



CITY OF  
Ames™



City of Ames, Iowa  
Program Budget  
2014/2015

DRAFT

The theme for this year's Budget is the city's sesquicentennial celebration. Various pictures and photographs from our vibrant history fill the pages as we usher in 150 years of Ames living. Special thanks to the Ames Historical Society and the Ames Public Library for many of the photographs and information about the city.

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1864

year the City of Ames was established

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58,965

current population of the City of Ames

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636

population of the City of Ames in 1870

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# **CITY OF AMES, IOWA**

## **2014/15 PROGRAM BUDGET**

**SUBMITTED TO THE CITY COUNCIL  
JANUARY 31, 2014**

### **MAYOR**

**ANN CAMPBELL**

### **COUNCIL MEMBERS**

**GLORIA BETCHER**

**AMBER CORRIERI**

**TIMOTHY GARTIN**

**MATTHEW GOODMAN**

**CHRIS NELSON**

**PETER ORAZEM**

### **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**



January 29, 2014

Mayor and Ames City Council:

As you look around our community, there is a new-found reason for optimism as we begin to emerge from an extremely difficult economic climate that permeated our country. The continued unprecedented growth in student enrollment at Iowa State University, the significant increase in non-governmental employment highlighted by the 700 new, high-paying jobs at WebFilings, the expansion of commercial opportunities at North Grand Mall and along the South Duff commercial district, the impending redevelopments in Campustown beginning with Kingland Systems, the initiation of the next phase of the Iowa State University Research Park, and the annexation of a significant amount of residential land in our north growth area all have contributed to this feeling of optimism about our future. It is within this context that I am presenting for your review and approval the FY 2014/15 Budget which totals \$236,821,276 to finance the numerous services that are provided to our citizens and visitors to the City of Ames.

As I have consistently cautioned the City Council, however, the benefits of increased revenues realized from growth lag behind the expenditures needed to facilitate this growth. Property taxes realized on new improvements are not collected by city governments in Iowa for up to 18 months after completion. In addition, it takes time to build out a development after the infrastructure first has been installed. Therefore, even in the face of this optimism, the preparation of the FY 2014/15 Budget posed a number of significant challenges.

First, to our surprise, the Local Option Sales Tax receipts for FY 2013/14 are expected to be \$473,739 less than we had budgeted. This shortfall means that there are 284,244 fewer dollars in FY 2013/14 to reduce property taxes than we had planned. Fortunately, because of greater revenues than anticipated from various fee receipts, as well as expenditure reductions due to savings realized from employee turnover, we were able to identify adequate funds to make up for this lower than expected sales tax revenue. Relying on the aforementioned optimism, we have budgeted the same level of Local Option Sales Tax receipts in FY 2014/15 as we adopted in FY 2013/14. This total represents a 7% increase over the amount expected to be received in FY 2013/14.

Second, the recently passed State legislation which reduced the taxable value on commercial and industrial properties from 100% to 95% of their assessed value resulted in a loss of \$48,265,140 in taxable value. Fortunately, two changes will allow us to offset these losses: 1) the percentage of assessed value subject to taxation for residential properties will increase from 52.8% in FY 2013/14 to 54.4% in FY 2014/15, yielding \$41,356,217 in additional taxable valuation; and 2) \$524,239 from the newly established State Replacement Tax proceeds will be received in accordance with the new State legislation. We can only hope that the State Legislature will continue its commitment to backfill this loss in taxable

value as the rollback on commercial and industrial property goes to 90% in FY 2015/16. This has not always been the case!

## **PROPERTY TAXES - NO INCREASE IN OVERALL CITY TAX RATE**

**After overcoming the challenges mentioned above, I am able to present to you a budget for FY 2014/15 that reflects virtually the same overall tax rate of \$10.85 per \$1,000 of taxable value.** The ability to maintain the same tax rate was due to the exceptional work of our department heads and their staff who developed operating budgets in the General Fund that calls for a decrease in expenditures of \$15,000 in FY 2014/15 as compared to the prior year's adopted level.

Given this total, the document that I have presented should be considered a maintenance budget where emphasis is being placed on continuing the same levels of service for our citizens. However, there are a number of issues in this budget that should be highlighted.

- **Land Use Policy Update Awaits**

At a recent goal setting session, the City Council designated the review and updating of the LUPP as its top priority. Therefore, \$247,000 has been included in FY 2013/14 to hire a consultant to assist in this labor intensive task. Because of the extensive public involvement we hope to encourage, this project could take up to two years to complete.

- **Much Needed Renovation of City Hall**

City offices were first relocated to the Central Junior High site in 1990. Since that time as our city has grown, so too has our need for office space. Rather than pursue space options at another site and fragment our offices even further, an attempt has been made to optimize the space at the current City Hall. The combination of General Fund monies along with a federal grant, allowed us to complete Phase I of our City Hall Renovation Plan. This project has reduced the overcrowding in a portion of the Police Department, and included a much needed expansion to our Emergency Operations Center. The FY 2013/14 adjusted budget includes approximately \$1,100,000 from unanticipated savings in the General Fund derived over the years to fund Phase II of the City Hall renovation project. These funds will complete the anticipated work in the Police Department on the first floor and upgrade the office space in the basement to accommodate the Print Shop, Public Works Engineering, and Information Technology space needs.

- **New Permitting Software Will Improve Service**

In response to customer feedback, new permitting software will be purchased in FY 2013/14. This new software, which is estimated to cost \$250,000, will allow our Building and Rental Housing Inspectors to schedule inspections, access pertinent information regarding codes, process permits faster, and check on any special status of a property in the field. Not only will this software promote more efficiency and improved timeliness for our inspectors, this new tool will allow our customers to remotely submit permit requests, track the status of their permits, and pay for permits.

- **New Library Opens**

As you can understand, budgeting for the opening of our newly renovated library is tricky. The current schedule calls for a completion date in the fall of 2014. Lacking a specific move-in date that would allow us to cancel the lease at our temporary location, we have budgeted financial support for two facilities for three months. Although more energy efficient than the older space, the new Library will have substantially more space. Without any experience in the new space, we had to provide our best estimates for utilities and cleaning services.

- **CyRide Growing Pains**

As you know, as ISU's enrollment has skyrocketed over the past years, so too has the ridership on CyRide. We are now projecting ridership to reach 6.5 million in FY 2013/14. This ridership demand is posing a significant challenge to CyRide, not only to satisfy requests for new routes, but also to meet the ridership demands on existing routes.

Historically, federal funds were available to help fund new buses, as well as operational expenses. Unfortunately, this source of revenue has been eliminated for vehicle purchases. In order to purchase new or used buses to meet our ever growing ridership demand, our local funds must now fund 100% of these capital purchases. Therefore, this loss in outside revenue places a greater burden on the three funders (City of Ames, ISU Government of the Student Body, and ISU Administration) to finance our transit system.

In order to accommodate the ridership increase, the CyRide program includes this budget's only increase in personnel where 2.6 drivers, two mechanics, and two part-time lane workers have been added. As a result of these additions, the City's support for CyRide will increase 4.4% in FY 2014/15, bringing our total property tax support to \$1,546,606. In order to meet the financial demands on our system, the Transit Board is discussing the exploration of a new funding model during the coming year.

- **Sustainability Is A Priority**

Each department has taken very seriously the City Council's goal to promote sustainability throughout our operations. Two excellent examples of this effort are evident in the Traffic Maintenance and Street Maintenance programs. The transition to LED lights in our traffic signals has yielded \$36,000 in annual savings to the City, while the crushing and reuse of concrete from previous road projects has generated approximately \$60,000 in savings.

- **Preparing For The Ash Borer**

The City of Ames is one of three communities in the State that has received a grant from the Iowa Department of Natural Resources that has allowed us to work with an urban forester to develop a plan to react to the anticipated infestation of the Emerald Ash Borer. It is our intent that this plan will be finalized in FY 2013/14. This plan will give guidance for street, park, and private trees.

- **What Has Not Been Included In This Budget?**

It should be emphasized that two high priority projects for the City Council have not been included in this budget request. The vote on the new multi-purpose event center will occur too late to know whether or not to include the first year's debt service payment for this facility in the FY 2014/15 budget. Rather than delaying this project a year if the bond referendum is approved, we will explore the possibility of ISU paying its one-half of the project in advance of the City's first payment, or some other viable strategy.

A significant amount of planning regarding the third phase of the ISU Research Park has been accomplished recently. However, the final pieces of a funding strategy for this complex project are not complete. Either our share of the project will have to be delayed a year or the City can choose to finance this project through a Tax Increment Financing strategy.

**RESOURCE RECOVERY - NO INCREASE IN PER CAPITA SUBSIDY OR TIPPING FEES ( Per Capita Fee = \$9.10 & Tipping Fee = \$52.75/Ton)**

Historically, the Resource Recovery Plant has not been able to cover its expenditures with user revenues. Consequently, in addition to the tipping fees charged to cars, vans, and trucks that drop off waste at the facility and the sale of the processed waste (refuse derived fuel) to our electric utility for an alternative fuel source, the operation is subsidized by a per capita fee assessed to Iowa State University, the rural residents in Story County, and the twelve cities that utilize our facility rather than maintain their own landfill. This budget maintains the same per capita fee of \$9.10, as well as the current \$52.75 per ton tipping fee. In FY 2014/15, the City's portion of the per capita fees will be \$452,862, or about 62% of the total subsidy.

A review of our fund balance in this utility reveals a healthy total that should forestall any fee increases in the near future. However, as we continue to seek alternatives to transform our waste to a gaseous state to meet future storage problems and to improve our electric utility's ability to access the less expensive energy markets when available, fee increases will be required if a major capital improvement is needed to accomplish this task.

Our contracts with our partner cities in Story County expire in June 2014. Therefore, we are actively working with all the jurisdictions to renew these agreements for an additional twenty-five years.

**WATER UTILITY - NO RATE INCREASE**

Due to the impending construction of the new Water Treatment Plant, the staff has made an effort to hold off any further improvements at the existing facility. In addition, improvements in the performance of the pumps and motors at this utility have resulted in a 17% gain in energy efficiency in our water production. As a result of these efforts, the operational expenditures in the Water Utility are down .1% from the previously adopted level. Hence, no rate increase will be needed in FY 2014/15.



Our organizational values emphasize continuous improvement and innovation. Consistent with these values, we are introducing a new Student Operator Program in the Water Utility where students attending ISU or DMACC will be trained to operate the plant during weekend evenings and weekend overnight shifts. This new program will result in savings to this utility, assure more attractive schedules for our permanent operators, and provide more flexibility for covering extended leaves for our full-time operators.

#### **SANITARY SEWER UTILITY - 8% RATE INCREASE**

Here again, the department staff did an excellent job in holding down the increase in the operating expenditures to only .9% over the prior year's adopted level. However, the recently completed Long-Range Facility Study identified a significant number of capital improvement projects for our twenty-four-year-old WPC Plant over the next five years that will necessitate a series of rate increases, beginning with an 8% increase in FY 2014/15.

The reclassification of the South Skunk River to a primary contact recreation designation required the construction of an Ultraviolet Light Disinfection System as a final phase of our treatment process. This much anticipated project is scheduled to be operational in March of 2014.

#### **STORM SEWER UTILITY - NO FEE INCREASE**

In FY 2012/13, the City Council adopted a new Storm Sewer Utility fee structure that transitioned from the same monthly fee being charged to every utility account to a three-tier rate structure based on the amount of impervious area. A monthly fee of \$3.45 was set for each Established Residential Unit (ERU) calculated for each property.

While this fee structure appears to be sufficient to cover our current annual operating costs to maintain the manholes and intakes in our storm sewer system, these revenues are not sufficient to support all of the capital improvement projects needed to handle the ever-increasing runoff associated with the growth in our city. As a result, General Obligation debt of over \$2.4 million will be relied upon to finance improvements to our storm water system over the next five years. A future policy decision for the City Council will be whether or not to increase the monthly fee schedule to cover more of the capital improvement costs.

In 2014, we hope to obtain City Council approval for a Post-Construction Storm Water Ordinance and enhance our water quality programs that include: community outreach, tree planting, rain barrels, rain gardens, and soil restoration.

#### **ELECTRIC UTILITY - NO RATE INCREASE**

The operating expenditures reflected for FY 2014/15 for the Electric Utility are actually \$48,509 less than compared to the FY 2013/14 adopted budget. Consequently, no electric rate increase is needed at this time.

Now that the City Council has directed us to pursue the conversion of our Power Plant from coal to natural gas, we will begin designing the necessary improvements to accomplish this task. These capital improvements will no doubt drive future rate increases in this utility as soon as FY 2016/17.

The Electric Utility accomplished three milestones in FY 2013/14:

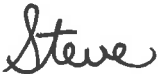
- The much needed transmission line to the south and east was finally completed, which will guarantee our customers more reliability and access to less expensive energy.
- Our electric rate ordinance was restructured in accordance with a recently completed cost-of-service study. While the new structure is revenue neutral, it eliminated declining block rates, increased demand rates, increased minimum customer charges, and decreased energy rates.
- The Demand Side Management Program which consists of a wide array of incentives, along with the installation of load-shedding devices, has successfully reduced our peak demand by 14 megawatts.

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As will be evident after you review this budget, our department heads have taken very seriously their responsibility to provide exceptional service to our citizens and visitors at the least cost possible. However, as our community grows, this task will become even more challenging. I am confident that the employees of the City of Ames will meet this challenge through their devotion to creativity, dedication to their jobs, and commitment to the citizens of Ames.

I also want to thank Duane Pitcher, Finance Director, Nancy Masteller, Budget Officer, Sharon Hjortshoj, Finance Department Secretary, Bob Kindred, Assistant City Manager, and Melissa Mundt, Assistant City Manager, for asking the right questions and for their hard work in completing this financial/service plan for the City of Ames.

Respectfully submitted,



Steven L. Schainker  
City Manager

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Ames**

**Iowa**

For the Fiscal Year Beginning

**July 1, 2013**

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, 2013. 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 communication 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.

## 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’ decision. 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>
Transportation	Street System	Street Surface Maintenance Street Surface Cleaning Snow and Ice Control
	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
- Transit Fund

Combined, these major funds represent approximately 80% of the expenses for the FY 13/14 Budget. In the Fund Summary section, see the index for funds by type and the top of each fund sheet for its 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 the 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 2013/14 and the 2012/13 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 2,080 hours of work per year by full-time and permanent part-time employees (52 weeks times 40 hours per week equals 2,080 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 capital assets in the ENTERPRISE and INTERNAL SERVICE FUNDS, and inventory in all of the funds. 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 2012/13 adjustment, which are then carried forward based on the estimated revenues and expenditures to estimate a beginning balance for the beginning of the 2013/14 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 hookup 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.

### 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 information about the market for the fees being assessed.
- 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 encumbrance; 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 recovered will be credited to the Equipment Replacement Fund. The City Information Technology 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 within the operating program budget. 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 benefitted 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, follow a policy of full disclosure on every financial report and bond prospectus (Official Statement), and 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.

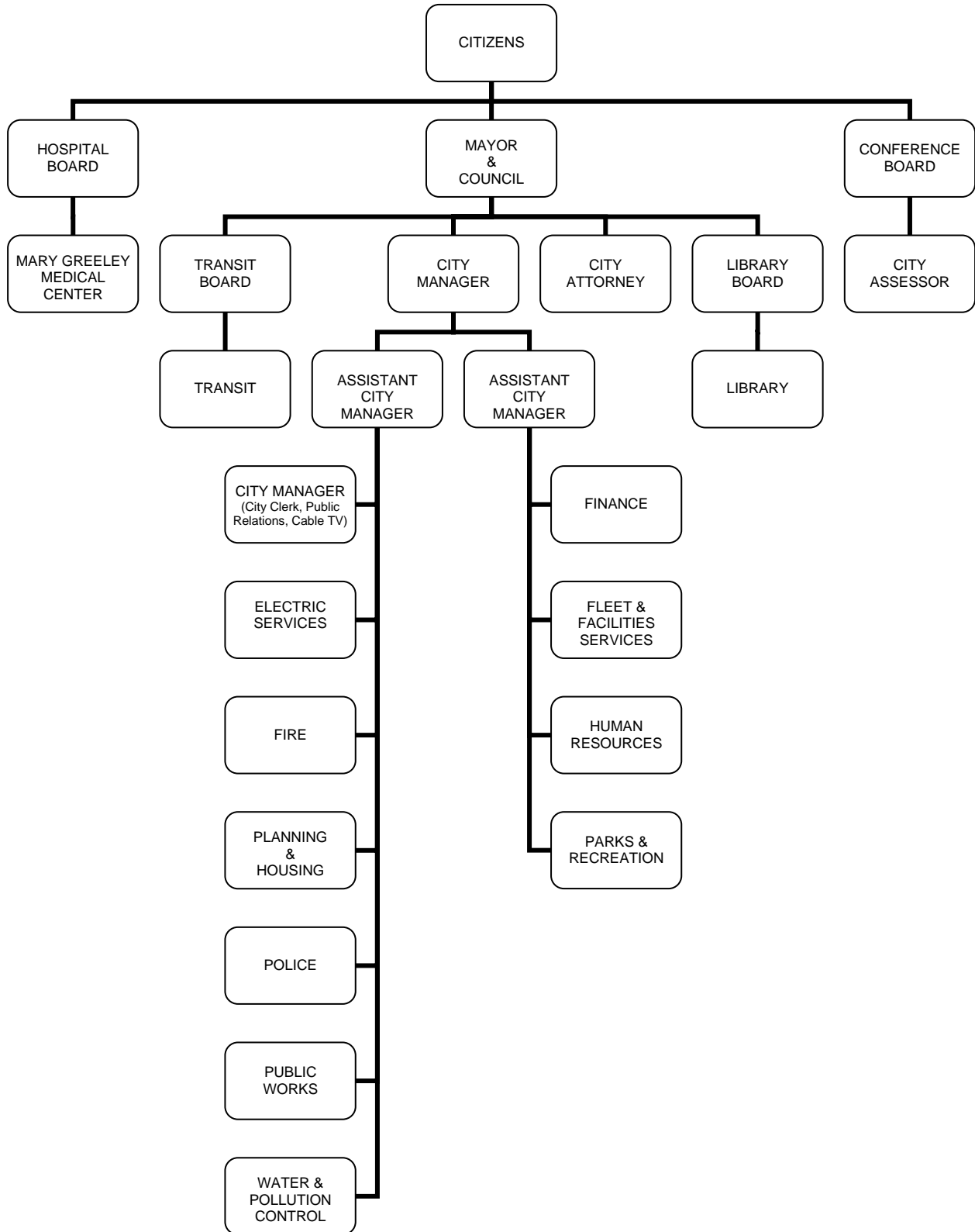
The culture is defined by how leaders lead.

## 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.

<b>SPRING</b>	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.
<b>AUGUST SEPTEMBER</b>	Departments prepare Capital Improvement Project (CIP) information for the 5-year plan and begin preparation of amended 13/14 and proposed 14/15 operational budgets. Resident Satisfaction Survey results are presented to the City Council.
<b>OCTOBER</b>	<b>October 1 – Public town budget meeting</b> 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.
<b>NOVEMBER DECEMBER</b>	<b>November 26</b> – City Council budget meeting to review issues, priorities, and preferences in service levels for the 14/15 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.
<b>JANUARY</b>	City Manager holds budget review meetings with departments. The City Manager's recommended draft budget document is prepared. <b>January 21</b> – CIP workshop with City Council. <b>January 28 – Public hearing</b> for resident input on CIP.
<b>FEBRUARY</b>	<b>January 31, February 4, 5, 6, 11</b> – City Council reviews entire program budget with department heads in five (5) <b>public meetings</b> held on one afternoon and four evenings.
<b>MARCH</b>	<b>March 4</b> – Final budget hearing and adoption of amended 13/14 budget and 14/15 budget. <b>State statute requires the budget be certified with the County Auditor by March 15.</b>
<b>MAY</b>	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. <b>After City Council review and approval, the amendments are submitted to the County Auditor by the end of May as required by State statute.</b>

# 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
Judy Parks	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	515-239-5114
Shawn Bayouth	Fire	515-239-5414
Vacant	Fleet Services/Facilities	515-239-5520
Julie Huisman	Human Resources	515-239-5199
Lynne Carey	Library	515-239-5630
Keith Abraham	Parks & Recreation	515-239-5350
Kelly Diekmann	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

# CITY OF AMES, IOWA FY 2014/15 PROPERTY TAX LEVY

Taxable Valuation \$ 2,353,356,218

% Change From FY 13/14 1.2%

LEVY REQUIRED	LEVY PER \$1,000 VALUATION	DOLLAR AMOUNT	RATE		DOLLAR	
			CHANGE	%	CHANGE	%
Total Requirement	7.76857	18,282,217	0.07592	0.99	389,351	2.18
Less:						
State Replacement Tax	0.11970	281,692				
Local Option Property Tax	1.81588	4,273,413	0.02138	1.16	-0-	0.00
<b>Net General Levy</b>	<b>5.83299</b>	<b>13,727,112</b>	<b>(0.02240)</b>	<b>(0.38)</b>	<b>389,351</b>	<b>2.86</b>
Trust and Agency Levy (Partial Police/Fire Benefits)	.78331	1,843,415	0.02986	3.96	90,920	5.19
Transit Levy	.65719	1,546,606	0.00770	1.19	35,915	4.48
<b>Total Before Debt Service</b>	<b>7.27349</b>	<b>17,117,133</b>	<b>0.01516</b>	<b>0.21</b>	<b>547,924</b>	<b>3.25</b>
Debt Service Levy	3.58189	8,435,365	(0.01757)	(0.49)	61,573	0.73
<b>Grand Total Tax Levy</b>	<b>10.85538</b>	<b>25,552,498</b>	<b>(0.00241)</b>	<b>(0.02)</b>	<b>296,007</b>	<b>1.17</b>

Ag Levy – Valuation: \$1,551,626 x 3.00375 = \$4,660

TIF valuation available for Debt Service - \$1,646,350

# GRAND TOTALS

JUDGE & RODGERS BAKERY



North side of Onondaga between Douglas and Kellogg, looking west. In three-story Odd Fellows Building can be seen the sign for Judge & Rodgers Bakery. Surveyors are seen in street locating streetcar tracks laid in 1907. Beyond Kellogg corner is livery stable operated by Frank Morris. Very little development beyond stable, just an occasional residence.

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

	2012/13 Actuals	2013/14 Adopted	2013/14 Adjusted	2014/15 Mgr Rec	% Change From Adopted
<b>Property Taxes</b>	23,848,167	25,229,818	25,231,818	25,543,129	1.2%
State Replacement Tax	-	-	-	524,239	
Utility Excise Tax	65,220	61,451	61,451	69,896	13.7%
Local Option Sales Tax	6,655,355	7,122,355	6,648,616	7,122,355	0.0%
Hotel/Motel Taxes	1,750,924	1,545,000	1,650,000	1,650,000	6.8%
<b>Other Taxes</b>	8,471,499	8,728,806	8,360,067	9,366,490	7.3%
<b>Licenses &amp; Permits</b>	1,720,943	1,507,400	1,572,200	1,381,200	-8.4%
Federal Grants	3,168,806	2,500,619	4,463,273	2,467,995	-1.3%
State Road Use Tax	5,717,206	5,690,122	5,690,122	5,805,989	2.0%
Monies and Credits	17,726	17,726	17,818	17,818	0.5%
State Grants	11,200,665	15,555,349	21,305,466	36,151,229	132.4%
County Contributions	126,588	125,000	118,916	119,000	-4.8%
Government Participation	4,682,656	4,839,164	5,160,820	5,391,034	11.4%
<b>Intergovernmental Revenue</b>	24,913,647	28,727,980	36,756,415	49,953,065	73.9%
Utility Charges	73,433,760	75,131,975	76,458,381	75,553,309	0.6%
Other Charges for Services	8,639,856	9,425,309	8,482,116	8,927,185	-5.3%
<b>Charges for Services</b>	82,073,616	84,557,284	84,940,497	84,480,494	-0.1%
<b>Fines, Forfeit, and Penalty</b>	765,738	793,400	823,400	798,000	0.6%
Interest Revenue	(33,007)	826,650	916,000	709,882	-14.1%
Other Uses of Money	1,808,823	871,377	1,208,696	958,898	10.0%
<b>Use of Money and Property</b>	1,775,816	1,698,027	2,124,696	1,668,780	-1.7%
Proceeds from Bonds	35,200,000	21,034,370	-	32,840,000	56.1%
Other Miscellaneous Revenues	3,582,819	2,411,327	2,460,805	1,418,505	-41.2%
<b>Miscellaneous Revenues</b>	38,782,819	23,445,697	2,460,805	34,258,505	46.1%
<b>Internal Services</b>	14,223,174	14,730,443	14,697,349	15,245,084	3.5%
<b>Total Before Transfers</b>	196,575,419	189,418,855	176,967,247	222,694,747	17.6%
Transfers	13,826,672	14,238,785	14,249,814	14,962,382	5.1%
<b>Grand Total Revenues</b>	210,402,091	203,657,640	191,217,061	237,657,129	16.7%



## ALL FUNDS - EXPENDITURES

	2012/13 Actuals	2013/14 Adopted	2013/14 Adjusted	2014/15 Mgr Rec	% Change From Adopted
<b>OPERATIONS</b>					
Public Safety:					
Law Enforcement	7,958,971	8,392,051	8,565,314	8,614,405	2.7%
Fire Safety	5,831,300	6,285,276	6,182,758	6,412,166	2.0%
Building Safety	1,142,449	1,291,352	1,298,306	1,385,906	7.3%
Traffic Control	876,632	963,069	945,546	928,044	-3.6%
Animal Control	344,588	356,273	395,523	386,464	8.5%
Other Public Safety	664,591	744,500	734,500	734,500	-1.3%
Total Public Safety	16,818,531	18,032,521	18,121,947	18,461,485	2.4%
Utilities:					
Resource Recovery	3,472,105	3,606,435	3,629,646	3,730,439	3.4%
Water Operations	2,876,536	2,994,624	3,002,725	2,971,583	-0.8%
Storm Sewer Maintenance	161,501	253,144	226,549	207,579	-18.0%
Water Pollution Control	2,548,166	2,810,078	2,817,976	2,840,560	1.1%
Electric Services	46,199,830	49,941,247	50,043,088	49,880,481	-0.1%
Utility Support Services	3,882,772	4,145,473	4,104,875	4,268,403	3.0%
Total Utilities	59,140,910	63,751,001	63,824,859	63,899,045	0.2%
Transportation:					
Street System	3,334,902	3,463,273	3,510,435	3,646,002	5.3%
Public Parking	744,918	763,265	798,680	838,985	9.9%
Transit System	8,223,407	8,774,137	8,689,492	9,440,489	7.6%
Airport	134,564	121,745	120,072	123,068	1.1%
Total Transportation	12,437,791	13,122,420	13,118,679	14,048,544	7.1%
Community Enrichment:					
Parks and Recreation	3,758,332	3,937,584	3,877,022	3,991,646	1.4%
Library Services	3,450,726	3,686,826	3,665,697	3,891,464	5.6%
Human Services	986,409	1,200,792	1,201,022	1,155,850	-3.7%
Art Services	157,638	174,379	191,511	177,901	2.0%
Cemetery	154,872	128,222	142,787	148,693	16.0%
Citywide Housing	32,329	39,995	43,157	42,898	7.3%
Community Dev. Block Grant	563,411	644,088	1,175,821	523,489	-18.7%
Economic Development	230,412	231,788	228,363	231,291	-0.2%
FEMA Disaster Activity	831,447	-	5,700	-	
Cable TV	125,092	124,120	133,178	124,991	0.7%
Total Community Enrichment	10,290,668	10,167,794	10,664,258	10,288,223	1.2%

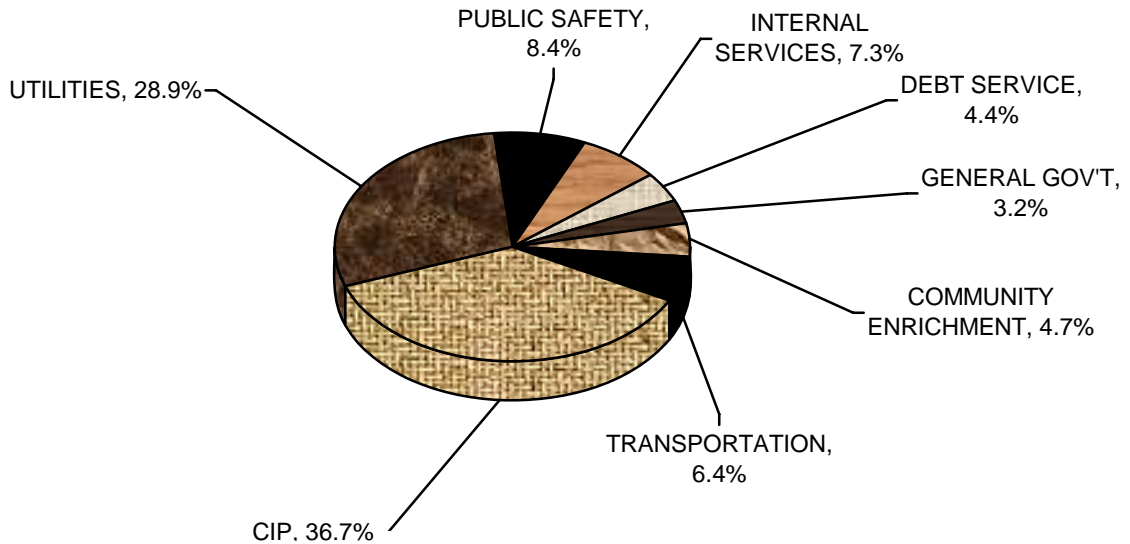
## ALL FUNDS – EXPENDITURES, continued

	2012/13 Actuals	2013/14 Adopted	2013/14 Adjusted	2014/15 Mgr Rec	% Change From Adopted
General Government:					
City Council	316,210	344,371	413,527	334,470	-2.9%
City Clerk	322,867	326,720	383,186	341,187	4.4%
City Manager	674,723	686,854	676,299	692,031	0.8%
Financial Services	1,693,379	1,762,682	1,684,127	1,719,344	-2.5%
Administrative Services	1,742,882	2,013,985	2,160,387	1,992,693	-1.1%
Public Works	1,002,900	1,991,386	1,233,947	1,204,946	-39.5%
Facilities	513,056	502,961	575,006	535,809	6.5%
Merit Adjustment	-	176,097	-	174,111	-1.1%
Total General Government	6,266,017	7,805,056	7,126,479	6,994,591	-10.4%
<b>TOTAL OPERATIONS</b>	104,953,917	112,878,792	112,856,222	113,691,888	0.7%
<b>CIP</b>					
Public Safety CIP	1,187,111	1,613,270	4,168,089	717,175	-55.6%
Utilities CIP	19,869,549	23,471,170	39,624,518	63,594,850	171.0%
Transportation CIP	13,064,428	12,560,146	25,315,881	15,220,170	21.2%
Community Enrichment CIP	4,143,072	14,797,000	18,305,431	1,246,500	-91.6%
General Government CIP	1,158,235	50,000	2,084,895	50,000	0.0%
Internal Services CIP	49,502	80,000	83,408	122,500	53.1%
<b>TOTAL CIP</b>	39,471,897	52,571,586	89,582,222	80,951,195	54.0%
<b>DEBT SERVICE</b>					
General Obligation Bonds	11,604,634	10,132,131	10,082,599	9,800,973	-3.3%
Bond Costs	377,450	-	-	-	
<b>TOTAL DEBT SERVICE</b>	11,982,084	10,132,131	10,082,599	9,800,973	-3.3%
<b>INTERNAL SERVICES</b>					
Fleet Services	3,138,917	3,557,716	4,814,839	4,071,485	14.4%
Information Technology	2,175,407	2,220,223	2,808,895	2,201,223	-0.9%
Risk Management	2,016,550	2,159,453	2,157,091	2,349,903	8.8%
Health Insurance	6,887,557	7,468,340	7,493,402	7,613,656	2.0%
<b>TOTAL INTERNAL SERVICES</b>	14,218,431	15,405,732	17,274,227	16,236,267	5.4%
<b>TOTAL EXPENDITURES BEFORE TRANSFERS</b>	170,626,329	190,988,241	229,795,270	220,680,323	15.6%

## ALL FUNDS – EXPENDITURES, continued

	2012/13 Actuals	2013/14 Adopted	2013/14 Adjusted	2014/15 Mgr Rec	% Change From Adopted
<b>TRANSFERS</b>					
Transfers	13,826,672	14,238,785	14,249,814	14,962,382	5.1%
Hotel/Motel Pass Thru	1,250,160	1,103,571	1,178,571	1,178,571	6.8%
<b>TOTAL TRANSFERS</b>	15,076,832	15,342,356	15,428,385	16,140,953	5.2%
<b>GRAND TOTAL EXPENDITURES</b>	185,703,161	206,330,597	245,223,655	236,821,276	14.8%

## WHERE THE MONEY IS SPENT... 2014/15 MANAGER RECOMMENDED

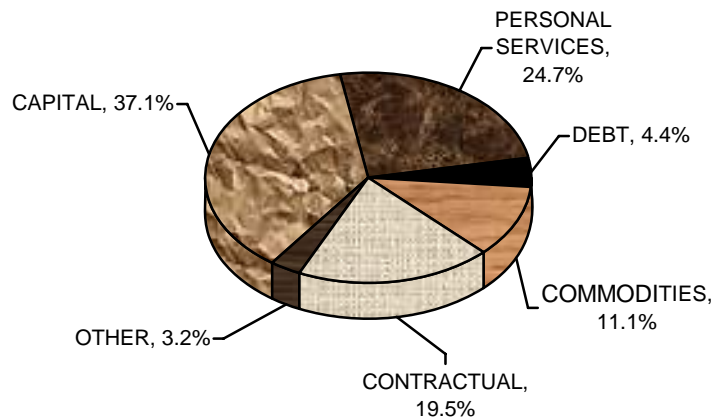


Excluding Transfers

## ALL FUNDS – EXPENDITURES BY CATEGORY

	2012/13 Actuals	2013/14 Adopted	2013/14 Adjusted	2014/15 Mgr Rec	% Change From Adopted
Personal Services	50,026,260	53,090,772	51,986,440	54,627,441	2.9%
Contractual	47,126,736	42,512,174	43,461,797	42,947,307	1.0%
Commodities	23,680,985	24,651,447	24,241,347	24,393,680	-1.1%
Capital	31,683,332	53,656,146	93,072,146	81,945,746	52.7%
Debt	11,982,084	10,132,131	10,082,599	9,800,973	-3.3%
Other (Refunds, Insurance Claims, etc.)	6,126,932	6,945,571	6,950,941	6,965,176	0.3%
<b>Total Expenditures Before Transfers</b>	<b>170,626,329</b>	<b>190,988,241</b>	<b>229,795,270</b>	<b>220,680,323</b>	<b>15.6%</b>
Transfers	15,076,832	15,342,356	15,428,385	16,140,953	5.2%
<b>Total Expenditures</b>	<b>185,703,161</b>	<b>206,330,597</b>	<b>245,223,655</b>	<b>236,821,276</b>	<b>14.8%</b>

## BREAKDOWN BY MAJOR EXPENSE CATEGORY 2014/15 MANAGER RECOMMENDED

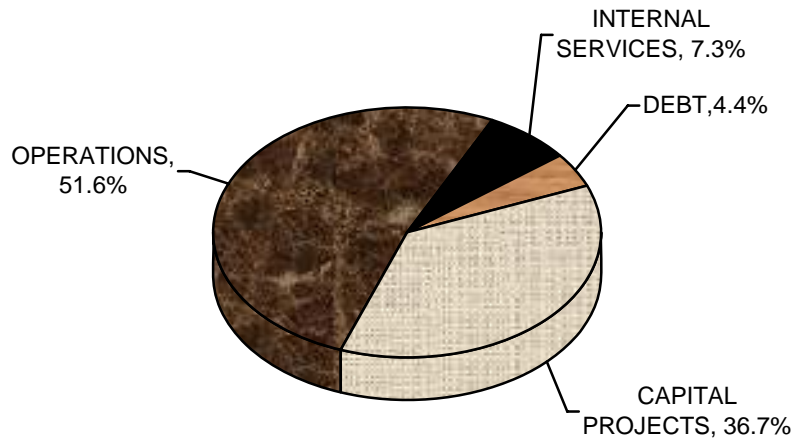


Excluding Transfers

## ALL FUNDS – EXPENDITURES BY TYPE

	2012/13 Actuals	2013/14 Adopted	2013/14 Adjusted	2014/15 Mgr Rec	% Change From Adopted
Operations	104,953,917	112,878,792	112,856,222	113,691,888	0.7%
CIP	39,471,897	52,571,586	89,582,222	80,951,195	54.0%
Debt	11,982,084	10,132,131	10,082,599	9,800,973	-3.3%
Internal Services	14,218,431	15,405,732	17,274,227	16,236,267	5.4%
<b>Total Expenditures Before Transfers</b>	<b>170,626,329</b>	<b>190,988,241</b>	<b>229,795,270</b>	<b>220,680,323</b>	<b>15.6%</b>
Transfers	15,076,832	15,342,356	15,428,385	16,140,953	5.2%
<b>Total Expenditures</b>	<b>185,703,161</b>	<b>206,330,597</b>	<b>245,223,655</b>	<b>236,821,276</b>	<b>14.8%</b>

### EXPENDITURES BY TYPE 2014/15 MANAGER RECOMMENDED



Excluding Transfers

# SUMMARY OF PROGRAM EXPENDITURES

	2012/13 Actuals	2013/14 Adopted	2013/14 Adjusted	2014/15 Mgr Rec	% Change From Adopted
<b>PUBLIC SAFETY:</b>					
Operations	16,818,531	18,032,521	18,121,947	18,461,485	2.4%
CIP	1,187,111	1,613,270	4,168,089	717,175	-55.6%
<b>Total Public Safety</b>	<b>18,005,642</b>	<b>19,645,791</b>	<b>22,290,036</b>	<b>19,178,660</b>	<b>-2.4%</b>
<b>UTILITIES:</b>					
Operations	59,140,910	63,751,001	63,824,859	63,899,045	0.2%
CIP	19,869,549	23,471,170	39,624,518	63,594,850	171.0%
<b>Total Utilities</b>	<b>79,010,459</b>	<b>87,222,171</b>	<b>103,449,377</b>	<b>127,493,895</b>	<b>46.2%</b>
<b>TRANSPORTATION:</b>					
Operations	12,437,791	13,122,420	13,118,679	14,048,544	7.1%
CIP	13,064,428	12,560,146	25,315,881	15,220,170	21.2%
<b>Total Transportation</b>	<b>25,502,219</b>	<b>25,682,566</b>	<b>38,434,560</b>	<b>29,268,714</b>	<b>14.0%</b>
<b>COMMUNITY ENRICHMENT:</b>					
Operations	10,290,668	10,167,794	10,664,258	10,288,223	1.2%
CIP	4,143,072	14,797,000	18,305,431	1,246,500	-91.6%
<b>Total Community Enrichment</b>	<b>14,433,740</b>	<b>24,964,794</b>	<b>28,969,689</b>	<b>11,534,723</b>	<b>-53.8%</b>
<b>GENERAL GOVERNMENT:</b>					
Operations	6,266,017	7,805,056	7,126,479	6,994,591	-10.4%
CIP	1,158,235	50,000	2,084,895	50,000	0.0%
<b>Total General Government</b>	<b>7,424,252</b>	<b>7,855,056</b>	<b>9,211,374</b>	<b>7,044,591</b>	<b>-10.3%</b>
<b>DEBT SERVICE:</b>	11,982,084	10,132,131	10,082,599	9,800,973	-3.3%
<b>INTERNAL SERVICES:</b>					
Operations	14,218,431	15,405,732	17,274,227	16,236,267	5.4%
CIP	49,502	80,000	83,408	122,500	53.1%
<b>Total Internal Services</b>	<b>14,267,933</b>	<b>15,485,732</b>	<b>17,357,635</b>	<b>16,358,767</b>	<b>5.6%</b>
<b>Total Expenditures Before Transfers</b>	<b>170,626,329</b>	<b>190,988,241</b>	<b>229,795,270</b>	<b>220,680,323</b>	<b>15.6%</b>
<b>Transfers</b>	<b>15,076,832</b>	<b>15,342,356</b>	<b>15,428,385</b>	<b>16,140,953</b>	<b>5.2%</b>
<b>GRAND TOTAL EXPENDITURES</b>	<b>185,703,161</b>	<b>206,330,597</b>	<b>245,223,655</b>	<b>236,821,276</b>	<b>14.8%</b>

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

	<b>2012/13 Actual</b>	<b>2013/14 Adopted</b>	<b>2013/14 Adjusted</b>	<b>2014/15 Mgr Rec</b>
City Manager	10.00	10.00	10.00	10.00
Legal Services	6.00	6.00	6.00	6.00
Human Resources	7.25	7.25	7.25	7.25
Planning & Housing	8.00	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	81.55
Fire/Inspections	68.50	68.50	68.50	68.50
Police/Animal Ctrl/Parking Enforcement	77.65	77.65	77.65	77.65
Library	31.50	31.50	31.50	31.50
Parks & Recreation	19.50	19.50	19.50	19.50
Waste Water Treatment	22.50	22.50	22.50	22.50
Water	19.00	19.00	18.75	18.75
Electric	81.00	81.00	81.00	81.00
Public Works:				
Administration	3.00	3.00	3.00	3.00
Traffic/Engineering	7.00	7.00	7.00	7.00
Streets	19.00	19.00	19.00	19.00
Engineering	13.00	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	2.00	2.00	2.00	2.00
Public Works Total	75.00	75.00	75.00	75.00
<b>TOTAL</b>	<b>552.10</b>	<b>552.10</b>	<b>551.85</b>	<b>557.45</b>

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

The staffing level changes for the City of Ames that are included in the 2013/14 Adjusted Budget and 2014/15 Manager Recommended Budget are as follows:

### **2013/14 Adjusted – 551.85**

- 0.25 FTE    Water Administration reduced its departmental secretary from a full-time to a three-quarter time position.

### **2014/15 Manager Recommended – 557.45**

+ 5.6 FTE    Because of increased ridership and an expanded fleet, the Transit system will increase its staffing level by 5.6 FTEs in the 2014/15 Manager Recommended Budget. These positions will consist of:

Transit Drivers	2.6
Mechanics	2.0
Laneworker	1.0

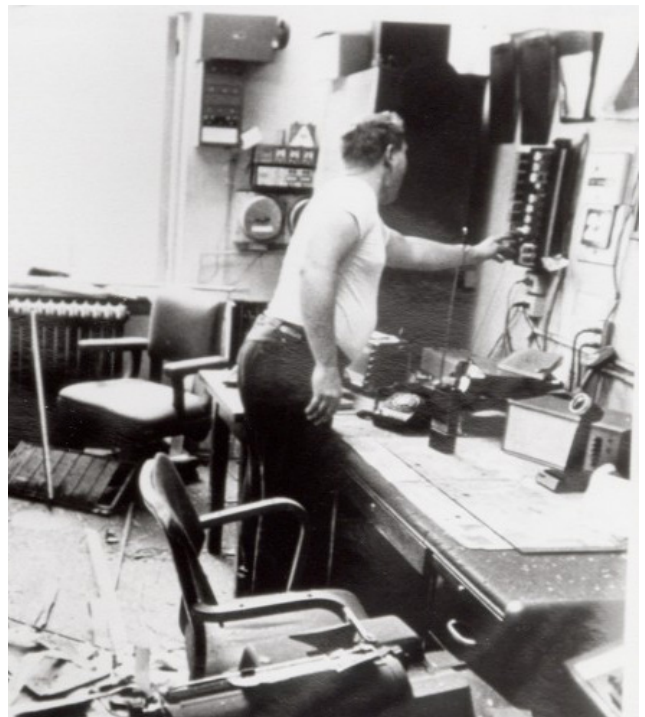
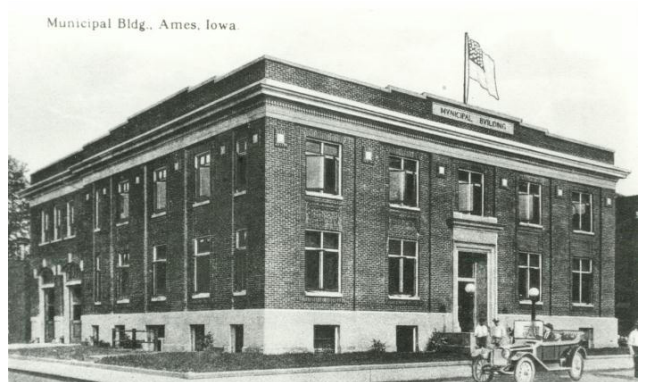




Town Hall, constructed in 1886. The little building to the right is the jail, equipped with two cells. Prior to the construction of Town Hall, town officials met in the office of the City Attorney. The fire wagon was housed in the ground level of Town Hall. Photo, 1910.

# PUBLIC SAFETY

## BRIEF POLICE HISTORY



Town Marshal, William A. Ricketts, pictured left, affectionately known as “Big Bill,” was a one-person police force from 1896 to 1903, when the Ames population was 2,400. Ricketts spent his time corralling brawlers, chastising bootleggers, and nabbing thieves. Terry Bird, pictured lower right, checks damage to office communications after City Hall was bombed on May 22, 1970.

# PUBLIC SAFETY

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# PUBLIC SAFETY

**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 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. Building Safety entails the enforcement of structural, rental housing, electrical, plumbing, and mechanical codes which have been adopted for citizens' safety. Traffic Control has the responsibility for the construction, maintenance, and replacement of controls for the Transportation System. Animal Control operates the City's animal shelter, which provides impoundment and shelter for domestic animals found within the City, as well as urban wildlife. Other Community Protection includes expenditures for electricity for street light and 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>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>% Change</b>
<b>Use of Funds:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
Law Enforcement	7,958,971	8,392,051	8,565,314	8,614,405	2.7%
Fire Safety	5,831,300	6,285,276	6,182,758	6,412,166	2.0%
Building Safety	1,142,449	1,291,352	1,298,306	1,385,906	7.3%
Traffic Control	876,632	963,069	945,546	928,044	-3.6%
Animal Control	344,588	356,273	395,523	386,464	8.5%
Other Public Safety	664,591	744,500	734,500	734,500	-1.3%
<b>Total Operations</b>	<b>16,818,531</b>	<b>18,032,521</b>	<b>18,121,947</b>	<b>18,461,485</b>	<b>2.4%</b>
Public Safety CIP	1,187,111	1,613,270	4,168,089	717,175	-55.6%
<b>Total Expenditures</b>	<b>18,005,642</b>	<b>19,645,791</b>	<b>22,290,036</b>	<b>19,178,660</b>	<b>-2.4%</b>
 <b>Personnel – Authorized FTE</b>	 152.17	 152.17	 152.17	 152.17	

## PUBLIC SAFETY

	2012/13 Actual	2013/14 Adopted	2013/14 Adjusted	2014/15 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	13,943,891	14,999,234	14,897,633	15,376,868	2.5%
Contractual	2,354,483	2,612,109	2,603,522	2,597,976	-0.5%
Commodities	371,248	372,878	435,519	375,801	0.8%
Capital	140,678	48,300	184,273	110,840	129.5%
Other	8,231	-	1,000	-	
<b>Total Operations</b>	<b>16,818,531</b>	<b>18,032,521</b>	<b>18,121,947</b>	<b>18,461,485</b>	<b>2.4%</b>
Public Safety CIP	1,187,111	1,613,270	4,168,089	717,175	-55.6%
<b>Total Expenditures</b>	<b>18,005,642</b>	<b>19,645,791</b>	<b>22,290,036</b>	<b>19,178,660</b>	<b>-2.4%</b>
<b>Funding Sources:</b>					
Charges for Services	3,234,421	3,027,323	3,054,408	3,118,634	3.0%
MPO Reimbursement	61,657	62,659	65,554	66,614	6.3%
Donations and Grants	180,194	9,900	132,375	37,690	280.7%
General Fund	12,520,675	14,104,805	14,000,318	14,378,117	1.9%
Road Use Tax	821,584	827,834	869,292	860,430	3.9%
<b>Operations Funding</b>	<b>16,818,531</b>	<b>18,032,521</b>	<b>18,121,947</b>	<b>18,461,485</b>	<b>2.4%</b>
<b>Public Safety CIP Funding:</b>					
G.O. Bond Funds	252,480	-	149,296	-	
Local Option Sales Tax	202,675	483,270	1,240,624	215,175	-55.5%
Road Use Tax	397,062	450,000	1,139,689	432,000	-4.0%
Street Construction Fund	334,894	680,000	1,615,876	70,000	-89.7%
Suncrest Developer Fund	-	-	5,500	-	
Fire Donations	-	-	50	-	
Bike Licenses	-	-	17,054	-	
<b>CIP Funding</b>	<b>1,187,111</b>	<b>1,613,270</b>	<b>4,168,089</b>	<b>717,175</b>	<b>-55.6%</b>
<b>Total Funding Sources</b>	<b>18,005,642</b>	<b>19,645,791</b>	<b>22,290,036</b>	<b>19,178,660</b>	<b>-2.4%</b>

# LAW ENFORCEMENT

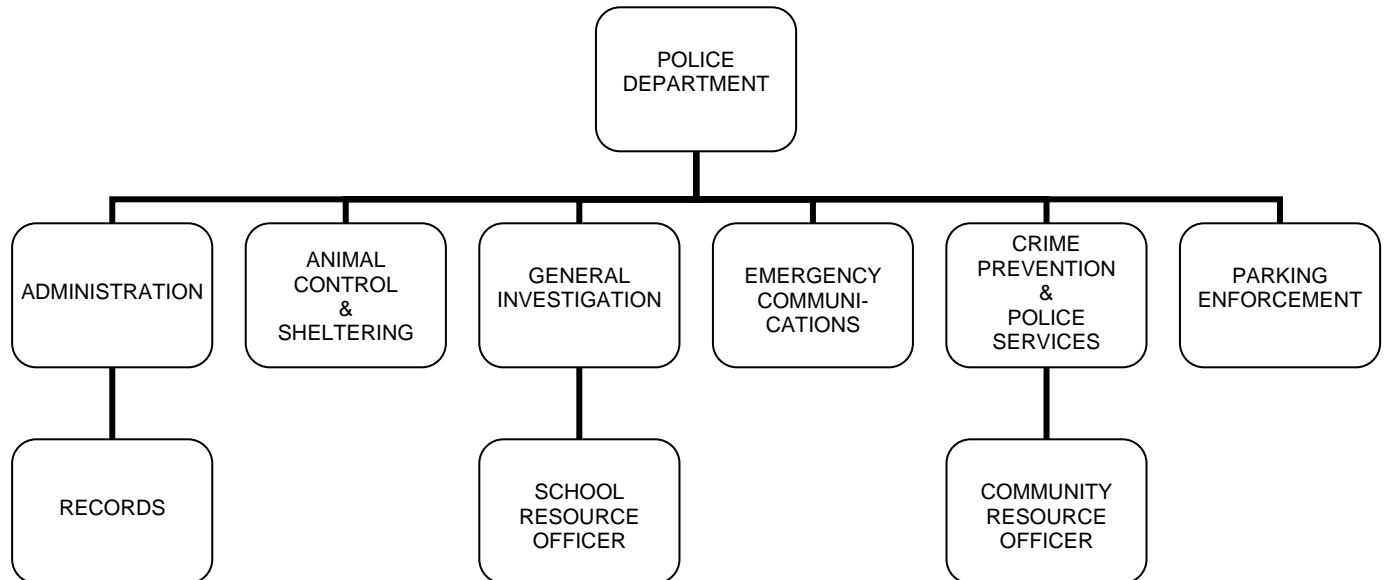
**Activity Description:**

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, implementation of the emergency medical dispatch program, 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 a separate Public Safety activity.)

<b>Activities:</b>	<b>2012/13 Actual</b>	<b>2013/14 Adopted</b>	<b>2013/14 Adjusted</b>	<b>2014/15 Mgr Rec</b>	<b>% Change From Adopted</b>
Administration/Records	787,476	802,216	816,733	838,171	4.5%
Crime Prevention/Police Svcs.	4,945,324	5,377,198	5,474,522	5,514,585	2.6%
General Investigation	1,021,797	1,102,648	1,050,189	1,119,327	1.5%
Emergency Communications	1,035,261	1,109,989	1,125,501	1,142,322	2.9%
Police Forfeiture/Grants	169,113	-	98,369	-	
<b>Total Operations</b>	<b>7,958,971</b>	<b>8,392,051</b>	<b>8,565,314</b>	<b>8,614,405</b>	<b>2.7%</b>
<b>Personnel – Authorized FTE</b>	72.25	72.25	72.25	72.25	

# LAW ENFORCEMENT

	2012/13 Actual	2013/14 Adopted	2013/14 Adjusted	2014/15 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	6,791,490	7,249,836	7,285,336	7,450,381	2.8%
Contractual	909,334	977,009	1,013,639	976,673	0.0%
Commodities	197,497	156,406	178,461	158,051	1.1%
Capital	52,419	8,800	86,878	29,300	233.0%
Other	8,231	-	1,000	-	
<b>Total Expenditures</b>	<b>7,958,971</b>	<b>8,392,051</b>	<b>8,565,314</b>	<b>8,614,405</b>	<b>2.7%</b>
<b>Funding Sources:</b>					
<b>Police Revenues:</b>					
Ames Community Schools	40,187	40,990	40,990	41,912	2.3%
Police Services	17,469	26,154	24,022	26,945	3.0%
False Alarm Charges	2,610	1,500	2,000	2,000	33.3%
Municipal Fines/Fees	90,631	160,000	160,000	150,000	-6.3%
Labor Reimbursement	93,372	94,000	94,000	94,000	0.0%
Tobacco Labor Reimbursement	2,600	2,250	2,250	2,250	0.0%
Police Forfeiture	23,570	-	9,000	-	
Police Grants	145,543	-	89,369	-	
Donations	655	-	-	-	
Miscellaneous	11,877	9,099	9,099	9,099	0.0%
<b>Revenue Subtotal</b>	<b>428,514</b>	<b>333,993</b>	<b>430,730</b>	<b>326,206</b>	<b>-2.3%</b>
General Fund Support	7,530,457	8,058,058	8,134,584	8,288,199	2.9%
<b>Total Funding Sources</b>	<b>7,958,971</b>	<b>8,392,051</b>	<b>8,565,314</b>	<b>8,614,405</b>	<b>2.7%</b>



## POLICE ADMINISTRATION AND RECORDS

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
- ✓ Provide timely, accurate reports and public information
- ✓ Enhance communications with the citizens
- ✓ **Implement creative and bold ideas to address crime in support of City Council's goal to strengthen and protect neighborhoods**
- ✓ Build trust within the community

	2012/13	2013/14	2013/14	2014/15	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
<b>Expenditures:</b>					
Personal Services	676,196	683,720	685,801	705,003	3.1%
Contractual	104,946	112,451	114,987	120,323	7.0%
Commodities	6,334	6,045	6,945	6,845	13.2%
Capital	-	-	9,000	6,000	
<b>Total Expenditures</b>	<b>787,476</b>	<b>802,216</b>	<b>816,733</b>	<b>838,171</b>	<b>4.5%</b>
<b>Funding Sources:</b>					
General Fund	787,476	802,216	816,733	838,171	4.5%
<b>Total Funding Sources</b>	<b>787,476</b>	<b>802,216</b>	<b>816,733</b>	<b>838,171</b>	<b>4.5%</b>
 <b>Personnel – Authorized FTE</b>	 6.50	 6.50	 6.50	 6.50	



# POLICE ADMINISTRATION AND RECORDS

## Highlights:

One of the Police Department's most significant activities during the past year has been the **remodeling of department space within City Hall**. Spurred by a City Hall space study and a desire to effectively use the space left when the jail was closed, the multi-year project focused on an upgrade to the Emergency Operations Center, booking and prisoner security, evidence storage and security, energy efficiency, and improvements in customer access and service. Working with the Iowa Homeland Security and Emergency Management Division, the department secured a US Department of Homeland Security grant to assist in the upgrade of the facility to meet national incident management standards and make efficient use of the space overall. The construction phase of the project took about seven months. During that time, more than half of the space occupied by the department was unavailable. Booking was temporarily moved to Iowa State University, Records occupied a temporary office, and Patrol Officers found work space wherever they could. The remodeled space provides an effective and efficient work environment and a much improved space specifically designed for management of critical incidents. A second phase of the construction project designed to vacate the basement for other city uses is in development.

In recent years, the department noted that the needs of the local citizens with mental health issues were taking an ever increasing portion of officers' time. To address those needs, the department established a part-time **Mental Health Advocate** position. The Advocate is uniquely equipped and trained to address the needs of those with mental health issues. In recent years, the department has been able to innovate with the use of part-time personnel in key roles such as Evidence Technicians and Mental Health Advocate to effectively manage departmental needs.

**Budget priorities** for the department have remained consistent for the last few years. Technology improvements allow staff to be more effective in their jobs. A relatively large number of officers have joined the department in the last few years as older officers retire. Hiring quality candidates has been a top priority. Training those new officers to replace the skills that leave with retiring officers continues. Personnel costs, including cost increases in the police retirement fund and health insurance, continue to have the most significant impact on the budget.

	2011/12	2012/13	2013/14	2014/15
	Actual	Actual	Adjusted	Projected
<b>Service Accomplishments:</b>				
Attorney requests for information	1,642	2,214	1,661	1,700
Accident reports processed	757	655	604	600
Verification of loss reports processed	151	77	65	70
Record checks processed	1,234	1,209	1,184	1,200
Total # of incidents handled	29,263	16,029*	16,773*	16,500
Public records requests	163	171	200	200
<b>Efficiency and Effectiveness:</b>				
% of citizens somewhat or very satisfied with Police services	88%	90%	90%	

\*Change in software from HTE to OSSI June 2013. Under HTE, all incidents were reported to Records. Under OSSI, only incidents that generate a report will be reported to Records.

# CRIME PREVENTION AND POLICE SERVICES

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 a mental health advocate, and the safe neighborhoods team which is emphasizing community policing and relationship building in high call volume areas.

**Service Objectives:**

- ✓ Provide public education and crime prevention service
- ✓ 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

	2012/13	2013/14	2013/14	2014/15	% Change
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
<b>Expenditures:</b>					
Personal Services	4,272,992	4,604,318	4,670,757	4,752,931	3.2%
Contractual	564,916	643,659	652,184	616,823	-4.2%
Commodities	105,891	120,421	120,281	121,531	0.9%
Capital	1,525	8,800	31,300	23,300	164.8%
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>4,945,324</b>	<b>5,377,198</b>	<b>5,474,522</b>	<b>5,514,585</b>	<b>2.6%</b>
<b>Funding Sources:</b>					
General Fund	4,945,324	5,377,198	5,474,522	5,514,585	2.6%
<b>Total Funding Sources</b>	<b>4,945,324</b>	<b>5,377,198</b>	<b>5,474,522</b>	<b>5,514,585</b>	<b>2.6%</b>
<b>Personnel – Authorized FTE</b>	43.45	43.45	43.45	43.45	

# CRIME PREVENTION AND POLICE SERVICES

## Highlights:

The Patrol Division is the largest division within the Ames Police Department with an authorized strength of 53 sworn officers. There are 42 officers assigned to the Patrol Division. For the majority of FY 12/13, the Patrol Division operated below its authorized sworn officer strength due to a Police Commander retirement, military duty leave, long-term officer injuries, and administrative leave due to an officer-involved shooting. Officer overtime and mandatory call-back duty were used extensively during the last budget year to adequately staff the three patrol shifts.

The department recently completed the first phase of the **facility remodel**. The remodel included a larger Emergency Operations Center (EOC), a prisoner processing area, more officer workstations, sergeant offices, records offices, evidence storage and workspace, an updated communications center and a new customer service window. The remodeled area will provide a more efficient use of space and a more secure facility for our employees.

In FY 11/12, the City Council authorized two new positions expanding the Party Response Team to a five-person **Safe Neighborhoods Team (SNT)**. The SNT is fully staffed with four patrol officers and a supervisor. We have renewed our relationship with the SNT mentors who are helping the team, and particularly the officers new to the team, expand their connections to the local community. 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 reduce repeat calls and solve quality of life problems. The team also has direct interaction with neighborhood organizations. This has resulted in arrests, intelligence and information gathering, while solving some of the problems affecting these areas. The team has fostered stronger working relationships with neighborhoods and students, and furthered the Council's goal of strengthening our community. The SNT worked closely with a GIS Specialist and an Inspections employee to create a mobile mapping system to track and eliminate graffiti in the Campustown and Downtown areas. The SNT received an Outstanding Public Official award from the Department of Corrections for their excellent support for the progressive goals of corrections.

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. A number of strategies are directed towards this problem. Some of these 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 ways of identifying fake IDs.
- 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, noise violations, and illegal parking.
- Development of a close working relationship with the ISU Dean of Students to identify those students engaged in illegal activities and risky behaviors.
- Alcohol safety presentations to student groups in conjunction with ISU Prevention Services.

# CRIME PREVENTION AND POLICE SERVICES

## Highlights, continued:

There is a continued increase in the number of bar patrons who are intoxicated to the point where custodial arrests are not appropriate and patrons must be evaluated by medical personnel. The department continues to conduct over-serving compliance checks and shoulder tap operations at licensed liquor establishments.

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 target enforcement to these areas. We also work with the traffic engineer on engineering changes that 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 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 utilizing a traffic safety grant. By working with other agencies, we are able to have a greater presence within an area to enhance public awareness of enforcement actions.
- Targeting special areas within the community for enhanced enforcement activities such as the new Aquatic Center and our community schools. These actions have provided a safer environment for our children.
- The department has also been involved in pedestrian, skateboard, and bike safety initiatives, which target areas with high pedestrian traffic in an effort to provide safer street crossing for pedestrians and bicyclists.
- Partnering with the school district's bus service to work on the problem of motorists who do not stop for school bus stop arms.
- Membership in the Story County Multi-Disciplinary Safety Team. This team is comprised of local law enforcement, state, county, and city engineers, federal transportation officials, and other parties interested in reducing motor vehicle accidents. The team is currently working on issues associated with the Highway 30 corridor.

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 these rental units. This voluntary program is in support of the Council's previous goal to strengthen and protect neighborhoods. The department certified eight additional multi-housing complexes in the program during the last year.

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

# CRIME PREVENTION AND POLICE SERVICES

## Highlights, continued:

- Shop With A Cop
- Angel Tree Program
- Child Car Seat Inspections
- Bicycle Safety Inspections
- Tours of the Police Department
- Citizen Police Academy
- Safe Neighborhoods Team Outreach
- Coffee with Cops
- “Tweet-Alongs”- virtual ride-alongs via social media

The Ames Police Department continues to partner with other city departments in the City’s “**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 ISU football games, neighborhood block parties, welcome/goodbye student events, Midnight Madness Road Race, and many other special events. Our Community Safety Officers also utilize the Segways for their parking enforcement duties. The department is in the process of transitioning from full-size Ford Crown Victoria squad cars to Ford Interceptor squad cars. The Interceptors provide enhanced safety features, all-wheel drive, and increased fuel efficiency, improving from an average of 12 to 18 mpg.

After several years of planning, the department purchased a new **prisoner transport van**. The van was up-fitted with a custom built prisoner transport compartment, which provides for a safer environment for prisoners and transport officers. The van will be a valuable asset for many years to come.

During the past year, the department implemented **ISE Link**, a software program used for employee information, scheduling, overtime, leaves, mandatory callback, timesheets, and notifications. The payroll function will be tested and implemented in the coming months. The payroll update will allow the department to further automate these processes – to take advantage of technology to enhance those functions.

In recent years, the department has been authorized by Council to replace a retiring Police Officer prior to the actual retirement date. This authorization has allowed the 27 weeks of new officer training to be accomplished prior to the retirement. If funds are not used for this purpose in the current year, they are typically carried over to the next year.

	2011/12 Actual	2012/13 Actual	2013/14 Adjusted	2014/15 Projected
<b>Service Accomplishments:</b>				
Number of assaults investigated	231	301	287	
Number of thefts investigated	1,022	1,007	1,352	
OWI arrests	232	205	197	
Liquor violations	363	256	176	
Noise complaints investigated	1,461	1,532	1,327	
Public intoxication investigations	610	514	373	
<b>Efficiency and Effectiveness:</b>				
Community Resource Officer contacts	6,011	4,449	4,500	4,500
Crime prevention presentations	45	48	45	45
Number of participants	1,871	2,241	2,000	2,000
Incidents per sworn position	567	541	534	540

## GENERAL INVESTIGATION

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, Mental Health Advocate, and Fraud.

The objective of this activity is to investigate and resolve complex criminal activity.

### 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 (SART)
- ✓ Identify and apprehend repeat offenders

	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>% Change</b>
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From</b>
					<b>Adopted</b>
Personal Services	914,895	985,555	917,240	989,898	0.4%
Contractual	89,870	98,778	108,559	111,079	12.5%
Commodities	17,032	18,315	18,190	18,350	0.2%
Capital	-	-	6,200	-	
<b>Total Expenditures</b>	<b>1,021,797</b>	<b>1,102,648</b>	<b>1,050,189</b>	<b>1,119,327</b>	<b>1.5%</b>
<b>Funding Sources:</b>					
General Fund	981,610	1,061,658	1,009,199	1,077,415	1.5%
Ames Community Schools	40,187	40,990	40,990	41,912	2.3%
<b>Total Funding Sources</b>	<b>1,021,797</b>	<b>1,102,648</b>	<b>1,050,189</b>	<b>1,119,327</b>	<b>1.5%</b>
<b>Personnel – Authorized FTE</b>	9.00	9.00	9.00	9.00	

# GENERAL INVESTIGATION

## Highlights:

There are currently six Investigators, one Sergeant, two part-time Evidence Technicians, one part-time Mental Health Advocate, one School Resource Officer, and one Commander assigned to the Criminal Investigation Division. Due to a promotion and staff shortages, the division has operated for about half of the year with one less Investigator. An Officer has been selected to fill the vacancy and she will start on or about January 1, 2014.

The Officers assigned to the Criminal Investigation Division work in a team oriented environment, which has resulted in numerous **successful case investigations**. Examples include:

- Recently, a 2008 homicide was closed with a conviction of Second Degree Murder. Originally, the defendant was convicted; however the judge overturned the conviction. The case was re-tried this year resulting in conviction again.
- Investigators were called upon to assist on a shooting incident at a local business. After extensive work and interviews in cooperation with the Patrol Division, two individuals were charged, both juveniles, with reckless use of a firearm.
- Investigators assisted Patrol with a case resulting in a lockdown at Ames High School. A disruptive person showed up at the high school. The School Resource Officer quickly got involved and asked for the lockdown. The suspect fled the area and investigators assisted in locating the person using cell phone technology. An outside agency was able to safely take the suspect into custody with the information provided by our department.
- Members of the Investigations Division investigated a shooting at an apartment complex in west Ames. The victim originally said he had been assaulted by an intruder with a gun. During a struggle for the gun, it went off, shooting a bullet through the wall into an apartment across the hall. Eventually, investigators were able to determine that the victim had actually shot the gun himself and there was no intruder. In working with the Attorney General's Office, he was indicted on federal charges of a felon in possession of a firearm and reckless use of a firearm.
- A robbery occurred in the central area of Ames. Investigators were called upon to assist the Patrol Division. A group of individuals robbed a man, stealing his own gun from him. The suspects were also armed. Investigators followed up with an out-of-town search warrant and this resulted in the charges for four individuals of Robbery in the First Degree and Possession of a Controlled Substance.
- One of the Investigators has been increasingly utilized for the **forensic analysis of electronic media**. When authorized under a search warrant, this Investigator has assisted in the analysis of more than 100 electronic devices. In one case, his analysis assisted in charging an arson case. This Investigator not only reviews/processes electronic evidence for the Ames Police Department, but also assists other law enforcement agencies with his expertise.

Ongoing **advanced training** within the Criminal Investigation Division continues to be a priority. Examples of training received during the past year include:

# GENERAL INVESTIGATION

## Highlights, continued:

- Crime Scene Processing and Photography
- Human Trafficking
- Computer Forensics Investigations
- School Resource Officer/School Safety
- Clandestine Drug Labs
- Interview & Interrogation Techniques
- Latent Fingerprint Identification
- Mental Health Advocate Training
- Protect Our Children Conference
- Iowa Sex Crimes and Investigator Conference
- Hostage Negotiator Training (advanced)
- Domestic Abuse Advocate Training

The Ames Police Department has maintained a very strong working relationship with the Ames Community School District through the proactive work of our **School Resource Officer (SRO)**. This year's focus has been on school security and the SRO has worked with other members of the division on enhancing school safety. In the spring, lockdown procedures were required at Ames High School. The training done in partnership with the Ames Community Schools was apparent during this process. Staff is pleased with the progress made and looks forward to continued cooperation.

The SRO also continues to conduct tobacco compliance checks with area retailers for the purpose of educating and reducing the use of tobacco products by underage individuals.

The Police Department has continued a strong partnership with the mental health community and the Story County Mental Health Task Force through the work of our **Mental Health Advocate**. The Task Force is a cooperative endeavor comprised of area mental health professionals, county service agencies, and other area law enforcement officers. The Mental Health Advocate continues to monitor mental health calls for service and distribute information to task force members and professionals who provide services. Approximately 963 mental health related calls for service were made in 2013. In 2012, there were 652. This is a 32% increase in one year. The overall trend has been an increase in calls from late spring through fall, with lower numbers of calls in cooler months. The Mental Health Advocate will also be heavily involved in provision of ongoing training to other members of the department to comply with a new state training mandate.

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 a prevalent illicit drug within our community. Staff continues to observe a troubling increase in synthetic drugs, heroin, and non-regulated and non-FDA studied stimulants. Recently, a task force member noticed a new substance being sold in Ames called Kratom. This substance is banned in other countries and is on the DEA watch list. The Drug Task Force Officer was also instrumental in assisting with a drug overdose death investigation which led to a supplier in the Des Moines area resulting in federal charges. The task force members continue to investigate the possession and sale of illegal drugs in our community.



# GENERAL INVESTIGATION

**Highlights, continued:**

The Investigation Division continues an ongoing commitment to the **Sexual Assault Response Team Model (S.A.R.T.)**. Medical resources have been strained and the services provided by advocates are being redesigned at the state level. These changes will likely result in some modifications to the model in the coming year. Staff is committed to the teamwork model and looks forward to working with the other stakeholders to keep the S.A.R.T. model viable.

The Ames Police Department is an active member of the F.B.I. **Joint Terrorism Task Force (JTTF)**. An officer from the Criminal Investigation Division assists the JTTF on a part-time basis. The purpose of the task force is to develop effective working partnerships among various federal and local law enforcement agencies and to ensure that pertinent information and sensitive intelligence is shared with all law enforcement members.

Ames typically has 43-50 individuals who live in the community that must register with the state's **Sex Offender Registry**. In order to properly conduct effective, periodic compliance checks on these individuals, the Investigation Division has assigned two Investigators to perform this task.

The Ames Police Department's public information officer is the Investigations Division Commander and he has recently started the **social media program** for the Police Department. Currently, the Police Department is using both the Twitter and Facebook platforms. Social media has become a legitimate form of communication and information sharing and it makes sense for the Police Department to be a part of this discussion. During a rash of burglaries, the department was able to inform the public about the burglary locations and ways to secure their residences. Social media has been used to reroute traffic during congestion. Staff has warned the public about a number of scams. So far, social media has been a positive experience and seems to be widely accepted and appreciated by the public.

	2011/12 Actual	2012/13 Actual	2013/14 Adjusted	2014/15 Projected
<b>Service Accomplishments:</b>				
Homicide cases (attempted)	1*	0	0	
Robbery	10	7	9	
Sexual assault	38	48	40	
Other sex offenses	1	0	0	
Child abuse	3	8	9	
Burglary	597	379	440	
Drug investigations	361	371	355	
Juvenile cases	426	364	384	
Juvenile arrests	259	225	208	
Mental health related	561	652	963	
Domestic calls for service	398	446	363	
Domestic related arrest	113	64	68	
<b>Efficiency and Effectiveness:</b>				
Community outreach contacts – juvenile	11	10	10	10
Number of juveniles participating	349	689	400	400

\* vehicular homicide

# EMERGENCY COMMUNICATIONS

Activity in this area includes the operation of the 911 Center and the initial dispatch of emergency responders. Emergency communications staff also provides advance medical information through the emergency medical dispatch program, 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

	2012/13	2013/14	2013/14	2014/15	% Change
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
<b>Expenditures:</b>					
Personal Services	902,299	976,243	980,912	1,002,549	2.7%
Contractual	119,959	122,121	125,709	128,448	5.2%
Commodities	13,003	11,625	18,880	11,325	-2.6%
Capital	-	-	-	-	
<b>Total Expenditures</b>	<b>1,035,261</b>	<b>1,109,989</b>	<b>1,125,501</b>	<b>1,142,322</b>	<b>2.9%</b>
<b>Funding Sources:</b>					
General Fund	1,035,261	1,109,989	1,125,501	1,142,322	
<b>Total Funding Sources</b>	<b>1,035,261</b>	<b>1,109,989</b>	<b>1,125,501</b>	<b>1,142,322</b>	<b>2.9%</b>
<b>Personnel – Authorized FTE</b>	13.30	13.30	13.30	13.30	

# EMERGENCY COMMUNICATIONS

**Highlights:**

For a significant portion of the year, the Communications Center has operated out of **temporary facilities** in the basement of City Hall. The remodel of City Hall required the complete removal of the old Communications Center and relocation of the supporting computer equipment and telephone lines. The remodel will provide a new location for the Communications Center that is technologically advanced.

The Communications Center staff continues to integrate with emergency responder agencies in Story County. Both Ames Fire and Mary Greeley Medical Center personnel have installed interfaces to the **computer aided dispatch system** used in the Communications Center. Information exchange in emergency response situations has been enhanced and standardized, making response more efficient.

Similarly, Dispatchers have worked to improve their skills at **Emergency Medical Dispatch (EMD)**. EMD protocols provide a stable and consistent response for dispatchers who have taken over the functions of dispatching fire and medical personnel to medical calls. EMD also provides standard performance measures that allow dispatchers to rate their responses and where appropriate, seek additional training to improve their skills. Several dispatchers have attended additional training. Additional and advanced training with EMD procedures brings better emergency response to our citizens.

In cooperation with the Story County E911 Service Board, the Communications Center has acquired new **telephone equipment for handling 911 calls** which will be installed in January 2014. The existing equipment is very old and is no longer supported by the manufacturer. The new 911 consoles provide a digital interface with both the landline and wireless 911 systems that is more efficient and versatile. Dispatchers will have more options in answering, managing, recording, and transferring 911 calls. The equipment is forward-looking and is capable of handling text and data when those options for 911 become available.

	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
<b>Service Accomplishments:</b>				
Non-emergency telephone inquiries	91,844	112,044	115,405	115,000
Emergency "911" calls	23,769	23,649	23,958	23,500
Emergency medical dispatch calls	2,921	3,666	3,776	3,700
Incidents created	29,263	28,650	28,315	28,500
State system transactions/inquiries	115,192	119,802	123,396	123,000
<b>Efficiency and Effectiveness:</b>				
Average "pick-up" time for 911 calls (in seconds)	5.9	5.8	5.8	5.8

## POLICE FORFEITURE/GRANTS

Chapter 809.12 of the Code of Iowa provides for court procedures to forfeit property and seize assets directly related to criminal activities. The use of these funds is governed by State law and includes law 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
- ✓ Respond to homeland security challenges
- ✓ Apply seized assets to law enforcement needs
- ✓ Obtain state and federal support for local priorities
- ✓ Reduce the profitability of criminal activity
- ✓ Promote traffic safety, alcohol and tobacco compliance with grant support

	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>% Change</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From</b>
					<b>Adopted</b>
<b>Expenditures:</b>					
Personal Services	25,108	-	30,626	-	
Contractual	29,643	-	12,200	-	
Commodities	55,237	-	14,165	-	
Capital	50,894	-	40,378	-	
Other	8,231	-	1,000	-	
<b>Total Expenditures</b>	<b>169,113</b>	<b>0</b>	<b>98,369</b>	<b>0</b>	
<b>Funding Sources:</b>					
Police Forfeiture	23,570	-	9,000	-	
Police Grants	145,543	-	89,369	-	
Police Donations	-	-	-	-	
<b>Total Funding Sources</b>	<b>169,113</b>	<b>0</b>	<b>98,369</b>	<b>0</b>	
<b>Personnel – Authorized FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

## POLICE FORFEITURE/GRANTS

### 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 allowed the department to purchase equipment and run programs of value to the community without relying exclusively on property tax support. Although grant funding opportunities continue to be available to the department, budget cuts at the federal level have impacted the size of many of the grants. Recordkeeping, reporting, and compliance requirements that are attached to federal grant funding have become increasingly complex and staff time necessary to learn, understand, and manage these grant requirements has grown accordingly.

The department will complete work on a \$600,000 Department of Homeland Security **Emergency Operations Center grant** during the current fiscal year. The funds from this grant were used to update city building facilities related to emergency operations. Although located in the Police Department space, the facility improvement will serve the entire city.

The department has received a Department of Justice **Edward Byrne Memorial Justice Assistance Grant**. Funds awarded under this grant will be used to promote a crisis intervention and prevention program. Training and new equipment for the department's Mental Health Advocate are funded through this grant. In addition, a system for forensic examination of mobile information devices will be purchased. \$23,686 was awarded under this grant.

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 new section 405d 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. Grant funding for this year is \$26,505.

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. Every tobacco retailer in the city will be tested for compliance within the grant period.

The department received an additional \$2,465 grant through the Department of Justice 2013 **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.

Funds acquired through the **criminal forfeiture** process have been used to promote a variety of law enforcement activities. In the past year, forfeiture funds have been used to acquire a new computer for a detective, Microsoft Office for the Safe Neighborhoods Team, an in-car video recording system for the department's new prisoner transport van, two preliminary breath test (PBT) devices, and two security cameras and related software for security in Police Department hallways. In addition, the forfeiture account continues to fund the City's portion of the regular quarterly expenses of the Central Iowa Drug Task Force.

# FIRE SAFETY

**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 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, 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>2012/13 Actual</b>	<b>2013/14 Adopted</b>	<b>2013/14 Adjusted</b>	<b>2014/15 Mgr Rec</b>	<b>% Change From Adopted</b>
Administration/Support	952,730	1,061,209	1,051,781	1,073,654	1.2%
Suppression/Emergency Action	4,744,150	5,083,496	4,989,994	5,193,400	2.2%
Prevention/Safety Education	134,420	140,571	140,983	145,112	3.2%
<b>Fire Operations</b>	<b>5,831,300</b>	<b>6,285,276</b>	<b>6,182,758</b>	<b>6,412,166</b>	<b>2.0%</b>
<b>Personnel – Authorized FTE</b>	55.60	55.80	55.80	55.80	

## FIRE SAFETY

	2012/13	2013/14	2013/14	2014/15	% Change
<b>Expenditures By Type:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
Personal Services	5,303,346	5,750,318	5,640,545	5,879,606	2.3%
Contractual	414,804	437,736	434,692	424,185	-3.1%
Commodities	86,348	97,222	97,521	100,875	3.8%
Capital	26,802	-	10,000	7,500	
<b>Total Expenditures</b>	<b>5,831,300</b>	<b>6,285,276</b>	<b>6,182,758</b>	<b>6,412,166</b>	<b>2.0%</b>
<b>Funding Sources:</b>					
<b>Fire Revenues:</b>					
Iowa State University	1,445,353	1,565,717	1,537,587	1,597,552	2.0%
MGMC	28,329	22,409	22,409	21,961	-2.0%
Miscellaneous	-	-	-	-	
<b>Revenue Subtotal</b>	<b>1,473,682</b>	<b>1,588,126</b>	<b>1,559,996</b>	<b>1,619,513</b>	<b>2.0%</b>
General Fund Support	4,357,618	4,697,150	4,622,762	4,792,653	2.0%
<b>Total Funding Sources</b>	<b>5,831,300</b>	<b>6,285,276</b>	<b>6,182,758</b>	<b>6,412,166</b>	<b>2.0%</b>

# FIRE ADMINISTRATION AND SUPPORT

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

	2012/13	2013/14	2013/14	2014/15	% Change
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From</b>
					<b>Adopted</b>
<b>Expenditures:</b>					
Personal Services	792,748	890,325	873,538	895,971	0.6%
Contractual	149,798	162,862	169,922	168,233	3.3%
Commodities	10,184	8,022	8,321	9,450	17.8%
Capital	-	-	-	-	
<b>Total Expenditures</b>	<b>952,730</b>	<b>1,061,209</b>	<b>1,051,781</b>	<b>1,073,654</b>	<b>1.2%</b>
<b>Funding Sources:</b>					
General Fund	703,853	795,907	788,836	805,240	1.2%
Iowa State University	248,877	265,302	262,945	268,414	1.2%
<b>Total Funding Sources</b>	<b>952,730</b>	<b>1,061,209</b>	<b>1,051,781</b>	<b>1,073,654</b>	<b>1.2%</b>
<b>Personnel – Authorized FTE</b>	6.75	6.95	6.95	6.95	



# FIRE ADMINISTRATION AND SUPPORT

**Highlights:**

- The contribution rate structure for the **Municipal Fire and Police Retirement System of Iowa** is established by the Code of Iowa, Chapter 411. The rate for the City of Ames is established each year by the Board of Trustees following the completion of the annual actuarial valuation. As a continued consequence of the recent economic downturn and prior poor investment performance, the City's contribution rate has changed from **30.12% to 30.41%**, increasing the City's Fire Department contribution by more than \$45,000. However, measures to reduce volatility have been enacted by the Municipal Fire and Police Retirement System of Iowa (MFPRSI), with the intent that the City's contribution rate will begin slowly falling in future years.
- The 2012/13 fiscal year has still been a **time of transition** for the Fire Department's Administrative team, with one-half of the administration staff in their positions less than a year. Extensive efforts have been focused on roles and responsibilities as the team continues to evolve. For example, significant time has been devoted to better clarifying the expectations of the Shift Commander's role, how to effectively disseminate information internally, and how to best include and involve Lieutenants in the decision making process. This has helped improve transparency, the use of collective decision making, and improved the entire department's fiscal awareness.
- Work by members of the Fire Department's **Standard Operating Guideline (SOG) committee** allowed Administration to release four new SOGs, including *Master Firefighter Program*, *Team Participation*, *Radio Battery Maintenance*, and *Observer Program*. The *Master Firefighter Program* and *Team Participation* SOGs were both the result of collaborative input from the Ames Association of Professional Firefighters Local 625 and will help better clarify guidelines within the City of Ames Personnel Policy and Procedures. The *Observer Program* SOG was developed utilizing input from the City's Legal Department, with the intent to keep those that wish to ride along with the Fire Department safe, while concurrently minimizing the City's legal liability.
- Working closely with the Ames Community School District, Fire Department personnel continue to promote safety education and awareness through community education. During the 2012 **Fire Prevention Week**, personnel visited every grade school in Ames to educate all 3<sup>rd</sup> grade children in the value of life safety and fire prevention. Fifteen firefighters spent a total of more than 84 hours at these events, positively impacting more than 1,900 children and adults throughout the greater Ames community.

	2011/12 Actual	2012/13 Actual	2013/14 Adjusted	2014/15 Projected
<b>Service Accomplishments:</b>				
Number of City-related supervisory leadership training hours	167	111	120	150
Number of FD-related administrative support training hours	566	580	320	400
Newly acquired State and/or National emergency services related certifications achieved	12	10	6	10
<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%	87.9%	88.6%	87.0%
Maintain and certify, according to nationally recognized standards, pumps, hose, and SCBA components	100%	100%	100%	100%

# FIRE SUPPRESSION AND EMERGENCY ACTION

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
- ✓ Continue trench rescue training 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

	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>% Change</b>
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From</b>
					<b>Adopted</b>
Personal Services	4,393,852	4,736,252	4,643,230	4,856,503	2.5%
Contractual	252,197	263,644	253,164	243,497	-7.6%
Commodities	71,299	83,600	83,600	85,900	2.8%
Capital	26,802	-	10,000	7,500	
<b>Total Expenditures</b>	<b>4,744,150</b>	<b>5,083,496</b>	<b>4,989,994</b>	<b>5,193,400</b>	<b>2.2%</b>
<b>Funding Sources:</b>					
General Fund	3,553,168	3,795,815	3,728,189	3,878,579	2.2%
Iowa State University	1,162,653	1,265,272	1,239,396	1,292,860	2.2%
MGMC	28,329	22,409	22,409	21,961	-2.0%
Miscellaneous	-	-	-	-	
<b>Total Funding Sources</b>	<b>4,744,150</b>	<b>5,083,496</b>	<b>4,989,994</b>	<b>5,193,400</b>	<b>2.2%</b>
<b>Personnel – Authorized FTE</b>	47.85	47.85	47.85	47.85	

# FIRE SUPPRESSION AND EMERGENCY ACTION

## Highlights:

- Total **calls for emergency response** continue to rise. Specifically, emergency medical services calls for 2012/13 totaled more than 2,300, a nearly seven percent increase over the previous fiscal year. However, it's encouraging to note, there was a four percent decline in false alarms incident calls.
- Efforts have been made to keep **contractual costs** down, however there have been some recent changes, and even more on the horizon that appear difficult to avoid. Electronic Engineering, which supplies and maintains radio communication hardware for the City of Ames, has implemented a 15% increase for 2014/15 tower fees per radio, and another 4% increase for 2015/16. To compound the issue, Fire Department tower fees had previously been paid in whole by E911 funds. However, over the next four fiscal years, E911 is reducing their contribution rate by 25% each year, until the Department is eventually paying 100% of the tower fees. This is further compounded by notice the Fire Department received that Electronic Engineering will only be able to support current radio hardware (which is nearly two decades old) through 2014. This could necessitate the purchase and installation of more modern and likely more expensive portable, mobile, and base station radios.
- To help **offset rising contractual costs**, the Fire Department has made several changes. The need for expensive pagers, obtained through Electronic Engineering, was evaluated at length. Recently it was determined that pagers could be eliminated from the budget, moving to an electronic mail system with excellent results and a significant cost savings, as well. The department continues to evaluate methods and areas where costs might be trimmed, such as by eliminating newspaper delivery service, trimming non-physician recommended procedures from department physicals, and possibly moving to City-shared mowing and lawn treatment. These combined changes have resulted in more than \$20,000 in annual savings.
- Several potentially serious **commercial and residential structure fires** occurred during the 2012/13 fiscal year. Quick response and action to a structure fire at the Amcor Plant helped confine the fire to the interior walls, resulting in minimal damage and disruption to the plant. Likewise, a structure fire at Riverside Manor was held in check by the kitchen fire suppression system, fortunately causing only minor damage and minimal disruption to the residents. Lastly, a malfunctioning main electrical panel started a structure fire in a six-unit apartment building. All the tenants were displaced; however no injuries occurred as a result of the fire.
- In 2012/13, the Fire Department personnel **completed 273 preplans**, and now have a total of more than 1,200 businesses and facilities throughout Ames preplanned. A preplan consists of documentation that firefighters gather in advance of an emergency, including information on contacts, water supply, fire protection systems, utilities and disconnects, building layout and construction type, and other specific hazards. In the event of an emergency, a preplan will assist the firefighters with the information that they may need to effectively mitigate the situation.

# FIRE SUPPRESSION AND EMERGENCY ACTION

**Highlights, continued:**

	<b>2011/12 Actual</b>	<b>2012/13 Actual</b>	<b>2013/14 Adjusted</b>	<b>2014/15 Projected</b>
<b>Service Accomplishments:</b>				
Ames businesses pre-planned/hours spent	278/914	273/368	260/387	276/428
<b>Efficiency and Effectiveness:</b>				
Conduct training 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	46/48	42/48	42/48	46/48
Residential fires	42	44	44	44
Structure fires	58	62	61	61
Arson fires	4	1	3	1
False alarms - unintentional and system malfunctions	731	701	746	749
Emergency Medical Services "EMS"	2,179	2,325	2,238	2,780

# FIRE PREVENTION AND SAFETY EDUCATION

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

	2012/13	2013/14	2013/14	2014/15	% Change
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
<b>Expenditures:</b>					
Personal Services	116,746	123,741	123,777	127,132	2.7%
Contractual	12,809	11,230	11,606	12,455	10.9%
Commodities	4,865	5,600	5,600	5,525	-1.3%
<b>Total Expenditures</b>	<b>134,420</b>	<b>140,571</b>	<b>140,983</b>	<b>145,112</b>	<b>3.2%</b>
<b>Funding Sources:</b>					
General Fund	100,597	105,428	105,737	108,834	3.2%
Iowa State University	33,823	35,143	35,246	36,278	3.2%
<b>Total Funding Sources</b>	<b>134,420</b>	<b>140,571</b>	<b>140,983</b>	<b>145,112</b>	<b>3.2%</b>
<b>Personnel – Authorized FTE</b>	1.00	1.00	1.00	1.00	

# FIRE PREVENTION AND SAFETY EDUCATION

## Highlights:

- The Inspector focuses considerable efforts on creating successful **fire prevention messages**. This past year he specifically targeted an often overlooked age group – high school seniors and their parents. Working with the State Fire Marshal's Office, he was able to reach thousands of Iowa parents of High School seniors, with an important message about selecting fire-safe college living facilities.
- The Fire Inspector works hard to maintain his skill and knowledge of the code with up-to-date **training**. This past year, he attended both the National Fire Academy's residential sprinkler plan review class and the Campus Fire Safety Conference, which focused primarily on off-campus fire safety for college students.
- By **working closely with the Development Review Committee** to make sure new buildings are code compliant and fire systems are tested, the Fire Inspector continues to represent departmental interests and concerns in planning for new construction. He was instrumental in ensuring fire safe requirements for such projects as the Mary Greeley Medical Center expansion, the WebFilings addition, and the new water treatment plant.
- The Fire Inspector continues to work closely with **Rental Housing and Building Safety personnel**, in efforts to help them become more familiar with fire code and enforcement concerns.
- To help ensure safe businesses and customers, the Fire Inspector has spent considerable time this past year working with business owners to **update occupancy load information**. If followed, these efforts can help keep bars and restaurants from becoming overly crowded during certain times of the year.

<b>Service Accomplishments:</b>	<b>2011/12 Actual</b>	<b>2012/13 Actual</b>	<b>2013/14 Adjusted</b>	<b>2014/15 Projected</b>
Commercial inspections/re-inspections	612/223	787/213	500/150	680/200
Educational inspections/re-inspections	29/10	51/4	52/8	30/8
Residential inspections/re-inspections	188/65	220/49	200/14	200/40
Plan reviews-consultations-complaints contacts/hours committed	134/113	168/125	112/100	175/135
Inspection hours committed	775	679	500	650
Violations discovered/corrected	2,299/1,567	2,163/1,607	1,500 /1,000	2,000/1,400
Fire Prevention Week Pub-Ed presentations at Ames Community Schools	100%	100%	100%	100%
Total presentations/hours spent in the public education (Pub-Ed) of fire safety topics	463/596	699/1,138	800/1,000	700/1,200
Number of civilian adults/children attending FD sponsored public education presentations	4,588/4,213	6,752/5,264	6,460/5,500	6,500/5,000
<b>Efficiency and Effectiveness:</b>				
Civilian fire deaths	0	0	0	0
Civilian fire injuries	1	2	0	0

# BUILDING SAFETY/INSPECTIONS

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

	2012/13	2013/14	2013/14	2014/15	% Change
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From</b>
<b>Expenditures:</b>					<b>Adopted</b>
Personal Services	967,249	1,076,513	1,040,645	1,101,494	2.3%
Contractual	170,299	207,339	212,002	275,212	32.7%
Commodities	4,901	7,500	19,659	9,200	22.7%
Capital	-	-	26,000	-	
<b>Total Expenditures</b>	<b>1,142,449</b>	<b>1,291,352</b>	<b>1,298,306</b>	<b>1,385,906</b>	<b>7.3%</b>
 <b>Funding Sources:</b>					
<b>Inspections Revenue:</b>					
Building Permits	796,917	501,500	553,000	555,000	10.7%
Electrical Permits	167,807	102,000	102,000	109,000	6.9%
Mechanical Permits	79,290	61,900	61,900	59,000	-4.7%
Plumbing Permits	105,743	92,400	92,400	83,000	-10.2%
Sign Permits	15,322	10,200	10,200	11,000	7.8%
Rental Housing Fees	317,788	316,304	321,651	336,915	6.5%
Miscellaneous	1,237	1,900	1,900	-	-100.0%
<b>Revenue Subtotal</b>	<b>1,484,104</b>	<b>1,086,204</b>	<b>1,143,051</b>	<b>1,153,915</b>	<b>6.2%</b>
General Fund Support	(341,655)	205,148	155,255	231,991	13.1%
<b>Total Funding Sources</b>	<b>1,142,449</b>	<b>1,291,352</b>	<b>1,298,306</b>	<b>1,385,906</b>	<b>7.3%</b>
 <b>Personnel – Authorized FTE</b>	 12.90	 12.70	 12.70	 12.70	

# BUILDING SAFETY/INSPECTIONS

## Highlights:

- Overall, based on feedback and recommendations from the business development community, the Inspection Division has continued to complete the process of obtaining new **permitting software**. The \$250,000 for the project has been set aside from the FY 12/13 General Fund balance which is augmented by a \$26,000 capital contribution. It is anticipated that purchase and installation of the system will involve a substantial amount of staff and inspector time, as the software and field devices to utilize it are configured. However, the benefits to the customer should be substantial in giving them remote access to their permits and other related data, as well as a full range of e-government solutions to include remote permit requests, submissions, project tracking, and e-commerce cashiering ability.
- Costs for **City data services** according to time used continues to result in large increases in 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. Significant ongoing maintenance fees for the new Inspection Software system have been added into the 2014/15 budget cycle, including \$36,000 in Building Safety and \$18,000 in Rental Housing.
- While the Inspection Division continues to evaluate **staffing needs**, several personnel changes in 2013/14 have resulted in salary savings during the fiscal year. Following a several month-long search, the new Building Official began employment in April of 2013. One-and-one-half support staff openings currently remain unfilled, a Building Inspection Supervisor moved back to an Inspector position, and a new Housing Inspector was hired to fill a vacancy.
- The 2012/13 fiscal year saw an overall 12.63% increase in the number of **building, mechanical, plumbing, and electrical permits** issued. Increases included plumbing permits by almost 16%, mechanical permits by just over 20%, and sign permits by more than 24%.
- One-hundred-and-one **single-family homes** were built in Ames during 2012/13. This is an 87% increase from the 2011/12 fiscal year, when only 54 new homes were constructed. Based on permits issued to date, it appears likely that more than 100 new single-family homes will be constructed during the 2013/14 fiscal year. With the northwestern growth area annexation and increased demand for housing, it is anticipated that 2014/15 will have even more single family housing permits issued.
- Housing Inspectors **inspected 406 more rental units** during the 2012/13 fiscal year, a 44% increase over the previous fiscal year. This is most likely due to staffing changes in the division, and increased priorities focused on completing inspections on properties with expired Letters of Compliance. Also, the Rental Housing Supervisor position was eliminated, adding a second full-time Rental Inspector to the staff.
- Due to unforeseen delays, funds to cover the **2012 International Code adoption** process (including new code books) have been carried over to FY 2013/14. New codes to be adopted include the International Building Code, International Residential Code,



# BUILDING SAFETY/INSPECTIONS

**Highlights, continued:**

International Existing Building Code, International Fire Code, International Mechanical Code, Uniform Plumbing Code, and the International Fuel Gas Code. The code adoption process also affords staff the opportunity to make needed changes and modifications to Chapters 5 (Building, Electrical, Mechanical, and Plumbing Code), and 8 (Fire Code) of the City of Ames Municipal Code.

<b>Service Accomplishments:</b>	<b>2011/12 Actual</b>	<b>2012/13 Actual</b>	<b>2013/14 Adjusted</b>	<b>2014/15 Projected</b>
Single family permits issued	54	101	110	160
Building permits issued/inspections	673/2,503	640/2,289	700/2,500	700/2,500
Electrical permits issued/inspections	573/1,883	604/1,675	600/1,600	700/1,800
Mechanical permits issued/inspections	766/1,039	925/1,212	950/1,300	950/1,300
Plumbing permits issued/inspections	1,246/2,532	1,445/2,627	1,600/3,000	1,400/2,600
Sign permits issued	131	163	120	175
Rental housing units registered/inspections	12,339/913	12,379/1,319	12,800/1,500	13,000/2,000
Neighborhood concerns/inspections	558/1,237	367/1,162	240/800	350/1,300
Total inspections performed	10,338	10,284	10,700	11,500

# TRAFFIC MAINTENANCE

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

	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>% Change</b>
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From</b>
					<b>Adopted</b>
Personal Services	474,399	485,134	494,334	510,074	5.1%
Contractual	109,955	147,334	127,743	135,584	-8.0%
Commodities	67,346	90,700	108,112	84,600	-6.7%
Capital	51,140	29,000	29,000	36,800	26.9%
<b>Total Expenditures</b>	<b>702,840</b>	<b>752,168</b>	<b>759,189</b>	<b>767,058</b>	<b>2.0%</b>
<b>Funding Sources:</b>					
General Fund	(6,609)	32,576	10,700	1,000	-96.9%
Road Use Tax Fund	709,449	719,592	748,489	766,058	6.5%
<b>Total Funding Sources</b>	<b>702,840</b>	<b>752,168</b>	<b>759,189</b>	<b>767,058</b>	<b>2.0%</b>
<b>Personnel – Authorized FTE</b>	6.07	6.07	6.07	6.07	

# TRAFFIC MAINTENANCE

**Highlights:**

Over the past few years, Traffic staff has replaced incandescent bulb signal indicators with **light-emitting diode (LED) lamps**. The average energy cost for a typical signalized intersection with incandescent bulbs was \$1,174 per year. With the installation of LED lamps, the average energy cost is \$430 per year. Considering that the City has sixty-six traffic signals, this equates to a savings of nearly \$50,000 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, have now been installed at twelve intersections as part of pavement rehabilitation or traffic signal system improvement projects. By the end of FY 14/15, additional radar detection systems will be placed at six more intersections.

During FY 13/14, the City of Ames oversaw installation of six new traffic signal systems. Four of those were projects included in past years of the CIP and two were brand new traffic signal systems where intersections were formerly uncontrolled (Lincoln Way/Dotson Drive and Mortensen Road/Dotson Drive). Additionally, **Rectangular Rapid Flashing Beacons (RRFB)** have been installed during the past year at two pedestrian crossings including near Mary Greeley/McFarland Clinic on Duff Avenue and also on Airport Road at N. Loop Drive (\$8,882).

Staff continues to work on development of the **Traffic Sign Database and Mobile GIS Application**. As part of this project, labels that include a bar code are being placed on each regulatory sign. This will aid in having a more accurate inventory of each sign and will provide the ability to more quickly replace signs that are damaged or found stolen. Each sign is also being shot with a reflectometer (1,500 signs so far) to prove that they meet minimum Federal retro reflectivity requirements. If they do not meet these requirements, then the sign is replaced to meet current standards. A part-time technician is included in the budget in the amount of \$13,000 for FY 13/14 and \$17,500 for FY 14/15.

Staff time for working special events such as home Iowa State University football games is **reimbursed** as actual costs are incurred.

	2011/12 Actual	2012/13 Actual	2013/14 Adjusted	2014/15 Projected
<b>Service Accomplishments:</b>				
# of signalized intersections in City	64	65	66	66
LED bulbs installed	64	79	50	50
Utility locates	347	313	350	350
# of signs in City	9,839	9,501	9,550	9,600
# of lane miles painted	65	63	68	70
# of crosswalks painted	718	712	720	730
Gallons of traffic paint used	1,945	1,980	2,000	2,000
Pounds of reflective beads used	7,500	10,750	10,750	10,750
<b>Efficiency and Effectiveness:</b>				
Average # of sign repairs/week	55.35	132.5	58	48
Average # of service calls/signalized intersection	6.75	5.05	5	5
Signs serviced	2,878	6,890	3,000	2,500

# TRAFFIC ENGINEERING

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

	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>% Change</b>
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From</b>
					<b>Adopted</b>
Personal Services	119,935	135,435	139,649	142,921	5.5%
Contractual	69,863	63,166	64,578	36,565	-42.1%
Commodities	700	1,800	1,630	1,000	-44.4%
Capital	10,317	10,500	10,500	10,500	0.0%
<b>Total Expenditures</b>	<b>200,815</b>	<b>210,901</b>	<b>216,357</b>	<b>190,986</b>	<b>-9.4%</b>
Engineering reflected directly in another program or CIP project	(27,023)	-	(30,000)	(30,000)	
	<b>173,792</b>	<b>210,901</b>	<b>186,357</b>	<b>160,986</b>	<b>-23.7%</b>
<b>Funding Sources:</b>					
MPO Reimbursement	61,657	62,659	65,554	66,614	6.3%
General Fund Design Reimb	-	40,000	-	-	-100.0%
Road Use Tax Fund	112,135	108,242	120,803	94,372	-12.8%
<b>Total Funding Sources</b>	<b>173,792</b>	<b>210,901</b>	<b>186,357</b>	<b>160,986</b>	<b>-23.7%</b>
<b>Personnel – Authorized FTE</b>	1.45	1.45	1.45	1.45	

# TRAFFIC ENGINEERING

**Highlights:**

During FY 12/13, an accounting change was made to show Traffic Engineering time charged to CIP projects or other City programs as a reduction in Traffic Engineering expenses rather than as a revenue to the program. Since the FY 13/14 budget was already adopted at the time of the change, the FY 13/14 adopted budget column continues to show “General Fund Design Reimbursement” as a funding source. A reduction to program expenses is shown instead in the FY 12/13 actuals, FY 13/14 adjusted budget, and FY 14/15 requested budget columns.

Planning commenced in FY 2013/14 for installation of **permanent count stations**, which will provide hourly traffic data for inputs into the regional traffic model, traffic safety estimation and forecasting, as well as use in the citywide pavement management system. Installation of the permanent count stations is expected in FY 2014/15.

Traffic Engineering staff continues to work with other members of the Public Works Engineering Division on the design of major intersection, shared use path, and roadway improvements throughout the City of Ames. **Transportation projects** include roadway rehabilitation and reconstruction, intersection improvements, pedestrian/shared use path improvements, traffic calming measures, as well as roadway improvements required by new commercial, industrial, and residential developments within the City. The completed Traffic Calming Toolkit is used by staff to ensure that measures are used in accordance with engineering standards.

**Traffic Engineering interns** are included in 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.

An upcoming initiative for the Traffic Engineering staff in FY 13/14 and continuing through FY 14/15 is to update the Ames Metropolitan Planning Organization (MPO) **Long-Range Transportation Plan**. The update will include numerous public input meetings and data collection/analysis. The updated plan is required to be adopted by October 2015.

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. As part of the asset management initiative, the Iowa Department of Transportation is now paying to collect and will then provide Ames the system data (\$27,500). 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.

	2011/12 Actual	2012/13 Actual	2013/14 Adjusted	2014/15 Projected
<b>Service Accomplishments:</b>				
# of other citizen contacts	680	570	560	600
# of meetings with ISU students on class projects	12	15	20	15
# of parking waivers processed	36	30	30	35
# of block party requests reviewed	58	48	75	80
# of oversized load permits reviewed	83	88	175	220
<b>Efficiency and Effectiveness:</b>				
Average time to respond to citizens (days)	3.5	3.5	4.0	4.0

# ANIMAL CONTROL

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. 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, low-income spay/neuter funding, and nuisance wildlife education.

**Service Objectives:**

- ✓ Manage animal related conflicts within the City
- ✓ Manage emergency response where animals are involved
- ✓ Collaborate in animal related problem solving
- ✓ Assist citizens in responding to wildlife issues
- ✓ Provide public education on animal concerns
- ✓ Enhance prevention programming and outreach
- ✓ Effectively manage donations
- ✓ Provide safe and humane animal sheltering facilities and provide adoptions and re-home services

	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>% Change</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From</b>
					<b>Adopted</b>
<b>Expenditures:</b>					
Personal Services	283,413	294,498	289,624	284,892	-3.3%
Contractual	49,262	45,525	56,868	55,757	22.5%
Commodities	11,913	16,250	27,136	19,075	17.4%
Capital	-	-	21,895	26,740	
<b>Total Expenditures</b>	<b>344,588</b>	<b>356,273</b>	<b>395,523</b>	<b>386,464</b>	<b>8.5%</b>
<b>Funding Sources:</b>					
Animal Impounding Fees	17,889	19,000	19,000	19,000	0.0%
Animal Shelter Donations	10,426	9,900	34,006	37,690	280.7%
Miscellaneous	-	-	-	-	
<b>Revenue Subtotal</b>	<b>28,315</b>	<b>28,900</b>	<b>53,006</b>	<b>56,690</b>	<b>96.2%</b>
General Fund Support	316,273	327,373	342,517	329,774	0.7%
<b>Total Funding Sources</b>	<b>344,588</b>	<b>356,273</b>	<b>395,523</b>	<b>386,464</b>	<b>8.5%</b>
<b>Personnel – Authorized FTE</b>	3.90	3.90	3.90	3.90	

# ANIMAL CONTROL

**Highlights:**

The Ames Animal Sheltering and Control program continues to provide quality field and animal shelter services to Ames citizens and animals in the community. One of the most significant accomplishments is the live release rate of animals entering and leaving the shelter. Over 94% of all domestic animals received at the Shelter are reclaimed by their owners or adopted into new homes.

The program welcomed a **new Animal Control Supervisor** and the promotion of the full-time Animal Control Officer. A part-time Animal Control Officer was hired to complete the team.

**Animal enrichment programs** were developed and implemented to enhance the quality of care provided for the animals in the program. Cats are given daily opportunities for exercise in get-acquainted and socialization rooms every night on a rotating basis. Dog playgroups have been established to help reduce kennel stress, provide exercise opportunities, and allow staff and volunteers to learn more about each dog to help make a better match with potential adopters.

As the City continues to embrace and utilize **social media**, the website has been updated to include pictures of animals at the shelter and more detailed information about each individual animal. These enhancements have helped to reunite pets with their owners and increased adoptions by improving the Shelter’s online presence. In the next fiscal year, this division will work toward automation with an animal shelter software database.

**Facility improvements** continue with larger cat housing enclosures, improved dog housing enclosures and improved bedding for both dogs and cats. A new energy efficient air-conditioner was installed in the dog housing room and new floors were installed in the medical and utility/laundry rooms. Parks and Recreation personnel created a more inviting environment in front of the shelter with new planters, drought resistant plants and other landscaping enhancements.

	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
<b>Service Accomplishments:</b>				
Animals through the program (dogs, cats, wildlife, exotics, other domestics, ordinance impounds, relinquishments	1,040	793	900	900
Adoptions and reclamations	674	616	700	700
Wildlife directly handled	172	115	140	160
Field calls	2,781	2,550	2,500	2,500
Carcass disposals	293	244	280	300
Citations issued	19	24	25	25
Trap permits	11	21	25	25
Public talks and tours	13	12	12	12
<b>Efficiency and Effectiveness:</b>				
Adoptions/reclamations as %	93%	94%	95%	95%

## OTHER COMMUNITY PROTECTION

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.

	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>% Change</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From</b>
					<b>Adopted</b>
<b>Expenditures:</b>					
Personal Services	4,059	7,500	7,500	7,500	0.0%
Contractual	657,989	734,000	724,000	724,000	-1.4%
Commodities	2,543	3,000	3,000	3,000	0.0%
<b>Total Expenditures</b>	<b>664,591</b>	<b>744,500</b>	<b>734,500</b>	<b>734,500</b>	<b>-1.3%</b>
<b>Funding Sources:</b>					
General Fund – Street Lights	654,125	730,000	720,000	720,000	-1.4%
General Fund – Civil Defense	10,466	14,500	14,500	14,500	0.0%
<b>Total Funding Sources</b>	<b>664,591</b>	<b>744,500</b>	<b>734,500</b>	<b>734,500</b>	<b>-1.3%</b>
<b>Personnel – Authorized FTE</b>	0.00	0.00	0.00	0.00	



# PUBLIC SAFETY CIP

**Activity Description:**

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

Activities:	2012/13 Actual	2013/14 Adopted	2013/14 Adjusted	2014/15 Mgr Rec	% Change From Adopted
<b>Fire:</b>					
FEMA – Mobile Data Terminals	-	-	25,143	-	
Fire Station Improvements	-	53,270	53,270	-	
SCBA Replacement	-	-	-	145,175	
Miscellaneous Donations	-	-	50	-	
Subtotal	-	53,270	78,463	145,175	
<b>Police:</b>					
Police CAD/Dispatching	7,486	-	40,328	-	
Mobile Data Terminals	-	-	13,912	-	
Subtotal	7,486	-	54,240	-	
<b>Electric:</b>					
Storm Warning System	-	-	-	40,000	
Subtotal	-	-	-	40,000	
<b>Traffic/Engineering:</b>					
Transportation Studies	55,015	400,000	477,785	50,000	
Dotson/L'Way Intersection	50,241	-	951,391	-	
Franklin/L'Way Intersection	-	-	-	125,000	
Squaw Creek Footbridge	234,844	-	99,800	-	
RR Median Improvements	-	-	100,000	-	
Skunk River Trail	281,189	790,000	1,395,383	-	
Oakwood Road Shared Path	-	-	74,263	-	
South Duff Shared Path	-	-	-	100,000	
Shared Use Path Lighting/Signs	-	-	17,054	-	
Traffic Count Stations	-	-	223,750	-	
Multi-Modal Roadway Imp	-	74,000	97,000	7,000	
Camera Detection Retrofits	-	60,000	60,000	-	
Traffic Calming Program	-	36,000	36,000	-	
<b>Traffic Signals:</b>					
Lincoln Way/Sheldon	155,429	-	7,699	-	
28 <sup>th</sup> Street/Grand Avenue	132,130	-	38,753	-	
S. Dayton/S.E. 16 <sup>th</sup> Street	133,692	-	26,833	-	
Lincoln Way/Ash	135,859	-	28,901	-	
Lincoln Way/Hayward	1,197	-	200,803	-	
20 <sup>th</sup> Street/Grand Avenue	29	200,000	199,971	-	
Lincoln Way/Union Drive				200,000	
13 <sup>th</sup> Street/Stange Road				50,000	
Subtotal	1,179,625	1,560,000	4,035,386	532,000	
<b>Total Public Safety CIP</b>	1,187,111	1,613,270	4,168,089	717,175	-55.5%



Frank Allen's Grand View Dairy wagon headed north along Duff Avenue in the fourteen hundred block. Allen's home and dairy farm were on the east side of Duff around where O'Neil Drive is today (1994). George Allen Avenue is named for Frank and Belle Allen's son, a casualty of World War II.

# UTILITIES

## STEAM WAGON POPCORN

### POPCORN

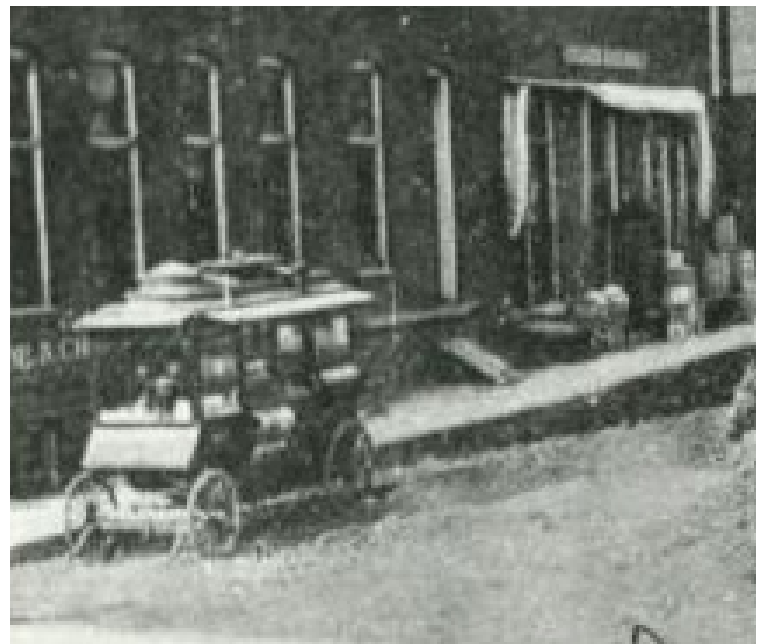
Let everyone now eat Pop-corn, who never ate before, and those who always eat, now eat the more, and buy it of the Old Man at the

**Steam Wagon**

**Cor. of Douglas and  
Main Street**

### POPCORN

Sign which hung on Ben Young's popcorn wagon which was parked at the corner of Douglas Avenue and Main Street from 1913 through March, 1939. Photo is from an advertisement in the "Ames High Spirit," (May) 1913.



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# UTILITIES

**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. The Water Operations 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. Water Pollution Control provides for the collection and treatment of wastewater in compliance with federal and state regulations to ensure public health. Electric Operations provides Ames citizens with electricity, distribution of electricity, metering of customer usage and administration of the system. Utility Support Services includes metering and lab support for Water and Water Pollution Control, water and sewer line maintenance by the Public Works Department, and the billing and collection of utility charges by Utility Customer Service.

	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>% Change</b>
<b>Use of Funds:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
Resource Recovery	3,472,105	3,606,435	3,629,646	3,730,439	3.4%
Water Operations	2,876,536	2,994,624	3,002,725	2,971,583	-0.8%
Storm Sewer Maintenance	161,501	253,144	226,549	207,579	-18.0%
Water Pollution Control	2,548,166	2,810,078	2,817,976	2,840,560	1.1%
Electric Operations	46,199,830	49,941,247	50,043,088	49,880,481	-0.1%
Utility Support Services	3,882,772	4,145,473	4,104,875	4,268,403	3.0%
<b>Total Operations</b>	<b>59,140,910</b>	<b>63,751,001</b>	<b>63,824,859</b>	<b>63,899,045</b>	<b>0.2%</b>
Utilities CIP	19,869,549	23,471,170	39,624,518	63,594,850	171.0%
<b>Total Expenditures</b>	<b>79,010,459</b>	<b>87,222,171</b>	<b>103,449,377</b>	<b>127,493,895</b>	<b>46.2%</b>
<b>Personnel – Authorized FTE</b>	159.08	159.65	158.83	158.76	

# UTILITIES

	2012/13	2013/14	2013/14	2014/15	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
<b>Expenditures:</b>					
Personal Services	14,904,425	15,715,860	15,289,971	15,980,572	1.7%
Contractual	24,767,795	26,820,926	27,581,298	26,980,064	0.6%
Commodities	18,644,535	20,436,314	19,787,875	20,093,718	-1.7%
Capital	735,639	667,500	1,064,990	752,000	12.7%
Other	88,516	110,401	100,725	92,691	-16.0%
<b>Total Operations</b>	<b>59,140,910</b>	<b>63,751,001</b>	<b>63,824,859</b>	<b>63,899,045</b>	<b>0.2%</b>
Utilities CIP	19,869,549	23,471,170	39,624,518	63,594,850	171.0%
<b>Total Expenditures</b>	<b>79,010,459</b>	<b>87,222,171</b>	<b>103,449,377</b>	<b>127,493,895</b>	<b>46.2%</b>
<b>Funding Sources:</b>					
Resource Recovery Fund	3,472,105	3,606,435	3,629,646	3,730,439	3.4%
Water Utility Fund	4,724,226	4,892,115	4,906,802	4,913,750	0.4%
Storm Sewer Utility Fund	163,465	255,544	228,949	209,979	-17.8%
Sewer Utility Fund	3,934,489	4,348,893	4,312,720	4,440,044	2.1%
Electric Utility Fund	46,827,576	50,628,214	50,728,842	50,586,933	-0.1%
Project Share Donations	19,049	19,800	17,900	17,900	-9.6%
<b>Operations Funding</b>	<b>59,140,910</b>	<b>63,751,001</b>	<b>63,824,859</b>	<b>63,899,045</b>	<b>0.2%</b>
<b>Utilities CIP Funding:</b>					
G.O. Bonds	128,262	1,558,433	3,797,056	600,000	-61.5%
Electric Revenue Bonds	-	-	-	23,000,000	
Special Assessments	7,447	-	346,694	-	
Construction Grants	49,865	-	-	-	
State Revolving Fund	2,381,305	9,548,000	11,425,529	31,667,000	231.7%
Resource Recovery Fund	377,950	345,800	510,533	430,850	24.6%
Water Utility Fund	842,403	1,608,000	2,890,312	2,055,000	27.8%
Sewer Utility Fund	3,591,811	2,389,000	4,838,814	1,892,000	-20.8%
Storm Sewer Utility Fund	298,951	751,937	3,049,338	500,000	-33.5%
Electric Utility Fund	12,191,555	7,270,000	12,766,242	3,450,000	-52.5%
<b>CIP Funding</b>	<b>19,869,549</b>	<b>23,471,170</b>	<b>39,624,518</b>	<b>63,594,850</b>	<b>171.0%</b>
<b>Total Funding Sources</b>	<b>79,010,459</b>	<b>87,222,171</b>	<b>103,449,377</b>	<b>127,493,895</b>	<b>46.2%</b>

# RESOURCE RECOVERY

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 2010 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 20, 1992.) Ferrous and non-ferrous metals are also separated and sold on the scrap market for recycling. Plant maintenance is generally conducted during an annual two-week downtime to perform major repairs in addition to the daily routine maintenance and repairs. Yard waste activities involve the source separation and contracted composting/land application of "yard waste" (leaves, grass, tree limbs, etc.). In 2006, glass recycling was added to the recycling options provided by the plant. Household hazardous materials (HHM) collection began in 1998 with local events, and has progressed to Wednesday afternoon appointments for residents to dispose of their waste. Tires are accepted for a fee and recycled through a national tire recycling company. Compact fluorescent and incandescent light bulbs are accepted at no charge for recycling. A new bin has been placed on the tipping floor for used American flag collection, as well as a locked container specifically for sharps (needles, lancets, etc.) collection. Waste oil and batteries are also accepted for recycling.

**Service Objectives:**

- ✓ Provide an environmentally sound and socially responsible method of solid waste disposal
- ✓ Continue to accept any fluorescent or incandescent light bulbs for proper disposal
- ✓ Continue researching possible bio-energy connections with the Power Plant
- ✓ Maintain the Household Hazardous Materials (HHM) program
- ✓ Maintain locked bin for sharps on tipping floor
- ✓ Provide used American flag collection for proper disposal
- ✓ Provide refuse derived fuel to the Power Plant as an alternative fuel source to coal
- ✓ Continue to accept lead-acid batteries for proper recycling
- ✓ Maintain positive relationships with member agencies
- ✓ Provide yard waste disposal for Story County residents
- ✓ Continue to expand glass recycling
- ✓ Maintain the closed landfill
- ✓ Continue to accept waste oil for recycling
- ✓ Maintain tire recycling program
- ✓ Continue community connections through school science fairs, service club presentations, and facility tours
- ✓ Maintain 70% recycle/re-use of municipal solid waste

	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>% Change</b>
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From</b>
					<b>Adopted</b>
Personal Services	1,263,830	1,329,327	1,331,158	1,373,323	3.3%
Contractual	1,947,251	1,986,031	1,997,688	2,034,504	2.4%
Commodities	232,792	271,077	271,207	319,827	18.0%
Capital	19,312	-	20,000	-	
Other	8,920	20,000	9,593	2,785	-86.1%
<b>Total Expenditures</b>	<b>3,472,105</b>	<b>3,606,435</b>	<b>3,629,646</b>	<b>3,730,439</b>	<b>3.4%</b>
<b>Funding Sources:</b>					
Resource Recovery	3,472,105	3,606,435	3,629,646	3,730,439	3.4%
<b>Total Funding Sources</b>	<b>3,472,105</b>	<b>3,606,435</b>	<b>3,629,646</b>	<b>3,730,439</b>	<b>3.4%</b>
<b>Personnel – Authorized FTE</b>	15.00	15.00	15.00	15.00	

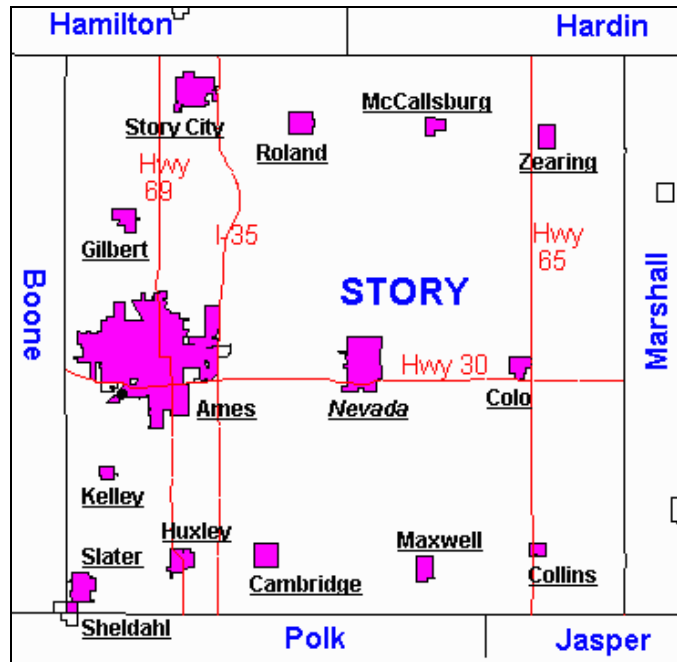
# RESOURCE RECOVERY

## Highlights:

The **per capita rate** for our partner cities and Story County will remain at \$9.10 for FY 14/15. **Tipping fees** for municipal solid waste will remain at \$52.75/ton; the rate for cars and passenger vans will remain at \$8.00; and pickups and vehicles with trailers will remain at \$22.00. Except for the per capita rate, all rates have been maintained since FY 02/03. The per capita rate was last adjusted (decreased) in FY 12/13.

The City's power generation system went through many short and long-term maintenance projects during 2012/13 and 2013/14. These projects restricted the capability to co-fire refuse derived fuel (RDF), thus limiting the ability of Resource Recovery to accept and process municipal solid waste. This caused a much higher amount of waste to be diverted to the Boone County Landfill and reduced Resource Recovery's revenue normally received from sources such as tipping fees, RDF sales and metal sales. The reduction in processing results in higher operational costs per ton.

Intergovernmental (28E) agreements with our partner cities and Story County expire June 30, 2014. Staff has attended appropriate council and board meetings, providing insight to operations and to address questions or concerns as we prepare for the next 20-year agreement.





## RESOURCE RECOVERY

### Highlights, continued:

The crushed glass blast media market has developed tremendously, with 32.36 tons sold in FY 12/13 at \$55 per ton. Iowa Prison Industries is the largest customer, and other vendors continue to increase their consumption.



A tablet computer was purchased to augment the existing comprehensive maintenance management system allowing maintenance personnel to add data during the inspection or maintenance task. The tablet has improved communications and awareness with better notes and camera capabilities.

Iowa International Center, in conjunction with the State Department, promoted multiple tours through Resource Recovery. Visitors were from Germany, Brazil, and Latin America. Visitor feedback indicated the tour and facility were “among the most effective meetings they had during their visit to central Iowa.”

Resource Recovery staff continued to pursue moisture reduction by adding a fan on the tipping floor to wick away an even greater amount, reducing moisture content in the RDF by over 5% in the past couple of years, increasing BTU value of the product.

Cooling the #2 mill motor has been a challenge for some time; after much thought and discussion, staff designed, fabricated and installed a cooling system to alleviate this problem. It has proven to be very successful and has extended motor life by reducing internal temperature.



# RESOURCE RECOVERY

## Highlights, continued:

The primary shredder, one of the few original pieces of equipment, was retired on 11/7/13 and updated with a hydraulic drive unit featuring lower electric usage and increased throughput in tons per hour, as well as capability of processing more diverse materials previously sent to the landfill.



The 14" transportation pipeline from Resource Recovery to the RDF storage bin located in the coal yard had been turned incrementally several times since the last replacement in 1996 to rotate wear spots; staff removed and replaced over 600' of the pipe in just 4 days.





# RESOURCE RECOVERY

## Highlights, continued:

The plant's fire system upgrade Phase I, the new fire valve control room at the southwest corner of the building, is complete, including a new incoming water line, backflow preventers (one fire and one domestic), five risers, and three drybreak valves. Phase II will include design and installation of replacement of overhead piping and sprinkler heads throughout the building.



RRP assisted Skunk River Navy again this year, providing disposal for junk mined from the Skunk River. Volunteers numbered 186, and a total of 7,520 pounds of trash and 70 tires were removed from the waterway, bringing their all-time total to 143,760 lbs. (71.88 tons) over 16 years.

The yard waste contract was rebid and awarded to Chamness Technologies, and is now located at 26107 530<sup>th</sup> Avenue south of Ames. Fall free days have been expanded to cover, with the same amount of days, a greater period of time to accommodate leaf fall in the area.

# RESOURCE RECOVERY

## Highlights, continued:

<b>Service Accomplishments:</b>	<b>2011/12 Actual</b>	<b>2012/13 Actual</b>	<b>2013/14 Adjusted</b>	<b>2014/15 Projected</b>
Tons of refuse into plant (tons available)	53,731	53,349	53,500	54,000
ISU tons into plant	3,375	3,735	3,400	3,800
Tons of refuse processed	51,278	48,244	45,000	52,000
Pounds of HHM* collected	15,489	17,604	17,000	17,000
Tons of glass recycled	151	162	175	175
Tons of metal recycled	2,219	2,237	1,950	2,200
Average # of vehicles/free yard waste day	1,077	955	742	1,000
<b>Efficiency and Effectiveness:</b>				
% of available materials processed	95%	90%	84%	96%
Tons processed/operation hour	24.75	22.13	24.52	25.0
Processing costs/processed tons (including ISU)	\$64.60	\$68.34	\$76.30	\$67.88
Total expenses/processed tons (including ISU)	\$66.63	\$71.96	\$80.31	\$71.47
Reject disposal rate/ton (Boone County)	\$43.50	\$44.50	\$44.50	\$45.50
% of processed materials that are sent to the landfill as rejects	25%	28%	25%	25%
Reject transportation rate/ton	\$14.09	\$14.28	\$14.19	\$14.50
Average cost/user free yard waste day	\$3.90	\$4.85	\$9.04	\$6.71

\* Household Hazardous Materials

# WATER OPERATIONS

**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. 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.

<b>Activities:</b>	<b>2012/13 Actual</b>	<b>2013/14 Adopted</b>	<b>2013/14 Adjusted</b>	<b>2014/15 Mgr Rec</b>	<b>% Change From Adopted</b>
Administration	643,512	659,458	675,417	665,999	1.0%
Production	329,942	370,066	365,816	372,567	0.7%
Treatment	1,630,228	1,631,327	1,622,410	1,634,640	0.2%
Pumping	272,854	333,773	339,082	298,377	-10.6%
<b>Water Operations</b>	<b>2,876,536</b>	<b>2,994,624</b>	<b>3,002,725</b>	<b>2,971,583</b>	<b>-0.8%</b>
<b>Personnel – Authorized FTE</b>	13.00	13.00	12.75	12.75	

# WATER OPERATIONS

	2012/13 Actual	2013/14 Adopted	2013/14 Adjusted	2014/15 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	1,201,153	1,237,010	1,250,833	1,265,137	2.3%
Contractual	1,173,858	1,218,373	1,202,435	1,149,165	-5.7%
Commodities	499,579	531,295	535,487	542,245	2.1%
Capital	-	6,000	9,488	13,000	116.7%
Other	1,946	1,946	4,482	2,036	4.6%
<b>Total Expenditures</b>	<b>2,876,536</b>	<b>2,994,624</b>	<b>3,002,725</b>	<b>2,971,583</b>	<b>-0.8%</b>
<b>Funding Sources:</b>					
Water Utility Fund	2,876,536	2,994,624	3,002,725	2,971,583	-0.8%
<b>Total Funding Sources</b>	<b>2,876,536</b>	<b>2,994,624</b>	<b>3,002,725</b>	<b>2,971,583</b>	<b>-0.8%</b>

# WATER ADMINISTRATION

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

	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>% Change</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From</b>
					<b>Adopted</b>
<b>Expenditures:</b>					
Personal Services	529,712	535,068	536,263	548,923	2.6%
Contractual	110,049	118,990	128,838	112,106	-5.8%
Commodities	3,751	5,400	6,828	4,970	-8.0%
Capital	-	-	3,488	-	
<b>Total Expenditures</b>	<b>643,512</b>	<b>659,458</b>	<b>675,417</b>	<b>665,999</b>	<b>1.0%</b>
<b>Funding Sources:</b>					
Water Utility Fund	643,512	659,458	675,417	665,999	1.0%
<b>Total Funding Sources</b>	<b>643,512</b>	<b>659,458</b>	<b>675,417</b>	<b>665,999</b>	<b>1.0%</b>
<b>Personnel – Authorized FTE</b>	5.00	5.00	4.75	4.75	

# WATER ADMINISTRATION

**Highlights:**

Again this year, the activity that is dominating the administration division is the new **Water Treatment Plant**. Design work will be completed by April, and after a three month window to secure construction permits from the Iowa DNR, bidding for the main treatment facility will take place beginning in July. Groundbreaking is anticipated for September 2014, and substantial completion by the spring of 2017. Smaller, related construction activities, such as tree removal and interconnecting piping between the new plant and the existing plant will take place during 2014.

A major activity that will begin in FY 14/15 is the planning and design of a **new well field** just north of River Valley Park. The investment made in prior years to fund a comprehensive model of the Ames aquifer formation identified a viable location for a new well field that can be developed at a lower total cost than had previously been estimated.

With the rate increases needed for the new Water Treatment Plant now completed, **no adjustment to drinking water rates is proposed for FY 14/15**. Compared to similar-sized Iowa communities, drinking water rates remain near the midpoint. Increases in the current year's Contractual expenses are partially due to **engaging outside legal counsel** for assistance with rural water issues.

Promoting the role and importance of conserving drinking water continues in the proposed budget with the ongoing **Smart Water Conservation Program**. Much of the work in the program is performed by Iowa State University interns.

	<b>2011/12 Actual</b>	<b>2012/13 Actual</b>	<b>2013/14 Adjusted</b>	<b>2014/15 Projected</b>
<b>Service Accomplishments:</b>				
Water pumped to mains, BGY <sup>1</sup>	2.15	2.09	2.07	2.08
CIP project load, \$ million	1.226	2.355	4.822	27.794
<b>Efficiency and Effectiveness:</b>				
Typical single-family water bill (600 cf/mo <sup>1</sup> ), \$	20.78	21.66	22.98	22.98
Iowa comparables <sup>2</sup> , \$	21.36	22.17 <sup>3</sup>	22.98	24.31 <sup>3</sup>
Typical commercial bill (10,000 cf/mo <sup>1</sup> ), \$				
Summer (4 months)	282.23	294.84	312.24	312.24
Winter ( 8 months)	225.23	234.84	249.24	249.24
Iowa comparables <sup>2</sup> , \$	235.00	248.13 <sup>3</sup>	261.26	275.63 <sup>3</sup>

<sup>1</sup> BGY = billion gallons per year; cf/mo = cubic feet per month

<sup>2</sup> Median of Iowa Cities >10,000 population with lime softening facilities

<sup>3</sup> Estimated based on recent trends; surveys are updated every two years.



# WATER PRODUCTION

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

	2012/13	2013/14	2013/14	2014/15	% Change
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From</b>
					<b>Adopted</b>
<b>Expenditures:</b>					
Personal Services	80,901	84,778	84,775	87,047	2.7%
Contractual	245,708	276,042	264,729	278,484	0.9%
Commodities	1,387	7,300	11,830	5,000	-31.5%
Capital	-	-	-	-	
Other Expenditures	1,946	1,946	4,482	2,036	4.6%
<b>Total Expenditures</b>	<b>329,942</b>	<b>370,066</b>	<b>365,816</b>	<b>372,567</b>	<b>0.7%</b>
 <b>Funding Sources:</b>					
Water Utility Fund	329,942	370,066	365,816	372,567	0.7%
<b>Total Funding Sources</b>	<b>329,942</b>	<b>370,066</b>	<b>365,816</b>	<b>372,567</b>	<b>0.7%</b>
 <b>Personnel – Authorized FTE</b>	1.00	1.00	1.00	1.00	

# WATER PRODUCTION

## Highlights:

After a wet spring, the drought that began in the second half of 2011 returned for most of the summer of 2013. While staff monitored the water supply closely, there was **no real threat of a shortage or the need for water rationing**, and pumping from the lakes at Ada Hayden Park was not necessary.

In order to preserve the capacity of the existing wells, a program of **routine well rehabilitation** is being pursued. Every well is rehabilitated every five years, with four or five wells being addressed each year. Now that this program has been in place for a number of years, the frequency of unplanned maintenance expenses is dropping. The rehabilitation program is important to extend the useful life of the wells, and allows more wells to remain in operation during drought periods.

**Energy efficiency** continues to be a point of emphasis, with continued improvements in the performance of some well pumps and motors. The number of kilowatt-hours required for each million gallons of water pumped has fallen drastically, from 800 to 665 over the past few years; a 17% increase in electrical efficiency. This increased efficiency was realized in spite of the drought and the increased energy required to pump ground water from a lower elevation. The savings helps offset cost increases elsewhere, and is the reason that contractual expenses in the budget are nearly flat.

	2011/12 Actual	2012/13 Actual	2013/14 Adjusted	2014/15 Projected
<b>Service Accomplishments:</b>				
Potable supply – No. of wells	22	22	22	22
Average day pumpage, MGD*	6.2	5.9	5.9	5.9
Peak-day pumpage, MGD	8.6	10.0	10.0	10.0
Total raw water pumpage, BGY*	2.24	2.17	2.15	2.16
Estimated raw water capacity, MGD	13.5	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*	718	665	650	650
Average day of peak month, MGD	7.17	7.62	7.60	7.60

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

# WATER TREATMENT

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

	2012/13	2013/14	2013/14	2014/15	% Change
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
<b>Expenditures:</b>					
Personal Services	508,315	532,386	546,012	542,120	1.8%
Contractual	630,937	581,546	562,169	565,895	-2.7%
Commodities	490,976	511,395	508,229	526,625	3.0%
Capital	-	6,000	6,000	-	-100.0%
<b>Total Expenditures</b>	<b>1,630,228</b>	<b>1,631,327</b>	<b>1,622,410</b>	<b>1,634,640</b>	<b>0.2%</b>
<b>Funding Sources:</b>					
Water Utility Fund	1,630,228	1,631,327	1,622,410	1,634,640	0.2%
<b>Total Funding Sources</b>	<b>1,630,228</b>	<b>1,631,327</b>	<b>1,622,410</b>	<b>1,634,640</b>	<b>0.2%</b>
 <b>Personnel – Authorized FTE</b>	 6.00	 6.00	 6.00	 6.00	

# WATER TREATMENT

**Highlights:**

**Maintenance activities at the Water Treatment Plant** continue to be scaled back due to the anticipated construction and start-up of the new treatment facility; only those repairs necessary to keep the existing plant operational are being performed. Routine preventive maintenance is being continued for infrastructure that will continue to be used into the future. A **Water Plant open house** is planned for the spring of 2014. It is likely the final open house for the current facility.

A **new multi-year lime sludge disposal contract** was awarded for FY 13/14. Very competitive prices were received, allowing the current year budget to be reduced. The long-term contract will help stabilize the cost for this activity for a period of years. A large, one-time contract was awarded to remove additional lime from the lagoons to allow modifications associated with the new treatment plant.

As a means to address anticipated retirements of treatment plant operators, the budget reflects a plan to utilize **student operators** from Iowa State University and Des Moines Area Community College. This would be similar to programs used in other college towns, and would have benefits for the utility, the students, and the drinking water profession in general. Hiring of student operators will take place this spring, with training through the summer, and the new operators taking over shifts in the fall of 2014. There is an increase of \$8,306 in the FY 13/14 budget to initiate this plan, with a reduction of \$19,487 in the FY 14/15 request in payroll savings.

<b>Service Accomplishments:</b>	<b>2011/12 Actual</b>	<b>2012/13 Actual</b>	<b>2013/14 Adjusted</b>	<b>2014/15 Projected</b>
Months in 100% compliance with regulatory standards				
Drinking water quality	12/12	12/12	12/12	12/12
Monitoring/reporting	12/12	11/12	12/12	12/12
Billion gallons/year treated	2.24	2.17	2.15	2.16
Number of visitors touring Water Plant	478	456	700	460
<b>Efficiency and Effectiveness:</b>				
Peak 3-day average demand, MGD*	8.23	9.08	8.88	8.88
As a % of treatment capacity	72	79	77	77
Operating budget, \$ per MG treated	1,668	1,724	1,846	1,892
Energy efficiency, kW-hr/MG* treated	297	275	280	280
Lime residual disposal, wet tons/year				
Routine Operations	38,803	31,705	28,000	28,000
Modifications for new WTP			150,000	

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

# WATER PUMPING

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 be dismantled in the next few years.

**Service Objectives:**

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

	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>% Change</b>
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From</b>
					<b>Adopted</b>
Personal Services	82,225	84,778	83,783	87,047	2.7%
Contractual	187,164	241,795	246,699	192,680	-20.3%
Commodities	3,465	7,200	8,600	5,650	-21.5%
Capital	-	-	-	13,000	
<b>Total Expenditures</b>	<b>272,854</b>	<b>333,773</b>	<b>339,082</b>	<b>298,377</b>	<b>-10.6%</b>
<b>Funding Sources:</b>					
Water Utility Fund	272,854	333,773	339,082	298,377	-10.6%
<b>Total Funding Sources</b>	<b>272,854</b>	<b>333,773</b>	<b>339,082</b>	<b>298,377</b>	<b>-10.6%</b>
<b>Personnel – Authorized FTE</b>	1.00	1.00	1.00	1.00	

# WATER PUMPING

## Highlights:

Drought conditions over the past two summers have resulted in **record water demands**. Two different metrics are used to track the growth in demand patterns; a peak single-day demand and a peak three-day average demand. Five of the ten all-time highest single day peaks have occurred since July 2012, including a new peak record of 9.5 million gallons per day. Seven of the top 10 all-time peak three-day averages have also occurred since July 2012.

The **High Service Pump Station** will continue to be used when the new treatment plant comes on-line and maintenance activities for that facility continue. A number of one-time repairs are being performed in the current year, and the contractual expenses are planned to drop back to the more typical level for FY 14/15.

The operating capital request for FY 14/15 (\$13,000) is for the addition of a variable frequency drive (VFD) on one of the three booster pumps serving the western part of Ames. The VFD will allow the operators to better match the pumping rates to customer demands during those times when the water tower serving western Ames is taken out of service for cleaning and inspections.

	2011/12 Actual	2012/13 Actual	2013/14 Adjusted	2014/15 Projected
<b>Service Accomplishments:</b>				
High Service Pumpage, BGY*	2.15	2.09	2.07	2.08
Peak-day demand, MGD*	8.5	9.5	9.0	9.0
As a % of high service pump capacity	53	59	56	56
Water pumped to west zone, MGY*	327	323	320	321
As a % of total water pumped	15	15	15	15
<b>Efficiency and Effectiveness:</b>				
Energy efficiency, kW-hr/MG*				
High service pump station (east zone)	993	981	990	990
SAM pump station (west zone)	378	422	415	415

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

## STORM SEWER MAINTENANCE

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

	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>% Change</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From</b>
					<b>Adopted</b>
<b>Expenditures:</b>					
Personal Services	93,520	170,999	110,191	112,328	-34.3%
Contractual	46,294	54,045	60,558	67,151	24.3%
Commodities	21,687	28,100	28,100	28,100	0.0%
Capital	-	-	27,700	-	
Other	-	-	-	-	
<b>Total Expenditures</b>	<b>161,501</b>	<b>253,144</b>	<b>226,549</b>	<b>207,579</b>	<b>-18.0%</b>
<b>Funding Sources:</b>					
Storm Sewer Utility Fund	161,501	253,144	226,549	207,579	-18.0%
<b>Total Funding Sources</b>	<b>161,501</b>	<b>253,144</b>	<b>226,549</b>	<b>207,579</b>	<b>-18.0%</b>
<b>Personnel – Authorized FTE</b>	0.93	2.15	1.03	0.96	

# STORM SEWER MAINTENANCE

**Highlights:**

Included in FY 13/14 and FY 14/15 is \$20,000 for **materials for intake repairs**, allowing City crews to continue to repair approximately 100 intakes and 20 manholes per year.

A decrease in Personal Services was the result of shifting work activities from this activity to Street Maintenance activities to more accurately reflect work done in normal yearly weather conditions.

Through the use of new equipment, including a pole camera and a storm sewer crawler for the televising equipment, an increase is expected in the amount of work that can be accomplished in this area by increased efficiencies.

<b>Service Accomplishments:</b>	<b>2011/12 Actual</b>	<b>2012/13 Actual</b>	<b>2013/14 Adjusted</b>	<b>2014/15 Projected</b>
Miles of storm sewer in system (totals do not include footings and subdrains)	262	265	267	270
Percentage of miles televised	1	2	2	5
System blockages cleaned	37	41	45	50
Lineal footage cleaned and/or televised	20,517	40,885	50,000	75,000
Intakes/manholes repaired by City crews	31	27	25	25
Intakes inspected and cleaned	683	414	391	350
Storm water detention/retention facilities inspected	100	100	100	100



# WATER POLLUTION CONTROL

**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>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>% Change</b>
<b>Activities:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From</b>
					<b>Adopted</b>
Administration	747,313	779,475	775,641	788,676	1.2%
Plant Maintenance	647,349	820,052	831,298	800,316	-2.4%
Plant Operations	1,153,504	1,210,551	1,211,037	1,251,568	3.4%
<b>Total Operations</b>	<b>2,548,166</b>	<b>2,810,078</b>	<b>2,817,976</b>	<b>2,840,560</b>	<b>1.1%</b>
<b>Personnel – Authorized FTE</b>	17.00	17.00	17.00	17.00	

## WATER POLLUTION CONTROL

	2012/13	2013/14	2013/14	2014/15	% Change From Adopted
<b>Expenditures By Type:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	
Personal Services	1,496,779	1,559,432	1,560,474	1,596,864	2.4%
Contractual	897,382	1,022,196	1,029,990	1,018,596	-0.4%
Commodities	141,343	198,450	205,012	195,100	-1.7%
Capital	5,248	22,500	15,000	22,500	0.0%
Other	7,414	7,500	7,500	7,500	0.0%
<b>Total Expenditures</b>	<b>2,548,166</b>	<b>2,810,078</b>	<b>2,817,976</b>	<b>2,840,560</b>	<b>1.1%</b>
<b>Funding Sources:</b>					
Sewer Utility Fund	2,548,166	2,810,078	2,817,976	2,840,560	1.1%
<b>Total Funding Sources</b>	<b>2,548,166</b>	<b>2,810,078</b>	<b>2,817,976</b>	<b>2,840,560</b>	<b>1.1%</b>

# WPC ADMINISTRATION

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

	2012/13	2013/14	2013/14	2014/15	% Change
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
<b>Expenditures:</b>					
Personal Services	617,053	618,446	618,891	634,764	2.6%
Contractual	79,277	100,679	97,338	101,312	0.6%
Commodities	43,569	45,350	51,912	45,100	-0.6%
Capital	-	7,500	-	-	-100.0%
Other	7,414	7,500	7,500	7,500	0.0%
<b>Total Expenditures</b>	<b>747,313</b>	<b>779,475</b>	<b>775,641</b>	<b>788,676</b>	<b>1.2%</b>
<b>Funding Sources:</b>					
Sewer Utility Fund	747,313	779,475	775,641	788,676	1.2%
<b>Total Funding Sources</b>	<b>747,313</b>	<b>779,475</b>	<b>775,641</b>	<b>788,676</b>	<b>1.2%</b>
<b>Personnel – Authorized FTE</b>	6.00	6.00	6.00	6.00	

# WPC ADMINISTRATION

**Highlights:**

**Changing environmental regulations** continue to play a dominant role in the workload of the administrative staff and pose a degree of uncertainty when trying to forecast revenue needs and rate increases. The reclassification of the South Skunk River to a primary contact recreation designation required the construction of an **Ultraviolet Light Disinfection System** that will come on-line in March of 2014. A recent ruling by the 8<sup>th</sup> Circuit Court of Appeals has vacated the U.S. EPA's efforts to mandate additional **peak wet weather flow handling** requirements. As such, staff now feels confident that the funds already planned in the CIP for additional flow equalization capacity is sufficient.

In July of 2013, a nine percent rate increase was enacted. In order to fund the **most critical infrastructure needs of the utility**, both in the collection system and within the treatment facility, **another eight percent rate increase is anticipated effective July 2014.**

Expenses for maintenance of the **Flood Early Warning System** are included in the WPC Administration operating budget. The system is operated under a 28E intergovernmental cooperation agreement, where the expenses are shared by Iowa State University (40%), Story County (10%), and the Iowa Department of Transportation (10%). The remaining 40% is funded by the City of Ames out of the Sewer Fund.

Operating expenses for the **WPC farm** are included in this program area. The cost of operating the farm (\$63,750 in FY 2014/15) is more than offset by the revenue generated (estimated at \$147,000 for FY 2014/15).

	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>
<b>Service Accomplishments:</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
Wastewater treated, BGY*	1.906	2.093	2.500	2.500
Peak day, MGD*	8.2	16.1	20.0	20.0
 Industrial Pretreatment Program				
Number of pretreatment permits	14	15	16	16
Number of pretreatment inspections	8	9	9	9
Number of "Notice of Violation" issued	13	17	19	21
 CIP project load, \$ million	1.393	2.028	7.396	3.350
 <b>Efficiency and Effectiveness:</b>				
Typical single-family sewer bill (600 cf/mo*), \$	19.93	21.92	23.90	26.77
Median of IA cities >10,000 population, \$	23.16	24.77	26.38	28.15
 Typical commercial sewer bill, \$ (10,000 cf/mo*)	208.87	229.66	250.44	280.49
Median of IA cities >10,000 population, \$	244.26	260.87	277.48	293.30

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

## WPC PLANT MAINTENANCE

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

	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>% Change</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From</b>
					<b>Adopted</b>
<b>Expenditures:</b>					
Personal Services	374,506	402,954	398,458	408,043	1.3%
Contractual	180,750	271,998	287,740	248,273	-8.7%
Commodities	92,093	145,100	145,100	144,000	-0.8%
Capital	-	-	-	-	
<b>Total Expenditures</b>	<b>647,349</b>	<b>820,052</b>	<b>831,298</b>	<b>800,316</b>	<b>-2.4%</b>
<b>Funding Sources:</b>					
Sewer Utility Fund	647,349	820,052	831,298	800,316	-2.4%
<b>Total Funding Sources</b>	<b>647,349</b>	<b>820,052</b>	<b>831,298</b>	<b>800,316</b>	<b>-2.4%</b>
<b>Personnel – Authorized FTE</b>	5.00	5.00	5.00	5.00	

# WPC PLANT MAINTENANCE

**Highlights:**

The Water Pollution Control Facility has now been in service for more than 24 years. Many of the electrical, mechanical, and HVAC systems have reached the end of their useful life. A **Long-Range Facility Plan** completed in 2012 outlined a 20-year plan for reinvesting in the facility, based on prioritizing the needs and balancing the expenses between fiscal years. This should help minimize the frequency of unbudgeted maintenance repairs experienced over the past few fiscal years.

An increase in contractual expenses in the current year is driven by a **failure of Methane Generator Number 3 (\$39,247)**. The increased expense for this repair is being offset by savings in the Capital Improvements Plan budget for the blower replacement project.

Many of the **discrete maintenance needs** are large enough in scope that they appear in the Capital Improvements Plan instead of the operating budget. Highlights include: replacing the digester mixing system (\$201,000); replacing a failed in-channel screen with a new climbing bar screen (\$750,000); replacing check valves (\$73,000); replacing the HVAC system in the Administrative building, grit alley, and solids contact building (\$418,000); removing failed paint coatings from the clarifiers (\$200,000); and replacing lamps and lighting fixtures (\$96,000).

	2011/12 Actual	2012/13 Actual	2013/14 Adjusted	2014/15 Projected
<b>Service Accomplishments:</b>				
Biosolids recycling				
Total quantity disposed, tons/year	527	1,229	600	600
Grit recycling				
Total quantity disposed, tons/year	133	143	150	150
Methane gas production				
Million cubic feet/year (estimated)	22.1	21.9	24	24
<b>Efficiency and Effectiveness:</b>				
Energy efficiency				
kW-hr/MG* treated	2,671	2,508	2,075	2,075
On-site production, 1,000 kW-hr/yr*	993	1,162	1,300	1,300
% of total plant demand	16%	18%	20%	20%

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

\*\* Purchased energy increased in FY 11/12 due to having 2 of 3 on-site engine generators down for repair

# WPC PLANT OPERATION

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

	2012/13	2013/14	2013/14	2014/15	% Change
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
<b>Expenditures:</b>					
Personal Services	505,220	538,032	543,125	554,057	3.0%
Contractual	637,355	649,519	644,912	669,011	3.0%
Commodities	5,681	8,000	8,000	6,000	-25.0%
Capital	5,248	15,000	15,000	22,500	50.0%
<b>Total Expenditures</b>	<b>1,153,504</b>	<b>1,210,551</b>	<b>1,211,037</b>	<b>1,251,568</b>	<b>3.4%</b>
<b>Funding Sources:</b>					
Sewer Utility Fund	1,153,504	1,210,551	1,211,037	1,251,568	3.4%
<b>Total Funding Sources</b>	<b>1,153,504</b>	<b>1,210,551</b>	<b>1,211,037</b>	<b>1,251,568</b>	<b>3.4%</b>
<b>Personnel – Authorized FTE</b>	6.00	6.00	6.00	6.00	

# WPC PLANT OPERATION

## Highlights:

In 2013, the Water Pollution Control Facility received a *Platinum 23 Peak Performance Award* for completing **23 consecutive years of 100% compliance** with its discharge permit. The facility's record is the third longest compliance streak in the nation, placing it among the very best of the best. The facility has now completed its 24<sup>th</sup> year, and anticipates receipt of a *Platinum 24* award in 2014.

A 33% increase in **property insurance premiums** is included in the FY 2014/15 operating budget. The increase in premiums is due to the flooding risk of the facility. **Electricity** is a major portion of the overall operating budget for the facility, estimated at \$360,000 for next year.

**Nutrient reduction goals** mandated by the Iowa Nutrient Reduction Strategy will necessitate a major treatment upgrade sometime between 2020 and 2025. The cost to comply was estimated in 2012 at \$22.4 million (in 2012 dollars) in capital costs, with an additional \$1.4 million each year in operating costs.

Funds for **disposal of treated biosolids** are budgeted in this program area. The facility owns farmland adjacent to the treatment plant. Treated biosolids are recycled in an environmentally sustainable fashion by being land-applied to the farm ground by an outside contractor. The material provides a significant portion of the fertilizer needs for the farm, reducing the need for chemical fertilizer application. It also acts as a soil conditioner, helping to increase the organic matter content and improving the water-holding properties of the soil.

	2011/12 Actual	2012/13 Actual	2013/14 Adjusted	2014/15 Projected
<b>Service Accomplishments:</b>				
Consecutive years with 100% permit compliance	22	23	24	25
Number of visitors touring WPC Facility	404	238	300	300
<b>Efficiency and Effectiveness:</b>				
Number of numeric permit violations	0	0	0	0
% compliance (out of 2,600 limits)	100	100	100	100
Operating budget, \$ per MG treated	1,127	1,371	1,251	1,283
Daily average flow, MGD*	5.21	5.74	6.8	6.8
% of design cap., 8.6 MGD	61	67	80	80
Annual average BOD <sub>5</sub> * loading (lbs/day)	8,406	7,968	7,500	7,500
% design cap. (12,430 lbs/day)	68	64	60	60
Removal efficiency, %	98	98	98	98

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



# ELECTRIC UTILITY

**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 Review 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 (MidAmerican 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.

<b>Activities:</b>	<b>2012/13 Actual</b>	<b>2013/14 Adopted</b>	<b>2013/14 Adjusted</b>	<b>2014/15 Mgr Rec</b>	<b>% Change From Adopted</b>
Administration	1,392,937	1,151,883	1,130,342	1,146,430	-0.5%
Production	10,576,108	10,823,934	12,235,929	10,778,602	-0.4%
Fuel & Purchased Power	28,479,468	30,962,505	29,495,300	30,810,788	-0.5%
Distribution/Operations & Maint.	2,381,812	2,936,185	3,173,285	3,058,527	4.2%
Distribution/Extension & Improv.	1,796,819	2,132,200	2,110,226	2,083,452	-2.3%
Technical Services	993,935	1,119,609	1,054,373	1,199,645	7.2%
Engineering	578,751	814,931	843,633	803,037	-1.5%
<b>Electric Operations</b>	<b>46,199,830</b>	<b>49,941,247</b>	<b>50,043,088</b>	<b>49,880,481</b>	<b>-0.1%</b>
<b>Personnel – Authorized FTE</b>	81.00	81.00	81.00	81.00	

## ELECTRIC UTILITY

	2012/13 Actual	2013/14 Adopted	2013/14 Adjusted	2014/15 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	8,312,563	8,741,249	8,409,417	8,885,447	1.7%
Contractual	19,776,777	21,541,621	22,288,297	21,687,516	0.7%
Commodities	17,402,435	19,022,152	18,361,347	18,612,818	-2.2%
Capital	707,547	635,000	982,802	694,000	9.3%
Other	508	1,225	1,225	700	-42.9%
<b>Total Expenditures</b>	<b>46,199,830</b>	<b>49,941,247</b>	<b>50,043,088</b>	<b>49,880,481</b>	<b>-0.1%</b>
<b>Funding Sources:</b>					
Electric Utility Fund	46,199,830	49,941,247	50,043,088	49,880,481	-0.1%
<b>Total Funding Sources</b>	<b>46,199,830</b>	<b>49,941,247</b>	<b>50,043,088</b>	<b>49,880,481</b>	<b>-0.1%</b>

# ELECTRIC ADMINISTRATION

Electric Administration has responsibility for coordinating the work of 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**

	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>% Change</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From</b>
					<b>Adopted</b>
<b>Expenditures:</b>					
Personal Services	644,234	657,419	661,002	676,065	2.8%
Contractual	723,730	473,489	450,365	451,915	-4.6%
Commodities	18,929	15,450	13,450	13,450	-12.9%
Capital	6,044	5,000	5,000	5,000	0.0%
Other	-	525	525	-	-100.0%
<b>Total Expenditures</b>	<b>1,392,937</b>	<b>1,151,883</b>	<b>1,130,342</b>	<b>1,146,430</b>	<b>-0.5%</b>
<b>Funding Sources:</b>					
Electric Utility Fund	1,392,937	1,151,883	1,130,342	1,146,430	-0.5%
<b>Total Funding Sources</b>	<b>1,392,937</b>	<b>1,151,883</b>	<b>1,130,342</b>	<b>1,146,430</b>	<b>-0.5%</b>
<b>Personnel – Authorized FTE</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	

# ELECTRIC ADMINISTRATION

## Highlights:

With rules and pending rules being issued by the Environmental Protection Agency concerning NO<sub>x</sub>, SO<sub>x</sub>, mercury, ash and CO<sub>2</sub>, staff has undertaken a comprehensive energy generation study costing \$375,000. The study was completed in late 2013. Based on the EPA rule changes, staff together with a consultant, presented a strategic direction to the City Council on how to best meet the energy needs of our customers over the next 25 years. On November 12, 2013, the **Ames City Council authorized the conversion of the City's two coal-fired power plants to be converted to operate on natural gas.** Beginning in 2014, staff will be hiring an engineering firm to aid in the development of plans and specifications to convert the plant. In addition, it was determined that additional natural gas must be delivered to the area. Staff will be exploring the options to achieve the necessary gas delivery to power the plants.

Electric Services' **Demand Side Management programs** continue to be quite effective in keeping demand growth low. All of the programs provide incentives to customers, both residential and commercial, to use energy more efficiently, especially during times of peak consumption. The programs have been well received, particularly the air-conditioning rebate and appliance rebate programs where participation remains above projections. As a result of these programs, it is estimated that the peak demand has been reduced by over 14 megawatts and energy usage by over 14,000 megawatt-hours.

In a joint project with Resource Recovery, staff began **exploring new ways to turn refuse derived fuel (RDF) into a biofuel** for better combustion in the Power Plant. Staffs from both departments will be exploring application of these new technologies in waste management and power generation applications in 2014 and beyond.

Staff continues to work on the **transmission expansion plan** to support the electrical needs of customers. A 161 kV line from Ames to Ankeny is in the final phase of the expansion plan. The City has received a franchise from the Iowa Utilities Board; construction began December of 2012 with a completion date in early 2014. Completion of this line will provide a strong, reliable transmission system for years to come.

Electric Services together with Water Pollution Control, Public Works, and other City offices hosted the 3rd annual **Eco Fair** in the spring of 2013, 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. The 4<sup>th</sup> annual Eco Fair has already been planned for March 29, 2014!

With the assistance of an outside rate consultant, a **cost-of-service and a rate study** was completed in 2012. Recommendations from the study indicated that the declining-block rate structure should be removed, demand rates increased, energy rates decreased, and customer charges increased to cover increased expenditures. Staff presented the new levelized-block rates to City Council who adopted them in late 2012 to be implemented in January 2013. The new rates are aimed at encouraging energy conservation.

# ELECTRIC ADMINISTRATION

**Highlights, continued:**

Service Accomplishments:	2011/12 Actual	2012/13 Actual	2013/14 Adjusted	2014/15 Projected
<b><i>“Exceptional Service”</i></b>				
<u>Rating of electric service dependability</u>				
Very satisfied	63%	60%	63%	65%
Somewhat satisfied	32%	33%	32%	31%
Total very/somewhat satisfied	95%	93%	95%	96%
ASAI (Average Service Availability Index perfect =100.000)	99.9928	99.9949	99.9962	99.9980
CAIDI (Customer Average Interruption Duration Index in minutes/year)	52.77	16.98	83.20	15.00
SAIDI (System Average Interruption Duration Index in minutes/year)	37.90	23.16	18.49	10
SAIFI (System Average Interruption Frequency Index in events per year – long/short)	0.81	1.36/1.26	0.23/0.30	1/1
<b><i>“at the Best Price”</i></b>				
<u>% Ames rates are above (below) average of neighboring utilities</u>				
Residential – winter	(18.9%)	(20.3%)	(18.9%)	(24.0%)
Residential – summer	(14.7%)	(16.4%)	(14.7%)	(13.0%)
Commercial – winter	(2.8%)	(5.3%)	(5.1%)	(5.0%)
Commercial – summer	0.2%	(5.1%)	(8.7%)	(8.0%)
Industrial – winter	38.0%	31.7%	27.4%	24%
Industrial – summer	31.6%	24.9%	20.7%	18%
Energy Cost /kWh (Dept. O & M cost divided by kWh sales)	\$0.082	\$0.085	\$0.086	\$0.089
<b>Efficiency and Effectiveness:</b>				
<u>Demand Side Management</u>				
Prime time power switches installed this year/total	200/8,900	300/9,200	300/9,500	400/9,900
Air-conditioner rebates	363	437	328	500
Commercial light projects	74	100	52	75
Residential weatherization/audit	30/361	35/211	30/33	30/200
Residential light bulbs – rebate/giveaway	105	139	74	125
Residential appliance rebate	965	1,321	690	1,400
Power factor rebate	1	2	1	6
kW reduced (capacity)/program total	1,270/8,999	1,432/10,431	875/11,306	1,500/17,806
MWh reduced (energy)/program total	1,731/10,300	1,737/12,037	2,012/14,049	2,000/16,049

# 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 (Supervisory Control and Data Acquisition) 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 operations must be staffed 24 hours per day. This activity monitors the operating equipment at all times to ensure that customer demands are met.

Operation and Regulation of MISO requires considerable staff time. MISO is the Midwest Independent System Operators Group that serves as our RC (Reliability Coordinator) and supports the region’s reliable delivery of electricity.

Emission level requirements by the Environmental Protection Agency continue to increase staff time involvement and expenditure of funds.

**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
- ✓ Stay current with MISO (Midwest Independent System Operator) guidelines
- ✓ Correct power factor issues
- ✓ Upgrade plant systems for unit reliability and emission standards
- ✓ Reduce coal yard fugitive dust issues
- ✓ Continue to improve plant safety
- ✓ Continue to collect fugitive dust fallout from sampling stations including a control sampling station
- ✓ Continue to work closely with Purchasing Division on guidelines and procedures

	2012/13	2013/14	2013/14	2014/15	% Change
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
Personal Services	4,651,859	4,817,893	4,552,621	4,846,558	0.6%
Contractual	3,938,946	3,916,841	5,168,108	4,156,994	6.1%
Commodities	1,858,203	1,939,200	2,365,200	1,749,050	-9.8%
Capital	127,100	150,000	150,000	26,000	-82.7%
<b>Total Expenditures</b>	<b>10,576,108</b>	<b>10,823,934</b>	<b>12,235,929</b>	<b>10,778,602</b>	<b>-0.4%</b>
<b>Funding Sources:</b>					
Electric Utility Fund	10,576,108	10,823,934	12,235,929	10,778,602	-0.4%
<b>Total Funding Sources</b>	<b>10,576,108</b>	<b>10,823,934</b>	<b>12,235,929</b>	<b>10,778,602</b>	<b>-0.4%</b>
<b>Personnel – Authorized FTE</b>	46.00	46.00	45.00	45.00	

# ELECTRIC PRODUCTION

**Highlights:**

A number of long-term employees will be retiring prior to the end of this fiscal year. Training for replacement Operators and Fireworkers has begun.

The superheat tube replacement was completed in the spring of 2013, and two high pressure feedwater heaters were also replaced. The RATA (Relative Accuracy Test Audit) for CEMS and Gas Turbine #2 formaldehyde tests were successfully completed again this year.

Gas Turbine #1 had a catastrophic failure in June 2013 and remains out of service. The Capital Improvements Plan includes replacement of this turbine in FY 14/15.

A five-year overhaul on the #8 Turbine/Generator was completed in November 2013. Units #7 and #8 continue to require an aggressive approach to upgrade the reliability of both units. The FY 13/14 budget includes many CIP and operation and maintenance projects to ensure more reliable steam units. Staff has accumulated materials and parts so that this work can be accomplished during scheduled and unscheduled outages in FY 13/14. Six forced outages on Unit #8 occurred, causing the unit availability to be about 83% (the goal is 80% or above).

The FY 13/14 adjusted budget reflects a large increase due to rollover of needed materials ordered or projects remaining unfinished. The total rollover amount is \$1,655,000.

The annual system peak in FY 13/14 was 130.2 MW on August 27, 2013. The all-time peak of 130.7 MW occurred on July 25, 2012.

	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
<b>Service Accomplishments:</b>				
Annual net system peak load (MW)	124.5	130.7	130.2	130.0
Annual net system load (MWh)	594,956	586,200	589,281	592,374
Annual gross generation (MWh)	343,507	357,418	372,000	390,000
<b>Efficiency and Effectiveness:</b>				
Number of reportable accidents	10	3	4	0
Number of lost time accidents	0	0	1	0
Unit 7 forced outages	6	6	4	0
Unit 8 forced outages	5	2	2	0
Unit 7 availability	92.2%	88.9%	90.4%	90.4%
Unit 8 availability	67.9%	66.8%	82.7%	90.4%
Unit 7 heat rate, operational gross (BTU/kWh)	11,491	11,669	12,000	12,000
Unit 8 heat rate, operational gross (BTU/kWh)	11,263	11,034	11,000	11,000

## FUEL AND PURCHASED POWER

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

	2012/13 Actual	2013/14 Adopted	2013/14 Adjusted	2014/15 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	140,806	149,950	153,200	157,146	4.8%
Contractual	13,944,072	15,420,555	14,900,100	15,315,642	-0.7%
Commodities	14,394,590	15,392,000	14,442,000	15,338,000	-0.4%
Capital	-	-	-	-	
<b>Total Expenditures</b>	<b>28,479,468</b>	<b>30,962,505</b>	<b>29,495,300</b>	<b>30,810,788</b>	<b>-0.5%</b>
<b>Funding Sources:</b>					
Electric Utility Fund	28,479,468	30,962,505	29,495,300	30,810,788	-0.5%
<b>Total Funding Sources</b>	<b>28,479,468</b>	<b>30,962,505</b>	<b>29,495,300</b>	<b>30,810,788</b>	<b>-0.5%</b>
<b>Personnel – Authorized FTE</b>	1.00	1.00	2.00	2.00	



# FUEL AND PURCHASED POWER

## Highlights:

In calendar year 2013, the City of Ames extended its current **coal contract** three more years to coincide with the remaining term of the coal delivery contract. Both are set to expire at the end of calendar year 2015. The combination of the coal contract and delivery services contract has stabilized fuel costs for the Power Plant.

**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 its fourth year of a 20-year contract with NextEra for the purchase of 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 Zeiring, Iowa. The actual energy produced this past year was greater than projected due to advancement in transmission projects which relieved constraints. In FY 12/13, renewable energy from purchased wind power accounted for 15.1% of the City's electric usage. For FY 14/15, the amount is projected to increase to 15.8% due to higher wind output projections and improved transmission in the area. Similarly, the City produces renewable energy from the burning of RDF. In FY 12/13, renewable energy from RDF accounted for 5.1% of the City's electric usage. This is expected to remain about the same for FY 14/15.

Fuel and Purchased Power is the **largest component of the Electric Services budget** with estimated total expenditures of \$30,811,000 for FY 2014/15. The major items include, in descending expenditure, coal, market energy purchases, wind, fuel oil, transmission service, and RDF payments. Coal accounts for nearly 45% of the Fuel and Purchased Power budget, purchased power is 19%, and wind is 16%.

	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>
<b>Service Accomplishments:</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
Coal consumed (in tons)	204,749	212,825	225,000	225,000
Market energy purchased (in MWh)	287,847	263,208	243,866	242,438
<u>Renewable Energy</u>				
RDF consumed (in tons)	30,975	30,996	32,000	32,000
Renewable energy credits/wind (in MWh)	83,881	85,541	88,107	90,328
<b>Efficiency and Effectiveness:</b>				
Energy cost adjustment	\$0.0253	\$0.0281/ (\$0.0058) *	(\$0.004)	(\$0.0033)
Fuel cost for energy production (\$/MWh)	\$44.69	\$45.19	\$44.63	\$45.82
Purchased power cost (\$/MWh)	\$20.78	\$31.41	\$31.72	\$32.04
Delivered fuel cost – coal (\$/ton)	\$61.02	\$61.40	\$61.03	\$62.70

\* New rates were implemented in FY 2012/13. As part of the rate adjustments, the Energy Cost Adjustment (ECA) was reset to \$0.0000.

# ELECTRIC DISTRIBUTION OPERATION/MAINTENANCE

This activity 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 Technical Services 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

	2012/13	2013/14	2013/14	2014/15	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
<b>Expenditures:</b>					
Personal Services	1,314,878	1,515,310	1,447,607	1,552,838	2.5%
Contractual	811,790	1,074,575	1,149,378	1,172,389	9.1%
Commodities	252,587	341,600	341,600	332,600	-2.6%
Capital	2,049	4,000	234,000	-	-100.0%
Other Expenditures	508	700	700	700	0.0%
<b>Total Expenditures</b>	<b>2,381,812</b>	<b>2,936,185</b>	<b>3,173,285</b>	<b>3,058,527</b>	<b>4.2%</b>
<b>Funding Sources:</b>					
Electric Utility Fund	2,381,812	2,936,185	3,173,285	3,058,527	4.2%
<b>Total Funding Sources</b>	<b>2,381,812</b>	<b>2,936,185</b>	<b>3,173,285</b>	<b>3,058,527</b>	<b>4.2%</b>
<b>Personnel – Authorized FTE</b>	17.00	17.00	17.00	17.00	

# ELECTRIC DISTRIBUTION OPERATION/MAINTENANCE

## Highlights:

Fiscal year 12/13 was the first full budget year utilizing the new **outage management system**. This software program answers customer outage calls and expedites the restoration of power by providing real time information about the size and nature of the outages. Many unsolicited positive feedback comments from our customers regarding this increase in service level have been received. Future customer survey results are expected to reflect a higher satisfaction of service regarding the ease of reporting outages, the response of City employees, the duration of the outages, and customers being informed of progress during restoration.

One of the largest division budget items is the **annual tree trimming contract**. For the coming fiscal year, that contract was expected to be \$276,000 based on the annual contract with Asplundh. A new budget line item is requested this year for line clearance associated with the new 161kV transmission line to Ankeny. This will increase the tree trimming service contract to \$301,000 (+\$25,000). This contract provides for the cutting down of trees and shrubs and trimming branches that can cause power outages, both major and minor. The work being done under this tree trimming contract is managed by this division and is ongoing all year.

Other large budget entries include some much-needed building maintenance, continued contracted inspections of the distribution system, overhead system **upgrades to reduce animal-caused outages** and some monies for equipment upgrades. Distribution continues to work with the Engineering staff to improve overall system reliability.

Capital includes \$190,000 to add a new unit to the Electric Distribution fleet with a **new underground cable pulling machine**. The currently used cable puller was purchased in the 1990s and still serves a purpose in pulling in small, single-phase cable. However, many new installations now use heavy, three-phase cable that exceeds the capacity of our current machine. This new machine will also improve safety for employees.

Streetlight maintenance and locating services staff have also been very busy removing and re-installing streetlights for contractors working with Public Works on street improvement projects and installing **improved lighting on Welch Avenue** at the request of the Police Department. Ames has been fortunate to have a lot of new construction projects happening within the community, and those projects have kept our locators very busy. These new projects also require the installation of new streetlights. Staff relies on the City's homeowners to report faulty streetlights. The goal is to have them repaired within ten working days of receiving the call. More than 7,000 street and security lights are maintained in Ames, and nearly 1,179 bulbs were replaced in 2013.

Crews continue to work with Engineering and the Technical Services group to **install new transformers downtown** so that the underground transformers can be removed. This has been a needed, ongoing project to improve the accessibility to the transformers. More importantly, the safety of crew members has been improved by them not having to work inside the confined, below-ground-level vaults located in alleys behind the businesses along Main Street.

The FY 13/14 improvement projects and new construction include the **commissioning of the new 161kV tie line** going south from Ames to a MidAmerican Energy substation east of Ankeny.

# ELECTRIC DISTRIBUTION OPERATION/MAINTENANCE

## Highlights, continued:

This year's accomplishments:

- Multiple overhead switch replacements
- S. Oak Street road widening project
- Vet Med feeder overhead improvements serving the ISU Research Park (animal guarding)
- Miller School installation
- Mary Greeley Medical Center switchgear replacement
- Ames Plant feeder exit rebuild
- Ames Plant feeder overhead improvements (animal guarding)
- Southfork Subdivision
- South tie line switch replacement

Total footage of primary cable installed/replaced: 69,314 feet

Total number of wood poles installed/replaced: 68

Total number of streetlight poles installed/replaced: 36

	2011/12 Actual	2012/13 Actual	2013/14 Adjusted	2014/15 Projected
<b>Service Accomplishments:</b>				
Ease of reporting an outage – very to somewhat satisfied	88% <sup>(1)</sup>	92% <sup>(2)</sup>	92%	95% <sup>(3)</sup>
Response of employees – very to somewhat satisfied	94% <sup>(1)</sup>	92% <sup>(2)</sup>	94%	95% <sup>(3)</sup>
Time to restore service after interruption – very to somewhat satisfied	91% <sup>(1)</sup>	92% <sup>(2)</sup>	92%	95% <sup>(3)</sup>
Being informed of progress restoring services – very to somewhat satisfied	83% <sup>(1)</sup>	82% <sup>(2)</sup>	90%	95% <sup>(3)</sup>

<sup>(1)</sup> 2012 Customer Service Survey

<sup>(2)</sup> 2013 Customer Service Survey

<sup>(3)</sup> Anticipated response to 2014 Customer Service Survey

# ELECTRIC DISTRIBUTION EXTENSION/IMPROVEMENTS

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 4 kV 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

	2012/13 Actual	2013/14 Adopted	2013/14 Adjusted	2014/15 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	379,385	332,700	395,026	420,252	26.3%
Contractual	147,610	256,000	200,700	200,700	-21.6%
Commodities	722,838	1,178,500	1,039,500	987,500	-16.2%
Capital	546,986	365,000	475,000	475,000	30.1%
<b>Total Expenditures</b>	<b>1,796,819</b>	<b>2,132,200</b>	<b>2,110,226</b>	<b>2,083,452</b>	<b>-2.3%</b>
<b>Funding Sources:</b>					
Electric Utility Fund	1,796,819	2,132,200	2,110,226	2,083,452	-2.3%
<b>Total Funding Sources</b>	<b>1,796,819</b>	<b>2,132,200</b>	<b>2,110,226</b>	<b>2,083,452</b>	<b>-2.3%</b>
<b>Personnel – Authorized FTE</b>	0.00	0.00	0.00	0.00	

# ELECTRIC DISTRIBUTION EXTENSION/IMPROVEMENTS

## Highlights:

Work continues to support new services as well as routine extensions and system improvements for system capacity and reliability upgrades. While fewer single family homes are being constructed compared to past years, work on apartments and commercial projects has remained strong. The need for system improvements and maintenance activities remains high since much of the Ames electric system is over 30 years old. This includes 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 by Ames' electric crews to avoid unnecessary interruptions. Feeder upgrades will be needed in FY 13/14 and 14/15 to support residential (apartment) and commercial growth.

### Projects for FY 13/14 are:

- 3M Plant – electric facility upgrade (Phase 1)
- Mary Greeley Medical Center Expansion Project – relocation and new facilities for expansion
- Campustown Area – relocation of electric facilities for new construction
- Implementation of new animal guarding/insulation methods (reliability improvement)
- Replace aged, failing underground cable
- ISU Agricultural/Equine Educational Facilities (south of Mortensen Road)
- ISU Research Park – WebFilings (Phases 1 and 2)
- Eisenhower Avenue – replacement of aged underground cable
- Copper Beach Apartments – new extension of facilities for new construction
- City of Ames Water Plant – new extension of facilities for new construction
- University Towers – relocation of facilities to reduce fire and worker risk
- Mortensen Road – relocation of electric facilities
- Northridge Heights – new extension of facilities for future growth area
- Obsolete substation relay, switch and breaker replacements
- Sheldon Avenue pole relocations for road improvements

### Projects for FY 14/15 are:

- Dotson Drive – new extension of facilities along street construction
- State Avenue – new extension of facilities for new construction
- Grant Avenue – replacement of facilities along street construction
- ISU Research Phase III feeder extensions
- 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
- Brookside Park - 4kV to 13kV conversion
- Old Middle School Site – new extension of facilities
- WebFilings (Phase 3) – new extension of facilities
- Obsolete substation relay, switch and breaker replacements

# ELECTRIC TECHNICAL SERVICES

**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
- ✓ Randomly test 1-phase meters yearly
- ✓ 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

**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 4 kV through 161 kV class equipment. The Substation Group was transferred from Distribution to Technical Services to facilitate service coordination, and to better align similar functions under one supervisor.

**Service Objectives:**

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

	2012/13	2013/14	2013/14	2014/15	% Change
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
<b>Expenditures:</b>					
Personal Services	694,610	743,016	664,286	682,923	-8.1%
Contractual	129,185	160,416	171,913	141,729	-11.7%
Commodities	151,678	150,177	154,372	186,993	24.5%
Capital	18,462	66,000	63,802	188,000	184.9%
<b>Total Expenditures</b>	<b>993,935</b>	<b>1,119,609</b>	<b>1,054,373</b>	<b>1,199,645</b>	<b>7.2%</b>
<b>Funding Sources:</b>					
Electric Utility Fund	993,935	1,119,609	1,054,373	1,199,645	7.2%
<b>Total Funding Sources</b>	<b>993,935</b>	<b>1,119,609</b>	<b>1,054,373</b>	<b>1,199,645</b>	<b>7.2%</b>
<b>Personnel – Authorized FTE</b>	7.00	7.00	7.00	7.00	

# ELECTRIC TECHNICAL SERVICES

**Highlights:**

**Substation Group:**

The **Downtown conversion** of below ground 4kV transformers to above ground 13.8kV pad mount transformers continues (35% complete). Underground cables have been replaced and four network transformers removed. The Vet Med Substation capacitor bank is complete. Tap changer at Top-O-Hollow has been replaced with rebuilt LTC (Load Tap Changer), tested and adjusted with the new modifications incorporated. Seventeen line and eight bus fuse boxes that were excessively corroded have been replaced. Staff has assisted contractors with downtown electric vaults during street improvement projects; assisted Power Plant personnel with weather station installation and wiring at the Ontario Substation; and replaced problematic fuse holders on older capacitor banks. Work has begun on **upgrading the Ames Plant** Substation with new protective equipment. The budget increased by \$135,000 for a new low-profile, four-wheel drive bucket truck, which replaces the need to set up scaffolding when work is done on substations.

**Metering/Relay Group:**

Metering has **replaced 923 problem meters**; these meters are defective and are running 3% to as much as 20+% slow. Customers with extremely slow meters are notified when each meter is replaced. All meters that require **kVA** for billing have been programmed for proper display. Electric Technical Services continues to work with Engineering to **update relays** with newer solid state relays and updated settings to aid in feeder/fuse coordination. The additional increase is for 1,056 AMR meters at \$49.50 each to **replace existing inside electric meters with radio remotes**. This is tied to the Water Department's upgrading of water meters with radio remotes.

<b>Service Accomplishments:</b>	<b>2011/12 Actual</b>	<b>2012/13 Actual</b>	<b>2013/14 Adjusted</b>	<b>2014/15 Projected</b>
Service orders completed	1,742	1,377	1,352	1,434
Consumption complaints	166	133	137	160
Temporary sets/removals	124	123	111	110
Electric meter removals/exchanges	106	629	636	660
Electric meter sets	438	434	420	460
Electric service renovations	908	58	48	44
Test instrument rated services	198	160	176	181
Relay tests, calibrations and repairs	173	169	155	153
 <b><u>Meters in Service:</u></b>				
Residential	21,954	21,891	22,070	22,377
General Power	2,885	3,058	3,060	3,086
Large Power & Industrial	4	4	4	4
Total	24,843	24,953	25,134	25,467
 <b><u>Meters Tested:</u></b>				
Residential	2,851	1,201	1,570	1,600
Commercial and Industrial	362	453	511	390



# ELECTRIC ENGINEERING

Electrical Engineering 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) arm of Electric Services, 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 the utility 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

	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>% Change</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From</b>
					<b>Adopted</b>
<b>Expenditures:</b>					
Personal Services	486,791	524,961	535,675	549,665	4.7%
Contractual	81,444	239,745	247,733	248,147	3.5%
Commodities	3,610	5,225	5,225	5,225	0.0%
Capital	6,906	45,000	55,000	-	
<b>Total Expenditures</b>	<b>578,751</b>	<b>814,931</b>	<b>843,633</b>	<b>803,037</b>	<b>-1.5%</b>
<b>Funding Sources:</b>					
Electric Utility Fund	578,751	814,931	843,633	803,037	-1.5%
<b>Total Funding Sources</b>	<b>578,751</b>	<b>814,931</b>	<b>843,633</b>	<b>803,037</b>	<b>-1.5%</b>
<b>Personnel – Authorized FTE</b>	5.00	5.00	5.00	5.00	

# ELECTRIC ENGINEERING

**Highlights:**

The **final phase of 161kV transmission system improvements** began in 2012 with the construction of the 161kV line to MidAmerican Energy Company’s Northeast Ankeny substation, expected to be completed in February 2014.

Work continues in the **4kV downtown network** to replace deteriorated cable and transformers.

**Outside contractual services** continue to be used to conduct routine overhead visual and infrared inspections and perform pole testing, while Ames crews perform underground visual and infrared inspections. Follow-up maintenance work is generated as a result of inspections to replace deteriorated facilities to improve system reliability.

An increased effort is being made to add overhead animal guarding, replace aged/deteriorated overhead equipment and replace deteriorated underground cable to **improve system reliability**.

Construction is underway to **upgrade** relays, controls, breaker and switchgear at the Ames Plant distribution substation and the Ames Plant 69kV switchyard. Additional relay and control upgrades are being made at Haber Road, Dayton Avenue and Stange Road substations.

Feeder extensions from **Vet Med Substation** will be constructed to serve load growth along South 16<sup>th</sup> Street, South Duff and in the ISU Research Park.

<b>Service Accomplishments:</b>	<b>2011/12 Actual</b>	<b>2012/13 Actual</b>	<b>2013/14 Adjusted</b>	<b>2014/15 Projected</b>
# of new customers	1,220	479	339	340
Job orders prepared	160	138	136	140
Line inspections (poles)	550	608	752	492
New overhead distribution line (miles)	0.5	-	0.44	1.0
Replaced overhead distribution line (miles)	0.2	0.2	0.2	0.5
New underground distribution line (miles)	2.2	0.37	1.8	1
Replaced underground line	1.8	1.27	1.39	.5
New and relocated overhead transmission line (miles)	-	-	22	1

## W&PC METERING

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 citywide 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
- ✓ Participate in the citywide Development Review Committee

	2012/13	2013/14	2013/14	2014/15	% Change From
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>Adopted</b>
<b>Expenditures:</b>					
Personal Services	483,553	499,411	500,556	521,407	4.4%
Contractual	66,903	66,130	71,810	64,096	-3.1%
Commodities	141,797	186,700	186,700	186,525	-0.1%
Capital	-	-	-	-	
<b>Total Expenditures</b>	<b>692,253</b>	<b>752,241</b>	<b>759,066</b>	<b>772,028</b>	<b>2.6%</b>
<b>Funding Sources:</b>					
Water Utility Fund	414,059	448,472	452,523	461,577	2.9%
Sewer Utility Fund	278,194	303,769	306,543	310,451	2.2%
<b>Total Funding Sources</b>	<b>692,253</b>	<b>752,241</b>	<b>759,066</b>	<b>772,028</b>	<b>2.6%</b>
<b>Personnel – Authorized FTE</b>	6.00	6.00	6.00	6.00	

# W&PC METERING

**Highlights:**

The primary responsibility of the Water Meter Division is to ensure accurate accounting of water use. A key means of fulfilling that accountability is the **Meter Replacement Program**. The goal is to replace between eight and 10 percent of the total meter inventory every year. In the current budget year, the number of meter replacements has been reduced because mechanical-type meter registers are no longer being manufactured. An interim solution was found to keep the program moving forward by combining parts of systems from multiple manufacturers. However, this is far from an ideal solution, and is not viable long-term. In FY 2014/15, meter registers equipped with **radio read capabilities** will begin to be installed as part of a multi-year Capital Improvements Plan project. The budgeting philosophy will be to keep the expenditures in the operating budget consistent, and use the CIP project account to absorb the increase due to the conversion project.

Revenues for the division are partially generated by the **meter setting fees** charged at the time of the initial meter installation. This fee provides for the perpetual maintenance of the meters at no additional direct cost to the individual customer. Even with the recent up-turn in construction activity, the revenues from meter settings are down significantly; almost half of what they were at their peak.

The **Cross-Connection Control Program** continues to see a steady increase in the number of backflow protection devices being tracked.

	2011/12 Actual	2012/13 Actual	2013/14 Adjusted	2014/15 Projected
<b>Service Accomplishments:</b>				
Meters in service (end of year)				
Primary meters	16,867	16,990	17,200	17,400
Yard meters	<u>1,750</u>	<u>1,708</u>	<u>1,710</u>	<u>1,720</u>
Total	18,617	18,698	18,910	19,120
 Total service orders completed	 2,510	 2,224	 2,445	 2,400
 Cross-connection control program				
Number of backflow devices in service	2,248	2,339	2,460	2,580
Number of irrigation systems in service	612	641	679	718
 <b>Efficiency and Effectiveness:</b>				
<b>Meter Change-out Program</b>				
Routine meter changes	1,186	913	900	1,275
As a % of total inventory	6.2%	4.9%	4.8%	6.6%
Non-routine meter changes	66	90	75	75
 "Water Loss", %	 4.2%	 3.8%	 < 6.0%	 < 6.0%
 Average cost per meter in service, \$ (operating expenses/total meters)	 \$33.28	 \$31.94	 \$37.49	 \$41.44

# W&PC LABORATORY

The Laboratory Services Division personnel and expenses are shared between the Water (35%) and WPC (65%) programs.

This activity involves overall laboratory services for the Water Plant and Water Pollution Control Plant, including lime sludge recycling operations, all of the safe drinking water analysis required by state/federal regulatory agencies, industrial pretreatment program, and biosolids recycling activities. 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 the Laboratory's existing analytical capabilities and workload.

**Service Objectives:**

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

	2012/13	2013/14	2013/14	2014/15	% Change
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
<b>Expenditures:</b>					
Personal Services	380,424	432,103	404,629	451,715	4.5%
Contractual	77,456	76,136	96,933	68,771	-9.7%
Commodities	32,021	31,200	31,200	36,990	18.6%
Capital	3,532	4,000	4,000	7,000	75.0%
<b>Total Expenditures</b>	<b>493,433</b>	<b>543,439</b>	<b>536,762</b>	<b>564,476</b>	<b>3.9%</b>
<b>Funding Sources:</b>					
Water Utility Fund	172,702	190,204	188,208	197,567	3.9%
Sewer Utility Fund	320,731	353,235	348,554	366,909	3.9%
<b>Total Funding Sources</b>	<b>493,433</b>	<b>543,439</b>	<b>536,762</b>	<b>564,476</b>	<b>3.9%</b>
<b>Personnel – Authorized FTE</b>	5.50	5.50	5.50	5.50	

# W&PC LABORATORY

**Highlights:**

During the past fiscal year, Laboratory staff worked closely with the Water Plant and WPC Plant Superintendents to identify any routine testing that was no longer required by a regulatory permit or providing operational value. This resulted in the elimination of more than 2,600 individual drinking water tests and more than 700 wastewater tests. This has freed up staff time to pick up **new regulatory requirements** coming in the current year (such as disinfection at the WPC facility), as well as picking up new operational testing to aid in plant performance (such as quarterly monitoring of the drinking water wells).

The Laboratory provides **analytical laboratory services to many other City workgroups** outside of the Water and Pollution Control Department. Examples include performing bacterial monitoring for the public pools, assisting Inspections and Public Works with testing new water mains and service lines, performing analyses to support the Power Plant’s discharge permit, and many one-time needs that arise from time to time.

	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
<b>Service Accomplishments:</b>				
Consecutive years certified	15	16	17	18
Drinking Water Bacterial Analyses	1,010	955	1,150	1,150
River Water Quality Samples Collected	180	157	180	180
Industrial Pretreatment Samples Collected	51	58	55	55
WPC Plant Samples Collected	1,684	1,681	1,700	1,700
<b>Efficiency and Effectiveness:</b>				
Total Samples Received	3,007	2,994	3,400	3,400
Total analyses	14,773	12,385	13,500	13,500
% completed in-house	96%	91%	91%	93%
Average cost per analysis	\$35.24	\$39.84	\$39.76	\$41.81

# UTILITY MAINTENANCE

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, construction of minor improvements to the water distribution system, 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. 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
- ✓ Isolate and repair major leaks in the system
- ✓ Flush, paint and repair fire hydrants annually
- ✓ Exercise existing valves
- ✓ Replace broken or malfunctioning valves
- ✓ Perform utility locates
- ✓ Flush 250,000 feet of sanitary sewer lines annually
- ✓ Repair manholes
- ✓ Televising sanitary sewer lines
- ✓ Control roots in sanitary sewer lines
- ✓ Repair sanitary sewer lines
- ✓ Respond to citizen trouble calls within two hours

	2012/13	2013/14	2013/14	2014/15	% Change
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
<b>Expenditures:</b>					
Personal Services	890,024	908,820	893,904	919,666	1.2%
Contractual	299,864	331,162	315,619	353,926	6.9%
Commodities	163,488	155,010	156,300	159,510	2.9%
Capital	-	-	6,000	15,500	
<b>Total Expenditures</b>	<b>1,353,376</b>	<b>1,394,992</b>	<b>1,371,823</b>	<b>1,448,602</b>	<b>3.8%</b>
<b>Funding Sources:</b>					
Water Utility Fund	898,493	869,643	882,321	889,133	2.2%
Sewer Utility Fund	454,883	525,349	489,502	559,469	6.5%
<b>Total Funding Sources</b>	<b>1,353,376</b>	<b>1,394,992</b>	<b>1,371,823</b>	<b>1,448,602</b>	<b>3.8%</b>
<b>Personnel – Authorized FTE</b>	10.00	9.35	9.90	9.90	

# UTILITY MAINTENANCE

**Highlights:**

For FY 14/15, \$11,000 has been shifted from the cost of buying rock and other aggregate material used for water main replacement to support **crushing used concrete** from the water and sewer maintenance funds. This process will result in more available material for this activity than could have been purchased in the market at the same cost.

A budget increase for the fleet is planned as the equipment inventory was updated to more accurately reflect lifecycles and replacement values.

The City is currently in the process of the multi-year Sanitary Sewer System Evaluation (SSSE). While these activities have assisted with the maintenance of the sanitary system, staff has seen an increase in activities due to coordination of work, locating and raising of manholes, assisting with heavy cleaning, and clearing access to sanitary sewers. When the SSSE is complete, maintenance activities will be coordinated with the results of the SSSE to maintain the sanitary sewer system at a defined level of service for our customers.

	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>
<b>Service Accomplishments:</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
Miles of water main in system	230	241	245	247
Water main breaks	16	41	31	35
Rusty water complaints	23	10	12	12
Water main abandonments	2	0	2	2
Fire hydrants in system	2,643	2,663	2,690	2,800
# of valves in system	3,828	3,863	3,900	3,950
Fire flow tests	8	8	12	15
Bacteriological tests (mains, fire lines)	142	137	150	200
Call outs	34	54	50	50
Utility locates performed	6,466	6,247	6,300	6,500
# of fire hydrants repaired	5	9	10	11
# of fire hydrants painted	152	261	200	200
# of valves exercised	975	599	1,000	1,000
Miles of sanitary sewer in the system	202	202	204	206
Number of manholes in system	3,973	3,981	4,000	4,000
Lineal feet of sanitary sewer cleaned by City crews	55,440	37,714	200,000	200,000
Lineal feet of sanitary sewer cleaned by Contractor	300,000	500,000	100,000	50,000
Lineal feet of sanitary sewer televised	300,000	600,000	10,000	10,000
House connection sewer trouble calls	11	15	16	17
System blockages cleared	2	7	8	8
Lineal feet of root foaming (City crews)	0	0	10,000	10,000
Lineal feet of root cutting	7,000	0	10,000	10,000
Sanitary sewer main repairs	7	7	7	8
Manholes raised	71	95	75	75
Call outs	13	22	20	25
<b>Efficiency and Effectiveness:</b>				
% of fire hydrants flushed	100%	100%	100%	100%
Cost per locate	\$20.06	\$17.98	\$20.13	\$20.78
% of sanitary sewer system cleaned	40%	50%	20%	20%



## UTILITY CUSTOMER SERVICE

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

	2012/13	2013/14	2013/14	2014/15	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
<b>Expenditures:</b>					
Personal Services	782,579	837,509	828,809	854,685	2.1%
Contractual	482,010	525,232	517,968	536,339	2.1%
Commodities	9,393	12,330	12,522	12,603	2.2%
Capital	-	-	-	-	
Other	69,728	79,730	77,925	79,670	-0.1%
<b>Total Expenditures</b>	<b>1,343,710</b>	<b>1,454,801</b>	<b>1,437,224</b>	<b>1,483,297</b>	<b>2.0%</b>
<b>Funding Sources:</b>					
Electric Utility Fund	627,746	686,967	685,754	706,452	2.8%
Water Utility Fund	362,436	389,172	381,025	393,890	1.2%
Sewer Utility Fund	332,515	356,462	350,145	362,655	1.7%
Storm Sewer Utility Fund	1,964	2,400	2,400	2,400	0.0%
Project Share Donations	19,049	19,800	17,900	17,900	-9.6%
<b>Total Funding Sources</b>	<b>1,343,710</b>	<b>1,454,801</b>	<b>1,437,224</b>	<b>1,483,297</b>	<b>2.0%</b>
<b>Personnel – Authorized FTE</b>	10.65	10.65	10.65	10.65	

# UTILITY CUSTOMER SERVICE

## Highlights:

The US Postal Service has announced a rate increase which will be effective January 26, 2014. The rate increase will result in postage and freight expenses in FY 13/14 to be approximately \$7,800 higher than the amount adopted for FY 13/14. The amount requested for postage and freight in FY 14/15 is \$12,775 higher than the amount adopted for FY 13/14.

This program's share of Data Services has decreased in relation to other programs. Data Service costs for FY 13/14 adjusted are \$11,953 less than the amount adopted for FY 13/14. The amount requested for FY 14/15 is \$3,607 less than the amount adopted for FY 13/14.

	2011/12 Actual	2012/13 Actual	2013/14 Adjusted	2014/15 Projected
<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	10.8	11.1	12.0	12.0
Maintain a net write-off amount of less than 0.25% of sales	.08	.07	.11	.15
Maintain the number of day's sales in accounts receivable to less than 21 days	16.8	17.0	18.0	18.0
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	99.1	98.7	99.0
% of final bills mailed within 14 days of termination date	98.4	98.4	98.5	98.5
% of customer service requests received over the Internet	33.0	35.2	35.5	35.7
% of utility payments received electronically	39.9	42.3	43.0	43.5
Avg # of payments processed per day	1,181	1,195	1,210	1,225
Avg # of telephone calls answered/day	135	135	140	140
Avg # of work orders generated/day	188	172	180	185
Avg # of meter readings/day	2,245	2,259	2,265	2,275
Avg cost per meter reading	\$0.60	\$0.56	\$0.62	\$0.64
Avg cost per bill generated	\$4.20	\$4.05	\$4.29	\$4.40

# UTILITIES CIP

## 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:	2012/13 Actual	2013/14 Adopted	2013/14 Adjusted	2014/15 Mgr Rec	% Change From Adopted
<b>Resource Recovery:</b>					
System Improvements	289,597	495,800	362,430	348,850	
Alternative Feed System	(1,914)	-	-	-	
LED Lighting EECBG	24,315	-	-	-	
Fire System Upgrade	19,099	205,370	205,370	300,000	
Primary Shredder	71,168	1,000,000	1,298,103	-	
Exterior Enhancements	-	-	-	82,000	
Subtotal	402,265	1,701,170	1,865,903	730,850	
<b>Water Operations:</b>					
Water Plant Expansion	2,131,649	4,096,000	4,383,000	26,714,000	
NADC Pump Station	561,854	-	28,039	-	
Water Plant Improvements	37,938	-	-	-	
Water Supply Expansion	10,104	-	200,000	563,000	
Security at Remote Sites	-	125,000	-	-	
River Valley Low Head Dam	-	225,000	225,000	-	
N. Dakota Decommissioning	-	100,000	-	100,000	
AMR/AMI Meter Conversion	-	-	-	417,000	
Subtotal	2,741,545	4,546,000	4,836,039	27,794,000	
<b>Water Distribution:</b>					
Water System Improvements	321,529	975,000	2,004,726	975,000	
Toronto Area Water Main	186,432	-	263,568	-	
North Ames Water Extension	24,151	-	678,849	-	
Subtotal	532,112	975,000	2,947,143	975,000	
<b>Storm Sewer:</b>					
Flood Response/Mitigation	91,398	555,000	2,489,715	300,000	
Low Point Drainage Imprvments	147,566	150,000	500,823	150,000	
Storm Sewer Improvements	119,610	250,000	344,661	250,000	
Erosion Control Program	5,690	-	176,640	-	
Storm Sewer Rehabilitation	8,925	-	632,209	100,000	
Subtotal	373,189	955,000	4,144,048	800,000	
<b>Sanitary Sewer:</b>					
Sanitary Sewer Rehabilitation	500,684	3,470,000	3,860,569	3,470,000	
Clear Water Diversion	11,810	25,000	88,240	25,000	
Sanitary Sewer System Eval.	1,301,075	-	719,820	-	
Woodview Drive Water & Sewer	7,447	-	346,694	-	
North Ames Sewer Extension	29,873	-	668,127	-	
Subtotal	1,850,889	3,495,000	5,683,450	3,495,000	

## UTILITIES CIP

Activities:	2012/13 Actual	2013/14 Adopted	2013/14 Adjusted	2014/15 Mgr Rec	% Change From Adopted
<b>Water Pollution Control:</b>					
Long-Range Facility Plan	150,475	-	9,334	-	
Automation Study/Upgrade	40,570	-	46,604	-	
Plant Facility Improvements	854,137	598,000	1,235,953	73,000	
WPC Plant Disinfection	260,810	-	2,290,529	-	
WPC Lagoon Liners	360,775	-	50,000	-	
Electrical System Maintenance	93,715	163,000	256,785	96,000	
Residuals Handling Imprvments	-	625,000	625,000	933,000	
Cogeneration System Maint.	-	200,000	200,000	-	
Lift Station Improvements	-	1,040,000	1,040,000	-	
Clarifier Maintenance	-	100,000	100,000	200,000	
Digester Improvements	-	889,000	889,000	880,000	
Secondary Treatment Improve.	9,512	790,000	545,488	750,000	
Mechanical & HVAC Systems	-	93,000	93,000	418,000	
Structural Rehabilitation	-	31,000	-	-	
Subtotal	1,769,994	4,529,000	7,381,693	3,350,000	
<b>Electric:</b>					
Demand Side Management	899,268	1,000,000	1,000,000	1,000,000	
Mid-American Interconnection	6,242,508	-	3,743,927	-	
Distribution Heat Pump EECBG	8,000	-	-	-	
Plant Distribution Substation	71,701	-	18,069	-	
Vet Med Substation	6,404	-	-	-	
Feedwater Heater Tube	790,525	-	2,090	-	
Inlet Heating for GT #2	-	805,000	823,812	-	
Vet Med Substation Volt Support	261,360	-	-	-	
Electric Svcs Storage Building	-	-	125,000	-	
Power Plant Fire Protection	40,422	-	913,547	-	
Unit #8 Boiler Tube Repair	1,848,221	-	-	-	
Unit #7 Cooling Tower Repair	-	400,000	-	-	
Unit #8 Mercury Capital	(12,292)	300,000	600,000	-	
Turbine Controls Upgrade	-	-	250,000	-	
Unit #8 Turbine Overhaul	1,470,489	-	220,650	-	
69kV Switchyard Relay/Control	148	1,700,000	1,849,852	-	
Vet Med Substation Feeders	-	300,000	300,000	-	
Unit #8 Blading/Diaphragms	572,096	-	-	-	
69kV Transmission Reconstruct.	-	520,000	520,000	250,000	
Mortensen Road Underground	-	300,000	330,000	50,000	
Plant Substation Switchgear	-	950,000	1,060,000	-	
Underground Storage Tanks	-	15,000	30,000	-	
CEMS Equipment/Systems	-	-	-	50,000	
CT #1 Evaporator Cooler	-	300,000	300,000	-	
Top-O-Hollow Substation	-	250,000	250,000	-	
Unit #7 Crane Repair	705	230,000	229,295	-	
Unit #8 Precipitator Control	-	200,000	200,000	-	
Units #7 & #8 Fuel Conversion	-	-	-	16,000,000	
Natural Gas Transport Pipe	-	-	-	7,000,000	
RDF Bin Work	-	-	-	250,000	
Electric Distribution Roof	-	-	-	350,000	
GT #1 Inspection & Overhaul	-	-	-	1,500,000	
Subtotal	12,199,555	7,270,000	12,766,242	26,450,000	
<b>Total Utilities CIP</b>	<b>19,869,549</b>	<b>23,471,170</b>	<b>39,624,518</b>	<b>63,594,850</b>	<b>170.9%</b>



The Cyclone Bicycle Club members posed with their bicycles outside Morrill Hall on the campus of Iowa State University in 1892.

# TRANSPORTATION

AMES JUNIOR HIGH SCHOOL



The older part of the building (the 2/3 shown at the left) was built in 1881 as the first brick schoolhouse in Ames and served as the only school for all Ames children in the 1880s and 1890s. The part to the right was added and provided four additional classrooms. This building stood on the west side of Clark Avenue between Fifth and Sixth Streets.

# TRANSPORTATION

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# TRANSPORTATION

**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 usable air facilities. Capital Improvements which benefit the Transportation sub-program areas are budgeted in this program.

	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>% Change</b>
<b>Use of Funds:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From</b>
					<b>Adopted</b>
Street System	3,334,902	3,463,273	3,510,435	3,646,002	5.3%
Public Parking	744,918	763,265	798,680	838,985	9.9%
Transit System	8,223,407	8,774,137	8,689,492	9,440,489	7.6%
Airport	134,564	121,745	120,072	123,068	1.1%
<b>Total Operations</b>	<b>12,437,791</b>	<b>13,122,420</b>	<b>13,118,679</b>	<b>14,048,544</b>	<b>7.1%</b>
Transportation CIP	13,064,428	12,560,146	25,315,881	15,220,170	21.2%
<b>Total Expenditures</b>	<b>25,502,219</b>	<b>25,682,566</b>	<b>38,434,560</b>	<b>29,268,714</b>	<b>14.0%</b>
 <b>Personnel – Authorized FTE</b>	 103.10	 102.78	 103.05	 108.72	



# TRANSPORTATION

	2012/13	2013/14	2013/14	2014/15	% Change From Adopted
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	
Personal Services	8,023,755	8,387,668	8,453,627	9,120,533	8.7%
Contractual	2,409,478	2,623,307	2,609,150	2,733,591	4.2%
Commodities	1,983,051	2,087,545	2,026,352	2,170,320	4.0%
Capital	20,950	23,000	28,350	23,500	2.2%
Other	557	900	1,200	600	-33.3%
<b>Total Operations</b>	<b>12,437,791</b>	<b>13,122,420</b>	<b>13,118,679</b>	<b>14,048,544</b>	<b>7.1%</b>
Transportation CIP	13,064,428	12,560,146	25,315,881	15,220,170	21.2%
<b>Total Expenditures</b>	<b>25,502,219</b>	<b>25,682,566</b>	<b>38,434,560</b>	<b>29,268,714</b>	<b>14.0%</b>
<b>Funding Sources:</b>					
General Fund	(87,723)	(92,795)	(104,453)	(108,588)	17.0%
Road Use Tax Fund	3,320,583	3,453,225	3,503,082	3,638,463	5.4%
Parking Fund	747,954	768,108	803,158	843,574	9.8%
Transit Fund	8,223,407	8,774,137	8,689,492	9,440,489	7.6%
Airport Revenues	233,570	219,745	227,400	234,606	6.8%
<b>Operations Funding</b>	<b>12,437,791</b>	<b>13,122,420</b>	<b>13,118,679</b>	<b>14,048,544</b>	<b>7.1%</b>
<b>Transportation CIP Funding:</b>					
G.O. Bonds	5,020,973	6,200,000	14,238,928	9,240,000	49.0%
Local Option Sales Tax	123,228	100,000	368,606	100,000	0.0%
Road Use Tax	382,413	990,000	1,877,005	1,195,000	20.7%
Street Construction Fund	867,720	1,183,000	2,440,831	1,682,000	42.2%
Airport Construction Fund	339,057	-	925,131	-	
Electric Utility Fund	89,685	100,000	258,487	171,000	71.0%
Water Utility Fund	-	-	-	40,000	
Storm Sewer Utility Fund	-	-	-	40,000	
Transit Fund	6,241,352	3,987,146	5,206,893	2,752,170	-31.0%
<b>CIP Funding</b>	<b>13,064,428</b>	<b>12,560,146</b>	<b>25,315,881</b>	<b>15,220,170</b>	<b>21.2%</b>
<b>Total Funding Sources</b>	<b>25,502,219</b>	<b>25,682,566</b>	<b>38,434,560</b>	<b>29,268,714</b>	<b>14.0%</b>

# STREET SURFACE MAINTENANCE

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 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 barricades for block parties and other community events (road races, etc.)
- ✓ Provide emergency repairs to roads and streets as necessary
- ✓ Offer curb and gutter replacement program to eligible citizens

	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>% Change</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From</b>
					<b>Adopted</b>
<b>Expenditures:</b>					
Personal Services	790,432	840,548	854,286	859,421	2.3%
Contractual	427,705	458,889	437,584	476,539	3.9%
Commodities	284,013	294,000	294,000	294,000	0.0%
Capital	-	12,000	16,500	2,500	-79.2%
<b>Total Expenditures</b>	<b>1,502,150</b>	<b>1,605,437</b>	<b>1,602,370</b>	<b>1,632,460</b>	<b>1.7%</b>
<b>Funding Sources:</b>					
General Fund	2,036	5,205	2,875	2,950	-43.3%
Road Use Tax	1,500,114	1,600,232	1,599,495	1,629,510	1.8%
<b>Total Funding Sources</b>	<b>1,502,150</b>	<b>1,605,437</b>	<b>1,602,370</b>	<b>1,632,460</b>	<b>1.7%</b>
<b>Personnel – Authorized FTE</b>	12.13	12.13	12.13	12.13	

# STREET SURFACE MAINTENANCE

## Highlights:

In FY 13/14 and FY 14/15, \$275,000 is included for **materials** to repair asphalt and concrete streets. Purchasing **joint sealant material** has been included in FY 13/14 and FY 14/15 (\$23,000). 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.

A budget increase for the fleet is planned as the equipment inventory was updated to more accurately show lifecycles and replacement values.

**Concrete crushing** (\$35,000) will continue in FY 14/15 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 \$4.90/ton), a cost savings of at least \$9.00/ton will be realized for repairs around water main breaks and in street maintenance activities which results in a savings of over \$50,000. 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.

Also included in the FY 13/14 and FY 14/15 budget is \$10,000 for streetscape repair in the Downtown and Campustown areas. This will allow for the replacement of some of the pavers that are showing deterioration.

	2011/12 Actual	2012/13 Actual	2013/14 Adjusted	2014/15 Projected
<b>Service Accomplishments:</b>				
Miles of streets maintained	272	275	275	280
Blocks of streets crack sealed	110	92	100	100
Blocks of streets slurry sealed	0	3	10	10
Miles of off-street bike paths maintained	38	51	52	53
# of events for which barricades were provided	49	52	50	50
<b>Efficiency and Effectiveness:</b>				
Cost per mile for street maintenance	\$5,318	\$5,455	\$5,756	\$5,808
Citizen satisfaction* with bike path maintenance	81%	84%	85%	85%
Citizen satisfaction* with condition of streets in neighborhoods	77%	77%	80%	80%
Citizen satisfaction* with surface condition of major streets	73%	79%	80%	80%

\* % rating "good" or "very good" in Resident Satisfaction Survey

# STREET SURFACE CLEANING

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 time/year (5,145 miles) (City crews and contractor)
- ✓ Sweep Business District 32 times/year (512 miles) (City crews)

	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>% Change</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From</b>
					<b>Adopted</b>
<b>Expenditures:</b>					
Personal Services	123,425	115,399	119,248	127,084	10.1%
Contractual	96,000	97,161	104,890	121,506	25.1%
Commodities	344	350	350	350	0.0%
Capital	-	-	-	-	
<b>Total Expenditures</b>	<b>219,769</b>	<b>212,910</b>	<b>224,488</b>	<b>248,940</b>	<b>16.9%</b>
<b>Funding Sources:</b>					
Road Use Tax	219,769	212,910	224,488	248,940	16.9%
<b>Total Funding Sources</b>	<b>219,769</b>	<b>212,910</b>	<b>224,488</b>	<b>248,940</b>	<b>16.9%</b>
<b>Personnel – Authorized FTE</b>	1.30	1.25	1.25	1.30	

# STREET SURFACE CLEANING

**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 City construction sites. They also clean the streets affected by maintenance sites of City crews. **Timely response** is essential to these types of incidents.

A budget increase is shown as the street sweeper lifecycle and replacement cost was updated to more accurately reflect the remaining life and replacement value of the unit.

**Contracted services** continue to be used to supplement City crews in sweeping residential streets (\$30,000).

The increase in Personal Services was the result of shifting work activities from this activity to Street Maintenance activities to more accurately reflect work done in normal yearly weather conditions.

<b>Service Accomplishments:</b>	<b>2011/12 Actual</b>	<b>2012/13 Actual</b>	<b>2013/14 Adjusted</b>	<b>2014/15 Projected</b>
Curb miles cleaned – arterial and collector Streets	1,667	1,592	1,650	1,700
Curb miles cleaned – residential streets (City crews)	4,002	3,840	3,900	4,000
Curb miles cleaned – residential streets (Contractor)	1,429	1,286	1,300	1,350
Curb miles cleaned – Business District	501	568	575	600
<b>Efficiency and Effectiveness:</b>				
Cost/mile of streets cleaned (City crews)	\$30.05	\$36.63	\$36.65	\$39.49
Cost/mile of streets cleaned (Contractor)	\$15.09	\$23.27	\$23.08	\$22.22
Citizen satisfaction* with street sweeping in business areas	93%	93%	95%	95%
Citizen satisfaction* with street sweeping in neighborhoods	85%	83%	88%	88%
% 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

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 sand from streets at the end of the snow/ice season
- ✓ Remove snow from streets according to standards established by City Council
- ✓ Install snow fence as necessary

	2012/13	2013/14	2013/14	2014/15	% Change
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From</b>
					<b>Adopted</b>
<b>Expenditures:</b>					
Personal Services	428,441	413,411	421,466	442,668	7.1%
Contractual	447,392	433,093	449,250	486,456	12.3%
Commodities	158,446	180,560	191,850	200,100	10.8%
Capital	-	11,000	11,850	16,500	
<b>Total Expenditures</b>	<b>1,034,279</b>	<b>1,038,064</b>	<b>1,074,416</b>	<b>1,145,724</b>	<b>10.4%</b>
<b>Funding Sources:</b>					
Road Use Tax	1,034,279	1,038,064	1,074,416	1,145,724	10.4%
<b>Total Funding Sources</b>	<b>1,034,279</b>	<b>1,038,064</b>	<b>1,074,416</b>	<b>1,145,724</b>	<b>10.4%</b>
<b>Personnel – Authorized FTE</b>	4.35	4.35	4.35	4.35	

# SNOW AND ICE CONTROL

**Highlights:**

A 2,500 ton **salt contract** is in place for the FY 13/14 snow season. The contract salt cost is \$62.74/ton (\$156,850 total), a decrease from the original estimate of \$65.00/ton. **Calcium chloride** purchases will continue at a cost of \$10,000 in both FY 13/14 and FY 14/15. The FY 14/15 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.

A budget increase for the fleet is planned as the equipment inventory was updated to more accurately show lifecycles and replacement values. The increase in Personal Services was the result of shifting work activities from this activity to Street Maintenance activities to more accurately reflect work done in normal yearly weather conditions.

The budget reflects \$10,000 in FY13/14 and \$20,000 in FY 14/15 for the purchase and inventorying of plow blades and curb shoes for the plows. The plow blades are planned to be upgraded to a rubber and carbide system over the traditional carbide blades. These blades provide better cleaning of the streets and are also quieter and better for the operators.

In FY 13/14 and FY 14/15, City crews will utilize **33 units** (pickups, trucks, road grader, skid steers, backhoes, etc.) for snow and ice control activities. This will include a new single-axle dump truck. 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.

<b>Service Accomplishments:</b>	<b>2011/12 Actual</b>	<b>2012/13 Actual</b>	<b>2013/14 Adjusted</b>	<b>2014/15 Projected</b>
Annual snowfall (inches) (43" 5-year historical average; 41" 10- year historical average)	18	54	41	41
Miles of street maintained	272	275	275	280
# of ice control operations	15	20	20	20
Sodium chloride applied (tons)	1,636	3,178	3,000	3,300
Calcium chloride applied (gallons)	5,600	3,650	5,000	5,500
Salt brine used (gallons)	58,800	32,800	50,000	55,000
Snow fence installed (miles)	1.75	1.75	1.75	2.5
<b>Efficiency and Effectiveness:</b>				
Cost of snow plowing/ice removal per inch of accumulation per mile of street	\$113.87	\$69.64	\$94.24	\$98.55
Citizen satisfaction* with snow plowing on major City streets	91%	88%	90%	91%
Citizen satisfaction* with snow plowing in neighborhoods	77%	68%	75%	80%
Citizen satisfaction* with ice control at intersections	79%	75%	80%	85%

\* % rating "good" or "very good" in Resident Satisfaction Survey

## RIGHT-OF-WAY MAINTENANCE

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/repaired 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

	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>% Change</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From</b>
					<b>Adopted</b>
<b>Expenditures:</b>					
Personal Services	334,541	364,401	351,327	371,480	1.9%
Contractual	214,245	211,661	223,234	226,698	7.1%
Commodities	29,918	30,800	34,600	20,700	-32.8%
Capital	-	-	-	-	
<b>Total Expenditures</b>	<b>578,704</b>	<b>606,862</b>	<b>609,161</b>	<b>618,878</b>	<b>2.0%</b>
<b>Funding Sources:</b>					
General Fund	9,247	-	-	-	
Road Use Tax	566,421	602,019	604,683	614,289	2.0%
Parking Fund	3,036	4,843	4,478	4,589	-5.2%
<b>Total Funding Sources</b>	<b>578,704</b>	<b>606,862</b>	<b>609,161</b>	<b>618,878</b>	<b>2.0%</b>
<b>Personnel – Authorized FTE</b>	4.40	4.40	4.40	4.40	



# RIGHT-OF-WAY MAINTENANCE

**Highlights:**

The City of Ames is one of three pilot cities for inclusion in an **Iowa Department of Natural Resources (IDNR) grant with the United States Forest Service**. This grant has allowed the City an opportunity to work with an urban forester on public education, to build a network of volunteers, to develop effective maintenance plans that ensure the health of our forest resources, and to review ordinances to ensure protection and enhancement of our urban forest for three years. It is anticipated that a draft maintenance plan, including how to deal with the Emerald Ash Borer, will be presented to City Council in the spring of 2014. **Outcomes of the maintenance plan will result in increases to the budget and have an impact on private properties.**

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 \$15,612. 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. There is currently only one can that remains to be replaced. The budgeted funding will be increased and used to buy two new cans and four replacement benches.

Included in FY 13/14 is \$75,000 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. With the Urban Forester position and the completed tree inventory, staff anticipates an increase in the amount of tree trimming and removals needed. Future years may also see an increase after working with the Urban Forester to develop a maintenance plan.

The dry weather in 2012 and 2013 also caused stress to many areas of City maintained rights-of-way. Included in FY 13/14 is \$3,500 for the **fertilizing** of these areas which will help **reestablish the turf and provide weed control**.

	2011/12 Actual	2012/13 Actual	2013/14 Adjusted	2014/15 Projected
<b>Service Accomplishments:</b>				
Rights-of-way mowed (acres)	760	760	760	761
Complaint notices issued – snow/ice on sidewalk	3	152	100	100
Actual # of billings for snow/ice removal from sidewalks	0	13	10	10
Sidewalk repair letters sent	47	30	30	30
Trees and shrubs planted	400	350	400	600
<b>Efficiency and Effectiveness:</b>				
Citizen satisfaction with appearance of medians and parkways	92%	92%	92%	92%

## PARKING OPERATION AND MAINTENANCE

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
- ✓ Secure daily money collection from meters
- ✓ Repair/replace defective parking meters within 24 hours
- ✓ Perform preventive maintenance on parking meters

	2012/13	2013/14	2013/14	2014/15	% Change
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
<b>Expenditures:</b>					
Personal Services	182,823	158,192	181,013	185,147	17.0%
Contractual	56,815	64,297	66,880	67,446	4.9%
Commodities	19,486	33,450	34,250	38,450	15.0%
Capital	-	-	-	-	
<b>Total Expenditures</b>	<b>259,124</b>	<b>255,939</b>	<b>282,143</b>	<b>291,043</b>	<b>13.7%</b>
<b>Funding Sources:</b>					
Parking Fund	259,124	255,939	282,143	291,043	13.7%
<b>Total Funding Sources</b>	<b>259,124</b>	<b>255,939</b>	<b>282,143</b>	<b>291,043</b>	<b>13.7%</b>
 <b>Personnel – Authorized FTE</b>	 1.82	 1.55	 1.82	 1.84	

# PARKING OPERATION AND MAINTENANCE

**Highlights:**

In FY 12/13, the City began offering **SmartCards** as an alternative payment method for parking meters at select locations. SmartCards are a prepaid card used in lieu of coins when paying to park. Purchase of SmartCards can be made at Utility Customer Service in City Hall. Primary customers using the prepaid cards 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.

Parking staff continue to add SmartCard meters to the Ames parking system. During FY 13/14, staff has been initiating conversation with ISU about combining each **SmartCard system** into one. This would require an agreement with ISU to address a common card design, financial arrangement, and potential termination arrangement (in case a new system is preferred in the future). By combining the SmartCard systems, improved customer service would be provided.

In FY 14/15, staff will be working with GIS staff to create a **Mobile Parking application** that includes maps. This application has the potential for customers to see what rentable parking spaces are available.

**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.

An increase in **Personal Services** was the result of accurately reflecting work activities of Traffic Maintenance and Parking personnel.

	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
<b>Service Accomplishments:</b>				
# of parking stalls	2,804	2,802	2,802	2,802
# of parking stalls painted	2,500	2,100	2,802	2,802
Electronic parking meters in use	959	939	960	960
SmartCard parking meters in use	N/A	295	340	400
# of meter complaints	300	304	300	300
# of preventive maintenance checks done on meters	874	505	800	800
<b>Efficiency and Effectiveness:</b>				
Reserved parking space rented (%)	94%	86%	90%	90%

## PARKING LAW ENFORCEMENT

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 assist police officers and citizens in traffic movement and document 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
- ✓ Address parking issues proactively
- ✓ Increase efficiency through the use of part-time and civilian employees
- ✓ Provide funeral escorts and assist in traffic control at special events
- ✓ Resolve neighborhood complaints
- ✓ Assist in response to snow emergencies and other natural disasters

	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>% Change</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From</b>
					<b>Adopted</b>
<b>Expenditures:</b>					
Personal Services	242,653	280,519	279,336	286,523	2.1%
Contractual	45,950	56,612	59,509	78,653	38.9%
Commodities	3,829	1,775	1,925	1,775	0.0%
Capital	20,950	-	-	4,500	
<b>Total Expenditures</b>	<b>313,382</b>	<b>338,906</b>	<b>340,770</b>	<b>371,451</b>	<b>9.6%</b>
<b>Funding Sources:</b>					
Parking Fund	313,382	338,906	340,770	371,451	9.6%
<b>Total Funding Sources</b>	<b>313,382</b>	<b>338,906</b>	<b>340,770</b>	<b>371,451</b>	<b>9.6%</b>
<b>Personnel – Authorized FTE</b>	1.50	1.50	1.50	1.50	

# PARKING LAW ENFORCEMENT

**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 (81% 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 (19% of effort this year): funeral escorts, traffic control 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 or are minor in nature. CSOs transport evidence and abandoned bicycles, deliver and set up the speed enforcement trailer and assist with cleanup and transportation of roadway debris and other items that need to be hauled away during non-business hours. 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.

The new **handheld ticket writing devices** and supporting software were deployed in the spring of 2013. The new devices offer some enhanced features that include the ability to take a photo of the parking violation. This has been a great asset not only for the obvious evidentiary value, but it has also helped supervisors address citizens concerns when they have a question about their violation.

After a careful review and study, a new **prisoner transport van** was purchased to replace the existing van. The new van provides a safer operating environment for the CSOs and also for the prisoners that are transported in the van. This year, both the transport van and the prisoner transport car were equipped with video equipment, enabling all transports to be recorded. Also this year, there will be a scheduled replacement of two of the trucks in the fleet with a similar style.

While there are always year-to-year fluctuations in parking **citation counts**, the most recent year saw some decline in total tickets written when several of the Community Safety Officers left their positions. In the current year, staffing levels have been more consistent and projections for citation counts show a return to more historic levels.

	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</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	18,590	17,659	24,270	24,000
Illegal	7,255	6,344	7,923	7,500
Illegal citations – evening CSOs	16,970	13,663	14,166	14,000
Overtime citations issued – evening CSOs	5,011	4,644	3,747	3,500
Illegal citations by Patrol Division	1,121	1,790	601	1,000
Total illegal citations	25,346	21,797	22,690	22,500
Total overtime citations	23,601	22,303	28,017	27,500
Total all citations	48,947	44,100	50,707	50,000
<b>Efficiency and Effectiveness:</b>				
Enforcement cost for each illegal citation	\$ 5.72	\$ 7.04	\$ 6.74	
Average payment processing cost	3.32	3.77	3.32	
General overhead costs	<u>1.02</u>	<u>1.15</u>	<u>1.04</u>	
<i>Total</i>	\$10.06	\$11.96	\$11.10	
Enforcement cost each overtime citation	\$ 5.67	\$ 7.16	\$ 6.65	
Average payment processing cost	3.32	3.77	3.32	
General overhead costs	<u>1.02</u>	<u>1.15</u>	<u>1.04</u>	
<i>Total</i>	\$10.01	\$12.08	\$11.01	
Enforcement cost for all citations	\$ 5.70	\$ 7.10	\$ 6.72	
Average payment processing cost	3.32	3.77	3.32	
General overhead costs	<u>1.02</u>	<u>1.15</u>	<u>1.04</u>	
<i>Total</i>	\$10.04	\$12.02	\$11.08	

## PARKING VIOLATION COLLECTION

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

	2012/13	2013/14	2013/14	2014/15	% Change From Adopted
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	
Personal Services	74,265	71,071	78,975	81,432	14.6%
Contractual	96,207	95,164	94,276	92,421	-2.9%
Commodities	1,940	2,185	2,516	2,638	20.7%
Capital	-	-	-	-	
<b>Total Expenditures</b>	<b>172,412</b>	<b>168,420</b>	<b>175,767</b>	<b>176,491</b>	<b>4.8%</b>
<b>Funding Sources:</b>					
Parking Fund	172,412	168,420	175,767	176,491	4.8%
<b>Total Funding Sources</b>	<b>172,412</b>	<b>168,420</b>	<b>175,767</b>	<b>176,491</b>	<b>4.8%</b>
<b>Personnel – Authorized FTE</b>	1.10	1.10	1.10	1.10	

# PARKING VIOLATION COLLECTION

**Highlights:**

This program's share of Data Services has decreased in relation to other programs. Data Service costs for FY 13/14 adjusted are \$1,452 less than the amount adopted for FY 13/14. The amount requested for FY 14/15 is \$4,770 less than the amount adopted for FY 13/14.

The agency collecting on unpaid parking tickets had been suspending collection efforts after a ticket was outstanding for two years. The City requested the agency to actively pursue outstanding tickets for five years. Collection Services for FY 13/14 adjusted and FY 14/15 are \$1,340 higher than the amount adopted for FY 13/14 to reflect the cost of collecting on older tickets.

Benefits are increasing due to a shift in the number of employees covered under a family health plan versus a single health plan. This shift results in an \$8,094 increase in FY 13/14 adjusted health insurance benefit costs over the amount adopted for FY 13/14. The amount requested for FY 14/15 is \$9,165 higher than the amount adopted for FY 13/14.

	<b>2011/12 Actual</b>	<b>2012/13 Actual</b>	<b>2013/14 Adjusted</b>	<b>2014/15 Projected</b>
<b>Service Accomplishments:</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	42.0	45.7	47.0	47.5
% of tickets outstanding for 40 to 60 days referred to Collection Agency	100.0	100.0	100.0	100.0
% of payments reported to collection agency within a week of receipt	100.0	100.0	100.0	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	39,767	41,484	42,300	42,300
Number of overpayments processed	386	397	350	350
Number of reminder notices mailed	18,794	19,842	19,600	19,600
Number of tickets referred to collection	9,651	9,288	9,050	9,050
Average cost for payment processed	\$3.94	\$4.16	\$4.16	\$4.17

# TRANSIT SYSTEM

**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>Activities:</b>	<b>2012/13 Actual</b>	<b>2013/14 Adopted</b>	<b>2013/14 Adjusted</b>	<b>2014/15 Mgr Rec</b>	<b>% Change From Adopted</b>
Administration and Support	1,541,769	1,762,421	1,770,542	1,783,721	1.2%
Fixed Route Service	6,537,751	6,829,765	6,768,894	7,500,806	9.8%
Dial-A-Ride Service	143,887	181,951	150,056	155,962	-14.3%
<b>Total Operations</b>	<b>8,223,407</b>	<b>8,774,137</b>	<b>8,689,492</b>	<b>9,440,489</b>	<b>7.6%</b>
<b>Personnel – Authorized FTE</b>	75.95	75.95	75.95	81.55	



# TRANSIT SYSTEM

	2012/13 Actual	2013/14 Adopted	2013/14 Adjusted	2014/15 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	5,796,020	6,091,448	6,114,887	6,712,480	10.2%
Contractual	944,850	1,139,864	1,109,044	1,117,602	-2.0%
Commodities	1,481,980	1,541,925	1,464,361	1,609,807	4.4%
Capital	-	-	-	-	
Other	557	900	1,200	600	-33.3%
<b>Total Expenditures</b>	<b>8,223,407</b>	<b>8,774,137</b>	<b>8,689,492</b>	<b>9,440,489</b>	<b>7.6%</b>
<b>Funding Sources:</b>					
Transit Fund	8,223,407	8,774,137	8,689,492	9,440,489	7.6%
<b>Total Funding Sources</b>	<b>8,223,407</b>	<b>8,774,137</b>	<b>8,689,492</b>	<b>9,440,489</b>	<b>7.6%</b>

# TRANSIT ADMINISTRATION AND SUPPORT

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 6.3 million rides within the community
- ✓ Maintain an operating budget balance of no less than 9%
- ✓ Administer all state and federal grants to maximize funding from non-local sources
- ✓ Ensure compliance with all federal, state and local regulations
- ✓ Maintain an average large bus fleet age of 11 years or less
- ✓ Implement a coordinated plan to improve bus stop locations
- ✓ Educate the business, student and general resident population through promotions

	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>% Change</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From</b>
					<b>Adopted</b>
<b>Expenditures:</b>					
Personal Services	960,159	1,064,988	1,079,342	1,113,989	4.6%
Contractual	532,855	634,858	628,584	605,977	-4.6%
Commodities	48,755	62,575	62,616	63,755	1.9%
Capital	-	-	-	-	
<b>Total Expenditures</b>	<b>1,541,769</b>	<b>1,762,421</b>	<b>1,770,542</b>	<b>1,783,721</b>	<b>1.2%</b>
<b>Funding Sources:</b>					
Transit Fund	1,541,769	1,762,421	1,770,542	1,783,721	1.2%
<b>Total Funding Sources</b>	<b>1,541,769</b>	<b>1,762,421</b>	<b>1,770,542</b>	<b>1,783,721</b>	<b>1.2%</b>
<b>Personnel – Authorized FTE</b>	9.20	9.20	9.20	9.20	

# TRANSIT ADMINISTRATION AND SUPPORT

## Highlights:

CyRide has experienced increased ridership each year for the last eight years, for a 41.2% increase from the 2006/2007 to 2012/2013 budget. Ridership for the first six months of 2013/2014 is 12.9% higher than the previous year and is anticipated to be at least 6.3 million rides for the fiscal year. With higher ISU enrollment predicted for the 2014/2015 budget year, CyRide expects to achieve at least the 6.5 million ridership level in the next year. These year-after-year increases are placing operational and infrastructure challenges on the system to maintain a high quality of service.

Student fees will be increased by \$1.50 in 2014/2015, raising the full-time student cost per semester to \$64.11, with a 2013/2014 year-end GSB Trust Fund balance projected to exceed \$1.1 million.

The increased percentage share for the City of Ames will be 4.4%. Fuel expenses, which are a major expense in the budget, are budgeted to remain flat with a lower price per gallon, but additional miles travelled. The 2013/2014 budgeted price per gallon of fuel was \$3.75 and will remain the same for the 2014/2015 budget year.

State and federal dollars are anticipated to remain relatively stable with state dollars increasing \$20,000 to \$650,000 and federal dollars slightly higher totaling \$1,958,824.

The 2013/2014 budget includes an increase in the full-time equivalent staffing level of 5.6 positions. This increase reflects 2.6 additional transit drivers, two additional full-time mechanics, and two additional part-time lane workers to fuel and service the buses each day. CyRide has increased its fleet size by 34 buses over the past seven years, with no additional staff in these areas. Currently these positions are maintaining two to three times as many buses compared to the national industry average. Additionally, a seasonal full-time trainer would be added in the summer months to train drivers to be adequately staffed for the fall semester.

The 2014/2015 budget reflects the fourth of five repayments of a state revolving loan in the amount of \$17,500 for local match required for construction of the Intermodal Facility. The local payment is divided equally between the City and Iowa State University, each contributing \$8,750.

	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
<b>Service Accomplishments:</b>				
Ridership	5,759,883	5,892,786	6,300,000	6,500,000
Grant funds received	\$8,382,886	\$6,840,254	\$6,072,059	\$3,092,254
Average fleet age in years	9.3	9.7	10.5	11.0
<b>Efficiency and Effectiveness:</b>				
Passenger trips/capita	101.7	99.8	106.7	108.0
Passenger trips/revenue hour	51.0	51.7	54.8	56.0
Revenue hours/capita	2.0	1.9	1.9	1.9
Grant funds/expenses	50.4%	47.3%	42.9%	27.1%

## FIXED ROUTE SERVICE

The fixed route bus service provides regularly scheduled public transit service to the City of Ames, including Iowa State University (ISU). There are eight 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%
- ✓ Achieve at least 35,000 rides per customer comment
- ✓ Maintain the bus fleet in a manner that allows for the smooth and efficient operation of service on a daily basis
- ✓ Coordinate public transit service with other types of transportation (bikes, intercity/regional buses, etc.)
- ✓ Hire adequate staff to ensure that 85% or more of the drivers' work is assigned each week, reducing overtime expense
- ✓ Maintain service quality with at least 88% of the scheduled bus trips on time at a single timepoint on the schedule

	2012/13	2013/14	2013/14	2014/15	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
<b>Expenditures:</b>					
Personal Services	4,826,150	5,016,509	5,025,489	5,588,129	11.4%
Contractual	277,819	333,006	340,460	366,025	9.9%
Commodities	1,433,225	1,479,350	1,401,745	1,546,052	4.5%
Other Expenditures	557	900	1,200	600	-33.3%
<b>Total Expenditures</b>	<b>6,537,751</b>	<b>6,829,765</b>	<b>6,768,894</b>	<b>7,500,806</b>	<b>9.8%</b>
<b>Funding Sources:</b>					
Transit Fund	6,537,751	6,829,765	6,768,894	7,500,806	9.8%
<b>Total Funding Sources</b>	<b>6,537,751</b>	<b>6,829,765</b>	<b>6,768,894</b>	<b>7,500,806</b>	<b>9.8%</b>
<b>Personnel – Authorized FTE</b>	66.70	66.70	66.70	72.30	

# FIXED ROUTE SERVICE

**Highlights:**

Fixed route ridership is anticipated to increase to 6.5 million riders during the 2014/2015 budget year. This service will be provided with a bus fleet of 88 buses after a 2013/2014 purchase of five additional used buses.

The busiest times for the fixed route service are just prior to and after class times, which require adequate buses and staffing to meet the demand at bus stops along CyRide’s routes. As a result of this “peaking” effect, CyRide has placed as many as seven buses for one scheduled trip on a route from west Ames to provide enough capacity to pick up all customers at the bus stop.

The NextBus technology project for real-time bus tracking was implemented in 2013/2014 and has proven to have a positive impact on customers’ abilities to utilize the system. The system also provides a “playback” feature, which allows staff to better investigate operational concerns from customers and to examine schedules for possible modifications.

The 2014/15 budget includes the following additional services to provide adequate capacity for ISU’s anticipated enrollment increase and to reflect a system carrying 6.5 million riders:

- Ten additional hours of weekday service per day to provide adequate capacity for ISU’s enrollment increase
- An additional bus on a portion of the Blue Route on Sundays between 11 a.m. and 5 p.m. from Friley to South 5<sup>th</sup> and Duff
- Two additional buses weekdays on the Brown Route and one additional bus on the Green Route between 11:30 a.m. and 6:00 p.m.

CyRide will continue its bus shelter improvement plan in the 2014/2015 budget year to enhance CyRide’s customer experience.

	<b>2011/12 Actual</b>	<b>2012/13 Actual</b>	<b>2013/14 Adjusted</b>	<b>2014/15 Projected</b>
<b>Service Accomplishments:</b>				
Ridership	5,668,282	5,882,657	6,290,000	6,490,000
Average percent work assigned	92.9%	91.0%	90.0%	90.0%
Passenger compliments	23	22	23	24
<b>Efficiency and Effectiveness:</b>				
Passengers/revenue hour	52.2	53.3	55.6	56.5
Cost/revenue mile	\$5.35	\$5.71	\$5.87	\$6.10
Cost/passenger	\$1.06	\$1.11	\$1.10	\$1.12
Cost/revenue hour	\$55.39	\$59.21	\$60.97	\$62.50
Miles between preventable accidents	28,820	32,959	30,000	30,000

# DIAL-A-RIDE

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

	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>% Change</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From</b>
<b>Expenditures:</b>					<b>Adopted</b>
Personal Services	9,711	9,951	10,056	10,362	4.1%
Contractual	134,176	172,000	140,000	145,600	-15.4%
Commodities	-	-	-	-	
Capital	-	-	-	-	
<b>Total Expenditures</b>	<b>143,887</b>	<b>181,951</b>	<b>150,056</b>	<b>155,962</b>	<b>-14.3%</b>
<b>Funding Sources:</b>					
Transit Fund	143,887	181,951	150,056	155,962	-14.3%
<b>Total Funding Sources</b>	<b>143,887</b>	<b>181,951</b>	<b>150,056</b>	<b>155,962</b>	<b>-14.3%</b>
<b>Personnel – Authorized FTE</b>	0.05	0.05	0.05	0.05	

# DIAL-A-RIDE

**Highlights:**

CyRide is required under the Americans with Disabilities Act (ADA) to provide complementary paratransit service for persons unable to use fixed route services. If this service is contracted to another agency, Federal Section 5310 funding is available through a grant with the State of Iowa to fund up to 50-80% of the expenses or total allocation of funds for this service, whichever is lower. This funding is not available if CyRide directly operates the service. As a result, CyRide has contracted with another agency for the past nine years for the provision of this service called Dial-A-Ride. CyRide's current contract is with the Heart of Iowa Regional Transit Agency (HIRTA) for this service.

In the 2014/2015 budget year, Dial-A-Ride ridership is anticipated to provide 10,000 rides, reflecting a stable ridership level. The Dial-A-Ride expenses are expected to be \$156,000 for the 2014/2015 budget year, with \$120,000 funded through a federal grant.

	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>
<b>Service Accomplishments:</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
Ridership	10,853	9,468	10,000	10,000
# of complaints	8	10	10	6
% of applications processed in 21 days	97%	97%	97%	97%
 <b>Efficiency and Effectiveness:</b>				
Passengers/revenue hour	4.1	3.0	3.1	3.0
Farebox revenue/expense	5.5%	2.9%	5.6%	6.0%
Cost/passenger	\$14.94	\$15.21	\$15.00	\$15.50
Cost/revenue mile	\$4.75	\$4.06	\$4.29	\$4.50

# AIRPORT

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
- ✓ Maintain airport buildings and grounds
- ✓ Provide quality services for airport users
- ✓ Provide an essential gateway to the community
- ✓ Provide general aviation services to the City and immediate surrounding area

	2012/13	2013/14	2013/14	2014/15	% Change
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
<b>Expenditures:</b>					
Personal Services	51,155	52,679	53,089	54,298	3.1%
Contractual	80,314	66,566	64,483	66,270	-0.4%
Commodities	3,095	2,500	2,500	2,500	0.0%
Capital	-	-	-	-	
<b>Total Expenditures</b>	<b>134,564</b>	<b>121,745</b>	<b>120,072</b>	<b>123,068</b>	<b>1.1%</b>
<b>Funding Sources:</b>					
<b>Airport Revenues:</b>					
Airport Farm	102,611	89,964	102,611	102,611	14.1%
Hangar Leases	70,177	70,334	65,842	71,607	1.8%
Fuel Sales	14,465	11,200	11,150	11,150	-0.5%
Sigler Companies	46,270	47,647	47,647	49,088	3.0%
Miscellaneous	47	600	150	150	-75.0%
<b>Revenue Subtotal</b>	<b>233,570</b>	<b>219,745</b>	<b>227,400</b>	<b>234,606</b>	<b>6.8%</b>
General Fund Support	(99,006)	(98,000)	(107,328)	(111,538)	13.8%
<b>Total Funding Sources</b>	<b>134,564</b>	<b>121,745</b>	<b>120,072</b>	<b>123,068</b>	<b>1.1%</b>
<b>Personnel – Authorized FTE</b>	0.55	0.55	0.55	0.55	



# AIRPORT

**Highlights:**

On June 2013, the **Fixed Base Operator (FBO)** service contract with Hap's Air Service was extended by Council until such time that the new Ames Terminal Building is constructed, or upon 30 days written notice of a newly established termination date of their service contract. As part of that agreement, a 50% reduction (\$5,125) in the FBO lease for the months of July, August, and September 2013 was granted to reduce the impact to the FBO of the Airport West Apron Rehabilitation project.

The **Airport Advisory Committee** is 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 \$190,896 at the end of FY 13/14 and \$410,891 at the end of FY 14/15. In FY 13/14, this funding was 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.

In FY 12/13, staff held numerous Airport user meetings to help define expectations of a new terminal building. Meetings were held with Iowa State University (ISU) staff, private hangar owners, corporate jet owners, business charter companies, light sport (recreational) pilots, glider club members, frequent itinerant/visitors, and Ames Chamber and Visitor Convention Bureau members. In December 2012, City Council indicated their vision of the new **Airport Terminal Building and Hangar** which is included in FY 15/16 of the Capital Improvements Plan. Over the next two years, staff will continue to work on the funding aspects of this project which will require equal funding for the \$3.2 million project from the City, ISU, and the private sector. Conceptual building and hangar layouts will be submitted to FAA in FY 13/14 for their feedback.

The amount included in the operating budget for **snow removal** at the Airport has been increased by roughly \$10,000 per year to more accurately reflect a six-year average for the actual amount spent.

	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
<b>Service Accomplishments:</b>				
Gallons of fuel dispensed (AVGAS)	42,991	33,239	23,914	18,500
Gallons of fuel sold (FBO) jet	103,528	91,684	108,390	111,000
Gallons of fuel dispensed for ISU jet	11,097	11,733	12,771	10,750
Gallons of private fuel dispensed	2,985	4,426	6,868	8,000
# of based single engine aircraft	71	66	66	68
# of based multi-engine aircraft	9	8	8	10
# of based ultra-light aircraft	0	0	0	0
# of based gliders	9	9	9	9
# of based jets	2	2	2	2
<b>Efficiency and Effectiveness:</b>				
% of General Fund support needed to operate and maintain airport	0%	0%	0%	0%

# TRANSPORTATION CIP

**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:	2012/13 Actual	2013/14 Adopted	2013/14 Adjusted	2014/15 Mgr Rec	% Change From Adopted
<b>Transit:</b>					
Building Improvements	1,626,917	2,525,976	3,386,064	1,140,000	
Vehicle Replacement	3,503,382	1,221,000	1,509,190	1,376,000	
Shop & Office Equipment	213,810	98,000	169,469	49,000	
Intermodal Facility	617,798	-	-	-	
Bus Stop Improvements	-	46,000	46,000	46,000	
Needs Analysis	51,244	-	-	-	
Technology Improvements	228,201	96,170	96,170	141,170	
Subtotal	6,241,352	3,987,146	5,206,893	2,752,170	
<b>Airport Operations:</b>					
Taxiway A1 Rehabilitation	2,271	-	-	-	
West Apron Rehabilitation	336,786	-	925,131	-	
Subtotal	339,057	0	925,131	0	
<b>Street Surface Maintenance:</b>					
Neighborhood Curb Program	96,042	75,000	144,773	75,000	
Sidewalk Safety Program	-	100,000	225,614	100,000	
Retaining Wall Reconstruction	1,530	40,000	154,070	-	
Lincoln Way Medians	14,680	-	10,320	-	
Shared Use Path Maintenance	8,548	50,000	182,672	50,000	
Bridge Rehabilitation Program	19,004	40,000	40,996	180,000	
Pavement Restoration	-	75,000	75,000	75,000	
Right-of-Way Enhancements	-	-	-	65,000	
Subtotal	139,804	380,000	833,445	545,000	
<b>Public Works Engineering:</b>					
Arterial Street Improvements	137,642	825,000	2,722,874	750,000	
Collector Street Improvements	1,428,990	1,480,000	1,991,882	1,240,000	
CyRide Route Improvements	1,036,114	2,050,000	3,401,038	1,832,000	
Downtown Street Improvements	649,632	1,000,000	2,372,335	900,000	
Concrete Pavement Improvments	833,874	1,285,000	2,265,746	1,726,000	
Seal Coat Improvements	940,123	1,120,000	2,524,065	650,000	
Asphalt Street Improvements	1,085,083	-	2,380,457	1,300,000	
S.E. 16 <sup>th</sup> Street Paving/Bridge	3,140	-	2,835	-	
South Duff Improvements	93,979	-	5,000	-	
Grand Avenue Extension	8,638	423,000	423,000	-	
CDBG Improvements	56,328	-	56,000	-	
Grant Avenue Paving	64,945	-	321	2,825,000	
Mortensen Road Improvements	5,727	10,000	12,273	500,000	
Sunset Ridge 5 <sup>th</sup> Paving	-	-	192,586	0	
Right-of-Way Restoration	-	-	-	200,000	
Subtotal	6,344,215	8,193,000	18,350,412	11,923,000	
<b>Total Transportation CIP</b>	<b>13,064,428</b>	<b>12,560,146</b>	<b>25,315,881</b>	<b>15,220,170</b>	<b>21.2%</b>

# COMMUNITY ENRICHMENT

## THE ARLINGTON HOTEL



Looking north up Douglas Avenue from the northwest corner of Onondaga in 1907. Tilden Grocery has people standing in front. O. K. Barbershop (5 chairs) with downstairs entrance is shown on left. Arlington Hotel (formerly West House) is in the center beyond Tilden's and the newspaper office.

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# COMMUNITY ENRICHMENT

**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 their 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 also provides services which relate to public health and welfare. These programs provide assistance to the members of the community in housing, human services, arts, and economic development. 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.

	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>% Change</b>
<b>Use of Funds:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
Parks and Recreation	3,758,332	3,937,584	3,877,022	3,991,646	1.4%
Library Services	3,450,726	3,686,826	3,665,697	3,891,464	5.6%
Human Services	986,409	1,200,792	1,201,022	1,155,850	-3.7%
Art Services	157,638	174,379	191,511	177,901	2.0%
Cemetery	154,872	128,222	142,787	148,693	16.0%
Citywide Housing	32,329	39,995	43,157	42,898	7.3%
Community Dev. Block Grant	563,411	644,088	1,175,821	523,489	-18.7%
Economic Development	230,412	231,788	228,363	231,291	-0.2%
Storm Disaster Activity	831,447	-	5,700	-	
Cable TV	125,092	124,120	133,178	124,991	0.7%
<b>Total Operations</b>	<b>10,290,668</b>	<b>10,167,794</b>	<b>10,664,258</b>	<b>10,288,223</b>	<b>1.2%</b>
Community Enrichment CIP	4,143,072	14,797,000	18,305,431	1,246,500	-91.6%
<b>Total Expenditures</b>	<b>14,433,740</b>	<b>24,964,794</b>	<b>28,969,689</b>	<b>11,534,723</b>	<b>-53.8%</b>
 <b>Personnel – Authorized FTE</b>	 55.08	 54.83	 55.10	 55.10	

## COMMUNITY ENRICHMENT

	2012/13	2013/14	2013/14	2014/15	% Change
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From</b>
					<b>Adopted</b>
Personal Services	5,160,282	5,609,686	5,380,391	5,721,352	2.0%
Contractual	3,493,502	3,756,024	3,911,903	3,736,806	-0.5%
Commodities	393,842	385,675	445,960	401,739	4.2%
Capital	1,242,111	416,109	924,958	427,576	2.8%
Other	931	300	1,046	750	150.0%
<b>Total Operations</b>	<b>10,290,668</b>	<b>10,167,794</b>	<b>10,664,258</b>	<b>10,288,223</b>	<b>1.2%</b>
Community Enrichment CIP	4,143,072	14,797,000	18,305,431	1,246,500	-91.6%
<b>Total Expenditures</b>	<b>14,433,740</b>	<b>24,964,794</b>	<b>28,969,689</b>	<b>11,534,723</b>	<b>-53.8%</b>
<b>Funding Sources:</b>					
Program Revenues	1,675,941	1,695,220	1,649,467	1,673,435	-1.3%
General Fund Support	4,818,591	4,987,008	4,862,028	5,183,358	3.9%
Local Option Sales Tax	1,169,169	1,402,139	1,420,415	1,363,192	-2.8%
Hotel/Motel Tax	147,603	159,510	159,610	159,610	0.1%
Cable Franchise Fee	447,960	459,000	459,000	459,000	0.0%
Homewood Golf Course	204,353	231,565	228,529	238,892	3.2%
Ames/ISU Ice Arena	490,619	496,269	494,078	493,957	-0.5%
Citywide Housing Fund	32,329	39,995	43,157	42,898	7.3%
Community Dev. Block Grant	563,411	644,088	1,175,821	523,489	-18.7%
Economic Development Fund	17,500	-	-	-	
Donations/Grants	140,264	38,000	162,153	140,392	269.5%
FEMA Disaster Assistance	588,467	-	-	-	
Interest Revenue	(5,539)	15,000	10,000	10,000	-33.3%
<b>Operations Funding</b>	<b>10,290,668</b>	<b>10,167,794</b>	<b>10,664,258</b>	<b>10,288,223</b>	<b>1.2%</b>
<b>Comm. Enrich. CIP Funding:</b>					
G.O. Bonds	2,782,908	13,479,000	15,208,044	-	-100.0%
Local Option Sales Tax	770,451	634,000	1,950,710	1,031,500	62.7%
Hotel/Motel Tax	62,895	-	-	-	
P & R Special Revenues	15,256	20,000	24,512	-	-100.0%
Aquatic Center Donation	9,370	-	7,724	-	
Ice Arena Capital Reserve	44,179	70,000	46,722	215,000	207.1%
Library Bequests/Donations	458,013	594,000	1,067,719	-	-100.0%
<b>CIP Funding</b>	<b>4,143,072</b>	<b>14,797,000</b>	<b>18,305,431</b>	<b>1,246,500</b>	<b>-91.6%</b>
<b>Total Funding Sources</b>	<b>14,433,740</b>	<b>24,964,794</b>	<b>28,969,689</b>	<b>11,534,723</b>	<b>-53.8%</b>

# RECREATION

**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.

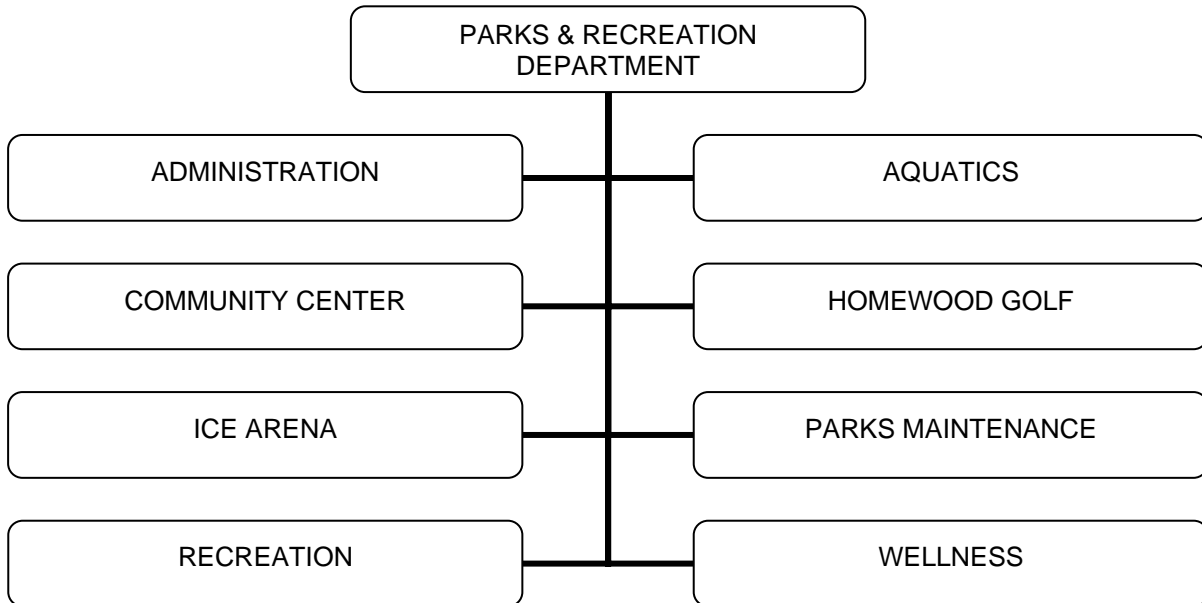
Several categories of recreational opportunities are provided to the community. The Recreational Programs include instructional activities designed to teach new skills, athletic activities which offer organized sporting competition, wellness programs for the overall health, education and welfare of citizens, social programs, and Community Center/Auditorium activities. The Aquatics Activity provides swimming opportunities at three 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.

	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>% Change</b>
<b>Activities:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From</b>
					<b>Adopted</b>
Administration	369,606	314,647	317,188	307,799	-2.2%
Instructional Programs	166,324	205,541	184,822	199,605	-2.9%
Athletic Programs	150,404	165,333	151,253	161,462	-2.3%
Aquatics Programs	651,387	707,273	683,135	719,606	1.7%
Comm Ctr/Auditorium/Bandshell	281,913	303,354	311,456	303,847	0.2%
Wellness Programs	272,578	288,856	272,570	280,106	-3.0%
Homewood Golf Course	204,353	231,565	228,529	238,892	3.2%
Ames/ISU Ice Arena	490,619	496,269	494,078	493,957	-0.5%
<b>Total Operations</b>	<b>2,587,184</b>	<b>2,712,838</b>	<b>2,643,031</b>	<b>2,705,274</b>	<b>-0.3%</b>
<b>Personnel – Authorized FTE</b>	10.15	10.15	10.15	10.15	

# RECREATION

	2012/13 Actual	2013/14 Adopted	2013/14 Adjusted	2014/15 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	1,569,955	1,646,012	1,555,127	1,681,437	2.2%
Contractual	787,183	821,029	818,434	788,317	-4.0%
Commodities	215,826	225,340	233,951	218,433	-3.1%
Capital	14,050	20,457	35,223	17,087	-16.5%
Other	170	-	296	-	
<b>Total Expenditures</b>	<b>2,587,184</b>	<b>2,712,838</b>	<b>2,643,031</b>	<b>2,705,274</b>	<b>-0.3%</b>
<b>Funding Sources:</b>					
Program Revenue	1,271,329	1,286,210	1,266,651	1,287,035	0.1%
Local Option Sales Tax	25,135	26,968	27,882	29,441	9.2%
Homewood Golf Course	204,353	231,565	228,529	238,892	3.2%
Ames/ISU Ice Arena	490,619	496,269	494,078	493,957	-0.5%
<b>Total Program Revenues</b>	<b>1,991,436</b>	<b>2,041,012</b>	<b>2,017,140</b>	<b>2,049,325</b>	<b>0.4%</b>
<b>General Fund Support</b>	<b>595,748</b>	<b>671,826</b>	<b>625,891</b>	<b>655,949</b>	<b>-2.4%</b>
<b>Total Funding Sources</b>	<b>2,587,184</b>	<b>2,712,838</b>	<b>2,643,031</b>	<b>2,705,274</b>	<b>-0.3%</b>





# PARKS AND RECREATION ADMINISTRATION

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 administration 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
- ✓ Provide departmental budget fiscal responsibility and complete authorized CIP projects within designated fiscal year
- ✓ Work with key staff members and user groups to optimize usage of Ice Arena, Homewood Golf Course, and City Auditorium
- ✓ Pursue partnerships with other governmental and private sector entities to ensure best and most economical delivery of recreational services to residents
- ✓ Offer scholarships to enable most youth an opportunity to participate in recreation programs
- ✓ Effectively utilize technology to promote programs and communicate with customers
- ✓ Further develop and support the City's efforts in "going green"
- ✓ Effectively price programs to maximize participation and minimize tax subsidy
- ✓ 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

	2012/13 Actual	2013/14 Adopted	2013/14 Adjusted	2014/15 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	225,668	188,261	155,290	178,007	-5.5%
Contractual	136,609	122,311	150,207	125,667	2.7%
Commodities	7,329	4,075	4,720	4,125	1.2%
Capital	-	-	6,675	-	
Other	-	-	296	-	
<b>Total Expenditures</b>	<b>369,606</b>	<b>314,647</b>	<b>317,188</b>	<b>307,799</b>	<b>-2.2%</b>
<b>Funding Sources:</b>					
Program Fees	-	-	-	-	
Miscellaneous	5,232	5,000	5,000	5,000	
<b>Total Program Revenues</b>	<b>5,232</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>0.0%</b>
<b>General Fund Support</b>	<b>364,374</b>	<b>309,647</b>	<b>312,188</b>	<b>302,799</b>	<b>-2.2%</b>
<b>Total Funding Sources</b>	<b>369,606</b>	<b>314,647</b>	<b>317,188</b>	<b>307,799</b>	<b>-2.2%</b>
<b>Personnel – Authorized FTE</b>	<b>1.45</b>	<b>1.45</b>	<b>1.45</b>	<b>1.45</b>	

# PARKS AND RECREATION ADMINISTRATION

**Highlights:**

There were many staff changes in 2013 with the retirements of the longtime Parks and Recreation Director and Parks and Facilities Superintendent. Due to internal promotions and new hires, replacement staff now fills the Parks and Recreation Director, Parks and Facilities Superintendent, and Recreation Superintendent positions. The Recreation Coordinator – Aquatics and Activities position is in the recruitment process, while the Parks and Facilities Supervisor position is being evaluated.

The Municipal Indoor Pool continues to be an area of concern as it is nearing the end of its useful life. The current agreement between the Ames Community School District and the City regarding the operation of the Municipal Pool expires in April, 2015. Staff from Ames Community Schools has been pursuing building an indoor, competitive pool with a minimum water depth of six feet. A pool of this type is not conducive for many of the City’s recreational programs (i.e. swim lessons, open swim, etc.). City Council has directed the Parks and Recreation Commission, along with staff, to begin gathering public input regarding a new indoor recreational aquatic center.

In July 2013, Parks and Recreation administration staff was notified that future park land under consideration in West Ames was not available for purchase. As a result, the City Council has agreed to redirect the Geitel Winnakor bequest to help fund a new indoor recreation aquatic center instead.

A focus for the upcoming year is to survey the community for what programs and activities should be offered through Parks and Recreation. This input will be reviewed to determine what the City offers, what is offered through other organizations, and what partnership opportunities exist.

<b>Service Accomplishments:</b>	<b>2011/12 Actual</b>	<b>2012/13 Actual</b>	<b>2013/14 Adjusted</b>	<b>2014/15 Projected</b>
Maintain a tax subsidy level of <60%	56%	55%	57%	58%
# of scholarship (low-income) participants	34	14	20	20
Scholarship funding provided	\$864	\$549	\$700	\$700
# of recreation programs	147	147	149	155
# of computer registrations	12,142	11,572	11,600	12,000
% of online registrations	31.5%	37.12%	40%	40%
 <b>Efficiency and Effectiveness:</b>				
Maintain 97%+ user satisfaction with:				
Overall appearance of parks	96%	98%	98%	98%

# INSTRUCTIONAL PROGRAMS

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 other programs as may be desired by the public and deemed appropriate.

**Service Objectives:**

- ✓ Provide appropriate training for staff and volunteers
- ✓ Provide a safe environment for staff and participants
- ✓ Establish and implement instructor-to-participant ratios
- ✓ Evaluate participation in youth sports programs and implement improvement recommendations
- ✓ Seek youth sport team sponsors to keep participant cost reasonable
- ✓ Tax subsidy for operations not to exceed 35%
- ✓ Secure qualified staff for programs
- ✓ >95% of classes receive an average rating of 4 or higher out of a scale of 5

	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>% Change</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From</b>
					<b>Adopted</b>
<b>Expenditures:</b>					
Personal Services	130,609	159,630	144,434	159,927	0.2%
Contractual	24,148	31,831	27,086	26,526	-16.7%
Commodities	11,567	14,080	13,302	13,152	-6.6%
Capital	-	-	-	-	
<b>Total Expenditures</b>	<b>166,324</b>	<b>205,541</b>	<b>184,822</b>	<b>199,605</b>	<b>-2.9%</b>
<b>Funding Sources:</b>					
Program Revenue	149,670	146,500	150,047	158,900	8.5%
Miscellaneous	1,050	-	900	-	
<b>Total Program Revenues</b>	<b>150,720</b>	<b>146,500</b>	<b>150,947</b>	<b>158,900</b>	<b>8.5%</b>
<b>General Fund Support</b>	<b>15,604</b>	<b>59,041</b>	<b>33,875</b>	<b>40,705</b>	<b>-31.1%</b>
<b>Total Funding Sources</b>	<b>166,324</b>	<b>205,541</b>	<b>184,822</b>	<b>199,605</b>	<b>-2.9%</b>
<b>Personnel – Authorized FTE</b>	<b>1.20</b>	<b>1.20</b>	<b>1.20</b>	<b>1.20</b>	

# INSTRUCTIONAL PROGRAMS

**Highlights:**

In 2014, for the eighth consecutive year, the Parks and Recreation Department will continue to partner 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.

For the fourth year, Youth Volleyball, Flag Football, and Basketball leagues will participate in the Central Iowa Recreation League. This includes teams from Ames, Colo, Gilbert, Jewell, Nevada and Story City. Parents have been very pleased with the league.

An agreement between the City and the School District enables the City to use School District facilities at a cost of \$1.25 per participant per program. In FY 14/15, this totals approximately \$1,200. Discussion with the School District is taking place in hopes of continuing a similar agreement for the future.

	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
<b>Service Accomplishments:</b>				
# of programs	40	40	42	45
# of registrations	2,839	2,610	2,792	2,837
# of youth sport sponsors	11	17	24	25
# of youth sport teams sponsored	30	34	44	44
Youth sport sponsor revenue	\$3,625	\$4,300	\$7,300	\$7,300
% of programs instructor/participant ratios adhered to	100%	100%	100%	100%
Classes rated 4 or higher	99%	96%	99%	99%
<b>Efficiency and Effectiveness:</b>				
Instructional operational subsidy	36%	36%	36%	36%
Total cost per registration	\$78.48	\$63.73	\$66.19	\$70.36
Subsidy per registration	\$28.06	\$5.97	\$12.13	\$14.35

## ATHLETIC PROGRAMS

This program is designed to offer adults the opportunity to participate in team/individual competitive sport activities. Examples include softball, basketball, volleyball, and soccer.

### Service Objectives:

- ✓ Operate softball, basketball, volleyball, sand volleyball, and soccer programs as breakeven (covers direct costs)
- ✓ Continue to implement all safety standards as recommended by the sport governing body
- ✓ Secure qualified staff for programs
- ✓ Provide appropriate training for staff
- ✓ Provide high quality and safe facilities for games and activities

	2012/13	2013/14	2013/14	2014/15	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
<b>Expenditures:</b>					
Personal Services	114,616	107,138	118,241	129,362	20.7%
Contractual	15,441	38,320	14,936	14,550	-62.0%
Commodities	20,177	19,875	18,076	17,550	-11.7%
Capital	-	-	-	-	
Other	170	-	-	-	
<b>Total Expenditures</b>	<b>150,404</b>	<b>165,333</b>	<b>151,253</b>	<b>161,462</b>	<b>-2.3%</b>
<b>Funding Sources:</b>					
Program Revenue	114,296	112,750	115,566	123,000	9.1%
Concessions	11,125	13,000	11,000	11,000	-15.4%
<b>Total Program Revenues</b>	<b>125,421</b>	<b>125,750</b>	<b>126,566</b>	<b>134,000</b>	<b>6.6%</b>
<b>General Fund Support</b>	<b>24,983</b>	<b>39,583</b>	<b>24,687</b>	<b>27,462</b>	<b>-30.6%</b>
<b>Total Funding Sources</b>	<b>150,404</b>	<b>165,333</b>	<b>151,253</b>	<b>161,462</b>	<b>-2.3%</b>
<b>Personnel – Authorized FTE</b>	<b>0.60</b>	<b>0.60</b>	<b>0.60</b>	<b>0.60</b>	

# ATHLETIC PROGRAMS

**Highlights:**

The large shift between Personal Services and Contractual expenses in this program is due to an accounting change in the payment of temporary Parks Maintenance staff for softball field mowing. This transfer was previously shown as a contractual expense and is shown that way in the 2013/14 adopted budget. In 2012/13 actuals, and in both the 2013/14 Adjusted and 2014/15 Manager Recommended budget, this expense is being shown instead under Personal Services.

In 2013, the number of Sand Volleyball teams increased from 43 to 88. This increase in participation will be accommodated through the addition of four lighted courts at McCarthy Lee Park in 2014.

The City has allocated funding in the CIP to upgrade basketball and volleyball standards in the new elementary school gymnasiums in order to host the City's youth and adult sport programs. Being able to move some of the adult leagues to the elementary sites will open up space at the Community Center for additional youth and adult programming.

In response to participant feedback, an adult Ultimate Frisbee program will be started in the summer of 2014. Players are now traveling to other communities for leagues.

	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
<b>Service Accomplishments:</b>				
# of programs	28	28	29	29
# of teams	307	342	341	350
# of participants	3,579	3,896	3,718	3,943
<b>Efficiency and Effectiveness:</b>				
Athletic program subsidy	30%	30%	30%	30%
% of direct costs covered	100%	100%	100%	100%
Total cost per participant	\$47.87	\$38.60	\$40.68	\$40.95
Subsidy per participant	\$14.19	\$6.41	\$6.64	\$6.96

# AQUATICS

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
- ✓ Provide training for staff, focusing on user safety and being customer driven
- ✓ Offer programs for all ages based on community needs
- ✓ Adhere to established instructor and lifeguard/participant ratios
- ✓ Offset all operational expenses with user-generated revenues at the Furman Aquatic Center
- ✓ Develop and implement “green” initiatives
- ✓ 95% of swim lesson classes receive an average rating of 4 or higher out of a scale of 5

	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>% Change</b>
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From</b>
					<b>Adopted</b>
Personal Services	373,779	416,954	396,717	434,123	4.1%
Contractual	209,200	211,509	207,443	211,008	-0.2%
Commodities	68,408	78,810	78,975	74,475	-5.5%
Capital	-	-	-	-	
<b>Total Expenditures</b>	<b>651,387</b>	<b>707,273</b>	<b>683,135</b>	<b>719,606</b>	<b>1.7%</b>
<b>Funding Sources:</b>					
Municipal Pool	36,820	34,400	35,600	35,700	3.8%
Lesson Program	91,658	85,000	94,000	96,000	12.9%
Brookside Wading Pool	2,051	2,100	2,200	2,300	9.5%
Furman Aquatic Center	474,482	511,500	495,017	496,000	-3.0%
<b>Total Program Revenues</b>	<b>605,011</b>	<b>633,000</b>	<b>626,817</b>	<b>630,000</b>	<b>-0.5%</b>
<b>General Fund Support</b>	<b>46,376</b>	<b>74,273</b>	<b>56,318</b>	<b>89,606</b>	<b>20.6%</b>
<b>Total Funding Sources</b>	<b>651,387</b>	<b>707,273</b>	<b>683,135</b>	<b>719,606</b>	<b>1.7%</b>
<b>Personnel – Authorized FTE</b>	<b>1.10</b>	<b>1.10</b>	<b>1.10</b>	<b>1.10</b>	

# AQUATICS

**Highlights:**

In each of the four years that the Furman Aquatic Center has been open, it has been difficult to secure enough staff after August 15 to be fully operational every day. Most of the lifeguards are high school and college students and after August 15, other activities (school, homework, extra-curricular activities, etc.) become priorities for them. In 2012 and 2013, the Parks and Recreation Commission discussed options for handling this dilemma. Alternatives included closing the center when school starts, reducing hours, or reducing features. The Commission encouraged staff to keep the hours the same, if possible, and reduce features as needed based on staffing. This would continue to provide swimming opportunities, even though limited features would be available. Staff is continuing to devise solutions to improve this situation in the future.

	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
<b>Service Accomplishments:</b>				
# of visits to Municipal Pool	44,892	47,528	47,500	47,500
# of visits to the Brookside Wading Pool	2,199	1,627	1,650	1,650
# of visits to the Furman Aquatic Center	110,611	95,317	100,000	100,000
Total aquatic user visits	157,702	144,472	149,150	149,150
Swim lesson registrations	1,596	1,785	1,750	1,750
Private swim lessons	389	337	350	350
Swim lesson classes rated 4 or higher	100%	100%	100%	100%
<b>Efficiency and Effectiveness:</b>				
Subsidy per visit for Municipal Pool	\$1.35	\$1.37	\$1.50	\$1.62
Subsidy per visit for Brookside Wading Pool	\$0.51	\$1.34	\$1.12	\$0.98
Subsidy per visit for Furman Aquatic Center	\$0	\$0	\$0	\$0.11
# of focus groups held each season	2	2	2	2
Percent of tax support	0%	7%	8%	12%



# COMMUNITY CENTER, AUDITORIUM, AND BANDSHELL

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:

### Community Center

- ✓ Provide a safe and clean facility
- ✓ Maintain a per participant tax subsidy of <\$1.40 per visit
- ✓ Provide activities to maximize 100% of the usable space
- ✓ Develop/implement "green" initiatives

### Auditorium/Bandshell

- ✓ >95% of facility survey responses of good or excellent
- ✓ >98% of staff customer service survey responses of good or excellent
- ✓ Maintain tax subsidy of <\$30,000 in the Auditorium

	2012/13	2013/14	2013/14	2014/15	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
<b>Expenditures:</b>					
Personal Services	181,058	193,385	190,920	201,705	4.3%
Contractual	86,277	91,715	93,174	90,052	-1.8%
Commodities	14,578	14,254	21,452	12,090	-15.2%
Capital	-	4,000	5,910	-	-100.0%
<b>Total Expenditures</b>	<b>281,913</b>	<b>303,354</b>	<b>311,456</b>	<b>303,847</b>	<b>0.2%</b>
<b>Funding Sources:</b>					
Open Gym	19,399	17,000	19,000	19,000	11.8%
Gym Rental	8,674	8,500	8,500	8,500	0.0%
Auditorium Rental	44,049	44,780	44,357	46,890	4.7%
Ticket Sales	1,040	2,125	2,125	1,406	-33.8%
Soda Machines	3,252	3,700	3,200	3,200	-13.5%
Local Option/Municipal Band	25,135	26,968	27,882	29,441	9.2%
<b>Total Program Revenues</b>	<b>101,549</b>	<b>103,073</b>	<b>105,064</b>	<b>108,437</b>	<b>5.2%</b>
<b>General Fund Support</b>	<b>180,364</b>	<b>200,281</b>	<b>206,392</b>	<b>195,410</b>	<b>-2.4%</b>
<b>Total Funding Sources</b>	<b>281,913</b>	<b>303,354</b>	<b>311,456</b>	<b>303,847</b>	<b>0.2%</b>
<b>Personnel – Authorized FTE</b>	<b>1.40</b>	<b>1.40</b>	<b>1.40</b>	<b>1.40</b>	

# COMMUNITY CENTER, AUDITORIUM, AND BANDSHELL

## Highlights:

### Community Center

Demand for adult open basketball, evening badminton, and weekend programming is increasing. Currently, Adult Volleyball leagues utilize the gymnasium Monday through Friday evenings and all day Sunday from September to April. The ability to move some of these leagues to the new elementary schools will allow us to provide more opportunities at the Community Center.

### Auditorium

The three highest revenue streams for the Auditorium in FY12/13 were Story Theater (\$10,456); Central Iowa Symphony (\$9,932); and Performance Dance (\$4,870). The three groups generating the highest attendance were Story Theater (6,621); Beth Clarke Studio of Dance (2,830); and Central Iowa Symphony (2,477).

### Bandshell

The Ames Jaycees successfully hosted “Ames on the Half Shell” on seven Friday evenings during the summer of 2013 and plan to continue the event in 2014. This event is attended by all ages and includes families.

Municipal Band concerts continue to be a popular community event. They average 650 people each Thursday evening in June and July. This program is financed with Local Option Sales Tax funding.

	2011/12	2012/13	2013/14	2014/15
	Actual	Actual	Adjusted	Projected
<b>Service Accomplishments:</b>				
Drop-in visits (gym, weight room)	30,324	29,814	30,000	30,000
Total user visits (programs included)	118,560	116,107	116,500	116,500
# of Auditorium events	52	55	56	56
# of Auditorium hours used	865	932	882	882
# of days Auditorium used	206	225	210	210
# of Auditorium visits	26,624	28,011	26,620	26,620
<b>Efficiency and Effectiveness:</b>				
Subsidy per user visit – Community Center	\$1.21	\$1.29	\$1.36	\$1.37
<i>Tax subsidy – Community Center:</i>				
Dollar amount	\$142,901	\$149,433	\$158,301	\$160,078
Percent	84%	83%	84%	84%
Subsidy per user visit – Auditorium	\$1.39	\$1.06	\$1.81	\$1.25
<i>Tax subsidy – Auditorium:</i>				
Dollar amount	\$37,086	\$29,616	\$48,172	\$33,366
Percent	44%	40%	51%	41%
Auditorium facility rated good/excellent	96%	96%	97%	98%

# WELLNESS PROGRAM

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
- ✓ Offset all operational expenses with user generated revenues
- ✓ Follow a replacement schedule for cardio room equipment that meets or exceeds customer expectations
- ✓ Expand youth wellness programming

	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>% Change</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From</b>
					<b>Adopted</b>
<b>Expenditures:</b>					
Personal Services	211,061	215,624	205,556	211,326	-2.0%
Contractual	37,710	45,489	41,615	42,732	-6.1%
Commodities	9,757	11,286	9,361	8,961	-20.6%
Capital	14,050	16,457	16,038	17,087	3.8%
<b>Total Expenditures</b>	<b>272,578</b>	<b>288,856</b>	<b>272,570</b>	<b>280,106</b>	<b>-3.0%</b>
<b>Funding Sources:</b>					
Fitness Classes	214,169	224,655	209,339	209,339	-6.8%
Personal Training	33,908	38,000	34,000	34,000	-10.5%
Weight Room	34,226	34,700	34,500	34,500	-0.6%
Merchandise Sales	2,288	2,500	2,300	2,300	-8.0%
Wellmark 3-Point Play	23,940	-	-	-	
<b>Total Program Revenues</b>	<b>308,531</b>	<b>299,855</b>	<b>280,139</b>	<b>280,139</b>	<b>-6.6%</b>
<b>Support from (contribution to) General Fund</b>	<b>(35,953)</b>	<b>(10,999)</b>	<b>(7,569)</b>	<b>(33)</b>	<b>-99.7%</b>
<b>Total Funding Sources</b>	<b>272,578</b>	<b>288,856</b>	<b>272,570</b>	<b>280,106</b>	<b>-3.0%</b>
<b>Personnel – Authorized FTE</b>	<b>1.45</b>	<b>1.45</b>	<b>1.45</b>	<b>1.45</b>	

# WELLNESS PROGRAM

**Highlights:**

The weight room/cardio room at the Community Center continues to be popular averaging 14,800 visits annually.

For the fourth consecutive year, Parks and Recreation will receive funding from Wellmark’s 3-Point Play Program. In FY 13/14, the funding will be used to purchase outdoor fitness equipment to be located at Moore Memorial Park.

After a one-year evaluation of the public/private partnership between Parks and Recreation and the Green Hills Retirement Community, changes were made based on usage of the program by residents of Green Hills. Parks and Recreation will continue to offer aqua classes to the public and six free chair-based classes to the residents of Green Hills. Personal training for the residents of Green Hills will no longer be offered by Parks and Recreation. In return, Parks and Recreation will pay Green Hills \$3.00/participant for each participant registered in the aqua classes, and at the end of the year, there will be a 75/25 revenue split with Green Hills. After the first year of aqua classes offered to the public, Parks and Recreation noted an increase in participation for the aqua program at Green Hills.

	<b>2011/12 Actual</b>	<b>2012/13 Actual</b>	<b>2013/14 Adjusted</b>	<b>2014/15 Projected</b>
<b>Service Accomplishments:</b>				
% of ISU Forker Aqua Program revenues exceeding direct expenses	6%	35%	77%	78%
Total # of wellness classes offered weekly	61	61	61	61
Total # of wellness program registrations	7,567	7,332	7,281	7,281
Total # of annual weight room visits	16,317	14,734	14,800	14,800
Total # of new programs created	2	2	3	2
<b>Efficiency and Effectiveness:</b>				
Total cost per registration	\$10.97	\$12.32	\$12.08	\$12.41
Net gain per registration	\$1.64	\$1.63	\$.34	\$.00

# HOMEWOOD GOLF COURSE

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 a 95% or greater course survey response of good or excellent
- ✓ Maintain an operational fund balance of 27% of expenses (approximately \$66,000)
- ✓ Maintain a 95% or greater satisfaction of facility staff customer service response of good or excellent
- ✓ Maintain a minimum of 19,000 rounds of golf annually
- ✓ Encourage residents of all ages and skill levels to participate in the sport of golf

	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>% Change</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From</b>
					<b>Adopted</b>
<b>Expenditures:</b>					
Personal Services	113,224	128,500	117,715	129,419	0.7%
Contractual	60,699	69,155	68,269	72,013	4.1%
Commodities	30,430	33,910	35,945	37,460	10.5%
Capital	-	-	6,600		
<b>Total Expenditures</b>	<b>204,353</b>	<b>231,565</b>	<b>228,529</b>	<b>238,892</b>	<b>3.2%</b>
<b>Funding Sources:</b>					
Fees/Season Passes	137,816	152,000	160,000	167,500	10.2%
Equipment Rental	30,057	35,000	35,000	40,000	14.3%
Merchandise Sales	2,053	2,500	2,500	2,500	0.0%
Concessions	21,455	25,000	25,017	26,500	6.0%
Western Wireless Lease	28,699	28,995	28,995	29,012	0.1%
Interest	(23)	700	700	700	0.0%
Miscellaneous	563	-	550	-	
<b>Total Program Revenues</b>	<b>220,620</b>	<b>244,195</b>	<b>252,762</b>	<b>266,212</b>	<b>9.0%</b>
<b>Support from (contribution to) Homewood Fund Balance</b>	<b>(16,267)</b>	<b>(12,630)</b>	<b>(24,233)</b>	<b>(27,320)</b>	<b>116.3%</b>
<b>Total Funding Sources</b>	<b>204,353</b>	<b>231,565</b>	<b>228,529</b>	<b>238,892</b>	<b>3.2%</b>
<b>Personnel – Authorized FTE</b>	<b>0.85</b>	<b>0.85</b>	<b>0.85</b>	<b>0.85</b>	

# HOMEWOOD GOLF COURSE

**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 \$66,000.

As of July 1, 2014, the fund balance is anticipated to total \$137,541 and approximately \$164,385 as of June 30, 2015.

The Cell Tower Lease Agreement will total \$28,995 in FY 14/15. 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 \$8,000 in FY 14/15.

The rental of motorized carts continues to be successful. The 2013 season generated net revenue of \$24,500.

	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
<b>Service Accomplishments:</b>				
# of rounds	19,243	16,544	19,000	19,000
# of days affected by weather	40	59	40	40
# of leagues	5	5	5	5
<b>Efficiency and Effectiveness:</b>				
% of respondents rating course conditions "very good" or "good"	95%	93%	96%	96%
% of respondents rating courtesy of clubhouse staff "very good" or "good"	100%	96%	100%	100%
User focus groups held	6	6	6	6

# AMES/ISU ICE ARENA

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
- ✓ Develop/implement “going green” initiatives
- ✓ Maintain an approximate 15% operational fund balance or \$74,000
- ✓ Offset operational expenses with user-generated revenues
- ✓ Maximize revenues by renting 80% of available ‘prime-time’ ice during the school year and 60% of ice time in the summer

	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>% Change</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From</b>
					<b>Adopted</b>
<b>Expenditures:</b>					
Personal Services	219,940	236,520	226,254	237,568	0.4%
Contractual	217,099	210,699	215,704	205,769	-2.3%
Commodities	53,580	49,050	52,120	50,620	3.2%
Capital	-	-	-	-	
<b>Total Expenditures</b>	<b>490,619</b>	<b>496,269</b>	<b>494,078</b>	<b>493,957</b>	<b>-0.5%</b>
<b>Funding Sources:</b>					
Admissions	54,372	58,500	53,721	53,721	-8.2%
Equipment Rental/Services	30,230	29,900	29,500	29,500	-1.3%
Facility Rentals	328,998	323,747	350,189	342,269	5.7%
Merchandise Sales	3,009	3,000	3,000	3,000	0.0%
Concessions	46,275	48,850	46,600	46,600	-4.6%
Dasher Board Advertising	8,381	8,244	8,963	8,963	8.7%
Interest	(425)	3,200	3,200	3,200	0.0%
Miscellaneous	495	250	450	450	80.0%
<b>Total Program Revenues</b>	<b>471,335</b>	<b>475,691</b>	<b>495,623</b>	<b>487,703</b>	<b>2.5%</b>
<b>Support from (contribution to) Ice Arena Fund Balance</b>	<b>19,284</b>	<b>20,578</b>	<b>(1,545)</b>	<b>6,254</b>	<b>-69.6%</b>
<b>Total Funding Sources</b>	<b>490,619</b>	<b>496,269</b>	<b>494,078</b>	<b>493,957</b>	<b>-0.5%</b>
<b>Personnel – Authorized FTE</b>	<b>2.10</b>	<b>2.10</b>	<b>2.10</b>	<b>2.10</b>	

# AMES/ISU ICE ARENA

**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 approximately 15% of operational expenses. 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 is anticipated to total \$185,015 as of July 1, 2014 and is projected to be \$177,681 as of June 30, 2015.

The **Capital Reserve Fund** is anticipated to total \$351,771 as of June 30, 2014 and is projected to total \$176,771 as of June 30, 2015. It should be remembered that annually the City and Iowa State University (ISU) each contribute \$20,000 to the Capital Reserve Fund.

In the 2014/15 Capital Improvements Plan (CIP), the Capital Reserve balance will fund the replacement of the rubber flooring in the hallway and locker rooms (\$175,000), and replace lighting above the ice and throughout the building (\$40,000).

The new Jeff and Deb Hansen Agriculture Student Learning Center (located adjacent to the Ice Arena) is nearing completion. Iowa State University has agreed to allow overflow parking from the ice arena into the Student Learning Center lots. The additional parking will address the ongoing parking shortage experienced at the Ice Arena.

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.

The Ice Arena had an increase in ice rental hours in summer 2013 due to the temporary closure of all ice facilities in Des Moines.

This budget includes a 4% fee increase for FY 14/15 for the Ames/ISU Ice Arena.

	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
<b>Service Accomplishments:</b>				
User visits: winter public skate sessions	11,549	11,265	11,200	11,400
User visits: summer public skate sessions	1,885	2,057	1,874	1,874
Rented prime-time ice hours – in-season	1,174	1,139	1,155	1,155
Used prime-time ice hours – in-season (public sessions)	283	207	210	210
Percent of utilized prime-time ice in-season	74%	68%	69%	69%
Rented non-prime-time ice hrs in-season	242	254	250	250
Rented ice hours – summer	263	291	370	260
Percent of utilized hrs/summer (12 hrs/day)	57%	51%	58%	48%
<b>Efficiency and Effectiveness:</b>				
User groups held	3	3	3	3
Public skate hours available: October – March	11.5/wk	11.5/wk	11.5/wk	11.5/wk



# PARKS MAINTENANCE

The City of Ames maintains 37 parks and woodland/open spaces for use of its citizenry. These areas cover 1,224 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

	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>% Change</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From</b>
					<b>Adopted</b>
<b>Expenditures:</b>					
Personal Services	741,611	826,227	754,743	819,025	-0.9%
Contractual	359,460	323,969	364,227	372,347	14.9%
Commodities	69,452	74,550	106,021	78,000	4.6%
Capital	625	-	9,000	17,000	
<b>Total Expenditures</b>	<b>1,171,148</b>	<b>1,224,746</b>	<b>1,233,991</b>	<b>1,286,372</b>	<b>5.0%</b>
<b>Funding Sources:</b>					
Shelter Reservations	32,821	35,000	35,000	36,000	2.9%
Bandshell Reservations	3,888	5,000	4,000	5,000	0.0%
Athletic Rentals	3,949	4,500	4,500	4,500	0.0%
Dog Park Fees	20,381	21,400	20,400	20,400	-4.7%
Concessions	5,092	10,000	5,000	5,000	-50.0%
Donations	1,146	2,000	2,000	2,000	0.0%
Miscellaneous	2,932	1,100	1,500	1,500	36.4%
<b>Total Program Revenues</b>	<b>70,209</b>	<b>79,000</b>	<b>72,400</b>	<b>74,400</b>	<b>-5.8%</b>
<b>General Fund Support</b>	<b>1,100,939</b>	<b>1,145,746</b>	<b>1,161,591</b>	<b>1,211,972</b>	<b>5.8%</b>
<b>Total Funding Sources</b>	<b>1,171,148</b>	<b>1,224,746</b>	<b>1,233,991</b>	<b>1,286,372</b>	<b>5.0%</b>
<b>Personnel – Authorized FTE</b>	<b>9.35</b>	<b>9.35</b>	<b>9.35</b>	<b>9.35</b>	

# PARKS MAINTENANCE

**Highlights:**

Parks and Recreation staff has been in contact with the Friends of Ada Hayden for guidance in developing a master plan for Ada Hayden Heritage Park. With the amount of land at the park, there are many different species of plants and organisms. Having a maintenance plan will help in controlling some of the unwanted plant species from taking over the landscape and will help in preserving the restored prairie, constructed wetlands and woodlands for wildlife havens.

Currently in Iowa, there are 26 counties quarantined because of the infestation of the Emerald Ash Borer (EAB). EABs, in the larval stage of development, damage ash trees by feeding on the inner bark of the tree. This disrupts the trees' ability to transport water and nutrients, resulting in the death of the infected tree. The development of an EAB plan to address the management of the ash tree population in the City of Ames, in preparation for the possibility of Story County being quarantined, is in process. The 14/15 budget has appropriations for removal and disposal of ash trees that are designated as a hazard or are in need of removal. As part of the Ames Sesquicentennial, the planning committee is proposing that 150 trees be planted throughout the Ames community with many of the trees being planted in Ames parks.

The requested 14/15 budget Contractual Services have increased 16.5% due to an increase in water and sewer rates and also due to the amount of water used in keeping turf, trees, and landscape plants alive because of the drought conditions the State has experienced the last two summers.

New play equipment will be installed in FY 14/15 at Roosevelt Park, Northridge Heights Park, and 14<sup>th</sup> and Duff Park.

<b>Service Accomplishments:</b>	<b>2011/12 Actual</b>	<b>2012/13 Actual</b>	<b>2013/14 Adjusted</b>	<b>2014/15 Projected</b>
# of parks	36	37	37	37
# of park acres	1,212	1,216	1,224	1,224
Acres developed	276	280	281	281
Acres undeveloped	936	936	943	943
# of paid shelter reservations	819	783	800	800
Estimated number of patrons	43,903	42,451	42,800	42,800
# hours shelters rented	2,752	2,652	2,710	2,710
Total paid rentals	\$33,208	\$31,517	\$35,000	\$36,000
 <b>Efficiency and Effectiveness:</b>				
% of residents giving "very good" or "good" ratings in park appearance	96%	92%	97%	98%

# LIBRARY SERVICES

**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 recreational 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.
- ✓ 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.

<b>Activities:</b>	<b>2012/13 Actual</b>	<b>2013/14 Adopted</b>	<b>2013/14 Adjusted</b>	<b>2014/15 Mgr Rec</b>	<b>% Change From Adopted</b>
Administration	704,961	848,515	793,373	983,063	15.9%
Outreach	298,508	300,011	301,607	309,747	3.3%
Collection Development	683,308	757,113	783,083	769,038	1.6%
Youth Services	369,332	420,320	406,621	418,602	-0.4%
Information Services	511,566	557,445	537,293	550,576	-1.2%
Circulation	477,848	498,169	499,093	519,365	4.3%
Network Services	316,019	227,803	232,474	250,681	10.0%
Library Donations/Grants	89,184	77,450	112,153	90,392	16.7%
<b>Total Operations</b>	<b>3,450,726</b>	<b>3,686,826</b>	<b>3,665,697</b>	<b>3,891,464</b>	<b>5.6%</b>
<b>Personnel – Authorized FTE</b>	31.50	31.50	31.50	31.50	

## LIBRARY SERVICES

	2012/13 Actual	2013/14 Adopted	2013/14 Adjusted	2014/15 Mgr Rec	% Change From Adopted
<b>Expenditures By Type:</b>					
Personal Services	2,468,605	2,757,424	2,675,391	2,813,097	2.0%
Contractual	571,329	489,780	484,666	620,962	26.8%
Commodities	89,633	77,170	97,373	96,666	25.3%
Capital	320,398	362,152	407,517	359,989	-0.6%
Other	761	300	750	750	150.0%
<b>Total Expenditures</b>	<b>3,450,726</b>	<b>3,686,826</b>	<b>3,665,697</b>	<b>3,891,464</b>	<b>5.6%</b>
<b>Funding Sources:</b>					
Library State Aid	51,067	38,000	50,000	50,000	31.6%
Story County	126,588	125,000	118,916	119,000	-4.8%
Desk Receipts	88,996	95,000	83,500	85,000	-10.5%
Printing/Copying Charges	6,822	8,000	6,000	6,000	-25.0%
Miscellaneous	-	510	500	500	-2.0%
Library Bequests	-	-	-	367	
Library Friends Foundation	12,581	-	36,629	14,300	
Library Donations/Grants	76,603	-	75,524	75,725	
<b>Total Program Revenues</b>	<b>362,657</b>	<b>266,510</b>	<b>371,069</b>	<b>350,892</b>	<b>31.7%</b>
<b>General Fund Support</b>	<b>3,088,069</b>	<b>3,420,316</b>	<b>3,294,628</b>	<b>3,540,572</b>	<b>3.5%</b>
<b>Total Funding Sources</b>	<b>3,450,726</b>	<b>3,686,826</b>	<b>3,665,697</b>	<b>3,891,464</b>	<b>5.6%</b>

# LIBRARY ADMINISTRATION

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%
- ✓ Develop 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>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>% Change</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From</b>
					<b>Adopted</b>
<b>Expenditures:</b>					
Personal Services	520,347	653,225	608,229	689,980	5.6%
Contractual	159,949	167,742	153,619	270,097	61.0%
Commodities	24,665	17,025	24,945	22,986	35.0%
Capital	-	10,523	6,580	-	-100.0%
<b>Total Expenditures</b>	<b>704,961</b>	<b>848,515</b>	<b>793,373</b>	<b>983,063</b>	<b>15.9%</b>
<b>Funding Sources:</b>					
General Fund	704,961	848,515	793,373	983,063	15.9%
<b>Total Funding Sources</b>	<b>704,961</b>	<b>848,515</b>	<b>793,373</b>	<b>983,063</b>	<b>15.9%</b>
<b>Personnel – Authorized FTE</b>	6.50	6.50	6.50	6.50	

# LIBRARY – ADMINISTRATION

## Highlights:

- The library expects to move back to Douglas Avenue in the fall of 2014. For FY 2014/15, projections assume that both the permanent location and the temporary facilities will be in use, and that services will be suspended for a period of time prior to re-opening. There will be a necessary overlap of payments for certain services, such as cleaning and utilities. The cost of maintenance contracts for new systems and equipment were estimated.
- Hired new Library Director in August 2013. The Assistant Director position was open for all of FY 2012/13 and the first half of FY 2013/14. The department is considering a reorganization to coincide with the opening of the new facility.
- Led library-wide initiatives related to the Library Renewal Project:
  - received favorable bids for the renovation and expansion of the 515 Douglas property, and recommended award of the construction contract to a single prime bidder;
  - closed the library for three weeks and relocated all operations to temporary facilities;
  - monitored the construction phase of the 515 Douglas building, as well as abatement of asbestos-containing materials and lead-based paint, with assistance from a construction advisor;
  - engaged a restoration contractor to rehabilitate original wood windows in the 1904 and 1940 sections of the building; and
  - continue to design and refine interior spaces throughout the construction period.
- Began planning for a successful return to the renovated, expanded facility that includes:
  - evaluation of essential services and library staff positions to meet anticipated customer needs;
  - preliminary selection of furniture, furnishings, and equipment;
  - research into emerging and innovative, customer-friendly library technologies;
  - selective weeding of all collections and planning for their most effective placement;
  - examination and update of the borrower database, along with purging of inactive accounts; and
  - development of new policies and operational procedures.
- Facilitated employee travel to conferences and organized site visits in order to research library designs, staffing models, new products, and innovative practices.
- Continued to serve as a resource to facilitate private fundraising by the APL Friends Foundation.
- Worked with a non-profit protégé and interns in library service and human resources.
- Began work with the Library Board of Trustees on a short-term strategic plan.

<b>Service Accomplishments:</b>	<b>2011/12 Actual</b>	<b>2012/13 Actual</b>	<b>2013/14 Adjusted</b>	<b>2014/15 Projected</b>
Total circulation	1,343,758	1,222,547	1,196,200	1,281,810
Total library visits	443,895	250,348	220,000	400,000
Total reference questions	50,392	39,694	34,500	40,000
Total program attendance	54,067	39,861	31,390	31,100
Total registered borrowers	37,943	40,996	38,000	40,000
Total physical items (books) in collection	204,962	206,591	211,591	218,500
Total audio- and e-books in collection	20,047	18,591	27,098	34,300
Total volunteers	632	561	575	600
Total volunteer hours	17,055	12,561	14,000	15,000

## Efficiency and Effectiveness:

Circulation per capita*	22.8	20.7	18.6	17.5
Visits per capita*	7.5	4.2	3.7	6.8
Reference questions per capita*	.9	.7	.6	.7
Cost per circulation	\$2.54	\$2.75	\$2.97	\$2.97
Collection turnover rate	6.6	5.4	4.6	4.1
Registrations as % of population	64%	70%	64%	68%
Volunteers as FTE	8.2	6.0	6.7	7.2

\* Per capita figures are based on Ames' population of 58,965 (US Census: 2010).

## LIBRARY – OUTREACH

The role of Outreach is to provide service away from the main library building. Services include: the bookmobile, which serves five 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 homebound services and Project Smyles
- ✓ Evaluate bookmobile schedule and sites
- ✓ Promote home delivery service to eligible persons via senior centers and community contacts

	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>% Change</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From</b>
					<b>Adopted</b>
<b>Expenditures:</b>					
Personal Services	252,173	251,300	254,187	260,667	3.7%
Contractual	42,999	45,936	44,825	46,505	1.2%
Commodities	3,336	2,775	2,595	2,575	-7.2%
Capital	-	-	-	-	
<b>Total Expenditures</b>	<b>298,508</b>	<b>300,011</b>	<b>301,607</b>	<b>309,747</b>	<b>3.3%</b>
<b>Funding Sources:</b>					
General Fund	298,508	300,011	301,607	309,747	3.3%
<b>Total Funding Sources</b>	<b>298,508</b>	<b>300,011</b>	<b>301,607</b>	<b>309,747</b>	<b>3.3%</b>
<b>Personnel – Authorized FTE</b>	3.50	3.50	3.50	3.50	

# LIBRARY – OUTREACH

**Highlights:**

- Collaborated on library-wide initiatives related to the occupancy of temporary spaces and the return to the renovated and expanded facility.
- Supported Youth Services in the Ames Reads initiative by taking bookmobile and library materials to programs in low-income neighborhoods; presenting weekly story times at three bookmobile stops; visiting local kindergarten classes in the spring to promote summer reading program and upcoming events; and taking the bookmobile to Daley Park each Thursday afternoon during the Family Time events.
- Participated in two parades, both local farmers’ markets, Step into Storybooks event, Hy-Vee Drug Store event, National Bookmobile Day event, and the Senior Expo event.
- Added six new Project Smyles sites.
- Trained three additional staff members to drive the bookmobile.
- Eliminated University Village Bookmobile stop due to lack of an emergency safety zone, as recommended by the City Risk Manager.
- Continue to evaluate bookmobile service model and stops.
- Developed Request for Proposal (RFP) to purchase the library’s fourth bookmobile.
- Supervisor completed Leadership Ames program.

	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
<b>Service Accomplishments:</b>				
Total Outreach circulation	128,664	104,198	102,541	90,000
Bookmobile visitor count	19,906	14,711	13,596	16,000
Outreach programs (Youth, Teen, Adult)	135	146	123	50
Outreach program attendance	8,738	10,089	8,989	2,500
Project Smyles programs	956	914	989	900
Total Project Smyles program attendance	13,555	13,051	13,101	13,000
Home delivery recipients	68	64	65	65
Number of home deliveries	717	575	602	600
Centers served by deposit collections	23	7	8	10
 <b>Efficiency and Effectiveness:</b>				
Outreach circulation per FTE	36,761	29,771	29,297	25,714
Outreach circulation as % of system total	9.6%	8.5%	9.4%	8.7%
% change in outreach circulation	-5.3%	-19.0%	-1.6%	-12.2%
# of deliveries per homebound recipient	10.5	9.0	9.3	9.2



## LIBRARY – COLLECTION DEVELOPMENT

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 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

	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>% Change</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From</b>
					<b>Adopted</b>
<b>Expenditures:</b>					
Personal Services	230,091	268,395	260,694	267,862	-0.2%
Contractual	114,792	113,739	115,125	116,804	2.7%
Commodities	21,491	25,050	30,000	27,000	7.8%
Capital	316,173	349,629	376,514	356,622	2.0%
Other	761	300	750	750	150.0%
<b>Total Expenditures</b>	<b>683,308</b>	<b>757,113</b>	<b>783,083</b>	<b>769,038</b>	<b>1.6%</b>
<b>Funding Sources:</b>					
General Fund	683,308	757,113	783,083	769,038	1.6%
<b>Total Funding Sources</b>	<b>683,308</b>	<b>757,113</b>	<b>783,083</b>	<b>769,038</b>	<b>1.6%</b>
<b>Personnel – Authorized FTE</b>	4.00	4.00	4.00	4.00	

# LIBRARY – COLLECTION DEVELOPMENT

**Highlights:**

- Collaborated on library-wide initiatives related to the occupancy of temporary spaces and the return to the renovated and expanded facility.
- Redesigned and began updating spine labels on print and audiobook fiction collections to make them more customer-friendly and intuitive.
- Researched and proposed the addition of a video game collection for opening day in the renewed library.
- Researched options for providing customers with better tools for searching and discovering materials in the computer catalog based on personal, customizable preferences.
- Developed Request for Proposal for new integrated library system computer software.
- Supervisor is assuming integral role in management of library-wide computers, in association with Network Services.
- The adjusted FY 2013/14 capital budget includes the carry-over of unspent funds from FY 2012/13 that will be put toward opening day collections.
- The requested FY 2014/15 capital budget represents a two percent (2%) increase over the FY 2013/14 adopted amount.

	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
<b>Service Accomplishments:</b>				
Items added to the collection (books only)	23,256	21,744	26,000	27,000
Downloadable items available at year end	20,047	18,521	27,098	34,300
Items withdrawn	35,613	20,115	21,000	20,000
Items mended (print)	1,518	1,339	2,000	1,900
DVD and CDs buffed and repaired	7,224	5,237	5,700	5,000
Interlibrary loans borrowed from others	1,894	1,642	2,500	1,500
Interlibrary loans to others	3,439	3,114	3,500	3,100
 <b>Efficiency and Effectiveness:</b>				
% of items processed within 24 hours	37%	37%	35%	35%
% of items processed within one week	96%	98%	96%	96%
Items processed per FTE	5,814	5,436	6,500	6,750

# LIBRARY – YOUTH SERVICES

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
- ✓ Partner with Ames Community Schools and community organizations for youth programming
- ✓ Provide year-round reading programs for all ages of youth
- ✓ Provide print and non-print collections focusing on emergent literacy skills
- ✓ Evaluate library spaces to enhance age-appropriate areas for various age groups of youth
- ✓ Develop programs for teen library users; promote services targeted for this age group
- ✓ Develop web-based activities for children and teens using educational databases and social media
- ✓ Support Project Smyles programming by providing staff for regular ongoing visits, annual visits, and collection development

	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>% Change</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From</b>
					<b>Adopted</b>
<b>Expenditures:</b>					
Personal Services	351,898	401,366	386,743	397,398	-1.0%
Contractual	12,279	15,484	14,238	15,574	0.6%
Commodities	5,155	3,470	5,640	5,630	62.3%
Capital	-	-	-	-	
<b>Total Expenditures</b>	<b>369,332</b>	<b>420,320</b>	<b>406,621</b>	<b>418,602</b>	<b>-0.4%</b>
<b>Funding Sources:</b>					
General Fund	369,332	420,320	406,621	418,602	-0.4%
<b>Total Funding Sources</b>	<b>369,332</b>	<b>420,320</b>	<b>406,621</b>	<b>418,602</b>	<b>-0.4%</b>
<b>Personnel – Authorized FTE</b>	5.50	5.50	5.50	5.50	

# LIBRARY – YOUTH SERVICES

**Highlights:**

- Collaborated on library-wide initiatives related to the occupancy of temporary spaces and the return to the renovated and expanded facility.
- Hired one full-time youth/teen library assistant and one half-time youth library assistant.
- Hosted two interns (one summer semester and one fall semester) from the Department of Human Development and Family Studies at ISU.
- Supported Project Smyles by providing Youth Services staff for select monthly site visits and annual kindergarten visits.
- Grew the Teen Advisory Group to approximately two dozen regular members, increased meetings from once to twice a month, and initiated group service learning projects.
- Programming:
  - Provided essential programming for our youngest citizens (BabyTalk, Toddler Time, and Family Storytime) and for teens.
  - Provided limited programming during school year due to space restrictions.
  - Registered a record 2,997 children ages 0-18 for the 2013 Summer Reading Program.
  - Planned and provided special outdoor programming for summer with 6,760 children and parents and 467 teens in attendance. (Since these programs were held out of the Library building, the attendance numbers are reflected in the Outreach Division's statistics, thus creating the change in the adjusted projections for 2013/2014 and 2014/2015.)
- School Partnerships:
  - Sponsored annual Battle of the Books for 5th- and 6th-grade students with area schools and Ames Middle School.
  - Presented Black History Month programs to 250 Ames elementary school students in 10 classrooms.
  - Collaborated with Edwards and Fellows Elementary schools for summer reading sign-up.
  - Offered specialized programs at the Library to further Ames Community School District's English as a Second Language-English Language Learners (ESL-ELL) initiative.
- City and Community Collaboration
  - Practiced Total City Perspective by co-sponsoring summer programs with Fire, Resource Recovery, and Parks and Recreation Departments.
  - Participated in the Ames Reads initiative which works to connect school, library and community resources with the children who can benefit most from early literacy education.

	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
<b>Service Accomplishments:</b>				
Youth/family program attendance	25,190	13,393	7,000	10,000
Teen program attendance	921	536	300	600
Total youth program attendance	26,111	13,929	7,300	10,600
Summer reading program participation	2,599	2,997	5,000	5,000
Total youth circulation	600,922	542,860	500,000	550,000
Youth reference questions	8,956	4,379	4,500	5,000
 <b>Efficiency and Effectiveness:</b>				
Circulation per capita (youth population)*	76.1	68.7	50.6	38.0
Total program attendance per capita	3.3	1.8	.9	1.3
Youth reference questions per capita	1.1	.6	.6	.6

\* Youth population based on US Census 2010: 7,900

## LIBRARY – INFORMATION SERVICES

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 media collections and electronic resources. Staff coordinates, plans, and implements library programs of interest to a general audience.

### Service Objectives:

- ✓ Promote use of the adult collection through marketing and patron interaction
- ✓ Continue to develop digital collections
- ✓ Design creative programs to meet current community interests
- ✓ Increase use of web-based services utilizing social networking technologies
- ✓ Promote use of web-based library resources, in particular focusing on databases for adult education

	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>% Change</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From</b>
					<b>Adopted</b>
<b>Expenditures:</b>					
Personal Services	500,599	544,679	524,461	539,340	-1.0%
Contractual	10,103	11,166	11,707	10,036	-10.1%
Commodities	864	1,600	1,125	1,200	-25.0%
Capital	-	-	-	-	
<b>Total Expenditures</b>	<b>511,566</b>	<b>557,445</b>	<b>537,293</b>	<b>550,576</b>	<b>-1.2%</b>
<b>Funding Sources:</b>					
General Fund	511,566	557,445	537,293	550,576	-1.2%
<b>Total Funding Sources</b>	<b>511,566</b>	<b>557,445</b>	<b>537,293</b>	<b>550,576</b>	<b>-1.2%</b>
<b>Personnel – Authorized FTE</b>	6.75	6.75	6.75	6.75	

# LIBRARY – INFORMATION SERVICES

## Highlights:

- Collaborated on library-wide initiatives related to the occupancy of temporary spaces and the return to the renovated and expanded facility.
- Coordinated offering of adult programs, services, and collections for adults in temporary location.
- Assumed responsibility for providing customer service in Computer Commons.
- Researched, proposed, promoted, and implemented new e-magazine collection, Zinio, which is seeing heavy use.
- Reviewed all departmental tasks and activities and identified efficiencies following the retirement of two Information Services staff members.
- Hired and trained one full-time Librarian and one half-time Library Assistant.
- Increased Tech Talk program to offer two weekly sessions on using electronic library resources, including one session per month in the use of Zinio.
- Participated in development of Requests for Proposal for new integrated library system software and automated materials handling equipment.
- Conducted analysis of current standing orders for adult print collections and increased selections to streamline acquisitions process.
- Expanded outreach to seniors by hosting two programs for Heartland Senior Services and making plans for continued collaboration.
- Temporary library location resulted in a reduction in adult program offerings, but popular, recurring small-group programs continue to attract a loyal audience.
- Embraced Total City Perspective by offering new Employee Development Center book discussion series.

	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>
<b>Service Accomplishments:</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
Adult print circulation	370,205	327,049	336,000	350,000
Adult non-print circulation	351,635	322,268	320,000	340,000
Virtual circulation	20,996	30,370	40,200	41,810
# of general interest programs	238	158	150	200
Total audience at programs	5,663	2,792	2,000	5,000
Use of electronic database resources	94,137	81,798	90,000	90,000
“Ask a Librarian” web reference activity	2,472	1,582	1,600	2,000
# of reference questions	41,436	35,074	30,000	35,000
 <b>Efficiency and Effectiveness:</b>				
% change in adult print circulation	-6.6%	-11.7%	2.7%	4.2%
% change in non-print circulation	-3.2%	-8.4%	-0.7%	6.3%
% change in virtual circulation	63.2%	44.6%	32.4%	37.7%
Attendance per program	24	18	13	25
Reference questions per FTE	6,139	5,196	4,444	5,185
Reference questions per open hour*	11.5	10.5	8.5	10.6

\* Hours open 2011/12 = 3,595; 2012/13 = 3,338; 2013/14 estimated at 3,547 and 2014/15 at 3,306

# LIBRARY – CIRCULATION

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:**

- ✓ Partner with debt collection agency to facilitate successful resolution of delinquent accounts and restore customer access to library services
- ✓ Introduce technology to improve efficiency, use of space, and customer access
- ✓ Implement performance appraisal system for hourly staff
- ✓ Investigate online payment for fines and fees
- ✓ Optimize usage of self-check units
- ✓ Improve accuracy and turn-around time for shelving of returned materials

	2012/13	2013/14	2013/14	2014/15	% Change
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From</b>
					<b>Adopted</b>
<b>Expenditures:</b>					
Personal Services	455,957	475,211	478,242	492,294	3.6%
Contractual	14,050	15,458	15,576	16,796	8.7%
Commodities	7,841	7,500	5,275	10,275	37.0%
Capital	-	-	-	-	
<b>Total Expenditures</b>	<b>477,848</b>	<b>498,169</b>	<b>499,093</b>	<b>519,365</b>	<b>4.3%</b>
<b>Funding Sources:</b>					
General Fund	477,848	498,169	499,093	519,365	4.3%
<b>Total Funding Sources</b>	<b>477,848</b>	<b>498,169</b>	<b>499,093</b>	<b>519,365</b>	<b>4.3%</b>
<b>Personnel – Authorized FTE</b>	4.25	4.25	4.25	4.25	

# LIBRARY – CIRCULATION

**Highlights:**

- Collaborated on library-wide initiatives related to the occupancy of temporary spaces and the return to the renovated and expanded facility.
- Provided training for internal and external customers in the use of new self-check equipment.
- Comprehensively worked on procedures and policies to achieve a higher rate of return on materials.
- Reduced turnaround time for moving materials from check-in to shelf to 24-36 hours.
- Revamped the Accountable Kids program to address a wider segment of youth.
- Researched Automated Materials Handling Systems, conducted site visits, prepared Request for Proposal, and recommended a product for acquisition.
- Continue to research and evaluate scheduling software in preparation for operating in the renovated building.

<b>Service Accomplishments:</b>	<b>2011/12 Actual</b>	<b>2012/13 Actual</b>	<b>2013/14 Adjusted</b>	<b>2014/15 Projected</b>
Physical circulation at library (excluding Outreach and virtual circulation)	1,194,089	1,087,979	1,000,000	1,500,000
Holds processed	139,123	118,559	140,000	180,000
Fines/fees collected	\$111,902	\$88,996	\$83,500	\$85,000
Referrals to collection agency	487	345	350	400
Value of materials recovered via collection	\$4,418	\$4,870	\$4,500	\$5,000
Money collected via collection agency	\$12,645	\$9,812	\$9,500	\$10,000
 <b>Efficiency and Effectiveness:</b>				
% change in circulation of materials (excluding Outreach and virtual circulation)	-3.7%	-8.9%	-8.1%	50.0%
Items checked out per hours open**	332	326	282	454
Items circulated per FTE*	88,452	80,591	74,074	111,111

\*FTE count includes 4.25 salaried staff and 9.25 hourly staff members for a total of 13.5 FTE.

\*\* Hours open 2011/12 = 3,595; 2012/13 = 3,338; 2013/14 estimated at 3,547 and 2014/15 at 3,306



## LIBRARY – NETWORK SERVICES

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 public access to the Internet through a wireless network and library-provided computers.

**Service Objectives:**

- ✓ Replace computer equipment as per replacement schedule
- ✓ Study and implement new automation solutions for efficiency and economy
- ✓ Maintain maximum “uptime” on integrated library automation system
- ✓ Update automation systems as new upgrades become available
- ✓ Investigate and recommend services and technologies that promote the Digital Library Branch
- ✓ Respond promptly to “helpdesk” requests
- ✓ Investigate cloud computing and how it might be an advantage for the Library

	2012/13	2013/14	2013/14	2014/15	% Change
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From</b>
					<b>Adopted</b>
<b>Expenditures:</b>					
Personal Services	90,440	93,248	94,639	97,203	4.2%
Contractual	212,581	119,555	122,835	138,478	15.8%
Commodities	12,998	15,000	15,000	15,000	0.0%
Capital	-	-	-	-	
<b>Total Expenditures</b>	<b>316,019</b>	<b>227,803</b>	<b>232,474</b>	<b>250,681</b>	<b>10.0%</b>
<b>Funding Sources:</b>					
General Fund	316,019	227,803	232,474	250,681	10.0%
<b>Total Funding Sources</b>	<b>316,019</b>	<b>227,803</b>	<b>232,474</b>	<b>250,681</b>	<b>10.0%</b>
<b>Personnel – Authorized FTE</b>	1.00	1.00	1.00	1.00	

# LIBRARY – NETWORK SERVICES

**Highlights:**

- Collaborated on library-wide initiatives related to the occupancy of temporary spaces and the return to the renovated and expanded facility.
- Transferred the library’s computer network and established infrastructure connections between multiple locations to meet customer service and operational needs.
- Worked extensively with vendor of check-out and check-in units and security gates to assimilate the new software and ensure proper functioning.
- Continue to work closely with architects and engineers to design and equip the 515 Douglas building for 21<sup>st</sup> century technology.
- Integrally involved in five internal staff teams focusing on technology for the new building: Automated Materials Handling System Team, Communications Team, Integrated Library System/Discovery Layer Team, Technology Team, and Web Use Team.
- Ensure that aged, existing equipment continues to function efficiently and securely for both staff and customers until it can be replaced.
- Will devote significant resources to training on installation, configuration, and administration of Windows Server 2012 and associated library hardware in the current and upcoming fiscal years.

	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
<b>Service Accomplishments:</b>				
# of public access computers	25	20	20	40
Public access user sessions	55,534	34,019	44,000	88,000
Total public access hours	38,133	25,797	26,000	52,000
Public catalog searches	1,222,261	1,032,591	1,250,000	1,300,000
<b>Efficiency and Effectiveness:</b>				
# of sessions per computer	2,221	1,701	2,200	2,200
Average # of minutes per session	41	45	45	45
% of time computers in use	42%	39%	37%	39%
Public catalog searches per capita*	20.7	17.5	21.2	22.0

\* Per capita figures are based on Ames’ population of 58,965 (US Census: 2010)

## LIBRARY – GRANTS AND DONATIONS

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
- ✓ Enhance print and non-print collections
- ✓ Maintain “Books for Babies” program at Mary Greeley Medical Center
- ✓ Develop programs based on community interests
- ✓ Continue Library Renovation and Expansion project
- ✓ Acquire equipment for library projects and programs

	2012/13	2013/14	2013/14	2014/15	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
<b>Expenditures:</b>					
Personal Services	67,100	70,000	68,196	68,353	-2.4%
Contractual	4,576	700	6,741	6,672	853.1%
Commodities	13,283	4,750	12,793	12,000	152.6%
Capital	4,225	2,000	24,423	3,367	68.4%
<b>Total Expenditures</b>	<b>89,184</b>	<b>77,450</b>	<b>112,153</b>	<b>90,392</b>	<b>16.7%</b>
<b>Funding Sources:</b>					
Library Bequests	-	-	-	367	
Library Friends Foundation	12,581	-	36,629	14,300	
Library Donations/Grants	76,603	77,450	75,524	75,725	-2.2%
<b>Total Funding Sources</b>	<b>89,184</b>	<b>77,450</b>	<b>112,153</b>	<b>90,392</b>	<b>16.7%</b>
<b>Personnel – Authorized FTE</b>	0.00	0.00	0.00	0.00	

# LIBRARY – GRANTS AND DONATIONS

## Highlights:

- Library Renovation and Expansion Project:
  - Completed architectural design with Meyer, Scherer, Rockcastle LLC (bequests and private donations raised through APL Friends Foundation)
  - Hired a commissioning agent for Leadership in Energy and Environmental Design (LEED) Certification (bequests)
  - Received \$15,000 from the Kinney-Lindstrom Foundation of Mason City for building project
  - Leased space for the temporary public library and offices at 620 Lincoln Way and 809 E. Lincoln Way (bequests and general obligation bonds supported by Ames residents)
  - Moved the entire collection and all the shelving to a temporary facility with library staff, help from other City departments, and over 500 Ames volunteers who worked in three four-hour shifts daily for six days. More efforts were supported by the APL Friends Foundation, community organizations, and local businesses.
  - Contracted for abatement of asbestos-containing materials and lead-based paint in the historic sections of the building and began construction. (bequests, APL Friends Foundation, and bond funds)
- Project Smyles: Continued to provide storytimes for children 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 local organizations)
- Books for Babies: Provided a children's book to each Story County newborn and a packet for parents to encourage reading with their children and making use of library services. (Direct State Aid)
- Collections: Added print and non-print materials with contributions made through the APL Friends Foundation, general donations, and memorial gifts

# HUMAN SERVICE AGENCIES

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, the Iowa State University Government of the Student Body (GSB), and United Way, along with other public and private sources. The agencies provide human services in several broad categories: health services, basic needs services, youth and children services, and prevention and/or support 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 allocated here for work with ASSET.

**Service Objectives:**

- ✓ Promote coordination of human services planning and funding among sponsoring organizations
- ✓ Perform additional tasks or conduct service research as requested by funders
- ✓ Assess needs for human services programs in Story County and evaluate capabilities of agencies to provide needed programs
- ✓ Monitor trends in human services provision in other parts of state/country for possible consideration in Story County
- ✓ Provide funding recommendations to governing bodies of sponsoring organizations
- ✓ Hold agencies accountable for responsible, efficient, and effective use of the dollars allocated through the ASSET process

	2012/13	2013/14	2013/14	2014/15	% Change
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From</b>
					<b>Adopted</b>
<b>Expenditures:</b>					
Personal Services	15,334	16,006	16,236	16,623	3.9%
Contractual	971,075	1,184,786	1,184,786	1,139,227	-3.9%
Commodities	-	-	-	-	
<b>Total Expenditures</b>	<b>986,409</b>	<b>1,200,792</b>	<b>1,201,022</b>	<b>1,155,850</b>	<b>-3.7%</b>
<b>Funding Sources:</b>					
Local Option Sales Tax	986,409	1,200,792	1,201,022	1,155,850	-3.7%
<b>Total Funding Sources</b>	<b>986,409</b>	<b>1,200,792</b>	<b>1,201,022</b>	<b>1,155,850</b>	<b>-3.7%</b>
<b>Personnel – Authorized FTE</b>	0.12	0.12	0.12	0.12	

# HUMAN SERVICE AGENCIES

## Highlights:

- For FY 13/14, the City Council authorized \$1,184,786 for ASSET services, based on the recommendations from the volunteers. This was an increase of 2.9% over the previous year's allocations.
- For FY 14/15, \$1,139,227, was authorized by the City Council, which is a 5% increase over FY 13/14 contracted services.

The following priorities were adopted by the City Council in July, 2013 for 2014/2015:

- **#1 Meet basic needs, with emphasis on low-to-moderate income:**
  - Housing cost offset programs, including utility assistance
  - Sheltering
  - Quality childcare cost offset programs, including daycare and State of Iowa licensed in-home facilities
  - Food cost offset programs, to assist in providing nutritious perishables and staples
  - Transportation cost offset programs for the elderly and families
  - Legal assistance
  - Disaster response
- **#2 Meet mental health and chemical dependency needs**
  - Provide outpatient emergency access to services
  - Provide crisis intervention services
  - Provide access to non-emergency services
  - Ensure substance abuse preventions and treatment is available in the community
- **#3 Youth development services and activities**

The volunteers also noted that the City Council had identified youth in its goals as being a priority to help strengthen the community.
- The City funds approximately 30 agencies through this process.
- During FY 13/14, the City has been working with other ASSET Administrative Staff to facilitate updates to the process for collecting statistical information for ASSET funded services to assist in helping to determine needs as well as effectiveness of the programs. ASSET administrative staff continues to work on service issues as they arise, and helps to facilitate conversations between providers to promote cooperation and eliminate duplication.
- The portion of an Assistant City Manager's salary allocated to this program remains at 12% for FY 14/15 in recognition of time spent on the ASSET process and on various human services projects.

**HUMAN SERVICE AGENCIES RECEIVING CITY LOCAL OPTION  
TAX FUNDING THROUGH THE A.S.S.E.T. PROCESS**

	<b>2012/13 Actual</b>	<b>2013/14 Adopted</b>	<b>2013/14 Adjusted</b>	<b>2014/15 Mgr Rec</b>
ACCESS	50,910	53,225	69,983	-
American Red Cross	-	9,000	9,000	-
Ames Community Preschool	75,525	78,546	78,546	-
ARC of Story County	6,699	7,300	7,300	-
Big Brothers, Big Sisters	12,500	-	-	-
Boys and Girls Club	90,675	92,500	92,500	-
Campfire USA	5,590	6,136	6,136	-
Community and Family Resources	-	-	-	-
Center for Creative Justice	51,115	52,648	52,648	-
Childserve	16,724	17,660	17,660	-
Emergency Residence Project	60,481	63,900	63,900	-
Eyerly Ball	-	12,875	12,875	-
Foster Grandparents	3,221	3,382	3,382	-
Good Neighbor	15,730	16,200	16,200	-
Heartland Senior Services	138,948	148,374	148,374	-
HIRTA	37,957	40,000	40,000	-
Homeward of MGMC	30,440	36,280	36,280	-
Legal Aid Society	75,870	80,675	80,675	-
Lutheran Services in Iowa	2,825	2,825	2,825	-
Mid-Iowa Community Action	33,088	33,065	33,065	-
National Alliance for Mentally Ill	1,450	5,450	5,450	-
Orchard Place	2,619	6,165	6,165	-
Richmond Center	(5,784)	-	-	-
RSVP	25,695	26,900	26,900	-
Salvation Army	-	24,497	24,497	-
University Community Childcare	39,953	44,020	44,020	-
Volunteer Center of Story County	5,190	7,000	7,000	-
Youth and Shelter Services	188,907	199,597	199,597	-
<b>Total Allocations</b>	<b>966,328</b>	<b>1,068,220</b>	<b>1,084,978</b>	<b>1,139,227</b>
Unallocated Reserve	-	116,566	99,808	-
<b>Total Human Service Agency Funding</b>	<b>966,328</b>	<b>1,184,786</b>	<b>1,184,786</b>	<b>1,139,227</b>

# ART SERVICES/AGENCIES

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 a variety of educational and promotional projects for public arts programming
  - ✓ Continue the successful Art in the Parks, Ames Annual Outdoor Sculpture Exhibition, and neighborhood art programs
  - ✓ Continue to develop a proactive art maintenance program to preserve and distribute artwork throughout City facilities

	2012/13	2013/14	2013/14	2014/15	% Change
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From</b>
<b>Expenditures:</b>					<b>Adopted</b>
Personal Services	-	-	-	-	
Contractual	149,070	140,879	140,879	144,401	2.5%
Commodities	1,368	-	-	-	
Capital	7,200	33,500	50,632	33,500	0.0%
<b>Total Expenditures</b>	<b>157,638</b>	<b>174,379</b>	<b>191,511</b>	<b>177,901</b>	<b>2.0%</b>
<b>Funding Sources:</b>					
Local Option Sales Tax	157,625	174,379	191,511	177,901	2.0%
Public Art Donations	13	-	-	-	
<b>Total Funding Sources</b>	<b>157,638</b>	<b>174,379</b>	<b>191,511</b>	<b>177,901</b>	<b>2.0%</b>
<b>Personnel – Authorized FTE</b>	0.00	0.00	0.00	0.00	



# ARTS SERVICES/AGENCIES

## Highlights:

### Commission On The Arts (COTA)

For FY 13/14, the Commission On The Arts was allocated a total of \$140,879, funding for 16 different organizations. This was an increase of 2% over the FY 12/13 allocation.

For FY 14/15, COTA recommended funding in the amount of \$144,401 (an increase of 2.5% over FY 13/14). Two new organizations are receiving funding from the City through COTA, Good Company and Dancenter Dancer Company. The Commission anticipates annual grants to be awarded in the amount of \$140,230 and up to \$4,171 in mini-grants for the spring and fall application periods. Several organizations noted increases in cost for space utilization as a major driver for their increased requests.

### Public Art Commission (PAC)

The City Council's **allocation to Public Art** in 2013/14 was \$33,500. The PAC's 2014/15 budget request is for \$44,500, which includes an additional \$10,000 to further expand the **Neighborhood Art** program. The increase is intended to accommodate increased purchased prices, quality, and demand for these sculptures. Ten neighborhoods submitted requests for installation of Ames Annual Outdoor Sculpture Exhibition (AAOSE) sculptures in 2014.

**Ames Annual Outdoor Sculpture Exhibition (AAOSE)**, the Commission's longest running and most visible program, is now being expanded to include the Campustown area as well as Downtown. Five sculptures were placed Downtown in 2013, and the PAC hopes to place six sculptures during the program's 19<sup>th</sup> exhibition season in 2014.

The 14-member PAC is now organized into the following **eight committees** – Art in the Parks, Education & Information, AAOSE, Neighborhood Art, Archive and Maintenance, IT and Electronic Resources, Public Relations and Fundraising, and Ad Hoc Future Initiatives. This last committee helped facilitate the installation of Intermodal Center artwork during 2012/13, and is now working on potential artwork for the City's new Water Treatment Plant.

**PUBLIC ARTS AGENCIES RECEIVING CITY LOCAL OPTION  
RECOMMENDATIONS FROM C.O.T.A. – COMMISSION ON THE ARTS**

	<b>2012/13 Actual</b>	<b>2013/14 Adopted</b>	<b>2013/14 Adjusted</b>	<b>2014/15 Mgr Rec</b>
ACTORS	13,464	13,543	13,543	-
AIOFA	8,080	7,996	7,996	-
Ames Chamber Artists	2,390	2,246	2,246	-
Ames Children’s Choirs	9,718	9,744	9,744	-
Ames Choral Society	2,690	2,476	2,476	-
Ames Community Arts Council	8,111	7,982	7,982	-
Ames Town & Gown	16,007	15,691	15,691	-
Central Iowa Symphony	10,424	9,975	9,975	-
Co’Motion Dance Theater	5,593	5,489	5,489	-
Kids Co’Motion	3,167	3,103	3,103	-
Friends of Ames Strings	1,200	1,180	1,180	-
India Cultural Association	-	1,780	1,780	-
Stars Over VEISHEA	-	3,310	3,310	-
Story Theater Company	8,982	8,716	8,716	-
The Octagon	44,802	44,136	44,136	-
<b>Total Allocations</b>	<b>134,628</b>	<b>137,367</b>	<b>137,367</b>	<b>144,401</b>
Mini-Grants	3,489	3,512	3,512	
<b>Total Arts Agency Funding</b>	<b>138,117</b>	<b>140,879</b>	<b>140,879</b>	<b>144,401</b>

# CEMETERY

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
- ✓ Coordinate funerals, cemetery lot sales, and sale of columbarium spaces
- ✓ Respond in a timely fashion to all grave opening and closing requests
- ✓ Set markers and monuments
- ✓ Administer the mowing contract

	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>% Change</b>
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From</b>
					<b>Adopted</b>
Personal Services	92,865	66,581	84,316	89,336	34.2%
Contractual	51,303	59,926	56,756	57,642	-3.8%
Commodities	10,704	1,715	1,715	1,715	0.0%
Capital	-	-	-	-	
<b>Total Expenditures</b>	<b>154,872</b>	<b>128,222</b>	<b>142,787</b>	<b>148,693</b>	<b>16.0%</b>
<b>Funding Sources:</b>					
Current Need Lot Sales	14,182	20,000	20,000	20,000	0.0%
Pre-Need Lot Sales	42,258	20,000	20,000	20,000	0.0%
Marker Footings	1,210	2,500	2,500	2,500	0.0%
Interments	53,270	57,000	57,000	57,000	0.0%
Columbarium	1,072	2,000	2,000	2,000	0.0%
Interest	(5,539)	15,000	10,000	10,000	-33.3%
<b>Total Program Revenues</b>	<b>106,453</b>	<b>116,500</b>	<b>111,500</b>	<b>111,500</b>	<b>-4.3%</b>
<b>General Fund Support</b>	<b>48,419</b>	<b>11,722</b>	<b>31,287</b>	<b>37,193</b>	<b>217.3%</b>
<b>Total Funding Sources</b>	<b>154,872</b>	<b>128,222</b>	<b>142,787</b>	<b>148,693</b>	<b>16.0%</b>
<b>Personnel – Authorized FTE</b>	<b>1.00</b>	<b>0.75</b>	<b>1.05</b>	<b>1.05</b>	

# CEMETERY

**Highlights:**

**General Fund support** of the cemetery is projected to decrease to \$31,287 (FY 13/14 Projected) from \$48,569 (FY 12/13 Actual). Support is projected to increase to \$37,193 for FY 14/15.

An increase in Personal Services was the result of accurately reflecting the work activities of Grounds personnel.

**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 12/13 and FY 13/14.

Cemetery **rates** for interments, cremations, lots, etc. continue to be competitive with surrounding communities. The last fee increase was in 2005. Staff plans to explore fees in 2014 and gain feedback on our current fee structure.

**Large tree trimming** continues throughout the cemetery at an annual cost of \$2,500. Also included in FY 13/14 is \$2,500 for **monument repairs**.

	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
<b>Service Accomplishments:</b>				
Regular interments	62	56	55	55
Cremains interments	41	49	35	35
Columbarium spaces sold	4	2	5	5
Lots sold	97	129	100	100
Markers/monuments set	60	48	50	50
<b>Efficiency and Effectiveness:</b>				
Revenues as a % of expenses	92%	69%	78%	75%

# CITYWIDE AFFORDABLE HOUSING

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
- ✓ Continue to provide reliable, high quality service to both external and internal customers
- ✓ Increase and maintain housing stock of affordable housing in Ames
- ✓ Increase and maintain partnership with state, federal, cities, county, lenders, realtors, developers, and non-profit organizations to increase affordable housing opportunities

	2012/13	2013/14	2013/14	2014/15	% Change
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From</b>
					<b>Adopted</b>
<b>Expenditures:</b>					
Personal Services	26,358	33,076	36,556	36,996	11.9%
Contractual	5,971	6,769	6,451	5,777	-14.7%
Commodities	-	150	150	125	-16.7%
Capital	-	-	-	-	
<b>Total Expenditures</b>	<b>32,329</b>	<b>39,995</b>	<b>43,157</b>	<b>42,898</b>	<b>7.3%</b>
<b>Funding Sources:</b>					
Affordable Housing Fund	32,329	39,995	43,157	42,898	7.3%
<b>Total Funding Sources</b>	<b>32,329</b>	<b>39,995</b>	<b>43,157</b>	<b>42,898</b>	<b>7.3%</b>
<b>Personnel – Authorized FTE</b>	0.32	0.32	0.37	0.37	

# CITYWIDE AFFORDABLE HOUSING

**Highlights:**

This program continues to account for expenses incurred by the City’s Housing Division that are not eligible for reimbursement under the Federal government’s Community Development Block Grant program. This includes assistance provided to other City departments, non-profit organizations, and administration of non-CDBG federal, state or local programs.

In FY 13/14 and FY 14/15, 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, housing fairs, feedback surveys, etc.

<b>Service Accomplishments:</b>	<b>2011/12 Actual</b>	<b>2012/13 Actual</b>	<b>2013/14 Adjusted</b>	<b>2014/15 Projected</b>
# of community forums/events to educate public on various housing topics/awareness, program policies/procedures, etc.	2	3	4	4

## COMMUNITY DEVELOPMENT BLOCK GRANT

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
- ✓ Operate the CDBG programs in full compliance with all Fair Housing and Equal Opportunity laws and regulations
- ✓ Continue to provide reliable, high quality service to both external and internal customers
- ✓ Preserve existing housing and promote revitalization of neighborhoods by offering housing options to very low, low, and moderate-income persons
- ✓ Encourage citizen participation by conducting community-wide meetings and/or public forums for input regarding processes, programs, and ongoing community development projects
- ✓ Improve the Division's website to efficiently communicate with the public

	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>% Change</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From</b>
					<b>Adopted</b>
<b>Expenditures:</b>					
Personal Services	96,375	102,078	101,516	102,257	0.2%
Contractual	117,957	541,210	664,818	420,382	-22.3%
Commodities	470	800	800	850	6.3%
Capital	348,609	-	408,687	-	
<b>Total Expenditures</b>	<b>563,411</b>	<b>644,088</b>	<b>1,175,821</b>	<b>523,489</b>	<b>-18.7%</b>
<b>Funding Sources:</b>					
Block Grant	549,282	644,088	1,175,821	523,489	-18.7%
CDBG-R EcoSmart	14,129	-	-	-	
<b>Total Funding Sources</b>	<b>563,411</b>	<b>644,088</b>	<b>1,175,821</b>	<b>523,489</b>	<b>-18.7%</b>
<b>Personnel – Authorized FTE</b>	1.03	1.03	1.00	1.00	

# COMMUNITY DEVELOPMENT BLOCK GRANT

## Highlights:

### FY 13/14

The City of Ames received its **tenth allocation of Community Development Block Grant (CDBG)** funding in the amount of \$509,171. Additionally, approximately \$565,000 was rolled over from FY 12/13 and approximately \$100,000 is anticipated to come from program income in FY 13/14, bringing the total available allocation to approximately \$1,175,821.

- Up to 20% of each annual allocation may be designated for administrative expenses and the remaining balance used for the following **programming to be administered in FY 13/14**:
  - Neighborhood sustainability programs (home improvement, homebuyer assistance, acquisition/reuse, operation & repair, rental deposit, dangerous buildings)
  - Neighborhood public improvement programs (neighborhood public infrastructure improvements in targeted census tracts)
  - General program administration

### FY 14/15

- The **2014/15 CDBG allocation** for the City of Ames **has not yet been announced**. Additionally, the federal government is still operating on a continuing resolution until January 2014, and may again be subject to a federal shutdown and budget cuts.
- For 2014/15, the City will be **submitting a new five-year Consolidated Plan (2014-2019)** that will outline new program goals and priorities and an annual action plan for projects. Staff will be soliciting input from the public and bring those ideas to City Council for review and approval to be submitted to HUD on or before May 17, 2014. Therefore, **no programming or service accomplishments have been designated at this time**.

<b>Service Accomplishments:</b>	<b>2011/12 Actual</b>	<b>2012/13 Actual</b>	<b>2013/14 Adjusted</b>	<b>2014/15 Projected</b>
Annually maintain 70% expenditure rate of funds on activities that serve LMI* households and/or neighborhoods	100%	100%	100%	100%
Neighborhood public infrastructure improvement projects completed in LMI* census tracts - # of linear feet, square yards and/or square feet of sewer pipe, streets/sidewalks/curbs/driveway approaches/gutters and dome pads completed	7,805 LF 132 sq yds 136 sq ft pads	728 LF 916.87 sq yds 168 sq ft pads	2,781 LF 3,381 sq yds 72 sq ft pads	Unknown
# of first-time homebuyers provided down payment assistance	0	0	2	Unknown
# of LMI* owner-occupied units rehabilitated	0	0	15	Unknown
# of LMI* households receiving Renter Affordability Assistance (deposit, first month's rent, utility, transportation, or child care)	0	8	20	Unknown

### Efficiency and Effectiveness:

Demonstrated compliance with HUD's monitoring of program reports, files, etc.	Satisfactory	Satisfactory	Satisfactory	Satisfactory
Bi-annual program audit meets federal compliance standards	Yes	Yes	Yes	Yes

\* Low and Moderate Income



# ECONOMIC DEVELOPMENT

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
- ✓ Increase tax base
- ✓ Use local economic development programs to leverage state, federal, and private economic development investment
- ✓ **Support private sector growth to improve quality of life, increase number of jobs, develop stronger tax base**
- ✓ **Partner with ISU, GSB, and private sector to redevelop and revitalize Campustown**
- ✓ **Promote Ames as a regional center**

	2012/13 Actual	2013/14 Adopted	2013/14 Adjusted	2014/15 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	63,593	72,278	67,037	69,965	-3.2%
Contractual	166,819	159,510	161,326	161,326	1.1%
Commodities	-	-	-	-	
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>230,412</b>	<b>231,788</b>	<b>228,363</b>	<b>231,291</b>	<b>-0.2%</b>
<b>Funding Sources:</b>					
Hotel/Motel Tax	147,603	159,510	159,610	159,610	0.1%
General Fund	65,309	72,278	68,753	71,681	-0.8%
Economic Development	17,500	-	-	-	
<b>Total Funding Sources</b>	<b>230,412</b>	<b>231,788</b>	<b>228,363</b>	<b>231,291</b>	<b>-0.2%</b>
<b>Personnel – Authorized FTE</b>	0.51	0.51	0.46	0.46	

# ECONOMIC DEVELOPMENT

## Highlights:

The economic development activity for FY 2013/14 included the support of major expansion for two local companies. A Kingland Systems project included expanding their operations in the Campustown business district and a major redevelopment that includes commercial and retail expansion supporting Iowa State University office growth needs and retail services for Campustown. WebFilings has continued rapid growth and the most recent expansion included establishing the Ames location as the company's headquarters.

Economic development projects approved by City Council included:

- **Advanced Analytical Technologies, Inc**, an Ames based company that develops and manufactures systems to support pharmaceutical and life sciences research. The project includes construction of a new building in the ISU Research Park. The City endorsed the application for state assistance and is the local sponsor. The local match requirement has not yet been determined.
- **Kingland Systems** is an Iowa-based data services company with offices in Ames. Their project includes construction of a 75,000 square foot redevelopment in the heart of Campustown. The local assistance from the City is in the form of a Tax Increment Financing (TIF) rebate agreement. Kingland expects to add 42 new jobs, additional retail and office space, and an increase in the tax base of approximately three times the current valuation.
- **WebFilings, LLC**, a fast growing Ames and Mountain View, California based technology company, continues to expand with a project expected to add 700 new full-time jobs with the local match provided in the form of property tax abatement.

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.

<b>Service Accomplishments:</b>	<b>2011/12 Actual</b>	<b>2012/13 Actual</b>	<b>2013/14 Adjusted</b>	<b>2014/15 Projected</b>
State Programs Sponsored	3	2	3	2
Other:				
City revolving loans originated				
Community Investment Fund	2	1	0	2

## Efficiency and Effectiveness:

<b>Companies</b>	<b>\$ State/Federal Investment</b>	<b>\$ City Investment</b>	<b>Tax Abatement</b>	<b>\$ Private/AEDC Investment</b>	<b>\$ Total Investment</b>	<b>Jobs Required</b>	<b>\$ Added Taxable Value</b>
AATI	TBD	TBD	TBD	TBD	TBD	62	TBD
Kingland	0	0	Yes	12,000,000	12,000,000	0	8,840,545
WebFilings, LLC	5,000,000	0	Yes	73,240,000	78,240,000	700	8,000,000
<b>Totals</b>	<b>\$5,000,000</b>	<b>\$0</b>		<b>\$85,240,000</b>	<b>\$90,240,000</b>	<b>762</b>	<b>\$16,840,545</b>

## STORM DISASTER ACTIVITY

This activity reflects the Federal Emergency Management Agency (FEMA) disaster activities.

	2012/13 Actual	2013/14 Adopted	2013/14 Adjusted	2014/15 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	-	-	-	-	
Contractual	285,194	-	5,700	-	
Commodities	-	-	-	-	
Capital	546,253	-	-	-	
<b>Total Expenditures</b>	<b>831,447</b>	-	<b>5,700</b>	-	
<b>Funding Sources:</b>					
General Fund	242,980	-	5,700	-	
State FEMA	588,467	-	-	-	
<b>Total Funding Sources</b>	<b>831,447</b>	-	<b>5,700</b>	-	
<b>Personnel – Authorized FTE</b>	0.00	0.00	0.00	0.00	

# STORM DISASTER ACTIVITY

## Highlights:

The City of Ames experienced two weather events 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.

At the close of FY 2012/13, one project remains open pending an archeological survey that cannot be completed until spring 2014.

## CABLE TV SERVICES

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 Channel12

	2012/13	2013/14	2013/14	2014/15	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
<b>Expenditures:</b>					
Personal Services	85,586	90,004	89,469	92,616	2.9%
Contractual	28,141	28,166	23,860	26,425	-6.2%
Commodities	6,389	5,950	5,950	5,950	0.0%
Capital	4,976	-	13,899	-	
<b>Total Expenditures</b>	<b>125,092</b>	<b>124,120</b>	<b>133,178</b>	<b>124,991</b>	<b>0.7%</b>
<b>Funding Sources:</b>					
Cable TV Franchise	447,960	459,000	459,000	459,000	0.0%
Miscellaneous Revenue	5	-	-	-	
<b>Cable TV Revenues</b>	<b>447,965</b>	<b>459,000</b>	<b>459,000</b>	<b>459,000</b>	<b>0.0%</b>
<b>Contribution to General Fund</b>	<b>(322,873)</b>	<b>(334,880)</b>	<b>(325,822)</b>	<b>(334,009)</b>	<b>-0.3%</b>
<b>Total Funding Sources</b>	<b>125,092</b>	<b>124,120</b>	<b>133,178</b>	<b>124,991</b>	<b>0.7%</b>
<b>Personnel – Authorized FTE</b>	<b>1.10</b>	<b>1.10</b>	<b>1.10</b>	<b>1.10</b>	

# CABLE TV SERVICES

## Highlights:

Cable TV is staffed by one full-time Cable TV Coordinator who is primarily devoted to the government access channel (TV12), and part-time interns who assist with meeting coverage and programming. The full-time Coordinator also provides playback support for Public Access, Channel 16. All Channel 16 programming is produced independently and submitted for broadcast. Programming consists of local church services and local/non-local, professionally produced series. The budget also includes a portion of the Principal Clerks' salaries.

## Government Access Channel 12:

- Developed new, original programming series with the Ames Fire Department.
- Assisted Public Works Department with editing traffic count videos for intersections in Ames.
- Created virtual project meeting videos for Public Works. These videos target specific sections of the community that will experience a significant construction project in their neighborhood, augmenting delivery of important messages that will directly affect the residents in the area.
- Assisted multiple departments with recording of training/demonstration presentations by vendors.
- Increased single "feature" programs that highlight specific topics (Hall of Mayors/Pickleball/Library Volunteers).
- Video documented the Police Department's remodel.
- Developed a technology equipment plan for the renovated Library (mobile recording flypack and equipment for a planned multimedia room).
- Developed a Channel 12 programming plan to fill the void of Classic Arts Showcase.

## Public Access Channel 16:

- Gained two new local church programs for playback and one regional program for playback on Channel 16.

	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>
<b>Service Accomplishments:</b>	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
Original video programs, Channel 12	252	280	270	250
Hours of programming replay, Channel 12	4,066	4,000	8,560	8,560
Hours of live meeting coverage, Channel 12	192	200	200	200
<b>Efficiency and Effectiveness:</b>				
Of those who use them, usefulness of Channel 12 (3=very useful; 2=somewhat useful; 1=not useful)	2.1	2.1	2.2	2.3
% citizens who view Channel 12 *	39%	41%	42%	42%
% citizens who view YouTube *	63%	64%	65%	65%

\* Numbers taken from those who view Channel 12 according to the 2013 Resident Satisfaction Survey

## COMMUNITY ENRICHMENT CIP

### 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:	2012/13 Actual	2013/14 Adopted	2013/14 Adjusted	2014/15 Mgr Rec	% Change From Adopted
<b>Parks and Recreation:</b>					
Park Facility Maintenance	136,609	172,500	632,397	212,000	
Municipal Pool Improvements	15,125	25,000	179,160	25,000	
Playground/Park Equipment	43,139	80,000	136,199	62,500	
Furman Aquatic Center	9,370	30,500	29,724	48,000	
Ada Hayden Improvements	6,933	26,000	89,067	284,000	
Ice Arena Improvements	44,179	70,000	46,722	215,000	
Donation/Grant Improvements	22,892	0	4,512	0	
Munn Woods Connection	208	0	51,614	0	
Greenbriar Park Development	0	0	13,476	0	
Northridge Heights Park	13,257	0	160,000	0	
Brookside Tennis Courts	334,807	0	0	0	
Brookside Steps/Walls	174,287	0	0	0	
NRV Horseshoe Courts	11,411	0	1,500	0	
Sand Volleyball Complex	0	100,000	110,000	0	
Community Gymnasiums	0	55,000	55,000	110,000	
Roosevelt Park Improvements	0	0	0	80,000	
Tennis Court Improvements	0	0	0	45,000	
Subtotal	812,217	559,000	1,509,371	1,081,500	
<b>Library:</b>					
Library Renovation Project	3,231,785	14,073,000	16,275,763	0	
Library RFID Tagging	0	0	185,680	0	
Subtotal	3,231,785	14,073,000	16,461,443	0	
<b>Cemetery:</b>					
Cemetery Fencing	(1,617)	0	0	0	
Cemetery Lane Improvements	397	65,000	164,067	65,000	
Subtotal	(1,220)	65,000	164,067	65,000	
<b>Economic Development:</b>					
Downtown Façade Program	92,345	50,000	120,550	50,000	
<b>City Manager:</b>					
Neighborhood Improv. Program	7,945	50,000	50,000	50,000	
<b>Total Community Enrichment CIP</b>	<b>4,143,072</b>	<b>14,797,000</b>	<b>18,305,431</b>	<b>1,246,500</b>	<b>-91.6%</b>

# GENERAL GOVERNMENT

## THE BACHELOR MAIDS CLUB



This Club was a group of popular young women in Ames who enjoyed many get-togethers. On July 30, 1903, these nine young Ames women spent the day on a trail in Manitou, Colorado. From left are Jeannette Bartholomew, Inis Hunter (Grove), Hattie Brouhard, Grace Schleiter, Mame (Mary) Tilden (Brown), Katherine Steward, Jessie (Jessica) Cole (Augustine), and Win (Winifred) Tilden. The man at the far right is the trail guide and the woman to his right is Nellie Cole. These young women were vacationing in various parts of Colorado and had arranged this meeting in Manitou.



# GENERAL GOVERNMENT

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# GENERAL GOVERNMENT

**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 “frontline” services.

The General Government program includes the following activities: City Council, which includes the legislative and policy-making leadership provided by the Mayor and City Council as well as special allocations made by Council and the oversight of a Council Contingency Fund, City Clerk who records and maintains the records of the City Council and various appointed commissions and committees; and City Manager who provides 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.

	2012/13	2013/14	2013/14	2014/15	% Change
<b>Use of Funds:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
City Council	316,210	344,371	413,527	334,470	-2.9%
City Clerk	322,867	326,720	383,186	341,187	4.4%
City Manager	674,723	686,854	676,299	692,031	0.8%
Financial Services	1,693,379	1,762,682	1,684,127	1,719,344	-2.5%
Administrative Services	1,742,882	2,013,985	2,160,387	1,992,693	-1.1%
Public Works	1,002,900	1,991,386	1,233,947	1,204,946	-39.5%
Facilities	513,056	502,961	575,006	535,809	6.5%
Merit Adjustment	-	176,097	-	174,111	-1.1%
<b>Total Operations</b>	<b>6,266,017</b>	<b>7,805,056</b>	<b>7,126,479</b>	<b>6,994,591</b>	<b>-10.4%</b>
General Government CIP	1,158,235	50,000	2,084,895	50,000	0.0%
<b>Total Expenditures</b>	<b>7,424,252</b>	<b>7,855,056</b>	<b>9,211,374</b>	<b>7,044,591</b>	<b>-10.3%</b>
 <b>Personnel – Authorized FTE</b>	 61.77	 61.77	 61.80	 61.80	

# GENERAL GOVERNMENT

	2012/13	2013/14	2013/14	2014/15	% Change
<b>Expenditures By Type:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
Personal Services	5,720,978	6,335,186	5,931,443	6,350,676	0.2%
Contractual	400,334	1,323,310	884,511	478,937	-63.8%
Commodities	141,892	143,860	171,790	141,178	-1.9%
Capital	2,813	2,700	138,735	23,800	781.5%
Other	-	-	-	-	
<b>Total Operations</b>	<b>6,266,017</b>	<b>7,805,056</b>	<b>7,126,479</b>	<b>6,994,591</b>	<b>-10.4%</b>
General Government CIP	1,158,235	50,000	2,084,895	50,000	0.0%
<b>Total Expenditures</b>	<b>7,424,252</b>	<b>7,855,056</b>	<b>9,211,374</b>	<b>7,044,591</b>	<b>-10.3%</b>
<b>Funding Sources:</b>					
Fees/Outside Charges	174,135	150,756	177,704	182,787	21.3%
General Fund	2,585,382	3,616,633	3,155,240	2,942,647	-18.6%
Local Option Sales Tax	113,813	136,343	134,255	136,346	0.0%
Hotel/Motel Tax	3,881	-	30,657	-	
Road Use Tax	210,675	278,631	267,798	276,466	-0.8%
Community Dev Block Grant	-	1,145	-	792	-30.8%
Police/Fire 411	12,687	13,195	13,080	13,477	2.1%
Special Assessments	4,654	5,022	4,700	4,854	-3.4%
Street Construction	12,272	13,585	11,490	11,791	-13.2%
G.O. Bonds	62,167	66,051	56,235	58,705	-11.1%
Water Utility Fund	620,872	775,637	682,888	697,050	-10.1%
Sewer Utility Fund	594,005	664,568	611,493	619,816	-6.7%
Electric Utility Fund	1,118,376	1,183,116	1,129,375	1,175,888	-0.6%
Parking Fund	74,171	79,862	77,066	80,457	0.8%
Storm Sewer Utility Fund	222,336	324,613	309,655	299,046	-7.9%
Ames/ISU Ice Arena	-	1,152	-	1,080	-6.3%
Homewood Golf Course	-	502	-	476	-5.2%
Resource Recovery	297,294	316,966	300,459	311,522	-1.7%
Fleet Services	159,297	167,349	164,384	171,194	2.3%
Information Technology	-	7,625	-	7,814	2.5%
Risk Insurance	-	945	-	986	4.3%
Health Insurance	-	1,360	-	1,397	2.7%
<b>Operations Funding</b>	<b>6,266,017</b>	<b>7,805,056</b>	<b>7,126,479</b>	<b>6,994,591</b>	<b>-10.4%</b>
<b>General Gov't CIP Funding:</b>					
G.O. Bonds	(5,078)	-	-	-	
General Fund	156,530	-	1,390,937	-	
Local Option Sales Tax	638,199	50,000	320,543	50,000	0.0%
Special Assessments	138,545	-	9,455	-	
EOC Grant	230,039	-	363,960	-	
<b>CIP Funding</b>	<b>1,158,235</b>	<b>50,000</b>	<b>2,084,895</b>	<b>50,000</b>	<b>0.0%</b>
<b>Total Funding Sources</b>	<b>7,424,252</b>	<b>7,855,056</b>	<b>9,211,374</b>	<b>7,044,591</b>	<b>-10.3%</b>

# CITY COUNCIL

The City Council is the legislative and policy making body in the Ames municipal government. The Mayor and two Council Members are elected at-large, while the other four Council Members 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 environmental sustainability**
- ✓ **Promote economic development**
- ✓ **Strengthen our community**
- ✓ **Mitigate flooding in our community**
- ✓ **Enhance relations with Iowa State University**

	2012/13	2013/14	2013/14	2014/15	% Change
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From</b>
<b>Expenditures:</b>					<b>Adopted</b>
Personal Services	54,181	54,531	54,460	54,515	0.0%
Contractual	56,233	62,330	49,350	51,420	-17.5%
Commodities	12,926	16,310	16,152	17,335	6.3%
Capital	-	-	-	-	
<b>Total Expenditures</b>	<b>123,340</b>	<b>133,171</b>	<b>119,962</b>	<b>123,270</b>	<b>-7.4%</b>
<b>Funding Sources:</b>					
General Fund	123,340	133,171	119,962	123,270	-7.4%
<b>Total Funding Sources</b>	<b>123,340</b>	<b>133,171</b>	<b>119,962</b>	<b>123,270</b>	<b>-7.4%</b>
<b>Personnel – Authorized FTE</b>	0.00	0.00	0.00	0.00	

# CITY COUNCIL

## Highlights:

Progress has been made towards the City Council goals that were to be accomplished by December 2013. The City Council's goals moving forward will be established after the City Council is inaugurated. The 2013 goals fall into the following categories:

- Support Environmental Sustainability
- Promote Economic Development
- Mitigate Flooding in Our Community
- Strengthen Our Community
- Enhance Relationships with Iowa State University through Additional Partnerships

Support Environmental Sustainability -- The City and Iowa State University continue sharing the services of the University's Sustainability Coordinator through a contractual arrangement. The focus of the Sustainability Coordinator has now turned to implementing the recommendations of the Sustainability Task Force to develop a Recognition Committee, a Policy Committee, and a Business Sector Committee. In 2014, a new program, the Smart 150 Challenge, will be implemented with a focus on communications materials for businesses, non-profits, and civic groups to save energy.

Promote Economic Development – Kingland Systems has embarked on a project to redevelop a substantial property in Campustown, aided by the City Council's granting of a TIF rebate for up to 10 years with a cap of \$2,064,530. This project, along with redevelopment of two other large properties along Lincoln Way in Campustown, will dramatically alter the look of Campustown and provide more opportunities for retail space in the area.

The City has partnered with the Ames Economic Development Commission to support a Business Development Coordinator position. This person has worked to redesign the economic development portion of the City's website to make it more useful and user-friendly. Additionally, customers using the City's development services receive surveys and follow-up calls to determine ways in which the City's services can be improved.

Mitigate Flooding in Our Community -- Following completion of a study by consultants in 2013, the Council supported implementation of three strategies to reduce future flood impacts: 1) Explore the reshaping of Squaw Creek near South Duff; 2) Encourage the DOT to expedite the widening of the Highway 30 bridge; and 3) Work with the Squaw Creek Watershed Association to develop solutions upstream from Ames.

Strengthen Our Community -- After completing a nearly year-long successful community visioning experience, the Ames Convention and Visitors Bureau (ACVB), the Ames Chamber of Commerce, and the City of Ames collaborated to create a shared logo and tagline. Additionally, the ACVB has continued to look for co-branding opportunities to showcase the cooperation among community organizations. A "Brag Team", including representatives from the ACVB, Chamber of Commerce, Ames Community School District, Iowa State University, Mary Greeley Medical Center, and North Grand Mall is meeting quarterly and has made progress. Current projects include developing a common vocabulary to incorporate into community descriptions of Ames and building the "Points of Pride" database of community successes, awards, and achievements. The Points of Pride collection is being developed with the idea that it will be shared with other organizations for inclusion in any promotion materials.

# CITY COUNCIL

## Highlights, continued:

The City has appointed representatives to participate in planning for the Ames Sesquicentennial celebration in 2014. The planning involves many residents and local organizations, and activities are planned to take place throughout the year. The activities will showcase the history of the community and involve several projects that will leave a legacy for generations to come.

Enhance Relationships with Iowa State University through Additional Partnerships -- The City Council has taken initial steps to facilitate a substantial expansion of the ISU Research Park. This project will create nearly 200 acres of new lots to the south of the existing Research Park property.

The City Council has authorized a referendum to issue \$19 million in bonds for a 132,000 square-foot flat space expansion at the Iowa State Center. Iowa State University (ISU) will share equally in the construction costs of the proposal and will manage the facility's ongoing operations. ISU will also be responsible for covering any operating deficit. The Ames Convention and Visitors Bureau has projected that the increased Hotel/Motel Tax revenues will exceed this deficit.

<b>Service Accomplishments:</b>	<b>2011/12 Actual</b>	<b>2012/13 Actual</b>	<b>2013/14 Adjusted</b>	<b>2014/15 Projected</b>
The figures below represent the comparison of the levies among the largest eleven cities in Iowa:				
Total Levy/1,000 Ames	\$10.84	\$10.72	\$10.86	
High	\$18.53	\$18.21	\$17.75	
Low	\$10.45	\$10.72	\$10.86	
Average	\$14.63	\$14.67	\$14.84	
Ames' rank	10 of 11	11 of 11	11 of 11	
Taxable Valuation/Capita Ames	\$36,772	\$37,986	\$39,447	
High	\$66,912	\$66,433	\$69,312	
Low	\$26,641	\$28,035	\$27,509	
Average	\$39,035	\$40,105	\$41,469	
Ames' rank	7 of 11	6 of 11	6 of 11	
Total Levy/Capita Ames	\$398.61	\$407.21	\$428.39	
High	\$806.26	\$800.53	\$835.20	
Low	\$368.86	\$394.41	\$415.48	
Average	\$566.75	\$579.43	\$603.16	
Ames' rank	10 of 11	10 of 11	10 of 11	

# CITY COUNCIL SPECIAL ALLOCATIONS

This program summarizes the miscellaneous requests from outside groups for City funding.

	2012/13 Actual	2013/14 Adopted	2013/14 Adjusted	2014/15 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	-	-	-	-	
Contractual	138,488	160,200	156,755	161,200	0.6%
Commodities	1,000	1,000	2,500	-	-100.0%
Capital	-	-	-	-	
<b>Total Expenditures</b>	<b>139,488</b>	<b>161,200</b>	<b>159,255</b>	<b>161,200</b>	<b>0.0%</b>
<b>Funding Sources:</b>					
General Fund	675	-	-	-	
Local Option Sales Tax	113,813	136,200	134,255	136,200	0.0%
Water Utility Fund	6,250	6,250	6,250	6,250	0.0%
Sewer Utility Fund	6,250	6,250	6,250	6,250	0.0%
Electric Utility Fund	6,250	6,250	6,250	6,250	0.0%
Resource Recovery	6,250	6,250	6,250	6,250	0.0%
<b>Total Funding Sources</b>	<b>139,488</b>	<b>161,200</b>	<b>159,255</b>	<b>161,200</b>	<b>0.0%</b>
<b>Project Detail:</b>					
Sustainability Coordinator	25,000	25,000	25,000	-	
Ames Partner City Association	3,445	5,000	6,555	-	
Ames Historical Society	18,278	29,000	29,000	-	
Main Street Cultural District	31,000	32,000	32,000	-	
Hunziker Youth Sports Complex	25,000	26,000	26,000	-	
VEISHEA Pancakes/Events	8,000	8,000	8,000	-	
Campustown Action Association	25,000	25,000	25,000	-	
Homecoming Pancakes	1,000	1,000	1,000	-	
AHRC/FACES Celebration	2,765	5,000	1,500	-	
Ames Chamber of Commerce	-	2,200	2,200	-	
Historic Preservation Comm.	-	3,000	3,000	-	
<b>Total</b>	<b>139,488</b>	<b>161,200</b>	<b>159,255</b>	<b>161,200</b>	<b>0.0%</b>

## CITY COUNCIL CONTINGENCY

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 13/14 adjusted year was increased to \$100,000 and \$34,310 was carried over for dangerous buildings (\$8,810), historic preservation standards match (\$20,000), and a conceptual plan for the East Lincoln Way Industrial Park (\$5,500).

	<b>2012/13 Actual</b>	<b>2013/14 Adopted</b>	<b>2013/14 Adjusted</b>	<b>2014/15 Mgr Rec</b>	<b>% Change From Adopted</b>
<b>Expenditures:</b>					
Personal Services	-	-	-	-	
Contractual	51,746	50,000	134,310	50,000	0.0%
Commodities	1,636	-	-	-	
Capital	-	-	-	-	
<b>Total Expenditures</b>	<b>53,382</b>	<b>50,000</b>	<b>134,310</b>	<b>50,000</b>	<b>0.0%</b>
<b>Funding Sources:</b>					
General Fund	53,382	50,000	134,310	50,000	0.0%
<b>Total Funding Sources</b>	<b>53,382</b>	<b>50,000</b>	<b>134,310</b>	<b>50,000</b>	<b>0.0%</b>
<b>Personnel – Authorized FTE</b>	0.00	0.00	0.00	0.00	





A curious crowd observing the floodwaters from the Squaw Creek along Lincoln Way opposite the Hilton Coliseum in July, 1993. The coliseum was inundated with water and had to undergo extensive repairs. When Hilton was built in the 1960s, Merwin Dougal, the director of the Water Resources Research Institute at Iowa State University, warned the school's administration that it was unwise to build the Iowa State Center complex in the creek's flood plain. Needless to say, his advice was unheeded. C. Y. Stephens Auditorium can be seen in the center of the photograph.

# CITY CLERK

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 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
- ✓ Supervise the City's Records Management Program and assist other departments in implementing system
- ✓ 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
- ✓ 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
- ✓ Ensure the proper posting, filing, publication, and processing of official City notices and documents
- ✓ Serve as Deputy Commissioner of Elections and provide Notary Public services
- ✓ Provide courteous and proficient retrieval of requested documents and information for internal and external customers
- ✓ Provide City Council agendas, minutes, and packet materials to the public in an electronic format
- ✓ Process permit and license applications within 24 hours of receipt
- ✓ Research new technologies to improve the storing and retrieving of City records
- ✓ Maintain a central filing system for official City records

	2012/13 Actual	2013/14 Adopted	2013/14 Adjusted	2014/15 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	261,012	264,363	268,872	277,442	5.0%
Contractual	60,372	60,657	96,139	62,045	2.3%
Commodities	1,483	1,700	3,175	1,700	0.0%
Capital	-	-	15,000	-	
<b>Total Expenditures</b>	<b>322,867</b>	<b>326,720</b>	<b>383,186</b>	<b>341,187</b>	<b>4.4%</b>
<b>Funding Sources:</b>					
Beer & Liquor Licenses	74,612	68,000	70,000	70,000	2.9%
Cigarette Permits	4,735	4,500	4,500	4,500	0.0%
Garbage Hauler Licenses	3,200	2,400	3,200	3,200	33.3%
Zoning Appeal Fees	1,155	800	800	800	0.0%
Miscellaneous Permits/Fees	3,941	3,500	3,500	3,500	0.0%
General Fund	171,923	183,768	223,049	192,548	4.8%
Hotel/Motel Tax Fund	-	-	13,000	-	
Water Utility Fund	15,825	15,939	16,284	16,660	4.5%
Sewer Utility Fund	15,825	15,938	16,284	16,660	4.5%
Electric Utility Fund	31,651	31,875	32,569	33,319	4.5%
<b>Total Funding Sources</b>	<b>322,867</b>	<b>326,720</b>	<b>383,186</b>	<b>341,187</b>	<b>4.4%</b>
<b>Personnel – Authorized FTE</b>	3.00	3.00	3.00	3.00	

# CITY CLERK

## Highlights:

A total of 539 permits/licenses were issued in 15 categories during FY 12/13. Liquor Licenses and/or Beer Permits accounted for 194, which was an increase of 31% over last year. There were 69 new licenses, which included 49 temporary (5-day or transfers). Subsequently, revenue from alcohol licensing increased approximately ten percent.

Temporary Obstruction Permits (TOPs) equated to 64. No fee is charged for TOPs, but the applicant is required to provide proof of liability coverage and name the City as an additional insured. Staff also tracks an average of 225 insurance certificates and 35 Letters of Credit to ensure that the City is protected against claims. Other free-of-charge services provided during FY 12/13 included 18 Banner Permits and 312 notarizations and/or certifications.

The City Clerk/Records Manager is responsible for responding to City-wide public records requests that are not of a routine nature. In calendar year 2013, 25 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 expense, oftentimes the requestor does not want to pay the fee; therefore, no longer wants the records after the research has been done. In 2013, expenses incurred totaled \$985.50 with only \$70.18 being collected.

The usage rate of the Files Management System (FMS) reveals that over 1,300 searches are performed per month. Phase IV of the System is underway, which is the conversion of the City's official records to electronic format. It is estimated that there are nearly 60,000 official documents in 10,300 files to be scanned and indexed. The conversion work is being done in-house by staff and a part-time temporary employee working six hours/week rather than an outside vendor, saving \$700 annually. In January and February, six departments will be authorized to electronically access all City records housed in the City Clerk's records vault. Conversion involves a multi-step process. At this time last year, only 5,167 files had been scanned; descriptions had not been entered nor information linked. As of this date, 8,048 files and all contents have been scanned.

Staff created and distributed agenda materials and recorded minutes for 47 City Council meetings, 13 Civil Service meetings, and 24 Zoning Board of Adjustment meetings during FY 12/13.

\$15,000 has been added to the FY 13/14 adjusted budget for additional file and records storage in the City Clerk's office area.

<b>Service Accomplishments:</b>	<b>2011/12 Actual</b>	<b>2012/13 Actual</b>	<b>2013/14 Adjusted</b>	<b>2014/15 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	71	84	80	80
# of legal notices processed	230	233	230	230
# of resolutions finalized	592	603	600	600
# of documents recorded	120	89	100	100
# of licenses/permits processed	512	539	525	525
# of cemetery deeds issued	50	74	60	60
# of election petitions accepted	13	0	11	0

# CITY MANAGER

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 and CIP program 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

	2012/13	2013/14	2013/14	2014/15	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
<b>Expenditures:</b>					
Personal Services	601,705	620,794	613,077	627,113	1.0%
Contractual	55,200	53,330	49,242	51,498	-3.4%
Commodities	17,818	12,730	13,980	13,420	5.4%
Capital	-	-	-	-	
<b>Total Expenditures</b>	<b>674,723</b>	<b>686,854</b>	<b>676,299</b>	<b>692,031</b>	<b>0.8%</b>
<b>Funding Sources:</b>					
General Fund	388,523	396,146	390,109	399,107	0.8%
Water Utility Fund	69,544	70,639	69,542	71,178	0.8%
Sewer Utility Fund	69,544	70,639	69,542	71,178	0.8%
Electric Utility Fund	147,112	149,430	147,106	150,568	0.8%
<b>Total Funding Sources</b>	<b>674,723</b>	<b>686,854</b>	<b>676,299</b>	<b>692,031</b>	<b>0.8%</b>
<b>Personnel – Authorized FTE</b>	4.53	4.53	4.53	4.53	

# CITY MANAGER

**Highlights:**

For FY 13/14, the portion of the salaries charged to the Electric Utility was maintained at 22% for the City Manager’s office, based on time spent on various projects. These projects included conversion of the Power Plant to natural gas, the transition from point-to-point energy transactions to Network Integrated Transmission Service, construction of the 161kV tie line, and other large capital projects. This level of support will continue for FY 14/15.

The City Manager’s Office is also involved in several major projects for water and wastewater. Due to this involvement, the Executive Management Program is supported 10.4% by the Water Fund and 10.4% by the Wastewater Fund. These projects include the design and construction of a new water plant, transfer of rural water territory into the City of Ames, significant capital infrastructure improvements to the WPC Facility as a result of the FY 12/13 facility evaluation study, and development of policies to decrease introduction of fats, oils, and greases into the wastewater stream. Three projects resulting from the flood mitigation study (channel improvements, widening the Highway 30 bridge, and watershed management) will also be supported by the City Manager’s Office.

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. Staff has also participated in discussions with community members regarding improvements to bicycling in Campustown, application of the Rental Housing Code to Greek housing, lighting along Mortensen Road, and the intensification of the Hospital/Medical zone.

For FY 14/15, 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. Work has included coordination of the ISU Research Park expansion, annexation and development of industrial land east of I-35, and redevelopment of properties in the Campustown area.

	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
<b>Service Accomplishments:</b>				
# of Council referrals to staff	89	71	85	80
% Referred to:				
City Manager’s Office	24%	20%	20%	25%
Planning and Housing	32%	34%	35%	35%
Public Works	32%	25%	20%	25%
All other City departments	13%	21%	25%	15%
# Union contracts negotiated	3	2	3	1
<b>Efficiency and Effectiveness:</b>				
Survey rating for quality of City services:				
Good	63%	64%	56%	55%
Very good	31%	32%	42%	43%

# FINANCE ADMINISTRATION AND BUDGET

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

	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>% Change</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
<b>Expenditures:</b>					
Personal Services	311,436	310,241	307,551	315,121	1.6%
Contractual	33,562	38,829	34,914	36,501	-6.0%
Commodities	2,819	1,375	1,375	1,375	0.0%
Capital	-	-	-	-	
<b>Total Expenditures</b>	<b>347,817</b>	<b>350,445</b>	<b>343,840</b>	<b>352,997</b>	<b>0.7%</b>
<b>Funding Sources:</b>					
General Fund	69,566	70,089	68,768	70,599	0.7%
Police/Fire 411	3,478	3,504	3,438	3,530	0.7%
Water Utility Fund	52,172	52,567	51,576	52,950	0.7%
Sewer Utility Fund	52,172	52,567	51,576	52,950	0.7%
Electric Utility Fund	146,082	147,187	144,413	148,259	0.7%
Parking Fund	3,478	3,504	3,438	3,530	0.7%
Resource Recovery	13,913	14,018	13,754	14,119	0.7%
Fleet Services	6,956	7,009	6,877	7,060	0.7%
<b>Total Funding Sources</b>	<b>347,817</b>	<b>350,445</b>	<b>343,840</b>	<b>352,997</b>	<b>0.7%</b>
<b>Personnel – Authorized FTE</b>	2.84	2.84	2.84	2.84	

# FINANCE ADMINISTRATION AND BUDGET

**Highlights:**

- The City received the Government Finance Officers Association (GFOA) certificate of excellence for both financial reporting and the budget document.
- Provided financial analysis for the Electric Energy Resource Study and worked with consultant to make improvements to the final report to Council.
- The Aaa bond rating from Moody's Investor Services for general obligation bond issues was maintained.
- Implemented a modified utility rate structure for Storm Water based on customer feedback and Council direction.
- Continued management and coordination among Federal Emergency Management Agency (FEMA), Iowa Homeland Security, and City departments for 2010 storm and flood related disaster assistance grants; closed out all small projects and all but one large project.
- The increase in FY 2012/13 General Obligation Bonds is related to the early issuance of bonds for the Library addition and remodeling referendum and the current refunding of two outstanding bond issues that were redeemed in FY 2013/14.

<b>Service Accomplishments:</b>	<b>2011/12 Actual</b>	<b>2012/13 Actual</b>	<b>2013/14 Adjusted</b>	<b>2014/15 Projected</b>
Bonded Indebtedness:				
General Obligation Bonds	\$45,240,000	\$70,385,000	\$62,260,000	\$65,050,000
Revenue Bonds	0	0	0	0
 Years Received GFOA Distinguished Budget Presentation Award	 25	 26	 27	 28
 <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	 19/31	 21/31	 20/31	 20/31
 General Fund actual expenses as a percent of the adopted budget	 101.4%	 96.7%	 100%	 100%
 General Fund actual revenues as a percent of the adopted budget	 100.6%	 97.2%	 100%	 100%
 Financial documents posted on website within one day of completion	 6/6	 6/6	 6/6	 6/6

## ACCOUNTING AND REPORTING

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 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
- ✓ Process and distribute payroll for all City employees timely and accurately; file quarterly and annual payroll tax returns and W-2 forms timely and accurately
- ✓ Collect, protect, and manage the City's cash assets in accordance with applicable policies; provide for a reasonable rate of return
- ✓ Process invoices to bill outside customers for parking spaces, building permits, rental housing, and other services
- ✓ Monitor the City's debt and ensure that all principal and interest payments are paid timely and accurately
- ✓ Receive unmodified opinions on the City's annual audited financial statements and on compliance with requirements described in OMB Circular A-133 relating to the spending of Federal funds
- ✓ Prepare a Comprehensive Annual Financial Report in conformance with GAAP that meets the requirements of the Government Finance Officers Association excellence in financial reporting program

	2012/13 Actual	2013/14 Adopted	2013/14 Adjusted	2014/15 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	653,170	712,544	684,232	702,744	-1.4%
Contractual	297,217	306,215	283,180	296,859	-3.1%
Commodities	4,116	6,100	4,905	4,800	-21.3%
Capital	2,813	-	-	-	
<b>Total Expenditures</b>	<b>957,316</b>	<b>1,024,859</b>	<b>972,317</b>	<b>1,004,403</b>	<b>-2.0%</b>
Accounting expenditures reflected directly in other programs	(68,471)	(72,506)	(69,597)	(71,836)	-0.9%
<b>Net Expenditures</b>	<b>888,845</b>	<b>952,353</b>	<b>902,720</b>	<b>932,567</b>	<b>-2.1%</b>
<b>Funding Sources:</b>					
General Fund	305,138	326,698	309,553	319,971	-2.1%
Road Use Tax	10,974	11,755	11,202	11,568	-1.6%
Police/Fire 411	8,917	9,395	9,326	9,630	2.5%
Special Assessments	4,654	5,022	4,700	4,854	-3.4%
G.O. Bonds	2,400	2,400	2,400	2,400	0.0%
Water Utility Fund	68,575	73,476	69,689	71,984	-2.0%
Sewer Utility Fund	46,752	49,896	47,757	49,330	-1.1%
Electric Utility Fund	263,403	282,290	267,830	276,638	-2.0%
Parking Fund	19,146	20,498	19,446	20,088	-2.0%
Resource Recovery	117,381	126,442	118,593	122,491	-3.1%
Fleet Services	41,505	44,481	42,224	43,613	-2.0%
<b>Total Funding Sources</b>	<b>888,845</b>	<b>952,353</b>	<b>902,720</b>	<b>932,567</b>	<b>-2.1%</b>
<b>Personnel – Authorized FTE</b>	9.00	9.00	9.00	9.00	



# ACCOUNTING AND REPORTING

**Highlights:**

The City received the Government Finance Officers Association (GFOA) certificate of excellence for financial reporting.

	<b>2011/12 Actual</b>	<b>2012/13 Actual</b>	<b>2013/14 Adjusted</b>	<b>2014/15 Projected</b>
<b>Service Accomplishments:</b>				
Percent of payments to vendors within seven days of appropriate internal approval	95%	100%	100%	100%
Percent of accurate payroll reports filed on a timely basis	100%	98%	100%	100%
Unqualified audit opinion received	Yes	Yes	Yes	Yes
Comprehensive Annual Financial Report submitted to GFOA on a timely basis	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 to vendors	1,300	1,298	1,290	1,280
Average monthly electronic payments to vendors	45	50	60	70
Average monthly payroll checks issued	212	191	185	180
Percent of employees using direct deposit	86%	88%	90%	91%
Number of W-2 forms issued	1,279	1,262	1,250	1,250
Audit findings noted	0	0	0	0
Number of years GFOA Certificate of Achievement for Excellence in Financial Reporting received	34	35	36	37
Average value of investment portfolio	\$100,000,000	\$113,778,091	\$100,000,000	\$100,000,000
Average rate of return on investments	0.76%	0.57%	0.50%	0.50%
Annual bond rating	Aaa	Aaa	Aaa	Aaa

# PURCHASING SERVICES

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
- ✓ 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
- ✓ Maintain standardized bidding documents complying with applicable laws, regulations, and policies and protecting the interests of the City
- ✓ Provide reliable, timely, and cost-effective distribution and pickup of interoffice mail and parcels
- ✓ Provide an environment of fair and open competition in which to conduct business with the City
- ✓ Provide efficient and accountable program for travel expenses and small purchases
- ✓ Provide frequent training and distribution of information to City customers, vendors, and other stakeholders regarding applicable laws, regulations, and policies
- ✓ Provide quality, timely, and economical printing and copy services to City programs and to agencies eligible for City funding
- ✓ Provide cost-effective document design and management to City programs
- ✓ Provide timely and cost-effective management of incoming and outgoing US mail

	2012/13 Actual	2013/14 Adopted	2013/14 Adjusted	2014/15 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	561,626	570,763	513,782	540,984	-5.2%
Contractual	88,679	98,086	95,768	96,954	-1.2%
Commodities	27,861	32,565	26,025	26,260	-19.4%
Capital	-	-	25,398	-	
<b>Total Expenditures</b>	<b>678,166</b>	<b>701,414</b>	<b>660,973</b>	<b>664,198</b>	<b>-5.3%</b>
Purchasing expenditures reflected directly in other programs	(221,449)	(241,530)	(223,406)	(230,418)	-4.6%
<b>Net Expenditures</b>	<b>456,717</b>	<b>459,884</b>	<b>437,567</b>	<b>433,780</b>	<b>-5.7%</b>

**Funding Sources:**

Outside Printing Services	2,461	2,335	2,335	2,335	0.0%
Outside Messenger Service	1,791	1,924	1,878	1,932	0.4%
Miscellaneous Revenue	196	-	-	-	
General Fund	43,559	38,278	41,928	30,810	-19.5%
Road Use Tax	14,254	14,878	12,584	13,294	-10.7%
Street Construction	12,272	13,585	11,490	11,791	-13.2%
G.O. Bonds	59,767	63,651	53,835	56,305	-11.5%
Water Utility Fund	31,261	32,509	27,496	29,100	-10.5%
Sewer Utility Fund	14,657	15,479	13,092	13,749	-11.2%
Electric Utility Fund	249,265	249,265	249,265	249,265	0.0%
Parking Fund	548	590	499	518	-12.2%
Resource Recovery	23,103	23,546	19,914	21,292	-9.6%
Fleet Services	3,583	3,844	3,251	3,389	-11.8%
<b>Total Funding Sources</b>	<b>456,717</b>	<b>459,884</b>	<b>437,567</b>	<b>433,780</b>	<b>-5.7%</b>

<b>Personnel – Authorized FTE</b>	7.00	7.00	7.00	7.00
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# PURCHASING SERVICES

## Highlights:

### Purchasing services:

- Large bid projects and contracts were successfully concluded in FY 12/13.
- Four new term contracts were added in FY 12/13 to provide more economic and efficient means of procuring goods and services.
- Eleven training sessions were developed and presented by Purchasing Division staff in FY 12/13 to improve administration of the City Council approved purchasing policies.
- The division obtained the fully certified agency accreditation from Universal Public Purchasing Certification Council (UPPCC) for the second year.

### Printing services:

- Upgraded the color printer to provide better efficiency with improved quality at a lower cost.
- Disposed of the offset press, plate maker and sorting bins; consolidated the Print Shop footprint.
- Implemented a new process for business cards which offers a high quality product for less cost.
- Expanded design services with the addition of Adobe InDesign software producing a higher quality product.
- Color printing is approximately 16% 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 35% of Print Shop orders.

### Messenger services:

- A 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 12/13, exclusive of Library parcels but including all other U.S. Mail, was \$.4533 – less than the retail First Class cost of a 1-ounce letter.

### FY 13/14 goals that are in progress include:

- 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.
- Revise purchasing policies as needed.
- Update the postage machine in the mailroom.

### FY 14/15 goals include:

- Evaluate electronic document imaging and management systems for possible implementation.

	<b>2011/12 Actual</b>	<b>2012/13 Actual</b>	<b>2013/14 Adjusted</b>	<b>2014/15 Projected</b>
<b>Service Accomplishments:</b>				
Print Shop number of impressions	1,057,282	1,036,550	1,000,000	1,000,000
Volume of bids	\$19,975,358	\$40,779,365	\$20,000,000	\$20,000,000
Volume of p-card transactions	\$876,452	\$946,152	\$950,000	\$975,000
Volume of purchase orders	\$42,621,787	\$71,947,540	\$40,000,000	\$40,000,000
Pieces of outgoing U.S. Mail	171,430	170,621	165,000	160,000
<b>Efficiency and Effectiveness:</b>				
Printing orders that include assembly and/or bindery services	67%	35%	35%	33%
Average cost/impression-black (includes costs of assembly, bindery and materials)	\$.067	\$.091	\$.085	\$.085
Average cost/impression – color	\$.214	\$.25	\$.25	\$.25
Savings on bids	37%	21%	30%	30%
Annual/term contracts	120	124	126	128
Outgoing U.S. mail sent via discount	86%	91%	86%	86%
Savings realized by discounted mailing programs	\$12,459	\$15,499	\$12,000	\$12,000

# PUBLIC RELATIONS

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, social media, and through press releases to commercial radio, television, and newspaper. In addition, publications, fliers, signs, events, 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
- ✓ Community vision and brand implementation
- ✓ Monitor and update City of Ames website, Facebook, and Twitter pages
- ✓ Hire and mentor Iowa State University interns, and part-time, temporary employees
- ✓ 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**
- ✓ Produce press releases
- ✓ Coordinate community events

	2012/13	2013/14	2013/14	2014/15	% Change
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
<b>Expenditures:</b>					
Personal Services	121,586	125,934	124,974	128,344	1.9%
Contractual	36,293	41,657	41,743	44,499	6.8%
Commodities	1,337	900	900	1,100	22.2%
Capital	-	-	-	-	
<b>Total Expenditures</b>	<b>159,216</b>	<b>168,491</b>	<b>167,617</b>	<b>173,943</b>	<b>3.2%</b>
<b>Funding Sources:</b>					
General Fund	79,607	84,245	83,807	86,972	3.2%
Water Utility Fund	15,922	16,849	16,762	17,394	3.2%
Sewer Utility Fund	15,922	16,849	16,762	17,394	3.2%
Electric Utility Fund	31,843	33,699	33,524	34,789	3.2%
Resource Recovery	15,922	16,849	16,762	17,394	3.2%
<b>Total Funding Sources</b>	<b>159,216</b>	<b>168,491</b>	<b>167,617</b>	<b>173,943</b>	<b>3.2%</b>
<b>Personnel – Authorized FTE</b>	1.15	1.15	1.15	1.15	

# PUBLIC RELATIONS

**Highlights:**

One full-time Public Relations Officer (PRO) staffs the Public Relations Office. The budget includes an hourly, part-time position and funding from the Electric Services budget for an additional hourly, part-time position. Staff is dedicated to branding a positive City of Ames identity and the dissemination of useful, timely information. The budget also includes a portion of the Principal Clerks' salaries.

**The Public Relations Office:**

- Produced City Side monthly newsletter, Neighborhood News quarterly publication, and City Slickers monthly internal newsletter
- Developed and marketed Smart Energy rebates and education materials
- Worked to encourage resident participation in Flood Mitigation Strategies
- Hosted "This Week in Ames" weekly cable television program
- Provided weekly City of Ames employee profiles to the Ames Tribune
- Worked in conjunction with Iowa State University to produce the annual Resident Satisfaction Survey
- Coordinated WelcomeFest at ISU, Council Night at the Bandshell, the Fourth of July Community Breakfast, and Greek Triangle Ribbon Cutting

**Continued efforts for FY 13/14 and 14/15**

- Continue to serve as Communications Chair for Ames 150 Steering Committee
- Continue to lead the Ames Brag Team and increase brand visibility throughout the community
- Continue to handle media relations, press releases, and special events
- Continue to update, monitor, and improve the City of Ames website
- Continue to update and monitor multiple City of Ames Facebook and Twitter accounts
- Continue to coordinate advertising purchases for most departments, seek niche marketing opportunities, and non-traditional methods of information dissemination

<b>Service Accomplishments:</b>	<b>2011/12 Actual</b>	<b>2012/13 Actual</b>	<b>2013/14 Adjusted</b>	<b>2014/15 Projected</b>
# of media releases distributed	169	170	176	175
# of City-assisted community events	6	5	5	5
# of marketing campaigns developed	4	4	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	2.2	2.0	2.2	2.1
Ames Tribune	2.3	2.2	2.4	2.3
KASI/KCCQ Radio	2.3	2.3	2.3	2.3
Des Moines Register	2.2	2.0	2.2	2.0
City Side	2.4	2.3	2.4	2.4
Channel 12	2.1	2.1	2.1	2.2
City of Ames website	2.4	2.4	2.5	2.5
AmesNewsOnline (formerly Ames365.com)	2.2	2.1	-	-
The Sun	2.0	2.0	2.0	2.0

# LONG-RANGE PLANNING

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
- ✓ Neighborhood planning

	2012/13	2013/14	2013/14	2014/15	% Change
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
Personal Services	240,119	158,509	146,544	163,329	3.0%
Contractual	33,058	34,980	296,847	32,753	-6.4%
Commodities	2,225	2,100	3,500	2,100	0.0%
Capital	-	-	-	-	
<b>Total Expenditures</b>	<b>275,402</b>	<b>195,589</b>	<b>446,891</b>	<b>198,182</b>	<b>1.3%</b>
 <b>Funding Sources:</b>					
General Fund	271,521	195,589	429,234	198,182	1.3%
Hotel Motel Tax	3,881	-	17,657	-	
<b>Total Funding Sources</b>	<b>275,402</b>	<b>195,589</b>	<b>446,891</b>	<b>198,182</b>	<b>1.3%</b>
 <b>Personnel – Authorized FTE</b>	 3.23	 1.73	 1.74	 1.74	

# LONG-RANGE PLANNING

**Highlights:**

**FY 13/14**

- In 2013/14, staffing levels and program expenditures were adjusted to reflect how only **20% of Planning staff's time is being devoted to Long-Range Planning**, rather than being equally split with Current Planning. This priority on using staff resources to facilitate current growth decreases the time available to address long-range planning priorities.
- Complete **annexations in Northern Growth Area** as directed by City Council (Athen/Grant Avenue).
- Adopt **revised flood plain maps** following completion of the **College and Worle Creek study**.
- The budget includes \$17,657 to complete the **National Register nomination application for Downtown**.
- Complete **Phase 1 of the update to Chapter 31** – Historic Districts.
- The **budget includes \$247,187** for outside professional services to cover **major Council projects**, including beginning the revision of the Land Use Policy Plan (LUPP).
- Complete work on **long-term zoning interface between the hospital/medical zone and neighboring residential areas**.
- Initiate text amendment for **sidewalk improvements** with new development site plan reviews.
- Provide use and growth projections to Public Works for the **Regional Transportation Plan (RTP) Update**.
- Includes \$2,000 in the budget for Historic Preservation Commission training, preservation awards, and preservation activities.
- Develop proposal for the **Campustown Façade** grant pilot program.
- Begin work on annexation and planning approvals for **ISU Research Park Expansion**.

**FY 14/15**

- Determine work plan for the next scheduled **review of the Land Use Policy Plan (LUPP)**.
- Complete **public outreach and prepare revisions to Chapter 31**–Historic Districts.
- Implement any **regulatory options** that Council may select from the **flood mitigation study**.
- Continue work for **Ames Urban Fringe Plan Amendments**, annexation, and planning of the new **East Industrial Area**.
- Work with Public Works on completion of the **Regional Transportation Plan Update (RTP)**.
- Complete code amendment review process for **city-wide landscaping standards, lighting, airport protection standards, and digital signs**.
- The budget continues to include \$2,000 in the budget for Historic Preservation Commission training, preservation awards, and preservation activities.

<b>Service Accomplishments:</b>	<b>2011/12 Actual</b>	<b>2012/13 Actual</b>	<b>2013/14 Adjusted</b>	<b>2014/15 Projected</b>
LUPP amendments completed (both map and text amendments)	0	4	3	3
Rezoning completed	2	3	8	5
Zoning text amendments completed	12	4	6	6
Annexations completed	1	0	4	4
<b>Total</b>	15	11	20	16

**Efficiency and Effectiveness:** <sup>(1)(2)</sup>

	<b>Average Number of Days to Process</b>			
Citizen-initiated rezonings	50	58	65	65
Citizen-initiated LUPP map and/or text changes	0	107	75	75
Citizen-initiated zoning text changes	75	116	70	70

<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.

<sup>(2)</sup> Projected time of days to process increased to higher end of typical range, reflecting staff availability. Also note rezoning typically includes a master plan requiring more review time.

# CURRENT PLANNING

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:**

- ✓ 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**
- ✓ Help applicants accomplish their development goals consistent with City development policies
- ✓ Coordinate development review with other City departments and outside agencies
- ✓ Implement development regulations as adopted by City Council and State of Iowa
- ✓ Ensure compliance with adopted laws and policies
- ✓ Provide an efficient and fair process for applicants
- ✓ Encourage meaningful and timely community input
- ✓ Process applications in a timely, thorough and accurate manner
- ✓ Look for ways to improve processes and regulations to better meet objectives
- ✓ Provide timely and accurate responses to public inquiries
- ✓ Review impact of past planning and development codes, policies and procedures to identify possible areas for improvement

	2012/13	2013/14	2013/14	2014/15	% Change
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
<b>Expenditures:</b>					
Personal Services	240,214	477,141	422,440	481,960	1.0%
Contractual	27,208	33,180	37,664	43,444	30.9%
Commodities	745	1,100	2,500	1,000	-9.1%
Capital	-	-	18,000	-	
<b>Total Expenditures</b>	<b>268,167</b>	<b>511,421</b>	<b>480,604</b>	<b>526,404</b>	<b>2.9%</b>
<b>Funding Sources:</b>					
General Fund	254,602	501,621	468,804	509,604	1.6%
Development Review Fees	11,140	8,000	10,000	15,000	87.5%
Map/Document Sales	2,425	1,800	1,800	1,800	0.0%
<b>Total Funding Sources</b>	<b>268,167</b>	<b>511,421</b>	<b>480,604</b>	<b>526,404</b>	<b>2.9%</b>
<b>Personnel – Authorized FTE</b>	3.22	4.72	4.74	4.74	



# CURRENT PLANNING

**Highlights:**

**FY 13/14**

- In 2013/14, **staffing levels and program expenditures were adjusted** to reflect how **80% of Planning staff's time** is being devoted to **Current Planning**.
- **Review rezoning** requests for the **Northern Growth Area**.
- Staff will **review inter-departmental processes** to provide for more efficient implementation of ordinances and policies.
- Staff will identify **Zoning Code and Subdivision Code** text amendments needed for appropriate standards and clear implementation.
- Staff from the Inspections Division and Planning will **strengthen their collaboration** to better enforce existing zoning codes.
- Continue implementing the **Downtown Façade Program**.
- **The budget includes an initial upfront cost of \$20,000 to purchase six Ener-Gov Permitting Module License seats** for the department in conjunction with the Inspections Division. Permitting software **provides integrated** application routing, scheduling, and sign-offs.
- The budget includes purchase of **File Management System (FMS)** license to update Planning files to work in conjunction with the City Clerk's Office and to reduce duplication.

**FY 14/15**

- **Incorporate the new Ener-Gov License Module** for project routing and tracking.
- Continue implementing the **Downtown Façade Program**.
- Continue **transition of archived** Planning files into the **File Management System (FMS)**.
- The budget reflects a **development permit fee increase**, which is estimated to generate approximately \$8,000 in **additional revenue**.

<b>Service Accomplishments (process completions):</b>	<b>2011/12 Actual</b>	<b>2012/13 Actual</b>	<b>2013/14 Adjusted</b>	<b>2014/15 Projected</b>
Preliminary plat	2	6	5	7
Final plat	4	10	11	7
Plat of survey	16	11	17	15
Certificate of Appropriateness	8	4	8	8
Façade grants	12	1	4	5
Major site development plan/master plan	2	2	5	4
Minor site development plan	24	35	30	35
Permitted home occupation	10	5	5	5
Zoning Board of Adjustment cases	21	23	18	20
Flood plain permits	19	23	25	25
<b>Total</b>	<b>118</b>	<b>120</b>	<b>128</b>	<b>131</b>

**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's response. <sup>(1)</sup>

	<b>Number of Days to Process</b>			
Preliminary plat	107 <sup>(2)</sup>	59	50	55
Final plat	22	21	20	20
Plat of survey	31	32	30	30
Certificate of Appropriateness	7	9	15	15
Façade grants	-	-	-	-
Major site development plan/master plan	56	53	55	60
Minor site development plan	31	27	25	25
Permitted home occupation	4	5	3	3
Zoning Board of Adjustment cases	30	23	25	25
Flood plain permits	6	10	8	8

<sup>(1)</sup> 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 two projects, one of which had been active off and on since 2010 while waiting for revisions and attempting to address critical storm water conveyance easement issues.

# LEGAL SERVICES

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

	2012/13 Actual	2013/14 Adopted	2013/14 Adjusted	2014/15 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	495,388	591,691	537,491	557,595	-5.8%
Contractual	105,663	59,128	63,042	62,889	6.4%
Commodities	2,267	2,510	6,010	2,363	-5.9%
Capital	-	-	-	-	
<b>Total Expenditures</b>	<b>603,318</b>	<b>653,329</b>	<b>606,543</b>	<b>622,847</b>	<b>-4.7%</b>
Legal Services expenditures reflected directly in other programs	(9,008)	(13,246)	(12,533)	(12,769)	-3.6%
<b>Net Expenditures</b>	<b>594,310</b>	<b>640,083</b>	<b>594,010</b>	<b>610,078</b>	<b>-4.7%</b>
<b>Funding Sources:</b>					
Mary Greeley Medical Center	12,418	17,500	13,750	13,750	-21.4%
Municipal Infractions	20,383	22,000	22,000	22,000	0.0%
Ames City Assessor	-	-	10,000	10,000	
Other Legal Services	4,256	4,000	4,000	4,000	0.0%
Miscellaneous Revenue	-	200	200	200	0.0%
General Fund	291,597	322,803	289,169	298,402	-7.6%
Water Utility Fund	60,050	61,640	56,883	58,461	-5.2%
Sewer Utility Fund	60,050	61,640	56,883	58,461	-5.2%
Electric Utility Fund	94,879	97,390	89,876	92,369	-5.2%
Parking Fund	35,064	36,884	36,459	37,235	1.0%
Resource Recovery	15,613	16,026	14,790	15,200	-5.2%
<b>Total Funding Sources</b>	<b>594,310</b>	<b>640,083</b>	<b>594,010</b>	<b>610,078</b>	<b>-4.7%</b>
<b>Personnel – Authorized FTE</b>	<b>5.95</b>	<b>5.95</b>	<b>5.95</b>	<b>5.95</b>	

# LEGAL SERVICES

## Highlights:

**Personnel Changes** – In December 2012, the City Attorney accepted a new position in Colorado, leaving a vacancy that was filled in April 2013 with the City’s long-time Assistant City Attorney. Additionally, the other Assistant City Attorney left in March 2013 for a job in another community in Iowa. This created two Assistant City Attorney vacancies, both of which were filled in May 2013.

## Public Improvement Projects and Property Transfers

- Intermodal Facility bond claim resolution to allow timely completion of project
- 161kV line - steps completed up to condemnation of last two parcels
- MGMC facilities: expansion, purchase of 1202 Duff, division and sale of Dialysis Center parcel
- Library construction – window restoration, lease extension

## Major Planning Projects

- School properties – Breckenridge development; Roosevelt School – rezone, urban revitalization and park land donation; sale of 920 Carroll to Ames Community Preschool
- Kingland Systems property
- Northern growth issues to accomplish annexations of Athen property, Quarry Estates, Hunziker Land Development/Hunziker Trust; two voluntary homeowner annexations on Grant Avenue; and agreement with Xenia Rural Water on territory transfer

## Other Major Tasks

- Represented the City in civil litigation matters and supervised outside counsel. Montgomery, Golchin, Elwakeil, Breckenridge, Brock. IA League of Cities vs. EPA – refund of \$14,000 attorney fees
- Construction issues regarding Veenker Golf building at Moore Park, amendment to lease
- Assistance to WPC in satisfactory resolution of purchase of raw water pumps
- Acquisition of Benson/Satterwhite properties to connect two major parks
- Preparation and review of 39 ordinances; code supplements updated quarterly
- Property tax assessment appeals. In 2012, 17 appeals were filed and in 2013, 13 appeals were filed. Currently, there are appeals pending on 38 individual parcels, valued at \$79,188,400 (13 commercial properties and 9 cooperatives).

	2011/12	2012/13	2013/14	2014/15
	Actual	Actual	Adjusted	Projected
<b>Service Accomplishments:</b>				
Legal matters opened	1,319	1,020	1,320	1,320
Documents created/reviewed	18,173	16,172	19,572	19,572
Other events and legal services requiring review	9,265	7,341	7,635	7,635
<b>Efficiency and Effectiveness:</b>				
% of incoming phone calls returned by end of the next business day	86%	69%	72%	72%
# of matters closed	1,384	1,620	1,017	1,017
% of timely responses by target completion dates	80%	65%	60%	60%

# HUMAN RESOURCES

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, 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 the 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

	2012/13 Actual	2013/14 Adopted	2013/14 Adjusted	2014/15 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	434,959	463,493	425,275	448,758	-3.2%
Contractual	106,967	147,789	144,680	134,695	-8.9%
Commodities	10,955	6,850	5,250	7,400	8.0%
Capital	-	-	-	-	
<b>Total Expenditures</b>	<b>552,881</b>	<b>618,132</b>	<b>575,205</b>	<b>590,853</b>	<b>-4.4%</b>
Human Resources reflected directly in other programs	(107,094)	(119,731)	(103,940)	(106,767)	-10.8%
<b>Net Expenditures</b>	<b>445,787</b>	<b>498,401</b>	<b>471,265</b>	<b>484,086</b>	<b>-2.9%</b>
<b>Funding Sources:</b>					
General Fund	243,269	271,979	260,510	267,597	-1.6%
Road Use Tax	31,790	35,543	32,844	33,738	-5.1%
Water Utility Fund	30,298	33,874	31,579	32,438	-4.2%
Sewer Utility Fund	26,593	29,732	27,667	28,420	-4.4%
Electric Utility Fund	91,722	102,548	95,484	98,082	-4.4%
Parking Fund	5,197	5,810	5,579	5,731	-1.4%
Storm Sewer Utility Fund	1,880	2,102	1,956	2,009	-4.4%
Resource Recovery	15,038	16,813	15,646	16,071	-4.4%
<b>Total Funding Sources</b>	<b>445,787</b>	<b>498,401</b>	<b>471,265</b>	<b>484,086</b>	<b>-2.9%</b>
<b>Personnel – Authorized FTE</b>	4.42	4.42	4.42	4.42	

# HUMAN RESOURCES

**Highlights:**

The fiscal 2012/2013 year held many accomplishments for the Human Resources Department. There were many successful recruitments conducted that included several high-profile positions such as Library Director, Parks & Recreation Director, Animal Control Supervisor, Recreation Superintendent, and Parks & Facilities Superintendent. The department also transitioned Parks & Recreation seasonal and temporary positions into the NeoGov applicant tracking system, which was a tremendous continuous improvement. New training opportunities were developed within the Employee Development Center including: Moving From Entitlement to Accountability, Peer to Peer Feedback, Conflict Resolution and Confrontation Management, Workplace Violence Prevention, Creativity and Innovation, and One-On-One Microsoft Program Tutorials. In addition, the department assisted in the settlement of voluntary agreements with two labor unions.

	<b>2011/12 Actual</b>	<b>2012/13 Actual</b>	<b>2013/14 Adjusted</b>	<b>2014/15 Projected</b>
<b>Service Accomplishments:</b>				
# of hours of leadership and management development training offered	52	105	60	58
Attendance at formal training programs offered through Employee Development Center	1,431	1,213	1,310	1,320
# of recruitments (open and promotional)	50	57	56	60
# of applications (open and promotional)	2,211	3,930	3,100	3,250
# of external hires (full and part-time)	58	76	78	80
# of internal promotions	29	32	26	31
<b>Efficiency and Effectiveness:</b>				
% of City employees that rated sponsored training programs as above average or better	88%	87%	88%	90%
% of diverse (protected class) applicants based on total applications received	11.44%	13.5%	14.6%	15%

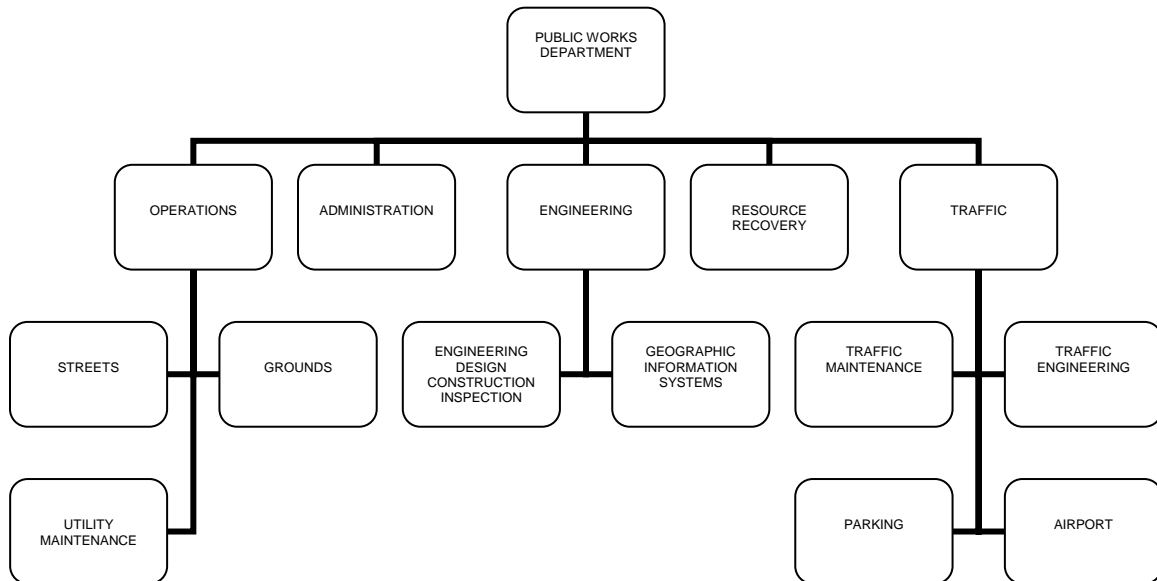
# PUBLIC WORKS ADMINISTRATION

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 five Public Works divisions (Engineering, Traffic, 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

	2012/13	2013/14	2013/14	2014/15	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
<b>Expenditures:</b>					
Personal Services	323,084	332,696	335,148	343,827	3.4%
Contractual	29,815	32,300	29,930	30,412	-5.9%
Commodities	593	3,500	4,550	3,300	-5.7%
Capital	-	2,700	2,700	-	
<b>Total Expenditures</b>	<b>353,492</b>	<b>371,196</b>	<b>372,328</b>	<b>377,539</b>	<b>1.7%</b>
<b>Funding Sources:</b>					
General Fund	119	250	200	200	-20.0%
Road Use Tax	88,344	92,737	93,509	94,863	2.3%
Water Utility Fund	88,343	92,737	92,873	94,158	1.5%
Sewer Utility Fund	88,343	92,736	92,873	94,159	1.5%
Resource Recovery	88,343	92,736	92,873	94,159	1.5%
<b>Total Funding Sources</b>	<b>353,492</b>	<b>371,196</b>	<b>372,328</b>	<b>377,539</b>	<b>1.7%</b>
<b>Personnel – Authorized FTE</b>	3.00	3.00	3.00	3.00	



# PUBLIC WORKS ADMINISTRATION

**Highlights:**

In 2013/14, \$1,250 is budgeted to provide access to the City Clerk's **File Management System** to Public Works staff. This access to electronic records will result in increased efficiency throughout the department.

Public Works Administration continues to financially support myriad opportunities (Eco Fair, etc.) for **public education** on important issues in the Public Works field.

<b>Service Accomplishments:</b>	<b>2011/12 Actual</b>	<b>2012/13 Actual</b>	<b>2013/14 Adjusted</b>	<b>2014/15 Projected</b>
Number of projects with reimbursements from grants and other outside sources	7	14	12	4
Dollars received as reimbursements for project costs	\$2,387,534	\$2,632,450	\$5,032,600	\$5,022,000
Number of Veterans' Memorial bricks sold	7	10	5	5
# of departmental FTEs	75.0	75.0	75.0	75.0
<b>Efficiency and Effectiveness:</b>				
Administrative cost per employee	\$4,606	\$4,713	\$4,964	\$5,034
Administrative costs as a percent of operations	2.9%	3.0%	3.0%	3.0%

# PUBLIC WORKS ENGINEERING

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 committee 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

	<b>2012/13 Actual</b>	<b>2013/14 Adopted</b>	<b>2013/14 Adjusted</b>	<b>2014/15 Mgr Rec</b>	<b>% Change From Adopted</b>
<b>Expenditures:</b>					
Personal Services	1,282,039	1,328,869	1,351,269	1,384,431	4.2%
Contractual	207,003	260,101	312,082	288,851	11.1%
Commodities	20,050	31,220	37,768	30,325	-2.9%
Capital	-	-	35,500	23,800	
<b>Total Expenditures</b>	<b>1,509,092</b>	<b>1,620,190</b>	<b>1,736,619</b>	<b>1,727,407</b>	<b>6.6%</b>
Engineering reflected directly in another program or CIP project	(859,684)	-	(875,000)	(900,000)	
<b>Net Expenditures</b>	<b>649,408</b>	<b>1,620,190</b>	<b>861,619</b>	<b>827,407</b>	<b>-48.9%</b>
<b>Funding Sources:</b>					
Charges for Services	17,828	-	15,000	15,000	
General Fund Design Reimb	-	663,500	-	-	-100.0%
Road Use Tax	42,385	93,133	92,796	90,586	-2.7%
Water Utility Fund	163,719	290,399	223,444	216,283	-25.5%
Sewer Utility Fund	183,783	228,957	197,502	186,317	-18.6%
Electric Utility Fund	21,237	23,280	25,178	23,833	2.4%
Storm Sewer Utility Fund	220,456	320,921	307,699	295,388	-8.0%
<b>Total Funding Sources</b>	<b>649,408</b>	<b>1,620,190</b>	<b>861,619</b>	<b>827,407</b>	<b>-48.9%</b>
<b>Personnel – Authorized FTE</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	



# PUBLIC WORKS ENGINEERING

## Highlights:

During FY 12/13, an accounting change was made to show engineering time charged to CIP projects on other City programs as a reduction in Public Works Engineering expenses rather than as a revenue to the program. Since the FY 13/14 budget was already adopted at the time of the change, the FY 13/14 adopted budget column continues to show “General Fund Design Reimbursement” as a funding source. A reduction to program expenses is shown instead in the FY 12/13 actuals, FY 13/14 adjusted budget, and FY 14/15 requested budget columns.

Through the City of Ames **Smart Watershed** program, staff continues to reach out and respond to citizen requests for additional information about storm water related topics. Some topics being promoted include phosphorus-free fertilizers and picking up pet waste. To further improve water quality runoff, promote water conservation, and make a difference in water quantity control one-step-at-a-time, the City offers **Cost Share Programs for Rain Barrels, Rain Gardens, Soil Quality Restoration, Native Landscaping, and Tree Plantings.**

In partnership with other departments and organizations, the next **annual EcoFair is planned for March 29, 2014.** 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.



**Photo 1: A tour of existing water quality practices was hosted in Ames during FY 13/14.**

During FY 13/14, it is anticipated that a new **Post-Construction Stormwater Management Ordinance** will be adopted by City Council. In addition to the current water quantity (flood) control that is achieved during land development, the new ordinance would also require water quality runoff to be treated through use of practices such as vegetated swales, bioretention areas, rain gardens, native landscape, and riparian buffers. Once a new ordinance is adopted, training will be hosted and technical documents will be created.

To enhance the public’s knowledge about various capital improvement projects, the Engineering Division holds project informational meetings. Prior to the preliminary design being complete, staff meets with interested parties to gather information related to the project area. For larger, community-wide projects such as on Lincoln Way, **virtual project meetings** are being hosted where citizens can watch the video on their schedule, yet still have an opportunity to provide feedback before the design is complete. This information ranges from special access needs during construction to desired changes to the existing pavement alignment or drainage. Prior to and throughout construction, additional notices are proactively delivered to residents and businesses to coordinate construction activities. Listening to the users of the project area enables the design and construction to address concerns and strengthen our neighborhoods.

The Engineering Division’s Construction Inspection workgroup will be impacted by the next phase of the **City Hall Renovation (Phase II).** Their offices are currently located in the basement of City Hall and will be one of several departments temporarily relocated during the renovation. The cost of new furniture has been included in the budget (\$35,500).

# PUBLIC WORKS ENGINEERING

## Highlights, continued:

The Engineering Division's **Geographic Information Systems (GIS)** workgroup provides GIS support, services and coordination across the organization. Over the past year, staff has continued to work to implement GIS to foster information sharing between departments and help City staff visualize and analyze data for their respective needs.

**Mobile GIS** continues to grow as a key internal tool for field personnel in Public Works and other departments. These applications are being used to manage activities such as storm sewer NPDES inspections, sanitary sewer maintenance, water distribution maintenance, rental inspection, and track graffiti to name a few. This approach provides a real-time connection within the office and from the office to the field.

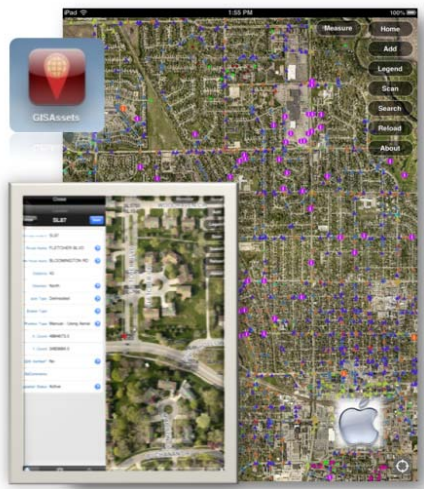


Figure 2 Custom sign management iPad GIS application



Figure 1 City Traffic staff scanning a barcode using the mobile GIS application.

Staff has finished implementing a **custom built iPad solution for traffic sign management**. It allows barcode inventorying, history tracking and retro reflectivity integration with the GIS sign database. This allows signs to be tracked spatially rather than through a traditional non-spatial database. Doing so allows field crews to access and edit critical history and maintenance information in the field. This approach is expanding to help manage the City's 66 traffic signals. The application allows staff to easily access PDF as-built drawings and wiring schematics in the field, which saves both time and space by doing away with the reliance on paper.

Numerous **GIS web applications** now enable staff to easily manage and access specific information. For example, parking, CIP status, address lists, pavement management, and neighborhood associations are all accessible via the GIS enabled web application. Typical applications have 3 core features: web based GIS application, dynamic reporting services, and a mobile application. During the City's hydrant flushing process, a publicly accessible progress map was developed and placed on the City's GIS web page. This allowed customers and staff to see exactly what was being flushed, leading to better informed customers and lessening the call volume for Public Works administration staff.

# PUBLIC WORKS ENGINEERING

## Highlights, continued:

As the workgroup continues to leverage GIS technology to provide a comprehensive decision support tool for internal needs, they have now refocused to begin work on making data more accessible and understandable to the public through the use of **online GIS mapping applications**. Over the next year, it is the GIS workgroup's goal to use this technology to help share departmental and citywide information with the public. To date, very few applications have been made available to the public.



Figure 3 ESRI's community basemap example.

City **basemap data** is in the process of being incorporated into ESRI's Community base map service. Similar to a Google or Bing basemap, this basemap allows any user to connect to a highly optimized and seamless source for map information. This will benefit the City two-fold as it will reduce the demand on City GIS servers for common information and enable the public to freely access City basemaps.

Additionally, over the next year staff will work to implement GeoEvent Processor™ a **tracking processor which enables real-time location feeds from mobile units**. For example, this technology could be used to track snow plows. The software will allow staff to delineate critical areas and send alerts when field personnel have entered these areas. Additionally, the software enables notifications to be sent internally when particular features or milestones are met.

The above mentioned are intended to improve the manner in which information flows within the organization, thereby increasing operational efficiency.

	2011/12	2012/13	2013/14	2014/15
	Actual	Actual	Adjusted	Projected
<b>Service Accomplishments:</b>				
# of CIP projects inspected/administered	23	22	24	27
# of subdivision public infrastructure projects inspected	4	6	6	7
# of construction site erosion and sediment control site inspections	280	369	400	400
# of plans and specifications prepared for capital improvements plan projects	20	30	25	30
<b>Efficiency and Effectiveness:</b>				
Projects bid under engineer's estimate	75%	82%	90%	90%
Projects bid over 10% of engineer's estimate	8%	13%	10%	10%
Projects completed within 10% of original bid	69%	82%	80%	80%
Projects completed on time	78%	95%	95%	95%
% of completed as-builts records	91%	91%	95%	95%

# FACILITIES

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 on other City facilities. 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
- ✓ **Establish baseline carbon footprint data and track City progress against Council goal to reduce CO<sub>2</sub> output by 15% by 2014**
- ✓ **Create strategic plan outlining goals and action steps for the City of Ames government to reduce carbon emissions**

	2012/13	2013/14	2013/14	2014/15	% Change
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
Personal Services	140,459	147,520	146,328	150,402	2.0%
Contractual	343,525	336,604	348,750	362,127	7.6%
Commodities	34,061	23,900	43,200	28,700	20.1%
Capital	-	-	42,137	-	
<b>Total Expenditures</b>	518,045	508,024	580,415	541,229	6.5%
Facilities expenditures reflected directly in other programs	(4,989)	(5,063)	(5,409)	(5,420)	7.1%
<b>Net Expenditures</b>	<b>513,056</b>	<b>502,961</b>	<b>575,006</b>	<b>535,809</b>	<b>6.5%</b>
 <b>Funding Sources:</b>					
City Assessor	13,594	13,797	14,741	14,770	7.1%
General Fund	288,561	274,888	335,837	294,279	7.1%
Road Use Tax	22,928	23,271	24,863	24,912	7.1%
Police/Fire 411	292	296	316	317	7.1%
Water Utility Fund	18,913	19,196	20,510	20,550	7.1%
Sewer Utility Fund	14,114	14,325	15,305	15,335	7.1%
Electric Utility Fund	34,932	35,454	37,880	37,955	7.1%
Parking Fund	10,738	10,899	11,645	11,668	7.1%
Resource Recovery	1,731	1,757	1,877	1,881	7.1%
Fleet Services	107,253	109,078	112,032	114,142	4.6%
<b>Total Funding Sources</b>	<b>513,056</b>	<b>502,961</b>	<b>575,006</b>	<b>535,809</b>	<b>6.5%</b>
 <b>Personnel – Authorized FTE</b>	 1.43	 1.43	 1.43	 1.43	

# FACILITIES

**Highlights:**

This budget mainly provides for the routine operating and maintenance expenses of two facilities, City Hall (including parking, grounds and the Veterans Memorial) and the Maintenance Facility (including associated parking lots). Managerial and maintenance staff for these facilities also provide assistance and support for other areas including the airport terminal, hangars, runway lighting, parks maintenance buildings, fire stations, library, animal shelter, and public art.

City Hall and the Veterans Memorial (76,000 sq. ft. without gym and auditorium) - 515 Clark Ave

- City Hall is the administrative center for City operations and for the community. It is used daily, including evenings and weekends by City staff, City Council, and numerous local civic organizations.
- In FY 13/14 and FY 14/15, an ongoing effort is to improve the appearance inside and out by updating wall finishes and repairing worn and damaged surfaces.
- Phase one of a remodeling project in this building was completed in December of 2013. This project included a portion of the Police Department on the first floor. A second phase to this remodeling project is being evaluated for scheduling and budgeting.
- The utilities budget for gas and electric for this facility increased 4% in FY 13/14 due in part to a colder winter, and a 1% increase is expected in FY 14/15. A projected 2% increase is requested for the FY 15/16 budget.
- Insurance for this facility doubled in FY13/14 from \$10,000 to \$20,000.

Maintenance Facility (34,000 sq. ft.) – 2207 Edison Street

- This facility is used by Fleet Services, Public Works, Police, Fire, CyRide, Electric, and Story County (for off-site record storage) and is the only maintenance center for this purpose.
- The emphasis on this facility for FY 13/14 will be to maintain it status quo, including some painting and signage updates.
- The utility budget for this facility remains flat from FY 13/14 and into FY 14/15.
- Underway in FY 13/14 is the design engineering and planning to replace the 26-year-old roof on this facility with the replacement planned to begin in FY 14/15.
- Property insurance increased from \$1,689 in FY 13/14 to \$3,353 requested for FY 14/15.

<b>Service Accomplishments:</b>	<b>2011/12 Actual</b>	<b>2012/13 Actual</b>	<b>2013/14 Adjusted</b>	<b>2014/15 Projected</b>
Maintenance Cost Per Square Foot:				
City Hall – Excluding Community Center	\$5.60	\$5.42	\$5.62	\$5.64
Maintenance Facility	\$2.48	\$3.11	\$3.25	\$3.32

## MERIT PAYROLL ADJUSTMENT

	2012/13 Actual	2013/14 Adopted	2013/14 Adjusted	2014/15 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	-	176,097	-	174,111	-1.1%
<b>Total Expenditures</b>	-	<b>176,097</b>	-	<b>174,111</b>	<b>-1.1%</b>
<b>Funding Sources:</b>					
General Fund	-	103,608	-	101,106	-2.4%
Local Option Sales Tax	-	143	-	146	2.1%
Hotel/Motel Tax	-	-	-	-	
Road Use Tax	-	7,314	-	7,505	2.6%
Community Dev. Block Grant	-	1,145	-	792	-30.8%
Water Utility Fund	-	9,562	-	9,644	0.9%
Sewer Utility Fund	-	9,560	-	9,613	0.6%
Electric Utility Fund	-	24,448	-	24,561	0.5%
Parking Fund	-	1,677	-	1,687	0.6%
Storm Sewer Utility Fund	-	1,590	-	1,649	3.7%
Ames/ISU Ice Arena	-	1,152	-	1,080	-6.3%
Homewood Golf Course	-	502	-	476	-5.2%
Resource Recovery	-	2,529	-	2,665	5.4%
Fleet Services	-	2,937	-	2,990	1.8%
Information Technology	-	7,625	-	7,814	2.5%
Risk Insurance	-	945	-	986	4.3%
Health Insurance	-	1,360	-	1,397	2.7%
<b>Total Funding Sources</b>	-	<b>176,097</b>	-	<b>174,111</b>	<b>-1.1%</b>
<b>Personnel – Authorized FTE</b>	0.00	0.00	0.00	0.00	

## GENERAL GOVERNMENT CIP

**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>2012/13 Actual</b>	<b>2013/14 Adopted</b>	<b>2013/14 Adjusted</b>	<b>2014/15 Mgr Rec</b>	<b>% Change From Adopted</b>
<b>Facilities:</b>					
City Hall Improvements	20,643	50,000	231,481	50,000	
City Hall Space Re-Use	156,530	-	1,390,937	-	
Emergency Operations Center	230,039	-	363,960	-	
Cool Cities Facility Improv.	141,788	-	89,062	-	
Subtotal	549,000	50,000	2,075,440	50,000	
<b>Planning:</b>					
Southeast Entryway	609,235	-	9,455	-	
<b>Total General Gov't CIP</b>	<b>1,158,235</b>	<b>50,000</b>	<b>2,084,895</b>	<b>50,000</b>	<b>0.0%</b>





Mary Greeley Hospital when new. Curbstones on Douglas Avenue are in place but the street is still unpaved (it was paved in late 1916 or early 1917). The hospital was dedicated in September of 1916.



# DEBT SERVICE

AMES MALE QUARTET



The Ames Male Quartet held its annual sing on June 3, 1911. Harvey Stearns, who later became the director of the Ames Municipal Band and was a teacher at Ames High School, is second from the right.

## DEBT SERVICE

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>2012/13 Actual</b>	<b>2013/14 Adopted</b>	<b>2013/14 Adjusted</b>	<b>2014/15 Mgr Rec</b>	<b>% Change From Adopted</b>
General Obligation Bonds	11,604,634	10,132,131	10,082,599	9,800,973	-3.3%
Bond Costs	377,450	-	-	-	
<b>Total Expenditures</b>	<b>11,982,084</b>	<b>10,132,131</b>	<b>10,082,599</b>	<b>9,800,973</b>	<b>-3.3%</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

Expenditures By Type:	2012/13 Actual	2013/14 Adopted	2013/14 Adjusted	2014/15 Mgr Rec	% Change From Adopted
Contractual	374,431	-	-	-	-
Other Expenditures	11,607,653	10,132,131	10,082,599	9,800,973	-3.3%
<b>Total Expenditures</b>	<b>11,982,084</b>	<b>10,132,131</b>	<b>10,082,599</b>	<b>9,800,973</b>	<b>-3.3%</b>
<b>Funding Sources:</b>					
Debt Service Fund	11,619,190	10,132,131	10,082,599	9,800,973	-3.3%
Bond Funds	359,875	-	-	-	-
Sewer Sinking Fund	3,019	-	-	-	-
<b>Total Funding Sources</b>	<b>11,982,084</b>	<b>10,132,131</b>	<b>10,082,599</b>	<b>9,800,973</b>	<b>-3.3%</b>

## DEBT SERVICE COST ALLOCATION FOR 2014/2015 BUDGET

Valuation \$ 2,355,002,568

Use of Bond Proceeds	Allocated Debt Service	Debt Service Abatements	Property Tax Support	Rate Per \$1,000 Valuation
Fire Department Apparatus	\$ 59,957	\$ 14,990	\$ 44,967	0.01909
Library	1,198,600	-	1,198,600	0.50896
Ada Hayden Heritage Park	359,988	-	359,988	0.15286
City Hall Improvements	14,321	-	14,321	0.00608
Aquatic Center	938,255	-	938,255	0.39841
Water Projects	393,086	393,086	-	-
Sewer Projects	65,787	65,787	-	-
Resource Recovery	130,300	130,300	-	-
Urban Renewal – TIF	117,251	117,251	-	-
Storm Sewer	239,417	-	239,417	0.10166
Streets	5,072,921	-	5,072,921	2.15411
Special Assessments	222,545	222,545	-	-
2014/2015 CIP G.O. Bonds	988,545	248,668	739,877	0.31417
<b>Total G.O. Debt</b>	<b>9,800,973</b>	<b>1,192,627</b>	<b>8,608,346</b>	<b>3.65534</b>
Less: State Replacement Tax	-	-	172,981	0.07345
Use of Fund Balance	-	-	-	0.00000
<b>Total Debt Service Cost</b>	<b>\$ 9,800,973</b>	<b>\$ 1,192,627</b>	<b>\$ 8,435,365</b>	<b>3.58189</b>

**FY 14/15 Debt Service Levy** **\$ 8,435,365**      **3.58189**

### 2014/15 CIP G.O. Issue

Flood Mitigation	\$ 300,000	
Resource Recovery Improvements (Abated)	300,000	\$300,000 Abated By Resource Rec.
Collector Street Pavement Improvements	1,205,000	
CyRide Route Pavement Improvements	525,000	
Downtown Street Improvements	900,000	
Concrete Pavement Improvements	1,655,000	
Asphalt/Seal Coat Street Rehabilitation	1,250,000	
Arterial Street Pavement Improvements	700,000	
Bridge Rehabilitation Program	180,000	
Grant Avenue Paving	2,825,000	\$2,175,250 Abated by Spec. Assess.
<b>Subtotal Debt Issue</b>	<b>\$ 9,840,000</b>	

### Prior Year CIP Not Issued:

Extension of Utilities East	\$ 4,300,000	Water and Sewer Abated
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# CITY OF AMES, IOWA

## PROJECTION OF DEBT CAPACITY

	2012/13 ACTUAL	2013/14 BUDGETED	2014/15 PROJECTED
1. Total Actual Valuation	3,485,540,534	3,536,735,367	3,604,369,966
2. State Mandated Debt Limit	174,277,027	176,836,768	180,218,498
3. City Reserve (25% of Limit)	43,569,257	44,209,192	45,054,625
<b>Unreserved Debt Capacity</b>	<b>130,707,770</b>	<b>132,627,576</b>	<b>135,163,873</b>
4. Outstanding Debt	70,385,000	62,260,000	55,210,000
5. Proposed Issues	-	-	9,840,000
6. Balance of Proposed Issues	-	-	-
<b>Total Debt Subject to Limit</b>	<b>70,385,000</b>	<b>62,260,000</b>	<b>65,050,000</b>
7. Available Unreserved Debt Capacity (\$)	60,322,770	70,367,576	70,113,873
8. Available Unreserved Debt Capacity (%)	46.15%	53.06%	51.87%
9. Total Debt Capacity (\$)	103,892,027	114,576,768	115,168,498
10. Total Debt Capacity (%)	59.61%	64.79%	63.90%

**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

	2015/16 PROJECTED	2016/17 PROJECTED	2017/18 PROJECTED	2018/19 PROJECTED
1. Total Actual Valuation	3,712,501,065	3,823,876,097	3,938,592,380	4,056,750,151
2. State Mandated Debt Limit	185,625,053	191,193,805	196,929,619	202,837,508
3. City Reserve (25% of Limit)	46,406,263	47,798,451	49,232,405	50,709,377
<b>Unreserved Debt Capacity</b>	<b>139,218,790</b>	<b>143,395,354</b>	<b>147,697,214</b>	<b>152,128,131</b>
4. Outstanding Debt	48,485,000	41,560,000	34,795,000	28,385,000
5. Proposed Issues	8,058,500	7,709,000	7,335,000	8,700,000
6. Balance of Proposed Issues	9,853,238	17,311,210	23,819,370	29,368,759
<b>Total Debt Subject to Limit</b>	<b>66,396,738</b>	<b>66,580,210</b>	<b>65,949,370</b>	<b>66,453,759</b>
7. Available Unreserved Debt Capacity (\$)	72,822,052	76,815,144	81,747,844	85,674,372
8. Available Unreserved Debt Capacity (%)	52.31%	53.57%	55.35%	56.32%
9. Total Debt Capacity (\$)	119,228,315	124,613,595	130,980,249	136,383,749
10. Total Debt Capacity (%)	64.23%	65.18%	66.51%	67.24%

**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, 2013 FOR THE CITY OF AMES

Bond Type	Date of Issue	Interest Rates	Maturity Date	Amount Originally Issued	Outstanding June 30, 2013
<b><u>General Obligation Bonds – Governmental Activities:</u></b>					
Corporate Purpose	2006	4.00%	2018	\$ 5,285,000	\$ 2,570,000
Corporate Purpose	2007	3.75 – 4.15%	2019	9,130,000	5,369,891
Corporate Purpose	2008	3.75 – 4.15%	2020	5,855,000	3,790,000
Corporate Purpose	2009	2.00 – 3.50%	2021	11,165,000	8,050,000
Corporate Purpose	2010	2.00 – 2.50%	2022	6,690,000	5,275,000
Refunding	2011	2.00 – 3.35%	2021	5,980,000	3,440,000
Corporate Purpose	2011	1.00 – 2.40%	2023	6,675,000	5,600,000
Corporate Purpose	2012	1.50 – 3.00%	2032	11,325,000	10,580,000
Corporate Purpose/Refunding	2013	2.00 – 3.125%	2032	21,220,000	21,220,000
<b>Subtotal</b>				\$ 83,325,000	\$ 65,894,891
<b><u>General Obligation Bonds – Business-Type Activities:</u></b>					
Corporate Purpose	2007	2.00 – 3.35%	2021	\$ 500,000	\$ 290,109
Corporate Purpose	2008	1.00 – 2.40%	2023	2,500,000	1,645,000
Corporate Purpose	2012	1.50 – 3.00%	2024	1,335,000	1,235,000
Corporate Purpose	2013	2.00 – 3.00%	2025	1,320,000	1,320,000
<b>Subtotal</b>				\$ 5,655,000	\$ 4,490,109
<b>TOTAL ALL BONDS</b>				\$ 88,980,000	\$ 70,385,000

# SUMMARY OF BONDS PAYABLE – PRINCIPAL & INTEREST AT JUNE 30, 2013 FOR THE CITY OF AMES

As of June 30, 2013, 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>
2014	\$ 7,671,776	\$ 1,815,014
2015	6,589,829	1,633,427
2016	6,252,882	1,468,638
2017	6,430,935	1,307,811
2018	6,258,598	1,132,028
2019 – 2023	21,515,871	3,296,550
2024 – 2028	6,680,000	1,200,550
2029 – 2033	4,495,000	346,550
<b>Total</b>	<b>\$ 65,894,891</b>	<b>\$ 12,200,568</b>

Long-term debt amounts above and below are shown without reference to applicable premiums and unamortized costs.

As of June 30, 2013, 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>
2014	\$ 453,224	\$ 142,586
2015	460,171	129,001
2016	472,118	115,029
2017	494,065	100,599
2018	506,402	84,110
2019 – 2033	1,729,129	193,180
2024 – 2028	375,000	15,000
<b>Total</b>	<b>\$ 4,490,109</b>	<b>\$ 779,505</b>
<b>Grand Totals</b>	<b>\$ 70,385,000</b>	<b>\$ 12,980,073</b>



# Life Magazine Coverage of the Snowstorm in 1942



## BLIZZARD

### THE WAR'S FIRST BIG ONE RIPS THROUGH CENSORSHIP

**U**. S. citizens were just getting used to doing without weather reports when a howling Midwest blizzard and nationwide cold wave upset wartime restrictions and again made the weather a No. 1 news topic. Fortnight ago icy winds from the far north swept across the western U. S., as far south as Los Angeles, which had its first snow in ten years. Over Oklahoma and northern Texas they met masses of warm air from the Gulf of Mexico and tossed them high into the sky. This created a storm area which promptly spread out over the whole Midwest. Iowa felt the full fury with a blizzard on New Year's Day, and a record 24 inches of snow in 24 hours. LIFE Photographer Wallace Kirkland took these great pictures on Main Street, Ames, Iowa, while the blizzard was at its height, at noon Jan. 1.

The storm petered out around Montreal the next day, but its numbing aftereffects were felt all over the Eastern Seaboard and at the end of last week most of the nation was gripped in a cold wave that even wartime censorship could not conceal or ignore.

# INTERNAL SERVICE & TRANSFERS

## OVERLAND'S TOURIST CAMP



Overland's Tourist Camp, located south of Ames on the east side of U.S. Highway 69. Operated together with a 9-hole golf course by Gunnar Overland from about 1928 until 1940. Ames Landscape and Nursery is at this location (4320 US Hwy 69 South) today [2003].

# INTERNAL SERVICES AND TRANSFERS

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## INTERNAL SERVICES

**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. Fleet Services involves the maintenance and operating costs for City vehicles and other pieces of equipment as well as the acquisition and disposal of that equipment. Information Technology provides support to other City programs for both data processing and communications. 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.

<b>Use of Funds:</b>	<b>2012/13 Actual</b>	<b>2013/14 Adopted</b>	<b>2013/14 Adjusted</b>	<b>2014/15 Mgr Rec</b>	<b>% Change From Adopted</b>
Fleet Services	3,138,917	3,557,716	4,814,839	4,071,485	14.4%
Information Technology	2,175,407	2,220,223	2,808,895	2,201,223	-0.9%
Risk Management	2,016,550	2,159,453	2,157,091	2,349,903	8.8%
Health Insurance	6,887,557	7,468,340	7,493,402	7,613,656	2.0%
<b>Total Operations</b>	<b>14,218,431</b>	<b>15,405,732</b>	<b>17,274,227</b>	<b>16,236,267</b>	<b>5.4%</b>
Internal Services CIP	49,502	80,000	83,408	122,500	53.1%
<b>Total Expenditures</b>	<b>14,267,933</b>	<b>15,485,732</b>	<b>17,357,635</b>	<b>16,358,767</b>	<b>5.6%</b>
 <b>Personnel – Authorized FTE</b>	 20.90	 20.90	 20.90	 20.90	

## INTERNAL SERVICES

	2012/13 Actual	2013/14 Adopted	2013/14 Adjusted	2014/15 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	1,952,095	2,023,138	2,013,375	2,057,440	1.7%
Contractual	3,571,790	3,757,328	3,753,142	4,060,763	8.1%
Commodities	1,139,402	1,222,175	1,369,059	1,207,924	-1.2%
Capital	1,152,653	1,569,121	3,291,681	2,039,005	30.0%
Other	6,402,491	6,833,970	6,846,970	6,871,135	0.5%
<b>Total Operations</b>	<b>14,218,431</b>	<b>15,405,732</b>	<b>17,274,227</b>	<b>16,236,267</b>	<b>5.4%</b>
Internal Services CIP	49,502	80,000	83,408	122,500	53.1%
<b>Total Expenditures</b>	<b>14,267,933</b>	<b>15,485,732</b>	<b>17,357,635</b>	<b>16,358,767</b>	<b>5.6%</b>
<b>Funding Sources:</b>					
Departmental Charges	12,714,647	13,447,740	13,415,057	14,029,307	4.3%
Outside Fees/Charges	585,446	497,823	504,126	532,597	7.0%
Employee Contributions	529,373	599,969	571,723	606,026	1.0%
Sale of Assets	180,814	200,000	200,000	180,000	-10.0%
Interest Revenue	(5,360)	94,000	86,000	29,000	-69.2%
Miscellaneous Revenue	84,153	-	-	-	
Internal Fund Support	129,358	566,200	2,497,321	859,337	51.8%
<b>Operations Funding</b>	<b>14,218,431</b>	<b>15,405,732</b>	<b>17,274,227</b>	<b>16,236,267</b>	<b>5.4%</b>
<b>Internal Services CIP Funding:</b>					
Fleet Services Fund	12,374	20,000	20,852	30,625	53.1%
Road Use Tax	12,376	20,000	20,852	30,625	53.1%
Water Utility	12,376	20,000	20,852	30,625	53.1%
Sewer Utility	12,376	20,000	20,852	30,625	53.1%
<b>CIP Funding</b>	<b>49,502</b>	<b>80,000</b>	<b>83,408</b>	<b>122,500</b>	<b>53.1%</b>
<b>Total Funding Sources</b>	<b>14,267,933</b>	<b>15,485,732</b>	<b>17,357,635</b>	<b>16,358,767</b>	<b>5.6%</b>

# FLEET MAINTENANCE SERVICES

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 cost effective 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 = 7,000 hours

	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>% Change</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From</b>
					<b>Adopted</b>
<b>Expenditures:</b>					
Personal Services	623,434	652,154	641,913	651,508	-0.1%
Contractual	365,737	352,067	348,091	361,142	2.6%
Commodities	984,103	965,400	1,021,708	1,019,750	5.6%
Capital	-	-	4,000	-	
Other	41	-	-	-	
<b>Total Expenditures</b>	<b>1,973,315</b>	<b>1,969,621</b>	<b>2,015,712</b>	<b>2,032,400</b>	<b>3.2%</b>
<b>Funding Sources:</b>					
Departmental Charges:					
Labor	423,461	437,300	437,300	438,900	0.4%
Sublets	259,706	182,000	182,000	182,000	0.0%
Motor Pool	51,455	61,000	61,000	65,000	6.6%
Parts and Supplies	261,895	258,500	310,000	310,000	19.9%
Fuel	636,034	697,000	697,000	697,000	0.0%
Insurance	62,326	62,606	72,034	80,657	28.8%
Administrative Fee	535,711	533,039	533,039	533,039	0.0%
Building User Fees	-	-	-	-	
Interest Revenue	(209)	-	-	-	
Miscellaneous Revenue	-	-	-	-	
<b>Total Program Revenues</b>	<b>2,230,379</b>	<b>2,231,445</b>	<b>2,292,373</b>	<b>2,306,596</b>	<b>3.4%</b>
<b>Contribution to Fleet Services</b>	<b>(257,064)</b>	<b>(261,824)</b>	<b>(276,661)</b>	<b>(274,196)</b>	<b>4.7%</b>
<b>Fund Balance</b>					
<b>Total Funding Sources</b>	<b>1,973,315</b>	<b>1,969,621</b>	<b>2,015,712</b>	<b>2,032,400</b>	<b>3.2%</b>
<b>Personnel – Authorized FTE</b>	<b>6.85</b>	<b>6.85</b>	<b>6.85</b>	<b>6.85</b>	

# FLEET MAINTENANCE SERVICES

**Highlights:**

The Fleet Maintenance program continues to focus on implementing each manufacturer’s service guidelines. These guidelines are becoming more unique by make and model due to changes in technology and warranty requirements.

- No increase in administrative fees (overhead expenses) is planned for FY 13/14.
- The City’s shop rate will be increased from \$62.10/hour to \$62.70/hour (+1%) and is designed to recover the total cost of all technicians’ salaries and benefits. Parts installed by the City staff are assessed at cost. The average shop rate for 2013 in the private sector is \$97.33/hour plus a 25% - 40% markup on parts.
- A revised forecasting model was used to provide fleet expense projections for the operating departments for FY 13/14. Creating a smoothing effect was emphasized to reduce the year-to-year variability of these costs; however, fuel costs were based on the previous year’s consumption.
- Average fuel costs have been adjusted from \$3.10 in FY 12/13 to \$3.40 per gallon for FY 13/14, and are projected to be flat at \$3.40/gallon for FY 14/15. Fuel continues to be the largest line item in this budget, at \$697,000, for FY 13/14.

<b>Service Accomplishments:</b>	<b>2011/12 Actual</b>	<b>2012/13 Actual</b>	<b>2013/14 Adjusted</b>	<b>2014/15 Projected</b>
City shop rate vs. average private sector shop rate	54%	64%	61%	55%
Billable hours vs. adopted goal	102%	102%	100%	100%

## FLEET ACQUISITION AND DISPOSAL

**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

	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>% Change</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From</b>
					<b>Adopted</b>
<b>Expenditures:</b>					
Personal Services	125,566	125,208	125,326	128,342	2.5%
Contractual	116,897	21,487	20,478	28,893	34.5%
Commodities	10,550	37,500	74,527	38,000	1.3%
Capital	907,609	1,403,900	2,578,796	1,843,850	31.3%
Other	4,980	-	-	-	
<b>Total Expenditures</b>	<b>1,165,602</b>	<b>1,588,095</b>	<b>2,799,127</b>	<b>2,039,085</b>	<b>28.4%</b>
<b>Funding Sources:</b>					
Department Transfers	1,083,105	1,115,538	1,115,538	1,155,000	3.5%
Sale of Assets	180,814	200,000	200,000	180,000	-10.0%
Interest Revenue	(2,867)	57,000	57,000	-	-100.0%
Miscellaneous Revenue	1,001	-	-	-	
<b>Total Program Revenues</b>	<b>1,262,053</b>	<b>1,372,538</b>	<b>1,372,538</b>	<b>1,335,000</b>	<b>-2.7%</b>
<b>Use of (contribution to) Accumulated Replacement Funds</b>	<b>(96,451)</b>	<b>215,557</b>	<b>1,426,589</b>	<b>704,085</b>	<b>226.6%</b>
<b>Total Funding Sources</b>	<b>1,165,602</b>	<b>1,588,095</b>	<b>2,799,127</b>	<b>2,039,085</b>	<b>28.4%</b>
<b>Personnel – Authorized FTE</b>	<b>1.22</b>	<b>1.22</b>	<b>1.22</b>	<b>1.22</b>	



# FLEET ACQUISITION AND DISPOSAL

## Highlights:

This program will continue to replace the fleet in the most timely and economical manner, on a predictable life cycle. The retired units will be disposed of through an Internet-based auction service.

- Equipment and vehicles proven to be reliable for providing City services continue to be changed or discontinued by manufacturers.
- “Green” units continue to be too small for many City uses.
- More research and some trial and error are required to procure acceptable units.
- Federal emissions regulations from government’s multi-year Tier 4 Program have resulted in price increases for diesel trucks and heavy equipment. Data indicates the increases in the purchase price of diesel trucks over the past five years have been at an average annual price increase of 5%. Changes in technology and upgrades to the fleet have also contributed to cost increases for the City’s diesel truck purchases.
- In a constant effort to turn the fleet “green”, when available, vehicles purchased by the City are flex-fueled units that run on E85 or gasohol, a hybrid, an electric unit that runs on rechargeable batteries, LP fueled, or a unit with the most fuel efficient engine.

<b>Service Accomplishments:</b>	<b>2011/12 Actual</b>	<b>2012/13 Actual</b>	<b>2013/14 Adjusted</b>	<b>2014/15 Projected</b>
% of replacements completed (Selected units scheduled for replacement in FY 13/14 received extended life cycles rather than being replaced.)	90%	72%	95%	100%
Avg % of MSRP* paid	74-80%	74-80%	75%	75%
Avg % of book value received for retired units sold	=>100%	=>100%	100%	100%
% of fleet considered to be “green”	14%	14%	15%	16%

\* Manufacturer’s Suggested Retail Prices

# INFORMATION TECHNOLOGY

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
- ✓ Provide 24/7 access to the City's website to ensure access to City government
- ✓ Provide support for users of City information systems
- ✓ Support and enhance four major e-government services including recreation registration, parking ticket payment, utility service inquiries, and streaming video
- ✓ Establish and maintain network systems to allow efficient flow of information
- ✓ 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

	2012/13	2013/14	2013/14	2014/15	% Change
	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From</b>
					<b>Adopted</b>
<b>Expenditures:</b>					
Personal Services	937,348	969,629	968,216	993,830	2.5%
Contractual	422,813	416,154	403,752	438,247	5.3%
Commodities	126,441	204,836	258,638	133,888	-34.6%
Capital	192,697	120,721	652,089	137,854	14.2%
<b>Total Expenditures</b>	<b>1,679,299</b>	<b>1,711,340</b>	<b>2,282,695</b>	<b>1,703,819</b>	<b>-0.4%</b>
<b>Funding Sources:</b>					
Data Processing Fees	1,379,901	1,417,710	1,408,562	1,453,317	2.5%
Replacement Funds	299,138	293,630	874,133	250,502	-14.7%
Miscellaneous Revenue	260	-	-	-	
<b>Total Funding Sources</b>	<b>1,679,299</b>	<b>1,711,340</b>	<b>2,282,695</b>	<b>1,703,819</b>	<b>-0.4%</b>
<b>Personnel – Authorized FTE</b>	10.00	10.00	10.00	10.00	

# INFORMATION TECHNOLOGY

**Highlights:**

For FY 2013/2014

- Replace four Intel file servers per IT replacement schedule.
- Replace three PCs per IT replacement schedule.
- Replace the SunGard Public Sector Finance Power System server.
- Replace four network switches, five Police wireless access points, and add an Intermodal Facility hotspot.
- Add a mobile (Bring Your Own Device) security policy management and control platform.
- Provided the technical support to relocate Police Dispatch and Operations during the City Hall Phase I remodel and assisted in implementing the new network, telephone, and radio systems.
- Service growth is due to PCs being retained, PCs brought back into service, or PCs adding network connectivity.

For FY 2014/2015

- Replace two Intel file servers per IT replacement schedule.
- Replace five PCs and nine training laptops per IT replacement schedule.
- Upgrade the Vision Internet Content Management System used to maintain the City website.
- Add four network switches to connect to the IDOT Intelligent Transportation System fiber optic network.
- The City network central switch will be replaced because of increased video, voice, and data use.

	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>
<b>Service Accomplishments:</b>				
Lotus Notes collaboration clients	457	468	468	468
PCs/printers supported	417/222	443/239	443/239	443/239
Tablet computers supported	20	31	31	39
Physical/virtual servers supported	28/7	28/21	28/21	28/21
Service requests logged	2,519	2,240	2,426	2,426
<b>Efficiency and Effectiveness:</b>				
Clients who said our services met their needs	86.1%	97.2%	97.5%	97.4%
Clients who said our support met or exceeded their expectations	94.0%	95.6%	94.5%	94.7%
Personal computer turnover	72/17.3%	51/11.5%	85/19.2%	71/16.0%
Information Technology \$/ City FTE	\$2,437	\$2,496	\$2,548	\$2,629

# COMMUNICATIONS

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. The shared communication system used by the Ames and Story County law enforcement agencies is also reflected in this activity.

## 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
- ✓ Maintain WiFi system in selected locations
- ✓ Charge all the long-distance expense to departments

	2012/13 Actual	2013/14 Adopted	2013/14 Adjusted	2014/15 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	-	-	-	-	
Contractual	437,051	459,694	466,518	435,517	-5.3%
Commodities	6,710	4,689	4,586	4,586	-2.2%
Capital	52,347	44,500	55,096	57,301	28.8%
<b>Total Expenditures</b>	<b>496,108</b>	<b>508,883</b>	<b>526,200</b>	<b>497,404</b>	<b>-2.3%</b>
<b>Funding Sources:</b>					
Phone Charges	211,119	208,626	221,247	221,247	6.1%
Long Distance Charges	6,355	6,327	6,117	6,117	-3.3%
General Fund (WiFi Service)	10,784	12,066			-100.0%
Iowa State University	50,354	57,809	56,993	56,963	-1.5%
Story County	54,615	57,809	56,993	56,963	-1.5%
E911 Board	24,822	27,921	27,464	31,804	13.9%
Ames Fire Department	-	2,700	2,700	2,700	0.0%
Ames Police Department	54,326	57,809	56,994	56,963	-1.5%
Replacement Funds	83,733	77,816	97,692	64,647	-16.9%
<b>Total Funding Sources</b>	<b>496,108</b>	<b>508,883</b>	<b>526,200</b>	<b>497,404</b>	<b>-2.3%</b>
<b>Personnel – Authorized FTE</b>	0.00	0.00	0.00	0.00	

# COMMUNICATIONS

## Highlights:

### For FY 2013/2014

- The current system will receive regular maintenance.
- The network infrastructure readiness assessment will be reevaluated, telephone system replacement cost will be recalculated, and the RFP preparation initiated.
- The network fiber infrastructure will be expanded to connect Water and Pollution Control, Animal Control, and Fire Station #3 increasing speed, capacity, and preparing for the IP-PBX telephone system.

### For FY 2014/2015

- The current system will receive regular maintenance.
- All the funds will be accumulated to replace the telephone system.
- The network fiber infrastructure will be expanded to connect Fire Station #2 to the Intermodal Facility increasing speed, capacity, and preparing for the IP-PBX telephone system.
- The City central network switch will be replaced in preparation for the increased voice and data utilization through the network.

In March 2013, a study of the total network infrastructure to determine the readiness for IP-PBX Telephony was completed. 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 14/15.

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 cloud-based phone systems. The City network and phone switch continue to be the lowest cost methods to maintain the current service level.

	<b>2011/12 Actual</b>	<b>2012/13 Actual</b>	<b>2013/14 Adjusted</b>	<b>2014/15 Projected</b>
<b>Service Accomplishments:</b>				
Service calls	129	175	147	147
Extensions charged to departments	398	399	399	399
Other telephone extensions	212	215	215	215
CenturyLink communication lines	91	96	96	95
<b>Efficiency and Effectiveness:</b>				
Extension charge to departments	\$555	\$555	\$555	\$555
Equivalent outside vendor cost	\$631	\$631	\$631	\$631
\$ accumulated for system replacement	\$556,068	\$573,936	\$516,403	\$486,900
% new phone switch cost accumulated	114.2%	117.9%	106.0%	100.0%
Phone switch is latest software version	Yes	Yes	Yes	Yes
Collections cover long distance charges	Yes	Yes	Yes	Yes
Long-distance rate per minute	4.3¢	4.3¢	4.3¢	4.3¢

# RISK MANAGEMENT

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 increase exposure of injury

	2012/13 Actual	2013/14 Adopted	2013/14 Adjusted	2014/15 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	108,643	111,288	112,909	115,959	4.2%
Contractual	1,613,419	1,835,815	1,831,982	2,021,744	10.1%
Commodities	91	350	200	200	-42.9%
Capital	-	-	-	-	
Other	294,397	212,000	212,000	212,000	0.0%
<b>Total Expenditures</b>	<b>2,016,550</b>	<b>2,159,453</b>	<b>2,157,091</b>	<b>2,349,903</b>	<b>8.8%</b>
<b>Funding Sources:</b>					
Departmental Charges:					
Liability Insurance	214,599	228,180	306,626	334,465	46.6%
Property Insurance	673,103	712,639	703,559	768,200	7.8%
Professional Liability	30,624	32,155	30,890	32,500	1.1%
Law Enforcement Liability	32,132	33,739	32,132	33,750	0.0%
Transit Insurance	154,231	161,943	156,479	172,000	6.2%
Auto Insurance	62,956	66,104	65,100	71,500	8.2%
Workers Compensation	591,885	619,000	603,723	615,700	-0.5%
Police/Fire Workers Comp	236,114	240,000	240,836	245,700	2.4%
Safety Training	135,250	116,000	116,000	134,000	15.5%
ICAP Rebate/Miscellaneous	78,297	-	-	-	
Interest Revenue	576	7,000	7,000	7,000	0.0%
<b>Subtotal Funding Sources</b>	<b>2,209,767</b>	<b>2,216,760</b>	<b>2,262,345</b>	<b>2,414,815</b>	<b>8.9%</b>
<b>Use of (contribution to) Risk Management Fund Balance</b>	<b>(193,217)</b>	<b>(57,307)</b>	<b>(105,254)</b>	<b>(64,912)</b>	<b>13.3%</b>
<b>Total Funding Sources</b>	<b>2,016,550</b>	<b>2,159,453</b>	<b>2,157,091</b>	<b>2,349,903</b>	<b>8.8%</b>
<b>Personnel – Authorized FTE</b>	<b>1.18</b>	<b>1.18</b>	<b>1.18</b>	<b>1.18</b>	

# RISK MANAGEMENT

## Highlights:

### Overall Insurance and Risk Management Budget

Charges to departments for risk insurance for FY 2013/14 were up about 2% over FY 2012/13, in spite of slight increases in insured values for some properties, increases in payrolls, vehicles and other liability underwriting criteria, and self-insured Workers' Compensation claims. Actual insurance premiums for FY 2013/14 accounted for slightly less than half of the 2% increase. Insurance premium rates increased between five and eight percent, but this was offset for several reasons: ISU assuming insurance coverage for the Intermodal Facility, temporarily decreasing the Library insured value during construction, and a cost decrease for CyRide bus property damage coverage.

Since Workers' Compensation accounts for the largest portion of the Risk Management budget, a summary analysis of the financial impact of claims follows.

### Workers' Compensation Expense Details

Workers' Compensation claims administration was outsourced to EMC Risk Services for a fourth year effective August 1, 2013. The FY 13/14 budget for this claims administration service is on a not-to-exceed contract of \$55,000, with a 10% increase to \$60,500 projected for 2014/15. The severity, complexity and medical management of the injuries, not necessarily the number of claims, explain the projected increase. Another large cost driver continues to be "411" medical claims for Police and Fire injuries and disability retirees, with the incurred claims (reserves and expenditures) between FY 2009/10 and FY 2012/13 reaching a cumulative to-date amount for just the 411 retiree medical expenses of \$750,757. Based on claims history, this is projected to grow to \$1,019,557 by the end of FY 2013/14, and to \$1,288,357 by the end of FY 2014/15. Incurred claims for all active employees are projected to increase 10% based on average cost per claim increases and the number of claims remaining constant.

### Workers' Compensation Expense Table

The following table details the categories of Workers' Compensation costs in two important categories: Incurred Costs, which are the estimated ultimate value of claims that occur during each fiscal year, and Budget Expenses, which are the effect of payment for all open claims that occurred during multiple fiscal years.

# RISK MANAGEMENT

## Highlights, continued:

### Workers' Compensation

#### INCURRED CLAIMS (measures annual safety performance)

Claims Incurred During Fiscal Year:

**Incurred = Paid + Reserved** and is the claim adjuster's estimate of the ultimate value of a claim when it closes.

Active Employee Claims	2011/12 Actual	2012/13 Actual	2013/14 Adjusted	2014/15 Projected
<b>Non-Police &amp; Fire Claims – Active Employees</b>				
---Claim Count	42	48	48	48
---Average cost per claim	\$5,874	\$5,530	\$5,500	\$6,050
<b>Total of Non-Police &amp; Fire Claims – Active</b>	<b>\$246,713</b>	<b>\$265,448</b>	<b>\$264,000</b>	<b>\$290,400</b>
<b>411 Police &amp; Fire Claims – Active Employees</b>				
---Claim Count	34	33	33	33
---Average cost per claim	\$5,677	\$2,475	\$4,000	\$4,400
Total of 411 Police & Fire incurred claims	<u>\$193,027</u>	<u>\$81,665</u>	<u>\$132,000</u>	<u>\$145,200</u>
<b>INCURRED CLAIMS for ALL Active Employees:</b>	<b>\$439,740</b>	<b>\$347,113</b>	<b>\$396,000</b>	<b>\$435,600</b>

#### CLAIMS BUDGET (measures fiscal year claims payments)

The figures below represent open claims payments, spanning multiple years' occurrences, which impact annual budgets.

411 Police & Fire <u>Disability Retiree Medical &amp; Hospitalization:</u>	2011/12 Actual	2012/13 Actual	2013/14 Adjusted	2014/15 Projected
---Number of disability retiree claimants	9	7	7	7
---Total <u>Incurred</u> (Paid & Reserved) - CUMULATIVE	<u>\$483,150</u>	<u>\$750,757</u> <i>cumulative</i>	<u>\$1,019,557</u> <i>cumulative</i>	<u>\$1,288,357</u> <i>cumulative</i>
<b>CHANGES in Incurred (Payments and Reserves)</b>		<b>+\$267,607</b>	<b>+\$268,800</b>	<b>+\$268,800</b>
<b>PAID BASIS (Budget Expense Items)</b>				
Payments for <u>Open Claims</u> spanning multiple years:				
---Non-Police & Fire <u>Active</u> Employees	\$350,842	\$156,443	\$230,000	\$263,000
---411 claims, <u>Police &amp; Fire</u> Active and Disability Retiree	<u>\$224,776</u>	<u>\$266,513</u>	<u>\$212,000</u>	<u>\$250,000</u>
<b>COMBINED PAYMENTS Expensed in Budget</b>	<b>\$575,618</b>	<b>\$422,956</b>	<b>\$442,000</b>	<b>\$513,000</b>



# HEALTH INSURANCE MANAGEMENT

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
- ✓ Improve the health status of City employees as measured through biannual health screenings
- ✓ Keep yearly rate increases below 10%
- ✓ Educate and empower the City's workforce to effectively manage and utilize the healthcare system
- ✓ Sustain a culture of excellence through actively engaged employees fostering an enjoyable, stimulating and highly productive work environment

	2012/13 Actual	2013/14 Adopted	2013/14 Adjusted	2014/15 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Personal Services	157,104	164,859	165,011	167,801	1.8%
Contractual	615,873	672,111	682,321	775,220	15.3%
Commodities	11,507	9,400	9,400	11,500	22.3%
Capital	-	-	1,700	-	
Other	6,103,073	6,621,970	6,634,970	6,659,135	0.6%
<b>Total Expenditures</b>	<b>6,887,557</b>	<b>7,468,340</b>	<b>7,493,402</b>	<b>7,613,656</b>	<b>2.0%</b>
<b>Funding Sources:</b>					
Department Contributions	5,607,575	6,185,759	6,056,181	6,419,552	3.8%
Employee Contributions	529,373	599,969	571,723	606,026	1.0%
Retiree Contributions	222,604	225,971	225,971	239,960	6.2%
Assessor Contributions	80,282	83,313	86,705	91,907	10.3%
COBRA Contributions	31,929	15,000	20,000	25,000	66.7%
Medicare Supplement	22,962	30,000	30,000	30,000	0.0%
Stop Loss Recoveries	97,878	-	-	-	
Interest Revenue	(2,860)	30,000	22,000	22,000	-26.7%
Miscellaneous Revenue	4,595	-	-	-	
<b>Subtotal Funding Sources</b>	<b>6,594,338</b>	<b>7,170,012</b>	<b>7,012,580</b>	<b>7,434,445</b>	<b>3.7%</b>
<b>Use of (contribution to) Health Insurance Fund Balance</b>	<b>293,219</b>	<b>298,328</b>	<b>480,822</b>	<b>179,211</b>	<b>-39.9%</b>
<b>Total Funding Sources</b>	<b>6,887,557</b>	<b>7,468,340</b>	<b>7,493,402</b>	<b>7,613,656</b>	<b>2.0%</b>
<b>Personnel – Authorized FTE</b>	<b>1.65</b>	<b>1.65</b>	<b>1.65</b>	<b>1.65</b>	

# HEALTH INSURANCE MANAGEMENT

## Highlights:

### Health Insurance

For FY 13/14, health insurance contributions increased 8%. For FY 14/15, rates are budgeted to increase approximately 6%. This is due, in part, to additional fees that the City will be required to pay under the Patient Protection and Affordable Care Act.

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 its 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 2013, Outcomes Personal Pharmacists “touched” 116 members, up approximately 33% from 2012. The Actuarial Investment Model (AIM) ROI for 2013 was \$1.10:\$1.
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 Insurance Advisory Committee (HIAC)
  - 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.
4. Health Plan Partners (HPP) team
  - The HPP 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.
5. 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 Healthy4Life (H4L) program was created in 2006 to motivate actionable healthy lifestyle behavior change that results in improved health risk status of the participants.
    - There are 22 new participants in the program for FY 13/14.
    - 89 successfully completed the program in FY 12/13 (82% completion rate). 100 of the 109 continued in the program for FY 13/14 (92% retention rate).
    - There are a total of 122 participants in the program for FY 13/14.
  - Flu vaccination continues to be a popular service. 485 flu shots were provided through the Health Promotion program September - December 2013.
  - Healthy4U online portal for employees was launched in 2013. This website provides employees with instant access to screening data, tracking tools, educational materials, and additional health incentive programs.

# HEALTH INSURANCE MANAGEMENT

## Highlights, continued:

- 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! Currently we are pursuing the Platinum designation in June 2014.

<b>Health Promotion Highlights</b>	<b>Baseline (2005/2006)</b>	<b>FY10/11</b>	<b>FY11/12</b>	<b>FY12/13</b>
Well Workplace Designation	<b>Gold</b>	Gold	Gold	Gold
Percent of eligible employees who participated in at least one health promotion program	<b>87%</b>	482 (88%)	525 (94%)	531 (95%)
Health Risk Status – percentage in low risk (recommended 70-85%) <b>H4Life Pilot group</b> (Low = 0-2 risks, Moderate = 3-4 risks, High = 5+ risks)	<b>Low = 60% Mod = 19% High = 21%</b>	Low = 70% Mod = 24% High = 6%	NA	Low = 68% Mod = 32% High = 0%
<b>Healthy4Life – complete group (n=101)</b>	<b>NA</b>	Low = 73% Mod = 23% High = 4%	NA	Low = 74% Mod = 23% High = 3%
Annual health care claims/member (annual percent change)	<b>\$2,304</b>	\$3,284	\$3,751	\$4,094 (9.1%)
Estimated cost of Health Promotion program (amount/eligible member)	<b>\$82</b>	\$123	\$144	\$126
Overall Satisfaction of Health Promotion program ( <i>all employee survey; 1-5 ranking with 5 = extremely satisfied</i> )	<b>3.85</b>	4.01 (2011)		<i>Next Survey 2014</i>

	<b>2011/12 Actual</b>	<b>2012/13 Actual</b>	<b>2013/14 Adjusted</b>	<b>2014/15 Projected</b>
<b>Service Accomplishments:</b>				
Health Benefit Trust ending balance	\$2,902,813	\$2,605,466	\$2,405,018	\$2,224,410
<b>Efficiency and Effectiveness:</b>				
Health insurance rate increases ( <i>calculated based on total City contributions for each fiscal year</i> )	5%	5%	8%	6%
Mercer's National Survey of Employer-Sponsored Health Plans Medical Trend	6.1%	4.1%	5.0%	N/A

## INTERNAL SERVICES CIP

**Activity Description:**

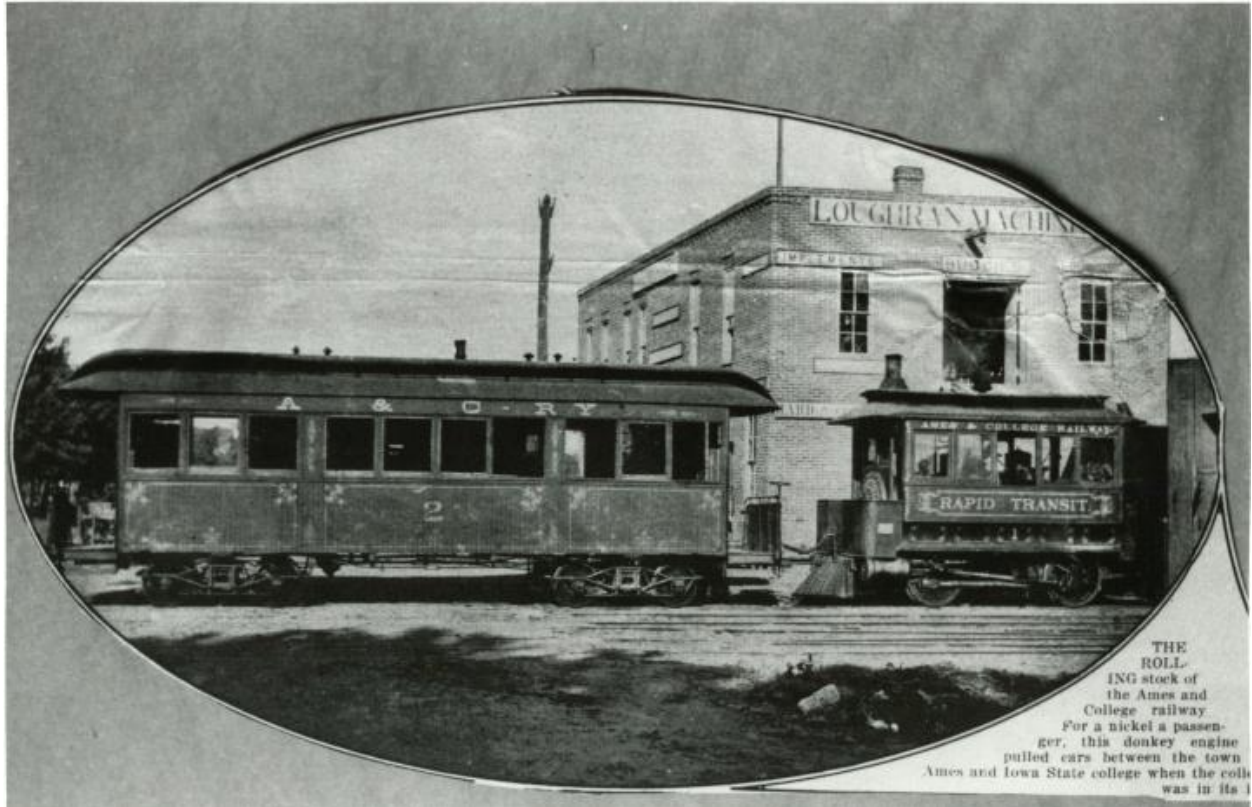
This is a summary of all capital improvements in the Internal Services division. Details are presented in the Five-Year Capital Improvements Plan for the City of Ames.

<b>Activities:</b>	<b>2012/13 Actual</b>	<b>2013/14 Adopted</b>	<b>2013/14 Adjusted</b>	<b>2014/15 Mgr Rec</b>	<b>% Change From Adopted</b>
<b>Fleet Services:</b>					
Building Maint. & Improvements	49,502	80,000	83,408	122,500	
Subtotal	49,502	80,000	83,408	122,500	
<b>Total CIP</b>	<b>49,502</b>	<b>80,000</b>	<b>83,408</b>	<b>122,500</b>	<b>53.1%</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.

	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>% Change</b>
<b>Expenditures:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From</b>
					<b>Adopted</b>
ACVB Pass Through	1,250,160	1,103,571	1,178,571	1,178,571	6.8%
Transfers	13,826,672	14,238,785	14,249,814	14,962,382	5.1%
<b>Total Expenditures</b>	<b>15,076,832</b>	<b>15,342,356</b>	<b>15,428,385</b>	<b>16,140,953</b>	<b>5.2%</b>
<b>Funding Sources:</b>					
General Fund	3,925,140	3,606,553	3,720,881	3,792,744	5.2%
Local Option Sales Tax	4,013,213	4,293,413	4,009,169	4,293,413	0.0%
Hotel/Motel Tax	1,500,542	1,324,286	1,414,286	1,414,286	6.8%
Road Use Tax	12,376	20,000	20,852	30,625	53.1%
TIF South Bell	116,817	117,055	117,055	117,251	0.2%
Employee Benefit Property Tax	1,574,988	1,752,495	1,752,495	1,881,243	7.4%
Police/Fire 411	156,015	370,000	370,000	300,000	-18.9%
Library State Funds	-	10,000	-	-	-100.0%
Library Friends Foundation	50,331	50,000	53,389	35,700	-28.6%
Special Assessments	248,627	247,348	247,348	441,075	78.3%
Summer 2006 G.O. Bonds	211,802	-	-	-	
Summer 2007 G.O. Bonds	36,330	-	-	-	
Water Utility Fund	400,921	416,637	417,489	423,711	1.7%
Sewer Utility Fund	77,606	86,787	87,639	96,412	11.1%
Electric Utility Fund	1,926,800	1,959,481	1,959,481	2,107,885	7.6%
Transit	519,601	860,000	950,000	950,000	10.5%
Transit GSB	305,723	96,170	176,170	96,170	0.0%
Resource Recovery		132,131	132,131	160,438	21.4%
<b>Total Funding Sources</b>	<b>15,076,832</b>	<b>15,342,356</b>	<b>15,428,385</b>	<b>16,140,953</b>	<b>5.2%</b>

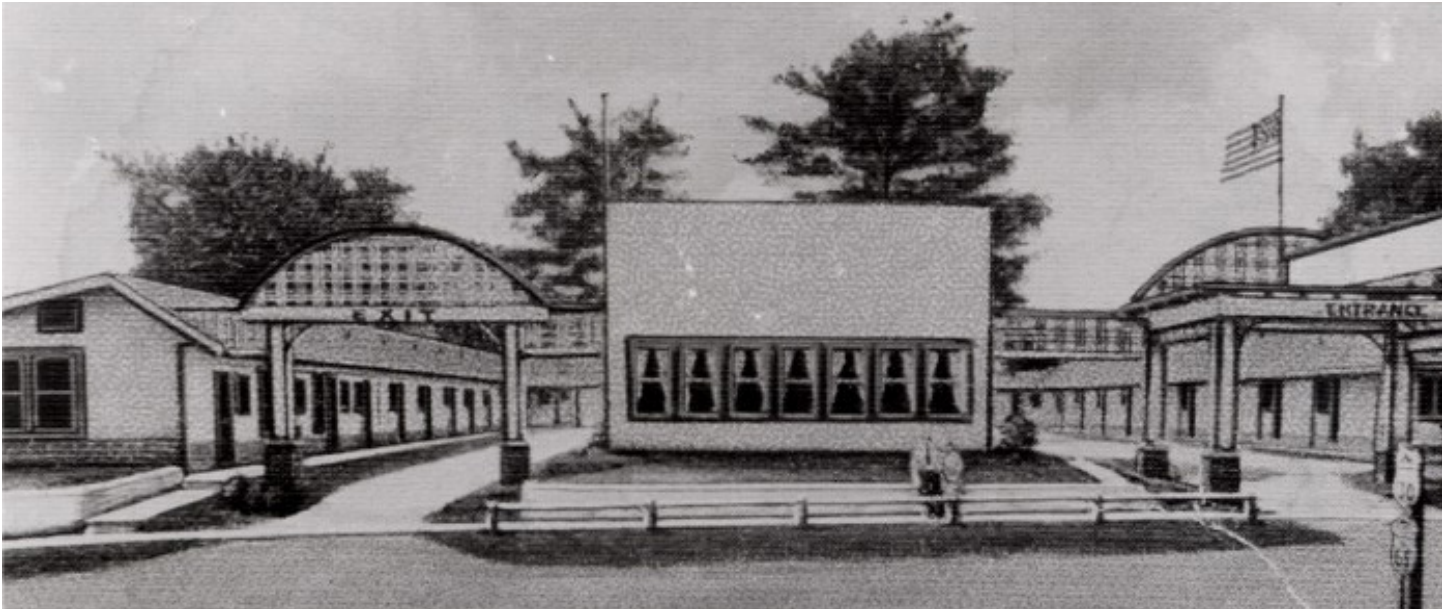


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The Ames and College Railway, known as the "Dinkey," taken between 1900 and 1907. "For a nickel a passenger, this donkey engine pulled cars between the town of Ames and Iowa State College."

# FUND SUMMARIES

## AMES MOTOR LODGE



From a postcard image of the Ames Tourist Court, located at 318 East Lincoln Way in Ames. This was the first motel built in Ames. It first appeared in the Ames telephone directory in 1937 under the heading "Tourists' Camps" along with Jerry's Cafe at 316 South Duff. Ames Tourist Court became the Ames Motor Lodge which was in operation through 1997.

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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 programs such as Law Enforcement, Fire Safety, Building Safety, Parks and Recreation, and Library Services, as well as many general government activities such as City Council, Financial Services, and Legal Services.

<b>FUND SUMMARY</b>	<b>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>REVENUES:</b>				
<b>Property Taxes:</b>				
General Levy	12,953,399	13,586,314	13,586,314	13,689,559
Excise Tax	35,491	33,139	33,139	37,553
State Replacement Tax	-	-	-	281,692
Other	26,087	23,912	23,912	22,661
Transit Levy	1,461,940	1,507,018	1,509,018	1,542,372
Excise Tax	3,999	3,673	3,673	4,234
State Replacement Tax	-	-	-	31,738
<b>Total Tax Revenues</b>	<b>14,480,916</b>	<b>15,154,056</b>	<b>15,156,056</b>	<b>15,609,809</b>
<b>Non-Tax Revenues:</b>				
General Services:				
Hotel/Motel Taxes	1,750,924	1,545,000	1,650,000	1,650,000
State Government Revenues	17,726	17,726	17,818	17,818
Metropolitan Planning Organ.	68,340	69,659	72,554	73,614
Interest Revenue	(4,453)	160,000	160,000	159,282
Cable TV Franchise	447,960	459,000	459,000	459,000
Licenses and Permits	86,338	76,000	78,000	78,000
Fees and Service Charges	69,969	59,059	84,704	89,787
Miscellaneous Revenue	5,165	15,697	-	-
Fire Services	1,473,682	1,588,126	1,562,496	1,619,513
Building Permits	1,166,316	769,900	824,900	817,000
Housing Registration Fees	317,788	316,304	321,651	336,915
Police Services	259,401	333,993	332,361	326,206
Animal Shelter	18,214	19,000	19,000	19,000
Library Services	273,473	266,510	258,916	260,500
Parks and Recreation	1,341,538	1,365,210	1,343,051	1,361,435
Airport	233,570	219,745	227,300	234,506
Streets:				
State Government Revenues	29,998	29,999	29,999	29,999
Fees and Service Charges	41,107	743,156	38,408	25,500
Cemetery	106,453	116,500	111,500	111,500
<b>Total Non-Tax Revenues</b>	<b>7,703,509</b>	<b>8,170,584</b>	<b>7,591,658</b>	<b>7,669,575</b>
<b>Total Before Transfers</b>	<b>22,184,425</b>	<b>23,324,640</b>	<b>22,747,714</b>	<b>23,279,384</b>
<b>TRANSFERS:</b>				
Local Option Sales Tax	3,993,213	4,273,413	3,989,169	4,273,413
Hotel/Motel Tax	150,229	132,429	141,429	141,429
Electric – In Lieu of Taxes	1,926,800	1,959,481	1,959,481	2,107,885
Employee Benefit Property Tax	1,574,988	1,752,495	1,752,495	1,881,243
Police/Fire Retirement	156,015	370,000	370,000	300,000
<b>Total Transfers</b>	<b>7,801,245</b>	<b>8,487,818</b>	<b>8,212,574</b>	<b>8,703,970</b>
<b>TOTAL REVENUES</b>	<b>29,985,670</b>	<b>31,812,458</b>	<b>30,960,288</b>	<b>31,983,354</b>

**GENERAL FUND, continued**

<b>FUND SUMMARY</b>	<b>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>EXPENSES:</b>				
<b>Public Safety:</b>				
Law Enforcement	7,789,858	8,392,051	8,466,945	8,614,405
Fire Safety	5,831,300	6,285,276	6,182,758	6,412,166
Building Safety	1,142,449	1,291,352	1,298,306	1,385,906
Traffic Control	69,520	135,235	76,254	67,614
Animal Control	334,162	346,373	361,517	348,774
Street Lights	654,125	730,000	720,000	720,000
Civil Defense	10,466	14,500	14,500	14,500
<b>Public Safety Total</b>	<b>15,831,880</b>	<b>17,194,787</b>	<b>17,120,280</b>	<b>17,563,365</b>
<b>Transportation:</b>				
Street System	11,283	5,205	2,875	2,950
Airport	134,564	121,745	120,072	123,068
<b>Transportation Total</b>	<b>145,847</b>	<b>126,950</b>	<b>122,947</b>	<b>126,018</b>
<b>Community Enrichment:</b>				
Parks and Recreation	3,038,225	3,182,782	3,126,533	3,229,356
Library	3,361,542	3,609,376	3,553,544	3,801,072
Cemetery	154,872	128,222	142,787	148,693
Cable TV	125,092	124,120	133,178	124,991
<b>Community Enrichment Total</b>	<b>6,679,731</b>	<b>7,044,500</b>	<b>6,956,042</b>	<b>7,304,112</b>
<b>General Government:</b>				
City Council	124,015	133,171	119,962	123,270
City Council Contingency	53,382	50,000	134,310	50,000
City Clerk	259,566	262,969	305,049	274,548
City Manager	388,523	396,146	390,109	399,107
Financial Services	374,704	396,787	378,321	390,570
Purchasing Services	48,007	42,537	46,141	35,077
Public Relations	79,607	84,245	83,807	86,972
Planning	539,688	707,010	909,838	724,586
Legal Services	328,654	366,503	339,119	348,352
Human Resources	243,269	271,979	260,510	267,597
Public Works Engineering	17,828	663,500	15,000	15,000
Facilities	302,274	288,935	350,778	309,249
Economic Development	65,309	72,278	68,753	71,681
Merit/Payroll Adjustment	-	103,608	-	101,106
Flood Mitigation/Studies	242,980	-	5,700	-
<b>General Government Subtotal</b>	<b>3,067,806</b>	<b>3,839,668</b>	<b>3,407,397</b>	<b>3,197,115</b>
<b>General Government CIP:</b>				
City Hall Space Re-use	156,530	-	1,390,937	-
<b>General Government Total</b>	<b>3,224,336</b>	<b>3,839,668</b>	<b>4,798,334</b>	<b>3,197,115</b>
<b>Total Before Transfers</b>	<b>25,881,794</b>	<b>28,205,905</b>	<b>28,997,603</b>	<b>28,190,610</b>

**GENERAL FUND, continued**

<b>FUND SUMMARY</b>	<b>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>TRANSFERS:</b>				
Transit Levy	1,465,939	1,510,691	1,510,691	1,578,344
Hotel/Motel Tax	1,750,924	1,545,000	1,650,000	1,650,000
Resource Recovery	452,862	452,862	452,862	452,862
Airport Construction	180,415	98,000	107,328	111,538
Information Technology	75,000	-	-	-
<b>Total Transfers</b>	<b>3,925,140</b>	<b>3,606,553</b>	<b>3,720,881</b>	<b>3,792,744</b>
<b>TOTAL EXPENSES</b>	<b>29,806,934</b>	<b>31,812,458</b>	<b>32,718,484</b>	<b>31,983,354</b>
Excess (Deficit) Revenues				
Over (Under) Expenses	178,736	-	(1,758,196)	-
Beginning Balance	8,135,450	6,558,631	8,314,186	6,555,990
Ending Balance	8,314,186	6,558,631	6,555,990	6,555,990
			Minimum fund balance target:	
			20% of expenses less pass-through transfers	5,751,002
			Unreserved fund balance	804,988

**SPECIAL REVENUE – LOCAL OPTION SALES TAX**

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>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>REVENUES:</b>				
Local Option Sales Tax:				
60% Property Tax Relief	3,993,213	4,273,413	3,989,169	4,273,413
40% Community Betterment	2,662,142	2,848,942	2,659,447	2,848,942
S.E. Entryway IDOT/DNR Grant	381,621	-	-	-
<b>Total Before Transfers</b>	<b>7,036,976</b>	<b>7,122,355</b>	<b>6,648,616</b>	<b>7,122,355</b>
<b>TRANSFERS:</b>				
Hotel/Motel Tax	100,153	88,286	94,286	94,286
<b>TOTAL REVENUES</b>	<b>7,137,129</b>	<b>7,210,641</b>	<b>6,742,902</b>	<b>7,216,641</b>
<b>EXPENSES:</b>				
<b>Public Safety CIP:</b>				
Fire	-	53,270	78,413	145,175
Police	7,486	-	54,240	-
Storm Warning System	-	-	-	40,000
Traffic	195,189	430,000	1,107,971	30,000
<b>Public Safety Total</b>	<b>202,675</b>	<b>483,270</b>	<b>1,240,624</b>	<b>215,175</b>
<b>Transportation CIP:</b>				
Streets/Engineering	100,000	-	-	-
Streets/Maintenance	23,228	100,000	368,606	100,000
<b>Transportation Total</b>	<b>123,228</b>	<b>100,000</b>	<b>368,606</b>	<b>100,000</b>
<b>Community Enrichment:</b>				
Human Services	966,328	1,184,786	1,184,786	1,139,227
Arts Services and Agencies	138,117	140,879	140,879	144,401
Public Art	19,508	33,500	50,632	33,500
Municipal Band	25,135	26,968	27,882	29,441
Human Services – City Staff	20,081	16,006	16,236	16,623
Merit/Payroll Adjustment	-	143	-	146
<b>Community Enrich. Subtotal</b>	<b>1,169,169</b>	<b>1,402,282</b>	<b>1,420,415</b>	<b>1,363,338</b>
<b>Community Enrich. CIP:</b>				
Parks and Recreation	734,276	469,000	1,430,413	866,500
Library	-	-	185,680	-
Cemetery	(1,220)	65,000	164,067	65,000
Neighborhood Improvement	7,945	50,000	50,000	50,000
Downtown Façade	29,450	50,000	120,550	50,000
<b>Community Enrichment Total</b>	<b>1,939,620</b>	<b>2,036,282</b>	<b>3,371,125</b>	<b>2,394,838</b>

**SPECIAL REVENUE – LOCAL OPTION SALES TAX, continued**

<b>FUND SUMMARY</b>	<b>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>General Government:</b>				
City Council Allocations	113,813	136,200	134,255	136,200
<b>General Government CIP:</b>				
Facilities	167,509	50,000	320,543	50,000
Southeast Entryway	470,690	-	-	-
<b>General Government Total</b>	<u>752,012</u>	<u>186,200</u>	<u>454,798</u>	<u>186,200</u>
<b>Total Before Transfers</b>	3,017,535	2,805,752	5,435,153	2,896,213
<b>TRANSFERS:</b>				
General Fund	3,993,213	4,273,413	3,989,169	4,273,413
Ames/ISU Ice Arena	20,000	20,000	20,000	20,000
<b>Total Transfers</b>	<u>4,013,213</u>	<u>4,293,413</u>	<u>4,009,169</u>	<u>4,293,413</u>
<b>TOTAL EXPENSES</b>	7,030,748	7,099,165	9,444,322	7,189,626
Excess (Deficit) Revenues				
Over (Under) Expenses	106,381	111,476	(2,701,420)	27,015
Beginning Balance	5,227,272	2,529,013	5,333,653	2,632,233
Ending Balance	<u>5,333,653</u>	<u>2,640,489</u>	<u>2,632,233</u>	<u>2,659,248</u>
			Reserved for Park Development	582,073
			Minimum fund balance target: 25% of expenses less 60% pass-through	<u>729,053</u>
			Unreserved fund balance	1,348,122

## 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>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>REVENUES:</b>				
Hotel/Motel Tax	1,750,924	1,545,000	1,650,000	1,650,000
<b>TOTAL REVENUES</b>	<b>1,750,924</b>	<b>1,545,000</b>	<b>1,650,000</b>	<b>1,650,000</b>
<b>EXPENSES:</b>				
<b>Community &amp; Economic Dev:</b>				
Convention & Visitors Bureau	1,250,160	1,103,571	1,178,571	1,178,571
Economic Development	145,493	150,000	150,000	150,000
Chamber of Commerce	2,110	2,010	2,110	2,110
AEDC/Buxton Retail Data	-	7,500	7,500	7,500
Historic Preservation	3,881	-	17,657	-
<b>Community &amp; Ec Dev Subtotal</b>	<b>1,401,644</b>	<b>1,263,081</b>	<b>1,355,838</b>	<b>1,338,181</b>
<b>Community &amp; Econ Dev CIP:</b>				
Downtown Façade Program	62,895	-	-	-
<b>Community &amp; Econ Dev Total</b>	<b>1,464,539</b>	<b>1,263,081</b>	<b>1,355,838</b>	<b>1,338,181</b>
<b>General Government:</b>				
Special Election	-	-	13,000	-
<b>Total Before Transfers</b>	<b>1,464,539</b>	<b>1,263,081</b>	<b>1,368,838</b>	<b>1,338,181</b>
<b>TRANSFERS:</b>				
General Fund	150,229	132,429	141,429	141,429
Local Option Sales Tax	100,153	88,286	94,286	94,286
<b>Total Transfers</b>	<b>250,382</b>	<b>220,715</b>	<b>235,715</b>	<b>235,715</b>
<b>TOTAL EXPENSES</b>	<b>1,714,921</b>	<b>1,483,796</b>	<b>1,604,553</b>	<b>1,573,896</b>
Excess (Deficit) Revenues Over (Under) Expenses	36,003	61,204	45,447	76,104
Beginning Balance	314,845	297,686	350,848	396,295
Ending Balance	350,848	358,890	396,295	472,399

**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 as an operating reserve.

<b>FUND SUMMARY</b>	<b>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>REVENUES:</b>				
Road Use Tax	5,717,206	5,690,122	5,690,122	5,805,989
<b>TOTAL REVENUES</b>	<b>5,717,206</b>	<b>5,690,122</b>	<b>5,690,122</b>	<b>5,805,989</b>
<b>EXPENSES:</b>				
<b>Public Safety:</b>				
Traffic Maintenance	694,977	719,592	748,489	766,058
Traffic Engineering	112,135	108,242	120,803	94,372
<b>Public Safety Subtotal</b>	<b>807,112</b>	<b>827,834</b>	<b>869,292</b>	<b>860,430</b>
<b>Public Safety CIP:</b>				
Traffic	397,062	450,000	1,139,689	432,000
<b>Public Safety Total</b>	<b>1,204,174</b>	<b>1,277,834</b>	<b>2,008,981</b>	<b>1,292,430</b>
<b>Transportation:</b>				
Street Surface Maintenance	1,500,114	1,600,232	1,599,495	1,629,510
Street Surface Cleaning	219,769	212,910	224,488	248,940
Snow and Ice Control	1,034,279	1,038,064	1,074,416	1,145,724
Right-of-Way Maintenance	566,421	602,019	604,683	614,289
<b>Transportation Subtotal</b>	<b>3,320,583</b>	<b>3,453,225</b>	<b>3,503,082</b>	<b>3,638,463</b>
<b>Transportation CIP:</b>				
Streets Engineering	265,837	710,000	1,412,166	930,000
Streets Maintenance	116,576	280,000	464,839	265,000
<b>Transportation Total</b>	<b>3,702,996</b>	<b>4,443,225</b>	<b>5,380,087</b>	<b>4,833,463</b>
<b>General Government:</b>				
Financial Services	10,974	11,755	11,202	11,568
Purchasing Services	14,254	14,878	12,584	13,294
Human Resources	31,790	35,543	32,844	33,738
Public Works Administration	88,344	92,737	93,509	94,863
Public Works Engineering	42,385	93,133	92,796	90,586
Facilities	22,928	23,271	24,863	24,912
Merit/Payroll Adjustment	-	7,314	-	7,505
<b>General Government Total</b>	<b>210,675</b>	<b>278,631</b>	<b>267,798</b>	<b>276,466</b>
<b>Total Before Transfers</b>	<b>5,117,845</b>	<b>5,999,690</b>	<b>7,656,866</b>	<b>6,402,359</b>



**SPECIAL REVENUE – ROAD USE TAX, continued:**

<b>FUND SUMMARY</b>	<b>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>TRANSFERS:</b>				
Fleet Services	12,376	20,000	20,852	30,625
<b>TOTAL EXPENSES</b>	<u>5,130,221</u>	<u>6,019,690</u>	<u>7,677,718</u>	<u>6,432,984</u>
Excess (Deficit) Revenues				
Over (Under) Expenses	586,985	(329,568)	(1,987,596)	(626,995)
Beginning Balance	<u>3,137,068</u>	<u>1,780,616</u>	<u>3,724,053</u>	<u>1,736,457</u>
Ending Balance	3,724,053	1,451,048	1,736,457	1,109,462

Minimum fund balance target:

10% of operating expenses 477,536

Unreserved fund balance 631,926

**SPECIAL REVENUE – PUBLIC SAFETY SPECIAL REVENUES**

This fund accounts for the revenues and expenses associated with Public Safety funds dedicated to specific purposes such as Police forfeiture funds, Police and Fire grants and donations, and Animal Shelter donations.

<b>FUND SUMMARY</b>	<b>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>REVENUES:</b>				
Police Forfeiture	21,292	-	3,000	-
Police Grants	156,803	3,690	89,369	-
Animal Shelter Donations	22,669	13,200	21,200	16,200
Miscellaneous Revenue	110	-	50	-
<b>TOTAL REVENUES</b>	<b>200,874</b>	<b>16,890</b>	<b>113,619</b>	<b>16,200</b>
<b>EXPENSES:</b>				
Police Forfeiture	23,570	-	9,000	-
Police Grants	145,543	-	89,369	-
Animal Control	10,426	9,900	34,006	37,690
Shared Use Path Improvements	-	-	17,054	-
Miscellaneous Public Safety	-	-	50	-
<b>TOTAL EXPENSES</b>	<b>179,539</b>	<b>9,900</b>	<b>149,479</b>	<b>37,690</b>
Excess (Deficit) Revenues Over (Under) Expenses	21,335	6,990	(35,860)	(21,490)
Beginning Balance	250,342	266,175	271,677	235,817
Ending Balance	271,677	273,165	235,817	214,327

**SPECIAL REVENUE – CITYWIDE 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>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>REVENUES:</b>				
Loan Repayments	9,884	-	9,000	-
<b>TOTAL REVENUES</b>	<b>9,884</b>	<b>-</b>	<b>9,000</b>	<b>-</b>
<b>EXPENSES:</b>				
Housing Programs	32,329	39,995	43,157	42,898
<b>TOTAL EXPENSES</b>	<b>32,329</b>	<b>39,995</b>	<b>43,157</b>	<b>42,898</b>
Excess (Deficit) Revenues Over (Under) Expenses	(22,445)	(39,995)	(34,157)	(42,898)
Beginning Balance	795,683	771,391	773,238	739,081
Ending Balance	<b>773,238</b>	<b>731,396</b>	<b>739,081</b>	<b>696,183</b>

**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>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>REVENUES:</b>				
Community Dev Block Grant	435,470	409,212	859,337	407,337
CDBG Administration	108,867	102,303	214,834	101,834
CDBG Ecosmart	14,129	-	-	-
Program Repayments	4,718	4,718	5,343	5,343
Sale of Homes	-	129,000	96,307	9,767
Miscellaneous Revenue	227	-	-	-
<b>TOTAL REVENUES</b>	<b>563,411</b>	<b>645,233</b>	<b>1,175,821</b>	<b>524,281</b>
<b>EXPENSES:</b>				
CDBG Programs	460,849	526,870	1,060,468	407,336
CDBG Administration	102,562	117,218	115,353	116,153
Merit/Payroll Adjustment	-	1,145	-	792
<b>TOTAL EXPENSES</b>	<b>563,411</b>	<b>645,233</b>	<b>1,175,821</b>	<b>524,281</b>
Excess (Deficit) Revenues Over (Under) Expenses	-	-	-	-
Beginning Balance	33,311	37,490	33,311	33,311
Ending Balance	33,311	37,490	33,311	33,311

**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 records TIF project expenditures and collects revenue for repayment of debt issued to fund TIF projects.

<b>FUND SUMMARY</b>	<b>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>REVENUES:</b>				
Property Taxes	180	10,866	10,866	37,866
Interest Revenue	(375)	-	-	-
<b>TOTAL REVENUES</b>	<b>(195)</b>	<b>10,866</b>	<b>10,866</b>	<b>37,866</b>
<b>EXPENSES:</b>				
<b>Transfers:</b>				
Debt Service	116,817	117,055	117,055	117,251
<b>TOTAL EXPENSES</b>	<b>116,817</b>	<b>117,055</b>	<b>117,055</b>	<b>117,251</b>
Excess (Deficit) Revenues				
Over (Under) Expenses	(117,012)	(106,189)	(106,189)	(79,385)
Beginning Balance	48,929	(67,310)	(68,083)	(174,272)
Ending Balance	(68,083)	(173,499)	(174,272)	(253,657)

**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>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>REVENUES:</b>				
Property Taxes	1,570,691	1,748,237	1,748,237	1,838,366
Utility Excise Tax	4,296	4,258	4,258	5,049
State Replacement Tax	-	-	-	37,828
<b>TOTAL REVENUES</b>	<b>1,574,987</b>	<b>1,752,495</b>	<b>1,752,495</b>	<b>1,881,243</b>
<b>EXPENSES:</b>				
<b>Transfers:</b>				
General Fund	1,574,987	1,752,495	1,752,495	1,881,243
<b>TOTAL EXPENSES</b>	<b>1,574,987</b>	<b>1,752,495</b>	<b>1,752,495</b>	<b>1,881,243</b>
Excess (Deficit) Revenues				
Over (Under) Expenses	-	-	-	-
Beginning Balance	-	-	-	-
Ending Balance	-	-	-	-

**SPECIAL REVENUE – FIRE/POLICE PENSION**

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 13/14 required contribution rate increased to 30.12% of payroll.

<b>FUND SUMMARY</b>	<b>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>REVENUES:</b>				
Interest Revenue	(1,149)	5,000	8,000	8,000
<b>TOTAL REVENUES</b>	<b>(1,149)</b>	<b>5,000</b>	<b>8,000</b>	<b>8,000</b>
<b>EXPENSES:</b>				
Finance Services	12,687	13,195	13,080	13,477
<b>TRANSFERS:</b>				
General Fund	156,015	370,000	370,000	300,000
<b>TOTAL EXPENSES</b>	<b>168,702</b>	<b>383,195</b>	<b>383,080</b>	<b>313,477</b>
Excess (Deficit) Revenues				
Over (Under) Expenses	(169,851)	(378,195)	(375,080)	(305,477)
Beginning Balance	1,365,913	1,163,307	1,196,062	820,982
Ending Balance	1,196,062	785,112	820,982	515,505

**SPECIAL REVENUE – FEMA/2010 WIND AND FLOOD**

This fund accounts for revenues received from the Federal Emergency Management Agency (FEMA) for expenses related to the 2010 flood.

<b>FUND SUMMARY</b>	<b>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>REVENUES:</b>				
FEMA	295,792	-	601,131	-
<b>TOTAL REVENUES</b>	<b>295,792</b>	<b>-</b>	<b>601,131</b>	<b>-</b>
<b>EXPENSES:</b>				
2010 Wind and Flood	588,467	-	-	-
<b>TOTAL EXPENSES</b>	<b>588,467</b>	<b>-</b>	<b>-</b>	<b>-</b>
Excess (Deficit) Revenues				
Over (Under) Expenses	(292,675)	-	601,131	-
Beginning Balance	(308,456)	-	(601,131)	-
Ending Balance	(601,131)	-	-	-

## SPECIAL REVENUE – PARKS AND RECREATION SPECIAL REVENUES

This fund is used to account for revenues to be used for specific park improvements or recreation programs.

<b>FUND SUMMARY</b>	<b>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>REVENUES:</b>				
Interest Revenue	(817)	250	13,750	13,750
Farm Land Rental	3,050	-	3,050	3,050
DZ Triangle Donations	2,800	-	-	-
Winakor Donation	59,438	-	-	-
Moore Park Play Equipment	7,710	-	-	-
Wellmark 3-Point Play	-	20,000	20,000	-
Miscellaneous Donations	1,500	-	-	-
<b>TOTAL REVENUES</b>	<b>73,681</b>	<b>20,250</b>	<b>36,800</b>	<b>16,800</b>
<b>EXPENSES:</b>				
Park Improvements	3,551	-	963	-
Adams Greenway	-	-	3,549	-
DZ Triangle	4,185	-	-	-
Moore Park Play Equipment	7,520	-	-	-
Park Exercise Equipment	-	20,000	20,000	-
<b>TOTAL EXPENSES</b>	<b>15,256</b>	<b>20,000</b>	<b>24,512</b>	<b>-</b>
Excess (Deficit) Revenues Over (Under) Expenses	58,425	250	12,288	16,800
Beginning Balance	1,776,802	1,800,955	1,835,227	1,847,515
Ending Balance	1,835,227	1,801,205	1,847,515	1,864,315

**SPECIAL REVENUE – DON AND RUTH FURMAN AQUATIC CENTER CONSTRUCTION**

This fund reflects donations for the construction of a new aquatics facility. Two one million dollar gifts were used for the construction of a 50-meter multipurpose pool and other enhancements. In FY 13/14, the remainder of the fund will be used for aquatics facility improvements and the fund will be closed.

<b>FUND SUMMARY</b>	<b>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>REVENUES:</b>				
Interest Revenue	(60)	-	-	-
<b>TOTAL REVENUES</b>	<b>(60)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENSES:</b>				
Aquatic Center Improvements	9,370	-	7,724	-
<b>TOTAL EXPENSES</b>	<b>9,370</b>	<b>-</b>	<b>7,724</b>	<b>-</b>
Excess (Deficit) Revenues Over (Under) Expenses	(9,430)	-	(7,724)	-
Beginning Balance	17,154	-	7,724	-
Ending Balance	7,724	-	-	-



## SPECIAL REVENUE – LIBRARY FRIENDS FOUNDATION

This fund is used to account for donations received from the Library Friends Foundation in support of specific Library activities or projects.

<b>FUND SUMMARY</b>	<b>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>REVENUES:</b>				
Friends Foundation	61,110	50,000	87,097	50,000
Library Renovation Donations	430,000	540,000	270,000	-
Interest Revenue	605	-	-	-
<b>TOTAL REVENUES</b>	<b>491,715</b>	<b>590,000</b>	<b>357,097</b>	<b>50,000</b>
<b>EXPENSES:</b>				
Administration	768	-	500	500
Collections	2,800	-	2,015	1,000
Youth Services	5,858	-	7,320	7,000
Information Services	3,155	-	6,386	5,800
Opening Day Collection	-	-	20,408	-
Library Renovation Project	43,192	534,000	857,837	-
<b>Total Before Transfers</b>	<b>55,773</b>	<b>534,000</b>	<b>894,466</b>	<b>14,300</b>
<b>TRANSFERS:</b>				
Library Donations	50,331	50,000	53,389	35,700
<b>TOTAL EXPENSES</b>	<b>106,104</b>	<b>584,000</b>	<b>947,855</b>	<b>50,000</b>
Excess (Deficit) Revenues Over (Under) Expenses	385,611	6,000	(590,758)	-
Beginning Balance	207,451	1,699	593,062	2,304
Ending Balance	593,062	7,699	2,304	2,304

## SPECIAL REVENUE – LIBRARY DONATIONS AND GRANTS

This fund accounts for general donations and grants to the Library designated for specific purposes.

<b>FUND SUMMARY</b>	<b>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>REVENUES:</b>				
Interest Revenue	(2,037)	400	400	-
Donations	5,004	2,000	2,000	2,000
Project Smyles Donations	8,077	3,000	2,000	2,000
Library Direct State Aid	11,722	10,000	13,385	12,000
Kinney-Lindstom Grant	15,000	-	-	-
Miscellaneous Revenue	3,311	-	500	-
<b>Total Before Transfers</b>	<b>41,077</b>	<b>15,400</b>	<b>18,285</b>	<b>16,000</b>
<b>TRANSFERS:</b>				
Library Friends Foundation	50,331	50,000	53,389	35,700
<b>TOTAL REVENUES</b>	<b>91,408</b>	<b>65,400</b>	<b>71,674</b>	<b>51,700</b>
<b>EXPENSES:</b>				
Collection and Donations	3,971	2,000	2,000	2,367
Children's Theater	15	-	-	-
Books for Babies	4,567	4,500	4,431	4,500
Project Smyles	67,983	70,950	69,093	69,225
American Civil War Program	67	-	-	-
Library Renovation Project	414,821	60,000	209,882	-
<b>TOTAL EXPENSES</b>	<b>491,424</b>	<b>137,450</b>	<b>285,406</b>	<b>76,092</b>
Excess (Deficit) Revenues Over (Under) Expenses	(400,016)	(72,050)	(213,732)	(24,392)
Beginning Balance	715,749	156,971	315,733	102,001
Ending Balance	315,733	84,921	102,001	77,609

**SPECIAL REVENUE – UTILITY ASSISTANCE**

This fund accounts for donations received through Utility Customer Service that are designated for utility payment assistance.

<b>FUND SUMMARY</b>	<b>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>REVENUES:</b>				
Project Share Donations	18,744	19,800	17,900	17,900
Alternative Energy Donations	504	-	-	-
<b>TOTAL REVENUES</b>	<b>19,248</b>	<b>19,800</b>	<b>17,900</b>	<b>17,900</b>
<b>EXPENSES:</b>				
Utility Assistance	19,049	19,800	17,900	17,900
<b>TOTAL EXPENSES</b>	<b>19,049</b>	<b>19,800</b>	<b>17,900</b>	<b>17,900</b>
Excess (Deficit) Revenues Over (Under) Expenses	199	-	-	-
Beginning Balance	9,216	9,216	9,415	9,415
Ending Balance	9,415	9,216	9,415	9,415

**SPECIAL REVENUE – PUBLIC ART DONATIONS**

This fund accounts for donations received that are designated for Public Art.

<b>FUND SUMMARY</b>	<b>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>REVENUES:</b>				
Donations	87	-	-	-
<b>TOTAL REVENUES</b>	<b>87</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENSES:</b>				
Public Art	13	-	-	-
<b>TOTAL EXPENSES</b>	<b>13</b>	<b>-</b>	<b>-</b>	<b>-</b>
Excess (Deficit) Revenues Over (Under) Expenses	74	-	-	-
Beginning Balance	45	45	119	119
Ending Balance	119	45	119	119

## 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>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>REVENUES:</b>				
Interest Revenue	(24)	-	-	-
<b>TOTAL REVENUES</b>	<b>(24)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENSES:</b>				
Oakwood Road Path	-	-	5,500	-
<b>TOTAL EXPENSES</b>	<b>-</b>	<b>-</b>	<b>5,500</b>	<b>-</b>
Excess (Deficit) Revenues Over (Under) Expenses	(24)	-	(5,500)	-
Beginning Balance	149,216	143,916	149,192	143,692
Ending Balance	149,192	143,916	143,692	143,692

## 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>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>REVENUES:</b>				
Loan Repayments	46,857	-	26,047	17,798
<b>TOTAL REVENUES</b>	<b>46,857</b>	<b>-</b>	<b>26,047</b>	<b>17,798</b>
<b>EXPENSES:</b>				
Community Investment Fund	17,500	-	-	-
<b>TOTAL EXPENSES</b>	<b>17,500</b>	<b>-</b>	<b>-</b>	<b>-</b>
Excess (Deficit) Revenues Over (Under) Expenses	29,357	-	26,047	17,798
Beginning Balance	551,999	527,123	581,356	607,403
Ending Balance	581,356	527,123	607,403	625,201

**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.

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>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>REVENUES:</b>				
Sale of Cemetery Lots	14,703	10,500	10,500	10,500
<b>TOTAL REVENUES</b>	<b>14,703</b>	<b>10,500</b>	<b>10,500</b>	<b>10,500</b>
<b>EXPENSES:</b>				
None	-	-	-	-
<b>TOTAL EXPENSES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Excess (Deficit) Revenues Over (Under) Expenses	14,703	10,500	10,500	10,500
Beginning Balance	890,716	902,216	905,419	915,919
Ending Balance	905,419	912,716	915,919	926,419

**PERMANENT FUND – DONALD AND RUTH FURMAN AQUATIC CENTER TRUST**

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>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>REVENUES:</b>				
Interest Revenue	(588)	5,000	8,000	8,000
<b>TOTAL REVENUES</b>	<b>(588)</b>	<b>5,000</b>	<b>8,000</b>	<b>8,000</b>
<b>EXPENSES:</b>				
None	-	-	-	-
<b>TOTAL EXPENSES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Excess (Deficit) Revenues Over (Under) Expenses	(588)	5,000	8,000	8,000
Beginning Balance	1,089,682	1,098,382	1,089,094	1,097,094
Ending Balance	1,089,094	1,103,382	1,097,094	1,105,094

## DEBT SERVICE

This fund accounts for payment of principal and interest on general obligation bonds. Iowa State University participates in the repayment of bonds issued to fund Fire capital acquisitions. The available fund balance will be used to reduce future debt service.

<b>FUND SUMMARY</b>	<b>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>REVENUES:</b>				
Property Taxes	7,835,870	8,353,471	8,353,471	8,412,305
Excise Tax	21,434	20,381	20,381	23,060
State Replacement Tax	-	-	-	172,981
Iowa State University	48,051	48,324	48,234	14,989
Proceeds from Bonds	2,090,000	-	-	-
Interest Revenue	2,060	30,000	30,000	30,000
Miscellaneous Revenue	159,310	-	-	-
<b>Total Before Transfers</b>	<b>10,156,725</b>	<b>8,452,176</b>	<b>8,452,176</b>	<b>8,653,335</b>
<b>TRANSFERS:</b>				
TIF South Bell	116,817	117,055	117,055	117,251
G.O. Bond Funds	248,132	-	-	-
Special Assessments	248,627	247,348	247,348	441,075
Water Utility Fund	388,545	396,637	396,637	393,086
Sewer Utility Fund	61,627	66,787	66,787	65,787
Resource Recovery	-	132,131	132,131	160,438
<b>Total Transfers</b>	<b>1,063,748</b>	<b>959,958</b>	<b>959,958</b>	<b>1,177,637</b>
<b>TOTAL REVENUES</b>	<b>11,220,473</b>	<b>9,412,134</b>	<b>9,412,134</b>	<b>9,830,972</b>
<b>EXPENSES:</b>				
G.O. Bond Principal	10,055,000	8,102,495	8,125,000	7,743,345
G.O. Bond Interest	1,549,634	2,029,636	1,957,599	2,057,628
G.O. Bond Costs	14,556	-	-	-
<b>TOTAL EXPENSES</b>	<b>11,619,190</b>	<b>10,132,131</b>	<b>10,082,599</b>	<b>9,800,973</b>
Excess (Deficit) Revenues				
Over (Under) Expenses	(398,717)	(719,997)	(670,465)	29,999
Beginning Balance	1,658,923	1,241,725	1,260,206	589,741
Ending Balance	1,260,206	521,728	589,741	619,740

## CAPITAL PROJECTS – SPECIAL ASSESSMENTS

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.

<b>FUND SUMMARY</b>	<b>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>REVENUES:</b>				
Assessments	335,049	225,000	247,348	441,075
<b>TOTAL REVENUES</b>	<b>335,049</b>	<b>225,000</b>	<b>247,348</b>	<b>441,075</b>
<b>EXPENSES:</b>				
<b>Utilities CIP:</b>				
Woodview Drive Utilities	7,447	-	346,694	-
<b>Utilities Total</b>	<b>7,447</b>	<b>-</b>	<b>346,694</b>	<b>-</b>
<b>General Government:</b>				
Finance Services	4,654	5,022	4,700	4,854
<b>General Government CIP:</b>				
Southeast Entryway	138,545	-	9,455	-
<b>General Government Total</b>	<b>143,199</b>	<b>5,022</b>	<b>14,155</b>	<b>4,854</b>
<b>Total Before Transfers</b>	<b>150,646</b>	<b>5,022</b>	<b>360,849</b>	<b>4,854</b>
<b>TRANSFERS:</b>				
Debt Service	248,627	247,348	247,348	441,075
<b>TOTAL EXPENSES</b>	<b>399,273</b>	<b>252,370</b>	<b>608,197</b>	<b>445,929</b>
Excess (Deficit) Revenues				
Over (Under) Expenses	(64,224)	(27,370)	(360,849)	(4,854)
Beginning Balance	54,187	(27,308)	(10,037)	(370,886)
Ending Balance	(10,037)	(54,678)	(370,886)	(375,740)

## 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.

<b>FUND SUMMARY</b>	<b>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>REVENUES:</b>				
MPO/STP/IDOT Funds	1,119,426	1,863,000	3,556,858	1,752,000
Federal Earmark/Grand Avenue	38,744	-	-	-
Story County	-	-	219,000	-
Developer Contributions	48,133	-	242,550	-
Recreation Trail Grant	-	-	25,000	-
Miscellaneous Revenue	2,464	-	-	-
<b>TOTAL REVENUES</b>	<b>1,208,767</b>	<b>1,863,000</b>	<b>4,043,408</b>	<b>1,752,000</b>
<b>EXPENSES:</b>				
<b>Public Safety CIP:</b>				
Traffic	334,894	680,000	1,504,376	70,000
<b>Public Safety Total</b>	<b>334,894</b>	<b>680,000</b>	<b>1,504,376</b>	<b>70,000</b>
<b>Transportation CIP:</b>				
Streets/Engineering	867,720	1,183,000	2,440,831	1,682,000
<b>Transportation Total</b>	<b>867,720</b>	<b>1,183,000</b>	<b>2,440,831</b>	<b>1,682,000</b>
<b>General Government:</b>				
Purchasing Services	12,272	13,585	11,490	11,791
<b>General Government Total</b>	<b>12,272</b>	<b>13,585</b>	<b>11,490</b>	<b>11,791</b>
<b>TOTAL EXPENSES</b>	<b>1,214,886</b>	<b>1,876,585</b>	<b>3,956,697</b>	<b>1,763,791</b>
Excess (Deficit) Revenues Over (Under) Expenses	(6,119)	(13,585)	86,711	(11,791)
Beginning Balance	222,360	54,305	216,241	302,952
Ending Balance	216,241	40,720	302,952	291,161



## 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.

<b>FUND SUMMARY</b>	<b>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>REVENUES:</b>				
FAA Funding	281,186	-	854,588	-
<b>Total Before Transfers</b>	<b>281,186</b>	<b>-</b>	<b>854,588</b>	<b>-</b>
<b>TRANSFERS:</b>				
General Fund	180,415	98,000	107,328	111,538
<b>Total Transfers</b>	<b>180,415</b>	<b>98,000</b>	<b>107,328</b>	<b>111,538</b>
<b>TOTAL REVENUES</b>	<b>461,601</b>	<b>98,000</b>	<b>961,916</b>	<b>111,538</b>
<b>EXPENSES:</b>				
<b>Transportation CIP:</b>				
Airport	339,057	-	925,131	-
<b>Transportation Total</b>	<b>339,057</b>	<b>-</b>	<b>925,131</b>	<b>-</b>
<b>TOTAL EXPENSES</b>	<b>339,057</b>	<b>-</b>	<b>925,131</b>	<b>-</b>
Excess (Deficit) Revenues Over (Under) Expenses	122,544	98,000	36,785	111,538
Beginning Balance	140,024	92,896	262,568	299,353
Ending Balance	262,568	190,896	299,353	410,891

**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>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>REVENUES:</b>				
ARRA Energy Block Grant	24,627	-	-	-
<b>TOTAL REVENUES</b>	<u>24,627</u>	-	-	-
<b>EXPENSES:</b>				
None				
<b>TOTAL EXPENSES</b>	<u>-</u>	-	-	-
Excess (Deficit) Revenues Over (Under) Expenses	24,627	-	-	-
Beginning Balance	(24,627)	-	-	-
Ending Balance	<u>-</u>	-	-	-

## CAPITAL PROJECTS – VARIOUS CONSTRUCTION GRANTS

This fund accounts for various construction grants.

<b>FUND SUMMARY</b>	<b>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>REVENUES:</b>				
EECBG Energy Grants	49,865	-	-	-
EOC Grant	60,000	-	534,000	-
<b>TOTAL REVENUES</b>	<b>109,865</b>	<b>-</b>	<b>534,000</b>	<b>-</b>
<b>EXPENSES:</b>				
<b>Utilities CIP:</b>				
Resource Recovery	24,315	-	-	-
Water Operations	17,550	-	-	-
Electric Services	8,000	-	-	-
<b>Utilities Total</b>	<b>49,865</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>General Government CIP:</b>				
Facilities/EOC	230,040	-	363,960	-
<b>General Government Total</b>	<b>230,040</b>	<b>-</b>	<b>363,960</b>	<b>-</b>
<b>TOTAL EXPENSES</b>	<b>279,905</b>	<b>-</b>	<b>363,960</b>	<b>-</b>
Excess (Deficit) Revenues Over (Under) Expenses	(170,040)	-	(170,040)	-
Beginning Balance	-	-	(170,040)	-
Ending Balance	(170,040)	-	-	-

## 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.

FUND SUMMARY	2012/13 ACTUAL	2013/14 ADOPTED	2013/14 ADJUSTED	2014/15 MGR REC
<b>REVENUES:</b>				
Bond Proceeds	34,310,677	21,034,370	-	9,540,000
Interest Revenue	37,512	-	50,000	-
<b>TOTAL REVENUES</b>	<b>34,348,189</b>	<b>21,034,370</b>	<b>50,000</b>	<b>9,540,000</b>
<b>EXPENSES:</b>				
<b>Public Safety CIP:</b>				
Traffic	252,480	-	149,296	-
<b>Public Safety Total</b>	<b>252,480</b>	<b>-</b>	<b>149,296</b>	<b>-</b>
<b>Utilities CIP:</b>				
Resource Recovery	-	1,355,370	1,355,370	-
Water Distribution	24,151	-	678,849	-
Sanitary Sewer	29,873	-	668,127	-
Storm Sewer	74,238	203,063	1,094,710	300,000
<b>Utilities Total</b>	<b>128,262</b>	<b>1,558,433</b>	<b>3,797,056</b>	<b>300,000</b>
<b>Transportation CIP:</b>				
Streets/Engineering	5,020,973	6,200,000	14,238,928	9,060,000
Streets/Maintenance	-	-	-	180,000
<b>Transportation Total</b>	<b>5,020,973</b>	<b>6,200,000</b>	<b>14,238,928</b>	<b>9,240,000</b>
<b>Community Enrichment:</b>				
Library	2,773,772	13,479,000	15,208,044	-
Parks and Recreation	9,136	-	-	-
<b>Community Enrichment Total</b>	<b>2,782,908</b>	<b>13,479,000</b>	<b>15,208,044</b>	<b>-</b>
<b>General Government:</b>				
Accounting Services	2,400	2,400	2,400	2,400
Purchasing Services	59,767	63,651	53,835	56,305
<b>General Government CIP:</b>				
Facilities	(5,078)	-	-	-
<b>General Government Total</b>	<b>57,089</b>	<b>66,051</b>	<b>56,235</b>	<b>58,705</b>
<b>Debt Service:</b>				
Bond Costs	359,875	-	-	-
<b>Debt Service Total</b>	<b>359,875</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Before Transfers</b>	<b>8,601,587</b>	<b>21,303,484</b>	<b>33,449,559</b>	<b>9,598,705</b>

**CAPITAL PROJECTS – BOND PROCEEDS, continued**

<b>FUND SUMMARY</b>	<b>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>TRANSFERS:</b>				
Debt Service	248,132	-	-	-
<b>Total Transfers</b>	<u>248,132</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL EXPENSES</b>	<u>8,849,719</u>	<u>21,303,484</u>	<u>33,449,559</u>	<u>9,598,705</u>
Excess (Deficit) Revenues				
Over (Under) Expenses	25,498,470	(269,114)	(33,399,559)	(58,705)
Beginning Balance	<u>6,126,047</u>	<u>676,582</u>	<u>31,624,517</u>	<u>(1,775,042)</u>
Ending Balance	31,624,517	407,468	(1,775,042)	(1,833,747)

The fund balance in the 2013/14 adjusted budget is in a deficit because bonds originally budgeted to be issued in 2013/14 for Water, Sewer, and Resource Recovery projects were issued in 2012/13 and are reflected in the fund balances of those funds. The project expenses are still budgeted in the bond funds for 2013/14, but will be transferred to the appropriate enterprise fund at the end of 2013/14.

## 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.

<b>FUND SUMMARY</b>	<b>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>REVENUES:</b>				
Metered Sales	8,100,099	8,421,500	8,601,655	8,551,055
Contract Sales	809,379	723,000	546,000	1,204,000
Fees/Service Charges	126,719	81,864	158,695	165,344
Internal Service Charges	-	70,000	-	-
Interest Revenue	4,828	70,000	100,000	100,000
Cell Tower Lease	18,251	18,520	18,520	18,520
Farm Land Rental	21,060	21,913	23,600	23,600
Sprint PCS Land Rental	33,120	33,534	33,534	35,604
USDA Repayment	456,960	-	130,960	-
IDNR Low Head Dam Grant	-	125,000	125,000	-
Miscellaneous Revenue	21,255	25,000	23,500	24,000
<b>TOTAL REVENUES</b>	<b>9,591,671</b>	<b>9,590,331</b>	<b>9,761,464</b>	<b>10,122,123</b>
<b>EXPENSES:</b>				
<b>Utilities:</b>				
Administration	643,512	659,458	675,417	665,999
Production	329,942	370,066	365,816	372,567
Treatment	1,630,228	1,631,327	1,622,410	1,634,640
Pumping	272,854	333,773	339,082	298,377
Metering/Cross Connection	414,059	448,472	452,523	461,577
Laboratory	172,702	190,204	188,208	197,567
Water Distribution	827,711	786,456	803,270	803,094
Utility Locating	70,782	83,187	79,051	86,039
Customer Service	362,436	389,172	381,025	393,890
<b>Utilities Subtotal</b>	<b>4,724,226</b>	<b>4,892,115</b>	<b>4,906,802</b>	<b>4,913,750</b>
<b>Utilities CIP:</b>				
Water Operations	334,442	633,000	622,018	1,080,000
Water Distribution	507,961	975,000	2,268,294	975,000
<b>Utilities Total</b>	<b>5,566,629</b>	<b>6,500,115</b>	<b>7,797,114</b>	<b>6,968,750</b>
<b>Transportation CIP:</b>				
Right-of-Way Restoration	-	-	-	40,000
	-	-	-	40,000
<b>General Government:</b>				
City Clerk	15,825	15,938	16,284	16,660
City Manager	69,544	70,639	69,542	71,178
Financial Services	120,747	126,043	121,265	124,934
Purchasing Services	31,261	32,509	27,496	29,100
Public Relations	15,922	16,849	16,762	17,394
Legal Services	60,050	61,640	56,883	58,461

**ENTERPRISE – WATER UTILITY, continued**

<b>FUND SUMMARY</b>	<b>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>General Government, cont.</b>				
Human Resources	30,298	33,874	31,579	32,438
Public Works Administration	88,343	92,737	92,873	94,158
Public Works Engineering	163,719	290,399	223,444	216,283
Facilities	18,913	19,196	20,510	20,550
Sustainability Coordinator	6,250	6,250	6,250	6,250
Merit/Payroll Adjustment	-	9,562	-	9,644
<b>General Government Total</b>	<b>620,872</b>	<b>775,636</b>	<b>682,888</b>	<b>697,050</b>
<b>Total Before Transfers</b>	<b>6,187,501</b>	<b>7,275,751</b>	<b>8,480,002</b>	<b>7,705,800</b>
<b>TRANSFERS:</b>				
Debt Service	388,545	396,637	396,637	393,086
Fleet Services	12,376	20,000	20,852	30,625
<b>Total Transfers</b>	<b>400,921</b>	<b>416,637</b>	<b>417,489</b>	<b>423,711</b>
<b>TOTAL EXPENSES</b>	<b>6,588,422</b>	<b>7,692,388</b>	<b>8,897,491</b>	<b>8,129,511</b>
Excess (Deficit) Revenues				
Over (Under) Expenses	3,003,249	1,897,943	863,973	1,992,612
Beginning Balance	10,431,502	10,316,857	13,434,751	14,298,724
Ending Balance	13,434,751	12,214,800	14,298,724	16,291,336

Minimum fund balance target:  
10% of operating expenses 561,080

Unreserved fund balance 15,730,256

**ENTERPRISE – WATER CONSTRUCTION**

This fund accounts for revenue and expenditures for certain major projects of the water utility.

<b>FUND SUMMARY</b>	<b>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>REVENUES:</b>				
State Revolving Loan Fund	3,372,549	3,913,000	4,200,000	26,714,000
<b>TOTAL REVENUES</b>	<u>3,372,549</u>	<u>3,913,000</u>	<u>4,200,000</u>	<u>26,714,000</u>
<b>EXPENSES:</b>				
<b>Utilities CIP:</b>				
Water Plant Expansion	2,131,365	3,913,000	4,200,000	26,714,000
<b>TOTAL EXPENSES</b>	<u>2,131,365</u>	<u>3,913,000</u>	<u>4,200,000</u>	<u>26,714,000</u>
Excess (Deficit) Revenues Over (Under) Expenses	1,241,184	-	-	-
Beginning Balance	(891,941)	716,274	349,243	349,243
Ending Balance	<u>349,243</u>	<u>716,274</u>	<u>349,243</u>	<u>349,243</u>



## ENTERPRISE – SEWER UTILITY

This fund accounts for the operation of a municipally owned sewer utility, which provides services to residents of the City and some contiguous areas.

<b>FUND SUMMARY</b>	<b>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>REVENUES:</b>				
Customer Billings	5,699,956	5,855,100	6,247,900	6,711,500
Contract Sales	741,095	1,005,900	1,075,300	1,155,800
Fees/Service Charges	38,700	8,600	21,500	21,500
Internal Service Charges	-	26,000	-	-
Interest Revenue	(4,444)	40,000	40,000	35,000
Farm Land Income	154,700	125,000	147,000	147,000
Flood Warning System	13,806	15,725	16,676	12,240
USDA Repayment	383,040	-	109,776	-
Miscellaneous Revenue	9	-	-	-
<b>TOTAL REVENUES</b>	<b>7,026,862</b>	<b>7,076,325</b>	<b>7,658,152</b>	<b>8,083,040</b>
<b>EXPENSES:</b>				
<b>Utilities:</b>				
Administration	747,313	779,475	775,641	788,676
Plant Maintenance	647,349	820,052	831,298	800,316
Plant Operations	1,153,504	1,210,551	1,211,037	1,251,568
Metering/Cross Connection	278,194	303,769	306,543	310,451
Laboratory	320,731	353,235	348,554	366,909
Sanitary Sewer System	413,318	475,256	441,749	510,443
Utility Locating	41,565	50,093	47,753	49,026
Customer Service	332,515	356,462	350,145	362,655
<b>Utilities Subtotal</b>	<b>3,934,489</b>	<b>4,348,893</b>	<b>4,312,720</b>	<b>4,440,044</b>
<b>Utilities CIP:</b>				
Water Pollution Control	1,778,242	2,164,000	3,440,185	1,667,000
Sanitary Sewer	1,813,569	225,000	1,398,629	225,000
<b>Utilities Total</b>	<b>7,526,300</b>	<b>6,737,893</b>	<b>9,151,534</b>	<b>6,332,044</b>
<b>General Government:</b>				
City Clerk	15,825	15,938	16,284	16,660
City Manager	69,544	70,639	69,542	71,178
Financial Services	98,924	102,463	99,333	102,280
Purchasing Services	14,657	15,479	13,092	13,749
Public Relations	15,922	16,849	16,762	17,394
Legal Services	60,050	61,640	56,883	58,461
Human Resources	26,593	29,732	27,667	28,420
Public Works Administration	88,343	92,736	92,873	94,159
Public Works Engineering	183,783	228,957	197,502	186,317
Facilities	14,114	14,325	15,305	15,335
Sustainability Coordinator	6,250	6,250	6,250	6,250
Merit/Payroll Adjustment	-	9,560	-	9,613
<b>General Government Total</b>	<b>594,005</b>	<b>664,568</b>	<b>611,493</b>	<b>619,816</b>

**ENTERPRISE – SEWER UTILITY**

<b>FUND SUMMARY</b>	<b>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>Total Before Transfers</b>	8,120,305	7,402,461	9,763,027	6,951,860
<b>TRANSFERS:</b>				
Debt Service	61,627	66,787	66,787	65,787
Sewer Improvements	3,603	-	-	-
Fleet Services	12,376	20,000	20,852	30,625
<b>Total Transfers</b>	77,606	86,787	87,639	96,412
<b>TOTAL EXPENSES</b>	8,197,911	7,489,248	9,850,666	7,048,272
Excess (Deficit) Revenues				
Over (Under) Expenses	(1,171,049)	(412,923)	(2,192,514)	1,034,768
Beginning Balance	5,689,892	1,637,542	4,518,843	2,326,329
Ending Balance	4,518,843	1,224,619	2,326,329	3,361,097
			Minimum fund balance target:	
			10% of operating expenses	505,986
			Unreserved fund balance	2,855,111

**ENTERPRISE – SEWER IMPROVEMENTS**

This fund accounts for revenue and expenditures for certain major projects of the sanitary sewer utility.

<b>FUND SUMMARY</b>	<b>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>REVENUES:</b>				
State Revolving Loan Fund	400,465	5,635,000	7,225,529	4,953,000
<b>TOTAL REVENUES</b>	<b>400,465</b>	<b>5,635,000</b>	<b>7,225,529</b>	<b>4,953,000</b>
<b>EXPENSES:</b>				
<b>Utilities CIP:</b>				
Water Pollution Control	249,940	2,365,000	3,955,529	1,683,000
Sanitary Sewer	-	3,270,000	3,270,000	3,270,000
<b>TOTAL EXPENSES</b>	<b>249,940</b>	<b>5,635,000</b>	<b>7,225,529</b>	<b>4,953,000</b>
Excess (Deficit) Revenues Over (Under) Expenses	150,525	-	-	-
Beginning Balance	-	310,053	150,525	150,525
Ending Balance	150,525	310,053	150,525	150,525

**ENTERPRISE – SEWER SINKING**

This fund is used to account for State Revolving Fund (SRF) loan payments for sewer utility projects financed with SRF funding.

<b>FUND SUMMARY</b>	<b>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>REVENUES:</b>				
<b>Transfers:</b>				
Sewer Operations	3,603	-	-	-
<b>TOTAL REVENUES</b>	<b>3,603</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENSES:</b>				
<b>Debt Service:</b>				
SRF Loan Payments	3,019	-	-	-
<b>TOTAL EXPENSES</b>	<b>3,019</b>	<b>-</b>	<b>-</b>	<b>-</b>
Excess (Deficit) Revenues Over (Under) Expenses	584	-	-	-
Beginning Balance	-	-	584	584
Ending Balance	584	-	584	584

## 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.

<b>FUND SUMMARY</b>	<b>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>REVENUES:</b>				
Metered Sales	52,461,248	54,165,000	54,165,000	53,500,000
Other Power Sales	1,218,927	1,300,000	1,300,000	1,150,000
ISU/Interconnection Project	1,335,897	464,360	1,294,060	67,500
ISU/Transmission System	63,285	80,000	80,000	60,000
ISU/Wind Purchases	968,757	1,000,000	1,000,000	1,000,000
Street Lights	652,346	720,000	720,000	720,000
Security Lighting Rental	116,618	125,000	125,000	125,000
Subdivision Construction	40,413	100,000	100,000	100,000
Fees/Service Charges	211,181	473,500	473,500	82,500
Interest Revenue	(49,895)	325,000	325,000	175,000
Fly Ash Sales	30,851	-	30,000	30,000
Renewable Energy Credits	64,389	52,000	52,000	54,000
Proceeds from Bonds	-	-	-	23,000,000
Miscellaneous Revenue	313,262	350,000	388,000	238,000
<b>TOTAL REVENUES</b>	<b>57,427,279</b>	<b>59,154,860</b>	<b>60,052,560</b>	<b>80,302,000</b>
<b>EXPENSES:</b>				
<b>Utilities:</b>				
Administration	1,392,937	1,151,883	1,130,342	1,146,430
Production	10,576,108	10,823,934	12,235,929	10,778,602
Fuel/Purchased Power	28,479,468	30,962,505	29,495,300	30,810,788
Distribution/Operations	2,381,812	2,936,185	3,173,285	3,058,527
Distribution/Improvements	1,796,819	2,132,200	2,110,226	2,083,452
Technical Services	993,935	1,119,609	1,054,373	1,199,645
Engineering	578,751	814,931	843,633	803,037
Customer Service	626,832	686,967	685,754	706,452
<b>Utilities Subtotal</b>	<b>46,826,662</b>	<b>50,628,214</b>	<b>50,728,842</b>	<b>50,586,933</b>
<b>Utilities CIP:</b>				
Electric Utility	12,191,555	7,270,000	12,766,242	26,450,000
<b>Utilities Total</b>	<b>59,018,217</b>	<b>57,898,214</b>	<b>63,495,084</b>	<b>77,036,933</b>

**ENTERPRISE – ELECTRIC UTILITY, continued**

<b>FUND SUMMARY</b>	<b>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>Transportation CIP:</b>				
Electric Relocates	89,685	100,000	258,487	171,000
<b>Transportation Total</b>	<b>89,685</b>	<b>100,000</b>	<b>258,487</b>	<b>171,000</b>
<b>General Government:</b>				
City Clerk	31,651	31,875	32,569	33,319
City Manager	147,112	149,430	147,106	150,568
Financial Services	409,485	429,477	412,243	424,897
Purchasing Services	249,265	249,265	249,265	249,265
Public Relations	31,843	33,699	33,524	34,789
Legal Services	94,879	97,390	89,876	92,369
Human Resources	91,722	102,548	95,484	98,082
Public Works GIS	21,237	23,280	25,178	23,833
Facilities	34,932	35,454	37,880	37,955
Sustainability Coordinator	6,250	6,250	6,250	6,250
Utility Deposit Interest	914	-	-	-
Merit/Payroll Adjustment	-	24,448	-	24,561
<b>General Government Total</b>	<b>1,119,290</b>	<b>1,183,116</b>	<b>1,129,375</b>	<b>1,175,888</b>
<b>Total Before Transfers</b>	<b>60,227,192</b>	<b>59,181,330</b>	<b>64,882,946</b>	<b>78,383,821</b>
<b>TRANSFERS:</b>				
Payment in Lieu of Taxes	1,926,800	1,959,481	1,959,481	2,107,885
<b>Total Transfers</b>	<b>1,926,800</b>	<b>1,959,481</b>	<b>1,959,481</b>	<b>2,107,885</b>
<b>TOTAL EXPENSES</b>	<b>62,153,992</b>	<b>61,140,811</b>	<b>66,842,427</b>	<b>80,491,706</b>
Excess (Deficit) Revenues				
Over (Under) Expenses	(4,726,713)	(1,985,951)	(6,789,867)	(189,706)
Beginning Balance	47,290,892	29,007,862	42,564,179	35,774,312
Ending Balance	42,564,179	27,021,911	35,774,312	35,584,606
Minimum fund balance target: Based on contingency for casualty in power generation or distribution				<u>10,100,000</u>
Unreserved fund balance				25,484,606

## ENTERPRISE – PARKING OPERATIONS AND IMPROVEMENTS

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>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>REVENUES:</b>				
Illegal Parking	371,638	320,000	350,000	350,000
Overtime Parking	150,913	155,000	155,000	155,000
East District – Downtown	191,503	192,120	196,030	198,030
West District – Campustown	147,024	142,500	153,500	151,500
Collection Agency Revenue	17,255	22,000	22,000	22,000
Interest Revenue	(87)	2,500	2,500	2,500
Miscellaneous Revenue	5,565	4,090	4,090	4,090
<b>TOTAL REVENUES</b>	<b>883,811</b>	<b>838,210</b>	<b>883,120</b>	<b>883,120</b>
<b>EXPENSES:</b>				
<b>Transportation:</b>				
Operations/Maintenance	259,124	255,939	282,143	291,043
Parking Enforcement	313,382	338,906	340,770	371,451
Violation Collection	172,412	168,420	175,767	176,491
Right-of-Way Maintenance	3,036	4,843	4,478	4,589
<b>Transportation Total</b>	<b>747,954</b>	<b>768,108</b>	<b>803,158</b>	<b>843,574</b>
<b>General Government:</b>				
Financial Services	22,624	24,002	22,884	23,618
Purchasing Services	548	590	499	518
Legal Services	35,064	36,884	36,459	37,235
Human Resources	5,197	5,810	5,579	5,731
Facilities	10,738	10,899	11,645	11,668
Merit/Payroll Adjustment	-	1,677	-	1,687
<b>General Government Total</b>	<b>74,171</b>	<b>79,862</b>	<b>77,066</b>	<b>80,457</b>
<b>TOTAL EXPENSES</b>	<b>822,125</b>	<b>847,970</b>	<b>880,224</b>	<b>924,031</b>
Excess (Deficit) Revenues Over (Under) Expenses	61,686	(9,760)	2,896	(40,911)
Beginning Balance	339,029	317,077	400,715	403,611
Ending Balance	400,715	307,317	403,611	362,700
			Minimum fund balance target: 10% of operating expenses	<u>92,403</u>
			Unreserved fund balance	270,297

## ENTERPRISE – TRANSIT 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.

<b>FUND SUMMARY</b>	<b>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>REVENUES:</b>				
FTA Section 5307	1,540,702	1,985,414	1,901,771	1,958,824
IDOT Operating Assistance	784,880	870,339	856,246	790,000
ISU Administration	641,872	658,561	658,561	687,495
ISU GSB Tuition	3,499,053	3,726,491	3,726,491	4,169,944
ISU GSB Tuition Excess	140,800	60,000	150,000	150,000
Fees/Service Charges	770,894	859,750	851,850	790,052
Metro Planning Organization	25,928	30,000	25,000	25,000
Interest Revenue	1,691	14,000	14,000	14,000
Miscellaneous Revenue	39,350	7,400	7,600	7,600
<b>Total Before Transfers</b>	<b>7,445,170</b>	<b>8,211,955</b>	<b>8,191,519</b>	<b>8,592,915</b>
<b>TRANSFERS:</b>				
General Fund (Transit Levy)	1,457,189	1,510,691	1,501,941	1,569,594
GSB Transit Trust	77,565	-	80,000	-
<b>Total Transfers</b>	<b>1,534,754</b>	<b>1,510,691</b>	<b>1,581,941</b>	<b>1,569,594</b>
<b>TOTAL REVENUES</b>	<b>8,979,924</b>	<b>9,722,646</b>	<b>9,773,460</b>	<b>10,162,509</b>
<b>EXPENSES:</b>				
<b>Transportation:</b>				
Transit Administration	1,541,769	1,762,421	1,770,542	1,783,721
Fixed Route Service	6,537,751	6,829,765	6,768,894	7,500,806
Dial-A-Ride Service	143,887	181,951	150,056	155,962
<b>Total Before Transfers</b>	<b>8,223,407</b>	<b>8,774,137</b>	<b>8,689,492</b>	<b>9,440,489</b>
<b>TRANSFERS:</b>				
GSB Transit Trust	140,800	60,000	150,000	150,000
Transit Capital Reserve	378,801	800,000	800,000	800,000
<b>Total Transfers</b>	<b>519,601</b>	<b>860,000</b>	<b>950,000</b>	<b>950,000</b>
<b>TOTAL EXPENSES</b>	<b>8,743,008</b>	<b>9,634,137</b>	<b>9,639,492</b>	<b>10,390,489</b>
Excess (Deficit) Revenues Over (Under) Expenses	236,916	88,509	133,968	(227,980)
Beginning Balance	912,090	952,618	1,149,006	1,282,974
Ending Balance	1,149,006	1,041,127	1,282,974	1,054,994



**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>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>REVENUES:</b>				
Interest Revenue	(1,064)	10,600	10,000	10,000
<b>Total Before Transfers</b>	<b>(1,064)</b>	<b>10,600</b>	<b>10,000</b>	<b>10,000</b>
<b>TRANSFERS:</b>				
Transit Operations	140,800	60,000	150,000	150,000
<b>Total Transfers</b>	<b>140,800</b>	<b>60,000</b>	<b>150,000</b>	<b>150,000</b>
<b>TOTAL REVENUES</b>	<b>139,736</b>	<b>70,600</b>	<b>160,000</b>	<b>160,000</b>
<b>EXPENSES:</b>				
<b>Transfers:</b>				
Transit Operations	77,565	-	80,000	-
Transit Capital Reserve	228,158	96,170	96,170	96,170
<b>Total Transfers</b>	<b>305,723</b>	<b>96,170</b>	<b>176,170</b>	<b>96,170</b>
<b>TOTAL EXPENSES</b>	<b>305,723</b>	<b>96,170</b>	<b>176,170</b>	<b>96,170</b>
Excess (Deficit) Revenues Over (Under) Expenses	(165,987)	(25,570)	(16,170)	63,830
Beginning Balance	1,244,376	980,791	1,078,389	1,062,219
Ending Balance	1,078,389	955,221	1,062,219	1,126,049

## ENTERPRISE – TRANSIT CAPITAL RESERVE

This fund accounts for CyRide 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.

<b>FUND SUMMARY</b>	<b>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>REVENUES:</b>				
State/Federal Funding	4,598,446	3,071,011	3,969,192	1,850,230
ISU Parking	17,000	17,000	17,000	17,000
Interest Revenue	(2,522)	5,000	5,000	5,000
<b>Total Before Transfers</b>	<b>4,612,924</b>	<b>3,093,011</b>	<b>3,991,192</b>	<b>1,872,230</b>
<b>TRANSFERS:</b>				
Transit Operations	378,801	800,000	800,000	800,000
GSB Transit Trust	228,158	96,170	96,170	96,170
<b>Total Transfers</b>	<b>606,959</b>	<b>896,170</b>	<b>896,170</b>	<b>896,170</b>
<b>TOTAL REVENUES</b>	<b>5,219,883</b>	<b>3,989,181</b>	<b>4,887,362</b>	<b>2,768,400</b>
<b>EXPENSES:</b>				
<b>Transportation CIP:</b>				
Transit	5,623,554	3,987,146	5,206,893	2,752,170
<b>Transportation Total</b>	<b>5,623,554</b>	<b>3,987,146</b>	<b>5,206,893</b>	<b>2,752,170</b>
<b>TOTAL EXPENSES</b>	<b>5,623,554</b>	<b>3,987,146</b>	<b>5,206,893</b>	<b>2,752,170</b>
Excess (Deficit) Revenues Over (Under) Expenses	(403,671)	2,035	(319,531)	16,230
Beginning Balance	1,324,525	398,463	920,854	601,323
Ending Balance	920,854	400,498	601,323	617,553

**ENTERPRISE – TRANSIT INTERMODAL FACILITY**

This fund shows 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. This project has been completed and the fund will be closed.

<b>FUND SUMMARY</b>	<b>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>REVENUES:</b>				
State/Federal Funding	617,799	-	-	-
Iowa State University	8,750	-	8,750	8,750
Interest Revenue	1,041	-	-	-
<b>Total Before Transfers</b>	<b>627,590</b>	<b>-</b>	<b>8,750</b>	<b>8,750</b>
<b>TRANSFERS:</b>				
General Fund	8,750	-	8,750	8,750
<b>Total Transfers</b>	<b>8,750</b>	<b>-</b>	<b>8,750</b>	<b>8,750</b>
<b>TOTAL REVENUES</b>	<b>636,340</b>	<b>-</b>	<b>17,500</b>	<b>17,500</b>
<b>EXPENSES:</b>				
<b>Transportation CIP:</b>				
Intermodal Facility	617,798	-	-	-
<b>Transportation Total</b>	<b>617,798</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENSES</b>	<b>617,798</b>	<b>-</b>	<b>-</b>	<b>-</b>
Excess (Deficit) Revenues				
Over (Under) Expenses	18,542	-	17,500	17,500
Beginning Balance	(71,970)	-	(53,428)	(35,928)
Ending Balance	(53,428)	-	(35,928)	(18,428)

## ENTERPRISE – STORM SEWER UTILITY

The Storm Sewer Utility was established in 1994/95 to provide routine maintenance of storm sewers.

<b>FUND SUMMARY</b>	<b>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>REVENUES:</b>				
Storm Sewer Fee	1,092,016	1,142,390	1,142,390	1,153,814
Grant Funds	-	-	575,000	-
Developer Contributions	266	188,000	188,000	3,000
Site Plan Review	6,000	4,000	6,000	6,000
Lot Development Permits	15,300	10,000	15,000	15,000
Fees/Service Charges	5,273	1,000	5,000	3,500
Interdepartmental Labor	-	50,000	-	-
Interest Revenue	(527)	6,500	10,000	10,000
Miscellaneous Revenue	17,767	-	-	-
<b>TOTAL REVENUES</b>	<b>1,136,095</b>	<b>1,401,890</b>	<b>1,941,390</b>	<b>1,191,314</b>
<b>EXPENSES:</b>				
<b>Utilities:</b>				
Storm Sewer Maintenance	161,501	253,144	226,549	207,579
Customer Service	1,964	2,400	2,400	2,400
<b>Utilities Subtotal</b>	<b>163,465</b>	<b>255,544</b>	<b>228,949</b>	<b>209,979</b>
<b>Utilities CIP:</b>				
Storm Sewer	298,951	751,937	3,049,338	500,000
<b>Utilities Total</b>	<b>462,416</b>	<b>1,007,481</b>	<b>3,278,287</b>	<b>709,979</b>
<b>Transportation CIP:</b>				
Right-of-Way Restoration	-	-	-	40,000
<b>Transportation Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>40,000</b>
<b>General Government:</b>				
Human Resources	1,880	2,102	1,956	2,009
Public Works Engineering	220,456	320,921	307,699	295,388
Merit/Payroll Adjustment	-	1,590	-	1,649
<b>General Government Total</b>	<b>222,336</b>	<b>324,613</b>	<b>309,655</b>	<b>299,046</b>
<b>TOTAL EXPENSES</b>	<b>684,752</b>	<b>1,332,094</b>	<b>3,587,942</b>	<b>1,049,025</b>
Excess (Deficit) Revenues				
Over (Under) Expenses	451,343	69,796	(1,646,552)	142,289
Beginning Balance	1,772,341	654,488	2,223,684	577,132
Ending Balance	2,223,684	724,284	577,132	719,421
			Minimum fund balance target: 10% of operating expenses	<u>50,903</u>
			Unreserved fund balance	668,518

## ENTERPRISE – AMES/ISU ICE ARENA

This fund accounts for the operation of the Ice Arena.

<b>FUND SUMMARY</b>	<b>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>REVENUES:</b>				
Admissions	54,372	58,500	53,721	53,721
Ice Rink Rental	328,998	323,747	350,189	342,269
Equipment Rental	25,727	25,100	25,100	25,100
Skate Sharpening	4,503	4,800	4,400	4,400
Dasher Board Advertising	8,381	8,244	8,963	8,963
Pro Shop Sales	3,009	3,000	3,000	3,000
Concessions	46,275	48,850	46,600	46,600
Interest Revenue	(425)	3,200	3,200	3,200
Miscellaneous Revenue	495	250	450	450
<b>TOTAL REVENUES</b>	<b>471,335</b>	<b>475,691</b>	<b>495,623</b>	<b>487,703</b>
<b>EXPENSES:</b>				
<b>Community Enrichment:</b>				
Ames/ISU Ice Arena	490,619	496,269	494,078	493,957
<b>Total Community Enrichment</b>	<b>490,619</b>	<b>496,269</b>	<b>494,078</b>	<b>493,957</b>
<b>General Government:</b>				
Merit/Payroll Adjustment	-	1,152	-	1,080
<b>Total General Government</b>	<b>-</b>	<b>1,152</b>	<b>-</b>	<b>1,080</b>
<b>TOTAL EXPENSES</b>	<b>490,619</b>	<b>497,421</b>	<b>494,078</b>	<b>495,037</b>
Excess (Deficit) Revenues Over (Under) Expenses	(19,284)	(21,730)	1,545	(7,334)
Beginning Balance	202,754	187,691	183,470	185,015
Ending Balance	183,470	165,961	185,015	177,681
Minimum fund balance target: Based on seasonal cash flow requirements				<u>68,000</u>
Unreserved fund balance				109,681

## 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. 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.

<b>FUND SUMMARY</b>	<b>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>REVENUES:</b>				
Iowa State University	20,000	20,000	20,000	20,000
<b>Total Before Transfers</b>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
<b>TRANSFERS:</b>				
Local Option Sales Tax	20,000	20,000	20,000	20,000
<b>Total Transfers</b>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
<b>TOTAL REVENUES</b>	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>
<b>EXPENSES:</b>				
<b>Community Enrichment CIP:</b>				
Ice Arena	44,179	70,000	46,722	215,000
<b>Community Enrichment Total</b>	<u>44,179</u>	<u>70,000</u>	<u>46,722</u>	<u>215,000</u>
<b>TOTAL EXPENSES</b>	<u>44,179</u>	<u>70,000</u>	<u>46,722</u>	<u>215,000</u>
Excess (Deficit) Revenues				
Over (Under) Expenses	(4,179)	(30,000)	(6,722)	(175,000)
Beginning Balance	362,672	381,772	358,493	351,771
Ending Balance	<u>358,493</u>	<u>351,772</u>	<u>351,771</u>	<u>176,771</u>

## ENTERPRISE – HOMEWOOD GOLF COURSE

This fund accounts for the operation of a 9-hole municipal golf course.

<b>FUND SUMMARY</b>	<b>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>REVENUES:</b>				
Green Fees	85,000	100,000	105,000	110,000
Season Passes/Punch Cards	51,127	50,000	53,000	55,500
Entry Fees	1,689	2,000	2,000	2,000
Equipment Rental	30,057	35,000	35,000	40,000
Pro Shop Sales	2,053	2,500	2,500	2,500
Concessions	21,455	25,000	25,017	26,500
Cell Tower Lease	28,699	28,995	28,995	29,012
Interest Revenue	(23)	700	700	700
Miscellaneous Revenue	563	-	550	-
<b>TOTAL REVENUES</b>	<b>220,620</b>	<b>244,195</b>	<b>252,762</b>	<b>266,212</b>
<b>EXPENSES:</b>				
<b>Community Enrichment:</b>				
Administration/Concessions	115,510	136,262	135,485	146,111
Golf Course Maintenance	88,843	95,303	93,044	92,781
<b>Community Enrichment Total</b>	<b>204,353</b>	<b>231,565</b>	<b>228,529</b>	<b>238,892</b>
<b>General Government:</b>				
Merit/Payroll Adjustment	-	502	-	476
<b>General Government Total</b>	<b>-</b>	<b>502</b>	<b>-</b>	<b>476</b>
<b>TOTAL EXPENSES</b>	<b>204,353</b>	<b>232,067</b>	<b>228,529</b>	<b>239,368</b>
Excess (Deficit) Revenues Over (Under) Expenses	16,267	12,128	24,233	26,844
Beginning Balance	97,041	118,840	113,308	137,541
Ending Balance	113,308	130,968	137,541	164,385
Minimum fund balance target: Based on seasonal cash flow requirements				<u>60,000</u>
Unreserved fund balance				104,385

## ENTERPRISE – RESOURCE RECOVERY

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 member organizations contribute a per capita fee of \$9.10. The tipping fee is \$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>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>REVENUES:</b>				
Commercial Accounts	2,306,934	2,200,000	2,000,000	2,300,000
Iowa State University	202,996	128,500	175,000	200,000
Other Contracts	18,355	20,540	20,540	20,540
Public Refuse Fees	49,378	48,000	48,000	48,000
Per Capita Revenue	272,327	272,327	272,327	272,327
Electric RDF Purchases	761,197	742,000	710,000	760,000
Sale of Metals	364,096	324,400	340,500	373,000
Bond Proceeds	-	-	-	300,000
Interest Revenue	357	20,000	20,000	20,000
Miscellaneous Revenue	28,982	13,000	25,000	25,000
<b>Total Before Transfers</b>	<b>4,004,622</b>	<b>3,768,767</b>	<b>3,611,367</b>	<b>4,318,867</b>
<b>TRANSFERS:</b>				
General Fund (Ames per capita)	452,862	452,862	452,862	452,862
<b>Total Transfers</b>	<b>452,862</b>	<b>452,862</b>	<b>452,862</b>	<b>452,862</b>
<b>TOTAL REVENUES</b>	<b>4,457,484</b>	<b>4,221,629</b>	<b>4,064,229</b>	<b>4,771,729</b>
<b>EXPENSES:</b>				
<b>Utilities:</b>				
Process Operations	2,549,266	2,672,318	2,704,529	2,781,275
Reject Disposal	884,194	881,250	872,250	896,250
Yard Waste Management	23,176	33,550	33,550	33,550
Landfill Monitoring	15,469	19,317	19,317	19,364
<b>Utilities Subtotal</b>	<b>3,472,105</b>	<b>3,606,435</b>	<b>3,629,646</b>	<b>3,730,439</b>
<b>Utilities CIP:</b>				
Resource Recovery	377,950	345,800	510,533	730,850
<b>Utilities Total</b>	<b>3,850,055</b>	<b>3,952,235</b>	<b>4,140,179</b>	<b>4,461,289</b>
<b>General Government:</b>				
Financial Services	131,294	140,460	132,347	136,610
Purchasing Services	23,103	23,546	19,914	21,292
Public Relations	15,922	16,849	16,762	17,394
Legal Services	15,613	16,026	14,790	15,200
Human Resources	15,038	16,813	15,646	16,071
Public Works Administration	88,343	92,736	92,873	94,159
Facilities	1,731	1,757	1,877	1,881



**ENTERPRISE – RESOURCE RECOVERY, continued**

<b>FUND SUMMARY</b>	<b>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>General Government, cont.</b>				
Sustainability Coordinator	6,250	6,250	6,250	6,250
Merit/Payroll Adjustment	-	2,529	-	2,665
<b>General Government Total</b>	<u>297,294</u>	<u>316,966</u>	<u>300,459</u>	<u>311,522</u>
<b>Total Before Transfers</b>	<u>4,147,349</u>	<u>4,269,201</u>	<u>4,440,638</u>	<u>4,772,811</u>
<b>TRANSFERS:</b>				
Debt Service	-	132,131	132,131	160,438
<b>Total Transfers</b>	<u>-</u>	<u>132,131</u>	<u>132,131</u>	<u>160,438</u>
<b>TOTAL EXPENSES</b>	<u>4,147,349</u>	<u>4,401,332</u>	<u>4,572,769</u>	<u>4,933,249</u>
Excess (Deficit) Revenues				
Over (Under) Expenses	310,135	(179,703)	(508,540)	(161,520)
Beginning Balance	<u>4,100,666</u>	<u>2,560,723</u>	<u>4,410,801</u>	<u>3,902,261</u>
Ending Balance	<u>4,410,801</u>	<u>2,381,020</u>	<u>3,902,261</u>	<u>3,740,741</u>
			Minimum fund balance target: 10% of operating expenses	<u>404,196</u>
			Unreserved fund balance	3,336,545

## INTERNAL SERVICES – FLEET 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.

FUND SUMMARY	2012/13 ACTUAL	2013/14 ADOPTED	2013/14 ADJUSTED	2014/15 MGR REC
<b>REVENUES:</b>				
Departmental Charges	2,230,588	2,231,445	2,292,373	2,306,596
Building User Fees	53,666	53,861	53,861	53,900
Interest Revenue	(209)	-	-	-
<b>Total Before Transfers</b>	<b>2,284,045</b>	<b>2,285,306</b>	<b>2,346,234</b>	<b>2,360,496</b>
<b>TRANSFERS:</b>				
Road Use Tax	12,376	20,000	20,852	30,625
Water Utility	12,376	20,000	20,852	30,625
Sewer Utility	12,376	20,000	20,852	30,625
<b>Total Transfers</b>	<b>37,128</b>	<b>60,000</b>	<b>62,556</b>	<b>91,875</b>
<b>TOTAL REVENUES</b>	<b>2,321,173</b>	<b>2,345,306</b>	<b>2,408,790</b>	<b>2,452,371</b>
<b>EXPENSES:</b>				
<b>Internal Services:</b>				
Fleet Maintenance	2,128,388	2,118,816	2,164,016	2,192,135
Facilities	156,755	109,078	112,032	114,142
<b>Internal Services Subtotal</b>	<b>2,285,143</b>	<b>2,227,894</b>	<b>2,276,048</b>	<b>2,306,277</b>
<b>Internal Services CIP:</b>				
Facility Improvements	-	80,000	83,408	122,500
<b>Internal Services Total</b>	<b>2,285,143</b>	<b>2,307,894</b>	<b>2,359,456</b>	<b>2,428,777</b>
<b>General Government:</b>				
Financial Services	48,461	51,490	49,101	50,673
Purchasing Services	3,583	3,844	3,251	3,389
Merit/Payroll Adjustment	-	2,937	-	2,990
<b>General Government Total</b>	<b>52,044</b>	<b>58,271</b>	<b>52,352</b>	<b>57,052</b>
<b>TOTAL EXPENSES</b>	<b>2,337,187</b>	<b>2,366,165</b>	<b>2,411,808</b>	<b>2,485,829</b>
Excess (Deficit) Revenues				
Over (Under) Expenses	(16,014)	(20,859)	(3,018)	(33,458)
Beginning Balance	250,114	250,454	234,100	231,082
Ending Balance	234,100	229,595	231,082	197,624

## 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>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>REVENUES:</b>				
Fleet Replacement Funds	1,083,105	1,115,538	1,115,538	1,155,000
Sale of Equipment	180,814	200,000	200,000	180,000
Interest Revenue	(2,867)	57,000	57,000	57,000
Miscellaneous Revenue	1,001	-	-	-
<b>TOTAL REVENUES</b>	<b>1,262,053</b>	<b>1,372,538</b>	<b>1,372,538</b>	<b>1,392,000</b>
<b>EXPENSES:</b>				
<b>Internal Services:</b>				
Fleet Acquisitions	1,003,218	1,438,900	2,650,823	1,879,350
Fleet Disposal	7,311	-	-	-
<b>TOTAL EXPENSES</b>	<b>1,010,529</b>	<b>1,438,900</b>	<b>2,650,823</b>	<b>1,879,350</b>
Excess (Deficit) Revenues				
Over (Under) Expenses	251,524	(66,362)	(1,278,285)	(487,350)
Beginning Balance	6,867,917	6,058,275	7,119,441	5,841,156
Ending Balance	7,119,441	5,991,913	5,841,156	5,353,806

## INTERNAL SERVICES – INFORMATION TECHNOLOGY

Information Technology accounts for all information technology and communication services provided to City departments.

<b>FUND SUMMARY</b>	<b>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>REVENUES:</b>				
Data Charges	1,379,901	1,417,710	1,408,562	1,453,317
Communications Charges	225,160	227,019	227,364	227,364
Miscellaneous Revenue	261	-	-	-
<b>TOTAL REVENUES</b>	<b>1,605,322</b>	<b>1,644,729</b>	<b>1,635,926</b>	<b>1,680,681</b>
<b>EXPENSES:</b>				
<b>Internal Services:</b>				
Data Processing	1,369,377	1,405,644	1,401,316	1,445,971
WiFi Operations	10,785	12,066	7,246	7,346
Phone Operations	225,160	227,019	227,364	227,364
City Hall/IT Remodeling	-	-	43,487	-
<b>Internal Services Total</b>	<b>1,605,322</b>	<b>1,644,729</b>	<b>1,679,413</b>	<b>1,680,681</b>
<b>General Government:</b>				
Merit/Payroll Adjustment	-	7,625	-	7,814
<b>General Government Total</b>	<b>-</b>	<b>7,625</b>	<b>-</b>	<b>7,814</b>
<b>TOTAL EXPENSES</b>	<b>1,605,322</b>	<b>1,652,354</b>	<b>1,679,413</b>	<b>1,688,495</b>
Excess (Deficit) Revenues Over (Under) Expenses	-	(7,625)	(43,487)	(7,814)
Beginning Balance	147,529	104,042	147,529	104,042
Ending Balance	147,529	96,417	104,042	96,228

## INTERNAL SERVICES – COMPUTER REPLACEMENT

This fund accounts for the accumulation of funds for use in the replacement of City of Ames computers and related Information Technology equipment. This fund allows operating departments to accumulate funds to replace Information Technology equipment over the useful life of the equipment. A shared communication system with other law enforcement agencies in Ames and Story County is also reflected in this fund.

<b>FUND SUMMARY</b>	<b>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>REVENUES:</b>				
Computer Replacement Funds	464,084	270,330	289,819	164,717
Iowa State University	50,354	57,809	56,993	56,963
Story County	54,615	57,809	56,993	56,963
E911 Board	24,822	27,921	27,464	31,804
Ames Police Department	54,326	57,809	56,994	56,963
Ames Fire Department	-	2,700	2,700	2,700
Interest Revenue	(1,549)	18,200	18,200	18,200
<b>Total Before Transfers</b>	<b>646,652</b>	<b>492,578</b>	<b>509,163</b>	<b>388,310</b>
<b>TRANSFERS:</b>				
General Fund	75,000	-	-	-
<b>Total Transfers</b>	<b>75,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL REVENUES</b>	<b>721,652</b>	<b>492,578</b>	<b>509,163</b>	<b>388,310</b>
<b>EXPENSES:</b>				
<b>Internal Services:</b>				
Computer Equipment	109,161	176,971	696,513	122,129
IT Computer Equipment	200,761	128,725	141,379	135,719
Phone System	72,949	65,750	201,144	205,393
Shared Communication	187,215	204,048	90,446	57,301
<b>Internal Services Total</b>	<b>570,086</b>	<b>575,494</b>	<b>1,129,482</b>	<b>520,542</b>
<b>TOTAL EXPENSES</b>	<b>570,086</b>	<b>575,494</b>	<b>1,129,482</b>	<b>520,542</b>
Excess (Deficit) Revenues				
Over (Under) Expenses	151,566	(82,916)	(620,319)	(132,232)
Beginning Balance	2,543,473	2,369,257	2,695,039	2,074,720
Ending Balance	2,695,039	2,286,341	2,074,720	1,942,488

**INTERNAL SERVICES – RISK MANAGEMENT**

This fund accounts for payment of insurance premiums for Workers’ 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>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>REVENUES:</b>				
Departmental Charges	2,209,191	2,209,760	2,255,345	2,407,815
Interest Revenue	576	7,000	7,000	7,000
<b>TOTAL REVENUES</b>	<b>2,209,767</b>	<b>2,216,760</b>	<b>2,262,345</b>	<b>2,414,815</b>
<b>EXPENSES:</b>				
<b>Internal Services:</b>				
Administration	116,304	124,301	123,850	127,003
Workers Compensation	330,408	476,208	484,305	516,500
Liability Insurance	164,103	174,364	182,776	207,450
Liability Claims	42,735	50,000	50,000	75,000
Auto Insurance	62,956	66,104	65,100	71,500
Transit Insurance	154,231	161,943	156,479	172,000
Property Insurance	652,532	712,639	703,559	768,200
Professional Liability	30,624	32,155	30,890	32,500
Police Professional	32,132	33,739	32,132	33,750
411 Medical	294,397	212,000	212,000	212,000
Safety Training	136,128	116,000	116,000	134,000
<b>Internal Services Total</b>	<b>2,016,550</b>	<b>2,159,453</b>	<b>2,157,091</b>	<b>2,349,903</b>
<b>General Government:</b>				
Merit/Payroll Adjustment	-	945	-	986
<b>General Government Total</b>	<b>-</b>	<b>945</b>	<b>-</b>	<b>986</b>
<b>TOTAL EXPENSES</b>	<b>2,016,550</b>	<b>2,160,398</b>	<b>2,157,091</b>	<b>2,350,889</b>
Excess (Deficit) Revenues				
Over (Under) Expenses	193,217	56,362	105,254	63,926
Beginning Balance	1,082,120	1,268,511	1,275,337	1,380,591
Ending Balance	1,275,337	1,324,873	1,380,591	1,444,517
Minimum fund balance target:				
Reserved for deductibles and retained risk				1,000,000
Unreserved fund balance				444,517

## 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. 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>2012/13 ACTUAL</b>	<b>2013/14 ADOPTED</b>	<b>2013/14 ADJUSTED</b>	<b>2014/15 MGR REC</b>
<b>REVENUES:</b>				
Departmental Contributions	5,607,575	6,185,759	6,056,181	6,419,552
Employee Contributions	529,373	599,969	571,723	606,026
Retiree Contributions	222,604	225,971	225,971	239,960
City Assessor Contributions	80,282	83,313	86,705	91,907
COBRA Contributions	31,929	15,000	20,000	25,000
Medicare Supplement	22,962	30,000	30,000	30,000
Stop Loss Recoveries	97,878	-	-	-
Interest Revenue	(2,860)	30,000	22,000	22,000
Miscellaneous Revenue	4,595	-	-	-
<b>TOTAL REVENUES</b>	<b>6,594,338</b>	<b>7,170,012</b>	<b>7,012,580</b>	<b>7,434,445</b>
<b>EXPENSES:</b>				
<b>Internal Services:</b>				
Health Administration	80,636	79,777	89,237	80,064
Medical Claims	4,665,081	5,073,785	5,073,785	5,128,950
Dental Claims	310,108	355,458	355,458	328,714
Pharmacy Claims	1,102,983	1,162,727	1,175,727	1,171,471
Other Health Insurance	546,797	576,839	584,001	704,117
Health Promotion Program	181,952	219,754	215,194	200,340
<b>Internal Services Total</b>	<b>6,887,557</b>	<b>7,468,340</b>	<b>7,493,402</b>	<b>7,613,656</b>
<b>General Government:</b>				
Merit/Payroll Adjustment	-	1,360	-	1,397
<b>General Government Total</b>	<b>-</b>	<b>1,360</b>	<b>-</b>	<b>1,397</b>
<b>TOTAL EXPENSES</b>	<b>6,887,557</b>	<b>7,469,700</b>	<b>7,493,402</b>	<b>7,615,053</b>
Excess (Deficit) Revenues				
Over (Under) Expenses	(293,219)	(299,688)	(480,822)	(180,608)
Beginning Balance	2,898,685	2,540,619	2,605,466	2,124,644
Ending Balance	2,605,466	2,240,931	2,124,644	1,944,036
			Minimum fund balance target:	
			Estimated 3 months of claims	1,450,000
			Reserve for post-employment health care benefits	251,219
			Unreserved fund balance	242,817



This 1938 aerial photograph looks north from Ninth Street between Roosevelt Avenue on the right and Northwestern Avenue on the left. Roosevelt Elementary School, in the foreground, opened in 1924, named after President Theodore Roosevelt. In 1938, residential development is still limited on Northwestern Avenue. Not all the streets are paved, and open farmland still exists north of Thirteenth Street at the top of the photo. Beloit-Lutheran Social Service would not appear in this area until 1948 when its first unit was built north of Thirteenth Street on the west side of Northwestern Avenue.



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