	63,745	66,295
Liability Claims	128,877	29,000	34,000	34,000
Transit Insurance	107,610	112,990	119,046	124,998
Property Insurance	508,979	508,178	685,895	685,895
Prof. Liability Claims	26,885	28,229	27,092	28,000
Internal Safety Training	152,092	162,763	162,706	162,706
411 Medical	247,902	150,000	180,000	180,000
Police Professional Insurance	26,671	28,004	28,524	30,521
<b>TOTAL EXPENSES</b>	<b>1,892,831</b>	<b>1,809,906</b>	<b>2,167,621</b>	<b>2,067,714</b>
Excess (Deficit) Revenues				
Over (Under) Expenses	134,345	280,442	22,755	179,237
Beginning Balance	771,452	798,030	905,797	928,552
Ending Balance	905,797	1,078,472	928,552	1,107,789

Minimum fund balance target:

Reserved for deductibles and retained risk	1,000,000
Unreserved fund balance	107,789

**INTERNAL SERVICES - HEALTH INSURANCE**

This fund accounts for City and employee contributions for the City's health benefits plan. The City began self-insurance in July 2000. A 5% rate increase is budgeted for FY 12/13. The reserve for post employment health care benefits reflects the City's liability for funding post employment health care benefits.

<b>FUND SUMMARY</b>	<b>2010/11 ACTUAL</b>	<b>2011/12 ADOPTED</b>	<b>2011/12 ADJUSTED</b>	<b>2012/13 ADOPTED</b>
<b>REVENUES:</b>				
Miscellaneous Revenue	89,767		25,761	
Employee/Retiree Contributions	716,610	819,612	745,109	781,765
Medicare Supplement Contribut.	29,596	29,000	29,000	30,000
Interest Earnings	28,366	30,000	28,000	30,000
City Contributions	5,215,410	5,380,972	5,476,180	5,749,189
COBRA Contributions	25,672	9,000	25,000	10,000
<b>TOTAL REVENUES</b>	<b>6,105,421</b>	<b>6,268,584</b>	<b>6,329,050</b>	<b>6,600,954</b>
<b>EXPENSES:</b>				
General Government:				
Merit/Payroll Adjustments		1,336		1,312
Internal Service:				
Health Administration	77,020	87,904	76,675	88,147
Medical Claims	3,613,098	4,036,565	3,996,015	4,275,800
Dental Claims	305,538	334,113	323,870	343,302
Pharmacy Claims	962,365	1,263,555	1,023,795	1,087,502
Medicare Supplement Premium	31,142	29,000	29,000	30,000
Specific Excess Insurance	138,890	149,778	142,414	145,262
Aggregate Excess	20,421	21,431	20,424	20,832
Reinsurance	33,119	34,278	33,923	35,281
Access Fee	58,843	62,708	60,020	61,220
Health Promotion	166,382	204,358	202,469	189,894
ASO Medical	174,612	182,630	182,993	191,762
ASO Dental	21,349	21,911	22,203	23,091
Pharmacy Outcomes	23,870	26,040	26,040	26,040
Disease Management	38,470	50,979	39,240	40,025
<b>TOTAL EXPENSES</b>	<b>5,665,119</b>	<b>6,506,586</b>	<b>6,179,081</b>	<b>6,559,470</b>
Excess (Deficit) Revenues				
Over (Under) Expenses	440,302	(238,002)	149,969	41,484
Beginning Balance	2,462,511	2,417,882	2,902,813	3,052,782
Ending Balance	2,902,813	2,179,880	3,052,782	3,094,266

Reserve for Post-Employment Health Care Benefits

Minimum fund balance target:	
Estimated 3 months of claims	1,450,000
Reserve for post-employment health care benefits	288,992
Unreserved fund balance	<u>1,355,274</u>



Winter in Ames includes lots of snow and a phenomenon called hoarfrost or radiation frost.



# CITY OF AMES AUTHORIZED EMPLOYMENT LEVELS

## (F.T.E. – Full-Time Equivalents)

BUDGET DIVISIONS	2011/12 ADOPTED	2011/12 ADJUSTED	2012/13 ADOPTED
Rec Mgr/City Clerk	1	1	1
Secretary I	2	2	2
City Manager	1	1	1
Asst. City Manager	2	2	2
Principal Clerk	1.25	1.25	1.25
Cable TV Wtr/Pro	1	1	1
Public Relations Offic.	1	1	1
Management Analyst	0	0	1
<b>City Manager Total</b>	<b>9.25</b>	<b>9.25</b>	<b>10.25</b>
Legal Secretary	0	0	1
City Attorney	1	1	1
Asst. City Attorney	2	2	2
Legal Technician	1	1	1
Leg. Svc. Adm. Asst.	1	1	1
Secretary I	1	1	0
<b>City Attorney Total</b>	<b>6.0</b>	<b>6.0</b>	<b>6.0</b>
Director Human Res.	1	1	1
Principal Clerk	.75	.75	.75
Secretary I	.75	.75	.75
H.R. Analyst	1	1	1
Risk & Benefit Mgr	1	1	1
Health Prom. Coord.	.75	.75	.75
H. R. Officer	2	2	2
<b>HR Total</b>	<b>7.25</b>	<b>7.25</b>	<b>7.25</b>
Dir. Planning/Housing	1	1	1
Principal Clerk	1	1	1
Secretary II	1	1	1
Planner	4	4	4
Housing Coordinator	1	1	1
<b>P &amp; H Total</b>	<b>8.0</b>	<b>8.0</b>	<b>8.0</b>
Dir. Fleet Services	1	1	1
Principal Clerk	.5	.5	.5
Secretary I	1	1	1
Mechanic Assistant	1	1	1
Fleet Technician	3	3	3
Lead Fleet Technician	1	1	1
Fleet Support Mgr.	1	1	1
Bldg. Maint. Specialist	1	1	1
<b>Fleet Services Total</b>	<b>9.5</b>	<b>9.5</b>	<b>9.5</b>
Dir. of Transportation	1	1	1
Secretary I	1	1	1
Transit Driver	47.65	47.65	47.65
Transit Op. Supervisor	1	1	1
Transit Op. Assistant	6.25	6.25	6.25
Asst. Transit Oper.	2	2	2
Lane Worker	1.55	1.55	1.55
Mechanic Assistant	2	2	2
Mechanic	3	3	3
Lead Mechanic	1	1	1
Transit Trainer	2	2	2
Transit Maint. Coord.	1	1	1
Lead Lane Worker	1	1	1
Transit Planner	1	1	1
Transit Coordinator	1	1	1
Asst Tran Dir Maint	1	1	1
Asst Tran Dir Oper	1	1	1
Clerk	1	1	0

BUDGET DIVISIONS	2011/12 ADOPTED	2011/12 ADJUSTED	2012/13 ADOPTED
Senior Clerk	.5	.5	1
Principal Clerk	0	0	.5
<b>Transit Total</b>	<b>75.95</b>	<b>75.95</b>	<b>75.95</b>
Director of Finance	1	1	1
Budget Officer	1	1	1
Secretary I	1	1	1
<b>Finance Admin Total</b>	<b>3</b>	<b>3</b>	<b>3</b>
Asst. Dir. Of Finance	1	1	1
Cashier	1	1	1
Account Clerk	3	3	3
Payroll Clerk	1	1	1
Accountant	2	2	2
Investment Officer	1	1	1
<b>Finance Acct. Total</b>	<b>9</b>	<b>9</b>	<b>9</b>
Utility Acct. Supervisor	1	1	1
Cashier	2	2	2
Util Accounts Tech	2	2	2
Util Cust Svc Clerk	2.75	2.75	2.75
Meter Reader	3	3	3
Senior Meter Reader	1	1	1
<b>Fin Cust Service Total</b>	<b>11.75</b>	<b>11.75</b>	<b>11.75</b>
Info Technology Mgr	1	1	1
Help Desk Specialist	1	1	1
Client Support Spec	2	2	2
Client Support Coord.	1	1	1
Systems Analyst	2	2	2
Network Technician	1	1	1
Telecom/Netwrk Spec	1	1	1
IT Specialist – P. Sfty.	1	1	1
<b>Fin Info Tech Total</b>	<b>10</b>	<b>10</b>	<b>10</b>
Purchasing Manager	1	1	1
Principal Clerk	1	1	1
Print Services Tech	1	1	1
Mail Clerk	1	1	1
Procurement Spec I	1	1	1
Procurement Spec II	2	2	2
<b>Finance Purch. Total</b>	<b>7</b>	<b>7</b>	<b>7</b>
Fire Chief	1	1	1
Deputy Fire Chief	2	2	2
Principal Clerk	2.5	2.5	2.5
Secretary I	1	1	1
Plumbing Inspector	1	1	1
Electrical Inspector	1	1	1
Building Official	1	1	1
Housing Inspect Supv	1	1	1
Bldg/Zoning Inspector	3	3	2
Bldg Insp Supervisor	1	1	1
Neighborhood Insp	1	1	1
Plans Examiner	1	1	1
Firefighter	39	39	39
Fire Lieutenant	9	9	9
Fire Captain	3	3	3
Fire Inspector	1	1	1
Housing Inspector	0	0	1
Sanitarian	1	0	0
<b>Fire Total</b>	<b>69.5</b>	<b>68.5</b>	<b>68.5</b>



BUDGET DIVISIONS	2011/12 ADOPTED	2011/12 ADJUSTED	2012/13 ADOPTED
Chief of Police	1	1	1
Principal Clerk	1	1	1
Secretary II	1	1	1
Parking Meter Attend.	1	1	1
Police Records Super	1	1	1
Police Records Clerk	1.75	1.75	1.75
Police Lead Dispatchr	1	1	1
Police Dispatcher	11	11	11
Police Officer	36	36	38
Police Corporal	3	3	1
Police Sergeant	8	8	8
Lead Police Records	1	1	1
Commander	2	2	2
Police Support Srvc	1	1	1
Emerg.Comm.Supv.	1	1	1
Animal Ctrl Attendant	.3	.3	.3
Animal Ctrl Officer	1.6	1.6	1.6
Animal Ctrl Supervisor	1	1	1
Police Lieutenant	3	3	3
Animal Ctrl Clerk	1	1	1
<b>Police Total</b>	<b>77.65</b>	<b>77.65</b>	<b>77.65</b>
Library Director	1	1	1
Assist. Library Dir.	1	1	1
Library Assistant	10.75	10	10
Library Circulation	0	1	1
Library Process Clerk	1	1	1
Circulation Supervisor	1	1	1
Com. Relations Spec.	.75	.75	.75
Principal Clerk	1	1	1
Tech Svcs Assistant	.5	.75	.75
Library Admin Assist.	1	1	1
Library Div. Coordin.	1	1	1
IS Librarian	3	3	3
Youth Librarian	1	1	1
IT Systems Admin	1	1	1
Library Refer Supv	1	1	1
Library Collect. Tech	1	1	1
Library Youth Svc.	1	1	1
Outreach Supv.	1	1	1
Library Collect Coord	1	1	1
Library Info Svc Coord	1	1	1
Library Bldg Maint	1	1	1
<b>Library Total</b>	<b>31.0</b>	<b>31.5</b>	<b>31.5</b>
Dir. Parks & Rec	1	1	1
Senior Clerk	1	1	1
Principal Clerk	1	1	1
Recreation Supervisor	2	1	1
Maintenance Worker	5	5	5
Parks Maint Specialist	2	2	2
Auditorium/Bandshell	.5	.5	.5
Rec Coord/Aquatics	1	1	1
Wellness Prog. Mgr.	1	1	1
Parks Facil. Superv.	1	1	1
Parks Facil. Superint.	1	1	1
Golf Course Manager	1	1	1
Recreation Coord.	3	3	3
<b>Parks &amp; Rec Total</b>	<b>20.5</b>	<b>19.5</b>	<b>19.5</b>
Dir of W & PC	.5	.5	.5
Asst Dir of W & PC	.5	.5	.5
Principal Clerk	1	1	1
Secretary II	.5	.5	.5
Maintenance Tech I	2	2	1
Enviro Engineer I	.5	.5	0
Enviro Engineer II	1	1	1
W/WW Lab Tech	3	3	3
Enviro Specialist	0	0	.5
Maintenance Tech II	0	0	1

BUDGET DIVISIONS	2011/12 ADOPTED	2011/12 ADJUSTED	2012/13 ADOPTED
W/WW Lab Analyst	1.5	1.5	1.5
W/WW Lab Superv	1	1	1
WPC Plant Operator	5	5	6
WPC Plt Asst. Oper.	1	1	0
WPC Plant Superin.	1	1	1
WPC Plt Maint Supr	1	1	1
Plt Maint Specialist	1	1	1
Maintenance Worker	1	1	1
Sr Maint Worker	1	1	1
<b>WPC Control Total</b>	<b>22.5</b>	<b>22.5</b>	<b>22.5</b>
Dir of W & PC	.5	.5	.5
Asst Dir of W & PC	.5	.5	.5
Secretary II	.5	.5	.5
Enviro Engineer I	.5	.5	0
Enviro Specialist	0	0	.5
Water Plant Asst	0	0	1
Maintenance Tech II	0	0	1
Enviro Engineer II	1	1	1
Principal Clerk	1	1	1
Water Plant Operator	6	6	5
Water Plant Supt	1	1	1
Wtr Plt Maint Supr	1	1	1
Maint. Tech I	1	1	0
Wtr Mtr Repair Worker	3	3	3
Cross Con Ctrl Wrker	1	1	1
Plt Maint. Specialist	1	1	1
Wtr Meter Supv	1	1	1
<b>Water Total</b>	<b>19.0</b>	<b>19.0</b>	<b>19</b>
Dir of Electric Utility	1	1	1
Asst Dir of Elect Utility	1	1	1
Secretary I	1	1	1
Energy Svc Coordin	1	1	1
Utility Engineer	1	1	1
Energy Procure Coord	1	1	1
<b>Electric Admin Total</b>	<b>6</b>	<b>6</b>	<b>6</b>
Principal Clerk	2	2	2
Enviro Instr Control	0	0	1
Lead Coal Handler	1	1	1
Power Plt Aux Operat	10	10	10
Power Plnt Fireworker	5	5	5
Power Plant Operator	5	5	5
Pwr Plt Maint Mech	8	8	8
Custodian	1	1	1
Power Plt Engineer	2	2	2
Coal Handler	3	3	3
Elec Svc Opr Superv	1	1	1
Elec Svc Mnt Superv	1	1	1
Power Plant Mgr	1	1	1
Instrument/Cntrl Tech	4	4	4
Electrician	2	2	1
<b>Elect Prod Total</b>	<b>46</b>	<b>46</b>	<b>46</b>
Elect Meter Super	1	1	1
Elect Meter Repairwrk	2	2	2
APPR Substation Elec	1	1	0
Substation Electrician	2	2	3
Substation Foreman	1	1	1
<b>Elect Tech Svcs Total</b>	<b>7</b>	<b>7</b>	<b>7</b>
Elect Dist Manager	1	1	1
Asst Elect Dist Super	1	1	1
Principal Clerk	1	1	1
Storekeeper	1	1	1
APPR Electr Linewrkr	0	0	1
Records Material Asst	1	1	1
Electric Serviceworker	3	3	3
Electric Lineworker	6	6	5

BUDGET DIVISIONS	2011/12 ADOPTED	2011/12 ADJUSTED	2012/13 ADOPTED
Electric Line Foreman	3	3	3
<b>Elect Distribution Total</b>	<b>17</b>	<b>17</b>	<b>17</b>
Electrical Engr Mgr	1	1	1
Asst. Electrical Engr	1	1	1
Elect Distrib Engineer	2	2	2
Elect Engineer Asst	1	1	1
<b>Elect Engineer Total</b>	<b>5</b>	<b>5</b>	<b>5</b>
Dir of Public Works	1	1	1
Public Wks Adm Asst	1	1	1
Senior Clerk	1	1	1
<b>PW Admin Total</b>	<b>3</b>	<b>3</b>	<b>3</b>
Transport Planner	1	1	1
Traffic Supervisor	1	1	1
Traffic Signal Tech	1	1	1
Traffic Sign Tech	2.25	2.25	2.25
Traff Sign Lead Tech	1	1	1
Traffic Engineer II	1	1	1
<b>PW Traf/Eng Total</b>	<b>7.25</b>	<b>7.25</b>	<b>7.25</b>
Streets Oper Super	1	1	1
Maintenance Worker	11	11	11
Sr Hvy Equip Oper	3	3	3
Heavy Equip Oper	2	2	2
Streets Maint Foremn	1	1	1
Operations Manager	1	1	1
<b>PW Streets Total</b>	<b>19</b>	<b>19</b>	<b>19</b>
Storm Water Spec	1	1	1
Sr Engineering Tech	6	6	5
Construction Superv	1	1	1
Civil Engineer II	1	1	1
GIS Specialist	1	1	2
GIS Coordinator	1	1	1
Civil Engineer	1	1	0
Civil Engineer 1	0	0	1
Municipal Engineer	1	1	1
<b>PW Engineering Total</b>	<b>13</b>	<b>13</b>	<b>13</b>
Operations Supervisor	1	1	1
Principal Clerk	1	1	1
Utility Maint Foreman	1	1	1
Maintenance Worker	7	7	7
Sr Hvy Equip Oper	1	1	1
<b>PW Util Maint Total</b>	<b>11</b>	<b>11</b>	<b>11</b>
Secretary I	1	1	1
RR Lead Operator	1	1	1
RR Maint Operator	2	2	2
RR Asst Superint	1	1	1
RR System Superint	1	1	1
Process Worker	5	5	3
Maint. Technician	2	2	1
Maint. Technician II	0	0	3
R.R. Equip Operator	2	2	2
<b>PW – Res Rec Total</b>	<b>15</b>	<b>15</b>	<b>15</b>
Maintenance Worker	3	3	3
Grounds Foreman	1	1	1
Grounds Supervisor	1	1	1
<b>PW Grounds Total</b>	<b>5</b>	<b>5</b>	<b>5</b>
Maintenance Worker	.75	.75	0
Parking Meter Repair	1	1	0
Traffic Technician	0	0	1.75
<b>PW Parking Total</b>	<b>1.75</b>	<b>1.75</b>	<b>1.75</b>
<b>Total F.T.E.s</b>	<b>552.85</b>	<b>551.35</b>	<b>552.35</b>

**ELECTRIC RATE COMPARISON**  
**For Rates in Effect January 2010**  
 By Ames Municipal Electric System

**RESIDENTIAL RATE COMPARISON**

	250 kWh	% *	500 kWh	% *	750 kWh	% *	1,000 kWh	% *
<b>SUMMER</b>								
<b>Ames Electric Svcs.</b>	\$ 32.63	-30%	\$ 60.00	-20%	\$ 87.38	-15%	\$ 114.75	-13%
Alliant Energy	47.11		82.64		112.54		152.82	
MidAmerican Energy	29.65		50.80		71.95		93.10	
Consumers Energy	61.13		91.75		122.38		153.00	
Midland Power Coop	47.85		75.70		103.55		131.40	
<b>WINTER</b>								
<b>Ames Electric Svcs.</b>	30.93	-32%	55.31	-24%	77.76	-22%	100.21	-20%
Alliant Energy	42.67		73.75		99.67		125.60	
MidAmerican Energy	29.25		50.00		70.74		91.49	
Consumers Energy	61.13		91.75		122.38		153.00	
Midland Power Coop	47.85		75.70		103.55		131.40	

**COMMERCIAL/GENERAL SERVICE/INDUSTRIAL RATE COMPARISON**

	7,500 kWh	% *	10,000 kWh 40KW	% *	12,500 kWh 50KW	% *	30,000 kWh 100 KW	% *
<b>SUMMER</b>								
<b>Ames Electric Svcs.</b>	\$ 821.55	-7%	\$ 1,053.00	-15%	\$ 1,341.75	-13%	\$ 2,949.00	-11%
Alliant Energy	977.10		1,253.34		1,566.68		3,376.12	
MidAmerican Energy	657.66		842.98		1,028.31		2,325.58	
Consumers Energy	1,009.96		1,541.34		1,905.68		3,928.96	
Midland Power Coop	663.50		1,311.00		1,638.75		3,634.00	
<b>WINTER</b>								
<b>Ames Electric Svcs.</b>	669.70	-12%	948.04	-16%	1,173.05	-16%	2,606.55	-14%
Alliant Energy	765.40		886.89		1,108.61		2,417.34	
MidAmerican Energy	613.86		780.18		946.51		2,110.78	
Consumers Energy	1,009.96		1,541.34		1,905.68		3,928.96	
Midland Power Coop	663.50		1,311.00		1,638.75		3,634.00	

\* % indicates difference in A.M.E.S. rates compared to average of other four utilities.

NOTE: Some utilities also offer optional rates for electric heat, time-of-use, etc.

**ENERGY COST ADJUSTMENT FOR 2010 RATE COMPARISON**

**SUMMER RATE PERIOD**

	Residential	Commercial	Industrial		
Ames Electric Svcs.	\$0.02290	\$0.02290	\$0.02290	Ames Electric Svcs.	June, July, Aug, Sep
Alliant Energy	0.02290	0.02290	0.02290	Alliant Energy	June 16 - Sep 15
MidAmerican Energy	N/A	N/A	N/A	MidAmerican Energy	June, July, Aug, Sep
Consumers Energy	0.00000	0.00000	0.00000	Consumers Energy	N/A
Midland Power Coop	0.00900	N/A	N/A	Midland Power Coop	N/A

## RESIDENTIAL WATER RATE COMPARISON

Iowa Cities of 10,000 and Over Population  
Rates as of September 2011

### *With Softening*

	Population Served	Minimum	600 cf	1,000 cf	10,000 cf	50,000 cf	100,000 cf
Ames	58,965	\$ 9.56	\$ 20.78	\$ 28.26	\$ 225.23	\$ 1,088	\$ 2,176
Ankeny	45,582	6.79	21.19	34.02	345.10	1,721	3,456
Boone	12,600	7.37	24.02	37.34	533.28	1,686	3,362
Cedar Rapids	126,326	9.90	20.10	26.90	188.52	850	1,666
Iowa City	67,831	6.41	21.36	33.32	243.62	1,104	2,179
Marshalltown	27,552	5.50	14.56	20.60	157.75	695	1,384
Newton	15,579	8.38	14.66	20.94	129.44	600	1,206
W. Des Moines	61,500	3.00	22.35	35.25	325.80	1,619	3,237
Ames Rank Among 23		7	14	17	19	12	12

### *With Other Treatment*

	Population Served	Minimum	600 cf	1,000 cf	10,000 cf	50,000 cf	100,000 cf
Cedar Falls	39,260	\$ 9.21	\$ 14.43	\$ 17.91	\$ 75.30	\$ 321	\$ 623
Fort Dodge	25,206	10.84	18.90	28.56	200.26	849	1,569
Marion	34,768	10.27	14.04	19.06	131.27	601	1,170
Sioux City	82,648	9.07	20.15	31.23	229.45	1,028	1,881
Ames Rank Among 33		10	16	22	24	15	15

Range		\$ 0.00	\$ 9.17	\$ 13.97	\$ 70.21	\$ 305	\$ 563
	to	14.29	32.26	53.25	533.28	2,663	5,325
Median Rate		\$ 8.20	\$ 20.51	\$ 28.86	\$ 230.75	\$ 1,011	\$ 1,925
Ames, % of Median		116.6	101.3	97.9	97.6	107.6	113.0

## RESIDENTIAL SEWER SERVICE CHARGE COMPARISON

Iowa Cities of 10,000 and Over Population  
Rates as of September 2011

	Population Served	Minimum	600 cf	1,000 cf	10,000 cf	50,000 cf	100,000 cf
Ames	58,965	\$ 7.87	\$ 19.93	\$ 27.97	\$ 208.87	\$ 1,013	\$ 2,018
Ankeny	45,582	14.41	38.31	54.24	430.61	2,089	4,194
Boone	12,600	3.00	50.82	82.70	800.00	3,988	7,973
Cedar Falls	39,260	13.30	20.46	27.62	188.72	905	1,800
Cedar Rapids	126,326	15.35	21.43	27.51	164.31	772	1,532
Fort Dodge	25,206	14.04	18.12	26.28	209.88	1,026	2,046
Iowa City	67,831	8.15	28.10	44.06	403.16	1,999	3,994
Marshalltown	27,552	10.27	20.83	27.87	186.27	890	1,770
Newton	15,579	7.38	16.86	26.34	239.64	1,188	2,373
Sioux City	82,648	10.63	26.58	42.52	407.34	2,024	4,043
W. Des Moines	61,500	3.00	24.83	39.38	366.75	1,822	3,641
Ames Rank Among 37		20	26	25	29	29	27

Range		\$ 1.92	\$ 11.08	\$ 15.13	\$ 106.25	\$ 511	\$ 1,018
	to	25.20	50.82	82.70	800.00	3,988	7,973
Median Rate		\$ 8.15	\$ 23.16	\$ 32.22	\$ 247.80	\$ 1,191	\$ 2,377
Ames, % of Median		96.6	86.1	86.8	84.3	85.1	84.9

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# BUDGET GLOSSARY

**Accounting System:** Records and procedures which are used to record, classify, and report information on the financial status and operations of an entity.

**Accrual Basis of Accounting:** A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

**Activity:** A specific type of work or group of tasks performed by one or more organized units of the government. An example would be Crime Prevention and Patrol.

**Ad Valorem Taxes:** See Property Tax

**Appropriation:** A legal authorization to incur obligations and to make expenditures for specific purposes.

**A.S.S.E.T. – The Analysis of Social Services Evaluation Team** makes recommendations to the Ames City Council for the distribution of contributions to the Human Services providers in the Ames Community. The team has representatives from several funders who have pooled their contributions.

**Assets:** Resources owned or held by the City which have a monetary value.

**Bond:** A long-term I.O.U. or promise to pay a sum of money (the face amount of the bond) on a specific date(s) (the bond maturity date) at a specified interest rate.

**Bonding Capacity – Debt Capacity:** The State limit for general obligation debt is 5% of assessed valuation. The Ames City Council imposes a further limit which reserves 25% of that capacity.

**Budget:** A plan of financial operation and estimated expenditures for a specific period of time, and the monies to be used to finance the expenditures. The City of Ames Operating Budget is a plan for the period from July 1 through June 30.

**Capital:** Purchases of building, improvements other than buildings, machinery, and equipment with a value over \$500 and a useful life in excess of one year.

**Capital Improvements Plan (CIP):** A long-range plan for providing the capital outlays necessary to

insure that adequate services are provided the residents of the City. The plan includes improvements to, or the acquisition of, structural improvements and major equipment purchases.

**Commodities:** Commodities include various materials, parts, and supplies used for continuing operations of the City with a short life expectancy and a unit cost of under \$500.

**Contingency Funds:** A reserve of monies set aside within the General Fund for emergency or unexpected expenditures. This is also called the Emergency Reserve.

**Contractual:** Contractual Services include all work and services performed for the City by other individuals, businesses, organizations, and other City departments.

**Debt Service:** The fund which accounts for the payment of interest and principal on all general obligation debt other than that payable from special assessments and revenue debt issued for a governmental enterprise.

**Department:** A major administrative organizational unit of the City which indicates overall management responsibility of one or more activities.

**Division:** A functional section of a department.

**Enterprise Fund:** Those funds established to finance and account for acquisition, operation and maintenance of governmental operations which are predominantly self-supporting by user charges. Such operations must be run in a manner similar to private business. Examples are the Electric Utility, Sewer Utility, and Parking Funds.

**Expenditures:** Funds spent in accordance with budgeted appropriations on assets or goods and services obtained.

**Fiscal Year (FY):** The 12-month period to which the operating budget applies, and the period of time at the end of which the government determines its financial condition. For the City of Ames, this is July 1 through June 30.

**Full-Time Equivalent (F.T.E.):** A measure of authorized personnel calculated by equating 2,080 hours of work per year with the F.T.E. of one position.

**Fund:** An accounting term referring to a group of accounts recording all financial resources together with corresponding liabilities, which has a distinct balance and is used to segregate specific activities and functions from those of other groups of accounts.

**Fund Balance:** Describes the net assets of funds calculated on a budgetary basis with intent to serve as a measure of financial resources available.

**General Fund:** The General Fund is one of five governmental fund types and typically serves as the chief operating fund of a government. The General Fund is used to account for all financial resources except those required to be accounted for in another fund.

**General Obligation Bonds:** Bonds backed by the full faith and credit of the issuing government. Repayment of these bonds is based on the government's ability to tax its residents for such purposes.

**Interfund Transfers:** A transfer from a fund receiving the revenue, to a fund through which the authorized expenditure is to be made. An example would be a transfer of revenue from the Road Use Tax Fund to the Street Construction Fund.

**Internal Services:** Goods or services provided by one department to others within the same government or to other governments, on a user fee basis, with full costs to be recovered. An example of this would be the City's Purchasing Division.

**Levy:** The amount of taxes, assessments or service charges imposed by a government. The maximum General Fund property tax levy allowed in Iowa is \$8.10 per \$1,000 of assessed valuation. Other levies may be imposed in addition to this.

**Local Option Sales Tax:** A tax approved by a majority of the City's registered voters, which collects revenue according to a percentage of the value of goods and services delivered within the corporate limits. In Ames, the local option sales tax applies to those goods and services to which the State of Iowa sales tax applies.

**Modified Accrual Accounting:** The accrual basis of accounting modified to the governmental fund type spending measurement focus. Under it, revenues are recognized when they become both "measurable" and "available to finance expenditures of the current period." Expenditures are recognized when the related fund liability is incurred except for: (1) prepaid insurance and similar items; (2) accumulated unpaid vacation, sick pay, and other

employee benefit amounts which need not be recognized in the current period, but for which larger-than-normal accumulations must be disclosed in the notes to the financial statements; and (3) principal and interest on long-term debt which are generally recognized when due.

**Operating Expenses:** Those expenses from a fund which are directly related to accomplishing the fund's primary functions. Payroll would be one example of an operating expense.

**Operating Revenue:** Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings, and grant revenues. Operating revenues are used to pay for day-to-day services.

**P-Card** – This is the City's procurement card program of credit cards for individual City employees.

**Performance Measures:** Accomplishments of a particular activity in relation to desired standards workload, effectiveness, and efficiency. These measures must be meaningful to the tasks of the activity involved, and verifiable.

**P.R.O.B.E.** – The Productive Review Of Budget Entries meetings are the budget review meetings with the Assistant City Managers, Finance Director, Budget Officer, and departments.

**Program:** A grouping of related work tasks or activities into a large organizational unit. An example of a program is the Public Safety Program.

**Program Performance Budget:** Expenditures within the budget are based upon programs of work and performance of these programs. The City of Ames has a Program Performance Budget.

**Property Tax:** An ad valorem tax levied on both real and personal property according to the property's valuation and the tax rate.

**Reserves:** Accounts used to hold certain portions of a fund or types of assets as unappropriated for expenditures, or as legally set aside for a specific purpose.

**Revenue:** Funds that the government receives as income. It includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, share revenues, and interest income.

**Revenue Bonds:** Bonds which are repaid in both principal and interest from the earnings of an enterprise fund operation. Electric Utility Revenue Bonds would be one example.

**Rollback:** The State of Iowa annually adjusts the rollback percentage which is the percentage of the residential assessed valuation which is taxable. For 98/99, the percentage is 54.9090%.

**Special Assessment:** A levy against a property to pay for all or part of the cost of an improvement benefiting that property.

**Special Revenue Funds:** Special revenue funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for particular purposes.

**Sub-Program:** A portion of a program comprised of several activities. Law Enforcement is a sub-program of Public Safety.

**Tax Rate:** The amount of tax stated in terms of a unit of the tax base; for example, dollars per \$1,000 of assessed valuation.

**Transfers:** Involves the movement of money between City funds.

**Trust and Agency Funds:** Funds used to account for assets held by the government in a trustee capacity, for individuals or other groups associated with the government. Agency monies or assets are held by a government acting as an agent for others, i.e. economic development state loans.

**Unamortized Premium and Discount** – When bonds are sold, the difference in the price above par or face value (premium) or below par (discount) is recognized over the life of the bonds. The amount of the premium or discount not yet recognized is called the unamortized premium or discount.

**Valuation:** The official value established for various properties, within set State guidelines, for taxation purposes. The assessed valuation of property is that portion of the property's value upon which taxes are levied.

## ACRONYMS

**AAMPO** Ames Area Metropolitan Planning Organization  
**ACH** Automated Clearing House  
**ACVB** Ames Convention & Visitors Bureau  
**ADA** Americans With Disabilities Act  
**AED** Automated External Defibrillator

**AEDC** Ames Economic Development Commission  
**AHHP** Ada Hayden Heritage Park  
**AHS** Ames High School  
**A.M.E.S.** Ames Municipal Electric System  
**AMS** Ames Middle School  
**ARRA** American Recovery & Investment Act  
**ASO** Administrative Services Only  
**A.S.S.E.T.** Analysis of Social Services Evaluation Team  
**BGY** Billion Gallons Per Year  
**BRET** Bloomington Road Elevated Tank  
**BTU** British Thermal Unit  
**C & D** Construction and Demolition  
**CAD** Computer Aided Design  
**CAFR** Comprehensive Annual Financial Report  
  
**CD** Compact Disc  
**CDBG** Community Development Block Grant  
**CEBA** Community Economic Betterment Account  
  
**CF** Cubic Feet  
**CGS** Commercial General Service  
**CIP** Capital Improvements Plan  
**CMA** Comprehensive Management Award  
**COBRA** Consolidated Omnibus Budget Reconciliation Act  
  
**COTA** Commission on the Arts  
**CSO** Community Safety Officer  
**CYRIDE** City of Ames Transit Service  
**DAR** Dial-A-Ride Bus System  
**DMACC** Des Moines Area Community College  
**DMS** Demand Side Management  
**DNR** Department of Natural Resources  
**DRC** Development Review Committee  
**DVD** Digital Video Disc  
**ECA** Energy Cost Adjustment  
**EDMS** Electronic Document Management System  
  
**EECBG** Energy Efficiency & Conservation Block Grant  
  
**EMD** Emergency Medical Dispatching  
**EMS** Emergency Medical Services  
**EOC** Emergency Operations Center  
**EPA** Environmental Protection Agency  
**ETP** Excellence Through People  
**EUORAB** Electric Utility Operation Review & Advisory Board  
  
**FAA** Federal Aviation Administration  
**FACES** Families of Ames Celebrate Ethnicities  
**FACT** Fair and Accurate Credit Transactions  
**FBO** Fixed Base Operator – Airport  
**FD** Fire Department  
**FEMA** Federal Emergency Management Agency  
  
**FHWA** Federal Highway Agency  
**FMA** File Management System  
**FOG** Food, Oil, Grease  
**FRA** Federal Railroad Association

<b>FTA</b>	Federal Transit Administration	<b>P &amp; Z</b>	Planning and Zoning
<b>FTE</b>	Full-Time Equivalent	<b>PAC</b>	Public Arts Commission
<b>FY</b>	Fiscal Year July 1 – June 30	<b>PC</b>	Personal Computer
<b>GFOA</b>	Government Finance Officers Association	<b>PDA</b>	Personal Digital Assistant
<b>GIS</b>	Geographic Information System	<b>PFSA</b>	Public Facilities Set Aside
<b>GO</b>	General Obligation Bonds	<b>PIN</b>	Personal Identification Number
<b>GSB</b>	Government of the Student Body at Iowa State University	<b>PRO</b>	Public Relations Officer
<b>GT</b>	Gas Turbine	<b>PROBE</b>	Productive Review of Budget Entries
<b>GTSB</b>	Governor's Traffic Safety Bureau	<b>RATA</b>	Relative Accuracy Test Audit
<b>HAZMAT</b>	Hazardous Materials	<b>RDF</b>	Refuse Derived Fuel
<b>HHW</b>	Household Hazardous Waste	<b>RFID</b>	Radio Frequency Identification
<b>HIAC</b>	Health Insurance Advisory Committee	<b>ROW</b>	Right-of-Way
<b>HMGP</b>	Hazard Mitigation Grant Program	<b>RR</b>	Railroad
<b>HSS</b>	Heartland Senior Services	<b>RRP</b>	Resource Recovery Plant
<b>HUD</b>	Housing and Urban Development	<b>RSS</b>	Resident Satisfaction Survey
<b>HVAC</b>	Heating, Ventilation & Air Conditioning	<b>RUT</b>	Road Use Tax
<b>HYSC</b>	Hunziker Youth Sports Complex	<b>SAM</b>	State and Mortensen Water Tank
<b>IA</b>	Iowa	<b>SCADA</b>	Supervisory Control & Data Acquisition
<b>IBEW</b>	International Brotherhood of Electrical Workers	<b>SOG</b>	Standard Operating Guidelines
<b>IDNR</b>	Iowa Department of Natural Resources	<b>SRO</b>	School Resource Officer
<b>IDOT</b>	Iowa Department of Transportation	<b>SSSE</b>	Sanitary Sewer System Evaluation
<b>ILS</b>	Integrated Library System	<b>STP</b>	Surface Transportation Program
<b>ISU</b>	Iowa State University	<b>SWPPP</b>	Storm Water Pollution Prevention Plan
<b>IT</b>	Information Technology	<b>TIF</b>	Tax Increment Financing
<b>kV</b>	Kilovolts	<b>TIS</b>	Traffic Impact Studies
<b>KWH</b>	Kilowatt Hour	<b>UPRR</b>	Union Pacific Railroad
<b>LED</b>	Light Emitting Diode	<b>VEISHEA</b>	Iowa State University's spring student festival. Letters represent various colleges on campus.
<b>LM</b>	Load Management	<b>W &amp; PC</b>	Water and Pollution Control
<b>LMI</b>	Low and Moderate Income	<b>WNV</b>	West Nile Virus
<b>LOT</b>	Local Option Sales Tax	<b>WPC</b>	Water Pollution Control
<b>LUPP</b>	Land Use Policy Plan	<b>WTP</b>	Water Treatment Plant
<b>MAPP</b>	Mid-America Area Power Pool	<b>YR</b>	Year
<b>MEC</b>	Mid-American Energy Company	<b>YSS</b>	Youth & Shelter Services
<b>MGD</b>	Million Gallons Per Day	<b>ZBA</b>	Zoning Board of Adjustment
<b>MGMC</b>	Mary Greeley Medical Center		
<b>MHZ</b>	Megahertz		
<b>MISO</b>	Midwest Independent System Operator		
<b>MPO</b>	Metropolitan Planning Organization		
<b>MRO</b>	Midwest Reliability Corporation		
<b>MS4</b>	Municipal Separate Storm Sewer System		
<b>MSRP</b>	Manufacturer's Suggested Retail Price		
<b>MW</b>	Megawatt		
<b>NADC</b>	National Animal Disease Center		
<b>NERC</b>	North American Electric Reliability Corporation		
<b>NOI</b>	Notice of Intent		
<b>NPDES</b>	National Pollutant Discharge Elimination System		
<b>OEM</b>	Original Equipment Manufacturer		
<b>OMB</b>	Office of Management and Budget		
<b>OSHA</b>	Occupational Safety & Health Administration		
<b>OWI</b>	Operating While Intoxicated		
<b>P &amp; R</b>	Parks and Recreation		

# ACKNOWLEDGMENTS

Duane Pitcher, Finance Director, and Carol Collings, Budget Officer, wish to thank the Finance staff for their assistance in producing this document. The timely completion of the document would not have been possible without the loyal support and assistance of many staff members.

Sharon Hjortshoj, Finance Administration Secretary

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