



2016-2017
PROGRAM BUDGET
CITY OF AMES, IOWA
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CITY OF AMES, IOWA

2016/17 PROGRAM BUDGET

**SUBMITTED TO THE CITY COUNCIL
JANUARY 29, 2016**

**MAYOR
ANN CAMPBELL**

**COUNCIL MEMBERS
BRONWYN BEATTY-HANSEN
GLORIA BETCHER
AMBER CORRIERI
TIMOTHY GARTIN
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, 2016

Mayor and Members of the Ames City Council:

I am attaching for your review and approval the City Manager's operating budget for Fiscal Year 2016/17. This program/performance plan reflects expenditures of \$229,192,769 to assist with the accomplishment of the various services that are provided to our customers.

Those of you who have read my budget messages in recent history will have noted that I have emphasized the growth that has been taking place in our community. This positive economic climate continues because of Iowa State University's increase in enrollment of 6,114 students, the addition of 6,500 new jobs in our metro area, and the physical expansion of our city limits by 672 acres, all over the last five years. The ability to meet the responsibilities for service increases and infrastructure improvements resulting from the growth was challenging in the past, as the national economic climate was influencing stagnant property values and decreasing sales tax revenues. In addition, actions taken by the State Legislature to reform the local property tax system were negatively impacting this important source of revenue.

Unlike previous years, we have recently experienced a number of positive developments that will assist us in meeting the challenges of a growing community. First, a \$.10/gallon increase in the State motor fuel tax is estimated to generate an additional \$1,000,000 per year in revenue to be used for much needed capital improvement projects and operating costs related to our transportation system. Second, the City's contribution rate to finance the state-mandated Police and Fire retirement system is estimated to cost less in FY 2016/17, providing us with an opportunity to add new positions dedicated to our Public Safety services. Third, sales tax revenues are estimated to increase by \$315,395, of which an additional \$189,237 will be available in FY 2016/17 to help reduce property taxes. Fourth, property valuation in the city grew by 6.5%. This robust amount is the result of an improved housing market, properties coming off various tax abatement programs, and new growth, which represents 41% of the valuation increase.

I have provided below what I believe to be the most significant highlights of the FY 2016/17 budget.

PROPERTY TAXES - 2.4% Tax Rate Decrease - From \$10.63 to \$10.37

This budget reflects an overall property tax rate decrease of 2.4%, from \$10.63 per \$1,000 of taxable valuation to \$10.37 per \$1,000 of taxable valuation. This tax rate decrease was made possible because of the commitment of our department heads and their staff members who have proposed budgets that require only a 3.3% increase in expenditures. As described above, the increase in valuations and sales tax receipts, along with the decrease in the Police and Fire Retirement System obligation, also have aided in the reduction of the overall tax rate.

One-Time Expenditures in FY 2015/16

It should be noted that we had an unanticipated increase in the General Fund balance by the end of FY 2015/16 by \$2,359,676, predominantly as the result of an increase in revenues realized from Local Option Sale Tax, Hotel/Motel Tax, and building permits, along with significant salary savings from unexpected vacancies. This higher than expected balance allowed us to fund \$270,302 of one-time capital items in FY 2015/16 that would have been included in the FY 2016/17 budget recommendation. The list of these items include police body cameras, an expanded building video security system, Library sewer line repair, fire station garage door replacement, a portable outdoor ice rink, lights at the Dog Park, and park maintenance equipment.

New General Fund Balance Policy

In addition, this larger than expected one-time carryover of funds has allowed us to propose a new General Fund balance goal in an effort to restore our Aaa bond rating. The new "score card" used by agencies that rate our municipal bonds expects the top-rated cities to maintain a balance in their General Fund equal to 25% of their revenues. This is a different from our current approach, where we reserve 20% of our expenses minus the pass-through transfers in the General Fund. This new fund goal will require us to reserve an additional \$1,538,302, which is reflected in this budget. Even with the change in policy, we are expecting the General Fund balance to exceed the new goal by \$1,338,532 at the end of FY 2016/17.

ELECTRIC UTILITY - No Rate Increase

No rate increase has been programmed into the Electric Utility budget for FY 2016/17, nor is one anticipated until FY 2017/18, when a 4% increase is being projected. However, as emphasized previously, the conversion to gas-fired power plant boilers will cost approximately \$4,000,000 per year more than the cost to operate our current coal-fired units. Therefore, even without a rate increase, our customers in this utility will experience an increase in their electric bills, because this additional operating cost will be reflected in the Energy Cost Adjusted (ECA) portion of their monthly bills.

In accordance with the City Council's goal to expand our sustainability efforts, \$1,000,000 has once again been incorporated into the FY 2016/17 budget to provide incentives for demand-side management techniques to reduce electric consumption. This effort has helped reduce our peak load demand by 17 megawatts and energy

consumption by 30,000 megawatt-hours and delayed the need for additional generation.

Our emphasis on renewables continues with approximately 25% of our energy needs coming from Refuse-Derived Fuel (transformed from our municipal solid waste) and Wind purchases. In addition, 25 customers have installed private solar systems on their properties and, therefore, are taking advantage of our net metering "credit" on their bills. These renewable sources, coupled with the estimated 40% reduction in our carbon footprint due to the conversion to natural gas, will go a long way in helping the City Council meet its sustainability goal.

In past years, the Electric Utility had to pay for transmission service to deliver electricity to the City. With the completion of the new segment of our transmission line to the south, our total transmission system has been incorporated into the Midcontinent Independent System Operator (MISO) which generates credits totaling \$2.5 million, which more than offsets the City's transmission costs.

WATER UTILITY - No Rate Increase

No water rate increase has been included in the FY 2016/17 budget. However, as staff advised the City Council last year, we are currently planning for a 4% rate increase in FY 2018/19 and another 4% increase in FY 2019/20.

It is important to note that while water rates were increased previously to pay for the extension of a water main east to 590th Street, the revenues generated from this action were not meant to pay for an elevated water tower, should it be needed in the future in this area.

Because most of our staff's energy in this utility is being focused on completing the new treatment plant along 13th Street, we are trying to hold expenditures down as much as possible during the next two years. Therefore, operating expenditures in this utility are budgeted to increase by only 1.7% in FY 2016/17.

The staff in this utility continues to seek out innovative practices that result in savings to our customers. Recently, Water Plant staff completed an analysis regarding optimization of the chemical feed rates at the facility. The implementation of the results of this study yielded a \$50,000 reduction in chemical expenses.

SEWER UTILITY - No Rate Increase

No rate increase is reflected in the FY 2016/17 budget. Our best estimates indicate that a 5% increase will be required in FY 2018/19 and a 6% increase in FY 2020/21 to finance the cost of the operations and capital improvements planned for over the next five years. It should be pointed out that these future increases are less than we projected last year at this time.

Because of a backlog, we are operating without a permit from the Iowa Department of Natural Resources. It is anticipated that a new operating permit will be issued in

the spring of 2016. When the permit is ultimately issued, we expect a requirement to perform a study to determine the most effective way for the facility to achieve the goals of the Iowa Nutrient Reduction Strategy. I can assure you that an evaluation of creative alternatives beyond simply constructing a \$35 million plant modification will be an emphasis of our study.

The staff has been continuing to communicate with customers who will be required to comply with the new Fats, Oils, and Grease (FOG) program. The first charges to those customers who fail to meet the program requirements will begin in FY 2016/17.

RESOURCE RECOVERY - No Increase in Per Capita or Tipping Fees

Twelve partner communities, along with Iowa State University and Story County, are committed to the sustainable and environmentally sound disposal of municipal solid waste as members of our Resource Recovery System by transforming our waste to energy in our Power Plant and recycling the glass and metals that are collected in our system.

There are two major sources of revenue which help us cover the expenses in this utility: per capita charges and tipping fees. **Because of the dedication of a very creative team of employees at the Resource Recovery Plant, the per capita charge to all partners in the system will remain at \$9.10 in FY 2016/17. The City's portion of this subsidy is reflected in the General Levy, where \$452,862 has been allocated for this operation.**

The tipping fee charged to garbage haulers (\$52.75/ton), cars and passenger vans (\$8.00), and pickups and vehicles with trailers (\$22.00), will remain the same as they were when last adjusted with a decrease in FY 2013/14. It should be noted that our five-year economic projections indicate the need to increase the per capita charge and tipping fees prior to FY 2018/19.

In accordance with our commitment to continuous improvement, a team comprised of Resource Recovery staff, Electric Services staff, Boone County, Iowa State University, and private garbage haulers has been working with a consultant utilizing the LEAN manufacturing principles to improve our overall waste disposal process.

The City secured a grant from the Iowa Department of Natural Resources to perform a waste characterization study to identify the types of materials that are being disposed of at our Resource Recovery Plant and to identify alternative ways to divert certain materials (e.g. organics and household improvement wastes) from the landfill.

With the conversion to a gas-fired Power Plant, a new formula is needed to establish the price of the RDF that is sold by the Resource Recovery system to the Electric Utility. The FY 2016/17 budget assumes the existing formula will be maintained in order for the staff members from both utilities to have a year to observe the gas operation in place before making final decisions regarding a new formula.

STORM WATER UTILITY

\$ 1.25/month Increase For Tier 1 Fee
\$ 2.50/month Increase For Tier 2 Fee
\$ 3.75/month Increase For Tier 3 Fee
\$11.20/month Increase For Tier 4 Fee

The growth and associated development in our community has resulted in an expanding amount of impervious land, which has necessitated an increase in operating and capital improvement expenditures. This increased investment in repairs to our Storm Water System will help accomplish a previous goal of the City Council to mitigate overland flooding.

In order to meet demand for improvements to our Storm Water System, a substantial Storm Water fee increase is needed to finance proposed projects. The City Council could choose to increase this fee over a two year period. However, given the fact that no other rate increase is planned in FY 2016/17 for any of our other four utilities, it would seem preferable to implement the total Storm Sewer Utility fee increase in one year.

LAW ENFORCEMENT

Funding for agencies that provide mental health services has decreased significantly throughout the nation over the past years. As a result, interactions between those with mental health/behavioral problems and our dispatchers, officers, and detectives have risen dramatically over time. In order to keep pace with this increasing demand for service, the FY 2016/17 budget increases the part-time Mental Health Advocate to a .75 FTE position. This person helps connect citizens with treatment needs to the appropriate service providers. Because this position was budgeted as less than a .5 FTE, it was not previously reflected in our FTE totals.

The FY 2016/17 budget appropriates funding for an additional Police Officer position. **The new position will be assigned to the afternoon patrol shift (3:00 p.m. to 11:00 p.m.) in order to assist in the handling of peak service call volumes that occur during these hours.**

Like other law enforcement agencies through the country, we are planning to obtain body cameras for our officers. To accomplish this objective, \$64,000 has been added in the FY 2015/16 Adjusted Budget to purchase the units. The cost of this new venture requires an additional \$25,000 for data storage and replacement funding. An additional .25 FTE Records Clerk position to code, classify, and reproduce the data that will be accumulated from the cameras is also needed. These latter costs are reflected in FY 2016/17. It is important to emphasize that, while the funds have been included in the budget, the cameras will not be purchased until an acceptable policy for the use of the new system has been approved by the City Council. The staff understands that more detailed discussions must be held before this happens.

FIRE SAFETY

An additional Firefighter position has been added in FY 2016/17 in order to fill short-term vacancies caused by injury, retirements, and resignations across all three shifts. This addition will be somewhat offset by a reduction in overtime costs.

In addition, a new Training Officer position is being introduced in the FY 2016/17 budget. This position will provide up-to-date EMS and fire training/certifications for our firefighters, assist in incident command during emergencies, and serve as the Safety Officer during structure fires and other emergencies.

This position will be very beneficial since the Iowa Fire Service Training Bureau's recruit academies are scheduled inconsistently, making it difficult to ensure that uncertified recruits are prepared to contribute to community safety immediately. In the past we have attempted to hire retired fire trainers to perform some of these functions. However, it has been difficult to assure that this type of person will be available when we need them. The cost of this new position will be offset somewhat by the elimination of the cost to hire outside professional services.

COMMUNITY CENTER, AUDITORIUM, BANDSHELL

The activity reflects an increase from a .5 FTE to 1.0 FTE in FY 2016/17. This addition will enable this position to take over the supervision of the Community Center temporary employees, which is currently handled by the Department administrative staff; more aggressively pursue revenue-producing shows in the Auditorium and Bandshell; and properly train the part-time staff in order to increase the level of customer service.

LIBRARY SERVICES

You will note that the costs for contractual services have been increased significantly from the previous years. This increase is due to the higher than expected utility costs and building-related service contracts that were originally projected from the efficiencies to be gained from new construction.

A new initiative reflected in both the FY 2015/16 and FY 2016/17 budgets is the addition of four interns to focus on event/program promotions, video production, youth services, and information technology.

STREET SYSTEM MAINTENANCE

New annexations have resulted in additional street miles to be maintained. It has reached the point where the workload demand has outpaced the capacity of the existing workforce. Therefore, two additional Maintenance Worker positions have been added to the FY 2016/17 budget. These additional positions will be split 75% in the Street System Maintenance activity and 25% in the Snow and Ice Control activity.

TRANSIT – 4.9% LEVY INCREASE

As the unprecedented increase in enrollment continues at Iowa State University, so does the demand for CyRide services. We are currently projecting 7 million rides in FY 2016/17. As a result of this growth, each of the three funders of the transit operation is being asked to contribute an additional 4.9%, which in our case is an additional \$78,648. One of the major challenges facing CyRide is the inability to attract enough drivers to meet this demand and, once hired, train them in an appropriate amount of time. In an effort to accommodate this demand, the FY 2016/17 budget includes:

- An increase of five hours per weekday to meet the overcrowding that is anticipated during peak hours.
- The addition of driver preparation time to allow for the additional time it takes to remove the buses from a tightly packed storage area.
- An increase in the referral bonus to those who recommend a person that is ultimately hired as a driver.
- An increase in the hiring bonus for those who are hired as a driver.
- The elimination of the training wage, which currently is significantly lower than the hourly rate for the approximately two months the drivers are being trained.
- Increasing the summer training position to full-time so that new drivers can be prepared to pass their CDL test and be ready for the fall semester.

As always, special recognition is warranted for the women and men who are employees of the City of Ames. This group of very dedicated professionals strives every day to provide exceptional service to our customers at the best price. In addition, the program/performance budget requires many hours of work to compile. Therefore, I want to thank Duane Pitcher, Finance Director; Nancy Masteller, Budget Coordinator; Emily Burton, Finance Department Secretary; Derek Zarn, Printing Services Technician; Bob Kindred, Assistant City Manager; and all of the members on the Executive Leadership Team who helped with the development of this service/financial plan for our city!

Sincerely,



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, 2015

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, 2015. 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 balances. 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 total City expenses. 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 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 second 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 in October for project carryovers from the previous fiscal year and prepares a final amendment 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, and printing; and external charges for training, conferences, dues, recruiting, utilities, repairs, maintenance, 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 and software, 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 a program activity are 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.

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 the Manager Recommended or Adopted column and the Adopted column for the previous fiscal year.

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 in the audited City financial statements as a liability.

Emphasis has been placed on the beginning balances for the current year adjusted, which are then carried forward based on the estimated revenues and expenditures to estimate a beginning balance for the beginning of the next 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.

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:

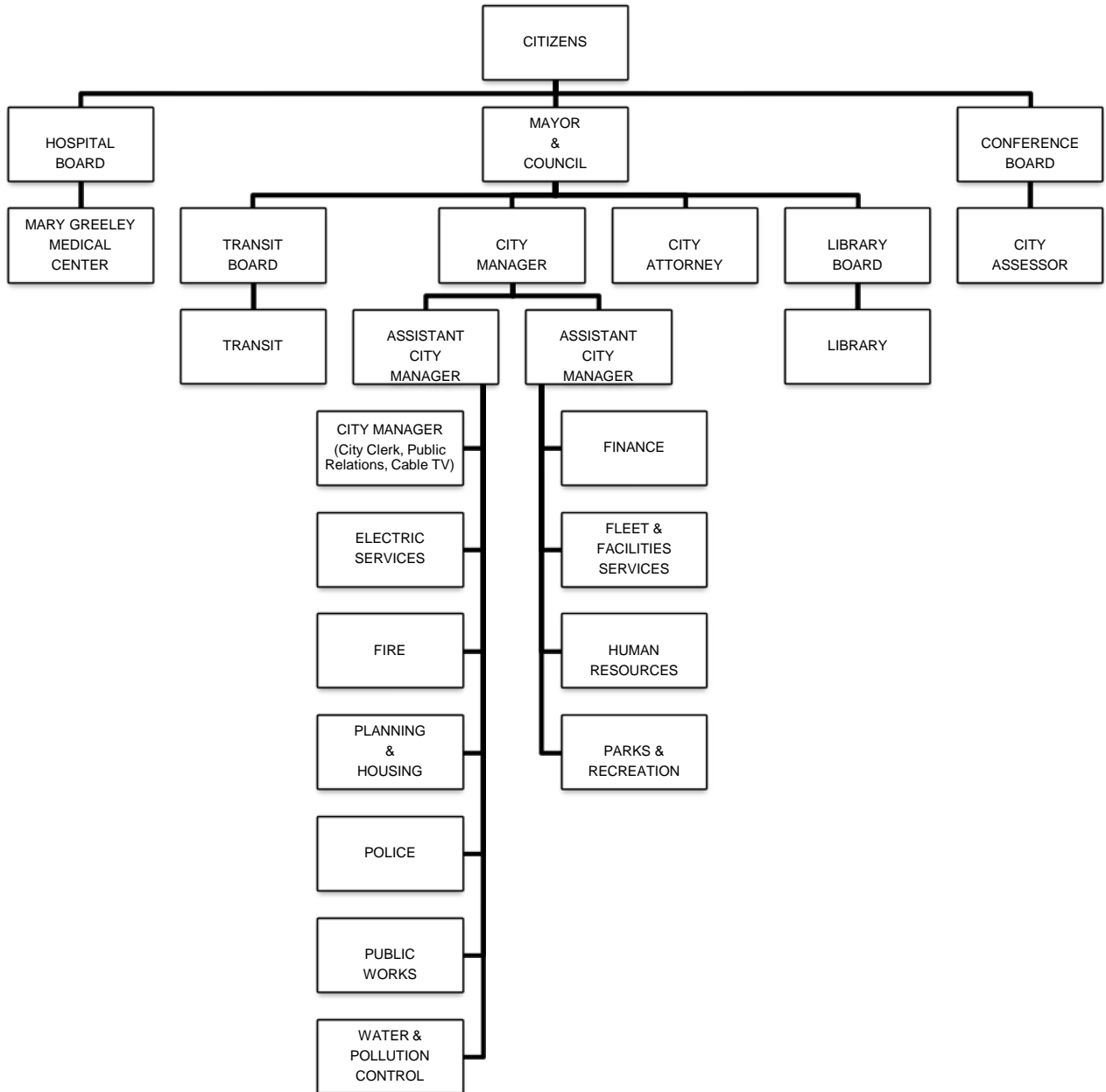
- Analyzing systems and procedures to ensure efficient delivery of services.
- Evaluating the ability of new technologies and related capital investments to improve productivity.
- Developing the skills and abilities of all City employees.
- Developing and implementing appropriate methods of recognizing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

BUDGET CALENDAR

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

SPRING	Resident Satisfaction Survey administered to 1,350 residents asking funding priorities, effectiveness of services, and preferred changes in emphasis/service levels. All results are reviewed with the City Council prior to the start of the budget process.
AUGUST SEPTEMBER	Departments prepare Capital Improvement Project (CIP) information for the 5-year plan and begin preparation of amended 2015/16 and proposed 2016/17 operational budgets. Resident Satisfaction Survey results are presented to the City Council.
OCTOBER	October 6 – Public town budget meeting to receive input from residents for budget service levels and projects. The meeting is televised and the public can call in and email questions.
NOVEMBER DECEMBER	November 24 – City Council budget meeting to review issues, priorities, and preferences in service levels for the 2016/17 budget. Staff drafts 5-year CIP. PROBE meetings (Productive Review of Budget Entries) are conducted with Assistant City Managers, Finance Director, Budget Officer, and City departments. All revenues, operational program costs, and current year CIP adjustments are reviewed.
JANUARY	City Manager holds budget review meetings with departments. The City Manager's recommended draft budget document is prepared. January 19 – CIP workshop with City Council. January 26 – Public hearing for resident input on CIP.
FEBRUARY	January 29, February 2, 3, 4, 9 – City Council reviews entire program budget with department heads in five public meetings held on one afternoon and four evenings.
MARCH	March 1 – Final budget hearing and adoption of amended 2015/16 budget and 2016/17 budget. State statute requires the budget be certified with the County Auditor by March 15.
MAY	Departments review their budgeted revenues and expenses in May in order to make adjustments which will more accurately reflect the City's anticipated revenues and expenses for the fiscal year ending June 30. After City Council review and approval, the amendments are submitted to the County Auditor by the end of May as required by State statute.

CITY OF AMES, IOWA ORGANIZATIONAL CHART



AMES CITY COUNCIL APPOINTEES

Name	Title	Phone Number
Steve Schainker	City Manager	515-239-5101
Judy Parks	City Attorney	515-239-5146

CITY OF AMES, IOWA, DEPARTMENT HEADS

Name	Department	Phone Number
Donald Kom	Electric	515-239-5171
Duane Pitcher	Finance	515-239-5114
Shawn Bayouth	Fire	515-239-5414
Corey Mellies	Fleet Services/Facilities	515-239-5520
Kaila Kenjar	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 2016/17 PROPERTY TAX LEVY

Taxable Valuation \$ 2,603,065,698

% Change From FY 15/16 6.5%

LEVY REQUIRED	LEVY PER \$1,000 VALUATION	DOLLAR AMOUNT	RATE		DOLLAR	
			CHANGE	%	CHANGE	%
Total Requirement	7.61512	19,822,659	(0.22690)	(2.89)	649,251	3.3
Less:						
State Replacement Tax	.21653	563,644				
Local Option Property Tax	1.79788	4,680,000	0.03886	2.12	(189,237)	(4.21)
Net General Levy	5.60071	14,579,015	(0.17403)	(3.01)	460,014	3.26
Trust and Agency Levy (Partial Police/Fire Benefits)	.71908	1,871,820	0.00692	0.97	130,618	7.50
Transit Levy	.64261	1,672,761	(0.00939)	(1.44)	78,648	4.93
Total Before Debt Service	6.96240	18,123,596	(0.17650)	(2.47)	669,280	3.83
Debt Service Levy	3.41087	8,915,843	(0.07960)	(2.28)	375,410	4.40
Grand Total Tax Levy	10.37327	27,039,439	(0.25610)	(2.41)	1,044,690	4.02

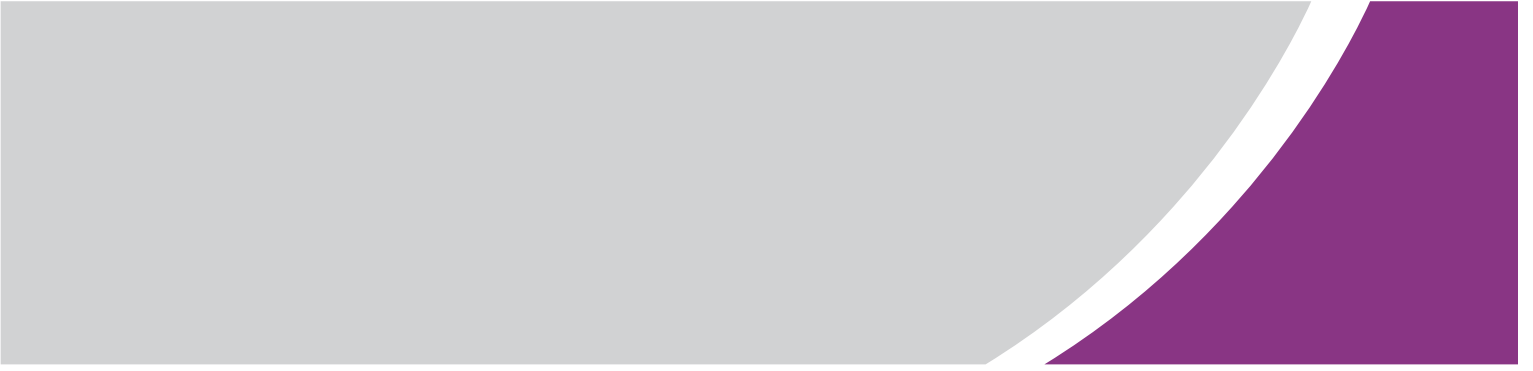
Ag Levy – Valuation: \$1,648,505 x 3.00375 = \$4,952

TIF valuation available for Debt Service - \$10,883,485



Grand Totals





SUMMARY OF TOTAL REVENUES AND EXPENDITURES ALL FUNDS – REVENUE SUMMARY

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Property Taxes	25,403,713	26,000,576	26,000,576	27,253,047	4.8%
Other Taxes:					
Utility Excise Tax	60,871	59,156	59,156	55,236	-6.6%
State Replacement Tax	524,306	1,038,180	1,038,180	1,038,180	0.0%
Local Option Sales Tax	7,996,943	7,484,605	7,831,295	7,800,000	4.2%
Hotel/Motel Tax	2,094,535	1,775,000	2,000,000	2,040,000	14.9%
	<u>10,676,655</u>	<u>10,356,941</u>	<u>10,928,631</u>	<u>10,933,416</u>	5.6%
Licenses & Permits	2,050,635	1,486,425	1,532,025	1,637,422	10.2%
Intergovernmental Revenue:					
State Road Use Tax	6,282,692	5,925,077	7,105,282	7,134,765	20.4%
Federal Grants	2,337,824	3,413,760	4,667,449	3,454,839	1.2%
State Grants	10,113,893	39,982,854	63,395,675	27,570,532	-31.0%
Monies & Credits	19,108	17,818	19,000	19,000	6.6%
County Contributions	128,530	118,000	128,342	128,000	8.5%
Other Intergovernmental Revenue	5,416,798	6,071,493	6,467,958	6,209,159	2.3%
	<u>24,298,845</u>	<u>55,529,002</u>	<u>81,783,706</u>	<u>44,516,295</u>	-19.8%
Charges for Services:					
Utility Charges	74,853,375	78,471,942	78,408,463	81,369,951	3.7%
Other Charges for Services	8,917,135	9,021,179	9,041,514	9,217,462	2.2%
	<u>83,770,510</u>	<u>87,493,121</u>	<u>87,449,977</u>	<u>90,587,413</u>	3.5%
Fines, Forfeit, & Penalty	797,495	797,000	805,094	786,500	-1.3%
Use of Money & Property:					
Interest Revenue	1,032,496	735,200	722,600	727,089	-1.1%
Other Uses of Money/Property	917,660	948,961	963,479	970,189	2.2%
	<u>1,950,156</u>	<u>1,684,161</u>	<u>1,686,079</u>	<u>1,697,278</u>	0.8%
Miscellaneous Revenues:					
Proceeds from Bonds	9,695,000	32,767,990	29,623,975	5,945,000	-81.9%
Other Miscellaneous Revenue	2,525,776	2,506,424	3,368,250	1,611,111	-35.7%
	<u>12,220,776</u>	<u>35,274,414</u>	<u>32,992,225</u>	<u>7,556,111</u>	-78.6%
Internal Service Revenue	16,750,889	16,526,424	16,375,376	17,243,195	4.3%
Total Before Transfers	177,919,674	235,148,064	259,553,689	202,210,677	-14.0%
Transfers	16,312,704	16,745,333	31,761,516	18,822,958	12.4%
Total Revenues	<u>194,232,378</u>	<u>251,893,397</u>	<u>291,315,205</u>	<u>221,033,635</u>	-12.3%

ALL FUNDS - EXPENDITURES

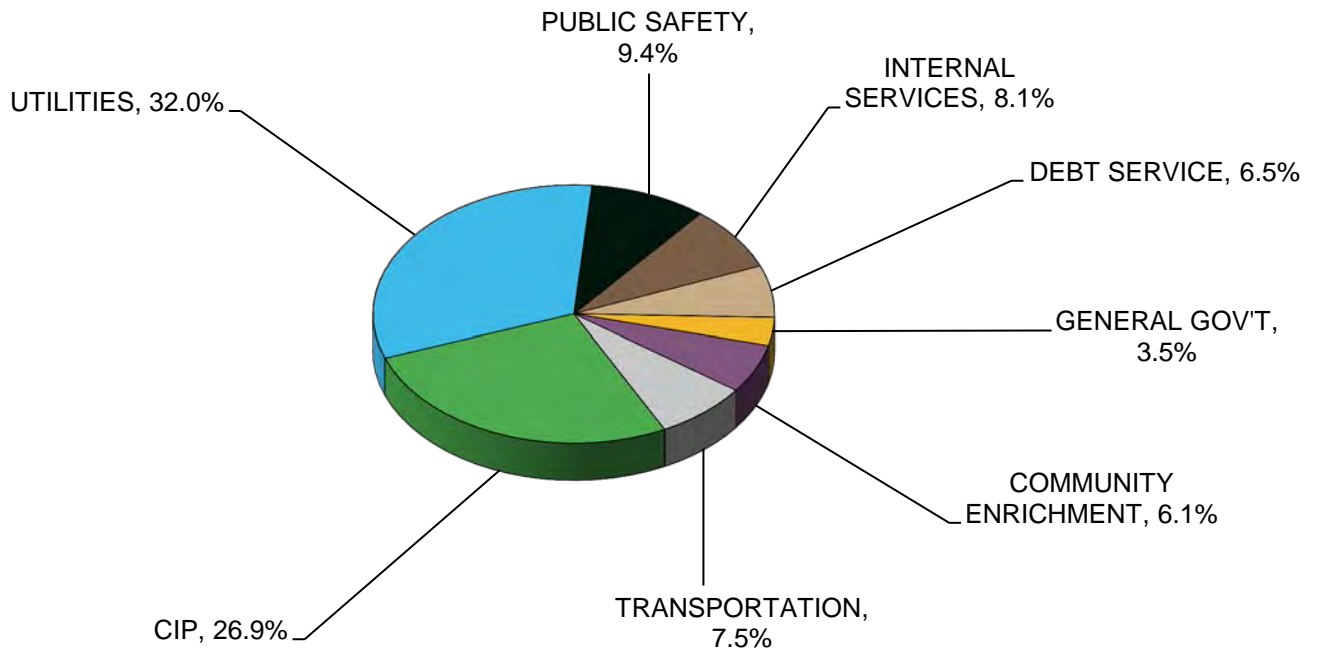
	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Operations:					
Public Safety:					
Law Enforcement	8,416,596	8,820,192	8,888,067	9,129,677	3.5%
Fire Safety	6,235,040	6,607,573	6,483,548	6,810,174	3.1%
Building Safety	1,195,336	1,459,409	1,441,226	1,475,907	1.1%
Traffic Control	934,862	989,151	1,067,791	1,050,390	6.2%
Animal Control	375,289	366,233	377,521	387,981	5.9%
Other Public Safety	750,388	794,500	794,500	844,500	6.3%
Total Public Safety	17,907,511	19,037,058	19,052,653	19,698,629	3.5%
Utilities:					
Electric Services	45,855,063	51,383,447	51,790,388	52,720,565	2.6%
Water and Pollution Control	6,701,885	7,339,701	7,177,590	7,550,450	2.9%
Utility Maintenance	1,476,787	1,607,318	1,560,902	1,618,663	0.7%
Storm Sewer Maintenance	215,811	252,189	255,267	263,130	4.3%
Resource Recovery	3,778,791	3,793,759	4,020,717	3,915,629	3.2%
Utility Customer Service	1,382,517	1,505,211	1,478,847	1,517,603	0.8%
Total Utilities	59,410,854	65,881,625	66,283,711	67,586,040	2.6%
Transportation:					
Street Maintenance	1,686,892	1,639,442	1,756,642	1,886,056	15.0%
Street Cleaning	249,853	262,470	256,055	263,516	0.4%
Snow and Ice Control	930,660	1,151,047	1,095,492	1,130,080	-1.8%
Right-of-Way Maintenance	698,425	888,251	895,919	811,190	-8.7%
Public Parking	823,751	851,900	879,585	876,665	2.9%
Transit System	9,413,637	10,230,327	10,018,919	10,619,036	3.8%
Airport Operations	149,835	138,136	140,486	146,213	5.9%
Total Transportation	13,953,053	15,161,573	15,043,098	15,732,756	3.8%
Community Enrichment:					
Parks and Recreation	3,952,204	4,120,761	4,433,504	4,306,331	4.5%
Library Services	3,823,942	4,039,191	4,265,389	4,198,078	3.9%
Human Services	1,143,231	1,233,357	1,229,023	1,302,560	5.6%
Art Services	165,618	189,733	222,189	197,170	3.9%
Cemetery	139,615	168,195	164,074	169,795	1.0%
City-Wide Housing Programs	39,090	48,754	52,855	46,708	-4.2%
CDBG Program	531,810	487,470	1,197,998	483,452	-0.8%
Economic Development	1,767,150	1,491,171	1,652,537	1,882,857	26.3%
Cable TV Services	142,673	139,415	142,728	146,266	4.9%
Total Community Enrichment	11,705,333	11,918,047	13,360,297	12,733,217	6.8%

ALL FUNDS – EXPENDITURES, continued

	2014/15	2015/16	2015/16	2016/17	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
General Government:					
City Council	278,626	332,912	364,459	352,491	5.9%
City Clerk	340,241	357,296	357,271	345,162	-3.4%
City Manager	672,289	734,993	669,062	757,788	3.1%
Public Relations	171,081	185,450	385,265	192,357	3.7%
Planning Services	669,138	828,020	1,072,292	819,813	-1.0%
Finance Services	1,653,816	1,720,745	1,739,286	1,769,105	2.8%
Legal Services	616,908	642,444	657,676	664,225	3.4%
Human Resources	433,573	517,277	418,864	466,950	-9.7%
Facilities	409,489	427,255	541,560	434,698	1.7%
Public Works	715,772	1,267,150	1,217,763	1,299,938	2.6%
Merit Adjustment	-	174,971	-	187,595	7.2%
Total General Government	5,960,933	7,188,513	7,423,498	7,290,122	1.4%
Total Operations	108,937,684	119,186,816	121,163,257	123,040,764	3.2%
CIP:					
Public Safety CIP	883,503	2,243,175	4,909,671	2,051,000	-8.6%
Utilities CIP	28,068,170	69,061,900	90,563,797	40,835,100	-40.9%
Transportation CIP	11,511,921	20,543,718	38,809,181	12,592,040	-38.7%
Community Enrichment CIP	4,476,961	1,239,000	3,423,491	962,500	-22.3%
General Government CIP	945,144	50,000	1,753,157	50,000	0.0%
Internal Services CIP	104,720	111,000	140,521	135,000	21.6%
Total CIP	45,990,419	93,248,793	139,599,818	56,625,640	-39.3%
Debt Service:					
General Obligation Bonds	9,743,158	10,671,238	15,892,243	11,155,053	4.5%
Electric Revenue Bonds	-	-	961,946	968,556	-
SRF Loan Payments	234,981	1,122,492	1,122,492	1,557,303	38.7%
Bond Costs	97,189	-	127,901	-	-
Total Debt Service	10,075,328	11,793,730	18,104,582	13,680,912	16.0%
Internal Services:					
Fleet Services	3,507,403	4,288,045	5,919,851	3,170,334	-26.1%
Information Technology	2,174,705	2,237,158	2,840,375	2,463,338	10.1%
Risk Management	2,225,945	2,361,272	2,371,895	2,402,295	1.7%
Health Insurance	8,448,492	8,165,749	8,328,032	8,986,528	10.1%
Total Internal Services	16,356,545	17,052,224	19,460,153	17,022,495	-0.2%
Total Expenditures Before Transfers	181,359,976	241,281,563	298,327,810	210,369,811	-12.8%
Transfers:	16,312,704	16,745,333	31,761,516	18,822,958	12.4%
Total Expenditures	197,672,680	258,026,896	330,089,326	229,192,769	-11.2%

ALL FUNDS – EXPENDITURES, continued

WHERE THE MONEY IS SPENT... 2016/17 MANAGER RECOMMENDED

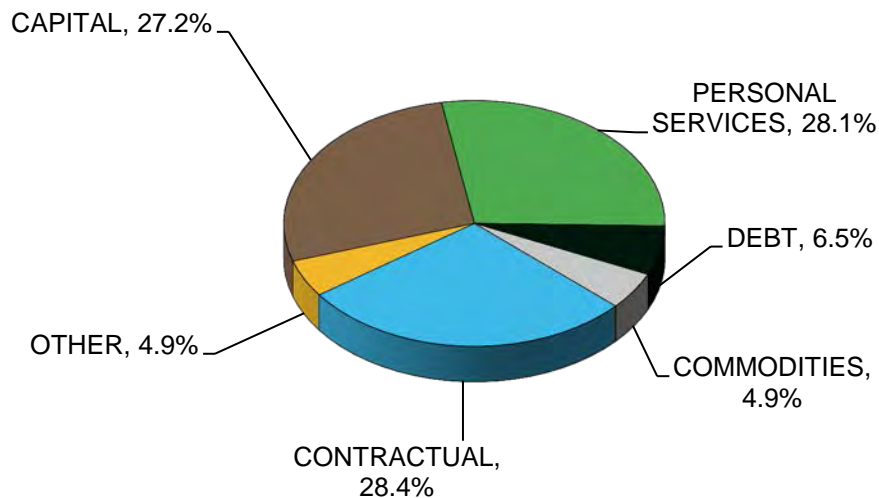


Excluding Transfers

ALL FUNDS – EXPENDITURES BY CATEGORY

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Personal Services	53,661,864	57,055,783	55,607,117	59,102,631	3.6%
Contractual	48,542,823	48,790,563	53,449,710	59,796,192	22.6%
Commodities	21,968,604	19,820,031	17,512,462	10,305,675	-48.0%
Capital	37,437,963	94,615,859	144,220,606	57,219,959	-39.5%
Debt	10,075,328	11,793,730	18,104,582	13,680,912	16.0%
Other (Refunds, Insurance Claims, etc)	9,673,394	9,205,597	9,433,333	10,264,442	11.5%
Total Expenditures Before Transfers	181,359,976	241,281,563	298,327,810	210,369,811	-12.8%
Transfers	16,312,704	16,745,333	31,761,516	18,822,958	12.4%
Total Expenditures	197,672,680	258,026,896	330,089,326	229,192,769	-11.2%

BREAKDOWN BY MAJOR EXPENSE CATEGORY 2016/17 MANAGER RECOMMENDED

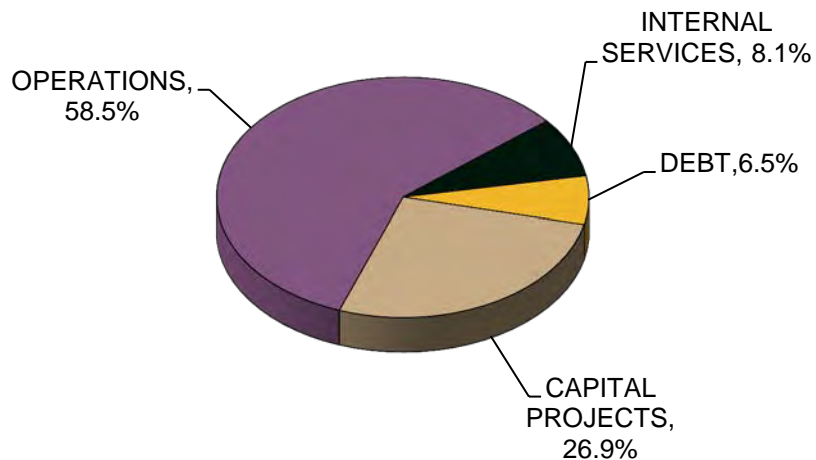


Excluding Transfers

ALL FUNDS – EXPENDITURES BY TYPE

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Operations	108,937,684	119,186,816	121,163,257	123,040,764	3.2%
CIP	45,990,419	93,248,793	139,599,818	56,625,640	-39.3%
Debt	10,075,328	11,793,730	18,104,582	13,680,912	16.0%
Internal Services	16,356,545	17,052,224	19,460,153	17,022,495	-0.2%
Total Expenditures Before Transfers	181,359,976	241,281,563	298,327,810	210,369,811	-12.8%
Transfers	16,312,704	16,745,333	31,761,516	18,822,958	12.4%
Total Expenditures	197,672,680	258,026,896	330,089,326	229,192,769	-11.2%

EXPENDITURES BY TYPE 2016/17 MANAGER RECOMMENDED



Excluding Transfers

SUMMARY OF PROGRAM EXPENDITURES

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Public Safety:					
Operations	17,907,511	19,037,058	19,052,653	19,698,629	3.5%
CIP	883,503	2,243,175	4,909,671	2,051,000	-8.6%
Total Public Safety	18,791,014	21,280,233	23,962,324	21,749,629	2.2%
Utilities:					
Operations	59,410,854	65,881,625	66,283,711	67,586,040	2.6%
CIP	28,068,170	69,061,900	90,563,797	40,835,100	-40.9%
Total Utilities	87,479,024	134,943,525	156,847,508	108,421,140	-19.7%
Transportation:					
Operations	13,953,053	15,161,573	15,043,098	15,732,756	3.8%
CIP	11,511,921	20,543,718	38,809,181	12,592,040	-38.7%
Total Transportation	25,464,974	35,705,291	53,852,279	28,324,796	-20.7%
Community Enrichment:					
Operations	11,705,333	11,918,047	13,360,297	12,733,217	6.8%
CIP	4,476,961	1,239,000	3,423,491	962,500	-22.3%
Total Community Enrichment	16,182,294	13,157,047	16,783,788	13,695,717	4.1%
General Government:					
Operations	5,960,933	7,188,513	7,423,498	7,290,122	1.4%
CIP	945,144	50,000	1,753,157	50,000	0.0%
Total General Government	6,906,077	7,238,513	9,176,655	7,340,122	1.4%
Debt Service	10,075,328	11,793,730	18,104,582	13,680,912	16.0%
Internal Services:					
Operations	16,356,545	17,052,224	19,460,153	17,022,495	-0.2%
CIP	104,720	111,000	140,521	135,000	
Total Internal Services	16,461,265	17,163,224	19,600,674	17,157,495	0.0%
Total Expenditures Before Transfers	181,359,976	241,281,563	298,327,810	210,369,811	-12.8%
Transfers	16,312,704	16,745,333	31,761,516	18,822,958	12.4%
Total Expenditures	197,672,680	258,026,896	330,089,326	229,192,769	-11.2%

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

Department	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
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	7.50
Planning & Housing	7.00	7.00	7.00	7.00
Administrative Services	6.50	6.50	6.00	6.00
Finance	40.75	40.75	40.75	40.75
Fleet Services/Facilities	9.50	9.50	9.50	9.50
Transit	81.55	83.05	83.05	84.05
Fire/Building Safety	65.00	65.00	65.00	67.00
Police/Animal Control	77.65	77.65	77.65	79.65
Library	35.25	35.25	35.50	35.50
Parks and Recreation	19.50	19.50	19.50	20.00
Water & Pollution Control	40.05	40.05	40.05	40.30
Electric	81.00	81.00	81.00	81.00
Public Works:				
Administration	1.50	1.50	2.00	2.00
Traffic	7.00	7.00	7.00	7.00
Streets	19.00	19.00	19.00	21.00
Engineering	13.00	14.75	14.75	14.75
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	73.50	75.25	75.75	77.75
TOTAL	560.50	563.75	564.00	572.00

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

The staffing level changes for the City of Ames that are included in the 2015/16 Adjusted Budget and 2016/17 Manager Recommended Budget are as follows:

2015/16 Adjusted: 564.00 FTEs (0.25 increase)

- + 0.25 FTE A .75 position in the Library's Resource Services division was reduced to .50. The resulting salary savings, along with temporary salary funding, was used to create a new .50 position in Library Customer Account Services.

2016/17 Manager Recommended: 572.00 FTEs (8.00 increase)

- + 0.25 FTE Due to the expanded scope of the Health Promotion program, the Health Promotion Coordinator position in Human Resources has been increased from .75 to a full-time position.
- + 1.00 FTE A full-time Trainer position has been added in Transit to address driver shortage issues.
- + 1.00 FTE A new Fire Training Chief position has been created to ensure up-to-date EMS and fire training/certifications for personnel, assist with command staffing, and function as a required Safety Officer during structure fires and emergencies.
- + 1.00 FTE An additional full-time Firefighter position has been added to assist with short-term vacancies across all three shifts and ensure that overtime is minimized.
- + 1.00 FTE An additional Police Officer position has been added to maintain service levels in the community. The new position will be assigned to the afternoon patrol shift to provide direct public service during periods of peak call volume.
- + 0.75 FTE Due to increased need in the community, a part-time temporary Mental Health Advocate position in the Police Department has been increased to a permanent .75 FTE position.
- + 0.25 FTE A .75 Police Records Clerk position has been increased to full-time due to the anticipated additional work load that is anticipated with the use of officer worn body cameras.
- + 0.50 FTE The Auditorium Manager position has been increased from .5 FTE to full-time to expand services in the Auditorium and to assist with the supervision of Community Center staff.
- + 0.25 FTE The Water & Pollution Control Administration Secretary has been increased from .75 to a full-time position
- + 2.00 FTE Two Maintenance Workers have been added to the Public Works Streets Division due to the continued growth of the City's street network.



Public Safety





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.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Use of Funds:					
Law Enforcement	8,416,596	8,820,192	8,888,067	9,129,677	3.5%
Fire Safety	6,235,040	6,607,573	6,483,548	6,810,174	3.1%
Building Safety	1,195,336	1,459,409	1,441,226	1,475,907	1.1%
Traffic Control	934,862	989,151	1,067,791	1,050,390	6.2%
Animal Control	375,289	366,233	377,521	387,981	5.9%
Other Public Safety	750,388	794,500	794,500	844,500	6.3%
Total Operations	17,907,511	19,037,058	19,052,653	19,698,629	3.5%
Public Safety CIP	883,503	2,243,175	4,909,671	2,051,000	-8.6%
Total Expenditures	18,791,014	21,280,233	23,962,324	21,749,629	2.2%
Personnel - Authorized FTE	147.75	147.75	147.75	151.75	

PUBLIC SAFETY

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures by Category:					
Personal Services	14,817,847	15,545,575	15,363,355	16,147,687	3.9%
Contractual	2,667,654	3,017,654	3,072,860	3,117,266	3.3%
Commodities	364,624	414,088	411,563	395,176	-4.6%
Capital	54,887	59,741	204,875	38,500	-35.6%
Other	2,499	-	-	-	
Total Operations	17,907,511	19,037,058	19,052,653	19,698,629	3.5%
Public Safety CIP	883,503	2,243,175	4,909,671	2,051,000	-8.6%
Total Expenditures	18,791,014	21,280,233	23,962,324	21,749,629	2.2%
Funding Sources:					
Program Revenues	3,799,546	3,269,983	3,303,132	3,460,003	5.8%
MPO Reimbursement	63,637	63,674	67,618	57,718	-9.4%
General Fund	13,183,439	14,798,424	14,696,654	15,203,239	2.7%
Road Use Tax	860,889	904,977	985,249	977,669	8.0%
Total Operations Funding	17,907,511	19,037,058	19,052,653	19,698,629	3.5%
Public Safety CIP Funding:					
G.O. Bond Funds	22,988	450,000	427,012	-	
Local Option Sales Tax	191,065	260,175	1,310,309	122,000	-53.1%
Road Use Tax	418,873	658,000	1,184,458	863,000	31.2%
Street Construction Fund	250,577	875,000	1,965,338	1,066,000	21.8%
Suncrest Developer Fund	-	-	5,500	-	
Bike Licenses Fund	-	-	17,054	-	
Total CIP Funding	883,503	2,243,175	4,909,671	2,051,000	-8.6%
Total Funding Sources	18,791,014	21,280,233	23,962,324	21,749,629	2.2%

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.)

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Activities:					
Administration/Records	825,253	849,729	856,251	893,260	5.1%
Crime Prevention/Police Svcs	5,416,347	5,663,908	5,735,847	5,838,707	3.1%
General Investigation	1,006,930	1,123,547	1,102,548	1,181,803	5.2%
Emergency Communications	1,105,943	1,183,008	1,193,421	1,215,907	2.8%
Police Forfeiture/Grants	62,123	-	-	-	
Total Expenditures	8,416,596	8,820,192	8,888,067	9,129,677	3.5%
Personnel - Authorized FTE	72.25	72.25	72.25	74.25	

LAW ENFORCEMENT

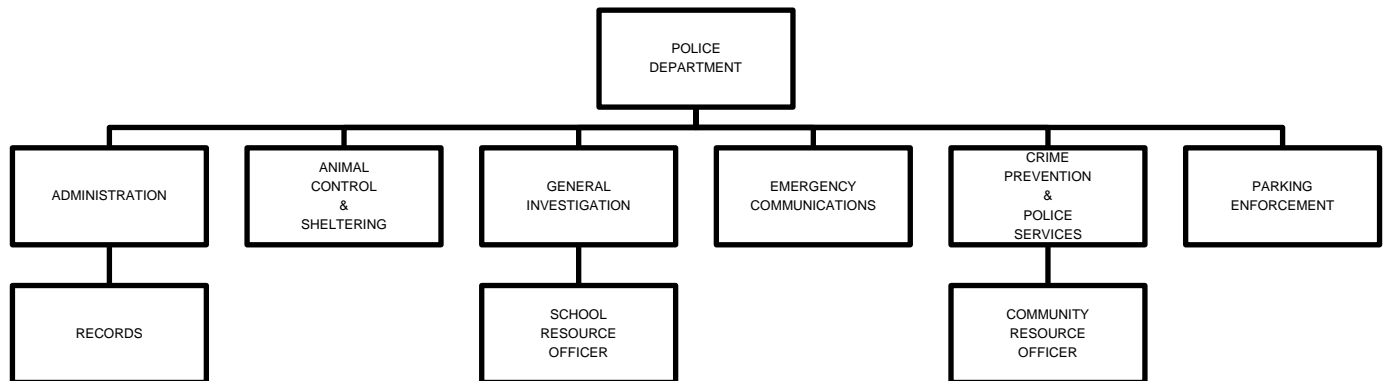
Expenditures by Category:	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Personal Services	7,296,962	7,611,326	7,615,716	7,783,868	2.3%
Contractual	937,863	1,016,967	992,243	1,007,192	-1.0%
Commodities	166,672	164,113	159,888	143,053	-12.8%
Capital	12,600	27,786	120,220	19,000	-31.6%
Other	2,499	-	-	-	
Total Expenditures	8,416,596	8,820,192	8,888,067	8,953,113	1.5%

Funding Sources:

Police Revenues:

Ames Community Schools	40,990	42,855	42,855	43,819	2.3%
Municipal Fines/Fees	124,437	140,000	120,000	120,000	-14.3%
Charges for Services	119,305	137,312	131,312	129,909	-5.4%
Police Forfeiture	12,417	-	-	-	
Police Grants	49,697	-	-	-	
Donations	30	-	-	-	
Total Revenues	346,876	320,167	294,167	293,728	-8.3%

General Fund Support	8,069,720	8,500,025	8,593,900	8,659,385	1.9%
Total Funding Sources	8,416,596	8,820,192	8,888,067	8,953,113	1.5%



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, crime analysis, prioritization and strategic budgeting. The Division serves as the supervisory and administrative backbone of the department. The Division also 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 services and decision-making
- ✓ Provide timely, accurate reports and public information
- ✓ Enhance communications with the citizens
- ✓ **Implement creative, energetic and engaging ideas to address crime in support of City Council's goal to promote a sense of one community**
- ✓ Build trust within the community

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	699,879	718,516	720,606	757,262	5.4%
Contractual	111,499	123,618	126,850	124,653	0.8%
Commodities	7,575	7,595	8,795	11,345	49.4%
Capital	6,300	-	-	-	
Total Expenditures	825,253	849,729	856,251	893,260	5.1%
Funding Sources:					
General Fund	825,253	849,729	856,251	893,260	5.1%
Total Funding Sources	825,253	849,729	856,251	893,260	5.1%
Personnel - Authorized FTE	7.00	7.00	7.00	7.25	

POLICE ADMINISTRATION AND RECORDS

Highlights:

In August, the administrative staff and investigators returned to newly remodeled space in City Hall. That event signaled the culmination of a more than three year, two phase, remodel project that changed the physical environment of the entire Police Department. 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 upgrades to the Emergency Operations Center, booking and prisoner security, evidence storage and security, improved space-use efficiency, and improvements in customer access and service. The latest phase of the project reconfigured the public access for police services, centralizing public contact in one location. The Police Records staff, who provided exceptional customer services as the single point of face-to-face contact during the remodel process, will be the most visible point of service in the future. A Family Services Room was added – a place where officers or others can meet with victims, family members, or other citizens with a greater degree of privacy. The remodel also improved the Investigations crime lab, providing additional space and updated equipment. The final elements of the remodel, including wayfinding to improve customer service, should be completed by the end of the year.

Quality of life and community outreach have been a focus of the activity during the last year. Throughout the division programs, resources have been allocated to proactively address potential issues and concerns. Examples include:

- Partnering with the NAACP on a community education program
- Implementing AEDs (a highly successful program in Patrol) at the Animal Shelter and in Animal Control vehicles, and into the Parking trucks
- Reaching out to neighborhoods and university students, through internships and part-time jobs
- Through the Safe Neighborhoods Team contacts and through public presentations on issues of interest, developing personal relationships with the community
- Participating in design work with landlords and providing resources to help landlords address noise and security issues
- Taking special efforts to reach the staff of local businesses and agencies to build and strengthen relationships

The demand for law enforcement information from the public, the press, the courts, and our own internal need for data analysis has put pressure on the Police Records staff. There is an additional concern that when officers add body-worn cameras to the equipment carried on a daily basis, the volume of data to be coded, classified, reproduced, and disseminated to others will outpace the ability of the current staff to respond. To help address this need, a 3/4 Records Clerk will be expanded to full-time.

	2013/14 Actual	2014/15 Actual	2015/16 Adjusted	2016/17 Projected
Service Accomplishments:				
Attorney requests for information	2,232	2,039	1,755	1,800
Accident reports processed	660	725	887	750
Verification of loss reports processed	72	61	44	65
Record checks processed	1,060	1,354	1,388	1,400
Total # of incidents handled	6,671	6,071	6,191	6,200
Public records requests	188	212	197	200
Efficiency and Effectiveness:				
% of citizens somewhat or very satisfied with Police services	86%	89%	89%	

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 that emphasizes 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

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	4,710,359	4,865,095	4,885,758	5,054,926	3.9%
Contractual	591,880	654,503	619,469	656,483	0.3%
Commodities	107,808	124,255	129,465	110,798	-10.8%
Capital	6,300	20,055	101,155	16,500	-17.7%
Other	-	-	-	-	
Total Expenditures	5,416,347	5,663,908	5,735,847	5,838,707	3.1%
Funding Sources:					
General Fund	5,416,347	5,663,908	5,735,847	5,838,707	3.1%
Total Funding Sources	5,416,347	5,663,908	5,735,847	5,838,707	3.1%
 Personnel - Authorized FTE	 43.25	 43.25	 43.25	 44.25	

CRIME PREVENTION AND POLICE SERVICES

Highlights:

The Crime Prevention and Police Services program includes 42 sworn officers who provide direct services to citizens. The program includes three patrol shifts that respond to calls for service 24 hours a day, every day of the year. The program also includes a specialty shift for the Safe Neighborhoods Team. In addition to completing their regular duties, individual officers in the Crime Prevention and Police Services program provide specialized services to the community by developing advanced skills in a number of law enforcement areas of expertise.

The Safe Neighborhoods Team (SNT) includes four patrol officers and a supervising sergeant. In a recent organizational change, SNT now includes the Community Resource Officer who has also been assigned to the team. The officers assigned to SNT and CRO share the complementary roles of relationship building and community problem solving, setting a standard which all department personnel follow. SNT renewed the relationship with the SNT mentors who are helping the team expand connections to the local community. Team members have worked with apartment managers and owners to reduce repeat calls and solve quality of life problems. The team also has direct interaction with a wide array of neighborhood organizations and student groups. In addition to solving some of the problems affecting these areas, the communication has assisted in neighborhood information sharing and in resolving several crimes. The team has fostered stronger working relationships with neighborhoods and students, and furthered the Council's goal to promote a sense of one community.

Problem solving and building relationships are core goals of the department. A significant amount of patrol time is invested in quality of life problems such as noise complaints, vandalism, and illegal parking. Patrol members collaborate with other City departments and community stakeholders to address these issues in a timely and effective manner. The department is also using analytical strategies to address property crimes such as thefts and burglaries. Crime data is mapped and officers are directed to specific locations based on times of the day or week. This allows officers to recognize patterns of crime and to intervene earlier to reduce crime and increase public safety.

As in years past, alcohol continues to be a significant factor in the crimes that occur 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:

Officers have been testing Body Worn Cameras (BWC) for the past six months. The landscape is changing quickly as manufacturers are adapting features and technology to meet the needs of law enforcement. In addition to reviewing the actual cameras and related systems, the review team is also evaluating the policy and privacy implications of BWC. Understanding and addressing the privacy concerns with the collection and dissemination of video, not only from BWC but also from in-car cameras and other sources of police held video, may be the most complicated part of the process.

The department recently evaluated and purchased new handguns. The existing handguns were nearing end of life and the replacement went smoothly with selection of a new firearm that should last for years.

The continued increase in the number of mental health related calls has had an impact of operations of this program. A significant amount of patrol officer time is committed to helping people navigate crises, obtain psychiatric attention, and other needed support services. Officers actively work with our mental health advocate to increase the chances of positive outcomes on these difficult calls.

Patrol officers continue to be responsive to citizen concerns related to traffic accidents or compliance occurring in neighborhoods throughout the community. Mapping software is utilized to identify high accident areas and target enforcement to these areas. Work with the Traffic Engineer continues 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:

- Deployment of the radar speed trailer as a visual reminder and educational tool for motorists.
- Enhance police patrols along with increased radar/speed enforcement efforts.
- 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 Edwards Elementary School and other elementary schools. These actions have provided a safer environment for our children.
- Partnering with the school district's bus service to work on the problem of motorists who do not stop for school bus stop arms or lights.
- Active involvement 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. In the past 16 months, there have been 29 confirmed wrong way incidents on Highway 30 near Ames. Those 29 wrong way drivers passed 130 potential head on crashes. There is more work to be done to find a solution to this problem.

The Patrol program continues to promote the "Certified Crime Free Housing Program" along with conducting "Crime Prevention through Environmental Design" (CPTED) 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. CPTED evaluations are also being completed as part of the Mary Greeley Medical Center renovation project. Officers are also working actively with the Ames School District on their new building, remodeling and emergency planning.

CRIME PREVENTION AND POLICE SERVICES

Highlights, continued:

Officers are continually working to build positive relationships with the citizens of our community through such programs as Shop with a Cop, Angel Tree, Child Car Seat Inspections, Bicycle Safety Inspections, Tours of the Police Department, Citizen Police Academy, Safe Neighborhoods Team Outreach, National Night Out, Carving with Cops, Coffee with Cops, Social media “Tweet-Alongs” (virtual ride-alongs), and group presentations on a variety of topics of interest.

Bicycle teams are used extensively throughout the warmer months of the year. This environmentally sensitive mode of transportation is used at the many special events hosted in Ames such as ISU football games, neighborhood block parties, welcome/goodbye student events, the Midnight Madness Road Race, and many other special events.

In recent years the standard patrol car has transitioned from the full-sized Crown Victoria to the Ford Interceptor. The Interceptor provides enhanced safety features, all-wheel drive, and increased fuel efficiency. However, due to its smaller size, the Interceptor has limited space for both standard patrol equipment and larger officers. A Ford Utility Vehicle was recently added to the fleet to test its effectiveness and fuel efficiency against the Interceptor. The Utility Vehicle proved to have all the benefits of the Interceptor, including fuel efficiency, while solving the limited space issue. In the summer of 2016 a new idle management system will be tested on the Utility Vehicle in an effort to further improve fuel efficiency.

Command staff members partnered with the Ames Chapter of the NAACP to provide a series of educational sessions to the public to enhance communication and understanding. The first session on “Know Your Rights” was information about what happens on the traffic stop; and the second session was on Miranda Rights. This valuable partnership will continue to bring future sessions to the citizens of Ames.

The job of a police officer continues to broaden. Training both leads and follows the makeup and needs of the community. Mental health issues training is now required by the state and part of the annual programming provided by the department. Ongoing training covering issues of diversity, a multi-cultural community, and special populations is also a critical part of the department’s programming. A specific program focusing on the needs, challenges and opportunities for new immigrants to the community was attended by all department staff.

The strategies used to improve communication with citizens, address crime, and build community relationships are time intensive. As the community grows, the need for additional patrol officer services also grows. To maintain the level of service provided on an everyday basis, the department will add a patrol officer FTE in FY 2016/17. The new position will be assigned to the afternoon patrol shift and provide direct public service during periods of peak call volume.

	2013/14	2014/15	2015/16	2016/17
	Actual	Actual	Adjusted	Projected
Service Accomplishments:				
Number of assaults investigated	282	257	257	
Number of thefts investigated	1,045	745	814	
OWI arrests	192	186	208	
Liquor violations	191	127	95	
Noise complaints investigated	1,277	1,222	1,075	
Public intoxication investigations	372	369	284	
Efficiency and Effectiveness:				
Community Resource Officer contacts	4,376	Position	vacant	
Crime prevention presentations	47	111	100	100
Incidents per sworn position	527	536	549	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, the Drug Task Force Officer, arson investigations, evidence management, forensic analysis and sexual assault response.

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 and investigate major crimes

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	898,524	996,182	972,744	1,051,324	5.5%
Contractual	95,168	110,715	115,074	119,439	7.9%
Commodities	13,238	16,650	8,530	8,540	-48.7%
Capital	-	-	6,200	2,500	
Total Expenditures	1,006,930	1,123,547	1,102,548	1,181,803	5.2%
Funding Sources:					
General Fund	965,940	1,080,692	1,059,693	1,137,984	5.3%
Ames Community Schools	40,990	42,855	42,855	43,819	2.3%
Total Funding Sources	1,006,930	1,123,547	1,102,548	1,181,803	5.2%
Personnel - Authorized FTE	9.00	9.00	9.00	9.75	

GENERAL INVESTIGATION

Highlights:

The General Investigations program is staffed by six Investigators, one Sergeant, two part-time Evidence Technicians, one part-time Mental Health Advocate, one School Resource Officer, and one Commander.

The officers assigned to Investigations work in a team-oriented environment, which has resulted in numerous successful case investigations. Examples include:

- A bank robbery was reported at the Lincoln Center Hy-Vee in March. Based on forensics from the scene, the suspect was quickly identified and arrested a short time later at a motel in Minnesota.
- An attempted child abduction was reported in west Ames in May. The suspect was arrested shortly after he fled the area. The suspect was charged with Burglary, Child Stealing and Assault while Participating in a Felony.
- Investigators conducted a homicide investigation in west Ames in June. The shooting was ruled as a justifiable homicide due to self-defense after an extensive investigation.
- In September 2014, an Iowa State student was reported missing. Her body was ultimately located in Iowa City, apparently a victim of homicide. The suspect was arrested in China in the spring of 2015 due to the strong collaboration between the Iowa Department of Criminal Investigation, Iowa City Police Department, the ISU Police Department, Chinese law enforcement and our investigators.
- Investigators worked diligently on identifying over 15 juvenile victims who were sexually abused or exploited by an adult male. The suspect has been charged in federal court with sexual exploitation of a child and possession of child pornography.
- Investigators worked several cases involving allegations of labor law violations at local businesses. The cases are very complex and time intensive.
- Throughout the summer, officers investigated several home invasion robberies. Drugs and money were stolen during many of the robberies. After executing search warrants and conducting extensive follow-up investigations, several suspects were charged with robbery and assault.
- Officers continue to work to identify a serial vehicle burglar and arsonist. During a three week period, five vehicles were set on fire and over thirty vehicles were burglarized. In response, investigators have conducted surveillance operations throughout the community while on foot, bicycle, and with unmarked vehicles.
- One of the Investigators has been increasingly utilized for the forensic analysis of electronic media that were expressly authorized under search warrants. This Investigator has assisted in the analysis of more than 100 electronic devices in relation to specific crimes.

The Police Department continues to be a strong partner with the mental health community and the Story County Mental Health Task Force. The Task Force is a cooperative endeavor comprised of area mental health professionals, county service agencies, and other area law enforcement officers. A part-time Mental Health Advocate, employed by the Police department, acts as a liaison between law enforcement, consumers, service organizations and providers. The Mental Health Advocate works to help educate, and provides services and support for those struggling with a variety of mental health issues and their families.

Over the last decade, the availability of mental health services in Iowa has changed, which has led to an increase in the frequency of interaction between officers and people with mental health and other behavioral problems. The increased interaction has required significant time investment from dispatchers, officers and detectives. Several years ago the Department hired a part-time Mental Health Advocate to review, evaluate, and when appropriate, intervene in situations where law

GENERAL INVESTIGATION

Highlights, continued:

enforcement is dealing with citizens with mental health issues. The Advocate provides information about police interactions to mental health service providers and works to find services for those who have unmet needs. By bridging from police contacts to mental health services, the Advocate helps manage demand for police and deescalate developing crises. To address the growing demand, the Mental Health Advocate position will expand from ½ time to ¾ time.

Approximately 1,600 mental health related calls for service were reported in 2015. There were 1,100 mental health related calls for service in 2014. In 2013, there were 963 mental health related calls. The recent trend has been an increase in calls from late summer through fall, with lower numbers of calls in cooler months. The Mental Health Advocate will also be heavily involved in the provision of ongoing training to other members of the department to comply with a new state mental health training mandate.

Investigations also includes the Ames Police Department's Public Information Officer (PIO). The PIO has continued and expanded the Police Department's social media program. Currently, the Police Department is actively using both Twitter and Facebook platforms. Social media has become an important form of communication and information sharing and it makes sense for the Police Department to be a part of this discussion. The PIO continues to use social media to get information out to the public we serve. Some examples include crime alerts, missing persons, traffic conditions and general information. Social media has become a part of the service we provide and seems to be widely accepted and appreciated by the public.

A priority for Investigations is to ensure that members receive specialized training in a number of investigative disciplines.

Examples of training received during the past year include:

- Crime Scene Processing and Photography
- Human Trafficking Investigations
- Computer Forensics Investigations
- School Resource Officer/School Safety Methods
- Advanced Active Shooter Training for Schools
- International Arson Training in investigative trends and advanced technology
- Advanced Interview & Interrogation Techniques
- Latent Fingerprint Identification
- Mental Health Advocate Training on best practices
- Crisis Intervention Training
- Child Abduction Response Team Response
- Crimes Against Children Investigations
- Iowa Sex Crimes and Investigative Techniques Training
- International Teachings and Methods for Campus Response to Sexual Assault, Domestic Violence

A very strong working relationship with the Ames Community School District (ACSD) is being maintained through the proactive work of our School Resource Officer (SRO). The SRO divides his time between the elementary, middle and high schools. The goal of this program continues to be developing strong and positive relationships not only with students but also with their parents and school staff. Programs and presentation topics from the SRO include Digital Citizenship (being responsible while on-line), sexual assault and domestic violence issues for teens, bike safety and anti-bullying. The ACSD supports the SRO program by providing a portion of necessary funding for this position.

GENERAL INVESTIGATION

Highlights, continued:

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. A new element for compliance checks is the regulation of electronic cigarettes which have been added to the state law concerning tobacco products.

An officer is assigned to the Central Iowa Drug Task Force on a full-time basis; however this position was temporarily vacant during a portion of FY 2015/16 to staff shortages and the promotion of the previous task force officer. The vacant task force position has been filled. Marijuana continues to be a prevalent illicit drug within our community. There has been an increase in shipments of high grade marijuana into the state from other states where marijuana has been legalized. The majority of seized marijuana is coming from Colorado by mail or other shipping companies. Staff continues to observe a troubling increase in synthetic drugs, heroin, and non-regulated and non-FDA studied stimulants. The task force members continue to investigate the distribution of illegal drugs and related behaviors in our community.

The Investigation program continues an ongoing commitment to the Sexual Assault Response Team (SART) model. The SART model is a team-oriented approach to providing service to sexual assault victims. Staffing arrangements for delivery of medical and advocacy services have seen changes over the last two years, but Investigations staff continues to work with the other stakeholders to respond in the team approach and provide the best possible service to victims.

Similarly, the Ames Police Department is an active member of the Story County Domestic Assault Review Team (D.A.R.T.). The team is comprised of victim advocates, a prosecutor, probation officers, and other Story County law enforcement officers. The purpose of the team is to ensure victims of domestic violence are offered services, resources, support and follow-up which is beneficial to the prosecution of domestic violence offenders. This collaborative response aims to increase victim safety and end the cycle of violence.

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, Investigations has assigned two Investigators to perform this task.

	2013/14 Actual	2014/15 Actual	2015/16 Adjusted	2016/17 Projected
Service Accomplishments:				
Homicide cases (attempted)	1	0	2	
Robbery	11	15	19	
Sexual assault	45	43	45	
Other sex offenses	0	0	0	
Child abuse	8	3	11	
Burglary	360	347	373	
Drug investigations	268	310	239	
Juvenile cases	289	295	253	
Juvenile arrests	218	162	152	
Mental health related contacts	963	1,100	1,600	
Domestic calls for service	359	325	312	
Domestic related arrest	68	89	59	
Efficiency and Effectiveness:				
Community outreach contacts – juvenile	9	16	10	10
Number of juveniles participating	671	1,706	800	800

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 (EMD) to callers in need
- ✓ Maintain a reliable telephone and radio communications system for emergency responses
- ✓ Enhance community and regional partnerships
- ✓ Promote responder safety
- ✓ Coordinate emergency response assets
- ✓ Provide a customer-centered service on both emergency and non-emergency calls

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	965,816	1,031,533	1,036,608	1,071,920	3.9%
Contractual	125,406	128,131	130,850	131,617	2.7%
Commodities	14,721	15,613	13,098	12,370	-20.8%
Capital	-	7,731	12,865	-	
Total Expenditures	1,105,943	1,183,008	1,193,421	1,215,907	2.8%
Funding Sources:					
General Fund	1,105,943	1,183,008	1,193,421	1,215,907	
Total Funding Sources	1,105,943	1,183,008	1,193,421	1,215,907	2.8%
Personnel - Authorized FTE	13.00	13.00	13.00	13.00	

EMERGENCY COMMUNICATIONS

Highlights:

For several years the Emergency Communications Center has worked collaboratively with the communication centers at Iowa State University and the Story County Sheriff’s Office. The coordination has enhanced information exchange and maximized the impact of financial investments. Each of the three centers has been able to share advanced technology that may not have been financially available if each agency had pursued the equipment individually. During the past year, some of this equipment was updated to prepare for the advent of text to 911. Text to 911 is predicted to be available in central Iowa in 2016. Communications Center staff from each of the agencies is working with telephone companies, cell providers, the State of Iowa and our 911 telephone equipment provider to develop the software and hardware upgrades necessary to handle text to 911 (an all-digital format). In addition, staff is working to develop the policies and protocols necessary to handle text to 911. Several central Iowa counties have committed to announcing text to 911 at the same time. Rather than different counties coming on-line at different times, a regional implementation would likely improve the consumer’s awareness and experience.

Emergency Medical Dispatch (EMD) remains a critical part of the Communication Center’s program. EMD is a set of written protocols that provides a stable and consistent response for dispatchers who are responsible for dispatching fire and medical personnel to medical calls and providing instructions to callers.

Communications Center staff is also participating in the review of voice radio system used by police, fire and other emergency response personnel. The current system is quite old and will need to be replaced in the coming years. During the past year staff has begun to analyze the alternatives available, including through the state, our current vendor and other commercial vendors. The evaluation and change process is likely to take several years.

Dispatchers often spend long hours sitting at a work station. Several activities were initiated this year to address and improve the well-being and efficiency of dispatchers. Acoustic tiles designed to reduce ambient noise were installed. A research project to determine a better chair was undertaken. This might include equipment that would allow dispatchers to stand and/or engage in mild exercise while at the work station. In addition, a wellness program consultant provided guidance in a systematic program to address stress, communication, and team building skills.

	2013/14	2014/15	2015/16	2016/17
Service Accomplishments:	Actual	Actual	Adjusted	Projected
Non-emergency telephone inquiries	115,405	105,235	106,082	106,000
Emergency “911” calls	23,958	23,191	26,508	25,000
Emergency medical dispatch calls	3,776	3,329	3,748	3,500
Incidents created	27,934	28,407	29,097	29,000
State system transactions/inquiries	123,396	123,544	123,750	123,500
 Efficiency and Effectiveness:				
Average “pick-up” time for 911 calls (in seconds)	6.1	5.8	5.8	5.7

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

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	22,384	-	-	-	
Contractual	13,910	-	-	-	
Commodities	23,330	-	-	-	
Capital	-	-	-	-	
Other	2,499	-	-	-	
Total Expenditures	62,123	-	-	-	
Funding Sources:					
Forfeiture	12,417	-	-	-	
Grants	49,697	-	-	-	
Donations	9	-	-	-	
Total Funding Sources	62,123	-	-	-	
Personnel - Authorized FTE	0.00	0.00	0.00	0.00	

POLICE FORFEITURE/GRANTS

Highlights:

Police received funding for special projects through several state and federal grant programs during the year. Grant funds allow for the purchase of equipment and support for these projects and programs without relying exclusively on property tax. In some cases, grant funding supports projects that would not otherwise happen.

A Department of Justice Edward Byrne Memorial Justice Assistance Grant was awarded to support staff education on mental health issues in our community. The Department's Mental Health Advocate will attend crisis management and intervention training. There is an element of train-the-trainer that will then allow the Advocate to bring the skills and techniques back to the local officers and dispatchers. The project will be coordinated by staff at both the Ames Police Department and the Story County Sheriff's Office. A total of \$14,625 was awarded under this grant.

Grant funding from the Governor's Traffic Safety Bureau (GTSB) continues for another year. Funding from this year's GTSB's State and Community Highway Safety grant program will address highway safety issues including impaired driving. The grant provides funds for officer overtime (with officer activity centered on traffic enforcement), educational materials, and specific equipment or hardware to aid in the enforcement process. Grant funding for this year is \$33,950.

The relationship with the Iowa Alcohol Beverages Division in the education and enforcement of tobacco regulations will also continue. This grant provides funding for officer time to test local retailers for performance on compliance regulations. Every tobacco and alternative nicotine and vapor products retailer in the city will be tested for compliance within the grant period. The amount of the grant is based on the number of compliance checks, currently estimated to be about 50 retailers.

An additional \$4,558 grant through the Department of Justice 2015 Bulletproof Vest Partnership was awarded. This grant will provide matching funds over the next two years to assist 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 better communications equipment for the Emergency Response Team, an additional LIDAR speed measurement device for patrol use and acoustic panels to help control ambient sound in the Emergency Communications Center. In addition, the forfeiture account continues to fund a portion of the 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.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Activities:					
Administration/Support	1,060,869	1,090,770	1,039,350	1,190,648	9.2%
Suppression/Emergency Action	5,032,982	5,367,001	5,294,580	5,467,509	1.9%
Prevention/Safety Education	141,189	149,802	149,618	152,017	1.5%
Total Expenditures	6,235,040	6,607,573	6,483,548	6,810,174	3.1%
 Personnel - Authorized FTE	 54.75	 54.75	 54.75	 56.75	

FIRE SAFETY

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
<i>Expenditures by Category:</i>					
Personal Services	5,709,864	5,969,451	5,817,871	6,193,926	3.8%
Contractual	442,222	518,901	536,456	500,670	-3.5%
Commodities	77,272	115,850	115,850	115,578	-0.2%
Capital	5,682	3,371	13,371	-	-100.0%
<i>Total Expenditures</i>	6,235,040	6,607,573	6,483,548	6,810,174	3.1%
<i>Funding Sources:</i>					
<i>Fire Revenues:</i>					
Iowa State University	1,555,822	1,644,805	1,613,779	1,696,503	3.1%
MGMC	22,008	28,359	28,434	24,160	-14.8%
Miscellaneous	1,637	-	-	-	
<i>Total Revenues</i>	1,579,467	1,673,164	1,642,213	1,720,663	2.8%
General Fund Support	4,655,573	4,934,409	4,841,335	5,089,511	3.1%
<i>Total Funding Sources</i>	6,235,040	6,607,573	6,483,548	6,810,174	3.1%

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
- ✓ Encourage the acquisition of State and/or National emergency services related certifications
- ✓ Promote safety education and awareness through community education

	2014/15	2015/16	2015/16	2016/17	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Expenditures:					
Personal Services	851,459	837,891	760,919	959,845	14.6%
Contractual	203,924	239,558	265,110	220,053	-8.1%
Commodities	5,486	9,950	9,950	10,750	8.0%
Capital	-	3,371	3,371	-	
Total Expenditures	1,060,869	1,090,770	1,039,350	1,190,648	9.2%
Funding Sources:					
General Fund	799,466	818,077	779,513	892,986	9.2%
Iowa State University	261,403	272,693	259,837	297,662	9.2%
Total Funding Sources	1,060,869	1,090,770	1,039,350	1,190,648	9.2%
Personnel - Authorized FTE	5.75	5.75	5.75	6.75	

FIRE ADMINISTRATION AND SUPPORT

Highlights:

- The contribution rate structure for the Municipal Fire and Police Retirement System of Iowa (MFPRSI) is established by the Code of Iowa, Chapter 411. The compensation 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 consequence of the past economic downturn and prior poor investment performance, the City’s contribution rate had been steadily increasing each year. However, measures to reduce volatility enacted by the MFPRSI have resulted in another second annual reduction in contribution rate from 27.77% in FY 2015/16 to 25.92% in FY 2016/17, resulting in a savings of \$58,282.
- In July of 2014, the Planning and Housing, Public Works, and Fire Departments combined their clerical staff into a central location in an effort to offer “exceptional service to the citizens of Ames.” By combining staff from all three departments into one area, the goal is to share services, increase collaboration, and provide a “one stop shop” for these services. Personal services and other shared costs are charged to this new program, and then allocated back to the supported programs through an internal charge. Resulting attrition has resulted in an overall 5.1% decrease in the Shared Support Staff allocations to the Department, yet continued percentage realignment allocations of this group resulted in only a 1.8% decrease in Fire Administration’s Internal Services budget.
- Fire Administration and Support’s budget increased by 9.2% due to the addition of a new full-time equivalent Training Chief position. This position will provide a significant impact in ensuring up-to-date EMS and fire training/certifications for personnel, assist with command staffing during emergency callback, and function as a required Safety Officer during structure fires and other emergencies. The addition of this position will offset the problem of relying on the Iowa Fire Service Training Bureau’s recruit academies that have been scheduled inconsistently at best, making it difficult to ensure that newly hired uncertified recruits are prepared to immediately contribute. To help offset the cost of the new position, the Outside Professional Services line item was reduced by \$15,000. Previously, this line item had been used pay for a contract training officer to coordinate and conduct firefighter recruit training academies.

Service Accomplishments:	2013/14 Actual	2014/15 Actual	2015/16 Adjusted	2016/17 Projected
Number of City-related supervisory leadership training hours	161	116	168	160
Number of FD-related administrative support training hours	695	274	495	400
Newly acquired State and/or National emergency services related certifications achieved	3	7	3	5
 Efficiency and Effectiveness:				
Respond to emergencies (in the City) within five minutes (departmental goal of 85% within 5 minutes or less)	88.1%	86.8%	86.4%	85%
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

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	4,732,194	5,001,554	4,926,896	5,101,320	2.0%
Contractual	228,124	266,447	258,684	268,536	0.8%
Commodities	66,982	99,000	99,000	97,653	-1.4%
Capital	5,682	-	10,000	-	
Total Expenditures	5,032,982	5,367,001	5,294,580	5,467,509	1.9%
Funding Sources:					
General Fund	3,750,249	4,003,981	3,949,609	4,082,512	2.0%
Iowa State University	1,259,088	1,334,661	1,316,537	1,360,837	2.0%
MGMC	22,008	28,359	28,434	24,160	-14.8%
Miscellaneous	1,637	-	-	-	
Total Funding Sources	5,032,982	5,367,001	5,294,580	5,467,509	1.9%
 Personnel - Authorized FTE	 48.00	 48.00	 48.00	 49.00	

FIRE SUPPRESSION AND EMERGENCY ACTION

Highlights:

- During early spring 2015, Ames experienced its first fire-related death in more than a decade. A rapidly spreading residential fire trapped a victim on the second floor of a single family home, and resulted in a resident's death as well as significant fire damage to the structure. As a direct result, outreach to several organizations throughout the community helped the Fire Department engage its international citizens to help spread the word about the importance of fire safety.
- In 2013, the Fire Department received notice that Electronic Engineering will only be able to support all current radio hardware (which is nearly two decades old) through 2014. This necessitated the purchase and installation of more modern and expensive portables, mobiles, and base station radios. Portable radios are budgeted for replacement in FY 2015/16. As a second step in this process improvement, \$2,325 has been set aside to cover the upgrading costs of mobile radios to the newer technology radio that the Police Department currently uses.
- During FY 2014/15, total calls for emergency response declined nearly 3%. Specifically, fire calls and false alarms for 2014/15 decreased by 2.8% and 5% respectively. Though it's probably too early to predict a new trend, the projected numbers for false alarms and structures fires appear on the rise again.
- Expenditure costs remain level under Internal Services and Contractual due primarily to a decrease in Fleet charges. Operating/maintenance and replacement funds have been decreased substantially to more accurately reflect prior year costs.
- Fire Department personnel completed 294 preplans in 2014/15, and now have a total of more than 1,700 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.
- Though Emergency Medical Service incidents are the primary responsibility of the Mary Greeley Medical Center Mobile Intensive Care Services (paramedics), the Fire Department continues to offer its support in developing solutions to address the annual rise in demand for services.
- A new full-time equivalent firefighter position has been added, resulting in a 1.9% increase in the Fire Suppression and Emergency Action budget. This position will be assigned a permanent shift, but will be used as needed to fill short-term firefighter vacancies (caused by injuries, retirements, resignations, etc.) across all three shifts. This should ensure that overtime costs are minimized, and as a result the "time and a half" line budget line item used for firefighter overtime has been reduced by \$10,000.

FIRE SUPPRESSION AND EMERGENCY ACTION

Highlights, continued:

	2013/14 Actual	2014/15 Actual	2015/16 Adjusted	2016/17 Projected
Service Accomplishments:				
Ames businesses pre-planned/hours spent	255/295	294/270	213/180	250/250
Efficiency and Effectiveness:				
Conduct training with Public Works employees, utilizing trench rescue skills at least one time per year	0	0	0	1
Maintain hazardous material technician level for firefighters	44/48	42/48	41/48	44/48
Residential fires	46	31	48	40
Structure fires (includes residential)	58	37	54	50
Arson fires	2	1	1	1
False alarms - unintentional and system malfunctions	820	779	930	850
Emergency Medical Services incidents	2,471	2,464	2,250	2,500

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

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	126,211	130,006	130,056	132,761	2.1%
Contractual	10,174	12,896	12,662	12,081	-6.3%
Commodities	4,804	6,900	6,900	7,175	4.0%
Total Expenditures	141,189	149,802	149,618	152,017	1.5%
Funding Sources:					
General Fund	105,858	112,351	112,213	114,013	1.5%
Iowa State University	35,331	37,451	37,405	38,004	1.5%
Total Funding Sources	141,189	149,802	149,618	152,017	1.5%
 Personnel - Authorized FTE	 1.00	 1.00	 1.00	 1.00	

FIRE PREVENTION AND SAFETY EDUCATION

Highlights:

- 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 safety requirements for such projects as the Mary Greeley Medical Center expansion, Kingland project, and the many Iowa State University expansion projects.
- The Fire Department organized and participated in a fire safety program specifically for international students attending Iowa State University, focusing on smoke alarm awareness and general fire safety in the home. The program provided detailed information on smoke alarms and even provided attendees the opportunity to practice hands-on changing out smoke alarm batteries and alarm testing to ensure proper functionality.
- During the holiday season, crews worked with local Christmas tree vendors to tag trees with a special holiday season fire safety message. The safety message included information on how to properly care for your tree and other holiday decorations in a fire safe manner.
- The Fire Department hosted its second annual open house during the Saturday of Fire Prevention Week. Citizens and families had the opportunity to explore Fire Station #1 and see all the equipment that firefighters use during emergency response. Fire prevention and safety information was provided to adults, while goodies, stickers, and plastic helmets were offered to children. As the Fire Department continues to look for additional opportunities such as the open house to share fire prevention and life safety information throughout the year, a modest increase of \$250 is included in the budget. This amount accounts for the 3.9% increase in commodities.
- Working closely with the Ames Community School District, prevention personnel continue to promote safety education and awareness through community education. During the 2015 Fire Prevention Week, personnel visited every grade school in Ames to educate all 3rd grade children in the value of life safety and fire prevention. Twelve firefighters spent a total of more than 60 hours at these events, positively impacting nearly 2,500 children and adults throughout the greater Ames community.

Service Accomplishments:	2013/14 Actual	2014/15 Actual	2015/16 Adjusted	2016/17 Projected
Commercial inspections/re-inspections	721/215	823/221	750/210	800/200
Educational inspections/re-inspections	76/10	42/2	42/4	40/5
Residential inspections/re-inspections	187/54	267/33	200/44	200/40
Plan reviews-consultations-complaints contacts/hours committed	131/91	129/81	130/90	130/85
Inspection hours committed	623	506	575	600
Violations discovered/corrected	1,650/1,150	1,707/1,214	1,700/1,175	1,700/1,100
Fire Prevention Week Pub-Ed presentations at Ames Community Schools	100%	100%	100%	100%

FIRE PREVENTION AND SAFETY EDUCATION

Highlights, continued:

	2013/14 Actual	2014/15 Actual	2015/16 Adjusted	2016/17 Projected
Total presentations/hours spent in the public education (Pub-Ed) of fire safety topics	933/977	954/1,165	950/1,200	900/1,000
Number of civilian adults/children attending FD sponsored public education presentations	7,533/5,963	9,896/8,439	9,000/8,000	9,200/8,100
Efficiency and Effectiveness:				
Civilian fire deaths	0	1	0	0
Civilian fire injuries	2	2	0	0

BUILDING SAFETY/INSPECTIONS

Building Safety provides permits, inspections, public information and enforcement of building, electrical, mechanical, plumbing, rental housing, sign, and zoning codes. Program objectives are accomplished through review of construction plans for code compliance; issuance of permits and through the performance of on-site project inspections; issuance of rental housing Letters of Compliance (LOC) and performance of periodic dwelling inspections; and the investigation of code violations.

Service Objectives:

- ✓ Provide public information on building construction, property maintenance, and related topics
- ✓ Perform plan reviews of proposed building construction projects
- ✓ Issue permits and perform inspections of building construction projects
- ✓ Perform periodic inspections of rental dwellings and issue letters of compliance
- ✓ Promote and develop community partnerships
- ✓ Review and adopt applicable nationally recognized codes
- ✓ Provide continued proficiency through continuing education

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	873,976	981,193	952,974	987,938	0.7%
Contractual	319,213	468,791	478,827	478,174	2.0%
Commodities	2,147	9,425	9,425	9,795	3.9%
Capital	-	-	-	-	
Total Expenditures	1,195,336	1,459,409	1,441,226	1,475,907	1.1%
Funding Sources:					
Inspections Revenue:					
Building Permits	1,034,143	592,170	634,170	727,548	22.9%
Electrical Permits	230,915	131,296	140,296	152,479	16.1%
Mechanical Permits	78,841	72,517	76,117	73,982	2.0%
Plumbing Permits	130,085	100,540	105,940	106,061	5.5%
Sign Permits	11,575	11,402	11,402	13,252	16.2%
Rental Housing Fees	326,995	338,877	338,877	339,440	0.2%
Miscellaneous	384	-	-	-	
Total Revenues	1,812,938	1,246,802	1,306,802	1,412,762	13.3%
Support from (contribution to) General Fund	(617,602)	212,607	134,424	63,145	-70.3%
Total Funding Sources	1,195,336	1,459,409	1,441,226	1,475,907	1.1%
Personnel - Authorized FTE	10.25	10.25	10.25	10.25	

BUILDING SAFETY/INSPECTIONS

Highlights:

- The FY 2016/17 budget includes no fee increase for Building permits and only a minor increase to Rental Housing fees (between 3.3% and 3.5%) to help offset increases in salary and technology costs.
- The City of Ames continues to see significant growth in the construction economy in both the commercial and residential sectors. Construction of the City of Ames water treatment plant has begun and is moving forward. The Ames community has welcomed a new Chick-fil-A restaurant, two new completed elementary schools with another one in progress, an Ames Community School District administration building, and two motels. Barilla is in the process of adding a new gluten free line, the ISU Research Park is expanding at a rapid pace, a new retirement village has opened on George Washington Carver Avenue, and new multiple-tenant developments have been added on South Duff Avenue, South 3rd Street, and Lincoln Swing. The new addition to the hospital has opened and the existing hospital building is now under renovation. Currently, there are approximately 215 new apartment units under construction in Ames. In addition, 98 new single-family homes were built in Ames during 2014/2015. Based on permits issued to date, it appears that this trend will continue during the current 2015/2016 fiscal year and into the 2016/17 fiscal year, as well.
- Though fee revenue continues to surpass expectations, the FY 2014/15 saw an overall decline in the number of building, mechanical, and electrical permits issued (there was a minor increase in the number of plumbing permits). The decreases were relatively small. However, the Ames community saw a large increase in the number of registered rental units (760 units) and a 12% decrease in the number of single family permits issued. Multi-family rental units are expected to continue to increase through FY 2016/17.
- While the Inspection Division continues to evaluate staffing needs, several personnel changes have occurred. The Division is now operating at full staff with the promotion of the commercial building inspector to plans examiner and the hiring of a commercial building inspector. Utilizing a contract inspection company to provide inspection coverage for vacation/sick/training time has worked well. An allocation of \$24,000 is again being requested for this purpose.
- In July of 2014, the Planning and Housing, Public Works, and Fire Departments combined their clerical staff into a central location in an effort to offer “exceptional service to the citizens of Ames.” By combining staff from all three departments into one area, the goal is to share services, increase collaboration, and provide a “one stop shop” for these services. Personal services and other shared costs are charged to this new program, and then allocated back to the supported programs through an internal charge. Continued percentage realignment allocations of this group have resulted in a 2.9% increase in the Building Safety/Inspections’ Shared Support Staff line item, and a 6.3% increase in Internal Services.
- Funds have been included under the FY 2016/17 Contractual Services to cover the 2017 National Electrical Code (NEC) adoption process (including new code books) and the necessary newspaper publication. The National Electrical Code (NEC), published by the National Fire Protection Association (NFPA), is the model code of standards for electrical construction and maintenance in use throughout the United States. The Code is updated at three year intervals to reflect the latest improvements in public safety technologies. The State of Iowa, all major Iowa communities, and the City of Ames regularly adopt the most

BUILDING SAFETY/INSPECTIONS

Highlights, continued:

recent edition of the NEC. It is anticipated that the State of Iowa will adopt the 2017 edition of the NEC early in 2017. The City of Ames follows the State by adopting the NEC to assure consistency of State and local standards. Electricians doing work within the City of Ames are required by their State licensure to follow the NEC adopted by the State.

Service Accomplishments:	2013/14 Actual	2014/15 Actual	2015/16 Adjusted	2016/17 Projected
Single family permits issued	110	98	90	90
Building permits issued/inspections	696/2,455	659/2,462	675/2,600	675/2,600
Electrical permits issued/inspections	607/1,671	575/1,620	600/1,800	600/1,800
Mechanical permits issued/inspections	941/1,393	846/1,260	900/1,350	900/1,350
Plumbing permits issued/inspections	1,642/3,045	1,569/3,207	1,600/3,500	1,600/3,500
Sign permits issued	134	152	150	150
Rental housing units registered/inspections	12,420/1,081	13,180/1,122	13,300/1,200	13,500/1,200
Neighborhood concerns/inspections	186/547	245/551	300/600	300/600
Total inspections performed	10,192	10,222	11,050	11,050

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
- ✓ **Build energy efficiency strategy into transportation planning**
- ✓ **Develop a greenbelt trail plan**

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	123,348	126,766	132,168	136,026	7.3%
Contractual	43,148	36,721	55,659	44,943	22.4%
Commodities	1,463	5,000	5,000	1,200	-76.0%
Capital	7,963	-	-	-	
	<hr/> 175,922	<hr/> 168,487	<hr/> 192,827	<hr/> 182,169	<hr/> 8.1%
Less: Expenditures reflected directly in another activity or CIP project	(28,250)	(30,000)	(30,000)	(30,000)	
Total Expenditures	<hr/> <hr/> 147,672	<hr/> <hr/> 138,487	<hr/> <hr/> 162,827	<hr/> <hr/> 152,169	<hr/> <hr/> 9.9%
Funding Sources:					
MPO Reimbursement	63,637	63,674	67,618	57,718	-9.4%
Road Use Tax Fund	84,035	74,813	95,209	94,451	26.3%
Total Funding Sources	<hr/> <hr/> 147,672	<hr/> <hr/> 138,487	<hr/> <hr/> 162,827	<hr/> <hr/> 152,169	<hr/> <hr/> 9.9%
Personnel - Authorized FTE	1.45	1.45	1.45	1.45	

TRAFFIC ENGINEERING

Highlights:

In FY 2014/15 staff finalized the installation of 26 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 another 10 to 12 count stations has been programmed in FY 2015/16, which will complete the second and final phase of this project.

Traffic Engineering staff has finalized work on the Ames Metropolitan Planning Organization (MPO) 2040 Long-Range Transportation Plan. The update included numerous public input meetings and data collection/analysis. The update also incorporated the Council's objectives of incorporating energy efficiency into transportation planning and of developing a greenbelt trail system. The effective start of the plan was October 12, 2015.

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.

Beginning in FY 2016/17, the position of Transportation Planner will change from conducting 100% Ames Area Metropolitan Planning Organization activities to an 80/20% split. This allows 0.2 FTE of the position to focus on Ames (local) projects. Therefore, the Federal funding participation for the position changes from 80% to 64%, which in turn requires an increase in Road Use Tax fund by 16% (total RUT funds = 36%).

The FY 2016/17 budget includes a Traffic Network Master Plan that will provide a detailed inventory and evaluation of the communication network used along the City's signalized corridors. This plan will then identify the both hardware and software upgrades necessary to support the modern technologies used to manage Intelligent Transportation Systems.

The City has 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.

	2013/14	2014/15	2015/16	2016/17
	Actual	Actual	Adjusted	Projected
Service Accomplishments:				
# of parking waivers processed	44	43	45	50
# of block party requests reviewed	69	42	45	55
# of oversized load permits reviewed	127	128	130	135
# of traffic engineering studies	15	20	25	30
Efficiency and Effectiveness:				
Average time to respond to citizens (days)	3.75	4.0	4.5	5.0

TRAFFIC OPERATIONS

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
- ✓ 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

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	525,765	562,678	574,440	590,454	4.9%
Contractual	160,024	161,002	197,124	192,917	19.8%
Commodities	95,121	98,400	95,400	95,350	-3.1%
Capital	6,280	28,584	38,000	19,500	-31.8%
Total Expenditures	787,190	850,664	904,964	898,221	5.6%
Funding Sources:					
General Fund	10,336	20,500	14,924	15,003	-26.8%
Road Use Tax Fund	776,854	830,164	890,040	883,218	6.4%
Total Funding Sources	787,190	850,664	904,964	898,221	5.6%
Personnel - Authorized FTE	5.15	5.15	5.15	5.15	

TRAFFIC OPERATIONS

Highlights:

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 22 intersections as part of pavement rehabilitation or traffic signal system improvement projects. By the end of FY 2016/17, radar detection systems will be placed at four more intersections. There are 66 signalized intersections; therefore 39% of the system will have been retrofitted.

During FY 2015/16, two new traffic signal systems were installed, one at Lincoln Way and Union Drive and the other at 13th Street and Stange Avenue. By request of citizens with disabilities, staff has also conducted ADA improvements at the intersections of South 5th Street/South Duff Avenue and 9th Street/Grand Avenue by installing vibrotactile-audible pedestrian push-button systems.

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 retroreflectometer to verify that they meet minimum Federal retro reflectivity requirements. A part-time technician is included in the budget in the amount of \$17,500 for FY 2015/16 and \$17,500 for FY 2016/17. This has been extended to collect retroreflectivity data from warning signs as well.

Temporary workers continue to provide vital assistance to full-time traffic maintenance staff during the spring, summer, and fall months each year by conducting much of the pavement parking and sign maintenance activities in our residential areas. This allows the full-time staff to focus on the higher volume roadways which require more time to work on. Temporary staff can also work directly with full-time staff on specific projects that include traffic signal and parking meter maintenance, which results in significant increases in efficiency and productivity.

The budget for FY 2016/17 includes increases due to continued efforts to improve the quality and longevity of city pavement markings. Due to environmental regulations affecting how traffic paint is made, staff has been required to increase the thickness, reflective beads, and time necessary to apply markings. This change also requires increases in temporary seasonal salaries shown in order to complete citywide painting activities in one painting season. A focus area for improvement in FY 2016/17 will be the quality of residential pavement markings.

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

	2013/14	2014/15	2015/16	2016/17
	Actual	Actual	Adjusted	Projected
Service Accomplishments:				
# of signalized intersections in City	66	66	66	68
LED bulbs installed	27	33	40	50
Utility locates	329	382	350	350
# of signs in City	9,464	9,485	9,500	9,650
# of lane miles painted	68	64	66	70
# of crosswalks painted	720	725	725	735
Gallons of traffic paint used	2,560	2,560	2,560	2,560
Pounds of reflective beads used	14,250	15,000	15,000	15,000
Efficiency and Effectiveness:				
Average # of sign repairs/week	81.92	60	50	45
Average # of service calls/signalized intersection	4.45	5.06	5	5
Signs serviced	4,260	3,120	2,500	2,500

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 urban wildlife conservation and relocation. All animals bites are logged and tracked and complete investigation of animals suspected of having rabies are conducted.

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 both domestic animal and wildlife concerns
 - ✓ Enhance prevention programming and outreach
 - ✓ Effectively manage donations
 - ✓ Provide safe and humane animal sheltering facilities and provide adoptions and re-home services
- Promote quality of life improvements for animals throughout the community

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	281,896	286,661	262,686	296,411	3.4%
Contractual	51,720	61,272	58,551	64,370	5.1%
Commodities	19,311	18,300	23,000	27,200	48.6%
Capital	22,362	-	33,284	-	
Total Expenditures	375,289	366,233	377,521	387,981	5.9%
Funding Sources:					
Charges for Services	21,040	20,000	20,000	20,000	0.0%
Animal Shelter Donations	39,225	9,850	39,950	12,850	30.5%
Miscellaneous	-	-	-	-	
Total Revenues	60,265	29,850	59,950	32,850	
General Fund Support	315,024	336,383	317,571	355,131	5.6%
Total Funding Sources	375,289	366,233	377,521	387,981	5.9%
Personnel - Authorized FTE	3.90	3.90	3.90	3.90	

ANIMAL CONTROL

Highlights:

As an open-admission animal welfare organization, the Animal Shelter and Animal Control program hold our doors open to all animals in the Ames community regardless of age, temperament, breed, or health. Our services provide a vital safety net to those injured, neglected, abandoned, or abused animals. The Animal Shelter provides a safe facility to house animals while they wait for their owners or find new homes while in our care. Animal Control Officers bring hope to animals that are victims of cruelty and neglect and provide a voice to those who cannot speak for themselves. The officers investigate animal cruelty and neglect, enforce municipal codes regarding animals, pick up and care for stray, sick or injured domestic and wild animals, educate the public on proper care for their animals, assist in neighborhood problem solving, respond to dog bite reports and animal nuisance complaints, reunite lost animals with their owners and rescue animals in distress and emergency situations.

One of the most significant accomplishments is the live release rate of animals entering and leaving the shelter. Over 95% of all domestic animals received at the Shelter are reclaimed by their owners or adopted into new homes. With the new shelter management software database (Chameleon), staff can closely and accurately monitor animal intake and outcome data as well as field service activity. Below are some highlights of the animal data comparison from FY 2013/14 to FY 2014/15.

	<u>Cats</u>	<u>Dogs</u>	<u>*Others</u>
Incoming Animals	5.6% decrease	18.2% increase	73% increase
Adoptions	5.4% decrease	18.2% increase	15.8% decrease
Return to Owner	1.2% increase	23.25% increase	10% decrease

*Others include wildlife such as raccoons, squirrels, opossums, birds and cottontail rabbits. Other type animals also include domestic rabbits and birds, hamsters, mice, guinea pigs and other exotic pets.

The Animal Shelter has developed an Enhanced Care Program that provides services above and beyond those services provided for in the General Fund. Enhanced Care includes specialized dietary foods for animals, special surgeries to repair broken limbs, enrichment toys to keep animals stimulated, veterinary diagnostic evaluations, warm and soft bedding material and appropriate housing enclosures to help reduce stress while the animals are at the shelter. Enhanced care is funded through the generous monetary and in-kind donations from the Ames community and beyond. Social media has helped staff to increase donations and improve the quality of care that is provided to each animal that enters our facility.

	2013/14 Actual	2014/15 Actual	2015/16 Adjusted	2016/17 Projected
Service Accomplishments:				
Dogs and cats through the program	642	664	680	700
Live releases (adoptions, owner reclaims, etc.)	607	641	653	672
Wildlife and others received	148	225	240	260
Requests for field services	2,595	2,304	2,400	2,500
Carcass disposals	236	435	500	520
Citations issued	35	59	50	50
Trap permits	16	18	20	22
Public talks and tours	12	12	12	12
Volunteer service hours	376	432	500	750
Efficiency and Effectiveness:				
Live Release Rate as %	94%	96%	96%	96%

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.

<i>Activities:</i>	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Fire:					
FEMA - Mobile Data Terminals	5,674	-	-	-	
Fire Station Improvements	13,316	-	14,888	47,000	
SCBA Equipment	69,131	145,175	221,219	-	
	<hr/> 88,121	<hr/> 145,175	<hr/> 236,107	<hr/> 47,000	
Electric:					
Outdoor Storm Warning System	23,701	40,000	56,299	-	
	<hr/> 23,701	<hr/> 40,000	<hr/> 56,299	<hr/> -	
Traffic/Engineering:					
Transportation Studies	287,188	50,000	282,620	50,000	
Traffic Signal Program	199,680	400,000	754,735	325,000	
Franklin/L'Way Intersection	23,378	1,200,000	1,301,622	-	
Skunk River Trail	73,640	-	1,485,905	-	
Oakwood Road Shared Use Path	5,603	-	67,498	-	
S Duff Trail/S 5th to Squaw Creek	-	-	100,000	-	
Shared Use Path Lighting/Signage	-	-	17,054	-	
Regional Transportation Counts	169,810	125,000	175,000	50,000	
Multi-Modal Improvements	2,386	88,000	188,179	29,000	
Traffic Calming Program	9,996	45,000	94,652	-	
Accessibility Enhancements	-	150,000	150,000	150,000	
US 69 Improvements	-	-	-	1,180,000	
Intelligent Transportation System	-	-	-	220,000	
	<hr/> 771,681	<hr/> 2,058,000	<hr/> 4,617,265	<hr/> 2,004,000	
Total Public Safety CIP	<hr/> <hr/> 883,503	<hr/> <hr/> 2,243,175	<hr/> <hr/> 4,909,671	<hr/> <hr/> 2,051,000	<hr/> <hr/> -8.6%



Utilities





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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.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Use of Funds:					
Electric Services	45,855,063	51,383,447	51,790,388	52,720,565	2.6%
Water and Pollution Control	6,701,885	7,339,701	7,177,590	7,550,450	2.9%
Utility Maintenance	1,476,787	1,607,318	1,560,902	1,618,663	0.7%
Storm Sewer Maintenance	215,811	252,189	255,267	263,130	4.3%
Resource Recovery	3,778,791	3,793,759	4,020,717	3,915,629	3.2%
Utility Customer Service	1,382,517	1,505,211	1,478,847	1,517,603	0.8%
Total Operations	59,410,854	65,881,625	66,283,711	67,586,040	2.6%
Utilities CIP	28,068,170	69,061,900	90,563,797	40,835,100	-40.9%
Total Expenditures	87,479,024	134,943,525	156,847,508	108,421,140	-19.7%
Personnel - Authorized FTE	159.61	159.61	159.29	159.54	

UTILITIES

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures by Category:					
Personal Services	15,700,312	16,761,245	16,144,442	17,248,041	2.9%
Contractual	25,751,897	33,075,187	36,001,145	43,728,304	32.2%
Commodities	17,535,912	15,309,121	13,307,657	6,014,986	-60.7%
Capital	339,092	641,500	745,000	505,500	-21.2%
Other	83,641	94,572	85,467	89,209	-5.7%
Total Operations	59,410,854	65,881,625	66,283,711	67,586,040	2.6%
Utilities CIP	28,068,170	69,061,900	90,563,797	40,835,100	-40.9%
Total Expenditures	87,479,024	134,943,525	156,847,508	108,421,140	-19.7%
Funding Sources:					
Electric Utility Fund	46,507,163	52,107,338	52,495,915	53,448,818	2.6%
Water Utility Fund	4,885,071	5,104,410	4,949,553	5,222,624	2.3%
Sewer Utility Fund	4,004,105	4,605,529	4,544,159	4,717,739	2.4%
Storm Sewer Utility Fund	217,709	254,589	257,367	265,230	4.2%
Resource Recovery Fund	3,778,791	3,793,759	4,020,717	3,915,629	3.2%
Project Share Donations	18,015	16,000	16,000	16,000	0.0%
Total Operations Funding	59,410,854	65,881,625	66,283,711	67,586,040	2.6%
Utilities CIP Funding:					
G.O. Bonds	1,870,103	644,000	1,809,591	750,000	16.5%
Special Assessments	15,156	-	-	-	
State Revolving Fund	12,330,083	31,381,000	42,812,398	21,852,000	-30.4%
Electric Utility Fund	9,848,631	26,130,000	29,097,716	7,255,000	-72.2%
Water Utility Fund	900,938	3,858,000	5,742,407	5,281,500	36.9%
Sewer Utility Fund	2,518,174	5,397,000	7,048,494	2,992,000	-44.6%
Storm Sewer Utility Fund	427,188	1,286,000	3,306,264	2,150,000	67.2%
Resource Recovery Fund	157,897	365,900	746,927	554,600	51.6%
Total CIP Funding	28,068,170	69,061,900	90,563,797	40,835,100	-40.9%
Total Funding Sources	87,479,024	134,943,525	156,847,508	108,421,140	-19.7%

ELECTRIC SERVICES

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.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Activities:					
Electric Administration	997,050	1,091,444	1,094,720	1,103,208	1.1%
Electric Production	10,340,200	10,907,987	12,376,191	11,176,050	2.5%
Fuel & Purchased Power	28,042,872	32,222,897	30,797,687	33,167,839	2.9%
Distribution/Operations	2,714,025	3,052,708	3,201,365	3,120,450	2.2%
Distribution/Improvements	2,090,849	2,191,935	2,406,312	2,216,478	1.1%
Electric Technical Services	1,036,658	1,041,704	1,051,375	1,023,065	-1.8%
Electric Engineering	633,409	874,772	862,738	913,475	4.4%
Total Expenditures	45,855,063	51,383,447	51,790,388	52,720,565	2.6%
Personnel - Authorized FTE	81.00	81.00	81.00	81.00	

ELECTRIC SERVICES

<i>Expenditures by Category:</i>	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Personal Services	8,779,292	9,375,998	9,002,269	9,643,151	2.9%
Contractual	20,661,945	27,721,220	30,339,117	38,220,882	37.9%
Commodities	16,113,789	13,721,529	11,786,802	4,365,332	-68.2%
Capital	299,531	564,000	661,500	490,500	-13.0%
Other	506	700	700	700	0.0%
<i>Total Expenditures</i>	45,855,063	51,383,447	51,790,388	52,720,565	2.6%
<i>Funding Sources:</i>					
Electric Utility Fund	45,855,063	51,383,447	51,790,388	52,720,565	2.6%
<i>Total Funding Sources</i>	45,855,063	51,383,447	51,790,388	52,720,565	2.6%

ELECTRIC ADMINISTRATION

Electric Administration has responsibility for coordinating the work of Generation Production, Energy Markets, Transmission/Distribution, Engineering, and Tech Services 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, energy markets)
- ✓ 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**

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	679,216	699,952	702,882	721,087	3.0%
Contractual	306,975	372,042	331,388	362,021	-2.7%
Commodities	10,859	14,450	12,950	12,600	-12.8%
Capital	-	5,000	47,500	7,500	50.0%
Total Expenditures	997,050	1,091,444	1,094,720	1,103,208	1.1%
Funding Sources:					
Electric Utility Fund	997,050	1,091,444	1,094,720	1,103,208	1.1%
Total Funding Sources	997,050	1,091,444	1,094,720	1,103,208	1.1%
Personnel - Authorized FTE	5.00	5.00	5.00	5.00	

ELECTRIC ADMINISTRATION

Highlights:

Based on the Environmental Protection Agency rule changes concerning NO_x, SO_x, mercury, and CO₂, 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 City Council authorized the conversion of the City's two coal-fired power plants to be converted to operate on natural gas. Since this decision, staff has hired Sargent & Lundy, an engineering firm, to aid in the development of plans and specifications to convert the plant. Work on the conversion will continue through April 2016. In addition, it was determined that a new Distributed Control System was needed to replace the outdated Emerson Ovation system installed prior to 2000. The new control system will be installed as the Power Plant units are being converted. To meet the increased natural gas delivery requirements, a multi-year transportation contract was signed with Interstate Power Company (a.k.a. Alliant Energy) and the pipeline has been completed. Contracts with Northern Natural Gas, Macquarie, and BP to provide gas and gas transportation services have been signed. Once the plant is converted to natural gas, customers will see an increase in their electric bills as the Energy Cost Adjustment moves from a credit of nearly 1 cent per kWh to a slight cost due to higher delivered fuel costs of natural gas vs. coal.

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 17 megawatts and energy usage by over 30,000 megawatt-hours. In addition, the Roosevelt School renovation project was added to the Mayor's "Green Team" for exceptional dedication to reducing electrical usage. A pilot program for the City's electric industrial customers is being tested to see if a greater partnership will reduce electric peak consumption.

In June 2014, Ames became a transmission owner in the Midcontinent Independent System Operator, a regional transmission organization. Through this organization utilities are able to share their transmission facilities. In years past, the City has had to pay for transmission service for delivery of electricity to the city. Beginning in June 2015, the City began receiving a credit for the use of its transmission facilities by other utilities. The credit is large enough that it more than offsets the City's transmission costs. This revenue is passed along to customers through lower customer electric bills.

Electric Services, together with Water Pollution Control, Public Works, and other City offices, hosted the 5th annual Eco Fair in the spring of 2015 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 6th annual Eco Fair has already been planned for April 2, 2016.

In fall of 2015, the City issued approximately \$10,000,000 in electric revenue bonds to cover the cost of the Power Plant conversion. The City received an excellent rating on the bonds and the market purchased the bonds at a little over a 2% interest rate.

ELECTRIC ADMINISTRATION

Highlights, continued:

Service Accomplishments:	2013/14 Actual	2014/15 Actual	2015/16 Adjusted	2016/17 Projected
<i>“Exceptional Service”</i>				
<u>Rating of electric service dependability</u>				
Very satisfied	70%	69%	68%	
Somewhat satisfied	25%	28%	30%	
Total very/somewhat satisfied	95%	97%	98%	>98%
ASAI (Average Service Availability Index perfect =100.000)	99.9872	99.9842	99.9926	>99.99
CAIDI (Customer Average Interruption Duration Index in minutes/year)	55.68	54.49	45.17	<20
SAIDI (System Average Interruption Duration Index in minutes/year)	67.28	82.99	38.85	<30
SAIFI (System Average Interruption Frequency Index in events per year – long/short)	0.61/0.60	0.70/0.82	0.86/0.29	<1.0/<1.0
<i>“at the Best Price”</i>				
<u>% Ames rates are above (below) average of neighboring utilities</u>				
Residential – winter	(24.5%)	(21%)	(21.6%)	(22%)
Residential – summer	(14.0%)	(14%)	(14.2%)	(15%)
Commercial – winter	(3.7%)	1%	0.8%	1%
Commercial – summer	(9.4%)	(11%)	(11.1%)	(11%)
Industrial – winter	27.4%	34%	34.6%	35%
Industrial – summer	20.7%	15%	15.1%	16%
Energy/Production Cost /kWh (Dept. O & M cost divided by kWh sales)	\$0.09	\$0.09	\$0.087	\$0.089
Efficiency and Effectiveness:				
<u>Demand Side Management</u>				
Prime time power switches installed this year/total	300/9,500	200/9,600	200/9,800	200/10,000
Air-conditioner rebates	515	498	800	500
Commercial light projects	121	100	75	100
Residential weatherization/audit	30/102	10/100	15/80	15/100
Residential light bulbs – rebate/giveaway	239	300	425	425
Residential appliance rebate	1,290	1,300	1,100	1,200
Power factor rebate	1	2	0	2
kW reduced (capacity)/program total	2,190/12,621	2,500/15,121	2,600/17,721	2,500/20,221
MWh reduced (energy)/program total	6,559/18,596	6,600/25,196	5,000/30,196	4,000/3,4196

ELECTRIC PRODUCTION

This includes operation and maintenance of the boilers, turbines, fuel handling system (natural gas 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 Midcontinent Independent System Operators (MISO) requires considerable staff time. MISO serves as our 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
- ✓ Serve as a means to dispose of the "burnable" portion of the county's municipal solid waste stream
- ✓ 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 guidelines
- ✓ Correct power factor issues
- ✓ Upgrade plant systems for unit reliability and emission standards
- ✓ Continue to improve plant safety
- ✓ Continue to work closely with Purchasing Division on guidelines and procedures

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	4,771,315	5,241,626	4,930,881	5,352,423	2.1%
Contractual	3,776,964	3,981,111	5,582,387	4,015,127	0.9%
Commodities	1,728,794	1,685,250	1,862,923	1,808,500	7.3%
Capital	63,127	-	-	-	
Total Expenditures	10,340,200	10,907,987	12,376,191	11,176,050	2.5%
Funding Sources:					
Electric Utility Fund	10,340,200	10,907,987	12,376,191	11,176,050	2.5%
Total Funding Sources	10,340,200	10,907,987	12,376,191	11,176,050	2.5%
 Personnel - Authorized FTE	 45.00	 45.00	 45.00	 45.00	

ELECTRIC PRODUCTION

Highlights:

Staff has spent a considerable amount of time in preparation for the natural gas conversion. The conversion project will remain a top priority and require a significant amount of training resources through FY 2015/16. The actual conversion work has begun and is scheduled for completion by April 2016.

The burning of Refuse-Derived Fuel (RDF) continues to be a top priority for the plant and therefore consumes a significant amount of staff time on RDF bin maintenance, boiler work, and ash collection/disposal. Because the receiving bin walls and roof are all showing signs of reaching failure point, these items are scheduled to be replaced by the end of FY 2015/16.

The FY 2015/16 Adjusted budget reflects a carryover amount for purchasing needed materials and performing maintenance projects not accomplished in the FY 2014/15 budget. The total rollover amount is \$1,500,300. A majority of the projects reflected in this amount are in the beginning stages and should be completed in FY 2015/16 and in 2016/17.

Both power plant cooling towers were replaced in the fall/winter of FY 2015/16.

In the summer of 2013, the engine in Gas Turbine #1 experienced a catastrophic failure. Contracts are all in place now and repairs are to be completed in the spring of 2016. The City is waiting on a construction permit from the Iowa DNR before work can begin.

The system peak thus far for FY 2015/16 was 122.4 MW on July 17, 2015. The current historical peak is 130.7, which occurred on July 25, 2012. Continued growth, coupled with existing plant limitations, is causing staff to consider alternatives to reduce the demand peak or add capacity in future years. Unit availability is lower in FY 2015/16 due to the extended outage to both units while the fuel system is converted from coal to natural gas.

	2013/14	2014/15	2015/16	2016/17
	Actual	Actual	Adjusted	Projected
Service Accomplishments:				
Annual net system peak load (MW)	130.2	122.6	130.0	131.0
Annual net system load (MWh)	602,415	585,825	590,188	601,037
Annual gross generation (MWh)	315,134	278,608	270,491	343,200
Efficiency and Effectiveness:				
Number of reportable accidents	5			0
Number of lost time accidents	1			0
Unit 7 forced outages	5	2	2	2
Unit 8 forced outages	5	2	2	2
Unit 7 availability	79.8%	64%	50%	85%
Unit 8 availability	60.2%	79.2%	65.3%	90%
Unit 7 heat rate, operational gross (Btu/kWh)	11,925	12,000	12,000	12,400
Unit 8 heat rate, operational gross (Btu/kWh)	10,990	11,000	11,000	11,400

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 natural gas, Refuse-Derived Fuel (RDF) from the Resource Recovery Plant, and fuel oil. Natural Gas has replaced coal as the dominate generation fuel during FY 2015/16. Power (energy) is purchased from a Nextera-owned wind farm under a 20 year Power Purchase agreement, and from the Midcontinent Independent System Operators group (MISO) when the cost of outside power is more economical than locally-produced energy. Energy from MISO is priced on an hour-by-hour basis the day before it's used in what is called the "day ahead" market. True-ups between the energy purchased the day ahead and the actual electrical load being served is purchased in the "real time" market. These prices change every 5 minutes. Today the City can meet 100% of its capacity obligations. As peak demand for energy grows, capacity may be purchased from other sources to supplement the City of Ames' electric service generating capacity and/or new generation will be planned.

Service Objectives:

- ✓ Maintain proper level of natural gas and transportation 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

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	160,277	165,266	168,381	173,466	5.0%
Contractual	14,990,314	21,470,131	22,529,306	31,894,373	48.6%
Commodities	12,892,281	10,587,500	8,100,000	1,100,000	-89.6%
Capital	-	-	-	-	
Total Expenditures	28,042,872	32,222,897	30,797,687	33,167,839	2.9%
Funding Sources:					
Electric Utility Fund	28,042,872	32,222,897	30,797,687	33,167,839	2.9%
Total Funding Sources	28,042,872	32,222,897	30,797,687	33,167,839	2.9%
Personnel - Authorized FTE	2.00	2.00	2.00	2.00	

FUEL AND PURCHASED POWER

Highlights:

The City of Ames' current coal contract and coal delivery contract expired at the end of calendar year 2015. Beginning in 2016, new contracts for natural gas, gas transportation, and asset management are set to start. They all have fixed pricing for the first five years, which will continue to keep our City-produced energy costs stable.

Alternative energy sources continue to play an important part in Ames' energy portfolio. This year a new tracking matrix has been added to "Service Accomplishments" below. Going forward, Electric will list solar systems and total kW installed.

The Power Plant continues to burn Refuse-Derived Fuel (RDF). This decreases the amount of the county's garbage taken to the landfill. In support of the City Council's "Go Green" goal, the City completed its fifth year of a 20-year contract with NextEra for the purchase of 36 megawatts (MW) of wind resources. A portion, 6 MW, is being passed through to Iowa State University. The 36 MW is part of a larger wind farm built near Zearing, Iowa. In FY 2014/15, renewable energy from purchased wind power accounted for 20% of the City's electric usage. Similarly, the City produces renewable energy from the burning of RDF. In FY 2014/15, renewable energy from RDF accounted for 4.8% of the City's electric usage. For FY 2015/16, the renewable energy from RDF is expected to decrease as a result of the plants being down for fuel conversion. Both wind and RDF energy are expected to return to FY 2014/15 levels for FY 2016/17.

Fuel and Purchased Power is the largest component of the Electric Services budget, with estimated total expenditures of \$33,167,102 for FY 2016/17. This is nearly a 3% increase from the FY 2015/16 Adopted budget and is due to the higher cost of delivered natural gas to the power plant. The major items include, in descending expenditure: fuel, market energy purchases, wind, fuel oil, transmission service, and RDF payments. Fuel (coal & natural gas) accounts for nearly 55% of the Fuel and Purchased Power budget, market energy purchases 21%, and wind 16%.

	2013/14	2014/15	2015/16	2016/17
	Actual	Actual	Adjusted	Projected
Service Accomplishments:				
Coal consumed (in tons)	185,543	181,269	95,375	0
Nat. Gas. Consumed (in dekatherms)	0	0	1,512,475	3,727,070
Diesel Fuel (in gallons)			48,730	3,500
Market energy purchased (in MWh)	320,114	306,896	350,650	290,520
<u>Renewable Energy</u>				
RDF consumed (in tons)	27,843	28,390	25,000	28,000
Renewable energy credits/wind (in MWh)	68,767	61,451	61,779	62,084
 Cumulative Customer installed solar (in kW)	 (5 units) 18	 (5 units) 18	 (25 units) 200	 (35) 800
 Efficiency and Effectiveness:				
Energy cost adjustment * (\$/kWh)	(\$0.0024)	(\$0.0068)	(\$0.0102)	\$0.0003
Fuel cost for energy production (\$/MWh)	\$44.75	\$43.91	\$45.89	\$55.27
Purchased power cost (\$/MWh)	\$34.39	\$26.94	\$27.21	\$27.48
Delivered fuel cost – coal (\$/ton)	\$61.08	\$62.62	\$60.50	--
natural gas (\$/Dth)			\$5.40	\$4.43

* 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
- ✓ Replace older underground primary cable
- ✓ Reduce outages to customers and increase power line availability

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services					2.1%
Contractual	1,496,361	1,615,739	1,568,089	1,650,030	2.9%
Commodities	924,060	1,153,419	1,174,726	1,186,870	0.0%
Capital	292,229	282,850	457,850	282,850	0.0%
Other	869	-	-	-	0.0%
Total Expenditures	506	700	700	700	0.0%
	2,714,025	3,052,708	3,201,365	3,120,450	2.2%
Funding Sources:					
Electric Utility Fund					2.2%
Total Funding Sources	2,714,025	3,052,708	3,201,365	3,120,450	2.2%
Personnel - Authorized FTE	17.00	17.00	17.00	17.00	

ELECTRIC DISTRIBUTION OPERATION/MAINTENANCE

Highlights:

One of the largest division budget items is the annual tree trimming contract. For the coming fiscal year, the budgeted amount is expected to be \$303,500, based on the annual contract with Asplundh. This contract provides for the cutting down of trees and shrubs and trimming branches that can cause power outages, both major and minor. Tree growth and tree failure continue to be an issue and cause unplanned outages, which is why this line item is so important in improving the reliability of our service. In addition, the removal of trees affected by the Emerald Ash Borer, which are a potential line hazard, has increased the demands on the Asplundh crew this year. This work will continue into the upcoming years. The work being done under this tree trimming contract is managed by this division and is ongoing year-round.

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.

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. 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 business days of receiving the call. More than 8,000 street and security lights are maintained in Ames, and nearly 955 bulbs were replaced in FY 2014/15. Service workers began replacing failing High Pressure Sodium and Mercury Vapor fixtures with high-efficiency, long-life LED fixtures.

Crews have completed most of the work to replace new transformers downtown so the underground transformers may be removed. This has been a needed, ongoing project to improve the accessibility to the transformers. More importantly, the safety of crew members has improved since they will no longer have to work inside the confined, below-ground level vaults located in alleys behind the businesses along Main Street.

The FY 2014/15 improvement projects and new construction include the construction of new circuits exiting Vet Med substation feeding the ISU Research Park in south Ames, and a feeder into the Northridge Heights area.

ELECTRIC DISTRIBUTION OPERATION/MAINTENANCE

Highlights, continued:

This year's accomplishments:

- Sunset Ridge – new subdivision
- 2320 Lincoln Way – demolition and new construction of underground
- Dotson Drive area – new underground construction
- IUB repairs
- Lincoln Swing – removal of old trailer park and new underground to accommodate new apartment complex
- Infrared repairs
- Vet Med feeder going south to Research Park
- Downtown Network – all below grade transformers are out of service and converted to 13.8 KV in Network
- New feeders for Ames Plant Substation
- USDA – new switchgear and cable replacement
- Mary Greeley Medical Center – replacement of switchgear and transformer
- University Roundabout – relocated overhead and underground feeders
- Overhead Inspection repairs – ongoing work
- Annual Underground Inspections of one-fifth of our system
- Reliability Improvements – Animal guarding, lightning arrestor replacements, etc.

Service Accomplishments:	2014/15 Actual	2015/16 Actual	2015/16 Adjusted	2016/17 Projected
Total footage of primary cable installed/replaced:	65,577ft	53,216ft	53,216ft	70,000ft
Total number of wood poles installed/replaced:	54	71	71	50
Total number of streetlight poles installed/replaced:	38	95	95	100

Service Accomplishments:	2014/15 Actual	2015/16 Actual	2015/16 Adjusted	2016/17 Projected
Ease of reporting an outage – very to somewhat satisfied	94% ⁽¹⁾	93% ⁽²⁾	93% ⁽²⁾	>95%
Response of employees – very to somewhat satisfied	96% ⁽¹⁾	94% ⁽²⁾	94% ⁽²⁾	>95%
Time to restore service after interruption – very to somewhat satisfied	91% ⁽¹⁾	95% ⁽²⁾	95% ⁽²⁾	>95%
Being informed of progress restoring services – very to somewhat satisfied	85% ⁽¹⁾	88% ⁽²⁾	88% ⁽²⁾	>95%

⁽¹⁾ 2014 Customer Service Survey

⁽²⁾ 2015 Customer Service Survey

⁽³⁾ Anticipated response to 2016 Customer Service Survey

ELECTRIC DISTRIBUTION EXTENSION/IMPROVEMENTS

These budget activities includes line extensions, lighting and new service installations as well as relocation and reconstruction work on overhead and underground distribution facilities. Work in these categories also includes power factor correction, minor system improvements to communication, transmission and substation facilities.

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 facilities.
- ✓ 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

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	455,673	425,735	416,112	438,585	3.0%
Contractual	327,827	300,700	325,700	305,700	1.7%
Commodities		990,500		997,193	0.7%
Capital	1,076,860		1,189,500		
	230,489	475,000	475,000	475,000	0.0%
Total Expenditures					1.1%
	2,090,849	2,191,935	2,406,312	2,216,478	
Funding Sources:					
Electric Utility Fund					1.1%
	2,090,849	2,191,935	2,406,312	2,216,478	
Total Funding Sources					1.1%
	2,090,849	2,191,935	2,406,312	2,216,478	
Personnel - Authorized FTE	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 in general, there has been an increase in subdivision construction, while work on apartments and commercial projects has remained strong and is expected to continue through FY 2016/17. The need for system improvements and maintenance activities remains high as much of the Ames electric system is over 30 years old. This includes ongoing replacement of deteriorated vault lids in the downtown network, aging/deteriorated 13.8kV distribution cable, 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 2015/16 and 2016/17 to support residential (apartment) and commercial growth.

Projects for FY 2015/16 are:

- Campustown Area – Relocation of electric facilities for new construction and redevelopment
- Green Hills – Relocation of underground cables for new construction
- Mortensen Road – Reconstruction of electric facilities
- Sunset Ridge Subdivision – New extension of facilities for future growth
- Obsolete Substation relay, switch and breaker replacements
- State Avenue – New extension of facilities for future Breckenridge Subdivision
- ISU Research Park - Phase III feeder extensions
- Brookside Park – 4kV to 13kV conversion
- Downtown Area – Replacement of old network vault lids
- 13th Street & Crescent Dr. – Relocation of overhead poles and wires
- Replace deteriorated cable and poles, retrofit animal guarding (reliability improvement)

Projects for FY 2016/17 are:

- Increase system power factor with additional capacitor banks
- Obsolete Substation relay, switch and breaker replacements
- Rose Prairie Subdivision – New extension of facilities for future growth
- S. Grand Avenue Extension – New extension of facilities to support system reliability
- Meadowlane Avenue – Replacement of aged, failing overhead poles and wires
- Replace deteriorated cable and poles, retrofit animal guarding (reliability improvement)

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 the City's largest electric 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.

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
- ✓ Upgrade substation battery sets and charger
- ✓ Improve animal guarding on all substation open connections
- ✓ Perform substation maintenance as needed

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	680,652	656,083	660,493	704,741	7.4%
Contractual	235,964	145,867	148,778	151,910	4.1%
Commodities	114,996	155,754	158,104	158,414	1.7%
Capital	5,046	84,000	84,000	8,000	-90.5%
Total Expenditures	1,036,658	1,041,704	1,051,375	1,023,065	-1.8%
Funding Sources:					
Electric Utility Fund					-1.8%
	1,036,658	1,041,704	1,051,375	1,023,065	
Total Funding Sources	1,036,658	1,041,704	1,051,375	1,023,065	-1.8%
Personnel - Authorized FTE	7.00	7.00	7.00	7.00	

ELECTRIC TECHNICAL SERVICES

Highlights:

Substation Maintenance: The tap changer at Top-O-Hollow has been replaced with rebuilt Load Tap Changer (LTC), tested and adjusted with the new modifications incorporated. Line and bus fuse boxes that were excessively corroded have been replaced. Substation continues to assist contractors with downtown electric vaults during street improvement projects. Problematic fuse holders on older capacitor banks were replaced. Work has begun on upgrading/replacing oil breakers throughout many of the utility substations with newer, more reliable SF6 breakers.

An operational cost reduction is seen in Personal Services, which can be attributed to two retirees who were replaced by two apprentices. The Fleet Operations/Maintenance cost is up due to increased O&M fees for addition to and replacement of vehicles with upgraded equipment.

Meter Service: Metering has replaced 354 problem meters. Customers with extremely slow meters are notified when their meter is replaced. There is a budget increase for Automated Meter Reading meters (radio remotes) to replace existing inside electric meters. This is tied to the Water and Pollution Control Department's upgrading water meters with AMR radio remotes. Technical Services continues to work with Engineering to update relays with newer solid state relays and updated settings to aid in feeder/fuse coordination.

Service Accomplishments:	2013/14 Actual	2014/15 Actual	2015/16 Adjusted	2016/17 Projected
Service orders completed	1,286	1,331	1,434	1,250
Consumption complaints	157	133	160	120
Temporary sets/removals	117	100	110	130
Electric meter removals/exchanges	687	347	660	550
Electric meter sets	280	758	460	220
Electric service renovations	28	58	44	25
Test instrument rated services	176	160	181	142
Relay tests, calibrations and repairs	155	169	153	161
 Meters in Service:				
Residential	22,449	23,099	23,119	23,250
General Power	2,926	2,924	2,896	2,902
Large Power & Industrial	4	4	4	4
Total	25,379	26,027	26,019	26,156
 Meters Tested:				
Residential	1,507	1,254	1,504	1,450
Commercial and Industrial	511	104	66	120

ELECTRIC ENGINEERING

Electrical Engineering is responsible for developing plans and construction packages for service to residential, commercial and industrial customer services as well as performing planning and design of system improvements to support load growth, maintain/improve reliability 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 material specifications and construction standards and providing contract administration for inspection, design, construction, and testing. Electrical Engineering provides Geographic Information System (GIS) services/support and maintains the Outage Management System and other electric data records for Electric Services. 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 Organization (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-responsive 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
- ✓ Track reliability indices and support American Public Power Association’s Reliable Public Power Provider (RP3) goals.
- ✓ Administer contracted inspections and issue maintenance job orders for repairs
- ✓ Maintain GIS data as well as other department maps, records and databases.
- ✓ Review/approve customer owned generation that will be located within the City’s electric service territory
- ✓ Provide GIS hardware/software support for Engineering, Metering, and Electric Distribution
- ✓ Conduct annual MRO/NERC review and facilitate compliance across divisions within Electric Department

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	535,798	571,597	555,431	602,819	5.5%
Contractual	99,841	297,950	246,832	304,881	2.3%
Commodities		5,225	5,475	5,775	10.5%
	(2,230)				
Capital	-	-	55,000	-	
Total Expenditures	633,409	874,772	862,738	913,475	4.4%

Funding Sources:					
Electric Utility Fund	633,409	874,772	862,738	913,475	4.4%
Total Funding Sources	633,409	874,772	862,738	913,475	4.4%

Personnel - Authorized FTE	5.00	5.00	5.00	5.00
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ELECTRIC ENGINEERING

Highlights:

The conversion of the 4kV downtown network is scheduled to be completed by June 2016. Downtown customers are now served from padmounted transformers and 13.8kV primary cable, replacing the deteriorated cable and obsolete 4kV network transformers. The remaining work includes removal of the retired network transformers from vaults and replacement of a few deteriorated vault lids. Four additional 69kV Oil Circuit Breakers will be replaced over the next two years– two at the Ames Plant Switchyard and two at Stange Road Substation. These will be replaced with low-maintenance SF6-gas-insulated breakers over the next 18 months.

With the completion of the 161kV transmission line to MidAmerican Energy Co. and Ames’ entry into MISO, there are several new compliance and monitoring responsibilities with both NERC/MRO (Midwest Reliability Organization) and MISO that require additional staff time and outside services to effect compliance. Outside services continue to be used to conduct routine overhead visual and infrared inspections and perform pole testing. 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.

Efforts will continue to add overhead animal guarding, replace aged/deteriorated overhead equipment and replace deteriorated underground cable to improve system reliability. IDOT has two Interstate-35 relocation projects requiring DOT-funded relocation of Ames’ 161kV transmission line between Ames and Ankeny.

Street lights are being replaced with LED fixtures as they require maintenance. It is believed that after 5 years, most lights will have been converted, with the exception of special ornamental fixtures used in the Downtown, Somerset and Campustown areas. All new lights being installed in the future will be LED. Data collection efforts are being increased through temporary staffing to augment staff efforts to update/validate records for streetlights and other distribution assets.

Several CIP projects (Distribution, Substation and Transmission) will be initiated and managed by Electrical Engineering Staff.

Service Accomplishments:	2013/14 Actual	2014/15 Actual	2015/16 Adjusted	2016/17 Projected
# of new customers	254	690	229	604
Job orders prepared	132	155	150	150
Line inspections (poles)	752	517	636	600
New overhead distribution line (miles)	0.44	0.1	1.2	.1
Replaced overhead distribution line (miles)	0.2	0.07	0.6	0.5
New underground distribution line (miles)	1.8	2.81	2.5	2.5
Replaced underground line	1.39	2.85	1.5	2.0
New and relocated overhead transmission line (miles)	23	0	.5	1.5

WATER AND POLLUTION CONTROL

Description and Purpose of Activity:

This activity involves all operations of the water and sewer utilities, except for the collection and distribution systems and customer services/billing functions. It includes the five functional divisions of the department.

- Administration provides the overall management of the two utilities, as well as related engineering functions, conservation promotion, the industrial pretreatment program, and the management of the flood warning system.
- Water Treatment includes the procurement of untreated groundwater water, treatment of that water to make it suitable for human consumption, pumping of the water into the distribution system, and the management of the residual solids generated by the treatment process. It also includes the Smart Water conservation program.
- WPC Operations includes the operation and maintenance of the Water Pollution Control Facility, including lift stations and the management of the residual solids generated by the treatment process. It also includes the maintenance of the flood warning program.
- Laboratory Services provides the majority of the regulatory compliance monitoring for both the drinking water and wastewater utilities.
- Metering and Cross-Connection Control serves as the cash register for both utilities, providing the basis for billing the majority of all water and sewer services provided by the City.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Activities:					
W & PC Administration	615,585	698,534	706,729	741,813	6.2%
Water Plant Operations	2,493,215	2,609,745	2,534,625	2,691,768	3.1%
WPC Facility Operations	2,281,196	2,574,082	2,590,726	2,664,103	3.5%
W & PC Laboratory	522,237	548,749	502,088	552,584	0.7%
W & PC Metering Services	789,652	908,591	843,422	900,182	-0.9%
Total Expenditures	6,701,885	7,339,701	7,177,590	7,550,450	2.9%
Personnel - Authorized FTE	40.05	40.05	40.05	40.30	

WATER AND POLLUTION CONTROL

	2014/15	2015/16	2015/16	2016/17	% Change
<i>Expenditures by Category:</i>	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Personal Services	3,697,623	3,910,359	3,789,205	4,057,983	3.8%
Contractual	2,060,847	2,279,095	2,294,552	2,359,294	3.5%
Commodities	903,698	1,096,380	1,036,366	1,106,764	1.0%
Capital	28,891	42,500	46,500	15,000	-64.7%
Other	10,826	11,367	10,967	11,409	0.4%
Total Expenditures	6,701,885	7,339,701	7,177,590	7,550,450	2.9%
<i>Funding Sources:</i>					
Water Utility Fund	3,458,358	3,692,723	3,565,866	3,790,337	2.6%
Sewer Utility Fund	3,243,527	3,646,978	3,611,724	3,760,113	3.1%
Total Funding Sources	6,701,885	7,339,701	7,177,590	7,550,450	2.9%

W & PC ADMINISTRATION

This activity involves overall management of the water and sewer utilities (except for the distribution and collection system and customer services/billing functions), including the development and implementation of all plans, policies, and procedures necessary for the efficient functioning of the utilities. Tasks undertaken as a part of this activity area include: budgeting and rate-setting; legislative and regulatory coordination and compliance; in-house engineering design services and project management activities; managing the industrial pretreatment program; and cross-departmental coordination with other City work groups.

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 in support of the City Council's goal to promote environmental sustainability
- ✓ Develop and administer the overall W&PC operations budget
- ✓ Develop and implement the Capital Improvements Plan for the Water and Sewer Utilities (excluding distribution and collection system improvements)
- ✓ Prepare the annual Consumer Confidence Report
- ✓ Implement the Industrial Pretreatment, High Strength Surcharge, and Fats, Oils, and Grease (FOG) Programs
- ✓ Manage and operate the Flood-Warning System
- ✓ Monitor legislative and regulatory changes

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	560,801	641,189	647,389	684,796	6.8%
Contractual	50,144	51,995	54,590	52,267	0.5%
Commodities	4,640	5,350	4,750	4,750	-11.2%
Capital	-	-	-	-	
Total Expenditures	615,585	698,534	706,729	741,813	6.2%
Funding Sources:					
Water Utility Fund	311,023	352,786	353,365	370,907	5.1%
Sewer Utility Fund	304,562	345,748	353,364	370,906	7.3%
Total Funding Sources	615,585	698,534	706,729	741,813	6.2%
Personnel - Authorized FTE	5.75	5.75	5.75	6.00	

W & PC ADMINISTRATION

Highlights:

A considerable amount of staff time continues to be devoted to the construction of the new Water Treatment Plant. While the consulting engineers are providing full-time project oversight, City staff are making multiple visits daily to ensure that work is proceeding in accordance with the plans and specifications. City staff also administers the independent “special inspections” work that performs material testing such as concrete deliveries and rebar placement. Office engineering activities such as processing invoices, auditing contractor payroll, and managing the requirements of the State Revolving Fund (SRF) loan are also occurring.

In addition to the water plant project, administrative staff is managing multiple other construction projects, such as the Source Water Supply Expansion, River Valley Park Low Head Dam Improvements, and many equipment repair and replacement projects at the Water Pollution Control Facility (WPC).

This program area also manages the Industrial Pretreatment program. The existing contracts and permits issued to “significant” and “categorical” industries are in the process of being updated. An Industrial Waste Survey is also being performed to determine if other industrial customers need to be added to the program.

Staff continues its outreach to customers who will be required to comply with the Fats, Oils, and Grease (FOG) program. The first charges for food service customers who fail to meet the requirements of the program will begin in FY 2016/17, and staff is working to ensure that no one is surprised by the requirements.

The increase in Personal Services between FY 2014/15 and FY 2015/16 is due to having vacancies in environmental engineer and environmental specialist positions filled. The work group is currently at full staff. The increase of .25 FTEs reflected in FY 2016/17 is a result of moving a Secretary I position back to full-time. The position was down-graded three years ago from full-time to three-quarter-time. After trying the lower staffing level for a period of time, it has become apparent that additional staff hours are necessary in this support position.

Service Accomplishments:	2013/14 Actual	2014/15 Actual	2015/16 Adjusted	2016/17 Projected
CIP project load, \$ million	5.548	14.172	44.428	22.251
Number of Industrial Pretreatment Permits	15	15	16	16
Efficiency and Effectiveness:				
Typical residential ¹ water & sewer bill, \$/mo	46.88	48.84	51.03	51.03
Iowa comparables ² , \$/mo	49.56	51.34	53.82	57.74 ³
Typical commercial ¹ water & sewer bill, \$/mo	520.68	541.44	565.64	565.34
Iowa comparables ² , \$/mo	627.27	667.64	703.57	775.03 ³

¹ Residential=600 cubic feet per month; Commercial=10,000 cubic feet per month

² Median of Iowa Cities with population >10,000 population

³ Estimated based on recent trends (2009-2015)

WATER TREATMENT PLANT OPERATIONS

This activity involves: the pumping of untreated water from wells; treatment of well water to potable standards for human consumption; and the pumping of treated water from the plant site to the water distribution system. It also includes the management of booster pump stations and elevated water tanks, and the recycling of the softening residuals as an agricultural lime material. The Smart Water program, which uses various marketing approaches to encourage water conservation, is also included in this activity.

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
- ✓ Proactively promote the value of water conservation in support of the City Council's goal to promote environmental sustainability
- ✓ 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
- ✓ 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

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	919,604	954,220	951,359	1,004,910	5.3%
Contractual	1,044,497	1,080,603	1,061,158	1,130,835	4.7%
Commodities	515,745	572,755	519,941	553,914	-3.3%
Capital	10,423	-	-	-	
Other	2,946	2,167	2,167	2,109	-2.7%
Total Expenditures	2,493,215	2,609,745	2,534,625	2,691,768	3.1%

Funding Sources:

Water Utility Fund	2,493,215	2,609,745	2,534,625	2,691,768	3.1%
Total Funding Sources	2,493,215	2,609,745	2,534,625	2,691,768	3.1%

Personnel - Authorized FTE	9.00	9.00	9.00	9.00
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WATER TREATMENT PLANT OPERATIONS

Highlights:

Maintenance activities at the Water Treatment Plant continue to be scaled back due to the future move to the new facility. Only those repairs necessary to keep the existing facility operational are being performed. Routine preventative maintenance is being continued for infrastructure that will remain in operation.

In contrast to 2012 and 2013, the summers of 2014 and 2015 have provided some much needed precipitation. The wetter weather resulted in a significant drop in the peak summer water demands, allowing a lower pumping rate from the wells at the same time that the aquifer formation was recharging. These factors combined to bring groundwater levels back to essentially “normal” levels. Of course, a drop in demand comes with a drop in revenue for the utility.

The Water Plant contracts with a private firm to remove lime softening residuals from the storage ponds. In conjunction with construction of the new treatment plant, a much larger disposal contract was awarded for FY 2013/14 and FY 2014/15. That work is complete, and the quantities of material removed and recycled as an agricultural lime will return to a more typical amount.

The requested budget for Smart Water Conservation Marketing activities is being reduced to match the historical utilization of these funds. Contractual expenses for the Water Production program area are down in the current year with only four wells being scheduled for rehabilitation. That program area will increase in FY 2016/17 when five wells will be rejuvenated.

A study performed by the plant staff has optimized the chemical feed rates for the facility. This optimization resulted in lower water hardness (i.e., “softer” water) being delivered to our customers while experiencing an approximate \$50,000 reduction in commodity expenses for chemical purchases. A \$12,000 expense is included in FY 2016/17 in the Water Pumping program to clean and inspect the five million gallon reservoir.

Service Accomplishments:	2013/14 Actual	2014/15 Actual	2015/16 Adjusted	2016/17 Projected
Months in 100% compliance with regulatory standards				
Drinking water quality	12/12	12/12	12/12	12/12
Monitoring/reporting	12/12	12/12	12/12	12/12
Billion gallons/year pumped from wells	2.24	2.11	2.15	2.20
Average day pumpage to system, MGD*	5.83	5.54	5.65	5.70
Peak day pumpage to system, MGD*	8.98	7.34	7.80	8.00
Operating budget, \$ per MG* pumped	990	1,182	1,179	1,222
Number of wells rehabilitated	5/22	4/22	5/22	5/25
Overall energy efficiency, kW-hr/MG* treated	1,957	1,973	1,960	1,960
Lime residual disposal, wet tons/year				
Routine Operations	23,300	32,400	33,000	28,000
Modifications for new WTP	25,200	54,900	--	--

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

WPC FACILITY OPERATIONS

This activity involves both the operation and the maintenance of the Water Pollution Control Facility. The overall goal is to provide 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. 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 Operations 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. The activity also includes the maintenance of the flood early warning system.

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
- ✓ 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

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	1,244,800	1,327,737	1,312,353	1,380,131	4.0%
Contractual	825,250	1,001,195	1,033,623	1,036,272	3.5%
Commodities	186,798	193,450	193,450	223,400	15.5%
Capital	16,468	42,500	42,500	15,000	-64.7%
Other	7,880	9,200	8,800	9,300	1.1%
Total Expenditures	2,281,196	2,574,082	2,590,726	2,664,103	3.5%
Funding Sources:					
Sewer Utility Fund	2,281,196	2,574,082	2,590,726	2,664,103	3.5%
Total Funding Sources	2,281,196	2,574,082	2,590,726	2,664,103	3.5%
Personnel - Authorized FTE	14.00	14.00	14.00	14.00	

WPC FACILITY OPERATIONS

Highlights:

The NPDES permit for the facility expired in August of 2015, but continues in place until a new permit is issued. Iowa Department of Natural Resources (IDNR) anticipates a draft permit being issued in the spring of 2016. When the permit is reissued, staff anticipates a requirement will be included to perform a study to determine the most effective way for the facility to achieve the goals of the Iowa Nutrient Reduction Strategy. An evaluation of creative alternatives beyond simply constructing a \$35 million plant modification will be central to the study.

The planned equipment replacement for the Flood Warning System (\$35,000) is being shown delayed slightly. The work will still take place in the summer of 2016, but is now budgeted to span the two fiscal years.

An increase in maintenance costs begins in FY 2016/17 as the need to replace lamps for the Ultraviolet Disinfection System begins (\$15,000). Staff have staggered the use of the two banks of lamps so that the replacement cost for bulbs can be evenly distributed over time. This will be a recurring annual expense.

The WPC Facility contracts annually for the hauling and disposal of biosolids. The contract is for up to 5,000,000 gallons; but the actual quantity depends on a number of factors. In recent years, only about two-thirds of the \$105,000 contract has actually been expended. The WPC Facility will host a public open house in the spring of 2016. It's a great chance to see inside a facility that few customers even know about.

	2013/14 Actual	2014/15 Actual	2015/16 Adjusted	2016/17 Projected
Service Accomplishments:				
Number of numeric permit violations	0	0	0	0
% compliance (out of 2,600 limits)	100	100	100	100
Consecutive years with 100% permit compliance	24	25	26	27
Efficiency and Effectiveness:				
Operating budget, \$ per MG treated	\$1,301	\$954	\$1,057	\$1,072
Daily average flow, MGD*	5.32	6.55	6.80	6.80
% of design cap., 8.6 MGD	62%	76%	79%	79%
Annual average BOD ₅ * loading (lbs/day)	8,197	8,147	7,500	7,500
% design cap. (12,430 lbs/day)	66	66	60	60
Removal efficiency, %	97	95	98	98
Biosolids recycling				
Total quantity disposed, tons/year	991	983	600	600
Methane gas production Million cubic feet/year (estimated)	23.3	25.6	24	24
Efficiency and Effectiveness:				
Energy efficiency				
kW-hr/MG* treated	2,669	2,229	2,075	2,075
On-site production, 1,000 kW-hr/yr*	1,126	1,260	1,300	1,300
% of total plant demand	17%	19%	20%	20%

* kW-hr/MG = kilowatt hours per million gallons; kW-hr/yr = kilowatt hours per year; MGD = million gallons per day; BOD₅ = five-day biochemical oxygen demand

W & PC LABORATORY

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. The Laboratory expenses are split between the Water (35%) and Sewer (65%) Utility Funds, based on the proportionate 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

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	426,710	441,282	383,271	442,965	0.4%
Contractual	57,743	67,867	73,417	69,819	2.9%
Commodities	35,784	39,600	41,400	39,800	0.5%
Capital	2,000	-	4,000	-	
Total Expenditures	522,237	548,749	502,088	552,584	0.7%
Funding Sources:					
Water Utility Fund	182,782	192,062	175,731	193,404	0.7%
Sewer Utility Fund	339,455	356,687	326,357	359,180	0.7%
Total Funding Sources	522,237	548,749	502,088	552,584	0.7%
Personnel - Authorized FTE	5.30	5.30	5.30	5.30	

W & PC LABORATORY

Highlights:

In the current fiscal year, Personal Services are down due to vacancies in a Laboratory Analyst and Laboratory Technician position. Both positions have now been filled, and the projected expenses for FY 16/17 are back to normal, albeit with new staff at lower pay steps.

The atomic absorption spectrophotometer is an instrument used by the Laboratory staff to perform heavy metals analysis (lead, mercury, chromium, and others) in drinking water and waste water. The instrument is now approximately 15 years old, and contractual funds (\$4,500) are included in FY 16/17 to perform a preventative maintenance servicing of this important instrument. Funds are also budgeted in FY 2016/17 to replace a solids drying oven (\$2,000).

The capital expense shown in FY 2015/16 reflects funds carried over from last fiscal year to purchase a new spectrophotometer. Because of staff vacancies, the purchase was not able to be completed last year.

	2013/14	2014/15	2015/16	2016/17
	Actual	Actual	Adjusted	Projected
Service Accomplishments:				
Consecutive years certified	17	18	19	20
Drinking Water Bacterial Analyses	1,484	1,546	1,530	1,530
River Water Quality Samples Collected	159	176	170	170
Industrial Pretreatment Samples Collected	62	75	85	85
WPC Plant Samples Collected	1,717	1,636	1,650	1,650
Efficiency and Effectiveness:				
Total Samples Received	3,586	3,526	3,500	3,500
Total analyses	12,114	12,135	12,130	12,130
% completed in-house	94%	96%	91%	95%
Average cost per analysis	\$43.60	\$43.04	\$41.39	\$43.69

W & PC METERING SERVICES

Because the water and wastewater utilities operate as self-sustaining enterprises, water usage by all customers must be metered as accurately as possible. For nearly all customers, both their water and wastewater bills are based on their water meter readings. 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%) Utility 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 Utility 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

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	545,708	545,931	494,833	545,181	-0.1%
Contractual	83,213	77,435	71,764	70,101	-9.5%
Commodities	160,731	285,225	276,825	284,900	-0.1%
Capital	-	-	-	-	
Total Expenditures	789,652	908,591	843,422	900,182	-0.9%
Funding Sources:					
Water Utility Fund	471,338	538,130	502,145	534,258	-0.7%
Sewer Utility Fund	318,314	370,461	341,277	365,924	-1.2%
Total Funding Sources	789,652	908,591	843,422	900,182	-0.9%
Personnel - Authorized FTE	6.00	6.00	6.00	6.00	

W & PC METERING SERVICES

Highlights:

Personal Services for the Meter Division are down in the current year due to a vacancy in a principal clerk position.

The commodity expense to purchase new water meters was down in FY 2014/15 while the Automatic Meter Reading (AMR) study was in progress. With the completion of that study and subsequent contract award to purchase radio-read meters, that expense returns to a more typical level in FY 2015/16. The operating budget includes a projected 400 meters for new construction annually, and an additional 1,000 meters for routine replacement of older existing meters.

During the conversion to the AMR system, an additional 1,600 water meter replacements per year is budgeted in the Capital Improvements Plan. The historical target for routine meter replacements is approximately 8% of the total inventory per year. During the conversion to the AMR system, that metric will be closer to 13% in order to complete the conversion within seven years.

	2013/14 Actual	2014/15 Actual	2015/16 Adjusted	2016/17 Projected
Service Accomplishments:				
Meters in service (end of year)				
Primary meters	17,298	17,529	18,035	18,360
Yard meters	<u>1,647</u>	<u>1,623</u>	<u>1,600</u>	<u>1,625</u>
Total	18,945	19,152	19,635	19,985
 Total service orders completed	 2,449	 1,860	 3,350	 3,400
 Cross-connection control program				
Number of backflow devices in service	2,446	2,533	2,632	2,731
Number of irrigation systems in service	663	681	702	723
Efficiency and Effectiveness:				
Routine meter changes in operating budget	732	567	1,000	1,000
Additional meter changes in CIP budget	<u>-</u>	<u>-</u>	<u>1,600</u>	<u>1,600</u>
As a % of total inventory	3.9%	2.9%	13.2%	13.0%
 Meter installations from new construction	 360	 306	 400	 400
Non-routine meter changes	104	113	180	200
 Water Loss %	 4.4%	 9.2%	 5.0%	 5.0%
 Average cost per meter in service, \$ (operating expenses/total meters)	 \$44.30	 \$41.23	 \$42.93	 \$44.94

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

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	946,593	1,035,980	981,729	1,038,571	0.3%
Contractual	372,932	417,528	418,963	425,382	1.9%
Commodities	148,042	153,810	155,210	154,710	0.6%
Capital	9,220	-	5,000	-	
Total Expenditures	1,476,787	1,607,318	1,560,902	1,618,663	0.7%
Funding Sources:					
Water Utility Fund	1,057,888	1,014,967	990,467	1,030,537	1.5%
Sewer Utility Fund	418,899	592,351	570,435	588,126	-0.7%
Total Funding Sources	1,476,787	1,607,318	1,560,902	1,618,663	0.7%
Personnel - Authorized FTE	10.77	10.77	10.77	10.77	

UTILITY MAINTENANCE

Highlights:

Beginning with the adjusted FY 2014/15 budget, a 5-year average distribution among the Public Works Operations programs has been used to project the personal service cost for each program.

A budget decrease of \$1,376 in FY 2015/16 for the fleet is planned as the equipment inventory was updated to more accurately show lifecycles and replacement values and to reflect current and projected fuel prices. An increase in the fleet budget of \$3,216 for FY 2016/17 is planned.

Rusty water complaints increased dramatically in FY 2014/15. The increase is believed to be a result of increased development keeping the system stirred up, the timing of routine maintenance activities, such as the Bloomington Road Elevated Tank cleaning, and low water usage levels in the summer of 2015. Staff anticipates that the number of complaints will decrease in FY 2015/16 and be back to normal levels in FY 2016/17

With the end of the evaluation phase of the multi-year Sanitary Sewer System Evaluation (SSSE), City staff has returned to the routine cleaning of sanitary sewer system. Information from the SSSE is still being processed and may lead to higher maintenance priorities in the sanitary system in the future.

Utility locating has been at a high level since early 2015. The increased pace of development, in addition to the expansion by private utility companies (fiber optics and natural gas), has caused an increase in the scope and number of utility locates.

	2013/14	2014/15	2015/16	2016/17
	Actual	Actual	Adjusted	Projected
Service Accomplishments:				
Miles of water main in system	243	246	248	250
Water main breaks	47	19	40	40
Rusty water complaints	12	56	25	15
Water main abandonments	0	2	0	0
Fire hydrants in system	2,745	2,771	2,785	2,800
# of valves in system	3,902	4,000	4,025	4,060
Fire flow tests	11	5	10	10
Bacteriological tests (mains, fire lines)	597	656	650	650
Utility locates performed	6,247	6,615	6,700	6,700
# of fire hydrants repaired	9	15	10	10
# of fire hydrants painted	261	155	200	200
# of valves exercised	599	534	600	600
Miles of sanitary sewer in the system	202	203	204	205
Number of manholes in system	3,981	4,078	4,100	4,125
Lineal feet of sanitary sewer cleaned by City crews	37,714	253,004	250,000	275,000
Lineal feet of sanitary sewer cleaned by Contractor	500,000	0	0	0
Lineal feet of sanitary sewer televised	600,000	4,000	6,000	7,000
House connection sewer trouble calls	15	8	10	10
System blockages cleared	7	1	5	5
Sanitary sewer main repairs	7	21	20	20
Manholes raised	95	21	15	10
Efficiency and Effectiveness:				
Cost per locate	\$18.99	\$18.93	\$20.75	\$21.67
% of sanitary sewer system cleaned	40%	25%	25%	25%

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

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	103,160	144,406	139,704	148,260	2.7%
Contractual	79,030	79,683	87,463	86,770	8.9%
Commodities	32,171	28,100	28,100	28,100	0.0%
Capital	1,450	-	-	-	
Total Expenditures	215,811	252,189	255,267	263,130	4.3%
Funding Sources:					
Storm Sewer Utility Fund	215,811	252,189	255,267	263,130	4.3%
Total Funding Sources	215,811	252,189	255,267	263,130	4.3%
 Personnel - Authorized FTE	 2.14	 2.14	 1.82	 1.82	

STORM SEWER MAINTENANCE

Highlights:

Beginning with the adjusted FY 2014/15 budget, a 5-year average distribution among the Public Works Operations programs has been used to project the personal service cost for each program.

A budget decrease for fleet costs is included as the fleet equipment inventory was updated to more accurately reflect lifecycles, replacement values, and current and projected fuel prices. The decreases are \$5,610 for FY 2015/16 and \$5,385 for FY 2016/17.

A budget increase of \$12,500 is included in FY 2015/16 and FY 2016/17 to address contractual repairs to the storm sewer system. This budget increase reflects the maintenance costs that are contracted out because the work is outside the scope of Public Works staff. These repairs are necessary to keep the storm sewer system functioning properly

Service Accomplishments:	2013/14 Actual	2014/15 Actual	2015/16 Adjusted	2016/17 Projected
Miles of storm sewer in system (totals do not include footings and subdrains)	266	266	267	268
Percentage of miles televised	2	2	3	4
System blockages cleaned	33	36	35	35
Lineal footage cleaned and/or televised	44,973	57,176	60,000	65,000
Intakes/manholes repaired by City crews	31	35	35	35
Intakes inspected and cleaned	391	752	500	500
Storm water detention/retention facilities inspected	100	100	100	100

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, 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

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	1,364,911	1,414,378	1,375,846	1,460,213	3.2%
Contractual	2,080,567	2,046,819	2,325,094	2,109,761	3.1%
Commodities	330,528	294,777	287,777	345,655	17.3%
Capital	-	35,000	32,000	-	-100.0%
Other	2,785	2,785	-	-	-100.0%
Total Expenditures	3,778,791	3,793,759	4,020,717	3,915,629	3.2%
Funding Sources:					
Resource Recovery Fund	3,778,791	3,793,759	4,020,717	3,915,629	3.2%
Total Funding Sources	3,778,791	3,793,759	4,020,717	3,915,629	3.2%
Personnel - Authorized FTE	15.00	15.00	15.00	15.00	

RESOURCE RECOVERY

Highlights:

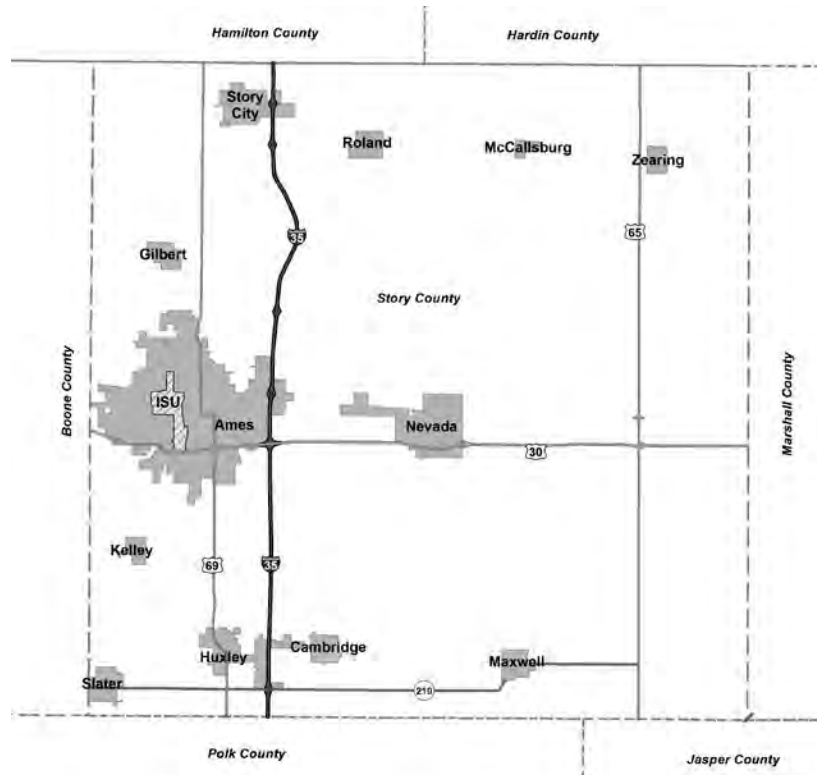
The **per capita rate** (reduced from \$10.50 FY 2011/12) for our partner cities and Story County will remain at \$9.10 for FY 2016/17. **Tipping fees** for municipal solid waste will remain at \$52.75/ton; the rate for cars and passenger vans will remain at \$8.00, and pickups and vehicles with trailers will remain at \$22.00. Except for the per capita rate, all rates have been maintained since FY 2002/03. The per capita rate was last adjusted (decreased) in FY 2012/13.

An additional 842 tons of refuse were received in FY 2014/15, resulting in an additional 6,105 tons processed over FY 2013/14 tons. A total of 547 more tons of Refuse-Derived Fuel (RDF) was provided to the power plant, and an additional 174 tons of metal were sold on the scrap market. This increased the processed material by 11% in FY 2014/15.

Resource Recovery worked directly with several grocery stores to source-separate their waste stream; when this was not possible, those loads, which were not desirable for RDF due to high liquid content/saturation, were diverted directly to Boone County Landfill. As an outcome of the RDF Flow Improvement noted below, bulky, non-processable materials were source-separated during student move-out and directly diverted to the landfill.

As part of the conversion from coal to natural gas at the power plant, updates were required at the power plant which would not allow them to burn RDF. Resource Recovery was unable to accept material during the last six weeks of 2015. After power plant updates are completed in 2016, Resource Recovery will resume normal operations. This update at the power plant has increased tonnage sent directly to Boone County Landfill for the year.

Twelve partner communities, as well as ISU and Story County, are committed to sustainable and environmentally sound disposal of Municipal Solid Waste (MSW) as members of the Resource Recovery System until June 30, 2034. Partner communities are shown on the map below.



RESOURCE RECOVERY

Highlights, continued:

April 2015 marked the beginning of RDF Flow Improvement meetings, with Resource Recovery leading the way in problem solving, and its partners working together to ensure the best possible outcomes for all involved. Participants included Resource Recovery, Electric Services, Boone County Landfill, private trash haulers, and Iowa State University.

The sun-faded south wall of the building was repainted in the summer of 2015 as part of an update to the exterior of the plant. The fencing on the west side of the building was replaced as well. A new facility sign will also be installed on the south lawn, tying the Resource Recovery Plant to the City's other facilities with matching signage.



A 40th Anniversary Open House was held Saturday, September 19, celebrating 40 years of landfill diversion for the City of Ames. Approximately 250 guests were welcomed to the facility, and were encouraged to look at displays and join tours through the process area. The office area was updated with new carpet and furniture before the Open House.



RESOURCE RECOVERY

Highlights, continued:

Resource Recovery is promoting sustainability with the introduction of a new hybrid wheel loader to its fleet. Due to the increased size and load capacity of commercial trucks used to haul municipal waste in to our facility, it has become necessary to increase the size and power of our loader to increase productivity. Typically, when upgrading to a larger, more productive machine an increase would be experienced in fuel usage. Resource Recovery and the City of Ames needed the more productive machine, but didn't want the increase in fuel usage and added exhaust emissions. Recently John Deere offered a diesel electric hybrid in the size of loader a step up from the previous machine and provided a John Deere 644K hybrid wheeled loader, increasing our efficiency and productivity with the same fuel usage. Loader operators are now able to push the oversized loads in less passes, reducing the wear rate of the tipping floor surface, solid rubber tires and the rubber scraper bits, all of which are very expensive to replace. Along with the increased productivity and efficiency there is reduced operator fatigue. In addition, a backup camera with object detection provides for the safety of our staff, the commercial haulers, and our citizens. It is also considerably quieter than the conventional 644K loader, which is extremely valuable for safety and communication.



As a result of yearly infrared testing, two 200-amp breakers were found faulty and replaced. Yearly infrared testing is used as a means to detect potential circuit overload or areas of unusually high electrical resistance. This allows electricians to replace the circuit before failure occurs, eliminating costly downtime or further damage to the electrical system.

Resource Recovery secured a Solid Waste Alternatives Program (SWAP) grant from the Department of Natural Resources for "Waste Diversion and Public Opinion Study". We will contract with a consultant to develop and implement a two-part study leading to enhanced waste diversion, increased efficiency of the Resource Recovery System and increased awareness and understanding of citizen value and interest in additional waste management related services.

RESOURCE RECOVERY

Highlights, continued:

New videos were produced and are played on the City's Channel 12 (www.youtube.com, then subscribe to City of Ames channel):

- 40th Anniversary PSA
- 40th Anniversary Speeches
- Finding Resource Recovery
- Propane Tanks
- How to Be A Customer at Resource Recovery
- How to be A Hauler at Resource Recovery
- This Week in Ames

Service Accomplishments:	2013/14 Actual	2014/15 Actual	2015/16 Adjusted	2016/17 Projected
Tons of refuse available	54,750	55,592	55,000	55,000
Tons of refuse diverted to Boone landfill	10,820	5,557	5,000	5,000
Tons of refuse processed	43,930	50,035	50,000	50,000
Tons of RDF to Electric Utility	27,878	28,425	28,000	28,000
Tons of glass recycled	172	173	180	180
Tons of metal recycled	2,096	2,270	2,300	2,300
Pounds of HHM* collected	21,167	21,235	21,000	21,000
ISU tons into plant	3,323	4,065	3,750	3,750
Average # of vehicles/free yard waste day	943	1,168	1,000	1,000
Efficiency and Effectiveness:				
% of available materials processed	80%	90%	91%	91%
Tons processed/operation hour	22.00	22.00	23.00	23.00
Processing costs/processed tons (including ISU)	\$51.87	\$49.72	\$52.93	\$53.83
Total expenses/processed tons (including ISU)	\$80.96	\$75.44	\$84.55	\$85.77
Reject disposal rate/ton (Boone County)	\$44.50	\$45.50	\$45.50	\$46.50
% of processed materials that are sent to the landfill as rejects	28%	35%	35%	30%
Reject transportation rate/ton	\$14.19	\$14.19	\$13.69	\$14.00
Average cost/user free yard waste day	\$3.81	\$4.11	\$4.80	\$4.80

* Household Hazardous Materials

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

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	808,733	880,124	855,689	899,863	2.2%
Contractual	496,576	530,842	535,956	526,215	-0.9%
Commodities	7,684	14,525	13,402	14,425	-0.7%
Capital	-	-	-	-	
Other	69,524	79,720	73,800	77,100	-3.3%
Total Expenditures	1,382,517	1,505,211	1,478,847	1,517,603	0.8%
Funding Sources:					
Electric Utility Fund	652,100	723,891	705,527	728,253	0.6%
Water Utility Fund	368,825	396,720	393,220	401,750	1.3%
Sewer Utility Fund	341,679	366,200	362,000	369,500	0.9%
Storm Sewer Utility Fund	1,898	2,400	2,100	2,100	-12.5%
Project Share Donations	18,015	16,000	16,000	16,000	0.0%
Total Funding Sources	1,382,517	1,505,211	1,478,847	1,517,603	0.8%
Personnel - Authorized FTE	10.65	10.65	10.65	10.65	

UTILITY CUSTOMER SERVICE

Highlights:

The remote reading register used by the Water Utility was discontinued by the manufacturer and replaced by radio read registers. To address this issue the City began implementing an Automated Meter Reading (AMR) system in May 2015. The AMR system allows meter readers to walk by locations and obtain meter readings via a radio signal. The first year goal is to install AMRs in every residence where meters are located inside a customer's home. Customers will no longer be inconvenienced by having to provide access to their homes or by having their readings estimated.

The AMR system enhances the process for obtaining cycle readings but hinders the process for obtaining off-cycle readings such as initial and final readings. It takes 30 to 60 seconds longer to obtain an off-cycle reading because a code must be keyed into the handheld to obtain an off-cycle reading from an AMR meter. To address this issue, \$20,000 has been added to the FY 2015/16 adjusted amount for Outside Professional Services to have a custom interface written to download and upload initial and final read service orders to the handhelds. The custom interface will allow us to take advantage of the AMR system for most of our off-cycle reads.

The program's share of Data Services has decreased in relation to other programs. Data Service costs for FY 2015/16 adjusted is \$8,420 less than the amount adopted for FY 2015/16. The amount requested for FY 2016/17 is \$4,035 less than the amount adopted for FY 2015/16.

	2013/14 Actual	2014/15 Actual	2015/16 Adjusted	2016/17 Projected
Service Accomplishments:				
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	12.5	10.7	12.0	12.0
Maintain a net write-off amount of less than 0.25% of sales	.08	.07	.08	.08
Maintain the number of day's sales in accounts receivable to less than 21 days	16.4	16.6	16.4	16.5
Provide at least \$0.90 of assistance for every \$1.00 donated to Project Share	\$0.95	\$0.97	\$1.00	\$1.00
Efficiency and Effectiveness:				
% of accounts with billing periods equal to or less than 34 days	98.3	99.5	99.0	99.0
% of final bills mailed within 14 calendar days of the termination date	99.2	99.0	96.8	98.0
% of customer service requests received over the Internet	34.8	33.7	34.0	34.0
% of utility payments received electronically	44.4	46.7	47.3	47.8
Avg # of payments processed per day	1,212	1,218	1,223	1,228
Avg # of telephone calls answered/day	136	131	135	135
Avg # of work orders generated/day	188	191	190	190
Avg # of meter readings/day	2,269	2,307	2,330	2,335
Avg cost per meter reading	\$0.59	\$0.54	\$0.61	\$0.61
Avg cost per bill generated	\$4.18	\$4.09	\$4.34	\$4.40

UTILITIES CIP

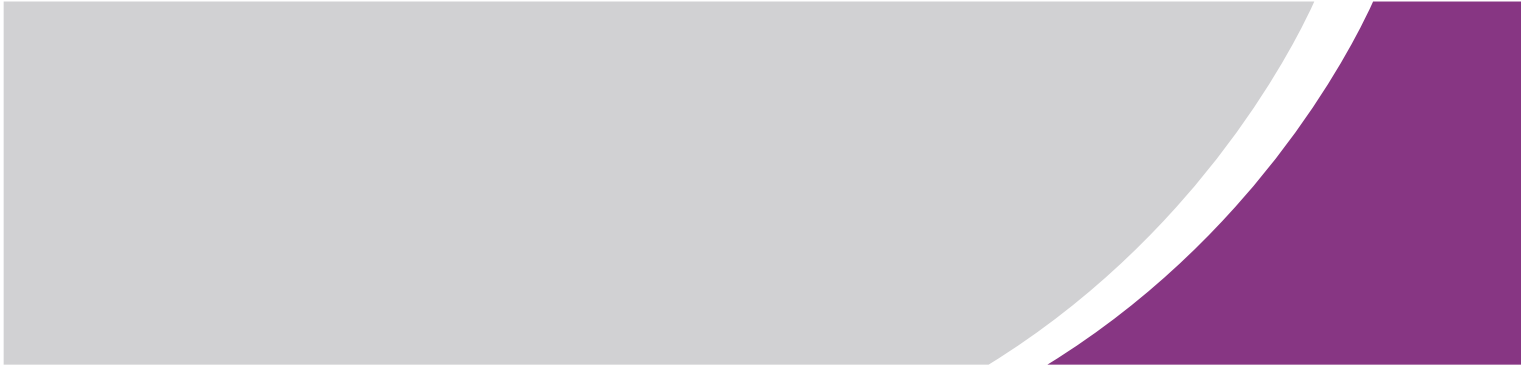
Activity Description:

This is a summary of all of the utility related capital improvements which are detailed in the five-year Capital Improvements Plan.

<i>Activities:</i>	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Electric Services:					
Demand Side Management					
	1,256,757	1,000,000	1,000,500	1,000,000	
Mid-American Interconnection	74,714	-	46,587	-	
Feedwater Heater Tube	243,369	450,000	80,000	-	
Inlet Heating for GT #2	-	-	823,812	-	
Electric Svcs Storage Building	-	-	125,000	-	
Power Plant Fire Protection	112,997	-	756,529	250,000	
69kV Switchyard Relay/Control	491,848	-	406,585	-	
Vet Med Substation Feeders	256,778	-	5,243	-	
69kV Transmission Reconstruction	-	250,000	350,000	520,000	
Mortensen Road Underground	-	-	50,000	610,000	
Plant Substation Switchgear	719,974	-	46,340	-	
CEMS Monitoring System	-	500,000	550,000	-	
Haber Road Substation	298,838	-	31,162	-	
Top-O-Hollow Substation	-	-	250,000	125,000	
Unit #7 Crane Repair	6,427	-	204,519	-	
Unit #8 Precipitator Control	9,735	-	190,265	-	
Units #7 #8 Fuel Conversion					
	3,549,228	15,000,000	15,000,000		
Natural Gas Transport Pipe					
	2,415,541		2,113,599		
RDF Bin Work	-	-	250,000	-	
Electric Distribution Roof	-	-	350,000	-	
GT #1 Inspection/Overhaul	352,627	-			
			1,225,863		
GT #1 Evaporator Cooler	-	-	300,000		
161 kV Line Relocation	-	800,000	800,000	-	
Power Plant Relay/Control System	-	175,000	175,000	250,000	
Cooling Tower Repairs	59,798	3,875,000	3,736,712	-	
Power Plant Roof Replacement	-	230,000	230,000	-	
Unit #7 Boiler Tube Repair	-	3,850,000	-	3,850,000	
Street Light LED Retrofits	-	-	-	400,000	
Unit #7 Generator/Turbine Overhaul	-	-	-	250,000	
	9,848,631	26,130,000	29,097,716	7,255,000	-72.2%
Water Production/Treatment:					
New Water Treatment Plant	12,166,065	26,768,000	34,323,000	18,448,000	
NADC Pump Station	139	-	-	-	
Water Supply Expansion	2,511	2,170,000	2,730,489	2,818,000	
River Valley Low Head Dam	-	-	225,000	-	
N Dakota Decommissioning	67	-	59,658	-	
AMR/AMI Meter Conversion	121,548	100,000	395,452	277,000	
Water Plant Facility Improvements	-	63,000	83,500	291,500	
Source Water Protection Plan	-	200,000	200,000	-	
Ada Hayden Water Quality Study	-	-	-	20,000	
	12,290,330	29,301,000	38,017,099	21,854,500	-25.4%

UTILITIES CIP

<i>Activities:</i>	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
<i>Water Pollution Control:</i>					
Automation Study/Upgrade	(8,214)	-	-	-	
Plant Facility Improvements	626,894	74,000	931,534	389,000	
WPC Plant Disinfection	2,276	-	132,150	-	
Electrical System Improvements	167,891	116,000	170,934	103,000	
Residuals Handling Improvements	1,568	618,000	201,600	625,000	
Cogeneration System	-	-	60,000	290,000	
Lift Station Improvements	68,526	212,000	1,172,746	-	
Digester Improvements	898,632	1,189,000	1,121,346	883,000	
Mechanical/HVAC Systems	112,561	565,000	742,799	-	
Clarifier Maintenance	-	200,000	200,000	744,000	
Bar Screen Improvements	11,355	-	888,645	-	
Plant Structural Rehabilitation	-	786,000	786,000	308,000	
Flow Equalization Expansion	-	1,075,000	-	-	
	1,881,489	4,835,000	6,407,754	3,342,000	-30.9%
<i>Water Distribution:</i>					
Water System Improvements	684,084	975,000	1,948,308	1,300,000	
Toronto Area Water Main	14,872	-	-	-	
North Ames Water Extension	700,048	-	-	-	
	1,399,004	975,000	1,948,308	1,300,000	33.3%
<i>Sanitary Sewer System:</i>					
Sanitary Sewer Rehabilitation	301,135	3,470,000	7,031,262	3,604,000	
Clear Water Diversion	38,946	25,000	96,932	25,000	
Sanitary Sewer System Evaluation	163,509	-	71,944	-	
Woodview Drive Water & Sewer	15,156	-	-	-	
North Ames Sewer Extension	1,350,205	-	-	-	
East Industrial Utility Extension	-	2,030,000	2,030,000	-	
	1,868,951	5,525,000	9,230,138	3,629,000	-34.3%
<i>Storm Water Control:</i>					
Flood Response/Mitigation	47,185	-	1,167,600	-	
Teagarden Area Study	-	-	12,775	-	
Teagarden Area/Middle Branch	-	-	555,000	-	
Teagarden Area/South Branch	-	-	300,000	-	
Low Point Drainage Improvements	11,154	150,000	450,000	200,000	
Storm Water Improvements	223,646	250,000	596,012	250,000	
Storm Water Erosion Control	108,738	327,000	393,482	750,000	
Storm Water Facility Rehabilitation	63,245	25,000	218,750	100,000	
Gateway Hills Storm Sewer	2,500	-	125,165	-	
Squaw Creek Water Main Protection	13,900	-	120,571	-	
Flood Mitigation - River Flooding	1,500	1,078,000	1,076,500	1,500,000	
Storm Water Quality Improvements	-	100,000	100,000	100,000	
	471,868	1,930,000	5,115,855	2,900,000	
<i>Resource Recovery:</i>					
System Improvements	307,897	365,900	664,927	329,600	
Exterior Enhancements	-	-	82,000	-	
Material Handling System	-	-	-	225,000	
	307,897	365,900	746,927	554,600	51.6%
Total Utilities CIP	28,068,170	69,061,900	90,563,797	40,835,100	-40.9%



Transportation





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.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Use of Funds:					
Street Maintenance	1,686,892	1,639,442	1,756,642	1,886,056	15.0%
Street Cleaning	249,853	262,470	256,055	263,516	0.4%
Snow and Ice Control	930,660	1,151,047	1,095,492	1,130,080	-1.8%
Right-of-Way Maintenance	698,425	888,251	895,919	811,190	-8.7%
Public Parking	823,751	851,900	879,585	876,665	2.9%
Transit System	9,413,637	10,230,327	10,018,919	10,619,036	3.8%
Airport Operations	149,835	138,136	140,486	146,213	5.9%
Total Operations	13,953,053	15,161,573	15,043,098	15,732,756	3.8%
Transportation CIP	11,511,921	20,543,718	38,809,181	12,592,040	-38.7%
Total Expenditures	25,464,974	35,705,291	53,852,279	28,324,796	-20.7%
Personnel - Authorized FTE	107.35	108.85	109.14	112.14	

TRANSPORTATION

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures by Category:					
Personal Services	9,262,387	9,598,222	9,633,665	10,157,926	5.8%
Contractual	2,859,989	3,280,670	3,437,638	3,369,895	2.7%
Commodities	1,820,927	2,249,881	1,927,447	2,204,335	-2.0%
Capital	7,242	32,200	43,748	-	-100.0%
Other	2,508	600	600	600	0.0%
Total Operations	13,953,053	15,161,573	15,043,098	15,732,756	3.8%
Transportation CIP	11,511,921	20,543,718	38,809,181	12,592,040	-38.7%
Total Expenditures	25,464,974	35,705,291	53,852,279	28,324,796	-20.7%
Funding Sources:					
General Fund	156,043	140,454	152,528	158,947	13.2%
Road Use Tax Fund	3,556,360	3,933,554	3,985,379	4,071,568	3.5%
Parking Fund	827,013	857,238	886,272	883,205	3.0%
Transit Fund	9,413,637	10,230,327	10,018,919	10,619,036	3.8%
Total Operations Funding	13,953,053	15,161,573	15,043,098	15,732,756	3.8%
Transportation CIP Funding:					
G.O. Bonds	5,881,149	8,860,000	20,139,140	5,195,000	-41.4%
Local Option Sales Tax	169,006	160,000	343,908	720,000	350.0%
Hotel/Motel Tax	-	-	250,000	-	
Road Use Tax	570,289	440,000	2,739,895	1,685,000	283.0%
Street Construction Fund	1,053,152	6,070,728	7,595,370	2,232,000	-63.2%
TIF Funds	703,737	2,938,990	2,235,253	-	-100.0%
Airport Construction Fund	91,995	822,000	1,011,304	-	-100.0%
Electric Utility Fund	12,547	150,000	316,351	100,000	-33.3%
Water Utility Fund	1,993	50,000	88,007	50,000	0.0%
Storm Sewer Utility Fund	2,047	50,000	87,953	50,000	0.0%
Transit Capital Reserve	3,026,006	1,002,000	1,002,000	2,560,040	155.5%
Total CIP Funding	11,511,921	20,543,718	35,809,181	12,592,040	-38.7%
Total Funding Sources	25,464,974	35,705,291	50,852,279	28,324,796	-20.7%

STREET SYSTEM 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

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	878,402	820,575	842,504	985,743	20.1%
Contractual	503,288	523,067	611,338	601,213	14.9%
Commodities	303,202	295,800	302,800	299,100	1.1%
Capital	2,000	-	-	-	
Total Expenditures	1,686,892	1,639,442	1,756,642	1,886,056	15.0%
Funding Sources:					
General Fund	247	2,318	10,163	10,756	364.0%
Road Use Tax Fund	1,686,645	1,637,124	1,746,479	1,875,300	14.6%
Total Funding Sources	1,686,892	1,639,442	1,756,642	1,886,056	15.0%
 Personnel - Authorized FTE	 10.20	 10.20	 11.00	 12.50	

STREET SYSTEM MAINTENANCE

Highlights:

Beginning with the adjusted FY 2014/15 budget, a 5-year average distribution among the Public Works Operations programs has been used to project the personal service cost for each program. The General Fund portion of Street Maintenance reflects work done for outside groups or other City departments, such as Parks and Recreation or Resource Recovery, for which a reimbursement is received.

Two new Maintenance Worker positions are included in the FY 2016/17. These two positions are being added due to continued growth in the street network. As new areas are annexed into the City, the amount of additional street miles to maintain has outpaced the work force in the Street Department. The Street work group has not added additional staff in over 25 years. The new Maintenance Workers will be split between this activity (75%) and Snow and Ice Control (25%) to maintain the levels of service and customer service that the citizen of Ames have come to expect in the transportation system.

A budget increase for fleet costs is included as the fleet equipment inventory was updated to more accurately show lifecycles and replacement values and to reflect current and projected fuel prices. The increases are \$43,449 for FY 2015/16 and \$48,842 for FY 2016/17.

The pavement management system utilized by Public Works Engineering also provides data that helps guide and direct maintenance work to produce more efficient pavement maintenance activities.

An upgrade of a pickup to a heavy duty truck is included in FY 2015/16. This upgrade will assist in concrete patching crews being more self-sufficient with a dump box and will allow for greater levels of service in Street System Maintenance and also Snow and Ice Control. Also included in FY 2016/17 is an upgrade to the existing concrete saw. As additional street surface overlays are utilized as pavement rehabilitation methods it is necessary to be able to saw through the additional pavement depth so as to not damage the lower portion of the pavement. A larger diameter saw is necessary to ensure that the life of the pavement is maximized through maintenance activities.

	2013/14	2014/15	2015/16	2016/17
	Actual	Actual	Adjusted	Projected
Service Accomplishments:				
Miles of streets maintained	276	277	278	280
Blocks of streets crack sealed	98	54	100	100
Blocks of streets slurry sealed	11	22	25	50
Miles of off-street bike paths maintained	52	52	52	52
# of events for which barricades were provided	59	61	60	60
Efficiency and Effectiveness:				
Cost per mile for street maintenance	\$5,332	\$6,089	\$6,304	\$6,390
Citizen satisfaction* with bike path maintenance	79%	77%	80%	80%
Citizen satisfaction* with condition of streets in neighborhoods	73%	78%	80%	80%
Citizen satisfaction* with surface condition of major streets	73%	77%	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)

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	124,433	119,215	118,773	125,735	5.5%
Contractual	125,167	143,055	137,082	137,581	-3.8%
Commodities	253	200	200	200	0.0%
Capital	-	-	-	-	
Total Expenditures	249,853	262,470	256,055	263,516	0.4%
Funding Sources:					
Road Use Tax Fund	249,853	262,470	256,055	263,516	0.4%
Total Funding Sources	249,853	262,470	256,055	263,516	0.4%
Personnel - Authorized FTE	1.64	1.64	1.64	1.64	

STREET SURFACE CLEANING

Highlights:

Beginning with the adjusted FY 2014/15 budget, a 5-year average distribution among the Public Works Operations programs has been used to project the personal service cost for each program.

A budget decrease for the fleet is planned as the equipment inventory was updated to more accurately show lifecycles and replacement values and to reflect current and projected fuel prices. The decreases are \$5,973 for FY 2015/16 and \$5,474 for FY 2016/17.

A new street sweeper has been procured and is being assembled by the manufacturer. It is anticipated that the new sweeper will be available for use in April/May of 2016.

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.

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

	2013/14 Actual	2014/15 Actual	2015/16 Adjusted	2016/17 Projected
Service Accomplishments:				
Curb miles cleaned – arterial and collector Streets	1,409	1,532	1,500	1,550
Curb miles cleaned – residential streets (City crews)	3,960	4,075	4,100	4,150
Curb miles cleaned – residential streets (Contractor)	1,414	1,430	1,400	1,450
Curb miles cleaned – Business District	476	539	550	575
Efficiency and Effectiveness:				
Cost/mile of streets cleaned (City crews)	\$38.34	\$36.30	\$36.76	\$37.13
Cost/mile of streets cleaned (Contractor)	\$14.82	\$18.44	\$21.43	\$20.69
Citizen satisfaction* with street sweeping in business areas	95%	93%	95%	95%
Citizen satisfaction* with street sweeping in neighborhoods	85%	82%	85%	85%
% of street sweeping needs provided by City crews	81%	81%	80%	80%
% of street sweeping needs provided by Contractor	19%	19%	20%	20%

* % 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

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	369,926	381,500	367,353	420,362	10.2%
Contractual	452,671	537,347	494,804	497,218	-7.5%
Commodities	108,063	200,000	201,135	212,500	6.3%
Capital	-	32,200	32,200	-	-100.0%
Total Expenditures	930,660	1,151,047	1,095,492	1,130,080	-1.8%
Funding Sources:					
Road Use Tax Fund	930,660	1,151,047	1,095,492	1,130,080	-1.8%
Total Funding Sources	930,660	1,151,047	1,095,492	1,130,080	-1.8%
Personnel - Authorized FTE	4.70	4.70	4.22	4.72	

SNOW AND ICE CONTROL

Highlights:

Staff produced a snow and ice control policy and presented it to City Council in October of 2015. This marks the first time that all snow and ice policies and information are encapsulated into one document. This document is intended to be a living document that will be updated annually with any changes to policies or practices. The snow and ice control policy contains guidelines and information pertinent to expectations for snow and ice control within the City of Ames.

Beginning with the adjusted FY 2014/15 budget, a 5-year average distribution among the Public Works Operations programs has been used to project the personal service cost for each program. A total of 25% of the cost of two new maintenance workers added to the FY 2016/17 budget is also reflected in this program.

A 2,500 ton salt contract is in place for the FY 2015/16 snow season. The contract salt cost is \$67.74/ton (\$169,350 total), an increase from the original estimate of \$65.00/ton. Calcium chloride purchases will continue at a cost of \$10,000 in both FY 2015/16 and FY 2016/17.

A budget decrease fleet costs is planned as the fleet equipment inventory was updated to more accurately show lifecycles and replacement values and to reflect current and projected fuel prices. The decreases are \$61,520 for FY 2015/16 and \$57,820 for FY 2016/17.

Included in the FY 2015/16 budget is the addition of Automatic Vehicle Location (AVL) hardware at a cost of \$12,135. The AVL hardware will track the location of the snow and ice control equipment and aid operators and supervisors in decision making on where plows have been and how to increase efficiency in the operations. This hardware will allow for increased levels of service to residents. Funding for the AVL hardware has been identified in operating budget savings.

In FY 2015/16 and FY 2016/17, City crews will utilize 30 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, 11 units (mostly tractors with plows) with contracted drivers (\$86,050) will be available to supplement City crews in these activities. Rates for contracted drivers will increase from \$135/hour in FY 2015/16 to \$150/hour in FY 2016/17 in an effort to retain and attract additional contracted drivers.

	2013/14	2014/15	2015/16	2016/17
	Actual	Actual	Adjusted	Projected
Service Accomplishments:				
Annual snowfall (inches) (43" 5-year historical average; 41" 10-year historical average)	46	31	35	40
Miles of street maintained	276	277	278	280
# of snow/ice control operations	25	10	20	20
Sodium chloride applied (tons)	3,214	1,657	2,500	2,500
Calcium chloride applied (gallons)	6,675	1,650	2,000	2,000
Salt brine used (gallons)	60,050	39,540	40,000	40,000
Snow fence installed (miles)	1.75	1.75	1.75	2.50
Efficiency and Effectiveness:				
Cost of snow plowing/ice removal per inch of accumulation per mile of street	\$90.92	\$108.38	\$112.66	\$97.47
Citizen satisfaction* with snow plowing on major City streets	86%	82%	90%	90%
Citizen satisfaction* with snow plowing in neighborhoods	69%	71%	75%	75%
Citizen satisfaction* with ice control at intersections	77%	70%	80%	80%

* % 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/repared sidewalks
- ✓ Sweep sidewalks in Campustown and Downtown three times per week for six months of the year
- ✓ Maintain sidewalks adjacent to City-owned land and buildings
- ✓ Trim, remove and maintain trees at City facilities and on City rights-of-way
- ✓ Remove trash from public receptacles
- ✓ Continue enhanced efforts on cleanliness of public rights-of-way in Campustown

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	350,288	427,024	417,580	442,876	3.7%
Contractual	321,186	443,627	440,439	348,414	-21.5%
Commodities	26,951	17,600	33,900	19,900	13.1%
Capital	-	-	4,000	-	
Total Expenditures	698,425	888,251	895,919	811,190	-8.7%
Funding Sources:					
General Fund	5,961	-	1,879	1,978	
Road Use Tax Fund	689,202	882,913	887,353	802,672	-9.1%
Parking Fund	3,262	5,338	6,687	6,540	22.5%
Total Funding Sources	698,425	888,251	895,919	811,190	-8.7%

Personnel - Authorized FTE	3.76	3.76	3.73	3.73
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RIGHT-OF-WAY MAINTENANCE

Highlights:

Beginning with the adjusted FY 2014/15 budget, a 5-year average distribution among the Public Works Operations programs has been used to project the personal service cost for each program.

A budget increase for the fleet is planned as the equipment inventory was updated to more accurately show lifecycles and replacement values and to reflect current and projected fuel prices. The increases are \$11,870 for FY 2015/16 and \$8,829 for FY 2016/17.

The first year of the Emerald Ash Borer Response and Urban Forest Diversification and Reforestation Plan was successful. Contractor bids for large tree removal, stump grinding, treatment, and replanting came in lower than estimated, which will allow for operating budget savings. As a result, a decrease in necessary funding of \$26,098 in FY 2015/16 and \$54,598 in FY 2016/17 from Road Use Tax has been realized. Ash tree removals and replacements will continue in FY 2015/16 and FY 2016/17 per the approved plan. However, in accordance with the plan, no treatment will occur in FY 2016/17.

The Ames Foundation partnered with the City of Ames to replant 37 trees in a proactive manner across selected neighborhoods in FY 2014/15. The Ames Foundation planted 126 trees in the fall of 2015, and plans to continue to do so in the spring of 2016 and FY 2016/17. Community volunteers help plant the trees and City splits the cost of the tree with The Ames Foundation. This program has promoted the importance of the City’s urban canopy and has allowed the City to save Road Use Tax funding in the replanting of trees.

A forestry intern is included at a cost of approximately \$6,700 to help continue in the public outreach and education as it applies to the Emerald Ash Borer and the City’s reforestation plan.

The stairs on the west side of Grand Avenue, south of the Union Pacific Railroad bridge and adjacent to North 2nd Street, are budgeted to be repaired at a revised cost of \$15,000.

	2013/14	2014/15	2015/16	2016/17
	Actual	Actual	Adjusted	Projected
Service Accomplishments:				
Rights-of-way mowed (acres)	770	770	775	780
Complaint notices issued – snow/ice on sidewalk	288	136	150	150
Actual # of billings for snow/ice removal from sidewalks	30	38	15	15
Sidewalk repair letters sent	25	30	30	30
Trees and shrubs planted	375	375	375	375
EAB trees removed	-	221	228	231
EAB trees replanted	-	37	701	331
Efficiency and Effectiveness:				
Citizen satisfaction with appearance of medians and parkways	94%	89%	95%	95%

PARKING OPERATIONS 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

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	192,705	194,946	203,331	209,804	7.6%
Contractual	74,008	69,158	87,457	70,733	2.3%
Commodities	41,215	31,100	31,100	33,300	7.1%
Capital	1,700	-	-	-	
Total Expenditures	309,628	295,204	321,888	313,837	6.3%
Funding Sources:					
Parking Fund	309,628	295,204	321,888	313,837	6.3%
Total Funding Sources	309,628	295,204	321,888	313,837	6.3%
Personnel - Authorized FTE	2.40	2.40	2.40	2.40	

PARKING OPERATIONS AND MAINTENANCE

Highlights:

Parking staff continues to add SmartCard meters to the Ames parking system. During FY 2015/16, staff has finalized the combination of the City’s Smartcard system with ISU. By combining the SmartCard systems, the City and ISU alike have already seen improved customer service to those people who frequently use metered parking.

In FY 2015/16, staff continues to refine a GIS based Mobile Parking application that includes maps. Current work is to add a web-based feature for citizens 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. This has been achieved through ongoing tests using specialized coin sets to minimize misread coins, and has led to better reliability of the City’s parking meter system.

An increase in Personal Services was the result of accurately reflecting work activities of Traffic Maintenance and Parking personnel. Beginning in FY 2014/15 and continuing into FY 2015/16 there has been several significant City and private projects occurring in Downtown and Campustown that have caused an increase in the amount of staff time to remove, adjust, and replace various parking meter stalls. This includes an increase in the number of parking meter mechanisms needed annually.

	2013/14	2014/15	2015/16	2016/17
	Actual	Actual	Adjusted	Projected
Service Accomplishments:				
# of parking stalls	2,802	2,929	2,929	2,929
# of parking stalls painted	2,802	2,929	2,929	2,929
Electronic parking meters in use	960	945	955	960
SmartCard parking meters in use	340	529	550	575
# of meter complaints	382	398	350	350
# of preventive maintenance checks done on meters	342	548	800	800
Efficiency and Effectiveness:				
Reserved parking space rented (%)	90%	88%	90%	90%

PARKING LAW ENFORCEMENT

This activity has the responsibility of enforcing 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 supporting compliance with all parking system regulations. 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 conducted by 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

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	290,958	307,183	302,664	313,461	2.0%
Contractual	50,053	64,306	66,221	62,129	-3.4%
Commodities	3,147	2,575	5,163	2,780	8.0%
Capital	-	-	4,000	-	
Total Expenditures	344,158	374,064	378,048	378,370	1.2%
Funding Sources:					
Parking Fund	344,158	374,064	378,048	378,370	1.2%
Total Funding Sources	344,158	374,064	378,048	378,370	1.2%
Personnel - Authorized FTE	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 (78.5% 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 (21.5% of effort this year): funeral escorts, traffic control at accidents, special events (parades, ISU football games), prisoner transports, delivering and picking up the community’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. The program also received specialized equipment to address animal control calls. The equipment has enabled the parking staff to respond and assist with a wider range of animal control calls from citizens. Costs for these non-parking functions are paid from the General Fund.

The parking enforcement program has experienced some anticipated attrition during the year. Recruitment for CSOs encourages involvement from Iowa State University/DMACC students. Hiring students helps build connections between the student body and the City. It also provides a connection for students who are interested in law enforcement as a career. Several CSOs have moved on to become police officers. But hiring students means that they periodically graduate and move on to other careers. Four CSOs departed this year for this reason. Fortunately, recruitment remains strong for this position with over 85 applicants applying each time the position was advertised.

While there are usually year-to-year fluctuations in parking citation counts, the most recent year saw an increase in total tickets written. Conversely, fewer parking citations were written by police officers. As the City grows and officers remain engaged in other police activities, their ability to write parking citations has decreased.

	2013/14	2014/15	2015/16	2016/17
	Actual	Actual	Adjusted	Projected
Service Accomplishments:				
Parking Citations				
Total illegal citations	22,331	22,284	22,484	22,450
Total overtime citations	23,199	24,081	27,984	27,550
Total all citations	45,530	46,759	50,468	50,000
Efficiency and Effectiveness:				
Enforcement cost for each illegal citation	\$7.11	\$7.36	\$7.56	
Average payment processing cost	3.86	3.79	3.62	
General overhead costs	<u>1.08</u>	<u>.98</u>	<u>.96</u>	
<i>Total</i>	\$12.05	\$12.13	\$12.14	
Enforcement cost each overtime citation	\$7.13	\$7.36	\$7.45	
Average payment processing cost	3.86	3.79	3.62	
General overhead costs	<u>1.08</u>	<u>.98</u>	<u>.96</u>	
<i>Total</i>	\$12.07	\$12.13	\$12.03	
Enforcement cost for all citations	\$7.12	\$7.36	\$7.49	
Average payment processing cost	3.86	3.79	3.62	
General overhead costs	<u>1.08</u>	<u>.98</u>	<u>.96</u>	
<i>Total</i>	\$12.06	\$12.13	\$12.07	
Current Parking fines	Illegal citation \$20.00 (\$5.00 waived if paid in 7 days) Overtime citations \$10.00 (\$5.00 waived if paid in 7 days)			

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

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	82,670	86,375	87,372	90,500	4.8%
Contractual	85,436	93,619	89,746	91,308	-2.5%
Commodities	1,859	2,638	2,531	2,650	0.5%
Capital	-	-	-	-	
Total Expenditures	169,965	182,632	179,649	184,458	1.0%
Funding Sources:					
Parking Fund	169,965	182,632	179,649	184,458	1.0%
Total Funding Sources	169,965	182,632	179,649	184,458	1.0%
Personnel - Authorized FTE	1.10	1.10	1.10	1.10	

PARKING VIOLATION COLLECTION

Highlights:

One of the objectives of this program is to offer citizens easy and convenient methods to pay their parking tickets. The City began to offering citizens the ability to pay parking tickets online with a debit or credit card in FY 2004/05. The percentage of tickets being paid using this option has grown from 9.20% in FY 2004/05 to 50.02% in FY 2014/15. The merchant fee associated with processing debit and credit card payments is estimated to be \$10,230 in FY 2015/16 and \$10,745 in FY 2016/17.

This program's share of Data Services has decreased in relation to other programs. Data Service charges for FY 2015/16 are projected to be \$1,127 less than adopted. The amount requested for FY 2016/17 is \$637 less than the amount adopted for FY 2015/16.

The dollar amount of tickets being referred to the collection agency had been trending up. The amount adopted for collection fees in FY 2015/16 was based on this trend continuing. However the dollar amount of tickets being referred decreased by 5.6% in FY 2014/15. The amount requested for FY 2016/17 is \$1,570 less than the amount adopted for FY 2015/16 to account for this change in the trend line.

	2013/14 Actual	2014/15 Actual	2015/16 Adjusted	2016/17 Projected
Service Accomplishments:				
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	49.4	50.0	51.5	52.0
% 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
Efficiency and Effectiveness:				
Number of payments processed	40,376	42,901	43,500	44,250
Number of overpayments processed	304	338	330	330
Number of reminder notices mailed	18,449	19,182	19,750	19,950
Number of tickets referred to collection	8,765	8,485	8,650	8,700
Average cost for payment processed	\$4.30	\$3.96	\$4.13	\$4.16

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.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Activities:					
Administration/Support	1,766,346	1,804,552	1,795,363	1,911,265	5.9%
Fixed Route Service	7,454,904	8,223,533	8,021,166	8,504,235	3.4%
Dial-a-Ride Service	192,387	202,242	202,390	203,536	0.6%
Transit Operations	9,413,637	10,230,327	10,018,919	10,619,036	3.8%
 Personnel - Authorized FTE	 81.55	 83.05	 83.05	 84.05	

TRANSIT SYSTEM

<i>Expenditures by Category:</i>	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Personal Services	6,918,086	7,204,594	7,236,852	7,510,407	4.2%
Contractual	1,157,009	1,329,305	1,432,641	1,478,224	11.2%
Commodities	1,332,492	1,695,828	1,345,278	1,629,805	-3.9%
Capital	3,542	-	3,548	-	
Other	2,508	600	600	600	0.0%
<i>Total Expenditures</i>	9,413,637	10,230,327	10,018,919	10,619,036	3.8%
<i>Funding Sources:</i>					
Transit Fund	9,413,637	10,230,327	10,018,919	10,619,036	3.8%
<i>Total Funding Sources</i>	9,413,637	10,230,327	10,018,919	10,619,036	3.8%

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 6.7 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 12 years or less
- ✓ Implement a coordinated plan to improve bus stop locations
- ✓ Educate the business, student, and general resident population about services

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	1,122,407	1,139,085	1,144,235	1,246,182	9.4%
Contractual	565,110	609,782	586,945	608,383	-0.2%
Commodities	75,287	55,685	60,635	56,700	1.8%
Capital	3,542	-	3,548	-	
Total Expenditures	1,766,346	1,804,552	1,795,363	1,911,265	5.9%
Funding Sources:					
Transit Fund	1,766,346	1,804,552	1,795,363	1,911,265	5.9%
Total Funding Sources	1,766,346	1,804,552	1,795,363	1,911,265	5.9%
Personnel - Authorized FTE	9.80	9.80	9.80	10.80	

TRANSIT ADMINISTRATION AND SUPPORT

Highlights:

CyRide has experienced increased ridership each year for the last nine years, for a 58.6% increase from the FY 2006/07 to FY 2014/15 budget. Ridership for the first three months of 2015/16 is 4.7% higher than the previous year and is anticipated to be at least 6.8 million rides for the fiscal year. With higher ISU enrollment predicted for the 2016/17 budget year, CyRide expects to provide nearly 7 million rides 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 are anticipated to increase by \$6.75 in 2016/17, raising the full-time student cost per semester to \$73.10, with a 2015/16 year-end GSB Trust Fund balance projected to be approximately \$500,000.

The increased percentage share for the City of Ames will be 5.3%. 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 FY 2015/16 budgeted price per gallon of fuel was \$3.50 and will be lowered to \$3.00 per gallon for the 2016/17 budget year.

State and federal dollars are anticipated to remain relatively stable with state dollars increasing \$123,500 to \$800,000 and federal dollars remaining stable at \$1,970,542.

The FY 2016/17 budget increases the full-time equivalent staffing level by 1.0 as a part-time summer training position would be changed to a full-time position to address driver shortage issues incurred this past year.

CyRide has increased its fleet size by 47 buses over the past nine years.

The 2016/17 budget reflects a \$50,000 local expense to complete a comprehensive review of CyRide's route structure to determine if the current structure (routes, schedule) maximizes the system's efficiency in delivering a higher level of ridership at nearly 7 million rides.

This budget also reflects \$50,000 in space rental for off-site bus storage as CyRide's existing location will be maximized, with 4-6 buses requiring off-site bus storage.

	2013/14 Actual	2014/15 Actual	2015/16 Adjusted	2016/17 Projected
Service Accomplishments:				
Ridership	6,619,182	6,711,665	6,800,000	7,000,000
Grant funds received	5,356,541	\$4,903,703	5,591,626	\$4,934,832
Average fleet age in years	11.0	11.1	11.0	11.5
Efficiency and Effectiveness:				
Passenger trips/capita	107.1	108.2	109.7	112.9
Passenger trips/revenue hour	55.4	53.0	55.0	55.0
Revenue hours/capita	1.9	2.0	2.1	2.1
Grant funds/expenses	42.5%	39.0%	40.5%	38.8%

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 25,000 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

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	5,785,167	6,055,267	6,082,227	6,253,689	3.3%
Contractual	410,024	527,523	653,696	676,841	28.3%
Commodities	1,257,205	1,640,143	1,284,643	1,573,105	-4.1%
Other	2,508	600	600	600	0.0%
Total Expenditures	7,454,904	8,223,533	8,021,166	8,504,235	3.4%
Funding Sources:					
Transit Fund	7,454,904	8,223,533	8,021,166	8,504,235	3.4%
Total Funding Sources	7,454,904	8,223,533	8,021,166	8,504,235	3.4%
Personnel - Authorized FTE	71.65	73.15	73.15	73.15	

FIXED ROUTE SERVICE

Highlights:

Fixed route ridership is anticipated to increase to approximately 7 million riders during FY 2016/17. This service will be provided with a bus fleet of 97 buses after a 2015/16 purchase of four additional articulated buses and receipt of five used buses that will replace current vehicles beyond their useful life.

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.

During FY 2015/16, CyRide contracted with a private bus operator with transit-style buses to operate a portion of one circulator route. This trial project will be evaluated in May 2016, and a new contract could be considered for the FY 2016/17.

The NextBus technology project for real-time bus tracking was implemented in 2013/14 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.

CyRide will continue its bus shelter improvement plan in FY 2016/17 to enhance CyRide’s customer experience.

The 2015/16 budget includes the following additional services to provide adequate capacity for ISU’s anticipated enrollment increase and to reflect a system carrying 7 million riders:

- Five additional hours of weekday service per day to provide adequate capacity for ISU’s enrollment increase

Attracting, hiring and training an adequate number of bus operators has become a challenge in light of low unemployment in Ames, modified Iowa DOT testing and federal Commercial Driver’s License requirements. CyRide staff is developing processes to modify existing methods to try to streamline this process and implementing hiring/referral bonuses to address a severe shortage of drivers.

	2013/14	2014/15	2015/16	2016/17
Service Accomplishments:	Actual	Actual	Adjusted	Projected
Ridership	6,608,467	6,711,668	6,800,000	7,000,000
Average percent work assigned	89.7%	92.0%	85.0%	85.0%
Passenger compliments	21	12	20	20
Efficiency and Effectiveness:				
Passengers/revenue hour	57.2	54.8	55.0	55.0
Cost/revenue mile	\$5.85	\$5.94	\$6.00	\$6.00
Cost/passenger	\$1.05	\$1.11	\$1.15	\$1.15
Cost/revenue hour	\$60.13	\$60.86	\$61.00	\$61.00
Miles between preventable accidents	22,984	31,363	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. Heart of Iowa Regional Transit Agency (HIRTA) operates the Dial-A-Ride service as a subcontractor 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

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	10,512	10,242	10,390	10,536	2.9%
Contractual	181,875	192,000	192,000	193,000	0.5%
Commodities	-	-	-	-	
Capital	-	-	-	-	
Total Expenditures	192,387	202,242	202,390	203,536	0.6%
Funding Sources:					
Transit Fund	192,387	202,242	202,390	203,536	0.6%
Total Funding Sources	192,387	202,242	202,390	203,536	0.6%
Personnel - Authorized FTE	0.10	0.10	0.10	0.10	

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 80% of its operational expenses. This funding is not available if CyRide directly operates the service. As a result, CyRide has contracted with another agency for the past eleven 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 FY 2016/17, Dial-A-Ride ridership is anticipated to provide 12,200 rides, reflecting an increasing ridership level. The Dial-A-Ride expenses are expected to be \$203,536 for the 2016/17 budget year, with \$162,828 funded through a federal grant.

	2013/14	2014/15	2015/16	2016/17
	Actual	Actual	Adjusted	Projected
Service Accomplishments:				
Ridership	10,715	11,566	11,800	12,200
# of complaints	9	2	5	5
% of applications processed in 21 days	98%	98%	98%	98%
Efficiency and Effectiveness:				
Passengers/revenue hour	3.1	2.9	3.0	3.0
Farebox revenue/expense	2.1%	2.7%	2.5%	2.5%
Cost/passenger	\$16.39	\$16.63	\$16.88	\$17.13
Cost/revenue mile	\$5.06	\$4.83	\$5.00	\$5.00

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. The revenue is used to pay for capital projects

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

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	54,919	56,810	57,236	59,038	3.9%
Contractual	91,171	77,186	77,910	83,075	7.6%
Commodities	3,745	4,140	5,340	4,100	-1.0%
Capital	-	-	-	-	
Total Expenditures	149,835	138,136	140,486	146,213	5.9%
Funding Sources:					
<i>Airport Revenues:</i>					
Charges for Services	123,716	132,219	131,409	133,410	0.9%
Airport Farm	113,713	91,890	91,890	75,044	-18.3%
Total Revenues	237,429	224,109	223,299	208,454	-7.0%
Support from (contribution to) General Fund	(87,594)	(85,973)	(82,813)	(62,241)	-27.6%
Total Funding Sources	149,835	138,136	140,486	146,213	5.9%
Personnel - Authorized FTE	0.50	0.50	0.50	0.50	

AIRPORT

Highlights:

Several changes and improvements are planned for the airport during FY 2016/17. A new terminal building and itinerant hangar will be constructed and a new Fixed Based Operator contract will be in place. Implementing these will impact the financial model for the airport operations and budgeting. The adjusted budget for FY 2015/16 and the budget for FY 2016/17 are based upon the current operational model.

In June of 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. A cost-sharing agreement was reached with Iowa State University for construction of the new terminal/hangar, allowing staff to solicit new proposals for FBO services to begin July 1, 2016.

In FY 2015/16, staff made several presentations to City Council regarding the Airport Terminal to outline the spaces and services that will be updated in the new building. Staff continues to hold meetings 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 Convention and Visitors Bureau members to guide the development of the project. In August 2015, City Council updated its vision of the new Airport Terminal Building and Hangar, which was included in the 2015-2020 Capital Improvements Plan.

	2013/14	2014/15	2015/16	2016/17
	Actual	Actual	Adjusted	Projected
Service Accomplishments:				
Gallons of fuel dispensed (AVGAS)	26,371	25,968	23,436	21,800
Gallons of fuel sold (FBO) jet	80,018	93,745	88,788	87,300
Gallons of fuel dispensed for ISU jet	15,536	16,299	15,154	16,100
Gallons of private fuel dispensed	10,035	4,698	5,250	7,500
# of based single engine aircraft	68	64	64	65
# of based multi-engine aircraft	9	7	7	9
# of based ultra-light aircraft	0	3	3	3
# of based gliders	9	13	13	13
# of based jets	2	2	3	4
Efficiency and Effectiveness:				
% 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.

<i>Activities:</i>	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Street Engineering:					
Arterial Street Improvements	909,783	1,460,000	2,294,985	345,000	
Collector Street Improvements	923,581	-	1,390,780	-	
CyRide Route Improvements	1,058,406	-	2,390,792	2,422,000	
Downtown Street Improvements	1,067,413	850,000	1,843,096	375,000	
Concrete Pavement Improvements	1,964,054	1,200,000	3,138,084	1,150,000	
Seal Coat Improvements	47,925	350,000	1,328,603	500,000	
Asphalt Street Improvements	422,504	1,850,000	4,622,411	1,250,000	
Grand Avenue Extension	239,300	280,000	440,200	2,000,000	
Grant Avenue Paving	89,063	-	3,151,065	-	
Mortensen Road Improvements	72,166	-	422,581	-	
Sunset Ridge 5th Paving	45,751	-	-	-	
Right-of-Way Restoration	14,738	275,000	467,262	325,000	
ISU Research Park	1,064,443	6,949,718	5,885,275	-	
Shared Use Path Expansion	1,226	60,000	58,774	835,000	
	<u>7,920,353</u>	<u>13,274,718</u>	<u>27,433,908</u>	<u>9,202,000</u>	<u>-30.7%</u>
Street Maintenance:					
6th Street/Squaw Creek Bridge	98,445	3,020,000	3,026,555	-	
East Lincoln Way Bridge	-	300,000	375,000	-	
Dayton Avenue Bridge	-	-	-	350,000	
Right-of-Way Enhancements	6,895	65,000	279,168	30,000	
Neighborhood Curb Program	-	75,000	289,729	75,000	
Pavement Restoration	97,306	75,000	59,844	250,000	
Shared Use Path Maintenance	107,117	100,000	159,998	125,000	
Sidewalk Safety Program	94,249	-	181,230	-	
	<u>404,012</u>	<u>3,635,000</u>	<u>4,371,524</u>	<u>830,000</u>	<u>-77.2%</u>
Transit System:					
Building Improvements	121,330	585,000	649,000	525,000	
Vehicle Replacement	2,754,777	244,000	3,244,000	1,531,040	
Shop & Office Equipment	22,922	48,000	-	144,000	
Bus Stop Improvements	-	50,000	50,000	50,000	
Needs Analysis	29,847	-	-	-	
Technology Improvements	97,130	75,000	59,000	310,000	
	<u>3,026,006</u>	<u>1,002,000</u>	<u>4,002,000</u>	<u>2,560,040</u>	<u>155.5%</u>
Airport Operations:					
West Apron Rehabilitation	21,937	-	9,362	-	
Terminal Building Replacement	139,613	2,410,000	2,770,387	-	
Runway 01/19 Rehabilitation	-	222,000	222,000	-	
	<u>161,550</u>	<u>2,632,000</u>	<u>3,001,749</u>	<u>-</u>	<u>-100.0%</u>
Total Transportation CIP	<u>11,511,921</u>	<u>20,543,718</u>	<u>38,809,181</u>	<u>12,592,040</u>	<u>-38.7%</u>



Community Enrichment



COMMUNITY ENRICHMENT

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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.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Use of Funds:					
Parks & Recreation	3,952,204	4,120,761	4,433,504	4,306,331	4.5%
Library Services	3,823,942	4,039,191	4,265,389	4,198,078	3.9%
Human Services	1,143,231	1,233,357	1,229,023	1,302,560	5.6%
Art Services	165,618	189,733	222,189	197,170	3.9%
Cemetery	139,615	168,195	164,074	169,795	1.0%
City-Wide Housing Programs	39,090	48,754	52,855	46,708	-4.2%
CDBG Program	531,810	487,470	1,197,998	483,452	-0.8%
Economic Development	1,767,150	1,491,171	1,652,537	1,882,857	26.3%
Cable TV Services	142,673	139,415	142,728	146,266	4.9%
Total Operations	11,705,333	11,918,047	13,360,297	12,733,217	6.8%
Community Enrichment CIP	4,476,961	1,239,000	3,423,491	962,500	-22.3%
Total Expenditures	16,182,294	13,157,047	16,783,788	13,695,717	4.1%
Personnel - Authorized FTE	58.57	58.57	58.85	59.35	

COMMUNITY ENRICHMENT

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures by Category:					
Personal Services	5,536,035	5,880,141	5,897,151	6,093,925	3.6%
Contractual	3,423,576	3,918,809	4,302,422	4,109,202	4.9%
Commodities	435,848	406,721	578,794	417,756	2.7%
Capital	812,859	443,819	1,152,659	454,474	2.4%
Other	1,497,015	1,268,557	1,429,271	1,657,860	30.7%
Total Operations	11,705,333	11,918,047	13,360,297	12,733,217	6.8%
Community Enrichment CIP	4,476,961	1,239,000	3,423,491	962,500	-22.3%
Total Expenditures	16,182,294	13,157,047	16,783,788	13,695,717	4.1%
Funding Sources:					
Program Revenues	1,779,833	1,767,593	1,868,639	1,918,504	8.5%
General Fund Support	4,956,425	5,399,977	5,639,459	5,602,287	3.8%
Local Option Sales Tax	1,332,260	1,453,275	1,481,881	1,526,900	5.1%
Hotel/Motel Tax	1,655,325	1,427,657	1,588,471	1,617,043	13.3%
Cable Franchise Fee	444,891	460,000	440,000	440,000	-4.4%
Homewood Golf Course	253,855	268,727	251,327	261,344	-2.8%
Ames/ISU Ice Arena	523,036	514,126	592,505	564,779	9.9%
City-Wide Housing Fund	39,090	48,754	52,855	46,708	-4.2%
CDBG Fund	531,810	487,470	1,197,998	483,452	-0.8%
Economic Development Fund	50,000	-	-	-	
TIF Funds	-	-	-	200,017	
Donations/Grants	124,654	83,468	240,162	65,183	-21.9%
Interest Revenue	14,154	7,000	7,000	7,000	0.0%
Total Operations Funding	11,705,333	11,918,047	13,360,297	12,733,217	6.8%
CIP Funding:					
G.O. Bonds	3,131,576	-	506,324	-	
Local Option Sales Tax	635,009	1,019,000	2,167,591	962,500	-5.5%
Park Development Fund	-	-	370,892	-	
Ice Arena Capital Reserve	16,938	220,000	320,000	-	
Library Grants/Donations	693,438	-	58,684	-	
Total CIP Funding	4,476,961	1,239,000	3,423,491	962,500	-22.3%
Total Funding Sources	16,182,294	13,157,047	16,783,788	13,695,717	4.1%

PARKS AND 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.

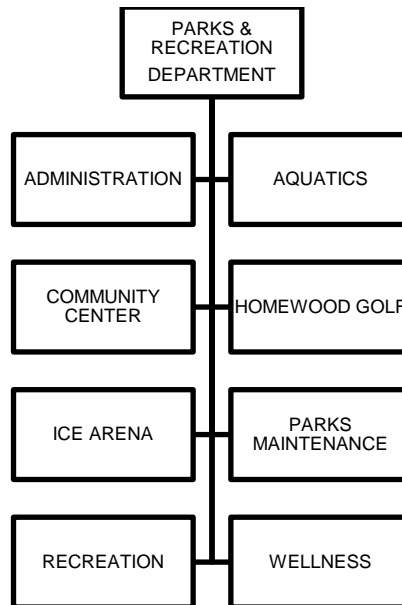
Several categories of recreational opportunities are provided to the community. The Recreational Programs include instructional activities designed to teach new skills, athletic activities which offer organized sporting competition, wellness programs for the overall health, education and welfare of citizens, 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.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Activities:					
Administration	284,981	310,230	334,316	316,728	2.1%
Instructional Programs	203,552	209,896	214,844	216,116	3.0%
Athletic Programs	126,102	140,634	147,657	153,412	9.1%
Aquatics Programs	739,585	733,355	797,603	773,379	5.5%
Community Ctr/Auditorium	292,641	306,349	325,072	362,038	18.2%
Wellness Programs	275,769	285,009	285,156	295,710	3.8%
Homewood Golf Course	253,855	268,727	251,327	261,344	-2.8%
Ames/ISU Ice Arena	523,036	514,126	592,505	564,779	9.9%
Park Maintenance	1,252,114	1,352,435	1,457,024	1,362,825	0.8%
Donations/Grants	569	-	28,000	-	
Total Expenditures	3,952,204	4,120,761	4,433,504	4,306,331	4.5%
Personnel - Authorized FTE	19.50	19.50	19.50	20.00	

PARKS AND RECREATION

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures by Category:					
Personal Services	2,454,577	2,531,326	2,548,946	2,657,785	5.0%
Contractual	1,167,947	1,250,342	1,400,671	1,299,150	3.9%
Commodities	320,820	309,093	364,787	321,596	4.1%
Capital	8,661	30,000	119,100	27,800	-7.3%
Other	199	-	-	-	
Total Expenditures	3,952,204	4,120,761	4,433,504	4,306,331	4.5%
Funding Sources:					
Program Revenue	1,381,323	1,401,593	1,471,984	1,509,982	7.7%
Local Option Sales Tax	23,411	30,185	30,669	27,170	-10.0%
Homewood Golf Course	253,855	268,727	251,327	261,344	-2.8%
Ames/ISU Ice Arena	523,036	514,126	592,505	564,779	9.9%
Donations/Grants	569	-	28,000	-	
Total Revenues	2,182,194	2,214,631	2,374,485	2,363,275	6.7%
General Fund Support	1,770,010	1,906,130	2,059,019	1,943,056	1.9%
Total Funding Sources	3,952,204	4,120,761	4,433,504	4,306,331	4.5%



PARKS AND RECREATION ADMINISTRATION

This program provides leadership to the Department. The primary areas of responsibility include ensuring 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 program 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
- ✓ Complete 100% of authorized CIP projects within designated fiscal year
- ✓ 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
- ✓ 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
- ✓ Maintain a tax subsidy of less than 60% for the Department
- ✓ Increase number of online registrations to greater than 40%
- ✓ Maintain 97% or greater of “very good” and “good” regarding the overall appearance of the parks

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	178,777	185,161	201,517	210,164	13.5%
Contractual	102,380	121,894	129,624	103,364	-15.2%
Commodities	3,678	3,175	3,175	3,200	0.8%
Capital	-	-	-	-	
Other	146	-	-	-	
Total Expenditures	284,981	310,230	334,316	316,728	2.1%
Funding Sources:					
Miscellaneous	8,722	5,000	8,000	8,000	60.0%
Total Revenues	8,722	5,000	8,000	8,000	60.0%
General Fund Support	276,259	305,230	326,316	308,728	1.2%
Total Funding Sources	284,981	310,230	334,316	316,728	2.1%
Personnel - Authorized FTE	1.45	1.45	1.60	1.60	

PARKS AND RECREATION ADMINISTRATION

Highlights:

During FY 2014/15, staff reviewed where full-time equivalent employees (FTEs) were budgeted in comparison to where their time was actually being spent. As a result, the FY 2015/16 and 2016/17 budgets reflect a reallocation of FTEs to the appropriate program. This reallocation resulted in approximately \$25,000 in salaries and benefits being shifted from General Fund to the Ames/ISU Ice Arena.

Staff has been challenged with reviewing current program offerings and developing new programs to meet community needs. To aid in this challenge, staff is surveying the community in FY 2015/16 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.

Scholarships are currently offered to residents who meet requirements set by Mid Iowa Community Action (MICA). Individuals meeting MICA's criteria get a 50% discount on selected classes or pool passes. The Friends of Ames Swimming reimburse the City for the pool pass scholarships, and the other scholarships are absorbed into the budget. To offset this expense, staff is seeking ways to raise funds for scholarships. This year, the Ames Jaycees donated \$1,500 for this purpose.

Compliance with the Americans with Disabilities Act will be a focus in upcoming years for the park system and facilities. This compliance includes door access, playground surfacing, type of fixtures, accessible picnic tables and grills, and much more. To begin this process, \$26,000 has been added in the FY 2015/16 Adjusted Budget to do an inventory of the Department's parks and facilities and to develop a transition plan to address any non-compliant items.

Service Accomplishments:	2013/14 Actual	2014/15 Actual	2015/16 Adjusted	2016/17 Projected
Maintain a tax subsidy level of <60%	56%	55%	57%	56%
# of scholarship (low-income) participants	33	37	40	40
Scholarship funding provided	\$1,129	2,007	2,200	2,200
# of recreation programs	166	175	180	180
# of individual class registrations	11,647	12,511	12,750	13,000
% of online individual class registrations	38.49%	39.25%	40%	40.75%
% of CIP projects done in year designated	25%	45%	67%	100%
Efficiency and Effectiveness:				
Maintain 97%+ user satisfaction with:				
Overall appearance of parks	98%	96%	97%	98%

INSTRUCTIONAL PROGRAMS

The purpose of this program is to provide residents of Ames with high quality 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, socially, and emotionally fit individuals.

Service Objectives:

- ✓ Secure qualified staff and volunteers and provide appropriate training for staff and volunteers
- ✓ Provide a safe environment for staff and participants
- ✓ 100% of programs adhere to established instructor-to-participant ratios
- ✓ Evaluate all programs at the end of each season and implement improvement recommendations
- ✓ Seek youth sport team sponsors to keep participant costs reasonable
- ✓ Maintain a tax subsidy of <35%
- ✓ >95% of classes receive an average rating of 4 or higher out of a scale of 5

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	152,433	154,068	142,907	145,140	-5.8%
Contractual	35,475	40,946	51,379	52,036	27.1%
Commodities	15,644	14,882	20,558	18,940	27.3%
Capital	-	-	-	-	
Total Expenditures	203,552	209,896	214,844	216,116	3.0%
Funding Sources:					
Program Revenue	175,170	171,880	197,627	202,069	17.6%
Miscellaneous	-	-	-	-	
Total Revenues	175,170	171,880	197,627	202,069	17.6%
General Fund Support	28,382	38,016	17,217	14,047	-63.1%
Total Funding Sources	203,552	209,896	214,844	216,116	3.0%
Personnel - Authorized FTE	1.10	1.10	0.95	0.95	

INSTRUCTIONAL PROGRAMS

Highlights:

In 2016, for the tenth consecutive year, the Parks and Recreation Department will continue to partner with Ames Racquet and Fitness Center (ARFC) to provide Parks and Recreation tennis lessons. ARFC has a tennis professional on staff who develops lesson plans, hires and trains instructors, and oversees the lessons. Parks and Recreation promotes the lessons, takes registrations, and provides the outdoor courts. On inclement weather days, lessons are moved indoors to the AFRC. This partnership has increased program quality, and participants have been pleased with the increased service level. An agreement is in place detailing responsibilities of both parties. FY 2016/17 will be the last year of this partnership, as AFRC will no longer employ a tennis professional once their new facility opens in early 2017.

In the fall of 2015, Youth Volleyball and Little Dunkers Basketball were held at elementary school gymnasiums, which in turn provided more open gym time at the Community Center. Programs were also started later which was received well by parents.

A continued focus is to add new programming. Adult/Child Golf Lessons and Introductory Lacrosse Camps were offered in the summer of 2015. In the fall of 2015, a partnership with Sylvan Learning Center was developed to offer coding and robotics classes. Partnering with local artist, Molly Nagel, expanded program offerings to include art classes for ages seven through adults. Start Smart Lacrosse is a new parent child program that will be offered in spring 2016 for youth ages 5-7.

	2013/14	2014/15	2015/16	2016/17
	Actual	Actual	Adjusted	Projected
Service Accomplishments:				
# of programs	62	71	72	73
# of registrations	2,722	3,039	3,413	3,423
# of youth sport sponsors	24	8	10	25
# of youth sport teams sponsored	49	13	12	50
Youth sport sponsor revenue	\$6,300	\$0	\$1,500	\$6,500
% of programs instructor/participant ratios adhered to	100%	100%	100%	100%
Classes rated 4 out of 5 or higher	95%	95%	95%	95%
Efficiency and Effectiveness:				
Instructional operational subsidy	17%	14%	8%	6%
Total cost per registration	\$68.01	\$66.98	\$62.95	\$63.05
Subsidy per registration	\$11.81	\$9.34	\$5.04	\$4.02

ATHLETIC PROGRAMS

This program is designed to offer adults the opportunity to participate in team and/or individual competitive sport activities so individuals benefit physically, emotionally, and socially. Examples include softball, basketball, volleyball, and soccer.

Service Objectives:

- ✓ Operate adult athletic programs so revenue exceeds expenses by >20%
- ✓ Continue to implement all safety standards as recommended by the sport governing body
- ✓ Secure qualified staff for programs and provide appropriate training
- ✓ Provide high quality and safe facilities for games and activities
- ✓ Maintain a per participant tax subsidy of < \$8.00

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	99,984	110,188	115,602	122,344	11.0%
Contractual	11,312	11,693	13,608	13,613	16.4%
Commodities	14,753	18,753	18,447	17,455	-6.9%
Capital	-	-	-	-	
Other	53	-	-	-	
Total Expenditures	126,102	140,634	147,657	153,412	9.1%
Funding Sources:					
Program Revenue	131,494	124,970	140,410	144,020	15.2%
Concessions	9,533	11,000	8,500	10,500	-4.6%
Total Revenues	141,027	135,970	148,910	154,520	13.6%
Support from (contribution to) General Fund	(14,925)	4,664	(1,253)	(1,108)	-123.8%
Total Funding Sources	126,102	140,634	147,657	153,412	9.1%
Personnel - Authorized FTE	0.50	0.50	0.60	0.60	

ATHLETIC PROGRAMS

Highlights:

Sand Volleyball continues to increase. Four lighted courts will be ready for play for the 2016 season at Inis Grove Park. The additional courts will accommodate both current demand and future expansion of leagues along with new programming opportunities.

Adult Soccer participation increased in FY 2014/15 due to staff creating two teams from individuals on the Soccer Interest List. This took the FY 2014/15 total to 256 players on 16 teams, compared to 192 players on 12 teams in FY 2013/14.

The FY 2015/16 adjusted and FY 2016/17 budgets project athletic programs to be self-supporting and contribute to fixed costs thus reducing general fund support.

	2013/14	2014/15	2015/16	2016/17
	Actual	Actual	Adjusted	Projected
Service Accomplishments:				
# of programs	13	13	14	14
# of teams	331	355	428	442
# of participants	3,732	4,017	4,828	4,968
Efficiency and Effectiveness:				
Athletic program subsidy	20%	0%	0%	0%
% of direct program costs covered	100%	100%	100%	100%
Total cost per participant	\$39.20	\$31.39	\$30.58	\$30.84
Subsidy per participant	\$7.68	\$0	\$0	\$0

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 the 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
- ✓ Maintain a per participant tax subsidy of <\$0.50 per visit at Furman Aquatic Center
- ✓ >95% of swim lesson classes receive an average rating of 4 or higher out of a scale of 5

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	452,600	452,544	500,916	499,270	10.3%
Contractual	201,511	210,636	207,504	204,184	-3.1%
Commodities	85,474	70,175	81,183	69,925	-0.4%
Capital	-	-	8,000	-	
Total Expenditures	739,585	733,355	797,603	773,379	5.5%
Funding Sources:					
Municipal Pool	33,446	36,500	36,900	37,000	1.4%
Lesson Program	110,594	104,000	113,000	116,000	11.5%
Brookside Wading Pool	1,332	2,395	2,114	2,075	-13.4%
Furman Aquatic Center	446,670	507,408	513,469	517,956	2.1%
Total Revenues	592,042	650,303	665,483	673,031	3.5%
General Fund Support	147,543	83,052	132,120	100,348	20.8%
Total Funding Sources	739,585	733,355	797,603	773,379	5.5%
Personnel - Authorized FTE	1.30	1.30	1.80	1.80	

AQUATICS

Highlights:

Personal Services increased in FY 2015/16 due to a reallocation of FTEs. A portion of a Recreation Coordinator responsible for Furman Aquatic Center (FAC) admissions and concessions, as well as some of the Park Maintenance Specialists time, is now allocated to FAC.

Traditionally, end of season aquatics staffing at Furman Aquatic Center has been difficult once students return to school. The summer of 2015 was the second consecutive season where staff was able to retain adequate lifeguards to keep all basins and features open through the end of season. This was made possible by an August Incentive Program, use of non-traditional lifeguards, and an Iowa Department of Public Health pilot program for slide attendants. This enabled us to use qualified non-lifeguard staff members, utilized at the top of the youth and tube slides.

After several years of not having staff certified to teach Water Safety Instructor (WSI) courses, two staff successfully completed the WSIT certification and thus held a WSI class. Six participants obtained WSI certification, of which three were Ames Parks and Recreation swim lesson instructors. This course provides the knowledge and skills for swim instructors to become more proficient and strengthen the lesson program.

The National Park and Recreation Association celebrated its 30th annual Parks and Recreation Month. To help celebrate, Furman Aquatic Center hosted “Throwback Thursday” with an 80’s theme. Staff and patrons dressed up 1980’s style and enjoyed an extra hour of swimming. The event was well-received and plans are in place to add additional themed events for the FY 2016/17 season.

The FY 2015/16 adjusted budget includes a 3% increase in season pass rates. It also reduces the discount rate from 20% to 15% for renewing a pass by May 1.

	2013/14	2014/15	2015/16	2016/17
	Actual	Actual	Adjusted	Projected
Service Accomplishments:				
# of visits to Municipal Pool	43,471	40,742	46,285	46,535
# of visits to the Brookside Wading Pool	1,823	1,097	1,562	1,550
# of visits to the Furman Aquatic Center	96,960	84,326	96,213	97,000
Total aquatic user visits	142,254	126,165	144,060	145,085
Swim lesson registrations	1,659	1,824	1,900	1,900
Private swim lessons	487	588	675	700
Efficiency and Effectiveness:				
Subsidy per visit for Municipal Pool	\$1.66	\$1.96	\$1.91	\$1.92
Subsidy per visit for Brookside Wading Pool	\$1.24	\$4.19	\$2.56	\$2.85
Subsidy per visit for Furman Aquatic Center	\$0.36	\$0.86	\$0.52	\$0.21
# of focus groups held each season	2	1	2	2
Percent of tax support	15%	20%	17%	13%

COMMUNITY CENTER, AUDITORIUM, AND BANDSHELL

This program is comprised of events and activities that utilize a full-sized gymnasium, locker rooms, cardio-room, weight room, gymnastic/multipurpose area, auditorium, office space, and Bandshell. 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

Auditorium

- ✓ >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

Bandshell

- ✓ >95% of facility survey responses of good or excellent
- ✓ >98% of staff customer service survey responses of good or excellent

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	196,153	204,303	210,804	255,702	25.2%
Contractual	82,055	90,114	92,422	98,760	9.6%
Commodities	14,433	11,932	16,846	7,576	-36.5%
Capital	-	-	5,000	-	
Total Expenditures	292,641	306,349	325,072	362,038	18.2%
Funding Sources:					
Open Gym	23,687	20,000	23,000	23,000	15.0%
Gym Rental	13,378	13,000	500	1,000	-92.3%
Auditorium Rental	51,912	54,210	52,110	72,080	33.0%
Ticket Sales	6,185	1,920	1,920	1,920	0.0%
Soda Machine	719	750	700	700	-6.7%
Local Option/Municipal Band	23,411	30,185	30,669	27,170	-10.0%
Total Revenues	119,292	120,065	108,899	125,870	4.8%
General Fund Support	173,349	186,284	216,173	236,168	26.8%
Total Funding Sources	292,641	306,349	325,072	362,038	18.2%
Personnel - Authorized FTE	1.40	1.40	1.40	1.90	

COMMUNITY CENTER, AUDITORIUM, AND BANDSHELL

Highlights:

Community Center

Demand for open gym time in late afternoons and weekends continues to increase. In FY 2015/16, Youth Volleyball and Little Dunkers was moved to the elementary schools' new gymnasiums, which resulted in more open gym time during the week. However, Adult Volleyball leagues utilize the gymnasium Monday through Friday evenings and all day Sunday from September to April. In FY 2016/17, the City continues to seek an arrangement, giving us the ability to move some of these leagues to School District facilities, allowing us to provide more opportunities at the Community Center.

The FY 2016/17 budget includes a FTE increase of .5, which will move the Auditorium & Bandshell Manager position from half-time to full-time. This change will enable this position to take on Community Center supervision duties, pursue revenue-producing shows for the Auditorium and Bandshell, and better train staff in order to increase the customer service provided. FY 2016/17 revenue includes a \$20,000 increase to reflect the addition of revenue-producing shows. The net change regarding this FTE increase is an additional subsidy of \$25,000.

Auditorium

A major focus of the new staff person's time is to bring in revenue-producing shows, maximize use of the Auditorium, lower the subsidy, and maintain, develop, and/or enhance relationships with existing and/or new users.

Bandshell

The Ames Jaycees successfully hosted "Ames on the Half Shell" on five Friday evenings during the summer of 2015 and plan to continue the event in 2016. This event is attended by all ages and includes families. In 2015, the Ames Jaycees donated \$1,500 of the profits from "Ames on the Halfshell" to the Parks and Recreation Department to be used for youth scholarships.

Municipal Band concerts continue to be a popular community event. They average approximately 500 people each Thursday evening in June and July. This program is financed with Local Option Sales Tax funding.

	2013/14	2014/15	2015/16	2016/17
Service Accomplishments:	Actual	Actual	Adjusted	Projected
Drop-in visits (gym, weight room)	29,224	30,429	30,500	30,500
Total user visits (programs included)	104,183	103,114	116,500	116,500
# of Auditorium events	67	53	59	59
# of Auditorium hours used	887	994	900	900
# of days Auditorium used	234	213	230	230
# of Auditorium visits	30,858	30,170	30,000	30,000
# of Bandshell rentals	35	39	48	40
Efficiency and Effectiveness:				
Subsidy per user visit – Community Center	\$1.44	\$1.38	\$1.48	\$1.51
<i>Tax subsidy – Community Center:</i>				
Dollar amount	\$149,945	\$142,579	\$171,932	\$176,227
Percent	83%	79%	88%	88%
Subsidy per user visit – Auditorium	\$0.73	\$0.99	\$1.41	\$1.08
<i>Tax subsidy – Auditorium:</i>				
Dollar amount	\$22,672	\$29,727	\$42,192	\$32,411
Percent	29%	34%	44%	38%
Auditorium facility rated good/excellent	100%	N/A	N/A	100%

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 residents of Ames.

Service Objectives:

- ✓ Stay with industry trends by creating or revising three programs or activities annually
- ✓ Follow a replacement schedule for cardio room equipment that meets or exceeds customer expectations
- ✓ Expand senior fitness programming
- ✓ Offer >60 wellness classes weekly
- ✓ Maintain a tax subsidy of <\$0.00

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	219,559	217,164	221,821	232,483	7.1%
Contractual	40,973	42,169	44,470	44,677	6.0%
Commodities	6,576	6,676	8,765	6,750	1.1%
Capital	8,661	19,000	10,100	11,800	-37.9%
Total Expenditures	275,769	285,009	285,156	295,710	3.8%
Funding Sources:					
Fitness Classes	206,885	207,360	211,224	219,762	6.0%
Personal Training	37,319	32,000	41,000	41,000	28.1%
Weight Room	37,345	31,700	35,300	35,300	11.4%
Merchandise Sales	1,146	1,500	1,200	1,200	-20.0%
Total Revenues	282,695	272,560	288,724	297,262	9.1%
Support from (contribution to) General Fund	(6,926)	12,449	(3,568)	(1,552)	-112.5%
Total Funding Sources	275,769	285,009	285,156	295,710	3.8%
Personnel - Authorized FTE	1.45	1.45	1.35	1.35	

WELLNESS PROGRAM

Highlights:

The weight room/cardio room at the Community Center had 14,840 visits for FY 2014/15. This is a decrease of 589 visits from FY 2013/14.

A public/private partnership between Parks and Recreation and the Green Hills Retirement Community continues to be very successful. A change to the partnership in FY 2015/16 resulted in Parks and Recreation staff exclusively teaching the public classes and Green Hills staff now teaching the classes that are only open to their residents. Parks and Recreation offers aqua classes to the public and pays Green Hills \$6.00/participant. These classes continue to see an increase in participation.

The Wellness Program developed a new partnership with Waterford Assisted Living, offering a chair-based yoga class once a month to their residents.

To stay current and on top of fitness industry trends, new fitness classes were offered including Pilates Barre, Cardio Dance Jams, Pi-Yo, Step Barre Fusion, and Core & Booty Blast.

Spinning classes will be added to the fitness schedule in the spring of 2016. A total of 11 Keiser M31 indoor cycles were purchased using Wellmark 3-Point Play Money.

	2013/14	2014/15	2015/16	2016/17
	Actual	Actual	Adjusted	Projected
Service Accomplishments:				
Total # of wellness classes offered weekly	61	61	61	61
Total # of wellness program registrations	7,497	7,340	7,340	7,340
Total # of annual weight room visits	15,429	14,840	14,800	14,800
Total # of new programs created	3	5	3	3
Efficiency and Effectiveness:				
Total cost per registration	\$12.21	\$12.32	\$12.78	\$13.05
Net gain per registration	-\$0.27	\$0.31	\$0.16	\$0.09

HOMEWOOD GOLF COURSE

Homewood Golf Course provides outdoor recreational enjoyment for all ages. This 9-hole course includes a clubhouse/concession facility.

Service Objectives:

- ✓ User generated revenue (excluding cell tower funding) exceeds expenses
- ✓ Maintain a 95% or greater course survey response of good or excellent
- ✓ Maintain an operational fund balance of 25% of expenses
- ✓ 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

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	138,547	146,290	134,573	140,585	-3.9%
Contractual	81,745	87,937	83,940	88,159	0.3%
Commodities	33,563	34,500	32,814	32,600	-5.5%
Capital	-	-	-	-	
Total Expenditures	253,855	268,727	251,327	261,344	-2.8%
Funding Sources:					
Fees/Season Passes	150,510	161,040	161,980	170,245	5.7%
Equipment Rental	36,776	44,000	44,000	44,000	0.0%
Merchandise Sales	2,674	2,650	2,650	2,650	0.0%
Concessions	26,114	28,500	30,100	30,170	5.9%
Western Wireless Lease	31,792	29,012	29,012	29,012	0.0%
Interest Revenue	1,156	1,000	1,200	1,200	20.0%
Miscellaneous	986	4,500	2,500	2,500	-44.4%
Total Program Revenues	250,008	270,702	271,442	279,777	3.4%
Support from (contribution to) Homewood Fund balance	3,847	(1,975)	(20,115)	(18,433)	833.3%
Total Funding Sources	253,855	268,727	251,327	261,344	-2.8%
Personnel - Authorized FTE	1.15	1.15	1.15	1.15	

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 25% of operational expenses.

The Cell Tower Lease Agreement will total \$29,012 in FY 2016/17. 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 \$11,000 in FY 2016/17.

In order to meet goal number one as stated above, the FY 2015/16 adjusted budget includes an approximately 5% increase for season passes and greens fees. Currently, there are 11 different price breaks for season passes. We are instituting a six-year plan to reduce the number of individual senior passes from five to two (62+ years of age and 90+ years of age).

	2013/14	2014/15	2015/16	2016/17
	Actual	Actual	Adjusted	Projected
Service Accomplishments:				
# of rounds	18,874	18,511	19,000	19,000
# of days affected by weather	67	N/A	N/A	50
# of leagues	5	5	5	5
Efficiency and Effectiveness:				
% of respondents rating course conditions "very good" or "good"	94%	N/A	96%	96%
1% of respondents rating courtesy of clubhouse staff "very good" or "good"	95%	N/A	100%	100%
User focus groups held	5	5	6	9

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
- ✓ Maintain an operational fund balance of 15% of expenses
- ✓ User-generated revenues exceeds expenses
- ✓ Maximize revenues by renting 80% of available 'prime-time' ice during the school year and 60% of ice time in the summer

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	239,355	247,917	267,549	276,825	11.7%
Contractual	233,393	203,459	245,656	237,204	16.6%
Commodities	50,288	62,750	79,300	50,750	-19.1%
Capital	-	-	-	-	
Total Expenditures	523,036	514,126	592,505	564,779	9.9%
Funding Sources:					
Admissions	68,649	59,632	70,040	70,040	17.5%
Equipment Rental/Services	33,993	32,898	34,850	34,850	5.9%
Facility Rentals	365,492	371,175	376,346	390,751	5.3%
Merchandise Sales	3,113	3,000	3,300	3,200	6.7%
Concessions	52,450	52,120	53,820	53,820	3.3%
Dasher Board Advertising	7,199	10,200	7,263	7,263	-28.8%
Interest Revenue	4,290	3,500	4,200	4,200	20.0%
Miscellaneous	1,106	700	700	700	0.0%
Total Revenues	536,292	533,225	550,519	564,824	5.9%
Support from (contribution to)					
Ice Arena Fund balance	(13,256)	(19,099)	41,986	(45)	-99.8%
Total Funding Sources	523,036	514,126	592,505	564,779	9.9%
Personnel - Authorized FTE	2.10	2.10	2.30	2.30	

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 Ames/ISU Ice Arena will be celebrating its 15th anniversary in 2016. The facility looks great due to a good maintenance plan. However, the next 10 years will require increased funding to address equipment and building maintenance.

There are no projects included in the FY 2016/17 Capital Improvements Plan (CIP). Compressor #2 will be overhauled in FY 2016/17 and funded through the operations budget. Non-City Service was increased in FY 2016/17 due to ongoing equipment and building maintenance, along with reflecting actual dollars spent over the last few budget years.

Personal Services increased in FY 2015/16 due to a reallocation of FTEs. A portion of the Park Maintenance Specialist's time is now allocated to 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. A five-year agreement was signed in 2013 with the Midwest High School Hockey League to keep the tournaments at the Ames/ISU Ice Arena.

This budget includes a 4% fee increase for FY 2016/17 for ice rink rental.

	2013/14	2014/15	2015/16	2016/17
	Actual	Actual	Adjusted	Projected
Service Accomplishments:				
User visits: winter public skate sessions	10,859	12,790	12,200	12,200
User visits: summer public skate sessions	1,691	1,937	1,850	1,850
Rented prime-time ice hours – in-season	1,166	1,153	1,160	1,160
Used prime-time ice hours – in-season (public sessions)	231	234	240	240
Percent of utilized prime-time ice in-season	70%	71%	72%	72%
Rented non-prime-time ice hrs in-season	259	270	270	270
Rented ice hours – summer	423	369	380	380
Percent of utilized hrs/summer (12 hrs/day)	62%	60%	61%	61%
Efficiency and Effectiveness:				
User groups held	2	1	2	2
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. These areas cover 1,224 acres of land and include facilities and areas where residents may participate in a variety of active and passive pursuits in a safe, clean environment. These include using playground equipment, picnicking, bicycling, walking, fishing, wildlife viewing, sports activities, and a variety of other leisure time activities.

Service Objectives:

- ✓ 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 in accordance with an established time schedule
- ✓ Conduct snow removal on all street and recreational shared use paths per policy
- ✓ Prepare and maintain athletic fields and facilities in a safe and professional manner to prevent injury and for the enjoyment of participants
- ✓ Complete a health and safety assessment of all Park trees in maintained areas every five years and complete required tree maintenance practices.
- ✓ Mow all manicured parkland on a seven to ten day rotation. Athletic fields will be mowed in accordance with the individual sport standards
- ✓ Conduct safety inspections on all park play equipment two times per year
- ✓ Conduct safety inspections on the Skate Park daily
- ✓ Secure and supervise volunteers and/or service groups to perform maintenance and/or construction activities within the park system
- ✓ Dog Park revenues should equal or exceed expenditures
- ✓ By 2025 eliminate all hand trimming of turf around fountains, trees, benches, etc.
- ✓ Maintain a rating of 3.0 or higher on a 4.0 scale for seasonal restrooms as determined yearly by the Residential Satisfaction Survey
- ✓ Offer a diversified complement of amenities within the park system

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	777,169	813,691	753,257	775,272	-4.7%
Contractual	378,748	441,494	532,068	457,153	3.6%
Commodities	96,197	86,250	103,699	114,400	32.6%
Capital	-	11,000	68,000	16,000	45.5%
Total Expenditures	1,252,114	1,352,435	1,457,024	1,362,825	0.8%
Funding Sources:					
Shelter Reservations	37,440	39,000	40,300	41,700	6.9%
Bandshell Reservations	4,442	5,000	4,500	4,500	-10.0%
Athletic Rentals	2,211	4,000	2,000	2,000	-50.0%
Dog Park Fees	23,388	21,000	24,400	24,400	16.2%
Concessions	1,775	2,500	1,800	1,800	-28.0%
Donations	5,755	3,500	5,300	1,000	-71.4%
Miscellaneous	10,775	1,000	6,710	1,000	0.0%
Total Revenues	85,786	76,000	85,010	76,400	0.5%
General Fund Support	1,166,328	1,276,435	1,372,014	1,286,425	0.8%
Total Funding Sources	1,252,114	1,352,435	1,457,024	1,362,825	0.8%
Personnel - Authorized FTE	9.05	9.05	8.35	8.35	

PARKS MAINTENANCE

Highlights:

The FY 2016/17 requested budget reflects a reallocation of salaries according to where staff is spending their time. Permanent salaries for two maintenance staff members were reallocated to the Ames/ISU Ice Arena and Furman Aquatic Center, thus a reduction in permanent salaries allocated to the Parks budget.

A new sanitation truck will be in operation in FY 2015/16. In an effort to become more efficient and effective, the truck will be equipped with a power washer that will allow staff the ability to incorporate washing restrooms, shelters, garbage cans and graffiti while conducting sanitation rounds.

The service objective of mowing turf in each park every seven to ten calendar days was not met in FY 2014/15. In FY 2015/16, staff will be making changes to ensure seasonal staff is trained on how the service objective will be attained. Changes include operating mowing equipment more hours and making adjustments to the mowing routes.

In FY 2014/15, staff had assistance from multiple volunteer groups in completing various maintenance tasks throughout the park system. Total volunteer hours in FY 2014/15 exceed 1,000. Duties included raking, removing invasive plants, planting trees, cleaning up landscaping, and painting. Utilizing volunteer groups allows community members the opportunity to take ownership in the community, but also enables staff to spend their time on more specialized tasks.

The FY 2016/17 budget reflects an increase in Contractual Services by 3.6%, which is due in part to an increase in fleet replacement funds and implementation of the Woodland Management Plan (i.e. removing invasive species, etc.). The FY 2015/16 adjusted budget reflects a carryover of \$61,593 from FY 2014/15 for administering the Emerald Ash Borer (EAB) Response Plan. In FY 2014/15, staff accelerated the EAB Response Plan and removed 133 ash trees instead of 20 as detailed in the plan. Staff has evaluated the program, as it relates to park trees, and determined that removals are the best option as opposed to treatment. The carryover funds will be used to contract removal of the larger Ash trees and also purchase replacement trees for the parks. In FY 2015/16, staff will be developing a revised Ash tree removal and replacement plan for the park system.

FY 2016/17 reflects a 32.6% increase in Commodities, which is based on a need to purchase additional structural materials such as ADA compliant grills, water fountains, picnic tables, pallet racks, etc.

Service Accomplishments:	2013/14	2014/15	2015/16	2016/17
	Actual	Actual	Adjusted	Projected
# of parks	37	37	37	37
# of park acres	1,224	1,224	1,224	1,224
Acres developed	281	285	285	285
Acres undeveloped	943	939	939	939
Park acres per 1000/population	20.1	20.4	20.4	20.4
Seasonal restroom rating 3.0 or better	2.9	2.9	3.0	3.0
Cost per acre to maintain	\$952	\$1,023	\$1,141	\$1,106
Estimated number of shelter patrons	43,745	42,174	43,000	43,000
# hours shelters rented	2,790	2,769	2,780	2,780
Total paid rentals	\$36,400	\$37,440	\$40,300	\$41,700
Dog Park revenues exceed expenditures	\$(-269)	\$4,248	\$7,275	\$7,165
Efficiency and Effectiveness:				
% of residents giving "very good" or "good" ratings in park appearance	98%	96%	98%	98%

PARKS & RECREATION DONATIONS AND GRANTS

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 Friends of Ames Swimming scholarships
- ✓ Enhance and expand Youth Scholarship Program
- ✓ Enhance park system projects
- ✓ Acquire Wellness program equipment through Wellmark's 3-Point Play program
- ✓ Acquire equipment for programs, parks and facilities

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	-	-	-	-	
Contractual	355	-	-	-	
Commodities	214	-	-	-	
Capital	-	-	28,000	-	
Total Expenditures	569	-	28,000	-	
Funding Sources:					
Donations	569	-	-	-	
Wellmark 3-Point Play Program	-	-	28,000	-	
Total Funding Sources	569	-	28,000	-	
Personnel - Authorized FTE	0.00	0.00	0.00	0.00	

PARKS & RECREATION DONATIONS AND GRANTS

Highlights:

Currently, Parks and Recreation offers 50% discounts to youth who meet guidelines set by Mid-Iowa Community Action (MICA). This discount is absorbed into the general fund budget. A Youth Scholarship fund has been created to accept donations in order to offset the scholarships given annually. The goal is to transfer money from this fund to the general fund each year to cover the expense of the scholarships. In FY 2015/16, Ames Jaycees made a \$1,500 donation to this fund and AmericInn donated \$450. Staff will continue to develop ways to build this fund with the intent to offer 100% discounts in the future.

The Friends of Ames Swimming reimbursed Parks and Recreation \$5,674.90 for individual and family summer season swim passes purchased for the 2015 summer aquatic season. These monies provided 52 families, 8 adults, 6 youth, and 1 toddler the ability to purchase passes at a discount. The Friends group is unsure how long it will continue offering these scholarships, so staff is looking for ways to replace this funding source.

Wellmark continues to conduct its 3-Point Play Program in the Ames community. Funds from this program are being used to purchase 11 Keiser M31 Indoor Cycles (Spinning Bikes), a Pilates Total Workout System Reformer and Tower, Reformer accessories, and an ADA-compliant Nustep Recumbent Bike. New programs will be offered due to this additional equipment being purchased.

LIBRARY SERVICES

Activity Description:

Ames Public Library’s mission statement is: We connect you to the world of ideas. The Library strives to provide facilities, technology, collections, and programs to meet the educational and recreational needs of all people of our community. The library serves the needs of the community through divisions that work directly with the public, such as Youth Services, Adult Services, and Customer Account Services, as well as back-of-house divisions, including Resource Services and Operations Services, which provide support and ensure that library operations run smoothly. Library Administration provides direction and oversight to all library operations. The library operates out of the main library building at 515 Douglas and offers mobile services through the Bookmobile.

The seven primary goals are as follows:

- ✓ Provide collections, technology, programming and services that allow customers of all ages to satisfy curiosity, stimulate imagination, and engage in a life-long love of reading and learning.
- ✓ Provide a safe, comfortable and welcoming facility conducive to individual pursuits, group meetings, civic engagement and respectful discourse.
- ✓ Provide inviting and user-friendly virtual services.
- ✓ Offer robust outreach programs via the Bookmobile and other off-site services.
- ✓ Establish practices that promote the successful use of resources, services and programs.
- ✓ Encourage literacy skill development and promote school readiness for young children.
- ✓ Encourage reading and help customers acquire skills in finding information and using technology.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Activities:					
Administration	1,067,708	1,127,931	1,261,124	1,264,011	12.1%
Operations Services	232,540	256,612	261,445	264,554	3.1%
Resource Services	857,010	832,641	818,261	836,131	0.4%
Youth Services	485,736	569,910	574,305	587,242	3.0%
Adult Services	518,482	594,683	559,469	575,205	-3.3%
Customer Account Services	538,381	573,946	578,623	605,752	5.5%
Library Donations/Grants	124,085	83,468	212,162	65,183	-21.9%
Total Expenditures	3,823,942	4,039,191	4,265,389	4,198,078	3.9%
Personnel - Authorized FTE	35.25	35.25	35.50	35.50	

LIBRARY SERVICES

<i>Expenditures by Category:</i>	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Personal Services	2,700,963	2,945,790	2,949,429	3,013,653	2.3%
Contractual	550,600	632,079	712,700	711,041	12.5%
Commodities	101,875	87,803	202,457	87,010	-0.9%
Capital	469,186	372,819	400,103	385,674	3.5%
Other	1,318	700	700	700	0.0%
<i>Total Expenditures</i>	3,823,942	4,039,191	4,265,389	4,198,078	3.9%
<i>Funding Sources:</i>					
Charges for Services	97,783	90,500	101,000	101,000	11.6%
State of Iowa	56,851	56,000	59,113	56,000	0.0%
Story County	128,530	118,000	128,342	128,000	8.5%
Library Friends Foundation	72,657	15,500	59,103	27,150	75.2%
Donations/Grants	51,428	67,968	153,059	38,033	-44.0%
<i>Total Revenues</i>	407,249	347,968	500,617	350,183	0.6%
General Fund Support	3,416,693	3,691,223	3,764,772	3,847,895	4.2%
<i>Total Funding Sources</i>	3,823,942	4,039,191	4,265,389	4,198,078	3.9%

LIBRARY ADMINISTRATION

Administration provides leadership to the Department and ensures a coordinated plan for service. The role of Administration is planning and supervising all library functions, including managing finances, physical plant, community relations, meeting rooms, personnel, volunteers, computer operations, all automated functions of library services, and the data lines required for network access. Administration carries out the policies and directives of the Ames Public Library Board of Trustees and serves as liaison to the Library's auxiliary organization, Ames Public Library Friends Foundation.

Service Objectives:

- ✓ Maintain citizens' investment in renovated building and technology through fiscal responsibility, innovation, and continuous improvement
- ✓ Develop service objectives with ongoing community input
- ✓ Adopt new models of service based on library innovations and community needs
- ✓ Maintain user satisfaction level at 96%
- ✓ Analyze staffing levels, succession plans, core competencies, and performance measures.
- ✓ Foster volunteer and internship opportunities to fulfill mission
- ✓ Maintain appropriate technology for customers' increasing technological needs through regular replacement and additions based on reasonable schedule
- ✓ Study and implement new automation solutions for efficiency and economy based on changing technologies
- ✓ Pursue partnerships with other governmental, community, and educational organizations to ensure best delivery of service to customers
- ✓ Develop and lead department to ensure all staff and volunteers are values driven and customer service focused
- ✓ Work with Ames Public Library Friends Foundation to increase capacity to fund service and program enhancements

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	628,589	643,215	674,602	693,804	7.9%
Contractual	392,963	447,781	537,641	534,517	19.4%
Commodities	46,156	36,935	45,971	35,690	-3.4%
Capital	-	-	2,910	-	
Total Expenditures	1,067,708	1,127,931	1,261,124	1,264,011	12.1%
Funding Sources:					
General Fund	1,067,708	1,127,931	1,261,124	1,264,011	12.1%
Total Funding Sources	1,067,708	1,127,931	1,261,124	1,264,011	12.1%
Personnel - Authorized FTE	6.50	6.50	6.50	6.50	

LIBRARY – ADMINISTRATION

Highlights:

- The Library completed one year of service in the renewed building. Punch list items have continued to be addressed and completed to ensure the best possible building and furnishings for the Ames community. Staff confirmed that assumptions made during the planning stage led to vibrant and dynamic use of the space.
- Departmental reorganization assumptions were tested and confirmed as staff moved into an expanded space and continued to offer top-notch service.
- Library Facilities Manager is working to address outstanding issues with the HVAC system.
- Utility costs associated with operating the renewed building are proving to be higher than anticipated; increases have been mitigated by reductions in conferences and continuing education.
- The Library is applying for Leadership in Energy and Environmental Design (LEED) certification and has completed the necessary steps to be eligible for the silver level of certification.
- Significant resources continue to be devoted to installation, configuration, and administration of new Library hardware and software.
- Developed safety and security plan including Person-in-Charge (PIC) Team in collaboration with Ames Police Department.
- Volunteer Services Coordinator worked with all library divisions to thoroughly evaluate volunteer needs throughout the library in response to new staffing models and the renewed building, resulting in the creation of updated volunteer descriptions, improved training, and new positions.
- Network Administrator undertook a large-scale process of tracking and coordinating all technology in the renewed building, developed a competent and comprehensive infrastructure with built-in redundancies, and significantly increased the capacity to offer exceptional technology and service.
- Developed and implemented thorough policy review process.
- Funds were added this year and next to support a pilot project to employ interns.

	2013/14	2014/15	2015/16	2016/17
	Actual	Actual	Adjusted	Projected
Service Accomplishments:				
Total circulation (physical + downloadable items)	1,205,620	1,255,953	1,298,500	1,330,000
Total visits (Library + Bookmobile)	226,690	436,929	500,000	550,000
Total public computing devices*	20	67	75	85
Total program attendance	37,538	28,363	30,000	30,500
Total items available for check-out		275,192	295,700	311,000
Total volunteers	343	434	480	500
Total volunteer hours	11,110	11,155	11,300	11,500
Computer user sessions**	39,519	55,202	60,000	65,000
Meeting room uses***		3,627	3,800	4,000
People using meeting rooms		40,629	42,000	43,000
Efficiency and Effectiveness:				
Circulation per capita****	20.4	21.3	22.0	22.6
Visits (to both facilities) per capita	3.8	7.4	8.5	9.3
Cost per circulation	\$2.82	\$2.95	\$2.88	\$2.87
Volunteers as FTE	5.3	5.4	5.4	5.5

* Computing devices include desktop computers, laptops, and iPads.

** FY14 totals included Internet-capable desktop computers only; FY15 and beyond includes all computers.

*** There were no Library meeting rooms in FY14; in FY15, meeting and study rooms were offered after Sept. 14.

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

LIBRARY – OPERATIONS SERVICES

The role of Operations Services is to oversee shelf maintenance, provide a cohesive welcoming environment throughout the library, and ensure that library customers are able to easily find the materials they need. The Operations Services Manager develops, coordinates and manages library-wide staff training and establishes core competencies for all staff. The Operations Services Manager is also in charge of library-wide logistics, celebrations, and internal communications.

Service Objectives:

- ✓ Maintain all library shelves in a neat and orderly fashion
- ✓ Coordinate shelving maintenance to ensure ease of access and usability
- ✓ Improve accuracy and turn-around time for shelving of returned materials
- ✓ Coordinate staff orientation, routine training, refreshers and skill development
- ✓ Coordinate library-wide logistics planning and solutions
- ✓ Coordinate staff morale/celebration activities
- ✓ Develop core competency lists for all staff and implement a method to track individual progress and success

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	228,353	248,526	254,079	257,811	3.7%
Contractual	3,586	5,660	5,415	4,657	-17.7%
Commodities	601	2,426	1,951	2,086	-14.0%
Capital	-	-	-	-	
Total Expenditures	232,540	256,612	261,445	264,554	3.1%
Funding Sources:					
General Fund	232,540	256,612	261,445	264,554	3.1%
Total Funding Sources	232,540	256,612	261,445	264,554	3.1%
 Personnel - Authorized FTE	 1.00	 1.00	 1.00	 1.00	

LIBRARY – OPERATIONS SERVICES

Highlights:

- Implemented efficiencies and process improvements to significantly reduce time taken to reshelve materials.
- Implemented new processes for maintaining order of materials and regularly checking work to reduce the rate of errors.
- Support all other library divisions to ensure safety and security, provide outstanding customer service, and assist in achieving individual workgroup goals.
- The Operations Services Manager:
 - Implemented library-wide use of new staff scheduling software to increase efficiency, consistency, and communication.
 - Coordinated two weeks of intensive staff training upon move into renovated building.
 - Developed monthly staff activities for the break room to encourage the heart, promote a teaming environment, and provide a welcoming and comfortable destination for breaks.
 - Created a tool for tracking library-wide continuing education.
 - Developed staff orientation process.
 - Collaborated with Wellness Coordinator to develop a walking and exercise route through the library to enhance staff health and wellness.
 - Developed comprehensive training document for Library Aide position.

Service Accomplishments:	2013/14 Actual	2014/15 Actual	2015/16 Adjusted	2016/17 Projected
Total # items checked in or reshelved		878,071	962,103	990,600
Hours of in-house staff training sessions offered		133	80	80
Hours of external training attended by staff		947	800	800
 Efficiency and Effectiveness:				
% of returned items reshelved within 24 hrs.		90%	95%	99%
Physical items reshelved per hour open		269	271	278

Note: FTE equivalent of Library Aides is approximately 6.5

LIBRARY – RESOURCE SERVICES

The role of Resource Services is to acquire, catalog, process, and manage all items, physical or virtual, in the library’s collection. This includes administration of the Integrated Library System (ILS). Other responsibilities include management of all electronic resources, online library presence, internal signage, displays, external communication and promotional items. Related functions include the repair or removal of outdated, damaged, or infrequently used materials, and inventory management.

Service Objectives:

- ✓ Provide customers with user-friendly, relevant material and communication in physical and virtual formats
- ✓ Process new materials within one week of receipt
- ✓ Process high-demand items within 24 hours of receipt
- ✓ Maintain materials acquisition budget to achieve at least “B” level standard specified by the Iowa Commission of Libraries
- ✓ Acquire library materials at best price
- ✓ Investigate potential efficiencies in acquisitions, cataloging, processing and external communication methods
- ✓ Maintain consistent library branding and messaging
- ✓ Minimize media box downtime to allow a more positive, consistent user experience
- ✓ Upgrade ILS software to utilize latest design improvements
- ✓ Coordinate internal information sharing to maximize improvements and usage of ILS features

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	315,387	328,458	319,528	326,895	-0.5%
Contractual	100,420	109,048	105,153	107,905	-1.1%
Commodities	33,438	27,116	27,122	27,557	1.6%
Capital	406,447	367,319	365,758	373,074	1.6%
Other	1,318	700	700	700	0.0%
Total Expenditures	857,010	832,641	818,261	836,131	0.4%
Funding Sources:					
General Fund	857,010	832,641	818,261	836,131	0.4%
Total Funding Sources	857,010	832,641	818,261	836,131	0.4%
Personnel - Authorized FTE	5.00	5.00	4.75	4.75	

LIBRARY – RESOURCE SERVICES

Highlights:

- Reevaluated division workflow as part of the rolling reorganization, resulting in a transfer of .25 FTE to Customer Account Services.
- Produced promotional and marketing material and press releases for library grand reopening.
- Processed nearly 2,000 DVDs, Blu-rays, and video games for the media box and 300 puppets in a three-week period for opening day.
- Collaborated with all library divisions to develop comprehensive signage, digital displays, and aesthetics for library.
- Integrated e-books and e-audiobooks into the online catalog to facilitate easier checkout of items and better customer service.
- Increased efficiency of acquisition process by improving Integrated Library System (ILS) software and streamlining ordering and receiving.
- Worked with managers and librarians to enhance the customer experience and provide improved communication and ease of use of ILS.
- Designed and implemented process for in-house circulation of laptops and iPads.
- Worked in conjunction with City Public Relations Officer to develop library-tailored brand consistency.
- Implemented promotional emails to increase staff awareness of electronic resources.
- Resource Services Manager trained on library servers, hardware, and software to provide in-house IT backup.

	2013/14	2014/15	2015/16	2016/17
	Actual	Actual	Adjusted	Projected
Service Accomplishments:				
Total physical items available at year end*	215,772	228,330	243,000	253,000
Downloadable items available at year end	28,438	46,862	52,700	58,000
Online catalog searches		299,955	300,500	300,500
Items repaired	7,576	8,396	8,000	8,000
Efficiency and Effectiveness:				
% of items processed within 24 hours	38%	37%	38%	38%
% of items processed within one week	98%	97%	98%	98%
Items processed per FTE**	5,755	7,100	7,400	7,500
Page One satisfaction survey (% rating good or very good)	95%	91%	93%	95%

* Excluding newspapers, magazines, and uncatalogued paperbacks.

** FTE count changed to 5 in May 2014 and to 4.75 in July 2015.

LIBRARY – YOUTH SERVICES

The role of Youth Services is to provide youth and their caregivers collections, programs, and a safe environment designed to develop early literacy skills which enable children to enter school ready to read, write, and listen; to be encouraged to read for personal enrichment; and to develop a life-long habit of using the library for the pursuit of learning.

Service Objectives:

- ✓ Design collaborative community programs and events for all ages of youth and their caregivers
- ✓ Partner with Ames Community Schools, Raising Readers, United Way of Story County, and other community organizations to reinforce Ames' Campaign for Grade Level Reading, which includes kindergarten readiness and prevention of summer slide
- ✓ Provide print and non-print collections focusing on early literacy skills, learning and reading for enjoyment
- ✓ Continue evaluation of library spaces to enhance age-appropriate areas and safety for youth
- ✓ Provide dynamic programs, technology, opportunities and services for all ages of youth
- ✓ Offer web-based activities for all youth through educational databases and social media
- ✓ Serve as media mentors for youth and their caregivers in the use of new technology and apps
- ✓ Coordinate sustainable cost effective outreach to daycares through Project Smyles
- ✓ Provide opportunities to engage and educate parents and caregivers
- ✓ Provide space where teens feel welcome and included and find opportunities to engage in volunteer activities.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	465,577	545,641	551,932	565,566	3.7%
Contractual	16,180	19,449	17,817	17,120	-12.0%
Commodities	3,979	4,820	4,556	4,556	-5.5%
Capital	-	-	-	-	
Total Expenditures	485,736	569,910	574,305	587,242	3.0%
Funding Sources:					
General Fund	485,736	569,910	574,305	587,242	3.0%
Total Funding Sources	485,736	569,910	574,305	587,242	3.0%
Personnel - Authorized FTE	7.50	7.50	7.50	7.50	

LIBRARY – YOUTH SERVICES

Highlights:

- Collaborated with United Way and Youth and Shelter Services during summer programming to encourage library attendance and access to free lunch through the Hunger Program.
- Provided robust learning opportunities for interns, Vista volunteers, and AmeriCorps volunteers.
- Partnered with City of Ames Fire, Police, Channel 12, Parks and Recreation, Public Works and Human Resources Departments for safety, promotion of services, and programming.
- Teen Services Librarian mentored the Teen Advisory Group in the large-scale planning and execution of the successful Zombie 5K Run Fundraiser.
- Over 240 youth participated in the annual 5th and 6th grade Battles of the Books. These events were so popular that a new collaboration has been started with ISU to create a 7th Grade Battle of the Books in the spring of 2016.
- Created opportunities for long-term programming partnerships with community organizations, parent groups, student organizations, and educational organizations.
- Collaborated with Iowa State University professors and student organizations on programming.
- Undertook a thorough evaluation and restructuring of Project Smyles to ensure this valuable service is sustainable and cost effective.
- Worked with Volunteer Services Coordinator to establish new volunteer positions to enhance youth services programming and services.
- Developed proficiency in and promoted use of all technologies within the Youth Services area: early literacy computers, iPads, laptops, and meeting room equipment.
- Established appropriate staffing levels and adopted new models of service to create an environment that is welcoming and conducive to use by customers of all ages who come from diverse backgrounds and have varied needs.
- Pursued collection development and marketing strategies to maintain a current and responsive collection.
- Assumed new leadership responsibilities within the scope of the Person-In-Charge (PIC) Team.

	2013/14	2014/15	2015/16	2016/17
	Actual	Actual	Adjusted	Projected
Service Accomplishments:				
Youth & family in-library programs offered	500	406	500	500
Youth & family in library program attendance	9,420	12,007	13,000	13,500
Youth & family outreach programs offered		669	700	700
Youth & family outreach program attendance		11,328	12,000	12,000
Teen in-library programs offered	49	48	50	50
Teen in-library program attendance	686	853	850	850
Teen outreach programs offered		2	5	5
Teen outreach program attendance		39	150	150
Summer reading program participation	2,375	2,575	2,750	3,000
Circulation of physical youth collection items	536,116	583,443	590,000	600,000
# of items borrowed from other libraries for youth		158	150	150
Efficiency and Effectiveness:				
Circulation per capita (youth population)*	67.9	73.9	74.7	75.9
Programs presented per FTE		150	167	167

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

LIBRARY – ADULT SERVICES

The role of Library Adult Services is to select and manage all print, media and electronic collections for adults. Adult Services staff provides reference and reader advisory services and coordinates, plans and implements library programs of interest to a general audience. The division coordinates outreach services for adults and delivers collections to senior living and group residential centers.

Service Objectives:

- ✓ Develop proficiency in use of all new meeting room and study room technology for facilitation of library programs as well as to assist customers in their use.
- ✓ Evaluate use of all collections and continuously improve public access to materials through innovative marketing techniques in the library, reader’s advisory, programming, and social media.
- ✓ Increase technology services through creation of a digital media lab.
- ✓ Develop best practices for planning, facilitating and evaluating programs library-wide to more fully engage with the community and make efficient use of staffing resources.
- ✓ Identify community partners with shared missions or audiences who can help meet service objectives as identified through strategic planning process.
- ✓ Develop best practices and processes for registering new home delivery customers and senior living residences. Explore possibilities for additional service to centers and housing areas where there are under-served populations.
- ✓ Collaborate with Volunteer Services Coordinator to more fully integrate volunteers into home delivery and library programs for adults.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	511,044	578,744	546,627	563,186	-2.7%
Contractual	6,678	14,401	11,849	10,966	-23.9%
Commodities	760	1,538	993	1,053	-31.5%
Capital	-	-	-	-	
Total Expenditures	518,482	594,683	559,469	575,205	-3.3%
Funding Sources:					
General Fund	518,482	594,683	559,469	575,205	-3.3%
Total Funding Sources	518,482	594,683	559,469	575,205	-3.3%
Personnel - Authorized FTE	7.00	7.00	7.00	7.00	

LIBRARY – ADULT SERVICES

Highlights:

- Developed classes and collaborated with community partners to provide technology training in response to community demand.
- Reinvigorated outreach services to adults through the home delivery and deposit collection programs.
- Partnered with City of Ames Police, Channel 12, and Parks and Recreation Departments for safety, promotion of services, and programming.
- Partnered with two state agencies: Iowa Department of Transportation, to provide innovative self-service kiosk; and Iowa Workforce Development, to address needs of those seeking workforce readiness training.
- Pursued collection development and marketing strategies to maintain a current and responsive collection. With additional funds for opening day collection, developed new Spanish language and adult learning collections, and increased materials in large print and other popular collections.
- Increased the Library’s Facebook presence to reach users through social media, providing an opportunity for community engagement and promotion of services and programs.
- Provided leadership in development of highly functioning Person-in-Charge Team to ensure safety and security and efficient communication among staff and with Ames Police Department.
- Established appropriate staffing levels and adopted new models of service to create an environment that is welcoming and conducive to use by customers of all ages who come from diverse backgrounds and have varied needs.
- Enhanced service to the public by developing staff proficiency in programming, outreach, and use of new technologies in the renewed building.

	2013/14	2014/15	2015/16	2016/17
Service Accomplishments:	Actual	Actual	Adjusted	Projected
Circulation of physical items in adult collections	625,739	603,331	650,000	670,000
Virtual circulation (downloadable books and magazines)	43,765	54,614	58,500	60,000
General interest programs in the Library	171	159	200	200
Total audience at programs in the Library	1,270	2,913	3,500	3,500
General interest outreach programs		17	20	20
Audience at general interest outreach programs		1,223	500	500
Use (searches) of e-database resources	84,385	66,410	75,000	75,000
“Ask a Librarian” web reference activity	2,597	1,991	2,250	2,250
Number of outreach deliveries		481	720	720
Items borrowed from other libraries for adults		969	1,200	1,200
 Efficiency and Effectiveness:				
% change in circulation of physical materials	-3.6%	-3.6%	7.7%	3.1%
% change in virtual circulation	44.1%	24.8%	7.1%	2.6%
Total circulation of physical items from adult collections per capita*	12.3	11.8	12.7	13.1
Programs presented per FTE	31	25	31	31

* Adult population based on 2010 census = 51,065

LIBRARY – CUSTOMER ACCOUNT SERVICES

The role of Customer Account Services is the management of library accounts (borrower, computer use, debt borrower, and staff) and related technology. Management of library materials associated with patron accounts includes check-in, check-out, charges (fines and fees), and reservations. The division also manages the related technology: seven self-check-out and fine payment machines; the automated materials handling system; patron payment software; and the library account portion of the Integrated Library System. Staff members serving at the Welcome Desk are the first points of contact for customers using the media dispenser, document scanning and printing station, and library meeting rooms. The division also coordinates Bookmobile and inter-library loan services.

Service Objectives:

- ✓ Master technology to improve efficiency, use of space, and customer access
- ✓ Increase customer familiarity with self-service options, optimize usage of self-check units
- ✓ Increase public knowledge of fine payment options
- ✓ Proactively work to encourage responsible library use and keep customers in good standing
- ✓ Increase awareness of and use of Bookmobile stops
- ✓ Evaluate Bookmobile schedule and sites
- ✓ Partner with debt collection agency to facilitate successful resolution of delinquent accounts, recover fees for unreturned materials, and restore customer access to library services
- ✓ Maintain high level of interlibrary loan service
- ✓ Work closely with Volunteer Services Coordinator to identify dynamic volunteer opportunities
- ✓ Evaluate processes and procedures to ensure consistent, proactive, positive customer service

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	511,577	540,138	549,750	576,408	6.7%
Contractual	22,006	30,140	26,145	26,496	-12.1%
Commodities	4,798	3,668	2,728	2,848	-22.4%
Capital	-	-	-	-	
Total Expenditures	538,381	573,946	578,623	605,752	5.5%
Funding Sources:					
General Fund	538,381	573,946	578,623	605,752	5.5%
Total Funding Sources	538,381	573,946	578,623	605,752	5.5%
Personnel - Authorized FTE	8.25	8.25	8.75	8.75	

LIBRARY – CUSTOMER ACCOUNT SERVICES

Highlights:

- Added .5 FTE in FY 2015/16 by combining .25 FTE from Resource Services with funds previously designated for temporary employees.
- Developed a strong understanding of newly implemented technology to assist customers and troubleshoot issues successfully.
- Promoted the use of the self-service features of new technology to allow customers to independently manage their library accounts.
- Updated more than 15,000 library accounts to ensure accurate records and regular payment of fines.
- Regularly evaluated communication measures regarding overdue items, lost items, and outstanding charges resulting in several process improvements.
- Continued successful partnership with collection agency working to recover outstanding debt and update customer contact information.
- Piloted new account types for educators and professionals to meet the unique needs of those populations.
- Planned and executed a year-long publicity campaign with Channel 12 designed to increase awareness of and use of the Bookmobile.
- Thoroughly evaluated Bookmobile stops and areas of need in the community including use of GIS in collaboration with Public Works in preparation for developing a new expanded Bookmobile schedule.
- Thoroughly evaluated interlibrary loan process and procedures to train additional staff to manage the materials and increase efficiency.
- Worked with Volunteer Services Coordinator to create new volunteer positions to enhance service.
- Fully embraced continuous improvement in developing new division workflows, embracing new technology, and maintaining communication.
- Worked with Operations Services Manager to begin creating tools and documentation for use in training new employees and maintaining strong knowledge base throughout division.

	2013/14 Actual	2014/15 Actual	2015/16 Adjusted	2016/17 Projected
Service Accomplishments:				
Total Registered Borrowers *	37,467	41,870	42,000	44,000
New Borrowers Added	3,922	4,897	5,000	6,000
Total Computer Use Accounts	370	619	700	750
Bookmobile Circulation	60,395	46,525	61,000	65,000
Bookmobile visitor count	12,677	10,321	13,000	15,000
Holds processed	130,310	128,058	130,000	132,000
Fines/fees collected	\$84,630	\$90,179	91,000	92,000
Referrals to collection agency	315	342	325	300
Money collected through collection agency	\$8,634	\$8,904	8,500	8,000
Value of materials recovered via collection	\$4,273	\$10,270	9,000	9,500
Interlibrary loans to other libraries	3,226	2,798	3,000	3,000
Efficiency and Effectiveness:				
Physical items checked out per hour open**		261	251	257
Registrations as % of population	64%	71%	71%	75%

* Family accounts average 3 borrowers per account.

** Hours open 2013/14 = 3,519; 2014/15 = 3,266; 2015/16 estimated at 3,551; 2016/17 estimated at 3,558.

LIBRARY – DONATIONS AND GRANTS

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
- ✓ Complete Library Renovation and Expansion project
- ✓ Acquire equipment for library projects and programs

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	40,436	61,068	52,911	29,983	-50.9%
Contractual	8,767	5,600	8,680	9,380	67.5%
Commodities	12,143	11,300	119,136	13,220	17.0%
Capital	62,739	5,500	31,435	12,600	129.1%
Total Expenditures	124,085	83,468	212,162	65,183	-21.9%
Funding Sources:					
Library Friends Foundation	72,657	15,500	59,103	27,150	
Donations/Grants	51,428	67,968	153,059	38,033	-44.0%
Total Funding Sources	124,085	83,468	212,162	65,183	-21.9%
Personnel - Authorized FTE	0.00	0.00	0.00	0.00	

LIBRARY – DONATIONS AND GRANTS

Highlights:

- Library Renovation and Expansion Project – Facilitated new major purchases, including:
 - New disc repair system for cleaning and buffing CDs, DVDs and Blu-ray discs. (APLFF)
 - iPad controls for audio-video and lighting in the Farwell T. Brown Auditorium (APLFF)
 - Display racks, book stands, floor spinners and microfilm storage boxes (APLFF)
 - Protective cases, security cables, and wall-mounting units for circulating iPads (APLFF)
 - Musicians, magicians and balloon artists for Grand REopening Celebration (APLFF)
- Collections:
 - Opening Day Collection – Purchased new releases and video games for the media box collection and extra materials to enhance the new facility. (APLFF)
 - Added materials consistent with donor intent using contributions made through the APLFF, general donations, Library Bequest Fund, and memorial gifts
- Project Smales:
 - Continued to provide storytimes for children and instruction in early literacy skill development for daycare providers. (Direct State Aid, APLFF, Target, Thiesen's, United Way of Story County and Union Pacific Foundation)
 - Sponsored travel to and tours of the renewed facility (Cy-Ride, HIRTA, and United Way of Story County)
 - Purchased ergonomic rolling tote carts to facilitate delivery and pick-up of materials (United Way of Story County)
- 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 use of Library services. (Direct State Aid)
- Reading Prizes: Purchased prize books for youth reading program participants. (APLFF)
- Programming:
 - Bookends at the Bandshell—summer concert series at Bandshell Park, co-sponsored by Parks & Recreation Department (APLFF)
 - Play with Words—student-written and -produced drama at Fisher Theater, co-sponsored by Ames Children's Theater (Ames Convention and Visitors Bureau)
 - Magic shows and classes for youth (APLFF)

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, Central Iowa Community Services, 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
- ✓ **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 and research upon request to sponsoring organizations
- ✓ **Hold agencies accountable for responsible, efficient, and effective use of the dollars allocated through the ASSET process**

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Activities:					
Administration	17,754	20,982	13,491	23,505	12.0%
Human Services Funding	1,125,477	1,212,375	1,215,532	1,279,055	5.5%
Total Expenditures	1,143,231	1,233,357	1,229,023	1,302,560	5.6%
Expenditures by Category:					
Personal Services	13,154	17,305	8,891	18,905	9.3%
Contractual	1,130,077	1,216,052	1,220,132	1,283,655	5.6%
Commodities	-	-	-	-	
Total Expenditures	1,143,231	1,233,357	1,229,023	1,302,560	5.6%
Funding Sources:					
Local Option Sales Tax	1,143,231	1,233,357	1,229,023	1,302,560	5.6%
Total Funding Sources	1,143,231	1,233,357	1,229,023	1,302,560	5.6%
Personnel - Authorized FTE	0.12	0.12	0.12	0.12	

HUMAN SERVICE AGENCIES

Highlights:

- For FY 2015/16, the City Council allocated \$1,212,375 for ASSET services, based on the recommendations from the volunteers. This was an increase of 7% compared to the previous year's allocations.
- For FY 2016/17, \$1,279,055 was authorized by the City Council, which is a 5.5% increase over FY 2015/16 contracted services.

The following priorities were adopted by the City Council in July 2015 for FY 2016/17:

- **#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**
 - Provide services for social development
- The City funds approximately 30 agencies through this process.
- In support of the City Council goal of strengthening Human Services, the City worked with other ASSET Administrative staff in FY 2015/16 to facilitate conversations regarding Demand Response Transit services, and ensure the user, provider, and partner organization expectations are aligned. ASSET administrative staff continues to work on service issues as they arise, and is facilitating conversations between providers to promote cooperation and eliminate duplication of services.

The portion of an Assistant City Manager's salary allocated to this program remains at 12% for FY 2016/17 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**

Agency:	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
ACCESS	71,007	89,164	89,164	-
American Red Cross	9,000	9,000	9,000	-
Ames Community Preschool	81,652	84,160	84,160	-
ARC of Story County	6,408	6,210	6,210	-
Boys & Girls Club	94,000	98,700	98,700	-
Campfire USA	4,422	6,640	6,640	-
Center for Creative Justice	52,948	54,007	54,007	-
Childserve	17,700	19,790	19,790	-
Emergency Residence Project	66,799	73,000	73,000	-
Eyerly Ball	-	18,022	18,022	-
Good Neighbor	16,200	16,605	16,605	-
Heartland Senior Services	152,283	153,749	153,749	-
HIRTA	36,976	42,000	45,157	-
Homeward/MGMC	39,775	40,025	40,025	-
Legal Aid Society	82,244	85,000	85,000	-
Lutheran Services in Iowa	3,500	4,500	4,500	-
Mid-Iowa Community Action	51,492	54,059	54,059	-
National Alliance for Mentally Ill	5,458	5,500	5,500	-
Orchard Place	-	-	-	-
Raising Readers	7,690	14,000	14,000	-
RSVP	27,688	28,500	28,500	-
Salvation Army	34,249	34,000	34,000	-
University Community Childcare	47,982	52,751	52,751	-
Visiting Nurses	3,382	5,386	5,386	-
Volunteer Center of Story County	7,000	7,475	7,475	-
Youth & Shelter Services	205,622	210,132	210,132	-
Total Allocations	1,125,477	1,212,375	1,215,532	1,279,055

ART SERVICES/AGENCIES

The allocations recommended by the Commission on the Arts for various community arts operations are budgeted in this activity. These community arts programs are non-profit in nature and primarily involve the performing arts. Since 1991, the Public Art Commission (PAC) has administered the acquisition and maintenance of art installations on public properties. PAC maintains an active inventory of hundreds of works, including sculptures, paintings, photographs, collages, quilting, and glasswork.

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
 - ✓ 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 and the community

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures by Activity:					
Public Art Program	25,708	41,000	73,456	41,000	
Art Agency Funding	139,910	148,733	148,733	156,170	5.0%
Total Expenditures	165,618	189,733	222,189	197,170	3.9%
Expenditures by Category:					
Personal Services	694	-	-	-	
Contractual	147,597	148,733	148,733	156,170	5.0%
Commodities	3,327	-	-	-	
Capital	14,000	41,000	73,456	41,000	0.0%
Total Expenditures	165,618	189,733	222,189	197,170	3.9%
Funding Sources:					
Local Option Sales Tax	165,618	189,733	222,189	197,170	3.9%
Public Art Donations	-	-	-	-	
Total Funding Sources	165,618	189,733	222,189	197,170	3.9%
Personnel - Authorized FTE	0.00	0.00	0.00	0.00	

ARTS SERVICES/AGENCIES

Highlights:

Public Art Commission (PAC)

2015/16

Ames Annual Outdoor Sculpture Exhibition – Six sculptures were selected in 2015: *Mystical Galaxy Chimes* by James Bearden; *Juice Box* by Kevin Casey; *Cohesive Narration* by Kristin Garnant; *Infinity* by Hilde Dobruyne; *Ancient Game* by Steven Maeck, and *Spring Awakening* by Dale Rogers. Each received a \$1,000 honorarium. *Spring Awakening* won the “Best in Show” prize of \$500, and the six sculptures are on display around downtown Ames.

The Neighborhood Sculpture program collaborates with Ames neighborhoods interested in acquiring a sculpture from the *Ames Annual Outdoor Sculpture Exhibition*. This was yet another active year for public interest. Three sculptures were acquired and placed at a total cost of \$13,500. Community reaction has been very positive.

The City Council previously authorized \$32,456 of carry-over funding into the 2015/16 adjusted budget. Most of this amount is for the Art in the Parks program, but funding is also included for a new sculpture at the City’s Animal Control Facility.

The Public Works Department is assisting the PAC in mapping the City’s public art collection and developing a GIS system with a web integrated platform. PAC is planning for re-siting of the pair of dragon sculptures at City Hall, major maintenance on the David Dalquist sculptures around town, and acquisition of more indoor artwork. PAC’s Public Relations and Marketing goals include the promotion of PAC’s 25 year anniversary.

This year the PAC streamlined its monthly meetings by relying on its three core committees to accomplish the bulk of its work – Collections and Information Management, Public Relations and Marketing, and Outreach.

2016/17

Accumulating funds from several budget cycles, Art in the Parks is now in the process of accepting proposals for the next installation of artwork. PAC’s goal is to have a new, possibly interactive installation installed in Downtown’s Tom Evans Plaza in 2016.

Ames Annual Outdoor Sculpture Exhibition – Placement and dedications for 2016 are again scheduled for late spring. Future goals include expanding existing concrete pads to accommodate the improved scale and diversity of the work.

The Neighborhood Sculpture program is in negotiations with this year's batch of AAOSE artists, with the hope that PAC will be able to purchase several sculptures, once again maximizing the allocated budget of \$13,500. PAC hopes to keep extending both Neighborhood Sculpture and AAOSE to other new neighborhoods and overlooked public spaces in Ames, including Campustown, the North Grand area, and South and West Ames.

Commission On The Arts (COTA)

For FY 2015/16, the Commission On The Arts was allocated a total of \$148,733, which funded 16 different organizations. This was an increase of 3% over the FY 2014/15 allocation.

ARTS SERVICES/AGENCIES

Highlights, continued:

For FY 2016/17, COTA recommended funding in the amount of \$156,170 (an increase of 5% over FY 2015/16). The Commission anticipates annual grants to be awarded in the amount of \$152,040 and up to \$4,130 in mini-grants for the spring and fall application periods.

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

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Agency:				
ACTORS	14,700	15,790	15,790	-
AIOFA	7,960	8,140	8,140	-
Ames Chamber Artists	2,380	2,700	2,700	-
Ames Children's Choirs	9,800	10,300	10,300	-
Ames Choral Society	2,640	2,870	2,870	-
Ames Community Arts Council	7,900	8,610	8,610	-
Ames Town & Gown	14,800	14,860	14,860	-
Central Iowa Symphony	8,500	8,140	8,140	-
Co'Motion Dance Theater	5,460	5,390	5,390	-
Dancercenter Dancer Co Foundation	1,400	1,380	1,380	-
Good Company	1,190	1,350	1,350	-
Kids Co'Motion	2,800	2,840	2,840	-
Friends of Ames Strings	1,280	1,620	1,620	-
India Cultural Association	2,320	5,370	5,370	-
Stars Over VEISHEA	-	-	-	-
Story Theater Company	8,400	8,860	8,860	-
The Octagon	44,650	45,400	45,400	-
Total Agency Allocations	136,180	143,620	143,620	-
Mini-Grants	3,730	5,113	5,113	-
Total Allocations	139,910	148,733	148,733	156,170

CEMETERY

This activity provides efficient interment services and maintains quiet, attractive grounds and facilities at the 9th 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

	2013/14 Actual	2014/15 Adopted	2014/15 Adjusted	2015/16 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	85,662	98,888	101,479	107,428	8.6%
Contractual	51,708	66,957	59,795	59,567	-11.0%
Commodities	2,245	2,350	2,800	2,800	19.2%
Capital	-	-	-	-	
Total Expenditures	139,615	168,195	164,074	169,795	1.0%
Funding Sources:					
Charges for Services	115,341	101,500	108,200	123,522	21.7%
Interest Revenue	14,154	7,000	7,000	7,000	0.0%
Total Revenues	129,495	108,500	115,200	130,522	20.3%
General Fund Support	10,120	59,695	48,874	39,273	-34.2%
Total Funding Sources	139,615	168,195	164,074	169,795	1.0%
Personnel - Authorized FTE	1.29	1.29	1.32	1.32	

CEMETERY

Highlights:

An increase in cemetery rates for interments, cremations, lots, etc. is proposed for FY 2016/17. In an effort to reduce the general fund contribution and make the cemetery more self-sufficient, a rate increase across the board was evaluated against similar surrounding communities and similar cemeteries. Staff met with area funeral staff to evaluate the operations and rates of the cemetery. The proposed rates are expected to generate an additional \$17,077 in operating revenue for the cemetery. The proposed rates have been set to remain competitive with surrounding communities. The last fee increase was in 2005.

General Fund support of the cemetery is projected to decrease to \$48,347 for adjusted FY 2015/16. Support is projected to increase to \$52,755 for FY 2016/17.

Beginning with the adjusted FY 2014/15 budget, a 5-year average distribution among the Public Works Operations programs has been used to project the personal service cost for each program.

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 \$25,000 for both FY 2015/16 and FY 2016/17.

Large tree trimming continues throughout the cemetery at an annual cost of \$2,500. Also included in FY 2015/16 is \$2,500 for monument repairs.

A budget decrease for the fleet is planned as the equipment inventory was updated to more accurately show lifecycles and replacement values and to reflect current and projected fuel prices. The decreases are \$2,261 for FY 2015/16 and \$2,699 for FY 2016/17.

	2013/14 Actual	2014/15 Actual	2015/16 Adjusted	2016/17 Projected
Service Accomplishments:				
Regular interments	57	60	60	60
Cremains interments	47	54	50	50
Columbarium spaces sold	3	4	2	2
Lots sold	83	123	100	100
Markers/monuments set	74	65	50	50
Efficiency and Effectiveness:				
Revenues as a % of expenses	95%	93%	70%	69%

CITYWIDE HOUSING PROGRAMS

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, public educational workshops, etc. The overall goal of this program is to promote better housing, educational and economic conditions and/or opportunities the citizens of Ames and 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
- ✓ Investigate ways to increase the availability of affordable housing in Ames
- ✓ Increase and/or maintain partnership with state, federal, cities, county, lenders, realtors, developers, and non-profit organizations to increase affordable housing opportunities
- ✓ Educate the public regarding various federal, state and local housing policies, practices, and application.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	27,237	33,046	33,037	33,691	2.0%
Contractual	11,827	15,583	19,518	13,017	-16.5%
Commodities	26	125	300	-	-100.0%
Capital	-	-	-	-	
Total Expenditures	39,090	48,754	52,855	46,708	-4.2%
Funding Sources:					
City-Wide Housing Fund	39,090	48,754	52,855	46,708	
Total Funding Sources	39,090	48,754	52,855	46,708	-4.2%
Personnel - Authorized FTE	0.20	0.20	0.20	0.20	

CITYWIDE HOUSING PROGRAMS

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 to assist low and moderate-income households. This includes assistance provided to other city departments, non-profit organizations, administration of non-CDBG Federal, State or Local programs.

In FY 2015/16 and FY 2016/17, staff will continue to host community forums and events to train, educate and engage the public regarding various housing topics/awareness such as: hunger, homelessness, fair housing, housing data, feedback surveys, etc. Staff will also partner with other City Departments and organizations to promote and educated the public through events, seminars and other promotional items regarding various housing and concerns.

Service Accomplishments:	2013/14 Actual	2014/15 Actual	2015/16 Adjusted	2016/17 Projected
# of community forums/events to educate public on various housing topics/awareness, program policies/procedures, etc.	6	5	5	5

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
- ✓ Investigate ways to increase the availability of affordable housing

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	97,033	92,177	92,150	94,767	2.8%
Contractual	131,600	395,293	545,448	388,685	-1.7%
Commodities	812	-	400	-	
Capital	302,365	-	560,000	-	
Total Expenditures	531,810	487,470	1,197,998	483,452	-0.8%
Funding Sources:					
CDBG Funds	330,926	487,470	1,197,998	483,452	-0.8%
Program Repayments	8,064	-	-	-	
Sale of Homes	192,820	-	-	-	
Total Funding Sources	531,810	487,470	1,197,998	483,452	-0.8%
Personnel - Authorized FTE	0.80	0.80	0.80	0.80	

COMMUNITY DEVELOPMENT BLOCK GRANT

Highlights:

The City of Ames received its 11th allocation of Community Development Block Grant (CDBG) funding in the amount of \$484,297. Additionally, approximately \$660,086 was rolled over from FY 2014/15 and approximately \$46,000 is anticipated to come from program income in FY 2015/16, bringing the total available allocation to approximately \$1.2 million. CDBG funds are utilized to support the City Council's goal of addressing various community development needs in the community.

Annually, the City Council authorizes the maximum 20% of the CDBG allocation for administrative expenses with the remaining balance to be utilized for programming. For FY 2015/16, the programming to be administered is as follows:

- Neighborhood sustainability programs (home improvement, homebuyer assistance, acquisition/demolition/clearance/rehabilitation, rental deposit, transportation assistance, and rental property repair program);
- Public Facilities Improvement program (assist to non-profit organizations to make improvements and/or repairs to their facilities).

The three properties along 6th Street that were purchased with CDBG funds will be made available for redevelopment into affordable housing units. Request for redevelopment proposals will be sought in spring 2016.

In FY 2015/16, CDBG funds were used to purchase the 10+ acre parcel at 321 State Avenue (former Ames Middle School site). The land will be made available for future redevelopment into affordable housing.

The FY 2016/17 CDBG allocation for the City of Ames has not yet been announced. However, for budgeting purposes, the FY 2015/16 CDBG allocation of \$484,297 is being projected.

In FY 2016/17, the City will be submitting its third annual action plan as part of the newly adopted 5-year Consolidated Plan (2014-2018) that will incorporate the program goals and priority 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, 2016.

In FY 2016/17, staff will begin the process for determining the type and number of lots to be developed for affordable housing for 321 State Avenue.

	2013/14 Actual	2014/15 Actual	2015/16 Adjusted	2016/17 Projected
Service Accomplishments:				
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	2,781 LF 3,381 sq yds 72 sq ft pads		N/A	N/A
# of first-time homebuyers provided down payment assistance	2	2	2	
# of LMI owner-occupied units rehabilitated	0	0	5	
# of LMI rental-occupied units rehabilitated	n/a		2	
# of properties or land purchased for LMI Housing	0		1	
# of LMI* households receiving Renter Affordability Assistance (deposit, 1 st month's rent, utility, transportation, or child care)	35	55	65	
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
- ✓ **Promote Economic Development by implementing economic development related City Council objectives**

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	60,709	61,798	62,442	64,137	3.8%
Contractual	210,943	161,516	161,524	161,560	0.0%
Commodities	-	-	-	-	
Other	1,495,498	1,267,857	1,428,571	1,657,160	
Total Expenditures	1,767,150	1,491,171	1,652,537	1,882,857	26.3%
Funding Sources:					
Hotel/Motel Tax	1,655,325	1,427,657	1,588,471	1,617,043	13.3%
General Fund	61,825	63,514	64,066	65,797	3.6%
Economic Development Fund	50,000	-	-	-	
TIF/Kingland Systems	-	-	-	200,017	
Total Funding Sources	1,767,150	1,491,171	1,652,537	1,882,857	26.3%
Personnel - Authorized FTE	0.31	0.31	0.31	0.31	

ECONOMIC DEVELOPMENT

Highlights:

The economic development activity for FY 2015/16 included the support of growth of existing companies in Ames and future growth opportunities, with the infrastructure improvements for the expansion of the Iowa State University Research Park.

Economic development projects approved by City Council included:

- Boehringer Ingelheim Vetmedica, Inc., a German company that develops, manufactures, and markets veterinary pharmaceutical products. The project includes construction of a new building in the ISU Research Park with value in excess of \$12 million. The City approved an agreement with the Iowa Economic Development Authority. The local match requirement will be industrial property tax abatement.
- Barilla America, an Italian company that provides food products to a global market is adding a new gluten free pasta line at the Ames production facility. Total investment in the project is estimated at \$26 million and is expected to add 23 new full-time jobs. The project will receive state incentives and a local match in the form of property tax abatement.
- Iowa State University Research Park received approximately \$3 million in general obligation bonds to fund the infrastructure improvements to support the expansion of the research park.

The projects above were in support of the Council's goal to promote economic development.

Service Accomplishments:	2013/14 Actual	2014/15 Actual	2015/16 Adjusted	2016/17 Projected
State Programs Sponsored	3	2	3	2
Other:				
City revolving loans originated				
Community Investment Fund				1

Efficiency and Effectiveness:

Companies	\$ State/Federal Investment	\$ City Investment	Tax Abatement	\$ Private/AEDC Investment	\$ Total Investment	Jobs Required	\$ Added Taxable Value
Boehringer Ingelheim Vet.	\$2,130,381	0	Yes	\$9,862,815	\$11,993,196	1	\$12,000,000
Barilla	765,000	0	Yes	25,735,000	26,500,000	25	6,672,000
Totals	\$2,895,381	\$0		\$35,597,815	\$38,493,196	26	\$18,672,000

CABLE TV SERVICES

The mission of Channel 12 is to provide live coverage of City Council and select boards and commission meetings alongside original programming that promotes Ames City Government in an enlightening and engaging manner. The full-time Coordinator also provides playback support for the 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. 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/assistants. The budget also includes a portion of support staff salary.

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 recording of meetings for City employee training
- ✓ Serve as an emergency notification system
- ✓ Coordinate Channel 16 playbacks
- ✓ Coordinate videostreaming of Channel 12

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	96,006	99,811	100,777	103,559	3.8%
Contractual	21,277	32,254	33,901	36,357	12.7%
Commodities	6,743	7,350	8,050	6,350	-13.6%
Capital	18,647	-	-	-	
Total Expenditures	142,673	139,415	142,728	146,266	4.9%
Funding Sources:					
Cable TV Franchise Fee	444,891	460,000	440,000	440,000	-4.4%
Miscellaneous	5	-	-	-	
Total Revenues	444,896	460,000	440,000	440,000	-4.4%
General Fund Support	(302,223)	(320,585)	(297,272)	(293,734)	-8.4%
Total Funding Sources	142,673	139,415	142,728	146,266	4.9%
Personnel - Authorized FTE	1.10	1.10	1.10	1.10	

CABLE TV SERVICES

Highlights:

The final pieces of equipment for Channel 12 to become a Full High Definition (HD) production were purchased and installed by staff in late spring of 2015. The house signal for Channel 12 is now 1080i (Full HD). All original programs and live meetings are recorded in this Full HD format. The HD signal is currently being down converted to 480p (Standard Definition) for cablecast on Mediacom Cable and live stream through the City’s website. Mediacom initially expressed interest in moving Channel 12 to an HD/SD simulcast but is still awaiting approval from Mediacom’s head office. The Mayor is assisting Channel 12 staff in reaching out to Mediacom to complete this transition to a High Definition offering of Channel 12 on Mediacom cable. While HD broadcasts are not new to the market in general, they are still quite rare for PEG Channels. Mediacom states Ames Channel 12 would be the first HD PEG Channel for Mediacom Cable nationwide.

In addition to broadcasting in High Definition on Cable Channel 12, staff has researched and budgeted for a new streaming encoder to live stream Channel 12 online in a high definition format. Currently there is an option to go with either 1080i or 720p (both HD formats and would be a noticeable resolution improvement over our current live stream format). This is also a new and emerging service in the industry.

Government Access Channel 12:

- Won Best in Show award for documentaries in the “Best of the Midwest Videofest” for *The Ames Public Library | A Great Story*
- Won an Excellence award for *Homewood Online Tee Times* PSA in the “Best of the Midwest Videofest.”
- Won a merit award for *How Was Your Day?* (Firefighter PSA) in the “Best of the Midwest Videofest.”
- Continuing documentary on new Water Treatment Plant
- 25,370 views of programs on YouTube Channel 11/10/14 – 11/10/15 (Up 12.86% compared to same period last year)
- 19,191 total page views for the live stream and archive meeting videos from 11/10/14 – 11/10/15
- Assisting with technology upgrade to council chambers (new audio processor, touch panel control for staff table, digital audio recorder, two projectors)

Service Accomplishments:	2013/14 Actual	2014/15 Actual	2015/16 Adjusted	2016/17 Projected
Original video programs, Channel 12	260	215	67	201
Hours of live meeting coverage, Channel 12	212	266	47	131
Live/archive meeting online views	8,774	31,159	9,788	39,225
Original programs online views	11,755	29,335	9,586	26,451

Efficiency and Effectiveness:

Of those who use them, usefulness of Channel 12 (3=very useful; 2=somewhat useful; 1=not useful) *	2.1	2.1	1.9	2.0
% citizens who view Channel 12 *	41%	31%	34%	34%
% citizens who use Twitter *	28%	35%	33%	34%
% citizens who use YouTube *	64%	63%	63%	64%
% citizens who use Facebook *	70%	73%	74%	75%

* Numbers according to the 2013/2014 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.

<i>Activities:</i>	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
<i>Parks & Recreation:</i>					
Park System Improvements	128,258	440,000	622,391	487,500	
Recreation Facility Improvements	141,180	140,000	451,298	-	
Municipal Pool Improvements	13,576	25,000	157,847	25,000	
Playground/Park Equipment	85,389	50,000	117,500	60,000	
Furman Aquatic Center	5,733	25,000	155,001	50,000	
Ada Hayden Improvements	18,050	104,000	314,950	75,000	
Ice Arena Improvements	16,938	220,000	320,000	-	
Sand Volleyball Complex	5,566	-	144,434	-	
Roosevelt Park Development	9,154	-	110,846	-	
Homewood Golf Course	-	20,000	20,000	40,000	
Munn Woods Creek Crossing	-	-	-	5,000	
	423,844	1,024,000	2,414,267	742,500	-27.5%
<i>Library:</i>					
Library Renovation Project	3,825,014	-	565,008	-	
Library RFID Tagging	107,189	-	-	-	
	3,932,203	-	565,008	-	
<i>Cemetery:</i>					
Cemetery Lane Improvements	28,707	65,000	187,005	-	
Cemetery Water Line	-	-	-	70,000	
	28,707	65,000	187,005	70,000	7.7%
<i>Economic Development:</i>					
Downtown Façade Program	69,000	50,000	110,423	50,000	
Campustown Façade Program	16,000	50,000	84,000	50,000	
	85,000	100,000	194,423	100,000	0.0%
<i>City Manager:</i>					
Neighborhood Improvement	4,995	50,000	50,000	50,000	
Neighborhood Tree Planting	2,212	-	12,788	-	
	7,207	50,000	62,788	50,000	0.0%
<i>Total Community Enrichment CIP</i>	4,476,961	1,239,000	3,423,491	962,500	-22.3%



General Government





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.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
<i>Use of Funds:</i>					
City Council	278,626	332,912	364,459	352,491	5.9%
City Clerk	340,241	357,296	357,271	345,162	-3.4%
City Manager	672,289	734,993	669,062	757,788	3.1%
Public Relations	171,081	185,450	385,265	192,357	3.7%
Planning Services	669,138	828,020	1,072,292	819,813	-1.0%
Financial Services	1,653,816	1,720,745	1,739,286	1,769,105	2.8%
Legal Services	616,908	642,444	657,676	664,225	3.4%
Human Resources	433,573	517,277	418,864	466,950	-9.7%
Facilities	409,489	427,255	541,560	434,698	1.7%
Public Works	715,772	1,267,150	1,217,763	1,299,938	2.6%
Merit Adjustment	-	174,971	-	187,595	7.2%
<i>Total Operations</i>	5,960,933	7,188,513	7,423,498	7,290,122	1.4%
General Government CIP	945,144	50,000	1,753,157	50,000	0.0%
<i>Total Expenditures</i>	6,906,077	7,238,513	9,176,655	7,340,122	1.4%
Personnel - Authorized FTE	66.32	68.07	68.07	68.07	

GENERAL GOVERNMENT

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures by Category:					
Personal Services	5,773,085	6,602,443	6,019,218	6,768,089	2.5%
Contractual	28,492	437,487	1,074,826	381,350	-12.8%
Commodities	116,053	138,583	157,033	140,683	1.5%
Capital	43,303	10,000	172,421	-	-100.0%
Other	-	-	-	-	
Total Operations	5,960,933	7,188,513	7,423,498	7,290,122	1.4%
General Government CIP	945,144	50,000	1,753,157	50,000	0.0%
Total Expenditures	6,906,077	7,238,513	9,176,655	7,340,122	1.4%
Funding Sources:					
Fees/Outside Charges	187,760	182,205	200,256	203,400	11.6%
General Fund	2,678,137	3,137,340	3,531,016	3,146,682	0.3%
Local Option Sales Tax	137,225	135,332	137,980	148,406	9.7%
Road Use Tax	173,307	278,579	300,004	339,664	21.9%
Comm Dev Block Grant	-	808	-	845	4.6%
Police/Fire 411	12,867	13,599	-	-	-100.0%
Special Assessments	4,816	4,967	-	-	-100.0%
G.O. Bond Funds	68,620	85,443	6,114	6,182	-92.8%
Water Utility Fund	539,492	710,599	647,763	690,065	-2.9%
Sewer Utility Fund	503,389	658,389	632,839	670,334	1.8%
Electric Utility Fund	1,137,048	1,218,988	1,219,933	1,279,869	5.0%
Parking Fund	68,179	74,446	71,742	75,703	1.7%
Storm Sewer Utility Fund	141,829	326,158	343,494	354,989	8.8%
Ames/ISU Ice Arena	-	1,150	-	1,261	9.7%
Homewood Golf Course	-	785	-	709	-9.7%
Resource Recovery	308,264	346,649	332,357	358,470	3.4%
Fleet Services	-	2,732	-	2,922	7.0%
Information Technology	-	7,988	-	8,247	3.2%
Risk Insurance	-	1,023	-	1,177	15.1%
Health Insurance	-	1,333	-	1,197	-10.2%
Total Operations Funding	5,960,933	7,188,513	7,423,498	7,290,122	1.4%
CIP Funding:					
General Fund	874,450	-	1,332,548	-	
Local Option Sales Tax	70,694	50,000	320,609	50,000	
Storm Sewer Utility Fund	-	-	100,000	-	
Total CIP Funding	945,144	50,000	1,753,157	50,000	0.0%
Total Funding Sources	6,906,077	7,238,513	9,176,655	7,340,122	1.4%

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. Major responsibilities of the City Council include 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
- ✓ **Promote a sense of one community**
- ✓ **Strengthen Downtown and Campustown**
- ✓ **Expand sustainability efforts**
- ✓ **Address housing needs**
- ✓ **Strengthen human services**
- ✓ **Promote economic development**

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	54,268	54,417	54,279	54,279	-0.3%
Contractual	41,772	48,940	73,435	54,624	11.6%
Commodities	19,005	19,375	23,765	20,340	5.0%
Capital	-	-	-	-	
Total Expenditures	115,045	122,732	151,479	129,243	5.3%
Funding Sources:					
General Fund	115,045	122,732	151,479	129,243	5.3%
Total Funding Sources	115,045	122,732	151,479	129,243	5.3%
Personnel - Authorized FTE	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 2015. The City Council meets in January 2016 to evaluate and establish new goals moving forward. The 2014-2015 goals fall into the following categories:

- Promote a Sense of One Community
- Strengthen Downtown and Campustown
- Expand Sustainability Efforts
- Address Housing Needs
- Strengthen Human Services
- Promote Economic Development

Promote a Sense of One Community -- The City Council evaluated the One Community Report to determine what future steps might be useful to improve community integration. In early 2016 the City Council will consider processes used for engaging the public in policy discussions. The City Council has held a joint workshop with the Ames School Board and Gilbert School Board to discuss mutual goals.

Strengthen Downtown and Campustown – A Campustown Façade Grant Program has been developed, with two pilot projects having been completed. The City Manager has worked with Main Street Iowa to discuss funding opportunities for the downtown area, and has transmitted this information to the City Council.

Expand Sustainability Efforts – The City Council incorporated a task into the Sustainability Coordinator contract to research what other communities are doing to consider environmental impacts in policies. The City has completed an update to the Long-Range Transportation Plan that incorporates all modes of travel, identifies interconnections that will integrate energy efficiency into the planning process, and incorporates the goal of a greenbelt trail system into the Plan. City staff has not yet completed the process of evaluating options for parking standards that improve storm water management.

Address Housing Needs – The City Council has committed to explore ways to encourage all types of housing, increase availability of affordable housing, and to evaluate codes to determine if changes would improve the existing housing stock. These objectives will be evaluated in earnest at the 2016 Story County Affordable Housing Conference. The Council expressed interest in exploring a landlord/tenant service, but this was put on hold pending a discussion with ISU Student Government regarding interest in this service.

Strengthen Human Services – Several reports have been provided to the City Council regarding this topic, including information regarding accountability in ASSET, the Story County Community Health Needs Assessment, and youth master plans. The City Council will use this information to determine the best course to work with other stakeholders to improve human services.

Promote Economic Development – The City Council has completed a review of the City's economic development policy. The City Council has deferred the review of the Land Use Policy Plan for the next two years as six major policy and area studies are completed. Progress has been made towards the goal of pursuing the industrial park and addressing the rural water issues with that area. A consultant has been retained to steer the City through the development of a brand communication plan.

CITY COUNCIL

Highlights, continued:

The figures below represent the comparison of the levies among the 11 largest cities in Iowa:

	2013/14	2014/15	2015/16	2016/17
Service Accomplishments:	Actual	Actual	Adjusted	Projected
Total Levy/1,000 Ames	\$10.86	\$10.86	\$10.63	
High	\$17.75	\$17.95	\$17.76	
Low	\$10.86	\$10.86	\$10.63	
Average	\$14.84	\$14.86	\$14.79	
Ames' rank	11 of 11	11 of 11	11 of 11	
Taxable Valuation/Capita Ames	\$39,447	\$39,911	\$41,465	
High	\$69,312	\$70,891	\$71,590	
Low	\$27,509	\$27,481	\$27,508	
Average	\$41,469	\$42,038	\$42,728	
Ames' rank	6 of 11	6 of 11	5 of 11	
Total Levy/Capita Ames	\$428.39	\$433.43	\$440.74	
High	\$835.20	\$854.24	\$859.08	
Low	\$415.48	\$430.60	\$431.49	
Average	\$603.16	\$610.62	\$616.61	
Ames' rank	10 of 11	10 of 11	10 of 11	

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.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
<i>Expenditures:</i>					
Personal Services	200	-	-	-	
Contractual	1,156	50,000	50,000	50,000	0.0%
Commodities	-	-	-	-	
Capital	-	-	-	-	
<i>Total Expenditures</i>	1,356	50,000	50,000	50,000	0.0%
<i>Funding Sources:</i>					
General Fund	1,356	50,000	50,000	50,000	0.0%
<i>Total Funding Sources</i>	1,356	50,000	50,000	50,000	0.0%
Personnel - Authorized FTE	0.00	0.00	0.00	0.00	

CITY COUNCIL SPECIAL ALLOCATIONS

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

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures by Activity:					
Sustainability Coordinator	25,000	25,000	25,000	25,000	0.0%
AHRC Special Events	3,547	4,500	4,500	4,500	0.0%
Community Allocations:					
Ames 150 Steering Committee	11,500	-	-	-	
Ames Partner City Association	7,178	5,000	5,000	-	-100.0%
Ames Historical Society	24,000	35,000	35,000	-	-100.0%
Main Street Cultural District	39,000	36,000	36,000	-	-100.0%
Hunziker Youth Sports Complex	26,000	26,680	26,680	-	-100.0%
VEISHEA Pancakes	-	-	-	-	
Campustown Action Association	25,000	27,000	27,000	-	-100.0%
Homecoming Pancakes	1,000	1,000	1,000	-	-100.0%
Historic Preservation Comm	-	-	2,800	-	
Community Allocations Total	133,678	130,680	133,480	143,748	10.0%
Total Expenditures	162,225	160,180	162,980	173,248	8.2%
Expenditures by Category:					
Personal Services	-	-	-	-	
Contractual	162,000	156,480	159,280	169,548	8.4%
Commodities	225	3,700	3,700	3,700	0.0%
Capital	-	-	-	-	
Total Expenditures	162,225	160,180	162,980	173,248	8.2%
Funding Sources:					
Local Option Sales Tax	137,225	135,180	137,980	148,248	9.7%
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%
Total Funding Sources	162,225	160,180	162,980	173,248	8.2%

CITY CLERK

This activity records and maintains proceedings of the City Council, Zoning Board of Adjustment, and Civil Service Commission. This activity also prepares agendas, takes minutes, publishes proceedings and claims, certifies legal assessments, issues cemetery deeds and various licenses, maintains the City's official documents, and provides public information and notification on various items.

Service Objectives:

- ✓ Coordinates the preparation of City Council, Civil Service, and Zoning Board of Adjustment agenda packets and ensures compliance with Open Meetings Law
- ✓ Supervises the City's Records Management Program and assists other departments in implementing system
- ✓ Provides administrative support to the Mayor and City Council, attends all official meetings, and ensures minutes and adopted measures are available within three working days of the meeting
- ✓ Provides admin support, training, and pertinent materials to 116 citizens serving on 18 City boards and commissions, including facilitation of the Mayor and Council's appointment process
- ✓ Ensures the proper posting, filing, publication, and processing of official City notices and documents
- ✓ Serves as Deputy Commissioner of Elections and provides Notary Public services
- ✓ Provides courteous and proficient retrieval of requested documents and information for internal and external customers
- ✓ Provides City Council agendas, minutes, and packet materials to the public in an electronic format
- ✓ Processes permit and license applications within 24 hours of receipt
- ✓ Researches new technologies to improve the storing and retrieving of City records
- ✓ Maintains a central filing system for official City records

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	262,957	270,616	269,071	276,872	2.3%
Contractual	62,763	84,730	85,800	66,240	-21.8%
Commodities	2,372	1,950	2,400	2,050	5.1%
Capital	12,149	-	-	-	
Total Expenditures	340,241	357,296	357,271	345,162	-3.4%
Funding Sources:					
Licenses and Permits	91,617	82,300	89,000	89,000	8.1%
General Fund	180,576	203,536	196,816	187,130	-8.1%
Water Utility Fund	17,012	17,865	17,864	17,258	-3.4%
Sewer Utility Fund	17,012	17,865	17,864	17,258	-3.4%
Electric Utility Fund	34,024	35,730	35,727	34,516	-3.4%
Total Funding Sources	340,241	357,296	357,271	345,162	-3.4%
Personnel - Authorized FTE	3.00	3.00	3.00	3.00	

CITY CLERK

Highlights:

A total of 617 permits/licenses were issued in 15 categories during FY 2014/15. Liquor Licenses and/or Beer Permits accounted for 198, which was slightly more than the 191 issued last year. There were 67 new licenses, which included 43 temporary (5-day or transfers). Revenue from alcohol licensing remained static.

Temporary Obstruction Permits (TOPs) equated to 132, which is an increase of 54%. 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. Other free-of-charge services provided during FY 2014/15 included 22 Banner Permits and 204 notarizations and/or certifications.

Staff tracks an average of 225 insurance certificates and 68 Letters of Credit to ensure that the City is protected against claims. Each month, a Files Management System query is run on documents with an expiration in the next 90 days. Notifications are sent to the Director of the Department responsible for the document; an average of 42 reminders is issued each month.

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 2015, I received 102 "Freedom of Information" requests; 58 requests were determined to be of a non-routine basis. 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 2015, expenses (not including my time to process) incurred totaled \$1,674.97 with only \$129.60 being collected.

The usage rate of the Files Management System (FMS) reveals that over 1,405 searches are performed per month. Phase IV of the System is 73% complete, which is the conversion of the City's official records to electronic format. It is estimated that there were nearly 73,000 official documents in 11,100 files to be scanned and indexed. The multi-step 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 over \$700 annually. During the past year, 33 staff from multiple departments was authorized to electronically access all City records housed in the City Clerk's records vault.

Staff created and distributed agenda materials and recorded minutes for 51 City Council meetings, 12 Civil Service meetings, and 14 Zoning Board of Adjustment meetings during FY 2015/16.

Service Accomplishments:	2013/14 Actual	2014/15 Actual	2015/16 Adjusted	2016/17 Projected
% of City Council minutes published within timeframe prescribed by <u>Code of Iowa</u>	100%	100%	100%	100%
Efficiency and Effectiveness:				
# of meetings reported	84	74	75	75
# of legal notices processed	233	226	282	250
# of resolutions finalized	603	722	698	650
# of documents recorded	89	116	112	100
# of licenses/permits processed	539	524	617	550
# of cemetery deeds issued	74	55	76	65
# of election petitions accepted	11	0	0	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. The City Manager champions *Excellence Through People*, the mindset and values that guide employee service throughout the organization. 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 Capital Improvements Plan 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
- ✓ Implement policies as directed by the City Council
- ✓ Respond to public requests and inquiries in a courteous and timely manner

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	613,481	669,683	606,378	695,497	3.9%
Contractual	47,829	53,255	50,629	50,291	-5.6%
Commodities	10,979	12,055	12,055	12,000	-0.5%
Capital	-	-	-	-	
Total Expenditures	672,289	734,993	669,062	757,788	3.1%
Funding Sources:					
General Fund	387,645	420,417	382,704	433,455	3.1%
Water Utility Fund	69,166	76,439	69,582	78,810	3.1%
Sewer Utility Fund	69,166	76,439	69,582	78,810	3.1%
Electric Utility Fund	146,312	161,698	147,194	166,713	3.1%
Total Funding Sources	672,289	734,993	669,062	757,788	3.1%
Personnel - Authorized FTE	4.53	4.53	4.53	4.53	

CITY MANAGER

Highlights:

For FY 2015/16, 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 and other large capital projects. This level of support will continue for FY 2016/17.

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 construction of the new water plant, transfer of rural water territory into the City of Ames, transitioning to the new Advanced Metering Infrastructure system for water metering, significant capital infrastructure improvements to the WPC Facility as a result of the FY 2012/13 facility evaluation study, and implementation of an ordinance to decrease introduction of fats, oils, and greases into the wastewater stream.

As always, a major emphasis of this office is the facilitation of the accomplishment of Council goals and staffing various Council-appointed boards and commissions. For FY 2016/17, 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.

	2013/14	2014/15	2015/16	2016/17
	Actual	Actual	Adjusted	Projected
Service Accomplishments:				
# of Council referrals to staff	100	107	90	90
% Referred to:				
City Manager’s Office	15%	17%	17%	17%
Planning and Housing	39%	26%	36%	28%
Public Works	18%	33%	19%	25%
All other City departments	28%	23%	29%	30%
# Union contracts negotiated	3	0	5	
Efficiency and Effectiveness:				
Survey rating for quality of City services:				
Good	56%	58%	61%	58%
Very good	42%	40%	36%	40%

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, flyers, signs, events, and presentations are used to educate the public.

Within the City organization, the Public Relations Officer serves as a liaison for departments with a monthly newsletter and by assisting both with Mayor/Council events and 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
- ✓ Monitor and update City of Ames website, and multiple social media pages
- ✓ Produce press releases
- ✓ Coordinate advertising purchase and placement for several City departments
- ✓ Oversee government access television programming
- ✓ Produce annual Resident Satisfaction Survey with assistance from Iowa State University
- ✓ Work with Campustown Action Association (CAA) to promote use of the Ames Intermodal Facility
- ✓ **Support Utilities in marketing and promoting programs in support of the City Council’s Sustainability efforts**
- ✓ **Facilitate the quarterly Brag Team meeting with local communications leaders and work toward City Council’s goal of developing a “brand communications plan.”**
- ✓ Coordinate events such as Fourth of July, Boards and Commission Luncheon, Council Night at the Bandshell, WelcomeFest and Eco Fair

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	132,687	139,271	138,626	142,962	2.7%
Contractual	37,402	45,329	245,789	48,545	7.1%
Commodities	992	850	850	850	0.0%
Capital	-	-	-	-	
Total Expenditures	171,081	185,450	385,265	192,357	3.7%
Funding Sources:					
General Fund	85,541	92,725	292,632	96,178	3.7%
Water Utility Fund	17,108	18,545	18,527	19,236	3.7%
Sewer Utility Fund	17,108	18,545	18,527	19,236	3.7%
Electric Utility Fund	34,216	37,090	37,052	38,471	3.7%
Resource Recovery	17,108	18,545	18,527	19,236	3.7%
Total Funding Sources	171,081	185,450	385,265	192,357	3.7%
Personnel - Authorized FTE	1.15	1.15	1.15	1.15	

PUBLIC RELATIONS

Highlights:

The Public Relations Office held its first annual organization-wide Public Relations Team this year with a focus on improving brand consistency, including appropriate logo and tagline usage. Working in conjunction with the Print Shop, the Public Relations Office maintains an updated Visual Standards Guide, which is being expanded to include a Website Style Guide and City of Ames facility signage standards. The Public Relations Team includes sub-committees such as Branding, Website, GIS/Public Notification, Channel 12, and Social Media. Working together, these sub-teams ensure the City of Ames is recognized as a premier provider of municipal services in a vibrant, innovative, progressive university community.

Under the goal of “Promote Economic Development” is the sub-goal to develop a brand communications plan. Building off of the foundation of the community visioning process of 2011, the plan would focus on attracting young adults transitioning to families to relocate to Ames. A total of \$200,000 has been carried over to the Public Relations Adjusted 2015/16 budget in support of this branding effort.

The Public Relations Office:

- Leads the citywide Public Relations team
- Facilitates meetings of the cross-departmental sub-teams
- Enforces brand standards in conjunction with Print Shop/graphics for overall organization brand consistency
- Continues working Print Shop/graphics for newsletter/publications/advertising redesign work
- Continues working with Information Technology to migrate City of Ames website to its new design

Service Accomplishments:	2013/14 Actual	2014/15 Actual	2015/16 Adjusted	2016/17 Projected
# of media releases distributed	176	135	165	160
# of City-assisted community events	5	5	5	5
# of marketing campaigns developed	4	4	5	5

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	2.1	2.0	2.1
Ames Tribune	2.4	2.3	2.2	2.2
KASI/KCCQ Radio	2.3	2.2	2.2	2.2
Des Moines Register	2.2	2.0	2.1	2.1
City Side	2.4	2.3	2.4	2.3
Channel 12	2.1	2.1	1.9	2.0
City of Ames website	2.5	2.4	2.4	2.4
The Sun	2.0	2.0	1.9	2.0
KHOI	-	2.1	1.9	2.0

** Data provided from the 2015 Resident Satisfaction Survey.

ADMINISTRATIVE SUPPORT SERVICES

The Administrative Services division provides administrative support to the Planning & Housing, Public Works and Fire departments. By combining the support staff for three departments we are able to provide our citizens with exceptional service at the best price.

Service Objectives:

- ✓ Provide administrative support to the Planning & Housing, Public Works and Fire departments
- ✓ Provide reliable high quality service and external and internal customer support for the Planning & Housing, Public Works and Fire departments
- ✓ Provide support for associated Boards, Commissions, and the AAMPO Technical Committee (generating agendas, minutes and packet materials and updates on website)
- ✓ Schedule building, electrical, mechanical, plumbing and rental housing inspections
- ✓ Process permits for building construction projects
- ✓ Process letters of compliance for rental dwellings
- ✓ Distribute DRC and other planning applications for review and processing
- ✓ Distribute plans and specifications (and track plan holders) for Public Works Capital Improvements Plan construction projects
- ✓ Process requisitions for Public Work Capital Improvement construction projects
- ✓ Manage block party reservations and Block Party barricade requests
- ✓ Assist with meter hood rentals, parking waivers, veteran’s memorial brick purchases,
- ✓ Manage contracts for 198 reserved parking spaces within municipal parking lots
- ✓ Issue sidewalk repair notices

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	374,453	489,853	406,554	462,229	-5.6%
Contractual	12,366	14,884	18,156	20,700	39.1%
Commodities	472	200	1,150	1,150	475.0%
Capital	-	-	-	-	
	<hr/> 387,291	504,937	425,860	484,079	-4.1%
<i>Less: Expenditures reflected directly in another activity:</i>					
Fire Administration	38,729	50,494	35,346	40,178	-20.4%
Building Safety	128,967	168,144	149,051	169,428	0.8%
City-Wide Housing	7,746	10,099	8,517	9,682	-4.1%
Planning Services	69,712	90,888	76,655	87,134	-4.1%
Public Works Administration	142,137	185,312	156,291	177,657	-4.1%
	<hr/> <hr/> -	-	-	-	
Total Expenditures					
Personnel - Authorized FTE	6.50	6.50	6.00	6.00	

ADMINISTRATIVE SUPPORT SERVICES

Highlights:

In July of 2014, the support staffs for the Fire, Public Works, and Planning and Housing Departments were combined into a new Administrative Services Program to provide administrative support to all three departments. Personnel services and other shared costs are charged to this new program, and then allocated back to the supported programs through an internal change.

A number of efficiencies have been implemented throughout the year such as on-line forms (rental application and block party trailer), and utilizing Constant Contacts to distribute rental newsletters. The most significant accomplishment this year is the completion of staff cross-training for the three departments. Staff share duties and support internal and external customers for all three departments efficiently and professionally.

Beginning in FY 2014/15 the implementation of a new software program called EnerGov is projected to streamline processes within the Administrative Services program. EnerGov is specifically designed to automate and centrally connect critical processes, including land use planning and project review, regulatory management, inspections, code enforcement, and more.

Service Accomplishments:	2013/14 Actual	2014/15 Actual	2015/16 Adjusted	2016/17 Projected
Average number of telephone calls answered/day	--	90	100	100
Board and Commissions and AAMPO Technical Committee meetings staffed	37	33	62	62
Building and trade inspections scheduled	8,564	8,549	9,250	9,250
Building and trade permits processed	4,020	3,801	3,925	3,925
Rental housing inspections scheduled	1,076	1,122	1,200	1,200
Rental housing Letters of Compliance processed	1,075	1,111	1,200	1,200
Development Review Committee (DRC) cases distributed	145	126	129	120
Planning additional cases (Final plats, Flood Plain Development Permits, Permitted Home Occupations, ZBA, etc.) distributed	83	97	99	82
Plans and specifications for capital improvements plan construction projects distributed	18	26	26	26
Sidewalk repair notices issued	25	8	25	25
Block Party Trailer reservations processed	19	25	25	25
Meter hood rentals processed	30	27	30	30
Parking waivers processed	44	25	35	35
Driveway/Curb Cut Applications & Letters	--	59	55	55

PLANNING SERVICES

Planning Services consists of two major land use related activities of current planning and long range planning. Current planning encompasses review and analysis of development project site development plans, subdivisions, flood plain permits, certificates of appropriateness for historic review, and variances and special use permits. Current planning also includes the coordination of City review services through the multi-disciplinary Development Review Committee (DRC) for project approvals prior to issuance of building permits. Staff conducts public noticing and acts as a neighborhood liaison as part of it current planning role. Staff administers two façade grant programs, Downtown & Campustown, which are part of the Capital Improvements Program Budget.

Long range planning assists in creation of policies related to the development, use, and conservation of land within the City. Long range planning includes preparation, coordination, and presentation of advanced planning studies and reports for activities that may extend beyond one year, Land Use Policy Plan Amendments, or substantial text amendments to the Municipal Code.

The Planning Services provides staffing to the Zoning Board of Adjustment, Historic Preservation Commission, Planning and Zoning Commission and the City Council. Staff commonly engages in preliminary development inquiries, citizen questions on use of property, citizen questions on zoning standards, neighborhood inquiries on City activities or plans.

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.
- ✓ Coordinate development review with other City departments and outside agencies
- ✓ Implement adopted development regulations efficiently
- ✓ Encourage meaningful and timely community input
- ✓ Provide timely and accurate responses to public inquiries
- ✓ Provide data and insight for informed long-range policy planning decisions
- ✓ Provide resources for neighborhoods associations and networking in support of strong neighborhoods
- ✓ Assess and update adopted policies and plans against projected need as directed by City Council
- ✓ Keep neighborhoods and citizens informed on planning activities
- ✓ Explore new trends and innovative means of achieving planning objectives

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	538,308	663,615	550,030	661,770	-0.3%
Contractual	127,977	161,305	496,162	154,943	-3.9%
Commodities	2,853	3,100	8,100	3,100	0.0%
Capital	-	-	18,000	-	
Total Expenditures	669,138	828,020	1,072,292	819,813	-1.0%
Funding Sources:					
Charges for Services	23,921	19,000	20,000	23,000	21.1%
General Fund	645,217	809,020	1,052,292	796,813	-1.5%
Total Funding Sources	669,138	828,020	1,072,292	819,813	-1.0%

Personnel - Authorized FTE 6.00 6.00 6.00 6.00

PLANNING SERVICES

Highlights:

FY 2015/16

The City Council assigned 24 Planning priority projects to be started in FY 2015/16. Major projects include: The Lincoln Corridor Study, East Industrial Annexation and Master Plan, Campustown Façade Program, Campustown Urban Revitalization Area Criteria Amendments, Residential High Density Zoning policies, and a housing background report. Additional LUPP Update activities requested by Council include an evaluation of North Growth area near Cameron School Road and an update of the Transportation Chapter of the LUPP. City Council determined in September 2015 that a full update of the LUPP would not be started until FY 2017/2018.

The FY 2015/16 adjusted budget includes \$355,500 in carryover funding to be used for outside consulting and assistance on Council priorities. These carryover funds include \$87,000 for the Lincoln Corridor Study, \$50,000 for East Industrial Master Planning, and \$218,500 for Land Use Policy Plan Updates and other Council related activities.

FY 2015/16 has seen a continued high demand of services for current planning, primarily related to site development plan review and subdivisions. The types of projects range from administrative reviews of industrial and commercial buildings to the much more complex larger subdivisions, e.g. Quarry Estates, and infill redevelopment projects, e.g. Kingland.



Significant planning and development issues include potential SW Growth Area annexation, continued Campustown redevelopment, resolution of the Breckenridge lawsuit, Campustown redevelopment, adoption of missing infrastructure improvement ordinance, review of Rose Prairie development agreement, LUPP amendment for South Duff and Village Park request for High Density Residential, Research Park Zoning, LUPP Update review, kick off Lincoln Corridor Study, landscape ordinance revisions, and a housing background report.

Staff completed the administration of two Campustown Façade Program pilot projects and finalized the ongoing Campustown Façade program for FY 2015/16. Staff also will continue to administer the Downtown Façade program as well. Both programs are part of the CIP.



PLANNING SERVICES

Highlights, continued:

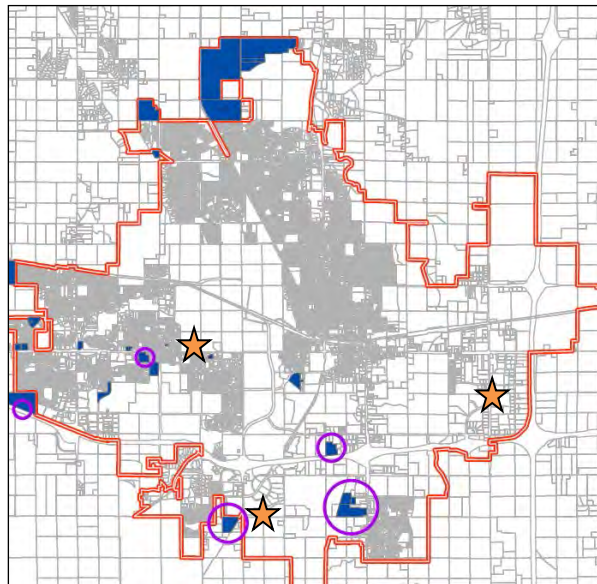
FY 2016/17

Based on growth trends and developer interest, staff projects development applications will be consistent with the past two years. Development types will be broad based with single-family homes, apartment homes, mixed-use buildings, commercial buildings, and industrial buildings. Major areas of development will be the Southwest Ames Mortenson Road “Crane Property,” North Growth along Grant Avenue, Campustown, and the ISU Research Park area.

As part of the City’s effort to improve customer service and administrative services, Planning expects to complete the integration of the new E project routing and tracking software along with the Inspections Division. This new software will become part of the DRC process.

Council priorities include completing the Lincoln Corridor Plan, amending the LUPP for high density residential development policies, completing the east industrial annexation and master planning, review of the North Growth and Fringe Plan, updating the LUPP Transportation Chapter, initiating the SW Growth Area Master Plan, and updating zoning standards for residential and planned developments.

Likely Development Areas



PLANNING SERVICES

Highlights, continued:

Long Range Planning Service Accomplishments:	2013/14 Actual	2014/15 Actual	2015/16 Adjusted	2016/17 Projected
LUPP amendments completed (both map and text amendments)	2	4	4	2
Rezoning completed	5	5	8	5
Zoning text amendments completed	8	9	9	7
Annexations completed	2	3	3	3
City Council Referrals*	20	27	15	15
City Council Referrals Completed	17	17	15	12
City Council Priorities**	NA	5	12	5

Efficiency and Effectiveness:

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.

	Average Number of City Days to Process			
Citizen-initiated rezonings	61	90	65	65
Citizen-initiated minor LUPP map and/or text changes	45	42	75	75
Citizen-initiated zoning text changes	54	53	70	70

*Referrals are Council directives and may include memorandums, staff reports, text amendments, workshops, and LUPP changes, most referrals are not itemized as Council Priorities.

**Reflects only priorities created in March 2015, this accounts for those completed from January 2015 to July 2015

Current Planning

Service Accomplishments (process completions, cont.):	2013/14 Actual	2014/15 Actual	2015/16 Adjusted	2016/17 Projected
Preliminary plat	4	3	7	6
Final plat (Includes Minor Subdivisions)	13	12	11	10
Plat of survey	22	15	18	18
Certificate of Appropriateness	8	7	8	8
Major site development plan	3	4	4	4
Minor site development plan	45	44	41	40
Permitted home occupation	7	9	7	7
Zoning Board of Adjustment cases	21	23	20	20
Flood plain permits	16	29	33	23
Façade grants	4	2	4	5
Total	143	148	153	141

Kick Off/Sketch Plan/ Preliminary Mtgs:	57	50	50	45
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Efficiency and Effectiveness:

The following statistics indicate the average number of calendar days to review/process the complete applications that were approved in the stated year, excludes days waiting for the applicant's response.

	Number of City Days to Process			
Preliminary plat	56	none	55	55
Final plat (Includes Minor Subdivisions)	25	35	20	20
Plat of survey	29	28	30	30
Certificate of Appropriateness	17	12	15	15
Major site development plan	48	44	60	60
Minor site development plan	30	21	25	25
Permitted home occupation	5	5	3	3
Zoning Board of Adjustment cases	26	32	25	25
Flood plain permits	6	8	8	8

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 – Aa1)
- ✓ 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

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	320,913	322,028	331,080	333,764	3.6%
Contractual	33,049	38,092	35,430	35,286	-7.4%
Commodities	936	1,458	1,408	1,473	1.0%
Capital	-	-	-	-	
	<u>354,898</u>	<u>361,578</u>	<u>367,918</u>	<u>370,523</u>	<u>2.5%</u>
Less: Expenditures reflected directly in another activity	(7,098)	(7,232)	(7,358)	(7,381)	2.1%
Total Expenditures	<u><u>347,800</u></u>	<u><u>354,346</u></u>	<u><u>360,560</u></u>	<u><u>363,142</u></u>	<u><u>2.5%</u></u>
Funding Sources:					
General Fund	70,981	72,316	73,584	75,279	4.1%
Police/Fire 411	3,549	3,616	-	-	-100.0%
Bond Funds	-	-	3,678	3,691	
Water Utility Fund	53,234	54,237	55,188	55,358	2.1%
Sewer Utility Fund	53,234	54,237	55,188	55,358	2.1%
Electric Utility Fund	149,057	151,861	154,526	155,003	2.1%
Parking Fund	3,549	3,616	3,679	3,691	2.1%
Resource Recovery	14,196	14,463	14,717	14,762	2.1%
Total Funding Sources	<u><u>347,800</u></u>	<u><u>354,346</u></u>	<u><u>360,560</u></u>	<u><u>363,142</u></u>	<u><u>2.5%</u></u>
Personnel - Authorized FTE	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.
- The Aa1 bond rating from Moody's Investor Services for general obligation bond issues was maintained.
- Issued Electric Revenue bonds for the first time in over 30 years, bonds were rated Aa2 by Moody's Investor Services.
- The increase in FY 2015/16 General Obligation Bonds is related to the early issuance of bonds for the airport terminal and Iowa State University Research Park infrastructure projects; outstanding General Obligation bonds remain stable after that.
- Continued process to improve efficiency and effectiveness of budget process

Service Accomplishments:	2013/14 Actual	2014/15 Actual	2015/16 Adjusted	2016/17 Projected
Bonded Indebtedness:				
General Obligation Bonds	\$62,260,000	\$64,110,000	\$68,825,000	\$65,895,000
Revenue Bonds			\$8,700,000	\$8,075,000
 Years Received GFOA Distinguished Budget Presentation Award	 27	 28	 29	 30
 Efficiency and Effectiveness:				
Maintain or improve General Obligation Bond rating which contributes to lower cost of debt	Moody's Aa1	Moody's Aa1	Moody's Aa1	Moody's Aa1
 Budget book rating of "proficient or outstanding" by GFOA reviewers in the categories for distinguished budget presentation	 31/31	 31/31	 31/31	 31/31
 General Fund actual expenses as a percent of the adopted budget	 96.0%	 100.8%	 100.0%	 100.0%
 General Fund actual revenues as a percent of the adopted budget	 99.2%	 104.9%	 100.0%	 100.0%
 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

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures by Category:					
Personal Services	709,192	733,266	739,563	762,393	4.0%
Contractual	280,043	292,132	282,089	285,408	-2.3%
Commodities	4,172	5,100	5,100	4,850	-4.9%
Capital	-	-	-	-	
	993,407				2.2%
		1,030,498	1,026,752	1,052,651	
Less: Expenditures reflected directly in another activity	(114,202)	(118,496)	(121,438)	(124,086)	4.7%
Total Expenditures	879,205	912,002	905,314	928,565	1.8%
Funding Sources:					
General Fund	316,905	328,312	322,341	332,537	1.3%
Road Use Tax	11,389	11,885	18,328	18,748	57.8%
Police/Fire 411	9,318	9,983	-	-	-100.0%
Special Assessments	4,816	4,967	-	-	-100.0%
G.O. Bonds	2,400	2,400	2,436	2,491	3.8%
Water Utility Fund	71,145	73,859	76,162	77,864	5.4%
Sewer Utility Fund	48,581	50,714	53,355	54,555	7.6%
Electric Utility Fund	273,260	283,886	286,685	293,115	3.3%
Parking Fund	19,868	20,610	20,535	20,990	1.8%
Resource Recovery	121,523	125,386	125,472	128,265	2.3%
Total Funding Sources	879,205	912,002	905,314	928,565	1.8%
Personnel - Authorized FTE	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.

During FY 2014/15, the Accounting division implemented new accounting standards for pension liability reporting and healthcare coverage reporting under the Affordable Care Act.

	2013/14 Actual	2014/15 Actual	2015/16 Adjusted	2016/17 Projected
Service Accomplishments:				
Percent of payments to vendors within seven days of appropriate internal approval	100%	100%	100%	100%
Percent of accurate payroll reports filed on a timely basis	100%	100%	100%	100%
Unmodified 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
Efficiency and Effectiveness:				
Average monthly accounts payable checks issued to vendors	1,289	1,303	1,300	1,250
Average monthly electronic payments to vendors	30	46	50	55
Average monthly payroll checks issued	184	144	140	135
Percent of employees using direct deposit	90%	92%	93%	94%
Number of W-2 forms issued	1,259	1,322	1,325	1,325
Audit findings noted	0	1	0	0
Number of years GFOA Certificate of Achievement for Excellence in Financial Reporting received	36	37	38	39
Average value of investment portfolio	\$115,713,685	\$113,653,181	\$100,000,000	\$100,000,000
Average rate of return on investments	0.60%	0.75%	0.75%	0.80%
Annual bond rating	Aa1	Aa1	Aa1	Aa1

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 design and printing services, 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 design, printing and copy services to City programs and to agencies eligible for City funding
- ✓ Provide timely and cost-effective management of incoming and outgoing US mail

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	558,849	574,893	591,674	610,809	6.3%
Contractual	74,292	97,605	93,081	96,298	-1.3%
Commodities	16,081	25,110	22,590	24,210	-3.6%
Capital	-	-	12,000	-	
	649,222	697,608	719,345	731,317	4.8%
Less: Expenditures reflected directly in another activity	(222,411)	(243,211)	(245,933)	(253,919)	4.4%
Total Expenditures	426,811	454,397	473,412	477,398	5.1%
Funding Sources:					
Outside Printing Services	2,861	2,300	2,700	2,700	17.4%
Outside Messenger Service	1,935	2,124	2,061	2,136	0.6%
General Fund	30,727	26,071	33,848	36,382	39.6%
Road Use Tax	12,928	12,532	54,155	54,327	333.5%
G.O. Bonds	66,220	83,043	-	-	-100.0%
Water Utility Fund	28,297	34,635	39,054	39,178	13.1%
Sewer Utility Fund	13,370	14,269	18,225	18,283	28.1%
Electric Utility Fund	249,265	249,265	286,398	287,304	15.3%
Parking Fund	503	432	521	522	20.8%
Storm Sewer Utility Fund	-	-	5,207	5,224	
Resource Recovery	20,705	29,726	31,243	31,342	5.4%
Total Funding Sources	426,811	454,397	473,412	477,398	5.1%
Personnel - Authorized FTE	7.00	7.00	7.00	7.00	

PURCHASING SERVICES

Highlights:

Purchasing services:

- Largest volume of bid projects and contracts were successfully concluded in FY 2014/15.
- Six new term contracts were added in FY 2014/15 to provide more economic and efficient means of procuring goods and services.
- Fourteen training sessions were developed and presented by Purchasing Division staff in FY 2014/15 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 fourth consecutive year.

Printing services:

- Moved into the new consolidated Print Shop space in the basement as part of the City Hall Renovation Phase 2 project.
- Expanded design services which is now 16% of the orders, producing high quality products.
- Color printing is approximately 13% of print shop sales.
- The Print Shop offers a variety of printing services. The number of orders requesting services has increased 3% from previous year.

Messenger services:

- A contract was negotiated with the presort mail services provider resulting in \$.0055/piece savings from the previous contract.
- The average cost of an outgoing U.S. Mail piece in FY 2014/15 exclusive of Library parcels but including all other U.S. Mail was \$.542.

FY 2015/16 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.
- Increase services for the Print Shop by further expansion of Design Services and the addition of an ID badge printer.
- Update the postage machine in the mailroom.

FY 2016/17 goals include:

- Implement a document management system for Purchasing Services.

	2013/14 Actual	2014/15 Actual	2015/16 Adjusted	2016/17 Projected
Service Accomplishments:				
Print Shop number of impressions	862,391	923,950	900,000	900,000
Volume of bids	\$24,143,61	\$85,397,515	20,000,000	20,000,000
Volume of p-card transactions	\$980,177	\$993,305	950,000	950,000
Volume of purchase orders	\$48,038,733	\$111,578,151	40,000,000	40,000,000
Pieces of outgoing U.S. Mail	155,731	158,005		
Efficiency and Effectiveness:				
Printing orders that include assembly and/or bindery services	66%	87%	60%	60%
Average cost/impression-black (includes costs of assembly, bindery and materials)	\$.076	\$.08	\$.085	\$.085
Cost/impression – color	\$.25	\$.25	\$.25	\$.25
Savings on bids	36%	20%	30%	30%
Annual/term contracts	124	130	132	134
Outgoing U.S. mail sent via discount	89%	91%	86%	86%
Savings realized by discounted mailing Programs	\$16,614	\$8,893	\$8,500	\$8,500

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, assist with 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
- ✓ Provide legal advice, support and representation to the City Assessor in assessment matters before regulatory boards and in courts of law.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	564,147	582,364	586,816	604,560	3.8%
Contractual	59,447	70,850	68,845	70,766	-0.1%
Commodities	2,271	2,460	6,993	2,410	-2.0%
Capital	-	-	8,480	-	
	625,865	655,674	671,134	677,736	3.4%
Less: Expenditures reflected directly in another activity	(8,957)	(13,230)	(13,458)	(13,511)	2.1%
Total Expenditures	616,908	642,444	657,676	664,225	3.4%
Funding Sources:					
Charges for Services	41,516	46,450	53,950	53,950	16.2%
General Fund	320,406	320,385	322,019	326,155	1.8%
Water Utility Fund	56,883	61,536	63,056	63,405	3.0%
Sewer Utility Fund	56,883	61,536	63,056	63,405	3.0%
Electric Utility Fund	89,876	97,227	99,629	100,180	3.0%
Parking Fund	36,554	39,311	39,571	40,645	3.4%
Resource Recovery	14,790	15,999	16,395	16,485	3.0%
Total Funding Sources	616,908	642,444	657,676	664,225	3.4%
Personnel - Authorized FTE	5.95	5.95	5.95	5.95	

LEGAL SERVICES

Highlights:

Major Planning Projects

- Breckenridge – Settlement accomplished: LUPP and contract rezoning, master development agreement, purchase of Middle Parcel, urban revite creation
- ISU Research Park Expansion – annexation, water buy-outs, Xenia ISU territory rights
- Northern annexation – Grant Ave. connection districts and construction easements, voluntary annexation, rezoning and master plan for Quarry Estates
- Eastern growth – assist Manager on Agreement with Central Iowa Water Authority
- Southern annexation – Hunziker redevelopment of Reyes property

Public Improvement Projects

- Library – asbestos complaint, issues with self-checkout stations, furniture
- MGMC facilities - expansion, water main damage, water line elevation correction
- Electric - conversion to natural gas, 161kV line easements
- New water plant – easement acquisitions, contracts
- Resource Recovery – gasification project

Other Major Tasks

- Represented the City in civil litigation matters and supervised outside counsel. Comstock, Duvall, Breckenridge, Brock, Lumry, NDA Farms/Veasman, Mary Greeley (CHUBB), IA League of Cities vs. EPA
- Public Records requests including Mary Greeley response to murder trial subpoena requesting medical records
- HR matters – significant assistance including: contract negotiation issues, 3 civil service hearings, unemployment appeal, whistle blower claim against discharge, hostile work environment allegation, and worker’s compensation claim
- Zoning Board of Adjustment – 2 appeals to District Court: Doss & Huffer, Olson
- Condemnation appeal to District Court – NDA Farms and Connie Veasman (161kV line)
- Preparation and review of 40 ordinances; including research of e-cigarette ordinance options, changes to the ROW Improvement Infrastructure requirements, and zoning text amendments
- Property tax assessment appeals. In 2014, 13 appeals were filed and in 2015, 13 appeals were filed with PAAB (12 commercial properties and 1 residential property) and 1 appeal was filed in District Court on commercial property. Currently, there are appeals pending with PAAB on 9 commercial properties, valued at \$41,114,100 and 1 appeal pending in District Court on commercial property valued at 13,222,970.

Service Accomplishments:	2013/14 Actual	2014/15 Actual	2015/16 Adjusted	2016/17 Projected
Legal matters opened	1,196	946	1029	1029
Documents created/reviewed	21,002	19,486	18,726	18,726
Other events and legal services requiring review	8,193	8,004	7,776	7,776
Efficiency and Effectiveness:				
# of matters closed	1,068	1402	867	867

HUMAN RESOURCES

The Human Resources Department 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, and research and development of policy issues. 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:

- ✓ Assume the leadership role for sustaining a values oriented organization and maximizing the potential of our greatest asset – our employees
- ✓ 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

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	406,865	495,045	378,159	438,249	-11.5%
Contractual	118,111	134,754	128,058	129,092	-4.2%
Commodities	11,603	8,500	10,900	8,700	2.4%
Capital	-	-	-	-	
	536,579	638,299	517,117	576,041	-9.8%
Less: Expenditures reflected directly in another activity	(103,006)	(121,022)	(98,253)	(109,091)	-9.9%
Total Expenditures	433,573	517,277	418,864	466,950	-9.7%
Funding Sources:					
General Fund	236,412	288,575	236,374	264,328	-8.4%
Road Use Tax	29,539	32,489	26,890	29,856	-8.1%
Water Utility Fund	26,933	30,575	26,063	28,938	-5.4%
Sewer Utility Fund	28,181	33,000	22,650	25,148	-23.8%
Electric Utility Fund	89,051	104,936	84,083	93,359	-11.0%
Parking Fund	5,267	6,255	4,964	5,512	-11.9%
Storm Sewer Utility Fund	3,638	4,277	4,085	4,536	6.1%
Resource Recovery	14,552	17,170	13,755	15,273	-11.1%
Total Funding Sources	433,573	517,277	418,864	466,950	-9.7%
Personnel - Authorized FTE	4.60	4.60	4.60	4.60	

HUMAN RESOURCES

Highlights:

FY 2015/16 brought large-scale staffing changes within the Human Resources Department. By the spring of 2016, new individuals will have filled the Director, both Human Resource Officers and Human Resources Analyst positions. The entire HR staff provided banner service during this challenging time of being short staffed. Individuals from many other departments also pitched in to help carry out recruitments and other functions typically performed by Human Resources. Although it will take time for the new HR staff to get fully up to speed, they are already bringing new energy and great dedication to this opportunity.

All five union contracts are being renegotiated during FY 2015/16. Significant progress is occurring, and bargaining will be concluded by the March 15th statutory deadline.

By the end of FY 2016/17 our new HR staff will have had an opportunity to become acquainted with organizational needs and develop working knowledge of the City's HR operations. The staff will have also had an opportunity to evaluate, prioritize, and begin working on the most pressing HR priorities across the organization. These organizational initiatives could include improvements to the City's recruitment processes, refining the existing learning and development delivery models (Employee Development Center and Power Hours), updating key personnel policies and procedures, evaluating HR processes for improved efficiencies, and coordinating health care planning initiatives.

	2013/14 Actual	2014/15 Actual	2015/16 Adjusted	2016/17 Projected
Service Accomplishments:				
# of hours of leadership and management development training offered	44	27	24	27
Attendance at formal training programs offered through Employee Development Center	64%	45%	50%	55%
# of recruitments (open and promotional)	41	52	45	40
# of applications (open and promotional)	2,028	2,062	2,000	2,000
# of external hires (full and part-time)	42	37	-	-
# of internal promotions	12	23	-	-
Efficiency and Effectiveness:				
% of City employees that rated sponsored training programs as above average or better	89.75%	88.89%	87.05%	87%
% of diverse (protected class) applicants based on total applications received (excluding women)	12.6%	11.8%	12%	12%
% including women		38%	40%	40%

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

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	112,758	126,495	127,065	131,400	3.9%
Contractual	267,705	294,591	294,037	297,212	0.9%
Commodities	29,026	21,200	21,200	21,200	0.0%
Capital	-	-	114,289	-	
	<u>409,489</u>	<u>442,286</u>	<u>556,591</u>	<u>449,812</u>	<u>1.7%</u>
Less: Expenditures reflected directly in another activity	-	(15,031)	(15,031)	(15,114)	0.6%
Total Expenditures	<u><u>409,489</u></u>	<u><u>427,255</u></u>	<u><u>541,560</u></u>	<u><u>434,698</u></u>	<u><u>1.7%</u></u>
Funding Sources:					
City Assessor	14,097	15,031	15,031	15,114	0.6%
General Fund	287,326	302,627	416,927	309,380	2.2%
Road Use Tax	24,376	24,721	24,722	24,858	0.6%
Water Utility Fund	20,313	20,601	20,602	20,715	0.6%
Sewer Utility Fund	16,250	16,481	16,482	16,572	0.6%
Electric Utility Fund	40,626	41,202	41,204	41,430	0.6%
Parking Fund	2,438	2,472	2,472	2,486	0.6%
Resource Recovery	4,063	4,120	4,120	4,143	0.6%
Total Funding Sources	<u><u>409,489</u></u>	<u><u>427,255</u></u>	<u><u>541,560</u></u>	<u><u>434,698</u></u>	<u><u>1.7%</u></u>
Personnel - Authorized FTE	1.25	1.25	1.25	1.25	

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 Avenue

- 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 2015/16 and FY 2016/17, an ongoing effort is to improve the appearance inside and out by updating wall finishes and repairing worn and damaged surfaces.
- Phase two of the remodeling project has been completed. This phase remodeled the basement and Police Administration area.
- The replacement of the City Hall roof and parking lot is expected to occur in the summer of 2016.
- The utilities budget for electric is expected to increase 1% in FY 2016/17 while gas is expected to stay flat.

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 2014/15 will be to maintain it status quo, including some painting and signage updates.
- The utility budget for this facility is estimated to stay relatively flat in FY 2016/17
- The replacement of the 26-year-old roof on this facility began with Phase I which was finished in FY 2014/15. Phase II is scheduled for FY 2015/16 with the final Phase III scheduled for FY 2016/17.

Service Accomplishments:	2013/14 Actual	2014/15 Actual	2015/16 Adjusted	2016/17 Projected
Maintenance Cost Per Square Foot:				
City Hall – Excluding Community Center	\$5.62	\$5.31	\$5.82	\$5.85
Maintenance Facility	\$3.25	\$3.11	\$3.37	\$3.38

PUBLIC WORKS ADMINISTRATION

This activity is responsible for the overall coordination and support of all Public Works' operational activities and capital projects.

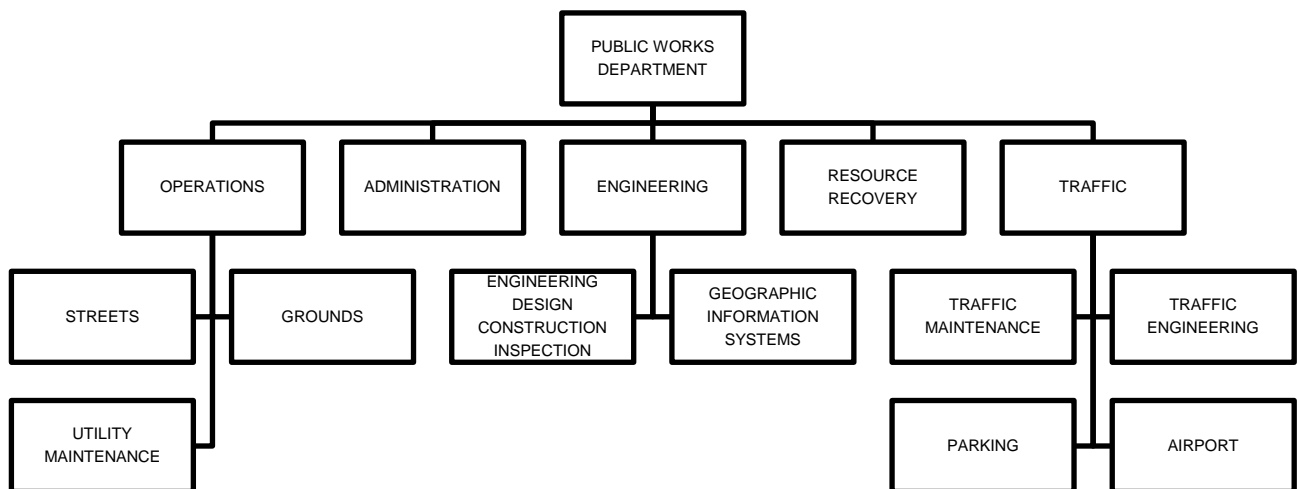
Service Objectives:

- ✓ 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

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	215,344	230,773	219,233	272,365	18.0%
Contractual	163,717	214,869	184,928	204,839	-4.7%
Commodities	1,245	3,300	3,350	3,300	0.0%
Capital	-	-	-		
Total Expenditures	380,306	448,942	407,511	480,504	7.0%

Funding Sources:					
Road Use Tax	95,075	112,235	101,877	120,126	7.0%
Water Utility	95,077	112,236	101,878	120,126	7.0%
Sewer Utility	95,077	112,236	101,878	120,126	7.0%
Resource Recovery	95,077	112,235	101,878	120,126	7.0%
Total Funding Sources	380,306	448,942	407,511	480,504	7.0%

Personnel - Authorized FTE	1.50	1.50	2.00	2.00
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PUBLIC WORKS ADMINISTRATION

Highlights:

A Public Works Management Analyst will be recruited in FY 2015/16. This position was previously the Public Works Administrative Assistant, which had a vacancy through the retirement of a long-time employee. This position was shared between Public Works and the Administrative Services support team, with funding split equally between the two activities. This now has been moved under Public Works Administration, which results in an increase in the Personal Services area of the budget. The Public Works Management Analyst will assist with budgeting, perform financial analysis, complete and assist with reports from City Council referrals and citizen inquiries, and provide enhanced civic engagement and outreach duties.

The City utilizes a GIS based pavement management system. A Pavement Condition Index (PCI) is assigned to street segments throughout the network by gathering data on cracking, rutting, potholes, roughness, and rideability. In order to build the management system, data has been accumulated over several years and will continue to be collected, biennially. With six years of information having been gathered across the system, analysis tools for our system can begin being developed. This will enable the use of the system for predictability and performance measures based on the actual field conditions and pavement history in Ames. The most recent data shows an overall PCI rating for our network at 63.9 (0 to 100, with 100 being new). The next phase in developing the management system will be to create predictive tools that will be used to establish a system wide PCI performance target, which reflects funding abilities and community priorities.

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

Service Accomplishments:	2013/14 Actual	2014/15 Actual	2015/16 Adjusted	2016/17 Projected
Number of projects with reimbursements from grants and other outside sources	7	13	4	6
Dollars received as reimbursements for project costs	\$2,557,242	\$4,319,784	\$4,519,000	\$6,120,000
# of departmental FTEs	74.0	73.5	75.25	75.75
Efficiency and Effectiveness:				
Administrative cost per employee	\$5,096	\$5,174	\$5,381	\$6,111
Administrative costs as a percent of operations	3.1%	3.3%	3.4%	3.6%

PUBLIC WORKS ENGINEERING

Public Works Engineering (Engineering) provides technical designs and construction inspection to ensure reliability and quality control for capital improvement projects. Engineering also provides design review/acceptance and inspection services on subdivision public infrastructure construction. Engineering 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 Engineering 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 sewer, drainage improvements, and streets pavement improvements
- ✓ 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, coordinate with Mapping & Policy Support (MAPS) for base map information, and provide GIS support and training to user departments
- ✓ Supervise construction of all authorized public improvement projects
- ✓ Review plans and plats for consideration of public and private improvements
- ✓ **Review and enforce stormwater management plans and ordinances including Illicit Discharge, Construction Site Erosion and Sediment Control and Post-Construction Stormwater Management**
- ✓ Employ interns and co-ops for design, inspection, and GIS projects
- ✓ 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

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	1,283,116	1,565,006	1,427,244	1,595,574	2.0%
Contractual	262,563	241,921	290,894	304,522	25.9%
Commodities	14,293	30,425	34,622	32,500	6.8%
Capital	31,154	10,000	19,652	-	-100.0%
	1,591,126	1,847,352	1,772,412	1,932,596	4.6%
Less: Expenditures reflected directly in another activity or CIP project	(1,255,660)	(1,029,144)	(962,160)	(1,113,162)	8.2%
Total Expenditures	335,466	818,208	810,252	819,434	0.2%
Funding Sources:					
Charges for Services	11,813	15,000	17,514	17,500	16.7%
Road Use Tax	-	77,021	74,032	84,311	9.5%
Water Utility Fund	78,074	194,107	153,537	152,531	-21.4%
Sewer Utility Fund	82,277	187,172	189,782	185,030	-1.1%
Electric Utility Fund	25,111	24,711	41,185	36,660	48.4%
Storm Sewer Utility Fund	138,191	320,197	334,202	343,402	7.3%
Total Funding Sources	335,466	818,208	810,252	819,434	0.2%
Personnel - Authorized FTE	13.00	14.75	14.75	14.75	

PUBLIC WORKS ENGINEERING

Highlights:

Public Works Engineering improves Ames neighborhoods by building today, engineering for tomorrow, and learning from yesterday. Engineering staff has primary responsibility for design and construction of roadway, shared use path, watermain, sanitary sewer, and drainage capital improvement projects (CIP). Engineering staff time is charged to individual CIP projects thereby reducing operating expenses within the program. The design and construction of public infrastructure projects is at an all-time high due to aging infrastructure and community growth. During FY 2014/15 and FY 2015/16 Engineering has experienced staff vacancies in several positions and those savings are reflected within the operating budget.

To enhance the public's knowledge and gather information related to project areas, the Engineering Division holds project specific informational meetings about the CIP projects. For some larger projects virtual project meetings are hosted. In these meetings citizens can view the meeting at any time and provide feedback before design completion. This feedback ranges from special access needs to desired changes to pavement alignment or drainage. Construction notices are delivered to all residents or businesses in the project area. Among other important CIP activities staff is focusing on the Grand Avenue Extension and Flood Mitigation – River Flooding projects.

The City of Ames Smart Watershed program continues to allow staff to reach out to citizens and provide valuable storm water related information on such topics as phosphorus-free fertilizers, picking up pet waste, nutrient reduction, and properly disposing of trash (in partnership with the Smart Trash program). To further improve storm water, 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 annual EcoFair is planned for April 2, 2016. The EcoFair is an open house where citizens learn how to make a difference on their property and community-wide. This event is a great opportunity for Public Works Engineering staff to interface with citizens and provide information on current watershed runoff initiatives and upcoming construction projects. We continue to rely on contract services to support the Smart Watershed Program until a Stormwater Specialist is hired.

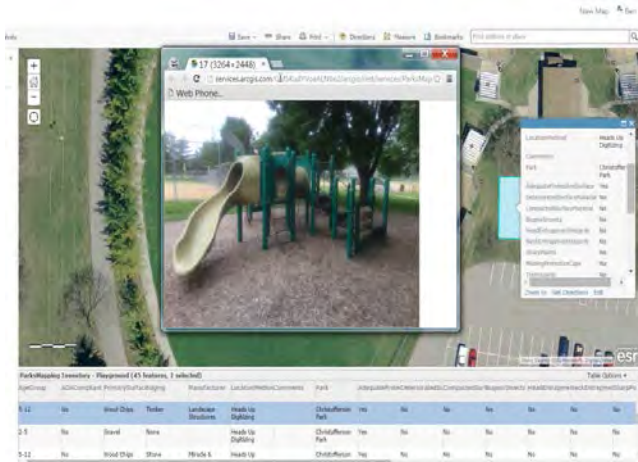
In April 2014, a new Post-Construction Stormwater Management Ordinance was adopted by City Council. In addition to specifying water quantity (flood) control as part of land development, the new ordinance requires runoff to be treated for water quality using practices such as vegetated swales, bioretention areas, rain gardens, native landscape, and riparian buffers. Preservation of natural resources is also included in the new ordinance. Through staff involvement in the Development Review Committee (DRC) stormwater management plans are reviewed along with roadway and public utility impacts.

Public Works Engineering staff members are also responsible for oversight of work in the City's rights-of-way. Anyone including contractors and homeowners can obtain a permit through the Division's online ROWay permitting system. Reflective of community growth, the amount of permit activity within the rights-of-way have significantly increased. Several private utility companies have been working on large projects within Ames. These projects will add reliability and increase safety of their systems within the area.

The Engineering Division's Geographic Information Systems (GIS) Workgroup provides GIS software, support and services to all City departments. As has been the trend over recent years GIS services continue to grow in support of web and mobile applications. Moving forward staff will be replacing Flex and Silverlight applications with a common Javascript application. This will give all City GIS pages the same look and functionality as well as make them easier to administrate.

PUBLIC WORKS ENGINEERING

Highlights, continued:



GIS staff is working to complete a Parks asset inventory and GIS database. When finalized the application and database will be used by Parks staff to carryout mobile asset inspections, track maintenance, manage trees and visualize Park related features. Additionally the application will allow inter-departmental information sharing enabling Parks staff to view other information layered alongside their own.

The Public Works Department has purchased an RTK Survey Grade GPS which is being used to accurately map Storm Sewer, Water and Traffic systems. Once complete the Public Works utilities will be accurately inventoried and mapped for the first time. This information will help support both Engineering and Operations efforts and enable them to provide better information to our Customers.



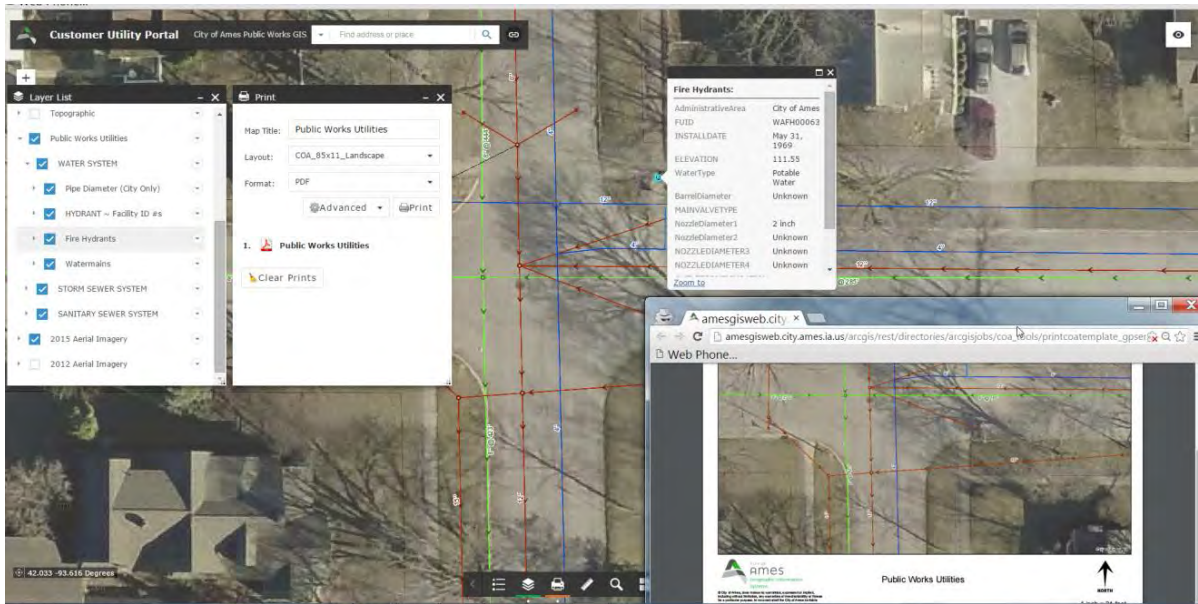
Cemetery mapping is now complete and staff is preparing to roll out the public access cemetery mapping page. Using the site customers can find burials, military burials and view vacant lots available for purchase. Cemetery staff has been using the application over the past year to view and manage the cemetery lot information. In the future the application is hoped to be made available via a kiosk at the Cemetery or through web browser or mobile device.

GIS staff is working with the Ames Public Art Commission (PAC) to help them better maintain and track their many art pieces and collections placed throughout the community. The system will include an art inventory, document tracking, and maintenance tracking capabilities. Staff will work with PAC to develop a GIS database, inventory and application to manage the information. Once complete the system can be used to provide art locations, walking tours and other art related information to the public.



PUBLIC WORKS ENGINEERING

Highlights, continued:



The GIS staff serves as the Public Works utility information providers for internal and external customers. To improve customer service and reduce staff time a secure online Utility Viewer application has been developed. Once approved, the secure application will be made available to customers whose commercial needs require frequent access to up-to-date City utility information.

	2013/14 Actual	2014/15 Actual	2015/16 Adjusted	2016/17 Projected
Service Accomplishments:				
# of CIP projects inspected/administered	18	19	26	22
# of subdivision public infrastructure projects inspected	7	7	10	8
# of construction site erosion and sediment control site inspections	430	371	400	410
# of plans and specifications prepared for capital improvements plan projects	18	24	26	22
Efficiency and Effectiveness:				
Projects bid under engineer's estimate	60%	58%	75%	75%
Projects bid over 10% of engineer's estimate	20%	24%	25%	20%
Projects completed within 10% of original bid	89%	53%	90%	90%
Projects completed on time	94%	90%	95%	95%
% of completed as-builts records	100%	95%	100%	100%

MERIT PAYROLL ADJUSTMENT

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	-	174,971	-	187,595	7.2%
Total Expenditures	-	174,971	-	187,595	7.2%
Funding Sources:					
General Fund	-	100,624	-	109,802	9.1%
Local Option Sales Tax	-	152	-	158	4.0%
Road Use Tax	-	7,696	-	7,438	-3.4%
Comm Dev Block Grant	-	808	-	845	4.6%
Water Utility Fund	-	9,714	-	10,396	7.0%
Sewer Utility Fund	-	9,645	-	10,303	6.8%
Electric Utility Fund	-	25,132	-	26,868	6.9%
Parking Fund	-	1,750	-	1,857	6.1%
Storm Sewer Utility Fund	-	1,684	-	1,827	8.5%
Ames/ISU Ice Arena	-	1,150	-	1,261	9.7%
Homewood Golf Course	-	785	-	709	-9.7%
Resource Recovery	-	2,755	-	2,588	-6.1%
Fleet Services	-	2,732	-	2,922	7.0%
Information Technology	-	7,988	-	8,247	3.2%
Risk Insurance	-	1,023	-	1,177	15.1%
Health Insurance	-	1,333	-	1,197	-10.2%
Total Funding Sources	-	174,971	-	187,595	7.2%
Personnel - Authorized FTE	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.

<i>Activities:</i>	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
<i>Facilities:</i>					
City Hall Improvements	1,629	50,000	320,609	50,000	
City Hall Space Re-Use	874,450	-	132,548	-	
City Hall Roof Replacement	-	-	700,000	-	
City Hall Parking Lot	-	-	600,000	-	
Cool Cities Facility Improvements	69,065	-	-	-	
	945,144	50,000	1,753,157	50,000	
Total General Government CIP	945,144	50,000	1,753,157	50,000	0.0%



Debt Service





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 of Ames' debt is managed in accordance with the Capital Improvement Financing and Debt Management policies adopted by the City Council. 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 Aa1 from Moody's Investor Services.

The FY 2015/16 adjusted budget reflects the issuance of electric revenue bonds to fund the power plant fuel source conversion from coal to natural gas. The bonds were sold publically and assigned a rating of Aa2 by Moody's Investor Services.

All outstanding debt is fully amortized with approximately equal principal and interest payments each year during the term of the bonds.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Use of Funds:					
General Obligation Bonds	9,743,158	10,671,238	15,892,243	11,155,053	4.5%
Electric Revenue Bonds	-	-	961,946	968,556	
SRF Loan Payments	234,981	1,122,492	1,122,492	1,557,303	38.7%
Bond Costs	97,189	-	127,901	-	
Total Expenditures	10,075,328	11,793,730	18,104,582	13,680,912	16.0%
Funding Sources:					
Debt Service Fund	9,743,158	10,671,238	15,904,543	11,155,053	4.5%
G.O. Bond Funds	97,189	-	115,601	-	
Electric Sinking Fund	-	-	961,946	968,556	
Water Sinking Fund	64,982	627,731	627,731	1,063,222	69.4%
Sewer Sinking Fund	169,999	494,761	494,761	494,081	-0.1%
Total Funding Sources	10,075,328	11,793,730	18,104,582	13,680,912	16.0%
Debt Service Principal and Interest Breakdown:					
<u>G.O. Bonds</u>					
Principal	7,845,000	8,483,930	13,730,000	8,883,650	4.7%
Interest	1,898,158	2,187,308	2,162,243	2,271,403	3.8%
Issuance Costs	97,189	-	127,901	-	
Total G.O. Bonds	9,840,347	10,671,238	16,020,144	11,155,053	4.5%
<u>Electric Revenue Bonds</u>					
Principal	-	-	800,000	625,000	
Interest	-	-	161,946	343,556	
Issuance Costs	-	-	-	-	
Total G.O. Bonds	-	-	961,946	968,556	
<u>State Revolving Fund Loans</u>					
Principal	131,000	338,261	338,261	344,346	1.8%
Interest	103,981	784,231	784,231	1,212,957	54.7%
Total SRF Loans	234,981	1,122,492	1,122,492	1,557,303	38.7%
Total Debt Service	10,075,328	11,793,730	18,104,582	13,680,912	16.0%

DEBT SERVICE COST ALLOCATION FOR 2016/17 BUDGET

Taxable Valuation for Debt Service: \$2,613,949,183

Use of Bond Proceeds	Allocated Debt Service	Debt Service Abatements	Property Tax Support	Rate Per \$1,000 Valuation
Fire Department Apparatus	60,121	15,030	45,091	0.01725
Library	1,208,700	-	1,208,700	0.46240
Ada Hayden Heritage Park	265,175	-	265,175	0.10145
City Hall Improvements	14,398	-	14,398	0.00551
Aquatic Center	949,388	-	949,388	0.36320
Water Projects	394,955	394,955	-	
Sewer Projects	264,911	264,911	-	
Resource Recovery	166,387	166,387	-	
Urban Renewal - TIF	423,276	423,276	-	
Storm Sewer	239,030	-	239,030	0.09144
Streets	6,043,461	-	6,043,461	2.31201
Special Assessments	457,082	457,082	-	
2016/2017 CIP G. O.	602,000	-	602,000	0.23030
TOTAL G. O. DEBT	11,088,884	1,721,641	9,367,243	3.58356
Less: State Replacement Tax			341,400	0.13061
Use of Fund Balance		-	110,000	0.04208
TOTAL DEBT SERVICE COST	\$ 11,088,884	\$ 1,721,641	\$ 8,915,843	3.41087
FY 2016/2017 Debt Service Levy			\$ 8,915,843	3.41087
2016/2017 CIP G.O. ISSUE				
Flood Mitigation	\$ 500,000			
Storm Water Erosion Control	250,000			
Asphalt Street Improvements	1,250,000			
Grand Avenue Extension	1,300,000			
Concrete Pavement Improvements	1,050,000			
Arterial Street Pavement Improvements	345,000			
Downtown Street Improvements	375,000			
CyRide Route Improvements	525,000			
Bridge Rehabilitation Program	350,000			
Tax Supported Bonds	\$ 5,945,000			

CITY OF AMES, IOWA

PROJECTION OF DEBT CAPACITY

	2016/17 PROJECTED	2017/18 PROJECTED	2018/19 PROJECTED	2019/20 PROJECTED	2020/21 PROJECTED
1. Total Actual Valuation	4,052,418,330	4,173,990,880	4,299,210,606	4,428,186,924	4,561,032,532
2. State Mandated Debt Limit	202,620,917	208,699,544	214,960,530	221,409,346	228,051,627
3. City Reserve (25% of Limit)	50,655,229	52,174,886	53,740,133	55,352,337	57,012,907
Un-Reserved Debt Capacity	151,965,688	156,524,658	161,220,397	166,057,009	171,038,720
4. Outstanding Debt	60,365,000	51,970,000	43,825,000	36,440,000	29,735,000
5. Proposed Issues	5,945,000	6,470,000	7,150,000	9,105,000	9,185,000
6. Balance of Proposed Issues	-	5,526,103	11,108,749	16,840,970	23,844,101
Total Debt Subject to Limit	66,310,000	63,966,103	62,083,749	62,385,970	62,764,101
7. Available Un-Reserved Debt Capacity (\$)	85,655,688	92,558,555	99,136,648	103,671,039	108,274,619
8. Available Un-Reserved Debt Capacity (%)	56.37%	59.13%	61.49%	62.43%	63.30%
9. Total Debt Capacity (\$)	136,310,917	144,733,441	152,876,781	159,023,376	165,287,526
10. Total Debt Capacity (%)	67.27%	69.35%	71.12%	71.82%	72.48%

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, 2015 FOR THE CITY OF AMES

Bond Type	Date of Issue	Interest Rates	Maturity Date	Amount Originally Issued	Outstanding June 30, 2014
General Obligation Bonds – Governmental Activities:					
Corporate purpose	2006	4.000	2018	\$ 5,285,000	\$ 1,610,000
Corporate purpose	2007	3.75-4.150	2019	9,130,000	3,738,286
Corporate purpose	2008	3.75-4.150	2020	5,855,000	2,815,000
Corporate purpose	2009	2.00-3.500	2021	11,165,000	6,220,000
Corporate purpose	2010	2.00-2.500	2022	6,690,000	4,205,000
Refunding	2011	2.00-3.350	2021	5,980,000	1,415,000
Corporate purpose	2011	1.00-2.400	2023	6,675,000	4,570,000
Corporate purpose	2012	1.50-3.000	2032	11,325,000	9,225,000
Corporate purpose/refunding	2013	2.00-3.125	2032	21,220,000	17,835,000
Corporate purpose	2014	2.00-2.500	2026	9,395,000	8,620,000
				\$ 92,720,000	\$ 60,253,286
General Obligation Bonds – Business-Type Activities:					
Corporate purpose	2007	2.00-3.35	2021	\$ 500,000	\$ 201,714
Corporate purpose	2008	1.00-2.40	2023	2,500,000	1,220,000
Corporate purpose	2012	1.50-3.00	2024	1,335,000	1,035,000
Corporate purpose	2013	2.00-3.00	2025	1,320,000	1,120,000
Corporate purpose	2014	2.00-2.50	2024	300,000	280,000
				\$ 5,955,000	\$ 3,856,714
TOTAL ALL BONDS				\$ 98,675,000	\$ 64,110,000

SUMMARY OF BONDS PAYABLE – PRINCIPAL & INTEREST AT JUNE 30, 2015 FOR THE CITY OF AMES

As of June 30, 2015, annual debt service requirements of **governmental activities** to maturity are as follows:

Year Ending June 30	General Obligation Bonds	
	Principal	Interest
2016	\$ 7,002,882	\$ 1,649,801
2017	7,195,935	1,473,973
2018	7,038,598	1,282,891
2019	6,675,871	1,086,817
2020	5,845,000	902,733
2021-2025	18,305,000	2,515,550
2026-2030	5,875,000	847,725
2031-2035	2,315,000	106,900
Total	\$ 60,253,286	\$ 9,866,390

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

As of June 30, 2015, annual debt service requirements of **enterprise fund activities** to maturity are as follows:

Year Ending June 30	General Obligation Bonds		Revenue Bonds	
	Principal	Interest	Principal	Interest
2016	\$ 502,118	\$ 120,717	\$ 2,890,000	\$ 3,735,480
2017	524,065	105,687	2,960,000	3,665,621
2018	536,402	88,597	3,030,000	3,593,734
2019	559,129	71,070	3,105,000	3,520,109
2020	520,000	52,485	3,180,000	3,447,398
2021-2025	1,215,000	98,850	17,340,000	15,786,721
2026-2030	-	-	20,185,000	11,441,326
2031-2035	-	-	24,995,000	5,616,750
2036-2040	-	-	5,820,000	305,550
Total	\$ 3,856,714	\$ 537,406	\$ 83,505,000	\$ 51,112,689



Internal Service & Transfers





INTERNAL SERVICES AND TRANSFERS

Fleet Services	256
Information Technology	258
Risk Management	260
Health Insurance	262
Internal Services CIP	265
Transfers	266

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.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
<i>Use of Funds:</i>					
Fleet Services	3,507,403	4,288,045	5,919,851	3,170,334	-26.1%
Information Technology	2,174,705	2,237,158	2,840,375	2,463,338	10.1%
Risk Management	2,225,945	2,361,272	2,371,895	2,402,295	1.7%
Health Insurance	8,448,492	8,165,749	8,328,032	8,986,528	10.1%
<i>Total Operations</i>	16,356,545	17,052,224	19,460,153	17,022,495	-0.2%
Internal Services CIP	104,720	111,000	140,521	135,000	21.6%
<i>Total Expenditures</i>	16,461,265	17,163,224	19,600,674	17,157,495	0.0%
Personnel - Authorized FTE	20.90	20.90	20.90	21.15	

INTERNAL SERVICES

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures by Category:					
Personal Services	2,005,858	2,108,304	2,130,732	2,212,734	5.0%
Contractual	3,638,182	3,820,809	3,776,079	3,975,554	4.1%
Commodities	1,051,002	1,299,437	1,113,030	1,126,589	-13.3%
Capital	1,476,583	1,981,806	4,394,416	1,190,845	-39.9%
Other	8,184,920	7,841,868	8,045,896	8,516,773	8.6%
Total Operations	16,356,545	17,052,224	19,460,153	17,022,495	-0.2%
Internal Services CIP	104,720	111,000	140,521	135,000	21.6%
Total Expenditures	16,461,265	17,163,224	19,600,674	17,157,495	0.0%
Funding Sources:					
Fleet Services Fund	2,050,883	2,383,388	2,111,558	2,183,034	-8.4%
Fleet Reserve Funds	1,456,520	1,904,657	3,808,293	987,300	-48.2%
Information Technology Fund	1,675,792	1,733,859	1,747,169	1,789,027	3.2%
Technology Reserve Funds	317,284	304,354	903,801	471,688	55.0%
Shared Communications Fund	181,629	198,945	189,405	202,623	1.9%
Risk Insurance Fund	2,225,945	2,361,272	2,371,895	2,402,295	1.7%
Health Insurance Fund	8,448,492	8,165,749	8,328,032	8,986,528	10.1%
Total Operations Funding	16,356,545	17,052,224	19,460,153	17,022,495	-0.2%
CIP Funding:					
Fleet Services Fund	26,180	27,750	35,131	33,750	21.6%
Road Use Tax	26,180	27,750	35,130	33,750	21.6%
Water Utility	26,180	27,750	35,130	33,750	21.6%
Sewer Utility	26,180	27,750	35,130	33,750	21.6%
Total CIP Funding	104,720	111,000	140,521	135,000	21.6%
Total Funding Sources	16,461,265	17,163,224	19,600,674	17,157,495	0.0%

FLEET SERVICES

The Fleet Services activity provides centralized management and maintenance of the City's fleet. Vehicles and equipment are purchased to match adopted public service tasks and programs. Each unit is replaced as economically as possible without sacrificing quality and reliability. Utilization of equipment between operating departments is considered to maximize the value received from each unit. "Green" vehicles and equipment are purchased whenever feasible.

Fleet maintenance and repairs are planned, scheduled, and completed using the most efficient and cost effective methods available to maintain a high quality and reliable fleet.

Service Objectives:

- ✓ Maintain an overall service satisfaction level of = > 95%
- ✓ Maintain all equipment to OEM Standards
- ✓ Manage expenses to maintain a shop rate = < private sector
- ✓ Monitor work efficiency to maintain billable hours at 7,000 hours
- ✓ Replace 100% of equipment scheduled for each fiscal year
- ✓ Purchase equipment at = < 90% of Manufacturer's Statement of Retail Prices
- ✓ Maintain a fleet with 15% of vehicles considered to be "green"
- ✓ Dispose of vehicles at = > book value

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	773,185	812,788	812,107	824,647	1.5%
Contractual	519,271	544,620	530,557	542,087	-0.5%
Commodities	898,127	1,065,080	833,280	856,800	-19.6%
Capital	1,308,811	1,865,557	3,743,907	946,800	-49.3%
Other	8,009	-	-	-	
Total Expenditures	3,507,403	4,288,045	5,919,851	3,170,334	-26.1%
Funding Sources:					
Fleet Services Fund	2,050,883	2,383,388	2,111,558	2,183,034	-8.4%
Fleet Reserve Funds	1,456,520	1,904,657	3,808,293	987,300	-48.2%
Total Funding Sources	3,507,403	4,288,045	5,919,851	3,170,334	-26.1%
Personnel - Authorized FTE	8.25	8.25	8.25	8.25	

FLEET SERVICES

Highlights:

Federal emissions regulations from the government’s multi-year Tier 4 Program will begin affecting smaller construction equipment in the fleet. Previous years saw the regulations lead to increased costs for diesel trucks.

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. The City is also leasing an all-electric vehicle for motor pool use.

An increase in administrative fees was experienced for FY 2015/16 (approximately 2%) to offset the loss of Story County Community Life as a Fleet Services customer. This increase was offset by fuel savings and administrative fees, which are remaining flat in FY 2016/17.

The City’s shop rate will be increased from \$63.96/hour to \$66.36/hour (+3.75%) and it 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 2015 in the private sector is \$107.68/hour plus a 25% - 40% markup on parts.

Fleet Services 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.

Average fuel costs remain decreasing to \$2.15 (-35%) per gallon for FY 2015/16, and are projected to be flat at \$2.30/gallon for FY 2016/17. Fuel continues to be the largest line item in this budget, at \$455,000 for FY 2015/16.

Service Accomplishments:	2013/14 Actual	2014/15 Actual	2015/16 Adjusted	2016/17 Projected
City shop rate vs. average private sector shop rate	64%	59%	58%	60%
Billable hours vs. adopted goal	100%	100%	100%	100%
% of replacements completed	91%	96%	98%	100%
(Selected units scheduled for replacement in FY 14/15 received extended life cycles rather than being replaced.)				
Avg % of MSRP* paid	74-80%	74-80%	74-80%	74-80%
Avg % of book value received for retired units sold	96%	91%	96%	96%
% of fleet considered to be “green”	15%	16%	16%	17%

* Manufacturer’s Suggested Retail Prices

INFORMATION TECHNOLOGY

The purpose of the Information Technology activity is to provide electronic information and communication 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. This activity also includes voice network infrastructure support; Wi-Fi infrastructure support; and phone system planning, analysis, and maintenance.

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

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 and communication 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 and communication 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, IBM SmartCloud Notes, IBM Connections, and Web based applications
- ✓ Coordinate future systems development

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	970,302	1,027,305	1,047,344	1,069,920	4.2%
Contractual	886,722	873,197	875,722	889,534	1.9%
Commodities	149,909	220,407	266,800	259,839	17.9%
Capital	167,772	116,249	650,509	244,045	109.9%
Total Expenditures	2,174,705	2,237,158	2,840,375	2,463,338	10.1%
Funding Sources:					
Information Technology Fund	1,675,792	1,733,859	1,747,169	1,789,027	3.2%
Technology Reserve Funds	317,284	304,354	903,801	471,688	55.0%
City of Ames Police	53,979	53,965	50,968	53,922	-0.1%
City of Ames Fire	-	2,970	2,700	2,835	-4.6%
Iowa State University	51,102	53,965	50,970	53,923	-0.1%
Story County	51,102	53,965	50,970	53,923	-0.1%
E-911 System	25,446	34,080	33,797	38,020	11.6%
Total Funding Sources	2,174,705	2,237,158	2,840,375	2,463,338	10.1%
Personnel - Authorized FTE	10.00	10.00	10.00	10.00	

INFORMATION TECHNOLOGY

Highlights:

The implementation of a new suite of collaboration tools for email, instant messaging, online document editing, web conferencing, and file sharing will be completed to improve electronic communications.

The financial application server will be upgraded and document management capabilities added that integrate with the financial applications, thus improving records retention and staff efficiencies.

Security will be enhanced by upgrading our firewall, providing enhanced intrusion detection, and Internet filtering that will discover and protect against malware and threats. The enterprise backup and recovery will be improved by implementing a backup appliance that has the potential to replicate our data offsite to the cloud for recovery protection.

Two virtual host servers will be replaced and network storage capacity increased in order to accommodate the increased server and storage requirements as the City becomes more digital.

In March 2013, a study of the total network infrastructure to determine the readiness for voice, video and data was completed. This study provided a total network assessment and a plan for network infrastructure improvements. The implementation of the network infrastructure improvements, increasing Internet bandwidth, and improving public Wi-Fi access will be completed by the end of FY 2015/16.

Our strategic telephony plan is to retain the existing voice platform, fully implement and support current messaging technologies, and incrementally improve the present telephone system with priority to users with specific service needs or remodeling/new construction.

As part of the goal to provide cost-effective telephony 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.

	2013/14	2014/15	2015/16	2016/17
Service Accomplishments:	Actual	Actual	Adjusted	Projected
CityConnect collaboration clients	468	468	503	503
PCs/printers supported	435/238	435/187	435/187	435/187
Tablet computers supported	48	63	68	68
Physical/virtual servers supported	32/34	29/28	29/40	29/41
Service requests logged	2,590	2,057	2,237	2,237
Extensions charged to departments	399	400	403	403
Other telephone extensions	225	232	232	232
CenturyLink communication lines	96	96	96	96
 Efficiency and Effectiveness:				
Clients who said our services met their needs	94.1%	91.4%	91.4%	93.3%
Clients who said our support met or exceeded their expectations	96.4%	94.6%	94.6%	95.0%
Personal computer turnover	104/23.9%	51/11.7%	56/12.9%	80/18.4%
Extension charge to departments	\$555	\$555	\$555	\$555
Equivalent outside vendor cost	\$631	\$631	\$636	\$636
Long-distance rate per minute	4.3¢	4.3¢	4.3¢	4.3¢

RISK MANAGEMENT

Risk Management uses a well-developed analytical process to reduce exposures 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 programs, exposure analysis and risk financing.

Service Objectives:

- ✓ Renew the City's property and liability insurance on a cost effective basis and coordinate insurance company loss control efforts with department directors and staff.
- ✓ Manage the City's self-insured workers' compensation claims and post-accident light duty, return-to-work programs efficiently and effectively.
- ✓ Coordinate claims settlements with the City's liability insurance carrier.
- ✓ Direct the City's Safety Program and associated training and compliance activities to reduce the impact of workers compensation claims on the City and its employees.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
<i>Expenditures:</i>					
Personal Services	131,123	133,215	135,036	139,289	4.6%
Contractual	1,522,591	1,635,857	1,519,659	1,670,806	2.1%
Commodities	9	200	200	200	0.0%
Capital	-	-	-	-	
Other Expenditures	572,222	592,000	717,000	592,000	0.0%
<i>Total Expenditures</i>	2,225,945	2,361,272	2,371,895	2,402,295	1.7%
<i>Funding Sources:</i>					
Risk Insurance Fund	2,225,945	2,361,272	2,371,895	2,402,295	1.7%
<i>Total Funding Sources</i>	2,225,945	2,361,272	2,371,895	2,402,295	1.7%
 Personnel - Authorized FTE	 1.25	 1.25	 1.25	 1.25	

RISK MANAGEMENT

Highlights:

The largest items in the Risk Management Budget are property and liability insurance premiums and self-insured workers compensation claim expenses.

Property insurance premiums for FY 2016/17 are budgeted to renew for \$768,991, based on insured values of \$593 million. This compares to the FY 2015/16 premium of \$707,857 on values of \$545 million.

Liability premiums for FY 2016/17 (ICAP General Liability, Auto and Transit Liability, Police and Public Officials Liability) are budgeted to renew for \$546,279 (\$15 million limit) versus FY 2015/16 at \$474,552 for the same limits.

Self-Insured Workers' Compensation Claims affect claim expenses as medical provider payments are made and lost time indemnity wage estimates are recorded. The actual and budgeted amounts shown are a blend of payments from prior fiscal year claims and payments for claims in the current fiscal year.

Workers' Compensation Claims Expenses

POLICE & FIRE: ACTIVE AND DISABILITY RETIREE MEDICAL

	2013/14 Actual	2014/15 Actual	2015/16 Adjusted	2016/17 Projected
Police & Fire Active & Retirees	\$327,704	\$297,931	\$305,000	\$305,000
Number of claims	6	6	8	9

ACTIVE EMPLOYEES: NON-POLICE & NON-FIRE

	2013/14 Actual	2014/15 Actual	2015/16 Adjusted	2016/17 Projected
Active Employees	\$175,298	\$148,637	\$212,000	\$212,000
Number of claims	73	84	68	68

Two activities are included in the FY 2016/17 Risk Management budget that will have positive impacts on future claims costs:

- The Risk Manager will complete the Certified OSHA Trainer Program in Construction and General Industry standards. When completed, this will enable the Risk Manager to train and certify City employees in certain OSHA advanced safety programs.
- Implementation will continue with a pre-placement, post-offer Functional Job Assessment program. This program is designed to ensure the hiring of individuals who are physically able to perform the essential functions of positions and to assist employees in achieving successful post-injury return to work transitions.

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.

This activity includes the administration of the City's health insurance plans, including selection of third party administrators for the payment of benefits, setting appropriate contribution rates, and financial and regulatory reporting. It also includes the City's Health Promotion programs and services offered to employees and their family members on our City insurance plan. This involves 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.

Service Objectives:

- ✓ Improve the health status of City employees as measured through biannual health screenings
- ✓ Keep yearly premium rate increases below 10%
- ✓ Educate and empower the City's workforce to effectively manage and utilize the healthcare system by exploring options to continue offering affordable, sustainable health care over the long term.
- ✓ Sustain a culture of excellence through actively engaged employees fostering an enjoyable, stimulating and highly productive work environment

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Personal Services	131,248	134,996	136,245	178,878	32.5%
Contractual	709,598	767,135	850,141	873,127	13.8%
Commodities	2,957	13,750	12,750	9,750	-29.1%
Capital	-	-	-	-	
Other Expenditures	7,604,689	7,249,868	7,328,896	7,924,773	9.3%
Total Expenditures	8,448,492	8,165,749	8,328,032	8,986,528	10.1%

Funding Sources:

Health Insurance Fund	8,448,492	8,165,749	8,328,032	8,986,528	10.1%
Total Funding Sources	8,448,492	8,165,749	8,328,032	8,986,528	10.1%

Personnel - Authorized FTE	1.40	1.40	1.40	1.65
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HEALTH INSURANCE MANAGEMENT

Highlights:

Health Insurance

For FY 2015/16, health insurance contributions increased 9%. For FY 2016/17, rates are budgeted to increase approximately 7%, according to the projected claims increase from Wellmark.

The Health Care Self-Insurance Fund maintains an adequate balance, representing more than three months of claims costs, allowing the City ability to absorb some of the inevitable fluctuations in future health care claims with trending claim costs

The City continues to implement a host of programs and services that strengthen 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 FY 2014/2015, Outcomes Personal Pharmacists “touched” 201 members, up from 106 from the previous year. The Actuarial Investment Model (AIM) ROI for FY 2013/2014 was \$1.53:\$1.00; in FY 2014/2015, the AIM ROI was \$1.64:\$1.00. This means the City realized \$1.64 for every dollar spent on the Outcomes Medication Therapy Management Services program.

2. Disease Management Services provided by Wellmark/Healthways

- In FY 2015/16, the pricing and program structure of disease management changed. Advanced care now covers conditions of Congestive Heart Failure, Chronic Obstructive Pulmonary Disease, and Oncology. The Conditional Support Program (formerly known as disease management) continues to address the conditions of Diabetes, Asthma, and Coronary Artery Disease. The Condition Support program helps members with chronic health problems understand and manage their condition to improve health and reduce costs. While only 23% of members have one or more chronic conditions, they represent just over two-thirds (68%) of the total in claims costs. Preventing chronic disease from escalating is essential to minimize the impact of a high-risk population on the bottom line.

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.
- Highlights of FY 2014/15 were the adoption of the Accountable Care Organization (ACO) program pilot with Wellmark for calendar year 2015. The City continues to evaluate the ACO as an additional strategy to reduce healthcare costs while emphasizing quality of care. Notable outcome measures targeted through the ACO pilot include preventable ER and hospital admissions, preventative screenings, chronic disease management, and continuity of care.

HEALTH INSURANCE MANAGEMENT

Highlights, continued:

4. Health Promotion

- The demand for health promotion and the scope of services related to the duties of the Health Promotion Coordinator position have increased since it was originally established as a .75 FTE in 1998. As the size of the organization and number of those insured under the City's health benefit plans grow, so has program participation and variety of services offered. Multiple strategies to improve health and lower healthcare costs include services such as: individualized programming, disease prevention, behavior change programming, health education, health screening, flu vaccination, organizational and community events, leadership in community initiatives and organizational service. Current and future needs of the position necessitate a dedicated full-time staff to fulfill the duties of the position while following best practices to improve health. To address this need, a .75 Health Promotion Coordinator Position will be expanded to full time.
- 74% of eligible employees participated in at least one health promotion program in FY 2015/16. Research indicates a relationship between higher participation rates and lowered health care costs. Programming is targeted to improve health behaviors such as increasing exercise, making healthier food choices, reducing stress, preventing spread of illness, and managing existing chronic health conditions.
- 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.
 - Program participants continue to experience significant reductions in health risk while meeting or exceeding national standards for health indicators in cardiovascular health and chronic disease management.
 - Each participant is paired with a health coach to engage in a process of behavior change and providing support to take action to improve their health.
 - 44 new participants joined the program for FY 2015/16, for a total of 146 participants overall (33.94% increase).

	2013/14	2014/15	2015/16	2016/17
Service Accomplishments:	Actual	Actual	Adjusted	Projected
Health Benefit Trust ending balance	\$2,697,026	\$2,662,301	\$2,481,233	\$2,207,401
Flu vaccinations	349	456		
Healthy4life Program Participation	114	109	102	146
Efficiency and Effectiveness:				
Health insurance rate increases <i>(calculated based on total City contributions for each fiscal year)</i>	6%	6%	9%	7%
Healthy4Life Program Completion rate	85.34%	94.5%		
Healthy4Life Program Retention	98%	93.5%		

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.

<i>Activities:</i>	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
<i>Fleet Services:</i>					
Maintenance Facility Improvements	104,720	111,000	140,521	135,000	
	104,720	111,000	140,521	135,000	
Total Internal Services CIP	104,720	111,000	140,521	135,000	21.6%

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.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec	% Change From Adopted
Expenditures:					
Transfers	16,312,704	16,745,333	31,761,516	18,822,958	12.4%
Total Expenditures	16,312,704	16,745,333	31,761,516	18,822,958	12.4%
Funding Sources:					
General Fund	4,205,354	4,066,316	4,235,670	4,357,665	7.2%
Local Option Sales Tax	4,818,166	4,510,763	5,669,798	4,800,000	6.4%
Hotel/Motel Tax	299,518	253,572	285,714	291,428	14.9%
Road Use Tax	26,180	27,750	35,130	33,750	21.6%
Employee Benefit Property Tax	1,871,729	1,810,706	1,810,706	1,941,324	7.2%
Police/Fire Retirement	248,777	250,000	250,000	70,000	-72.0%
P&R Donations/Grants	-	-	1,808,438	-	
Library Friends Foundation	56,985	49,500	50,875	22,000	-55.6%
TIF - South Bell	117,251	117,960	117,960	118,076	0.1%
TIF - ISU Research Park	-	295,260	72,763	305,200	3.4%
Special Assessments	386,599	442,728	451,495	457,082	3.2%
G.O. Bond Funds	253,706	-	703,737	-	
Water Utility Fund	509,149	1,049,538	1,052,364	1,491,927	42.2%
Sewer Utility Fund	273,900	788,226	730,087	792,742	0.6%
Electric Utility Fund	2,107,885	2,119,027	3,161,686	3,175,377	49.9%
Electric Construction Fund	-	-	10,360,000	-	
Transit Operations	800,000	800,000	801,106	800,000	0.0%
Transit GSB Trust	183,130	-	-	-	
Resource Recovery	154,375	163,987	163,987	166,387	1.5%
Total Funding Sources	16,312,704	16,745,333	31,761,516	18,822,958	12.4%



Fund Summaries





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The General Fund is used to account for resources traditionally associated with government which are not required legally or by sound financial management to be accounted for in another fund.

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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. The minimum fund balance reserve is based on the credit rating agency guideline for an Aaa-rated City.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Revenues:				
Property Taxes:				
General Levy	13,608,467	14,086,858	14,086,858	14,549,201
Utility Excise Tax	32,709	32,143	32,143	29,814
Other Taxes	20,903	23,645	23,645	22,952
State Replacement Tax	280,713	563,644	563,644	563,644
Transit Levy	1,535,051	1,590,484	1,590,484	1,669,335
Transit Excise Tax	3,685	3,629	3,629	3,426
Transit State Replacement Tax	31,627	63,632	63,632	63,632
	15,513,155	16,364,035	16,364,035	16,902,004
Other Revenues:				
Hotel/Motel Tax	2,094,535	1,775,000	2,000,000	2,040,000
Other Governmental Revenue	84,886	83,194	84,700	84,700
Metropolitan Planning Organization	73,223	70,674	67,618	57,495
Cable TV Franchise	444,896	460,000	440,000	440,000
City Clerk Licenses/Permits	91,617	82,300	89,000	89,000
Planning Fees	23,921	19,000	21,000	24,000
Purchasing Services	5,002	4,424	4,761	4,836
Legal Services	41,516	46,450	53,950	53,950
Fire Services	1,579,467	1,673,164	1,642,213	1,720,663
Building Permits	1,486,465	907,925	967,925	1,073,322
Rental Housing Fees	326,473	338,877	338,877	339,440
Police Services	276,777	320,167	294,167	293,728
Animal Control	21,100	20,000	20,000	20,000
Library Services	283,164	264,500	288,455	285,000
Facilities	16,285	16,031	16,031	16,114
Parks and Recreation	1,381,323	1,401,593	1,471,984	1,509,982
Airport	237,429	318,845	265,549	274,623
Public Works	50,891	37,800	41,014	41,000
Cemetery	129,495	108,500	115,200	130,522
Interest Revenue	182,102	140,000	140,000	144,489
Miscellaneous Revenue	13,406	-	-	-
	8,843,973	8,088,444	8,362,444	8,642,864
Total Before Transfers	24,357,128	24,452,479	24,726,479	25,544,868

GENERAL FUND, continued

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Transfers:				
Local Option Sales Tax	4,798,166	4,490,763	4,698,777	4,680,000
Hotel/Motel Tax	179,711	152,143	171,429	174,857
Electric - In Lieu of Taxes	2,107,885	2,119,027	2,119,027	2,131,381
Employee Benefit Taxes	1,871,729	1,810,706	1,810,706	1,941,324
Police/Fire Retirement	248,777	250,000	250,000	70,000
	9,206,268	8,822,639	9,049,939	8,997,562
Total Revenues	33,563,396	33,275,118	33,776,418	34,542,430
Expenses:				
Operations:				
Police Services	8,354,473	8,820,192	8,888,067	9,129,677
Fire Safety	6,235,040	6,607,573	6,483,548	6,810,174
Building Safety	1,195,336	1,459,409	1,441,226	1,475,907
Traffic Control	73,973	84,174	82,542	72,721
Animal Control	336,064	356,383	337,571	375,131
Street Lights	734,700	780,000	780,000	830,000
Civil Defense	15,688	14,500	14,500	14,500
Street Maintenance	6,208	2,318	12,042	12,734
Airport Operations	149,835	138,136	140,486	146,213
Parks and Recreation	3,151,333	3,307,723	3,531,003	3,453,038
Library Services	3,699,857	3,955,723	4,053,227	4,132,895
Cemetery	139,615	168,195	164,074	169,795
Economic Development	61,825	63,514	64,066	65,797
Cable TV	142,673	139,415	142,728	146,266
City Council	115,045	122,732	151,479	129,243
City Council Contingency	1,356	50,000	50,000	50,000
City Clerk	272,193	285,836	285,816	276,130
City Manager	387,645	420,417	382,704	433,455
Public Relations	85,541	92,725	92,632	96,178
Brand Marketing	-	-	200,000	-
Planning Services	669,138	828,020	1,072,292	819,813
Financial Services	387,886	400,628	395,925	407,816
Purchasing Services	35,523	30,495	38,609	41,218
Legal Services	349,552	366,835	375,969	379,940
Human Resources	236,412	288,575	236,374	264,328
Facilities	298,212	309,660	317,669	324,494
City Hall Special Projects	3,211	-	114,289	-
Public Works Engineering	11,813	15,000	17,514	17,500
Merit/Payroll Adjustment	-	100,624	-	109,802
	27,150,147	29,208,802	29,866,352	30,184,765
CIP:				
City Hall Space Re-Use	874,450	-	132,548	-
City Hall Roof Replacement	-	-	700,000	-
City Hall Parking Lot	-	-	500,000	-
	874,450	-	1,332,548	-
Total Before Transfers	28,024,597	29,208,802	31,198,900	30,184,765

GENERAL FUND, continued

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Transfers:				
Transit Levy	1,570,363	1,657,745	1,657,745	1,736,393
Hotel/Motel Tax	2,094,535	1,775,000	2,000,000	2,040,000
Resource Recovery	452,862	452,862	452,862	452,862
Airport Construction	87,594	85,973	82,813	62,241
Debt Service	-	94,736	42,250	66,169
	<hr/> 4,205,354	4,066,316	4,235,670	4,357,665
Total Expenses	32,229,951	33,275,118	35,434,570	34,542,430
Excess (Deficit) Revenues				
Over (Under) Expenses	1,333,445	-	(1,658,152)	-
Beginning Balance	9,354,748	6,940,667	10,688,193	9,030,041
Ending Balance	<hr/> 10,688,193	6,940,667	9,030,041	9,030,041
<i>Minimum fund balance target:</i>				
25% of revenues less pass-throughs				7,691,509
Unreserved fund balance				<hr/> 1,338,532

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.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Revenues:				
Property Tax Relief (60%)	4,798,166	4,490,763	4,698,777	4,680,000
Community Betterment (40%)	3,198,777	2,993,842	3,132,518	3,120,000
	<u>7,996,943</u>	<u>7,484,605</u>	<u>7,831,295</u>	<u>7,800,000</u>
Transfers:				
Hotel/Motel Tax	119,807	101,429	114,285	116,571
	<u>119,807</u>	<u>101,429</u>	<u>114,285</u>	<u>116,571</u>
Total Revenues	8,116,750	7,586,034	7,945,580	7,916,571
Expenses:				
Operations:				
Municipal Band	23,411	30,185	30,669	27,170
Human Services Administration	17,754	20,982	13,491	23,505
Human Service Agency Funding	1,125,477	1,212,375	1,215,532	1,279,055
Public Art	25,708	41,000	73,456	41,000
Art Agency Funding	139,910	148,733	148,733	156,170
City Council Allocations	137,225	135,180	137,980	148,248
Merit/Payroll Adjustment	-	152	-	158
	<u>1,469,485</u>	<u>1,588,607</u>	<u>1,619,861</u>	<u>1,675,306</u>
CIP:				
Fire	88,121	145,175	236,107	47,000
Traffic Engineering	79,243	75,000	1,017,903	75,000
Storm Warning System	23,701	40,000	56,299	-
Street Engineering	1,226	60,000	58,774	595,000
Street Maintenance	167,780	100,000	285,134	125,000
Parks and Recreation	406,906	804,000	1,723,375	742,500
Library	107,189	-	-	-
Cemetery	28,707	65,000	187,005	70,000
Downtown Façade Program	69,000	50,000	110,423	50,000
Campustown Façade Program	16,000	50,000	84,000	50,000
Neighborhood Improvement	4,995	50,000	50,000	50,000
NIP/Neighborhood Tree Planting	2,212	-	12,788	-
Facilities	70,694	50,000	320,609	50,000
	<u>1,065,774</u>	<u>1,489,175</u>	<u>4,142,417</u>	<u>1,854,500</u>
Total Before Transfers	2,535,259	3,077,782	5,762,278	3,529,806

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.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Revenues:				
Hotel/Motel Tax	2,094,535	1,775,000	2,000,000	2,040,000
Total Revenues	2,094,535	1,775,000	2,000,000	2,040,000
Expenses:				
Operations:				
ACVB Pass Through	1,495,498	1,267,857	1,428,571	1,457,143
Economic Development	150,000	150,000	150,000	150,000
Chamber of Commerce Dues	2,327	2,300	2,400	2,400
AEDC/Buxton Retail Data	7,500	7,500	7,500	7,500
	<u>1,655,325</u>	<u>1,427,657</u>	<u>1,588,471</u>	<u>1,617,043</u>
CIP:				
Airport Terminal Building	-	-	250,000	-
Total Before Transfers	1,655,325	1,427,657	1,838,471	1,617,043
Transfers:				
General Fund	179,711	152,143	171,429	174,857
Local Option Sales Tax	119,807	101,429	114,285	116,571
	<u>299,518</u>	<u>253,572</u>	<u>285,714</u>	<u>291,428</u>
Total Expenses	1,954,843	1,681,229	2,124,185	1,908,471
Excess (Deficit) Revenues				
Over (Under) Expenses	139,692	93,771	(124,185)	131,529
Beginning Balance	439,803	512,347	579,495	455,310
Ending Balance	<u>579,495</u>	<u>606,118</u>	<u>455,310</u>	<u>586,839</u>

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.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Revenues:				
Road Use Tax	6,282,692	5,925,077	7,105,282	7,134,765
Total Revenues	6,282,692	5,925,077	7,105,282	7,134,765
Expenses:				
Operations:				
Public Works Administration	95,075	112,235	101,877	120,126
Public Works Engineering	-	77,021	74,032	84,311
Traffic Engineering	84,035	74,813	95,209	94,451
Traffic Operations	776,854	830,164	890,040	883,218
Street Maintenance	1,686,645	1,637,124	1,746,479	1,875,300
Street Cleaning	249,853	262,470	256,055	263,516
Snow and Ice Control	930,660	1,151,047	1,095,492	1,130,080
Right-of-Way Maintenance	689,202	882,913	887,353	802,672
Financial Services	11,389	11,885	18,328	18,748
Purchasing Services	12,928	12,532	54,155	54,327
Human Resources	29,539	32,489	26,890	29,856
Facilities	24,376	26,525	24,722	24,858
Merit/Payroll Adjustment	-	7,696	-	7,438
	4,590,556	5,118,914	5,270,632	5,388,901
CIP:				
Traffic Engineering	418,873	658,000	1,184,458	863,000
Street Engineering	432,502	225,000	2,055,060	1,330,000
Street Maintenance	137,787	215,000	684,835	355,000
	989,162	1,098,000	3,924,353	2,548,000
Total Before Transfers	5,579,718	6,216,914	9,194,985	7,936,901
Transfers:				
Fleet Services	26,180	27,750	35,130	33,750
Total Expenses	5,605,898	6,244,664	9,230,115	7,970,651
Excess (Deficit) Revenues Over (Under) Expenses	676,794	(319,587)	(2,124,833)	(835,886)
Beginning Balance	4,440,560	1,185,448	5,117,354	2,992,521
Ending Balance	5,117,354	865,861	2,992,521	2,156,635
<i>Minimum fund balance target:</i>				
10% of operating expenses				538,890
Unreserved fund balance				<u>1,617,745</u>

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.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Revenues:				
Police Forfeiture	26,706	-	4,307	-
Police Grants	47,760	-	14,245	-
Animal Shelter Donations	42,012	16,200	16,200	16,200
Miscellaneous Donations	554	-	-	-
Total Revenues	117,032	16,200	34,752	16,200
Expenses:				
Police Forfeiture	12,417	-	-	-
Police Grants	49,697	-	-	-
Animal Shelter	39,225	9,850	39,950	12,850
Shared Use Path Improvements	-	-	17,054	-
Miscellaneous Public Safety	9	-	-	-
Total Expenses	101,348	9,850	57,004	12,850
Excess (Deficit) Revenues Over (Under) Expenses	15,684	6,350	(22,252)	3,350
Beginning Balance	268,147	218,515	283,831	261,579
Ending Balance	283,831	224,865	261,579	264,929

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.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Revenues:				
Loan Repayments	6,629	-	860	-
Miscellaneous Revenue	-	-	-	-
Total Revenues	6,629	-	860	-
Expenses:				
Housing Programs	39,090	48,754	52,855	46,708
Total Expenses	39,090	48,754	52,855	46,708
Excess (Deficit) Revenues Over (Under) Expenses	(32,461)	(48,754)	(51,995)	(46,708)
Beginning Balance	735,712	706,506	703,251	651,256
Ending Balance	703,251	657,752	651,256	604,548

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.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Revenues:				
CDBG Funding	330,566	488,278	1,144,383	484,297
Program Repayments	7,064	-	7,532	-
Sale of Homes	192,820	-	25,000	-
Miscellaneous Revenue	1,000	-	-	-
Total Revenues	531,450	488,278	1,176,915	484,297
Expenses:				
CDBG Administration	433,265	389,976	105,661	96,014
CDBG Programs	98,545	97,494	1,092,337	387,438
Merit/Payroll Adjustment	-	808	-	845
Total Expenses	531,810	488,278	1,197,998	484,297
Excess (Deficit) Revenues Over (Under) Expenses	(360)	-	(21,083)	-
Beginning Balance	52,335	43,311	51,975	30,892
Ending Balance	51,975	43,311	30,892	30,892

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.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Revenues:				
Property Taxes	1,829,640	1,737,238	1,737,238	1,867,984
Utility Excise Tax	4,392	3,964	3,964	3,836
State Replacement Tax	37,697	69,504	69,504	69,504
Total Revenues	1,871,729	1,810,706	1,810,706	1,941,324
Expenses:				
Transfers:				
General Fund	1,871,729	1,810,706	1,810,706	1,941,324
Total Expenses	1,871,729	1,810,706	1,810,706	1,941,324
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.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Revenues:				
Interest Revenue	4,652	5,500	4,000	4,000
Total Revenues	4,652	5,500	4,000	4,000
Expenses:				
Financial Services	12,867	13,599	-	-
Transfers:				
General Fund	248,777	250,000	250,000	70,000
Total Expenses	261,644	263,599	250,000	70,000
Excess (Deficit) Revenues Over (Under) Expenses	(256,992)	(258,099)	(246,000)	(66,000)
Beginning Balance	879,393	571,571	622,401	376,401
Ending Balance	622,401	313,472	376,401	310,401

SPECIAL REVENUE – PARKS AND RECREATION DONATIONS AND GRANTS

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

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Revenues:				
Donations	6,535	-	1,500	1,500
ISU/Moore Park Farmland	3,050	3,050	3,050	3,050
Wellmark 3-Point Play Program	-	-	13,940	-
Interest Revenue	13,750	11,250	1,250	1,250
Total Revenues	23,335	14,300	19,740	5,800
Expenses:				
Wellmark 3-Point Play	-	-	28,000	-
Small Wonders Program	569	-	-	-
Total before Transfers	569	-	28,000	-
Transfers:				
Park Development Fund	-	-	1,808,438	-
Total Expenses	569	-	1,836,438	-
Excess (Deficit) Revenues Over (Under) Expenses	22,766	14,300	(1,816,698)	5,800
Beginning Balance	1,871,047	1,865,346	1,893,813	77,115
Ending Balance	1,893,813	1,879,646	77,115	82,915

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.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Revenues:				
Library Friends Foundation	80,880	65,000	78,025	75,000
Library Renovation Donations	105,291	-	-	-
Interest Revenue	4,714	-	-	-
Total Revenues	190,885	65,000	78,025	75,000
Expenses:				
Operations:				
Resource Services	1,027	3,500	19,365	10,650
Youth Services	6,916	7,000	8,000	8,000
Adult Services	4,209	5,000	9,137	8,500
Library Improvements	-	-	21,034	-
Opening Day Collection	60,505	-	1,567	-
	72,657	15,500	59,103	27,150
CIP:				
Library Renovation Project	612,407	-	28,091	-
Total Before Transfers	685,064	15,500	87,194	27,150
Transfers:				
Library Donations Fund	56,985	49,500	50,875	22,000
Total Expenses	742,049	65,000	138,069	49,150
Excess (Deficit) Revenues				
Over (Under) Expenses	(551,164)	-	(60,044)	25,850
Beginning Balance	630,357	6,854	79,193	19,149
Ending Balance	79,193	6,854	19,149	44,999

SPECIAL REVENUE – LIBRARY DONATIONS AND GRANTS

This fund accounts for general donations and grants to the Library designated for specific purposes.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Revenues:				
Donations	6,729	2,000	2,000	2,000
Project Smyles Donations	10,937	5,000	2,500	2,500
Library Direct State Aid	13,614	12,000	13,310	13,000
Interest Revenue	2,699			
Miscellaneous Revenue	3,262	-	750	-
	<hr/> 37,241	<hr/> 19,000	<hr/> 18,560	<hr/> 17,500
Transfers:				
Library Friends Foundation	56,985	49,500	50,875	22,000
	<hr/> 56,985	<hr/> 49,500	<hr/> 50,875	<hr/> 22,000
Total Revenues	94,226	68,500	69,435	39,500
Expenses:				
Operations:				
Donation Purchases	4,011	2,000	9,495	2,000
Books for Babies	4,600	4,600	4,600	4,600
Project Smyles	42,817	61,368	63,964	31,433
Library Grants	-	-	75,000	-
	<hr/> 51,428	<hr/> 67,968	<hr/> 153,059	<hr/> 38,033
CIP:				
Library Renovation Project	81,031	-	30,593	-
	<hr/> 81,031	<hr/> -	<hr/> 30,593	<hr/> -
Total Expenses	132,459	67,968	183,652	38,033
Excess (Deficit) Revenues				
Over (Under) Expenses	(38,233)	532	(114,217)	1,467
Beginning Balance	318,959	110,109	280,726	166,509
Ending Balance	<hr/> 280,726	<hr/> 110,641	<hr/> 166,509	<hr/> 167,976

SPECIAL REVENUE – UTILITY ASSISTANCE

This fund accounts for donations received through Utility Customer Service that are designated for utility payment assistance.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Revenues:				
Project Share Donations	17,608	16,000	16,000	16,000
Alternative Energy Donations	624	-	-	-
Total Revenues	18,232	16,000	16,000	16,000
Expenses:				
Utility Assistance	18,015	16,000	16,000	16,000
Total Expenses	18,015	16,000	16,000	16,000
Excess (Deficit) Revenues Over (Under) Expenses	217	-	-	-
Beginning Balance	10,270	10,270	10,487	10,487
Ending Balance	10,487	10,270	10,487	10,487

SPECIAL REVENUE – PUBLIC ART DONATIONS

This fund accounts for donations received that are designated for Public Art.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Revenues:				
Donations	1	-	-	-
Total Revenues	1	-	-	-
Expenses:				
Public Art	-	-	-	-
Total Expenses	-	-	-	-
Excess (Deficit) Revenues Over (Under) Expenses	1	-	-	-
Beginning Balance	170	170	171	171
Ending Balance	171	170	171	171

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.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Revenues:				
Interest Revenue	330	-	-	-
Total Revenues	330	-	-	-
Expenses:				
Oakwood Road Path	-	-	5,500	-
Total Expenses	-	-	5,500	-
Excess (Deficit) Revenues Over (Under) Expenses	330	-	(5,500)	-
Beginning Balance	149,610	143,692	149,940	144,440
Ending Balance	149,940	143,692	144,440	144,440

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.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Revenues:				
Loan Repayments	19,158	-	-	-
Total Revenues	19,158	-	-	-
Expenses:				
Community Investment Fund	50,000	-	-	-
Total Expenses	50,000	-	-	-
Excess (Deficit) Revenues Over (Under) Expenses	(30,842)	-	-	-
Beginning Balance	572,803	633,807	541,961	541,961
Ending Balance	541,961	633,807	541,961	541,961

SPECIAL REVENUE – TAX INCREMENT FINANCING (TIF)

This fund has been established for the receipt of tax revenues from TIF districts. The TIF fund records TIF project expenditures and collects revenue for repayment of debt issued to fund TIF projects.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Revenues:				
Property Taxes	37,250	41,346	41,346	245,892
State Replacement Tax	1,632	-	-	
Bond Proceeds	-	2,938,990	-	-
Interest Revenue	(2,542)	-	-	-
	<u>36,340</u>	<u>2,980,336</u>	<u>41,346</u>	<u>245,892</u>
Revenues:				
G.O. Bond Funds	-	-	703,737	-
	<u>-</u>	<u>-</u>	<u>703,737</u>	<u>-</u>
Total Revenues	36,340	2,980,336	745,083	245,892
Expenses:				
ISU Research Park	703,737	2,938,990	-	-
Kingland Systems	-	-	-	200,017
	<u>-</u>	<u>-</u>	<u>-</u>	<u>200,017</u>
Total Before Transfers	703,737	2,938,990	-	200,017
Transfers:				
Debt Service	117,251	413,220	190,723	423,276
	<u>117,251</u>	<u>413,220</u>	<u>190,723</u>	<u>423,276</u>
Total Expenses	820,988	3,352,210	190,723	623,293
Excess (Deficit) Revenues Over (Under) Expenses	(784,648)	(371,874)	554,360	(377,401)
Beginning Balance	(184,763)	(1,190,249)	(969,411)	(415,051)
Ending Balance	<u>(969,411)</u>	<u>(1,562,123)</u>	<u>(415,051)</u>	<u>(792,452)</u>

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.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Revenues:				
Assessments	419,402	442,728	451,495	457,082
Transfers:				
G.O. Bond Funds	253,706	-	-	-
Total Revenues	673,108	442,728	451,495	457,082
Expenses:				
Operations:				
Finance Services	4,816	4,967	-	-
CIP:				
Woodview Drive Water/Sewer	15,156	-	-	-
Total Before Transfers	19,972	4,967	-	-
Transfers:				
Debt Service	386,599	442,728	451,495	457,082
Total Expenses	406,571	447,695	451,495	457,082
Excess (Deficit) Revenues Over (Under) Expenses	266,537	(4,967)	-	-
Beginning Balance	(303,042)	(323,043)	(36,505)	(36,505)
Ending Balance	(36,505)	(328,010)	(36,505)	(36,505)

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.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Revenues:				
MPO Planning Funds	220,552	-	120,461	-
Traffic Safety Grants	89,284	500,000	550,000	946,000
Shared Use Path Grants	-	-	25,000	-
Street MPO/Grant Funding	673,136	1,060,000	3,688,477	2,232,000
IDOT City Bridge Program	-	1,000,000	1,000,000	-
RISE/ISU Rsearch Park	-	4,010,728	4,010,728	-
Iowa State University	-	125,000	329,880	-
Story County	195,826	-	-	-
Developer/Private Funding	55,509	250,000	250,000	120,000
Total Revenues	1,234,307	6,945,728	9,974,546	3,298,000
Expenses:				
CIP:				
Traffic Engineering	250,577	875,000	1,965,338	1,066,000
Street Engineering	1,053,152	5,070,728	6,595,370	2,232,000
Street Maintenance	-	1,000,000	1,000,000	-
Total Expenses	1,303,729	6,945,728	9,560,708	3,298,000
Excess (Deficit) Revenues Over (Under) Expenses	(69,422)	-	413,838	-
Beginning Balance	(17,387)	279,357	(86,809)	327,029
Ending Balance	(86,809)	279,357	327,029	327,029

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.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Revenues:				
FAA Funding	-	450,000	450,000	-
Grant Funds		300,000	300,000	
Iowa State University	-	-	250,000	-
	-	750,000	1,000,000	-
Transfers:				
General Fund	87,594	85,973	82,813	62,241
Total Revenues	87,594	835,973	1,082,813	62,241
Expenses:				
CIP:				
Airport	91,995	822,000	1,011,304	-
	91,995	822,000	1,011,304	-
Total Expenses	91,995	822,000	1,011,304	-
Excess (Deficit) Revenues Over (Under) Expenses	(4,401)	13,973	71,509	62,241
Beginning Balance	204,234	335,279	199,833	271,342
Ending Balance	199,833	349,252	271,342	333,583

CAPITAL PROJECTS – PARK DEVELOPMENT

This fund accounts for the development of new City parks or new amenities added to existing City parks. Donations and grants for park development will be accounted for in this fund, as well as \$100,000 transferred annual from Local Option Sales Tax.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Revenues:				
Roosevelt Park Donations	-	-	40,000	-
Interest Revenue	-	-	10,000	10,000
	-	-	50,000	10,000
Transfers:				
Park Reserve from LOT Fund	-	-	851,021	-
Winakor Donation	-	-	1,808,438	-
Local Option Sales Tax	-	-	100,000	100,000
	-	-	2,759,459	100,000
Total Revenues	-	-	2,809,459	110,000
Expenses:				
CIP:				
Parks and Recreation	-	-	370,892	-
	-	-	370,892	-
Total Expenses	-	-	370,892	-
Excess (Deficit) Revenues Over (Under) Expenses	-	-	2,438,567	110,000
Beginning Balance	-	-	-	2,438,567
Ending Balance	-	-	2,438,567	2,548,567

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.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Revenues:				
Bond Proceeds	9,633,187	8,954,000	12,253,975	5,945,000
Interest Revenue	80,311	-	-	-
Total Revenues	9,713,498	8,954,000	12,253,975	5,945,000
Expenses:				
Operations:				
Bond Issuance Costs	97,189	-	115,601	-
Financial Services	2,400	2,400	6,114	6,182
Purchasing Services	66,220	83,043	-	-
	165,809	85,443	121,715	6,182
CIP:				
Library	3,131,576	-	506,324	-
Traffic	22,988	450,000	427,012	-
Street Engineering	5,713,149	4,730,000	18,232,393	4,845,000
Street Maintenance	98,445	2,320,000	2,401,555	350,000
Airport	69,555	1,810,000	1,740,445	-
Resource Recovery	150,000	-	-	-
Water Distribution	675,718	-	-	-
Sanitary Sewer	999,705	-	-	-
Storm Water	44,680	644,000	1,809,591	750,000
	10,905,816	9,954,000	25,117,320	5,945,000
Total Before Transfers	11,071,625	10,039,443	25,239,035	5,951,182
Transfers:				
Special Assessments Fund	253,706	-	-	-
TIF/ISU Research Park	-	-	703,737	-
	253,706	-	703,737	-
Total Expenses	11,325,331	10,039,443	25,942,772	5,951,182
Excess (Deficit) Revenues				
Over (Under) Expenses	(1,611,833)	(1,085,443)	(13,688,797)	(6,182)
Beginning Balance	15,899,310	(435,165)	14,287,477	598,680
Ending Balance	14,287,477	(1,520,608)	598,680	592,498

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.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Revenues:				
Sale of Cemetery Lots	13,021	10,500	10,500	12,255
Total Revenues	13,021	10,500	10,500	12,255
Expenses:				
	-	-	-	-
Total Expenses	-	-	-	-
Excess (Deficit) Revenues Over (Under) Expenses	13,021	10,500	10,500	12,255
Beginning Balance	917,507	928,006	930,528	941,028
Ending Balance	930,528	938,506	941,028	953,283

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.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Revenues:				
Interest Revenue	8,041	7,200	7,200	7,200
Total Revenues	8,041	7,200	7,200	7,200
Expenses:				
	-	-	-	-
Total Expenses	-	-	-	-
Excess (Deficit) Revenues Over (Under) Expenses	8,041	7,200	7,200	7,200
Beginning Balance	1,099,254	1,106,454	1,107,295	1,114,495
Ending Balance	1,107,295	1,113,654	1,114,495	1,121,695

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.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Revenues:				
Metered Sales	8,381,730	9,319,450	8,850,750	8,896,450
Contract Sales	862,520	1,334,000	896,000	968,000
Fees/Service Charges	249,407	187,500	190,100	184,100
Cell Tower Lease	19,771	18,251	18,251	19,619
Farm Land Rental	16,856	16,182	15,171	15,171
Sprint PCS Land Rental	35,604	36,432	62,928	57,132
IDNR Low Head Dam Grant	-	-	125,000	-
Interest Revenue	127,196	115,000	130,000	130,000
Miscellaneous Revenue	18,923	21,000	20,000	20,000
Total Revenues	9,712,007	11,047,815	10,308,200	10,290,472
Expenses:				
Operations:				
W & PC Administration	281,040	338,496	353,365	370,907
Water Plant Operations	2,523,198	2,624,035	2,534,625	2,691,768
W & PC Meter Services	471,338	538,130	502,145	534,258
W & PC Laboratory	182,782	192,062	175,731	193,404
Public Works Administration	95,077	112,236	101,878	120,126
Public Works Engineering	78,074	194,107	153,537	152,531
Utility Maintenance	1,057,888	1,014,967	990,467	1,030,537
Customer Service	368,825	396,720	393,220	401,750
City Council/Sustainability	6,250	6,250	6,250	6,250
City Clerk	17,012	17,865	17,864	17,258
City Manager	69,166	76,439	69,582	78,810
Public Relations	17,108	18,545	18,527	19,236
Financial Services	124,379	128,096	131,350	133,222
Purchasing Services	28,297	34,635	39,054	39,178
Legal Services	59,715	61,536	63,056	63,405
Human Resources	26,933	30,575	26,063	28,938
Facilities	20,313	22,104	20,602	20,715
Merit/Payroll Adjustment	-	9,714	-	10,396
	5,427,395	5,816,512	5,597,316	5,912,689
CIP:				
Water Production/Treatment	177,652	2,883,000	3,794,099	3,981,500
Water Distribution	723,286	975,000	1,948,308	1,300,000
Right-of-Way Restoration	1,993	50,000	88,007	50,000
	902,931	3,908,000	5,830,414	5,331,500
Total Before Transfers	6,330,326	9,724,512	11,427,730	11,244,189

ENTERPRISE – WATER UTILITY, continued

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Transfers:				
Debt Service	393,084	394,057	389,503	394,955
Water Sinking	89,885	627,731	627,731	1,063,222
Fleet Services	26,180	27,750	35,130	33,750
	<u>509,149</u>	<u>1,049,538</u>	<u>1,052,364</u>	<u>1,491,927</u>
Total Expenses	6,839,475	10,774,050	12,480,094	12,736,116
Excess (Deficit) Revenues				
Over (Under) Expenses	2,872,532	273,765	(2,171,894)	(2,445,644)
Beginning Balance	15,064,516	16,637,249	17,937,048	15,765,154
Ending Balance	<u>17,937,048</u>	<u>16,911,014</u>	<u>15,765,154</u>	<u>13,319,510</u>
<i>Minimum fund balance target:</i>				
				591,269
				<u>12,728,241</u>

ENTERPRISE – WATER CONSTRUCTION

This fund accounts for revenue and expenditures for certain major projects of the water utility.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Revenues:				
State Revolving Loan Fund	5,476,312	26,418,000	40,351,144	17,873,000
Total Revenues	5,476,312	26,418,000	40,351,144	17,873,000
Expenses:				
CIP:				
New Water Treatment Plant	12,112,615	26,418,000	34,223,000	17,873,000
Total Expenses	12,112,615	26,418,000	34,223,000	17,873,000
Excess (Deficit) Revenues				
Over (Under) Expenses	(6,636,303)	-	6,128,144	-
Beginning Balance	508,159	408,160	(6,128,144)	-
Ending Balance	(6,128,144)	408,160	-	-

ENTERPRISE – WATER SINKING

This fund is used to account for State Revolving Fund (SRF) loan payments for water utility projects financed with SRF funding.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Revenues:				
Transfers:				
Water Utility Fund	89,885	627,731	627,731	1,063,222
Total Revenues	89,885	627,731	627,731	1,063,222
Expenses:				
SRF Loan Payments	64,982	627,731	627,731	1,063,222
Total Expenses	64,982	627,731	627,731	1,063,222
Excess (Deficit) Revenues Over (Under) Expenses	24,903	-	-	-
Beginning Balance	-	-	24,903	24,903
Ending Balance	24,903	-	24,903	24,903

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.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Revenues:				
Metered Charges	6,721,357	7,145,000	7,171,000	7,205,000
Contract Charges	1,460,914	1,278,100	1,150,700	1,244,600
Fees/Service Charges	45,938	28,000	36,400	36,400
Flood Warning System	10,315	12,240	13,561	38,200
Farm Land Income	62,585	134,000	108,000	108,000
Bond Proceeds	-	2,000,000	2,015,000	-
Interest Revenue	52,000	40,000	40,000	40,000
Miscellaneous Revenue	5,411	-	-	-
Total Revenues	8,358,520	10,637,340	10,534,661	8,672,200
Expenses:				
Operations:				
W & PC Administration	280,401	875,985	353,364	370,906
WPC Plant Operations	2,305,357	2,043,845	2,590,726	2,664,103
W & PC Meter Services	318,314	370,461	341,277	365,924
W & PC Laboratory	339,455	356,687	326,357	359,180
Public Works Administration	95,077	112,236	101,878	120,126
Public Works Engineering	82,277	187,172	189,782	185,030
Utility Maintenance	418,899	592,351	570,435	588,126
Customer Service	341,679	366,200	362,000	369,500
City Council/Sustainability	6,250	6,250	6,250	6,250
City Clerk	17,012	17,865	17,864	17,258
City Manager	69,166	76,439	69,582	78,810
Public Relations	17,108	18,545	18,527	19,236
Financial Services	101,815	104,951	108,543	109,913
Purchasing Services	13,370	14,269	18,225	18,283
Legal Services	59,715	61,536	63,056	63,405
Human Resources	28,181	33,000	22,650	25,148
Facilities	16,250	17,683	16,482	16,572
Merit/Payroll Adjustment	-	9,645	-	10,303
	4,510,326	5,265,120	5,176,998	5,388,073
CIP:				
Water Pollution Control	1,797,827	3,142,000	4,224,613	2,717,000
Sanitary Sewer System	720,347	2,255,000	2,823,881	275,000
	2,518,174	5,397,000	7,048,494	2,992,000
Total Before Transfers	7,028,500	10,662,120	12,225,492	8,380,073

ENTERPRISE – SEWER IMPROVEMENTS

This fund accounts for revenue and expenditures for certain major projects of the sanitary sewer utility.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Revenues:				
State Revolving Loan Fund	354,230	4,963,000	8,839,868	3,979,000
Total Revenues	354,230	4,963,000	8,839,868	3,979,000
Expenses:				
CIP:				
Water Pollution Control	83,725	1,693,000	2,183,141	625,000
Sanitary Sewer System	133,743	3,270,000	6,406,257	3,354,000
Total Expenses	217,468	4,963,000	8,589,398	3,979,000
Excess (Deficit) Revenues Over (Under) Expenses	136,762	-	250,470	-
Beginning Balance	(387,232)	-	(250,470)	-
Ending Balance	(250,470)	-	-	-

ENTERPRISE – SEWER SINKING

This fund is used to account for State Revolving Fund (SRF) loan payments for sewer utility projects financed with SRF funding.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Revenues:				
Transfers:				
Sewer Utility Fund	181,933	494,761	494,761	494,081
Total Revenues	181,933	494,761	494,761	494,081
Expenses:				
SRF Loan Payments	169,999	494,761	494,761	494,081
Total Expenses	169,999	494,761	494,761	494,081
Excess (Deficit) Revenues Over (Under) Expenses	11,934	-	-	-
Beginning Balance	2,969	2,969	14,903	14,903
Ending Balance	14,903	2,969	14,903	14,903

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.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Revenues:				
Metered Sales	52,558,525	54,500,000	53,500,000	55,500,000
ISU/Energy Sales	1,246,554	1,500,000	1,500,000	1,500,000
ISU/Administration	55,000	60,000	60,000	80,000
ISU/Interconnection	15,989	42,500	42,500	97,150
ISU/Transmission System	200,400	20,000	-	-
ISU/Wind Purchases	960,582	1,000,000	1,000,000	1,000,000
MEC Zonal Transmission	177,725	-	2,000,000	2,160,000
IA Dept of Transportaion	-	800,000	800,000	-
Street Lights	732,583	780,000	780,000	830,000
Security Lighting Rental	141,086	145,000	145,000	125,000
Subdivision Construction	79,549	100,000	150,000	150,000
Fees/Service Charges	146,016	91,500	248,000	143,000
Fly Ash Sales	43,272	30,000	30,000	-
Renewable Energy Credits	34,077	75,000	35,000	40,000
Proceeds from Bonds	-	18,875,000	-	-
Interest Revenue	326,744	225,000	200,000	200,000
Miscellaneous Revenue	304,885	250,000	185,000	175,000
	<u>57,022,987</u>	<u>78,494,000</u>	<u>60,675,500</u>	<u>62,000,150</u>
Transfers:				
Electric Revenue Bonds	-	-	10,360,000	-
Total Revenues	<u>57,022,987</u>	<u>78,494,000</u>	<u>71,035,500</u>	<u>62,000,150</u>
Expenses:				
Utilities:				
Electric Administration	997,050	1,091,444	1,094,720	1,103,208
Electric Production	10,340,200	10,907,987	12,376,191	11,176,050
Fuel/Purchased Power	28,042,872	32,222,897	30,797,687	33,167,839
Distribution/Operations	2,714,025	3,052,708	3,201,365	3,120,450
Distribution/Improvements	2,090,849	2,191,935	2,406,312	2,216,478
Electric Technical Services	1,036,658	1,041,704	1,051,375	1,023,065
Electric Engineering	633,409	874,772	862,738	913,475
Customer Service	651,035	723,891	705,527	728,253
City Council/Sustainability	6,250	6,250	6,250	6,250
City Clerk	34,024	35,730	35,727	34,516
City Manager	146,312	161,698	147,194	166,713
Public Relations	34,216	37,090	37,052	38,471
Financial Services	422,317	435,747	441,211	448,118
Purchasing Services	249,265	249,265	286,398	287,304
Legal Services	94,349	97,227	99,629	100,180
Human Resources	89,051	104,936	84,083	93,359
Facilities	40,626	44,209	41,204	41,430
Public Works GIS	25,111	24,711	41,185	36,660
Utility Deposit Interest	1,065	-	-	-
Merit/Payroll Adjustment	-	25,132	-	26,868
	<u>47,648,684</u>	<u>53,329,333</u>	<u>53,715,848</u>	<u>54,728,687</u>

ENTERPRISE – ELECTRIC UTILITY, continued

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
CIP:				
Electric Services	9,848,631	26,130,000	29,097,716	7,255,000
Street Engineering/Relocates	12,547	150,000	316,351	100,000
	<u>9,861,178</u>	<u>26,280,000</u>	<u>29,414,067</u>	<u>7,355,000</u>
Total Before Transfers	57,509,862	79,609,333	83,129,915	62,083,687
Transfers:				
General Fund (In Lieu of Taxes)	2,107,885	2,119,027	2,119,027	2,131,381
Electric Sinking Fund	-	-	1,042,659	1,043,996
	<u>2,107,885</u>	<u>2,119,027</u>	<u>3,161,686</u>	<u>3,175,377</u>
Total Expenses	59,617,747	81,728,360	86,291,601	65,259,064
Excess (Deficit) Revenues Over (Under) Expenses	(2,594,760)	(3,234,360)	(15,256,101)	(3,258,914)
Beginning Balance	43,689,754	23,227,480	41,094,994	25,838,893
Ending Balance	<u>41,094,994</u>	<u>19,993,120</u>	<u>25,838,893</u>	<u>22,579,979</u>
<i>Minimum fund balance target:</i>				
Based on contingency for casualty in power generation or distribution				10,100,000
Unreserved fund balance				<u>12,479,979</u>

ENTERPRISE – ELECTRIC CONSTRUCTION

This fund accounts for the receipt of Electric Revenue bond proceeds and transfers to the Electric Utility Fund to reimburse project expenses.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Revenues:				
Bond Proceeds	-	-	10,360,000	-
Total Revenues	-	-	10,360,000	-
Expenses:				
Transfers:				
Electric Utility Fund	-	-	10,360,000	-
Total Expenses	-	-	10,360,000	-
Excess (Deficit) Revenues Over (Under) Expenses	-	-	-	-
Beginning Balance	-	-	-	-
Ending Balance	-	-	-	-

ENTERPRISE – ELECTRIC SINKING

This fund is used to account for principal and interest payments for Electric Revenue Bonds.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Revenues:				
Transfers:				
Electric Utility Fund	-	-	1,042,659	1,043,996
Total Revenues	-	-	1,042,659	1,043,996
Expenses:				
Electric Debt Service	-	-	961,946	968,556
Total Expenses	-	-	961,946	968,556
Excess (Deficit) Revenues Over (Under) Expenses	-	-	80,713	75,440
Beginning Balance	-	-	-	80,713
Ending Balance	-	-	80,713	156,153

ENTERPRISE – PARKING OPERATIONS

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.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Revenues:				
Illegal Parking	347,732	350,000	350,000	350,000
Overtime Parking	165,753	155,000	155,000	155,000
East District - Downtown	197,838	195,680	196,180	204,550
West District - Campustown	156,933	149,500	152,000	158,950
Collection Agency Revenue	19,398	22,000	22,000	22,000
Interest Revenue	3,165	2,500	2,500	2,500
Miscellaneous Revenue	4,329	4,140	4,140	3,900
Total Revenues	895,148	878,820	881,820	896,900
Expenses:				
Operations:				
Parking Operations/Maintenance	309,628	295,204	321,888	313,837
Parking Enforcement	344,158	374,064	378,048	378,370
Customer Service	169,965	182,632	179,649	184,458
Right-of-Way Maintenance	3,262	5,338	6,687	6,540
Financial Services	23,417	24,226	24,214	24,681
Purchasing Services	503	432	521	522
Legal Services	38,051	39,311	39,571	40,810
Human Resources	5,267	6,255	4,964	5,512
Facilities	2,438	2,653	2,472	2,486
Merit/Payroll Adjustment	-	1,750	-	1,857
Total Expenses	896,689	931,865	958,014	959,073
Excess (Deficit) Revenues Over (Under) Expenses	(1,541)	(53,045)	(76,194)	(62,173)
Beginning Balance	414,019	356,296	412,478	336,284
Ending Balance	412,478	303,251	336,284	274,111
<i>Minimum fund balance target:</i>				
10% of operating expenses				95,907
Unreserved fund balance				178,204

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.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Revenues:				
Federal/State Funding	2,826,925	2,896,582	2,806,276	2,995,542
ISU Administration	687,495	723,149	723,149	761,477
ISU GSB Tuition	4,161,666	4,746,157	4,746,157	4,997,703
ISU GSB Tuition Excess	-	-	-	-
Fees/Service Charges	885,274	977,293	970,793	915,795
Metro Planning Organization	28,817	30,000	30,000	45,000
Interest Revenue	14,037	15,000	12,000	12,000
Miscellaneous Revenue	36,401	7,600	26,194	7,500
	<u>8,640,615</u>	<u>9,395,781</u>	<u>9,314,569</u>	<u>9,735,017</u>
Transfers:				
General Fund (Transit Levy)	1,561,613	1,648,995	1,648,995	1,736,393
Transit GSB Trust	86,000	-	-	-
	<u>1,647,613</u>	<u>1,648,995</u>	<u>1,648,995</u>	<u>1,736,393</u>
Total Revenues	10,288,228	11,044,776	10,963,564	11,471,410
Expenses:				
Operations:				
Transit Administration	1,766,346	1,804,552	1,795,363	1,911,265
Fixed Route Service	7,454,904	8,223,533	8,021,166	8,504,235
Dial-A-Ride Service	192,387	202,242	202,390	203,536
	<u>9,413,637</u>	<u>10,230,327</u>	<u>10,018,919</u>	<u>10,619,036</u>
Transfers:				
Transit Capital Reserve	800,000	800,000	800,000	800,000
Intermodal Facility	-	-	1,106	-
	<u>800,000</u>	<u>800,000</u>	<u>801,106</u>	<u>800,000</u>
Total Expenses	10,213,637	11,030,327	10,820,025	11,419,036
Excess (Deficit) Revenues Over (Under) Expenses	74,591	14,449	143,539	52,374
Beginning Balance	1,163,634	914,207	1,238,225	1,381,764
Ending Balance	<u>1,238,225</u>	<u>928,656</u>	<u>1,381,764</u>	<u>1,434,138</u>

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.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Revenues:				
Interest Revenue	6,712	7,000	6,000	6,000
Transfers:				
Transit Operations	-	-	-	-
Total Revenues	6,712	7,000	6,000	6,000
Expenses:				
Transfers:				
Transit Operations	86,000	-	-	-
Transit Capital Reserve	97,130	-	-	-
	<u>183,130</u>	-	-	-
Total Expenses	183,130	-	-	-
Excess (Deficit) Revenues Over (Under) Expenses	(176,418)	7,000	6,000	6,000
Beginning Balance	993,378	899,209	816,960	822,960
Ending Balance	<u>816,960</u>	<u>906,209</u>	<u>822,960</u>	<u>828,960</u>

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.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Revenues:				
Federal/State Funding	2,249,253	415,650	2,963,950	1,380,832
ISU Parking	17,000	17,000	17,000	17,000
Interest Revenue	7,226	7,000	7,000	7,000
	2,273,479	439,650	2,987,950	1,404,832
Transfers:				
Transit Operations	800,000	800,000	800,000	800,000
GSB Transit Trust	97,130	-	-	-
	897,130	800,000	800,000	800,000
Total Revenues	3,170,609	1,239,650	3,787,950	2,204,832
Expenses:				
CIP:				
Transit	3,026,006	1,002,000	4,002,000	2,560,040
	3,026,006	1,002,000	4,002,000	2,560,040
Total Expenses	3,026,006	1,002,000	4,002,000	2,560,040
Excess (Deficit) Revenues				
Over (Under) Expenses	144,603	612,631	(214,050)	(355,208)
Beginning Balance	862,879	601,323	1,007,482	793,432
Ending Balance	1,007,482	1,213,954	793,432	438,224

ENTERPRISE – TRANSIT INTERMODAL FACILITY CONSTRUCTION

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.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Revenues:				
Iowa State University	8,750	8,750	8,750	-
Interest Revenue	(85)	-	-	-
	8,665	8,750	8,750	-
Transfers:				
General Fund	8,750	8,750	8,750	-
Transit Operations	-	-	1,106	-
	8,750	8,750	9,856	-
Total Revenues	17,415	17,500	18,606	-
Expenses:				
CIP:				
Intermodal Facility	-	-	-	-
Total Expenses	-	-	-	-
Excess (Deficit) Revenues Over (Under) Expenses	17,415	17,500	18,606	-
Beginning Balance	(36,021)	(18,520)	(18,606)	-
Ending Balance	(18,606)	(1,020)	-	-

ENTERPRISE – STORM SEWER UTILITY

The Storm Sewer Utility Fund accounts for receipt of storm sewer fees and grants and expenditure of funds for maintenance and capital improvements in the storm water system

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Revenues:				
Storm Sewer Fees	1,174,875	1,165,352	1,165,352	1,601,629
Federal/State Grants	23,310	761,000	1,537,190	1,000,000
Developer Contributions	8,621	6,000	6,000	6,000
Permits and Plan Reviews	22,650	31,300	31,300	31,300
Fees/Service Charges	9,013	4,000	4,000	4,000
Interest Revenue	17,223	10,000	10,000	10,000
Miscellaneous Revenue	73	-	-	-
Total Revenues	1,255,765	1,977,652	2,753,842	2,652,929
Expenses:				
Operations:				
Storm Sewer Maintenance	215,811	252,189	255,267	263,130
Public Works Engineering	138,191	320,197	334,202	343,402
Customer Service	1,898	2,400	2,100	2,100
Purchasing Services	-	-	5,207	5,224
Human Resources	3,638	4,277	4,085	4,536
Merit/Payroll Adjustment	-	1,684	-	1,827
	359,538	580,747	600,861	620,219
CIP:				
Storm Sewer	427,188	1,286,000	3,306,264	2,150,000
Right-of-Way Restoration	2,047	50,000	87,953	50,000
City Hall Parking Lot	-	-	100,000	-
	429,235	1,336,000	3,494,217	2,200,000
Total Expenses	788,773	1,916,747	4,095,078	2,820,219
Excess (Deficit) Revenues Over (Under) Expenses	466,992	60,905	(1,341,236)	(167,290)
Beginning Balance	2,119,549	1,006,529	2,586,541	1,245,305
Ending Balance	2,586,541	1,067,434	1,245,305	1,078,015
<i>Minimum fund balance target:</i>				
10% of operating expenses				62,022
Unreserved fund balance				1,015,993

ENTERPRISE – AMES/ISU ICE ARENA

This fund accounts for the operation of the Ice Arena.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Revenues:				
Admissions	68,649	59,632	70,040	70,040
Ice Rink Rental	365,492	371,175	376,346	390,751
Equipment Rental	29,435	26,180	29,750	29,750
Skate Sharpening	4,558	6,718	5,100	5,100
Dasher Board Advertising	7,199	10,200	7,263	7,263
Pro Shop Sales	3,113	3,000	3,300	3,200
Concessions	52,450	52,120	53,820	53,820
Interest Revenue	4,290	3,500	4,200	4,200
Miscellaneous Revenue	1,106	700	700	700
Total Revenues	536,292	533,225	550,519	564,824
Expenses:				
Operations:				
Ice Arena Operations	523,036	514,126	592,505	564,779
Merit/Payroll Adjustment	-	1,150	-	1,261
Total Expenses	523,036	515,276	592,505	566,040
Excess (Deficit) Revenues Over (Under) Expenses	13,256	17,949	(41,986)	(1,216)
Beginning Balance	184,234	174,824	197,490	155,504
Ending Balance	197,490	192,773	155,504	154,288
<i>Minimum fund balance target:</i>				
15% of operating expenses				84,906
Unreserved fund balance				69,382

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.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Revenues:				
Iowa State University	20,000	20,000	20,000	20,000
Transfers:				
Local Option Sales Tax	20,000	20,000	20,000	20,000
Total Revenues	40,000	40,000	40,000	40,000
Expenses:				
CIP:				
Ice Arena Improvements	16,938	220,000	320,000	-
Total Expenses	16,938	220,000	320,000	-
Excess (Deficit) Revenues Over (Under) Expenses	23,062	(180,000)	(280,000)	40,000
Beginning Balance	397,437	320,499	420,499	140,499
Ending Balance	420,499	140,499	140,499	180,499

ENTERPRISE – HOMEWOOD GOLF COURSE

This fund accounts for the operation of a 9-hole municipal golf course.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Revenues:				
Green Fees	93,350	100,000	100,000	102,445
Season Passes/Punchcards	55,075	58,940	59,880	65,700
Entry Fees	2,085	2,100	2,100	2,100
Equipment Rental	36,776	44,000	44,000	44,000
Pro Shop Sales	2,674	2,650	2,650	2,650
Concessions	26,114	28,500	30,100	30,170
Cell Tower Lease	31,792	29,012	29,012	29,012
Interest Revenue	1,156	1,000	1,200	1,200
Miscellaneous Revenue	986	4,500	2,500	2,500
Total Revenues	250,008	270,702	271,442	279,777
Expenses:				
Operations:				
Administration/Concessions	113,518	121,920	104,463	111,985
Golf Course Maintenance	140,337	146,807	146,864	149,359
Merit/Payroll Adjustment	-	785	-	709
Total Expenses	253,855	269,512	251,327	262,053
Excess (Deficit) Revenues Over (Under) Expenses	(3,847)	1,190	20,115	17,724
Beginning Balance	162,256	169,086	158,409	178,524
Ending Balance	158,409	170,276	178,524	196,248
<i>Minimum fund balance target:</i>				
25% of operating expenses				65,513
Unreserved fund balance				130,735

ENTERPRISE – RESOURCE RECOVERY

This fund accounts for the operation of a municipally owned Resource Recovery Plant that provides service to 12 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.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Revenues:				
Commercial Accounts	2,350,858	2,300,000	2,300,000	2,300,000
Iowa State University	269,813	200,000	270,000	270,000
Other Contracts	21,386	20,540	23,040	23,040
Public Fees	67,774	58,000	65,000	63,500
Per Capita Revenue	256,383	264,355	264,355	264,355
Electric RDF Revenue	743,666	696,000	700,000	792,000
Sale of Metals	94,533	247,000	125,000	130,000
Bond Proceeds	300,000	-	-	-
IDNR Waste Diversion Grant	-	-	20,000	-
Interest Revenue	16,914	20,000	20,000	20,000
Miscellaneous Revenue	139,897	5,000	2,000	2,000
	4,261,224	3,810,895	3,789,395	3,864,895
Transfers:				
General Fund (Ames Per Capita)	452,862	452,862	452,862	452,862
Total Revenues	4,714,086	4,263,757	4,242,257	4,317,757
Expenses:				
Operations:				
Public Works Administration	95,077	112,235	101,878	120,126
Resource Recovery Operations	2,620,864	2,842,259	2,688,623	2,801,535
Reject Disposal	1,104,053	896,250	1,255,000	1,061,250
Yard Waste Management	32,187	33,550	33,550	34,300
Landfill Monitoring	21,687	21,700	18,544	18,544
Waste Diversion Study	-	-	25,000	-
City Council/Sustainability	6,250	6,250	6,250	6,250
Public Relations	17,108	18,545	18,527	19,236
Financial Services	135,719	139,849	140,189	143,027
Purchasing Services	20,705	29,726	31,243	31,342
Legal Services	15,526	15,999	16,395	16,485
Human Resources	14,552	17,170	13,755	15,273
Facilities	4,063	4,421	4,120	4,143
Merit/Payroll Adjustment	-	2,755	-	2,588
	4,087,791	4,140,709	4,353,074	4,274,099
CIP:				
Resource Recovery	157,897	365,900	746,927	554,600
Total Before Transfers	4,245,688	4,506,609	5,100,001	4,828,699

ENTERPRISE – RESOURCE RECOVERY, continued

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Transfers:				
Debt Service	154,375	163,987	163,987	166,387
Total Expenses	4,400,063	4,670,596	5,263,988	4,995,086
Excess (Deficit) Revenues Over (Under) Expenses	314,023	(406,839)	(1,021,731)	(677,329)
Beginning Balance	2,894,052	3,710,965	3,208,075	2,186,344
Ending Balance	3,208,075	3,304,126	2,186,344	1,509,015
<i>Minimum fund balance target:</i>				
10% of operating expenses				427,410
Unreserved fund balance				1,081,605

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.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Revenues:				
Property Taxes	8,372,402	8,521,005	8,521,005	8,897,683
Excise Tax	20,085	19,420	19,420	18,160
State Replacement Tax	172,637	341,400	341,400	341,400
Iowa State University	14,989	14,962	14,962	15,030
Interest Revenue	37,156	30,000	30,000	30,000
Bond Proceeds	-	-	5,150,000	-
Miscellaneous Revenue	-	-	436,214	-
	<u>8,617,269</u>	<u>8,926,787</u>	<u>14,513,001</u>	<u>9,302,273</u>
Transfers:				
General Fund (Airport Terminal)	-	94,736	42,250	66,169
TIF/South Bell	117,251	117,960	117,960	118,076
TIF/ISU Research Park	-	295,260	72,763	305,200
Special Assessments	386,599	442,728	451,495	457,082
Water Utility Fund	393,084	394,057	389,503	394,955
Sewer Utility Fund	65,787	265,715	200,196	264,911
Resource Recovery	154,375	163,987	163,987	166,387
	<u>1,117,096</u>	<u>1,774,443</u>	<u>1,438,154</u>	<u>1,772,780</u>
Total Revenues	9,734,365	10,701,230	15,951,155	11,075,053
Expenses:				
G.O. Bond Principal	7,845,000	8,483,930	13,730,000	8,883,650
G.O. Bond Interest	1,898,158	2,187,308	2,162,243	2,271,403
G.O. Bond Costs	-	-	12,300	-
	<u>9,743,158</u>	<u>10,671,238</u>	<u>15,904,543</u>	<u>11,155,053</u>
Total Expenses	9,743,158	10,671,238	15,904,543	11,155,053
Excess (Deficit) Revenues Over (Under) Expenses	(8,793)	29,992	46,612	(80,000)
Beginning Balance	603,262	630,535	594,469	641,081
Ending Balance	<u>594,469</u>	<u>660,527</u>	<u>641,081</u>	<u>561,081</u>

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.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Revenues:				
Fleet Maintenance Charges	1,957,190	2,284,416	2,024,213	2,077,589
Maintenance Facility Charges	62,404	57,147	57,210	57,527
Motor Pool Charges	55,176	65,000	65,000	65,000
Interest Revenue	332	-	-	-
Miscellaneous Revenue	727	-	-	-
	<u>2,075,829</u>	<u>2,406,563</u>	<u>2,146,423</u>	<u>2,200,116</u>
Transfers:				
Road Use Tax	26,180	27,750	-	-
Water Utility	26,180	27,750	-	-
Sewer Utility	26,180	27,750	-	-
	<u>78,540</u>	<u>83,250</u>	<u>-</u>	<u>-</u>
Total Revenues	2,154,369	2,489,813	2,146,423	2,200,116
Expenses:				
Internal Services:				
Fleet Administration	437,310	491,476	457,110	469,608
Fleet Maintenance	1,465,211	1,742,618	1,501,508	1,556,776
Fleet Maintenance Facility	109,533	114,294	114,419	115,129
Motor Pool Operations	38,829	35,000	38,521	41,521
Merit/Payroll Adjustment	-	2,732	-	2,922
	<u>2,050,883</u>	<u>2,386,120</u>	<u>2,111,558</u>	<u>2,185,956</u>
CIP:				
Fleet Facility Improvements	104,720	111,000	-	-
Total Expenses	2,155,603	2,497,120	2,111,558	2,185,956
Excess (Deficit) Revenues Over (Under) Expenses	(1,234)	(7,307)	34,865	14,160
Beginning Balance	312,799	299,361	311,565	346,430
Ending Balance	<u>311,565</u>	<u>292,054</u>	<u>346,430</u>	<u>360,590</u>

INTERNAL SERVICES – FLEET RESERVE

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.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Revenues:				
Fleet Replacement Funds	1,753,376	1,576,744	1,634,790	1,670,862
Sale of Equipment	323,116	180,000	180,000	180,000
Interest Revenue	58,192	45,000	45,000	45,000
Miscellaneous Revenue	3,307	-	-	-
	<hr/> 2,137,991	1,801,744	1,859,790	1,895,862
Transfers:				
Road Use Tax	-	-	35,130	33,750
Water Utility Fund	-	-	35,130	33,750
Sewer Utility Fund	-	-	35,130	33,750
	<hr/> -	-	105,390	101,250
Total Revenues	2,137,991	1,801,744	1,965,180	1,997,112
Expenses:				
Internal Services:				
Fleet Acquisitions	1,446,032	1,904,657	3,808,293	987,300
Fleet Disposal	10,488	-	-	-
	<hr/> 1,456,520	1,904,657	3,808,293	987,300
CIP:				
Fleet Facility Improvements	-	-	140,521	135,000
	<hr/> -	-	140,521	135,000
Total Expenses	1,456,520	1,904,657	3,948,814	1,122,300
Excess (Deficit) Revenues Over (Under) Expenses	681,471	(102,913)	(1,983,634)	874,812
Beginning Balance	7,533,847	6,615,864	8,215,318	6,231,684
Ending Balance	<hr/> 8,215,318	6,512,951	6,231,684	7,106,496

INTERNAL SERVICES – INFORMATION TECHNOLOGY

Information Technology accounts for all information technology and communication services provided to City departments.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Revenues:				
Data Charges	1,451,224	1,505,940	1,517,586	1,555,305
Communications Charges	224,186	227,919	229,583	229,583
Miscellaneous Revenue	382	-	-	-
Total Revenues	1,675,792	1,733,859	1,747,169	1,784,888
Expenses:				
Internal Services:				
Data Processing	1,448,387	1,499,200	1,510,947	1,552,704
WiFi Operations	3,219	6,740	6,639	6,740
Phone Operations	224,186	227,919	229,583	229,583
Merit/Payroll Adjustment	-	7,988	-	8,247
Total Expenses	1,675,792	1,741,847	1,747,169	1,797,274
Excess (Deficit) Revenues Over (Under) Expenses	-	(7,988)	-	(12,386)
Beginning Balance	147,535	147,534	147,535	147,535
Ending Balance	147,535	139,546	147,535	135,149

INTERNAL SERVICES – TECHNOLOGY RESERVE

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.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Revenues:				
Computer Replacement Funds	425,193	264,471	321,451	324,500
Interest Revenue	20,190	18,200	18,200	18,200
Miscellaneous Revenue	-	-	-	-
Total Revenues	445,383	282,671	339,651	342,700
Expenses:				
Internal Services:				
Technology Replacement	147,285	195,814	503,793	292,364
IT Technology Replacement	40,054	83,673	283,241	142,680
Phone System	129,945	24,867	116,767	36,644
Total Expenses	317,284	304,354	903,801	471,688
Excess (Deficit) Revenues Over (Under) Expenses	128,099	(21,683)	(564,150)	(128,988)
Beginning Balance	2,749,017	2,306,877	2,877,116	2,312,966
Ending Balance	2,877,116	2,285,194	2,312,966	2,183,978

INTERNAL SERVICES – SHARED COMMUNICATION SYSTEM

This fund accounts for the communication system that the City shares with Iowa State University, Story County, and the E911 system.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Revenues:				
Iowa State University	51,102	53,965	50,970	53,923
Story County	51,102	53,965	50,970	53,923
E911 Board	25,446	34,080	33,797	38,020
Ames Police Department	53,979	53,965	50,968	53,922
Ames Fire Department	-	2,970	2,700	2,835
Total Revenues	181,629	198,945	189,405	202,623
Expenses:				
Internal Services:				
Shared Communication System	181,629	198,945	189,405	202,623
Total Expenses	181,629	198,945	189,405	202,623
Excess (Deficit) Revenues Over (Under) Expenses	-	-	-	-
Beginning Balance	-	-	-	-
Ending Balance	-	-	-	-

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.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Revenues:				
Departmental Charges	2,373,218	2,448,213	2,340,150	2,509,235
Interest Revenue	6,874	5,800	5,800	5,800
Miscellaneous Revenue	37,917	-	-	
Total Revenues	2,418,009	2,454,013	2,345,950	2,515,035
Expenses:				
Internal Services:				
Risk Administration	139,205	145,022	145,762	149,250
Liability Insurance	179,940	185,750	169,938	231,435
Liability Claims	125,654	75,000	200,000	75,000
Automobile Insurance	65,944	68,650	59,143	62,100
Transit Insurance	168,144	176,500	183,466	192,639
Property Insurance	772,181	806,000	714,857	775,991
Professional Liability Insurance	29,498	31,000	31,206	32,766
Police Professional Insurance	30,694	33,750	30,799	32,339
Internal Safety Training	130,851	127,600	127,600	133,980
Workers Compensation	583,834	712,000	709,124	716,795
Merit/Payroll Adjustment	-	1,023	-	1,177
Total Expenses	2,225,945	2,362,295	2,371,895	2,403,472
Excess (Deficit) Revenues Over (Under) Expenses	192,064	91,718	(25,945)	111,563
Beginning Balance	1,413,116	1,433,734	1,605,180	1,579,235
Ending Balance	1,605,180	1,525,452	1,579,235	1,690,798
<i>Minimum fund balance target:</i>				
Reserved for deductibles and retained risk				1,000,000
Unreserved fund balance				690,798

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.

	2014/15 Actual	2015/16 Adopted	2015/16 Adjusted	2016/17 Mgr Rec
Revenues:				
Departmental Contributions	6,440,876	6,935,133	7,020,555	7,511,994
Employee Contributions	616,401	652,718	671,877	718,908
Retiree Contributions	271,492	298,215	295,926	316,641
City Assessor Contributions	76,703	94,149	83,606	89,458
COBRA Contributions	10,551	25,000	25,000	25,000
Medicare Supplement	19,512	30,000	30,000	30,000
Stop Loss Recoveries	951,566	-	-	-
Interest Revenue	23,568	18,000	20,000	20,000
Miscellaneous Revenue	3,093	-	-	-
Total Revenues	8,413,762	8,053,215	8,146,964	8,712,001
Expenses:				
Internal Services:				
Health Insurance Administration	67,095	76,757	79,601	70,323
Medical Claims	6,015,256	5,590,556	5,590,556	5,981,895
Dental Claims	341,209	348,859	356,638	358,421
Pharmacy Claims	1,230,138	1,280,453	1,351,702	1,554,457
Other Health Insurance	599,316	660,845	740,975	748,146
Health Promotion Program	195,478	208,279	208,560	273,286
Merit/Payroll Adjustment	-	1,333	-	1,197
Total Expenses	8,448,492	8,167,082	8,328,032	8,987,725
Excess (Deficit) Revenues Over (Under) Expenses	(34,730)	(113,867)	(181,068)	(275,724)
Beginning Balance	2,697,031	2,439,252	2,662,301	2,481,233
Ending Balance	2,662,301	2,325,385	2,481,233	2,205,509
<i>Minimum fund balance target:</i>				
Reserve for unsubmitted claims				867,957
Reserve for claims fluctuations				394,739
Reserve for post-employment health care				246,024
Unreserved fund balance				696,789

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