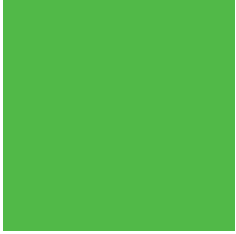
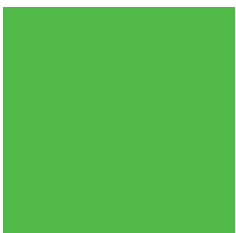
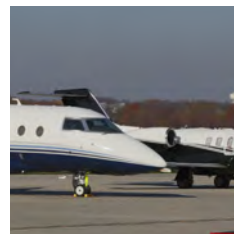
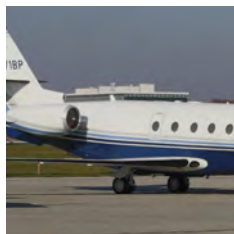
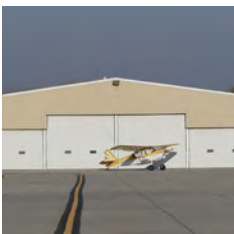
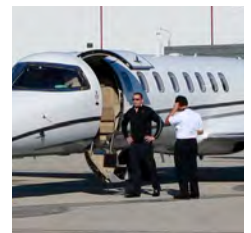




CITY OF
Ames™



CITY OF AMES, IOWA
PROGRAM BUDGET
DRAFT 2019 - 2020





CITY OF
Ames™

The theme for this year's Budget is the Ames Municipal Airport. The current airport located at 2520 Airport Road is the third incarnation of an airport in Ames. It was established in 1943 using \$5,340 in Municipal Bonds near the site of the old Billy Sunday Farmstead. As the first municipally-owned airport, it began on a property of just under 300 acres along the south side of Airport Road with two grass runways approximately 3,800 feet in length. Over the years the airport has grown, more than doubling in size in the 1980s to about 700 acres, now with two paved runways 01/19 (5,700') and 13/31 (3,492') capable of supporting medium to large jet aircraft. Starting in 2016, the City, with help from private donations, has constructed a new 7,000 square foot Executive Airport Terminal Building and a new 95' x 100' Itinerant Hangar. These investments have helped modernize the Ames Municipal Airport as it serves as a gateway to the central Iowa region, supporting more than 33,000 flights each year.



February 1, 2019

To the Mayor and Ames City Council:

I am dedicating the FY 2019/20 budget to Assistant City Manager Bob Kindred, Library Director Lynne Carey, and Transit Director Sheri Kyras, who will all be retiring in the spring of 2019. During the course of their careers with the City, they exemplified all of the best attributes of an Ames City employee. Each of them reflected the highest ethical standards, committed to providing exceptional customer service every day, and worked continuously to identify efficiencies in our operations that saved our citizens substantial sums of money while never compromising the quality of our services.

I am sure you all know that the City of Ames has received the Distinguished Budget Award from the Government Finance Officers Association for the past 33 years. What you may not know is that Bob Kindred originally came to us as the Budget Analyst in the Finance Department back in 1980 and coordinated transforming our line-item department budget into the program/performance format that City Council and our citizens now rely on to better understand our budget document. Because of the continuous national recognition we have garnered over the years for our budget format, few major changes have been made to the document. However, in keeping with our value of continuous improvement, you will note that our format has been changed in the FY 2019/20 budget to tie our various services and performance indicators back to the City Council and department goals. We believe this change will assure that the City continues to receive national acclaim for our budget.

The FY 2019/20 budget reflects expenditures totaling \$250,374,227 for the numerous services provided by the City of Ames. To cover the cost of these services, the budget calls for \$1,564,903 more in property tax revenue than the previous year, as well as increases in various recreation fees, water rates, and Resource Recovery user fees.

PROPERTY TAXES - \$.04 RATE DECREASE

Even though property taxes represent only about 14% of our total annual revenues needed to fund the budget, most citizens are concerned about how their property taxes will be impacted by my budget recommendation. **The FY 2019/20 budget reflects a \$.04 rate decrease in our overall property tax rate from \$10.07 per \$1,000 of taxable valuation to \$10.03 per \$1,000 of taxable valuation.**

In order to understand the impact of this budget on our citizens, we must take into account the recommended decrease in tax rate, the slight increase in the State mandated Rollback (which dictates how much of the assessed value of a property is subject to taxation), and any increases in valuations due to new growth and reassessments. **When all three of these factors are considered, it is estimated that the residential customer class will pay an additional \$11.32 (+2.02%) for every \$100,000 of their taxable valuation, the commercial customer class will pay \$4.84 (-.53%) less than the prior year for every \$100,000 of their taxable valuation, and the industrial customer class will pay \$3.87 (-.43%) less than the prior year for every \$100,000 of their taxable valuation.**

It is very prudent for the City to maintain a significant fund balance in our General Fund so that we can absorb any unanticipated shortfalls in revenues or increases in expenditures related to our City operations and Capital Improvement projects. **Consequently, the FY 2019/20 budget preserves the City Council's goal of a 25% available balance for this purpose. In addition, \$884,919 has been set aside in the General Fund available balance so that we can react to any State or Federal mandates that might be declared after the budget is certified, or to respond to City Council priorities that were not included in my recommended budget.**

The following are highlights of the FY 2019/20 budget.

PUBLIC SAFETY

LAW ENFORCEMENT

As you know, I have been recommending additional police officer positions over the past few years to allow us to respond to our increasing city population. **Based on a request from administrators from the Ames Community School District, in FY 2019/20 it is our intent to add a second School Resource Officer (SRO) position so that we will have a more consistent police presence in both the High School and Middle School.** The budget anticipates the City sharing the associated costs for both SROs equally with the Ames School District for nine months out of the year and covering 100% of these costs for the three months when school is not in session.

A significant amount of time will be devoted to working with Iowa State University, Story County, and a yet-to-be-selected provider to upgrade our emergency radio system to ensure reliability and interoperability among our emergency and non-emergency personnel throughout Story County.

A new software package will be purchased that will enhance existing departmental policy review, new policy development, documentation, and employee training that should help our officers navigate through the growing complexity of the legal environment in which they work.

An emphasis on diversity and inclusion continued in FY 2018/19, with training for all officers focusing on implicit bias/impartial policing. This commitment will be maintained in FY 2019/20 as procedural justice training will be introduced to the officers. We are

expecting the results of our Stop Study in the spring of 2019 to determine whether or not the pattern of our traffic stops indicates a disproportionate number of minority contacts.

FIRE SAFETY

I also have added a new firefighter position in FY 2019/20 to increase our staffing capability in anticipation of a new fourth fire station once the Comprehensive Plan is completed and growth in certain directions warrants the new facility.

Emphasis is being placed on training, employee wellness, safety, and public outreach. Towards this end, all fire company officers will receive certification training which will allow them to perform fire inspections for commercial and industrial properties. An innovative approach will be used to assemble metal shipping containers into a modular fire training facility in the coming year. The in-house Peer Fitness Team, the City's Health Promotion Coordinator, and McFarland Clinic's Occupational Medicine doctor are working on improving the health and wellness for our employees. Our newest firefighters have received Hazardous Materials Technician certification training. To promote improved customer service, a new online permit approval process for fire suppression systems and alarms has been created.

ANIMAL CONTROL

The staff at the Animal Shelter should be commended because our live release rates have exceeded all previous totals with dogs and puppies at 100%, kittens at 98.94%, cats at 96.21%, rabbits at 95.24%, and all other species, including wildlife, at 81%.

An architectural review of the aging shelter is being performed to determine the long term viability of this facility. In the interim, minor improvements to the medical care room, ceiling, doors, and insulation are underway. In addition, new dog kennels will be purchased.

In recent years, new medical procedures, including vaccinations and spaying/neutering, have been implemented for all animals that are adopted from the Shelter. New adoption fees designed to offset these costs are included in the FY 2019/20 budget. Adoption fees for cats/kittens will go from \$40 to \$60, and for dogs/puppies from \$50 to \$80.

BUILDING SAFETY

Based on projected revenues from new construction activity, no increases in building or rental housing permit fees are needed in the FY 2019/20 budget.

Again this year, the following efforts are being made to improve service to our customers. The new citizen self-service component of our building permit software is scheduled to go into effect in early 2019. This new service will eliminate the need for the Finance Department to mail permit invoices and track payments. We are converting our paper files into an electronic format to allow for more timely retrieval. Finally, Inspection staff is devoting more time to attending community events and hosting informational meetings to help the public understand how our inspectors can serve as a helpful resource for their projects rather than an enforcement arm of the City.

ELECTRIC UTILITY – NO RATE INCREASE

Our financial analysis indicates that our current electric rates are sufficient to cover our operational and capital improvement expenditures for the next five years. As the number of customers continues to increase, so does our need to buy or produce more energy to serve these customers. Therefore, you will note that the amount budgeted for purchased power is up approximately \$2,000,000 in FY 2019/20. It should be noted that these increased expenditures are offset by a corresponding increase in revenues from the sale of electricity to these additional customers.

The overall increase in electric consumption by our customers would have been even greater without the existence of our Demand Side Management program where we continue to budget \$1,200,000 annually for financial rebates that incentivize our customers to reduce their use of electricity. For the first time since its inception, this rebate program is being recognized as an expense in the operating budget rather than a capital improvement. We have estimated that this program has resulted in a yearly reduction of 2.5 MW in our peak demand.

One way to satisfy the City Council goal to increase sustainability is to expand our use of renewable energy sources. Our current energy portfolio includes 18% from wind and 2% from burning Refuse-Derived Fuel. We hope to approach the Council in early 2019 with a recommendation to create our first community solar farm in an effort to increase our renewable energy portfolio.

Another strategy to deal with a tight labor market is to “grow” our own employees. Towards this end, a new Apprentice Lineworker FTE has been added to the FY 2019/20 Distribution budget. Our intent is to hire individuals with less experience initially and guide them through an extensive training program to develop their knowledge and skills.

WATER UTILITY – 7% RATE INCREASE

Again this year, the City of Ames was recognized by the Iowa Section of the American Water Works Association as having the best tasting water in the state.

With the completion of the new Water Plant, additional regulatory testing is required by the Iowa Department of Natural Resources. This additional workload is being performed by our existing staff with no additional impact on the budget.

In support of the City Council’s commitment to sustainability, the Water Plant is recycling approximately 28,000 tons of lime sludge per year.

At the end of FY 2018/19, approximately one-half of the conversion to Automated Meter Readers will be complete.

A new position is being added in the Utility Maintenance activity to assist with the increasing number of water main breaks and sanitary sewer repairs. The cost of this position will be shared 79% from the Water fund and 21% from the Sanitary Sewer fund. After taking into account the CIP projects and estimated operational expenditures for the next five years, our financial analysis currently indicates that a 7% water rate increase will be needed in FY 2019/20, with additional increases in FY 2021/22 and in FY 2023/24.

SANITARY SEWER UTILITY - NO RATE INCREASE

The Ames Water Pollution Control plant has the distinction of receiving a Platinum Peak Performance Award for 29 consecutive years of operating the plant without a permit violation.

Our Iowa Department of Natural Resources (IDNR) National Pollutant Discharge Elimination System (NPDES) permit expired in August 2015. Subsequent to that date a draft permit was issued, but was pulled after the City questioned some of the provisions. In the meantime, we continue to operate under our previous permit to allow us time to reach an agreement with IDNR.

After extensive discussions among our consulting firm, the staff, and City Council, we have identified a three phase plan to meet nutrient reduction requirements over the next twenty years.

A five-year financial analysis of this utility currently indicates the need for the next water rate increase in FY 2020/21, with another increase in FY 2022/23.

STORM WATER UTILITY - NO RATE INCREASE

In an effort to recoup some of the costs related to our Storm Water Utility operations and capital improvements, the City has established a four tier monthly fee schedule based on the amount of impervious land on a property. Our five-year financial projection for this fund currently does not require us to increase the fee for any of the four tiers.

Additional funding has been added to the Storm Water System Maintenance activity both in FY 2018/19 and FY 2019/20 for contracted repairs to help keep our system functioning properly. In addition, we have switched work priorities for our own crews from televising the system to cleaning system blockages.

The staff has submitted an application for a grant from the Federal Emergency Management Administration for our most significant flood mitigation/river flooding project. This bank restoration project is intended to lower flood water levels in the South Duff area up to two feet.

RESOURCE RECOVERY UTILITY

**NO INCREASE IN PER CAPITA SUBSIDY
\$3.75 INCREASE IN TIPPING FEE**

The high number of boiler outages at the Power Plant due to the caustic effect of burning our Refuse-Derived Fuel (RDF) with natural gas has resulted in a growing number of instances when our garbage must be diverted to the Boone landfill. These outages result in increased costs to transport unprocessed solid waste and to dispose of the material in the landfill. In addition, the Resource Recovery operation loses out on an opportunity to generate revenue from the Electric Utility for the sale of our RDF as an alternative fuel source. The substantial investment in replacing the boiler tubes in Unit #7 and Unit #8 in FY 2018/19 and FY 2019/20 with new coated tubes should correct this situation.

The boiler tube problems, coupled with a downturn in revenue received from the sale of the metals recycled from our process, pose a financial challenge for this utility. In order to meet this challenge, we are assuming two initiatives are implemented. First, the tipping fee charged to haulers bringing material to the Resource Recovery Plant will be increased from \$55.00 per ton to \$58.75 per ton. Secondly, a new formula prescribing how the Electric Utility will be charged for the purchase of RDF has been introduced that incentivizes both the Electric Utility and the Resource Recovery Utility to maintain the operation of their plants, resulting in more reliability in expenditures and revenues for this fuel source.

The per capita subsidy charged to the City of Ames (\$522,533) and the other Story County cities (\$305,025) that are partners in this operation will remain at \$10.50 for FY 2019/20. However, in order to keep this operation solvent over the subsequent four years, further increases in the tipping fee and per capita subsidy should be anticipated.

Much has changed since the City pioneered the operations of our waste-to-energy concept in the mid-1970s. Technology has changed, environmental standards have changed, energy and recycling markets have changed, and our customers' consumption patterns have changed. As a result of these changes, the staff believes it is an appropriate time to take a look at our current operation and determine if there are improvements that can be made to help us reach our goals of reducing our solid waste volumes and producing electricity from alternative energy sources. Consequently, you should note funds have been placed in the FY 2019/20 budget to conduct a feasibility study regarding an alternative "mass burn" process. The cost of this study will be shared equally by the Electric and Resource Recovery utilities.

TRANSPORTATION

STREET SYSTEM

An extra outreach effort was made in FY 2018/19 to inform our citizens of a number of upcoming projects: Welch Avenue Improvements, Complete Streets Plan, South Duff widening, Munn Woods sanitary sewer line installation, and the Ames On The Go smartphone app introduction.

You will note that traffic studies previously included in the CIP are now reflected in the operating budget to more appropriately coincide with accepted accounting principles. Since we completed the Complete Streets Plan and the Council approved the associated policies, Traffic Engineering staff will now direct its focus on developing a Traffic Network Communication Master Plan and begin updating the Long Range Transportation Plan in FY 2019/20.

Our new customized citizen reporting mobile application was introduced in FY 2018/19. This app allows our citizens to more conveniently report problems associated with our street system and other City infrastructure to the appropriate City staff member, assuring faster response to citizen concerns.

We are continuously seeking ways to improve our service in this program. Some recent examples include: the use of mastic materials on streets and bike paths to maintain their surfaces in a safe and useable condition, the purchase of two automated high-water signs to detect standing water on a roadway and initiate a flashing warning sign to alert motorists, the installation of an automated vehicle location system and GIS tracking system for better workload management, the introduction of an on-line public GIS portal to provide our citizens with convenient access to information, the implementation of the new Intelligent Transportation System to more quickly adapt to the demands of the motorists traveling throughout the city, and the introduction of the ADA Signal Enhancement project to retrofit our traffic signals and radar systems to improve our service to our citizens with disabilities.

TRANSIT

We had not undertaken a comprehensive review of the CyRide route structure since its inception. Given the increasing ridership on the system and the growing financial pressures on the funding partners that called into question the long-term viability of the system, the Transit Board of Directors hired a consulting firm to develop recommendations that would result in efficiencies to the system. Once these recommendations were approved by the Board and implemented, they became known as CyRide 2.0.

As could be predicted, not all of the changes were warmly accepted by our customers. Feedback was solicited from our users after the new system was in place to determine their reactions. Based on this feedback, the Transit Board has included in the FY 2019/20 budget either restoring or improving service to the following routes currently offered under CyRide 2.0; Peach, Gold, Cherry, Brown, and Lilac. The total cost for these new services is approximately \$200,000.

You will also notice that a new position, Chief Safety Officer, has been introduced into the budget. This position is mandated by the Federal Transit Agency to assure that the Transit operation has a professional permanently assigned solely to this safety function. In order to cover normal salary, benefits, contractual, and commodities along with the introduction of the new service improvements, the City (through its Transit Levy), the ISU students (through their student fees), and ISU Administration (through their general funds)

will need to contribute a 4.6% increase in their support for public transportation. For the citizens of Ames, the total contribution to CyRide in FY 2019/20 will be \$1,994,811.

AIRPORT

The financial status of the Airport continues to gradually improve. This improvement can be attributed to our new Fixed Based Operator (FBO), Central Iowa Air Service, whose excellent customer service is attracting more itinerant flights into our airport resulting in a 38% increase in fuel sales. The new FBO has also assumed mowing and snow removal responsibilities at the Airport at no cost to the City other than us providing the equipment and fuel to perform these duties. Previously, the City had to contract with a private firm to accomplish this work. At the end of a fiscal year, any revenue generated in excess of the expenditures for this operation will be transferred to the Airport Construction Fund to help finance future capital improvement projects.

We are in the process of updating our Airport Master Plan which is projected to be completed in the fall of 2019. This document will identify future goals for the Airport and major capital improvement projects such as runway extensions and hangar expansions.

PARKING

Historically, the City Council's goal for the Parking Fund is to cover all expenditures in a fiscal year with user revenues, which includes monies from parking meters, fines, and reserved parking space fees, as well as to maintain a 10% available balance. Given the deterioration of the City's parking lots, the City Council established another goal to generate additional funds to finance the reconstruction of our lots.

In response to these goals, a tiered meter parking fee schedule was established for the Downtown and Campustown business districts beginning on July 1, 2018. After much public feedback and discussions among the City Council members, the parking meter fees in all Downtown meters were reduced to \$.50/hour effective April 1, 2019. Even with this recent action, it is estimated that by the end of FY 2019/20, \$335,983 will be transferred to the new Parking Capital Reserve account to help fund future parking lot reconstruction.

The business leaders in Downtown have argued that the reduction in meter fees will actually generate more money for the Parking Fund than if the \$1.00/hour fee was maintained. Over the coming months we will monitor how revenues actually come in under the \$.50 meter rate and then make a recommendation if an additional fee increase is warranted in FY 2020/21.

The City Council has authorized \$70,000 in FY 2018/19 to hire a consultant to perform a parking study of the Downtown area to review existing space utilization, project future parking demand, and make recommendations for optimizing the future viability of the parking system.

COMMUNITY ENRICHMENT

PARKS & RECREATION

As you know, the city of Ames has one of the lowest unemployment rates in the country. This distinction comes with negative consequences. A very tight labor market makes it difficult to attract and retain qualified employees. Nowhere is this challenge more prevalent than in our recruitment effort for temporary/seasonal employees who staff our recreation programs. In an effort to confront this challenge, the FY 2018/19 and FY 2019/20 budgets support an initiative to assure these salaries are more competitive with our local labor market by establishing a three step pay plan with annual increases for each step. This major initiative alone accounts for a 15% increase in temporary/seasonal salaries in our recreation programs, or an increase of approximately \$126,000 over the FY 2018/19 Adopted Budget.

A review of the attendance numbers for certain classes in our Athletic, Wellness, and Instructional programs reveals that we are experiencing a decline in participation. Consequently, I have challenged our recreation staff to introduce new classes that will attract the interest of our citizens and thereby stimulate an increase in participation.

Parks and Recreation staff have been spending a significant amount of time working with numerous partner groups to develop the plans for the Healthy Life Center, Miracle Field, and All Inclusive Playground. Hopefully, final decisions on whether or not to proceed with these important projects will be made by the spring of 2019.

The two enterprise funds, Ames/ISU Ice Arena and Homewood Golf Course, remain in very strong financial positions. With the requested 3% increase in ice rental fees, it is expected that the Ice Arena fund will end the FY 2019/20 with an available balance of \$149,751 above the goal of a 15% operating reserve. Similarly, should the various recommended fee increases be adopted, it is anticipated that the Homewood Golf Course Fund will end next fiscal year with an available balance in excess of our goal of 25% by \$142,039.

LIBRARY

The tight labor market has also impacted the Library. Consequently, the budget for this service includes a \$1.00 per hour increase for hourly employees which results in an additional \$23,000 for temporary salaries.

In addition, an increase of .25 FTE for a Technical Services Assistant position is introduced in the Youth Services activity for FY 2018/19 to assure more staff time is directed to getting out from behind the desk and circulating in the area to offer more customer assistance and better monitoring of the area.

The Library is well known for its efforts to continue to improve programs. In keeping with this commitment, the pilot year of the streaming service Hoopla will be permanently added to the programming, the website was redesigned, and a new streaming movie service, Kanopy, was introduced allowing access to 30,000 titles.

CEMETERY

Our ultimate goal is to generate sufficient revenue to cover the expenses for this service each year. While we will not accomplish this goal in FY 2019/20, we are projecting the General Fund subsidy to be decreased to \$37,593. While no fee increases are being recommended for FY 2019/20 for this service, during the next year staff will be performing a comparative fee analysis to determine if future increases can be justified.

In response to previously obtained citizen input, we installed eleven water spigots to better serve families who are supplying plants to their family members' gravesites, and upgraded our stonework photos and memorial information to improve our capability to respond to customer inquiries.

HOUSING SERVICES

In FY 2018/19, we are planning to expend \$1,170,765 from our Community Development Block Grant funding for the development of our new mixed-income housing subdivision at 321 State Street, home acquisition/rehabilitation, rental deposit assistance, and transportation assistance. With the addition of federal HOME funds, \$450,897 will be used to assist with the construction of single family houses for lower income households at our 321 State site.

In 2019, we will be submitting our first Consolidated and Annual Action Plans for both the CDBG and HOME funding. These Action Plans will incorporate the program goals and priority projects that are ultimately approved in the Five Year Consolidated Plan.

HUMAN SERVICE AGENCY AND ARTS SERVICES

We are very fortunate to have access to local option sale tax revenues which are paid on qualifying purchases delivered within the city limits of Ames. In FY 2019/20, the commitment will continue for those human service agencies that provide the City Council's service priorities by allocating \$1,466,202 towards these services. Our local arts agencies also will benefit from local option sales tax proceeds by earmarking \$168,898 for these organizations, as well as \$46,000 for the City's Public Art program.



My sincere thanks goes out to our Department Heads and those members of their staff who helped develop this administrative/financial plan for the city. It remains clear to me from their actions that they remain committed to providing exceptional customer service at the best price!

Assembling the mountain of data that is reflected in this budget is a significant task. Credit for this effort must be given to Duane Pitcher, Finance Director, Emily Johnson, Finance Department Secretary, Tasheik Kerr, Management Analyst, Brian Phillips, Assistant City Manager, and Bob Kindred, Assistant City Manager. Nancy Masteller, our Budget Officer, deserves special recognition for the many extra hours she spent during evenings and

weekends implementing this new budget format and in making sure the budget was completed on time and worthy of another award from GFOA!

Respectfully Submitted,

A handwritten signature in cursive script that reads "Steve".

Steven L. Schainker
City Manager

CITY OF AMES, IOWA

2019/20 PROGRAM BUDGET

**SUBMITTED TO THE CITY COUNCIL
FEBRUARY 1, 2019**

**MAYOR
JOHN HAILA**

**COUNCIL MEMBERS
BRONWYN BEATTY-HANSEN
GLORIA BETCHER
AMBER CORRIERI
TIMOTHY GARTIN
DAVID MARTIN
CHRIS NELSON**

**CITY MANAGER
STEVEN L. SCHANKER**

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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, 2018

Christopher P. Morill

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, 2018. 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.

HOW TO USE THIS BUDGET DOCUMENT

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.

HOW TO USE THIS BUDGET DOCUMENT

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.

HOW TO USE THIS BUDGET DOCUMENT

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 25% of operating revenues.

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

BUDGET AND FISCAL POLICIES

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, inter-fund 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

BUDGET AND FISCAL POLICIES

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.

BUDGET AND FISCAL POLICIES

- 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.

BUDGET AND FISCAL POLICIES

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

BUDGET AND FISCAL POLICIES

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.

BUDGET AND FISCAL POLICIES

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.

BUDGET AND FISCAL POLICIES

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

BUDGET AND FISCAL POLICIES

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:

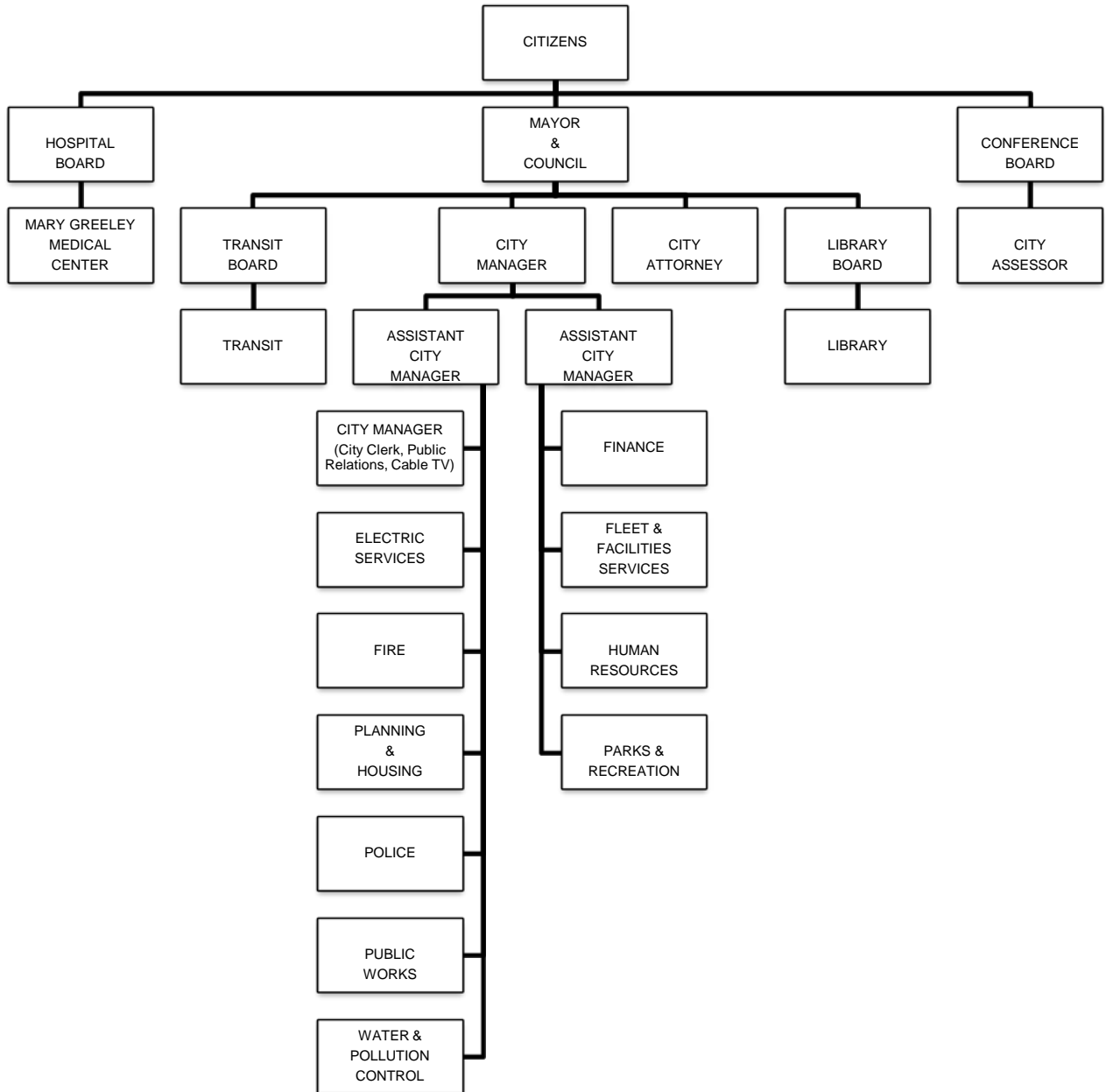
- Analyzing systems and procedures to ensure efficient delivery of services.
- Evaluating the ability of new technologies and related capital investments to improve productivity.
- Developing the skills and abilities of all City employees.
- Developing and implementing appropriate methods of recognizing 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 2018/19 and proposed 2019/20 operational budgets. Resident Satisfaction Survey results are presented to the City Council. |
| NOVEMBER | November 1 – 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. |
| DECEMBER | December 11 – City Council budget meeting to review issues, priorities, and preferences in service levels for the 2019/20 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 15 – CIP workshop with City Council. January 22 – Public hearing for resident input on CIP. |
| FEBRUARY | February 1, 5, 6, 7, 13 – City Council reviews entire program budget with department heads in five public meetings held on one afternoon and four evenings. |
| MARCH | March 5 – Final budget hearing and adoption of amended 2018/19 budget and 2019/20 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 |
| Mark Lambert | 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 |
| Rich Higgins | Fire | 515-239-5414 |
| Corey Mellies | Fleet Services/Facilities | 515-239-5520 |
| Bethany Jorgenson | Human Resources | 515-239-5199 |
| Vacant | 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 2019/20 PROPERTY TAX LEVY

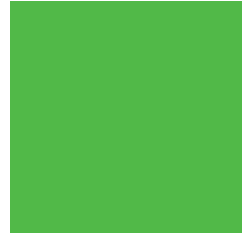
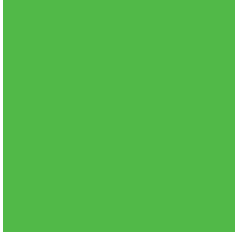
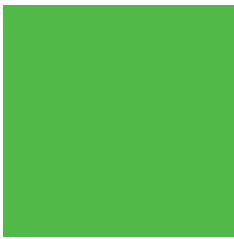
Taxable Valuation \$ 3,079,908,598

% Change From FY 2018/19 5.7%

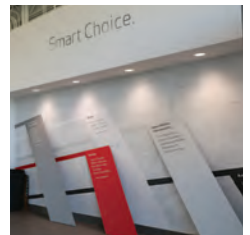
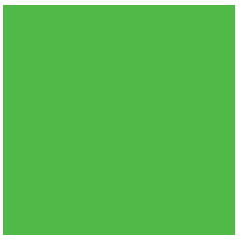
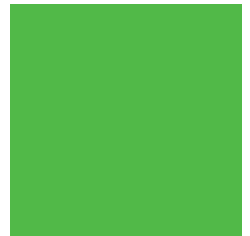
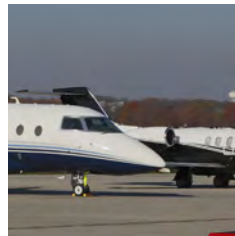
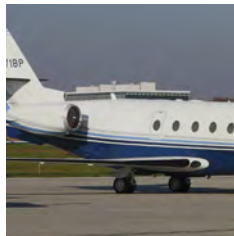
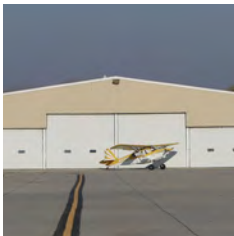
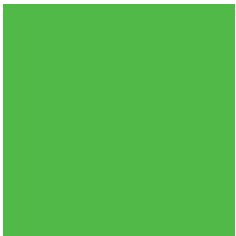
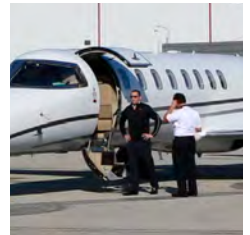
| LEVY REQUIRED | LEVY PER \$1,000 VALUATION | DOLLAR AMOUNT | RATE | | DOLLAR | |
|---|----------------------------------|-------------------|------------------|---------------|------------------|-------------|
| | | | CHANGE | % | CHANGE | % |
| Total Requirement | 7.28708 | 22,443,527 | (0.02727) | (0.37) | 1,124,099 | 5.27 |
| Less: | | | | | | |
| State Replacement Tax | 0.17061 | 525,452 | 0.00966 | (5.36) | - | 0.00 |
| Local Option Property Tax | 1.59138 | 4,901,296 | 0.04120 | (2.52) | 142,756 | 3.00 |
| Net General Levy | 5.52509 | 17,016,779 | 0.02360 | 0.43 | 981,343 | 6.12 |
| Trust and Agency Levy (Partial Police/Fire Benefits) | .67923 | 2,091,970 | (0.03611) | (5.05) | 6,936 | 0.33 |
| Transit Levy | .62811 | 1,934,521 | (0.00550) | (0.87) | 87,726 | 4.75 |
| Total Before Debt Service | 6.83243 | 21,043,270 | (0.01801) | (0.26) | 1,076,005 | 5.39 |
| Debt Service Levy | 3.19314 | 9,980,123 | (0.02499) | (0.78) | 488,898 | 5.15 |
| Grand Total Tax Levy | 10.02557 | 31,023,393 | (0.04300) | (0.43) | 1,564,903 | 5.31 |

Ag Levy – Valuation: \$2,988,543 x 3.00375 = \$8,977

TIF valuation available for Debt Service - \$45,584,078



FINANCIAL SUMMARIES



SUMMARY OF TOTAL REVENUES AND EXPENDITURES

REVENUE SUMMARY

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|--------------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Property Taxes | 28,701,498 | 30,267,943 | 30,260,590 | 32,156,046 | 6.2% |
| Other Taxes: | | | | | |
| State Replacement Tax | 979,415 | 973,210 | 973,210 | 973,210 | 0.0% |
| Local Option Sales Tax | 7,681,518 | 7,930,900 | 7,930,900 | 8,168,827 | 3.0% |
| Hotel/Motel Tax | 2,398,439 | 2,450,000 | 2,450,000 | 2,450,000 | 0.0% |
| | 11,059,372 | 11,354,110 | 11,354,110 | 11,592,037 | 2.1% |
| Licenses & Permits | 1,627,712 | 1,651,950 | 1,717,750 | 1,652,904 | 0.1% |
| Intergovernmental Revenue: | | | | | |
| State Road Use Tax | 7,321,752 | 7,164,247 | 7,193,730 | 7,164,247 | 0.0% |
| Federal Grants | 3,292,626 | 2,520,515 | 3,927,625 | 3,663,358 | 45.3% |
| State Grants/SRF Funding | 9,226,969 | 10,957,200 | 34,088,842 | 13,907,474 | 26.9% |
| County Contributions | 148,792 | 145,000 | 154,241 | 155,000 | 6.9% |
| Other Intergovernmental Revenue | 6,313,665 | 6,783,795 | 6,883,069 | 7,186,812 | 5.9% |
| | 26,303,804 | 27,570,757 | 52,247,507 | 32,076,891 | 16.3% |
| Charges for Services: | | | | | |
| Utility Charges | 89,788,069 | 85,002,798 | 92,442,347 | 92,312,149 | 8.6% |
| Other Charges for Services | 8,587,126 | 10,492,433 | 10,074,843 | 10,501,038 | 0.1% |
| | 98,375,195 | 95,495,231 | 102,517,190 | 102,813,187 | 7.7% |
| Fines, Forfeit, & Penalty | 688,941 | 773,400 | 758,895 | 708,600 | -8.4% |
| Use of Money & Property: | | | | | |
| Interest Revenue | 1,575,520 | 875,300 | 1,268,850 | 1,268,000 | 44.9% |
| Other Uses of Money/Property | 1,116,693 | 1,035,622 | 1,067,061 | 1,080,275 | 4.3% |
| | 2,692,213 | 1,910,922 | 2,335,911 | 2,348,275 | 22.9% |
| Miscellaneous Revenues: | | | | | |
| Proceeds from Bonds | 11,577,484 | 7,987,000 | 7,987,000 | 11,154,204 | 39.7% |
| Other Miscellaneous Revenue | 4,016,789 | 3,787,595 | 1,713,334 | 1,198,269 | -68.4% |
| | 15,594,273 | 11,774,595 | 9,700,334 | 12,352,473 | 4.9% |
| Internal Service Revenue | 18,655,355 | 18,048,033 | 18,121,618 | 18,504,494 | 2.5% |
| Total Before Transfers | 203,698,363 | 198,846,941 | 229,013,905 | 214,204,907 | 7.7% |
| Transfers | 24,258,017 | 23,526,960 | 23,252,974 | 23,371,112 | -0.7% |
| Total Revenues | 227,956,380 | 222,373,901 | 252,266,879 | 237,576,019 | 6.8% |

SUMMARY OF TOTAL REVENUES AND EXPENDITURES

EXPENDITURES BY PROGRAM

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Operations: | | | | | |
| Public Safety: | | | | | |
| Law Enforcement | 9,206,461 | 9,838,885 | 10,108,847 | 10,218,431 | 3.9% |
| Fire Safety | 6,777,814 | 7,283,577 | 7,208,020 | 7,565,200 | 3.9% |
| Building Safety | 1,241,989 | 1,571,653 | 1,474,546 | 1,615,765 | 2.8% |
| Animal Control | 463,444 | 463,524 | 557,345 | 490,899 | 5.9% |
| Other Public Safety | 850,714 | 924,500 | 926,300 | 972,747 | 5.2% |
| Total Public Safety | 18,540,422 | 20,082,139 | 20,275,058 | 20,863,042 | 3.9% |
| Utilities: | | | | | |
| Electric Services | 54,301,669 | 56,128,678 | 58,173,034 | 58,824,151 | 4.8% |
| Water and Pollution Control | 7,415,757 | 8,157,061 | 8,189,370 | 8,407,541 | 3.1% |
| Water Distribution System | 1,453,961 | 1,431,302 | 1,398,731 | 1,497,450 | 4.6% |
| Sanitary Sewer System | 802,353 | 868,390 | 884,347 | 901,631 | 3.8% |
| Storm Water Management | 454,319 | 667,598 | 658,752 | 680,101 | 1.9% |
| Resource Recovery | 3,622,945 | 4,263,588 | 4,267,599 | 4,446,952 | 4.3% |
| Utility Customer Service | 1,571,035 | 1,647,962 | 1,621,351 | 1,695,458 | 2.9% |
| Total Utilities | 69,622,039 | 73,164,579 | 75,193,184 | 76,453,284 | 4.5% |
| Transportation: | | | | | |
| Street/Traffic System | 5,123,373 | 5,838,710 | 5,983,715 | 6,114,583 | 4.7% |
| Transit System | 10,836,168 | 11,748,735 | 11,591,426 | 12,219,372 | 4.0% |
| Parking System | 819,684 | 1,102,317 | 1,163,858 | 1,057,378 | -4.1% |
| Airport Operations | 215,452 | 149,486 | 147,223 | 138,749 | -7.2% |
| Total Transportation | 16,994,677 | 18,839,248 | 18,886,222 | 19,530,082 | 3.7% |
| Community Enrichment: | | | | | |
| Parks and Recreation | 4,593,801 | 4,573,922 | 4,730,495 | 4,774,523 | 4.4% |
| Library Services | 4,428,114 | 4,701,039 | 4,844,346 | 4,891,104 | 4.0% |
| Human Services | 1,277,283 | 1,444,724 | 1,521,943 | 1,490,234 | 3.2% |
| Art Services | 200,046 | 209,979 | 247,222 | 214,898 | 2.3% |
| Cemetery | 175,852 | 175,641 | 190,587 | 185,993 | 5.9% |
| Housing Programs | 496,599 | 564,662 | 1,974,060 | 1,216,623 | 115.5% |
| Economic Development | 2,160,889 | 2,275,169 | 2,274,981 | 2,300,472 | 1.1% |
| Total Community Enrichment | 13,332,584 | 13,945,136 | 15,783,634 | 15,073,847 | 8.1% |

SUMMARY OF TOTAL REVENUES AND EXPENDITURES

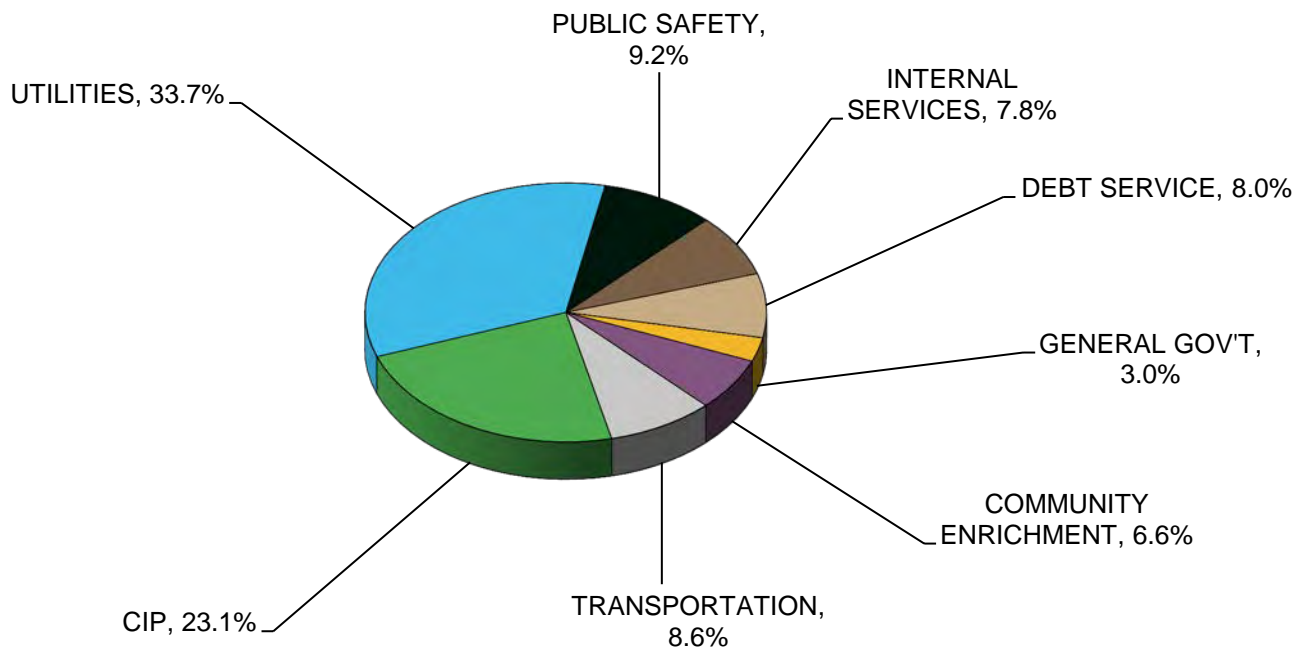
EXPENDITURES BY PROGRAM, continued

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|--|--------------------|--------------------|---------------------|--------------------|-----------------------------|
| General Government: | | | | | |
| City Council | 382,678 | 442,296 | 605,734 | 442,893 | 0.1% |
| City Clerk | 417,705 | 371,003 | 384,706 | 436,923 | 17.8% |
| City Manager | 705,101 | 765,962 | 788,931 | 801,995 | 4.7% |
| Public Relations | 242,533 | 204,159 | 224,884 | 217,556 | 6.6% |
| Media Production Services | 169,627 | 158,679 | 158,197 | 163,473 | 3.0% |
| Planning Services | 759,265 | 865,415 | 1,154,218 | 890,712 | 2.9% |
| Financial Services | 1,790,794 | 1,963,719 | 1,899,722 | 1,990,079 | 1.3% |
| Legal Services | 747,855 | 787,852 | 790,894 | 801,687 | 1.8% |
| Human Resources | 476,134 | 543,900 | 579,803 | 586,703 | 7.9% |
| Facilities | 428,594 | 452,069 | 499,495 | 459,595 | 1.7% |
| Total General Government | 6,120,286 | 6,555,054 | 7,086,584 | 6,791,616 | 3.6% |
| Total Operations | 124,610,008 | 132,586,156 | 137,224,682 | 138,711,871 | 4.6% |
| CIP: | | | | | |
| Public Safety CIP | 11,744 | 1,137,000 | 1,364,831 | 1,790,000 | 57.4% |
| Utilities CIP | 8,620,104 | 23,472,600 | 61,584,845 | 29,683,100 | 26.5% |
| Transportation CIP | 13,541,832 | 16,814,400 | 39,817,931 | 19,815,169 | 17.9% |
| Community Enrichment CIP | 705,496 | 1,260,000 | 4,129,493 | 933,000 | -26.0% |
| General Government CIP | 765,174 | 50,000 | 898,210 | 50,000 | 0.0% |
| Internal Services CIP | 5,829 | - | 41,959 | 250,000 | |
| Total CIP | 23,650,179 | 42,734,000 | 107,837,269 | 52,521,269 | 22.9% |
| Debt Service: | | | | | |
| General Obligation Bonds | 16,039,998 | 11,974,832 | 11,976,904 | 12,055,352 | 0.7% |
| Electric Revenue Bonds | 967,306 | 964,557 | 964,557 | 965,306 | 0.1% |
| SRF Loan Payments | 4,387,592 | 4,680,645 | 4,505,877 | 5,044,439 | 7.8% |
| Bond Costs | 94,445 | - | 97,595 | - | |
| Total Debt Service | 21,489,341 | 17,620,034 | 17,544,933 | 18,065,097 | 2.5% |
| Internal Services: | | | | | |
| Fleet Services | 3,822,804 | 3,446,968 | 4,654,974 | 3,372,056 | -2.2% |
| Information Technology | 2,901,642 | 2,586,906 | 2,853,814 | 2,625,976 | 1.5% |
| Risk Management | 2,119,189 | 2,521,124 | 2,416,522 | 2,508,721 | -0.5% |
| Health Insurance | 9,187,245 | 9,113,137 | 8,606,159 | 9,198,125 | 0.9% |
| Total Internal Services | 18,030,880 | 17,668,135 | 18,531,469 | 17,704,878 | 0.2% |
| Total Expenditures Before Transfers | 187,780,408 | 210,608,325 | 281,138,353 | 227,003,115 | 7.8% |
| Transfers: | 24,258,017 | 23,526,960 | 23,252,974 | 23,371,112 | -0.7% |
| Total Expenditures | 212,038,425 | 234,135,285 | 304,391,327 | 250,374,227 | 6.9% |

SUMMARY OF TOTAL REVENUES AND EXPENDITURES

EXPENDITURES BY PROGRAM, continued

WHERE THE MONEY IS SPENT... 2019/20 MANAGER RECOMMENDED



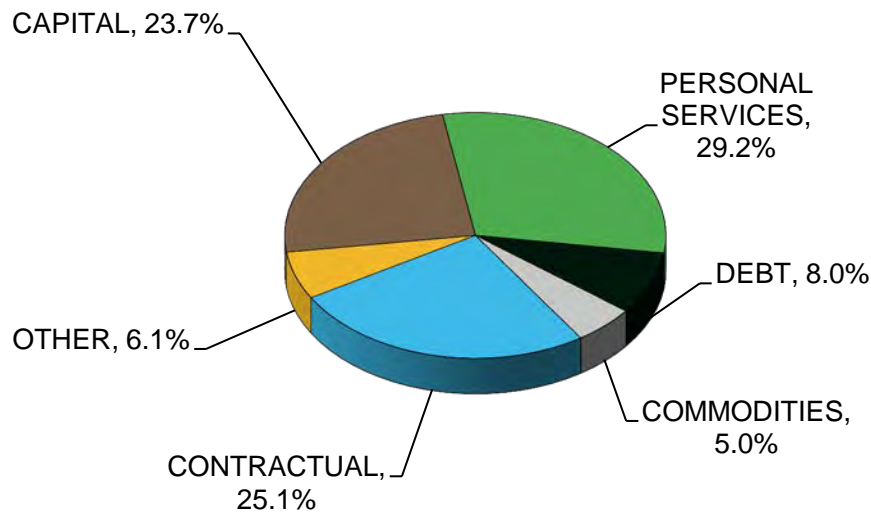
Excluding Transfers

SUMMARY OF TOTAL REVENUES AND EXPENDITURES

EXPENDITURES BY CATEGORY

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|--|--------------------|--------------------|---------------------|--------------------|-----------------------------|
| Personal Services | 57,824,503 | 63,893,543 | 62,297,326 | 66,285,495 | 3.7% |
| Internal Services | 7,843,735 | 6,573,059 | 6,705,239 | 6,718,306 | 2.2% |
| Contractual | 55,923,660 | 53,712,860 | 57,526,578 | 56,881,916 | 5.9% |
| Commodities | 11,611,483 | 11,148,182 | 11,894,584 | 11,355,703 | 1.9% |
| Capital | 20,696,359 | 43,964,570 | 111,186,404 | 53,747,566 | 22.3% |
| Debt | 21,489,341 | 17,620,034 | 17,544,933 | 18,065,097 | 2.5% |
| Other (Refunds, Insurance Claims, etc) | 12,391,327 | 13,696,077 | 13,983,289 | 13,949,032 | 1.9% |
| Total Expenditures Before Transfers | 187,780,408 | 210,608,325 | 281,138,353 | 227,003,115 | 7.8% |
| Transfers | 24,258,017 | 23,526,960 | 23,252,974 | 23,371,112 | -0.7% |
| Total Expenditures | 212,038,425 | 234,135,285 | 304,391,327 | 250,374,227 | 6.9% |

BREAKDOWN BY MAJOR EXPENSE CATEGORY 2019/20 MANAGER RECOMMENDED



Excluding Transfers

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

| Department | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec |
|---------------------------|---------------------------|----------------------------|-----------------------------|----------------------------|
| City Manager/City Clerk | 10.50 | 10.50 | 10.50 | 10.50 |
| Legal Services | 6.00 | 6.00 | 6.00 | 6.00 |
| Human Resources | 7.75 | 7.75 | 8.00 | 8.00 |
| Planning & Housing | 7.00 | 7.00 | 7.00 | 7.00 |
| Administrative Services | 5.00 | 5.00 | 5.00 | 5.00 |
| Finance | 40.75 | 40.75 | 41.00 | 41.00 |
| Fleet Services/Facilities | 9.50 | 9.50 | 9.50 | 9.50 |
| Transit | 84.00 | 84.50 | 84.50 | 85.50 |
| Fire/Building Safety | 70.00 | 71.00 | 71.00 | 72.00 |
| Police/Animal Control | 80.65 | 82.15 | 82.15 | 83.15 |
| Library | 35.75 | 36.25 | 36.50 | 36.50 |
| Parks and Recreation | 25.00 | 25.00 | 25.00 | 25.00 |
| Water & Pollution Control | 40.00 | 40.00 | 40.00 | 40.00 |
| Electric Services | 81.00 | 81.00 | 81.00 | 81.00 |
| Public Works: | | | | |
| Administration | 2.00 | 2.00 | 2.00 | 2.00 |
| Traffic | 7.00 | 7.00 | 8.00 | 8.00 |
| Streets | 22.00 | 22.00 | 22.00 | 22.00 |
| Engineering | 14.75 | 14.75 | 14.75 | 14.75 |
| Utility Maintenance | 11.00 | 11.00 | 11.00 | 12.00 |
| Resource Recovery | 15.00 | 15.00 | 15.00 | 15.00 |
| Parking | 2.00 | 2.00 | 2.00 | 2.00 |
| Public Works Total | <u>73.75</u> | <u>73.75</u> | <u>74.75</u> | <u>75.75</u> |
| Total | <u>577.65</u> | <u>581.15</u> | <u>581.90</u> | <u>585.90</u> |

CHANGES IN EMPLOYMENT LEVELS (FTE) **(Full-Time Equivalent)**

The staffing level changes for the City of Ames that are included in the 2018/19 Adjusted Budget and 2019/20 Manager Recommended Budget are as follows:

2018/19 Adjusted: 581.90 FTEs (0.75 increase)

- + 0.25 FTE A .75 Principal Clerk position in Human Resources has been increased to full-time to provide additional departmental support

- + 0.25 FTE A Utility Clerk position in the Utility Customer Service division of Finance has been increased to full-time

- + 0.25 FTE A .50 Youth Services clerk position at the Library has been increased to a .75 FTE to provide for more customer interaction in the Youth Services area

2019/20 Manager Recommended: 585.90 (4.00 increase)

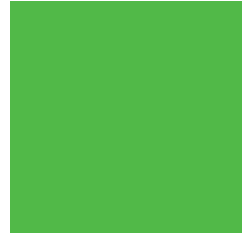
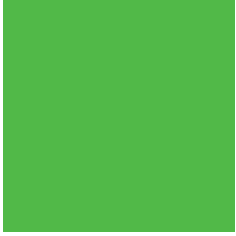
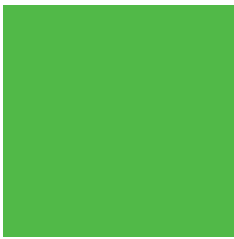
- + 1.00 FTE An additional Police Officer position has been added to the Patrol Division. This officer will be assigned as a second School Resource Officer.

- + 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.

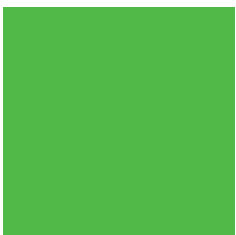
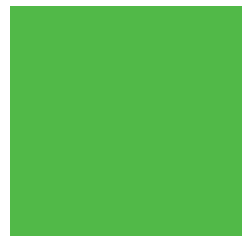
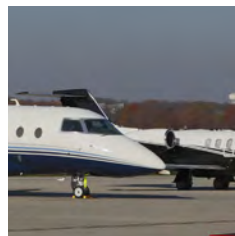
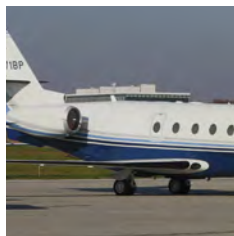
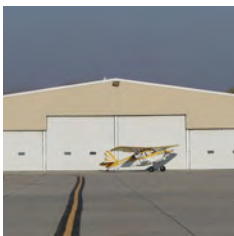
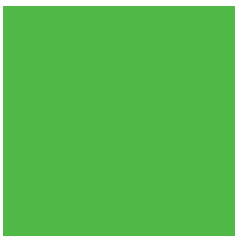
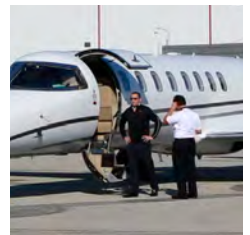
- + 1.00 FTE New federal mandates require the addition of a Chief Safety Officer position at CyRide. This position will oversee operational and maintenance safety, risk management, and the development of safety plans.

- + 1.00 FTE A Senior Heavy Equipment Operator position has been added to the Utility Maintenance division of Public Works. This position will assist with water main breaks and sanitary sewer repairs, as well as snow and ice control.

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PUBLIC SAFETY



PUBLIC SAFETY

| | |
|---|----|
| Law Enforcement | 30 |
| Police Administration and Records..... | 32 |
| Police Services..... | 34 |
| Emergency Communications | 36 |
| Police Forfeiture/Grants | 38 |
| | |
| Fire Safety | 40 |
| Fire Administration and Support..... | 42 |
| Fire Suppression and Emergency Action | 44 |
| Fire Prevention and Safety Education | 46 |
| | |
| Building Safety/Inspections | 48 |
| | |
| Animal Control | 50 |
| | |
| Other Community Protection | 52 |
| (Street Lights and Civil Defense) | |
| | |
| Public Safety CIP | 54 |

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. 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 City street lights and the maintenance of the storm warning system. 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.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|---|---------------------------|----------------------------|-----------------------------|----------------------------|--------------------------------------|
| <i>Expenditures by Activity:</i> | | | | | |
| Law Enforcement | 9,206,461 | 9,838,885 | 10,108,847 | 10,218,431 | 3.9% |
| Fire Safety | 6,777,814 | 7,283,577 | 7,208,020 | 7,565,200 | 3.9% |
| Building Safety | 1,241,989 | 1,571,653 | 1,474,546 | 1,615,765 | 2.8% |
| Animal Control | 463,444 | 463,524 | 557,345 | 490,899 | 5.9% |
| Other Public Safety | 850,714 | 924,500 | 926,300 | 972,747 | 5.2% |
| <i>Total Operations</i> | 18,540,422 | 20,082,139 | 20,275,058 | 20,863,042 | 3.9% |
| Public Safety CIP | 11,744 | 1,137,000 | 1,364,831 | 1,790,000 | 57.4% |
| <i>Total Expenditures</i> | 18,552,166 | 21,219,139 | 21,639,889 | 22,653,042 | 6.8% |
| Personnel - Authorized FTE | 149.15 | 151.65 | 151.65 | 153.65 | |

PUBLIC SAFETY

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Category: | | | | | |
| Personal Services | 15,457,209 | 16,798,289 | 16,532,132 | 17,422,734 | 3.7% |
| Internal Services | 1,343,471 | 1,432,603 | 1,412,709 | 1,471,195 | 2.7% |
| Contractual | 1,432,900 | 1,567,682 | 1,651,863 | 1,671,705 | 6.6% |
| Commodities | 284,322 | 282,065 | 327,908 | 295,908 | 4.9% |
| Capital | 18,302 | - | 348,946 | - | |
| Other | 4,218 | 1,500 | 1,500 | 1,500 | |
| Total Operations | 18,540,422 | 20,082,139 | 20,275,058 | 20,863,042 | 3.9% |
| Public Safety CIP | 11,744 | 1,137,000 | 1,364,831 | 1,790,000 | 57.4% |
| Total Expenditures | 18,552,166 | 21,219,139 | 21,639,889 | 22,653,042 | 6.8% |
| Funding Sources: | | | | | |
| Program Revenues | 3,445,451 | 3,693,060 | 3,705,512 | 3,782,405 | 2.4% |
| General Fund | 15,004,364 | 16,317,229 | 16,451,096 | 17,001,337 | 4.2% |
| Forfeiture/Donations/Grants | 90,607 | 71,850 | 118,450 | 79,300 | 10.4% |
| Total Operations Funding | 18,540,422 | 20,082,139 | 20,275,058 | 20,863,042 | 3.9% |
| Public Safety CIP Funding: | | | | | |
| G.O. Bonds | - | 1,137,000 | 1,137,000 | 1,520,000 | 33.7% |
| General Fund | 11,469 | - | 151,531 | - | |
| Local Option Sales Tax | 275 | - | 76,300 | 40,000 | |
| Police/Fire Grants | - | - | - | 230,000 | |
| Total CIP Funding | 11,744 | 1,137,000 | 1,364,831 | 1,790,000 | 57.4% |
| Total Funding Sources | 18,552,166 | 21,219,139 | 21,639,889 | 22,653,042 | 6.8% |

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.)

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|---|---------------------------|----------------------------|-----------------------------|----------------------------|--------------------------------------|
| <i>Expenditures by Activity:</i> | | | | | |
| Administration/Records | 909,449 | 960,126 | 987,825 | 983,210 | 2.4% |
| Police Services | 7,004,719 | 7,508,924 | 7,749,490 | 7,821,364 | 4.2% |
| Emergency Communications | 1,233,406 | 1,314,835 | 1,316,532 | 1,358,857 | 3.4% |
| Police Forfeiture/Grants | 58,887 | 55,000 | 55,000 | 55,000 | 0.0% |
| <i>Total Expenditures</i> | 9,206,461 | 9,838,885 | 10,108,847 | 10,218,431 | 3.9% |
| | | | | | |
| Personnel - Authorized FTE | 75.25 | 76.25 | 76.25 | 77.25 | |

LAW ENFORCEMENT

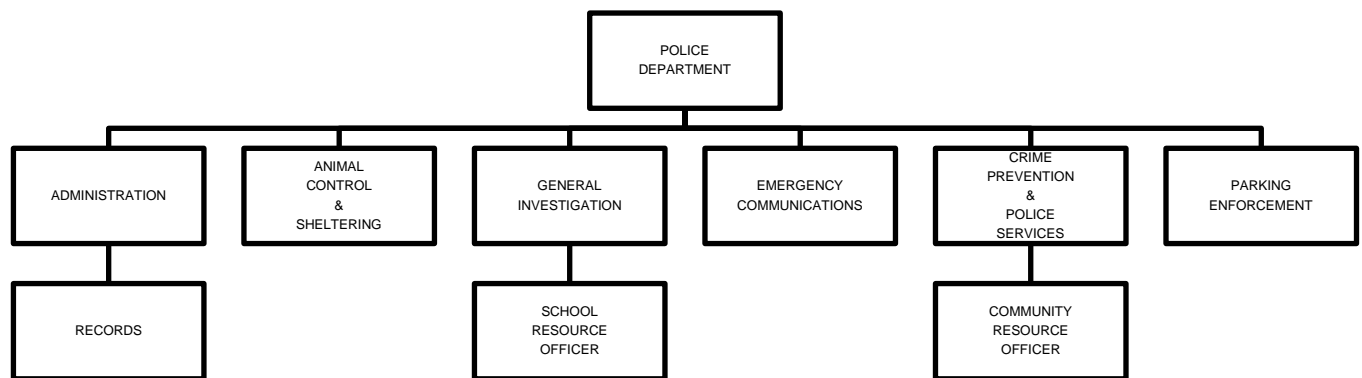
| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Category: | | | | | |
| Personal Services | 8,036,897 | 8,589,747 | 8,517,018 | 8,912,231 | 3.8% |
| Internal Services | 696,201 | 773,731 | 769,337 | 789,920 | 2.1% |
| Contractual | 283,419 | 321,052 | 371,594 | 348,885 | 8.7% |
| Commodities | 174,866 | 152,855 | 185,455 | 165,895 | 8.5% |
| Capital | 10,860 | - | 263,943 | - | |
| Other Expenditures | 4,218 | 1,500 | 1,500 | 1,500 | |
| Total Expenditures | 9,206,461 | 9,838,885 | 10,108,847 | 10,218,431 | 3.9% |

Funding Sources:

Police Revenues:

| | | | | | |
|------------------------|----------------|----------------|----------------|----------------|-------------|
| Ames Community Schools | 44,805 | 46,037 | 46,037 | 90,567 | 96.7% |
| Municipal Fines/Fees | 46,634 | 55,000 | 45,000 | 45,000 | -18.2% |
| Charges for Services | 129,666 | 132,120 | 108,800 | 100,252 | -24.1% |
| Police Forfeiture | 18,174 | 7,000 | 7,000 | 7,000 | 0.0% |
| Police Grants | 40,713 | 48,000 | 48,000 | 48,000 | 0.0% |
| Total Revenues | 279,992 | 288,157 | 254,837 | 290,819 | 0.9% |

| | | | | | |
|------------------------------|------------------|------------------|-------------------|-------------------|-------------|
| General Fund Support | 8,926,469 | 9,550,728 | 9,854,010 | 9,927,612 | 4.0% |
| Total Funding Sources | 9,206,461 | 9,838,885 | 10,108,847 | 10,218,431 | 3.9% |



POLICE ADMINISTRATION & RECORDS

Description

Police Administration provides leadership and direction for the Police Department as a whole through strategic planning, crime analysis, prioritization, and strategic budgeting. This activity serves as the supervisory and administrative backbone of the department. Police Administration also coordinates departmental improvement through policy development and review, leadership and supervisory development, employee professional development and education, and community relations activities.

Police Records is responsible for developing and maintaining records of criminal and civil activities including investigative reports, recordings, accident reports, and crime statistics. These records are used by departmental staff, as well as the court system, other law enforcement agencies, insurance companies, and the public.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Category: | | | | | |
| Personal Services | 758,036 | 809,541 | 788,476 | 832,633 | 2.9% |
| Internal Services | 84,325 | 89,050 | 88,363 | 90,683 | 1.8% |
| Contractual | 58,776 | 53,360 | 51,436 | 51,669 | -3.2% |
| Commodities | 8,312 | 8,175 | 9,675 | 8,225 | 0.6% |
| Capital | - | - | 49,875 | - | |
| Other Expenditures | - | - | - | - | |
| Total Expenditures | 909,449 | 960,126 | 987,825 | 983,210 | 2.4% |
| Funding Sources: | | | | | |
| General Fund | 909,449 | 960,126 | 987,825 | 983,210 | 2.4% |
| Total Funding Sources | 909,449 | 960,126 | 987,825 | 983,210 | 2.4% |
| Personnel - Authorized FTE | 7.25 | 7.25 | 7.25 | 7.25 | |

POLICE ADMINISTRATION & RECORDS

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|---|---|---|-------------------|-------------------|---------------------|----------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Provide a professional, community-focused, efficient and effective police force | Sworn officers | 54 | 55 | 56 | 57 |
| | | Cases created | 6,348 | 6,818 | 6,914 | 6,900 |
| | Provide timely, accurate reports and public information | Record checks processed | 1,334 | 1,802 | 1,400 | 1,500 |
| | | Attorney requests for information | 1,872 | 2,051 | 2,035 | 2,000 |
| | | Public records requests | 217 | 244 | 287 | 300 |
| | Build trust within the community | % of citizens very or somewhat satisfied with police services | 94% | 95% | 90% | 90% |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- There is an on-going review of the radio system shared by police, fire, and other emergency response personnel. The current system is quite old and dispatchers and officers have identified problems throughout the City. In conjunction with Story County and Iowa State University, an RFP process is underway to acquire a system that meets the needs of the City's emergency responders and all other City departments. The new system, and its costs, will be shared with the University and other Story County agencies. Funding for the City's portion of the system is through a CIP project.
- Capital budgeted in FY 2018/19 also includes security cameras for Campustown (\$49,875). An alternate technology for wireless communications for the cameras, necessary to avoid the interference present in the compact Campustown commercial area, was selected.
- The growing complexity of legal environment as it affects police work has prompted a project that would enhance policy development, training, training documentation, and policy review. Several consulting agencies now provide department specific support for these critical areas. Implementation costs are estimated at \$15,000 with on-going annual costs of \$15,700 beginning in FY 2019/20.

RECENT ACCOMPLISHMENTS

- All in-car computer systems were upgraded and replaced, improving information management capabilities. The replacement project included new in-car mounts and docking stations.
- Technology provides an opportunity to improve the functionality and efficiency of the existing staff. New technology employed by the department includes smart phones for some types of crime scene documentation, CLEAR (an investigative research tool), and body worn cameras.

IN-PROGRESS AND UPCOMING ACTIVITIES

- The Police Department is in the early stages of replacing the employee scheduling program. One goal will be to acquire a system that will automatically integrate with the payroll system, streamlining and simplifying this process.
- A department-wide peer support program has been initiated. The program will identify specific individuals within the department who will be trained to meet the specific support needs of police department staff. Based on national best practices and state rules and standards, the program will require some additional staff training.

CRIME PREVENTION AND POLICE SERVICES

Description

The Police Services activity is the core of the Law Enforcement program. This activity encompasses the Patrol division, which is the largest area of operations within the Police Department. 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 performed within the Patrol division. This unit also includes the Mental Health Advocate and the Safe Neighborhood Team, which emphasizes problem-solving and relationship building in high demand areas.

The other component of the Police Services activity is General Investigations. This sub-activity is responsible for the development and implementation of the most current investigative techniques in an effort to apprehend, detain, and successfully prosecute persons engaged in criminal activity. This area is also responsible for the School Resource Officer, juvenile investigations, arson investigations, the Drug Task Force Officer, sexual assault response, forensic analysis, and evidence management.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Activity: | | | | | |
| Patrol | 5,799,075 | 6,237,575 | 6,475,329 | 6,511,903 | 4.4% |
| Investigations | 1,205,644 | 1,271,349 | 1,274,161 | 1,309,461 | 3.0% |
| Total Expenditures | 7,004,719 | 7,508,924 | 7,749,490 | 7,821,364 | 4.2% |
| Expenditures by Category: | | | | | |
| Personal Services | 6,163,664 | 6,596,868 | 6,562,083 | 6,859,436 | 4.0% |
| Internal Services | 516,810 | 572,104 | 567,831 | 582,311 | 1.8% |
| Contractual | 171,828 | 221,492 | 256,448 | 248,247 | 12.1% |
| Commodities | 152,417 | 118,460 | 149,060 | 131,370 | 10.9% |
| Capital | - | - | 214,068 | - | |
| Other Expenditures | - | - | - | - | |
| Total Expenditures | 7,004,719 | 7,508,924 | 7,749,490 | 7,821,364 | 4.2% |
| Funding Sources: | | | | | |
| General Fund | 6,959,914 | 7,462,887 | 7,703,453 | 7,730,797 | 3.6% |
| Ames Community Schools | 44,805 | 46,037 | 46,037 | 90,567 | 96.7% |
| Total Funding Sources | 7,004,719 | 7,508,924 | 7,749,490 | 7,821,364 | 4.2% |
| Personnel - Authorized FTE | 55.00 | 56.00 | 56.00 | 57.00 | |

CRIME PREVENTION AND POLICE SERVICES

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated | |
|---|--|--|---|-------------------|---------------------|----------------------|--------|
| Provide quality programs in an efficient and fiscally responsible manner | Provide a highly competent on- street presence | Homicide cases | 1 | 1 | 1 | *1 | |
| | | Assault cases | 256 | 330 | 323 | *300 | |
| | | Theft cases | 752 | 910 | 710 | *750 | |
| | | Sexual Assaults | 68 | 71 | 90 | *80 | |
| | | Domestic calls for service | 221 | 264 | 264 | *275 | |
| | | OWI, public intox and other liquor arrests | 549 | 610 | 640 | *625 | |
| | | Noise complaints | 1,055 | 1,213 | 995 | *1,000 | |
| | | # of mental health contacts | 1,655 | 1,636 | 1,907 | 2,000 | |
| | | Incidents recorded | 30,468 | 32,600 | 33,500 | 34,000 | |
| | | Enhance trust within the community by building relationships and communicating effectively | Incidents per sworn position | 554 | 572 | 598 | 600 |
| | | | Community Resource Officer contacts | 15,942 | 19,591 | 13,745 | 13,500 |

*Forecasting based on historic trends and averages

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- An additional Police Officer position has been added to the Patrol division for FY 2019/20. The additional officer will be assigned as a 2nd School Resource Officer. This will allow the department to assign one officer to the high school and one officer to the middle school. Costs for an additional School Resource Officer, including salary, benefits, training and equipment, will be shared with the Ames Community School District resulting in a net increase of \$38,000.
- Ongoing commitment to diversity and inclusion will include additional, focused, training. Training related to mental health issues, fair and impartial policing, and ETP are also included.
- A program to replace all in-car camera systems has been initiated and \$50,000 has been included in the FY 2018/19 budget for this purpose.

RECENT ACCOMPLISHMENTS

- Body worn cameras (BWC) were purchased and implemented for all sworn personnel in the Fall of 2018. Cameras were issued to each officer. Supporting equipment, including servers and chargers, were also acquired. New policies related to the use of BWC have been developed. A total of \$133,000 funded all equipment and an extended warranty.
- Patrol officers have administered Narcan seven times in the last year for suspected opioid overdoses.

IN-PROGRESS AND UPCOMING ACTIVITIES

- The department continues to gather data related to traffic stops for a study of whom, when, and why individuals are stopped. Independent researchers will analyze the data.
- Outreach programs like "Donut Disrespect" and "Donuts in the Park" will continue to assist in building relationships with residents and students.
- The Police Department shares an information data base with the Iowa State University Police and the Story County Sheriff's Office. The arrangement allows each agency to access data about the criminal activity that the others have seen. The department is working to include the law enforcement agencies in Huxley, Story City and Nevada in the data base so that system provides county-wide information.

EMERGENCY COMMUNICATIONS

Description

Emergency Communications is responsible for the operation of the 911 Center and the initial dispatch of emergency responders. This activity's staff also provides advance medical information through the emergency medical dispatch program, receives 911 calls and text messages, received non-emergency calls, manages radio communication, coordinates with state and federal agencies, manages criminal information services, and provides assistance to Police Department walk-in customers. The Center handles all wireless and emergency medical dispatch 911 calls from anywhere in the City, including the ISU campus.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Category: | | | | | |
| Personal Services | 1,090,907 | 1,145,338 | 1,128,459 | 1,182,162 | 3.2% |
| Internal Services | 94,439 | 112,577 | 113,143 | 116,926 | 3.9% |
| Contractual | 37,560 | 41,200 | 58,710 | 43,969 | 6.7% |
| Commodities | 10,500 | 15,720 | 16,220 | 15,800 | 0.5% |
| Capital | - | - | - | - | |
| Other Expenditures | - | - | - | - | |
| Total Expenditures | 1,233,406 | 1,314,835 | 1,316,532 | 1,358,857 | 3.4% |
| Funding Sources: | | | | | |
| General Fund | 1,233,406 | 1,314,835 | 1,316,532 | 1,358,857 | 3.4% |
| Total Funding Sources | 1,233,406 | 1,314,835 | 1,316,532 | 1,358,857 | 3.4% |
| Personnel - Authorized FTE | 13.00 | 13.00 | 13.00 | 13.00 | |

EMERGENCY COMMUNICATIONS

| <i>City Mission/ Council Goal</i> | <i>Department Goals and Core Services</i> | <i>Indicators</i> | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|---|--|--|---------------------------|---------------------------|-----------------------------|------------------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Provide prompt and accurate emergency communications services for police, fire, and emergency medical services | Emergency 911 calls | 18,755 | 18,270 | 19,000 | 20,000 |
| | | Non-emergency calls | 101,185 | 103,154 | 103,000 | 103,000 |
| | | Emergency medical dispatch calls | 3,908 | 4,488 | 4,600 | 4,600 |
| | | 911 calls answered within 10 seconds | 91% | 91% | 92% | 92% |
| | | Non-emergency calls answered within 10 seconds | 95% | 94% | 95% | 95% |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- The selection of a new radio system will require a significant evolution in the radio equipment in the Emergency Communications Center, including the dispatchers work consoles. This work is funded primarily through a radio project CIP.
- Outdoor storm sirens in Ames include sirens owned and operated by both the City and Iowa State University. The integrated system allows communications center at either entity to activate the sirens in an emergency. An upgrade to the computer software that manages the siren system is needed. The upgrade will include encrypting the signal that activates the sirens to prevent outside interference. Costs for the upgrade will be equitably split between the City and the ISU. Estimated cost to the City for the software is \$10,330 which will be included in the Other Community Protection Activity in FY 2018/19. As the City expands, the need for additional storm sirens will also grow. A planning team is reviewing locations and costs for new sirens.

RECENT ACCOMPLISHMENTS

- The MultiAgency Public Safety Group (MAPSG) manages the information management systems shared by the City, ISU and Story County. MAPSG also manages the public safety network that connects the three law enforcement agencies and their communications center. In the summer of 2018 MAPSG completed the project that replaced and upgraded all of the network hardware and system software that supports the public safety network. The project was funded jointly by the three agencies and was part of a scheduled replacement program that keeps the elements of the network current.
- The Communications Center implemented Text to 911 in 2017. This service allows citizens to send text messages directly to dispatchers when 911 voice calls are not safe or possible. Text to 911 has not seen wide use to this point in time. It is not as effective as the traditional voice 911 call as needed information cannot be communicated as clearly and quickly.

IN-PROGRESS AND UPCOMING ACTIVITIES

- Access and security on the public safety network is managed through NetMotion, a software package designed for that purpose. Reconfiguration of the NetMotion system to improve security and redundancy while maintaining easy access is underway. The project is funded by a U.S. Department of Justice grant program.
- Emergency medical dispatch allows dispatchers to provide callers with information about patient management before emergency responders arrive and provides emergency responders with advance information about the patient while they are en route. Support for Emergency Medical Dispatch has been provided by a part-time Emergency Medical Dispatch Quality Assurance Coordinator. The part-time nature of the position has made it difficult to retain people in the position. The position is currently vacant and the structure of the position is under review.

POLICE FORFEITURE & GRANTS

Description

Chapter 809 of the Code of Iowa provides court procedures for the forfeiture of assets which are directly related to criminal activities. The use of forfeit funds is also governed by State law. Authorized uses include law enforcement activities or items which are not currently budgeted. This activity also oversees grant programs and donations that support law enforcement activities.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Category: | | | | | |
| Personal Services | 24,290 | 38,000 | 38,000 | 38,000 | 0.0% |
| Internal Services | 627 | | | - | |
| Contractual | 15,255 | 5,000 | 5,000 | 5,000 | 0.0% |
| Commodities | 3,637 | 10,500 | 10,500 | 10,500 | 0.0% |
| Capital | 10,860 | - | - | - | |
| Other Expenditures | 4,218 | 1,500 | 1,500 | 1,500 | 0.0% |
| Total Expenditures | 58,887 | 55,000 | 55,000 | 55,000 | 0.0% |
| Funding Sources: | | | | | |
| Forfeiture Funds | 18,174 | 7,000 | 7,000 | 7,000 | 0.0% |
| Police Grants | 40,713 | 48,000 | 48,000 | 48,000 | 0.0% |
| Donations | - | - | - | - | |
| Total Funding Sources | 58,887 | 55,000 | 55,000 | 55,000 | 0.0% |
| Personnel - Authorized FTE | 0.00 | 0.00 | 0.00 | 0.00 | |

POLICE FORFEITURE & GRANTS

| <i>City Mission/ Council Goal</i> | <i>Department Goals and Core Services</i> | <i>Indicators</i> | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|---|--|---|---------------------------|---------------------------|-----------------------------|------------------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Support police activities through the use of forfeiture funds, grants, and donations | # of grants received | 6 | 4 | 4 | 4 |
| | | Amount of grant funding received | \$42,292 | \$50,560 | \$55,328 | \$50,000 |
| | | # of bulletproof vests purchased with grant funding | 13 | 9 | 11 | 11 |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- The County Attorney uses the forfeiture process for the purpose of removing the profit from criminal enterprise. Funds acquired through the criminal forfeiture process have been used to promote a variety of law enforcement activities. All forfeitures are reviewed by the court and only occur following a judicial order. Forfeiture funds continue to fund the Police Department's commitment to the operational expenses of the Central Iowa Drug Task Force. Forfeiture funds are also used to purchase unique equipment not included in the operating budget.
- The relationship with the Iowa Alcohol Beverages Division in the education and enforcement of tobacco regulations will 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, which is currently estimated to be about 50 retailers.
- Grant funding from the Governor's Traffic Safety Bureau (GTSB) continues for another year. Funding from this year's GTSB State and Community Highway Safety grant will assist in addressing highway safety issues including impaired driving. The grant provides funds for officer overtime, educational materials, and specific equipment or hardware to aid in the enforcement process. Grant funding for FY 2018/19 is \$36,950.
- A 2018 U.S. Department of Justice Edward Byrne Memorial Justice Assistance Grant was awarded to the Police Department. Grant funds will be used to support security and access enhancements to the local public safety computer network. A total of \$11,334 is available through this grant.
- The U.S. Department of Justice Bulletproof Vest Partnership program awarded \$3,844.50 to the Police Department in 2018. The grant will be used over the next two years to assist in acquiring new and replacement bulletproof vests for officers.

RECENT ACCOMPLISHMENTS

- A 2017 U.S. Department of Justice Edward Byrne Memorial Justice Assistance Grant was awarded in 2017 but legal actions concerning the conditions of the grant delayed delivery of the funds until well into 2018. Now available, this grant will be used to extend a current wellness program in a way that targets the special needs of police officers. The grant will also fund two training opportunities. A total of \$11,119 is available under this grant.
- In 2017 the Police Department established a relationship with the Ames Foundation following a donation of more than \$30,000. The donation was made to support efforts to enhance officer safety. Two projects have utilized funding from the donation. The first purchased specialized body armor for the Emergency Response Team (ERT). The second sent two officers to training entitled "Community Policing: Winning Back Your Community." The department anticipates that the remaining funds will be used to enhance the safety and security of patrol vehicles.
- In 2017 a \$2,000 grant was received from Wal-Mart to support community outreach. A portion of the grant was used to support the department's 2018 Spring Outreach and Donut Disrespect campaigns, and to support an officer's attendance at a community policing training event.

IN-PROGRESS AND UPCOMING ACTIVITIES

- Grant applications for FY 2019/20 open in the spring of 2019. The department will continue to pursue grant opportunities which align with our overall public safety goals.

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.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|---------------------------|----------------------------|-----------------------------|----------------------------|--------------------------------------|
| Activities: | | | | | |
| Administration/Support | 1,104,841 | 1,196,622 | 1,093,473 | 1,206,298 | 0.8% |
| Suppression/Emergency Action | 5,564,312 | 5,934,812 | 5,960,943 | 6,201,598 | 4.5% |
| Prevention/Safety Education | 108,661 | 152,143 | 153,604 | 157,304 | 3.4% |
| Total Expenditures | 6,777,814 | 7,283,577 | 7,208,020 | 7,565,200 | 3.9% |
| | | | | | |
| Personnel - Authorized FTE | 57.75 | 58.75 | 58.75 | 59.75 | |

FIRE SAFETY

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Category: | | | | | |
| Personal Services | 6,163,205 | 6,655,032 | 6,553,415 | 6,916,005 | 3.9% |
| Internal Services | 339,280 | 328,582 | 330,071 | 343,274 | 4.5% |
| Contractual | 192,190 | 201,923 | 213,696 | 207,058 | 2.5% |
| Commodities | 75,697 | 98,040 | 100,838 | 98,863 | 0.8% |
| Capital | 7,442 | - | 10,000 | - | |
| Other Expenditures | - | | | | |
| Total Expenditures | 6,777,814 | 7,283,577 | 7,208,020 | 7,565,200 | 3.9% |
| Funding Sources: | | | | | |
| Fire Revenues: | | | | | |
| Iowa State University | 1,697,354 | 1,813,987 | 1,795,210 | 1,884,183 | 3.9% |
| MGMC | 25,525 | 27,632 | 27,181 | 28,467 | 3.0% |
| Miscellaneous Revenue | 861 | - | - | - | |
| Total Revenues | 1,723,740 | 1,841,619 | 1,822,391 | 1,912,650 | 3.9% |
| General Fund Support | 5,054,074 | 5,441,958 | 5,385,629 | 5,652,550 | 3.9% |
| Total Funding Sources | 6,777,814 | 7,283,577 | 7,208,020 | 7,565,200 | 3.9% |

FIRE ADMINISTRATION & SUPPORT

Description

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

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|---|---------------------------|----------------------------|-----------------------------|----------------------------|--------------------------------------|
| <i>Expenditures by Category:</i> | | | | | |
| Personal Services | 946,865 | 1,023,966 | 918,211 | 1,024,185 | 0.0% |
| Internal Services | 90,361 | 95,035 | 91,100 | 99,081 | 4.3% |
| Contractual | 63,181 | 69,171 | 75,712 | 74,782 | 8.1% |
| Commodities | 4,434 | 8,450 | 8,450 | 8,250 | -2.4% |
| Capital | - | - | - | - | |
| Other Expenditures | - | - | - | - | |
| <i>Total Expenditures</i> | 1,104,841 | 1,196,622 | 1,093,473 | 1,206,298 | 0.8% |
| <i>Funding Sources:</i> | | | | | |
| General Fund | 824,599 | 897,466 | 820,105 | 904,723 | 0.8% |
| Iowa State University | 280,242 | 299,156 | 273,368 | 301,575 | 0.8% |
| <i>Total Funding Sources</i> | 1,104,841 | 1,196,622 | 1,093,473 | 1,206,298 | 0.8% |
| Personnel - Authorized FTE | 6.75 | 6.75 | 6.75 | 6.75 | |

FIRE ADMINISTRATION & SUPPORT

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|---|--|---|--|-------------------|---------------------|----------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Provide a professional, community- focused, efficient and effective fire department | # of fire stations | 3 | 3 | 3 | 3 |
| | | # of firefighters | 57 | 58 | 59 | 59 |
| | | # of followers on Fire's Facebook page | 3,500 | 3,500 | 4,237 | 4,448 |
| | Provide quality training opportunities for Fire Department supervisors | # of City leadership training hours | 61 | 101 | 70 | 100 |
| | | # of outside hours of administrative training | 294 | 276 | 275 | 300 |
| | | # of newly acquired state and/or national emergency services certifications | 7 | 6 | 5 | 6 |
| | | Maintain all apparatus and equipment to a level of readiness in accordance with national standards | SCBA, hose, pumps, and equipment maintained/certified to national standards | 100% | 100% | 100% |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- In April 2018, the fire chief's position was vacated and a new Fire Chief was announced in September.
- There were two Deputy Fire Chief openings in FY 2018/19, due to a retirement in August and a promotion in September. Both positions were filled in January 2019.
- Due to promotions to deputy fire chief, there were two shift commander openings in FY 2018/19.
- State pension contribution rates are projected to decrease from 26.02% to 24.41% for FY 2019/20.
- Fire Administration's contractual costs are up 8.1% due to training needs of newly promoted Deputy Fire Chiefs and Shift Commanders, training and certification as an Ace Peer Fitness Trainer for our Peer Fitness Team Leader, and software updates.

RECENT ACCOMPLISHMENTS

- In October, the Fire Department transitioned to new medical reporting software. The change in software was mandated by the State of Iowa in order to maintain compliance with national reporting requirements.
- Staff participated in the first ever Ames Community Institute program, providing attendees with information about services the Ames Fire Department and Inspection Division offer the community and how those services could be utilized.

IN-PROGRESS AND UPCOMING ACTIVITIES

- The Ames Fire Department, working with the Ames Small Business Development Center, has started working on the department's first ever strategic plan.
- In the early stages of identifying a possible joint Police and Fire training site, where metal shipping containers will be used to construct training props for a fraction of the cost of a training tower.
- Command staff development and team building training and exercises with City's organizational consultant.
- Staff is working extensively with the department's Peer Fitness Team, the City's Health Promotion Coordinator and McFarland Clinic Occupational Medicine provider to continually improve in-house firefighter health and wellness programs as well as outreach to the community.
- Working with ISU Department of Apparel, Events and Hospitality Management to develop, test, and secure grant funding for a safer, next generation, firefighting/emergency responder glove.

FIRE SUPPRESSION & EMERGENCY ACTION

Description

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

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|---|---------------------------|----------------------------|-----------------------------|----------------------------|--------------------------------------|
| <i>Expenditures by Category:</i> | | | | | |
| Personal Services | 5,130,120 | 5,497,475 | 5,501,666 | 5,754,945 | 4.7% |
| Internal Services | 241,326 | 226,664 | 232,070 | 237,024 | 4.6% |
| Contractual | 119,188 | 128,258 | 131,994 | 126,166 | -1.6% |
| Commodities | 66,236 | 82,415 | 85,213 | 83,463 | 1.3% |
| Capital | 7,442 | - | 10,000 | - | |
| Other Expenditures | - | - | - | - | |
| <i>Total Expenditures</i> | 5,564,312 | 5,934,812 | 5,960,943 | 6,201,598 | 4.5% |
| <i>Funding Sources:</i> | | | | | |
| General Fund | 4,158,612 | 4,430,385 | 4,450,321 | 4,629,849 | 4.5% |
| Iowa State University | 1,379,314 | 1,476,795 | 1,483,441 | 1,543,282 | 4.5% |
| MGMC | 25,525 | 27,632 | 27,181 | 28,467 | 3.0% |
| Miscellaneous | 861 | - | - | - | |
| <i>Total Funding Sources</i> | 5,564,312 | 5,934,812 | 5,960,943 | 6,201,598 | 4.5% |
| Personnel - Authorized FTE | 50.00 | 51.00 | 51.00 | 52.00 | |

FIRE SUPPRESSION & EMERGENCY ACTION

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|---|--|--|-------------------|-------------------|---------------------|----------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Provide a professional, community-focused, efficient and effective fire department | # of structure fires | 39 | 46 | 42 | 42 |
| | | # of emergency medical incidents | 2,663 | 2,795 | 2,934 | 2,963 |
| | | Emergency response within 5 minutes within city limits | 84.3% | 86.9% | 84.3% | 83.9% |
| | Provide quality training opportunities for firefighters and support firefighters receiving/maintaining professional certifications | Conduct training with Public Works utilizing trench rescue skills at least once per year | 1 | 0 | 1 | 1 |
| | | Firefighters with hazardous materials technical status | 41 | 49 | 49 | 51 |
| | | Firefighters with certifications for emergency medical services | 50 | 50 | 51 | 51 |
| | Work with businesses to perform inspections and prepare pre-plans to provide information to firefighters | # of business pre-plan inspections | 347 | 387 | 276 | 270 |
| | | # of hours spent preparing business pre-plans | 277 | 307 | 280 | 275 |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- A new full-time firefighter position has been added for FY 2019/20 at a cost of \$87,795. This position will not be assigned to a permanent shift but will instead be used as needed to fill short-term firefighter vacancies (caused by injuries, retirements, resignations, etc.) across all three shifts.
- State pension contribution rates are projected to decrease from 26.02% to 24.41% for FY 2019/20.
- Carcinogen exposure reduction efforts continue, with improvements to personal protective equipment, decontamination procedures after a fire, and station vehicle exhaust control measures.

RECENT ACCOMPLISHMENTS

- The Ames Fire Department has four certified CPR instructors that are training other city departments, providing an opportunity for all City of Ames employees to be trained and/or certified in CPR.
- Hazardous Materials Technician certification training for 12 of our newest Firefighters.
- By working closely with our Inspections Division, local developers and realtors, fire crews have completed over 40 different training sessions, utilizing 7 different acquired structures, before they were demolished.
- Working with the Ames High School Business Engagement Program, the department successfully started our first high school internship program, creating a relationship that will provide future opportunities for Ames High School students interested in fire prevention, suppression, or inspections.

IN-PROGRESS AND UPCOMING ACTIVITIES

- Fire Inspector certification training for all nine of our fire lieutenants.
- Continued officer development training, focusing on leadership, ETP and first alarm strategy & tactics.
- The department continues to gather data to help improve response times. Efforts have been made to improve turnout time, which is the time from initial alarm to apparatus leaving the station, utilizing a countdown timer and company level awareness.

FIRE PREVENTION & SAFETY EDUCATION

Description

The function of this activity is to assist with the administration and enforcement of city ordinances pertaining to the prevention of fires. This includes the use of explosives, flammable and toxic materials, and other hazardous materials. 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 a fire to establish a reasonable level of safety and property protection from the hazards of fire, explosions, or other dangerous conditions. In coordination with other fire department personnel, this activity conducts public safety educational programs and events. This activity also assists in the investigation into the cause and origin of fires.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|---|---------------------------|----------------------------|-----------------------------|----------------------------|--------------------------------------|
| <i>Expenditures by Category:</i> | | | | | |
| Personal Services | 86,220 | 133,591 | 133,538 | 136,875 | 2.5% |
| Internal Services | 7,593 | 6,883 | 6,901 | 7,169 | 4.2% |
| Contractual | 9,821 | 4,494 | 5,990 | 6,110 | 36.0% |
| Commodities | 5,027 | 7,175 | 7,175 | 7,150 | -0.4% |
| Capital | - | - | - | - | |
| Other Expenditures | - | - | - | - | |
| <i>Total Expenditures</i> | 108,661 | 152,143 | 153,604 | 157,304 | 3.4% |
| <i>Funding Sources:</i> | | | | | |
| General Fund | 70,863 | 114,107 | 115,203 | 117,978 | 3.4% |
| Iowa State University | 37,798 | 38,036 | 38,401 | 39,326 | 3.4% |
| <i>Total Funding Sources</i> | 108,661 | 152,143 | 153,604 | 157,304 | 3.4% |
| Personnel - Authorized FTE | 1.00 | 1.00 | 1.00 | 1.00 | |

FIRE PREVENTION & SAFETY EDUCATION

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|---|---|---|---------------------------|---------------------------|-----------------------------|------------------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Ensure that fire protection systems are installed, updated, and maintained according to recognized code standards | # of commercial inspections | 611 | 345 | 600 | 600 |
| | | # of residential inspections | 254 | 113 | 424 | 380 |
| | | # of educational inspections | 19 | 18 | 38 | 38 |
| | | # of plan reviews | 93 | 88 | 128 | 128 |
| | | # of violations | 1,185 | 373 | 680 | 800 |
| | | # of violations corrected | 922 | 167 | 476 | 560 |
| | Ensure that inspections are performed for 100% of the City's commercial occupancies requiring State certification | % of commercial occupancies requiring State certification inspected | 100% | 100% | 100% | 100% |
| | Perform public outreach about fire safety and prevention | # of Ames elementary schools holding Fire Prevention Week presentations | 7 | 8 | 8 | 8 |
| | | # of fire safety presentations | 1,189 | 1,347 | 1,200 | 1,250 |
| | | # of adults attending presentations | 9,483 | 8,999 | 8,500 | 8,600 |
| # of children attending presentations | | 9,675 | 6,386 | 9,000 | 9,000 | |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- Contractual services increased 36% because funding is included for the 2018 International Fire Code adoption process and a new subscription to the National Fire Protection Association, which was last updated in 2014.
- Our new Fire Inspector oversees our Fire Investigation Team, which is a multidiscipline multijurisdictional team, with ISU, Story County and Ames Police officers. By increasing our overtime budget, it will enable our Fire Inspector to lead more fire investigations and conduct follow up interviews after hours.

RECENT ACCOMPLISHMENTS

- Filled the open Fire Inspector position in November 2017.
- Created online plan submittal process checklists and acceptance testing checklist on our website to help improve our customer's permitting and acceptance testing process.

IN-PROGRESS AND UPCOMING ACTIVITIES

- Creating an in-house, online, crowd management training program. This free training program provides valuable how to safety information for bar managers, staff and those hosting special events with large crowds.
- Providing fire inspector certification training for all of our company officers.

BUILDING SAFETY

Description

Building Safety issues building permits, inspects building construction and renovations, and enforces building, electrical, mechanical, and plumbing codes. Construction plans are reviewed for code compliance prior to permits being issued, and inspections are conducted on-site to determine that codes are being followed during the construction process.

This activity also issues Letter of Compliance (LOC) for rental units, performs periodic inspections of all rental units, and investigates potential rental code violations.

Building permit revenue is collected to cover the cost of the building safety activity. Rental housing annual fees are set to offset the cost of the rental inspection activity based on the projected budget. The neighborhood liaison program is funded through the General Fund and not offset by user fees.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|---|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Activity: | | | | | |
| Structural Code Enforcement | 805,291 | 984,449 | 922,990 | 1,029,727 | 4.6% |
| Rental Housing Program | 358,346 | 450,174 | 436,615 | 459,342 | 2.0% |
| Community Codes Liaison | 78,352 | 137,030 | 114,941 | 126,696 | -7.5% |
| Total Expenditures | 1,241,989 | 1,571,653 | 1,474,546 | 1,615,765 | 2.8% |
| Expenditures by Category: | | | | | |
| Personal Services | 910,408 | 1,179,772 | 1,094,002 | 1,202,114 | 1.9% |
| Internal Services | 282,444 | 300,207 | 283,281 | 310,287 | 3.4% |
| Contractual | 48,430 | 83,274 | 88,728 | 95,464 | 14.6% |
| Commodities | 707 | 8,400 | 8,535 | 7,900 | -6.0% |
| Capital | - | - | - | - | |
| Other Expenditures | - | - | - | - | |
| Total Expenditures | 1,241,989 | 1,571,653 | 1,474,546 | 1,615,765 | 2.8% |
| Funding Sources: | | | | | |
| Inspections Revenue: | | | | | |
| Building Permits | 674,621 | 789,170 | 789,170 | 736,051 | -6.7% |
| Electrical Permits | 227,620 | 160,784 | 195,784 | 207,753 | 29.2% |
| Mechanical Permits | 77,998 | 74,839 | 84,839 | 75,000 | 0.2% |
| Plumbing Permits | 123,393 | 112,258 | 132,258 | 118,000 | 5.1% |
| Sign Permits | 10,153 | 12,899 | 12,899 | 13,000 | 0.8% |
| Rental Housing Fees | 371,261 | 450,174 | 450,174 | 459,342 | 2.0% |
| Miscellaneous Revenue | 20 | 160 | 160 | - | |
| Total Revenues | 1,485,066 | 1,600,284 | 1,665,284 | 1,609,146 | 0.6% |
| Support from (contribution to) General Fund | (243,077) | (28,631) | (190,738) | 6,619 | -123.1% |
| Total Funding Sources | 1,241,989 | 1,571,653 | 1,474,546 | 1,615,765 | 2.8% |
| Personnel - Authorized FTE | 12.25 | 12.25 | 12.25 | 12.25 | |

BUILDING SAFETY

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|---|--|--|-------------------|-------------------|---------------------|----------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Assist customers in completing code compliant projects by issuing permits and conducting inspections | # of building permits issued | 733 | 703 | 650 | 625 |
| | | # of inspections performed | 9,655 | 7,764 | 8,000 | 7,500 |
| | | # of inspections per inspector | 1,931 | 1,553 | 1,600 | 1,500 |
| | Assist customers in maintaining safe dwellings through periodic rental inspections | # of rental housing units registered | 13,614 | 14,507 | 15,000 | 15,100 |
| | | # of rental housing units inspected | 1,594 | 2,069 | 2,300 | 2,500 |
| | Promote education through public outreach events and neighborhood involvement | # of neighborhood concerns | 227 | 301 | 500 | 500 |
| Promote economic development | Promote partnerships and encourage successful construction projects | New Construction Valuation Commercial | \$143M | \$42M | \$106M | \$106M |
| | | New Construction Valuation Residential | \$41.5M | \$36M | \$33M | \$33M |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- Council directed the Inspections Division to inspect single family and duplex rentals in certain neighborhoods annually. Council also gave direction to address nuisance complaints proactively. To handle the greatly increased number of inspections resulting from these directives, an additional housing inspector position was added in September 2017. The position was filled in January of 2018.
- The Community Codes Liaison was deployed for military service from July 2018 to February 2019. This required the Housing Inspectors and other staff to work on code enforcement in addition to their regular work load. When the Community Codes Liaison returns in February, a more proactive level of enforcement will resume.
- The International Code Council has released the 2018 code sections, which are updated approximately every 3 years. We anticipate that the State of Iowa will adopt these new codes, which means the City of Ames will as well. A new code adoption process will require new code books for our staff and boards, as well as publishing fees, which has increased our contractual expenses for FY 2019/20.
- No permit, plan review, or rental fee increases planned for FY 2019/20, the rental fee increase from April of 2018 will be reflected in the May 2019 billing cycle.

RECENT ACCOMPLISHMENTS

- New inspections software, Energov, implemented in March 2017
- Completed the Building Code Effectiveness Grading Scale (BCEGS) rating through Insurance Services Office (ISO) in January and received a score of 4 on a scale of 1-10 with 1 being the best.

IN-PROGRESS AND UPCOMING ACTIVITIES

- Citizen Self Service Portal component of Energov software is planned to go live early 2019. This will eliminate the need for Finance to mail invoices and track payments from permit holders.
- We are in the process of converting our paper property files into an electronic format.
- Staff is investing more time at community events and meetings to better help the public understand the importance of the Building Safety division. This is helping to achieve the goal of being a resource for customers instead of being viewed as an enforcement branch of local government only.

ANIMAL SHELTERING AND CONTROL

Description

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 to place shelter animals with people seeking pets. This activity is also responsible for enforcing municipal ordinances and state laws related to animals, logging and tracking animal bites, investigating suspected cases of animal neglect and rabies, and for dealing with urban wildlife conservation and relocation.

The Animal Sheltering/Control activity also provides programming and tours for adults and children. An active volunteer group provides supplemental staffing at the shelter, which is open to the public 30 hours/ week or by appointment. Donations received from the public provide additional funding for special programs and projects at the shelter.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Category: | | | | | |
| Personal Services | 345,675 | 370,738 | 364,697 | 388,449 | 4.8% |
| Internal Services | 25,546 | 30,083 | 29,824 | 27,506 | |
| Contractual | 59,199 | 44,933 | 59,741 | 56,694 | 26.2% |
| Commodities | 33,024 | 17,770 | 28,080 | 18,250 | 2.7% |
| Capital | - | - | 75,003 | - | |
| Other Expenditures | - | - | - | - | |
| Total Expenditures | 463,444 | 463,524 | 557,345 | 490,899 | 5.9% |
| Funding Sources: | | | | | |
| Charges for Services | 15,540 | 18,000 | 18,000 | 24,790 | 37.7% |
| Animal Shelter Donations | 31,720 | 16,850 | 63,450 | 24,300 | 44.2% |
| Total Revenues | 47,260 | 34,850 | 81,450 | 49,090 | 40.9% |
| General Fund Support | 416,184 | 428,674 | 475,895 | 441,809 | 3.1% |
| Total Funding Sources | 463,444 | 463,524 | 557,345 | 490,899 | 5.9% |
| Personnel - Authorized FTE | 3.90 | 4.40 | 4.40 | 4.40 | |

ANIMAL SHELTERING AND CONTROL

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|---|---|---|-------------------|-------------------|---------------------|----------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Provide safe and humane sheltering facilities and adoption and re-home services | # of live animals through program | 894 | 847 | 875 | 900 |
| | | Cat/dog live release rate (%) | 97% | 98% | 96% | 97% |
| | Assist citizens in responding to wildlife issues | Calls for field activity services | 2,483 | 2,579 | 2,600 | 2,700 |
| | | Rescue calls – animals left in vehicles | 134 | 141 | 125 | 115 |
| | | Deceased animals picked up | 546 | 627 | 640 | 680 |
| | | Community outreach talks/tours | 14 | 15 | 16 | 18 |
| | | # of volunteer services hours | 742 | 626 | 750 | 800 |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- A part-time (25 hours/week) Veterinary Technician position has been added beginning in FY 2018/19 to enhance the medical care of the animals entering the Shelter.
- Increased expenditures on enhanced veterinary services and products such as diagnostic testing, vaccinations, and microchipping performed by the Veterinary Technician will reduce private veterinary hospital professional services costs.
- Funding (\$10,000) is included in the budget to conduct an architectural review of the aging shelter and to determine whether renovations to the existing facility are feasible.
- Capital budgeted in FY 2018/19 includes two projects carried over from FY 2017/18: animal shelter facility improvements (\$49,003) and new dog kennels (\$26,000).
- In recent years, new medical procedures, including vaccinations and spaying/neutering, have been implemented for all animals that are adopted from the Shelter. New adoption fees designed to offset those costs are included in the FY 2019/20 budget. Adoption fees for cats/kittens will increase from \$40 to \$60, and the fees for dogs/puppies will increase from \$50 to \$80.

RECENT ACCOMPLISHMENTS

- Live Release Rates have exceeded all previous rates with cats at 96.21%, kittens at 98.94%, dogs and puppies at 100%, rabbits at 95.24% and other type animals including wildlife at 81.20% in FY 2017/18.
- Improving our veterinary care standards, renovation and outfitting our medical care room is underway with a primary goal of providing the best possible care to the animals that enter our facility.
- Donor and community support remains significant with over \$37,500 in monetary donations made directly to the Shelter in addition to \$36,500 in bequests in FY 2017/18. The Shelter also receives in-kind donations such as pet food, medications, bedding, and other comfort items for the animals.
- To help reduce disease cross contamination and stress, a community cat room (named Kitty City) was created and has shown promising results with strong community support.

IN-PROGRESS AND UPCOMING ACTIVITIES

- The Shelter will be implementing the use of cat kennel portals, which allow cats to access multiple cages when there is space. Studies examining the use of portals have found that they help reduce stress and signs of illness by increasing the cat's habitat. These will be installed in the existing kennels.
- Staff will continue to review operational procedures and adjust accordingly to ensure that they are meeting or exceeding best practice standards in the animal care/control industry.
- In early 2019 the animal control field rescue unit vehicle will be wrapped with colorful graphics depicting animals to help promote services provided by the animal shelter and animal control.

OTHER COMMUNITY PROTECTION

Description

This activity accounts for the electricity used to operate the City's street lights (electricity for traffic signals is accounted for in the Traffic Maintenance activity in the Transportation program).

The Other Community Protection activity also accounts for the operation of the City's storm warning system, This includes maintenance performed by Electric Distribution crews on the City's storm warning system and computer and software costs

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Activity: | | | | | |
| Street Lights | 848,200 | 910,000 | 910,000 | 955,500 | 5.0% |
| Storm Warning System | 2,514 | 14,500 | 16,300 | 17,247 | 18.9% |
| Total Expenditures | 850,714 | 924,500 | 926,300 | 972,747 | 5.2% |
| Expenditures by Category: | | | | | |
| Personal Services | 1,024 | 3,000 | 3,000 | 3,935 | 31.2% |
| Internal Services | - | - | 196 | 208 | |
| Contractual | 849,662 | 916,500 | 918,104 | 963,604 | 5.1% |
| Commodities | 28 | 5,000 | 5,000 | 5,000 | 0.0% |
| Capital | - | - | - | - | |
| Other Expenditures | - | - | - | - | |
| Total Expenditures | 850,714 | 924,500 | 926,300 | 972,747 | 5.2% |
| Funding Sources: | | | | | |
| General Fund | 850,714 | 924,500 | 926,300 | 972,747 | 5.2% |
| Total Funding Sources | 850,714 | 924,500 | 926,300 | 972,747 | 5.2% |
| Personnel - Authorized FTE | 0.00 | 0.00 | 0.00 | 0.00 | |

OTHER COMMUNITY PROTECTION

| <i>City Mission/ Council Goal</i> | <i>Department Goals and Core Services</i> | <i>Indicators</i> | <i>2016/17 Actual</i> | <i>2017/18 Actual</i> | <i>2018/19 Adjusted</i> | <i>2019/20 Estimated</i> |
|---|--|-------------------------------------|---------------------------|---------------------------|-----------------------------|------------------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Provide street lights for public safety at the most efficient cost | # of City-owned street lights | 7,781 | 7,896 | 7,900 | 8,026 |
| | | % of street lights converted to LED | 15% | 30% | 43% | 55% |
| | | Cost of activity per street light | \$104 | \$115 | \$115 | \$119 |
| | Provide a reliable storm warning system for public safety | # of City sirens | 17 | 17 | 18 | 19 |
| | | # of Iowa State University sirens | 5 | 5 | 5 | 5 |
| | | # of City siren tests per year | 12 | 12 | 12 | 12 |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- Additional street lights are installed as new subdivisions are created, increasing street light expenses.
- As the city continues to grow, staff is expanding the number of storms sirens in the City to make sure there is proper coverage. A new siren is planned for the new industrial park east of Interstate 35 in FY 2018/19. A second siren will be installed in FY 2019/20 to support growth in the Iowa State Research Park area.

RECENT ACCOMPLISHMENTS

- The City is close to achieving the midpoint in its multi-year conversion to LED lighting. The approach being used to keep conversion costs low, is to have the light replaced any time the crew needs to do maintenance on the light.

IN-PROGRESS AND UPCOMING ACTIVITIES

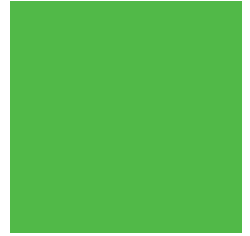
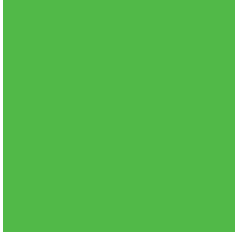
- A capital improvement project began in FY 2016/17 to replace High Pressure Sodium lights with LED lights over the next several years. LEDs use 10% less energy and have a longer life than High Pressure Sodium. When the capital improvement project is complete, future LED light installations will be covered as part of maintenance.

PUBLIC SAFETY CIP

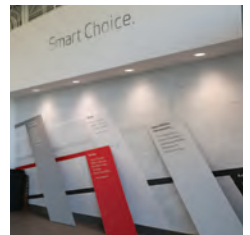
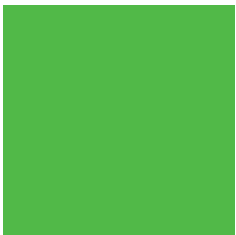
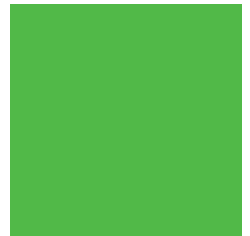
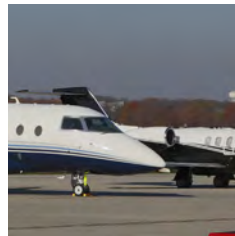
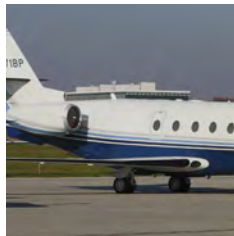
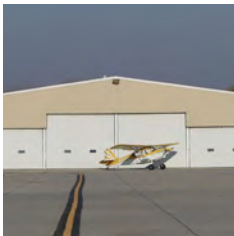
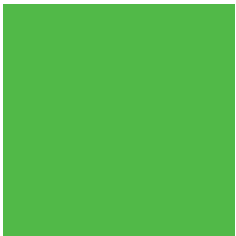
Activity Description:

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

| Activities: | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Adopted | % Change From Adopted |
|--------------------------------|---------------------------|----------------------------|-----------------------------|----------------------------|--------------------------------------|
| Law Enforcement: | | | | | |
| City-Wide Radio System | 11,469 | 1,000,000 | 1,022,531 | 1,750,000 | 75.0% |
| Fire Safety: | | | | | |
| Fire Station Improvements | 275 | 137,000 | 291,970 | - | -100.0% |
| Other Public Safety: | | | | | |
| Outdoor Storm Warning System | - | - | 50,330 | 40,000 | |
| Total Public Safety CIP | 11,744 | 1,137,000 | 1,364,831 | 1,790,000 | 57.4% |



UTILITIES



UTILITIES

| | |
|--|----|
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UTILITIES

Program Description:

The Utilities program provides the Ames community with dependable service for electricity, drinking water, sewage disposal, storm water management, and trash and garbage disposal. An effective rate structure is maintained to recover the cost of the utilities through customer charges. The utilities also work with Ames citizens and businesses to develop conservation methods and processes. Electric Services provides citizens with electric production, electric distribution, the metering of customer usage and the administration of the system. Water and Pollution Control provides the community with clean, fresh water in amounts that meet present and future needs. This activity also oversees the treatment of wastewater in compliance with federal and state regulations to ensure public health. The Water Distribution System Maintenance and Sanitary Sewer System Maintenance activities are responsible for the maintenance of water distribution and sanitary sewer collection lines throughout the community. The Storm Water Permit Program and the Storm Water Maintenance activity work to prevent infiltration of storm water into the sanitary sewer system and to resolve storm water issues throughout the community. Resource Recovery provides citizens with a safe and cost effective method for disposing of trash and garbage. Utility Customer Service is responsible for the billing and collection of utility charges to utility customers.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Activity: | | | | | |
| Electric Services | 54,301,669 | 56,128,678 | 58,173,034 | 58,824,151 | 4.8% |
| Water and Pollution Control | 7,415,757 | 8,157,061 | 8,189,370 | 8,407,541 | 3.1% |
| Water Distribution System | 1,453,961 | 1,431,302 | 1,398,731 | 1,497,450 | 4.6% |
| Sanitary Sewer System | 802,353 | 868,390 | 884,347 | 901,631 | 3.8% |
| Storm Water Management | 454,319 | 667,598 | 658,752 | 680,101 | 1.9% |
| Resource Recovery | 3,622,945 | 4,263,588 | 4,267,599 | 4,446,952 | 4.3% |
| Utility Customer Service | 1,571,035 | 1,647,962 | 1,621,351 | 1,695,458 | 2.9% |
| Total Operations | 69,622,039 | 73,164,579 | 75,193,184 | 76,453,284 | 4.5% |
| Utilities CIP | 8,620,104 | 23,472,600 | 61,584,845 | 29,683,100 | 26.5% |
| Total Expenditures | 78,242,143 | 96,637,179 | 136,778,029 | 106,136,384 | 9.8% |
| Personnel - Authorized FTE | 161.51 | 161.51 | 161.76 | 162.76 | |

UTILITIES

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Category: | | | | | |
| Personal Services | 16,340,029 | 18,713,089 | 17,988,183 | 19,179,635 | 2.5% |
| Internal Services | 3,950,556 | 4,076,623 | 4,000,716 | 4,129,067 | 1.3% |
| Contractual | 42,488,829 | 42,568,627 | 44,870,281 | 45,606,965 | 7.1% |
| Commodities | 5,087,535 | 6,054,490 | 6,315,933 | 5,945,376 | -1.8% |
| Capital | 425,960 | 639,800 | 872,300 | 455,000 | -28.9% |
| Other Expenditures | 1,329,130 | 1,111,950 | 1,145,771 | 1,137,241 | 2.3% |
| Total Operations | 69,622,039 | 73,164,579 | 75,193,184 | 76,453,284 | 4.5% |
| Utilities CIP | 8,620,104 | 23,472,600 | 61,584,845 | 29,683,100 | 26.5% |
| Total Expenditures | 78,242,143 | 96,637,179 | 136,778,029 | 106,136,384 | 9.8% |
| Funding Sources: | | | | | |
| Electric Utility Fund | 55,050,659 | 56,915,840 | 58,947,935 | 59,635,309 | 4.8% |
| Water Utility Fund | 5,845,901 | 6,223,321 | 6,227,296 | 6,438,885 | 3.5% |
| Sewer Utility Fund | 4,628,860 | 5,076,732 | 5,073,852 | 5,234,037 | 3.1% |
| Storm Sewer Utility Fund | 457,914 | 670,098 | 661,502 | 683,101 | 1.9% |
| Resource Recovery Fund | 3,622,945 | 4,263,588 | 4,267,599 | 4,446,952 | 4.3% |
| Project Share Donations | 15,760 | 15,000 | 15,000 | 15,000 | 0.0% |
| Total Operations Funding | 69,622,039 | 73,164,579 | 75,193,184 | 76,453,284 | 4.5% |
| Utilities CIP Funding: | | | | | |
| G.O. Bonds | 178,815 | - | 2,592,251 | 1,000,000 | |
| State Revolving Fund | 3,484,145 | 3,605,000 | 8,610,802 | 5,434,000 | 50.7% |
| Road Use Tax | 2,500 | 100,000 | 147,500 | - | -100.0% |
| Electric Utility Fund | 1,038,659 | 8,205,000 | 19,189,634 | 17,760,000 | 116.5% |
| Water Utility Fund | 1,536,763 | 2,864,500 | 12,562,980 | 2,536,000 | -11.5% |
| Sewer Utility Fund | 1,580,641 | 6,428,000 | 13,234,264 | 920,000 | -85.7% |
| Storm Water Utility Fund | 607,839 | 1,534,000 | 4,174,414 | 1,312,000 | -14.5% |
| Storm Water Grant Funding | - | 346,000 | 673,000 | 368,000 | 6.4% |
| Resource Recovery Fund | 190,742 | 390,100 | 400,000 | 353,100 | -9.5% |
| Total CIP Funding | 8,620,104 | 23,472,600 | 61,584,845 | 29,683,100 | 26.5% |
| Total Funding Sources | 78,242,143 | 96,637,179 | 136,778,029 | 106,136,384 | 9.8% |

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 it can make informed recommendations to the City Council. Demand Side Management programs, designed to reduce peak consumption and use energy more wisely, are developed and administered from this group. Electric Production is responsible for producing electrical energy and maintaining the associated equipment. Electrical energy is produced in the power plant by burning natural gas 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 natural gas and RDF burned in the boilers, fuel oil burned in the gas turbines, and electrical energy purchased from neighboring utilities through the Midcontinent Independent System Operator (MISO) energy market. Electric Distribution is responsible for maintaining the electric transmission and distribution equipment which provides electric delivery to the community, street lighting installation/maintenance, and the emergency weather notification system maintenance. 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, solving system power quality issues, and is responsible for all substation equipment. Electric Engineering is responsible for engineering and planning related to and for supervision of the operation of the Utility's transmission and distribution system, substations, and street lighting.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|---|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| <i>Expenditures by Activity:</i> | | | | | |
| Electric Administration | 1,126,507 | 1,109,385 | 1,123,575 | 1,142,325 | 3.0% |
| Demand-Side Management | 1,505,382 | 1,200,000 | 1,200,000 | 1,200,000 | 0.0% |
| Electric Production | 11,245,313 | 12,179,746 | 12,028,911 | 12,044,282 | -1.1% |
| Fuel/Purchased Power | 34,761,487 | 34,221,542 | 36,180,597 | 36,657,558 | 7.1% |
| Distribution/Operations | 4,079,475 | 5,412,276 | 5,731,315 | 5,715,930 | 5.6% |
| Electric Technical Services | 949,688 | 1,050,130 | 988,970 | 1,095,068 | 4.3% |
| Electric Engineering | 633,817 | 955,599 | 919,666 | 968,988 | 1.4% |
| <i>Total Expenditures</i> | 54,301,669 | 56,128,678 | 58,173,034 | 58,824,151 | 4.8% |
| | | | | | |
| Personnel - Authorized FTE | 81.00 | 81.00 | 81.00 | 81.00 | |

ELECTRIC SERVICES

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|---|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| <i>Expenditures by Category:</i> | | | | | |
| Personal Services | 8,702,991 | 10,383,652 | 9,816,265 | 10,533,983 | 1.5% |
| Internal Services | 1,662,717 | 1,675,104 | 1,599,279 | 1,658,247 | -1.0% |
| Contractual | 38,822,217 | 38,218,326 | 40,408,923 | 41,055,313 | 7.4% |
| Commodities | 3,564,210 | 4,225,554 | 4,479,054 | 4,089,083 | -3.2% |
| Capital | 336,657 | 614,100 | 826,000 | 455,000 | -25.9% |
| Other Expenditures | 1,212,877 | 1,011,942 | 1,043,513 | 1,032,525 | 2.0% |
| <i>Total Expenditures</i> | 54,301,669 | 56,128,678 | 58,173,034 | 58,824,151 | 4.8% |
| <i>Funding Sources:</i> | | | | | |
| Electric Utility Fund | 54,301,669 | 56,128,678 | 58,173,034 | 58,824,151 | 4.8% |
| <i>Total Funding Sources</i> | 54,301,669 | 56,128,678 | 58,173,034 | 58,824,151 | 4.8% |

ELECTRIC ADMINISTRATION

Description

Electric Administration is responsible for coordinating the work of electric generation, transmission, distribution, engineering, and technical services to ensure that the City of Ames continues to meet the needs of its electric customers under all conditions. Other responsibilities of this activity include developing the Electric Utility capital improvement plan (CIP), overseeing the Utility's relationship with State and Federal agencies, working with the Electric Utility Operations Review and Advisory Board (EUORAB) in long-range planning for the Utility, and ensuring the financial stability of the Electric Utility fund.

The Electric Administration activity also includes Energy Services, which develops, coordinates, and conducts programs promoting wise, sustainable and efficient use of electrical resources.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Activity: | | | | | |
| Electric Administration | 890,906 | 934,983 | 923,039 | 947,843 | 1.4% |
| Energy Services | 235,601 | 174,402 | 200,536 | 194,482 | 11.5% |
| Total Expenditures | 1,126,507 | 1,109,385 | 1,123,575 | 1,142,325 | 3.0% |
| Expenditures by Category: | | | | | |
| Personal Services | 735,949 | 767,457 | 756,809 | 790,222 | 3.0% |
| Internal Services | 41,134 | 40,699 | 41,225 | 36,850 | |
| Contractual | 318,902 | 282,929 | 289,228 | 289,928 | 2.5% |
| Commodities | 16,548 | 15,300 | 21,800 | 21,800 | 42.5% |
| Capital | 10,453 | - | 11,000 | - | |
| Other Expenditures | 3,521 | 3,000 | 3,513 | 3,525 | 17.5% |
| Total Expenditures | 1,126,507 | 1,109,385 | 1,123,575 | 1,142,325 | 3.0% |
| Funding Sources: | | | | | |
| Electric Utility Fund | 1,126,507 | 1,109,385 | 1,123,575 | 1,142,325 | 3.0% |
| Total Funding Sources | 1,126,507 | 1,109,385 | 1,123,575 | 1,142,325 | 3.0% |
| Personnel - Authorized FTE | 5.00 | 5.00 | 5.00 | 5.00 | |

ELECTRIC ADMINISTRATION

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated | |
|---|--|---|--------------------------|-------------------|---------------------|----------------------|-------|
| Provide quality programs in an efficient and fiscally responsible manner | Provide reliable, low-cost energy for customers | % residential rates above (below) rates of neighboring utilities | (23.6%) | (20.5%) | (20.5%) | (20%) | |
| | | % of commercial rates above (below) rates of neighboring utilities | (10.2%) | (12.1%) | (4.0%) | (4%) | |
| | | % industrial rates above (below) rates of neighboring utilities | (6.2%) | (5.7%) | 2% | 2% | |
| | | % of customers very or somewhat satisfied with electric service | 95% | 96% | 97% | 97% | |
| | Maintain peak demand below 130.7 MW/Improve off peak usage responsibly | Peak Demand (in MWh) | 126.8 | 125.1 | 124.8 | 125.9 | |
| | | Energy Usage (in MWhours) | 607,339 | 609,041 | 611,853 | 615,261 | |
| | | Load Factor | 54.7% | 55.6% | 56.0% | 55.8% | |
| | Maintain a Contingency Reserve fund balance of at least \$10,100,000 | Reserve fund balance maintained | Yes | Yes | Yes | Yes | |
| | Expand sustainability efforts | Implement a community solar program (11,428 Power Packs to be sold) | # of Power Pack reserved | N/A | 5,700 | 8,000 | 8,500 |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- The system peak thus far for FY 2018/19 was 124.8 MW on Jul 12, 2018. The current historical peak is 130.7, which occurred on July 25, 2012.
- Funding (\$11,000) has been added to the FY 2018/19 Energy Services budget to cover programming costs to incorporate SunSmart Ames into the utility billing system.

RECENT ACCOMPLISHMENTS

- Electric Services, together with Water Pollution Control, Public Works, and other City offices, hosted the 8th annual Eco Fair in the spring of 2018 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, as well as many of the City departments. The 9th annual Eco Fair has already been planned for April 20, 2019.

IN-PROGRESS AND UPCOMING ACTIVITIES

- Throughout 2018, staff has been promoting the development of a community solar farm called "SunSmart Ames". At the end of December 2018, over 60% of the farm has been spoken for. Staff will be looking to gain authorization to begin building the solar farm in 2019.

DEMAND SIDE MANAGEMENT

Description

The goal of Demand Side Management is to promote wise, sustainable, and efficient use of the City's electrical resources. This activity includes Load Management (LM) programs, such as Prime Time Power, which control energy consumption through the use of mechanical or electronic devices. Other ongoing programs include lighting, appliance, and high efficiency air conditioner rebates, solar installation rebates, and commercial and residential energy audits. Controlling the City's peak demand will delay the need for new generation capacity and keep electricity rates lower.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Activity: | | | | | |
| DSM Administration | 102,782 | 111,758 | 100,600 | 111,600 | -0.1% |
| Prime Time Power | 377,986 | 255,700 | 270,900 | 290,900 | 13.8% |
| Energy Audits | 43,438 | 50,000 | 40,000 | 40,000 | -20.0% |
| Rebate Program | 981,176 | 782,542 | 788,500 | 757,500 | -3.2% |
| Total Expenditures | 1,505,382 | 1,200,000 | 1,200,000 | 1,200,000 | 0.0% |
| Expenditures by Category: | | | | | |
| Personal Services | 12,157 | 11,758 | 11,758 | 11,758 | 0.0% |
| Internal Services | - | - | 200 | 200 | |
| Contractual | 137,928 | 180,000 | 148,742 | 159,742 | -11.3% |
| Commodities | 145,941 | - | - | - | |
| Capital | - | - | - | - | |
| Other Expenditures | 1,209,356 | 1,008,242 | 1,039,300 | 1,028,300 | 2.0% |
| Total Expenditures | 1,505,382 | 1,200,000 | 1,200,000 | 1,200,000 | 0.0% |
| Funding Sources: | | | | | |
| Electric Utility Fund | 1,505,382 | 1,200,000 | 1,200,000 | 1,200,000 | 0.0% |
| Total Funding Sources | 1,505,382 | 1,200,000 | 1,200,000 | 1,200,000 | 0.0% |
| Personnel - Authorized FTE | 5.00 | 5.00 | 5.00 | 5.00 | |

DEMAND SIDE MANAGEMENT

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|-------------------------------------|---------------------------------------|--|-------------------|-------------------|---------------------|----------------------|
| Expand sustainability efforts | Reduce energy consumption | # of new participants in Prime Time Power | 267 | 250 | 200 | 200 |
| | | # of total participants in Prime Time Power | 10,067 | 10,517 | 10,717 | 10,917 |
| | | # of residential appliance rebates | 1,100 | 1,152 | 1,126 | 1,000 |
| | | # of AC rebates | 818 | 1,160 | 972 | 550 |
| | | # of residential lighting rebates | 443 | 340 | 305 | 325 |
| | | # of commercial lighting rebates | 98 | 125 | 184 | 175 |
| | | Estimated Peak Demand reduction from DSM programs year/cumulative (in megawatts) | 1.6/ 16.4 | 3.0/ 19.4 | 2.2/ 21.6 | 2.0/ 23.6 |
| | | Estimated energy use reduction from DSM programs year/cumulative (in megawatt- hours) | 1,747/ 28,556 | 3,280/ 31,836 | 2,300/ 34,136 | 2,200/ 36,336 |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- In 2018, staff reviewed all rebate levels to ensure that they were meeting expected results and to bring these rebate levels in line with neighboring utility rebate levels.

RECENT ACCOMPLISHMENTS

- In FY 2018/19, implemented an Interruptible Rate option for the City's Industrial customers. This program gives the City another tool to keep our electrical peaks low and delay the need to build new generation.
- Reviewed the entire rebate structure to make sure rebates are accomplishing what they are intended to do. Staff's suggested changes were brought to the EUORAB, and the approved changes were implemented September 1, 2018.

IN-PROGRESS AND UPCOMING ACTIVITIES

- The Smart Business challenge continues to be an effective way for businesses to learn how to be more energy aware and sustainable. Electric Services hosted a luncheon to recognize the Platinum Awards winner who shared their accomplishments with others. It was so well received, the event will be continued in 2019.

ELECTRIC PRODUCTION

Description

Electric Production is responsible for the operation of the City's power plant, which includes the operation and maintenance of the boilers, turbines, fuel handling systems (natural gas and Refuse Derived Fuel), the remotely operated combustion turbines, and Supervisory Control and Data Acquisition (SCADA) control equipment in the power plant and substations. The generation production fleet consists of four units:

| <u>Name</u> | <u>In-Service</u> | <u>Fuel</u> | <u>Capacity</u> |
|----------------|-------------------|-------------|---------------------------|
| Unit #7 | 1967 | Gas/RDF | 38 MW |
| Unit #8 | 1982 | Gas/RDF | 70 MW |
| Gas Turbine #1 | 1972 | Diesel | 18 MW summer/22 MW winter |
| Gas Turbine #2 | 2005 | Diesel | 27 MW summer/29 MW winter |

Electrical operations are continuous and monitored 24 hours per day. The Electric Production activity functions as the dispatch center outside of normal working hours to respond to transmission, distribution, and customer outages. When notified of an electrical outage, Power Plant personnel contact on-call distribution and substation crews to respond and restore power.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|---------------------------|----------------------------|-----------------------------|----------------------------|--------------------------------------|
| Expenditures by Category: | | | | | |
| Personal Services | 4,831,787 | 5,840,220 | 5,513,502 | 5,753,874 | -1.5% |
| Internal Services | 959,809 | 956,088 | 881,971 | 926,234 | -3.1% |
| Contractual | 3,641,487 | 3,419,438 | 3,419,438 | 3,586,174 | 4.9% |
| Commodities | 1,812,230 | 1,814,000 | 1,814,000 | 1,728,000 | -4.7% |
| Capital | - | 150,000 | 400,000 | 50,000 | -66.7% |
| Other Expenditures | - | - | - | - | |
| Total Expenditures | 11,245,313 | 12,179,746 | 12,028,911 | 12,044,282 | -1.1% |
| Funding Sources: | | | | | |
| Electric Utility Fund | 11,245,313 | 12,179,746 | 12,028,911 | 12,044,282 | -1.1% |
| Total Funding Sources | 11,245,313 | 12,179,746 | 12,028,911 | 12,044,282 | -1.1% |
| Personnel - Authorized FTE | 45.00 | 45.00 | 44.00 | 44.00 | |

ELECTRIC PRODUCTION

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|---|---|---|-------------------|-------------------|---------------------|----------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Provide reliable, low-cost energy for customers | Annual net system peak load (MW) | 126.8 | 125.1 | 124.8 | 125.9 |
| | | Annual net system load (MWh) | 607,339 | 609,041 | 611,853 | 615,261 |
| | | Annual gross generation (MWh) | 325,974 | 247,669 | 284,708 | 331,927 |
| | | Number of reportable accidents | 4 | 0 | 0 | 0 |
| | | Number of lost time accidents | 3 | 1 | 0 | 0 |
| | | Unit 7 forced outages | 12 | 21 | 0 | 4 |
| | | Unit 8 forced outages | 13 | 14 | 10 | 10 |
| | | Unit 7 availability | 74.5% | 71.7% | 61.9% | 67.0% |
| | | Unit 8 availability | 77.5% | 57.8% | 60.0% | 50.0% |
| | | Unit 7 heat rate, operational gross (Btu/kWh) | 11,648 | 11,508 | 11,700 | 11,700 |
| | | Unit 8 heat rate, operational gross (Btu/kWh) | 11,189 | 11,493 | 11,400 | 11,400 |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- A vacant Coal Handler position has been removed from the Electric Production budget in FY 2018/19 and FY 2019/20 to create an Apprentice Lineworker position in Electric Distribution.
- Overtime costs have also been reduced in both FY 2018/19 and FY 2019/20.

RECENT ACCOMPLISHMENTS

- As of January 15th, 2019, the Power Plant has operated for 653 days without a lost time accident. This is the longest period of time without a lost time accident in more than a decade. Staff continues to assemble Standard Operating Procedures to limit accidents.
- In FY 2018/19, a payment agreement was developed between the Power Plant and Resource Recovery to help with the financial stability of Resource Recovery.
- A new Continuous Emission Monitoring System (CEMS) was installed in the Fall 2018. This system will assist in constantly monitoring regulated emissions with a higher level of reliability.

IN-PROGRESS AND UPCOMING ACTIVITIES

- Repairs continue to be made to the Unit 8 boiler super heater tubes and the metal spray coating on the lower water walls.
- The super heater tubes in both Unit 7 and Unit 8 have experienced significant corrosion. Plans are being developed to replace the tubes in Unit 7 in the summer of 2019, with the replacement of the Unit 8 tubes to follow.

FUEL & PURCHASED POWER

Description

The Fuel and Purchased Power activity is the largest expense in the Electric Service's budget. The total cost of this program can vary greatly from year to year, as it is largely dependent on the amount of electricity being used by customers. When fuel and outside power purchases increase due to demand, revenues from electric customers will increase as well.

The principal types of fuel purchased are natural gas, Refuse-Derived Fuel (RDF) from the Resource Recovery Plant, and fuel oil. Power (energy) is also purchased from a Nextera-owned wind farm under a 20-year power purchase agreement, and from Midcontinent Independent System Operators group (MISO) when the cost of outside power is more economical than locally-produced energy.

Energy purchased for Iowa State University is a pass through expense, with offsetting revenue received from the University for the energy purchases.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Activity: | | | | | |
| Transmission/MISO | 841,019 | 701,000 | 751,000 | 750,000 | 7.0% |
| Wind | 5,669,869 | 5,705,000 | 5,705,000 | 5,900,000 | 3.4% |
| Fuel | 16,854,621 | 17,735,000 | 17,685,000 | 17,710,000 | -0.1% |
| Energy | 8,727,918 | 7,198,542 | 9,407,597 | 9,415,558 | 30.8% |
| Transmission/ISU | 126,131 | 132,000 | 132,000 | 132,000 | 0.0% |
| Wind/ISU | 1,133,974 | 1,250,000 | 1,000,000 | 1,250,000 | 0.0% |
| Energy/ISU | 1,407,955 | 1,500,000 | 1,500,000 | 1,500,000 | 0.0% |
| Total Expenditures | 34,761,487 | 34,221,542 | 36,180,597 | 36,657,558 | 7.1% |
| Expenditures by Category: | | | | | |
| Personal Services | 183,334 | 190,562 | 191,617 | 200,005 | 5.0% |
| Internal Services | 14,791 | 2,480 | 2,480 | 2,553 | 2.9% |
| Contractual | 33,798,083 | 33,043,500 | 35,001,500 | 35,470,000 | 7.3% |
| Commodities | 765,279 | 985,000 | 985,000 | 985,000 | 0.0% |
| Capital | - | - | - | - | |
| Other Expenditures | - | - | - | - | |
| Total Expenditures | 34,761,487 | 34,221,542 | 36,180,597 | 36,657,558 | 7.1% |
| Funding Sources: | | | | | |
| Electric Utility Fund | 34,761,487 | 34,221,542 | 36,180,597 | 36,657,558 | 7.1% |
| Total Funding Sources | 34,761,487 | 34,221,542 | 36,180,597 | 36,657,558 | 7.1% |
| Personnel - Authorized FTE | 2.00 | 2.00 | 2.00 | 2.00 | |

FUEL & PURCHASED POWER

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|--|--|--|-------------------|-------------------|---------------------|----------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Provide reliable, low-cost energy for customers | Natural gas consumed (in dekatherms) | 3,398,254 | 2,640,295 | 2,572,502 | 2,789,253 |
| | | Market energy purchased (in MWh) | 311,572 | 386,620 | 368,672 | 368,000 |
| | | Fuel cost per MWh of energy produced | \$62.65 | \$53.70 | \$51.30 | \$50.99 |
| | | Average purchased power cost | \$27.04 | \$28.97 | \$29.00 | \$29.00 |
| Expand sustainability efforts | Maintain a diversified generation portfolio that contains renewable energy resources | Wind renewable energy credits (MWh) | 98,773 | 102,784 | 103,500 | 103,000 |
| | | Retail solar energy purchased (MWh) | 133 | 402 | 500 | 500 |
| | | RDF consumed (in tons) | 23,643 | 16,849 | 24,000 | 28,000 |
| | | Percent of energy provided by Renewables | 18.8% | 18.6% | 19.6% | 19.5% |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- Stable low cost natural gas prices and an abundance of low cost market energy continue to keep the City's electric costs low. The Energy Cost Adjustment has been negative, which means our customers are paying less than the Council-approved electric rates.
- A pricing structure using natural gas as the determinant for Refuse Derived Fuel has been adopted.
- Fuel and Purchased Power is the largest component of the Electric Services budget, with estimated total expenditures of \$36,657,558 for FY 2019/20. This is a 7.1% increase from the FY 2018/19 Adopted budget due to an increase in sales of energy to our customers. The major items include, in descending expenditure: fuel, market energy purchases, wind, transmission service, and RDF payments. Fuel (natural gas) accounts for more than 48% of the Fuel and Purchased Power budget, market energy purchases 26%, and wind 16%.
- \$25,000 has been added to the FY 2019/20 budget to begin studying new technologies for handling RDF in more economical ways.

RECENT ACCOMPLISHMENTS

- 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 eighth 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 2017/18, renewable energy from purchased wind power accounted for 18% of the City's electric usage. Similarly, the City produces renewable energy from the burning of RDF and accounts for an additional 2% of our energy portfolio.

IN-PROGRESS AND UPCOMING ACTIVITIES

- The city is currently in the third year of a 5-year natural gas contract; natural gas prices in later years are expected to be lower. Staff is looking at a contract extension which could end up lowering our current and future natural gas costs.
- The City's natural gas delivery costs will drop in the sixth year (2021) of the contract. These cost savings will be passed along to the City's electric customers through its Electric Rate Adjustment.

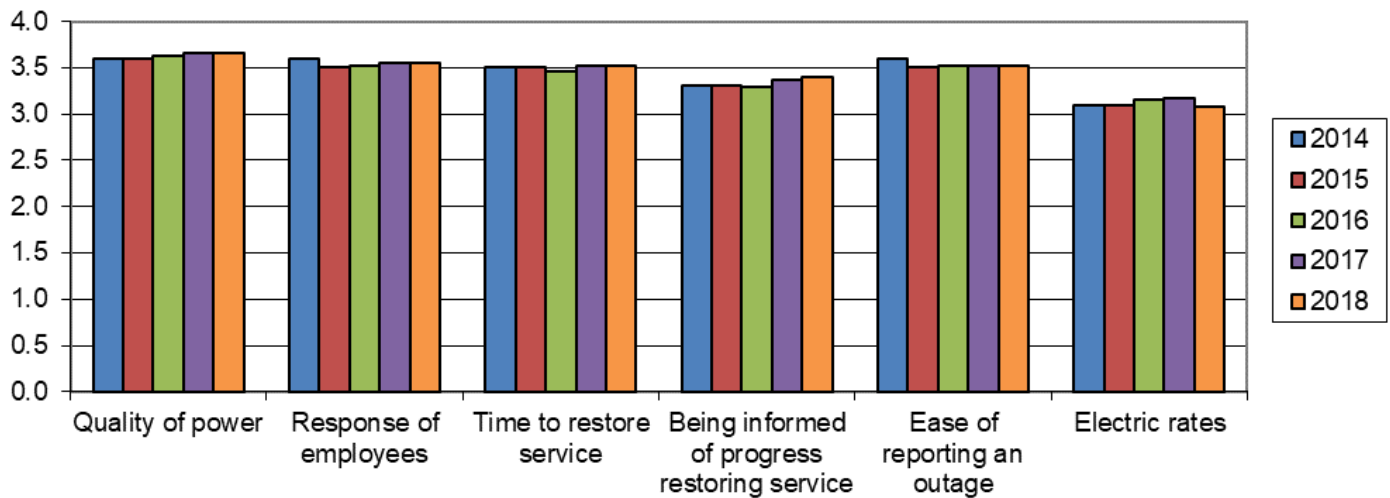
ELECTRIC DISTRIBUTION

Description

Electric Distribution is responsible for the construction and maintenance of the system that brings electric power to Electric Utility customer homes. The Electric Distribution division maintains both the overhead and underground systems, with voltages ranging from 120 volts to 161,000 volts. In addition to the distribution system, this activity is responsible for the maintenance of the transmission system which delivers reliable power to the substations. The transmission system makes up the backbone of the Ames power system and connects the City to the power grid.

Electric Distribution is also responsible for improvements to the distribution system, including overhead and underground line extensions, line relocations, lighting improvements, communication line improvements and storm siren maintenance.

Satisfaction with City Electric Department services



| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Activity: | | | | | |
| Distribution Operations | 2,695,357 | 3,214,342 | 3,193,365 | 3,411,802 | 6.1% |
| Extensions/Improvements | 1,384,118 | 2,197,934 | 2,537,950 | 2,304,128 | 4.8% |
| Total Expenditures | 4,079,475 | 5,412,276 | 5,731,315 | 5,715,930 | 5.6% |
| Expenditures by Category: | | | | | |
| Personal Services | 1,785,424 | 2,209,804 | 2,116,071 | 2,363,913 | 7.0% |
| Internal Services | 487,421 | 508,675 | 506,661 | 521,730 | 2.6% |
| Contractual | 822,749 | 1,027,347 | 1,220,133 | 1,268,837 | 23.5% |
| Commodities | 666,922 | 1,235,750 | 1,482,750 | 1,180,750 | -4.5% |
| Capital | 316,959 | 430,000 | 405,000 | 380,000 | -11.6% |
| Other Expenditures | - | 700 | 700 | 700 | 0.0% |
| Total Expenditures | 4,079,475 | 5,412,276 | 5,731,315 | 5,715,930 | 5.6% |
| Funding Sources: | | | | | |
| Electric Utility Fund | 4,079,475 | 5,412,276 | 5,731,315 | 5,715,930 | 5.6% |
| Total Funding Sources | 4,079,475 | 5,412,276 | 5,731,315 | 5,715,930 | 5.6% |
| Personnel - Authorized FTE | 17.00 | 17.00 | 18.00 | 18.00 | |

ELECTRIC DISTRIBUTION

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|---|---|--|-------------------|-------------------|---------------------|----------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Provide reliable, low-cost energy delivery for our customers in a safe and efficient manner | # of new Electric Utility meters | 624 | 721 | 529 | 500 |
| | | Average service availability | 99.98% | 99.99% | 99.99% | 99.99% |
| | | # of service interruptions per year | 165 | 169 | <70 | <70 |
| | | Average minutes of system out/interruption (SAIDI) | 44.8 | 43.0 | 16.5 | < 15 |
| | | # of wood poles installed/replaced | 94 | 104 | 75 | 75 |
| | | # of street light Poles installed/replaced | 96 | 59 | 66 | 75 |
| | | Miles of primary line installed/replaced | 13.9 | 11.9 | 7.8 | 13.5 |
| | | Miles of new/relocated transmission line | 1.5 | 1.3 | 0.3 | 0 |
| Expand sustainability efforts | Convert street lights to LED | # of LED street lights installed | 956 | 1419 | 443 | 1000 |
| | | % of street lights converted to LED | 12% | 30% | 43% | 55% |

ISSUES AND FACTORS AFFECTING THE FY 2017/18 AND FY 2018/19 BUDGETS

- Tree trimming continues to be one of the largest budget items for this activity. The FY 2019/20 contract for this activity is budgeted at \$327,437.
- Budgeted capital is transformers and equipment for both replacement and new construction.
- The biggest challenge the department faces is planning for and managing seasonal storms.
- Finding qualified lineworkers continues to be a challenge. In FY 2018/19 and FY 2019/20, an Apprentice Lineworker position has been created by transferring a vacant Coal Handler position from Electric Production.

RECENT ACCOMPLISHMENTS

- Installation of transformers, switchgear and primary conductor for Bricktown development.
- Relocate poles and overhead conductor for Dawes Drive road improvement project.
- Rebuild of the overhead primary along Mortensen Rd. west of Gateway Hills Drive.
- Replacement of several sections of old underground primary cable along Wellons Drive and Harris Street.

IN-PROGRESS AND UPCOMING ACTIVITIES

- Continue rebuild/ reconfiguration of Top-O-Hollow Substation.
- Street lighting for South Grand extension to South 16th.
- New overhead primary along State Ave.
- New underground primary from Airport Rd. to Bricktown development.
- The need for system improvements and maintenance activities remains high as much of the Ames electrical system is over 30 years old.
- Installation of electrical services into the ISU Research Park Phase IV.

ELECTRIC TECHNICAL SERVICES

Description

Electric Technical Services is responsible for two sub activities: Substation Maintenance and Electric Meter Service. Substation Maintenance is responsible for maintaining all substation equipment used to distribute power throughout the City's electric utility system. This includes testing, troubleshooting, performing maintenance, and tracking data on power transformers, circuit breakers, and switches on 4 kV through 161 kV class equipment.

Electric Meter Service is responsible for the measurement of energy consumed by the City's Electric Utility customers. This includes the specification, installation, maintenance, and testing of all meters and monitors in the system. The staff in this activity is also responsible for the testing of all substation and plant relays.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Activity: | | | | | |
| Substation Maintenance | 536,477 | 490,502 | 495,744 | 530,205 | 8.1% |
| Electric Meter Service | 413,211 | 559,628 | 493,226 | 564,863 | 0.9% |
| Total Expenditures | 949,688 | 1,050,130 | 988,970 | 1,095,068 | 4.3% |
| Expenditures by Category: | | | | | |
| Personal Services | 653,554 | 729,552 | 662,753 | 748,711 | 2.6% |
| Internal Services | 76,729 | 82,233 | 81,972 | 83,333 | 1.3% |
| Contractual | 53,701 | 59,016 | 74,016 | 94,766 | 60.6% |
| Commodities | 156,459 | 170,229 | 170,229 | 168,258 | -1.2% |
| Capital | 9,245 | 9,100 | - | - | |
| Other Expenditures | - | - | - | - | |
| Total Expenditures | 949,688 | 1,050,130 | 988,970 | 1,095,068 | 4.3% |
| Funding Sources: | | | | | |
| Electric Utility Fund | 949,688 | 1,050,130 | 988,970 | 1,095,068 | 4.3% |
| Total Funding Sources | 949,688 | 1,050,130 | 988,970 | 1,095,068 | 4.3% |
| Personnel - Authorized FTE | 7.00 | 7.00 | 7.00 | 7.00 | |

ELECTRIC TECHNICAL SERVICES

| <i>City Mission/ Council Goal</i> | <i>Department Goals and Core Services</i> | <i>Indicators</i> | <i>2016/17 Actual</i> | <i>2017/18 Actual</i> | <i>2018/19 Adjusted</i> | <i>2019/20 Estimated</i> |
|--|---|--|---------------------------|---------------------------|-----------------------------|------------------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Provide reliable, low-cost energy for customers | # of electric meters in service | 26,472 | 27,324 | 27,477 | 27,977 |
| | | # of meters tested per year | 2,476 | 2,667 | 3,460 | 2,705 |
| | | % of meters tested (goal is 10% tested annually) | 9.4% | 9.8% | 12.6% | 9.7% |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- Staff will be creating a program to recondition transformer oil, repair and/or replace worn contacts and add inhibitor in an effort to maintain and extend life expectancy of our most expensive transformers (valued up to \$500,000/transformer.) This program will be a change from a re-active to pro-active program where staff doesn't wait for a problem and then fix it, but instead creates a 10 year rotating maintenance schedule of the internal components on the City's 17 substation transformers.
- Recent work on repairing substation transformers and replacing some oil in tap changers has depleted the division's reserve supply of transformer oil. Staff is looking to boost the supply back to normal levels which has caused an increase in Contractual Expenditures.
- A 161kV arrestor failed on the Boone Tie-Line and had to be replaced. Staff found this type of arrestor is shown to have a known failure rate as it ages. For reliability reasons, staff decided to begin changing all of these Tie-Line arrestors on the City's system.

RECENT ACCOMPLISHMENTS

- Metering has installed an additional 645 Automated Meter Reading (AMR) meters for a total of 2,109 meters or 8% of all meters.
- Transformers at Top O Hollow and Ames Plant Substations had seals replaced to repair oil leaks that had not been stopped by other industry proven means.
- Substation Crews completed major renovations and maintenance on Pammel Court Switchgear while cable is replaced on feeder circuits PC11 & PC12.

IN-PROGRESS AND UPCOMING ACTIVITIES

- Work on the Top O Hollow substation upgrade has begun and should be completed in this budget year.
- Relay testing on newly upgraded Top O Hollow Substation.
- Installation of commercial metering services at Menards, Five Guys, and three hotels under construction.
- Replacement of battery back-up system at Ontario Road Substation.
- Substation crews will be replacing two more 3-tank oil breakers with new SF6 breakers.
- Obtaining meter readings in high traffic areas, and remote locations, has prompted staff to increase installation of Automated Meter Reading (AMR) meters on the City's system. Staff is working to identify and install AMR meters in these locations and has enlisted input from the meter readers on locations that are highest priority.

ELECTRIC ENGINEERING

Description

Electric Engineering is responsible for developing plans and construction packages for electric service to residential, commercial, and industrial customers, as well as the planning and design of electric system improvements to support load growth, maintain/improve reliability, and support maintenance and relocation work. Other support functions include the development of material specifications and construction standards, contract administration for inspection, design, construction, and testing services, and the review and approval of interconnection agreements for renewable energy generation.

Electric Engineering provides Geographic Information System (GIS) services and support, and maintains the Outage Management System and other electronic data records for Electric Services. Electric Engineering also participates in a portion of the Public Works GIS system.

Administration and 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.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|--|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Category: | | | | | |
| Personal Services | 500,786 | 634,299 | 563,755 | 665,500 | 4.9% |
| Internal Services | 41,122 | 42,741 | 42,713 | 43,632 | |
| Contractual | 49,367 | 206,096 | 255,866 | 185,866 | -9.8% |
| Commodities | 831 | 5,275 | 5,275 | 5,275 | 0.0% |
| Capital | - | 25,000 | 10,000 | 25,000 | 0.0% |
| Other Expenditures | - | - | - | - | |
| | 592,106 | 913,411 | 877,609 | 925,273 | 1.3% |
| <i>Plus: Expenditures allocated from another program/activity:</i> | | | | | |
| Public Works Engineering | 41,711 | 42,188 | 42,057 | 43,715 | 3.6% |
| Total Expenditures | 633,817 | 955,599 | 919,666 | 968,988 | 1.4% |
| Funding Sources: | | | | | |
| Electric Utility Fund | 633,817 | 955,599 | 919,666 | 968,988 | 1.4% |
| Total Funding Sources | 633,817 | 955,599 | 919,666 | 968,988 | 1.4% |
| Personnel - Authorized FTE | 5.00 | 5.00 | 5.00 | 5.00 | |

ELECTRIC ENGINEERING

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|--|---|---|-------------------|-------------------|---------------------|----------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Provide reliable, low-cost energy for customers | Job orders prepared | 132 | 147 | 114 | 130 |
| | | Line inspections (poles) | 570 | 250 | 660 | 500 |
| | | Miles of new overhead distribution line built | 0.3 | 0.6 | 0.4 | 0.3 |
| | | Miles of overhead distribution line replaced | 0.1 | 0.6 | 0.2 | 0.2 |
| | | Miles of new underground distribution line built | 2.4 | 2.5 | 2.6 | 2.0 |
| | | Miles of underground line replaced | 0.4 | 1.0 | 0.6 | 0.5 |
| | | Miles of new and relocated overhead transmission line | 1.5 | 1.25 | 0.25 | 0.0 |
| | | Customer Installed Solar Systems (PV Solar Systems /Applicants) | 109/12 | 5/5 | 2/2 | 5/5 |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- Large increase in Personnel Services from FY 2017/18 Actual to FY 2018/19 Adopted and FY 2019/20 Mgr Rec is a result of assuming that the Division will be fully staffed. Present staffing level is at 60% of authorized FTEs.

RECENT ACCOMPLISHMENTS

- Completion of 161kV transmission line relocation for the Iowa Department of Transportation (IDOT) Interstate 35 relocation projects.
- S. Duff Avenue and S. 16th Street; relocation of overhead poles and wires to accommodate intersection improvements.
- All non-decorative street lighting inventory is now 100% LED.
- Service was installed for Car Charging Stations.
- Bricktowne Ames – First phase, new extension of facilities to serve apartment building complex.
- Replacement of oil circuit breakers with SF6 gas breakers at Stange Road Substation.

IN-PROGRESS AND UPCOMING ACTIVITIES

- Replacement of 69kV Oil Circuit Breakers with SF6 Circuit Breakers.
- Reconstruction of Top O Hollow Substation.
- S. Riverside Drive - New extension of facilities to serve ISU Research Park Phase III expansion.
- Extension and Service to John Deere Sprayer facility on S. Riverside Dr.
- Menards - New extension of facilities for new construction.
- New LED Street Lights added to S. 16th Street between S. Duff and Dayton Ave.
- Bricktowne Ames – 2nd phase extension of facilities to serve apartment building complex, including cross-airport feeder tie for improved reliability.
- 111 Lynn Avenue - Replacement of indoor transformers with outdoor padmount transformer.
- Menards - New extension of facilities for new construction.
- Mortensen Road - Replacement of aged main feeder cable between Beach Avenue & Gateway Hills Park Drive.

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, 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 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.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Activity: | | | | | |
| W & PC Administration | 856,115 | 903,051 | 921,712 | 949,467 | 5.1% |
| Water Plant Operations | 2,773,159 | 3,108,454 | 3,112,071 | 3,176,520 | 2.2% |
| WPC Facility Operations | 2,232,086 | 2,553,700 | 2,493,737 | 2,590,703 | 1.5% |
| W & PC Laboratory | 591,010 | 607,559 | 643,110 | 659,435 | 8.5% |
| W & PC Metering Services | 963,387 | 984,297 | 1,018,740 | 1,031,416 | 4.8% |
| Total Expenditures | 7,415,757 | 8,157,061 | 8,189,370 | 8,407,541 | 3.1% |
| | | | | | |
| Personnel - Authorized FTE | 40.00 | 40.00 | 40.00 | 40.00 | |

WATER AND POLLUTION CONTROL

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|---|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| <i>Expenditures by Category:</i> | | | | | |
| Personal Services | 4,050,365 | 4,333,674 | 4,291,110 | 4,474,949 | 3.3% |
| Internal Services | 511,110 | 492,888 | 497,330 | 501,800 | 1.8% |
| Contractual | 1,696,739 | 2,071,425 | 2,115,279 | 2,139,833 | 3.3% |
| Commodities | 1,090,169 | 1,243,366 | 1,264,343 | 1,280,743 | 3.0% |
| Capital | 57,988 | 5,700 | 11,300 | - | -100.0% |
| Other Expenditures | 9,386 | 10,008 | 10,008 | 10,216 | 2.1% |
| <i>Total Expenditures</i> | 7,415,757 | 8,157,061 | 8,189,370 | 8,407,541 | 3.1% |
| <i>Funding Sources:</i> | | | | | |
| Water Utility Fund | 3,978,316 | 4,356,219 | 4,400,415 | 4,493,810 | 3.2% |
| Sewer Utility Fund | 3,437,441 | 3,800,842 | 3,788,955 | 3,913,731 | 3.0% |
| <i>Total Funding Sources</i> | 7,415,757 | 8,157,061 | 8,189,370 | 8,407,541 | 3.1% |

WATER & POLLUTION CONTROL ADMINISTRATION

Description

This activity involves the overall management of the Water and Sewer Utilities (except for the distribution/collection systems and customer service/billing functions), including the development and implementation of all plans, policies, and procedures necessary for the efficient functioning of the utilities. Tasks undertaken as part of this activity include: budgeting and rate setting, legislative and regulatory coordination and compliance, in-house engineering design services and project management activities, managing the industrial pretreatment and Fats, Oils, and Grease (FOG) programs, and cross-departmental coordination with other City work groups.

The cost of Water and Pollution Control Administration is split evenly between the Water Utility Fund and the Sewer Utility Fund.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|---------------------------|----------------------------|-----------------------------|----------------------------|--------------------------------------|
| Expenditures by Category: | | | | | |
| Personal Services | 695,374 | 761,034 | 752,529 | 797,176 | 4.8% |
| Internal Services | 43,968 | 45,960 | 50,930 | 46,145 | 0.4% |
| Contractual | 92,795 | 87,357 | 107,603 | 101,246 | 15.9% |
| Commodities | 4,796 | 8,700 | 10,650 | 4,900 | -43.7% |
| Capital | 19,182 | - | - | - | |
| Other Expenditures | - | - | - | - | |
| Total Expenditures | 856,115 | 903,051 | 921,712 | 949,467 | 5.1% |
| Funding Sources: | | | | | |
| Water Utility Fund | 428,057 | 451,526 | 460,856 | 474,733 | 5.1% |
| Sewer Utility Fund | 428,058 | 451,525 | 460,856 | 474,734 | 5.1% |
| Total Funding Sources | 856,115 | 903,051 | 921,712 | 949,467 | 5.1% |
| Personnel - Authorized FTE | 6.00 | 6.00 | 6.00 | 6.00 | |

WATER & POLLUTION CONTROL ADMINISTRATION

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|---|---|---|-------------------|-------------------|---------------------|----------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Provide safe, good tasting water to Ames residents at a reasonable price | Typical Iowa residential monthly water/sewer bill | \$55.85 | \$59.08 | \$62.39 | \$66.39 |
| | | Typical Ames residential monthly water/sewer bill | \$51.03 | \$51.03 | \$52.64 | \$54.37 |
| | | Typical Iowa commercial monthly water/ sewer bill | \$730.65 | \$749.34 | \$794.05 | \$844.94 |
| | | Typical Ames commercial monthly water/ sewer bill | \$565.64 | \$565.64 | \$583.50 | \$603.83 |
| | | % of citizens very/ somewhat satisfied with water service | 97% | 93% | 96% | 90+% |
| | | % of citizens very/ somewhat satisfied with sewer service | 96% | 93% | 96% | 90+% |
| | Meet Fund Balance designations and reserves | Water Utility Fund | Yes | Yes | Yes | Yes |
| | | Sewer Utility Fund | Yes | Yes | Yes | Yes |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- Staff is continuing to evaluate expenses that had not previously been shared between W & PC Administration and Water Treatment Plant Operations such as the maintenance contracts for HVAC, fire alarm and elevator (\$4,000) and rugs and first aid (\$3,000). The budget has been adjusted to reflect those now shared expenses.
- Messenger services for the entire department (\$8,000) are now budgeted out of W&PC Administration instead of in individual divisions.
- One staff member is utilizing the tuition assistance program and pursuing a master's degree. Funding of \$4,800 has been added to the budget in FY 2018/19 and \$7,200 in FY 2019/20.

RECENT ACCOMPLISHMENTS

- Staff is continuing to stay on track with a challenging Capital Improvements Plan.
- Staff is actively engaged in trade organizations such as American Water Works Association, Iowa Water Environment Association, and the Iowa Association of Water Agencies by serving on boards and committees.

IN-PROGRESS AND UPCOMING ACTIVITIES

- Staff is continuing to support water quality related initiatives such as the Squaw Creek Watershed Authority.
- Staff is working to close out all the related activities associated with the new Water Treatment Plant construction project.

WATER TREATMENT PLANT OPERATIONS

Description

This activity involves the pumping of untreated water from wells, treatment of the well water to potable standards for human consumption, and the pumping of the treated water from the plant site to the water distribution system. It also includes the management of booster pump stations and elevated tanks, and the recycling of 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.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Activity: | | | | | |
| Water Plant Administration | 309,220 | 308,520 | 309,586 | 318,581 | 3.3% |
| Water Conservation/Marketing | 40,595 | 47,252 | 53,022 | 53,268 | 12.7% |
| Water Production | 366,724 | 378,069 | 375,620 | 384,848 | 1.8% |
| Water Treatment | 1,458,896 | 1,664,200 | 1,661,494 | 1,695,256 | 1.9% |
| Water Pumping | 294,951 | 320,137 | 322,632 | 334,850 | 4.6% |
| Lime Sludge Disposal | 302,773 | 390,276 | 389,717 | 389,717 | -0.1% |
| Total Expenditures | 2,773,159 | 3,108,454 | 3,112,071 | 3,176,520 | 2.2% |
| Expenditures by Category: | | | | | |
| Personal Services | 1,023,097 | 1,097,781 | 1,129,826 | 1,124,177 | 2.4% |
| Internal Services | 141,544 | 150,865 | 146,205 | 150,339 | -0.4% |
| Contractual | 1,007,327 | 1,180,576 | 1,162,381 | 1,188,545 | 0.7% |
| Commodities | 598,847 | 676,266 | 670,693 | 710,493 | 5.1% |
| Capital | - | - | - | - | |
| Other Expenditures | 2,344 | 2,966 | 2,966 | 2,966 | |
| Total Expenditures | 2,773,159 | 3,108,454 | 3,112,071 | 3,176,520 | 2.2% |
| Funding Sources: | | | | | |
| Water Utility Fund | 2,773,159 | 3,108,454 | 3,112,071 | 3,176,520 | 2.2% |
| Total Funding Sources | 2,773,159 | 3,108,454 | 3,112,071 | 3,176,520 | 2.2% |
| Personnel - Authorized FTE | 9.00 | 9.00 | 9.00 | 9.00 | |

WATER TREATMENT PLANT OPERATIONS

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated | |
|---|--|---|--|-------------------|---------------------|----------------------|--------|
| Provide quality programs in an efficient and fiscally responsible manner | Maintain a treatment plant capacity capable of meeting the peak three-day average demand | Billions of gallons/year pumped from wells | 2.13 | 2.20 | 2.20 | 2.20 | |
| | | Average day pumpage to system, MGD | 5.84 | 6.15 | 6.15 | 6.15 | |
| | | Peak day pumpage to system, MGD | 8.25 | 9.48 | 9.02 | 9.00 | |
| | | Overall energy efficiency (kW-hr/MG treated) | 1,890 | 2,347 | 2,300 | 2,300 | |
| | | Operating budget (\$ per MG pumped) | \$1,225 | \$1,261 | \$1,415 | \$1,444 | |
| | Provide drinking water that meets all Federal and State standards | # of months in compliance with water quality standards | 12 | 12 | 12 | 12 | |
| | | # of months in compliance with reporting standards | 12 | 12 | 12 | 12 | |
| | | Rehabilitate wells on a regular schedule to maintain capacity | Number of wells rehabilitated/ total number of wells | 4/22 | 5/22 | 4/22 | 4/25 |
| | Expand sustainability efforts | Sustainably recycle lime solids | Wet tons/year recycled | 30,710 | 26,267 | 28,000 | 28,000 |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- With a year of plant operation, utility costs are now much more predictable. The FY 2018/19 natural gas expense was adjusted down significantly based upon the past year's expense. Though the new plant is designed to be LEED certified, the overall energy requirement shown above has been increased.
- With the equipment warranty ending over the next couple years, the expense for some maintenance contracts will go up. This includes the HVAC system, fire alarm, elevator, and emergency generators.
- A modest increase in commodities related to chemical costs is reflected in the FY 2019/20 budget year.
- A higher Water Conservation/Marketing budget is shown to reflect the cost of an intern for a full year instead of partial year and funding for the successful annual Art Contest.

RECENT ACCOMPLISHMENTS

- For the second year in a row, the City of Ames was named the best tasting water in Iowa. This award was presented to city staff at the 2018 Iowa Section of American Water Works.
- With the construction of this new Water Plant, additional regulatory testing is now required by the Iowa Department of Natural Resources. Water Plant staff has arranged to do this testing every day of the week with no impact on the budget.

IN-PROGRESS AND UPCOMING ACTIVITIES

- Many opportunities for improvement at the new plant have already been realized by maintenance staff to increase safety and make the new facility more user-friendly.
- Plans to demolish the old water treatment plant will start in FY 2019/20.

WATER POLLUTION CONTROL FACILITY OPERATIONS

Description

This activity involves both the operation and maintenance of the Water Pollution Control (WPC) facility. The overall goal of this activity 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 nonconventional parameters (i.e. heavy metals, other toxins) are reduced at the source or treated to levels below any adverse effect.

The WPC Facility 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.

This activity also includes the maintenance of the early flood warning system.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|---------------------------|----------------------------|-----------------------------|----------------------------|--------------------------------------|
| Expenditures by Activity: | | | | | |
| WPC Plant Administration | 375,728 | 419,880 | 444,442 | 414,860 | -1.2% |
| Flood Warning System | 15,268 | 19,747 | 19,507 | 19,581 | -0.8% |
| Plant Maintenance | 578,728 | 728,758 | 711,271 | 765,793 | 5.1% |
| Plant Operations | 1,223,503 | 1,322,523 | 1,265,725 | 1,325,469 | 0.2% |
| WPC Farm Operations | 38,859 | 62,792 | 52,792 | 65,000 | 3.5% |
| Total Expenditures | 2,232,086 | 2,553,700 | 2,493,737 | 2,590,703 | 1.5% |
| Expenditures by Category: | | | | | |
| Personal Services | 1,313,670 | 1,404,239 | 1,318,706 | 1,418,473 | 1.0% |
| Internal Services | 231,485 | 226,427 | 224,972 | 231,222 | 2.1% |
| Contractual | 497,272 | 697,992 | 700,017 | 717,758 | 2.8% |
| Commodities | 156,117 | 218,000 | 243,000 | 216,000 | -0.9% |
| Capital | 26,500 | - | - | - | |
| Other Expenditures | 7,042 | 7,042 | 7,042 | 7,250 | 3.0% |
| Total Expenditures | 2,232,086 | 2,553,700 | 2,493,737 | 2,590,703 | 1.5% |
| Funding Sources: | | | | | |
| Sewer Utility Fund | 2,232,086 | 2,553,700 | 2,493,737 | 2,590,703 | 1.5% |
| Total Funding Sources | 2,232,086 | 2,553,700 | 2,493,737 | 2,590,703 | 1.5% |
| Personnel - Authorized FTE | 14.00 | 14.00 | 14.00 | 14.00 | |

WATER POLLUTION CONTROL FACILITY OPERATIONS

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated | | |
|---|--|--|---|--|---------------------|----------------------|-----|-----|
| Provide quality programs in an efficient and fiscally responsible manner | Protect the environment and public health by treating wastewater from the Ames community | Daily average flow (MGD) | 6.65 | 5.87 | 6.80 | 6.80 | | |
| | | % of design cap, 8.6 MGD | 77% | 68% | 79% | 79% | | |
| | | Biochemical Oxygen Demand (BOD ₅) loading as a % of plant capacity | 78% | 81.4% | 81% | 83% | | |
| | | % removal efficiency BOD ₅ | 95% | 95% | >85% | >85% | | |
| | | Cost per MG treated | \$960 | \$1,042 | \$1,005 | \$1,044 | | |
| | Meet the municipal discharge limits set by the facility's National Pollutant Discharge Elimination System (NPDES) permit | # of numeric permit violations | 0 | 0 | 0 | 0 | | |
| | | % compliance (out of 2,341 numeric limits) | 100% | 100% | 100% | 100% | | |
| | | Consecutive years with 100% permit compliance | 27 | 28 | 29 | 30 | | |
| | | Expand sustainability efforts | Operate and maintain the plant and administer the land application program in an environmentally sustainable manner | Biosolids Recycled (tons /year) | 332 | 603 | 600 | 600 |
| | | | | Methane gas production (million cubic feet/year – estimated) | 20.2 | 27.6 | 28 | 28 |
| On-site Production, as % of total plant demand | 16.3% | | | 18.5% | 20% | 20% | | |
| Energy Efficiency – Total (kW-hr/MG treated) | 2,237 | | | 2,540 | 2,300 | 2,300 | | |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- Phase II of the Digester Improvements project will necessitate cleaning all three digesters in the next two years. This will increase the cost of biosolids handling during this time period.

RECENT ACCOMPLISHMENTS

- A new bar screen was constructed and the screenings are now removed in lieu of in-channel grinders. This will reduce maintenance issues with the equipment downstream in the process. Screenings will be washed, bagged, and sent to Resource Recovery to become refuse-derived fuel.
- Platinum 29 Peak Performance Award for the 29 consecutive years of operation without a permit violation.

IN-PROGRESS AND UPCOMING ACTIVITIES

- The NPDES permit for the facility expired in August 2015, but continues in place until a new permit is issued. Iowa Department of Natural Resources (IDNR) issued a draft permit in early 2016, but pulled it from public comment after City staff objected to a number of the provisions. As of January 1, 2019, a new draft permit has not been provided to the City. Due to the age and condition of the trickling filters, staff will move forward with a plan for meeting the nutrient reduction strategy without a new permit.

WATER POLLUTION CONTROL LABORATORY

Description

This activity involves overall laboratory services for the Water Treatment Plant and Water Pollution Control Plant, including lime sludge recycling operations, all safe drinking water analysis required by state and federal regulatory agencies, the 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 Services, and Parks and Recreation) are provided within the Laboratory's existing analytical capabilities and workload. The Laboratory expenses are split between the Water Utility Fund (35%) and the Sewer Utility Fund (65%), based on the proportionate workload.

| | 2017/18 | 2018/19 | 2018/19 | 2019/20 | % Change |
|---|----------------|----------------|-----------------|----------------|-----------------|
| | Actual | Adopted | Adjusted | Mgr Rec | From |
| | | | | | Adopted |
| <i>Expenditures by Category:</i> | | | | | |
| Personal Services | 463,062 | 478,372 | 498,414 | 515,182 | 7.7% |
| Internal Services | 18,581 | 19,326 | 23,417 | 23,679 | 22.5% |
| Contractual | 56,864 | 62,561 | 73,379 | 75,474 | 20.6% |
| Commodities | 40,197 | 47,300 | 47,900 | 45,100 | -4.7% |
| Capital | 12,306 | - | - | - | |
| Other Expenditures | - | - | - | - | |
| <i>Total Expenditures</i> | 591,010 | 607,559 | 643,110 | 659,435 | 8.5% |
| <i>Funding Sources:</i> | | | | | |
| Water Utility Fund | 206,853 | 212,646 | 225,089 | 230,802 | 8.5% |
| Sewer Utility Fund | 384,157 | 394,913 | 418,021 | 428,633 | 8.5% |
| <i>Total Funding Sources</i> | 591,010 | 607,559 | 643,110 | 659,435 | 8.5% |
| Personnel - Authorized FTE | 5.00 | 5.00 | 5.00 | 5.00 | |

WATER POLLUTION CONTROL LABORATORY

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|---|---|---|-------------------|-------------------|---------------------|----------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Maintain Environmental Laboratory Certification | Consecutive years Lab Certified | 20 | 21 | 22 | 23 |
| | | Drinking water quality samples collected | 1,794 | 1,125 | 1,300 | 1,300 |
| | | River water quality samples collected | 218 | 211 | 220 | 220 |
| | | Industrial pretreatment samples collected | 88 | 93 | 90 | 90 |
| | Perform sampling and analysis in support of City facilities/programs | WPC Plant samples collected | 1,551 | 1,677 | 1,650 | 1,650 |
| | | Total samples processed | 3,714 | 3,268 | 3,500 | 3,500 |
| | | Total analyses | 11,902 | 10,890 | 11,500 | 11,500 |
| | | % of analyses completed in-house | 95% | 95% | 95% | 95% |
| | | Average cost per analysis | \$46.88 | \$54.27 | \$55.92 | \$57.34 |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- Funds (\$10,000) have been added to the FY 2019/20 budget for repair of the HVAC system at the Technical Services Complex. This increase is due to equipment age and the frequency of unbudgeted repairs needed in the past several years.
- One lab analyst and one lab technician will be moving to the top pay step during FY 2019/20.
- The computer components of the atomic absorption equipment are scheduled for replacement during FY 2019/20.

RECENT ACCOMPLISHMENTS

- A nutrient study for the WPC plant that started in June 2018 was completed in September. This study provided data for evaluating future modifications at the plant to address nutrient treatment.
- Due to lead results well below the Federal action level of 15 parts per billion, the plant qualified for reduced lead and copper monitoring from 60 samples twice per year, down to 30 samples once per year. With continued success, staff anticipates a further reduction in sampling requirements in the upcoming year.
- The third year of Squaw Creek monitoring was completed in October 2018.

IN-PROGRESS AND UPCOMING ACTIVITIES

- The laboratory is continuing to transition its testing methods and practices to comply with new Environmental Protection Agency (EPA) regulations.
- Monthly nitrate and nitrite monitoring has begun in the water distribution system and source water due to new permit requirements.

WATER & POLLUTION CONTROL METERING SERVICES

Description

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 Utility Fund (55%) and the Sewer Utility Fund (45%) based on the proportionate number of utility accounts.

Beginning on January 1, 1996, state and federal mandates required the City to implement a Cross- Connection Control Program (i.e. backflow prevention) to further protect the water supply from potential contamination sources. Cross Connection Control expenses are paid for through the Water Utility Fund (90%) and the Sewer Utility Fund (10%).

| | 2017/18 | 2018/19 | 2018/19 | 2019/20 | % Change |
|-----------------------------------|----------------|----------------|------------------|------------------|-----------------|
| | Actual | Adopted | Adjusted | Mgr Rec | From |
| | | | | | Adopted |
| Expenditures by Activity: | | | | | |
| Meter Services | 848,002 | 863,639 | 898,475 | 904,496 | 4.7% |
| Cross Connection Control | 115,385 | 120,658 | 120,265 | 126,920 | 5.2% |
| Total Expenditures | 963,387 | 984,297 | 1,018,740 | 1,031,416 | 4.8% |
| Expenditures by Category: | | | | | |
| Personal Services | 555,162 | 592,248 | 591,635 | 619,941 | 4.7% |
| Internal Services | 75,532 | 50,310 | 51,806 | 50,415 | 0.2% |
| Contractual | 42,481 | 42,939 | 71,899 | 56,810 | 32.3% |
| Commodities | 290,212 | 293,100 | 292,100 | 304,250 | 3.8% |
| Capital | - | 5,700 | 11,300 | - | -100.0% |
| Other Expenditures | - | - | - | - | |
| Total Expenditures | 963,387 | 984,297 | 1,018,740 | 1,031,416 | 4.8% |
| Funding Sources: | | | | | |
| Water Utility Fund | 570,247 | 583,593 | 602,399 | 611,755 | 4.8% |
| Sewer Utility Fund | 393,140 | 400,704 | 416,341 | 419,661 | 4.7% |
| Total Funding Sources | 963,387 | 984,297 | 1,018,740 | 1,031,416 | 4.8% |
| Personnel - Authorized FTE | 6.00 | 6.00 | 6.00 | 6.00 | |

WATER & POLLUTION CONTROL METERING SERVICES

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|--|---|---|-------------------|-------------------|---------------------|----------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Provide accurate metering for fiscal accountability at the best price | # of primary meters in service | 18,096 | 18,346 | 18,464 | 18,689 |
| | | # of yard meters in service | 1,531 | 1,481 | 1,491 | 1,506 |
| | | % of meters converted to Automatic Meter Reading (AMR) technology | 25.3% | 35.9% | 49.8% | 59.5% |
| | | Average operating cost per meter in service | \$34.64 | \$42.77 | \$45.02 | \$44.79 |
| | | Meter installations from new construction | 228 | 229 | 200 | 200 |
| | | Non-routine meter changes | 195 | 181 | 200 | 200 |
| | Maintain unaccounted for water below 10% of water delivered to mains | Water loss as a % of delivered water | 6.3% | 6.1% | 5.0% | 5.0% |
| | Reduce the potential for contamination of drinking water from cross-connections | # of backflow devices in service | 2,768 | 2,883 | 2,987 | 3,095 |
| | | # of irrigation systems in service with backflow prevention | 722 | 754 | 770 | 786 |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- The operating budget includes a projected 400 meters for new construction annually and an additional 1,000 meters for routine replacement of older meters.
- Funds (\$10,000) have been added to the FY 2019/20 budget for repair of the HVAC system at the Technical Services Complex. This increase is due to equipment age and the frequency of unbudgeted repairs needed in the past several years.

RECENT ACCOMPLISHMENTS

- AMR units have been installed on construction meters to retrieve monthly reads, which has not always been possible due to limited access at new construction sites.

IN-PROGRESS AND UPCOMING ACTIVITIES

- The number of meters being replaced per year is on track with the projection of the eight-year time frame for the Automated Metered Reading (AMR) installation project and meter replacements. At the end of FY 2018/19, approximately one-half of the conversion will be completed.

WATER DISTRIBUTION SYSTEM MAINTENANCE

Description

The Water Distribution activity is responsible for the maintenance of the City's water distribution system. This includes repairing water main breaks as quickly and efficiently as possible, maintaining fire hydrants to ensure workability when needed for emergency purposes, and constructing minor improvements to the water distribution system as needed. Other responsibilities of the activity include the annual hydrant flushing program and utility locating for the Iowa One Call program.

Most of the expenses of this activity are incurred in the Utility Maintenance division of the Public Works department. Public Works administrative and engineering costs associated with the water distribution system are also allocated to this activity.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|--|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Category: | | | | | |
| Personal Services | 752,778 | 761,186 | 735,485 | 831,531 | 9.2% |
| Internal Services | 231,462 | 225,541 | 224,955 | 216,318 | -4.1% |
| Contractual | 55,287 | 39,756 | 40,506 | 40,261 | 1.3% |
| Commodities | 145,286 | 123,800 | 109,100 | 109,100 | -11.9% |
| Capital | - | - | 7,500 | - | |
| Other Expenditures | - | - | - | - | |
| | 1,184,813 | 1,150,283 | 1,117,546 | 1,197,210 | 4.1% |
| <i>Plus: Expenditures allocated from another program/activity:</i> | | | | | |
| Public Works Administration | 115,454 | 122,543 | 122,912 | 133,021 | 8.6% |
| Public Works Engineering | 153,694 | 158,476 | 158,273 | 167,219 | 5.5% |
| Total Allocations | 269,148 | 281,019 | 281,185 | 300,240 | 6.8% |
| Total Expenditures | 1,453,961 | 1,431,302 | 1,398,731 | 1,497,450 | 4.6% |
| Funding Sources: | | | | | |
| Water Utility Fund | 1,453,961 | 1,431,302 | 1,398,731 | 1,497,450 | 4.6% |
| Total Funding Sources | 1,453,961 | 1,431,302 | 1,398,731 | 1,497,450 | 4.6% |
| Personnel - Authorized FTE | 7.81 | 7.81 | 7.81 | 8.60 | |

WATER DISTRIBUTION SYSTEM MAINTENANCE

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|---|--|--|-------------------|-------------------|---------------------|----------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Maintain and repair the water distribution system to ensure safe and continuous distribution of water | Miles of water main in system | 246 | 248 | 253 | 254 |
| | | # of water main breaks | 18 | 42 | 30 | 30 |
| | | % of City water main breaks vs National Average (0.2 breaks/mile) | 37% | 85% | 60% | 60% |
| | | # of rust water complaints | 20 | 15 | 20 | 20 |
| | | # of Ames on the Go reports | - | - | 15 | 20 |
| | | Avg # Days to close Ames on the Go report | - | - | 2.5 | 2.0 |
| | | # of fire hydrants in system | 2,906 | 2,946 | 2,975 | 3,000 |
| | Maintain fire hydrants in good working order for emergency situations | # of valves in system | 3,562 | 3,600 | 3,625 | 3,650 |
| | | # of valves tested | 450 | 75 | 500 | 500 |
| | | # of hydrants repaired | 15 | 10 | 10 | 10 |
| | Perform utility locates to ensure safety | # of locates performed | 7,383 | 7,113 | 7,500 | 7,500 |
| | | Cost per locate performed | \$16.21 | \$20.25 | \$15.83 | \$16.22 |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- Capital is budgeted in FY 2018/19 to upgrade safety shoring for excavations. This newer shoring will aid in minimizing the amount of digging and pavement removal for underground utility work. Half of the cost (\$7,500) is included in Sanitary Sewer Maintenance and the other half in Water Mains and Valves.
- A new FTE (\$97,700) has been approved that will be split between the Water Distribution Program (79%) and the Sanitary Sewer Maintenance Program (21%). This position will be assigned to water main breaks, sanitary sewer repairs, and assist with snow and ice control.

RECENT ACCOMPLISHMENTS

- A system wide leak survey was completed in the summer of 2018. The results of the survey indicated that the distribution system had very few leaks. Only two leaks were discovered and repaired in the distribution system. Fifteen fire hydrants required some level of service to stop small leaks. Nine private water service leaks were identified, and staff is working with those property owners to repair those leaks.
- Utility locating has continued at high levels in recent years. The increased pace of development, in addition to the expansion of private utility companies (fiber optics and natural gas) has caused an increase in the scope and number of utility locates.

IN-PROGRESS AND UPCOMING ACTIVITIES

- During FY 2018/19, reorganization of existing staff will begin. This reorganization will allow maintenance staff to organize more around work activities, which will allow staff to respond more efficiently to emergencies and customer inquiries.

SANITARY SEWER SYSTEM MAINTENANCE

Description

The Sanitary Sewer System Maintenance activity is responsible for the cleaning and maintenance of the City's sanitary sewer collection system. This includes flushing the lines on a regular basis, as well as repairing damaged lines and manholes. Manhole covers are changed to prevent infiltration by storm water during heavy rains.

Most of the expenses of this activity are incurred in the Utility Maintenance division of the Public Works department. Public Works administrative and engineering costs associated with the sanitary sewer system are also allocated to this activity.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|--|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Category: | | | | | |
| Personal Services | 293,922 | 334,416 | 342,362 | 365,228 | 9.2% |
| Internal Services | 125,421 | 135,066 | 134,945 | 136,562 | 1.1% |
| Contractual | 36,365 | 44,126 | 44,626 | 44,381 | 0.6% |
| Commodities | 32,438 | 27,350 | 27,350 | 27,350 | 0.0% |
| Capital | 19,443 | 20,000 | 27,500 | - | -100.0% |
| Other Expenditures | - | - | - | - | |
| | 507,589 | 560,958 | 576,783 | 573,521 | 2.2% |
| <i>Plus: Expenditures allocated from another program/activity:</i> | | | | | |
| Public Works Administration | 115,454 | 122,543 | 122,912 | 133,021 | 8.6% |
| Public Works Engineering | 179,310 | 184,889 | 184,652 | 195,089 | 5.5% |
| Total Allocations | 294,764 | 307,432 | 307,564 | 328,110 | 6.7% |
| Total Expenditures | 802,353 | 868,390 | 884,347 | 901,631 | 3.8% |
| Funding Sources: | | | | | |
| Sewer Utility Fund | 802,353 | 868,390 | 884,347 | 901,631 | 3.8% |
| Total Funding Sources | 802,353 | 868,390 | 884,347 | 901,631 | 3.8% |
| Personnel - Authorized FTE | 2.96 | 2.96 | 2.96 | 3.17 | |

SANITARY SEWER SYSTEM MAINTENANCE

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|---|--|---|-------------------|-------------------|---------------------|----------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Maintain and repair the sanitary sewer collection system | Miles of sanitary sewer in collection system | 210 | 210 | 212 | 214 |
| | | # of manholes in collection system | 4,230 | 4,248 | 4,275 | 4,300 |
| | | Lineal feet of sewer cleaned | 239,030 | 298,183 | 300,000 | 300,000 |
| | | % of sanitary sewer collection system cleaned | 22% | 27% | 25% | 25% |
| | | # of Ames on the Go reports | - | - | 20 | 25 |
| | | Avg # Days to close Ames on the Go report | - | - | 0.5 | 0.5 |
| | Perform utility locates to ensure safety | # of locates performed | 7,383 | 7,113 | 7,500 | 7,500 |
| | | Cost per locate performed | \$16.21 | \$20.25 | \$15.83 | \$16.22 |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- Two significant sanitary sewer breaks occurred following the flash flooding events in the summer of 2018. These breaks required emergency repair of large diameter sanitary sewers which resulted in an increase in overtime costs (\$2,300) for FY 2018/19.
- Capital is budgeted in FY 2018/19 to upgrade safety shoring for excavations. This newer shoring will aid in minimizing the amount of digging and pavement removal for underground utility work. Half of the cost (\$7,500) is included in Sanitary Sewer Maintenance and the other half in Water Mains and Valves.
- A new FTE (\$97,700) has been approved that will be split between the Water Distribution Program (79%) and the Sanitary Sewer Maintenance Program (21%). This position will be assigned to water main breaks, sanitary sewer repairs, and assist with snow and ice control.

RECENT ACCOMPLISHMENTS

- Utility locating has continued at high levels in recent years. The increased pace of development, in addition to the expansion of private utility companies (fiber optics and natural gas) has caused an increase in the scope and number of utility locates.

IN-PROGRESS AND UPCOMING ACTIVITIES

- During FY 2018/19, reorganization of existing staff will begin. This reorganization will allow maintenance staff to organize more around work activities, which will allow staff to respond more efficiently to emergencies and customer inquiries.
- Staff continues to provide preventative sanitary sewer maintenance through cleaning, jetting, and televising where necessary to minimize and eliminate potential sewer blockages. Staff will continue to work with the lining and other improvements to maintain the effectiveness of the system.

STORM WATER PERMIT PROGRAM

Description

The Storm Water Permit Program is the activity responsible for the management of the City's National Pollutant Discharge Elimination System (NPDES)/Municipal Separate Storm Sewer System (MS4) permit. This activity, which is managed by Public Works Engineering, reviews and enforces stormwater management plans and stormwater pollution prevention plans and ordinances including Illicit Discharge, Construction Site Erosion, and Sediment Control and Post-Construction Stormwater Management. Another important component of this activity is public outreach and education on stormwater issues.

The Stormwater Specialists working in this activity also assist the Engineering division with capital improvement projects. Expenses related to those projects are charged directly to the CIP projects.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|---|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Category: | | | | | |
| Personal Services | 125,238 | 216,490 | 194,046 | 214,621 | -0.9% |
| Internal Services | 13,464 | 11,519 | 11,491 | 11,359 | -1.4% |
| Contractual | 22,313 | 46,210 | 46,405 | 36,810 | -20.3% |
| Commodities | 14,841 | 16,200 | 22,500 | 17,700 | 9.3% |
| Capital | - | - | - | - | |
| Other Expenditures | 3,549 | 17,500 | 17,500 | 17,500 | 0.0% |
| | 179,405 | 307,919 | 291,942 | 297,990 | -3.2% |
| <i>Less: Expenditures allocated to other programs/activities:</i> | | | | | |
| CIP Projects | (28,600) | (20,000) | (20,000) | (20,000) | 0.0% |
| Total Expenditures | 150,805 | 287,919 | 271,942 | 277,990 | -3.5% |
| Funding Sources: | | | | | |
| Storm Water Utility Fund | 150,805 | 287,919 | 271,942 | 277,990 | -3.5% |
| Total Funding Sources | 150,805 | 287,919 | 271,942 | 277,990 | -3.5% |
| Personnel - Authorized FTE | 2.00 | 2.00 | 2.00 | 2.00 | |

STORM WATER PERMIT PROGRAM

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|---|--|---|-------------------|-------------------|---------------------|----------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Review and monitor stormwater management plans and ordinances | # of construction site erosion and sediment control site inspections | 446 | 385 | 400 | 400 |
| | | # of stormwater management (SWM) plans approved | 28 | 8 | 12 | 12 |
| | | # of SWM as-built records completed | - | 4 | 10 | 10 |
| Expand sustainability efforts | Public Education and Outreach for Community Stormwater Initiatives | # of Science Nights (STEM) events | 1 | 3 | 5 | 6 |
| | | # rain barrel rebates | 12 | 24 | 14 | 15 |
| | | # composter rebates | - | - | 35 | 35 |
| | | # rain garden rebates | 0 | 1 | 1 | 1 |
| | | # native landscape rebates | 2 | 4 | 3 | 4 |
| | | # soil quality restoration rebates | 5 | 3 | 3 | 5 |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- The Stormwater Resource Analyst position has been filled in the FY 2018/19 with 100% funding from the Stormwater Permit Program.
- Stormwater Education and Outreach continue to be a high priority within the Ames community and the two watershed districts (Squaw Creek Watershed and Headwaters of the S. Skunk River Watershed). Education about water quality and soil health improvements has been a primary focus, along with drainage improvements and flood mitigation.

RECENT ACCOMPLISHMENTS

- Engineering staff has submitted a FEMA grant application for the Flood Mitigation/River Flooding capital improvement project that is focused on lowering flood water levels by two feet in the South Duff Avenue area.
- The City Hall Parking Lot Project (S. Skunk River Basin Watershed Improvement Project) was completed in Spring 2018. The project provides on-site water quality and flood control facilities to minimize runoff and impacts to the watershed. The project has garnered a Watershed and Urban Water Quality Jurisdiction of the Year Award and the Iowa Chapter APWA Environmental Project of the Year Award
- Stabilization of the S Skunk River (2016/17 Storm Water Erosion Control Project) at and north of Carr Park was constructed during the 2018 season. This project included installation of bioengineering measures (bendway weirs, locked logs, peak toe stone protection) to change the erosion energy of the river and to protect the sanitary sewer trunk main in the area.

IN-PROGRESS AND UPCOMING ACTIVITIES

- Staff has worked with Iowa Department of Agriculture and Land Stewardship for urban water quality funding on Grand Avenue Extension as well as the City Hall Parking Lot project. Most recently, staff submitted a funding request for the Campustown Improvement Project on Welch Avenue.
- Staff collaborates with several departments within the City to plan and coordinate the annual Eco Fair showcasing eco-friendly practices within the City and hands on activities for the public to learn about environmentally friendly practices for their residences.

STORM WATER SYSTEM MAINTENANCE

Description

The Storm Water System Maintenance activity is responsible for the inspection and repair of storm sewer outlets, manholes, and outfalls to provide uninterrupted storm water drainage. This activity is performed by Street crews, along with Street Maintenance, Street Cleaning, and Snow and Ice Control activities. As such, actual expenditures in each activity may vary greatly from year to year depending on the weather and where Street resources need to be allocated.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|--|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Category: | | | | | |
| Personal Services | 119,178 | 180,891 | 178,277 | 187,538 | 3.7% |
| Internal Services | 57,377 | 72,999 | 72,925 | 74,492 | 2.1% |
| Contractual | 23,860 | 17,751 | 27,671 | 27,671 | 55.9% |
| Commodities | 26,252 | 28,800 | 28,800 | 28,800 | 0.0% |
| Capital | - | - | - | - | |
| Other Expenditures | - | - | - | - | |
| | 226,667 | 300,441 | 307,673 | 318,501 | 6.0% |
| <i>Plus: Expenditures allocated from another program/activity:</i> | | | | | |
| Public Works Engineering | 76,847 | 79,238 | 79,137 | 83,610 | 5.5% |
| Total Expenditures | 303,514 | 379,679 | 386,810 | 402,111 | 5.9% |
| Funding Sources: | | | | | |
| Storm Water Utility Fund | 303,514 | 379,679 | 386,810 | 402,111 | 5.9% |
| Total Funding Sources | 303,514 | 379,679 | 386,810 | 402,111 | 5.9% |
| Personnel - Authorized FTE | 2.09 | 2.09 | 2.09 | 2.09 | |

STORM WATER SYSTEM MAINTENANCE

| <i>City Mission/ Council Goal</i> | <i>Department Goals and Core Services</i> | <i>Indicators</i> | <i>2016/17 Actual</i> | <i>2017/18 Actual</i> | <i>2018/19 Adjusted</i> | <i>2019/20 Estimated</i> |
|---|---|---|---------------------------|---------------------------|-----------------------------|------------------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Provide uninterrupted storm water drainage | Miles of storm sewer in system | 267 | 278 | 279 | 279 |
| | | Lineal footage cleaned and/or televised | 54,317 | 17,792 | 50,000 | 50,000 |
| | | % of miles televised | 3.9% | 1.2% | 3.4% | 3.4% |
| | | System blockages cleaned | 31 | 220 | 200 | 200 |
| | | Intakes inspected and cleaned | 420 | 746 | 650 | 650 |
| | | Intakes/manholes repaired by City crews | 33 | 26 | 40 | 40 |
| | | # of Ames on the Go reports | - | - | 75 | 80 |
| | | Avg # Days to close Ames on the Go report | - | - | 1.9 | 1.9 |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- An additional \$10,000 has been added to the Storm Water System Maintenance budget for both FY 2018/19 and FY 2019/20 to address contractual repairs to the storm sewer system that are outside of the scope of work that City maintenance staff can perform. These repairs are necessary to keep the storm sewer system functioning properly.

RECENT ACCOMPLISHMENTS

- Staff spent significant time in this work area following the heavy flash flooding events during the summer and fall of 2018 to ensure storm sewers were functioning properly and taking storm water.
- The decrease in televising was offset by an increase in system blockages cleaned. More accurate records of when storm sewer intakes and pipes are cleaned is being added into the GIS system to continue to provide the most up to date information.

IN-PROGRESS AND UPCOMING ACTIVITIES

- Storm water maintenance is a community priority and results in a high percentage of Ames on the Go requests. Staff has developed a process to efficiently respond and resolve these stormwater issues.

RESOURCE RECOVERY

Description

Resource Recovery is the program responsible for the operation of the Arnold O. Chantland Resource Recovery Plant. The plant, which started operation in 1975, was the first municipally operated waste-to-energy facility in the nation. Municipal Solid Waste (MSW) is delivered to the facility by private haulers or citizens from participating Story County communities and is disposed through responsible, sustainable, and local solutions. Glass is collected at recycling bins throughout the county. During processing, ferrous and non-ferrous metals are removed for recycling. The MSW is shredded and separated into two categories. The burnable portion of the MSW becomes Refuse Derived Fuel (RDF) and is conveyed to the City's power plant for use as a supplemental fuel with natural gas for generating electricity. The non-burnable MSW is transported to an area landfill. Since it has been shredded during processing, it takes up significantly less volume in the landfill than if it was sent there directly.

The Resource Recovery program also provides for the safe and proper disposal of household hazardous materials (HHM) (batteries, fireworks, propane tanks, oil, antifreeze, lawn chemicals, and fluorescent bulbs), tires, American flags, sharps, appliances, coordinates the yard waste program, and is a founding sponsor in the annual Rummage Rampage.

Partners in the program include Ames, Iowa State University, unincorporated Story County, and the communities of Cambridge, Gilbert, Huxley, Kelley, Maxwell, McCallsburg, Nevada, Roland, Slater, Story City, and Zeiring.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|--|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Activity: | | | | | |
| Resource Recovery Operations | 2,325,964 | 2,833,441 | 2,769,962 | 2,869,096 | 1.3% |
| Waste Diversion Study | 14,716 | - | 8,284 | - | |
| Solid Waste Study | - | - | - | 25,000 | |
| Reject Disposal | 1,119,256 | 1,248,788 | 1,307,625 | 1,360,000 | 8.9% |
| Yard Waste Management | 32,700 | 33,681 | 33,681 | 34,700 | 3.0% |
| Landfill Monitoring | 14,855 | 25,135 | 25,135 | 25,135 | 0.0% |
| Total Expenditures | 3,507,491 | 4,141,045 | 4,144,687 | 4,313,931 | 4.2% |
| Expenditures by Category: | | | | | |
| Personal Services | 1,379,562 | 1,538,203 | 1,485,227 | 1,573,260 | 2.3% |
| Internal Services | 310,644 | 351,075 | 346,572 | 352,173 | 0.3% |
| Contractual | 1,610,914 | 1,883,467 | 1,949,588 | 2,017,698 | 7.1% |
| Commodities | 206,371 | 368,300 | 363,300 | 370,800 | 0.7% |
| Capital | - | - | - | - | |
| Other Expenditures | - | - | - | - | |
| | 3,507,491 | 4,141,045 | 4,144,687 | 4,313,931 | 4.2% |
| <i>Plus: Expenditures allocated from another program/activity:</i> | | | | | |
| Public Works Administration | 115,454 | 122,543 | 122,912 | 133,021 | 8.6% |
| Total Expenditures | 3,622,945 | 4,263,588 | 4,267,599 | 4,446,952 | 4.3% |
| Funding Sources: | | | | | |
| Resource Recovery Fund | 3,622,945 | 4,263,588 | 4,267,599 | 4,446,952 | 4.3% |
| Total Funding Sources | 3,622,945 | 4,263,588 | 4,267,599 | 4,446,952 | 4.3% |
| Personnel - Authorized FTE | 15.00 | 15.00 | 15.00 | 15.00 | |

RESOURCE RECOVERY

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|---|--|---|-------------------|-------------------|---------------------|----------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Provide a reliable and efficient means to dispose of municipal solid waste (MSW) | Tons Reported Story County MSW | 52,056 | 51,364 | 52,000 | 52,000 |
| | | Tons of MSW processed | 45,598 | 37,124 | 38,000 | 40,000 |
| | | % of MSW processed | 87.59% | 72.28% | 73.07% | 76.92% |
| | | Tons of MSW to landfill | 6,177 | 14,131 | 14,000 | 12,000 |
| | | Landfill disposal cost/ton | \$59.79 | \$60.01 | \$61.66 | \$68.00 |
| | | Tons of Construction Debris to landfill | 13,849 | 17,476 | 19,848 | 21,000 |
| Expand sustainability efforts | Provide responsible, sustainable, local solutions for solid waste disposal | Tons RDF sold to Electric Utility | 23,666 | 17,048 | 17,000 | 18,040 |
| | | Pounds of glass recycled | 275,000 | 263,660 | 270,000 | 280,000 |
| | | Pounds of metal recycled | 4,198,000 | 2,706,000 | 3,000,000 | 3,250,000 |
| | | Pounds of HHM collected | 22,726 | 25,850 | 27,000 | 27,000 |
| | | Pounds diverted by Rummage RAMPage | 44,645 | 77,520 | 102,550 | 120,000 |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- Resource Recovery revenue has declined over the past few years due to a significant reduction in the metals market. Revenue has also decreased due to a reduction in metals recovered and RDF sales to the Electric Utility due to boiler maintenance and increased downtime. Since expenses have increased during the same time period, the fund is being carefully monitored. Adjustments made include:
 - Tipping fees increased from \$52.75 to \$55 per ton July 1, 2017 and will increase further to \$58.75 per ton beginning July 1, 2019.
 - The per capita rate charged to program partners increased from \$9.10 to \$10.50 for calendar year 2018
 - A revised formula to determine the value of RDF sold to Electric Services was implemented July 1, 2018
- There is an increase in reject disposal costs due to Electric Services Power Plant current and anticipated operational outages as well as the anticipated increase for hauling services. The increased amount budgeted in FY 2019/20 is \$52,375.
- A study to evaluate optimizing RRP and associated Electric Services activities has been added to the FY 2019/20 Budget (\$50,000). The cost of the study will be split by RRP Operations and Electric Services.

RECENT ACCOMPLISHMENTS

- New cost sharing rebate program was implemented for composting systems with Smart Watershed.
- Over 10,000 pounds of pumpkins were disposed of during the fall of 2018's Great Pumpkin Disposal Program.
- Hosted the third annual Rummage RAMPage in conjunction with the ISU Office of Sustainability, resulting in 77,520 pounds of waste diverted from the landfill.

IN-PROGRESS AND UPCOMING ACTIVITIES

- Work will be completed in FY 18/19 on the Waste Diversion study funded through an Iowa Department of Natural Resources grant. Findings from the study will be incorporated into future projects.
- Plans are underway for the fourth annual Rummage RAMPage.

UTILITY CUSTOMER SERVICE

Description

The purpose of the Utility Customer Service activity is to provide customer service assistance, meter reading, utility billing, and collection services for the Electric, Water, Sewer, and Storm Water utilities. Additional responsibilities include the maintenance of customer accounts and usage records, as well as assisting with the Park Violation Collection activity which also takes place in the Customer Service office area, and the selling of CyRide passes.

Utility Customer Service also administers Electric Service's Project Share program, which collects donations from utility customers that are then applied to the utility bills of customers needing assistance with their accounts.

The Utility Customer Service activity is allocated to the Electric, Water, Sewer, and Storm Water Utility funds based on the percentage of customers and meter readings attributed to each utility.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Activity: | | | | | |
| Utility Customer Service | 1,165,798 | 1,240,032 | 1,213,826 | 1,262,124 | 1.8% |
| Meter Reading | 376,996 | 388,348 | 388,039 | 413,566 | 6.5% |
| Project Share | 20,155 | 19,582 | 19,486 | 19,768 | 1.0% |
| Utility Deposit Interest | 8,086 | - | - | - | |
| Total Expenditures | 1,571,035 | 1,647,962 | 1,621,351 | 1,695,458 | 2.9% |
| Expenditures by Category: | | | | | |
| Personal Services | 915,995 | 964,577 | 945,411 | 998,525 | 3.5% |
| Internal Services | 310,748 | 342,199 | 342,421 | 353,135 | 3.2% |
| Contractual | 221,134 | 247,566 | 237,283 | 244,998 | -1.0% |
| Commodities | 7,968 | 21,120 | 21,486 | 21,800 | 3.2% |
| Capital | 11,872 | - | - | - | |
| Other Expenditures | 103,318 | 72,500 | 74,750 | 77,000 | 6.2% |
| Total Expenditures | 1,571,035 | 1,647,962 | 1,621,351 | 1,695,458 | 2.9% |
| Funding Sources: | | | | | |
| Electric Utility Fund | 748,990 | 787,162 | 774,901 | 811,158 | 3.1% |
| Water Utility Fund | 413,624 | 435,800 | 428,150 | 447,625 | 2.7% |
| Sewer Utility Fund | 389,066 | 407,500 | 400,550 | 418,675 | 2.7% |
| Storm Sewer Utility Fund | 3,595 | 2,500 | 2,750 | 3,000 | 20.0% |
| Project Share Donations | 15,760 | 15,000 | 15,000 | 15,000 | 0.0% |
| Total Funding Sources | 1,571,035 | 1,647,962 | 1,621,351 | 1,695,458 | 2.9% |
| Personnel - Authorized FTE | 10.65 | 10.65 | 10.90 | 10.90 | |

UTILITY CUSTOMER SERVICE

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|--|---|---|-------------------|-------------------|---------------------|----------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Provide timely, accurate and efficient utility billing customer service to support utility services | Average # of phone calls answered per day | 138 | 131 | 134 | 135 |
| | | Average seconds to answer phone | 12.5 | 16.9 | 17.5 | 17.0 |
| | | % of customer service requests received over the internet | 35.3% | 33.2% | 35.0% | 35.0% |
| | | Average # of payments processed per day | 1,263 | 1,278 | 1,285 | 1,290 |
| | | % of utility payments received electronically | 51.6% | 53.5% | 53.8% | 54.0% |
| | | Maintain an accuracy rate of no more than 1 billing error per 1,000 bills generated | Yes | Yes | Yes | Yes |
| | | Average cost per bill generated | \$4.22 | \$4.28 | \$4.52 | \$4.72 |
| | Provide accurate and efficient customer meter reading services | Maintain the # of days accounts are receivable to less than 21 days | 16.2 | 17.6 | 17.5 | 17.5 |
| | | Average # of meter readings per day | 2,391 | 2,436 | 2,450 | 2,490 |
| | | % of accounts with billing periods equal to or less than 34 days | 97.5% | 98.0% | 98.0% | 98.0% |
| | | Maintain accuracy rate of no more than 5 misread meters per 1,000 reads | Yes | Yes | Yes | Yes |
| | | Average cost per meter reading | \$0.61 | \$0.60 | \$0.63 | \$0.66 |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- In May 2018, a .75 FTE Utility Customer Service Clerk position was increased to full-time. The position was full-time until 2004, but was reduced after outsourcing printing and mailing of utility bills. With the significant growth in the customer base, the corresponding increased workload requires additional employee work to meet established service levels. The position upgrade was timed to coincide with the retirement of a long term employee so the budgetary impact will be minimal in FY2018/19 and FY2019/20.
- Two meter readers will earn pay step increases during FY2018/19. The step increases account for \$16,142 of the \$33,948 increase in the amount requested for personal services in FY2019/20 over the amount adopted in FY2018/19.
- A total of \$11,600 has been budgeted to help pay for the replacement of office furniture as part of a planned remodel. There is \$5,600 budgeted in FY2018/19 and \$6,000 budgeted in FY2019/20.

RECENT ACCOMPLISHMENTS

- Upgraded the meter reading route management system from ITRON's MV-RS system to ITRON's Field Collection System (FCS). FCS is the latest generation of mobile meter data collection solutions offered by ITRON.

IN-PROGRESS AND UPCOMING ACTIVITIES

- Ames Electric Services is promoting a community solar project. This project will have a significant impact on the Utility Customers Service office. We estimate it will take between 600 and 800 hours of staff time to establish the solar energy service on participating customer accounts and \$12,000 to modify the billing system so it can process the solar energy bill credits.

UTILITIES CIP

Activity Description:

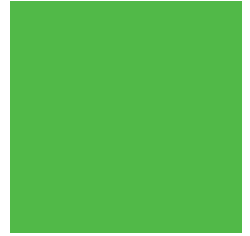
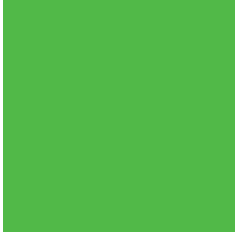
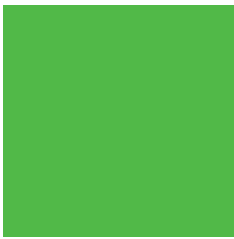
This is a summary of all of the utility related capital improvements which are detailed in the five-year Capital Improvements Plan.

| <i>Activities:</i> | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|---|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| <i>Electric Services:</i> | | | | | |
| Top-O-Hollow Substation | 170,642 | - | 3,504,195 | - | |
| 161 kV Line Relocation | 94,051 | - | - | - | |
| 69kV Transmission Reconstruction | - | 260,000 | 315,395 | 520,000 | |
| Mortensen Road Underground | 55,052 | - | 604,948 | - | |
| Ontario Substation | - | 200,000 | 200,000 | - | |
| Electric Svcs Storage Building | - | - | 54,978 | - | |
| Electric Distribution Roof | 7,130 | - | - | - | |
| Street Light LED Retrofits | 234,136 | 250,000 | 274,592 | 250,000 | |
| Line/Street Light Relocations | 73,182 | 150,000 | 906,993 | 250,000 | |
| Electric Distribution Parking Lot | - | - | 185,000 | - | |
| Mortensen/State Feeder | - | 520,000 | 520,000 | - | |
| Units 7 and 8 Fuel Conversion | 59,659 | - | 259,708 | - | |
| Power Plant Fire Protection | 16,716 | - | 732,262 | - | |
| 69kV Switchyard Relay/Control | 6,175 | - | 9,471 | - | |
| GT 1 Inspection/Overhaul | 25,810 | - | 70,415 | - | |
| CEMS Monitoring System | 38,675 | - | 565,921 | - | |
| Power Plant Roof Replacement | 1,160 | - | 227,027 | - | |
| Unit 7 Boiler Tube Repair | 4,836 | - | 45,164 | 8,400,000 | |
| Power Plant Relay/Control System | - | 125,000 | - | 125,000 | |
| Unit 7 Generator/Turbine Overhaul | 45,009 | 1,800,000 | 2,504,991 | - | |
| RDF Bin Renovation | 58,853 | - | 2,741,147 | - | |
| Ash Pond Modifications | 68,598 | - | 231,402 | 2,200,000 | |
| Power Plant Building Modifications | 29,822 | 150,000 | 470,178 | - | |
| Unit 7 Surface Condenser Tube | - | 50,000 | - | - | |
| Unit 8 Superheat/Generating Bank | 15,540 | 4,500,000 | 4,534,460 | 2,000,000 | |
| Power Plant Inventory Building | - | 200,000 | 200,000 | - | |
| Unit 8 Generator/Turbine Overhaul | - | - | - | 3,000,000 | |
| Underground Storage Tank Removal | - | - | - | 15,000 | |
| Unit 8 Precipitator Reconstruction | - | - | - | 1,000,000 | |
| <i>Total Electric Services</i> | <u>1,005,046</u> | <u>8,205,000</u> | <u>19,158,247</u> | <u>17,760,000</u> | <u>116.5%</u> |
| <i>Water Production/Treatment:</i> | | | | | |
| New Water Treatment Plant | 1,738,536 | - | 2,124,673 | - | |
| Water Supply Expansion | 69,554 | 577,500 | 5,734,409 | - | |
| North River Valley Low Head Dam | 88,752 | - | 932,031 | - | |
| Ada Hayden Water Quality | 15,395 | - | 15,217 | - | |
| AMR/AMI Meter Conversion | 90,007 | 197,000 | 197,000 | 204,000 | |
| Water Plant Facility Improvements | 65,799 | 440,000 | 961,811 | 457,000 | |
| Wellhead Rehabilitation | - | 370,000 | 370,000 | 50,000 | |
| Old Water Plant Demolition | - | 35,000 | 35,000 | 1,750,000 | |
| <i>Total Water Production/Treatment</i> | <u>2,068,043</u> | <u>1,619,500</u> | <u>10,370,141</u> | <u>2,461,000</u> | <u>52.0%</u> |

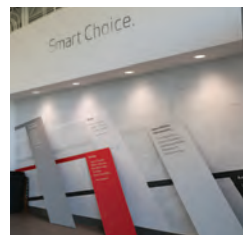
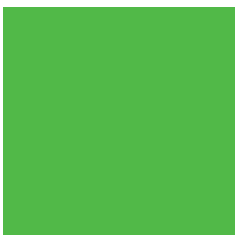
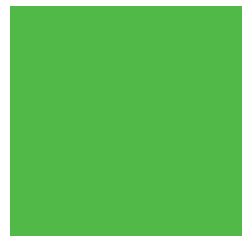
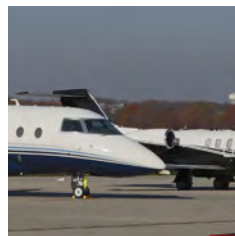
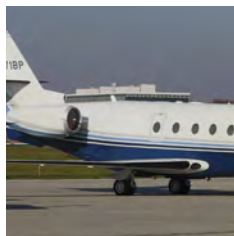
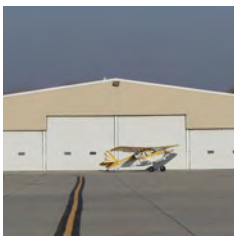
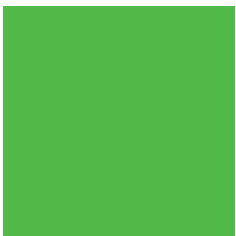
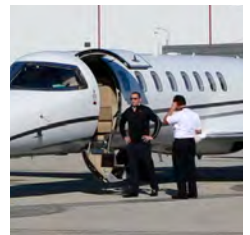
UTILITIES CIP

| Activities: | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|--------------------------------------|---------------------------|----------------------------|-----------------------------|----------------------------|--------------------------------------|
| Water Pollution Control: | | | | | |
| Plant Facility Improvements | 11,993 | 200,000 | 314,252 | 95,000 | |
| Electrical System Improvements | 19,812 | - | 137,164 | - | |
| Residuals Handling Improvements | - | - | 637,188 | - | |
| Cogeneration System | 2,800 | 1,515,000 | 1,515,000 | - | |
| Lift Station Improvements | 25,012 | - | 202,750 | - | |
| Digester Improvements | 153,319 | 2,600,000 | 4,242,499 | - | |
| Clarifier Maintenance | 364,870 | 705,000 | 936,013 | - | |
| Bar Screen Improvements | 519,019 | - | 392,617 | - | |
| Plant Structural Rehabilitation | 529,221 | 1,113,000 | 1,072,440 | - | |
| WPC Headworks Modifications | - | - | - | 150,000 | |
| Nutrient Reduction Modifications | 78,256 | - | 206,744 | - | |
| Watershed Nutrient Reduction | - | - | - | 200,000 | |
| Total Water Pollution Control | 1,704,302 | 6,133,000 | 9,656,667 | 445,000 | -92.7% |
| Water Distribution: | | | | | |
| Water System Improvements | 971,244 | 1,300,000 | 3,177,966 | 1,400,000 | |
| East Industrial Utility Extension | 59,521 | - | 1,026,757 | - | |
| Campustown Public Improvements | 2,500 | 100,000 | 147,500 | 1,550,000 | |
| Total Water Distribution | 1,033,265 | 1,400,000 | 4,352,223 | 2,950,000 | 110.7% |
| Sanitary Sewer System: | | | | | |
| Sanitary Sewer Improvements | 1,624,027 | 3,820,000 | 6,207,562 | 3,934,000 | |
| Clear Water Diversion | 25,952 | 25,000 | 27,111 | 100,000 | |
| East Industrial Utility Extension | 182,073 | - | 3,973,229 | - | |
| Total Sanitary Sewer System | 1,832,052 | 3,845,000 | 10,207,902 | 4,034,000 | 4.9% |
| Storm Water Management: | | | | | |
| Flood Response/Mitigation | - | - | 1,043,281 | - | |
| River Flooding Mitigation | 37,309 | - | 1,016,666 | - | |
| Teagarden Area Improvements | 13,030 | - | 1,260,755 | - | |
| Low Point Drainage Improvements | 133,360 | 200,000 | 565,237 | 200,000 | |
| Storm Water Improvements | 326,697 | 250,000 | 432,667 | 250,000 | |
| Storm Water Erosion Control | 269,107 | 1,000,000 | 2,185,296 | 800,000 | |
| Storm Water Facility Rehabilitation | 5,645 | 150,000 | 350,598 | 150,000 | |
| Gateway Hills Storm Sewer | - | - | 125,165 | - | |
| Squaw Creek Water Main Protection | 1,506 | - | - | - | |
| Storm Water System Analysis | - | 180,000 | 360,000 | 180,000 | |
| Storm Water System Analysis | - | 100,000 | 100,000 | 100,000 | |
| Total Storm Water Management | 786,654 | 1,880,000 | 7,439,665 | 1,680,000 | -10.6% |
| Resource Recovery: | | | | | |
| System Improvements | 175,776 | 390,100 | 370,000 | 353,100 | |
| Exterior Enhancements | 14,966 | - | - | - | |
| Waste Diversion Enhancements | - | - | 30,000 | - | |
| Total Resource Recovery | 190,742 | 390,100 | 400,000 | 353,100 | -9.5% |
| Total Utilities CIP | 8,620,104 | 23,472,600 | 61,584,845 | 29,683,100 | 26.5% |

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TRANSPORTATION



TRANSPORTATION

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TRANSPORTATION

Program Description:

The Transportation Program serves the community by providing facilities to enhance the movement of people within the City. The system aids residential, commercial, and industrial users through the orderly flow of vehicles and passengers for both business and leisure activities. The Street System activity includes Public Works Administration, Public Works Engineering, Traffic Engineering and Maintenance, and Street Maintenance. This activity is responsible for all street, shared use path, and traffic system maintenance throughout the community, including snow and ice control, street cleaning, and maintenance of the right-of-way. The Transit System provides efficient and economical transportation to the community. A fixed route service is available on a daily basis, and Dial-a-Ride service is available as a contracted service for elderly or disabled residents. Transit system operations are overseen by a joint City of Ames/Iowa State University student board. The Public Parking activity maintains City parking lots and enforces parking regulations for both parking lots and on-street parking throughout the community. Meter revenue and fines are used to maintain and operate the parking system. Airport Operations provides general aviation services at the Ames Municipal Airport, which includes two hard surface runways. Transportation CIP includes capital improvement projects related to the Transportation Program.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Activity: | | | | | |
| Public Works Administration | 115,455 | 122,544 | 122,910 | 133,021 | 8.6% |
| Public Works Engineering | 103,347 | 105,650 | 105,515 | 111,479 | 5.5% |
| Traffic Engineering/Operations | 974,660 | 1,213,776 | 1,175,781 | 1,295,881 | 6.8% |
| Street Maintenance | 3,929,911 | 4,396,740 | 4,579,509 | 4,574,202 | 4.0% |
| Transit System | 10,836,168 | 11,748,735 | 11,591,426 | 12,219,372 | 4.0% |
| Parking System | 819,684 | 1,102,317 | 1,163,858 | 1,057,378 | -4.1% |
| Airport Operations | 215,452 | 149,486 | 147,223 | 138,749 | -7.2% |
| Total Operations | 16,994,677 | 18,839,248 | 18,886,222 | 19,530,082 | 3.7% |
| Transportation CIP | 13,541,832 | 16,814,400 | 39,817,931 | 19,815,169 | 17.9% |
| Total Expenditures | 30,536,509 | 35,653,648 | 58,704,153 | 39,345,251 | 10.4% |
| Personnel - Authorized FTE | 134.64 | 135.14 | 135.73 | 136.73 | |

TRANSPORTATION

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|------------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Category: | | | | | |
| Personal Services | 12,537,240 | 13,831,796 | 13,573,005 | 14,633,006 | 5.8% |
| Internal Services | 2,155,928 | 2,396,633 | 2,388,347 | 2,507,083 | 4.6% |
| Contractual | 291,513 | 94,755 | 337,558 | (264,321) | -379.0% |
| Commodities | 1,984,339 | 2,488,464 | 2,543,712 | 2,579,314 | 3.7% |
| Capital | 23,471 | 27,000 | 43,000 | 75,000 | 177.8% |
| Other Expenditures | 2,186 | 600 | 600 | 0 | -100.0% |
| Total Operations | 16,994,677 | 18,839,248 | 18,886,222 | 19,530,082 | 3.7% |
| Transportation CIP | 13,541,832 | 16,814,400 | 39,817,931 | 19,815,169 | 17.9% |
| Total Expenditures | 30,536,509 | 35,653,648 | 58,704,153 | 39,345,251 | 10.4% |
| Funding Sources: | | | | | |
| General Fund | 401,151 | 269,636 | 337,073 | 260,685 | -3.3% |
| Road Use Tax Fund | 4,937,674 | 5,718,560 | 5,886,865 | 5,992,647 | 4.8% |
| Transit Fund | 10,836,168 | 11,748,735 | 11,591,426 | 12,219,372 | 4.0% |
| Parking Fund | 819,684 | 1,102,317 | 1,070,858 | 1,057,378 | -4.1% |
| Total Operations Funding | 16,994,677 | 18,839,248 | 18,886,222 | 19,530,082 | 3.7% |
| Transportation CIP Funding: | | | | | |
| G.O. Bonds | 5,621,249 | 6,850,000 | 17,031,991 | 8,634,204 | 26.1% |
| General Fund | 60,000 | - | - | - | |
| Local Option Sales Tax | 331,919 | 466,000 | 2,282,757 | 1,207,000 | 159.0% |
| Road Use Tax | 2,607,346 | 2,309,000 | 4,868,497 | 1,507,750 | -34.7% |
| Bike License Fund | - | - | 8,450 | - | |
| Developer Funds | 26,817 | - | - | - | |
| Street Construction Fund | 2,874,499 | 4,584,000 | 12,334,955 | 4,096,912 | -10.6% |
| Airport Construction Fund | 12,371 | - | 318,500 | - | 0.0% |
| Water Utility Fund | 20,186 | 75,000 | 230,118 | 75,000 | 0.0% |
| Sewer Utility Fund | 2,500 | 75,000 | 147,500 | 75,000 | 0.0% |
| Storm Water Utility Fund | 17,396 | 50,000 | 178,789 | 50,000 | 0.0% |
| Transit Capital Reserve | 1,967,549 | 2,405,400 | 2,416,374 | 4,169,303 | 73.3% |
| Total CIP Funding | 13,541,832 | 16,814,400 | 39,817,931 | 19,815,169 | 17.9% |
| Total Funding Sources | 30,536,509 | 35,653,648 | 58,704,153 | 39,345,251 | 10.4% |

PUBLIC WORKS ADMINISTRATION

Description

The Public Works Administration activity is responsible for the overall coordination and support of all Public Works operational activities and capital improvement projects. These responsibilities include oversight of the operating budgets for all Public Works activities, preparation of Public Work's portion of the City's 5-year capital improvement (CIP) plan, responding to City Council directives, and project outreach.

Many of the activities overseen by Public Works Administration are included in the Transportation Program. These include Public Works Engineering, Traffic Engineering, Traffic Maintenance, Street Maintenance, Street Cleaning, Snow and Ice Control, Parking Maintenance, and Airport Operations. Public Works is also, however, responsible for activities included in the Utilities Program, including Water Distribution System Maintenance, Sanitary Sewer System Maintenance, the Storm Water Permit Program, Storm Sewer Maintenance, and Resource Recovery. Accordingly, a portion of the Public Works Administration activity is allocated to the utility activities and paid for by the utility funds.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|---|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Category: | | | | | |
| Personal Services | 281,111 | 291,519 | 291,156 | 303,469 | 4.1% |
| Internal Services | 149,081 | 184,905 | 167,241 | 193,210 | 4.5% |
| Contractual | 13,639 | 10,449 | 29,949 | 32,105 | 207.3% |
| Commodities | 2,899 | 3,300 | 3,300 | 3,300 | 0.0% |
| Capital | 15,087 | - | - | - | |
| Other Expenditures | - | - | - | - | |
| Total Expenditures | 461,817 | 490,173 | 491,646 | 532,084 | 8.6% |
| <i>Less: Expenditures allocated to Utilities Program:</i> | | | | | |
| Water Distribution System | (115,454) | (122,543) | (122,912) | (133,021) | 8.6% |
| Sanitary Sewer System | (115,454) | (122,543) | (122,912) | (133,021) | 8.6% |
| Resource Recovery | (115,454) | (122,543) | (122,912) | (133,021) | 8.6% |
| Total Allocation | (346,362) | (367,629) | (368,736) | (399,063) | 8.6% |
| Total Transportation Program Expenditures | 115,455 | 122,544 | 122,910 | 133,021 | 8.6% |
| Funding Sources: | | | | | |
| Road Use Tax | 115,455 | 122,544 | 122,910 | 133,021 | 8.6% |
| Total Funding Sources | 115,455 | 122,544 | 122,910 | 133,021 | 8.6% |
| Personnel - Authorized FTE | 2.00 | 2.00 | 2.00 | 2.00 | |

PUBLIC WORKS ADMINISTRATION

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|---|---|--|-------------------|-------------------|---------------------|----------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Oversee and coordinate Public Works activities | # of Public Works employees | 73.75 | 74.75 | 74.75 | 74.75 |
| | Develop and manage Public Works capital improvement projects | Transportation CIP projects budget | \$11,070,490 | \$34,458,308 | \$14,409,000 | \$25,561,850 |
| | | Dollars received as grants | \$7,532,000 | \$9,954,400 | \$6,776,725 | \$8,645,712 |
| | | Overall outside funding | \$11,000,000 | \$12,810,400 | \$11,475,000 | \$11,360,462 |
| | Coordinate outreach efforts and act as a centralized point of contact for customer service | Mobile Requests Resolved | NA | NA | 400 | 800 |
| | | Average time to acknowledge requests | NA | NA | 0.6 days | 0.5 days |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- Ames on the Go mobile and website application was a mid-year contract that was not included in the FY 2018/19 Budget. This cost was included in the adjusted FY 2018/19 Budget and FY 2019/20 Recommended Budget.

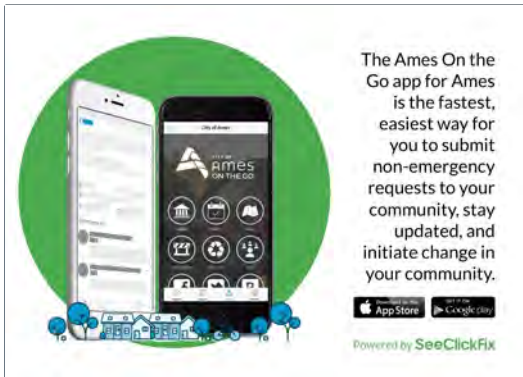
RECENT ACCOMPLISHMENTS

- Public Works contracted with See Click Fix to develop a customized citizen reporting mobile application and website tool. The community nominated several names and votes determined the mobile application for the City of Ames to be "Ames on the Go."
- Public Works brought the system live on July 2, 2018 with a soft roll out utilizing internal calls to train users on the system. A larger outreach took place in August of 2018 with user videos and newsletter updates.
- Currently, there are 17 employees that are users in the system that respond to requests. There have been almost 300 requests made using the system with an acknowledgement rate of less than one day and a 3.5 day average to complete and close a request ticket.
- Public Works Administration has worked collaboratively to coordinate outreach for major projects including the Complete Streets Plan, Campustown Public Improvements for Welch, Ames on the Go, South Duff Widening, and other capital projects.

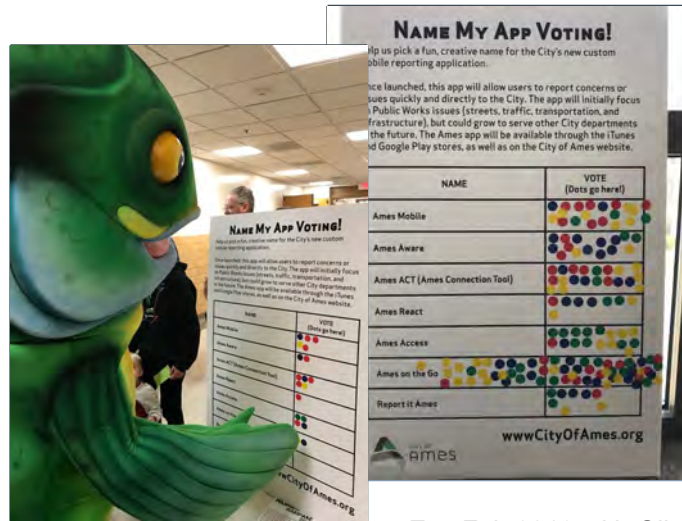
IN-PROGRESS AND UPCOMING ACTIVITIES

- Implementation of the Complete Streets Plan specific to the goals of the Ames community.
- Preparation for the expansion of the Ames on the Go Mobile App to other City Departments. Process Improvement meetings are in process now to develop the work assignments for various after-hour calls.

PUBLIC WORKS DEPARTMENT HIGHLIGHTS



Public Works contracted with See Click Fix to build a dedicated Mobile Application for the City of Ames. Residents voted to name the request app “Ames on the Go.” The app was made available July 2018.



Eco Fair 2018 with Gil



Public Works Operations invites kids to meet the Operations Staff and learn about equipment.



Public Works Engineering and Resource Recovery staff work with kids to learn about storm water and recycling during Ames Community Schools Science Nights.

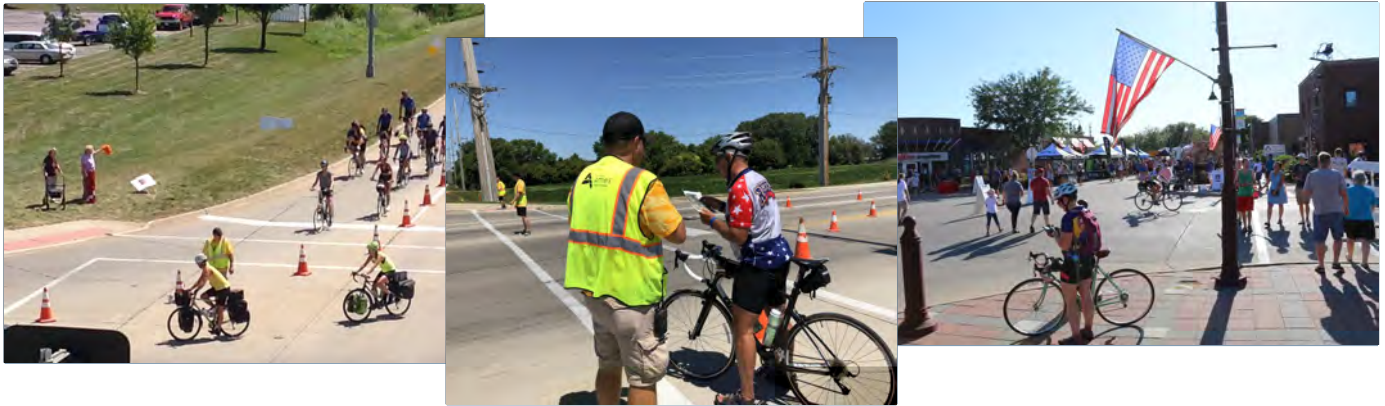


Welcome Fest 2018: Public Works Engineering and Administration staff talking to ISU students about improvements on Welch Avenue.



Complete Streets Plan Open House: Traffic Engineering and Administration staff gathering input for the plan

PUBLIC WORKS DEPARTMENT HIGHLIGHTS



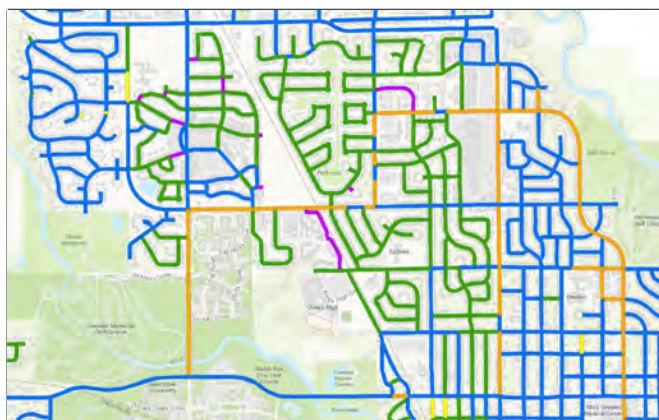
The City of Ames was an overnight stop for RAGBRAI 2018. Traffic Maintenance worked collaboratively with all City departments to provide a safe route through the city.



Resource Recovery accepting pumpkins outside of the waste stream to preserve RDF



Operations Staff training on the process to use mastic to fill deep cracks on streets and share use paths



Public Works GIS connected to vehicle locators to create a Street Sweeping Map for Operations



Public Works Staff working together on an exercise during the 2018 Water Retreat

PUBLIC WORKS ENGINEERING

Description

The Public Works Engineering activity has primary responsibility for the design and construction of all roadway, shared use path, water main, sanitary sewer, flood mitigation, drainage, and storm water capital improvement projects. This includes the long-range planning of projects to ensure that the development of the street and shared use path system, water distribution system, sanitary sewer collection system, and storm water system meet current and future needs of the community. Public Works Engineering staff provides technical designs and construction inspection services to ensure reliability and quality control for these projects. Engineering also provides design review/inspection services for site and subdivision public infrastructure construction, and is responsible for maintaining public infrastructure records, including an electronic Geographic Information System (GIS) of the City's infrastructure.

A large portion of Public Works Engineering expenditures are allocated directly to CIP projects to which the expenditures are related. A portion of the remaining Engineering expenditures are allocated to utility operating activities that require engineering support. The portion of Engineering activities reimbursed by public fees is charged to the General Fund. The remainder of this activity is funded through state road use tax revenue.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|---|--------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Category: | | | | | |
| Personal Services | 1,352,550 | 1,500,634 | 1,492,822 | 1,557,741 | 3.8% |
| Internal Services | 110,615 | 139,635 | 139,521 | 183,869 | 31.7% |
| Contractual | 114,045 | 110,093 | 117,893 | 121,295 | 10.2% |
| Commodities | 11,279 | 22,100 | 25,470 | 20,800 | -5.9% |
| Capital | - | - | - | 44,000 | |
| Other Expenditures | 750 | - | - | - | |
| Total Expenditures | 1,589,239 | 1,772,462 | 1,775,706 | 1,927,705 | 8.8% |
| <i>Less :Expenditures allocated to Utilities Program and CIP:</i> | | | | | |
| CIP Projects | (1,034,330) | (1,202,021) | (1,206,072) | (1,326,593) | 10.4% |
| Water Distribution System | (153,694) | (158,476) | (158,273) | (167,219) | 5.5% |
| Sanitary Sewer System | (179,310) | (184,889) | (184,652) | (195,089) | 5.5% |
| Storm Water System | (76,847) | (79,238) | (79,137) | (83,610) | 5.5% |
| Electric Services | (41,711) | (42,188) | (42,057) | (43,715) | 3.6% |
| Total Allocation | (1,485,892) | (1,666,812) | (1,670,191) | (1,816,226) | 9.0% |
| Total Transportation Program Expenditures | 103,347 | 105,650 | 105,515 | 111,479 | 5.5% |
| Funding Sources: | | | | | |
| General Fund | 60,729 | 23,000 | 23,000 | 23,000 | 0.0% |
| Road Use Tax | 42,618 | 82,650 | 82,515 | 88,479 | 7.1% |
| Total Funding Sources | 103,347 | 105,650 | 105,515 | 111,479 | 5.5% |
| Personnel - Authorized FTE | 12.75 | 12.75 | 12.75 | 12.75 | |

PUBLIC WORKS ENGINEERING

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|---|---|--|-------------------|-------------------|---------------------|----------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Plan, design, and implement public infrastructure projects | # of CIP projects inspected/ administered | 18 | 20 | 24 | 20 |
| | | # of plans and specifications prepared for CIP projects | 18 | 20 | 20 | 20 |
| | | Projects bid under engineer's estimate | 56% | 70% | 85% | 85% |
| | | Projects bid over 10% of engineer's estimate | 19% | 0% | 10% | 10% |
| | | Projects completed within 10% of original bid | 88% | 80% | 85% | 85% |
| | | Projects completed on time | 94% | 95% | 95% | 95% |
| | | # of subdivision public infrastructure projects inspected | 14 | 12 | 10 | 10 |
| | | # of construction site erosion and sediment control inspections | 446 | 385 | 400 | 400 |
| | | % of as-built records completed | 96% | 96% | 100% | 100% |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- Capital in the FY 2019/20 budget includes the purchase of an Open Roads Software Upgrade (\$23,200), as well as survey equipment to assist with data collection (\$20,800).
- Internal services in FY 2019/20 includes the cost for an additional vehicle to be used for land surveys (\$35,500).

RECENT ACCOMPLISHMENTS

- In FY 2017/18, Public Works Engineering hired three new Civil Engineers. Assignments for these staff members include work on Capital Improvement Plan infrastructure projects, Development Review Committee reviews, public utility growth analysis, stormwater management plan reviews, MS4 permit compliance, right-of-way permit reviews/approvals, City Council referrals, and customer inquiries/requests.
- The 2018 construction season included an increased number of CIP projects being inspected by Senior Engineering Technicians, including street improvements on 13th Street, west Lincoln Way, Dawes Drive, Meadowlane, Avenue, Carr Drive, Crestwood Circle, E 16th Street, Linden Drive, Pierce Avenue, Pierce Circle, Tyler Avenue, S Duff Avenue, Sherman Avenue, and Tripp Street.

IN-PROGRESS AND UPCOMING ACTIVITIES

- GIS dependency continues to grow at a steady pace with approximately 260 users registered with the City's online GIS portal.
- Staff is continues to work to make services available to the public in web based formats. These include the online GIS portal, Public Works Customer Utility Viewer, and various other access points.
- Design progress continues toward construction in FY 2019/20 for S. Grand Avenue Extension, East Industrial Area Utilities, ISU Research Park Phase IV, Campustown Public Improvements (Welch Ave.).

TRAFFIC ENGINEERING

Description

The purpose of the Traffic Engineering is to provide a safe and efficient transportation system within the City of Ames. This activity provides traffic engineering analysis for the development of the City's multi-modal transportation system. This includes long and short range transportation planning, facility planning and operations, and the design of traffic signal coordination systems.

A total of 80% of the Transportation Planning sub-activity is reimbursed by the Metropolitan Planning Organization (MPO). Traffic engineering expenses that relate directly to Capital Improvement Plan (CIP) projects are charged directly to the projects.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|--|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Activity: | | | | | |
| Traffic Engineering | 174,816 | 228,251 | 250,397 | 260,430 | 14.1% |
| Transportation Planning | 78,852 | 95,168 | 102,230 | 111,409 | 17.1% |
| Total Expenditures | 253,668 | 323,419 | 352,627 | 371,839 | 15.0% |
| Expenditures by Category: | | | | | |
| Personal Services | 211,632 | 264,650 | 265,606 | 280,437 | 6.0% |
| Internal Services | 24,803 | 23,933 | 24,285 | 25,159 | 5.1% |
| Contractual | 16,009 | 33,536 | 61,436 | 64,643 | 92.8% |
| Commodities | 1,224 | 1,300 | 1,300 | 1,600 | 23.1% |
| Capital | - | - | - | - | |
| Other Expenditures | - | - | - | - | |
| | 253,668 | 323,419 | 352,627 | 371,839 | 15.0% |
| Less: Expenditures reflected directly in another activity or CIP project | (75,000) | (94,941) | (94,941) | (96,000) | 1.1% |
| Total Expenditures | 178,668 | 228,478 | 257,686 | 275,839 | 20.7% |
| Funding Sources: | | | | | |
| MPO Reimbursement | 63,081 | 76,134 | 81,784 | 89,127 | 17.1% |
| Road Use Tax Fund | 115,587 | 152,344 | 175,902 | 186,712 | 22.6% |
| Total Funding Sources | 178,668 | 228,478 | 257,686 | 275,839 | 20.7% |
| Personnel - Authorized FTE | 2.45 | 2.45 | 2.45 | 2.45 | |

TRAFFIC ENGINEERING

| <i>City Mission/ Council Goal</i> | <i>Department Goals and Core Services</i> | <i>Indicators</i> | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|---|--|---|---------------------------|---------------------------|-----------------------------|------------------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Design a safe and efficient transportation system to meet the needs of all users of the Ames community | Traffic CIP projects completed/budgeted | \$1,003,448 | \$1,344,181 | \$1,796,000 | 1,395,000 |
| | | Crash rate per million VMT (5-year average) | 393.7 (412.4) | 376.9 (412.8) | 378.3 (399.9) | 377.9 (390.4) |
| | | Bike/pedestrian crash rate per million VMT (5-year average) | 12.6 (15.8) | 11.7 (13.7) | 17.1 (14.0) | 12.4 (14.6) |
| | | Mean travel time to work in minutes (5-year average) | 18.0 (17.6) | 18.4 (17.7) | 17.9 (17.6) | 17.9 (17.6) |
| Expand sustainability efforts | Build energy efficiency strategies into transportation planning | % mode share of non-vehicle trips (5-year average) | 21.2% (20.4%) | 22.4% (20.9%) | 23.1% (21.2%) | 23.5% (21.5%) |
| Encourage healthy lifestyles | Implement the Complete Streets plan, including expansion of a greenbelt trail system | Bike facility CIP projects completed (on and off street) | \$1,030,000 | \$3,194,373 | \$1,510,000 | \$2,341,000 |
| | | Miles of bike/ped infrastructure | N/A | N/A | 84.6 | 88.0 |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- Traffic Engineering has assumed the responsibility for the design of major intersections, some street projects identified in the Long Range Transportation Plan, shared use paths, and multi-modal roadway improvements.
- Funding of \$25,000 has been added to the budget in both FY 2018/19 and FY 2019/20 for data collection and traffic studies. This activity, formerly included in the CIP, is now reflected in the Traffic Engineering operating budget.

RECENT ACCOMPLISHMENTS

- Staff has finalized the installation of 26 permanent count stations, which provide hourly traffic data to use in traffic modeling and forecasting.
- Completion of the Ames Complete Streets Plan and Policy and adoption by City Council.

IN-PROGRESS AND UPCOMING ACTIVITIES

- Traffic Network Communication Master Plan is in progress with anticipated completion in Fall of 2019
- Implementation of Intelligent Transportation Systems (ITS) projects (Traffic Adaptive, High-Resolution Controller Data, and Real-Time monitoring of the transportation system).
- Staff will be beginning the two-year process of updating the Ames Area MPO Long Range Transportation Plan (for years 2020-2045). The plan is scheduled to be adopted in October of 2020.
- Continue development of Performance Measures and Tracking to meet transportation system safety, efficiency and sustainability goals of the City.

TRAFFIC MAINTENANCE

Description

The Traffic Maintenance activity is responsible for the installation and maintenance of traffic signals, signage, and pavement markings throughout the traffic network. Traffic maintenance provides system updates to keep pace with technology, citizen requests, and alternative transportation demands, including pedestrian. Temporary, part-time employees supplement City crews in this activity.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Activity: | | | | | |
| Traffic Signal Maintenance | 391,824 | 458,992 | 427,160 | 495,318 | 7.9% |
| Traffic Sign Maintenance | 252,029 | 343,480 | 309,725 | 339,707 | -1.1% |
| Pavement Markings | 134,724 | 161,810 | 172,401 | 175,208 | 8.3% |
| Outside Traffic Control | 17,415 | 21,016 | 8,809 | 9,809 | -53.3% |
| Total Expenditures | 795,992 | 985,298 | 918,095 | 1,020,042 | 3.5% |
| Expenditures by Category: | | | | | |
| Personal Services | 482,965 | 622,612 | 551,850 | 616,401 | -1.0% |
| Internal Services | 133,604 | 136,217 | 128,748 | 127,854 | -6.1% |
| Contractual | 67,842 | 93,245 | 92,523 | 93,613 | 0.4% |
| Commodities | 111,581 | 133,224 | 144,974 | 151,174 | 13.5% |
| Capital | - | - | - | 31,000 | |
| Other Expenditures | - | - | - | - | |
| Total Expenditures | 795,992 | 985,298 | 918,095 | 1,020,042 | 3.5% |
| Funding Sources: | | | | | |
| General Fund | 17,415 | 21,016 | 8,809 | 9,809 | -53.3% |
| Road Use Tax Fund | 778,577 | 964,282 | 909,286 | 1,010,233 | 4.8% |
| Total Funding Sources | 795,992 | 985,298 | 918,095 | 1,020,042 | 3.5% |
| Personnel - Authorized FTE | 5.15 | 5.15 | 5.15 | 5.15 | |

TRAFFIC MAINTENANCE

| <i>City Mission/ Council Goal</i> | <i>Department Goals and Core Services</i> | <i>Indicators</i> | <i>2016/17 Actual</i> | <i>2017/18 Actual</i> | <i>2018/19 Adjusted</i> | <i>2019/20 Estimated</i> |
|---|---|--|---------------------------|---------------------------|-----------------------------|------------------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Install and maintain traffic signals and signs to provide safe and efficient transportation movement consistent with community goals and national standards | # of signalized intersections | 68 | 68 | 69 | 72 |
| | | Average # of service calls per signalized intersection | 4.7 | 4.5 | 5.0 | 5.0 |
| | | # of City signs | 9,924 | 10,000 | 10,048 | 10,150 |
| | | # of signs installed (new & replacement) | 698 | 400 | 300 | 434 |
| | | # of signs serviced | 2,300 | 2,400 | 2,000 | 2,200 |
| | | Average # of sign repairs/week | 43 | 45 | 47 | 42 |
| | Enhance roadway markings on pavement with an emphasis on bike lane, detection, and shared use markings | # of lane miles painted | 72 | 76 | 80 | 81 |
| | | # of crosswalks painted | 740 | 745 | 750 | 755 |
| | | Gallons of traffic paint used (mainline & pedestrian) | 740 | 745 | 2,330 | 2,300 |
| | | Pounds of reflective beads used | 15,000 | 15,000 | 12,000 | 13,000 |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- Expanded services and technology within the traffic system are requiring updated classes and training for traffic technicians.
- Replacing failed LED signal lights, updating signage, and transitioning painted pavement markings to permanent markings resulting in an extra cost of the \$16,000 in commodities.
- Advanced Traffic Controller cabinet technology and controller upgrades require new conflict monitor testing equipment as well as Central Office Software platform for controller data management. The FY 2019/20 budget includes \$31,000 for these capital purchases.

RECENT ACCOMPLISHMENTS

- New or replacement signalized intersections completed at E. 13th and I-35, E. Lincoln Way and Dayton, S. Duff and Crystal, and 6th and Hazel.
- Accessibility enhancement projects completed at 6th and Clark, 9th and Grand, 13th and Northwestern with the 13th Street reconstruction project.
- Implementation of the Lincoln Way Corridor Pedestrian Safety recommendations including signal timing revisions and Leading Pedestrian Interval.

IN-PROGRESS AND UPCOMING ACTIVITIES

- Working to develop a master plan for a traffic network communication incorporating various other departments with anticipated completion in Fall of 2019.
- The ADA Signal Enhancement project continues to retrofit signals and radar systems to serve citizens with disabilities and alternative transportation.

STREET SYSTEM MAINTENANCE

Description

The City's streets are composed of several different materials which require different techniques to repair the cracked, broken, or distorted surfaces or bases. It is the responsibility of the Street Maintenance activity to provide smooth and safe streets which are stable and which drain precipitation to the storm water 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 also repaired as needed,

There are occasional charges to the General Fund for this activity when an outside reimbursement is involved. The balance of the activity is funded through state road use tax revenue.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Category: | | | | | |
| Personal Services | 1,036,859 | 1,111,505 | 1,093,333 | 1,148,560 | 3.3% |
| Internal Services | 433,632 | 509,208 | 511,966 | 560,248 | 10.0% |
| Contractual | 128,109 | 124,076 | 144,076 | 146,976 | 18.5% |
| Commodities | 348,837 | 351,950 | 353,150 | 332,250 | -5.6% |
| Capital | - | - | 16,000 | - | |
| Other Expenditures | - | - | - | - | |
| Total Expenditures | 1,947,437 | 2,096,739 | 2,118,525 | 2,188,034 | 4.4% |
| Funding Sources: | | | | | |
| General Fund | - | - | - | - | |
| Road Use Tax Fund | 1,947,437 | 2,096,739 | 2,118,525 | 2,188,034 | 4.4% |
| Total Funding Sources | 1,947,437 | 2,096,739 | 2,118,525 | 2,188,034 | 4.4% |
| Personnel - Authorized FTE | 12.90 | 12.90 | 12.90 | 12.90 | |

STREET SYSTEM MAINTENANCE

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|---|---|---|-------------------|-------------------|---------------------|----------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Maintain the city's network of streets, alleys, and shared used paths in a safe and useable condition | Lane miles of streets maintained | 600 | 630 | 632 | 634 |
| | | Cost per lane mile street maintenance | \$3,417 | \$3,075 | \$3,352 | \$3,497 |
| | | % of citizens rating major street surfaces as good or very good | 79% | 86% | 86% | 86% |
| | | % of citizens rating neighborhood streets as good or very good | 81% | 84% | 85% | 85% |
| | | Miles of off-street bike paths maintained | 53 | 54 | 54 | 55 |
| | | % of citizens rating bike path maintenance as good or very good | 86% | 90% | 91% | 91% |
| | | # of sidewalk repair letters issued | 49 | 27 | 60 | 60 |
| | | # of Ames on the Go reports | - | - | 150 | 200 |
| | | Avg # Days to Close Ames on the Go report | - | - | 1.8 | 1.8 |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- An upgrade of a crack sealing machine to a combination crack sealer and mastic (tar) machine is included in the FY 2019/20 budget (\$55,000). This upgrade will allow for more efficient maintenance activities and will result in a cost savings in material versus renting a similar unit. A savings in purchased materials is anticipated from this combination machine as it will produce mastic from raw materials and in lieu of prepacked materials.
- Funding (\$12,000) is included in FY 2019/20 for the Biennial Bridge Inspection activities that ensure the City's bridges and structures are safe and aid in programming maintenance and replacement activities.
- An additional \$10,000 for concrete crushing has been added to the budget in FY 2019/20. This material will be used on bike paths and street projects.

RECENT ACCOMPLISHMENTS

- The continued use of mastic repair material on streets and shared use paths has provided good results in keeping pavements and paths in safe and useable condition.
- Ames on the Go reporting and maintenance activities began in July of 2018. Staff is continuing to utilize the information to provide greater service to our citizens.

IN-PROGRESS AND UPCOMING ACTIVITIES

- Two automated high-water signs (\$16,000) were delivered fall of 2018. These signs will automatically detect standing water on the road and flash a warning sign to alert drivers to the presence of water. These signs will be placed along Grand Avenue for both northbound and southbound traffic at the Union Pacific Railroad underpass. This underpass floods under heavy rain events and can cause issues with cars stalling prior to the intersection being closed. Staff will install these signs in Spring of 2019.

STREET SURFACE CLEANING

Description

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 situations (accidents, spills, floods, etc.) and clean-up of mud and debris that is tracked onto the streets at City construction sites. Crews also clean streets affected by maintenance activities of other City crews. Timely response is essential to these types of incidents.

Under this activity, arterial and collector streets are cleaned 16 times per year by City crews. Residential streets are swept an average of 11 times per year by both City crews and outside contractors. Business district streets are cleaned 32 times per year by City crews.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Category: | | | | | |
| Personal Services | 112,266 | 160,126 | 157,746 | 165,964 | 3.7% |
| Internal Services | 108,680 | 110,939 | 110,850 | 113,134 | 2.0% |
| Contractual | 31,747 | 40,054 | 40,054 | 40,054 | 0.0% |
| Commodities | 59 | 200 | 200 | 200 | 0.0% |
| Capital | - | - | - | - | |
| Other Expenditures | - | - | - | - | |
| Total Expenditures | 252,752 | 311,319 | 308,850 | 319,352 | 2.6% |
| Funding Sources: | | | | | |
| Road Use Tax Fund | 252,752 | 311,319 | 308,850 | 319,352 | 2.6% |
| Total Funding Sources | 252,752 | 311,319 | 308,850 | 319,352 | 2.6% |
| Personnel - Authorized FTE | 1.91 | 1.91 | 1.91 | 1.91 | |

STREET SURFACE CLEANING

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|---|---|---|-------------------|-------------------|---------------------|----------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Clean arterial/collector (16/year), residential (11/year), and business district streets (32/year) to enhance the cleanliness and appearance of the community | Miles of arterial/collector streets cleaned | 1,654 | 1,351 | 1,500 | 1,500 |
| | | Miles of residential streets cleaned | 5,783 | 5,366 | 5,400 | 5,400 |
| | | Miles of Business District streets cleaned | 535 | 417 | 425 | 425 |
| | | % of street miles cleaned by City crews | 82% | 78% | 80% | 80% |
| | | % of citizens rating Business District street cleaning as good or very good | 96% | 93% | 95% | 95% |
| | | % of citizens rating neighborhood street cleaning as good or very good | 87% | 85% | 90% | 90% |
| | | # of Ames on the Go reports | - | - | 30 | 40 |
| | | Avg # Days to Close Ames on the Go report | - | - | 0.6 | 0.6 |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- FY 2018/19 and FY 2019/20 budgets reflect a sustained amount for contracted street sweeping. Work crews have significant cleaning to do with the increase of construction and special events in the City.
- Public Works Department can provide very quick service when requested from customer using the Ames on the Go reporting application.

RECENT ACCOMPLISHMENTS

- FY 2017/18 actual miles swept now uses more accurate data that is produced from the Automated Vehicle Location (AVL) system and GIS tracking of the equipment. Previous years data were estimates; thus it appears as a decrease. Also leading to the decrease was the limited amount of days available to sweep in April of 2018 due to winter weather.

IN-PROGRESS AND UPCOMING ACTIVITIES

- Tracking of sweeping activities, including contractor sweeping, is being uploaded into the City's GIS software so that the sweeping and leaf collection activities can be performed most efficiently through better workload management.
- The City uses contract sweeping activities to supplement the City's operations in residential areas. This work is focused primarily in the spring and in the fall of the year to maximize the amount of debris and leaf pick up by contract sweepers.

SNOW & ICE CONTROL

Description

The Snow and Ice Control activity provides passable streets for moving vehicles during and after snow events, following snow removal standards established by City Council. The snow ordinance typically becomes effective after 2" of snowfall, with arterial and collector streets being plowed. Residential streets are typically plowed after 3" of snow have fallen. Following typical snowstorms, all City streets are cleared within 16 hours. Under slippery road conditions, sand and/or de-icing materials are spread on curves, hills, and intersections of highways and thoroughfares.

Snow removal in the City is performed by both City crews and private contractors. Snow and ice storms are citywide emergencies that require the cooperation of many City departments to provide the quality of services desired for Ames citizens. Parks and Recreation maintenance workers clear designated winter bike paths, and employees from many departments are added to snow and ice operations activities.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Category: | | | | | |
| Personal Services | 509,704 | 484,006 | 477,751 | 500,284 | 3.4% |
| Internal Services | 351,023 | 376,887 | 394,559 | 384,278 | 2.0% |
| Contractual | 100,141 | 150,773 | 152,773 | 156,873 | 4.1% |
| Commodities | 164,360 | 225,000 | 225,500 | 225,500 | 0.2% |
| Capital | 8,384 | - | - | - | |
| Other Expenditures | - | - | - | - | |
| Total Expenditures | 1,133,612 | 1,236,666 | 1,250,583 | 1,266,935 | 2.5% |
| Funding Sources: | | | | | |
| Road Use Tax Fund | 1,133,612 | 1,236,666 | 1,250,583 | 1,266,935 | 2.5% |
| Total Funding Sources | 1,133,612 | 1,236,666 | 1,250,583 | 1,266,935 | 2.5% |
| Personnel - Authorized FTE | 5.08 | 5.08 | 5.08 | 5.08 | |

SNOW & ICE CONTROL

| <i>City Mission/ Council Goal</i> | <i>Department Goals and Core Services</i> | <i>Indicators</i> | <i>2016/17 Actual</i> | <i>2017/18 Actual</i> | <i>2018/19 Adjusted</i> | <i>2019/20 Estimated</i> |
|---|--|--|---------------------------|---------------------------|-----------------------------|------------------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Remove snow and provide ice control according to standards established by City Council | Annual inches of snowfall | 20 | 44.5 | 36 | 36 |
| | | Lane miles of streets maintained | 600 | 630 | 632 | 634 |
| | | # of snow/ice control operations | 13 | 25 | 20 | 20 |
| | | Cost of snow/ice removal per inch of accumulation per lane mile of street | \$72.74 | \$40.43 | \$54.97 | \$56.86 |
| | | Gallons of salt brine used | 31,600 | 1,000 | 40,000 | 40,000 |
| | | Tons of sodium chloride applied | 1,995 | 3,158 | 2,500 | 2,500 |
| | | Gallons of calcium chloride applied | 1,500 | 3,800 | 2,000 | 2,000 |
| | | % of citizens rating snow plowing on major city streets as good or very good | 91% | 87% | 90% | 90% |
| | | % of citizens rating snow plowing in neighborhoods as good or very good | 77% | 72% | 75% | 75% |
| | | % of citizens rating ice control at intersections as good or very good | 78% | 80% | 80% | 80% |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- Funding is included (\$10,000) in FY 2018/19 to upgrade loader buckets to make loading snow from the City's business districts more efficient and to minimize wasted salt when loading salt spreaders.
- The budget also includes carryover funding of \$8,000 in FY 2018/19 to purchase an additional salt spreader.

RECENT ACCOMPLISHMENTS

- Staff is continuing to utilize data from the Automated Vehicle Location (AVL) system that was purchased and installed in FY 2015/16. This system allows operators and managers to see snow and ice control equipment in near-real time and provides feedback on plow functions, deicing spreading rates, current location, and history. This data is used to increase snow and ice control efficiency and provide a greater level of service.
- The reduced usage of salt brine in FY 2017/18 was due to many winter storms starting with rain or pavement temperatures being too cold for effective usage of salt brine.

IN-PROGRESS AND UPCOMING ACTIVITIES

- In FY 2018/19 and FY 2019/20, City crews will utilize 30 units (pickups, trucks, road graders, skid steers, backhoes, etc.) for snow and ice control activities. In addition, \$94,825 is budgeted for 10 contractor units (mostly tractors with plows) to supplement City crews in snow and ice removal activities. The rate for contracted drivers supplying their own tractors is set at \$150/hour for FY 2018/19.

RIGHT-OF-WAY MAINTENANCE

Description

The Right-of-Way Maintenance activity is responsible for the maintenance of all turf, trees, and bio-swales on City-owned property and right-of-way along the City's roadways and parking lots. Turf maintenance includes mowing, trimming, seeding, and chemical applications to prevent weeds and pests. Tree maintenance includes trimming, disease diagnosis, tree removal, and the planting of new trees. Bio-swale management includes mowing, trimming, and removing sediment from the bio-swales. All of these activities may be performed by either City crews or private contractors under the supervision of City staff.

Right-of-Way Maintenance is the responsibility of the Parks Maintenance division of the Parks and Recreation department. Many turf and tree maintenance activities are coordinated with and performed in conjunction with turf and tree maintenance in the City's park system.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Activity: | | | | | |
| Turf Maintenance | 189,769 | 258,179 | 266,367 | 275,647 | 6.8% |
| Tree Maintenance | 191,767 | 326,750 | 345,259 | 357,744 | 9.5% |
| EAB Program | 170,100 | 167,087 | 259,399 | 166,490 | -0.4% |
| Hazardous ROW Tree Removal | 44,474 | - | 30,526 | - | |
| Total Expenditures | 596,110 | 752,016 | 901,551 | 799,881 | 6.4% |
| Expenditures by Category: | | | | | |
| Personal Services | 155,456 | 322,817 | 357,519 | 371,139 | 15.0% |
| Internal Services | 137,694 | 154,341 | 146,652 | 155,395 | 0.7% |
| Contractual | 273,230 | 238,108 | 362,608 | 237,347 | -0.3% |
| Commodities | 29,730 | 36,750 | 34,772 | 36,000 | -2.0% |
| Capital | - | - | - | - | |
| Other Expenditures | - | - | - | - | |
| Total Expenditures | 596,110 | 752,016 | 901,551 | 799,881 | 6.4% |
| Funding Sources: | | | | | |
| General Fund | 44,474 | - | 30,526 | - | |
| Road Use Tax Fund | 551,636 | 752,016 | 871,025 | 799,881 | 6.4% |
| Total Funding Sources | 596,110 | 752,016 | 901,551 | 799,881 | 6.4% |
| Personnel - Authorized FTE | 2.99 | 2.99 | 3.74 | 3.74 | |

RIGHT-OF-WAY MAINTENANCE

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|---|--|--|-------------------|-------------------|---------------------|----------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Provide attractive rights-of-way along the city's roadways | # of acres of right-of-way maintained | 780 | 780 | 780 | 780 |
| | | # of acres of right-of-way mowed | 116 | 116 | 116 | 116 |
| | | # of days between ROW mowings (goal is every 7 to 10 days) | 8 | 8 | 8 | 8 |
| | | # of trees and shrubs planted | 215 | 135 | 123 | 125 |
| | | # of trees removed under EAB program | 232 | 228 | 122 | 68 |
| | | # of trees planted under EAB program | 231 | 232 | 228 | 122 |
| | | % of citizens rating appearance of medians and parkways as good or very good | 90% | 90% | 91% | 91% |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- The Emerald Ash Borer (EAB) Response Plan and Urban Forest Diversification and Reforestation Program continues in FY 2018/19. Year five (FY 2018/19) of the plan includes removal of 122 ash trees while year six (FY 2019/20) includes the removal of 68 ash trees. City crews will again remove the majority of the smaller trees, and have contractors remove larger trees, grind stumps, and replant trees. There is \$193,156 allocated in FY 2018/19 to plant 228 replacement trees and remove 122 trees and stumps. In FY 2019/20, \$100,000 is budgeted for removing 68 ash trees and planting 122 replacement trees.
- FTEs increased by 0.65 in FY 2018/19 and FY 2019/20 due to the reallocation of the City Forester (0.25), Principal Clerk (0.25), and Turf Maintenance Supervisor (0.15) positions to better reflect where their work is being performed.

RECENT ACCOMPLISHMENTS

- In FY 2017/18, City Council allocated \$75,000 for the removal of over 70 trees that were designated as hazardous. All of the trees that were designated as hazardous were removed.
- The Ames Foundation again partnered with the City in FY 2017/18 to plant 135 trees across selected city neighborhoods. Unlike past years, the City incurred the costs for the trees, but the Ames Foundation organized the volunteers and the training.

IN-PROGRESS AND UPCOMING ACTIVITIES

- In FY 2019/20, \$18,000 is budgeted to partner with the Ames Foundation to plant trees in selected areas of town. The Ames Foundation will lead the planting effort by selecting dates and soliciting volunteers.
- The City Forester has started to develop pruning plans by using the zone map from the EAB Response Plan. As of December 31, staff had pruned over 2,000 trees. The goal is to have every right of way tree pruned once every five years.
- The Turf Maintenance Supervisor increased mowing efficiency in the City by replacing two mowers with two mowers that have wider mow widths. The increased width of the mower decks reduced the amount of time it takes to mow the right of way areas by one day per week.

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.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|---|---------------------------|----------------------------|-----------------------------|----------------------------|--------------------------------------|
| <i>Expenditures by Activity:</i> | | | | | |
| Administration/Support | 1,963,416 | 2,127,685 | 2,100,563 | 2,212,819 | 4.0% |
| Fixed Route Service | 8,692,897 | 9,435,428 | 9,305,241 | 9,824,414 | 4.1% |
| Dial-a-Ride Service | 179,855 | 185,622 | 185,622 | 182,139 | -1.9% |
| <i>Transit Operations</i> | 10,836,168 | 11,748,735 | 11,591,426 | 12,219,372 | 4.0% |
| | | | | | |
| Personnel - Authorized FTE | 84.00 | 84.50 | 84.50 | 85.50 | |

TRANSIT SYSTEM

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Adopted | % Change From Adopted |
|---|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| <i>Expenditures by Category:</i> | | | | | |
| Personal Services | 7,776,559 | 8,226,805 | 8,102,275 | 8,873,070 | 7.9% |
| Internal Services | 569,864 | 600,517 | 602,712 | 611,199 | 1.8% |
| Contractual | 1,233,759 | 1,249,878 | 1,214,624 | 980,453 | -21.6% |
| Commodities | 1,254,550 | 1,670,935 | 1,671,215 | 1,754,650 | 5.0% |
| Capital | - | - | - | - | |
| Other Expenditures | 1,436 | 600 | 600 | - | -100.0% |
| <i>Total Expenditures</i> | 10,836,168 | 11,748,735 | 11,591,426 | 12,219,372 | 4.0% |
| <i>Funding Sources:</i> | | | | | |
| Transit Fund | 10,836,168 | 11,748,735 | 11,591,426 | 12,219,372 | 4.0% |
| <i>Total Funding Sources</i> | 10,836,168 | 11,748,735 | 11,591,426 | 12,219,372 | 4.0% |

TRANSIT ADMINISTRATION & SUPPORT

Description

The Transit Administration and Support activity is responsible for the management of CyRide through a governance structure as an agency of City; thereby, providing transit services within the city, as well as service to Iowa State University. This activity is responsible for the financial operation of the system, including the preparation of the budget, applying for and monitoring grant funding, and preparing reports for various oversight agencies and the Transit Board of Trustees. CyRide receives significant funds from federal and state sources to support its operations and capital needs. Other responsibilities of this activity include all marketing efforts, maintenance of transit facilities, and the training and development of employees who will operate transit vehicles in a safe, responsible, and courteous manner.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Activity: | | | | | |
| Transit Administration | 1,165,323 | 1,391,110 | 1,361,658 | 1,369,642 | -1.5% |
| Transit Safety/Training | 363,672 | 356,351 | 356,626 | 446,963 | 25.4% |
| Transit Promotion | 5,695 | 8,400 | 8,400 | 8,400 | 0.0% |
| Transit Building/Grounds | 428,726 | 371,824 | 373,879 | 387,814 | 4.3% |
| Total Expenditures | 1,963,416 | 2,127,685 | 2,100,563 | 2,212,819 | 4.0% |
| Expenditures by Category: | | | | | |
| Personal Services | 1,178,134 | 1,340,234 | 1,340,509 | 1,445,806 | 7.9% |
| Internal Services | 335,718 | 361,003 | 368,880 | 370,735 | 2.7% |
| Contractual | 376,388 | 357,678 | 322,124 | 322,053 | -10.0% |
| Commodities | 73,176 | 68,770 | 69,050 | 74,225 | 7.9% |
| Capital | - | - | - | - | |
| Other Expenditures | - | - | - | - | |
| Total Expenditures | 1,963,416 | 2,127,685 | 2,100,563 | 2,212,819 | 4.0% |
| Funding Sources: | | | | | |
| Transit Fund | 1,963,416 | 2,127,685 | 2,100,563 | 2,212,819 | 4.0% |
| Total Funding Sources | 1,963,416 | 2,127,685 | 2,100,563 | 2,212,819 | 4.0% |
| Personnel - Authorized FTE | 9.80 | 9.80 | 9.80 | 10.80 | |

TRANSIT ADMINISTRATION & SUPPORT

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|---|--|--|-------------------|-------------------|---------------------|----------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Provide transit service in an efficient and safe manner that meets customer expectations | CyRide annual ridership | 6,658,027 | 6,572,066 | 6,500,000 | 6,400,000 |
| | | Passenger trips per capita | 108.0 | 105.0 | 100.0 | 98.0 |
| | | Passenger trips per revenue hour | 51.1 | 49.9 | 50.0 | 50.0 |
| | | Operating expenses per passenger | \$1.23 | \$1.31 | \$1.35 | \$1.35 |
| | | Average fleet age in years | 11.5 | 10.6 | 12.0 | 12.0 |
| | | % of citizens rating CyRide service as good or very good | 92.8% | 94.6% | 92.0% | 94.0% |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- Ridership has been trending approximately 1.5% per year lower due to decreased enrollment at Iowa State University and development patterns within the community that support student housing near campus; thereby, not requiring CyRide's services.
- Lower student enrollment/fees collected to support CyRide services is challenging the level of service able to be provided in the community.
- Beginning in the FY 2018/19 budget year and continuing into the future, CyRide's federal operating funds will increase by an estimated \$250,000.
- New federal safety regulations will require a new, full-time position (1 additional FTE) be added in the FY 2019/20 budget where the position will service as the agency's Chief Safety Officer, overseeing both operations and maintenance safety, risk management and development of safety plans.

RECENT ACCOMPLISHMENTS

- Recognized by the Federal Transit Administration as Iowa's transit system with the highest ridership.
- Grant funding to purchase four, new 40' buses and major facility renovations, which will allow the fleet age to be reduced and to maintain the facility in a state of good repair.

IN-PROGRESS AND UPCOMING ACTIVITIES

- Completion of an Electric Bus Study to determine the viability of this new bus technology within CyRide's operations and facility.
- Completion of a facility expansion study to "right-size" CyRide's facility to the higher level of service/buses currently operated.
- Deployment of several technology enhancements to improve CyRide's service through easier/more convenient use of the system. CyRide will equip all of its buses with Automated Annunciators, which will coordinate with CyRide's Automatic Vehicle Location system to announce each bus stop location for residents new to Ames and to assist its disabled community in using its service. It will also deploy an Automatic Passenger Counter system on CyRide's busiest route to allow customers to board/exit the bus through any door, which will reduce travel time for customers.
- Based on Transit Board of Trustee direction, submitting state and federal grant applications to support its operations, fleet and facilities.

FIXED ROUTE SERVICE

Description

The Fixed Route activity provides regularly scheduled public transit service seven days a week to the City of Ames, including Iowa State University, with a workforce of approximately 190 employees.

This activity also includes the maintenance of the bus fleet and CyRide facility to ensure a smooth and efficient operation of services on a daily basis.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|---|---------------------------|----------------------------|-----------------------------|----------------------------|--------------------------------------|
| <i>Expenditures by Activity:</i> | | | | | |
| Fixed Route | 6,457,112 | 6,774,218 | 6,627,656 | 6,996,188 | 3.3% |
| Fixed Route Maintenance | 2,235,785 | 2,661,210 | 2,677,585 | 2,828,226 | 6.3% |
| <i>Total Expenditures</i> | 8,692,897 | 9,435,428 | 9,305,241 | 9,824,414 | 4.1% |
| <i>Expenditures by Category:</i> | | | | | |
| Personal Services | 6,590,389 | 6,877,659 | 6,752,854 | 7,418,335 | 7.9% |
| Internal Services | 234,079 | 239,404 | 233,722 | 240,354 | 0.4% |
| Contractual | 688,619 | 717,100 | 717,400 | 488,300 | -31.9% |
| Commodities | 1,178,374 | 1,600,665 | 1,600,665 | 1,677,425 | 4.8% |
| Capital | - | - | - | - | |
| Other Expenditures | 1,436 | 600 | 600 | - | -100.0% |
| <i>Total Expenditures</i> | 8,692,897 | 9,435,428 | 9,305,241 | 9,824,414 | 4.1% |
| <i>Funding Sources:</i> | | | | | |
| Transit Fund | 8,692,897 | 9,435,428 | 9,305,241 | 9,824,414 | 4.1% |
| <i>Total Funding Sources</i> | 8,692,897 | 9,435,428 | 9,305,241 | 9,824,414 | 4.1% |
| Personnel - Authorized FTE | 74.10 | 74.60 | 74.60 | 74.60 | |

FIXED ROUTE SERVICE

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|--|--|---|-------------------|-------------------|---------------------|----------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Provide a friendly, safe and reliable service on a daily basis. | Passengers per comment | 41,874 | 39,591 | 18,000 | 35,000 |
| | | Miles per preventable accident | 32,074 | 23,910 | 25,000 | 30,000 |
| | | Average # of drivers employed per month | 151.6 | 145.6 | 150.0 | 150.0 |
| | | # of passengers transferring buses | 42,536 | 38,974 | 35,000 | 35,000 |
| | | # of bus interiors cleaned | 400 | 448 | 400 | 400 |
| | | # of mechanical failures | 278 | 253 | 250 | 250 |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- The FY 2018/19 budget included five additional hours of weekday service per day to provide adequate capacity for the new service structure and allow staff to more quickly address service issues that were identified with the new CyRide 2.0 route structure, as well as address unanticipated overcrowding on specific routes at peak periods of the days.
- With a new route structure, customers have provided a significant amount of feedback about how the new route structure (CyRide 2.0) could be modified to allow customers to more easily use the system. There are a group of common requests that will be addressed in the FY 2019/20 budget, which “fill in the service gaps” identified by CyRide customers. The result in a net increase in expenses of \$160,207 to increase service.
- For the last three years, CyRide has contracted with a private bus operator with transit-style buses to operate a portion of one circular route. This contract will expire at the end of the 2018/19 school year. The Transit Board will decide in the spring of 2019 if the contract will continue or if CyRide will once again provide this service.
- Union contract negotiations are ongoing, however, CyRide has included its proposal to increase starting wages, offer premium pay and implement a mechanic certification program in an effort to fill its vacancies in light of a tight labor market in positions that are chronically difficult to fill.
- CyRide’s drivers are subject to federal regulations on drug and alcohol testing. The federal government raised the testing threshold for the transit industry from 25% to 50% of a transit system’s employees throughout the year. This increase will double CyRide’s cost for this activity.

RECENT ACCOMPLISHMENTS

- A CyRide driver won the 2017 State Large Bus Roadeo competition and competed in the national competition, representing both the State of Iowa and CyRide.
- Implementation of a new route structure, “CyRide 2.0” that reflects current ridership patterns and development within the community.
- Significant increase in the number of drivers hired/trained; which in turn reduced overtime expenses.

IN-PROGRESS AND UPCOMING ACTIVITIES

- Work with the Transit Board to modifying the new route structure to address additional “service gaps” identified as customers use the new system. This most likely will be a multi-year effort to adjust service to maximize customer satisfaction with the new system.
- Testing and monitoring the new technology projects – Automated Annunciators and Automatic Passenger Counters.

DIAL-A-RIDE

Description

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 funding is available through a grant with the State of Iowa to fund up to 80% of the program's operating expenses. This funding is not available if CyRide directly operates the service. As a result, CyRide typically contracts with another agency to provide Dial-a-Ride service.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Category: | | | | | |
| Personal Services | 8,036 | 8,912 | 8,912 | 8,929 | 0.2% |
| Internal Services | 67 | 110 | 110 | 110 | 0.0% |
| Contractual | 168,752 | 175,100 | 175,100 | 170,100 | -2.9% |
| Commodities | 3,000 | 1,500 | 1,500 | 3,000 | 100.0% |
| Capital | - | - | - | - | |
| Other Expenditures | - | - | - | - | |
| Total Expenditures | 179,855 | 185,622 | 185,622 | 182,139 | -1.9% |
| Funding Sources: | | | | | |
| Transit Fund | 179,855 | 185,622 | 185,622 | 182,139 | -1.9% |
| Total Funding Sources | 179,855 | 185,622 | 185,622 | 182,139 | -1.9% |
| Personnel - Authorized FTE | 0.10 | 0.10 | 0.10 | 0.10 | |

DIAL-A-RIDE

| <i>City Mission/ Council Goal</i> | <i>Department Goals and Core Services</i> | <i>Indicators</i> | <i>2016/17 Actual</i> | <i>2017/18 Actual</i> | <i>2018/19 Adjusted</i> | <i>2019/20 Estimated</i> |
|---|---|---|---------------------------|---------------------------|-----------------------------|------------------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Provide safe and reliable public transportation to residents unable to use the fixed route system | Dial-A-Ride ridership | 9,277 | 8,903 | 8,200 | 8,000 |
| | | Passengers per revenue hour | 2.7 | 2.5 | 2.5 | 2.5 |
| | | Farebox revenue as percentage of program expenses | 5.7% | 8.3% | 8.0% | 8.0% |
| | | Program cost per passenger | \$17.62 | \$18.82 | \$19.00 | \$20.00 |
| | | # of rides before/after 10 min. pickup window | 355 | 350 | 300 | 300 |
| | | Passengers per comment | 1,620 | 1,500 | 1,600 | 1,600 |
| | | On-time performance | 95.6% | 95.0% | 95.0% | 95.0% |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- CyRide currently contracts with the Heart of Iowa Regional Transit Agency (HIRTA) to provide Dial-A-Ride service. This contract will expire on June 30, 2021 and includes an opportunity for annual cost increases.
- Dial-A-Ride ridership has been declining over the past four years with more people leaving the program than are added. This is a trend statewide in urban areas.

RECENT ACCOMPLISHMENTS

- CyRide's contractor, HIRTA, recently implemented a new online reservation and payment system, which had been a request of some Dial-A-Ride customers. This will make using the service more convenient as longer telephone wait times can occur at peak times and allows customers to avoid carrying cash on the bus to pay for their trip.

IN-PROGRESS AND UPCOMING ACTIVITIES

- In FY 2019/20, the Dial-a-Ride program anticipates providing approximately 8,000 rides, reflecting a decreasing ridership level due to fewer residents signing up for the program and a trend for current riders to take fewer rides on the service.
- CyRide and HIRTA staffs have identified several marketing efforts to reach out to individuals who could be eligible for the service to ensure that all residents who could use the service are aware of the program.

PARKING MAINTENANCE

Description

The Parking Maintenance activity provides safe, available, and well-maintained parking opportunities for the public in metered spaces and City parking lots. The parking system includes parking activities in Downtown, Campustown, and residential neighborhoods. These areas all contain metered and non-metered spaces. Staff utilizes an expansive database to manage parking meter locations, equipment, and review parking lot data in the Downtown and Campustown areas. Secure daily money collection from meters is provided as part of this activity.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Activity: | | | | | |
| Parking Administration | 66,995 | 65,724 | 66,030 | 68,235 | 3.8% |
| Parking Study | - | - | 70,000 | - | |
| Residential Parking | 17,360 | 59,820 | 93,629 | 51,113 | -14.6% |
| Meter Maintenance | 223,412 | 200,057 | 210,815 | 214,362 | 7.2% |
| Parking Lot Maintenance | 2,921 | 10,500 | 10,500 | 5,500 | -47.6% |
| Total Expenditures | 310,688 | 336,101 | 450,974 | 339,210 | 0.9% |
| Expenditures by Category: | | | | | |
| Personal Services | 209,658 | 235,201 | 237,584 | 243,932 | 3.7% |
| Internal Services | 30,599 | 31,947 | 35,380 | 25,975 | -18.7% |
| Contractual | 28,881 | 35,403 | 112,683 | 30,453 | -14.0% |
| Commodities | 41,550 | 33,550 | 65,327 | 38,850 | 15.8% |
| Capital | - | - | - | - | |
| Other Expenditures | - | - | - | - | |
| Total Expenditures | 310,688 | 336,101 | 450,974 | 339,210 | 0.9% |
| Funding Sources: | | | | | |
| General Fund | - | - | 45,731 | - | |
| Road Use Tax | - | - | 47,269 | - | |
| Parking Fund | 310,688 | 336,101 | 357,974 | 339,210 | 0.9% |
| Total Funding Sources | 310,688 | 336,101 | 450,974 | 339,210 | 0.9% |
| Personnel - Authorized FTE | 2.40 | 2.40 | 2.40 | 2.40 | |

PARKING MAINTENANCE

| <i>City Mission/ Council Goal</i> | <i>Department Goals and Core Services</i> | <i>Indicators</i> | <i>2016/17 Actual</i> | <i>2017/18 Actual</i> | <i>2018/19 Adjusted</i> | <i>2019/20 Estimated</i> |
|---|---|--|---------------------------|---------------------------|-----------------------------|------------------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Provide safe, available, and well-maintained parking opportunities for the public | # of parking stalls | 2,929 | 2,929 | 2,929 | 2,929 |
| | | # of parking stalls painted | 2,905 | 2,929 | 2,929 | 2,929 |
| | | % of reserved parking stalls rented | 90% | 90% | 90% | 92% |
| | | # of electronic parking meters in use | 924 | 935 | 935 | 942 |
| | | # of SmartCard parking meters in use | 703 | 750 | 800 | 897 |
| | | % meter system receiving preventative maintenance checks | 100% | 100% | 100% | 100% |
| | | # of parking meter operational complaints | 290 | 300 | 300 | 300 |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- The FY 2018/19 budget has been adjusted to include \$70,000 for a downtown parking study using funding from the General Fund (\$45,731) and Road Use Tax Fund (\$24,269).
- New meter rates went into effect July 2, 2018. Revenue projections, however, are lower than anticipated by \$210,180.
- Funding of \$23,000 has been added to the FY 2018/19 budget for new Game Day signage that will be installed in the residential areas near the Iowa State University football stadium.

RECENT ACCOMPLISHMENTS

- The number of meter malfunction complaints received has increased drastically attributed to a bad batch of meter mechanisms (coins could only be inserted in 15 sec increments or they would be skipped). The rate increase caused more people to call when mechanisms skip coins, and the implementation of Ames on the Go made it easier for the public to report issues. However, on-going tests using specialized coin sets to minimize misread coins have resulted in a decrease of meter failure complaints.
- Park Mobile was implemented to establish a way for customers to pay for parking by smart phone using a credit card.

IN-PROGRESS AND UPCOMING ACTIVITIES

- Staff is currently working to convert all meters to have smart card capability by 2020.
- A downtown employee hang tag system is being developed and implemented in 2019.

PARKING LAW ENFORCEMENT

Description

The Parking Law Enforcement activity has the responsibility of enforcing parking regulations in the Downtown and Campustown business areas, as well as other locations around the community. Citations are issued for both overtime and illegal parking, with the 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 performed by police officers and is included in the Police Services activity in the Public Safety Program.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|---|---------------------------|----------------------------|-----------------------------|----------------------------|--------------------------------------|
| <i>Expenditures by Category:</i> | | | | | |
| Personal Services | 273,271 | 464,719 | 441,879 | 444,159 | -4.4% |
| Internal Services | 53,586 | 72,717 | 72,615 | 71,605 | -1.5% |
| Contractual | 14,717 | 12,006 | 14,509 | 16,029 | 33.5% |
| Commodities | 4,202 | 3,725 | 3,725 | 5,600 | 50.3% |
| Capital | - | 27,000 | 27,000 | - | |
| Other Expenditures | - | - | - | - | |
| Total Expenditures | 345,776 | 580,167 | 559,728 | 537,393 | -7.4% |
| <i>Funding Sources:</i> | | | | | |
| Parking Fund | 345,776 | 580,167 | 559,728 | 537,393 | -7.4% |
| Total Funding Sources | 345,776 | 580,167 | 559,728 | 537,393 | -7.4% |
| Personnel - Authorized FTE | 1.50 | 1.50 | 1.50 | 1.50 | |

PARKING LAW ENFORCEMENT

| <i>City Mission/ Council Goal</i> | <i>Department Goals and Core Services</i> | <i>Indicators</i> | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|---|--|--|---------------------------|---------------------------|-----------------------------|------------------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Promote compliance with parking regulations and address parking issues proactively | # of illegal parking citations issued | 23,801 | 21,519 | 19,961 | 21,000 |
| | | # of overtime parking citations issued | 23,471 | 17,279 | 12,219 | 15,000 |
| | | Total # of parking citations issued | 47,272 | 38,798 | 32,180 | 36,000 |
| | | Cost per citation | \$12.12 | \$14.47 | \$23.41 | \$22.45 |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- At the direction of City Council, a program of increased parking enforcement and patrol in and around the neighborhoods south of the University was initiated. This effort includes expanding the number of CSOs to meet the goal of consistent enforcement. The project has been successful in reducing the parking violations in the Campustown area. The program could be continued with an estimated net cost to the parking fund of approximately \$24,000.
- The one full-time position assigned to the Parking Law Enforcement activity retired in May, 2017. The functions of the position were evaluated, resulting in a reclassification of the position to Parking Enforcement Coordinator. The position was filled in March of 2018. Duties now include supervision of CSOs and public outreach as well as parking enforcement.
- The budget includes funding for replacement of the handheld ticket writers and their supporting software. With the need for more sophisticated fine schedules, first time warning citations, and support of the ParkMobile program, the project will include a significant upgrade to the parking software. The goal is to have new equipment by summer of 2019.

RECENT ACCOMPLISHMENTS

- In conjunction with other City departments, the ParkMobile application was implemented earlier this year. ParkMobile allows parkers to pay for metered parking through a smart phone app. Enforcement officers must also have a live cell connection to check to see if an expired meter has actually been paid through Park Mobile.

IN-PROGRESS AND UPCOMING ACTIVITIES

- Community Safety Officers (CSOs) continue to assist the Patrol Division in day-to-day operations. The main focus of their duties continues to be enforcing illegal and overtime parking regulations, and managing parking response during snow emergencies (84% of effort this year). They also assist with the following functions (16% of effort this year): funeral escorts, motorist assistance, special events (parades, ISU football games, etc.), prisoner transports, delivering and picking the community's block party trailer, and transporting evidence. Functions that are not parking enforcement are charged to the General Fund. CSOs are often recruited from ISU and DMAAC students. Hiring students helps build connections between the student body and the City. It also provides experience for students who are interested in law enforcement as a career.
- Access to the latest information about the parking industry is most readily available through the International Parking Institute, a national organization of public and private entities that own and/or manage parking resources. The City will join the IPI for a year and send a staff member to the annual convention to gather information and learn. Continued membership will be contingent on positive results.

PARKING VIOLATION COLLECTION

Description

The purpose of the Parking Violation Collection activity is to accept and record payments for parking violations. Responsibilities of this activity include collecting and recording payments received through the mail, electronically, or at the Customer Service counter or drop box in City Hall, maintaining payment records, responding to citizens' questions, mailing reminder notices on unpaid tickets, and working with other collection processes, including collection agencies and City of Ames Legal Services. The Parking Violation Collection activity is located in the Finance Customer Service division in City Hall, so staff also assists with processing utility payments and selling CyRide passes as needed.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|---|---------------------------|----------------------------|-----------------------------|----------------------------|--------------------------------------|
| <i>Expenditures by Category:</i> | | | | | |
| Personal Services | 93,644 | 98,142 | 69,979 | 92,920 | -5.3% |
| Internal Services | 16,943 | 23,711 | 23,600 | 24,344 | 2.7% |
| Contractual | 50,959 | 60,966 | 56,698 | 60,321 | -1.1% |
| Commodities | 1,674 | 3,230 | 2,879 | 3,190 | -1.2% |
| Capital | - | - | - | - | |
| Other Expenditures | - | - | - | - | |
| <i>Total Expenditures</i> | 163,220 | 186,049 | 153,156 | 180,775 | -2.8% |
| <i>Funding Sources:</i> | | | | | |
| Parking Fund | 163,220 | 186,049 | 153,156 | 180,775 | -2.8% |
| Total Funding Sources | 163,220 | 186,049 | 153,156 | 180,775 | -2.8% |
| Personnel - Authorized FTE | 1.10 | 1.10 | 1.10 | 1.10 | |

PARKING VIOLATION COLLECTION

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|---|--|--|-------------------|-------------------|---------------------|----------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Accurately record parking ticket payments and maintain payment records | # of parking violation payments processed | 38,945 | 30,977 | 29,700 | 31,000 |
| | | # of overpayments processed | 354 | 189 | 170 | 170 |
| | | % of payments made by credit card | 58.1% | 64.0% | 67.0% | 69.0% |
| | | Maintain an accuracy rate of no more than 1 misapplied payment per 1,000 processed | Yes | Yes | Yes | Yes |
| | | Average cost per payment processed | \$4.57 | \$5.27 | \$5.16 | \$5.83 |
| | | # of reminder notices mailed | 18,234 | 14,418 | 14,000 | 15,000 |
| | | % of reminder notices mailed on date generated | 100.0% | 100.0% | 100.0% | 100.0% |
| | | # of tickets referred to collection | 9,473 | 7,208 | 7,000 | 7,500 |
| | | % 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 customer inquiries responded to within one working day | 100.0% | 100.0% | 100.0% | 100.0% |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- A long term employee accepted another position within the City. The Parking Cashier position was vacant for 3 months before being filled by a person at the entry level salary. Personal Services for FY2018/19 are estimated to be \$28,163 lower than adopted and the FY 2019/20 will \$5,222 lower as a result of these changes.
- The percentage of parking tickets paid online has increased from 9.2% in FY 2004/05 to 67.0% in FY 2018/19 and is expected to reach 69.0% by FY 2019/20. The merchant fees associated with processing debit and credit card payments are estimated to be \$9,450 in FY 2018/19 and \$9,900 in FY 2019/20.
- The FY 2018/19 budget includes \$700 for this activity's share of replacing aging office furniture in the Utility Customer Service office.

RECENT ACCOMPLISHMENTS

- There has been a significant increase in the number of people buying or adding money to their Parking Smart cards since the parking meter rates increased on July 1, 2019. There were 125 Parking Smart card transactions during the six months prior to the July 1st compared to 326 transactions during the six months after the rate increase. Staff was able to absorb the additional workload without having a negative impact on overall service levels.

IN-PROGRESS AND UPCOMING ACTIVITIES

- The Parking Cashier's work space is part of the Utility Customer Service office remodel project. The two main goals of the project are to make all of the customer contact counters ADA compliant and to improve security.

AIRPORT OPERATIONS

Description

The Ames Municipal Airport is the second busiest non-controlled General Aviation airport in the state, with over 45,000 operations occurring annually. Approximately 95 aircraft are housed in public and private hangars at the airport, 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 responsible for routine summer and winter maintenance services at the airport. Major maintenance, such as repairs to infrastructure, is administered by the Public Works Department through outside contracts or using City staff.

City-owned land adjacent to the airport surfaces is utilized for agricultural purposes. The profit from the farmland is transferred to the Airport Construction Fund each year and is used as the local match for airport capital improvement projects funded by Federal Grants through the FAA.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Activity: | | | | | |
| Airport Operations | 202,476 | 139,486 | 132,223 | 123,749 | -11.3% |
| Airport Farm | 12,976 | 10,000 | 15,000 | 15,000 | 50.0% |
| Total Expenditures | 215,452 | 149,486 | 147,223 | 138,749 | -7.2% |
| Expenditures by Category: | | | | | |
| Personal Services | 41,565 | 49,060 | 33,505 | 34,930 | -28.8% |
| Internal Services | 35,804 | 31,676 | 30,218 | 30,813 | -2.7% |
| Contractual | 125,689 | 65,550 | 71,600 | 66,806 | 1.9% |
| Commodities | 12,394 | 3,200 | 11,900 | 6,200 | 93.8% |
| Capital | - | - | - | - | |
| Other Expenditures | - | - | - | - | |
| Total Expenditures | 215,452 | 149,486 | 147,223 | 138,749 | -7.2% |
| Funding Sources: | | | | | |
| <i>Airport Revenues:</i> | | | | | |
| Charges for Services | 153,852 | 160,987 | 167,621 | 180,596 | 12.2% |
| Airport Farm | 68,495 | 72,031 | 72,031 | 56,043 | -22.2% |
| Total Revenues | 222,347 | 233,018 | 239,652 | 236,639 | 1.6% |
| General Fund Support | (6,895) | (83,532) | (92,429) | (97,890) | 17.2% |
| Total Funding Sources | 215,452 | 149,486 | 147,223 | 138,749 | -7.2% |
| Personnel - Authorized FTE | 0.41 | 0.41 | 0.25 | 0.25 | |

AIRPORT OPERATIONS

| <i>City Mission/ Council Goal</i> | <i>Department Goals and Core Services</i> | <i>Indicators</i> | <i>2016/17 Actual</i> | <i>2017/18 Actual</i> | <i>2018/19 Adjusted</i> | <i>2019/20 Estimated</i> |
|--|---|-----------------------------------|---------------------------|---------------------------|-----------------------------|------------------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Provide reliable aviation services to Ames and to the surrounding central Iowa region | # of General Aviation Operations | 29,400 | 47,900 | 62,400 | 48,200 |
| | | # of based single engine aircraft | 65 | 64 | 65 | 65 |
| | | # of based multi-engine aircraft | 6 | 6 | 6 | 6 |
| | | # of based ultra-light aircraft | 3 | 3 | 3 | 3 |
| | | # of based gliders | 13 | 15 | 13 | 13 |
| | | # of based jets | 4 | 3 | 3 | 3 |
| | | Gallons of Av Gas | 35,981 | 51,050 | 47,450 | 50,600 |
| | | Gallons of Jet fuel | 110,787 | 173,223 | 265,300 | 202,450 |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- The adjusted budget for FY 2017/18 and the requested budget for FY 2018/19 are reflective of the impact of the new facilities at the Airport, as well as the customer service enhancements put into place by the FBO, Central Iowa Air Service. The new FBO contract began on April 1, 2017.
- As part of the FBO contract, maintenance activities, such as mowing and snow removal, will be performed by FBO staff rather than by private contractors paid for by the City. To support this effort, the City has committed to supplying maintenance equipment, such as mowers and snow removal equipment, to the FBO. This results in an approximately \$40,000/year savings to the Airport Operations program. The costs to supply this equipment are included in the Airport budget.
- Changes in personal service expenses reflect removing partial allocations of Parks and Recreation Department personnel from Airport Operations.

RECENT ACCOMPLISHMENTS

- The current FBO for the airport has provided high-quality customer service that has resulted in an increase of itinerant flights into the airport and by a 23% increase in fuel sales. The FBO is entering their second year of operation at the Ames Municipal airport.
- General Aviation Operations saw an increase in activity in FY 2018/19 with activities such as the Barnstormer Event hosted by the Ames Municipal Airport.

IN-PROGRESS AND UPCOMING ACTIVITIES

- The Airport Master Plan Update is in progress with the anticipated completion of Fall of 2019. The Master Plan update will establish future goals for the Airport that may include runway extensions and/or hangar expansions.
- Exploring the replacement of the remaining failed section of apron located south of the new terminal building and a future project to increase the size of the apron overall due to the increased air traffic coming to Ames.

TRANSPORTATION CIP

Activity Description:

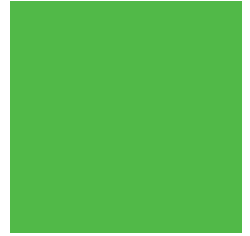
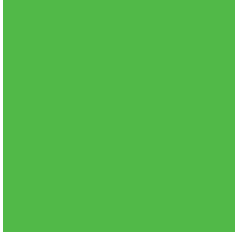
This is a summary of all capital improvements in the Transportation Program. Details in each area are presented in the Five-Year Capital Improvements Plan for the City of Ames.

| Activities: | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-------------------------------------|---------------------------|----------------------------|-----------------------------|----------------------------|--------------------------------------|
| Street Engineering: | | | | | |
| Grand Avenue Extension | 705,937 | 7,725,000 | 16,664,445 | 2,000,000 | |
| South Duff Avenue Improvements | 179,338 | - | 2,462,939 | - | |
| ISU Research Park Phase IV | - | - | - | 3,352,116 | |
| Cherry Street Extension | - | - | - | 300,000 | |
| Arterial Street Improvements | 217,001 | - | 1,874,294 | 2,500,000 | |
| Collector Street Improvements | 274,950 | 1,750,000 | 2,418,562 | 500,000 | |
| CyRide Route Improvements | 1,153,754 | - | - | - | |
| Downtown Street Improvements | 773,259 | - | 245,662 | - | |
| Asphalt Street Improvements | 1,625,909 | 1,400,000 | 1,754,449 | 1,000,000 | |
| Concrete Pavement Improvements | 192,021 | - | 949,139 | 2,800,000 | |
| Seal Coat Improvements | 1,262,011 | 500,000 | 813,220 | - | |
| Tripp Street Extension | 195 | - | 249,805 | - | |
| Other Street Improvement Projects | - | - | 322,167 | - | |
| Right-of-Way Restoration | 131,052 | 325,000 | 901,667 | 325,000 | |
| Total Street Engineering | 6,515,427 | 11,700,000 | 28,656,349 | 12,777,116 | 9.2% |
| Shared Use Path System: | | | | | |
| Skunk River Trail | 24,796 | - | 1,398,247 | 521,000 | |
| Shared Use Path Expansion | 218,500 | 400,000 | 1,023,462 | 620,000 | |
| Oakwood Road Shared Use Path | 86,689 | - | - | - | |
| Shared Use Path Lighting/Signage | - | - | 8,450 | - | |
| Multi-Modal Improvements | 1,331 | 210,000 | 543,694 | 180,000 | |
| Welch Avenue Improvements | 39 | - | 3,451 | - | |
| Shared Use Path Maintenance | 36,535 | 125,000 | 469,222 | 125,000 | |
| Total Shared Use Path System | 367,890 | 735,000 | 3,446,526 | 1,446,000 | 96.7% |
| Traffic Engineering: | | | | | |
| US 69 Improvements | 909,153 | 180,000 | 297,003 | 50,000 | |
| Franklin/L'Way Intersection | 2,238,718 | - | - | - | |
| Traffic Signal Program | 273,810 | 353,000 | 1,053,296 | 370,750 | |
| Accessibility Enhancements | 37,879 | 200,000 | 438,577 | 200,000 | |
| Intelligent Transportation System | - | - | 220,000 | - | |
| Traffic Calming Program | - | 60,000 | 139,652 | 12,000 | |
| Regional Transportation Counts | 12,416 | 80,000 | 117,584 | 50,000 | |
| Lincoln Way Pedestrian Crossings | - | - | 25,000 | - | |
| Traffic Engineering Studies | 88,576 | 500,000 | 557,164 | - | |
| Total Traffic Engineering | 3,560,552 | 1,373,000 | 2,848,276 | 682,750 | -50.3% |

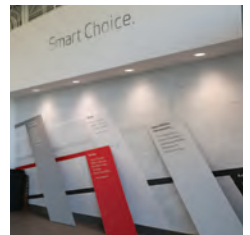
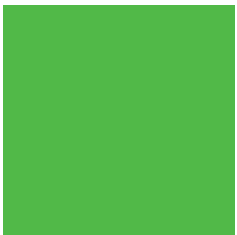
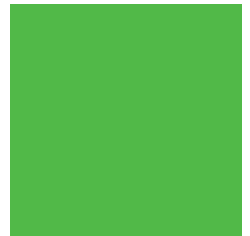
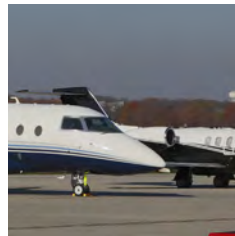
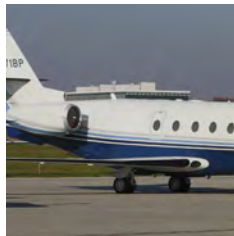
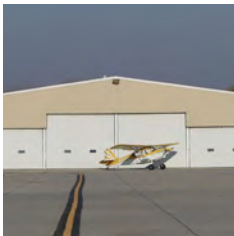
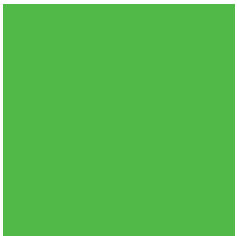
TRANSPORTATION CIP

| Activities: | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|---------------------------------|---------------------------|----------------------------|-----------------------------|----------------------------|--------------------------------------|
| Street Maintenance: | | | | | |
| Bridge Rehabilitation Program | 5,062 | - | 936,715 | 120,000 | |
| Pavement Restoration Program | 245,713 | 250,000 | 312,460 | 250,000 | |
| Main Street Paver Replacement | - | 171,000 | 342,000 | 190,000 | |
| Right-of-Way Enhancements | 141,961 | 30,000 | 207,881 | 30,000 | |
| Neighborhood Curb Program | 189,314 | 150,000 | 332,850 | 150,000 | |
| Total Street Maintenance | 582,050 | 601,000 | 2,131,906 | 740,000 | 23.1% |
| Transit System: | | | | | |
| Vehicle Replacement | 1,443,466 | 715,000 | 715,000 | 2,347,600 | |
| Facility Improvements | 339,467 | 860,000 | 976,261 | 766,303 | |
| Technology Improvements | 73,491 | 685,000 | 560,000 | 860,000 | |
| Bus Stop Improvements | - | 75,000 | 56,113 | 45,000 | |
| Shop/Office Equipment | 99,439 | 70,400 | 109,000 | 150,400 | |
| Needs Analysis | 11,686 | - | - | - | |
| Total Transit System | 1,967,549 | 2,405,400 | 2,416,374 | 4,169,303 | 73.3% |
| Airport: | | | | | |
| New Terminal Building | 548,364 | - | - | - | |
| Airport Master Plan Update | - | - | 318,500 | - | |
| Total Airport | 548,364 | - | 318,500 | - | |
| Total Transportation CIP | 13,541,832 | 16,814,400 | 39,817,931 | 19,815,169 | 17.8% |

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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.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|---|---------------------------|----------------------------|-----------------------------|----------------------------|--------------------------------------|
| <i>Expenditures by Activity:</i> | | | | | |
| Parks & Recreation | 4,593,801 | 4,573,922 | 4,730,495 | 4,774,523 | 4.4% |
| Library Services | 4,428,114 | 4,701,039 | 4,844,346 | 4,891,104 | 4.0% |
| Human Services | 1,277,283 | 1,444,724 | 1,521,943 | 1,490,234 | 3.2% |
| Art Services | 200,046 | 209,979 | 247,222 | 214,898 | 2.3% |
| Cemetery | 175,852 | 175,641 | 190,587 | 185,993 | 5.9% |
| Housing Programs | 496,599 | 564,662 | 1,974,060 | 1,216,623 | 115.5% |
| Economic Development | 2,160,889 | 2,275,169 | 2,274,981 | 2,300,472 | 1.1% |
| <i>Total Operations</i> | 13,332,584 | 13,945,136 | 15,783,634 | 15,073,847 | 8.1% |
| Community Enrichment CIP | 705,496 | 1,260,000 | 4,129,493 | 933,000 | -26.0% |
| <i>Total Expenditures</i> | 14,038,080 | 15,205,136 | 19,913,127 | 16,006,847 | 5.3% |
| | | | | | |
| Personnel - Authorized FTE | 60.13 | 60.63 | 60.29 | 60.29 | |

COMMUNITY ENRICHMENT

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Category: | | | | | |
| Personal Services | 6,183,057 | 6,535,498 | 6,565,574 | 6,835,963 | 4.6% |
| Internal Services | 755,728 | 672,599 | 793,990 | 727,799 | 8.2% |
| Contractual | 1,623,383 | 2,040,355 | 2,028,845 | 2,599,924 | 27.4% |
| Commodities | 1,064,165 | 1,004,090 | 1,165,081 | 1,056,693 | 5.2% |
| Capital | 328,239 | 52,200 | 1,399,953 | 52,000 | -0.4% |
| Other Expenditures | 3,378,012 | 3,640,394 | 3,830,191 | 3,801,468 | 4.4% |
| Total Operations | 13,332,584 | 13,945,136 | 15,783,634 | 15,073,847 | 8.1% |
| Community Enrichment CIP | 705,496 | 1,260,000 | 4,129,493 | 933,000 | -26.0% |
| Total Expenditures | 14,038,080 | 15,205,136 | 19,913,127 | 16,006,847 | 5.3% |
| Funding Sources: | | | | | |
| Program Revenue | 1,946,299 | 2,045,760 | 2,044,841 | 2,118,464 | 3.6% |
| General Fund Support | 6,287,268 | 6,339,216 | 6,475,241 | 6,651,994 | 4.9% |
| Local Option Sales Tax | 1,504,770 | 1,682,652 | 1,798,569 | 1,735,272 | 3.1% |
| Hotel/Motel Tax | 1,865,178 | 1,902,800 | 1,902,800 | 1,902,800 | 0.0% |
| Aquatic Center Trust Fund | - | - | 5,750 | 6,450 | |
| Homewood Golf Course | 224,401 | 285,110 | 266,792 | 270,439 | -5.2% |
| Ames/ISU Ice Arena | 546,524 | 555,353 | 582,085 | 565,649 | 1.9% |
| City-Wide Housing Fund | 48,870 | 54,147 | 53,295 | 43,265 | -20.1% |
| CDBG Funds | 444,951 | 510,515 | 1,170,765 | 572,094 | 12.1% |
| HOME Funds | - | - | 750,000 | 601,264 | |
| Economic Development Fund | - | - | - | - | |
| TIF Funds | 229,455 | 302,218 | 302,218 | 325,427 | |
| Donations/Grants | 234,868 | 267,365 | 431,278 | 280,729 | 5.0% |
| Total Operations Funding | 13,332,584 | 13,945,136 | 15,783,634 | 15,073,847 | 8.1% |
| CIP Funding: | | | | | |
| G.O. Bonds | 42,798 | - | - | - | |
| General Fund | 335,974 | - | 798,374 | - | |
| Local Option Sales Tax | 261,640 | 1,050,000 | 3,033,309 | 843,000 | -19.7% |
| Park Development Fund | 21,220 | 90,000 | 168,500 | 80,000 | -11.1% |
| Ice Arena Capital Reserve | 40,934 | 120,000 | 121,400 | 10,000 | -91.7% |
| Parks & Rec | 2,930 | - | 7,910 | - | |
| Donations/Grants | - | - | - | - | |
| Total CIP Funding | 705,496 | 1,260,000 | 4,129,493 | 933,000 | -26.0% |
| Total Funding Sources | 14,038,080 | 15,205,136 | 19,913,127 | 16,006,847 | 5.3% |

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.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|---|---------------------------|----------------------------|-----------------------------|----------------------------|--------------------------------------|
| <i>Expenditures by Activity:</i> | | | | | |
| Administration | 349,500 | 360,852 | 389,889 | 367,956 | 2.0% |
| Instructional Programs | 210,371 | 224,680 | 226,505 | 237,786 | 5.8% |
| Athletic Programs | 147,588 | 169,737 | 162,810 | 170,796 | 0.6% |
| Aquatics Programs | 897,473 | 842,373 | 911,852 | 933,960 | 10.9% |
| Community Ctr/Auditorium | 350,773 | 352,239 | 376,306 | 374,962 | 6.5% |
| Wellness Programs | 287,434 | 298,097 | 298,322 | 311,690 | 4.6% |
| Homewood Golf Course | 224,401 | 285,110 | 266,792 | 270,439 | -5.2% |
| Ames/ISU Ice Arena | 546,524 | 555,353 | 582,085 | 565,649 | 1.9% |
| Park Maintenance | 1,571,196 | 1,475,381 | 1,505,834 | 1,531,185 | 3.8% |
| Donations/Grants | 8,541 | 10,100 | 10,100 | 10,100 | |
| <i>Total Expenditures</i> | 4,593,801 | 4,573,922 | 4,730,495 | 4,774,523 | 4.4% |
| Personnel - Authorized FTE | 20.56 | 20.56 | 20.02 | 20.02 | |

PARKS AND RECREATION

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Category: | | | | | |
| Personal Services | 2,822,302 | 2,868,050 | 2,894,589 | 3,011,225 | 5.0% |
| Internal Services | 549,451 | 494,328 | 530,606 | 533,068 | 7.8% |
| Contractual | 870,613 | 865,344 | 937,132 | 878,325 | 1.5% |
| Commodities | 349,857 | 340,000 | 358,610 | 345,905 | 1.7% |
| Capital | 1,578 | 6,200 | 9,558 | 6,000 | -3.2% |
| Other Expenditures | - | - | - | - | |
| Total Expenditures | 4,593,801 | 4,573,922 | 4,730,495 | 4,774,523 | 4.4% |
| Funding Sources: | | | | | |
| Program Revenue | 1,509,259 | 1,596,930 | 1,576,982 | 1,653,314 | 3.5% |
| Local Option Sales Tax | 27,601 | 27,949 | 29,404 | 30,140 | 7.8% |
| Aquatic Center Trust Fund | - | - | 5,750 | 6,450 | |
| Homewood Golf Course | 224,401 | 285,110 | 266,792 | 270,439 | -5.2% |
| Ames/ISU Ice Arena | 546,524 | 555,353 | 582,085 | 565,649 | 1.9% |
| Donations/Grants | 8,541 | 10,100 | 10,100 | 10,100 | 0.0% |
| Total Revenues | 2,316,326 | 2,475,442 | 2,471,113 | 2,536,092 | 2.5% |
| General Fund Support | 2,277,475 | 2,098,480 | 2,259,382 | 2,238,431 | 6.7% |
| Total Funding Sources | 4,593,801 | 4,573,922 | 4,730,495 | 4,774,523 | 4.4% |

PARKS & RECREATION ADMINISTRATION

Description

The Parks and Recreation Administration activity provides oversight to all of the activities overseen by the Parks and Recreation Department. These include all recreation programs, greenspace maintenance in both the park system and along the street right-of-way, and the operation of such City facilities as the Furman Aquatic Center, the Ames/ISU Ice Arena, Homewood Golf Course, and the Ames Municipal Cemetery.

Responsibilities include strategic planning and operating budget preparation for each of the activities, as well as preparing and administering the Parks and Recreation and Cemetery Capital Improvements Plan (CIP). This activity also provides administration support to the Parks and Recreation Commission, as well as administering the Neighborhood Block Party Trailer program.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Activity: | | | | | |
| Parks & Rec Administration | 344,391 | 359,584 | 388,521 | 366,388 | 1.9% |
| Block Party Trailer Program | 5,109 | 1,268 | 1,368 | 1,568 | 23.7% |
| Total Expenditures | 349,500 | 360,852 | 389,889 | 367,956 | 2.0% |
| Expenditures by Category: | | | | | |
| Personal Services | 248,096 | 256,605 | 244,522 | 255,286 | -0.5% |
| Internal Services | 36,652 | 36,970 | 35,730 | 36,655 | -0.9% |
| Contractual | 58,275 | 64,377 | 106,712 | 73,140 | 13.6% |
| Commodities | 6,477 | 2,900 | 2,925 | 2,875 | -0.9% |
| Capital | - | - | - | - | |
| Other Expenditures | - | - | - | - | |
| Total Expenditures | 349,500 | 360,852 | 389,889 | 367,956 | 2.0% |
| Funding Sources: | | | | | |
| Miscellaneous Revenue | 8,029 | 6,000 | 6,000 | 6,500 | 8.3% |
| Total Revenues | 8,029 | 6,000 | 6,000 | 6,500 | 8.3% |
| General Fund Support | 341,471 | 354,852 | 383,889 | 361,456 | 1.9% |
| Total Funding Sources | 349,500 | 360,852 | 389,889 | 367,956 | 2.0% |
| Personnel - Authorized FTE | 2.00 | 2.00 | 1.85 | 1.85 | |

PARKS & RECREATION ADMINISTRATION

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|---|---|---|-------------------|-------------------|---------------------|----------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Provide quality City parks, facilities, and recreation programming at an efficient cost | # of City parks | 36 | 37 | 38 | 38 |
| | | # of acres of City parks | 1,209 | 1,209 | 1,216 | 1,216 |
| | | # of recreation programs | 194 | 196 | 198 | 198 |
| | | # of recreation program registrations | 12,163 | 11,486 | 11,500 | 11,500 |
| | | Maintain a tax subsidy level for Parks and Recreation activities at less than 60% | 58% | 60% | 59% | 57% |
| Encourage Healthy Lifestyles | | Maintain at least 95% user satisfaction rating with Parks and Recreation services | 95% | 96% | 97% | 96% |
| | | Complete 100% of authorized CIP projects within authorized fiscal year | 9% | 27% | 67% | 100% |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- Bringing the City's park facilities and amenities into compliance with the Americans with Disabilities Act (ADA) will be a focus for several upcoming years for Parks and Recreation Administration staff. The FY 2018/19 adjusted budget includes \$26,000 to conduct a study to evaluate what improvements are needed.
- Securing facility space for Parks and Recreation programming continues to be a priority. Space at St. Cecilia School and Cornerstone Church is currently being utilized at no cost to the City.
- Securing quality temporary staff in a low unemployment climate continues to be a concern. The candidate pool for these positions continues to get smaller. Individuals in Ames can get jobs that pay more than most Parks & Recreation positions. A three-step pay plan has been developed to increase wages to be more competitive. The overall impact to the General Fund for FY 2019/20 is an increase of \$126,678. This increase will affect personal service costs in most of the program activities.
- In FY 2018/19 and FY 2019/20, 0.15 of a Principal Clerk FTE was moved to the Right-of-Way Tree Maintenance account to better reflect where work is being performed.
- A more comprehensive background screening process was implemented for temporary staff in FY 2018/19. Funding of \$8,750 is included for this purpose in both fiscal years.
- FY 2018/19 includes \$10,000 to conduct a community wide survey to gather public feedback on programs, parks, facilities, and services provided by the Department.

RECENT ACCOMPLISHMENTS

- In FY 2018/19, staff received a donated outdoor ice rink from the Iowa Wild and Wells Fargo. It has been setup in South River Valley Park for the winter of 2018/19 and is adjacent to another City owned outdoor rink.
- A planning study for the proposed Healthy Life Center was completed and includes capital and operational budget estimates, conceptual building floor plans, and supporting documentation.

IN-PROGRESS AND UPCOMING ACTIVITIES

- Staff continues to devote time to the potential addition of an All Inclusive Playground and Miracle League Field at Inis Grove Park. This includes working with a steering committee and Ames Foundation, who are committed to raising approximately \$2 million for construction of the facility.
- The possible construction of a Healthy Life Center continues to be explored. This facility could involve partnerships with Mary Greeley Medical Center, Heartland Senior Services, Story County, and Iowa State University.

INSTRUCTIONAL PROGRAMS

Description

The Instructional Programs activity provides Ames residents with high quality instruction in various leisure time experiences. These include instruction in sports and athletics, arts and crafts, and nature appreciation, all with the purpose of being better physically, socially, and emotionally fit individuals.

Fees are charged for instructional programs. Since fees are kept low, however, to encourage participation, General Fund support is also needed to support the Instructional Programs activity. Scholarships are also offered for participants without the financial resources to cover the class fees.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Category: | | | | | |
| Personal Services | 156,037 | 165,335 | 161,123 | 169,096 | 2.3% |
| Internal Services | 11,267 | 10,450 | 10,260 | 10,550 | 1.0% |
| Contractual | 32,537 | 36,705 | 42,411 | 44,300 | 20.7% |
| Commodities | 10,530 | 12,190 | 12,711 | 13,840 | 13.5% |
| Capital | - | - | - | - | |
| Other Expenditures | - | - | - | - | |
| Total Expenditures | 210,371 | 224,680 | 226,505 | 237,786 | 5.8% |
| Funding Sources: | | | | | |
| Program Revenue | 174,147 | 189,301 | 175,890 | 193,285 | 2.1% |
| Miscellaneous | - | - | - | - | |
| Total Revenues | 174,147 | 189,301 | 175,890 | 193,285 | 2.1% |
| General Fund Support | 36,224 | 35,379 | 50,615 | 44,501 | 25.8% |
| Total Funding Sources | 210,371 | 224,680 | 226,505 | 237,786 | 5.8% |
| Personnel - Authorized FTE | 0.95 | 0.95 | 0.95 | 0.95 | |

INSTRUCTIONAL PROGRAMS

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|--|---|--|-------------------|-------------------|---------------------|----------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Provide quality instructional programs for youth and adults | # of programs | 76 | 75 | 75 | 76 |
| | | # of new programs offered | 2 | 2 | 3 | 2 |
| | | # of program registrations | 2,796 | 2,677 | 2,836 | 2,892 |
| | | % of programs instructor/participant ratios adhered to | 100% | 100% | 100% | 100% |
| | | Classes rated 4 or higher out of a scale of 5 | 95% | 90% | 95% | 95% |
| | | Instructional Programs operational subsidy | 9% | 17% | 22% | 19% |
| | | Total cost per registration | \$67.76 | \$78.58 | \$79.87 | \$82.22 |
| | | Subsidy per registration | \$6.35 | \$13.53 | \$17.85 | \$15.39 |
| | | # of youth sport sponsors | - | - | - | 15 |
| | | Youth sport sponsor revenue | - | - | - | \$3,000 |
| Encourage healthy lifestyles | | | | | | |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- In FY 2018/19 and FY 2019/20, instructional program revenue is expected to cover all direct program costs and contribute to the overhead costs of this activity.
- In FY 2019/20, staff will solicit sponsors for youth sport teams. Sponsors will get their logo on participant jerseys / shirts and promotion in the Parks and Recreation Guide.
- In FY 2018/19 and FY 2019/20, contractual is up due to the addition of two new programs, Rounded Minds and Sports Iowa summer camps.

RECENT ACCOMPLISHMENTS

- A continued focus of this activity is to add new programming. In June 2018, Rounded Minds programs (ages 3-6) including Soccer and Spanish Introduction was offered, and Sports Exploration and Spanish Introduction was added in FY 2018/19.
- A partnership with Sports Iowa was formed and summer morning camps were successfully held at their facility in summer 2018 and will be offered again in 2019.

IN-PROGRESS AND UPCOMING ACTIVITIES

- In FY 2018/19, Parks and Recreation partnered with the Ames High School volleyball coaches to lead and instruct the Volleyball Spring Camp and Youth Sand Volleyball program. A 7th-8th grade camp will be added in the spring 2019.
- Staff is developing a partnership with Courage League Sports to bring the program to Ames with the goal of starting in spring 2019. Courage League Sports, based out of Urbandale, is a non-profit adaptive sports and recreational facility that offers year-round programming for children and adults who aren't able to go full speed due to a physical, cognitive, or emotional disability.

ATHLETIC PROGRAMS

Description

The Athletic Programs activity is designed to offer adults and youth the opportunity to participate in team and/or individual competitive sport activities. These programs benefit the participants physically, emotionally, and socially. Examples include softball, basketball, volleyball, and soccer.

Fees and charges for athletic programs are intended to cover the direct cost of the individual activities.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|--|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Category: | | | | | |
| Personal Services | 119,964 | 136,969 | 132,745 | 139,192 | 1.6% |
| Internal Services | 661 | 450 | 709 | 675 | 50.0% |
| Contractual | 13,263 | 15,018 | 13,516 | 14,054 | -6.4% |
| Commodities | 13,700 | 17,300 | 15,840 | 16,875 | -2.5% |
| Capital | - | - | - | - | |
| Other Expenditures | - | - | - | - | |
| Total Expenditures | 147,588 | 169,737 | 162,810 | 170,796 | 0.6% |
| Funding Sources: | | | | | |
| Program Revenue | 124,455 | 148,837 | 134,163 | 139,472 | -6.3% |
| Concessions | 8,075 | 10,500 | 9,900 | 9,900 | -5.7% |
| Total Revenues | 132,530 | 159,337 | 144,063 | 149,372 | -6.3% |
| Support from (contribution to) General Fund | 15,058 | 10,400 | 18,747 | 21,424 | 106.0% |
| Total Funding Sources | 147,588 | 169,737 | 162,810 | 170,796 | 0.6% |
| Personnel - Authorized FTE | 0.60 | 0.60 | 0.60 | 0.60 | |

ATHLETIC PROGRAMS

| <i>City Mission/ Council Goal</i> | <i>Department Goals and Core Services</i> | <i>Indicators</i> | <i>2016/17 Actual</i> | <i>2017/18 Actual</i> | <i>2018/19 Adjusted</i> | <i>2019/20 Estimated</i> |
|---|--|---|---------------------------|---------------------------|-----------------------------|------------------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Provide quality athletic programs for youth and adults | # of programs | 12 | 12 | 12 | 12 |
| | | # of teams | 396 | 331 | 362 | 362 |
| | | # of program registrations | 4,413 | 3,718 | 4,088 | 4,111 |
| | | % of direct program costs covered by fees | 100% | 100% | 100% | 100% |
| | | Athletic Programs tax subsidy | 0% | 10% | 12% | 13% |
| Encourage healthy lifestyles | | Total cost per registration | \$31.84 | \$39.70 | \$39.83 | \$41.55 |
| | | Subsidy per registration | (\$2.89) | \$4.05 | \$4.59 | \$5.21 |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- In FY 2018/19 and FY 2019/20, athletic program revenue is expected to cover all direct program costs and contribute to the overhead costs of this activity.
- The adjusted FY 2018/19 and FY 2019/20 budgets include decreased revenue in Adult softball. The number of teams dropped in FY 2017/18 by 23 from the previous fiscal year.
- The adjusted FY 2018/19 and FY 2019/20 budgets include decreased revenue in Adult soccer. The number of teams dropped in FY 2017/18 by three from the previous fiscal year. The other items affecting revenue was the change from individual registration to team registration and not selling soccer jerseys to participants, but requiring teams to provide their own.

RECENT ACCOMPLISHMENTS

- In spring 2018, 145 children (ages 7-14) participated in the Live Healthy Iowa Kids Track Championships. This was the most participants Ames has had for this free track meet, which includes field and running events.
- Adult basketball participation increased for the FY 2018/19 season. A total of 26 teams (247 players) participated in FY 2018/19 compared to 23 teams (172 players) in FY 2017/18.

IN-PROGRESS AND UPCOMING ACTIVITIES

- Staff development and rules understanding is very important in programs, thus, we continue to explore and implement new ways to educate and train staff. For a number of years, a highly regarded basketball official has conducted on court trainings for adult basketball officials. Pre-season softball games have also been utilized to train new umpires for regular season league games. Based on the feedback and success of the aforementioned, staff is looking to revise training for adult volleyball (indoor and sand) officials to include on court training led by a highly respected volleyball official.

AQUATICS

Description

The Aquatics activity is responsible for maintaining a safe, sanitary, and fun environment for swimming activities in the community. Public swimming, swimming instruction, and special events are included in this activity. The City partners with the Ames Community School District to offer year-round swimming at the Municipal Pool at the Ames High School, while warm weather swimming is available at the Donald and Ruth Furman Aquatic Center and the Brookside Wading Pool. The pool at Green Hills Retirement Community is also used for some swim lessons.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Activity: | | | | | |
| Furman Aquatic Center | 639,466 | 592,610 | 657,351 | 664,365 | 12.1% |
| Municipal Pool | 135,216 | 123,301 | 137,369 | 141,010 | 14.4% |
| Brookside Wading Pool | 4,967 | 10,825 | 8,186 | 8,854 | -18.2% |
| Lessons Program | 117,824 | 115,637 | 108,946 | 119,731 | 3.5% |
| Total Expenditures | 897,473 | 842,373 | 911,852 | 933,960 | 10.9% |
| Expenditures by Category: | | | | | |
| Personal Services | 613,730 | 562,426 | 636,878 | 655,775 | 16.6% |
| Internal Services | 34,216 | 36,408 | 34,923 | 35,892 | -1.4% |
| Contractual | 161,139 | 171,014 | 159,838 | 163,018 | -4.7% |
| Commodities | 88,388 | 72,525 | 80,213 | 79,275 | 9.3% |
| Capital | - | - | - | - | |
| Other Expenditures | - | - | - | - | |
| Total Expenditures | 897,473 | 842,373 | 911,852 | 933,960 | 10.9% |
| Funding Sources: | | | | | |
| Furman Aquatic Center | 547,399 | 558,200 | 570,370 | 597,024 | 7.0% |
| Municipal Pool | 39,138 | 45,492 | 41,857 | 44,907 | -1.3% |
| Brookside Wading Pool | 1,661 | 2,125 | 1,950 | 2,125 | 0.0% |
| Lesson Program | 111,950 | 115,000 | 114,000 | 118,000 | 2.6% |
| Total Revenues | 700,148 | 720,817 | 728,177 | 762,056 | 5.7% |
| General Fund Support: | | | | | |
| Furman Aquatic Center | 92,067 | 34,410 | 81,231 | 60,891 | 77.0% |
| Municipal Pool | 96,078 | 77,809 | 95,512 | 96,103 | 23.5% |
| Brookside Wading Pool | 3,306 | 8,700 | 6,236 | 6,729 | -22.7% |
| Lessons Program | 5,874 | 637 | (5,054) | 1,731 | 171.7% |
| Total General Fund Support | 197,325 | 121,556 | 177,925 | 165,454 | 36.1% |
| Aquatic Center Trust Fund | - | - | 5,750 | 6,450 | |
| Total Funding Sources | 897,473 | 842,373 | 911,852 | 933,960 | 10.9% |
| Personnel - Authorized FTE | 1.80 | 1.80 | 1.80 | 1.80 | |

AQUATICS

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|---|--|--|-------------------|-------------------|---------------------|----------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Provide safe and sanitary swimming facilities for all users at an efficient cost | # of visits to Furman Aquatic Center | 78,657 | 80,845 | 82,944 | 84,273 |
| | | Subsidy per Aquatic Center visit | \$1.07 | \$1.14 | \$0.98 | \$0.72 |
| | | # of visits to Municipal Pool | 49,819 | 51,293 | 52,000 | 52,000 |
| | | Subsidy per Municipal Pool visit | \$1.53 | \$1.87 | \$1.84 | \$1.85 |
| | | # of visits to Brookside Wading Pool | 1,589 | 1,629 | 1,623 | 1,593 |
| | | Subsidy per Brookside Wading Pool visit | \$4.21 | \$2.03 | \$3.84 | \$4.22 |
| | | % of Aquatics program funded by tax support | 20% | 22% | 20% | 18% |
| | | # of swim lesson registrations | 1,964 | 1,889 | 1,700 | 1,800 |
| | | # of private swim lessons | 807 | 665 | 450 | 550 |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- The FY 2018/19 adjusted budget includes fee increases of 3% for season passes and \$0.50 for daily admission rates.
- The FY 2018/19 adjusted budget includes eliminating the toddler (ages 1-2) admission, season pass, and punch card. The youth admission, season pass, and punch card will now be ages 1-15 while under age 1 remains free.
- The FY 2018/19 adjusted budget eliminates one free visit on punch cards for Furman Aquatic Center and Municipal Pool. Punch cards will now be 12 visits for the price of 11.
- Temporary staff salaries have been increased based on FY 2017/18 actuals and hourly wage increases.
- The FY 2018/19 adjusted budget and FY 2019/20 budget includes, for the first time, the use of interest earnings from the Aquatic Center Trust Fund. This funding will be used to purchase lounge chairs and new lane lines in FY 2018/19, and upright chairs and a new dolphin pool cleaner in FY 2019/20.

RECENT ACCOMPLISHMENTS

- New play features were added at the Furman Aquatic Center in the summer of 2018: Wibit inflatable obstacle course, wiggle bridge, and log rolling equipment. The inflatables were utilized Fridays from 6:00 - 8:00 PM. Log rolling was introduced later in the summer through small group classes. These features will also be used at Municipal Pool during the school year.

IN-PROGRESS AND UPCOMING ACTIVITIES

- The Municipal Pool facility use agreement between the City and the Ames Community School expires on June 30, 2020. Thus, a new agreement will be needed through FY 2021/22 when Municipal Pool is scheduled for demolition.
- Funding is included in the Parks and Recreation Capital Improvement Plan (CIP) in FY 2020/21 to remove the Brookside Wading Pool and construct a spray pad out of the flood plain. In 2019, staff will be soliciting feedback from residents regarding location, amenities, etc.
- Staff is exploring options for a new amenity at Furman Aquatic Center. The new amenity would be purchased with the \$25,000 remaining in the CIP from the Wibit inflatables and log rolling equipment additions.

COMMUNITY CENTER, AUDITORIUM, & BANDSHELL

Description

This activity accounts for the operation and events at the Community Center and Auditorium at City Hall and the Bandshell located in Bandshell Park at the east end of downtown Ames. The Community Center includes a full-size gymnasium, weight room, cardio room, and gymnastic/multi-purpose room as well as locker rooms and office space for both the Community Center and Auditorium. The Instructional Program, Athletic Program, and Wellness Program activities all make use of these facilities.

The City Auditorium and Bandshell are utilized for community arts performances, civic meetings, touring performances, etc. The Bandshell is also used for Municipal Band concerts, which are held on Thursday evenings in the summer. The Municipal Band is funded by Local Option Sales Tax.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Activity: | | | | | |
| Gymnasium | 193,885 | 196,617 | 207,544 | 203,747 | 3.6% |
| Auditorium | 125,204 | 125,570 | 135,904 | 138,158 | 10.0% |
| Bandshell Programming | 4,083 | 2,103 | 3,454 | 2,917 | 38.7% |
| Municipal Band | 27,601 | 27,949 | 29,404 | 30,140 | 7.8% |
| Total Expenditures | 350,773 | 352,239 | 376,306 | 374,962 | 6.5% |
| Expenditures by Category: | | | | | |
| Personal Services | 242,932 | 235,430 | 256,074 | 266,843 | 13.3% |
| Internal Services | 18,225 | 20,996 | 21,891 | 22,484 | 7.1% |
| Contractual | 77,872 | 89,203 | 91,505 | 78,960 | -11.5% |
| Commodities | 11,744 | 6,610 | 6,836 | 6,675 | 1.0% |
| Capital | - | - | - | - | |
| Other Expenditures | - | - | - | - | |
| Total Expenditures | 350,773 | 352,239 | 376,306 | 374,962 | 6.5% |
| Funding Sources: | | | | | |
| Gymnasium | 34,759 | 36,500 | 34,000 | 39,500 | 8.2% |
| Auditorium | 99,341 | 106,675 | 110,227 | 115,042 | 7.8% |
| Bandshell | 7,846 | 8,500 | 8,500 | 10,000 | 17.7% |
| Miscellaneous | 1,171 | 700 | 1,450 | 700 | 0.0% |
| Total Revenues | 143,117 | 152,375 | 154,177 | 165,242 | 8.4% |
| General Fund Support: | | | | | |
| Gymnasium | 157,955 | 159,417 | 172,094 | 163,547 | 2.6% |
| Auditorium | 25,863 | 18,895 | 25,677 | 23,116 | 22.3% |
| Bandshell Programming | (3,763) | (6,397) | (5,046) | (7,083) | 10.7% |
| Total General Fund Support | 180,055 | 171,915 | 192,725 | 179,580 | 4.5% |
| Local Option/Municipal Band | 27,601 | 27,949 | 29,404 | 30,140 | 7.8% |
| Total Funding Sources | 350,773 | 352,239 | 376,306 | 374,962 | 6.5% |
| Personnel - Authorized FTE | 1.90 | 1.90 | 1.90 | 1.90 | |

COMMUNITY CENTER, AUDITORIUM, & BANDSHELL

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|---|--|---|-------------------|-------------------|---------------------|----------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Provide safe and clean facilities for community use in an efficient manner | # of gymnasium drop-in visits | 14,381 | 12,607 | 13,000 | 13,000 |
| | | # of weight room drop-in visits | 11,081 | 11,756 | 12,000 | 12,000 |
| | | # of total Community Center visits | 93,516 | 88,817 | 90,000 | 90,000 |
| | | Tax subsidy per CC user visit | \$1.70 | \$1.79 | \$1.92 | \$1.82 |
| | | Total CC tax subsidy | \$159,390 | \$158,555 | \$172,844 | \$163,547 |
| | | % of Community Center funded by tax support | 84% | 82% | 83% | 80% |
| | | # of Auditorium events | 54 | 116 | 122 | 127 |
| | | # of Auditorium visits | 26,839 | 43,978 | 46,000 | 48,000 |
| | | # of days/year Auditorium in use | 135 | 203 | 210 | 220 |
| | | # of hours/year Auditorium in use | 758 | 1,627 | 1,700 | 1,750 |
| | | Tax subsidy per AUD user visit | \$1.63 | \$0.59 | \$0.56 | \$0.48 |
| | | Total AUD tax subsidy | \$43,620 | \$25,863 | \$25,677 | \$23,116 |
| | | % of Auditorium funded by tax support | 41% | 21% | 19% | 17% |
| Strengthen Downtown and Campustown | Provide Bandshell programming to promote Downtown Ames | # of Bandshell rentals | 26 | 36 | 35 | 37 |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- Temporary staff salaries have been increased based on FY 2017/18 actuals, hourly wage increases, and additional new events.
- In FY 2019/20, the majority of Ames Community Arts Council (ACAC) members will begin paying the non-profit rates in the Auditorium.

RECENT ACCOMPLISHMENTS

- The Auditorium started producing its own events including the All Iowa Arts Showcase in FY 2017/18 and Porter Union (Country Band) and The Legend of Sleepy Hollow in FY 2018/19.

IN-PROGRESS AND UPCOMING ACTIVITIES

- The Auditorium continues to add new bookings to the FY 2018/19 calendar including three dance recitals, cultural performances, and a musical.

WELLNESS PROGRAM

Description

The Wellness Program activity provides a wide range of wellness activities for community members. These include such activities as fitness classes, aqua classes, dance classes, Tae Kwon Do, yoga, and social and educational workshops.

The Wellness Program activity is also responsible for the management of the City Hall weight room and related training/programs. Personal training is also offered through this activity.

Most Wellness activities are held at the City of Ames Community Center, but the City also partners with the Ames Community School District for Tae Kwon Do and aqua classes, and Green Hills Retirement Community and Iowa State University for aqua classes.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|---|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Activity: | | | | | |
| Wellness Administration | 166,314 | 180,347 | 176,828 | 185,826 | 3.0% |
| Fitness Classes | 90,819 | 94,293 | 92,912 | 95,052 | 0.8% |
| Personal Training | 26,915 | 19,828 | 25,720 | 27,950 | 41.0% |
| Weight Room | 3,386 | 3,629 | 2,862 | 2,862 | -21.1% |
| Total Expenditures | 287,434 | 298,097 | 298,322 | 311,690 | 4.6% |
| Expenditures by Category: | | | | | |
| Personal Services | 239,615 | 239,445 | 243,815 | 254,418 | 6.3% |
| Internal Services | 7,122 | 6,396 | 5,776 | 5,937 | -7.2% |
| Contractual | 35,649 | 39,556 | 38,667 | 40,015 | 1.2% |
| Commodities | 5,048 | 6,500 | 5,058 | 5,320 | -18.2% |
| Capital | - | 6,200 | 5,006 | 6,000 | -3.2% |
| Other Expenditures | - | - | - | - | |
| Total Expenditures | 287,434 | 298,097 | 298,322 | 311,690 | 4.6% |
| Funding Sources: | | | | | |
| Fitness Classes | 210,594 | 232,700 | 221,000 | 224,759 | -3.4% |
| Personal Training | 32,266 | 32,000 | 40,000 | 41,600 | 30.0% |
| Weight Room | 29,328 | 30,900 | 29,400 | 30,900 | 0.0% |
| Merchandise Sales | 718 | 1,000 | 500 | 500 | -50.0% |
| Total Revenues | 272,906 | 296,600 | 290,900 | 297,759 | 0.4% |
| Support from (contribution to) General Fund | 14,528 | 1,497 | 7,422 | 13,931 | 830.6% |
| Total Funding Sources | 287,434 | 298,097 | 298,322 | 311,690 | 4.6% |
| Personnel - Authorized FTE | 1.35 | 1.35 | 1.35 | 1.35 | |

WELLNESS PROGRAM

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated | |
|--|---|---|---|-------------------|---------------------|----------------------|----------|
| Provide quality programs in an efficient and fiscally responsible manner | Provide quality wellness programming in an efficient manner | # of group fitness classes offered weekly | 61 | 61 | 60 | 60 | |
| | | # of wellness programs | 71 | 71 | 72 | 72 | |
| | | # of wellness registrations | 7,082 | 6,579 | 6,600 | 6,600 | |
| | | Total cost per registration | \$15.15 | \$15.06 | \$15.42 | \$16.11 | |
| | | # of new programs created | 8 | 10 | 8 | 8 | |
| | | | % of ISU Forker Aqua Program revenues exceeding direct expenses | 34% | 39% | 28% | 26% |
| | | To operate Public Wellness at break even | # of weight room visits per year | 11,081 | 11,756 | 11,756 | 11,756 |
| | | | Total Wellness Program tax subsidy | (\$2,784) | \$14,528 | \$7,422 | \$13,931 |
| | | | | | | | |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- The number of wellness registrations was down a total of 503 in FY 2017/18 compared to the previous fiscal year. The FY 2018/19 adjusted numbers are projected to level off. The addition of new private fitness opportunities in the community could be part of the reason for the decline. Staff is reviewing and exploring options for weight room and fitness class participation including, but not limited to, a monthly membership.
- Capital funding for FY 2018/19 and FY 2019/20 include a treadmill.

RECENT ACCOMPLISHMENTS

- To stay current and on top of fitness industry trends, new fitness classes offered in FY 2018/19 include Simply Strength, Strong by Zumba, Self Defense, West Coast Swing Dance, TRX Cardio Circuit, Teen Speed and Agility Camp, Ropes Gone Wild, and Roll & Restore.

IN-PROGRESS AND UPCOMING ACTIVITIES

- A public/private partnership between Parks and Recreation and the Green Hills Retirement Community continues to be very successful. Aqua classes at Green Hills had 1,065 registrations in FY 2017/18, an increase of 168 registrations from the previous fiscal year.
- Staff is exploring new aquatic wellness opportunities including purchasing floating fitness mats with the remaining Wellmark 3-Point Play money. High intensity interval training (HIIT), yoga, and core classes can be taught on the mats.

AMES/ISU ICE ARENA

Description

The Ames/ISU Ice Arena is an ice rink jointly owned by the City of Ames and Iowa State University, and operated by the City. The facility provides ice activities for both the university and the community. The main user groups for the facility include Iowa State University hockey clubs and intramurals, Ames Minor Hockey, Adult Hockey, and the Ames Figure Skating Club. The Ice Arena is operated as a City enterprise fund, meaning that its operations are funded by its own revenues. Any profits or losses experienced by the ice arena increase or decrease the operational fund balance instead of being funded through property taxes. Additionally, the City and Iowa State University each contribute \$20,000 annually to a capital reserve fund which is used for major improvements at the facility.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|--|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Category: | | | | | |
| Personal Services | 262,629 | 292,840 | 294,915 | 307,873 | 5.1% |
| Internal Services | 38,179 | 43,629 | 45,834 | 46,946 | 7.6% |
| Contractual | 201,699 | 163,484 | 192,436 | 165,380 | 1.2% |
| Commodities | 44,017 | 55,400 | 48,900 | 45,450 | -18.0% |
| Capital | - | - | - | - | |
| Other Expenditures | - | - | - | - | |
| Total Expenditures | 546,524 | 555,353 | 582,085 | 565,649 | 1.9% |
| Funding Sources: | | | | | |
| Admissions | 66,376 | 73,326 | 71,220 | 71,700 | -2.2% |
| Facility Rentals | 405,264 | 407,919 | 417,724 | 429,814 | 5.4% |
| Equipment Rental/Fees | 33,243 | 38,000 | 34,900 | 34,900 | -8.2% |
| Merchandise Sales | 2,016 | 3,000 | 2,500 | 2,500 | -16.7% |
| Concessions | 38,263 | 44,700 | 38,700 | 38,700 | -13.4% |
| Dasher Board Advertising | 7,735 | 7,400 | 7,750 | 7,750 | 4.7% |
| Interest Revenue | 671 | 4,200 | 2,000 | 2,000 | -52.4% |
| Miscellaneous | 1,528 | 600 | 900 | 900 | 50.0% |
| Total Revenues | 555,096 | 579,145 | 575,694 | 588,264 | 1.6% |
| Support from (contribution to) Ice Arena Fund balance | (8,572) | (23,792) | 6,391 | (22,615) | -5.0% |
| Total Funding Sources | 546,524 | 555,353 | 582,085 | 565,649 | 1.9% |
| Personnel - Authorized FTE | 2.30 | 2.30 | 2.38 | 2.38 | |

AMES/ISU ICE ARENA

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|---|--|---|-------------------|-------------------|---------------------|----------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Provide a quality ice arena for the community in a fiscally responsible manner | # prime-time ice hours rented (winter) | 1,174 | 1,156 | 1,250 | 1,250 |
| | | # prime-time ice hours used (winter) (public sessions) | 234 | 284 | 280 | 280 |
| | | # winter public skate session user visits | 12,157 | 10,585 | 12,000 | 12,000 |
| | | % of utilized prime- time ice in-season | 70% | 71% | 72% | 72% |
| | | # non-prime-time ice hours rented in- season | 305 | 307 | 310 | 310 |
| | | # hours/week public skate hours available (October to March) | 11.5 | 11.5 | 11.5 | 11.5 |
| | | # prime-time ice hours rented (summer) | 321 | 326 | 325 | 325 |
| | | # prime-time ice hours used (summer) (public sessions) | 299 | 336 | 325 | 335 |
| | | # summer public skate session user visits | 2,026 | 1,751 | 2,300 | 2,300 |
| | | % of utilized prime- time ice (summer) | 58% | 62% | 60% | 62% |
| Encourage healthy lifestyles | Ice Arena Operations fund balance | | \$210,067 | \$218,374 | \$211,983 | \$234,598 |
| | | Maintain fund balance of at least 15% of operating expenses | 40% | 40% | 36% | 41% |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- The FY 2018/19 budget includes \$13,980 in carryover from FY 2017/18 for compressor overhaul and \$8,150 in additional, unexpected expense for the overhaul.
- The FY 2019/20 budget reflects a 3% increase in ice rental rates to offset the increase in expenses.

RECENT ACCOMPLISHMENTS

- In June 2018, six teams competed in the first ever adult 3 on 3 hockey tournament held at the Ice Arena. The tournament will be held again in June 2019.

IN-PROGRESS AND UPCOMING ACTIVITIES

- The Ice Arena continues to host both the State High School Varsity and Junior Varsity Hockey Tournaments. In fall 2017, the Midwest High School Hockey League signed a new five-year agreement to keep the state tournaments at the Ice Arena through 2023.
- Staff is currently working on a 25-year capital replacement plan with estimated costs to determine if current funding levels are adequate.

HOMEWOOD GOLF COURSE

Description

Homewood Golf Course is a municipal 9-hole golf course which offers outdoor recreational enjoyment for all ages. The course also includes a clubhouse/concession facility.

Homewood Golf Course is operated as a City enterprise fund, meaning that its operations are funded by its own revenues. Any profits or losses experienced by the golf course increase or decrease the fund's balance instead of being funded through property taxes. Traditionally, capital improvements at Homewood Golf Course have been funded through Local Option Sales Tax revenue.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|---|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Category: | | | | | |
| Personal Services | 105,248 | 154,604 | 131,513 | 135,670 | -12.3% |
| Internal Services | 47,304 | 54,436 | 56,086 | 57,286 | 5.2% |
| Contractual | 41,110 | 45,195 | 47,218 | 45,408 | 0.5% |
| Commodities | 30,739 | 30,875 | 31,975 | 32,075 | 3.9% |
| Capital | - | - | - | - | |
| Other Expenditures | - | - | - | - | |
| Total Expenditures | 224,401 | 285,110 | 266,792 | 270,439 | -5.2% |
| Funding Sources: | | | | | |
| Fees/Season Passes | 148,092 | 171,700 | 159,750 | 161,500 | -5.9% |
| Equipment Rental | 36,508 | 45,000 | 40,000 | 40,000 | -11.1% |
| Merchandise Sales | 2,036 | 2,200 | 2,000 | 2,000 | -9.1% |
| Concessions | 23,359 | 31,000 | 28,000 | 28,000 | -9.7% |
| Cell Tower Lease | 37,086 | 36,000 | 37,000 | 37,000 | 2.8% |
| Interest Revenue | 1,829 | 1,600 | 1,600 | 1,000 | -37.5% |
| Miscellaneous | 1,596 | 1,600 | - | - | -100.0% |
| Total Program Revenues | 250,506 | 289,100 | 268,350 | 269,500 | -6.8% |
| Support from (contribution to) Homewood Fund balance | (26,105) | (3,990) | (1,558) | 939 | -123.5% |
| Total Funding Sources | 224,401 | 285,110 | 266,792 | 270,439 | -5.2% |
| Personnel - Authorized FTE | 1.14 | 1.14 | 0.99 | 0.99 | |

HOMEWOOD GOLF COURSE

| <i>City Mission/ Council Goal</i> | <i>Department Goals and Core Services</i> | <i>Indicators</i> | <i>2016/17 Actual</i> | <i>2017/18 Actual</i> | <i>2018/19 Adjusted</i> | <i>2019/20 Estimated</i> |
|---|--|--|---------------------------|---------------------------|-----------------------------|------------------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Provide a quality municipal golf course for the community in a fiscally responsible manner | # of rounds of golf played | 17,849 | 16,701 | 18,000 | 18,000 |
| | | # of golf leagues | 5 | 5 | 5 | 5 |
| | | # of user group meetings held | 4 | 6 | 6 | 6 |
| | | % of respondents rating course conditions as "very good" or "good" | 100% | 96% | 96% | 96% |
| | | % of respondents rating courtesy of staff as "very good" or "good" | 95% | 98% | 98% | 100% |
| Encourage healthy lifestyles | | Homewood Golf Course fund balance | \$181,753 | \$209,030 | \$210,588 | \$209,649 |
| | | Maintain fund balance of at least 25% of operating expenses | 70% | 93% | 79% | 78% |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- Budgeted revenue includes fee increases of approximately 7% for season passes and 4% for greens fees for 2019 golf season. Currently, there are nine different price levels for season passes. Homewood is in year four of a six-year plan to consolidate the number of individual senior passes from five to two (62+ years of age and 90+ years of age).
- The cell tower located at Homewood continues to provide lease revenue to the course. This revenue will total approximately \$37,000 in FY 2019/20. Currently, this funding is used to offset operational expenses. Without the cell tower lease revenue, Homewood would be projected to operate at a loss in FY 2018/19 and is still estimated to operate at a loss in FY 2019/20. The goal of Parks and Recreation staff is to work toward having user-generated revenue, such as season passes and green fees, cover operational expenses. Revenue from the cell tower lease could then be used for capital improvements at the golf course.
- In FY 2018/19 and FY 2019/20, 0.15 FTE's for the Turf Maintenance Supervisor was moved to the Right-of-Way Turf Maintenance account to reflect where work is being performed.

RECENT ACCOMPLISHMENTS

- Design for the new clubhouse is nearing completion. Construction documents for bidding will be released in early 2019 with the goal of opening the new clubhouse in April 2020.

IN-PROGRESS AND UPCOMING ACTIVITIES

- An end of season survey of season pass holders, punch card holders, and league players indicated some golfers preferred the option to book and/or cancel their tee time online with their computer or mobile phone. Management is exploring new ways to communicate with all golfers and will include a greater push of information regarding online and mobile tee time reservations.
- In anticipation of the new clubhouse being opened in 2020, management is developing rental procedures and fees for use of the community room. Management will also be exploring new special events, recruiting more golf outings, and promoting the community room as a rental space for businesses, organizations, and individuals.

PARK MAINTENANCE

Description

The Park Maintenance activity is responsible for the maintenance of 36 parks and woodland/open spaces in the City of Ames. These areas cover 1,209 acres of land and include facilities where residents may participate in a variety of active and passive pursuits in a safe, clean environment. These activities include picnicking, bicycling, walking, fishing, playing on play equipment, viewing wildlife, playing sports, and a variety of other leisure time activities.

The Parks and Recreation department maintenance workers who maintain the City parks and facilities are also responsible for the maintenance of the Ames Municipal Cemetery and the City's street right-of-way. Activities involved include tree maintenance, mowing, trail maintenance, and maintaining all park structures and amenities.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Activity: | | | | | |
| Parks Administration | 343,630 | 322,824 | 323,940 | 333,635 | 3.4% |
| Turf Maintenance | 325,848 | 276,157 | 279,603 | 280,908 | 1.7% |
| Tree Maintenance | 134,833 | 225,557 | 214,602 | 216,250 | -4.1% |
| EAB Program | 13,816 | 15,000 | 15,000 | 17,000 | 13.3% |
| Playground Maintenance | 719,981 | 598,952 | 632,339 | 637,871 | 6.5% |
| Dog Park Operations | 15,764 | 18,697 | 21,425 | 21,659 | 15.8% |
| Mosquito Control | 17,324 | 18,194 | 18,925 | 23,862 | 31.2% |
| Total Expenditures | 1,571,196 | 1,475,381 | 1,505,834 | 1,531,185 | 3.8% |
| Expenditures by Category: | | | | | |
| Personal Services | 834,051 | 824,396 | 793,004 | 827,072 | 0.3% |
| Internal Services | 355,825 | 284,593 | 319,397 | 316,643 | 11.3% |
| Contractual | 249,069 | 240,792 | 244,829 | 254,050 | 5.5% |
| Commodities | 130,673 | 125,600 | 144,052 | 133,420 | 6.2% |
| Capital | 1,578 | - | 4,552 | - | |
| Other Expenditures | - | - | - | - | |
| Total Expenditures | 1,571,196 | 1,475,381 | 1,505,834 | 1,531,185 | 3.8% |
| Funding Sources: | | | | | |
| Shelter/Facility Rentals | 44,704 | 44,000 | 45,075 | 45,400 | 3.2% |
| Dog Park Fees | 26,296 | 27,200 | 27,200 | 28,200 | 3.7% |
| Concessions | 1,184 | 1,300 | 1,300 | 1,300 | 0.0% |
| Miscellaneous | 6,198 | - | 4,200 | 4,200 | |
| Total Revenues | 78,382 | 72,500 | 77,775 | 79,100 | 9.1% |
| General Fund Support | 1,492,814 | 1,402,881 | 1,428,059 | 1,452,085 | 3.5% |
| Total Funding Sources | 1,571,196 | 1,475,381 | 1,505,834 | 1,531,185 | 3.8% |
| Personnel - Authorized FTE | 8.52 | 8.52 | 8.20 | 8.20 | |

PARK MAINTENANCE

| <i>City Mission/ Council Goal</i> | <i>Department Goals and Core Services</i> | <i>Indicators</i> | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated | | |
|---|--|---|---------------------------|---|-----------------------------|------------------------------|-----|-----|
| Provide quality programs in an efficient and fiscally responsible manner | Provide a quality park system and facilities for use by the entire community | # of City parks | 36 | 36 | 38 | 38 | | |
| | | # of acres in City parks | 1,209 | 1,209 | 1,216 | 1,216 | | |
| | | # of developed acres | 285 | 285 | 292 | 292 | | |
| | | # of undeveloped acres | 924 | 924 | 924 | 924 | | |
| | | Park acres per 1,000 population (66K residents) | 18.3 | 18.3 | 18.4 | 18.4 | | |
| | | Cost to maintain parks per acre | \$1,210 | \$1,297 | \$1,244 | \$1,295 | | |
| | | Frequency of mowing (Goal: 7 to 10 days) | 8 days | 8 days | 8 days | 10 days | | |
| | | Park restroom rating (Goal: 3.0 or higher) | 2.9 | 3.0 | 3.0 | 3.0 | | |
| | | Encourage healthy lifestyles | | % of respondents rating as "very good" or "good": | | | | |
| | | | | Park appearance | 97% | 98% | 98% | 98% |
| Wooded areas | 93% | | | 97% | 97% | 97% | | |
| Playground equipment | 95% | | | 96% | 96% | 96% | | |
| Hard surface trails | 93% | | | 96% | 96% | 96% | | |
| Tennis courts | 94% | | | 94% | 95% | 95% | | |
| Shelters | 93% | | | 96% | 96% | 96% | | |
| Picnic areas | 90% | 95% | 95% | 95% | | | | |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- The FY 2019/20 budget includes additional replacement funding for additional vehicles purchased in FY 18/19 for the Turf Maintenance Supervisor and City Forester, removal of invasive vegetation at Ada Hayden Heritage Park, replacement of park shelter lighting, installation of a drainage overflow structure at Ada Hayden Heritage Park, and electrical improvements for equipment used for the Mosquito program.
- The FY 2018/19 Adjusted budget includes additional funding for a skid loader mounted brush mower, a boom mower, a dustless concrete saw, and additional funds for Engineered Wood Fibers (EWF) for playground surfacing. Additional funds were needed for EWF due to the loss of playground surfacing after the flooding this past summer.
- To better reflect where work is being performed, 0.05 FTE's for the Turf Maintenance Supervisor was moved to the Cemetery and 0.25 FTE's for the City Forester was moved to Right-of-Way Tree Maintenance.

RECENT ACCOMPLISHMENTS

- Interpretive Signage was donated by the Friends of Ada Hayden Heritage Park and installed by Parks Maintenance Staff.
- Over 40 flower beds were planted by volunteers as part of the Adopt A Flower Program with flowers donated by Holubs Garden & Greenhouse.
- Staff worked with a property owner adjacent to Tom Evans Plaza to complete a project that included tree removal, drainage improvements, a new concrete path, water fountain, and path lighting. The property owner funded the drainage and path, while the City funded the water fountain and lighting.

IN-PROGRESS AND UPCOMING ACTIVITIES

- Staff continues to implement the 20-year Emerald Ash Borer (EAB) Response Plan in the park system. Currently in year five of the plan, staff has been removing trees at an accelerated rate and has already removed 450 of 500 ash trees.
- Installation of concrete pads and surface mounted grills at Ada Hayden Heritage Park and Emma McCarthy Lee Park will be done in 2019.

PARKS & RECREATION DONATIONS & GRANTS

Description

The Parks and Recreation Donations and Grants activity is used to account for expenditures made in support of Parks and Recreation activities using funding obtained through donations or grants. The funding comes from a variety of sources, including private and governmental grants, bequests, gifts, and donations from civic organizations, neighborhood associations, businesses, and private individuals.

Typical purchases under this activity include memorial park benches and trees, play equipment, and capital items for recreation programs.

Donations from the use of the neighborhood block party trailer are used to update games and other supplies in the trailer as needed.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|---|---------------------------|----------------------------|-----------------------------|----------------------------|--------------------------------------|
| <i>Expenditures by Activity:</i> | | | | | |
| Park Improvements | 8,541 | 10,000 | 10,000 | 10,000 | 0.0% |
| Block Party Trailer | - | 100 | 100 | 100 | 0.0% |
| <i>Total Expenditures</i> | 8,541 | 10,100 | 10,100 | 10,100 | 0.0% |
| <i>Expenditures by Category:</i> | | | | | |
| Personal Services | - | - | - | - | |
| Internal Services | | | | | |
| Contractual | - | - | - | - | |
| Commodities | 8,541 | 10,100 | 10,100 | 10,100 | 0.0% |
| Capital | - | - | - | - | |
| Other Expenditures | - | - | - | - | |
| <i>Total Expenditures</i> | 8,541 | 10,100 | 10,100 | 10,100 | 0.0% |
| <i>Funding Sources:</i> | | | | | |
| Donations | 8,541 | 10,100 | 10,100 | 10,100 | 0.0% |
| <i>Total Funding Sources</i> | 8,541 | 10,100 | 10,100 | 10,100 | 0.0% |
| Personnel - Authorized FTE | 0.00 | 0.00 | 0.00 | 0.00 | |

PARKS & RECREATION DONATIONS & GRANTS

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|---|--|--|---------------------------|---------------------------|-----------------------------|------------------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Use donation and grant funding to supplement P&R activities in a fiscally responsible manner | Park memorials/ donations | \$21,314 | \$21,010 | \$16,878 | \$11,600 |
| | | Scholarship donations | \$1,925 | \$1,500 | \$3,646 | \$1,500 |
| | | Block party trailer donations | \$88 | \$235 | \$332 | \$100 |
| | | Balance of donations fund | \$108,676 | \$122,312 | \$124,084 | \$129,384 |
| | | % of donations used for intended purpose | 100% | 100% | 100% | 100% |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- Revenues and expenditures in the Parks and Recreation Donations and Grants activity fluctuate greatly from year to year, and are often dependent on events occurring in the community. Donations given to the City for a specific project or park are held until expenditures are made for the specified project. Accounting records for each donation category are maintained to ensure that donations and grants are used for the project, park, or program specified by the donor.

RECENT ACCOMPLISHMENTS

- Staff installed two ping pong tables in Roosevelt Park which are the first in the park system. The tables were donated by a neighborhood resident and the Friends of Roosevelt Park secured a Neighborhood Improvement Grant to assist with this project.

IN-PROGRESS AND UPCOMING ACTIVITIES

- The Sunset Ridge Properties Owners Association (POA) will be donating land to the City this year so a park can be developed. The POA has also been fundraising as the estimated cost to develop the park is greater than the \$80,000 funding from the City.
- The Ames Community School District is completing items at the old Edwards School so this six-acre parcel can be transferred to the City to be developed into a park. Staff will be working with the neighborhood association to develop a park master plan, as well as, securing additional funds, if necessary, above the City allocated \$80,000 for this project.
- The Parks and Recreation Commission has directed staff to review the current scholarship program and make recommendations to enhance this program.

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, which provides support and ensures 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

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|---------------------------|----------------------------|-----------------------------|----------------------------|--------------------------------------|
| Expenditures by Activity: | | | | | |
| Administration | 1,311,889 | 1,297,088 | 1,348,295 | 1,366,160 | 5.3% |
| Resource Services | 891,111 | 984,575 | 949,982 | 995,014 | 1.1% |
| Youth Services | 620,042 | 646,044 | 649,596 | 699,112 | 8.2% |
| Adult Services | 576,178 | 616,802 | 595,389 | 621,540 | 0.8% |
| Customer Account Services | 802,727 | 899,265 | 879,906 | 938,649 | 4.4% |
| Library Donations/Grants | 226,167 | 257,265 | 421,178 | 270,629 | 5.2% |
| Total Expenditures | 4,428,114 | 4,701,039 | 4,844,346 | 4,891,104 | 4.0% |
| | | | | | |
| Personnel - Authorized FTE | 35.75 | 36.25 | 36.50 | 36.50 | |

LIBRARY SERVICES

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|---|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| <i>Expenditures by Category:</i> | | | | | |
| Personal Services | 3,050,542 | 3,337,034 | 3,274,996 | 3,446,125 | 3.3% |
| Internal Services | 145,133 | 140,150 | 140,970 | 143,571 | 2.4% |
| Contractual | 505,934 | 563,315 | 587,294 | 600,920 | 6.7% |
| Commodities | 145,075 | 146,460 | 211,864 | 161,365 | 10.2% |
| Collection Materials | 558,734 | 513,380 | 587,422 | 538,423 | 4.9% |
| Capital | 21,968 | - | 41,100 | - | |
| Other Expenditures | 728 | 700 | 700 | 700 | 0.0% |
| <i>Total Expenditures</i> | 4,428,114 | 4,701,039 | 4,844,346 | 4,891,104 | 4.0% |
| <i>Funding Sources:</i> | | | | | |
| Charges for Services | 112,299 | 109,750 | 109,750 | 105,750 | -3.6% |
| State of Iowa | 56,599 | 60,000 | 55,468 | 56,000 | -6.7% |
| Story County | 148,792 | 145,000 | 154,241 | 155,000 | 6.9% |
| Library Friends Foundation | 170,683 | 207,200 | 344,614 | 219,564 | 6.0% |
| Donations/Grants | 55,484 | 50,065 | 76,564 | 51,065 | 2.0% |
| <i>Total Revenues</i> | 543,857 | 572,015 | 740,637 | 587,379 | 2.7% |
| General Fund Support | 3,884,257 | 4,129,024 | 4,103,709 | 4,303,725 | 4.2% |
| <i>Total Funding Sources</i> | 4,428,114 | 4,701,039 | 4,844,346 | 4,891,104 | 4.0% |

LIBRARY ADMINISTRATION

Description

Library Administration provides leadership to the Ames Public Library. Library Administration plans, directs, and coordinates all Library fiscal, operational and personnel activities to achieve the Library mission, goals and objectives within the context of community need. 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). Library Administration is also responsible for coordinating volunteer involvement in the Library, overseeing the maintenance of the Library facilities, and all technology and automated services included in Library operations.

Library Administration works under the direction of the Ames Public Library Board of Trustees and is responsible for carrying out its policies and directives. Library Administration also serves as a liaison to the Library's auxiliary organization, the Ames Public Library Friends Foundation.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|---------------------------|----------------------------|-----------------------------|----------------------------|--------------------------------------|
| Expenditures by Category: | | | | | |
| Personal Services | 702,664 | 732,321 | 736,132 | 769,042 | 5.0% |
| Internal Services | 130,308 | 124,849 | 125,619 | 127,764 | 2.3% |
| Contractual | 403,139 | 394,354 | 420,833 | 419,959 | 6.5% |
| Commodities | 65,502 | 45,564 | 52,121 | 49,395 | 8.4% |
| Capital | 10,276 | - | 13,590 | - | |
| Other Expenditures | - | - | - | - | |
| Total Expenditures | 1,311,889 | 1,297,088 | 1,348,295 | 1,366,160 | 5.3% |
| Funding Sources: | | | | | |
| General Fund | 1,311,889 | 1,297,088 | 1,348,295 | 1,366,160 | 5.3% |
| Total Funding Sources | 1,311,889 | 1,297,088 | 1,348,295 | 1,366,160 | 5.3% |
| Personnel - Authorized FTE | 6.75 | 6.75 | 6.75 | 6.75 | |

LIBRARY ADMINISTRATION

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated | |
|---|---|--|--------------------------------------|--------------------------------|---------------------|----------------------|--------|
| Provide quality programs in an efficient and fiscally responsible manner | To serve the community as a: | # of Library visits | 523,673 | 508,918 | 520,000 | 525,000 | |
| | | # of items available for circulation* | 303,400 | 329,708 | 371,000 | 385,000 | |
| | | # of items circulated in millions* | 1.28 | 1.22 | 1.24 | 1.23 | |
| | | Visits per capita** | 8.9 | 8.6 | 8.8 | 8.9 | |
| | Center for Information Access | Circulation per capita | 21.7 | 20.7 | 21.0 | 20.8 | |
| | | # of Program Partners | | 73 | 75 | 78 | |
| | Promote a sense of one community | Hub of community connections | # of public computer & iPad sessions | 66,349 | 63,072 | 65,000 | 66,000 |
| | | | Heart of discovery and creativity | # of people attending programs | 57,183 | 67,190 | 71,466 |
| | | Place for literacy and lifelong learning | # of meeting room uses | 10,624 | 11,593 | 12,816 | 13,000 |
| | | | # of people using meeting rooms | 71,377 | 82,642 | 85,761 | 88,000 |
| # of Library volunteers | | | 538 | 526 | 530 | 530 | |
| # of volunteer hours | | | 15,623 | 15,866 | 16,000 | 16,000 | |

* Physical and virtual materials

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

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- Capital funding in the FY 2018/19 adjusted budget of \$13,090 was used to repair the energy recovery ventilator (ERV).
- Funding is included to add 10 hours of custodial support to provide consistent back of house custodial service for FY 2019/20 and half of FY 2018/19.
- Funding is included for multiple national and regional conferences. The American Library Association (ALA) annual conference will be held in Chicago in 2020 and additional staff members are able to attend due to the close proximity. Additionally, the Iowa Library Association and Nebraska Library Association will be holding a joint conference in fall 2019.

RECENT ACCOMPLISHMENTS

- Improved efficiency and security were provided through the replacement and addition of servers, computers, security cameras and software upgrades.
- FY 2017/18 LED bulb replacement resulted in significantly lowered electricity costs.

IN-PROGRESS AND UPCOMING ACTIVITIES

- Library Director plans to retire in February 2019. Library staff members have been heavily involved in a recruitment process coordinated by the Assistant City Manager and the Library Board of Trustees.
- Administrative Assistant position will be reclassified to a Secretary 1 position upon retirement of current staff member.
- Significant progress was made on strategic plan initiatives; the Library Board of Trustees voted to extend the life of the plan through 2019.
- As part of strategic plan initiatives, the Library is continuing to expand the breadth and depth of programming by partnering with community groups willing to share expertise.
- Refreshing the teen space and young adult area with new flooring and shelving.



Center for Information Access



Because of you Libraries Transform



Hub of Community Connections



**Place
for Literacy
and
Lifelong Learning**

**Heart of Discovery
and Creativity**



**The Library
is for EVERYONE**

LIBRARY RESOURCE SERVICES

Description

Library Resource Services is responsible for the acquisition, cataloguing, processing, and management of all items in the Library's collection. This includes administration of the Integrated Library System (ILS), management of all electronic resources, the Library's online presence. Collection inventory management, and the repair or removal of outdated, damaged, or infrequently used materials are also managed by this activity.

Library Resource Services is also responsible for the Library's public relations, including the Library's website, external communications and promotional items, displays, and internal signage. Library Resources ensures consistent branding and messaging within the Library, as well as coordination with the City of Ames.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Category: | | | | | |
| Personal Services | 343,459 | 410,278 | 375,606 | 398,948 | -2.8% |
| Internal Services | 2,331 | 2,397 | 2,407 | 2,478 | 3.4% |
| Contractual | 38,083 | 37,412 | 37,134 | 42,810 | 14.4% |
| Commodities | 29,793 | 32,408 | 32,655 | 33,655 | 3.9% |
| Collection Materials | | 501,380 | 501,480 | 516,423 | 3.0% |
| | 476,717 | | | | |
| Capital | - | - | - | - | |
| Other Expenditures | 728 | 700 | 700 | 700 | 0.0% |
| Total Expenditures | 891,111 | 984,575 | 949,982 | 995,014 | 1.1% |
| Funding Sources: | | | | | |
| General Fund | 891,111 | 984,575 | 949,982 | 995,014 | 1.1% |
| Total Funding Sources | 891,111 | 984,575 | 949,982 | 995,014 | 1.1% |
| Personnel - Authorized FTE | 4.75 | 5.25 | 5.25 | 5.25 | |

LIBRARY RESOURCE SERVICES

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|---|---|--|-------------------|-------------------|---------------------|----------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Curate responsive collections | # of physical items available for circulation* | 250,049 | 259,411 | 260,000 | 250,000 |
| | | # of virtual items available for circulation | 53,351 | 70,297 | 104,000 | 110,000 |
| | Expand access to Library services | # of new items processed | 32,968 | 29,212 | 27,580 | 27,580 |
| | | % of new items processed within 24 hours | 40% | 40% | 35% | 40% |
| | Expand promotion of Library services | % of new items processed within one week | 98% | 98% | 98% | 98% |
| | | Items processed per FTE | 6,941 | 6,510 | 5,253 | 5,253 |
| | | # of collection items repaired | 12,319 | 13,034 | 13,000 | 13,000 |
| | | # of social media followers | | 4,578 | 4,700 | 4,820 |

* Excludes newspapers, magazines, and uncatalogued paperbacks

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- The pilot year of Hoopla, funded by the Ames Public Library Friends Foundation (APLFF), was highly successful. Funding is incorporated in the collections material budgets for FY 2018/19 and FY 2019/20 to continue providing this streaming service through the General Fund.
- Funding is included for multiple national and regional conferences. The ALA annual conference will be held in Chicago in 2020 and additional staff members are able to attend due to the close proximity. The Resource Services Manager will also be attending the annual Innovative Conference.

RECENT ACCOMPLISHMENTS

- A Request for Proposal (RFP) for a new Library website was written and evaluated by Resource Services staff in early 2018. The Resources Services Manager and a staff committee worked closely with the successful company to redesign and upgrade the Library website, calendar, and room reservation systems to meet ADA standards, the City's branding guidelines, and customers' needs for responsive, intuitive web design. Funding for the website was provided by APLFF.
- The Library's virtual collection continues to increase with the addition of a new pilot program funded by APLFF that introduced Kanopy, a streaming movie service with access to over 30,000 titles.
- Facilitated non-traditional circulation through custom cataloging and processing of Science, Technology, Engineering and Math (STEM) Kits, Adventure Passes, and Wi-Fi hot spots.
- Innovative promotional materials were created for high impact programs such as Talk Feminism and the 5K Superhero Sprint.

IN-PROGRESS AND UPCOMING ACTIVITIES

- Selectors have taken a proactive, responsible approach to meeting the demand for streaming and downloadable resources and are adjusting their collection budgets to meet customers' needs.
- A Library-wide initiative is planned to address collection size and ensure that collections are maintained at a size that welcomes browsing and ease of use.

LIBRARY YOUTH SERVICES

Description

Library Youth Services serves the community's youngest members and their caregivers by providing collections, programs, and a child-friendly environment designed to assist in the development of early literacy skills so children enter school ready to read. The Youth Services activity supports school-age readers' growth by providing collections that are engaging and accurate, programs that encourage lifelong learning and personal enrichment, and a safe stimulating environment that fosters reading to learn. The Youth Services activity provides diverse young adult collections, robust programming, and a welcoming and inclusive teen friendly space. Teens are encouraged, with the assistance of staff mentoring, to engage in leadership and volunteer activities. This activity provides outreach to youth, teens, and families.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Category: | | | | | |
| Personal Services | 595,686 | 618,549 | 625,306 | 668,001 | 8.0% |
| Internal Services | 4,113 | 4,047 | 4,047 | 4,153 | 2.6% |
| Contractual | 12,105 | 16,458 | 14,443 | 21,058 | 28.0% |
| Commodities | 8,138 | 6,990 | 5,800 | 5,900 | -15.6% |
| Capital | - | - | - | - | |
| Other Expenditures | - | - | - | - | |
| Total Expenditures | 620,042 | 646,044 | 649,596 | 699,112 | 8.2% |
| Funding Sources: | | | | | |
| General Fund | 620,042 | 646,044 | 649,596 | 699,112 | 8.2% |
| Total Funding Sources | 620,042 | 646,044 | 649,596 | 699,112 | 8.2% |
| Personnel - Authorized FTE | 7.50 | 7.50 | 7.75 | 7.75 | |

LIBRARY YOUTH SERVICES

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|---|--|---|-------------------|-------------------|---------------------|----------------------|
| Provide quality programs in an efficient and fiscally responsible manner | | # of youth/family in-Library programs offered | 906 | 1053 | 1074 | 1000 |
| | | Youth/family in-Library program attendance | 29,745 | 40,317 | 40,900 | 38,000 |
| | Encourage early literacy skill development | # of youth/family outreach programs offered | 956 | 925 | 888 | 900 |
| | | Youth/family outreach program attendance | 14,437 | 14,873 | 13,278 | 13,700 |
| | Engage community members | # of teen programs offered | 125 | 124 | 147 | 150 |
| | | Teen program attendance | 3,731 | 2,680 | 4,608 | 4,900 |
| | Enhance strategic partnerships | # of physical youth collection items circulated | 623,047 | 615,367 | 615,000 | 614,000 |
| | | Circulation per capita (youth population) | 78.9 | 77.9 | 77.8 | 77.7 |
| | Curate responsive collections and programs | # participants in summer reading programs | 2,598 | 1,801 | 2,724 | 2,900 |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- Funding of \$11,000 has been added to Youth Service's budget beginning in FY 2018/19 to increase a Youth Services Clerk position from a .5 FTE to a .75 FTE. The additional .25 FTE will provide time for more customer interaction with Library staff.
- Employed 8 interns to enhance programming, including outreach programming at partner sites, and to proactively assist the increased volume of families using the Library during the summer, especially around the daily free lunch program.
- Funding is included for multiple national and regional conferences. In addition to the ALA conference, funding is also included for conferences directed at providing services to babies, children, and teens.

RECENT ACCOMPLISHMENTS

- For the second year in a row, Ames Public Library was awarded the Best of Story County – Family Friendly division in recognition of the welcoming and inclusive space provided in youth services.
- Partnered with community members and groups to provide services to targeted populations through opportunities such as the Harrison Barnes Reading Academy and INSPIRE tutoring programs, non-traditional checkout options, Adventure Passes and STEM Kits, and innovative programming.
- Continued and expanded partnerships with schools, in particular school visits and book talks at all grade levels.
- *School Library Journal* published an article written by the Teen Services Librarian detailing new innovative and inclusive programming, Camp Drag, and the All Ages Drag Show.
- Two Librarians from Youth Services presented on panels at Iowa Library Association's annual conference and the Teen Services Librarian developed a poster session at the Joint Conference for Librarians of Color.

IN-PROGRESS AND UPCOMING ACTIVITIES

- Continuing successful partnership with ISU School of Education and ISU Extension & Outreach to develop additional STEM Kits which provide free opportunities for children to enhance their science, technology, engineering, and math skills.
- Submitting an article about STEM kits to the journal *Children and Libraries*.

LIBRARY ADULT SERVICES

Description

Library Adult Services is responsible for selecting and managing all physical and virtual materials for adults. Adult Services staff provides reference, referral, and technical services to assist patrons in accessing critical information and resources; reader advisory services to meet diverse interests; and public programs to encourage civic engagement, lifelong learning, and personal enrichment. Adult Services provides a safe and welcoming space for adults. In addition, this activity is responsible for outreach services to adults and coordinates the delivery of collection materials to homebound customers and to seniors living in residential centers.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Category: | | | | | |
| Personal Services | 561,983 | 598,283 | 578,978 | 604,141 | 1.0% |
| Internal Services | 3,690 | 3,807 | 3,807 | 3,913 | 2.8% |
| Contractual | 8,628 | 12,634 | 10,699 | 11,906 | -5.8% |
| Commodities | 1,877 | 2,078 | 1,905 | 1,580 | -24.0% |
| Capital | - | - | - | - | |
| Other Expenditures | - | - | - | - | |
| Total Expenditures | 576,178 | 616,802 | 595,389 | 621,540 | 0.8% |
| Funding Sources: | | | | | |
| General Fund | 576,178 | 616,802 | 595,389 | 621,540 | 0.8% |
| Total Funding Sources | 576,178 | 616,802 | 595,389 | 621,540 | 0.8% |
| Personnel - Authorized FTE | 7.00 | 7.00 | 7.00 | 7.00 | |

LIBRARY ADULT SERVICES

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|---|--|---|-------------------|-------------------|---------------------|----------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Strengthen relationship with ISU Community | # of adult programs offered | 548 | 635 | 650 | 644 |
| | | Adult program attendance | 9,270 | 9,636 | 9,800 | 9,750 |
| | Advance digital literacy | # of physical adult collection items circulated | 587,919 | 526,761 | 474,000 | 427,000 |
| | | # of virtual collection items circulated | 69,340 | 80,233 | 120,642 | 135,000 |
| | Curate responsive collections and programs | % change in circulation of physical collection materials | -4.1% | -10.4% | -10% | -10% |
| | | % change in circulation of virtual collection materials | 11.5% | 10.3% | 33.49% | 11.9% |
| | Engage community members | # virtual readers advisory/reference engagements | 2,746 | 2,900 | 3,700 | 3,700 |
| | | # of items sent to senior living facilities and homebound | 9,544 | 9,272 | 10,107 | 11,000 |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- Customer demand for virtual collection materials requires staff evaluation of new digital services, training and promotion of new resources, and additional effort to curate responsive collections within current budget. With the decrease in print circulation, funds will be shifted to add virtual options.
- Entered into a partnership with Iowa State University Parks Library to develop a new position. The Community Engagement Specialist divides time between the two libraries, shares resources and nurtures collaborations between Ames Public Library, ISU faculty, staff, and students and the broader Ames community. The Community Engagement Specialist position is not reflected in the FTE count for this workgroup and is funded through APLFF.

RECENT ACCOMPLISHMENTS

- Partnered with IowaWorks of Central Iowa and Ames Chamber to host Career Fairs designed to match Story County employers with job seekers. The successful partnership resulted in this becoming a quarterly event.
- Facilitated growing number of meetups for adults with shared interests such as technology assistance through the Apple Users Group and PC Help Sessions, crafting programs, and Conversations programs now held in 6 languages.
- Invested in staff training to address needs of customers with barriers to services, such as customers who are deaf and customers experiencing homelessness.
- Through adult program partnerships, demonstrated commitment to civil public discourse by developing, promoting, and staffing programs on current topics such as climate change, racism, feminism, cultural awareness, as well as local and world history.

IN-PROGRESS AND UPCOMING ACTIVITIES

- Focusing staff efforts on building skills in the use of new library technologies and offering scheduled and on-demand training for customers in use of apps for library products.
- Expanding offerings of free tax assistance through a continued partnership with AARP/VITA (Volunteer Income Tax Assistance).

LIBRARY CUSTOMER ACCOUNT SERVICES

Description

Library Customer Account Services is responsible for managing customer accounts and for the circulation of all physical Library collection items. This includes the check-in and check-out of materials, collection of fees and fines, processing items on hold for customers, and re-shelving returned items. Customer Accounts Services manages the interlibrary loan process for materials loaned to and borrowed from other libraries. Customer Account Services is also responsible for staffing the Welcome Desk at the Library and the Bookmobile. Customer Account Services staff work closely with community members to assist them in being successful and responsible Library users.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|---|---------------------------|----------------------------|-----------------------------|----------------------------|--------------------------------------|
| <i>Expenditures by Category:</i> | | | | | |
| Personal Services | 764,312 | 861,703 | 841,574 | 894,194 | 3.8% |
| Internal Services | 4,188 | 4,300 | 4,340 | 4,463 | 3.8% |
| Contractual | 29,085 | 28,757 | 28,442 | 33,887 | 17.8% |
| Commodities | 5,142 | 4,505 | 5,550 | 6,105 | 35.5% |
| Capital | - | - | - | - | |
| Other Expenditures | - | - | - | - | |
| <i>Total Expenditures</i> | 802,727 | 899,265 | 879,906 | 938,649 | 4.4% |
| <i>Funding Sources:</i> | | | | | |
| General Fund | 802,727 | 899,265 | 879,906 | 938,649 | 4.4% |
| <i>Total Funding Sources</i> | 802,727 | 899,265 | 879,906 | 938,649 | 4.4% |
| Personnel - Authorized FTE | 9.75 | 9.75 | 9.75 | 9.75 | |

LIBRARY CUSTOMER ACCOUNT SERVICES

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|---|---|---|-------------------|-------------------|---------------------|----------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Ensure excellent customer service | # of registered Library borrowers | 42,518 | 46,868 | 47,000 | 47,000 |
| | | New borrowers added | 4,644 | 4,448 | 4,500 | 4,500 |
| | | # of computer use accounts | 655 | 660 | 665 | 670 |
| | Develop welcoming and accessible destinations | # of Bookmobile visitors | 12,293 | 12,508 | 12,750 | 12,900 |
| | | # of physical items circulated through Bookmobile | 51,641 | 50,468 | 48,000 | 47,000 |
| | | # of holds processed | 136,485 | 134,135 | 131,000 | 129,000 |
| | Expand access to Library services | # of interlibrary loans to other libraries | 3,977 | 4,462 | 4,881 | 5,200 |
| | | # of interlibrary loan items borrowed for APL customers | 2,031 | 1,988 | 2,163 | 2,200 |
| | | # of physical items checked in/reshelved | 884,001 | 847,604 | 837,000 | 825,000 |
| | | # of physical items checked in/reshelved per hour open | 249 | 205 | 202 | 200 |
| | | Fines/fees collected | \$100,277 | \$97,117 | \$95,000 | \$92,000 |
| | | # customers participating in fine alternative options | 33 | 31 | 35 | 40 |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- Expect fine and fee revenue to decrease as customers continue to transition to utilizing virtual items, which do not accrue overdue charges.
- Customer Account Services staff members are evaluating fine/fee structures and processes to identify and attempt to reduce inherent inequities and to provide a broader range of service to customers with limited resources. A decline in fine/fee revenue is anticipated.
- A wage increase of \$1.00 per hour is included in response to challenges in hiring and retaining part-time hourly employees. This increase will total approximately \$20,300 in FY 2019/20.

RECENT ACCOMPLISHMENTS

- Completed nine recruitments for salaried positions and trained all new staff to successful levels, including Bookmobile driver training and licensing for four staff members.
- Worked with Library Human Resources Interns on several projects including training documentation and implementation of Library-wide City Connect communities.
- Updated internal training processes and procedures for all staffing levels in this workgroup.
- Implemented City Connect communities for workgroup and utilized them for communication and training.
- Customer Accounts Manager presented at the Back in Circulation national conference.
- Coordinated upgrades to two major software components, the public self-checkout systems and the staff interface for the automated materials handling system.

IN-PROGRESS AND UPCOMING ACTIVITIES

- Implementing new non-traditional circulating items including Launchpads, STEM kits, Wi-Fi hotspots, and Adventure Passes to address equity needs in the community and provide broader access to technology and community resources.

LIBRARY DONATIONS & GRANTS

Description

Library Donations and Grants provide an avenue of funding beyond that available from the City's general fund and take Ames Public Library "from good to great."

This activity accounts for expenditures made from grants, bequests, gifts, and other contributions. Annual sources of funding are provided by Ames Public Library Friends Foundation (APLFF), an independent support organization that operates exclusively for the benefit of Ames Public Library, and Direct State Aid (DSA), a facet of the Enrich Iowa Program, which exists to improve Library services and reduce inequities among Iowa communities.

These funds are used to enhance the Library's collections, programs, and services.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Activity: | | | | | |
| Library Programs/Collections | 122,260 | 138,000 | 286,176 | 160,364 | 16.2% |
| Library Improvements | 6,249 | - | 4,942 | - | |
| Project Smyles | 23,728 | 30,000 | 36,990 | 30,000 | 0.0% |
| Books for Babies | 14,197 | 13,000 | 4,226 | 4,000 | -69.2% |
| Small Talk Program | 57,247 | 71,200 | 81,200 | 71,200 | 0.0% |
| H. Barnes Reading Academy | 2,486 | 5,065 | 7,644 | 5,065 | 0.0% |
| Total Expenditures | 226,167 | 257,265 | 421,178 | 270,629 | 5.2% |
| Expenditures by Category: | | | | | |
| Personal Services | 82,438 | 115,900 | 117,400 | 111,799 | -3.5% |
| Internal Services | 503 | 750 | 750 | 800 | 6.7% |
| Contractual | 14,894 | 73,700 | 75,743 | 71,300 | -3.3% |
| Commodities | 34,623 | 54,915 | 113,833 | 64,730 | 17.9% |
| Collection Materials | 82,017 | 12,000 | 85,942 | 22,000 | 83.3% |
| Capital | 11,692 | - | 27,510 | - | |
| Other Expenditures | - | - | - | - | |
| Total Expenditures | 226,167 | 257,265 | 421,178 | 270,629 | 5.2% |
| Funding Sources: | | | | | |
| Library Friends Foundation | 170,683 | 207,200 | 344,614 | 219,564 | 6.0% |
| Donations/Grants | 55,484 | 50,065 | 76,564 | 51,065 | 2.0% |
| Total Funding Sources | 226,167 | 257,265 | 421,178 | 270,629 | 5.2% |
| Personnel - Authorized FTE | 0.00 | 0.00 | 0.00 | 0.00 | |

LIBRARY DONATIONS & GRANTS

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|--|--|--|-------------------|-------------------|---------------------|----------------------|
| Promote a Sense of One Community | Engage community members to connect as stakeholders | Ames Public Library Friends Foundation (APLFF) support | \$151,477 | \$217,369 | \$220,688 | \$241,200 |
| | | Direct State Aid (DSA) | \$12,049 | \$14,181 | \$15,229 | \$14,000 |
| | | Other donations received | \$26,059 | \$18,018 | \$19,565 | \$19,565 |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- \$33,000 is included in the FY 2018/19 budget and \$40,000 in the FY 2019/20 budget for the Community Engagement Specialist position described in Adult Services activities. (APLFF)
- Approximately \$56,000 is allocated each year to support free educational and cultural performances, live musical events, author visits, book club materials and reading incentives. (APLFF)

RECENT ACCOMPLISHMENTS

- \$33,575 in FY 2017/18 and \$35,075 in 2018/19 was budgeted to scan, index, and create a searchable database of Ames newspapers from 1877 through June 2016. (APLFF)
- \$30,000 was included in the FY 2017/18 budget for a complete redesign and upgrade of the Library's website. The project extended into 2018/19 and funds for completion were carried over into the FY 2018/19 adjusted budget. The new site "went live" to the public in January 2019. (APLFF)
- In January 2018, the Library Board established a Future Needs Fund in the amount of \$178,526 by aggregating bequest funds that had accumulated over many years. The money will be set aside until a major need is identified by the trustees.
- Enrich Iowa funds in the amount of \$14,181 were spent in FY 2017/18 for Library enhancements. Over 1000 board books for infants were given to families of newborns. A collection of Launchpads, which are pre-loaded with electronic materials and don't require Internet access was purchased, and materials for under-served school-age youth were provided at four outreach centers last summer. (DSA)

IN-PROGRESS AND UPCOMING ACTIVITIES

- The Harrison Barnes Reading Academy has been expanded into an ongoing, sponsored, year-round program in Ames and Story County. (Harrison and Brittany Barnes Community Fund)
- An endowment established by an anonymous donor is providing approximately \$10,000 per year in support of to the large print collection. The first gift appears in the FY 2018/19 adjusted budget and similar amounts are promised each year in perpetuity. (APLFF)
- Project Smyles, a program that takes storytimes and rotating collections of books into area daycares continues to flourish with a budget of about \$30,000 per year. In the current year, \$6,000 is earmarked for a new mascot costume. (APLFF and United Way of Story County)
- Innovation Grant funding began in FY 2017/18 with \$10,000 and another \$10,000 is included in the FY 2018/19 adjusted budget. Adventure Passes, which allow library card holders to check out free passes to attractions such as Reiman Gardens, Blank Park Zoo, Living History Farms, Greater Des Moines Botanical Center and the Science Center of Iowa were purchased. A Wi-Fi hotspot lending program was initiated and will be expanded this year. LibraryAware, software designed to help staff connect with readers, promote books and resources, and create shelf talkers and fliers was acquired. (APLFF)
- The volunteer-led INSPIRE tutoring program is helping students with dyslexia improve their reading skills with the Barton Reading System curriculum. (APLFF, Dollar General, and Squaw Creek VFW)
- Funding will be used to refresh the teen space and young adult area with new flooring and shelving.

CEMETERY

Description

The Cemetery activity provides interment services and maintains quiet, attractive grounds and facilities at the Ames Municipal Cemetery (53 acres) and Ontario Cemetery (4 acres). City staff coordinates funerals and interments, lot sales, monument installations, and all grounds maintenance at the cemeteries. This activity also provides maintenance to the "Billy Sunday Cemetery" located in southeast Ames near the Ames Animal Shelter and Ames Dog Park facilities.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Category: | | | | | |
| Personal Services | 100,641 | 105,915 | 104,202 | 107,749 | 1.7% |
| Internal; Services | 34,008 | 27,494 | 29,267 | 29,895 | 8.7% |
| Contractual | 33,297 | 38,732 | 51,508 | 39,299 | 1.5% |
| Commodities | 7,906 | 3,500 | 5,610 | 9,050 | 158.6% |
| Capital | - | - | - | - | |
| Other Expenditures | - | - | - | - | |
| Total Expenditures | 175,852 | 175,641 | 190,587 | 185,993 | 5.9% |
| Funding Sources: | | | | | |
| Charges for Services | 120,433 | 127,080 | 141,400 | 141,400 | 11.3% |
| Interest Revenue | (1,083) | 7,000 | 7,000 | 7,000 | 0.0% |
| Total Revenues | 119,350 | 134,080 | 148,400 | 148,400 | 10.7% |
| General Fund Support | 56,502 | 41,561 | 42,187 | 37,593 | -9.6% |
| Total Funding Sources | 175,852 | 175,641 | 190,587 | 185,993 | 5.9% |
| Personnel - Authorized FTE | 1.29 | 1.29 | 1.24 | 1.24 | |

CEMETERY

| <i>City Mission/ Council Goal</i> | <i>Department Goals and Core Services</i> | <i>Indicators</i> | <i>2016/17 Actual</i> | <i>2017/18 Actual</i> | <i>2018/19 Adjusted</i> | <i>2019/20 Estimated</i> |
|---|---|--|---------------------------|---------------------------|-----------------------------|------------------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Provide compassionate cemetery services and maintain the City's three cemeteries in an attractive, fiscally responsible, manner | # of regular interments | 78 | 48 | 30 | 50 |
| | | # of cremains interments | 56 | 45 | 78 | 70 |
| | | # of infant interments | 1 | 1 | 1 | 2 |
| | | # of disinterments | 1 | - | - | - |
| | | # of cemetery lots sold | 140 | 117 | 135 | 122 |
| | | # of columbarium lots sold | 5 | 3 | 3 | 3 |
| | | # of markers/monuments set | 89 | 54 | 90 | 75 |
| | | % of tax support (goal of less than 25%) | 21% | 32% | 22% | 20% |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- FY 2019/20 includes an additional \$5,000 to repair/restore grave markers or monuments that have sunk, tilted, or been damaged.
- Parks and Recreation staff started using a mini excavator to dig graves eliminating the need for interdepartmental labor assistance from Public Works. Additional replacement funds have been allocated to this account based on usage.
- Funds to address needed electrical repairs at the Cemetery have been added to FY 18/19.
- To better reflect where work is being performed, 0.10 FTE's for the Principal Clerk were moved from Cemetery to Right-of-Way Tree Maintenance; 0.05 FTE's for the Turf Maintenance Supervisor were moved here from General Fund Turf Maintenance.

RECENT ACCOMPLISHMENTS

- Staff completed digital records conversion in FY 2017/18 which includes public access to cemetery maps and records including grave locations, burial records, lot cards, genealogical information, and obituaries (2010-present). Additionally, stonework photos and memorial information have been uploaded by volunteers to FindAGrave.com (89% of Ames Municipal and 81% of Ontario Cemetery)
- Staff installed eleven new water spigots (only two functioned previously) featuring eco-friendly auto-shutoff valves and customized landscape block enclosures and bases for a higher quality appearance.



IN-PROGRESS AND UPCOMING ACTIVITIES

- A master plan is being developed for the area east of the Cemetery office to include an expanded columbarium facility and a funeral pavilion. The existing columbarium would be moved to this area and an additional columbarium unit would be added.
- Staff is reviewing current Cemetery Code, benchmarking other cemeteries, and determining if any changes are necessary.
- Staff is working with volunteers and the Ames Historical Society to create and install interpretive signs highlighting the history of the Ames Municipal Cemetery.

ART SERVICES

Description

The Art Services activity supports art in the Ames community through the Public Art Program and through allocations to art agencies. 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.

The allocations to art agencies in the community are recommended through the Commission on the Arts (COTA). These community arts programs are non-profit in nature and primarily involve the performing arts. Mini-grants are also available for special one-time projects.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Activity: | | | | | |
| Public Art Program | 41,117 | 46,000 | 83,243 | 46,000 | 0.0% |
| Art Agency Funding | 158,929 | 163,979 | 163,979 | 168,898 | 3.0% |
| Total Expenditures | 200,046 | 209,979 | 247,222 | 214,898 | 2.3% |
| Expenditures by Category: | | | | | |
| Personal Services | 895 | - | - | - | |
| Internal Services | 113 | | | | |
| Contractual | 3,260 | - | - | - | |
| Commodities | 1,749 | - | - | - | |
| Capital | 35,100 | 46,000 | 83,243 | 46,000 | 0.0% |
| Other Expenditures | 158,929 | 163,979 | 163,979 | 168,898 | 3.0% |
| Total Expenditures | 200,046 | 209,979 | 247,222 | 214,898 | 2.3% |
| Funding Sources: | | | | | |
| Local Option Sales Tax | 199,886 | 209,979 | 247,222 | 214,898 | 2.3% |
| Public Art Donations | 160 | - | - | - | |
| Total Funding Sources | 200,046 | 209,979 | 247,222 | 214,898 | 2.3% |
| Personnel - Authorized FTE | 0.00 | 0.00 | 0.00 | 0.00 | |

ART SERVICES

| <i>City Mission/ Council Goal</i> | <i>Department Goals and Core Services</i> | <i>Indicators</i> | <i>2016/17 Actual</i> | <i>2017/18 Actual</i> | <i>2018/19 Adjusted</i> | <i>2019/20 Estimated</i> |
|---|---|--|---------------------------|---------------------------|-----------------------------|------------------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Set goals and criteria for performing arts expenditures | # of COTA agencies receiving an annual grant | 16 | 17 | 14 | 17 |
| | | % increase of COTA funds over prior year's funding | 5% | 5% | 0 | 3% |
| | | # of COTA agencies requesting a Spring or Fall Special Project Grant | 7 | 3 | 6 | 6 |
| | Expand public art awareness throughout the entire community | # of requests for Neighborhood Art | 5 | 6 | 7 | 6 |
| | | # of entries submitted in for the Ames Annual Outdoor Sculpture Exhibition | 46 | 47 | 46 | 46 |
| | | # of art acquisitions | 4 | 5 | 2 | 4 |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- The Commission on the Arts (COTA) was allocated \$163,979 by the City Council in FY 2018/19, the same level of funding as FY 2017/18. There was a decrease in the number of agencies applying for funds in FY 2018/19 compared to the prior year. For FY 2019/20, the City Council authorized COTA a 3% increase over the FY 2018/19 allocation.
- The Public Art Commission (PAC) has requested \$46,000 in funding for FY 2019/20. PAC requested the same level of funding in FY 2018/19.

RECENT ACCOMPLISHMENTS

- A total of 17 organizations submitted applications for COTA funding this year compared to 14 in FY 2018/19. The Ames Chapter of the Des Moines Metro Opera Guild made a first-time request for FY 2019/20 funding. Two organizations (Co'Motion Dance and India Cultural Association) that did not apply for funding in FY 2018/19 have applied for annual funding in FY 2019/20.
- The Public Art Commission held its 22nd Annual Outdoor Sculpture Exhibition (AAOSE). Seven sculptures were exhibited in the downtown.

IN-PROGRESS AND UPCOMING ACTIVITIES

- With the City Council's approval, and in collaboration with the Parks and Recreation Department, the Public Art Commission has undertaken a birdhouse building competition in FY 2018/19 as part of its Art in the Parks program. The birdhouses will be exhibited at the Octagon Center for the Arts, after which suitable birdhouses will be placed in various City parks.

ART SERVICES

PUBLIC ARTS AGENCIES RECEIVING CITY LOCAL OPTION RECOMMENDATIONS FROM COTA – COMMISSION ON THE ARTS

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Agency: | | | | | |
| ACTORS | 17,512 | 18,950 | 18,950 | - | -100.0% |
| AIOFA | 8,768 | 9,700 | 9,700 | - | -100.0% |
| Ames Chamber Artists | 2,960 | 3,770 | 3,770 | - | -100.0% |
| Ames Children's Choirs | 11,443 | 13,850 | 13,850 | - | -100.0% |
| Ames Choral Society | 3,250 | 3,690 | 3,690 | - | -100.0% |
| Ames Community Arts Council | 9,500 | 10,750 | 10,750 | - | -100.0% |
| Central Iowa Symphony | 9,060 | 9,750 | 9,750 | - | -100.0% |
| Co'Motion Dance Theater | 5,000 | - | - | - | - |
| Dancercenter Dancer Co Foundation | 1,830 | 1,830 | 1,830 | - | -100.0% |
| Friends of Ames Strings | 1,844 | - | - | - | - |
| Good Company | 1,600 | 1,950 | 1,950 | - | -100.0% |
| India Cultural Association | 6,542 | - | - | - | - |
| KHOI Radio | 3,000 | 3,000 | 3,000 | - | -100.0% |
| Kids Co'Motion | - | 3,000 | 3,000 | - | -100.0% |
| Octagon Center for the Arts | 48,100 | 48,100 | 48,100 | - | -100.0% |
| Story Theater Company | 10,560 | 10,560 | 10,560 | - | -100.0% |
| Town & Gown Chamber Music | 15,960 | 18,200 | 18,200 | - | -100.0% |
| Total Agency Allocations | 156,929 | 157,100 | 157,100 | - | -100.0% |
| Mini-Grants | 2,000 | 6,879 | 6,879 | - | -100.0% |
| Total Allocations | 158,929 | 163,979 | 163,979 | 168,898 | 3.0% |

HUMAN SERVICES

Description

The Human Services activity accounts for the allocations which are made by the City Council to human service providers in the Ames community. These allocations are made in collaboration with Story County, Central Iowa Community Services, Iowa State University Student Government (SG), and United Way of Story County, through the Analysis of Social Services Evaluation Team (ASSET). The two main purposes of ASSET are to 1) recommend funding levels for each funder to purchase services from agencies, and 2) to coordinate the provision of human services in Story County.

The services provided by ASSET agencies are divided into the categories of Education, Income, and Health. Volunteers are appointed by each funder to analyze agency funding requests, conduct agency site visits, review agency outcomes reports, and make funding recommendations. The governing bodies of each funder (including the City Council) jointly set the administrative policies and direction used to coordinate the funding process. A portion of one of the Assistant City Manager positions is allocated to this activity (12%).

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Activity: | | | | | |
| Administration | 21,632 | 21,227 | 23,191 | 24,032 | 13.2% |
| Human Services Funding | 1,255,651 | 1,423,497 | 1,498,752 | 1,466,202 | 3.0% |
| Total Expenditures | 1,277,283 | 1,444,724 | 1,521,943 | 1,490,234 | 3.2% |
| Expenditures by Category: | | | | | |
| Personal Services | 16,093 | 16,727 | 16,971 | 17,720 | 5.9% |
| Internal Services | - | - | - | - | |
| Contractual | 5,539 | 4,500 | 6,220 | 6,312 | 40.3% |
| Commodities | - | - | - | - | |
| Capital | - | - | - | - | |
| Other Expenditures | 1,255,651 | 1,423,497 | 1,498,752 | 1,466,202 | 3.0% |
| Total Expenditures | 1,277,283 | 1,444,724 | 1,521,943 | 1,490,234 | 3.2% |
| Funding Sources: | | | | | |
| Local Option Sales Tax | 1,277,283 | 1,444,724 | 1,521,943 | 1,490,234 | 3.2% |
| Total Funding Sources | 1,277,283 | 1,444,724 | 1,521,943 | 1,490,234 | 3.2% |
| Personnel - Authorized FTE | 0.12 | 0.12 | 0.12 | 0.12 | |

HUMAN SERVICES

| <i>City Mission/ Council Goal</i> | <i>Department Goals and Core Services</i> | <i>Indicators</i> | <i>2016/17 Actual</i> | <i>2017/18 Actual</i> | <i>2018/19 Adjusted</i> | <i>2019/20 Estimated</i> |
|---|---|---|---------------------------|---------------------------|-----------------------------|------------------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Strengthen human services | # of agencies receiving City funds | 24 | 24 | 24 | 24 |
| | | % increase over prior year's approved funding | 5.5% | 6% | 5% | 3% |
| | | % of Council-authorized funding recommended by volunteers | 100% | 100% | 100% | 100% |
| | | % of awarded funds drawn down by agencies | 96.4% | 98.3% | 99% | 99% |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- For FY 2019/20, the City Council has authorized a 3% increase in ASSET funds (\$1,466,202 total). City ASSET funds requested by agencies total \$1,667,899, up \$244,402, or 17.2% over the current FY 2018/19 contracted services of \$1,423,497.

RECENT ACCOMPLISHMENTS

- Starting in FY 2017/18, ASSET human service agencies were required to use the Clear Impact Scorecard to report their program outcomes. Agencies are now in their second year of data collection and reporting. Using outcomes measurement is intended to identify where funds make the most improvement in clients' lives, rather than focusing on outputs, such as the number of people served.
- In FY 2017/18, the City Council partnered with the United Way of Story County (UWSC) to administer a human services capital funding program. Though the City Council budgeted \$500,000 for this initiative (\$300,000 from FY 2016/17 General Fund balance and \$200,000 from FY 2017/18 Local Option Sales Tax Fund), the Council authorized a program using \$250,000. These funds supported capital projects at five local human services agencies.

IN-PROGRESS AND UPCOMING ACTIVITIES

- The ASSET volunteers meet in January 2019 to make FY 2019/20 funding recommendations for ASSET agencies.
- The City Council has requested a follow-up report regarding the human services agency capital grant program.

HUMAN SERVICES

HUMAN SERVICE AGENCIES RECEIVING CITY LOCAL OPTION TAX FUNDING THROUGH THE ASSET PROCESS

| <i>Agency:</i> | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|------------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| ACCESS | 94,874 | 100,761 | 100,761 | - | -100.0% |
| All Aboard For Kids | - | 1,700 | 1,700 | - | -100.0% |
| American Red Cross | 9,800 | 9,800 | 9,800 | - | -100.0% |
| Ames Community Preschool | 36,943 | 97,768 | 152,025 | - | -100.0% |
| ARC of Story County | 7,616 | 10,260 | 10,260 | - | -100.0% |
| Boys & Girls Club | 105,820 | 111,111 | 111,111 | - | -100.0% |
| Campfire USA | 7,060 | 7,284 | 7,284 | - | -100.0% |
| Center for Creative Justice | 57,460 | 58,293 | 58,293 | - | -100.0% |
| ChildServe | 17,331 | 21,000 | 21,000 | - | -100.0% |
| Emergency Residence Project | 80,500 | 88,964 | 88,964 | - | -100.0% |
| Good Neighbor | 17,250 | 21,077 | 21,077 | - | -100.0% |
| Heartland Senior Services | 176,483 | 185,735 | 185,735 | - | -100.0% |
| HIRTA | 41,000 | 41,000 | 41,000 | - | -100.0% |
| Legal Aid Society | 95,400 | 96,970 | 96,970 | - | -100.0% |
| Lutheran Services in Iowa | 2,239 | 10,700 | 10,700 | - | -100.0% |
| MGMC Home Health Services | 30,000 | 31,114 | 31,114 | - | -100.0% |
| Mid-Iowa Community Action | 99,456 | 114,982 | 114,982 | - | -100.0% |
| National Alliance for Mentally Ill | 6,500 | 7,000 | 7,000 | - | -100.0% |
| Raising Readers | 17,410 | 22,789 | 22,789 | - | -100.0% |
| RSVP | 29,760 | 30,325 | 30,325 | - | -100.0% |
| The Salvation Army | 43,638 | 47,277 | 47,277 | - | -100.0% |
| University Community Childcare | 58,526 | 60,649 | 60,649 | - | -100.0% |
| Volunteer Center of Story County | 9,790 | 11,174 | 11,174 | - | -100.0% |
| Youth & Shelter Services | 210,795 | 235,764 | 256,762 | - | -100.0% |
| Total Allocations | 1,255,651 | 1,423,497 | 1,498,752 | 1,466,202 | 3.0% |

CITY-WIDE HOUSING PROGRAMS

Description

The goal of the City-Wide Housing Programs activity is to promote better housing and housing related educational opportunities for low and moderate income citizens in the Ames community. These housing related activities could include such things as emergency and disaster-related assistance, housing fairs, public educational workshops, etc. This activity also provides support for programs and projects funded through the Community Development Block Grant (CDBG) and HOME programs. A portion of the Housing Coordinator position (10%) is allocated to this activity along with salary and expenses for additional temporary staffing needs.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures: | | | | | |
| Personal Services | 30,736 | 38,243 | 33,247 | 26,152 | -31.6% |
| Internal Services | 12,658 | 12,090 | 13,085 | 13,100 | 8.4% |
| Contractual | 2,698 | 3,364 | 6,388 | 3,413 | 1.5% |
| Commodities | 556 | 450 | 575 | 600 | 33.3% |
| Capital | - | - | - | - | |
| Other Expenditures | 5,000 | - | - | - | |
| Total Expenditures | 51,648 | 54,147 | 53,295 | 43,265 | -20.1% |
| Funding Sources: | | | | | |
| General Fund | 2,778 | - | - | - | |
| City-Wide Housing Fund | 48,870 | 54,147 | 53,295 | 43,265 | -20.1% |
| Total Funding Sources | 51,648 | 54,147 | 53,295 | 43,265 | -20.1% |
| Personnel - Authorized FTE | 0.20 | 0.20 | 0.10 | 0.10 | |

CITY-WIDE HOUSING PROGRAMS

| <i>City Mission/ Council Goal</i> | <i>Department Goals and Core Services</i> | <i>Indicators</i> | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|---|--|---|---------------------------|---------------------------|-----------------------------|------------------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Encourage citizen participation by hosting educational events and community-wide meetings regarding housing and community development issues | # of community forums/events to educate the public on various housing topics/ awareness, program policies, procedures, etc. | 4 | 4 | 4 | 4 |
| | | # of attendees at community housing programs/events/ presentations | 30 | 150 | 250 | 275 |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- This activity continues to account for expenses incurred by the City's housing programs that are not eligible for reimbursement under the Federal Community Development Block Grant (CDBG) and HOME programs that assist low and moderate income households. This includes assistance provided to other City departments, non-profit organizations, and administration of non-CDBG federal, state, county and/or local programs.
- The City will receive its first allocation of HOME funding in FY 2018/19. Because of this new funding source, 10% of the Housing Coordinator's salary and benefits will be shifted from City-Wide Housing to the HOME program.
- To assist in the preparation of the 2019-2023 Five-Year Consolidated Plan, 2019 Annual Action Plan, and 2019 Fair Housing Impediments Study, \$8,500 is being allocated from City Council Contingency to contract with the Institute for Design, Research and Outreach at Iowa State University.

RECENT ACCOMPLISHMENTS

- Educated the community during Hunger and Homelessness Awareness Week at City Council and through a radio interview.
- Hosted a meeting with Homeless Providers to discuss creating a Homelessness Prevent Team for Ames and Story County.
- Hosted the first Lunch N Learn in partnership with Homelessness Providers for other Non-Profits and Faith Based Organizations to increase coordination regarding homeless prevention assistance in Ames and Story County.
- Housing and Community Development presentations were given to ISU students in the Human Development & Family Studies program, as well as other community organizations.

IN-PROGRESS AND UPCOMING ACTIVITIES

- In FY 2018/19 and FY 2019/20, staff will continue to host community forums and events to train, educate, and engage the public regarding various housing topics and other issues; such as fair housing, homelessness, hunger, housing data, feedback surveys, etc. Housing staff will also partner with other City departments and organizations to promote housing education through events, seminars, and other programs.

COMMUNITY DEVELOPMENT BLOCK GRANT

Description

This activity administers the City's federally funded Community Development Block Grant (CDBG) program. The CDBG program include a wide variety of housing, community and economic development activities directed toward affordable housing, neighborhood revitalization, economic development, and improved community facilities and services. The overall goals of the CDBG 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 of slums or blight, or 3) meet other community development needs of particular urgency. The majority of the Housing Coordinator position (80%) is allocated to this activity.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Activity: | | | | | |
| CDBG Administration | 101,168 | 102,103 | 114,418 | 114,418 | 12.1% |
| Renter Affordability Program | 38,915 | - | 40,000 | - | |
| Property Purchases/Rehab | 272,594 | - | 195,295 | - | |
| 321 State Avenue NRSA | 32,274 | - | 641,052 | - | |
| Homebuyer Assistance | - | - | 180,000 | - | |
| CDBG Future Allocation | - | 408,412 | - | 457,676 | 12.1% |
| Total Expenditures | 444,951 | 510,515 | 1,170,765 | 572,094 | 12.1% |
| Expenditures: | | | | | |
| Personal Services | 97,409 | 101,240 | 105,853 | 103,773 | 2.5% |
| Internal Services | 12,568 | (3,325) | 77,065 | 5,263 | -258.3% |
| Contractual | 49,329 | 412,300 | 281,753 | 462,208 | 12.1% |
| Commodities | 288 | 300 | 500 | 850 | 183.3% |
| Capital | 269,593 | - | 703,552 | - | |
| Other Expenditures | 15,764 | - | 2,042 | - | |
| Total Expenditures | 444,951 | 510,515 | 1,170,765 | 572,094 | 12.1% |
| Funding Sources: | | | | | |
| CDBG Fund | 444,951 | 510,515 | 1,170,765 | 572,094 | 12.1% |
| Total Funding Sources | 444,951 | 510,515 | 1,170,765 | 572,094 | 12.1% |
| Personnel - Authorized FTE | 0.80 | 0.80 | 0.80 | 0.80 | |

COMMUNITY DEVELOPMENT BLOCK GRANT

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|---|--|---|-------------------|-------------------|---------------------|----------------------|
| Address the Housing and Community Development needs of the City. | Goal 1: Utilize and leverage CDBG Funds for Low and Moderate Income Persons through private and public partnerships as follows: A1. Objective: To create, expand and maintain Affordable Housing for Homeless and Low-income persons A2. Objective: To maintain the Community Development Services of the Community | % of program expenditures in LMI* households and/or neighborhoods (goal: 70% or 3year period) | 100% | 100% | 100% | 100% |
| | | # of LMI single-family units constructed | 3 | 0 | 1 | 3 |
| | | # of LMI owner-occupied units rehabilitated | 1 | 0 | 0 | 5 |
| | | # of LMI households receiving Rental Affordability Assistance (deposit, one month rent, transportation, etc.) | 77 | 85 | 95 | 100 |
| | | # of LMI census tracts or NRSA receiving infrastructure improvements | 1 | 1 | 1 | 1 |
| | | # of existing properties purchased for LMI housing | - | 2 | 1 | 1 |
| | | # of houses/Land sold/leased to non-profits for rehabilitation or new construction | - | 3 | 2 | 5 |
| Provide quality programs in an efficient and fiscally responsible manner | Administer the CDBG program in compliance with Federal regulations | Demonstrated compliance with HUD's monitoring of program reports, etc. | Yes | Yes | Yes | Yes |
| | | Biannual program audit meets Federal compliance standards | Yes | Yes | Yes | Yes |

*Low and Moderate Income

COMMUNITY DEVELOPMENT BLOCK GRANT

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- The City of Ames received its 15th allocation of Community Development Block Grant (CDBG) funding in the amount of \$572,094 for FY 2018/19. Additionally, \$595,531 in CDBG funding was carried over from FY 2017/18, and \$3,140 is anticipated to be realized from program income. This brings the total available allocation for the adjusted FY 2018/19 budget to \$1,170,765. Of this amount, \$1,056,347 is budgeted for programs in support of the City Council's goal to address various housing/development needs in the community.
- The CDBG allocation for the City of Ames for FY 2019/20 has not yet been announced. For budgeting purposes, the FY 2018/19 allocation of \$572,094 is being projected for FY 2019/20.

RECENT ACCOMPLISHMENTS

- Received approval from HUD of the City's Amended 2014-19 Consolidated and Annual Action Plans.
- Completion of the Tripp Street extension through the 321 State Avenue parcel for a future affordable housing mixed-income development in the City's designated Neighborhood Revitalization Strategy Area (NRSA).
- Received approval and acceptance of the City's FY 2017/18 Consolidated Annual Performance Evaluation Report (CAPER).

IN-PROGRESS AND UPCOMING ACTIVITIES

- In 2019, the City will be submitting its first Consolidated and Annual Action Plans for both CDBG and HOME as part of the 2019-2023 Five-Year Consolidated Plan. The Action Plan incorporates the program goals and priority projects outlined in the Five-Year Consolidated Plan.
- The City Council participated in the first round of public forums to gain feedback regarding the goals and priorities for the new five-year period. For FY 2019/20 the CDBG Annual Action Plan activities have not been determined.
- Staff will begin updating, for 2019-2023, its Fair Housing Impediments Study in conjunction with the Consolidated Plan.
- The City Council annually authorizes that 20% of the CDBG allocation be used for administrative expenses, with the remaining 80% to be used for programming. For FY 2018/19, the programs to be administered include the public infrastructure improvements for the development of 321 State Avenue as a mixed-income housing subdivision, and neighborhood sustainability programs such as home acquisition/rehabilitation, rental deposit assistance, and transportation assistance.

HOME INVESTMENT PARTNERSHIP PROGRAM

Description

This activity administers the City's federally funded Home Investment Partnership (HOME) program. The HOME program is designed exclusively to create affordable housing for low-income households. The overall goals of the HOME program to fund a wide range of activities including building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-income people, often in partnership with local nonprofits group. A portion of the Housing Coordinator position (10%) is allocated to HOME activities.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Activity: | | | | | |
| HOME Administration | - | - | 75,000 | 60,126 | |
| CHDO Allocation | - | - | 112,500 | 90,241 | |
| Single Family Housing | - | - | 562,500 | - | |
| HOME Future Allocation | - | - | - | 450,897 | |
| Total Expenditures | - | - | 750,000 | 601,264 | |
| Expenditures: | | | | | |
| Personal Services | - | - | 67,500 | 52,626 | |
| Internal Services | - | - | 1,250 | 1,250 | |
| Contractual | - | - | 5,750 | 456,647 | |
| Commodities | - | - | 500 | 500 | |
| Capital | - | - | 562,500 | - | |
| Other Expenditures | - | - | 112,500 | 90,241 | |
| Total Expenditures | - | - | 750,000 | 601,264 | |
| Funding Sources: | | | | | |
| CDBG Fund | - | - | 750,000 | 601,264 | |
| Total Funding Sources | - | - | 750,000 | 601,264 | |
| Personnel - Authorized FTE | 0.00 | 0.00 | 0.10 | 0.10 | |

HOME INVESTMENT PARTNERSHIP PROGRAM

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2018/19 Adjusted | 2019/20 Estimated |
|---|---|---|---------------------|----------------------|
| Provide quality programs in an efficient and fiscally responsible manner to address housing needs in the community. | Build a minimum of 18 affordable single family housing in the designated Neighborhood Revitalization Strategy Area (NRSA) | % of program expenditures in LMI* households and/or neighborhoods (goal: 70% or 3year period) | 100% | 100% |
| | | # of LMI single-family units constructed | 1 | 3 |
| | Administer the HOME program in compliance with Federal regulations | Demonstrated compliance with HUD's monitoring of program reports, etc. | Yes | Yes |
| | | Biannual program audit meets Federal compliance standards | Yes | Yes |

*Low and Moderate Income

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- The City of Ames will receive its first allocation of HOME funding in the amount of \$750,000 for FY 2018/19. Of this amount, 10% (\$75,000) can be designated for program administration, and 15% (\$112,500) must be set aside for a local Community Housing Development Organization (CHDO), if designated. This leaves \$562,500 that will be budgeted for programs in FY 2018/19 in support of the City Council's goal to address various housing/development needs in the community.
- HOME requires a 25% local match (\$187,500) contribution. The City has allocated \$250,000 of General Obligation (GO) Bond funds toward the infrastructure improvements at 321 State Avenue that will count as the local match requirement for the HOME dollars for the first two years.
- The HOME allocation for the City of Ames for FY 2019/20 has not yet been announced. For budgeting purposes, the original funding allocation for FY 2018/19 of \$601,572,094 is being projected for FY 2019/20.

RECENT ACCOMPLISHMENTS

- Received approval from HUD of the City's Amended 2014-19 Consolidated and Annual Action Plans to be able to utilize HOME funding.

IN-PROGRESS AND UPCOMING ACTIVITIES

- In 2019, the City will be submitting its first Consolidated and Annual Action Plans for both CDBG and HOME as part of the 2019-2023 Five-Year Consolidated Plan. The Action Plan incorporates the program goals and priority projects outlined in the Five-Year Consolidated Plan.
- The City Council participated in the first round of public forums to gain feedback regarding the goals and priorities for the new five-year period. For FY 2019/20 the CDBG/HOME Annual Action Plan activities have not been determined.

HOME INVESTMENT PARTNERSHIP PROGRAM

IN-PROGRESS AND UPCOMING ACTIVITIES, continued:

- For FY 2018/19, the program to be implemented using the HOME Block Grant dollars will be to begin the anticipated construction of three (3) homes for low income households as part of a mixed-income housing subdivision at 321 State Avenue. State Avenue is located in the City's designated Neighborhood Revitalization Strategy Area (NRSA).
- For FY 2019/20, the HOME Annual Action Plan activities have not been determined.
- The City Council will authorize that 10% of the HOME allocation be used for administrative expenses, and that the remaining (minus CHDO set aside funds) will be used for programming.
- In future years, for local match funding for the HOME Block Grant Program, staff will investigate possible partnerships with the Story County Housing Trust Fund, investments from state or local governments, or the private sector and other eligible sources.

ECONOMIC DEVELOPMENT

Description

The Economic Development activity supports both existing and new businesses in their efforts to provide opportunities for quality employment in the Ames community. This activity provides local support for federal and state sponsored economic development programs, and administers and oversees all economic development programs.

This activity also records the pass-through of five sevenths of the seven cent per dollar Hotel/Motel tax to the Ames Convention and Visitors Bureau (ACVB) This activity also includes the distribution of Tax Increment Financing (TIF) tax revenue as required by various economic development agreements.

A portion of the City Manager (10%), City Attorney (5%), and Finance Director (16%) positions are allocated to Economic Development activity.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Activity: | | | | | |
| ACVB Pass-through | 1,712,485 | 1,750,000 | 1,750,000 | 1,750,000 | 0.0% |
| Econ Development/City Staff | 66,256 | 70,151 | 69,963 | 72,245 | |
| Econ Development/ACVB | 150,000 | 150,000 | 150,000 | 150,000 | |
| Chamber of Commerce Dues | 2,693 | 2,800 | 2,800 | 2,800 | |
| Kingland Tax Rebate | 229,455 | 302,218 | 302,218 | 325,427 | 7.7% |
| Total Expenditures | 2,160,889 | 2,275,169 | 2,274,981 | 2,300,472 | 1.1% |
| Expenditures: | | | | | |
| Personal Services | 64,439 | 68,289 | 68,216 | 70,593 | 3.4% |
| Internal Services | 1,797 | 1,862 | 1,747 | 1,652 | -11.3% |
| Contractual | 152,713 | 152,800 | 152,800 | 152,800 | 0.0% |
| Commodities | - | - | - | - | |
| Capital | - | - | - | - | |
| Other Expenditures | 1,941,940 | 2,052,218 | 2,052,218 | 2,075,427 | 1.1% |
| Total Expenditures | 2,160,889 | 2,275,169 | 2,274,981 | 2,300,472 | 1.1% |
| Funding Sources: | | | | | |
| Hotel/Motel Tax | 1,865,178 | 1,902,800 | 1,902,800 | 1,902,800 | 0.0% |
| General Fund | 66,256 | 70,151 | 69,963 | 72,245 | 3.0% |
| Economic Development Fund | - | - | - | - | |
| TIF/Kingland Systems | 229,455 | 302,218 | 302,218 | 325,427 | 7.7% |
| Total Funding Sources | 2,160,889 | 2,275,169 | 2,274,981 | 2,300,472 | 1.1% |
| Personnel - Authorized FTE | 0.31 | 0.31 | 0.31 | 0.31 | |

ECONOMIC DEVELOPMENT

| <i>City Mission/ Council Goal</i> | <i>Department Goals and Core Services</i> | <i>Indicators</i> | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|---|---|--|---------------------------|---------------------------|-----------------------------|------------------------------|
| Promote economic development | Support growth of tax base and high paying employment | State programs sponsored | 1 | 2 | 2 | 2 |
| | | City revolving loans originated | - | - | 1 | 2 |
| | | Community Investment Fund loans originated | 1 | 1 | 1 | 1 |
| | | Ames MSA Unemployment Rate | 2.0% | 1.1% | - | - |
| | | Population Census Estimate | 66,191 | 66,498 | - | - |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- All currently active TIF districts have grown in property valuation which will result in additional TIF property tax revenue and corresponding rebates where agreements to do so are in place.

RECENT ACCOMPLISHMENTS

- Executed economic development assistance for a \$60 million expansion at the Barilla facility, includes new property valuation of \$16.32 million and 41 new jobs.
- Provided administration as local sponsor and local endorsement of a \$30 million project at 3M to convert 30,000 square feet of warehouse space to manufacturing and add 16 new jobs.
- Provided local endorsement for an economic development agreement with SmartAg to add 40 new jobs.

IN-PROGRESS AND UPCOMING ACTIVITIES

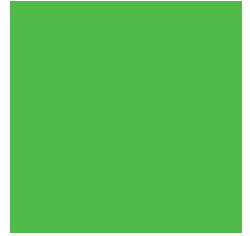
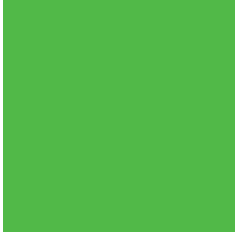
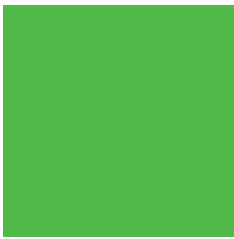
- Establishment of a TIF district to support development of a research and design facility for John Deere
- Finalize an economic development agreement to assist in the expansion of SmartAg, a company that has developed a system for self-driving farm tractors
- Finalize an economic development agreement with Vertex software; to support commercial rollout of their cloud based manufacturing design system.

COMMUNITY ENRICHMENT CIP

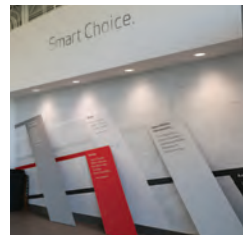
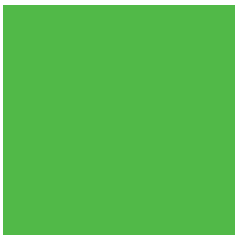
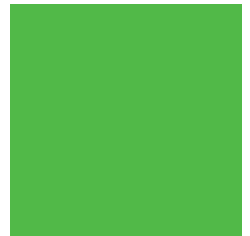
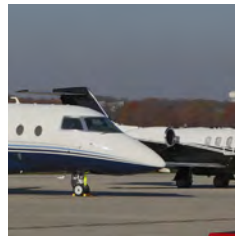
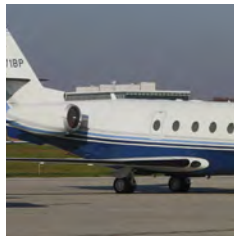
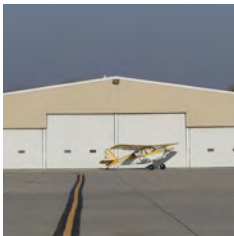
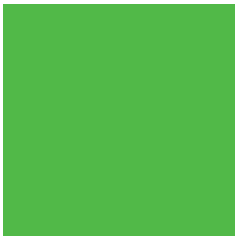
Activity Description:

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> | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|--|---------------------------|----------------------------|-----------------------------|----------------------------|--------------------------------------|
| <i>Parks & Recreation:</i> | | | | | |
| Park/Facility Improvements | 131,352 | 45,000 | 1,385,825 | 440,000 | |
| Municipal Pool Improvements | 31,803 | 25,000 | 166,653 | 25,000 | |
| Playground/Park Equipment | - | - | 31,772 | 143,000 | |
| Furman Aquatic Center | 24,498 | 30,000 | 55,502 | - | |
| Ada Hayden Improvements | 5,250 | - | - | 60,000 | |
| Ice Arena Improvements | 40,934 | 120,000 | 121,400 | 10,000 | |
| Homewood Golf Course | 845 | 750,000 | 1,049,155 | - | |
| Miracle Playground/Field Design | 18,720 | - | 7,640 | - | |
| Healthy Life Center Study | 85,974 | - | 14,026 | - | |
| ADA Transition Plan Improvements | - | 25,000 | 25,000 | 25,000 | |
| Sunset Ridge Park Development | 2,500 | - | 77,500 | - | |
| Franklin Park Improvements | - | 80,000 | 80,000 | - | |
| Edwards Park Development | - | 10,000 | 10,000 | 80,000 | |
| <i>Total Parks and Receptions</i> | 341,876 | 1,085,000 | 3,024,473 | 783,000 | -27.8% |
| <i>Cemetery:</i> | | | | | |
| Cemetery Lane Improvements | 46,845 | - | - | - | |
| Cemetery Water Line | 4,411 | - | - | - | |
| Columbarium Expansion | - | - | 60,000 | - | |
| Scattering Garden | - | 25,000 | 25,000 | - | |
| <i>Total Cemetery</i> | 51,256 | 25,000 | 85,000 | - | -100.0% |
| <i>Economic Development:</i> | | | | | |
| Downtown Façade Program | 56,423 | 50,000 | 166,000 | 50,000 | |
| Campustown Façade Program | - | 50,000 | 154,020 | 50,000 | |
| Downtown/Campustown Plazas | - | - | 400,000 | - | |
| <i>Total Economic Development</i> | 56,423 | 100,000 | 720,020 | 100,000 | 0.0% |
| <i>City Manager:</i> | | | | | |
| Neighborhood Improvement | 5,941 | 50,000 | 50,000 | 50,000 | |
| Human Svc Agency Grant Program | 250,000 | - | 250,000 | - | |
| <i>Total City Manager</i> | 255,941 | 50,000 | 300,000 | 50,000 | 0.0% |
| <i>Total Community Enrichment CIP</i> | 705,496 | 1,260,000 | 4,129,493 | 933,000 | -26.0% |



GENERAL GOVERNMENT



GENERAL GOVERNMENT

| | |
|--|-----|
| City Council | |
| City Council | 204 |
| Special Allocations | 206 |
| City Clerk | 208 |
| City Manager | 210 |
| Public Relations | 212 |
| Media Production Services | 214 |
| Administrative Support Services | 216 |
| Planning Services | 218 |
| Financial Services | |
| Finance Administration and Budget | 222 |
| Accounting and Reporting | 224 |
| Purchasing Services | 226 |
| Legal Services | 228 |
| Human Resources | 230 |
| Facilities | 232 |
| General Government CIP | 234 |

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, Facilities, and the Merit Adjustment.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|---------------------------|----------------------------|-----------------------------|----------------------------|--------------------------------------|
| <i>Use of Funds:</i> | | | | | |
| City Council | 382,678 | 442,296 | 605,734 | 442,893 | 0.1% |
| City Clerk | 417,705 | 371,003 | 384,706 | 436,923 | 17.8% |
| City Manager | 705,101 | 765,962 | 788,931 | 801,995 | 4.7% |
| Public Relations | 242,533 | 204,159 | 224,884 | 217,556 | 6.6% |
| Media Production Services | 169,627 | 158,679 | 158,197 | 163,473 | 3.0% |
| Planning Services | 759,265 | 865,415 | 1,154,218 | 890,712 | 2.9% |
| Financial Services | 1,790,794 | 1,963,719 | 1,899,722 | 1,990,079 | 1.3% |
| Legal Services | 747,855 | 787,852 | 790,894 | 801,687 | 1.8% |
| Human Resources | 476,134 | 543,900 | 579,803 | 586,703 | 7.9% |
| Facilities | 428,594 | 452,069 | 499,495 | 459,595 | 1.7% |
| <i>Total Operations</i> | 6,120,286 | 6,555,054 | 7,086,584 | 6,791,616 | 3.6% |
| General Government CIP | 765,174 | 50,000 | 898,210 | 50,000 | 0.0% |
| <i>Total Expenditures</i> | 6,885,460 | 6,605,054 | 7,984,794 | 6,841,616 | 3.6% |
| | | | | | |
| Personnel - Authorized FTE | 51.07 | 51.07 | 51.32 | 51.32 | |

GENERAL GOVERNMENT

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Category: | | | | | |
| Personal Services | 5,076,059 | 5,706,527 | 5,442,948 | 5,883,760 | 3.1% |
| Internal Services | (245,734) | (401,022) | (345,125) | (386,076) | -3.7% |
| Contractual | 943,462 | 872,861 | 1,391,304 | 919,723 | 5.4% |
| Commodities | 124,515 | 123,618 | 132,422 | 126,735 | 2.5% |
| Capital | 16,367 | - | 57,192 | - | |
| Other Expenditures | 205,617 | 253,070 | 407,843 | 247,474 | -2.2% |
| Total Operations | 6,120,286 | 6,555,054 | 7,086,584 | 6,791,616 | 3.6% |
| General Government CIP | 765,174 | 50,000 | 898,210 | 50,000 | 0.0% |
| Total Expenditures | 6,885,460 | 6,605,054 | 7,984,794 | 6,841,616 | 3.6% |
| Funding Sources: | | | | | |
| Fees/Outside Charges | 163,057 | 185,621 | 173,373 | 173,211 | -6.7% |
| General Fund | 3,347,326 | 3,464,160 | 4,017,795 | 3,621,932 | 4.6% |
| Local Option Sales Tax | 137,547 | 191,070 | 198,637 | 200,474 | 4.9% |
| Hotel/Motel Tax | 7,500 | 15,000 | 15,000 | - | -100.0% |
| Road Use Tax | 137,120 | 160,792 | 161,299 | 164,341 | 2.2% |
| G.O. Bond Funds | 6,543 | 6,866 | 6,708 | 7,661 | 11.6% |
| Water Utility Fund | 417,058 | 449,614 | 449,720 | 472,350 | 5.1% |
| Sewer Utility Fund | 362,955 | 388,144 | 390,277 | 413,479 | 6.5% |
| Electric Utility Fund | 1,217,939 | 1,345,637 | 1,334,539 | 1,397,004 | 3.8% |
| Parking Fund | 69,786 | 74,022 | 73,456 | 74,409 | 0.5% |
| Storm Water Utility Fund | 8,704 | 10,546 | 10,678 | 10,954 | 3.9% |
| Resource Recovery | 244,751 | 263,582 | 255,102 | 255,801 | -3.0% |
| Total Operations Funding | 6,120,286 | 6,555,054 | 7,086,584 | 6,791,616 | 3.6% |
| CIP Funding: | | | | | |
| General Fund | 684,868 | - | 437,194 | - | |
| Local Option Sales Tax | 64,415 | 50,000 | 205,277 | 50,000 | 0.0% |
| Storm Water Utility Fund | 15,891 | - | 255,739 | - | |
| Total CIP Funding | 765,174 | 50,000 | 898,210 | 50,000 | 0.0% |
| Total Funding Sources | 6,885,460 | 6,605,054 | 7,984,794 | 6,841,616 | 3.6% |

CITY COUNCIL

Description

The City Council is the legislative and policymaking body of the City of Ames municipal government. The Mayor and two City Council members are elected at-large, while the four remaining Council members are elected from their respective wards. An Iowa State University student also serves as a non-voting *ex officio* member of the City Council to represent student interests in various City processes and projects. Major responsibilities of the City Council include enacting City ordinances and policies, setting property tax levels, approving City service levels with the related budgets needed to support those services, and directing community development efforts for the City of Ames. The Mayor, with the approval of the City Council, appoints members to serve on various policymaking and advisory boards and commissions. Regular City Council meetings are held on the second and fourth Tuesday of each month, with special meetings and work sessions scheduled as needed.

City Council Contingency is an annual appropriation to allow the City Council to respond to opportunities or special requests which occur after the budget has been approved. Funding of \$50,000 is allocated annually, with unspent amounts carried forward at the end of each fiscal year as necessary. Additional funding can also be added at budget amendment time if needed.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Activity: | | | | | |
| City Council | 146,557 | 161,226 | 168,521 | 166,049 | 3.0% |
| Human Relations | 1,847 | - | 1,370 | 1,370 | |
| City Council Contingency | 5,827 | 50,000 | 112,706 | 50,000 | 0.0% |
| Total Expenditures | 154,231 | 211,226 | 282,597 | 217,419 | 2.9% |
| Expenditures by Category: | | | | | |
| Personal Services | 65,816 | 77,064 | 77,522 | 77,521 | 0.6% |
| Internal Services | 15,276 | 14,812 | 15,599 | 16,399 | 10.7% |
| Contractual | 49,874 | 46,770 | 51,870 | 47,179 | 0.9% |
| Commodities | 21,135 | 22,580 | 24,900 | 26,320 | 16.6% |
| Capital | - | - | - | - | |
| Other Expenditures | 2,130 | 50,000 | 112,706 | 50,000 | |
| Total Expenditures | 154,231 | 211,226 | 282,597 | 217,419 | 2.9% |
| Funding Sources: | | | | | |
| General Fund | 154,231 | 211,226 | 282,597 | 217,419 | 2.9% |
| Total Funding Sources | 154,231 | 211,226 | 282,597 | 217,419 | 2.9% |
| Personnel - Authorized FTE | 0.00 | 0.00 | 0.00 | 0.00 | |

CITY COUNCIL

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|---|---|--|-------------------|-------------------|---------------------|----------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Enhance opportunities for everyone to thrive by fostering a culture that embraces creativity and innovation | Cost of City services/capita | \$2,005 | \$2,113 | \$2,327 | \$2,353 |
| | | Property tax rate/\$1,000 valuation | \$10.37 | \$10.38 | \$10.07 | \$10.03 |
| | | General levy rate/\$1,000 valuation | \$5.60 | \$5.65 | \$5.50 | \$5.53 |
| | | # of events sponsored | 5 | 5 | 7 | 7 |
| | | Total outstanding debt per capita | \$1,157 | \$1,110 | \$1,073 | \$1,112 |
| | | # of ordinances adopted | 52 | 45 | 48 | 50 |
| | | # of resolutions passed | 698 | 694 | 695 | 700 |
| | | % of City Council goal-setting tasks completed | 77% | 75% | 78% | 78% |
| | | # of Mayoral Proclamations issued | 19 | 14 | 16 | 17 |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- In February 2017, the City Council raised its salary to \$10,000/year and the Mayor's salary to \$11,000/year. The change went into effect in July 2018.

RECENT ACCOMPLISHMENTS

- In FY 2018/19, the City Council revised the Rental Housing and Zoning Codes in response to the passage of a state law limiting the ability of cities to set rental restrictions based on familial relationships. The City Council spent 39 hours and 50 minutes over the course of 24 meetings taking public input and adopting new regulations regarding rental housing.
- The City Council sponsored several community events throughout the year, including Council Night at the Bandshell, the Fourth of July Pancake Breakfast, Welcomefest, the Boards and Commissions Luncheon, and the Bike to Work Week Breakfast. In FY 2018/19, the Mayor and Council's Bike Ride and the Ames Community Institute were added to the list of City Council sponsored events. In addition to these events, the City successfully hosted thousands of bicyclists overnight in July 2018 as part of the Register's Annual Great Bicycle Ride Across Iowa (RAGBRAI).
- For the first time in recent memory, all six Council Members and the Mayor attended the National League of Cities (NLC) conference in November 2018. The conference brings together local leaders to learn about issues affecting local governments and provides opportunities for local officials to collaborate on solutions to the common challenges facing America's cities.

IN-PROGRESS AND UPCOMING ACTIVITIES

- City Council approved a contract with RDG Planning & Design of Des Moines, Iowa in October 2018 to facilitate the development of a new Comprehensive Plan. This plan will serve as a guide for future land use and growth policies in coordination with a broader range of issues such as development patterns, existing neighborhoods, environmental/sustainability policies, healthy living, transportation, economic development, housing, open space and parks, and public infrastructure capacity.

CITY COUNCIL SPECIAL ALLOCATIONS

Description

City Council Special Allocations includes the Outside Funding Request Program, which allocates funding to various community groups. Applications are made to a committee which includes City staff and residents, who then make funding recommendations to City Council as part of the budget process.

Also included in this activity is funding provided to the Ames Human Relations Commission for special projects or events, and the funding for the City's share of the Sustainability Coordinator, a position shared with Iowa State University. The City's share of this position is funded through four of the City's utility funds.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|------------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Activity: | | | | | |
| Council Grant Program: | | | | | |
| Ames Partner City Association | 433 | 6,000 | 13,567 | - | -100.0% |
| Ames Historical Society | 40,000 | 42,600 | 42,600 | - | -100.0% |
| Main Street Cultural District | 41,189 | 44,300 | 44,300 | - | -100.0% |
| Hunziker Youth Sports Complex | 42,925 | 29,650 | 29,650 | - | -100.0% |
| Campustown Action Association | 37,400 | 30,650 | 61,150 | - | -100.0% |
| Ames Econ Dev Commission | 7,500 | 15,000 | 15,000 | - | -100.0% |
| Story County Housing Trust | 34,000 | 34,870 | 68,870 | - | - |
| Ames Foundation | - | - | 20,000 | - | - |
| Council Grant Program Total | 203,447 | 203,070 | 295,137 | 197,474 | -2.8% |
| Sustainability Coordinator | 25,000 | 25,000 | 25,000 | 25,000 | 0.0% |
| AHRC Special Events | - | 3,000 | 3,000 | 3,000 | 0.0% |
| Total Expenditures | 228,447 | 231,070 | 323,137 | 225,474 | -2.4% |
| Expenditures by Category: | | | | | |
| Personal Services | - | - | - | - | - |
| Internal Services | - | - | - | - | - |
| Contractual | 25,000 | 25,000 | 25,000 | 25,000 | 0.0% |
| Commodities | - | 3,000 | 3,000 | 3,000 | 0.0% |
| Capital | - | - | - | - | - |
| Other Expenditures | 203,447 | 203,070 | 295,137 | 197,474 | -2.8% |
| Total Expenditures | 228,447 | 231,070 | 323,137 | 225,474 | -2.4% |
| Funding Sources: | | | | | |
| General Fund | 58,400 | - | 84,500 | - | - |
| Local Option Sales Tax | 137,547 | 191,070 | 198,637 | 200,474 | 4.9% |
| Hotel/Motel Tax | 7,500 | 15,000 | 15,000 | - | -100.0% |
| Water Utility Fund | 6,250 | 6,250 | 6,250 | 6,250 | 0.0% |
| Sewer Utility Fund | 6,250 | 6,250 | 6,250 | 6,250 | 0.0% |
| Electric Utility Fund | 6,250 | 6,250 | 6,250 | 6,250 | 0.0% |
| Resource Recovery | 6,250 | 6,250 | 6,250 | 6,250 | 0.0% |
| Total Funding Sources | 228,447 | 231,070 | 323,137 | 225,474 | -2.4% |

CITY COUNCIL SPECIAL ALLOCATIONS

| <i>City Mission/ Council Goal</i> | <i>Department Goals and Core Services</i> | <i>Indicators</i> | <i>2016/17 Actual</i> | <i>2017/18 Actual</i> | <i>2018/19 Adjusted</i> | <i>2019/20 Estimated</i> |
|--|---|---|---------------------------|---------------------------|-----------------------------|------------------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Promote and support activities that have a broad-based appeal to the Ames community | # of Outside Funding Request applications | 7 | 8 | 8 | 8 |
| | | # of applicants awarded grant funding | 7 | 6 | 8 | 7 |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- In FY 2018/19, the City Council allocated \$188,070 to fund eight community groups. Routine requests were received from the Ames Historical Society (\$42,000), Ames International Partner Cities Association (\$6,000), Campustown Action Association (\$30,650), Hunziker Youth Sports Complex (\$29,650), Main Street Cultural District (\$44,300), and the Story County Housing Trust Fund (\$34,870).
- Additional funding was awarded during the FY 2018/19 budget wrap-up session as one-time allocations. These allocations include \$40,000 to the Campustown Action Association for clean-up programming (from the FY 2017/18 General Fund balance), \$15,000 to the Ames Economic Development Commission for its workforce development program (from the FY 2017/18 Hotel/Motel Tax Fund balance), \$14,000 to the Hunziker Youth Sports Complex for installation of a gate and fence (from the FY 2017/18 General Fund balance), and \$20,000 to The Ames Foundation to add signage for the Ames community along Interstate 35 (from the FY 2017/18 General Fund balance). The Council also awarded the Main Street Cultural District (MSCD) a one-time allocation of \$7,000 for the Smithsonian Traveling Exhibit (from the FY 2018/19 Council Contingency Fund).
- AIPCA (Ames International Partner Cities Association) requested and received approval to carry over \$5,100 from its FY 2017/18 allocation into FY 2018/19.
- For FY 2019/20, eight community groups requested \$315,400 in funding. City Council authorized a 5% increase over its FY 2018/19 allocation (\$197,474 total). Requests were received from the Ames Historical Society (\$42,000), Ames International Partner Cities Association (\$6,000), Campustown Action Association (\$71,500), Hunziker Youth Sports Complex (\$30,700), Main Street Cultural District (\$54,000), Story County Housing Trust Fund (\$35,000), and the Ames Economic Development Commission (\$15,000). A new agency, The Community Academy, has also requested \$58,000.
- The Ames International Partner Cities Association is exploring a new partnership with the City of Podujeva, Kosovo. The AIPCA budget request incorporates activities to explore this potential partnership.

RECENT ACCOMPLISHMENTS

- The City Council and the Ames Human Relations Commission partnered with the Ames Chamber of Commerce and the Iowa State University Office of Diversity and Inclusion to host a Symposium on Building Inclusive Organizations on October 31, 2018. The event provided practical strategies for business development and community engagement. The City Council authorized \$5,000 in support of the event, of which \$4,000 came from the City Council's Contingency Fund and \$1,000 came from the Human Relations Commission's budget.

IN-PROGRESS AND UPCOMING ACTIVITIES

- In February 2019, the City Council will receive Outside Funding Request recommendations from the review committee.

CITY CLERK

Description

The City Clerk activity records and maintains proceedings of the City Council, Zoning Board of Adjustment, and Civil Service Commission. This activity also prepares agendas, takes meeting minutes, publishes proceedings and claims, certifies legal assessments, issues cemetery deeds and 15 types of permits and licenses, maintains the City's official documents, and provides public information and notification on various items.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Activity: | | | | | |
| City Clerk | 390,661 | 363,538 | 375,121 | 408,338 | 12.3% |
| Elections | 22,234 | - | - | 20,000 | |
| Files Management System | 4,810 | 7,465 | 9,585 | 8,585 | 15.0% |
| Total Expenditures | 417,705 | 371,003 | 384,706 | 436,923 | 17.8% |
| Expenditures by Category: | | | | | |
| Personal Services | 329,503 | 302,419 | 300,271 | 348,087 | 15.1% |
| Internal Services | 17,751 | 19,438 | 18,842 | 19,311 | -0.7% |
| Contractual | 68,055 | 47,096 | 62,018 | 67,450 | 43.2% |
| Commodities | 2,396 | 2,050 | 3,575 | 2,075 | 1.2% |
| Capital | - | - | - | - | |
| Other Expenditures | - | - | - | - | |
| Total Expenditures | 417,705 | 371,003 | 384,706 | 436,923 | 17.8% |
| Funding Sources: | | | | | |
| Licenses and Permits | 90,253 | 88,718 | 90,300 | 90,400 | 1.9% |
| General Fund | 243,952 | 208,085 | 217,465 | 259,139 | 24.5% |
| Water Utility Fund | 20,875 | 18,550 | 19,235 | 21,846 | 17.8% |
| Sewer Utility Fund | 20,875 | 18,550 | 19,235 | 21,846 | 17.8% |
| Electric Utility Fund | 41,750 | 37,100 | 38,471 | 43,692 | 17.8% |
| Total Funding Sources | 417,705 | 371,003 | 384,706 | 436,923 | 17.8% |
| Personnel - Authorized FTE | 3.50 | 3.50 | 3.50 | 3.50 | |

CITY CLERK

| <i>City Mission/ Council Goal</i> | <i>Department Goals and Core Services</i> | <i>Indicators</i> | <i>2016/17 Actual</i> | <i>2017/18 Actual</i> | <i>2018/19 Adjusted</i> | <i>2019/20 Estimated</i> |
|---|---|---|---------------------------|---------------------------|-----------------------------|------------------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Provide support for City Council and the City Manager's Office, and act as the official record keeper for all City documents and records in an accurate and fiscally responsible manner | % of City Council minutes published within timeframe prescribed by Code of Iowa | 100% | 100% | 100% | 100% |
| | | # of meetings reported | 75 | 75 | 75 | 75 |
| | | # of resolutions finalized | 698 | 694 | 695 | 700 |
| | | # of legal notices published | 262 | 272 | 270 | 270 |
| | | # of documents recorded | 112 | 150 | 135 | 140 |
| | | # of insurance certificates tracked | - | 246 | 245 | 245 |
| | | # of Letters of Credit tracked | - | 131 | 135 | 135 |
| | | # of licenses/permits processed | 617 | 635 | 625 | 630 |
| | | # of open records requests processed | 96 | 82 | 89 | 85 |
| | | # of cemetery deeds issued | 76 | 77 | 76 | 75 |
| | | # of election petitions accepted | 9 | 0 | 9 | 12 |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- For the 2019/20 Budget, \$20,000 has been included to pay for the cost of the election for City Council members. Three City Council positions and three Mary Greeley Medical Center Board of Trustee positions are anticipated to be on the ballot.
- An additional .5 FTE in the City Manager's Office was approved by City Council in FY 2016/17 to provide additional support for the City Clerk's Office. Because of staff changes, and the shared nature of the position, the .5 FTE was inadvertently left out of the Adopted FY 2018/19 budget. The Adjusted FY 2018/19 and City Manager Recommended FY 2019/20 budgets correctly reflect the additional staff support.

RECENT ACCOMPLISHMENTS

- Staff created and distributed agenda materials, recorded minutes, and handled the follow-up documents for 50 City Council meetings, 12 Civil Service meetings, and 13 Zoning Board of Adjustment meetings during FY 2017/18.
- The office operated with one full-time employee and six temporary employees for a period of several months.

IN-PROGRESS AND UPCOMING ACTIVITIES

- There are now over 100,000 official documents in the Files Management System that have been scanned, indexed, and linked. Currently, 51 staff members from multiple departments are authorized to electronically access the records.

CITY MANAGER

Description

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 of this activity are ensuring 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. The City Manager's Office also develops recommendations to the City Council for changes in programs, operations, and policies. In addition, this activity presents, reviews, and monitors the annual operating budget and Capital Improvements Plan (CIP) program for the City. City Manager personnel staff a number of boards and commissions ranging from external public advisory bodies to internal employee committees, and represent the City as a member of the collective bargaining agreement negotiating teams. The City Manager's Office also works with the City Council on community development issues and with Iowa State University on joint concerns.

Staffing in this activity includes the City Manager, two Assistant City Managers, a Management Analyst, and support staff that is shared with the City Clerk, Public Information, and Media Production Services activities. A portion of the City Manager position (10%) is charged to the Economic Development activity. As one of the Assistant City Managers is responsible for overseeing the process of allocating funding to community human service agencies, a portion (12%) of that position is allocated to the Human Services activity.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures: | | | | | |
| Personal Services | 645,380 | 700,985 | 699,428 | 735,093 | 4.9% |
| Internal Services | 30,846 | 31,496 | 31,586 | 32,492 | 3.2% |
| Contractual | 19,548 | 21,881 | 46,037 | 22,510 | 2.9% |
| Commodities | 9,327 | 11,600 | 11,880 | 11,900 | 2.6% |
| Capital | - | - | - | - | |
| Other Expenditures | - | - | - | - | |
| Total Expenditures | 705,101 | 765,962 | 788,931 | 801,995 | 4.7% |
| Funding Sources: | | | | | |
| General Fund | 403,317 | 438,130 | 451,268 | 458,742 | 4.7% |
| Water Utility Fund | 73,331 | 79,660 | 82,049 | 83,407 | 4.7% |
| Sewer Utility Fund | 73,331 | 79,660 | 82,049 | 83,407 | 4.7% |
| Electric Utility Fund | 155,122 | 168,512 | 173,565 | 176,439 | 4.7% |
| Total Funding Sources | 705,101 | 765,962 | 788,931 | 801,995 | 4.7% |
| Personnel - Authorized FTE | 4.53 | 4.53 | 4.53 | 4.53 | |

CITY MANAGER

| <i>City Mission/ Council Goal</i> | <i>Department Goals and Core Services</i> | <i>Indicators</i> | <i>2016/17 Actual</i> | <i>2017/18 Actual</i> | <i>2018/19 Adjusted</i> | <i>2019/20 Estimated</i> |
|---|--|---|---------------------------|---------------------------|-----------------------------|------------------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Provide overall leadership and direction for the city organization so that the community needs and desires are met, City Council policies are implemented, and City Council goals are accomplished | % of respondents rating quality of City services as “very good” or “good” | 99% | 98% | 98% | 98% |
| | | # of Council referrals to City staff | 150 | 124 | 118 | 120 |
| | | % of referrals to City Manager’s Office | 35% | 15% | 14% | 16% |
| | | % of referrals to Planning & Housing | 29% | 40% | 35% | 39% |
| | | % of referrals to Public Works | 13% | 23% | 32% | 24% |
| | | % of referrals to other City departments | 23% | 22% | 19% | 21% |
| | | # of union contracts negotiated | 2 | 0 | 3 | 2 |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- Temporary staff was hired in FY 2018/19 to fill both the full-time and part-time Principal Clerk vacancies.

RECENT ACCOMPLISHMENTS

- Recruitments to fill three vacancies in the City Manager’s Executive Leadership Team (ELT) were conducted in FY 2018/19. These recruitments resulted in the promotion of Rich Higgins (Fire Chief) and hiring of Bethany Jorgenson (HR Director). A new Library Director recruitment will commence in FY 2019/20 since the initial recruitment failed.

IN-PROGRESS AND UPCOMING ACTIVITIES

- Assistant City Manager Bob Kindred will be retiring in spring 2018. A recruitment to fill this position will commence in January 2019.
- Negotiations with the International Union of Operating Engineers (Blue Collar and Power Plant) and Ames Professional Firefighters (Fire) bargaining units are underway.
- After 15 years, staff is updating the City’s Personnel Policies and Procedures for approval by the City Council. This update to the “Employee Handbook” will ensure that all policies are in line with current law, and will incorporate best practices from many other Iowa cities.

PUBLIC RELATIONS

Description

The purpose of the Public Relations activity is to promote a positive identity for the City of Ames, to provide information about local government to citizens and for media use, and to promote City programs and services. Information is channeled through Cable TV 12, City Side (the utility bill insert), the City of Ames website, social media, email, and through press releases to radio, television, newspapers, and other media outlets. 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 and City Council by assisting with the coordination of Mayor/Council events and special City-wide and departmental events. The City's cross-departmental Public Relations Team is comprised of several sub-teams: 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, and progressive university community.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Activity: | | | | | |
| Public Relations | 188,168 | 204,159 | 202,721 | 217,556 | 6.6% |
| Brand Marketing | 54,365 | - | 22,163 | - | |
| Total Expenditures | 242,533 | 204,159 | 224,884 | 217,556 | 6.6% |
| Expenditures by Category: | | | | | |
| Personal Services | 143,901 | 156,999 | 155,561 | 167,566 | 6.7% |
| Internal Services | 16,885 | 15,920 | 15,920 | 17,050 | 7.1% |
| Contractual | 81,159 | 30,390 | 52,553 | 32,090 | 5.6% |
| Commodities | 588 | 850 | 850 | 850 | 0.0% |
| Capital | - | - | - | - | |
| Other Expenditures | - | - | - | - | |
| Total Expenditures | 242,533 | 204,159 | 224,884 | 217,556 | 6.6% |
| Funding Sources: | | | | | |
| General Fund | 148,449 | 102,080 | 123,524 | 108,778 | 6.6% |
| Water Utility Fund | 18,817 | 20,416 | 20,272 | 21,756 | 6.6% |
| Sewer Utility Fund | 18,817 | 20,416 | 20,272 | 21,756 | 6.6% |
| Electric Utility Fund | 37,633 | 40,831 | 40,544 | 43,510 | 6.6% |
| Resource Recovery | 18,817 | 20,416 | 20,272 | 21,756 | 6.6% |
| Total Funding Sources | 242,533 | 204,159 | 224,884 | 217,556 | 6.6% |
| Personnel - Authorized FTE | 1.15 | 1.15 | 1.15 | 1.15 | |

PUBLIC RELATIONS

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|---|--|---|-------------------|-------------------|---------------------|----------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Provide relevant, accurate, and timely information in multiple formats about City programs, services, policies, and projects that educates citizens and encourages participation | # of press releases distributed | 223 | 188 | 165 | 175 |
| | | # of City-assisted public events | 6 | 5 | 5 | 6 |
| | | # of marketing campaigns developed | 5 | 5 | 5 | 4 |
| | | # of City ribbon cuttings/ recognition events | 9 | 8 | 8 | 7 |
| | | # of City of Ames Facebook followers | - | 5,670 | 6,300 | 7,000 |
| | | # of City of Ames Twitter followers | - | 6,765 | 8,082 | 9,000 |
| | | # of City of Ames Instagram followers | - | - | - | 1,034 |
| | | # of survey participants who subscribe to Mediacom* | 42% | 44% | 41% | 41% |
| | | Usefulness of Ames website as a news source* | 2.4 | 2.5 | 2.4 | 2.4 |
| | | Usefulness of the City Side utility bill insert as a news source* | 2.4 | 2.4 | 2.3 | 2.3 |

*Data per the 2018 Resident Satisfaction Survey (SCALE: 3 = very useful; 2 = somewhat useful; 1 = not useful)

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- Unspent funds allocated for the Brand Marketing campaign in FY 2016/17 have been carried over into the FY 2017/18 Adjusted budget and will be carried over again into the FY 2018/19 budget.

RECENT ACCOMPLISHMENTS

- Ames community successfully hosted more than 20,000 bicyclists as part of RAGBRAI
- Completed updates with nearly 90 employees as part of annual Public Relations Team meetings
- Hosted the first annual Small Business Challenge luncheon and awards ceremony.

IN-PROGRESS AND UPCOMING ACTIVITIES

- To support the Council goal to "Promote Economic Development", the brand communications plan focusing on attracting young adults to the Ames community will continue to move forward through unpaid digital marketing, some paid advertising, and community partnerships. The "Millennial Marketing Campaign" will continue to focus on workforce development and attracting newcomers to Ames.
 - Completed final Always Ames video
 - First-ever collaboration with Ames Convention and Visitors Bureau, Iowa State University and Ames Community School District on two-page ad in Ames Chamber publication.
- To support the Council goal to "Expand Sustainability Efforts," marketing materials continue to promote the SunSmart Ames community solar project, the new residential food composting rebate; water and electric conservation programs and rebate programs; and glass recycling. Two electric vehicle charging stations were added in the Downtown area this year, and those new amenities will continue to be promoted.

MEDIA PRODUCTION SERVICES

Description

The Media Production Services activity provides live coverage on the Government Access Channel (12) of Ames City Council and other select boards and commissions meetings, as well as developing original programming to promote the City of Ames government in an enlightening and engaging manner. In addition to Channel 12 programming, playback support is also provided 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.

Media Production Services also provides video for the City's social media platforms and website, works with City staff to develop programs for internal training, facilities presentations for City departments, and serves as an emergency notification system.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|---|---------------------------|----------------------------|-----------------------------|----------------------------|--------------------------------------|
| <i>Expenditures by Activity:</i> | | | | | |
| Government Access | 167,770 | 156,654 | 156,172 | 161,448 | 3.1% |
| Public Access | 1,857 | 2,025 | 2,025 | 2,025 | 0.0% |
| <i>Total Expenditures</i> | 169,627 | 158,679 | 158,197 | 163,473 | 3.0% |
| <i>Expenditures by Category:</i> | | | | | |
| Personal Services | 112,592 | 115,680 | 115,458 | 120,373 | 4.1% |
| Internal Services | 30,891 | 30,481 | 30,474 | 30,740 | 0.9% |
| Contractual | 3,801 | 6,468 | 5,890 | 5,985 | -7.5% |
| Commodities | 5,976 | 6,050 | 6,375 | 6,375 | 5.4% |
| Capital | 16,367 | - | - | - | |
| Other Expenditures | - | - | - | - | |
| <i>Total Expenditures</i> | 169,627 | 158,679 | 158,197 | 163,473 | 3.0% |
| <i>Funding Sources:</i> | | | | | |
| General Fund | 169,627 | 158,679 | 158,197 | 163,473 | 3.0% |
| <i>Total Funding Sources</i> | 169,627 | 158,679 | 158,197 | 163,473 | 3.0% |
| Personnel - Authorized FTE | 1.10 | 1.10 | 1.10 | 1.10 | |

MEDIA PRODUCTION SERVICES

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|---|---|--|-------------------|-------------------|---------------------|----------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Promote the City of Ames Government programs and services in an enlightening and engaging manner. | # of live meetings broadcast | 128 | 122 | 120 | 120 |
| | | # of original Channel 12 video programs | 246 | 251 | 245 | 245 |
| | | # of live/archive meeting online views (Granicus Total Page Views) | 47,816 | 48,732 | 48,000 | 48,000 |
| | | # of original program YouTube views | 108,500 | 281,200 | 64,000 | 64,000 |
| | | # of City of Ames Facebook main page video views | 35,400 | 278,000 | 256,000 | 256,000 |
| | | # of Ames Police Facebook page video views | 56,957 | 1,546,356 | 200,000 | 200,000 |
| | | % of citizens viewing Channel 12 who find the content useful* | 26% | 25% | 31% | 27% |
| | | % of citizens viewing City social media who find the content useful* | 50% | 52% | 54% | 63% |

*Data per the 2017 Resident Satisfaction Survey

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- On November 14, 2018 we were informed of a pending legal action against the FCC (MB Docket No. 05-311) that could affect the Franchise Fee revenue. In contacting the FCC we were told "At this time, I do not know when we might take further action in this proceeding." We will monitor closely in the coming months.

RECENT ACCOMPLISHMENTS

- In 2018 we received second place at the National Association of Telecommunications Officers and Advisors (NATOA) 33rd Annual Government Programming Award. The award honors excellence in broadcast, cable, multimedia and electronic programming produced by local government agencies. The 19-minute video, "Ames Water Treatment Plant | For Decades to Come," placed second in the documentary category. The Ames Water Plant documentary follows the efforts to plan, build, and fund the City's new facility. It features multiple staff interviews, video footage of the old and new facilities, drone footage of the new facility, the facility ground-breaking, construction progress, and ribbon-cutting ceremony on August 26, 2017, and operation of the new plant for the first few weeks. Access the documentary by clicking on this link: <https://www.youtube.com/watch?v=6675ioi4pls&feature=youtu.be>

IN-PROGRESS AND UPCOMING ACTIVITIES

- In 2018, the Media Production Services Coordinator obtained a Remote Pilot License and the City purchased a drone. The drone is used for City produced videos but also assists Police, Public Works, and other departments in their operations that aren't necessarily for public presentation.

ADMINISTRATIVE SUPPORT SERVICES

Description

The Administrative Support Services activity provides administrative support for the Fire Administration, Building Safety, Public Works Administration, City-Wide Housing, and Planning Services activities. This support includes being the first point of contact for customers, processing building permit applications, providing support for various board and commission meetings, distributing plans and specifications for City projects, and scheduling building and rental housing inspections.

The cost of the Administrative Support Services activity is allocated to the various activities it supports on a percentage basis determined by the workload associated with each activity.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|---|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures: | | | | | |
| Personal Services | 298,179 | 395,539 | 317,732 | 410,912 | 3.9% |
| Internal Services | 15,553 | 15,845 | 16,271 | 16,610 | 4.8% |
| Contractual | 200 | 2,481 | 27,781 | 2,481 | 0.0% |
| Commodities | 2,423 | 2,500 | 4,500 | 4,000 | 60.0% |
| Capital | - | - | - | - | |
| Other Expenditures | - | - | - | - | |
| | 316,355 | 416,365 | 366,284 | 434,003 | 4.2% |
| <i>Less: Expenditures reflected directly in another activity:</i> | | | | | |
| Fire Administration | (26,257) | (34,559) | (30,402) | (36,022) | 4.2% |
| Building Safety | (60,108) | (79,109) | (69,594) | (82,461) | 4.2% |
| Rental Housing | (50,617) | (66,618) | (58,605) | (69,440) | 4.2% |
| Public Works Administration | (116,102) | (152,806) | (134,426) | (159,279) | 4.2% |
| City-Wide Housing | (6,327) | (8,327) | (7,326) | (8,680) | 4.2% |
| Planning Services | (56,944) | (74,946) | (65,931) | (78,121) | 4.2% |
| Total Expenditures | - | - | - | - | |
| Personnel - Authorized FTE | 5.00 | 5.00 | 5.00 | 5.00 | |

ADMINISTRATIVE SUPPORT SERVICES

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|---|---------------------------------------|---|-------------------|-------------------|---------------------|----------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Building Safety support | # of building and trade permits processed | 4,070 | 3,774 | 3,300 | 3,500 |
| | | # of building and trade inspections scheduled | 7,704 | 7,764 | 8,000 | 7,500 |
| | | # of rental housing inspections scheduled | 984 | 2,067 | 2,300 | 2,500 |
| | Public Works support | # of CIP project plans distributed | 18 | 24 | 20 | 20 |
| | | # of driveway/curb cut applications processed | 77 | 61 | 65 | 70 |
| | | # of parking waivers processed | 30 | 35 | 30 | 30 |
| | | # of meter hood rentals processed | 30 | 37 | 30 | 40 |
| | | # of Development Review Committee (DRC) cases distributed | 162 | 144 | 160 | 160 |
| | Planning support | # of other Planning cases (final plats, flood plain permits, ZBA, etc.) distributed | 136 | 186 | 142 | 160 |
| | | # of board/commission meetings staffed | 36 | 32 | 30 | 40 |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- As of October 2018, the Administrative Services Division has been fully staffed for the first time since FY 2016/2017. The division worked with The Palmer Group to hire a temporary staff member to fill the fourth and final principal clerk position. A recruitment to fill this role permanently will take place in the spring of 2019.

RECENT ACCOMPLISHMENTS

- Administrative Services has begun to better assist the Fire Department by having a team member work at the fire station Friday mornings and as-needed. This allows Fire Department staff to focus on their duties while Administrative Services provides in-house assistance on assigned tasks. In July of 2018, Administrative Services also assisted Public Works with the implementation of City's Reserved and Employee Parking procedures.

IN-PROGRESS AND UPCOMING ACTIVITIES

- Administrative Services continues to develop process improvements as the technology within the areas they support evolves. Staff now has the capability to log citizens' reports on certain issues utilizing the Ames on the Go app. This software allows the public to see what issues have been reported and strengthens accountability that their issue has been acknowledged, addressed, and resolved. More categories and options will be released throughout the year. An upgrade to the Inspections software will allow contractors to submit their permit applications and schedule inspections online.

PLANNING SERVICES

Description

Planning Services includes both long range and current planning activities for the community. Long range planning assists in the creation of policies related to the development, use, and conservation of land within the city. This includes such activities as the preparation, coordination, and presentation of planning studies, Land Use Policy Plan amendments, and substantial text amendments to the Municipal Code. Current planning encompasses the review and analysis of development project site development plans, subdivision plans, flood plain permits, and variances and special use permits

Planning services provides staff support to the City Council, the Planning and Zoning Commission, the Zoning Board of Adjustment, and the Historic Preservation Commission. Planning staff is also the primary point of contact for preliminary development inquiries, citizen questions on use of property and zoning, and neighborhood inquiries on City activities or plans.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Activity: | | | | | |
| Planning Services | 753,458 | 863,415 | 927,218 | 888,712 | 2.9% |
| Historic Preservation | 100 | 2,000 | 2,000 | 2,000 | 0.0% |
| Comprehensive Plan Update | 5,707 | - | 225,000 | - | |
| Total Expenditures | 759,265 | 865,415 | 1,154,218 | 890,712 | 2.9% |
| Expenditures by Category: | | | | | |
| Personal Services | 640,019 | 712,345 | 701,697 | 736,946 | 3.5% |
| Internal Services | 92,101 | 112,150 | 103,031 | 116,170 | 3.6% |
| Contractual | 25,353 | 37,220 | 345,790 | 34,021 | -8.6% |
| Commodities | 1,792 | 3,700 | 3,700 | 3,575 | -3.4% |
| Capital | - | - | - | - | |
| Other Expenditures | - | - | - | - | |
| Total Expenditures | 759,265 | 865,415 | 1,154,218 | 890,712 | 2.9% |
| Funding Sources: | | | | | |
| Charges for Services | 22,404 | 25,200 | 21,700 | 21,000 | -16.7% |
| General Fund | 736,861 | 840,215 | 1,132,518 | 869,712 | 3.5% |
| Total Funding Sources | 759,265 | 865,415 | 1,154,218 | 890,712 | 2.9% |
| Personnel - Authorized FTE | 6.00 | 6.00 | 6.00 | 6.00 | |

PLANNING SERVICES

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|---|--|---|-------------------|-------------------|---------------------|----------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Provide reliable and high quality current planning services | # preliminary plats completed (avg. days) | 6 (52) | 4 (55) | 4(55) | 2 |
| | | # final plats completed (avg. days) | 15(20) | 6 (28) | 6 (20) | 5 |
| | | # minor site dev. plans (avg. days) | 33 (32) | 26 (27) | 25 (25) | 35 |
| | | # major site dev. plans and PRDs (avg. days) | 7 (36) | 5 (45) | 6 (60) | 6 |
| | | #ZBA Cases (avg. days) | 28 (36) | 18 (24) | 25 (25) | 20 |
| | #Flood Plain Permits | 26 | 23 | 25 | 20 | |
| | Provide reliable and high quality long range planning services | # of LUPP Map/Text amendments completed | 2 | 3 | 5 | 2 |
| | | # of property rezonings completed | 11 | 6 | 6 | 4 |
| | | # of zoning text amendments completed | 16 | 10 | 11 | 7 |
| | | # of City Council referral issues | 19 | 37 | 30 | 15 |
| # of City Council referrals completed | | 15 | 29 | 20 | 15 | |
| # of Council Priorities | 12 | 9 | 10 | 6 | | |
| Strengthen Downtown and Campustown | Implement the Council's Facade programs | # of Downtown facade grants awarded | 1 | 6 | 2 | 3 |
| | | # of Campustown facade grants awarded | 2 | 1 | 1 | 2 |
| | Conduct workshops/ meetings for studies and planning reports | # of workshops/ meetings held | 2 | 2 | 4 | 2 |
| Address Housing Needs | Housing Development Approvals | FY-Single-family lots platted | 153 | 217 | 100 | 120 |
| | | Annual*- Est. Multi-Family Housing bedrooms completed | 1087 | 1367 | 1518 | 550 |
| | | FY- Annexed Growth Area lands | - | 68 acres | 208 acres | 250 acres |

Indicators:

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 approval or first reading. This excludes calendar days while waiting for applicant's response.

Referrals are Council directives and may include memorandums, staff reports, text amendments, workshops, most referrals are not itemized as Council Priorities set for the Planning Work Plan

*Multi-family completions measured on an annual basis (i.e. 2016, 2017, 2018) to reflect typical completions occurring in the summer of each year

PLANNING SERVICES

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- The City has initiated the Comprehensive Plan update process by contracting with RDG as a primary consultant to lead the project. There is \$225,000 set aside in FY 2018/19 for the project. This includes \$219,293 of carryover funding from FY 2017/18 and additional funding of \$5,707. The project is expected to take approximately two years to complete.



- The FY 2018/19 adjusted budget includes \$81,985 of carryover funding to be used for outside consulting and professional assistance on projects involving Council priorities.
 - One planner position will be required to be filled during FY 2018/19 due to a retirement. There will be a minor cost savings in FY 2018/19 due to the vacancy.
 - Apartment development projects are projected at lower levels after the recent multi-year trend of significant increases in the development of new apartments. This results in fewer Site Development Plan application reviews.

RECENT ACCOMPLISHMENTS

- The City Council adopted the Lincoln Way Corridor Plan and proceeded with implementation measures for rezoning of the Downtown Gateway area centered upon Kellogg Avenue and Lincoln Way. Staff continues to be in contact with developers in the Downtown and Downtown Gateway Area based upon Council goals for promoting redevelopment in these areas.



- City Council held workshops concerning redevelopment and improvement needs for both Campustown and Downtown. City Council provided direction to continue to address parking, development, and public plaza needs for these areas.
- City Council completed an overhaul of the Rental Code occupancy requirements and is in the process of reviewing related Zoning Ordinance amendments for short term rentals and occupancy requirements.

PLANNING SERVICES

RECENT ACCOMPLISHMENTS, continued:

- Apartment developments were completed in 2018 at the highest rate of the past five years.



IN-PROGRESS AND UPCOMING ACTIVITIES

- The City initiated the new Comprehensive Plan process in the FY 2018/19. The major tasks planned for the FY2018/19 time period include initial public outreach, establishing background and existing conditions information. FY 2019/20 tasks will include identifying and evaluating growth scenarios and preparation of a new plan.
- East Industrial zoning standards are a Council priority for the upcoming year, pending decisions on infrastructure extensions.
- Campustown planning activities will continue with public outreach on parking and plaza design configurations.
- Downtown planning activities include evaluation of public parking utilization and future demands. The City will also continue to evaluate downtown redevelopment options.
- The Lincoln Corridor Plan identifies priority efforts for redevelopment in the Downtown Gateway area. Activities for this area include work with redevelopment projects and related needs for preparation of an Urban Renewal Area Plan.
- Development projections include a moderate to high level of commercial activity-
 - General commercial development is projected to continue consistent with recent activity levels, with an expectation of more retail commercial development options with the completion of a new Menards and renovations of the North Grand Mall and former K-Mart site.
 - Commercial redevelopment is planned for Downtown and Downtown Gateway areas with a new Fareway store to replace the existing store and development of new office and mixed use projects.
 - Industrial and office development are expected to continue at average levels with a mix of small and medium size sites in the ISU Research Park and in east Ames.
- New occupancy and short term rental definitions and permitting processes will be finalized in FY 2018/19.
- Improvements in neighborhood planning for Neighborhood Association coordination will begin in the spring of FY 2018/19.

FINANCE ADMINISTRATION

Description

The Finance Administration and Budget activity is responsible for the overall financial management of the City. This includes budget preparation, debt issuance, and financial analysis as required by City Council, the City Manager's Office, other City departments, or outside agencies. This activity also provides direct oversight for the Utility Customer Service, Parking Violation Collection, Accounting and Reporting, Purchasing Services, Debt Service, and Information Technology activities.

A portion of Finance Administration expenditures are allocated directly to the Fleet Services activity. The balance is allocated on a percentage basis to the General Fund, G.O. bond funds, the Water, Sewer, and Electric Utilities, the Parking Fund, and Resource Recovery. A portion (16%) of the Finance Director position is also allocated directly to the Economic Development activity.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|--|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures: | | | | | |
| Personal Services | 354,904 | 368,332 | 368,275 | 480,204 | 30.4% |
| Internal Services | 25,585 | 28,015 | 27,996 | 28,623 | 2.2% |
| Contractual | 4,133 | 8,762 | 10,283 | 8,133 | -7.2% |
| Commodities | 335 | 2,110 | 2,110 | 1,375 | -34.8% |
| Capital | - | - | - | - | |
| Other Expenditures | - | - | - | - | |
| | 384,957 | 407,219 | 408,664 | 518,335 | 27.3% |
| Less: Expenditures reflected directly in another activity | (7,696) | (8,144) | (8,173) | (10,367) | 27.3% |
| Total Expenditures | 377,261 | 399,075 | 400,491 | 507,968 | 27.3% |
| Funding Sources: | | | | | |
| General Fund | 77,087 | 81,444 | 81,731 | 103,668 | 27.3% |
| G.O. Bond Funds | 3,848 | 4,072 | 4,087 | 5,183 | 27.3% |
| Water Utility Fund | 57,726 | 61,083 | 61,300 | 77,750 | 27.3% |
| Sewer Utility Fund | 57,726 | 61,083 | 61,300 | 77,750 | 27.3% |
| Electric Utility Fund | 161,632 | 171,032 | 171,639 | 217,701 | 27.3% |
| Parking Fund | 3,848 | 4,072 | 4,087 | 5,183 | 27.3% |
| Resource Recovery | 15,394 | 16,289 | 16,347 | 20,733 | 27.3% |
| Total Funding Sources | 377,261 | 399,075 | 400,491 | 507,968 | 27.3% |
| Personnel - Authorized FTE | 2.84 | 2.84 | 2.84 | 3.84 | |

FINANCE ADMINISTRATION

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|---|--|---|-------------------|-------------------|---------------------|----------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Provide fiscal oversight for all City departments and initiatives | Annual budgeted expenditures | \$229,452,362 | \$212,038,425 | \$304,391,327 | \$250,374,227 |
| | | General Fund balance at year end | \$12,217,137 | \$11,602,832 | \$9,446,065 | \$9,446,065 |
| | | General Fund balance meets Council-approved minimum fund balance requirement | Yes | Yes | Yes | Yes |
| | | General Obligation (G.O.) Bond indebtedness | \$68,230,000 | \$65,480,000 | \$63,290,000 | \$64,375,000 |
| | | Bond rating (Moody's) | Aa1 | Aa1 | Aa1 | Aa1 |
| | | Utility revenue bond indebtedness | \$8,075,000 | \$7,420,000 | \$6,735,000 | \$6,015,000 |
| | | # of years received GFOA's Distinguished Budget Award | 30 | 31 | 32 | 33 |
| | | Budget document rating of outstanding or proficient by GFOA reviewers | 31/31 | 31/31 | 31/31 | 31/31 |
| | | Financial documents posted to the City's website within one day of completion | 6/6 | 6/6 | 6/6 | 6/6 |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- The contractual services expense category is down slightly in FY 2019/20 due primarily to a reduction in the allocation of internal service expenses.
- Personal Services are up due to a shift in an FTE from Accounting Services to Finance Administration as part of a reorganization of workflow and job duties. There is a corresponding reduction in Personal Services in the Accounting Services activity.

RECENT ACCOMPLISHMENTS

- This budget reflects a comprehensive review of the budget document format and changes to improve the connections between goals and service accomplishments to the budget.
- The Finance Department received the Certificate of Excellence for the City's debt policy from the Association of Public Treasurers of the United States and Canada.

IN-PROGRESS AND UPCOMING ACTIVITIES

- Continued refinement of the budget document and process
- Reorganization with Accounting Services to more efficiently deliver financial services.

ACCOUNTING SERVICES

Description

The purpose of the Accounting Services activity is to provide for the processing and reporting of all financial transactions for the City of Ames. This activity includes three sub activities. Accounting is responsible for all financial reporting, including the preparation of the City's Comprehensive Annual Financial Report (CAFR). This sub activity also includes the accounts payable, accounts receivable, and cash receipt functions. The payroll sub activity is responsible for paying all City employees, as well preparing required quarterly and annual tax reports and issuing employee W-2 forms. The treasury sub activity provides investment and cash management services within the parameters set by the City of Ames Investment Policy and the balance is allocated on a percentage basis to the General Fund, G.O. Bond funds, the Water, Sewer, and Electric Utilities, the Parking Fund, and Resource Recovery.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|--|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Activity: | | | | | |
| Accounting Services | 899,036 | 931,210 | 873,744 | 826,133 | -11.3% |
| Payroll Services | 99,011 | 103,391 | 105,934 | 107,975 | 4.4% |
| Treasury Service | 136,054 | 143,168 | 143,212 | 148,296 | 3.6% |
| Reimbursements | (133,786) | (139,133) | (133,666) | (129,778) | -6.7% |
| Total Expenditures | 1,000,315 | 1,038,636 | 989,224 | 952,626 | -8.3% |
| Expenditures by Category: | | | | | |
| Personal Services | 823,561 | 842,082 | 791,069 | 751,904 | -10.7% |
| Internal Services | 208,897 | 220,290 | 220,205 | 226,595 | 2.9% |
| Contractual | 96,593 | 110,922 | 104,616 | 99,780 | -10.0% |
| Commodities | 5,010 | 4,475 | 7,000 | 4,125 | -7.8% |
| Capital | - | - | - | - | |
| Other Expenditures | 40 | - | - | - | |
| | 1,134,101 | 1,177,769 | 1,122,890 | 1,082,404 | -8.1% |
| Less: Expenditures reflected directly in another activity | (133,786) | (139,133) | (133,666) | (129,778) | -6.7% |
| Total Expenditures | 1,000,315 | 1,038,636 | 989,224 | 952,626 | -8.3% |
| Funding Sources: | | | | | |
| General Fund | 356,054 | 369,090 | 351,929 | 338,433 | -8.3% |
| Road Use Tax | 20,280 | 21,126 | 20,267 | 19,807 | -6.2% |
| G.O. Bond Funds | 2,695 | 2,794 | 2,621 | 2,478 | -11.3% |
| Water Utility Fund | 84,140 | 87,465 | 83,401 | 80,537 | -7.9% |
| Sewer Utility Fund | 58,931 | 61,393 | 59,115 | 57,882 | -5.7% |
| Electric Utility Fund | 316,816 | 329,395 | 314,134 | 303,601 | -7.8% |
| Parking Fund | 22,669 | 23,555 | 22,458 | 21,649 | -8.1% |
| Resource Recovery | 138,730 | 143,818 | 135,299 | 128,239 | -10.8% |
| Total Funding Sources | 1,000,315 | 1,038,636 | 989,224 | 952,626 | -8.3% |
| Personnel - Authorized FTE | 9.00 | 9.00 | 9.00 | 8.00 | |

ACCOUNTING SERVICES

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|---|--|--|-------------------|-------------------|---------------------|----------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Peer Reviewed Financial Report that meets standards | Unmodified audit opinion received | Yes | Yes | Yes | Yes |
| | | Audit findings noted | - | - | - | - |
| | | # of years GFOA award for Excellence in Financial Reporting received | 39 | 40 | 41 | 42 |
| | | Average monthly # of checks issued to vendors | 1,275 | 1,270 | 1,250 | 1,200 |
| | | Average monthly # of electronic payments to vendors | 50 | 56 | 60 | 70 |
| | | % of payments to vendors issued within 7 days of appropriate internal approval | 100% | 100% | 100% | 100% |
| | Process financial transactions in a timely, efficient, and accurate manner | % of employees using direct deposit | 94% | 95% | 96% | 97% |
| | | # of W-2 forms issued | 1,325 | 1,357 | 1,360 | 1,365 |
| | | % of accurate payroll reports filed on a timely basis | 100% | 100% | 100% | 100% |
| | | Average rate of return on investments | 1.15% | 1.79% | 2.15% | 2.30% |
| | | Quarterly investment reports in compliance with investment policy | 4/4 | 4/4 | 4/4 | 4/4 |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- Personal Services are down due to a shift in an FTE from Accounting Services to Finance Administration as part of a reorganization of workflow and job duties. There is a corresponding increase in Personal Services in the Finance Administration activity.

RECENT ACCOMPLISHMENTS

- Five-year audit services agreement implemented with minor cost increases from the previous five years. This is the biggest expense for the Accounting division, next to payroll.

IN-PROGRESS AND UPCOMING ACTIVITIES

- Plans to implement an electronic document management system in FY 2018/19, starting with the Accounting division and spreading to other divisions over time.

PURCHASING SERVICES

Description

The Purchasing Services activity is responsible for the procurement of goods and services necessary for City services to be delivered to the citizens of Ames. This involves obtaining the goods and services in the most cost-effective manner while maintaining compliance with all applicable laws, regulations, policies, and professional standards

Purchasing Services also includes design and printing services, photocopy services, and mail processing and messenger services. These services are charged to other City programs and activities on a per use basis. Purchasing services are allocated on a predetermined percentage basis based on relative use of service.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|--|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Activity: | | | | | |
| Purchasing Services | 454,319 | 578,574 | 560,793 | 582,332 | 0.7% |
| Messenger Service | 90,937 | 95,892 | 95,668 | 99,442 | 3.7% |
| Printing Services | 94,986 | 140,622 | 113,451 | 115,717 | -17.7% |
| Reimbursements | (227,024) | (289,080) | (259,905) | (268,006) | -7.3% |
| Total Expenditures | 413,218 | 526,008 | 510,007 | 529,485 | 0.7% |
| Expenditures by Category: | | | | | |
| Personal Services | 525,385 | 681,396 | 639,623 | 667,898 | -2.0% |
| Internal Services | 54,880 | 45,753 | 44,263 | 45,118 | -1.4% |
| Contractual | 47,590 | 63,399 | 63,556 | 62,785 | -1.0% |
| Commodities | 12,387 | 24,540 | 22,470 | 21,690 | -11.6% |
| Capital | - | - | - | - | |
| Other Expenditures | - | - | - | - | |
| | 640,242 | 815,088 | 769,912 | 797,491 | -2.2% |
| Less: Expenditures reflected directly in another activity | (227,024) | (289,080) | (259,905) | (268,006) | -7.3% |
| Total Expenditures | 413,218 | 526,008 | 510,007 | 529,485 | 0.7% |
| Funding Sources: | | | | | |
| Outside Printing Services | 1,721 | 3,000 | 3,000 | 3,000 | 0.0% |
| Outside Messenger Service | 2,174 | 2,292 | 2,294 | 2,385 | 4.1% |
| General Fund | 30,250 | 37,606 | 36,451 | 37,852 | 0.7% |
| Road Use Tax | 47,214 | 60,172 | 58,322 | 60,563 | 0.7% |
| Water Utility Fund | 34,048 | 43,393 | 42,059 | 43,675 | 0.7% |
| Sewer Utility Fund | 15,889 | 20,250 | 19,628 | 20,382 | 0.7% |
| Electric Utility Fund | 249,689 | 318,216 | 308,436 | 320,283 | 0.7% |
| Parking Fund | 454 | 579 | 561 | 582 | 0.5% |
| Storm Water Utility Fund | 4,540 | 5,786 | 5,608 | 5,823 | 0.6% |
| Resource Recovery | 27,239 | 34,714 | 33,648 | 34,940 | 0.7% |
| Total Funding Sources | 413,218 | 526,008 | 510,007 | 529,485 | 0.7% |
| Personnel - Authorized FTE | 7.00 | 7.00 | 7.00 | 7.00 | |

PURCHASING SERVICES

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|---|---|---|-------------------|-------------------|---------------------|----------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Provide timely and cost-effective procurement of goods and services meeting the needs of City programs in compliance with applicable laws, regulations, policies and professional standards | # of annual/term contracts awarded | 120 | 126 | 128 | 128 |
| | | Value of bids (in millions) | \$15.0 | \$16.8 | \$18.0 | \$20.0 |
| | | Value of purchase orders (in millions) | \$40.9 | \$35.6 | \$38.0 | \$40.0 |
| | | Savings realized through bidding process | 28% | 31% | 20% | 20% |
| | | Value of p-card transactions (in millions) | \$0.9 | \$1.2 | \$1.3 | \$1.3 |
| | Provide quality, timely, and economical design, printing and copy services to City Programs and to agencies eligible for City funding | # of Print Shop impressions | 805,180 | 739,234 | 700,000 | 700,000 |
| | | % of printing orders that require other Print Shop services | 88% | 86% | 75% | 75% |
| | | Average cost of black and white impression | \$.053 | \$.065 | \$.07 | \$.075 |
| | | Average cost of color impression | \$.373 | \$.162 | \$.17 | \$.18 |
| | Provide reliable, timely, and cost effective distribution US mail, internal mail and parcels | Outgoing US mail sent via discount | 88% | 88% | 86% | 86% |
| | | Savings from discounted mail programs | \$10,002 | \$9,310 | \$7,000 | \$7,000 |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- Changes in staff and no significant changes in other costs resulted in a budget that increased less than 1% compared to the prior year

RECENT ACCOMPLISHMENTS

- Provided procurement training to new staff
- Received 2018 Universal Public Procurement Certification Council (UPPCC) Agency Certification Award

IN-PROGRESS AND UPCOMING ACTIVITIES

- Vendor management and electronic bidding system to be implemented to provide further efficiency and transparency
- Implement electronic document management system tied to the Finance software
- Revised Purchasing Policies as needed
- Equipment upgrades for the Print Shop and Messenger

LEGAL SERVICES

Description

The mission of the Legal Services activity is to provide sound and objective legal advice and representation to City officials and departments. This responsibility includes advising City Council, staff, and boards and commissions on legal and policy matters, drafting ordinances and amendments to the City's Municipal Code, drafting and reviewing contracts, real estate agreements, and other legal documents, litigating claims by and against the City in District and Appellate Court, prosecuting criminal complaints, traffic tickets, code enforcement violations, and other municipal infractions as necessary, and representing the City in all labor and unemployment, housing, licensing, and other arbitration and administrative claims, Legal Services also provides legal support to Mary Greeley Medical Center (MGMC) and the Ames City Assessor.

A portion of Legal Services expenditures are allocated directly to the Transit activity. The balance is allocated on a percentage basis to the various funds which support General Government activities. A portion (5%) of the City Attorney position is also allocated directly to the Economic Development activity.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|--|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures: | | | | | |
| Personal Services | 607,902 | 696,941 | 678,099 | 704,828 | 1.1% |
| Internal Services | 31,032 | 31,790 | 31,848 | 32,691 | 2.8% |
| Contractual | 117,705 | 68,466 | 79,521 | 73,763 | 7.7% |
| Commodities | 2,216 | 2,247 | 5,623 | 2,200 | -2.1% |
| Capital | - | - | 7,440 | - | |
| Other Expenditures | - | - | - | - | |
| | 758,855 | 799,444 | 802,531 | 813,482 | 1.8% |
| Less: Expenditures reflected directly in another activity | (11,000) | (11,592) | (11,637) | (11,795) | 1.8% |
| Total Expenditures | 747,855 | 787,852 | 790,894 | 801,687 | 1.8% |
| Funding Sources: | | | | | |
| Charges for Services | 32,539 | 50,500 | 40,250 | 40,250 | -20.3% |
| General Fund | 402,769 | 407,982 | 420,003 | 426,282 | 4.5% |
| Water Utility Fund | 72,068 | 75,947 | 76,240 | 77,281 | 1.8% |
| Sewer Utility Fund | 72,068 | 75,947 | 76,240 | 77,281 | 1.8% |
| Electric Utility Fund | 114,550 | 120,716 | 121,182 | 122,836 | 1.8% |
| Parking Fund | 34,896 | 36,774 | 36,916 | 37,420 | 1.8% |
| Resource Recovery | 18,965 | 19,986 | 20,063 | 20,337 | 1.8% |
| Total Funding Sources | 747,855 | 787,852 | 790,894 | 801,687 | 1.8% |
| Personnel - Authorized FTE | 5.95 | 5.95 | 5.95 | 5.95 | |

LEGAL SERVICES

| <i>City Mission/ Council Goal</i> | <i>Department Goals and Core Services</i> | <i>Indicators</i> | <i>2016/17 Actual</i> | <i>2017/18 Actual</i> | <i>2018/19 Adjusted</i> | <i>2019/20 Estimated</i> |
|---|---|--|---------------------------|---------------------------|-----------------------------|------------------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Provide reliable, high quality legal services to both internal and external customers | # of new legal matters opened: | 770 | 516 | 474 | 474 |
| | | Electric Dept. | 31 | 24 | 14 | 14 |
| | | HR | 18 | 28 | 18 | 18 |
| | | Planning | 78 | 43 | 34 | 34 |
| | | Police | 28 | 45 | 30 | 30 |
| | | Public Works | 80 | 92 | 74 | 74 |
| | | WPC | 15 | 16 | 12 | 12 |
| | | Other (includes trials) | 520 | 268 | 292 | 292 |
| | | # of legal matters closed (includes new and old matters) | 1,049 | 320 | 372 | 372 |
| | | # of other events/legal services requiring review | 5,558 | 3,956 | 3,261 | 3,261 |
| # of documents created/ reviewed | 16,347 | 13,728 | 9,039 | 9,039 | | |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- The Legal Department is fully staffed effective February 2018 with the hiring of the second Assistant City Attorney. Funding for outside legal assistance for prosecutions is therefore no longer included in the FY 2019/20 budget.
- Funding (\$20,000) has been added to the budget in FY 2019/20 for specialized legal assistance.

RECENT ACCOMPLISHMENTS

Large projects in FY 2018/19 included:

- South Grand Avenue Extension – land acquisition work and closings.
- East Industrial Annexation – easement acquisition work and closings.
- North River Valley Well Field – land acquisition work and closings.
- Coordination with outside counsel on litigation matters involving civil rights and tort claims.
- Legal Services assisted the City Assessor's Office with 28 appeals, 3 of these filed in District Court, resulting from property assessments.
- Development and completion of Rental Cap and Hardship ordinances.

IN-PROGRESS AND UPCOMING ACTIVITIES

- Legal support for union negotiations.
- StoryComm selection of service provider; review of 28E Agreement with Story County, Story County 911 Board and Iowa State University for Emergency Radios; and review of contract between StoryComm and service provider.
- USDA Utilities complaint.
- New Water Plant – construction contract dispute.
- Review of Civil Service Commission Policies and Procedures and Personnel Policies and Procedures.
- Assist with Police Department policies.

HUMAN RESOURCES

Description

The Human Resources activity is responsible for the hiring and retaining qualified employees through the use of progressive recruitment techniques and competitive compensation and benefit programs. Other responsibilities of Human Resources include monitoring and preparing reports to demonstrate compliance with federal and state regulations, providing training opportunities and resources for employee development, updating and ensuring compliance with City personnel policies, negotiating union contracts, and assuming a leadership role for the City's Excellence Through People (ETP) program.

Human Resources expenditures are allocated to other activities or funds bases on the number of full time equivalents (FTEs) paid in each of those activities or funds. Human Resources staff is also responsible for the Risk Insurance and Health Insurance activities.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|--|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Activity: | | | | | |
| Human Resources | 540,517 | 604,879 | 624,252 | 615,948 | 1.8% |
| Employee Development | 42,806 | 51,075 | 43,890 | 47,690 | -6.6% |
| Employee Assistance | 8,610 | 8,924 | 8,610 | 8,610 | -3.5% |
| ETP Program | 13,255 | 25,100 | 67,350 | 70,900 | 182.5% |
| HR Reimbursement | (129,054) | (146,078) | (164,299) | (156,445) | 7.1% |
| Total Expenditures | 476,134 | 543,900 | 579,803 | 586,703 | 7.9% |
| Expenditures by Category: | | | | | |
| Personal Services | 399,938 | 514,664 | 455,561 | 535,290 | 4.0% |
| Internal Services | 28,579 | 34,453 | 34,041 | 32,887 | -4.6% |
| Contractual | 170,960 | 132,445 | 247,561 | 162,721 | 22.9% |
| Commodities | 5,711 | 8,416 | 6,939 | 12,250 | 45.6% |
| Capital | - | - | - | - | |
| Other Expenditures | - | - | - | - | |
| | 605,188 | 689,978 | 744,102 | 743,148 | 7.7% |
| Less: Expenditures reflected directly in another activity | (129,054) | (146,078) | (164,299) | (156,445) | 7.1% |
| Total Expenditures | 476,134 | 543,900 | 579,803 | 586,703 | 7.9% |
| Funding Sources: | | | | | |
| General Fund | 260,967 | 297,948 | 317,788 | 321,571 | 7.9% |
| Road Use Tax | 44,980 | 51,415 | 54,776 | 55,425 | 7.8% |
| Water Utility Fund | 29,264 | 33,451 | 35,635 | 36,059 | 7.8% |
| Sewer Utility Fund | 22,637 | 25,876 | 27,565 | 27,894 | 7.8% |
| Electric Utility Fund | 93,420 | 106,787 | 113,761 | 115,115 | 7.8% |
| Parking Fund | 5,454 | 6,234 | 6,641 | 6,720 | 7.8% |
| Storm Sewer Utility Fund | 4,164 | 4,760 | 5,070 | 5,131 | 7.8% |
| Resource Recovery | 15,248 | 17,429 | 18,567 | 18,788 | 7.8% |
| Total Funding Sources | 476,134 | 543,900 | 579,803 | 586,703 | 7.9% |
| Personnel - Authorized FTE | 4.85 | 4.85 | 5.10 | 5.10 | |

HUMAN RESOURCES

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|---|--|---|-------------------|-------------------|---------------------|----------------------|
| Provide quality programs in an efficient and fiscally responsible manner | To enhance our culture of excellence by maximizing human potential through caring people, quality programs, and exceptional services | # of recruitments (open/promotional) | 88 | 62 | 64 | 68 |
| | | # of applications (open/promotional) | 4,162 | 2,200 | 3,000 | 3,200 |
| | | # of external hires (full and part-time) | 76 | 55 | 50 | 53 |
| | | # of internal promotions | 28 | 18 | 15 | 15 |
| | | % of diverse applicants | 13% | 14% | 14% | 14% |
| | | % of diverse applicants including women | 46% | 45% | 45% | 45% |
| | | # of hours leadership and management development training offered | 12.0 | 32.0 | 30.0 | 30.0 |
| | | % of employees attending training through Employee Development | 46% | 47% | 40% | 40% |
| | | % of City employees rating training programs as above average or better | 89% | 88% | 88% | 88% |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- A .75 Principal Clerk position has been increased to full-time in FY 2018/19 and FY 2019/20.
- Funding included in the FY 2018/19 adjusted budget for contractual services includes \$30,000 for outside legal services to provide assistance with collective bargaining and updates to the City's personnel and civil service policies, \$10,000 for health benefits consulting for CyRide (costs will be reimbursed by CyRide), \$8,500 for outside legal services to assist with union negotiations, and \$29,000 for recruiting costs for the HR Director and other positions within the department.
- Additional funding has also been added to both FY 2018/19 (\$42,250) and FY 2019/20 (\$45,800) for the City's Excellence Through People (ETP) program.

RECENT ACCOMPLISHMENTS

- All new hires' criminal and/or driving background checks are conducted by Human Resources.
- Human Resources is now using an on-line testing tool for recruitment processes.
- Human Resources has facilitated compliance for benefits coverage under the Affordable Care Act.
- Flexible Spending Account payment methods have been enhanced.

IN-PROGRESS AND UPCOMING ACTIVITIES

- Human Resources is in the midst of reviewing and revising the recruitment process, with the goal of increasing efficiency, reducing redundancy, and reducing overall cycle time.
- The review and update of the employee handbook (personnel policies and procedures) is underway, with completion expected in March of 2019.
- Human Resources staff is assisting with the collective bargaining process on three open contracts.

FACILITIES

Description

The Facilities activity is responsible for the maintenance of City Hall, the City Hall grounds and parking lots, and the Veteran's Memorial adjacent to City Hall. City Hall includes office space for City departments, the City Council Chambers, the Ames City Assessor's office, and offices and a court room for Story County, as well as meeting rooms available to the public, the City Auditorium, and the Community Center, which includes a gymnasium, weight room, exercise space and locker rooms. Facility consultation services and project support are also provided for City facilities that are the direct responsibility of other City departments.

A portion of Facilities expenditures are allocated directly to the Information Technology activity, which is located in the lower level of City Hall. The balance of Facilities expenditures are allocated on a percentage basis to the various funds which support General Government activities and to the City Assessor's Office.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|--|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Activity: | | | | | |
| City Hall/Veterans Memorial | 398,966 | 452,069 | 449,743 | 459,595 | 1.7% |
| City Hall Special Projects | 29,628 | - | 49,752 | - | |
| Total Expenditures | 428,594 | 452,069 | 499,495 | 459,595 | 1.7% |
| Expenditures by Category: | | | | | |
| Personal Services | 128,979 | 142,081 | 142,652 | 147,138 | 3.6% |
| Internal Services | 24,870 | 24,838 | 24,592 | 25,808 | 3.9% |
| Contractual | 233,491 | 271,561 | 268,828 | 275,825 | 1.6% |
| Commodities | 55,219 | 29,500 | 29,500 | 27,000 | -8.5% |
| Capital | - | - | 49,752 | - | |
| Other Expenditures | - | - | - | - | |
| | 442,559 | 467,980 | 515,324 | 475,771 | 1.7% |
| Less: Expenditures reflected directly in another activity | (13,965) | (15,911) | (15,829) | (16,176) | 1.7% |
| Total Expenditures | 428,594 | 452,069 | 499,495 | 459,595 | 1.7% |
| Funding Sources: | | | | | |
| City Assessor | 13,966 | 15,911 | 15,829 | 16,176 | 1.7% |
| General Fund | 305,362 | 311,675 | 359,824 | 316,863 | 1.7% |
| Road Use Tax | 24,646 | 28,079 | 27,934 | 28,546 | 1.7% |
| Water Utility Fund | 20,539 | 23,399 | 23,279 | 23,789 | 1.7% |
| Sewer Utility Fund | 16,431 | 18,719 | 18,623 | 19,031 | 1.7% |
| Electric Utility Fund | 41,077 | 46,798 | 46,557 | 47,577 | 1.7% |
| Parking Fund | 2,465 | 2,808 | 2,793 | 2,855 | 1.7% |
| Resource Recovery | 4,108 | 4,680 | 4,656 | 4,758 | 1.7% |
| Total Funding Sources | 428,594 | 452,069 | 499,495 | 459,595 | 1.7% |
| Personnel - Authorized FTE | 1.25 | 1.25 | 1.25 | 1.25 | |

FACILITIES

| <i>City Mission/ Council Goal</i> | <i>Department Goals and Core Services</i> | <i>Indicators</i> | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|---|---|--|---------------------------|---------------------------|-----------------------------|------------------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Maintain an attractive City Hall and Veteran's Memorial | # of square feet in City Hall | 76,000 | 76,000 | 76,000 | 76,000 |
| | | Maintenance cost per square foot (excluding Community Center and Auditorium) | \$4.91 | \$5.40 | \$6.10 | \$6.26 |
| | | # of Public Art pieces installed by Facilities staff | 7 | 8 | 8 | 7 |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- Utility costs for electricity and natural gas are expected to increase slightly in FY 2019/20.

RECENT ACCOMPLISHMENTS

- The City Hall parking lot CIP project is now complete.
- New landscaping was installed at the Veteran's Memorial.
- The employee lunchroom was remodeled and furnished with new furniture to provide a better space for employees.
- Outside doors of City Hall are being painted and the project will be completed in the spring of 2019. This should extend the life of the doors by several years.

IN-PROGRESS AND UPCOMING ACTIVITIES

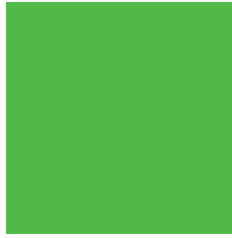
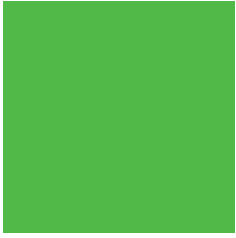
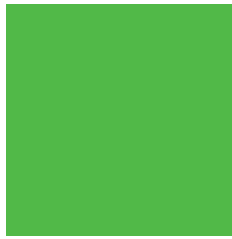
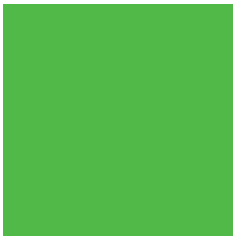
- Managerial and maintenance staff for the Facilities activity also provides assistance and support for other City facilities and programs including the Ames Municipal Airport, the Fire Stations, the Ames Public Library, the Ames Animal Shelter, and the Public Art Program.
- Access control (keycard system) will be installed in 2019 in City Hall. This project also includes systems for the Fire Stations and the Power Plant.

GENERAL GOVERNMENT CIP

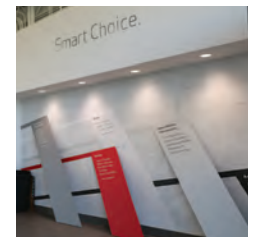
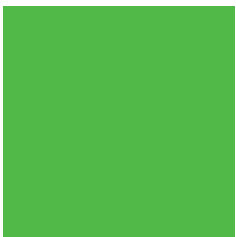
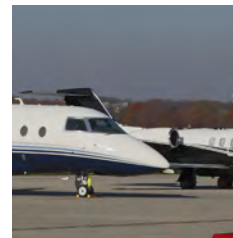
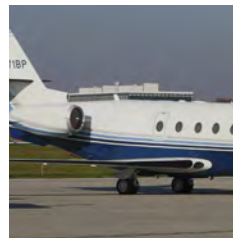
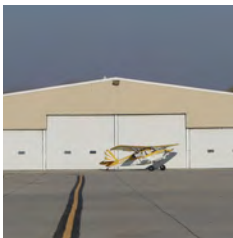
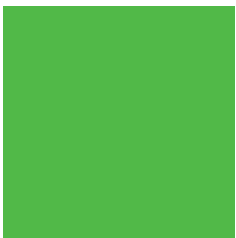
Activity Description:

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.

| Activities: | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-------------------------------------|---------------------------|----------------------------|-----------------------------|----------------------------|--------------------------------------|
| Facilities: | | | | | |
| City Hall Improvements | 51,571 | 50,000 | 205,277 | 50,000 | |
| City Hall Parking Lot | 495,090 | - | 389,333 | - | |
| Community Center HVAC System | 17,120 | - | - | - | |
| City Hall Cooling Towers | 201,393 | - | - | - | |
| City Hall Building Security | - | | 303,600 | | |
| Total Facilities | 765,174 | 50,000 | 898,210 | 50,000 | 0.0% |
| | | | | | |
| Total General Government CIP | 765,174 | 50,000 | 898,210 | 50,000 | 0.0% |



DEBT SERVICE



DEBT SERVICE

| | |
|-----------------------------------|-----|
| Debt Service Summary..... | 236 |
| Debt Service Cost Allocation..... | 237 |
| Projection of Debt Capacity..... | 238 |
| Summary of Bonds Payable | 239 |

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.

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

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|---|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Use of Funds: | | | | | |
| General Obligation Bonds | 16,039,998 | 11,974,832 | 11,976,904 | 12,055,352 | 0.7% |
| Electric Revenue Bonds | 967,306 | 964,557 | 964,557 | 965,306 | 0.1% |
| SRF Loan Payments | 4,387,592 | 4,680,645 | 4,505,877 | 5,044,439 | 7.8% |
| Bond Costs | 94,445 | - | 97,595 | - | |
| Total Expenditures | 21,489,341 | 17,620,034 | 17,544,933 | 18,065,097 | 2.5% |
| Funding Sources: | | | | | |
| Debt Service Fund | 16,052,167 | 11,974,832 | 11,976,904 | 12,055,352 | 0.7% |
| G.O. Bond Funds | 82,276 | - | 97,595 | - | |
| Electric Sinking Fund | 967,306 | 964,557 | 964,557 | 965,306 | 0.1% |
| Water Sinking Fund | 4,164,591 | 4,454,000 | 4,211,969 | 4,216,307 | -5.3% |
| Sewer Sinking Fund | 223,001 | 226,645 | 293,908 | 828,132 | 265.4% |
| Total Funding Sources | 21,489,341 | 17,620,034 | 17,544,933 | 18,065,097 | 2.5% |
| Debt Service Principal and Interest Breakdown: | | | | | |
| <u>G.O. Bonds</u> | | | | | |
| Principal | 13,725,000 | 9,667,780 | 9,680,000 | 9,665,528 | 0.0% |
| Interest | 2,314,998 | 2,307,052 | 2,296,904 | 2,389,824 | 3.6% |
| Issuance Costs | 94,445 | - | 97,595 | - | |
| Total G.O. Bonds | 16,134,443 | 11,974,832 | 12,074,499 | 12,055,352 | 0.7% |
| <u>Electric Revenue Bonds</u> | | | | | |
| Principal | 655,000 | 685,000 | 685,000 | 720,000 | 5.1% |
| Interest | 312,306 | 279,557 | 279,557 | 245,306 | -12.3% |
| Total G.O. Bonds | 967,306 | 964,557 | 964,557 | 965,306 | 0.1% |
| <u>State Revolving Fund Loans</u> | | | | | |
| Principal | 3,042,000 | 3,380,000 | 3,103,000 | 3,636,000 | 7.6% |
| Interest | 1,345,592 | 1,300,645 | 1,402,877 | 1,408,439 | 8.3% |
| Total SRF Loans | 4,387,592 | 4,680,645 | 4,505,877 | 5,044,439 | 7.8% |
| Total Debt Service | 21,489,341 | 17,620,034 | 17,544,933 | 18,065,097 | 2.5% |

DEBT SERVICE COST ALLOCATION FOR 2019/20 BUDGET

Taxable Valuation for Debt Service: \$3,125,492,676

| Use of Bond Proceeds | Allocated Debt Service | Debt Service Abatements | Property Tax Support | Rate Per \$1,000 Valuation |
|---|---------------------------|----------------------------|-------------------------|-------------------------------|
| Airport | 70,979 | 70,979 | - | |
| Fire Department Apparatus | 53,107 | 13,277 | 39,830 | 0.01274 |
| Fire Facilities | 13,228 | - | 13,228 | 0.00423 |
| Public Safety Radio | 96,435 | - | 96,435 | 0.03085 |
| Library | 1,205,250 | - | 1,205,250 | 0.38562 |
| Ada Hayden Heritage Park | 261,338 | - | 261,338 | 0.08361 |
| City Hall Improvements | 14,719 | - | 14,719 | 0.00471 |
| Aquatic Center | 598,500 | - | 598,500 | 0.19149 |
| Water Projects | 385,377 | 385,377 | - | |
| Sewer Projects | 386,452 | 386,452 | - | |
| Resource Recovery | 163,188 | 163,188 | - | |
| Urban Renewal - TIF | 414,537 | 414,537 | - | |
| Storm Sewer | 144,435 | - | 144,435 | 0.04621 |
| Streets | 6,802,714 | - | 6,802,714 | 2.17655 |
| Special Assessments | 321,415 | 321,415 | - | |
| 2019/2020 CIP G. O. - Less Abated | 1,123,678 | - | 1,123,678 | 0.35952 |
| TOTAL G. O. DEBT | 12,055,352 | 1,755,225 | 10,300,127 | 3.29553 |
| Less: State Replacement Tax | | | 320,004 | 0.10239 |
| Use of Fund Balance | | - | - | - |
| TOTAL DEBT SERVICE COST | <u>\$12,055,352</u> | <u>\$1,755,225</u> | <u>\$ 9,980,123</u> | <u>3.19314</u> |
| FY 2019/2020 Debt Service Levy | | | \$ 9,980,123 | 3.19314 |
| 2019/2020 CIP G.O. ISSUE | | | | |
| City-Wide Radio System | \$ 1,240,000 | | | |
| Campustown Improvements | 1,000,000 | | | |
| Grand Avenue Extension | 2,000,000 | | | |
| Cherry Avenue Extension | 300,000 | | | |
| Arterial Street Improvements | 1,600,000 | | | |
| Collector Street Pavement Improvements | 500,000 | | | |
| Concrete Pavement Improvements | 2,800,000 | | | |
| Asphalt Street Improvements | 1,000,000 | | | |
| Bridge Rehabilitation | 120,000 | | | |
| Tax Supported Bonds | <u>\$10,560,000</u> | | | |
| City-Wide Radio System (Abated) | 280,000 | | | |
| ISU Research Park Phase IV | \$314,204 | | | |
| Abated Bonds | <u>\$594,204</u> | | | |

CITY OF AMES, IOWA

PROJECTION OF DEBT CAPACITY

| | 2019/20 PROJECTED | 2020/21 PROJECTED | 2021/22 PROJECTED | 2022/23 PROJECTED | 2023/24 PROJECTED |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|
| 1. Total Actual Valuation | 4,837,411,018 | 4,982,533,349 | 5,132,009,349 | 5,285,969,629 | 5,444,548,718 |
| 2. State Mandated Debt Limit | 241,870,551 | 249,126,667 | 256,600,467 | 264,298,481 | 272,227,436 |
| 3. City Reserve (25% of Limit) | 60,467,638 | 62,281,667 | 64,150,117 | 66,074,620 | 68,056,859 |
| Un-Reserved Debt Capacity | 181,402,913 | 186,845,000 | 192,450,350 | 198,223,861 | 204,170,577 |
| 4. Outstanding Debt | 54,390,000 | 46,025,000 | 38,705,000 | 31,835,000 | 25,425,000 |
| 5. Proposed Issues | 11,154,204 | 11,190,000 | 11,895,000 | 11,422,000 | 9,375,000 |
| 6. Balance of Proposed Issues | - | 10,368,255 | 19,960,257 | 29,371,172 | 37,429,746 |
| Total Debt Subject to Limit | 65,544,204 | 67,583,255 | 70,560,257 | 72,628,172 | 72,229,746 |
| 7. Available Un-Reserved Debt Capacity (\$) | 115,858,709 | 119,261,745 | 121,890,093 | 125,595,689 | 131,940,831 |
| 8. Available Un-Reserved Debt Capacity (%) | 63.87% | 63.83% | 63.34% | 63.36% | 64.62% |
| 9. Total Debt Capacity (\$) | 176,326,347 | 181,543,412 | 186,040,210 | 191,670,309 | 199,997,690 |
| 10. Total Debt Capacity (%) | 72.90% | 72.87% | 72.50% | 72.52% | 73.47% |

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 Improvement Plan.
6. Debt Balance on Issues in Capital Improvement 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, 2018 FOR THE CITY OF AMES

| Bond Type | Date of Issue | Interest Rates | Maturity Date | Amount Originally Issued | Outstanding June 30, 2018 |
|---|---------------------|----------------|------------------|--------------------------------|---------------------------------|
| General Obligation Bonds – Governmental Activities: | | | | | |
| Corporate purpose | 2009 | 2.00-3.500 | 2021 | \$11,165,000 | \$ - |
| Corporate purpose | 2010 | 2.00-2.500 | 2022 | 6,690,000 | 2,510,000 |
| Refunding | 2011 | 2.00-3.350 | 2021 | 5,980,000 | 730,000 |
| Corporate purpose | 2011 | 1.00-2.400 | 2023 | 6,675,000 | 2,965,000 |
| Corporate purpose | 2012 | 1.50-3.000 | 2032 | 11,325,000 | 7,080,000 |
| Corporate purpose/refunding | 2013 | 2.00-3.125 | 2032 | 21,220,000 | 13,940,000 |
| Corporate purpose | 2014 | 2.00-2.500 | 2026 | 9,395,000 | 6,325,000 |
| Corporate purpose/refunding | 2015 | 3.00-5.000 | 2035 | 16,585,000 | 10,150,871 |
| Corporate purpose | 2016 | 2.00-5.000 | 2028 | 9,020,605 | 7,111,226 |
| Corporate purpose/refunding | 2017 | 2.00-5.000 | 2029 | 10,975,000 | 9,455,000 |
| | | | | <u>\$ 109,030,605</u> | <u>\$ 60,267,097</u> |
| General Obligation Bonds – Business-Type Activities: | | | | | |
| Corporate purpose | 2012 | 1.50-3.00 | 2024 | \$ 1,335,000 | \$720,000 |
| Corporate purpose | 2013 | 2.00-3.00 | 2025 | 1,320,000 | 810,000 |
| Corporate purpose | 2014 | 2.00-2.50 | 2024 | 300,000 | 190,000 |
| Corporate purpose/refunding | 2015 | 3.00-5.00 | 2027 | 2,061,714 | 1,564,129 |
| Corporate purpose/refunding | 2016 | 2.00-5.00 | 2028 | 2,629,395 | 1,928,774 |
| | | | | <u>\$7,646,109</u> | <u>\$ 5,212,903</u> |
| Revenue Bonds | | | | | |
| Hospital improvement and refunding | 2012 | 2.070 | 2027 | \$26,000,000 | \$12,700,000 |
| Electric | 2015 | 2.125-5.000 | 2027 | 9,500,000 | 7,420,000 |
| Hospital refunding | 2016 | 3.000-5.000 | 2036 | 64,790,000 | 63,445,000 |
| | | | | <u>\$ 100,290,000</u> | <u>\$83,565,000</u> |
| TOTAL ALL BONDS | | | | <u>\$ 216,966,714</u> | <u>\$ 149,045,000</u> |

SUMMARY OF BONDS PAYABLE - PRINCIPAL & INTEREST AT JUNE 30, 2018 FOR THE CITY OF AMES

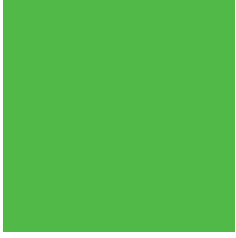
As of June 30, 2018, annual debt service requirements of **governmental activities** to maturity are as follows:

| Year Ending June 30 | General Obligation Bonds | |
|---------------------|--------------------------|---------------------|
| | Principal | Interest |
| 2019 | \$ 8,287,109 | \$1,891,266 |
| 2020 | 7,618,882 | 1,595,026 |
| 2021 | 7,296,484 | 1,321,673 |
| 2022 | 6,209,044 | 1,094,758 |
| 2023 | 5,706,562 | 898,810 |
| 2024-2028 | 19,579,016 | 2,213,796 |
| 2029-2033 | 5,450,000 | 412,450 |
| 2034-2038 | 120,000 | 5,850 |
| Total | \$ 60,267,097 | \$ 9,433,629 |

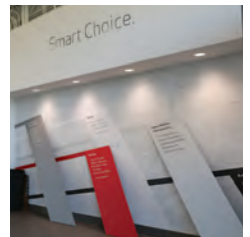
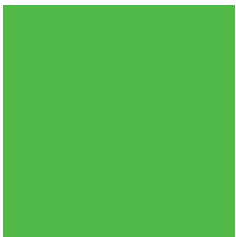
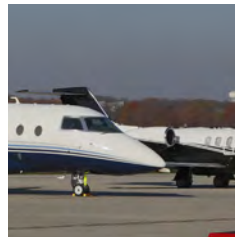
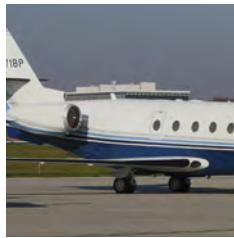
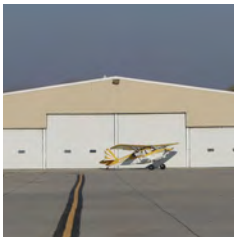
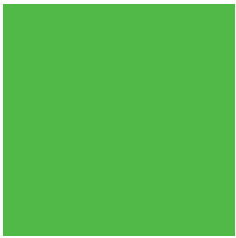
Long-term debt amounts above and below are shown without reference to applicable premiums and unamortized costs.

As of June 30, 2018, 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 |
| 2019 | \$ 817,891 | \$ 176,175 | \$3,920,000 | \$ 3,284,327 |
| 2020 | 786,118 | 148,898 | 4,050,000 | 3,162,017 |
| 2021 | 553,516 | 120,501 | 4,180,000 | 3,034,525 |
| 2022 | 565,956 | 107,461 | 4,310,000 | 2,901,998 |
| 2023 | 593,438 | 89,329 | 4,445,000 | 2,764,290 |
| 2024-2028 | 1,895,984 | 230,197 | 23,850,000 | 10,726,785 |
| 2029-2033 | - | - | 22,840,000 | 5,866,806 |
| 2034-2038 | - | - | 15,970,000 | 1,247,581 |
| Total | \$5,212,903 | \$ 872,561 | \$ 83,565,000 | \$ 32,988,329 |



INTERNAL SERVICE & TRANSFERS



INTERNAL SERVICES AND TRANSFERS

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INTERNAL SERVICES

Program Description:

Internal support services are operations which support other City programs. In contrast to the support services in the General Government Program, these operations are entirely funded by charges made to other City programs. These activities thus represent money which has already been budgeted once within the operating programs and are grouped together to identify “twice budgeted” amounts. The City chooses to budget these amounts as an internal accountability tool, and they are not reported to the State. Fleet Services involves the maintenance and operating costs for City vehicles and other pieces of equipment as well as the acquisition and disposal of that equipment. Information Technology provides support to other City programs for both data processing and communications. Risk Management involves the application of safety-related work practices, along with securing the most economical insurance package for the City. Health Insurance Management includes the coordination of purchased health insurance and other self-insured plans.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|---|---------------------------|----------------------------|-----------------------------|----------------------------|--------------------------------------|
| <i>Expenditures by Activity:</i> | | | | | |
| Fleet Services | 3,822,804 | 3,446,968 | 4,654,974 | 3,372,056 | -2.2% |
| Information Technology | 2,901,642 | 2,586,906 | 2,853,814 | 2,625,976 | 1.5% |
| Risk Management | 2,119,189 | 2,521,124 | 2,416,522 | 2,508,721 | -0.5% |
| Health Insurance | 9,187,245 | 9,113,137 | 8,606,159 | 9,198,125 | 0.9% |
| <i>Total Operations</i> | 18,030,880 | 17,668,135 | 18,531,469 | 17,704,878 | 0.2% |
| Internal Services CIP | 5,829 | - | 41,959 | 250,000 | |
| <i>Total Expenditures</i> | 18,036,709 | 17,668,135 | 18,573,428 | 17,954,878 | 1.6% |
| Personnel - Authorized FTE | 21.15 | 21.15 | 21.15 | 21.15 | |

INTERNAL SERVICES

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Category: | | | | | |
| Personal Services | 2,076,468 | 2,310,102 | 2,195,484 | 2,330,397 | 0.9% |
| Internal Services | 621,289 | 495,565 | 588,470 | 580,527 | 17.1% |
| Contractual | 3,538,336 | 3,859,838 | 3,732,826 | 3,841,631 | -0.5% |
| Commodities | 1,034,794 | 1,174,055 | 1,325,528 | 1,286,277 | 9.6% |
| Capital | 2,152,737 | 1,326,970 | 2,631,205 | 1,054,697 | -20.5% |
| Other Expenditures | 8,607,256 | 8,501,605 | 8,057,956 | 8,611,349 | 1.3% |
| Total Operations | 18,030,880 | 17,668,135 | 18,531,469 | 17,704,878 | 0.2% |
| Internal Services CIP | 5,829 | - | 41,959 | 250,000 | |
| Total Expenditures | 18,036,709 | 17,668,135 | 18,573,428 | 17,954,878 | 1.6% |
| Funding Sources: | | | | | |
| Fleet Services Fund | 2,036,898 | 2,278,968 | 2,281,974 | 2,343,456 | 2.8% |
| Fleet Reserve Funds | 1,785,906 | 1,168,000 | 2,373,000 | 1,028,600 | -11.9% |
| Information Technology Fund | 1,837,130 | 1,855,385 | 1,858,083 | 1,912,531 | 3.1% |
| Technology Reserve Funds | 869,024 | 492,100 | 748,185 | 457,204 | -7.1% |
| Shared Communications Fund | 195,488 | 239,421 | 247,546 | 256,241 | 7.0% |
| Risk Insurance Fund | 2,119,189 | 2,521,124 | 2,416,522 | 2,508,721 | -0.5% |
| Health Insurance Fund | 9,187,245 | 9,113,137 | 8,606,159 | 9,198,125 | 0.9% |
| Total Operations Funding | 18,030,880 | 17,668,135 | 18,531,469 | 17,704,878 | 0.2% |
| CIP Funding: | | | | | |
| Fleet Reserve Fund | 5,829 | - | 41,959 | 250,000 | |
| Total CIP Funding | 5,829 | - | 41,959 | 250,000 | |
| Total Funding Sources | 18,036,709 | 17,668,135 | 18,573,428 | 17,954,878 | 1.6% |

FLEET SERVICES

Description

The Fleet Services activity provides centralized management and maintenance of the City's fleet. Vehicles and equipment are purchased for City departments to match adopted public service tasks and programs. The useful life of each unit is analyzed and funds are collected from the using departments over that life for the replacement of the equipment when it becomes obsolete. Each vehicle and piece of equipment is replaced as economically as possible without sacrificing quality and reliability. Utilization of equipment between operating departments is encouraged 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. Maintenance, repairs, insurance, fuel, and overhead costs are allocated to the departments and programs utilizing the equipment. Fleet Services also operates a motor pool with vehicles available to all City departments as needed.

The Fleet Services maintenance facility is shared by several Public Works divisions: Engineering, Street Maintenance, and Utility Maintenance. The costs associated with the facility are paid by Fleet Services and allocated to the Public Work activities on a percentage basis.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Activity: | | | | | |
| Fleet Administration | 502,708 | 508,846 | 507,913 | 518,278 | 1.9% |
| Fleet Maintenance | 1,411,481 | 1,618,613 | 1,618,158 | 1,664,235 | 2.8% |
| Motor Pool Services | 28,653 | 41,600 | 43,200 | 45,750 | 10.0% |
| Fleet Maintenance Facility | 94,056 | 109,909 | 112,703 | 115,193 | 4.8% |
| Fleet Acquisitions | 1,785,906 | 1,168,000 | 2,373,000 | 1,028,600 | -11.9% |
| Total Expenditures | 3,822,804 | 3,446,968 | 4,654,974 | 3,372,056 | -2.2% |
| Expenditures: | | | | | |
| Personal Services | 821,263 | 892,075 | 866,245 | 915,302 | 2.6% |
| Internal Services | 303,289 | 261,689 | 289,068 | 269,937 | 3.2% |
| Contractual | 341,110 | 298,404 | 302,461 | 310,067 | 3.9% |
| Commodities | 722,050 | 826,800 | 868,200 | 888,650 | 7.5% |
| Capital | 1,621,586 | 1,168,000 | 2,329,000 | 988,100 | -15.4% |
| Other Expenditures | 13,506 | - | - | - | |
| Total Expenditures | 3,822,804 | 3,446,968 | 4,654,974 | 3,372,056 | -2.2% |
| Funding Sources: | | | | | |
| Fleet Services Fund | 2,036,898 | 2,278,968 | 2,281,974 | 2,343,456 | 2.8% |
| Fleet Reserve Funds | 1,785,906 | 1,168,000 | 2,373,000 | 1,028,600 | -11.9% |
| Total Funding Sources | 3,822,804 | 3,446,968 | 4,654,974 | 3,372,056 | -2.2% |
| Personnel - Authorized FTE | 8.25 | 8.25 | 8.25 | 8.25 | |

FLEET SERVICES

| <i>City Mission/ Council Goal</i> | <i>Department Goals and Core Services</i> | <i>Indicators</i> | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|---|--|--|---------------------------|---------------------------|-----------------------------|------------------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Provide and maintain the City's fleet to support all City activities in a high quality and cost effective manner | % of City shop rate compared to private sector shop rate | 58% | 60% | 59% | 60% |
| | | % of billable hours to adopted goal | 100% | 100% | 100% | 100% |
| | | % of replacements completed | 96% | 100% | 98% | 100% |
| Expand sustainability efforts | Maintain a fleet with 20% of vehicles considered to be "green". Reduce carbon footprint | % of fleet considered "green" | 17% | 20% | 21% | 22% |
| | | Gallons of fuel purchased | 170,372 | 178,499 | 178,000 | 177,000 |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- The City's shop rate will increase from \$71.16/hour to \$73.24/hour (2.9% increase in FY 2019/20). The rate is designed to recover the cost of the Fleet Services technicians' salaries and benefits.
- Administrative fees assessed to equipment to assist in covering administration and overhead costs will increase by 3.3% in FY 2019/20.
- Average fuel costs are projected to increase to \$2.45/gallon for FY 2019/20. Fuel remains the largest component of the Fleet Maintenance operating budget, with \$516,950 budgeted for FY 2019/20.

RECENT ACCOMPLISHMENTS

- The City put into service two electric vehicles which are located in the Electric Department and the City Hall motor pool. Two electric charging stations were placed at Bandshell Park and City Hall. These charging stations allow for public use as well as charging City vehicles.

IN-PROGRESS AND UPCOMING ACTIVITIES

- In a constant effort to turn the fleet "green", vehicles purchased, when available, are flex-fueled units that run on E85 or gasohol, hybrids, electric units that operate on rechargeable batteries, LP-fueled units, or units with the most fuel efficient system possible. New vehicle technology will continue to be explored to expand our sustainability efforts while also being fiscally responsible.

INFORMATION TECHNOLOGY

Description

The purpose of the Information Technology activity is to provide electronic information and communication systems for internal City of Ames activities to assist in the delivery of programs and services to the citizens of Ames. The services provided by Information Technology include network infrastructure support, desktop computer support, and planning, analysis and implementation of information systems. This activity also provides voice network infrastructure support, Wi-Fi infrastructure support, and cellular and phone system planning, analysis, and maintenance.

Data Services and Phone System Operations costs are allocated to other City programs based on system use and the number of users and devices supported. Information Technology also assists City departments with planning for future technology needs, and collects funds into a reserve so funding is available when equipment needs to be replaced or updated.

The shared public safety system used by the City of Ames, Iowa State University, Story County, and the E-911 system is also reflected in this activity.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Activity: | | | | | |
| Data Services | 1,590,304 | 1,602,082 | 1,603,405 | 1,650,369 | 3.0% |
| Phone System Operations | 246,826 | 253,303 | 254,678 | 262,162 | 3.5% |
| Technology Replacement | 869,024 | 492,100 | 748,185 | 457,204 | -7.1% |
| Shared Communications | 195,488 | 239,421 | 247,546 | 256,241 | 7.0% |
| Total Expenditures | 2,901,642 | 2,586,906 | 2,853,814 | 2,625,976 | 1.5% |
| Expenditures: | | | | | |
| Personal Services | 975,475 | 1,086,936 | 1,014,927 | 1,074,583 | -1.1% |
| Internal Services | 301,548 | 217,014 | 281,655 | 292,529 | 34.8% |
| Contractual | 785,701 | 786,994 | 804,549 | 802,490 | 2.0% |
| Commodities | 307,767 | 336,992 | 450,478 | 389,777 | 15.7% |
| Capital | 531,151 | 158,970 | 302,205 | 66,597 | -58.1% |
| Other Expenditures | - | - | - | - | - |
| Total Expenditures | 2,901,642 | 2,586,906 | 2,853,814 | 2,625,976 | 1.5% |
| Funding Sources: | | | | | |
| Information Technology Fund | 1,837,130 | 1,855,385 | 1,858,083 | 1,912,531 | 3.1% |
| Technology Reserve Funds | 869,024 | 492,100 | 748,185 | 457,204 | -7.1% |
| Shared Communications Fund | 195,488 | 239,421 | 247,546 | 256,241 | 7.0% |
| Total Funding Sources | 2,901,642 | 2,586,906 | 2,853,814 | 2,625,976 | 1.5% |
| Personnel - Authorized FTE | 10.00 | 10.00 | 10.00 | 10.00 | |

INFORMATION TECHNOLOGY

| <i>City Mission/ Council Goal</i> | <i>Department Goals and Core Services</i> | <i>Indicators</i> | <i>2016/17 Actual</i> | <i>2017/18 Actual</i> | <i>2018/19 Adjusted</i> | <i>2019/20 Estimated</i> |
|---|---|--------------------------------------|---------------------------|---------------------------|-----------------------------|------------------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Establish and maintain secure and reliable IT infrastructure and technology equipment and tools to support service delivery to our citizens | City email users | 550 | 550 | 550 | 575 |
| | | PCs supported | 442 | 502 | 502 | 560 |
| | | Printers supported | 169 | 171 | 171 | 184 |
| | | Tablets supported | 64 | 64 | 64 | 72 |
| | | Servers supported | 70 | 53 | 57 | 106 |
| | | Service requests logged by Help Desk | 2,007 | 2,107 | 2,207 | 1,848 |
| | | Computers replaced | 27 | 180 | 71 | 78 |
| | | Phone extensions | 674 | 689 | 689 | 699 |
| | Provide efficient and reliable voice communication system | Department phone extension charge | \$555 | \$571 | \$588 | \$604 |
| | | Equivalent outside extension cost | \$660 | \$612 | \$612 | \$615 |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- Personal Services have decreased as a result of staffing changes.
- Internal services increased in FY 2019/20 due to increased contribution to replacement of IT equipment.

RECENT ACCOMPLISHMENTS

- Completion of 2017/2018 schedule of city employee computer replacement.
- Completed upgrades to file storage and disaster recovery infrastructure.

IN-PROGRESS AND UPCOMING ACTIVITIES

- Completion of the 2018/2019 schedule of city employee computer replacement.
- Evaluation of enterprise email, calendar, and scheduling systems for possible changes.
- Evaluation of wireless access points and implementation of improvements to make wireless faster and more reliable.
- Updating and improvement to IT data and security policies.

RISK MANAGEMENT

Description

The Risk Management activity administers the City's risk insurance programs, including general and professional liability, vehicle and property insurance, the Worker's Compensation program, and occupational safety and training. Other responsibilities include exposure analysis and risk financing.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-------------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Activity: | | | | | |
| Risk Administration | 122,697 | 146,501 | 135,735 | 153,622 | 4.9% |
| Property Insurance | 702,969 | 744,843 | 649,027 | 675,951 | -9.3% |
| Liability Insurance | 169,749 | 276,558 | 305,744 | 314,836 | 13.8% |
| Liability Claims | 94,422 | 150,000 | 150,000 | 150,000 | 0.0% |
| Auto Insurance | 65,712 | 67,700 | 65,713 | 67,700 | 0.0% |
| Transit Insurance | 206,255 | 212,450 | 206,259 | 212,447 | 0.0% |
| Professional Liability Insurance | 35,333 | 37,455 | 38,649 | 41,000 | 9.5% |
| Police Professional Insurance | 34,274 | 35,302 | 34,495 | 36,565 | 3.6% |
| Workers' Compensation | 553,699 | 710,500 | 695,700 | 702,000 | -1.2% |
| Internal Safety Training | 134,079 | 139,815 | 135,200 | 154,600 | 10.6% |
| Total Expenditures | 2,119,189 | 2,521,124 | 2,416,522 | 2,508,721 | -0.5% |
| Expenditures: | | | | | |
| Personal Services | 107,261 | 134,104 | 123,321 | 140,045 | 4.4% |
| Internal Services | 6,779 | 7,356 | 7,375 | 7,538 | 2.5% |
| Contractual | 1,499,757 | 1,717,414 | 1,623,576 | 1,698,888 | -1.1% |
| Commodities | 53 | 250 | 250 | 250 | 0.0% |
| Capital | - | - | - | - | |
| Other Expenditures | 505,339 | 662,000 | 662,000 | 662,000 | 0.0% |
| Total Expenditures | 2,119,189 | 2,521,124 | 2,416,522 | 2,508,721 | -0.5% |
| Funding Sources: | | | | | |
| Risk Insurance Fund | 2,119,189 | 2,521,124 | 2,416,522 | 2,508,721 | -0.5% |
| Total Funding Sources | 2,119,189 | 2,521,124 | 2,416,522 | 2,508,721 | -0.5% |
| Personnel - Authorized FTE | 1.25 | 1.25 | 1.25 | 1.25 | |

RISK MANAGEMENT

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|---|---|---|-------------------|-------------------|---------------------|----------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Ensure that the City's risk insurance program protects the City in a cost effective manner | Value of City's insured buildings/ property (in millions) | | \$674.392 | \$682.392 | \$696.040 |
| | | % increase in property insurance from prior year | | 2% | -8% | 4% |
| | Cultivate a safety culture to promote a safe work environment and minimize claims | # of Worker's Comp claims | 41 | 40 | 34 | 36 |
| | | # of Police/Fire injury claims | 26 | 24 | 23 | 24 |
| | Maintain a fund balance of at least \$1,000,000 for deductibles and retained risk | # of safety training classes held | 94 | 102 | 104 | 106 |
| | | # of lost time injuries | 6 | 5 | 4 | 4 |
| | | Risk Insurance fund balance (in millions) | \$1.766 | \$2.160 | \$2.248 | \$2.352 |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- Staff was able to negotiate a flat fee structure for the power plant property insurance for 2018/19 and 2019/20. This will limit the amount of premium charged to an amount based on the increase in the value of the property alone.
- Liability insurance and Professional Liability insurance rates for FY 2018/19 were higher than forecast. The budgets for FY 2018/19 and FY 2019/20 have been adjusted to reflect the higher amounts.
- The Internal Safety Training budget for FY 2019/20 has been increased to include \$15,000 for ergonomic training and assessments.

RECENT ACCOMPLISHMENTS

- Five mock OSHA inspections were conducted and reviewed with department staff.
- A City wide safety team is being established with the goal of improving the safety training program for the City employees. Multiple divisions have gone over 500 days without a lost time injury.

IN-PROGRESS AND UPCOMING ACTIVITY

- A Safety Job Analysis has begun for Fleet Services and will continue.
- Staff will take the City's Excess Workers' Compensation insurance out to the market this year in order to ensure we are receiving the best value.
- The Third Party Administrator services for the City's Workers' Compensation and 411 claims will also be taken to market.
- An RFP will be released for a new Functional Job Analysis vendor.

HEALTH INSURANCE MANAGEMENT

Description

The Health Insurance Management activity is responsible for the administration of the City's health insurance plan, which involves the accumulation of departmental, employee, and retiree contributions, and the payment of all medical, dental, and prescription drug claims. This activity is also responsible for the selection of third party administrators for the payment of claims, the preparation of all required financial and regulatory reporting, and the determination of appropriate contribution rates to maintain an adequate Health Insurance fund balance.

This activity also includes the City's Health Promotion Program, which offers programs and services to employees and family members included on the City's insurance plan to promote wellness, preventative screenings, and healthy lifestyles.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-----------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures by Activity: | | | | | |
| Health Administration | 102,939 | 109,246 | 114,007 | 113,422 | 3.8% |
| Medical Claims | 6,166,032 | 5,600,854 | 5,240,748 | 5,575,620 | -0.5% |
| Dental Claims | 382,638 | 390,728 | 398,902 | 427,934 | 9.5% |
| Pharmacy Claims | 1,532,493 | 1,839,823 | 1,758,092 | 1,947,786 | 5.9% |
| Excess Insurance | 337,523 | 426,419 | 384,916 | 396,456 | -7.0% |
| Other Health Insurance | 414,878 | 455,942 | 402,882 | 410,643 | -9.9% |
| Health Promotion Program | 250,742 | 290,125 | 306,612 | 326,264 | 12.5% |
| Total Expenditures | 9,187,245 | 9,113,137 | 8,606,159 | 9,198,125 | 0.9% |
| Expenditures: | | | | | |
| Personal Services | 172,469 | 196,987 | 190,991 | 200,467 | 1.8% |
| Internal Services | 9,673 | 9,506 | 10,372 | 10,523 | 10.7% |
| Contractual | 911,768 | 1,057,026 | 1,002,240 | 1,030,186 | -2.5% |
| Commodities | 4,924 | 10,013 | 6,600 | 7,600 | -24.1% |
| Capital | - | - | - | - | |
| Other Expenditures | 8,088,411 | 7,839,605 | 7,395,956 | 7,949,349 | 1.4% |
| Total Expenditures | 9,187,245 | 9,113,137 | 8,606,159 | 9,198,125 | 0.9% |
| Funding Sources: | | | | | |
| Health Insurance Fund | 9,187,245 | 9,113,137 | 8,606,159 | 9,198,125 | 0.9% |
| Total Funding Sources | 9,187,245 | 9,113,137 | 8,606,159 | 9,198,125 | 0.9% |
| Personnel - Authorized FTE | 1.65 | 1.65 | 1.65 | 1.65 | |

HEALTH INSURANCE MANAGEMENT

| City Mission/ Council Goal | Department Goals and Core Services | Indicators | 2016/17 Actual | 2017/18 Actual | 2018/19 Adjusted | 2019/20 Estimated |
|---|---|---|-------------------|-------------------|---------------------|----------------------|
| Provide quality programs in an efficient and fiscally responsible manner | Ensure that the City's health insurance plan provides coverage for employees in a fiscally responsible manner | Total medical claims paid (in millions) | \$5.35 | \$6.17 | \$5.24 | \$5.58 |
| | | Total dental claims paid (in millions) | \$.365 | \$.383 | \$.400 | \$.430 |
| | | Total pharmacy claims paid (in millions) | \$1.45 | \$1.53 | \$1.76 | \$1.95 |
| | | Health insurance rate increases | 7% | 4% | 5% | 2% |
| | | Health Insurance fund balance (in millions) | \$3.949 | \$4.565 | \$5.076 | \$5.176 |
| Encourage healthy lifestyles | Improve the health status of all City employees | Wellness program participation | 73.6% | 74.2% | 76% | 78% |
| | | Healthy4Life program finishers | 152 | 161 | 177 | 185 |
| | | # of flu vaccinations for employees/ family | 509 | 561 | 555 | 571 |

ISSUES AND FACTORS AFFECTING THE FY 2018/19 AND 2019/20 BUDGETS

- Contribution rates for City departments, employees, and retirees are projected to increase 2% for FY 2019/20. Holding the increase to 2% in FY 2019/20 will still allow the fund to retain a healthy balance with adequate coverage.
- Funding for an outside consultant is included in both the FY 2018/19 (\$43,500) and FY 2019/20 (\$37,000) budgets. This consultant provides important services such as: plan analysis and design, health claim cost forecasting, rate setting recommendations, actuarial services, and compliance assistance for health regulations such as the Affordable Care Act (ACA).
- In FY 2018/19, 50% of pharmacy claims paid were driven by the top five of each specialty and non-specialty category drugs, which is equivalent to 3% of overall prescriptions.
- The FY 2019/20 Health Promotion Program budget has been increased due to the higher number of employees participating in and completing the Healthy4Life program.

RECENT ACCOMPLISHMENTS

- Appropriate utilization of generic medications has continued to improve over the past several years. The current non-specialty generic opportunity is 2.47%, which is down from 6.73% in 2015.
- Since 2015, the City has maintained an average increase of 4% per year for pharmacy and medical claims and remains 2% below the Wellmark City/County benchmark.
- Despite continued higher than average number of high dollar claimants (>\$125K), the City is proposing a rate increase of only 2%.
- From FY2016/17 to FY 2017/18 participants in the Healthy4Life program with critical results or uncontrolled chronic conditions decreased 62%, which is well above the industry benchmark of 50%.

IN-PROGRESS AND UPCOMING ACTIVITIES

- Continue to improve healthy lifestyles through wellness program support and explore further strategies to improve the culture of wellness and enhance healthy behaviors.
- The City will be evaluating plan design strategies to address the rising costs of prescription drugs.
- The employee Health Insurance Advisory Committee (HIAC) continues to play a vital role in the communication and understanding of health benefits and employee health throughout the organization. We are planning to restructure this committee in FY 2018/19 to better serve all employees and provide crucial information about future benefit changes and enhancements.

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.

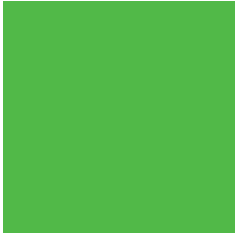
| Activities: | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|---|---------------------------|----------------------------|-----------------------------|----------------------------|--------------------------------------|
| <i>Fleet Services:</i> | | | | | |
| Maintenance Facility Improvements | 5,829 | - | 41,959 | - | |
| Fleet Services Fabric Structure | - | | - | 250,000 | |
| <i>Total Fleet Services</i> | 5,829 | - | 41,959 | 250,000 | |
| | | | | | |
| <i>Total Internal Services CIP</i> | 5,829 | - | 41,959 | 250,000 | |

TRANSFERS

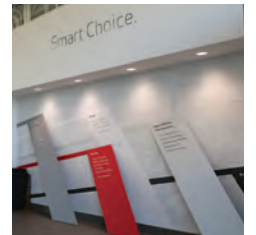
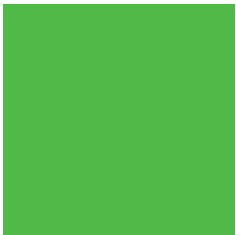
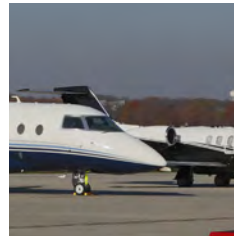
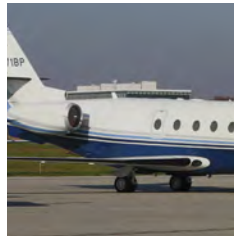
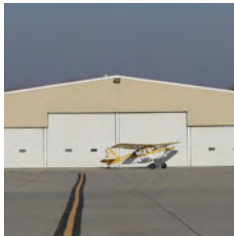
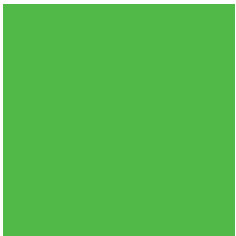
This program accounts for the transfer of money between the various City funds. Transfers are shown both as an expense and as a revenue in the respective funds.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change From Adopted |
|-------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Expenditures: | | | | | |
| Transfers | 24,258,017 | 23,526,960 | 23,279,093 | 23,452,379 | -0.3% |
| Total Expenditures | 24,258,017 | 23,526,960 | 23,279,093 | 23,452,379 | -0.3% |
| Funding Sources: | | | | | |
| General Fund | 4,837,024 | 5,012,631 | 5,007,631 | 5,079,366 | 1.3% |
| Local Option Sales Tax | 4,831,595 | 4,878,540 | 4,878,540 | 5,021,296 | 2.9% |
| Hotel/Motel Tax | 342,977 | 350,000 | 350,000 | 350,000 | 0.0% |
| Road Use Tax | 1,457 | - | 10,490 | 25,000 | |
| Employee Benefit Property Tax | 2,030,316 | 2,152,498 | 2,152,498 | 2,159,434 | 0.3% |
| Police/Fire Retirement | 40,000 | 38,000 | 38,000 | - | -100.0% |
| Library Friends Foundation | 16,500 | 30,000 | 36,000 | 30,000 | 0.0% |
| Library Donations/Grants | 178,526 | - | - | - | |
| TIF/South Bell | 109,704 | 114,841 | 114,841 | 110,837 | -3.5% |
| TIF/ISU Research Park | 305,200 | 304,700 | 304,700 | 303,700 | -0.3% |
| TIF/John Deere | - | - | - | 32,038 | |
| Special Assessments | 489,335 | 490,869 | 490,869 | 321,415 | -34.5% |
| Park Development Fund | 40,000 | - | - | - | |
| G.O. Bond Funds | 1,431,289 | - | - | - | |
| Water Utility Fund | 4,873,455 | 4,895,391 | 4,659,646 | 4,626,624 | -5.5% |
| Sewer Utility Fund | 611,537 | 614,540 | 742,632 | 1,239,334 | 101.7% |
| Electric Utility Fund | 3,187,440 | 3,165,156 | 3,165,156 | 3,108,880 | -1.8% |
| Parking Operations | - | 513,806 | 362,102 | 81,267 | -84.2% |
| Transit Operations | 534,755 | 800,000 | 800,000 | 800,000 | 0.0% |
| Transit Student Govt Trust | 94,000 | - | - | - | |
| Resource Recovery | 163,688 | 165,988 | 165,988 | 163,188 | -1.7% |
| Fleet Services Fund | 139,219 | - | - | - | |
| Total Funding Sources | 24,258,017 | 23,526,960 | 23,279,093 | 23,452,379 | -0.3% |

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FUND SUMMARIES



FUND SUMMARIES TABLE OF CONTENTS

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The General Fund is the primary governmental fund and is used to account for all financial resources except those required 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.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|------------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Revenues: | | | | | |
| Property Taxes: | | | | | |
| General Levy | | | | | 6.1% |
| | 15,199,216 | 15,996,052 | 15,995,960 | 16,973,463 | |
| Utility Excise Tax | 36,122 | 39,384 | 39,486 | 43,316 | 10.0% |
| Other Taxes | 29,104 | 36,167 | 28,803 | 31,777 | -12.1% |
| State Replacement Tax | 529,350 | 525,452 | 525,452 | 525,452 | 0.0% |
| Transit Levy | 1,756,451 | 1,842,254 | 1,842,263 | 1,929,598 | 4.7% |
| Transit Excise Tax | 4,168 | 4,541 | 4,532 | 4,923 | 8.4% |
| Transit State Replacement Tax | 61,076 | 60,290 | 60,290 | 60,290 | 0.0% |
| Total Property Taxes | | | | | 5.8% |
| | 17,615,487 | 18,504,140 | 18,496,786 | 19,568,819 | |
| Other Revenues: | | | | | |
| Hotel/Motel Tax | 2,398,439 | 2,450,000 | 2,450,000 | 2,450,000 | 0.0% |
| Other Governmental Revenue | 92,178 | 91,200 | 91,200 | 91,200 | 0.0% |
| Metropolitan Planning Organization | 63,084 | 76,134 | 81,784 | 89,127 | 17.1% |
| Cable TV Franchise | 394,601 | 390,000 | 390,000 | 390,000 | 0.0% |
| Cell Tower Lease | 22,086 | 22,248 | 23,136 | 23,580 | 6.0% |
| ISU/Airport Abated Debt | - | 32,540 | 103,519 | 70,979 | 118.1% |
| City Clerk Licenses/Permits | 96,480 | 88,718 | 90,300 | 90,400 | 1.9% |
| Planning Fees | 22,404 | 25,200 | 21,700 | 21,000 | -16.7% |
| Purchasing Services | 3,911 | 5,292 | 5,294 | 5,385 | 1.8% |
| Legal Services | 32,539 | 50,500 | 40,250 | 40,250 | -20.3% |
| Fire Services | 1,723,740 | 1,841,619 | 1,822,391 | 1,912,650 | 3.9% |
| Building Permits | 1,113,805 | 1,149,950 | 1,214,950 | 1,149,804 | 0.0% |
| Rental Housing Fees | 371,261 | 450,334 | 450,334 | 459,342 | 2.0% |
| Police Services | 221,105 | 233,157 | 199,837 | 235,819 | 1.1% |
| Animal Control | 15,540 | 18,000 | 18,000 | 24,790 | 37.7% |
| Library Services | 317,690 | 314,750 | 319,459 | 316,750 | 0.6% |
| Facilities | 15,681 | 15,911 | 15,829 | 16,176 | 1.7% |
| Parks and Recreation | 1,509,259 | 1,596,930 | 1,576,982 | 1,653,314 | 3.5% |
| Cemetery | 119,350 | 134,080 | 148,400 | 148,400 | 10.7% |
| Airport | 222,347 | 233,018 | 239,652 | 236,639 | 1.6% |
| Public Works | 93,623 | 44,016 | 33,516 | 31,000 | -29.6% |
| Interest Revenue | 243,741 | 200,000 | 250,000 | 250,000 | 25.0% |
| Miscellaneous Revenue | 73,595 | - | - | - | |
| Total Other Revenues | 9,166,459 | 9,463,597 | 9,586,533 | 9,706,605 | 2.6% |
| Total Before Transfers | | | | | 4.7% |
| | 26,781,946 | 27,967,737 | 28,083,319 | 29,275,424 | |

GENERAL FUND, continued

| | 2017/18 | 2018/19 | 2018/19 | 2019/20 | % Change from Adopted |
|-------------------------------------|-------------------|-------------------|-------------------|-------------------|-----------------------------|
| <i>Transfers:</i> | Actual | Adopted | Adjusted | Mgr Rec | |
| Local Option Sales Tax | 4,608,911 | 4,758,540 | 4,758,540 | 4,901,296 | 3.0% |
| Hotel/Motel Tax | 205,786 | 210,000 | 210,000 | 210,000 | 0.0% |
| Electric Utility (In Lieu of Taxes) | 2,220,363 | 2,200,537 | 2,200,537 | 2,143,240 | -2.6% |
| Employee Benefit Taxes | 2,030,316 | 2,152,498 | 2,152,498 | 2,159,434 | 0.3% |
| Police/Fire Retirement | 40,000 | 38,000 | 38,000 | - | -100.0% |
| Total Transfers | 9,105,376 | 9,359,575 | 9,359,575 | 9,413,970 | 0.6% |
| Total Revenues | 35,887,322 | 37,327,312 | 37,442,894 | 38,689,394 | 3.6% |
| Expenses: | | | | | |
| Operations: | | | | | |
| Law Enforcement | 9,147,574 | 9,783,885 | 10,053,847 | 10,163,431 | 3.9% |
| Fire Safety | 6,777,814 | 7,283,577 | 7,208,020 | 7,565,200 | 3.9% |
| Building Safety | 1,241,989 | 1,571,653 | 1,474,546 | 1,615,765 | 2.8% |
| Animal Control | 431,724 | 446,674 | 493,895 | 466,599 | 4.5% |
| Street Lights | 848,200 | 910,000 | 910,000 | 955,500 | 5.0% |
| Storm Warning System | 2,514 | 14,500 | 16,300 | 17,247 | 18.9% |
| Public Works Engineering | 60,729 | 23,000 | 23,000 | 23,000 | 0.0% |
| Traffic Control | 90,500 | 97,150 | 90,593 | 98,936 | 1.8% |
| Parking Maintenance | - | - | 45,731 | - | |
| Hazardous ROW Tree Removal | 44,474 | - | 30,526 | - | |
| Airport Operations | 215,452 | 149,486 | 147,223 | 138,749 | -7.2% |
| Parks and Recreation | 3,786,734 | 3,695,410 | 3,836,364 | 3,891,745 | 5.3% |
| Library Services | 4,201,947 | 4,443,774 | 4,423,168 | 4,620,475 | 4.0% |
| Cemetery | 175,852 | 175,641 | 190,587 | 185,993 | 5.9% |
| Economic Development | 66,256 | 70,151 | 69,963 | 72,245 | 3.0% |
| City Council | 148,404 | 161,226 | 169,891 | 167,419 | 3.8% |
| City Council Contingency | 5,827 | 50,000 | 112,706 | 50,000 | 0.0% |
| City Council Grant Program | 58,400 | - | 84,500 | - | |
| City Clerk | 334,205 | 296,803 | 307,765 | 349,539 | 17.8% |
| City Manager | 403,317 | 438,130 | 451,268 | 458,742 | 4.7% |
| Public Relations | 94,084 | 102,079 | 101,361 | 108,778 | 6.6% |
| Brand Marketing | 54,365 | - | 22,163 | - | |
| Media Production Services | 169,627 | 158,679 | 158,197 | 163,473 | 3.0% |
| Planning Services | 753,558 | 865,415 | 929,218 | 890,712 | 2.9% |
| Comprehensive Plan Update | 5,707 | - | 225,000 | - | |
| Financial Services | 433,141 | 450,534 | 433,660 | 442,101 | -1.9% |
| Purchasing Services | 34,145 | 42,898 | 41,745 | 43,237 | 0.8% |
| Legal Services | 435,308 | 458,482 | 460,253 | 466,532 | 1.8% |
| Human Resources | 260,967 | 297,948 | 317,788 | 321,571 | 7.9% |
| Facilities | 289,700 | 327,586 | 325,901 | 333,039 | 1.7% |
| City Hall Space Needs | 29,628 | - | 49,752 | - | |
| Total Operations | 30,602,142 | 32,314,681 | 33,204,931 | 33,610,028 | 4.0% |

GENERAL FUND, continued

| | 2017/18 | 2018/19 | 2018/19 | 2019/20 | % Change |
|-------------------------------------|-------------------|-------------------|-------------------|-------------------|-----------------|
| | Actual | Adopted | Adjusted | Mgr Rec | from |
| | | | | | Adopted |
| CIP: | | | | | |
| City -Wide Radio System | 11,469 | - | 22,531 | - | |
| Fire Station #1 Generator | - | - | 50,000 | - | |
| Fire Station Keyless Entry | - | - | 39,000 | - | |
| Outdoor Storm Warning System | - | - | 40,000 | - | |
| Airport Terminal | 60,000 | - | - | - | |
| Healthy Life Center Study | 85,974 | - | 14,026 | - | |
| Brookside Park Improvements | - | - | 24,348 | - | |
| Homewood Golf Course | - | - | 250,000 | - | |
| Cemetery Columbarium | - | - | 60,000 | - | |
| Human Svc Agency Capital Grants | 250,000 | - | 50,000 | - | |
| Downtown/Campustown Plazas | - | - | 400,000 | - | |
| City Hall Parking Lot | 479,199 | - | 133,594 | - | |
| Community Center HVAC System | 4,276 | - | - | - | |
| City Hall Cooling Towers | 201,393 | - | - | - | |
| City Hall Building Security | - | - | 303,600 | - | |
| Total CIP | 1,092,311 | - | 1,387,099 | - | |
| Total Before Transfers | 31,694,453 | 32,314,681 | 34,592,030 | 33,610,028 | 4.0% |
| Transfers: | | | | | |
| Hotel/Motel Tax | 2,398,439 | 2,450,000 | 2,450,000 | 2,450,000 | 0.0% |
| TIF/Kingland Systems | 2,694 | - | - | - | |
| Transit Levy | 1,821,696 | 1,907,085 | 1,907,085 | 1,994,811 | 4.6% |
| Resource Recovery | 487,697 | 522,533 | 522,533 | 522,533 | 0.0% |
| Airport Construction | 55,519 | 62,031 | 57,031 | 41,043 | -33.8% |
| Debt Service | 70,979 | 70,982 | 70,982 | 70,979 | 0.0% |
| Total Transfers | 4,837,024 | 5,012,631 | 5,007,631 | 5,079,366 | 1.3% |
| Total Expenses | 36,531,477 | 37,327,312 | 39,599,661 | 38,689,394 | 3.6% |
| Fund Balance: | | | | | |
| Net Change in Fund | (644,155) | - | (2,156,767) | - | |
| Beginning Balance | 12,246,987 | 9,154,208 | 11,602,832 | 9,446,065 | 3.2% |
| Ending Balance | 11,602,832 | 9,154,208 | 9,446,065 | 9,446,065 | 3.2% |
| <i>Minimum fund balance target:</i> | | | | | |
| 25% of revenues less pass-throughs | | | | 8,561,146 | |
| Unreserved fund balance | | | | 884,919 | |

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% for community betterment, including human service and arts agency funding. The fund balance is reserved at 25% of budgeted expenditures less the 60% tax relief transfer. Reserves are for cash flow and revenue fluctuations.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|-------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Revenues: | | | | | |
| Property Tax Relief (60%) | 4,608,911 | 4,758,540 | 4,758,540 | 4,901,296 | 3.0% |
| Community Betterment (40%) | 3,072,607 | 3,172,360 | 3,172,360 | 3,267,531 | 3.0% |
| Total Before Transfers | 7,681,518 | 7,930,900 | 7,930,900 | 8,168,827 | 3.0% |
| Transfers: | | | | | |
| Hotel/Motel Tax | 137,191 | 140,000 | 140,000 | 140,000 | 0.0% |
| Total Revenues | 7,818,709 | 8,070,900 | 8,070,900 | 8,308,827 | 2.9% |
| Expenses: | | | | | |
| Operations: | | | | | |
| Municipal Band | 27,601 | 27,949 | 29,404 | 30,140 | 7.8% |
| Human Services Administration | 21,632 | 21,227 | 23,191 | 24,032 | 13.2% |
| Human Service Agency Funding | 1,255,651 | 1,423,497 | 1,498,752 | 1,466,202 | 3.0% |
| Public Art | 40,957 | 46,000 | 83,243 | 46,000 | 0.0% |
| Art Agency Funding | 158,929 | 163,979 | 163,979 | 168,898 | 3.0% |
| City Council Grant Program | 137,547 | 191,070 | 198,637 | 200,474 | 4.9% |
| Total Operations | 1,642,317 | 1,873,722 | 1,997,206 | 1,935,746 | 3.3% |
| CIP: | | | | | |
| Fire Safety | 275 | - | 65,970 | - | |
| Storm Warning System | - | - | 10,330 | 40,000 | |
| Street Engineering | - | - | 62,500 | - | |
| Shared Use Path System | 317,074 | 366,000 | 2,015,382 | 1,107,000 | 202.5% |
| Traffic Engineering | 14,845 | 100,000 | 194,555 | 100,000 | 0.0% |
| Street Maintenance | - | - | 10,320 | - | |
| Parks and Recreation | 190,818 | 875,000 | 2,438,289 | 693,000 | -20.8% |
| Cemetery | 8,458 | 25,000 | 25,000 | - | |
| Downtown Façade Program | 56,423 | 50,000 | 166,000 | 50,000 | 0.0% |
| Campustown Façade Program | - | 50,000 | 154,020 | 50,000 | 0.0% |
| Neighborhood Improvement | 5,941 | 50,000 | 50,000 | 50,000 | 0.0% |
| Facilities | 64,415 | 50,000 | 205,277 | 50,000 | 0.0% |
| Total CIP | 658,249 | 1,566,000 | 5,397,643 | 2,140,000 | 36.7% |
| Total Before Transfers | 2,300,566 | 3,439,722 | 7,394,849 | 4,075,746 | 18.5% |

SPECIAL REVENUE – LOCAL OPTION SALES TAX, continued

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|---------------------------------------|---------------------------|----------------------------|-----------------------------|----------------------------|--------------------------------------|
| Transfers: | | | | | |
| General Fund | 4,608,911 | 4,758,540 | 4,758,540 | 4,901,296 | 3.0% |
| Park Development Fund | 102,684 | - | - | - | |
| Water Utility Fund | 100,000 | 100,000 | 100,000 | 100,000 | 0.0% |
| Ames/ISU Ice Arena | 20,000 | 20,000 | 20,000 | 20,000 | 0.0% |
| Total Transfers | 4,831,595 | 4,878,540 | 4,878,540 | 5,021,296 | 2.9% |
| Total Expenses | 7,132,161 | 8,318,262 | 12,273,389 | 9,097,042 | 9.4% |
| Fund Balance: | | | | | |
| Net Change in Fund | 686,548 | (247,362) | (4,202,489) | (788,215) | 218.6% |
| Beginning Balance | 5,812,856 | 2,255,925 | 6,499,404 | 2,296,915 | 1.8% |
| Ending Balance | 6,499,404 | 2,008,563 | 2,296,915 | 1,508,700 | -24.9% |
| <i>Minimum fund balance target:</i> | | | | | |
| 25% of expenses less 60% pass-through | | | | <u>1,048,937</u> | |
| Unreserved fund balance | | | | <u><u>459,763</u></u> | |

SPECIAL REVENUE – HOTEL/MOTEL TAX

Hotel/Motel tax 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.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|----------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Revenues: | | | | | |
| Hotel/Motel Tax | 2,398,439 | 2,450,000 | 2,450,000 | 2,450,000 | 0.0% |
| Total Revenues | 2,398,439 | 2,450,000 | 2,450,000 | 2,450,000 | 0.0% |
| Expenses: | | | | | |
| Operations: | | | | | |
| ACVB Pass Through | 1,712,485 | 1,750,000 | 1,750,000 | 1,750,000 | 0.0% |
| Economic Development | 150,000 | 150,000 | 150,000 | 150,000 | 0.0% |
| Chamber of Commerce Dues | 2,693 | 2,800 | 2,800 | 2,800 | 0.0% |
| AEDC/Council Grant Program | 7,500 | 15,000 | 15,000 | - | -100.0% |
| Total Operations | 1,872,678 | 1,917,800 | 1,917,800 | 1,902,800 | -0.8% |
| Transfers: | | | | | |
| General Fund | 205,786 | 210,000 | 210,000 | 210,000 | 0.0% |
| Local Option Sales Tax | 137,191 | 140,000 | 140,000 | 140,000 | 0.0% |
| Total Transfers | 342,977 | 350,000 | 350,000 | 350,000 | 0.0% |
| Total Expenses | 2,215,655 | 2,267,800 | 2,267,800 | 2,252,800 | -0.7% |
| Fund Balance: | | | | | |
| Net Change in Fund | 182,784 | 182,200 | 182,200 | 197,200 | 8.2% |
| Beginning Balance | 688,483 | 863,541 | 871,267 | 1,053,467 | 22.0% |
| Ending Balance | 871,267 | 1,045,741 | 1,053,467 | 1,250,667 | 19.6% |

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.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|-------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Revenues: | | | | | |
| Road Use Tax | 7,321,752 | 7,164,247 | 7,193,730 | 7,164,247 | 0.0% |
| Total Revenues | 7,321,752 | 7,164,247 | 7,193,730 | 7,164,247 | 0.0% |
| Expenses: | | | | | |
| Operations: | | | | | |
| Public Works Administration | 115,455 | 122,544 | 122,910 | 133,021 | 8.5% |
| Public Works Engineering | 42,619 | 82,650 | 82,515 | 88,479 | 7.1% |
| Traffic Engineering | 115,587 | 152,344 | 175,902 | 186,712 | 22.6% |
| Traffic Maintenance | 778,577 | 964,282 | 909,286 | 1,010,233 | 4.8% |
| Street Maintenance | 1,937,433 | 2,096,739 | 2,118,525 | 2,188,034 | 4.4% |
| Street Cleaning | 252,752 | 311,319 | 308,850 | 319,352 | 2.6% |
| Snow and Ice Control | 1,133,612 | 1,236,666 | 1,250,583 | 1,266,935 | 2.4% |
| Right-of-Way Maintenance | 551,636 | 752,016 | 871,025 | 799,881 | 6.4% |
| Parking Maintenance | - | - | 47,269 | - | |
| Financial Services | 20,280 | 21,126 | 20,267 | 19,807 | -6.2% |
| Purchasing Services | 47,214 | 60,172 | 58,322 | 60,563 | 0.6% |
| Human Resources | 44,980 | 51,415 | 54,776 | 55,425 | 7.8% |
| Facilities | 24,646 | 28,079 | 27,934 | 28,546 | 1.7% |
| Total Operations | 5,064,791 | 5,879,352 | 6,048,164 | 6,156,988 | 4.7% |
| CIP: | | | | | |
| Water Distribution | 2,500 | 100,000 | 147,500 | - | -100.0% |
| Street Engineering | 1,577,187 | 625,000 | 1,145,980 | 125,000 | -80.0% |
| Shared Use Path System | 1,331 | 210,000 | 543,694 | 180,000 | -14.3% |
| Traffic Engineering | 451,840 | 873,000 | 1,973,952 | 582,750 | -33.2% |
| Street Maintenance | 576,988 | 601,000 | 1,204,871 | 620,000 | 3.2% |
| Total CIP | 2,609,846 | 2,409,000 | 5,015,997 | 1,507,750 | -37.4% |
| Total Before Transfers | 7,674,637 | 8,288,352 | 11,064,161 | 7,664,738 | -7.5% |
| Transfers: | | | | | |
| Fleet Services | 1,457 | - | 10,490 | 25,000 | |
| Total Expenses | 7,676,094 | 8,288,352 | 11,074,651 | 7,689,738 | -7.2% |
| Fund Balance: | | | | | |
| Net Change in Fund | (354,342) | (1,124,105) | (3,880,921) | (525,491) | -53.3% |
| Beginning Balance | 7,020,495 | 3,089,434 | 6,666,153 | 2,785,232 | -9.8% |
| Ending Balance | 6,666,153 | 1,965,329 | 2,785,232 | 2,259,741 | 15.0% |

Minimum fund balance target:
10% of operating expenses

615,699

Unreserved fund balance

1,644,042

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.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|-----------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Revenues: | | | | | |
| Police Forfeiture | 20,466 | 7,000 | 12,000 | 7,000 | 0.0% |
| Police Grants | 36,923 | 48,000 | 48,000 | 278,000 | 479.2% |
| Animal Shelter Donations | 76,518 | 16,200 | 22,800 | 16,200 | 0.0% |
| Miscellaneous Donations | - | - | - | - | |
| Total Revenues | 133,907 | 71,200 | 82,800 | 301,200 | 323.0% |
| Expenses: | | | | | |
| Operations: | | | | | |
| Police Forfeiture | 18,174 | 7,000 | 7,000 | 7,000 | 0.0% |
| Police Grants | 40,713 | 48,000 | 48,000 | 278,000 | 479.2% |
| Animal Shelter | 31,720 | 16,850 | 63,450 | 24,300 | 44.2% |
| Miscellaneous Public Safety | - | - | - | - | |
| Total Expenses | 90,607 | 71,850 | 118,450 | 309,300 | 330.5% |
| Fund Balance: | | | | | |
| Net Change in Fund | 43,300 | (650) | (35,650) | (8,100) | 1146.2% |
| Beginning Balance | 273,769 | 246,117 | 317,069 | 281,419 | 14.3% |
| Ending Balance | 317,069 | 245,467 | 281,419 | 273,319 | 11.3% |

SPECIAL REVENUE – CITYWIDE HOUSING PROGRAMS

This fund accounts for miscellaneous housing program activity including housing grant program repayments and proceeds from the sale of housing properties.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|-----------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Revenues: | | | | | |
| Loan Repayments | - | - | - | - | |
| Miscellaneous Revenue | 938 | - | - | - | |
| Total Revenues | 938 | - | - | - | |
| Expenses: | | | | | |
| Housing Programs | 51,648 | 54,147 | 53,295 | 43,265 | -20.1% |
| Total Expenses | 51,648 | 54,147 | 53,295 | 43,265 | -20.1% |
| Fund Balance: | | | | | |
| Net Change in Fund | (50,710) | (54,147) | (53,295) | (43,265) | -20.1% |
| Beginning Balance | 606,144 | 553,181 | 555,434 | 502,139 | -9.2% |
| Ending Balance | 555,434 | 499,034 | 502,139 | 458,874 | -8.0% |

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.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|-----------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Revenues: | | | | | |
| CDBG Funding | 419,165 | 510,515 | 1,167,625 | 572,094 | 12.1% |
| Program Repayments | 6,754 | - | 3,140 | - | |
| Sale of Homes | 34,478 | - | - | - | |
| Miscellaneous Revenue | - | - | - | - | |
| Total Revenues | 460,397 | 510,515 | 1,170,765 | 572,094 | 12.1% |
| Expenses: | | | | | |
| Operations: | | | | | |
| CDBG Administration | 101,168 | 102,103 | 114,418 | 114,418 | 12.1% |
| CDBG Programs | 343,783 | 408,412 | 1,056,347 | 457,676 | 12.1% |
| Total Expenses | 444,951 | 510,515 | 1,170,765 | 572,094 | 12.1% |
| Fund Balance: | | | | | |
| Net Change in Fund | 15,446 | - | - | - | |
| Beginning Balance | 9,029 | 102,996 | 24,475 | 24,475 | -76.2% |
| Ending Balance | 24,475 | 102,996 | 24,475 | 24,475 | -76.2% |

SPECIAL REVENUE – HOME PROGRAM

This fund is used to account for the revenue and expenditures associated with funding received by the City through the federally funded Home Investment Partnership (HOME) program. This funding is designated to create affordable housing for low-income households.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|-----------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Revenues: | | | | | |
| HOME Funding | - | - | 750,000 | 601,264 | |
| Miscellaneous Revenue | - | - | - | - | |
| Total Revenues | - | - | 750,000 | 601,264 | |
| Expenses: | | | | | |
| Operations: | | | | | |
| HOME Administration | - | - | 75,000 | 60,126 | |
| CHDO Allocation | - | - | 112,500 | 90,241 | |
| HOME Programs | - | - | 562,500 | 450,897 | |
| Total Expenses | - | - | 750,000 | 601,264 | |
| Fund Balance: | | | | | |
| Net Change in Fund | - | - | - | - | |
| Beginning Balance | - | - | - | - | |
| Ending Balance | - | - | - | - | |

SPECIAL REVENUE – EMPLOYEE BENEFIT PROPERTY TAX

This fund is used to account for tax revenues used to pay for the City’s contribution to the Police and Fire Retirement system.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|-----------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Revenues: | | | | | |
| Property Taxes | 1,957,601 | 2,079,921 | 2,079,899 | 2,086,642 | 0.3% |
| Utility Excise Tax | 4,645 | 5,113 | 5,135 | 5,328 | 4.2% |
| State Replacement Tax | 68,070 | 67,464 | 67,464 | 67,464 | 0.0% |
| Total Revenues | 2,030,316 | 2,152,498 | 2,152,498 | 2,159,434 | 0.3% |
| Expenses: | | | | | |
| Transfers: | | | | | |
| General Fund | 2,030,316 | 2,152,498 | 2,152,498 | 2,159,434 | 0.3% |
| Total Expenses | 2,030,316 | 2,152,498 | 2,152,498 | 2,159,434 | 0.3% |
| Fund Balance: | | | | | |
| Net Change in Fund | - | - | - | - | |
| Beginning Balance | - | - | - | - | |
| Ending Balance | - | - | - | - | |

SPECIAL REVENUE – FIRE/POLICE PENSION

This fund accounts for the funds remaining from the transition to the Municipal Fire and Police Retirement System of Iowa (MFPRSI). Funds may only be used to offset City contributions to MFPRSI.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|-----------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Revenues: | | | | | |
| Interest Revenue | 3,014 | 4,000 | 4,000 | 4,000 | 0.0% |
| Total Revenues | 3,014 | 4,000 | 4,000 | 4,000 | 0.0% |
| Expenses: | | | | | |
| Transfers: | | | | | |
| General Fund | 40,000 | 38,000 | 38,000 | - | -100.0% |
| Total Expenses | 40,000 | 38,000 | 38,000 | - | -100.0% |
| Fund Balance: | | | | | |
| Net Change in Fund | (36,986) | (34,000) | (34,000) | 4,000 | -111.8% |
| Beginning Balance | 384,593 | 348,592 | 347,607 | 313,607 | -10.0% |
| Ending Balance | 347,607 | 314,592 | 313,607 | 317,607 | 1.0% |

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.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|--------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Revenues: | | | | | |
| Donations | 21,010 | 12,100 | 15,732 | 11,600 | -4.1% |
| ISU/Moore Park Farmland | 3,050 | 3,050 | 3,050 | 3,050 | 0.0% |
| Interest Revenue | 1,046 | 1,250 | 1,000 | 750 | -40.0% |
| Total Revenues | 25,106 | 16,400 | 19,782 | 15,400 | -6.1% |
| Expenses: | | | | | |
| Operations: | | | | | |
| Park System Improvements | 8,541 | 10,000 | 17,910 | 10,000 | 0.0% |
| Block Party Trailer | - | 100 | 100 | 100 | 0.0% |
| Total Operations | 8,541 | 10,100 | 18,010 | 10,100 | 0.0% |
| CIP: | | | | | |
| Roosevelt Park | 2,930 | - | - | - | |
| Total Expenses | 11,471 | 10,100 | 18,010 | 10,100 | 0.0% |
| Fund Balance: | | | | | |
| Net Change in Fund | 13,635 | 6,300 | 1,772 | 5,300 | -15.9% |
| Beginning Balance | 108,677 | 117,468 | 122,312 | 124,084 | 5.6% |
| Ending Balance | 122,312 | 123,768 | 124,084 | 129,384 | 4.5% |

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.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|-------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Revenues: | | | | | |
| Library Friends Foundation | 155,465 | 166,000 | 205,459 | 172,500 | 3.9% |
| Small Talk Grant | 61,904 | 71,200 | 62,621 | 68,700 | -3.5% |
| Large Print Book Bequest | - | - | 10,000 | 10,000 | |
| Library Merchandise Sales | 814 | - | 1,000 | 1,000 | |
| Interest Revenue | 1,308 | - | - | - | |
| Total Revenues | 219,491 | 237,200 | 279,080 | 252,200 | 6.3% |
| Expenses: | | | | | |
| Operations: | | | | | |
| Administration | 2,442 | 68,778 | 70,484 | 63,745 | -7.3% |
| Resource Services | 71,549 | 16,690 | 105,142 | 15,718 | -5.8% |
| Youth Services | 21,893 | 36,758 | 65,698 | 43,395 | 18.1% |
| Adult Services | 8,847 | 12,000 | 14,619 | 14,000 | 16.7% |
| Customer Account Services | - | 1,774 | 1,660 | 1,506 | -15.1% |
| Library Improvements | 6,249 | - | 3,267 | - | |
| Small Talk Program | 57,247 | 71,200 | 71,200 | 71,200 | 0.0% |
| Large Print Book Bequest | - | - | 10,000 | 10,000 | |
| Library Merchandise | 2,456 | - | 2,544 | - | |
| Total Before Transfers | 170,683 | 207,200 | 344,614 | 219,564 | 6.0% |
| Transfers: | | | | | |
| Library Donations Fund | 16,500 | 30,000 | 36,000 | 30,000 | 0.0% |
| Total Expenses | 187,183 | 237,200 | 380,614 | 249,564 | 5.2% |
| Fund Balance: | | | | | |
| Net Change in Fund | 32,308 | - | (101,534) | 2,636 | |
| Beginning Balance | 99,424 | 69,729 | 131,732 | 30,198 | -56.7% |
| Ending Balance | 131,732 | 69,729 | 30,198 | 32,834 | -52.9% |

SPECIAL REVENUE – LIBRARY DONATIONS AND GRANTS

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

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|-------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Revenues: | | | | | |
| Donations | 7,783 | 2,000 | 2,000 | 2,000 | 0.0% |
| Project Smyles Donations | 794 | 2,000 | 500 | 500 | -75.0% |
| H Barnes Reading Academy | 5,065 | 5,065 | 5,065 | 5,065 | 0.0% |
| Library Direct State Aid | 14,181 | 13,000 | 15,229 | 14,000 | 7.7% |
| Interest Revenue | 579 | - | - | - | |
| Miscellaneous Revenue | 15 | - | - | - | |
| Total Before Transfers | 28,417 | 22,065 | 22,794 | 21,565 | -2.3% |
| Transfers: | | | | | |
| Library Friends Foundation | 16,500 | 30,000 | 36,000 | 30,000 | 0.0% |
| Total Revenues | 44,917 | 52,065 | 58,794 | 51,565 | -1.0% |
| Expenses: | | | | | |
| Operations: | | | | | |
| Donation Purchases | 7,125 | 2,000 | 17,704 | 12,000 | 500.0% |
| Books for Babies | 14,197 | 13,000 | 4,226 | 4,000 | -69.2% |
| Project Smyles | 23,728 | 30,000 | 36,990 | 30,000 | 0.0% |
| Small Talk Program | - | - | 10,000 | - | |
| Library Grant Purchases | 7,948 | - | - | - | |
| H Barnes Reading Academy | 2,486 | 5,065 | 7,644 | 5,065 | 0.0% |
| Total Operations | 55,484 | 50,065 | 76,564 | 51,065 | 2.0% |
| Transfers: | | | | | |
| Library Future Needs Fund | 178,526 | - | - | - | |
| Total Expenses | 234,010 | 50,065 | 76,564 | 51,065 | 2.0% |
| Fund Balance: | | | | | |
| Net Change in Fund | (189,093) | 2,000 | (17,770) | 500 | -75.0% |
| Beginning Balance | 252,828 | 179,170 | 63,735 | 45,965 | -74.3% |
| Ending Balance | 63,735 | 181,170 | 45,965 | 46,465 | -74.4% |

SPECIAL REVENUE – LIBRARY FUTURE NEEDS

This fund accounts for funds being set aside for future Library expansion or improvement projects.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|-------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Revenues: | | | | | |
| Interest Revenue | 1,660 | - | 1,000 | 1,000 | |
| Total Before Transfers | 1,660 | - | 1,000 | 1,000 | |
| Transfers: | | | | | |
| Library Donations/Grants | 178,526 | - | - | - | |
| Total Revenues | 180,186 | - | 1,000 | 1,000 | |
| Expenses: | | | | | |
| CIP: | | | | | |
| Library Improvements | - | - | - | - | |
| Total Expenses | - | - | - | - | |
| Fund Balance: | | | | | |
| Net Change in Fund | 180,186 | - | 1,000 | 1,000 | |
| Beginning Balance | - | - | 180,186 | 181,186 | |
| Ending Balance | 180,186 | - | 181,186 | 182,186 | |

SPECIAL REVENUE – UTILITY ASSISTANCE

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

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Revenues: | | | | | |
| Project Share Donations | 15,987 | 15,000 | 15,000 | 15,000 | 0.0% |
| Alternative Energy Donations | 659 | - | - | - | |
| Total Revenues | 16,646 | 15,000 | 15,000 | 15,000 | 0.0% |
| Expenses: | | | | | |
| Operations: | | | | | |
| Utility Assistance | 15,760 | 15,000 | 15,000 | 15,000 | 0.0% |
| Total Expenses | 15,760 | 15,000 | 15,000 | 15,000 | 0.0% |
| Fund Balance: | | | | | |
| Net Change in Fund | 886 | - | - | - | |
| Beginning Balance | 10,768 | 10,768 | 11,654 | 11,654 | 8.2% |
| Ending Balance | 11,654 | 10,768 | 11,654 | 11,654 | 8.2% |

SPECIAL REVENUE – MISCELLANEOUS DONATIONS

This fund accounts for donations and revenues received that are designated for specific projects.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|-----------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Revenues: | | | | | |
| Donations | 763 | - | - | - | |
| Interest Revenue | (13) | - | - | - | |
| Total Revenues | 750 | - | - | - | |
| Expenses: | | | | | |
| Operations: | | | | | |
| Public Art | 160 | - | 8,450 | - | |
| Total Expenses | 160 | - | 8,450 | - | |
| Fund Balance: | | | | | |
| Net Change in Fund | 590 | - | (8,450) | - | |
| Beginning Balance | 9,597 | 1,145 | 10,187 | 1,737 | 51.7% |
| Ending Balance | 10,187 | 1,145 | 1,737 | 1,737 | 51.7% |

SPECIAL REVENUE – DEVELOPER PROJECTS

This fund accounts for funds received from developers to be used for City infrastructure.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|-----------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Revenues: | | | | | |
| Interest Revenue | 404 | - | - | - | |
| Total Revenues | 404 | - | - | - | |
| Expenses: | | | | | |
| CIP: | | | | | |
| Oakwood Road Path | 26,817 | - | - | - | |
| Total Expenses | 26,817 | - | - | - | |
| Fund Balance: | | | | | |
| Net Change in Fund | (26,413) | - | - | - | |
| Beginning Balance | 214,066 | 187,249 | 187,653 | 187,653 | 0.2% |
| Ending Balance | 187,653 | 187,249 | 187,653 | 187,653 | 0.2% |

SPECIAL REVENUE – ECONOMIC DEVELOPMENT

This fund accounts 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.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|---------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Revenues: | | | | | |
| Loan Repayments | - | - | - | - | |
| Total Revenues | - | - | - | - | |
| Expenses: | | | | | |
| Operations: | | | | | |
| Community Investment Fund | - | - | - | - | |
| Total Expenses | - | - | - | - | |
| Fund Balance: | | | | | |
| Net Change in Fund | - | - | - | - | |
| Beginning Balance | 541,961 | 541,961 | 541,961 | 541,961 | 0.0% |
| Ending Balance | 541,961 | 541,961 | 541,961 | 541,961 | 0.0% |

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.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|-------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Revenues: | | | | | |
| Property Taxes | 587,612 | 773,287 | 773,287 | 1,100,876 | 42.4% |
| State Replacement Tax | 6,408 | - | - | - | |
| Interest Revenue | (7,032) | - | - | - | |
| Miscellaneous Revenue | 41,020 | - | - | - | |
| Total Before Transfers | 628,008 | 773,287 | 773,287 | 1,100,876 | 42.4% |
| Transfers: | | | | | |
| General Fund | 2,694 | - | - | - | |
| Total Revenues | 630,702 | 773,287 | 773,287 | 1,100,876 | 42.4% |
| Expenses: | | | | | |
| Operations: | | | | | |
| Kingland Systems | 229,455 | 302,218 | 302,218 | 325,427 | 7.7% |
| Total Before Transfers | 229,455 | 302,218 | 302,218 | 325,427 | 7.7% |
| Transfers: | | | | | |
| Debt Service | 414,904 | 419,541 | 419,541 | 446,575 | 6.4% |
| Total Expenses | 644,359 | 721,759 | 721,759 | 772,002 | 7.0% |
| Fund Balance: | | | | | |
| Net Change in Fund | (13,657) | 51,528 | 51,528 | 328,874 | 538.2% |
| Beginning Balance | (788,502) | (764,478) | (802,159) | (750,631) | -1.8% |
| Ending Balance | (802,159) | (712,950) | (750,631) | (421,757) | -40.8% |

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.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|-----------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Revenues: | | | | | |
| Assessments | 564,860 | 490,869 | 490,869 | 321,415 | -34.5% |
| Total Revenues | 564,860 | 490,869 | 490,869 | 321,415 | -34.5% |
| Expenses: | | | | | |
| Transfers: | | | | | |
| Debt Service | 489,335 | 490,869 | 490,869 | 321,415 | -34.5% |
| Total Expenses | 489,335 | 490,869 | 490,869 | 321,415 | -34.5% |
| Fund Balance: | | | | | |
| Net Change in Fund | 75,525 | - | - | - | |
| Beginning Balance | (423,960) | (423,959) | (348,435) | (348,435) | -17.8% |
| Ending Balance | (348,435) | (423,959) | (348,435) | (348,435) | -17.8% |

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.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|--------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Revenues: | | | | | |
| Street MPO/Grant Funding | 1,907,727 | 4,025,000 | 10,974,600 | 3,937,912 | -2.2% |
| RISE/ISU Rsearch Park | - | - | - | - | |
| Traffic Safety Grants | 1,282,500 | - | 278,774 | - | |
| Bike Trail MPO Funding | 18,000 | 159,000 | 879,000 | 159,000 | 0.0% |
| MPO Planning Funds | - | 400,000 | 400,000 | - | |
| Iowa State University | 124,459 | - | - | - | |
| Developer Contributions | 899,012 | - | 290,728 | - | |
| Total Revenues | 4,231,698 | 4,584,000 | 12,823,102 | 4,096,912 | -10.6% |
| Expenses: | | | | | |
| CIP: | | | | | |
| Street Engineering | 551,555 | 4,025,000 | 10,910,000 | 3,937,912 | -2.2% |
| Shared Use Path System | 22,668 | 159,000 | 879,000 | 159,000 | 0.0% |
| Traffic Engineering | 2,300,276 | 400,000 | 545,955 | - | |
| Street Maintenance | - | - | - | - | |
| Total Expenses | 2,874,499 | 4,584,000 | 12,334,955 | 4,096,912 | -10.6% |
| Fund Balance: | | | | | |
| Net Change in Fund | 1,357,199 | - | 488,147 | - | |
| Beginning Balance | (1,515,812) | 328,294 | (158,613) | 329,534 | 0.4% |
| Ending Balance | (158,613) | 328,294 | 329,534 | 329,534 | 0.4% |

CAPITAL PROJECTS – AIRPORT CONSTRUCTION

This fund accounts for capital improvements at the Ames Municipal Airport. The Airport's excess revenue from operations is transferred each year from the General Fund to the Airport Construction Fund to serve as the local match for grants and funding received from the Federal Aviation Administration.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|-------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Revenues: | | | | | |
| FAA Funding | 102,225 | - | - | - | |
| Federal and State Grants | 150,000 | - | - | - | |
| Miscellaneous Revenue | 12,371 | - | - | - | |
| Total Before Transfers | 264,596 | - | - | - | |
| Transfers: | | | | | |
| General Fund | 55,519 | 62,031 | 57,031 | 41,043 | -33.8% |
| Total Revenues | 320,115 | 62,031 | 57,031 | 41,043 | -33.8% |
| Expenses: | | | | | |
| CIP: | | | | | |
| Airport | 12,371 | - | 318,500 | - | |
| Total Expenses | 12,371 | - | 318,500 | - | |
| Fund Balance: | | | | | |
| Net Change in Fund | 307,744 | 62,031 | (261,469) | 41,043 | -33.8% |
| Beginning Balance | 91,463 | 136,894 | 399,207 | 137,738 | 0.6% |
| Ending Balance | 399,207 | 198,925 | 137,738 | 178,781 | -10.1% |

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 a \$100,000 annual transfer from the Local Option Sales Tax Fund.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Revenues: | | | | | |
| Interest Revenue | 22,048 | 10,000 | 10,000 | 10,000 | 0.0% |
| Transfers: | | | | | |
| Local Option Sales Tax | 100,000 | 100,000 | 100,000 | 100,000 | 0.0% |
| Total Revenues | 122,048 | 110,000 | 110,000 | 110,000 | 0.0% |
| Expenses: | | | | | |
| CIP: | | | | | |
| Parks and Recreation | 21,220 | 90,000 | 168,500 | 80,000 | -11.1% |
| Transfers: | | | | | |
| Water Utility Fund | 40,000 | - | - | - | |
| Total Expenses | 61,220 | 90,000 | 168,500 | 80,000 | -11.1% |
| Fund Balance: | | | | | |
| Net Change in Fund | 60,828 | 20,000 | (58,500) | 30,000 | 50.0% |
| Beginning Balance | 2,535,957 | 2,506,237 | 2,596,785 | 2,538,285 | 1.3% |
| Ending Balance | 2,596,785 | 2,526,237 | 2,538,285 | 2,568,285 | 1.7% |

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.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|-------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Revenues: | | | | | |
| Bond Proceeds | 7,587,484 | 7,987,000 | 7,987,000 | 11,154,204 | 39.7% |
| Interest Revenue | 194,901 | - | - | - | |
| Total Revenues | 7,782,385 | 7,987,000 | 7,987,000 | 11,154,204 | 39.7% |
| Expenses: | | | | | |
| Operations: | | | | | |
| Bond Issuance Costs | 82,276 | - | 97,595 | - | |
| Financial Services | 6,543 | 6,866 | 6,708 | 7,661 | 11.6% |
| Total Operations | 88,819 | 6,866 | 104,303 | 7,661 | 11.6% |
| CIP: | | | | | |
| Police Services | - | - | - | 1,520,000 | |
| Law Enforcement | - | 1,000,000 | 1,000,000 | 1,000,000 | |
| Fire Safety | - | 137,000 | 137,000 | - | |
| Water Distribution | - | - | - | 1,000,000 | |
| Storm Water | 178,815 | - | 2,592,251 | - | |
| Street Engineering | 4,346,603 | 6,850,000 | 15,981,462 | 7,514,204 | 9.7% |
| Traffic Engineering | 793,591 | - | 133,814 | - | |
| Street Maintenance | 5,062 | - | 916,715 | 120,000 | |
| Airport | 475,993 | - | - | - | |
| Cemetery | 42,798 | - | - | - | |
| Total CIP | 5,842,862 | 7,987,000 | 20,761,242 | 11,154,204 | 39.7% |
| Total Before Transfers | 5,931,681 | 7,993,866 | 20,865,545 | 11,161,865 | 39.6% |
| Transfers: | | | | | |
| Water Utility Fund | 453,287 | - | - | - | |
| Sewer Utility Fund | 902,318 | - | - | - | |
| Debt Service Fund | 75,684 | - | - | - | |
| Total Transfers | 1,431,289 | - | - | - | |
| Total Expenses | 7,362,970 | 7,993,866 | 20,865,545 | 11,161,865 | 39.6% |
| Fund Balance: | | | | | |
| Net Change in Fund | 419,415 | (6,866) | (12,878,545) | (7,661) | 11.6% |
| Beginning Balance | 12,613,967 | 1,509,464 | 13,033,382 | 154,837 | -89.7% |
| Ending Balance | 13,033,382 | 1,502,598 | 154,837 | 147,176 | -90.2% |

PERMANENT FUND – CEMETERY

This fund accounts for the 20% 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.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|-----------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Revenues: | | | | | |
| Sale of Cemetery Lots | 15,330 | 13,500 | 18,880 | 18,880 | 39.9% |
| Total Revenues | 15,330 | 13,500 | 18,880 | 18,880 | 39.9% |
| Expenses: | | | | | |
| Perpetual Care | - | - | - | - | |
| Total Expenses | - | - | - | - | |
| Fund Balance: | | | | | |
| Net Change in Fund | 15,330 | 13,500 | 18,880 | 18,880 | 39.9% |
| Beginning Balance | 962,853 | 976,353 | 978,183 | 997,063 | 2.1% |
| Ending Balance | 978,183 | 989,853 | 997,063 | 1,015,943 | 2.6% |

PERMANENT FUND – DONALD AND RUTH FURMAN AQUATIC CENTER TRUST

This fund accounts for 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 at the Aquatic Center.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|-----------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Revenues: | | | | | |
| Interest Revenue | 9,822 | 9,000 | 9,000 | 9,000 | 0.0% |
| Total Revenues | 9,822 | 9,000 | 9,000 | 9,000 | 0.0% |
| Expenses: | | | | | |
| Furman Aquatic Center | - | - | 5,750 | 6,450 | |
| Total Expenses | - | - | 5,750 | 6,450 | |
| Fund Balance: | | | | | |
| Net Change in Fund | 9,822 | 9,000 | 3,250 | 2,550 | -71.7% |
| Beginning Balance | 1,122,129 | 1,131,129 | 1,131,951 | 1,135,201 | 0.4% |
| Ending Balance | 1,131,951 | 1,140,129 | 1,135,201 | 1,137,751 | -0.2% |

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.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|-------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Revenues: | | | | | |
| Metered Sales | 9,473,134 | 9,136,100 | 9,816,500 | 10,557,500 | 15.6% |
| Contract Sales | 894,428 | 967,000 | 909,000 | 952,000 | -1.6% |
| Fees/Service Charges | 240,324 | 207,300 | 208,000 | 208,000 | 0.3% |
| Cell Tower Lease | 20,988 | 20,988 | 20,988 | 20,988 | 0.0% |
| Farm Land Rental | 13,908 | 14,248 | 14,248 | 14,248 | 0.0% |
| Sprint PCS Land Rental | 38,088 | 38,326 | 38,326 | 40,944 | 6.8% |
| Low Head Dam Grant/Donations | 41,299 | - | 325,401 | - | |
| Interest Revenue | 203,837 | 150,000 | 150,000 | 150,000 | 0.0% |
| Miscellaneous Revenue | 12,978 | 11,100 | 8,700 | 8,700 | -21.6% |
| Total Before Transfers | 10,938,984 | 10,545,062 | 11,491,163 | 11,952,380 | 13.3% |
| Transfers: | | | | | |
| G.O. Bond Proceeds | 453,287 | - | - | - | |
| Local Option Sales Tax | 102,684 | - | - | - | |
| Park Development Fund | 40,000 | - | - | - | |
| Total Transfers | 595,971 | - | - | - | |
| Total Revenues | 11,534,955 | 10,545,062 | 11,491,163 | 11,952,380 | 13.3% |
| Expenses: | | | | | |
| Operations: | | | | | |
| W & PC Administration | 428,057 | 451,526 | 460,856 | 474,733 | 5.1% |
| Water Plant Operations | 2,773,159 | 3,108,454 | 3,112,071 | 3,176,520 | 2.2% |
| W & PC Meter Services | 570,247 | 583,593 | 602,399 | 611,755 | 4.8% |
| W & PC Laboratory | 206,853 | 212,646 | 225,089 | 230,802 | 8.5% |
| Public Works Administration | 115,454 | 122,543 | 122,912 | 133,021 | 8.6% |
| Public Works Engineering | 153,694 | 158,476 | 158,273 | 167,219 | 5.5% |
| Distribution System | 1,184,813 | 1,150,283 | 1,117,546 | 1,197,210 | 4.1% |
| Maintenance | | | | | |
| Customer Service | 413,624 | 435,800 | 428,150 | 447,625 | 2.7% |
| City Council/Sustainability | 6,250 | 6,250 | 6,250 | 6,250 | 0.0% |
| City Clerk | 20,875 | 18,550 | 19,235 | 21,846 | 17.8% |
| City Manager | 73,331 | 79,660 | 82,049 | 83,407 | 4.7% |
| Public Relations | 18,817 | 20,416 | 20,272 | 21,756 | 6.6% |
| Financial Services | 141,866 | 148,548 | 144,701 | 158,287 | 6.6% |
| Purchasing Services | 34,048 | 43,393 | 42,059 | 43,675 | 0.6% |
| Legal Services | 72,068 | 75,947 | 76,240 | 77,281 | 1.8% |
| Human Resources | 29,264 | 33,451 | 35,635 | 36,059 | 7.8% |
| Facilities | 20,539 | 23,399 | 23,279 | 23,789 | 1.7% |
| Total Operations | 6,262,959 | 6,672,935 | 6,677,016 | 6,911,235 | 3.6% |

ENTERPRISE – WATER UTILITY, continued

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|-------------------------------------|---------------------------|----------------------------|-----------------------------|----------------------------|--------------------------------------|
| CIP: | | | | | |
| Water Production/Treatment | 505,998 | 1,564,500 | 8,358,257 | 711,000 | -54.6% |
| Water Distribution System | 1,030,765 | 1,300,000 | 4,204,723 | 1,825,000 | 40.4% |
| Right-of-Way Restoration | 20,186 | 75,000 | 230,118 | 75,000 | 0.0% |
| Total CIP | 1,556,949 | 2,939,500 | 12,793,098 | 2,611,000 | -11.2% |
| Total Before Transfers | 7,819,908 | 9,612,435 | 19,470,114 | 9,522,235 | -0.9% |
| Transfers: | | | | | |
| Debt Service | 437,179 | 440,224 | 440,224 | 385,377 | -12.5% |
| Water Sinking | 4,434,819 | 4,455,167 | 4,208,932 | 4,216,247 | -5.4% |
| Fleet Services | 1,457 | - | 10,490 | 25,000 | |
| Total Transfers | 4,873,455 | 4,895,391 | 4,659,646 | 4,626,624 | -5.5% |
| Total Expenses | 12,693,363 | 14,507,826 | 24,129,760 | 14,148,859 | -2.5% |
| Fund Balance: | | | | | |
| Net Change in Fund | (1,158,408) | (3,962,764) | (12,638,597) | (2,196,479) | -44.6% |
| Beginning Balance | 22,891,822 | 10,894,752 | 21,733,414 | 9,094,817 | -16.5% |
| Ending Balance | 21,733,414 | 6,931,988 | 9,094,817 | 6,898,338 | -0.5% |
| <i>Minimum fund balance target:</i> | | | | | |
| 10% of operating expenses | | | | <u>691,124</u> | |
| Unreserved fund balance | | | | <u><u>6,207,215</u></u> | |

ENTERPRISE – WATER CONSTRUCTION

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

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|----------------------------|--------------------|--------------------|---------------------|--------------------|-----------------------------|
| Revenues: | | | | | |
| State Revolving Loan Fund | 3,604,811 | 35,000 | 6,130,489 | 1,750,000 | |
| Total Revenues | 3,604,811 | 35,000 | 6,130,489 | 1,750,000 | |
| Expenses: | | | | | |
| CIP: | | | | | |
| New Water Treatment Plant | 1,528,432 | - | 1,909,997 | - | |
| Old Water Plant Demolition | - | 35,000 | 35,000 | 1,750,000 | |
| Total Expenses | 1,528,432 | 35,000 | 1,944,997 | 1,750,000 | |
| Fund Balance: | | | | | |
| Net Change in Fund | 2,076,379 | - | 4,185,492 | - | |
| Beginning Balance | (6,261,871) | - | (4,185,492) | - | |
| Ending Balance | (4,185,492) | - | - | - | |

ENTERPRISE – WATER SINKING

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

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|-----------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Revenues: | | | | | |
| Transfers: | | | | | |
| Water Utility Fund | 4,434,819 | 4,455,167 | 4,208,932 | 4,216,247 | -5.4% |
| Total Revenues | 4,434,819 | 4,455,167 | 4,208,932 | 4,216,247 | -5.4% |
| Expenses: | | | | | |
| Debt Service: | | | | | |
| SRF Loan Payments | 4,164,591 | 4,454,000 | 4,211,969 | 4,216,307 | -5.3% |
| Total Expenses | 4,164,591 | 4,454,000 | 4,211,969 | 4,216,307 | -5.3% |
| Fund Balance: | | | | | |
| Net Change in Fund | 270,228 | 1,167 | (3,037) | (60) | -105.1% |
| Beginning Balance | 80,290 | 371,167 | 350,518 | 347,481 | -6.4% |
| Ending Balance | 350,518 | 372,334 | 347,481 | 347,421 | -6.7% |

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.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|-------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Revenues: | | | | | |
| Metered Charges | 7,185,984 | 7,055,000 | 7,245,000 | 7,281,000 | 3.2% |
| Contract Charges | 1,789,506 | 2,007,300 | 2,195,600 | 2,020,500 | 0.7% |
| Fees/Service Charges | 227,070 | 143,800 | 259,400 | 254,400 | 76.9% |
| Flood Warning System | 12,976 | 10,300 | 9,500 | 11,749 | 14.1% |
| Farm Land Income | 112,085 | 84,000 | 100,000 | 100,000 | 19.0% |
| Interest Revenue | 86,032 | 60,000 | 60,000 | 60,000 | 0.0% |
| Miscellaneous Revenue | 4,821 | - | - | - | |
| Total Before Transfers | 9,418,474 | 9,360,400 | 9,869,500 | 9,727,649 | 3.9% |
| Transfers: | | | | | |
| G.O. Bond Proceeds | 902,318 | - | - | - | |
| Total Revenues | 10,320,792 | 9,360,400 | 9,869,500 | 9,727,649 | 3.9% |
| Expenses: | | | | | |
| Operations: | | | | | |
| W & PC Administration | 428,058 | 451,525 | 460,856 | 474,734 | 5.1% |
| WPC Plant Operations | 2,232,086 | 2,553,700 | 2,493,737 | 2,590,703 | 1.4% |
| W & PC Meter Services | 393,140 | 400,704 | 416,341 | 419,661 | 4.7% |
| W & PC Laboratory | 384,157 | 394,913 | 418,021 | 428,633 | 8.5% |
| Public Works Administration | 115,454 | 122,543 | 122,912 | 133,021 | 8.6% |
| Public Works Engineering | 179,310 | 184,889 | 184,652 | 195,089 | 5.5% |
| Collection System Maintenance | 507,589 | 560,958 | 576,783 | 573,521 | 2.2% |
| Customer Service | 389,066 | 407,500 | 400,550 | 418,675 | 2.7% |
| City Council/Sustainability | 6,250 | 6,250 | 6,250 | 6,250 | 0.0% |
| City Clerk | 20,875 | 18,550 | 19,235 | 21,846 | 17.8% |
| City Manager | 73,331 | 79,660 | 82,049 | 83,407 | 4.7% |
| Public Relations | 18,817 | 20,416 | 20,272 | 21,756 | 6.6% |
| Financial Services | 116,657 | 122,476 | 120,415 | 135,632 | 10.7% |
| Purchasing Services | 15,889 | 20,250 | 19,628 | 20,382 | 0.7% |
| Legal Services | 72,068 | 75,947 | 76,240 | 77,281 | 1.8% |
| Human Resources | 22,637 | 25,876 | 27,565 | 27,894 | 7.8% |
| Facilities | 16,431 | 18,719 | 18,623 | 19,031 | 1.7% |
| Total Operations | 4,991,815 | 5,464,876 | 5,464,129 | 5,647,516 | 3.3% |
| CIP: | | | | | |
| Water Pollution Control | 1,169,521 | 6,133,000 | 8,639,930 | 445,000 | -92.7% |
| Water Production/Treatment | - | 20,000 | 35,500 | - | |
| Water Distribution System | - | - | - | 125,000 | |
| Sanitary Sewer System | 411,120 | 275,000 | 4,558,834 | 350,000 | 27.3% |
| Right-of-Way Restoration | 2,500 | 75,000 | 147,500 | 75,000 | 0.0% |
| Total CIP | 1,583,141 | 6,503,000 | 13,381,764 | 995,000 | -84.7% |
| Total Before Transfers | 6,574,956 | 11,967,876 | 18,845,893 | 6,642,516 | -44.5% |

ENTERPRISE – SEWER UTILITY, continued

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|-------------------------------------|---------------------------|----------------------------|-----------------------------|----------------------------|--------------------------------------|
| Transfers: | | | | | |
| Debt Service | 386,249 | 387,855 | 387,855 | 386,452 | -0.4% |
| Sewer Sinking | 223,831 | 226,685 | 344,287 | 827,882 | 265.2% |
| Fleet Services | 1,457 | - | 10,490 | 25,000 | |
| Total Transfers | 611,537 | 614,540 | 742,632 | 1,239,334 | 101.7% |
| Total Expenses | 7,186,493 | 12,582,416 | 19,588,525 | 7,881,850 | -37.4% |
| Fund Balance: | | | | | |
| Net Change in Fund | 3,134,299 | (3,222,016) | (9,719,025) | 1,845,799 | -157.3% |
| Beginning Balance | 12,959,049 | 7,737,064 | 16,093,348 | 6,374,323 | -17.6% |
| Ending Balance | 16,093,348 | 4,515,048 | 6,374,323 | 8,220,122 | 82.1% |
| <i>Minimum fund balance target:</i> | | | | | |
| 10% of operating expenses | | | | <u>564,752</u> | |
| Unreserved fund balance | | | | <u><u>7,655,370</u></u> | |

ENTERPRISE – SEWER IMPROVEMENTS

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

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|---------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Revenues: | | | | | |
| State Revolving Loan Fund | 134,843 | 3,570,000 | 11,890,532 | 3,684,000 | 3.2% |
| Total Revenues | 134,843 | 3,570,000 | 11,890,532 | 3,684,000 | 3.2% |
| Expenses: | | | | | |
| CIP: | | | | | |
| Water Pollution Control | 534,781 | - | 1,016,737 | - | |
| Sanitary Sewer System | 1,420,932 | 3,570,000 | 5,649,068 | 3,684,000 | 3.2% |
| Total Expenses | 1,955,713 | 3,570,000 | 6,665,805 | 3,684,000 | 3.2% |
| Fund Balance: | | | | | |
| Net Change in Fund | (1,820,870) | - | 5,224,727 | - | |
| Beginning Balance | (3,403,857) | - | (5,224,727) | - | |
| Ending Balance | (5,224,727) | - | - | - | |

ENTERPRISE – SEWER SINKING

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

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|-----------------------|---------------------------|----------------------------|-----------------------------|----------------------------|--------------------------------------|
| Revenues: | | | | | |
| Transfers: | | | | | |
| Sewer Utility Fund | 223,831 | 226,685 | 344,287 | 827,882 | 265.2% |
| Total Revenues | 223,831 | 226,685 | 344,287 | 827,882 | 265.2% |
| Expenses: | | | | | |
| Debt Service: | | | | | |
| SRF Loan Payments | 223,001 | 226,645 | 293,908 | 828,132 | 265.4% |
| Total Expenses | 223,001 | 226,645 | 293,908 | 828,132 | 265.4% |
| Fund Balance: | | | | | |
| Net Change in Fund | 830 | 40 | 50,379 | (250) | -725.0% |
| Beginning Balance | 17,803 | 15,508 | 18,633 | 69,012 | 345.0% |
| Ending Balance | 18,633 | 15,548 | 69,012 | 68,762 | 342.3% |

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.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|-----------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Revenues: | | | | | |
| Metered Sales | 57,982,930 | 57,855,000 | 57,855,000 | 59,000,000 | 2.0% |
| Iowa State University | 2,779,670 | 3,056,800 | 3,112,149 | 3,085,600 | 0.9% |
| MEC Zonal Transmission | 1,688,490 | 2,000,000 | 2,000,000 | 2,000,000 | 0.0% |
| BP Canada Gas Sales | 4,633,220 | 2,000,000 | 6,000,000 | 4,000,000 | 100.0% |
| Street Lights | 846,482 | 910,000 | 910,000 | 955,500 | 5.0% |
| Security Lighting Rental | 147,271 | 143,520 | 143,520 | 150,000 | 4.5% |
| Subdivision Construction | 34,865 | 150,000 | 50,000 | 50,000 | -66.7% |
| Fees/Service Charges | 526,184 | 128,000 | 316,795 | 331,500 | 159.0% |
| Renewable Energy Credits | 107,745 | 50,000 | 50,000 | 50,000 | 0.0% |
| Interest Revenue | 490,290 | 225,000 | 550,000 | 550,000 | 144.4% |
| Miscellaneous Revenue | 1,185,430 | 250,000 | 31,413 | - | -100.0% |
| Total Revenues | 70,422,577 | 66,768,320 | 71,018,877 | 70,172,600 | 5.1% |
| Expenses: | | | | | |
| Operations: | | | | | |
| Electric Administration | 1,126,507 | 1,109,385 | 1,123,575 | 1,142,325 | 3.0% |
| Demand-Side Management | 1,505,382 | 2,882,000 | 1,200,000 | 1,200,000 | |
| Electric Production | 11,245,313 | 12,179,746 | 12,028,911 | 12,044,282 | -1.1% |
| Fuel/Purchased Power | 34,761,487 | 31,339,542 | 36,180,597 | 36,657,558 | 17.0% |
| Distribution/Operations | 2,695,357 | 3,214,342 | 3,193,365 | 3,411,802 | 6.1% |
| Distribution/Improvements | 1,384,118 | 2,197,934 | 2,537,950 | 2,304,128 | 4.8% |
| Electric Technical Services | 949,688 | 1,050,130 | 988,970 | 1,095,068 | 4.3% |
| Electric Engineering | 592,106 | 913,411 | 877,609 | 925,273 | 1.3% |
| Customer Service | 740,904 | 787,162 | 774,901 | 811,158 | 3.0% |
| City Council/Sustainability | 6,250 | 6,250 | 6,250 | 6,250 | 0.0% |
| City Clerk | 41,750 | 37,100 | 38,471 | 43,692 | 17.8% |
| City Manager | 155,122 | 168,512 | 173,565 | 176,439 | 4.7% |
| Public Relations | 37,633 | 40,832 | 40,544 | 43,510 | 6.6% |
| Financial Services | 478,448 | 500,427 | 485,773 | 521,302 | 4.2% |
| Purchasing Services | 249,689 | 318,216 | 308,436 | 320,283 | 0.6% |
| Legal Services | 114,550 | 120,716 | 121,182 | 122,836 | 1.8% |
| Human Resources | 93,420 | 106,787 | 113,761 | 115,115 | 7.8% |
| Facilities | 41,077 | 46,798 | 46,557 | 47,577 | 1.7% |
| Public Works GIS | 41,711 | 42,188 | 42,057 | 43,715 | 3.6% |
| Utility Deposit Interest | 8,086 | - | - | - | |
| Total Operations | 56,268,598 | 57,061,478 | 60,282,474 | 61,032,313 | |

ENTERPRISE – ELECTRIC UTILITY, continued

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|---|---------------------------|----------------------------|-----------------------------|----------------------------|--------------------------------------|
| CIP: | | | | | |
| Electric Services | 1,005,046 | 9,405,000 | 19,158,247 | 17,760,000 | 88.8% |
| W&PC TSC Improvements | 33,613 | - | 31,387 | - | |
| Total CIP | 1,038,659 | 9,405,000 | 19,189,634 | 17,760,000 | 88.8% |
| | | | | | |
| Total Before Transfers | 57,307,257 | 66,466,478 | 79,472,108 | 78,792,313 | 18.5% |
| Transfers: | | | | | |
| General Fund (In Lieu of Taxes) | 2,220,363 | 2,200,537 | 2,200,537 | 2,143,240 | -2.6% |
| Electric Sinking Fund | 967,077 | 964,619 | 964,619 | 965,640 | 0.1% |
| Total Transfers | 3,187,440 | 3,165,156 | 3,165,156 | 3,108,880 | -1.8% |
| | | | | | |
| Total Expenses | 60,494,697 | 69,631,634 | 82,637,264 | 81,901,193 | 17.6% |
| | | | | | |
| Fund Balance: | | | | | |
| Net Change in Fund | 9,927,880 | (2,863,314) | (11,618,387) | (11,728,593) | 309.6% |
| Beginning Balance | 40,317,051 | 33,684,100 | 50,244,931 | 38,626,544 | 14.7% |
| Ending Balance | 50,244,931 | 30,820,786 | 38,626,544 | 26,897,951 | -12.7% |
| | | | | | |
| <i>Minimum fund balance target:</i> | | | | | |
| Based on contingency for casualty in power generation or distribution | | | | <u>10,100,000</u> | |
| Unreserved fund balance | | | | <u>16,797,951</u> | |

ENTERPRISE – ELECTRIC SINKING

This fund is used to account for principal and interest payments for Electric Revenue Bonds.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|-----------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Revenues: | | | | | |
| Transfers: | | | | | |
| Electric Utility Fund | 967,077 | 964,619 | 964,619 | 965,640 | 0.1% |
| Total Revenues | 967,077 | 964,619 | 964,619 | 965,640 | 0.1% |
| Expenses: | | | | | |
| Debt Service: | | | | | |
| Bond Principal and Interest | 967,306 | 964,557 | 964,557 | 965,306 | 0.1% |
| Total Expenses | 967,306 | 964,557 | 964,557 | 965,306 | 0.1% |
| Fund Balance: | | | | | |
| Net Change in Fund | (229) | 62 | 62 | 334 | 438.7% |
| Beginning Balance | 80,609 | 80,380 | 80,380 | 80,442 | 0.1% |
| Ending Balance | 80,380 | 80,442 | 80,442 | 80,776 | 0.4% |

ENTERPRISE – PARKING OPERATIONS

This fund accounts for the operation of the City parking system including maintenance of meters and lots, collection of meter coin, parking enforcement, and collection of parking fines. Parking rates are set at a level to cover operations and contribute to funding of capital improvements for the parking system. Revenues in excess of operations and the operating fund balance are transferred to the Parking Capital Reserve Fund to fund capital improvements.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|-------------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Revenues: | | | | | |
| Illegal Parking | 340,982 | 400,000 | 400,000 | 400,000 | 0.0% |
| Overtime Parking | 88,351 | 150,000 | 150,000 | 120,000 | -20.0% |
| East District - Downtown | 208,586 | 636,560 | 390,200 | 313,066 | -50.8% |
| West District - Campustown | 171,456 | 320,720 | 260,700 | 268,500 | -16.3% |
| Collection Agency Revenue | 19,430 | 20,000 | 20,000 | 20,000 | 0.0% |
| Interest Revenue | 3,981 | 3,000 | 3,000 | 3,000 | 0.0% |
| Miscellaneous Revenue | 1,188 | 350 | 350 | 350 | 0.0% |
| Total Revenues | 833,974 | 1,530,630 | 1,224,250 | 1,124,916 | -26.5% |
| Expenses: | | | | | |
| Operations: | | | | | |
| Parking Enforcement | 345,776 | 580,167 | 559,728 | 537,393 | -7.4% |
| Parking Maintenance | 310,688 | 336,101 | 357,974 | 339,210 | 0.9% |
| Customer Service | 163,220 | 186,049 | 153,156 | 180,775 | -2.8% |
| Financial Services | 26,517 | 27,627 | 26,545 | 26,832 | -2.9% |
| Purchasing Services | 454 | 579 | 561 | 582 | 0.5% |
| Legal Services | 34,896 | 36,774 | 36,916 | 37,420 | 1.8% |
| Human Resources | 5,454 | 6,234 | 6,641 | 6,720 | 7.8% |
| Facilities | 2,465 | 2,808 | 2,793 | 2,855 | 1.7% |
| Total Operations | 889,470 | 1,176,339 | 1,144,314 | 1,131,787 | -3.8% |
| Transfers: | | | | | |
| Parking Capital Reserve | - | 513,806 | 335,983 | - | |
| Total Expenses | 889,470 | 1,690,145 | 1,480,297 | 1,131,787 | -33.0% |
| Fund Balance: | | | | | |
| Net Change in Fund | | | | | -95.7% |
| | (55,496) | (159,515) | (256,047) | (6,871) | |
| Beginning Balance | 431,593 | 277,149 | 376,097 | 120,050 | -56.7% |
| Ending Balance | 376,097 | 117,634 | 120,050 | 113,179 | -3.8% |
| <i>Minimum fund balance target:</i> | | | | | |
| 10% of operating expenses | | | | <u>113,179</u> | |

PARKING CAPITAL RESERVE

This fund accounts for accumulated Parking Fund revenue being held for capital improvement projects. Funds in excess of Parking Operation's minimum fund balance requirement are transferred to the Parking Capital Reserve Fund to fund future Parking capital projects.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|-----------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Revenues: | | | | | |
| Interest Revenue | - | - | - | - | |
| Transfers: | | | | | |
| Parking Operations | - | 513,806 | 335,983 | - | -100.0% |
| Total Revenues | - | 513,806 | 335,983 | - | |
| Expenses: | | | | | |
| CIP: | | | | | |
| Parking | - | - | - | - | |
| Total Expenses | - | - | - | - | |
| Fund Balance: | | | | | |
| Net Change in Fund | - | 513,806 | 335,983 | - | -100.0% |
| Beginning Balance | - | - | - | 335,983 | |
| Ending Balance | - | 513,806 | 335,983 | 335,983 | -34.6% |

ENTERPRISE – TRANSIT OPERATIONS

This fund accounts for the operation of the City’s transit bus system. The Transit Board consists of representatives from Iowa State University (ISU), the ISU Government of the Student Body, and the City of Ames. Funding is provided through student fees, a property tax levy, ISU, passenger fares, and grants received through the Iowa Department of Transportation and the Federal Government. The Transit Board has adopted a minimum ending fund balance policy of 7.5% of total expenditures less transfers, with a goal to maintain a balance between 7.5% and 10%.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|-------------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Revenues: | | | | | |
| Federal/State Funding | 3,352,964 | 2,945,000 | 2,945,000 | 3,365,000 | 14.3% |
| ISU Administration | 798,789 | 836,332 | 836,332 | 874,804 | 4.6% |
| ISU Student Fees | 5,006,687 | 5,488,993 | 5,488,993 | 5,741,486 | 4.6% |
| Fees/Service Charges | 923,892 | 989,406 | 1,029,406 | 950,772 | -3.9% |
| Metro Planning Organization | 32,224 | 30,000 | 30,000 | 30,000 | 0.0% |
| Interest Revenue | 22,615 | 15,000 | 15,000 | 15,000 | 0.0% |
| Miscellaneous Revenue | 55,095 | 33,000 | 13,000 | 33,000 | 0.0% |
| Total Before Transfers | 10,192,266 | 10,337,731 | 10,357,731 | 11,010,062 | 6.5% |
| Transfers: | | | | | |
| General Fund (Transit Levy) | 1,821,696 | 1,907,085 | 1,907,085 | 1,994,811 | 4.6% |
| Student Government Trust | 94,000 | - | - | - | |
| Total Transfers | 1,915,696 | 1,907,085 | 1,907,085 | 1,994,811 | 4.6% |
| Total Revenues | 12,107,962 | 12,244,816 | 12,264,816 | 13,004,873 | 6.2% |
| Expenses: | | | | | |
| Operations: | | | | | |
| Transit Administration | 1,963,416 | 2,127,685 | 2,100,563 | 2,212,819 | 4.0% |
| Fixed Route Service | 8,692,897 | 9,435,428 | 9,305,241 | 9,824,414 | 4.1% |
| Dial-A-Ride Service | 179,855 | 185,622 | 185,622 | 182,139 | -1.9% |
| Total Operations | 10,836,168 | 11,748,735 | 11,591,426 | 12,219,372 | 4.0% |
| Transfers: | | | | | |
| Transit Capital Reserve | 460,000 | 800,000 | 800,000 | 800,000 | 0.0% |
| Student Government Trust | 74,755 | - | - | - | |
| Total Transfers | 534,755 | 800,000 | 800,000 | 800,000 | 0.0% |
| Total Expenses | 11,370,923 | 12,548,735 | 12,391,426 | 13,019,372 | 3.8% |
| Fund Balance: | | | | | |
| Net Change in Fund | 737,039 | (303,919) | (126,610) | (14,499) | -95.2% |
| Beginning Balance | 3,569,931 | 3,824,420 | 4,306,970 | 4,180,360 | 9.3% |
| Ending Balance | 4,306,970 | 3,520,501 | 4,180,360 | 4,165,861 | 18.3% |
| <i>Minimum fund balance target:</i> | | | | | |
| Reserve for cash flow | | | | 2,000,000 | |
| 10% of operating expenses | | | | 1,221,937 | |
| Unreserved fund balance | | | | 943,924 | |

ENTERPRISE – TRANSIT STUDENT GOVERNMENT 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.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|-------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Revenues: | | | | | |
| Interest Revenue | 5,461 | 6,000 | 6,000 | 6,000 | 0.0% |
| Transfers: | | | | | |
| Transit Operations | 74,755 | - | - | - | |
| Total Revenues | 80,216 | 6,000 | 6,000 | 6,000 | 0.0% |
| Expenses: | | | | | |
| Transfers: | | | | | |
| Transit Operations | 94,000 | - | - | - | |
| Transit Capital Reserve | - | - | - | - | |
| Total Expenses | 94,000 | - | - | - | |
| Fund Balance: | | | | | |
| Net Change in Fund | (13,784) | 6,000 | 6,000 | 6,000 | 0.0% |
| Beginning Balance | 623,670 | 610,425 | 609,886 | 615,886 | 0.9% |
| Ending Balance | 609,886 | 616,425 | 615,886 | 621,886 | 0.9% |

ENTERPRISE – TRANSIT CAPITAL RESERVE

This fund accounts for CyRide grant and capital activities.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|-------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Revenues: | | | | | |
| Federal/State Funding | 1,288,110 | 1,288,000 | 1,077,899 | 2,707,362 | 110.2% |
| ISU Parking | 17,000 | 17,000 | 17,000 | 17,000 | 0.0% |
| Interest Revenue | 17,838 | 7,000 | 7,000 | 7,000 | 0.0% |
| Miscellaneous Revenue | - | - | - | - | |
| Total Before Transfers | 1,322,948 | 1,312,000 | 1,101,899 | 2,731,362 | 108.2% |
| Transfers: | | | | | |
| Transit Operations | 460,000 | 800,000 | 800,000 | 800,000 | 0.0% |
| GSB Transit Trust | - | - | - | - | |
| Total Transfers | 460,000 | 800,000 | 800,000 | 800,000 | 0.0% |
| Total Revenues | 1,782,948 | 2,112,000 | 1,901,899 | 3,531,362 | 67.2% |
| Expenses: | | | | | |
| CIP: | | | | | |
| Transit | 1,967,549 | 2,405,400 | 2,416,374 | 4,169,303 | 73.3% |
| Total Expenses | 1,967,549 | 2,405,400 | 2,416,374 | 4,169,303 | 73.3% |
| Fund Balance: | | | | | |
| Net Change in Fund | (184,601) | (293,400) | (514,475) | (637,941) | 117.4% |
| Beginning Balance | 1,789,144 | 1,158,686 | 1,604,543 | 1,090,068 | -5.9% |
| Ending Balance | 1,604,543 | 865,286 | 1,090,068 | 452,127 | -47.7% |

ENTERPRISE – STORM WATER 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.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|-------------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Revenues: | | | | | |
| Storm Water Fees | 1,783,881 | 1,736,778 | 1,736,778 | 1,785,000 | 2.8% |
| Federal/State Grants | 1,139 | - | 347,250 | - | |
| Permits and Plan Reviews | 24,917 | 25,500 | 25,000 | 25,000 | -2.0% |
| Fees/Service Charges | 8,232 | 5,000 | 7,500 | 7,500 | 50.0% |
| Interest Revenue | 33,157 | 15,000 | 45,000 | 45,000 | 200.0% |
| Miscellaneous Revenue | 50 | - | - | - | |
| Total Revenues | 1,851,376 | 1,782,278 | 2,161,528 | 1,862,500 | 4.5% |
| Expenses: | | | | | |
| Operations: | | | | | |
| Storm Sewer Maintenance | 226,667 | 300,441 | 307,673 | 318,501 | 6.0% |
| Storm Water Permit Program | 150,805 | 287,919 | 271,942 | 277,990 | -3.4% |
| Storm Water Engineering | 76,847 | 79,238 | 79,137 | 83,610 | 5.5% |
| Customer Service | 3,595 | 2,500 | 2,750 | 3,000 | 20.0% |
| Purchasing Services | 4,540 | 5,786 | 5,608 | 5,823 | 0.6% |
| Human Resources | 4,164 | 4,760 | 5,070 | 5,131 | 7.8% |
| Total Operations | 466,618 | 680,644 | 672,180 | 694,055 | 2.0% |
| CIP: | | | | | |
| Storm Water | 607,839 | 1,534,000 | 4,174,414 | 1,312,000 | -14.5% |
| Right-of-Way Restoration | 17,396 | 50,000 | 178,789 | 50,000 | 0.0% |
| City Hall Parking Lot | 15,891 | - | 255,739 | - | |
| Total CIP | 641,126 | 1,584,000 | 4,608,942 | 1,362,000 | |
| Total Expenses | 1,107,744 | 2,264,644 | 5,281,122 | 2,056,055 | -9.2% |
| Fund Balance: | | | | | |
| Net Change in Fund | 743,632 | (482,366) | (3,119,594) | (193,555) | -59.9% |
| Beginning Balance | 3,241,601 | 911,461 | 3,985,233 | 865,639 | -5.0% |
| Ending Balance | 3,985,233 | 429,095 | 865,639 | 672,084 | 56.6% |
| <i>Minimum fund balance target:</i> | | | | | |
| 10% of operating expenses | | | | <u>69,406</u> | |
| Unreserved fund balance | | | | <u>602,678</u> | |

ENTERPRISE – STORM WATER IMPROVEMENTS

This fund is used to account for grant and developer funding related to storm water capital improvement projects.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|-----------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Revenues: | | | | | |
| Federal/State Grants | - | - | - | - | |
| SRF Grant Program | - | 346,000 | 673,000 | 368,000 | 6.4% |
| Total Revenues | - | 346,000 | 673,000 | 368,000 | 6.4% |
| Expenses: | | | | | |
| CIP: | | | | | |
| Storm Water | - | 346,000 | 673,000 | 368,000 | 6.4% |
| Total Expenses | - | 346,000 | 673,000 | 368,000 | 6.4% |
| Fund Balance: | | | | | |
| Net Change in Fund | - | - | - | - | |
| Beginning Balance | - | - | - | - | |
| Ending Balance | - | - | - | - | |

ENTERPRISE – AMES/ISU ICE ARENA

This fund accounts for the operation of the Ice Arena.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|-------------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Revenues: | | | | | |
| Admissions | 66,376 | 73,326 | 71,220 | 71,700 | -2.2% |
| Ice Rink Rental | 405,264 | 407,919 | 417,724 | 429,814 | 5.4% |
| Equipment Rental | 28,682 | 32,200 | 30,100 | 30,100 | -6.5% |
| Skate Sharpening | 4,561 | 5,800 | 4,800 | 4,800 | -17.2% |
| Dasher Board Advertising | 7,735 | 7,400 | 7,750 | 7,750 | 4.7% |
| Pro Shop Sales | 2,016 | 3,000 | 2,500 | 2,500 | -16.7% |
| Concessions | 38,263 | 44,700 | 38,700 | 38,700 | -13.4% |
| Interest Revenue | 671 | 4,200 | 2,000 | 2,000 | -52.4% |
| Miscellaneous Revenue | 1,528 | 600 | 900 | 900 | 50.0% |
| Total Revenues | 555,096 | 579,145 | 575,694 | 588,264 | 1.6% |
| Expenses: | | | | | |
| Operations: | | | | | |
| Ice Arena Operations | 546,524 | 555,353 | 582,085 | 565,649 | 1.9% |
| Total Expenses | 546,524 | 555,353 | 582,085 | 565,649 | 1.9% |
| Fund Balance: | | | | | |
| Net Change in Fund | 8,572 | 23,792 | (6,391) | 22,615 | -4.9% |
| Beginning Balance | 209,802 | 215,334 | 218,374 | 211,983 | -1.6% |
| Ending Balance | 218,374 | 239,126 | 211,983 | 234,598 | -1.9% |
| <i>Minimum fund balance target:</i> | | | | | |
| 15% of operating expenses | | | | <u>84,847</u> | |
| Unreserved fund balance | | | | <u>149,751</u> | |

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.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|-------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Revenues: | | | | | |
| Iowa State University | 20,000 | 20,000 | 20,000 | 20,000 | 0.0% |
| Interest Revenue | 2,861 | | | | |
| Total Before Transfers | 22,861 | 20,000 | 20,000 | 20,000 | 0.0% |
| Transfers: | | | | | |
| Local Option Sales Tax | 20,000 | 20,000 | 20,000 | 20,000 | 0.0% |
| Total Revenues | 42,861 | 40,000 | 40,000 | 40,000 | 0.0% |
| Expenses: | | | | | |
| CIP: | | | | | |
| Ice Arena Improvements | 40,934 | 120,000 | 121,400 | 10,000 | -91.7% |
| Total Expenses | 40,934 | 120,000 | 121,400 | 10,000 | -91.7% |
| Fund Balance: | | | | | |
| Net Change in Fund | 1,927 | (80,000) | (81,400) | 30,000 | -137.5% |
| Beginning Balance | 184,066 | 162,666 | 185,993 | 104,593 | -35.7% |
| Ending Balance | 185,993 | 82,666 | 104,593 | 134,593 | 62.8% |

ENTERPRISE – HOMEWOOD GOLF COURSE

This fund accounts for the operation of a 9-hole municipal golf course.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|-------------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Revenues: | | | | | |
| Green Fees | 86,986 | 107,000 | 95,000 | 95,000 | -11.2% |
| Season Passes/Punchcards | 59,279 | 62,500 | 62,750 | 64,500 | 3.2% |
| Entry Fees | 1,827 | 2,200 | 2,000 | 2,000 | -9.1% |
| Equipment Rental | 36,508 | 45,000 | 40,000 | 40,000 | -11.1% |
| Pro Shop Sales | 2,036 | 2,200 | 2,000 | 2,000 | -9.1% |
| Concessions | 23,359 | 31,000 | 28,000 | 28,000 | -9.7% |
| Cell Tower Lease | 37,086 | 36,000 | 37,000 | 37,000 | 2.8% |
| Interest Revenue | 1,829 | 1,600 | 1,600 | 1,000 | -37.5% |
| Miscellaneous Revenue | 1,596 | 1,600 | - | - | -100.0% |
| Total Revenues | 250,506 | 289,100 | 268,350 | 269,500 | -6.8% |
| Expenses: | | | | | |
| Operations: | | | | | |
| Administration/Concessions | 93,692 | 150,211 | 137,396 | 141,469 | -5.8% |
| Golf Course Maintenance | 130,709 | 134,899 | 129,396 | 128,970 | -4.4% |
| Total Expenses | 224,401 | 285,110 | 266,792 | 270,439 | -5.1% |
| Fund Balance: | | | | | |
| Net Change in Fund | 26,105 | 3,990 | 1,558 | (939) | -123.5% |
| Beginning Balance | 182,925 | 199,089 | 209,030 | 210,588 | 5.8% |
| Ending Balance | 209,030 | 203,079 | 210,588 | 209,649 | 3.2% |
| <i>Minimum fund balance target:</i> | | | | | |
| 25% of operating expenses | | | | <u>67,610</u> | |
| Unreserved fund balance | | | | <u>142,039</u> | |

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. The transfer from the General Fund is the Ames share of the per capita.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|--------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Revenues: | | | | | |
| Commercial Accounts | 1,828,089 | 2,450,240 | 2,250,240 | 2,643,758 | 7.9% |
| Iowa State University | 227,033 | 275,424 | 275,424 | 275,424 | 0.0% |
| Other Contracts | 5,661 | 5,540 | 5,540 | 5,540 | 0.0% |
| Public Fees | 74,195 | 79,500 | 79,500 | 79,500 | 0.0% |
| Per Capita Revenue | 284,690 | 305,025 | 305,025 | 305,025 | 0.0% |
| Electric RDF Revenue | 484,858 | 800,000 | 900,000 | 900,000 | 12.5% |
| Sale of Metals | 98,996 | 95,000 | 95,000 | 95,000 | 0.0% |
| IDNR Waste Diversion Grant | 20,000 | - | - | - | |
| Interest Revenue | 11,811 | 20,000 | 10,000 | 10,000 | -50.0% |
| Miscellaneous Revenue | 4,974 | 2,400 | 27,400 | 27,400 | 1041.7% |
| Total Before Transfers | 3,040,307 | 4,033,129 | 3,948,129 | 4,341,647 | 7.6% |
| Transfers: | | | | | |
| General Fund (Ames Per Capita) | 487,697 | 522,533 | 522,533 | 522,533 | 0.0% |
| Total Revenues | 3,528,004 | 4,555,662 | 4,470,662 | 4,864,180 | 6.8% |
| Expenses: | | | | | |
| Operations: | | | | | |
| Public Works Administration | 115,454 | 122,543 | 122,912 | 133,021 | 8.6% |
| Resource Recovery Operations | 2,325,964 | 2,833,441 | 2,769,962 | 2,869,096 | 1.3% |
| Reject Disposal | 1,119,256 | 1,248,788 | 1,307,625 | 1,360,000 | 8.9% |
| Yard Waste Management | 32,700 | 33,681 | 33,681 | 34,700 | 3.0% |
| Landfill Monitoring | 14,855 | 25,135 | 25,135 | 25,135 | 0.0% |
| Waste Diversion Study | 14,716 | - | 8,284 | - | |
| Solid Waste Study | - | - | - | 25,000 | |
| City Council/Sustainability | 6,250 | 6,250 | 6,250 | 6,250 | 0.0% |
| Public Relations | 18,817 | 20,416 | 20,272 | 21,756 | 6.6% |
| Financial Services | 154,124 | 160,107 | 151,646 | 148,972 | -7.0% |
| Purchasing Services | 27,239 | 34,714 | 33,648 | 34,940 | 0.7% |
| Legal Services | 18,965 | 19,986 | 20,063 | 20,337 | 1.8% |
| Human Resources | 15,248 | 17,429 | 18,567 | 18,788 | 7.8% |
| Facilities | 4,108 | 4,680 | 4,656 | 4,758 | 1.7% |
| Total Operations | 3,867,696 | 4,527,170 | 4,522,701 | 4,702,753 | 3.9% |

ENTERPRISE – RESOURCE RECOVERY, continued

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|-------------------------------------|---------------------------|----------------------------|-----------------------------|----------------------------|--------------------------------------|
| CIP: | | | | | |
| Resource Recovery | 190,742 | 390,100 | 400,000 | 353,100 | -9.5% |
| Total Before Transfers | 4,058,438 | 4,917,270 | 4,922,701 | 5,055,853 | 2.8% |
| Transfers: | | | | | |
| Debt Service | 163,688 | 165,988 | 165,988 | 163,188 | -1.7% |
| Total Expenses | 4,222,126 | 5,083,258 | 5,088,689 | 5,219,041 | 2.7% |
| Fund Balance: | | | | | |
| Net Change in Fund | (694,122) | (527,596) | (618,027) | (354,861) | -32.7% |
| Beginning Balance | 2,204,158 | 1,194,280 | 1,510,036 | 892,009 | -25.3% |
| Ending Balance | 1,510,036 | 666,684 | 892,009 | 537,148 | -19.4% |
| <i>Minimum fund balance target:</i> | | | | | |
| 10% of operating expenses | | | | 470,275 | |
| Unreserved fund balance | | | | 66,873 | |

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.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|---------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Revenues: | | | | | |
| Property Taxes | 9,105,184 | 9,468,141 | 9,468,129 | 9,955,106 | 5.1% |
| Excise Tax | 21,396 | 23,083 | 23,096 | 25,017 | 8.4% |
| State Replacement Tax | 314,511 | 320,004 | 320,004 | 320,004 | 0.0% |
| Iowa State University | 13,076 | 13,144 | 13,144 | 13,277 | 1.0% |
| Interest Revenue | 57,813 | 30,000 | 30,000 | 30,000 | 0.0% |
| Bond Proceeds | 3,990,000 | - | - | - | |
| Miscellaneous Revenue | 326,513 | - | - | - | |
| Total Before Transfers | 13,828,493 | 9,854,372 | 9,854,373 | 10,343,404 | 5.0% |
| Transfers: | | | | | |
| General Fund (Airport Terminal) | 70,979 | 70,982 | 70,982 | 70,979 | 0.0% |
| TIF/South Bell | 109,704 | 114,841 | 114,841 | 110,837 | -3.5% |
| TIF/ISU Research Park | 305,200 | 304,700 | 304,700 | 303,700 | -0.3% |
| TIF/John Deere | - | - | - | 32,038 | |
| Special Assessments | 489,335 | 490,869 | 490,869 | 321,415 | -34.5% |
| G.O. Bonds | 75,684 | - | - | - | |
| Water Utility Fund | 437,179 | 440,224 | 440,224 | 385,377 | -12.5% |
| Sewer Utility Fund | 386,249 | 387,855 | 387,855 | 386,452 | -0.4% |
| Resource Recovery | 163,688 | 165,988 | 165,988 | 163,188 | -1.7% |
| Total Transfers | 2,038,018 | 1,975,459 | 1,975,459 | 1,773,986 | -10.2% |
| Total Revenues | 15,866,511 | 11,829,831 | 11,829,832 | 12,117,390 | 2.4% |
| Expenses: | | | | | |
| Debt Service: | | | | | |
| G.O. Bond Principal | 13,725,000 | 9,667,780 | 9,680,000 | 9,665,528 | 0.0% |
| G.O. Bond Interest | 2,314,998 | 2,307,052 | 2,296,904 | 2,389,824 | 3.6% |
| G.O. Bond Costs | 12,169 | - | - | - | |
| Total Expenses | 16,052,167 | 11,974,832 | 11,976,904 | 12,055,352 | 0.7% |
| Fund Balance: | | | | | |
| Net Change in Fund | (185,656) | (145,001) | (147,072) | 62,038 | -142.8% |
| Beginning Balance | 1,173,609 | 907,004 | 987,953 | 840,881 | -7.3% |
| Ending Balance | 987,953 | 762,003 | 840,881 | 902,919 | 18.5% |

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.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|--------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Revenues: | | | | | |
| Fleet Maintenance Charges | 1,925,184 | 2,159,014 | 2,160,620 | 2,220,858 | 2.9% |
| Maintenance Facility Charges | 43,780 | 54,954 | 56,354 | 57,598 | 4.8% |
| Motor Pool Charges | 65,956 | 65,000 | 65,000 | 65,000 | 0.0% |
| Miscellaneous Revenue | 1,978 | - | - | - | |
| Total Revenues | 2,036,898 | 2,278,968 | 2,281,974 | 2,343,456 | 2.8% |
| Expenses: | | | | | |
| Internal Services: | | | | | |
| Fleet Administration | 502,708 | 508,846 | 507,913 | 518,278 | 1.9% |
| Fleet Maintenance | 1,411,481 | 1,618,613 | 1,618,158 | 1,664,235 | 2.8% |
| Fleet Maintenance Facility | 94,056 | 109,909 | 112,703 | 115,193 | 4.8% |
| Motor Pool Operations | 28,653 | 41,600 | 43,200 | 45,750 | 10.0% |
| Total Internal Services | 2,036,898 | 2,278,968 | 2,281,974 | 2,343,456 | 2.8% |
| Transfers: | | | | | |
| Fleet Reserve Fund | 139,219 | - | - | - | |
| Total Transfers | 139,219 | - | - | - | |
| Total Expenses | 2,176,117 | 2,278,968 | 2,281,974 | 2,343,456 | 2.8% |
| Fund Balance: | | | | | |
| Net Change in Fund | (139,219) | - | - | - | |
| Beginning Balance | 389,219 | 400,150 | 250,000 | 250,000 | -37.5% |
| Ending Balance | 250,000 | 400,150 | 250,000 | 250,000 | -37.5% |

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.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|--------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Revenues: | | | | | |
| Fleet Replacement Funds | 1,974,573 | 1,785,860 | 1,842,470 | 1,846,137 | 3.4% |
| Sale of Equipment | 100,489 | 200,000 | 200,000 | 200,000 | 0.0% |
| Interest Revenue | 79,578 | 60,000 | 60,000 | 60,000 | 0.0% |
| Miscellaneous Revenue | 400 | - | - | - | |
| Total Before Transfers | 2,155,040 | 2,045,860 | 2,102,470 | 2,106,137 | 2.9% |
| Transfers: | | | | | |
| Road Use Tax | 1,457 | - | 10,490 | 25,000 | |
| Water Utility Fund | 1,457 | - | 10,490 | 25,000 | |
| Sewer Utility Fund | 1,457 | - | 10,490 | 25,000 | |
| Fleet Services Fund | 139,219 | - | - | - | |
| Total Transfers | 143,590 | - | 31,470 | 75,000 | |
| Total Revenues | 2,298,630 | 2,045,860 | 2,133,940 | 2,181,137 | 6.6% |
| Expenses: | | | | | |
| Internal Services: | | | | | |
| Fleet Acquisitions | 1,776,920 | 1,168,000 | 2,373,000 | 1,028,600 | -11.9% |
| Fleet Disposal | 8,986 | - | - | - | |
| Total Internal Services | 1,785,906 | 1,168,000 | 2,373,000 | 1,028,600 | -11.9% |
| CIP: | | | | | |
| Fleet Facility Improvements | 5,829 | - | 41,959 | 250,000 | |
| Total Expenses | 1,791,735 | 1,168,000 | 2,414,959 | 1,278,600 | 9.5% |
| Fund Balance: | | | | | |
| Net Change in Fund | 506,895 | 877,860 | (281,019) | 902,537 | 2.8% |
| Beginning Balance | 9,119,624 | 8,579,849 | 9,626,519 | 9,345,500 | 8.9% |
| Ending Balance | 9,626,519 | 9,457,709 | 9,345,500 | 10,248,037 | 8.4% |

INTERNAL SERVICES – INFORMATION TECHNOLOGY

Information Technology accounts for all information technology and communication services provided to City departments.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|---------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Revenues: | | | | | |
| Data Charges | 1,590,136 | 1,602,082 | 1,602,082 | 1,649,019 | 2.9% |
| Communications Charges | 246,826 | 253,303 | 254,678 | 262,162 | 3.5% |
| Miscellaneous Revenue | 168 | - | 1,323 | 1,350 | |
| Total Revenues | 1,837,130 | 1,855,385 | 1,858,083 | 1,912,531 | 3.1% |
| Expenses: | | | | | |
| Internal Services: | | | | | |
| Data Processing | 1,590,304 | 1,602,082 | 1,603,405 | 1,650,369 | 3.0% |
| Phone Operations | 246,826 | 253,303 | 254,678 | 262,162 | 3.5% |
| Total Expenses | 1,837,130 | 1,855,385 | 1,858,083 | 1,912,531 | 3.1% |
| Fund Balance: | | | | | |
| Net Change in Fund | - | - | - | - | |
| Beginning Balance | 147,541 | 147,539 | 147,541 | 147,541 | 0.0% |
| Ending Balance | 147,541 | 147,539 | 147,541 | 147,541 | 0.0% |

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.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|------------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Revenues: | | | | | |
| Technology Replacement Funds | 491,319 | 423,984 | 467,097 | 439,602 | 3.7% |
| Interest Revenue | 20,583 | 20,000 | 20,000 | 20,000 | 0.0% |
| Miscellaneous Revenue | 718 | - | - | - | |
| Total Revenues | 512,620 | 443,984 | 487,097 | 459,602 | 3.5% |
| Expenses: | | | | | |
| Internal Services: | | | | | |
| Technology Replacement | 475,518 | 368,799 | 520,330 | 323,143 | -12.4% |
| IT Technology Replacement | 368,804 | 85,772 | 133,108 | 90,061 | 5.0% |
| Phone System | 24,702 | 37,529 | 94,747 | 44,000 | 17.2% |
| Total Expenses | 869,024 | 492,100 | 748,185 | 457,204 | -7.1% |
| Fund Balance: | | | | | |
| Net Change in Fund | (356,404) | (48,116) | (261,088) | 2,398 | -105.0% |
| Beginning Balance | 2,535,703 | 1,568,434 | 2,179,299 | 1,918,211 | 22.3% |
| Ending Balance | 2,179,299 | 1,520,318 | 1,918,211 | 1,920,609 | 26.3% |

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.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|-----------------------------|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Revenues: | | | | | |
| Iowa State University | 58,571 | 66,942 | 69,664 | 70,011 | 4.6% |
| Story County | 46,479 | 66,942 | 69,664 | 70,011 | 4.6% |
| E911 Board | 30,957 | 35,731 | 41,609 | 43,200 | 20.9% |
| MGMC | 1,500 | - | - | - | |
| Ames Police Department | 49,052 | 66,942 | 69,665 | 70,011 | 4.6% |
| Ames Fire Department | 2,865 | 2,864 | 3,008 | 3,008 | 5.0% |
| Total Revenues | 189,424 | 239,421 | 253,610 | 256,241 | 7.0% |
| Expenses: | | | | | |
| Internal Services: | | | | | |
| Shared Communication System | 195,488 | 239,421 | 247,546 | 256,241 | 7.0% |
| Total Expenses | 195,488 | 239,421 | 247,546 | 256,241 | 7.0% |
| Fund Balance: | | | | | |
| Net Change in Fund | (6,064) | - | 6,064 | - | |
| Beginning Balance | - | - | (6,064) | - | |
| Ending Balance | (6,064) | - | - | - | |

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.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|--|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Revenues: | | | | | |
| Departmental Charges | 2,496,665 | 2,568,887 | 2,498,394 | 2,607,482 | 1.5% |
| Interest Revenue | 15,322 | 6,000 | 6,000 | 6,000 | 0.0% |
| Miscellaneous Revenue | 500 | - | - | - | |
| Total Revenues | 2,512,487 | 2,574,887 | 2,504,394 | 2,613,482 | 1.5% |
| Expenses: | | | | | |
| Internal Services: | | | | | |
| Risk Administration | 122,697 | 146,501 | 135,735 | 153,622 | 4.9% |
| Liability Insurance | 169,749 | 276,558 | 305,744 | 314,836 | 13.8% |
| Liability Claims | 94,422 | 150,000 | 150,000 | 150,000 | 0.0% |
| Automobile Insurance | 65,712 | 67,700 | 65,713 | 67,700 | 0.0% |
| Transit Insurance | 206,255 | 212,450 | 206,259 | 212,447 | 0.0% |
| Property Insurance | 702,969 | 744,843 | 649,027 | 675,951 | -9.2% |
| Professional Liability Insurance | 35,333 | 37,455 | 38,649 | 41,000 | 9.5% |
| Police Professional Insurance | 34,274 | 35,302 | 34,495 | 36,565 | 3.6% |
| Internal Safety Training | 134,079 | 139,815 | 135,200 | 154,600 | 10.6% |
| Workers Compensation | 553,699 | 710,500 | 695,700 | 702,000 | -1.2% |
| Total Expenses | 2,119,189 | 2,521,124 | 2,416,522 | 2,508,721 | -0.5% |
| Fund Balance: | | | | | |
| Net Change in Fund | 393,298 | 53,763 | 87,872 | 104,761 | 94.9% |
| Beginning Balance | 1,766,373 | 1,804,925 | 2,159,671 | 2,247,543 | 24.5% |
| Ending Balance | 2,159,671 | 1,858,688 | 2,247,543 | 2,352,304 | 26.6% |
| <i>Minimum fund balance target:</i> | | | | | |
| Reserved for deductibles and retained risk | | | | 1,000,000 | |
| Unreserved fund balance | | | | 1,352,304 | |

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.

| | 2017/18 Actual | 2018/19 Adopted | 2018/19 Adjusted | 2019/20 Mgr Rec | % Change from Adopted |
|---|-------------------|--------------------|---------------------|--------------------|-----------------------------|
| Revenues: | | | | | |
| Department Contributions | 7,531,846 | 7,832,853 | 7,908,438 | 8,066,607 | 3.0% |
| Employee Contributions | 655,175 | 711,925 | 687,934 | 701,693 | -1.4% |
| Retiree Contributions | 353,756 | 381,857 | 371,444 | 378,873 | -0.8% |
| City Assessor Contributions | 100,871 | 100,016 | 95,940 | 97,859 | -2.2% |
| COBRA Contributions | 45,737 | 25,000 | 25,000 | 25,000 | 0.0% |
| Medicare Supplement | 7,905 | 8,200 | 8,200 | 8,200 | 0.0% |
| Stop Loss Recoveries | 801,949 | - | - | - | |
| Pharmacy Refunds | 265,987 | | | | |
| Interest Revenue | 43,553 | 20,000 | 20,000 | 20,000 | 0.0% |
| Miscellaneous Revenue | - | - | - | - | |
| Total Revenues | 9,806,779 | 9,079,851 | 9,116,956 | 9,298,232 | 2.4% |
| Expenses: | | | | | |
| Internal Services: | | | | | |
| Health Insurance Administration | 102,939 | 109,246 | 114,007 | 113,422 | 3.8% |
| Medical Claims | 6,166,032 | 5,600,854 | 5,240,748 | 5,575,620 | -0.5% |
| Dental Claims | 382,638 | 390,728 | 398,902 | 427,934 | 9.5% |
| Pharmacy Claims | 1,532,493 | 1,839,823 | 1,758,092 | 1,947,786 | 5.9% |
| Other Insurance/Fees | 752,401 | 882,361 | 787,798 | 807,099 | -8.5% |
| Health Promotion Program | 250,742 | 290,125 | 306,612 | 326,264 | 12.5% |
| Total Expenses | 9,187,245 | 9,113,137 | 8,606,159 | 9,198,125 | 0.9% |
| Fund Balance: | | | | | |
| Net Change in Fund | 619,534 | (33,286) | 510,797 | 100,107 | -400.7% |
| Beginning Balance | 3,945,202 | 4,215,429 | 4,564,736 | 5,075,533 | 20.4% |
| Ending Balance | 4,564,736 | 4,182,143 | 5,075,533 | 5,175,640 | 23.8% |
| <i>Minimum fund balance target:</i> | | | | | |
| Reserve for unsubmitted claims | | | | 961,398 | |
| Reserve for claims fluctuations | | | | 419,261 | |
| Reserve for post-employment health care | | | | 199,465 | |
| Unreserved fund balance | | | | <u>3,595,516</u> | |

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