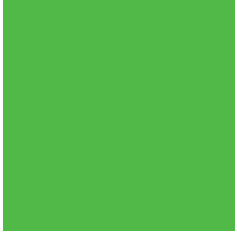
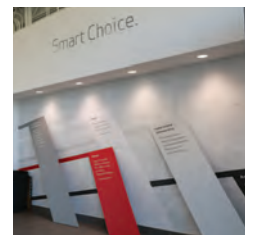
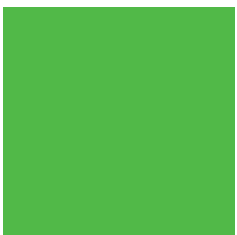
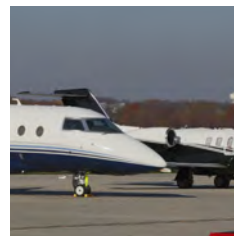
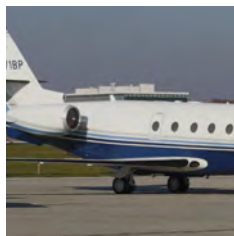
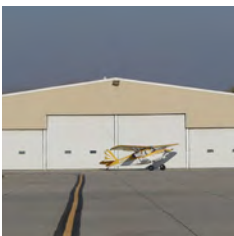
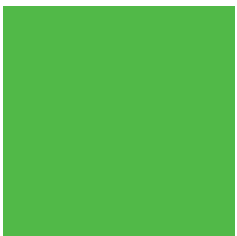




CITY OF  
**Ames**<sup>TM</sup>



CITY OF AMES, IOWA  
**PROGRAM BUDGET**  
**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.

# **CITY OF AMES, IOWA**

## **2019/2020 PROGRAM BUDGET**

**ADOPTED BY THE CITY COUNCIL  
MARCH 5, 2019**

**MAYOR  
JOHN HAILA**

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

**CITY MANAGER  
STEVEN L. SCHANKER**



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Ames**

**Iowa**

For the Fiscal Year Beginning

**July 1, 2018**

*Christopher P. Morrill*

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.

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## Mission Statement

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

### We Value...

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

### We Are...

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

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



July 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 all retired 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 for 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 \$250,349,227 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 assessed valuation, the commercial customer class will pay \$4.84 (-.53%) less than the prior year for every \$100,000 of their assessed valuation, and the industrial customer class will pay \$3.87 (-.43%) less than the prior year for every \$100,000 of their assessed 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, \$819,919 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 an outside 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 Police 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.**

Several new initiatives are being made this year 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 position has been added to the FY 2019/20 Electric Distribution budget. Our intent is to hire individuals with less experience 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 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 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 the opportunity to generate revenue from the Electric Utility for the sale of 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 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 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

## **ABOUT AMES**

---

Beneath the small town charm of Ames, Iowa beats the heart of a much larger city. With a population of more than 65,000, Ames offers cultural, recreational, educational, business, and entertainment amenities more common in larger metros. As a growing city, Ames continues to focus on building a strong community filled with opportunities for all. There are so many reasons that Ames, Iowa is the *Smart Choice!*

In 2015, Ames was named one of the “15 Cities That Have Done the Best Since the Recession” by Bloomberg Business and one of the top 25 “Best Places for STEM Grads”. Ames ranked No.8 by Niche Ranking for “Best Towns for Millennials in America”. Additionally, USA Today named Ames as the healthiest city in America!

These awards highlight the wonderful aspects of Ames that residents have enjoyed for years – friendly people, beautiful parks, great shopping, top-ranked schools, cultural and entertainment venues, quality healthcare, and recreational opportunities in every season.

Home to Iowa State University, Ames not only educates students from around the globe, but has become a player in developing the world’s bio-economic future. No visit to Ames would be complete without experiencing Iowa State University. The campus boasts large expanses of green space, attractive buildings, and more than 35,000 students. The University brings excitement and vitality to our city and provides cultural and entertainment options typically found only in larger cities.

Ames is a city offering top-quality education from kindergarten to advanced degrees, and Ames High School routinely boasts the highest number of National Merit Scholar Finalists in the state. Small class sizes and experienced teachers with advanced degrees make the school districts serving Ames the example for others. As the medical hub for multiple counties, health care in Ames is accessible and advanced with medical professionals offering state-of-the-art medical intervention close to home.

Ames is an attractive location for new businesses to locate and for existing businesses to expand. World class companies including 3M, Barilla, Workiva, Boehringer Ingelheim, Hach, Danfoss, and Syngenta are thriving in Ames.

Enjoy the outdoors? Ames offers four seasons of recreational activities with more than 37 parks, 55 miles of bike trails, golf courses, and more. Centrally and conveniently located in the heart of the Midwest and Iowa, Ames is known for its robust, stable economy, flourishing cultural environment, comprehensive medical care, top-quality schools, acres of parks and recreational opportunities, and the world-renowned Iowa State University.

In addition to winning numerous awards for being a progressive, innovative, and exciting community, Ames has been recognized locally, regionally, nationally, and internationally for our schools, creativity, commitment to the environment, and numerous amenities. Ames and Iowa State together offer an unsurpassed quality of life. Ames, Iowa is your *Smart Choice!*

# AMES COMMUNITY OVERVIEW

**How the town was named....**Ames was platted as a city and was established in 1864 to serve the Cedar Rapids and Missouri River Railroad. Cynthia Duff, an early Ames settler, was instrumental in helping secure land for the railroad. The railroad president, John Blair, named the town after his friend Oakes Ames, a railroad promoter and congressman from Massachusetts, who never lived in Ames.



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

Date of Incorporation: 1864

Form of Government: Council – Manager

Fiscal Year: July 1 through June 30

Area: 27.7 square miles

## DEMOGRAPHICS

### Population

	2010 Census	2015	2020 Estimates
Total Population	58,972	62,222	66,532
Total Households	22,771	23,622	25,440

### Households by Income (2015)

Average Income	\$64,126	Bachelor's Degree	31.96%
Median Household Income	\$43,248		
Per Capita Income	\$24,322	Graduate Degree	25.76%

### Educational Attainment (2015)

## AMES COMMUNITY SCHOOL DISTRICT

- 1 High school
- 1 Middle school
- 5 Elementary schools
- 1 Preschool center

## CITY PARK SYSTEM

37 City parks  
1,211 acres in Park system  
9-hole City Golf Course

**Police Protection – One Station**  
57 Sworn Officers

**Fire Protection – Three Stations**  
60 Full-time Firefighters

**Library – One Main**  
Bookmobile

## CLIMATE

Average Winter Temperature 24.0 degrees  
Average Summer Temperature 74.0 degrees  
Average Annual Rainfall 35.83 inches  
Average Annual Snowfall 31.0 inches

## RANKED NATIONALLY AS A GREAT PLACE TO LIVE

Home of the Best "US Metro Job Market" (CNBC, 2018)  
One of the "9 Great Off-the-Beaten-Path Towns Where You Should Live" (House Method, 2018)  
#1 – "Best College Towns in America" (24/7 Wall St., 2018)  
"Top 10 Best College Towns" (Livability, 2018)  
#1 – "The Top 10 Cities for Career Opportunities in 2018" (SmartAsset, 2018)  
#1 – "The Best Affordable College Towns for Recent Grads and Everyone Else" (Realtor.com 2018)  
#1 – "Best Cities for Working Parents" (SmartAsset, 2018)  
"Up-and-Coming Tech Hot Spot" (Livability, 2018)  
"The Most Fitness Friendly Places of 2018" (SmartAsset, 2017)  
"Best Public High School in the State" (24/7 Wall St., 2017)

# THE AMES COMMUNITY

## PRINCIPAL EMPLOYERS 2018

Employer	Employees	Rank	Percentage of Total City Employment
Iowa State University	17,075	1	29.90%
City of Ames	1,401	2	2.45%
Mary Greeley Medical Center	1,325	3	2.32%
Iowa Department of Transportation	1,025	4	1.80%
McFarland Clinic, P.C.	986	5	1.73%
Danfoss <sup>1</sup>	925	6	1.62%
USDA	857	7	1.50%
Hy-Vee Food Stores	805	8	1.41%
Ames Community School District	635	9	1.11%
Workiva	455	10	.80%
<b>Total</b>			<b>44.64%</b>

<sup>1</sup>Formerly Sauer-Danfoss

Source: United States Department of Labor, City of Ames, and company inquiries

The city of Ames is home to Iowa State University, the largest employer in the community. The University's enrollment, which has grown significantly in the past several years, is currently around 36,000 students.

Major private sector employers in Ames include: McFarland Medical Clinic; Hy-Vee Food Stores; Danfoss Corporation, a hydro-transmissions manufacturer; Wal-Mart; Hach Chemical, a manufacturer of water analysis equipment; and Workiva, a developer of cloud-based SEC reporting software.

Other public sector employers located in Ames include: Mary Greeley Medical Center, the City of Ames, the Iowa Department of Transportation, Ames Community Schools, and the National Animal Disease Center/National Veterinary Service Laboratories. The presence of these public employers has served to insulate the local economy as evidenced by the city's low unemployment rate.

# THE AMES COMMUNITY

## SERVICES PROVIDED TO AMES CITIZENS:

The City of Ames provides police and fire service, library services, recreation programs, building inspections, and planning and economic development services. The City maintains the city's street system, parking lots, parks, and municipal cemeteries, as well as operates the Ames Animal Shelter, the Furman Aquatic Center, the Ames/ISU Ice Arena, Homewood Golf Course, and the Ames Municipal Airport.

Electrical service, water, sanitary sewer service, and storm water control are all provided by City utilities. The City also operates the Resource Recovery Plant, which collects garbage and converts it to refuse which can be burned for fuel at the City's Power Plant.

The City's transit system, CyRide, is operated by a board consisting of the City of Ames, Iowa State University administration, and the Government of the Student Body (GSB) at Iowa State. The City Manager serves as the City's representative on the Transit Board.

Medical service is provided by Mary Greeley Medical Center, a non-profit municipal hospital which, by City ordinance, is governed by a Board of Trustees. The hospital's financial and budget information is not included in the City's budget document, but is included in the City's annual audited financial statements.

## PRINCIPAL PROPERTY TAXPAYERS 2018

<b>Taxpayer</b>	<b>Taxable Assessed Value</b>	<b>Rank</b>	<b>Percentage of Total Assessed Value</b>
Iowa State University Research	\$ 61,764,958	1	2.29%
Barilla America, Inc.	33,167,250	2	1.23%
Campus Investors IS, LLC	32,311,823	3	1.20%
Clinic Building Company, Inc	25,235,880	4	0.93%
GPT Ames Owner LLC	21,346,650	5	0.79%
Threshold NGM LP 51%	19,019,520	6	0.70%
Wal-Mart Stores, Inc.	18,810,000	7	0.70%
Dayton Park, LLC	18,556,724	8	0.69%
CB at Ames, LLC	16,506,726	9	0.61%
University West Property Owner, LLC	15,714,689	10	0.58%
<b>Total</b>	<b>\$ 262,434,220</b>		<b>7.62%</b>

Source: Story County Auditor

# ***CITY COUNCIL GOALS, OBJECTIVES, AND TASKS***

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Approved February 13, 2018  
To Be Accomplished by December 31, 2019  
Updated February 2, 2019

## **STRENGTHEN DOWNTOWN & CAMPUSTOWN**

### **1. Identify strategies to encourage investment in Downtown**

**Task 1** – Hold a workshop in the second quarter of 2018 with the Main Street Cultural District, downtown property owners, business owners, downtown residents, and other stakeholders to discuss their vision for the Downtown.

**Status:** Completed – A workshop was held on June 19, 2018. Council was provided a staff report describing the initiatives the City had undertaken since 2000, objectives of the LUPP, zoning standards, and programs pertaining to the Downtown.

**Task 2** - At the workshop, Council directed staff to look into the cost and duration of a comprehensive parking study and recommendations for short-term solutions to the concerns of:

- 1) number of reserved permits available and assigned
- 2) ability to share reserved spaces
- 3) time duration of free parking in the Central Business District lots

**Status:** Completed - On January 22, 2019, the City Council approved proceeding with development of a parking hang-tag system to allow Downtown employees to utilize parking spaces in the CBD lots for \$10 per month.

Consultant proposals for a parking study have been received and a recommendation for professional services will be brought to City Council in February 2019. A variety of Downtown parking issues were presented to City Council throughout 2018. On January 22, 2019, the City Council voted to set the rate for all Downtown parking meters at \$0.50 per hour.

**Task 3** - At the June 19<sup>th</sup> workshop, Council also requested information from staff regarding the floor area ratio and two-story requirements including recommendations on how there could be flexibility downtown, not including Main Street.

**Status:** Completed – City Council adopted an ordinance on October 9, 2018, that expanded FAR exception options for properties along 6<sup>th</sup> Street.

**Task 4** – Following the workshop, review and give direction regarding the November 2017 staff report, which addresses possible locations for a public plaza, storm water management requirements, residential parking standards, and possible incentives to entice investment.

**Status:** Not Started – Staff will place the November 2017 staff report on a future agenda.

## **2. Encourage vibrancy in Campustown.**

**Task 1** – Review report in spring 2018 regarding a public plaza from Campus and Community Commission.

**Status:** Completed – The Campus and Community commission provided a report on March 27, 2018, discussing concepts and ideas to incorporate into a potential Campustown gathering space. The Commission recommended proceeding with development of a gathering space in the public parking lot across from Fire Station Number 2 on Chamberlain.

**Task 2** – Building on the Commission’s report, hold a workshop in spring 2018 with the Campustown Action Association, Campustown property owners, business owners, Campustown residents, ISU Student Government, and other stakeholders to discuss their vision for Campustown.

**Status:** Completed – A workshop was held on July 17, 2018. In addition to the report on the Campustown plaza, Council was provided a report describing city accomplishments since 2005, outcomes of the sub-area planning effort contain in the LUPP, zoning standards, and programs pertaining to the Campustown and the University Impacted Area.

**Task 3** - At this workshop, Council requested a staff report regarding traffic on Chamberlain Street and on the concept of either removing parallel parking and/or closing a portion of Chamberlain Street to vehicular traffic, inquiry into the possibility of relocating Fire Station #2, and a report on the strategy for gathering public input on the Welch Avenue redesign.

**Status:** Completed - A follow-up staff report on Campustown Plaza was presented to City Council on December 11, 2018, which included the traffic analysis of Chamberlain Street.

City staff also presented a report describing dimensional configuration options for a plaza replacing Parking Lot Y along Chamberlain Street on December 11th. The report described options for closing Chamberlain Street to accommodate a plaza. The report also addressed potential impacts to parking supply for Campustown.

**Task 4** - City Council directed staff to seek public input on the proposed plaza location and parking changes.

**Status:** Not Started - Staff anticipates notifying property owners and commercial business tenants about an open house meeting describing the plaza and parking options during March 2019. A report back to the Council would follow later in the Spring.

**Task 5** – In Fall 2018, direction will be provided by the City Council regarding the development of the plans and specifications for the Welch Avenue Improvements project to ensure it supports the Council’s vision for Campustown.

**Status:** Completed – The following was accomplished:

- 1) On August 14, 2018, Council was provided with a staff report regarding the public outreach plan and cross section details for Welch Avenue reconstruction. At this meeting, Council approved four cross-sections to be subjected to public outreach.
- 2) On October 9, 2018, staff presented Council with the results of the Welch avenue outreach and sought direction on a preferred cross-section. At this meeting, Council approved the cross-section that had no parking on Welch Avenue and bike lanes on both sides. Council also directed staff to develop a new plan to install new signs in Campustown for the purpose of directing customers to the public parking lots and Intermodal Facility.
- 3) On January 8, 2019, the Council entered into a professional service agreement with WHKS & Co. for Campustown public improvements design (Welch Avenue).

**3. Standardize and simplify the parking regulations in the neighborhoods surrounding Campustown. (*The City Council has determined this objective is not a priority for 2019*).**

**Task 1** – Once the Campus and Community Commission has completed its public gathering space task in Spring 2018, direct the Commission to identify recommendations to accomplish this objective.

(Note – This task was changed by the City Council to request the Campus and Community Commission next explore ways to promote inclusiveness.)

**Status:** Not Started – The task was changed by the City Council. The CCC provided its inclusiveness report on January 8, 2019, and is awaiting further instruction from the Council regarding its next assignment.

**Task 2** – The staff will provide a report in Summer 2018 analyzing the effectiveness of the proactive parking enforcement efforts in the Campustown neighborhoods.

**Status:** Completed – A report was provided to Council within the Non-agenda packet for December 7, 2018. On January 22, 2019, the City Council discussed the report and directed staff to maintain the same level of proactive enforcement in these areas for FY 2019/20.



#### **4. Evaluate safety for pedestrians crossing Lincoln Way between Campustown and the ISU campus.**

**Task 1** – The Council will review the Phase 2 consultant study regarding Lincoln Way pedestrian safety in February 2018 and adopt those recommendations supported by the City Council.

**Status:** Completed – On February 27, 2018, Council was presented with a summary of findings and recommended enhancements for the intersections at Lincoln Way/Welch Avenue and Lincoln Way/Stanton Avenue. At this meeting, Council directed staff to come back with a budget and time frame for the recommendations that were offered.

On March 27, 2018, staff reported back to City Council and was directed to re-time the traffic signals, implement a Leading Pedestrian Interval (LPI), reconfigure the left-turn lanes at Lincoln Way & Welch, and construct an enhanced north-south pedestrian crossing at Lincoln Way & Stanton. These tasks were completed in summer 2018.

**Task 2** – Staff will provide an update regarding the success of the safety changes after an appropriate time period has elapsed, including data regarding vehicle collisions and pedestrian accidents.

### **PROMOTE ECONOMIC DEVELOPMENT**

#### **1. Analyze current planning and building code approval processes to help decision making be more predictable, more strategic, and more timely.**

**Task 1** – As part of next year's agreement with AEDC, incorporate a task for AEDC to collect feedback regarding the City's building codes and enforcement processes to determine what elements, including interpretation, might be impediments to improving the housing stock in Ames.

**Status:** Not Started – The FY 2018/19 contract with the AEDC was amended to include this task in the Scope of Services. Council approved the amended funding agreement on July 10, 2018. As of this date, City staff has not received any information about the progress towards this assignment by the AEDC.

#### **2. Explore possible improvements in internet options for residents and businesses related to availability, reliability, cost, speed, customer service, and policy (e.g., net neutrality, broadband privacy).**

**Task 1** – A team of City staff members will be convened in Spring 2018 to develop a plan of action to address this objective. This team will identify what stakeholders should be consulted and how best to reach them, review strategies used in other communities to provide quality internet service, and will report back to the City Council in Spring 2018. After reviewing the report, the City Council will provide further direction.

**Status:** Completed – A report was presented to the Council on November 27, 2018 outlining resident feedback, various models of internet service, legal and financial regulation issues with a City-operated internet utility, and potential policy changes to encourage internet service improvements.

**Task 2** - At this meeting, Council directed staff to: bring back an agenda item at a future meeting on cost estimates of a feasibility study and a staff report on potential partners for the community ownership and deployment model; work with private sector companies to explore ways to improve the quality and scope of internet service in Ames and investigate the Davenport-Bettendorf model of internet service; and explore possible modifications to the city's subdivision code to have new construction be internet ready.

**Status:** In Progress – Staff 1) has determined that an average cost for an internet service feasibility study would be \$100,000, 2) has met with and will be meeting with representatives of Mediacom, Ogden Telephone Company, ICS, Colo Telephone Company, and CenturyLink to discuss ways in which Ames residents could be better served with internet, 3) has reviewed the financial incentive contract used by the City of Davenport in its unique model, and 4) has requested feedback from several internet providers regarding language that could be used to require internet-ready infrastructure in the Subdivision Code. In addition, Staff has scheduled a meeting with MetroNet Fiber, a company that would be new to our market and is interested in serving our residents. This is the same company that has partnered with Davenport and Bettendorf.

The staff team hopes to have a follow-up report to the City Council about this subject in April 2019.

## **EXPAND SUSTAINABILITY EFFORTS**

### **1. Implement the community solar project.**

**Task 1** – Work with the preferred developer to market the project to achieve 80% participation.

**Status:** In progress – As of January 15, 2019, we have achieved 61% participation. Staff is attempting to work with the school district to become a major participant and boost the participation level. Staff is finalizing the contract with the developer, and will likely approach Council to move ahead with the project with any unsold Power Packs to be covered by the Electric Utility. Staff will be coming to Council with a plan in March 2019.

### **2. Define the City's role (e.g., codes, incentives) in maintaining existing buildings.**

**Task 1** – The Fire Chief will make a presentation in March 2018 to the City Council regarding the International Existing Building Code, which provides flexibility in renovating existing older buildings.

**Status:** Completed – A presentation was made to the City Council on August 28, 2018. No further direction was provided by the City Council.

**Task 2** – Invite Jim Thompson from Main Street Iowa to present to the City Council at a regular meeting regarding what types of strategies are being utilized to maintain downtown buildings.

**Status:** Not started

**Task 3** – The City Council will review the incentive report provided under Objective 1, Task 4 of the Council’s goal to Strengthen Downtown and Campustown.

**Status:** Not started - See reference to task in Objective 1, Task 4.

### **3. Explore ways to meet Nutrient Reduction Strategy requirements through participation in projects in the Squaw Creek Watershed.**

**Task 1** – Select a consultant by spring 2018 to evaluate ways in which the City can comply with the Nutrient Reduction Strategy requirements, including potential projects in the watershed.

**Status:** Completed - Council approved a Professional Services Agreement with HDR Engineering to perform the Nutrient Reduction Feasibility Study on April 24, 2018. A series of staff workshops were conducted during the spring and summer of 2018. Representatives from the Iowa DNR, Story County, Prairie Rivers of Iowa, Iowa State University, and the Ames Public Works Department participated in the workshops, giving a diverse assessment of alternatives both within the plant and throughout the watershed. A public input session was also held in October that gave an opportunity for other interested individuals to learn about and give their input on the recommended actions.

**Task 2** – Review consultant’s recommendations by late fall 2018 to determine the most cost-effective way to proceed with achieving these requirements.

**Status:** Completed - At the November 20, 2018, workshop, City staff and consulting engineers with HDR Engineering provided Council with findings from the evaluation of the WPC plant and recommendations on how to meet the goals of the Nutrient Reduction Strategy.

The recommended strategy was incorporated into two separate Capital Improvements Plan projects. The first project will result in the discharge from the Water Pollution Control Facility to achieve full compliance with the Iowa Nutrient Reduction Strategy goals within 20 years. Construction of new treatment basins is planned to take place in three distinct phases timed to coordinate with the remaining useful life of existing infrastructure. The second project is a planned program of investing in watershed land use practices that not only reduce the nutrient load into surface waters flowing through Ames, but that also provide additional ancillary benefits such as: flood mitigation; recreational opportunities; drinking water source protection, habitat restoration, erosion protection; and other benefits.

Combined, these two projects are a \$44 million investment over the next 20 years towards nutrient reduction.

**4. Encourage all users to divert from the waste stream (e.g., glass, food waste, e-waste, household hazardous waste).**

**Task 1** – In March, staff will evaluate waste diversion action steps from the consultant report prepared through a DNR Solid Waste Alternatives Program (SWAP) Grant, including composting options.

**Status:** Completed – The consultant report was completed in December 2018 and presented to Council on January 22, 2019. Changes have already been made to the RRP operation to divert less material to the landfill, and recover more RDF. An organics pilot program is being explored for organic and food waste diversion. The addition of an optical scanner is being reviewed to recover more RDF. A study for alternative means of processing and utilizing the RDF has been budgeted for FY 2019/20.

**Task 2** – Prepare and distribute ads for print and social media to encourage proper disposal of lithium-ion batteries in spring 2018.

**Status:** Completed – A lithium battery recycling education and awareness campaign was initiated and distributed via Facebook, Twitter, and Instagram, as well as discussions during presentations both onsite and in the community. KCCI TV featured a story about fire hazards because of improperly disposed lithium-ion batteries at Resource Recovery. The Ames Living publication featured an ad explaining proper disposal.

**Task 3** – Place a glass recycling bin at the new Aldi store and identify additional convenient sites to establish glass recycling containers.

**Status:** Completed – Glass bins were placed at the Aldi store, Green Hills retirement community, and the City of Roland. These additional locations will allow us to increase the recycling of glass and make it easier for people to recycle.

**Task 4** – Develop an outreach plan to build on the successful efforts of last year's inaugural fall pumpkin diversion program.

**Status:** Completed – DMACC SCALE (Story County Active Learning Experience) students scripted and developed a video for the "Great Pumpkin Disposal Program", distributed via Facebook, Twitter, City of Ames Media Production webpage, and Instagram. Flyers were prepared for increased awareness and advertising

**5. Assess the use and effectiveness of the City's electric charging stations.**

**Task 1** – Install electric charging stations at City Hall and Bandshell Park in spring 2018.

**Status:** Completed – Two Level 2 electric charging stations were installed on July 12, 2018.

**Task 2** – Staff will provide a report regarding the initial utilization of these charging stations by the end of 2018.

**Status:** In Progress – A staff report will be presented to Council in February 2019.

**6. Evaluate the community’s greenhouse gas impact and look for ways to reduce it.**

**Task 1** – Appropriate funding and perform a community-wide greenhouse gas inventory for FY 2019/20.

**ADDRESS HOUSING NEEDS**

**1. Determine how to proceed with the development of a low and moderate income affordable housing project at 321 State Avenue (Old Middle School site).**

**Task 1** – Prepare plans and specs for the construction of Tripp Street and bid the project by spring 2018.

**Status:** Completed – Tripp Street construction was completed in December 2018.

**Task 2** – Develop a concept for the affordable housing subdivision.

**Status:** In progress - In the second quarter of 2019, the City Council will provide direction regarding 1) how many single-family attached and detached homes should be included in the first phase development, or 2) whether to pursue a different development concept.

**2. Learn about the concept of inclusionary zoning.**

**Task 1** – The Planning staff will provide the Council a report regarding inclusionary zoning in March 2018.

**Status:** Completed – Staff provided an overview of the concept in the non-agenda packet for January 22, 2019. Staff was directed to bring this item back to the Council's attention at the February 26, 2019 Disposition of Communications to Council.

**3. Consider ways to incentivize conversion of rental units back into single-family units.**

**Task 1** – Staff will provide a report regarding various incentive options, including an overview of tools used by other communities to incentivize these conversions.

**Status:** In progress – Staff will place on an agenda in May 2019 a Staff report discussing options for encouraging the transition of rental property to ownership housing.

## PROMOTE A SENSE OF ONE COMMUNITY

1. **Ensure boards and commissions are addressing important community issues (including, but not limited to: diversity and inclusion) and Council goals and objectives.**

**Task 1** – The City Council will review the current activities of the Human Relations Commission, Historic Preservation Commission, and Campus and Community Commission.

**Ames Human Relations Commission** - Completed

A joint meeting between the Council and the AHRC was held on May 8, 2018. The AHRC's annual report and the purpose of the Commission were discussed. As a follow up on these discussions, Council direct staff to set up a workshop and to invite community stakeholders to the event.

The workshop with the AHRC was held on August 21, 2018. At this meeting, Council adopted a procedure to refer complaints to the Iowa Civil Rights Commission and directed staff to prepare an amendment to the ordinance to eliminate the Ames Human Relations Commission Hearing Officers and Investigative and Conciliation Officers. Council also directed the AHRC to review data available including the Campus Climate Survey, Municipal Equality Indexes, and other available data; interact with ISU, ACSD, and any others well-positioned to give input on diversity, inclusion, and equity in the community in order to recommend action items and changes to the Ordinance.

**Campus and Community Commission** - Completed

On July 17, 2018 and January 8, 2019, the Campus and Community Commission and City Council met in joint session to review the Commission's reports regarding a Campustown Gathering Space and Community Inclusiveness. The Commission is awaiting further direction from the City Council to proceed with its next topic.

**Historic Preservation Commission** – Not Started

A report is prepared each year for the State regarding historic preservation activities in the City. The Certified Local Government (CLG) identifies past activities and anticipated activities for the upcoming year. The report is transmitted to the state by the end of February. Staff can provide copies of the 2017 and 2018 report to Council as an information item. City Council can place a discussion of the Board's activities on a future agenda.

**Task 2** – After reviewing the activities identified in Task 1, the City Council will provide direction to each commission regarding initiatives important to the Council.

**Status:** In Progress – Direction has been provided to the Human Relations Commission. The Council must outline its direction for the Campus and Community Commission. The Historic Preservation Commission update has yet to be provided to the Council.

**Task 3** – Direct the Campus and Community Commission to assess the state of student tenant/landlord relationships in Ames, including: 1) What information landlords commonly wished student renters to have, 2) What students wish they knew about tenant responsibilities before renting, and 3) Where rent informational resources exist. Once this evaluation is completed, a joint discussion among student renters and landlords will be hosted by CCC to discuss these concerns. The CCC will then report to the City Council regarding its assessment and the outcome of the discussion.

## **2. Improve connections between town and gown.**

**Task 1** – A report will be prepared for the Council in Fall 2018 outlining best practices used by other university communities to develop connections between the community and students.

**Status:** Completed – A report was provided to the Council on April 20, 2018. On March 27, 2018, the City Council directed the Campus and Community Commission (CCC) to evaluate that report and report back to the Council. The Commission reviewed concepts outlined in that report and generated its own thoughts, then met in joint session with the

City Council on January 8, 2019, to deliver its report.

## **STRENGTHEN HUMAN SERVICES**

### **1. Engage vulnerable groups in the community.**

**Task 1** – The Council Members will identify ways they can individually contribute to human service agencies and are encouraged to act on them.

**Status:** Completed - A memo summarizing the Council's activities in this area was provided to Council on January 23, 2019.

### **2. Partner with ASSET agencies to achieve the City Council's priorities.**

**Task 1** – Staff will provide a report in Summer 2018 regarding how the Clear Impact Scorecard has been utilized in its first year, and identify how the City Council's ASSET priorities can be linked to agency outcomes in the next funding cycle.

**Status:** Completed – ASSET staff has had discussions during the allocation process regarding the strengths, weaknesses, opportunities, and threats to the ASSET process, and will be brainstorming in February 2019 to identify potential process improvements to put in front of the funders for consideration. These include methods to make outcomes measurement a more significant part of the funding process. City staff delivered Council a memo on January 23, 2019 outlining the status of outcomes measurement and potential ideas to improve the ASSET process.

## ENCOURAGE HEALTHY LIFESTYLES

1. **Explore partnering with Mary Greeley Medical Center, Iowa State University, Story County, and Heartland Senior Center to create an intergenerational Healthy Life Center Complex.**

**Task 1** – After reviewing the planning study presented February 5<sup>th</sup>, 2018, the City Council will determine by April 2019 its support for \$17 million of City funds for facility construction.

**Status:** In Progress – The City Council met in joint session with the other funding partners on January 31, 2019 to receive an update on the progress of the fundraising campaign. After receiving this report, all partners will be asked how much they are willing to contribute to any funding gap that exists. The Council will be asked for its commitment in March 2019.

2. **Adopt a Complete Streets Program.**

**Task 1** – Review the consultant's report in Fall 2018 and adopt those recommendations supported by the City Council.

**Status:** Completed - City Council adopted the City of Ames Complete Streets Plan on October 9, 2018.



## ***AMES CITY COUNCIL APPOINTEES***

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

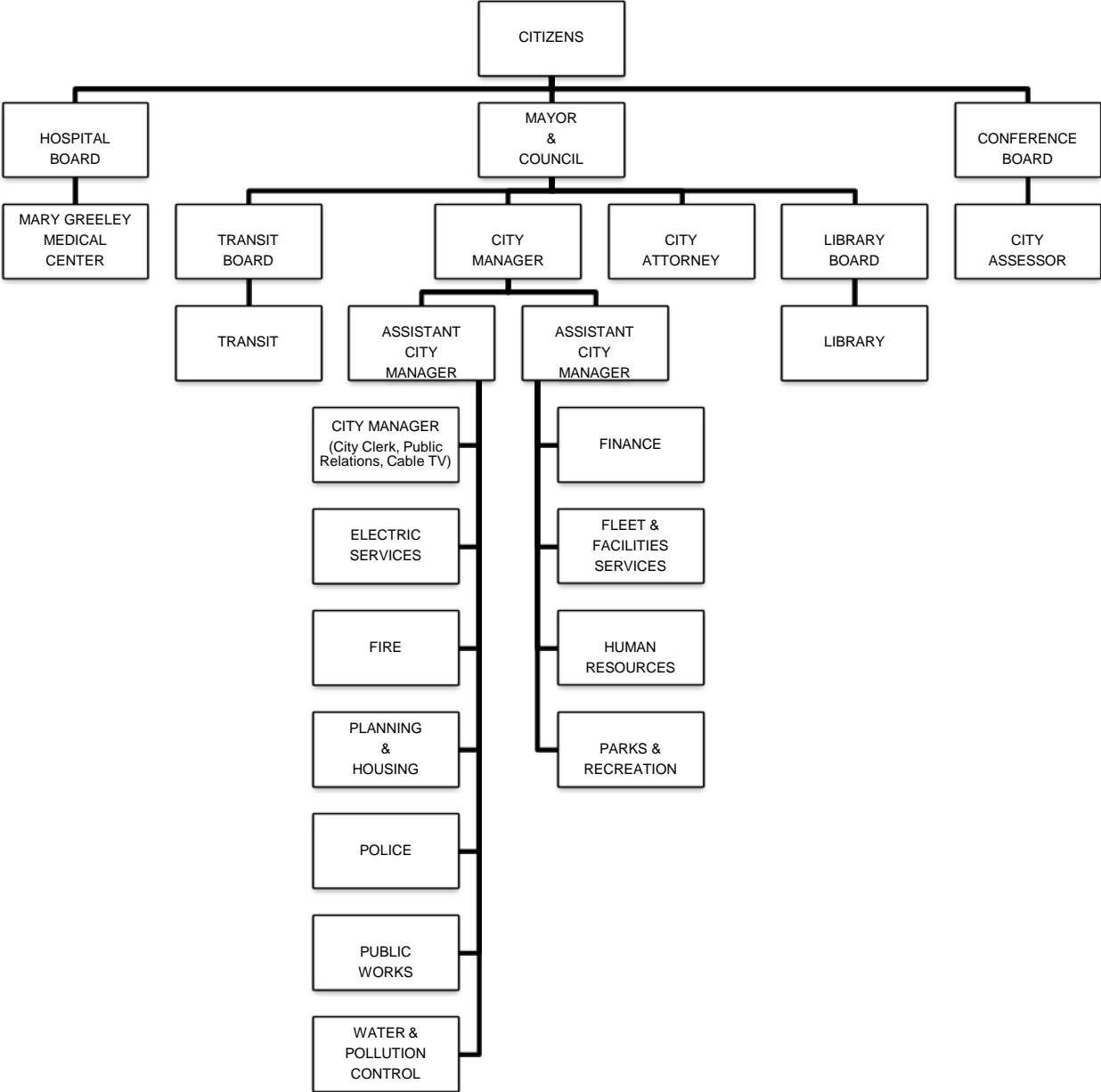
## ***CITY OF AMES, IOWA, DEPARTMENT HEADS***

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<b>Name</b>	<b>Department</b>	<b>Phone Number</b>
Donald Kom	Electric Services	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
Sheila Schofer	Library	515-239-5630
Keith Abraham	Parks and Recreation	515-239-5350
Kelly Diekmann	Planning and Housing	515-239-5400
Chuck Cychosz	Police	515-239-5130
John Joiner	Public Works	515-239-5162
Vacant	Transit (CyRide)	515-239-5563
John Dunn	Water and Pollution Control	515-239-5150

# CITY OF AMES, IOWA ORGANIZATIONAL CHART

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# HOW TO USE THIS BUDGET DOCUMENT

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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.

<b>PROGRAM</b>	<b>SUB-PROGRAM</b>	<b>ACTIVITY</b>
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.

# ***HOW TO USE THIS BUDGET DOCUMENT***

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## **FUND ACCOUNTING AND MAJOR FUNDS**

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

The major funds represent significant activities of the City of Ames and include the following funds or fund groups:

- General Fund
- Debt Service Fund
- Capital Project Fund Group
- Water Utility Fund
- Sewer Utility Fund
- Electric Utility Fund
- Transit Fund

Combined, these major funds represent approximately 80% of total City expenses. In the Fund Summary section, see the index for funds by type and the top of each fund sheet for its definition or usage.

## **SERVICE OBJECTIVES**

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

The service objectives reported in the budget should:

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

## **SERVICE ACCOMPLISHMENTS**

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

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

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

# ***HOW TO USE THIS BUDGET DOCUMENT***

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## **HIGHLIGHTS**

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

## **EXPENDITURES**

The columns of financial information include:

- One historic year of actuals.
- The current year's adopted budget.
- The second amendment to the current year's budget which is prepared while budgeting for the future year. The City of Ames amends the current year's budget in October for project carryovers from the previous fiscal year and prepares a final amendment in May.
- The Manager's recommended budget after the PROBE (Productive Review of Budget Entries) and the City Manager have reviewed and approved the budget; or
- The adopted budget after the City Council approves and certifies the budget.

## **TYPES OF EXPENDITURES**

Five types of expenditures are noted.

- Personal Services includes:  
Full-time and part-time wages, overtime, various leaves, benefits for IPERS, health insurance, FICA, Medicare FICA, Utility Retirement, Police and Fire Retirement, Workers Comp, life insurance, and unemployment compensation.
- Contractual includes:  
Internal service charges for legal, purchasing, finance, human resources, data, telephone, messenger, fleet, insurance, and printing; and external charges for training, conferences, dues, recruiting, utilities, repairs, maintenance, leases, and outside professional services.
- Commodities include:  
Office supplies, food, minor equipment, structural materials, chemicals, equipment parts and supplies, meters and meter parts, fuel, and coal.
- Capital includes:  
Library acquisitions of books and materials, furniture, computer equipment and software, equipment, vehicles, CIP improvements to land, building, utility systems, streets, and traffic systems. The City of Ames' capitalization threshold is \$5,000.
- Other Expenditures include:  
Bond and interest payments, insurance claims, refunds, and transfers.

## **FUNDING SOURCES**

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

## **FUND SUPPORT**

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

# ***HOW TO USE THIS BUDGET DOCUMENT***

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

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

## **PERCENTAGE CHANGE**

The percentage change number on the financial pages indicates the percentage change between the column for the Manager Recommended or Adopted column and the Adopted column for the previous fiscal year.

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

When referring to the number of people employed by the City and to the number of positions authorized in any given department, this budget uses the term “full-time equivalent” or “F.T.E.”. One F.T.E. is equivalent to 2,080 hours of work per year by full-time and permanent part-time employees (52 weeks times 40 hours per week equals 2,080 hours).

## **BEGINNING BALANCES**

The beginning balances shown on the fund sheets reflect not only cash, but also other assets and liabilities. Exclusions to assets as shown in the audit are capital assets in the Enterprise and Internal Service Funds, and inventory in all of the funds. Excluded from liabilities are employee benefits which are not recorded on City books, but are shown in the audited City financial statements as a liability.

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

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

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

# ***BUDGET AND FISCAL POLICIES***

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The City's budget and fiscal policies are adopted by the Ames City Council each year as part of the budget process. A separate investment policy was adopted by City Council on July 24, 2007, and a separate debt policy on June 27, 2017.

## **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 level changes on tax rate 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.

# **BUDGET AND FISCAL POLICIES**

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## ***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 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**

### ***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.



# **BUDGET AND FISCAL POLICIES**

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## **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 service delivery costs, as well as changes in methods or levels of service delivery. In instances where State or other regulations limit the level of fees charged for City services, the user fee cost recovery principles may not apply. The budget document will identify where fee levels have been limited and clearly identify the subsidy required due to user fee limitations.

### ***User Fee Cost Recovery Levels***

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

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

### ***Factors Favoring Low Cost Recovery Levels***

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

- There is *no* intended relationship between the amount paid and the benefit received.
- Collecting fees is not cost-effective or will significantly impact the efficient delivery of the service.
- There is *no* intent to cover the cost of the service. Examples may include park shelter and auditorium rental.
- The service is non-recurring, generally delivered on a "peak demand or emergency basis, cannot reasonably be planned for on an individual basis, and is not readily available from a private sector source. Many public safety services fall into this category.

# **BUDGET AND FISCAL POLICIES**

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## ***Factors Favoring Low Cost Recovery Levels Continued***

- Collecting fees would discourage compliance with regulatory requirements and adherence is primarily self-identified, and as such, failure to comply would not be readily detected by the City. Small-scale licenses and permits might fall into this category.

## ***Factors Favoring High Cost Recovery Levels***

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

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

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

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

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

## ***Low Cost Recovery Services***

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

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

# **BUDGET AND FISCAL POLICIES**

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## ***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, Building Safety, and Public Works Engineering Services***

The following cost recovery policies apply to Planning, Building Safety, and Engineering services:

- 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 activities, 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?

## **BUDGET AND FISCAL POLICIES**

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3. When was the last time that their fees were comprehensively evaluated?
4. What level of service do they provide compared with our service or performance standards?
5. Is their rate structure significantly different than ours and what is it intended to achieve?

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

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

#### ***Water, Sewer, Electric, and 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.

#### ***Transit (CyRide)***

Costs for operating the CyRide transit system will be shared based on the agreement between 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 Water Utility***

Storm water 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.

# **BUDGET AND FISCAL POLICIES**

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## ***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 operations. 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

# **BUDGET AND FISCAL POLICIES**

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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 vehicles, technology, and other capital equipment. The City will maintain balances in the Fleet and Technology Replacement Funds adequate to allocate the cost of replacement over the lives of the assets.

The annual contribution to these funds 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 replacement funds. The City Information Technology and Fleet Services policies cover this subject in greater depth.

### ***Future Capital Improvement Project (CIP) Designations***

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

## **CAPITAL IMPROVEMENT MANAGEMENT**

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

Construction projects, equipment purchases, and certain studies that cost \$15,000 or more, and are infrequent in nature, will be included in the City's capital improvement plan (CIP) rather than a program operating budget. Routine operating and maintenance projects that exceed the \$15,000 threshold will not qualify as CIP projects, and will be included in program operating budgets.

### ***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 projects that significantly expand or add to the City's existing capital asset system.

# **BUDGET AND FISCAL POLICIES**

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## ***CIP Review***

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

## ***CIP Appropriation***

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

## ***CIP Budget Carryover***

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

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

### ***Capital Improvement Financing***

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

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

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

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

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

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



# **BUDGET AND FISCAL POLICIES**

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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 to determine the impact of outstanding and planned debt issuances on current and future budgets for debt service and City operations. This analysis will also address the reliability of revenues to support debt service. The City has adopted a comprehensive debt policy that provides guidance for use of debt financing.

## **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

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Iowa code requires a municipality to certify its budget by March 15 of each year. Amendments to the current year budget must be approved by May 31. This general schedule is followed each fiscal year in order to ensure that these deadlines are met. A goal during the entire process is to encourage citizen involvement in the annual budget decision making process through public hearings and informational meetings.

<b>SPRING</b>	A Resident Satisfaction Survey is sent to 1,350 residents asking for input about funding priorities, City service effectiveness, and preferred changes in service levels. All results are reviewed with the City Council prior to the start of the budget process.
<b>AUGUST SEPTEMBER</b>	A first amendment to the 2018/19 budget, largely for the carryover of capital projects, is prepared and approved by City Council. Departments prepare Capital Improvement Project (CIP) information for the 5-year plan and begin preparation of proposed 2019/20 operational budgets and a second amendment to the 2018/19 budget.
<b>NOVEMBER</b>	<b>November 1 – Public town budget meeting</b> to receive input from residents for budget service levels and projects. The meeting is televised and the public can call in and email questions.
<b>DECEMBER</b>	City Council budget meeting <b>December 11</b> to review issues, priorities, and preferences in service levels for the 2019/20 budget. Departmental PROBE meetings (Productive Review of Budget Entries) are held with the Finance Director, Budget Officer, and Assistant City Managers. All revenues, operational program costs, and current year CIP adjustments are reviewed.
<b>JANUARY</b>	City Manager holds budget review meetings with departments. The City Manager’s recommended draft CIP and budget documents are prepared. <b>January 15</b> – CIP workshop with City Council. <b>January 22 – Public hearing</b> for resident input on CIP.
<b>FEBRUARY</b>	<b>February 1, 5, 6, 7, 13</b> – City Council reviews entire program budget with department heads in five <b>public meetings</b> held on one afternoon and four evenings.
<b>MARCH</b>	<b>March 5</b> – Final budget hearing and adoption of amended 2018/19 budget and 2019/20 budget. <b>State code requires that the budget be certified by March 15.</b>
<b>MAY</b>	Departments review their budgeted revenues and expenses in May in order to make final adjustments to more accurately reflect the City’s anticipated revenues and expenses for 2018/19. <b>City Council reviews and approves the final 2018/19 amendment by May 31.</b>

# ***THE BUDGET PROCESS***

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All City funds are appropriated and included in the budget. Mary Greeley Medical Center, a non-profit municipal hospital, is included in the City's annual audited financial statements, but is not included in the City's budget document. The hospital, by City ordinance, is governed by a separate Board of Trustees.

The budget process for the City begins in late August with the Internal Service group of departments called the "Early 8". The Early 8 group prepares budget adjustments for the current fiscal year and budget projections for the future fiscal year. PROBE (Productive Review of Budget Entries) meetings are conducted with the Assistant City Managers, Finance Director, Budget Officer, and Early 8 Department/Division Heads in September. By early October, internal service schedules are prepared from the Early 8's approved budgets for IT services, fleet services, risk and property insurance, financial services, messenger service, and human resources.

In September, departments are asked to identify any uncompleted capital improvement projects or capital purchases from the prior fiscal year that need to be incorporated into the current year budget. These "carryover" amounts are summarized and presented to City Council in September or October as the first amendment to the current year's adopted budget.

In early October, budget instructions, along with the internal services schedules, are sent to the rest of the City departments. Payroll projections for both the current and future fiscal years are also provided. These projections include any staffing changes, updated salary information, union settlements, and health insurance rate changes that may have occurred since the current year's budget was adopted. The departments then have until mid-November to complete adjustments for the current fiscal year and projections for the future fiscal year.

Departments also prepare proposed Capital Improvement Plan (CIP) project sheets in September and October. The City Manager's Office conducts tours with each department in October to review the proposed projects, and revised project sheets are submitted to the Finance Department by mid-November. The Finance Department edits the sheets and prepares summary reports for the City Manager to determine the total funding necessary for the proposed projects.

Preliminary fund projections are prepared after the mid-November operational budget and CIP deadlines. The month of December is spent in PROBE meetings with the remaining City departments to review their operational budgets. CIP review meetings are also held to determine the adequacy of funding, and a draft CIP document is prepared.

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

A budget overview is presented to City Council in late January or early February, followed by departmental budget presentations. A final budget wrap-up meeting is held in early February to approve the amended current year budget, the future year budget, and the Capital Improvement Plan.

# ***THE BUDGET PROCESS***

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

In April, a final amendment to the current year's budget is prepared if necessary. Any necessary amendments are summarized by the Finance Department and presented to the City Manager and the City Council by the end of May.

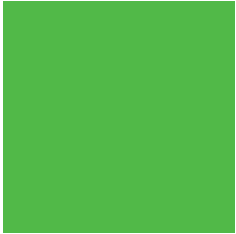
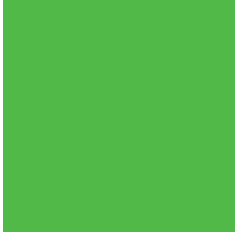
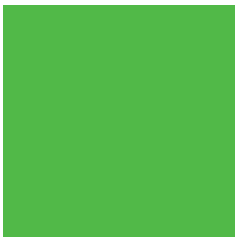
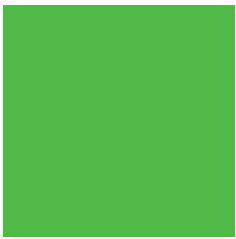
## **ACCOUNTING/BUDGET BASIS**

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

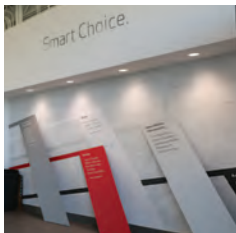
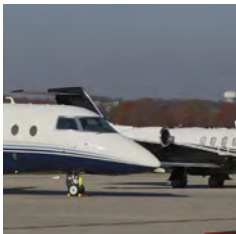
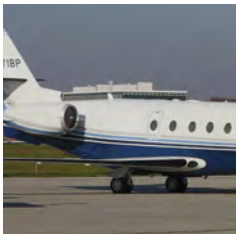
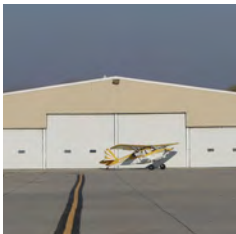
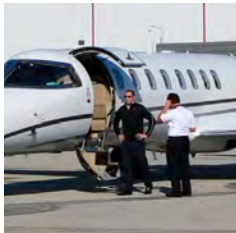
## **BUDGET AMENDMENT PROCESS**

The City's budget is typically amended three times during the fiscal year. The first amendment is submitted in September or October for carryovers of uncompleted projects from the prior fiscal year. A second amendment is approved with the new fiscal year budget in March, and a final amendment is prepared in May. Budget amendments are prepared by individual departments and reviewed by the Finance Department and the City Manager's Office. Amendments are published and a public hearing is held prior to City Council approval. After City Council review and approval, amendments are submitted to the Story County Auditor as required by the State of Iowa.

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# FINANCIAL SUMMARIES



# FINANCIAL SUMMARIES

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# REVENUE SUMMARY

	2017/18 Actual	2018/19 Adopted	2018/19 Adjusted	2019/20 Adopted	% Change From Adopted
<b>Property Taxes</b>	28,701,498	30,267,943	30,260,590	32,156,046	6.2%
<b>Other Taxes:</b>					
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%
<b>Total Other Taxes</b>	11,059,372	11,354,110	11,354,110	11,592,037	2.1%
<b>Licenses &amp; Permits</b>	1,627,712	1,651,950	1,717,750	1,652,904	0.1%
<b>Intergovernmental Revenue:</b>					
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%
<b>Total Intergovernmental Revenue</b>	26,303,804	27,570,757	52,247,507	32,076,891	16.3%
<b>Charges for Services:</b>					
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%
<b>Total Charges for Services</b>	98,375,195	95,495,231	102,517,190	102,813,187	7.7%
<b>Fines, Forfeit, &amp; Penalty</b>	688,941	773,400	758,895	708,600	-8.4%
<b>Use of Money &amp; Property:</b>					
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%
<b>Total Use of Money &amp; Property</b>	2,692,213	1,910,922	2,335,911	2,348,275	22.9%
<b>Miscellaneous Revenue:</b>					
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%
<b>Total Miscellaneous Revenue</b>	15,594,273	11,774,595	9,700,334	12,352,473	4.9%
<b>Internal Service Revenue</b>	18,655,355	18,048,033	18,121,618	18,504,494	2.5%
<b>Total Before Transfers</b>	203,698,363	198,846,941	229,013,905	214,204,907	7.7%
<b>Transfers</b>	24,258,017	23,526,960	23,252,974	23,371,112	-0.7%
<b>Total Revenues</b>	227,956,380	222,373,901	252,266,879	237,576,019	6.8%

# EXPENDITURES BY PROGRAM

	2017/18 Actual	2018/19 Adopted	2018/19 Adjusted	2019/20 Adopted	% Change From Adopted
<b>Operations:</b>					
<b>Public Safety:</b>					
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%
<b>Total Public Safety</b>	<b>18,540,422</b>	<b>20,082,139</b>	<b>20,275,058</b>	<b>20,863,042</b>	<b>3.9%</b>
<b>Utilities:</b>					
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%
<b>Total Utilities</b>	<b>69,622,039</b>	<b>73,164,579</b>	<b>75,193,184</b>	<b>76,453,284</b>	<b>4.5%</b>
<b>Transportation:</b>					
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%
<b>Total Transportation</b>	<b>16,994,677</b>	<b>18,839,248</b>	<b>18,886,222</b>	<b>19,530,082</b>	<b>3.7%</b>
<b>Community Enrichment:</b>					
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%
<b>Total Community Enrichment</b>	<b>13,332,584</b>	<b>13,945,136</b>	<b>15,783,634</b>	<b>15,073,847</b>	<b>8.1%</b>



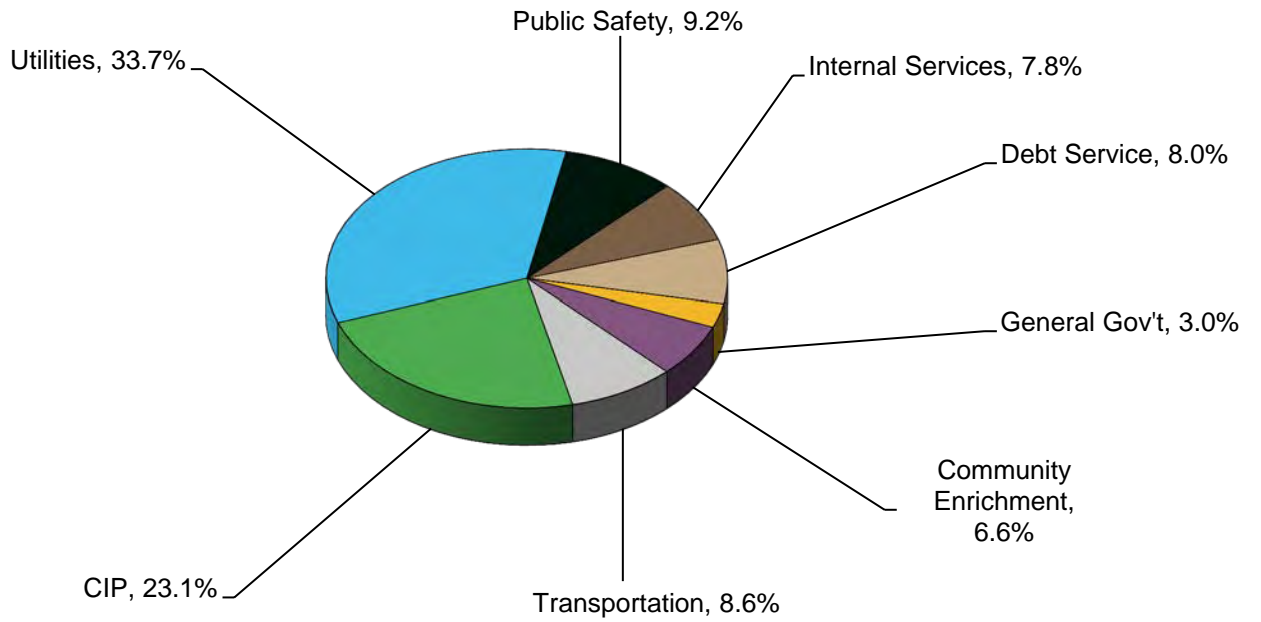
## EXPENDITURES BY PROGRAM (continued)

	2017/18 Actual	2018/19 Adopted	2018/19 Adjusted	2019/20 Adopted	% Change From Adopted
<b>General Government:</b>					
City Council	382,678	442,296	630,734	457,893	3.5%
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%
<b>Total General Government</b>	<b>6,120,286</b>	<b>6,555,054</b>	<b>7,111,584</b>	<b>6,806,616</b>	<b>3.8%</b>
<b>Total Operations</b>	<b>124,610,008</b>	<b>132,586,156</b>	<b>137,249,682</b>	<b>138,726,871</b>	<b>4.6%</b>
<b>CIP:</b>					
Public Safety CIP	11,744	1,137,000	1,404,831	1,750,000	53.9%
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	
<b>Total CIP</b>	<b>23,650,179</b>	<b>42,734,000</b>	<b>107,877,269</b>	<b>52,481,269</b>	<b>22.8%</b>
<b>Debt Service:</b>					
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	-	
<b>Total Debt Service</b>	<b>21,489,341</b>	<b>17,620,034</b>	<b>17,544,933</b>	<b>18,065,097</b>	<b>2.5%</b>
<b>Internal Services:</b>					
Fleet Services	3,822,804	3,446,968	4,654,974	3,372,056	-2.2%
Information Technology	2,901,642	2,586,906	2,878,814	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%
<b>Total Internal Services</b>	<b>18,030,880</b>	<b>17,668,135</b>	<b>18,556,469</b>	<b>17,704,878</b>	<b>0.2%</b>
<b>Total Expenditures Before Transfers</b>	<b>187,780,408</b>	<b>210,608,325</b>	<b>281,228,353</b>	<b>226,978,115</b>	<b>7.8%</b>
<b>Transfers:</b>	<b>24,258,017</b>	<b>23,526,960</b>	<b>23,252,974</b>	<b>23,371,112</b>	<b>-0.7%</b>
<b>Total Expenditures</b>	<b>212,038,425</b>	<b>234,135,285</b>	<b>304,481,327</b>	<b>250,349,227</b>	<b>6.9%</b>

# EXPENDITURES BY PROGRAM (continued)

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

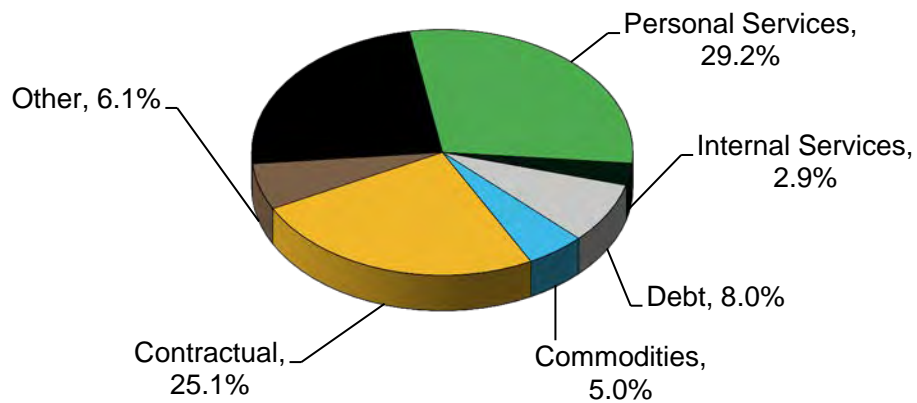


Excluding Transfers

# EXPENDITURES BY CATEGORY

	2017/18 Actual	2018/19 Adopted	2018/19 Adjusted	2019/20 Adopted	% 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	57,576,578	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	11,226,404	53,707,566	22.2%
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	13,964,032	2.0%
<b>Total Expenditures Before Transfers</b>	187,780,408	210,608,325	181,228,353	226,978,115	7.8%
Transfers	24,258,017	23,526,960	23,252,974	23,371,112	-0.7%
<b>Total Expenditures</b>	212,038,425	234,135,285	304,481,327	250,349,227	6.9%

## BREAKDOWN BY MAJOR EXPENSE CATEGORY 2019/20 MANAGER RECOMMENDED



Excluding Transfers

# EXPENDITURES BY FUND

	2017/18 Actual	2018/19 Adopted	2018/19 Adjusted	2019/20 Adopted	% Change From Adopted
<b>General Fund</b>	36,531,477	37,327,312	39,664,661	38,689,394	3.7%
<b>Special Revenue Funds:</b>					
Local Option Sales Tax	7,132,161	8,318,262	12,473,389	9,057,042	8.9%
Hotel/Motel Tax	2,215,655	2,267,800	2,267,800	2,267,800	0.0%
Road Use Tax	7,676,093	8,288,352	11,074,651	7,689,738	-7.2%
Other Special Revenue Fund	3,777,282	3,861,134	5,503,405	4,783,088	23.9%
<b>Total Special Revenue Funds</b>	20,801,191	22,735,548	31,319,245	23,797,668	4.7%
<b>Capital Project Funds</b>	10,800,395	13,158,735	34,178,369	15,660,192	19.0%
<b>Permanent Funds:</b>					
Cemetery Perpetual Care	-	-	-	-	
Furman Aquatic Center Trust	-	-	5,750	6,450	
<b>Total Permanent Funds</b>	-	-	5,750	6,450	
<b>Enterprise Funds:</b>					
Water Utility	18,386,386	18,996,826	30,286,726	20,115,166	5.9%
Sewer Utility	9,365,207	16,379,061	26,548,238	12,393,982	-24.3%
Electric Utility	61,462,003	70,596,191	83,601,821	82,866,499	17.4%
Parking	889,470	1,690,145	1,480,297	1,131,787	-33.0%
Transit	13,432,472	14,954,135	14,807,800	17,188,675	14.9%
Storm Water Utility	1,107,744	2,610,644	5,954,122	2,424,055	-7.2%
Ames/ISU Ice Arena	587,458	675,353	703,485	575,649	-14.8%
Homewood Golf Course	224,401	285,110	266,792	270,439	-5.2%
Resource Recovery	4,222,126	5,083,258	5,088,689	5,219,041	2.7%
<b>Total Enterprise Funds</b>	109,677,267	131,270,723	168,737,970	142,185,293	8.3%
<b>Debt Service Fund</b>	16,052,167	11,974,832	11,976,904	12,055,352	0.7%
<b>Internal Service Funds:</b>					
Fleet Services	3,967,852	3,446,968	4,696,933	3,622,056	5.1%
Information Technology	2,901,642	2,586,906	2,878,814	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%
<b>Total Internal Services</b>	18,175,928	17,668,135	18,598,428	17,954,878	1.6%
<b>Total Expenditures</b>	212,038,425	234,135,285	304,481,327	250,349,227	6.9%

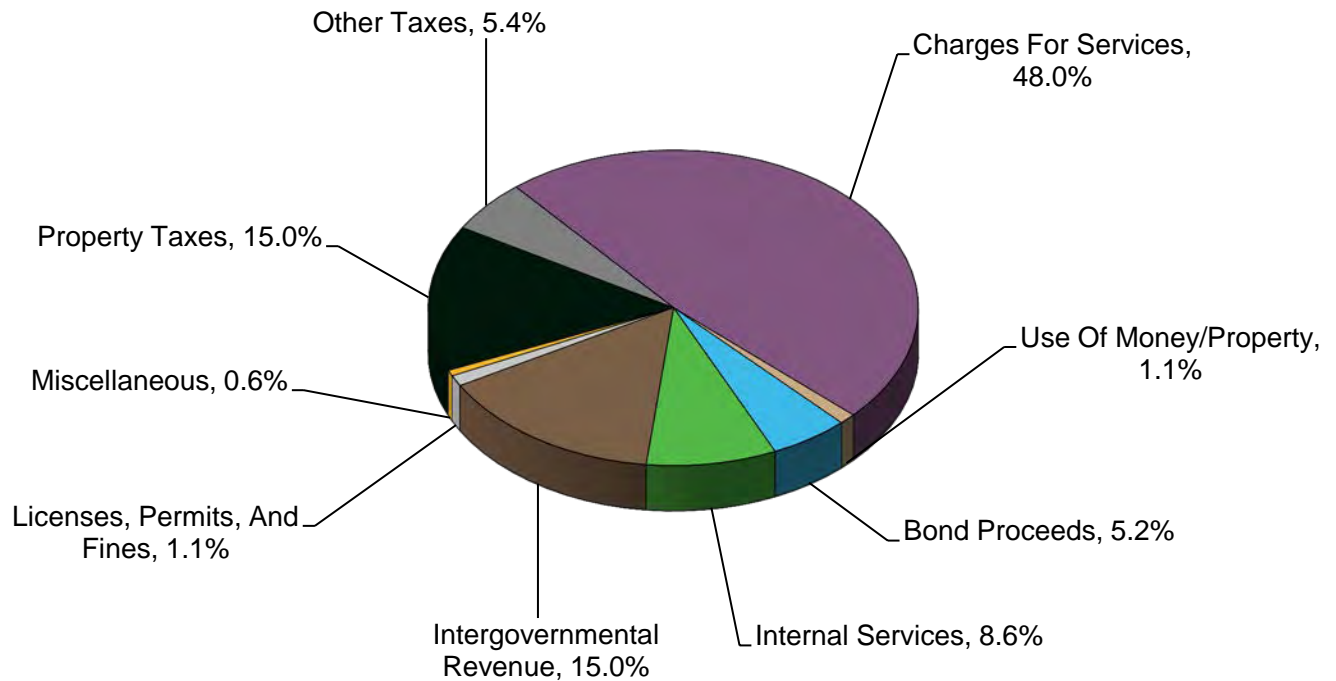
\*Indicates a major fund or fund group

# REVENUE DISCUSSION

## REVENUE PROJECTIONS

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

**WHERE THE MONEY COMES FROM...  
2019/20 ADOPTED**



Excluding Transfers

# REVENUE DISCUSSION

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## LOCAL ECONOMY

The City is supported by a diverse economy that includes both the private and public sectors. Ames is home to several large governmental agencies including Iowa State University (ISU), Iowa Department of Transportation, the U.S. Department of Agriculture National Animal Disease Center and National Veterinary Services Laboratories, and a U.S. Department of Energy research lab. ISU and other government employers add significant local economic stability that has resulted in an unemployment rate below the national and state averages for the past thirty years.

In October 2018, the U.S. Bureau of Labor Statistics reported that the Ames metropolitan statistical area (MSA) ranked as the lowest unemployment rate in the nation at 1.1%, well below the national rate of 3.5% and Iowa rate of 2.4%. The City has continued a ten-year trend of steady employment growth. Much of this growth comes from the private sector, indicating expanded diversity in the local economy. The City has also experienced steady growth in population, increasing from 50,731 in the 2000 census to 58,965 in 2010, a 16% increase over ten years.

Ames has continued steady, moderate, and sustainable growth in both population and property valuation. The commercial and industrial sectors have continued to grow in Ames as the recently completed expansion to the ISU Research Park has continued to attract new employers; most notably John Deere has begun work on a design and test lab facility for agricultural sprayer technology. Barilla America, the largest industrial property in Ames, is nearing completion of a significant expansion with a \$62 million project providing additional pasta production facilities. The retail, service, and housing sectors have also seen continued growth. Major redevelopment projects continue in Campustown with additional high-rise, mixed-use developments completed, as well as a condominium conversion of an old Ames School District property underway.

Some of the specific factors of the local economy and City financial practices that have impacted the budget include:

- Growing tax base anchored by the presence of Iowa State University.
- Expanding local economy continues to maintain very low unemployment.
- Active economic development, including both residential and commercial projects.
- Diverse larger taxpayer base with low concentration.
- Conservative budgeting practices leading to positive budget-to-actual financial performance.
- Strong general fund unrestricted cash balances.
- Significant revenue raising flexibility.

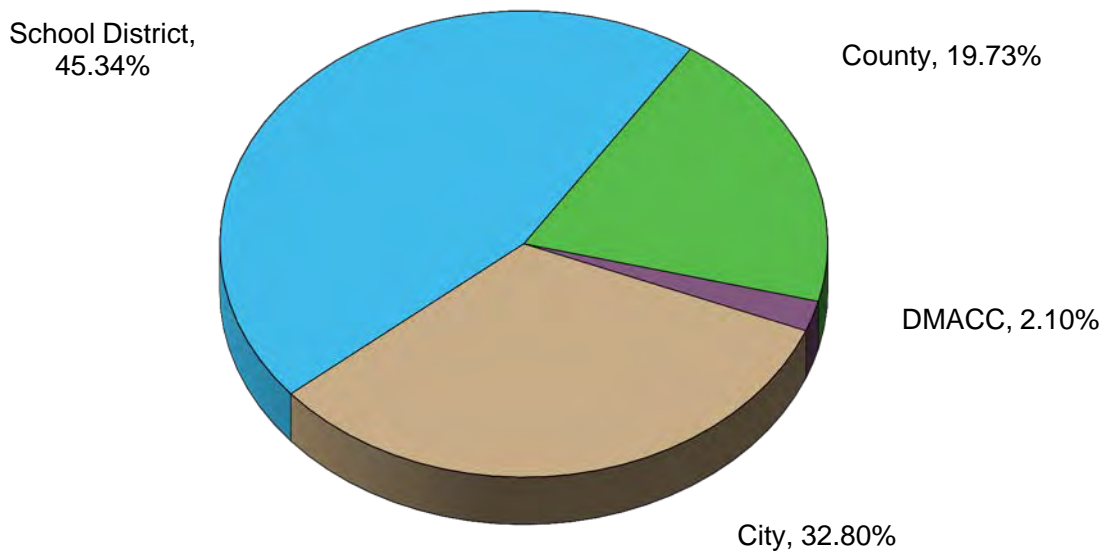
A negative factor has been slow growth in taxable retail sales. With the recent Supreme Court decision in the *South Dakota Vs. Wayfair* case which will allow for collection of local sales tax for online sales, we expect this revenue to rebound beginning in FY 2019/20.

# PROPERTY TAXES

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

**BREAKDOWN OF PROPERTY TAXES PAID  
2017/18 RATES**



**PREVIOUS YEAR'S  
RATES**

<b>City</b>	32.77%
<b>School District</b>	45.30%
<b>County</b>	19.65%
<b>DMACC</b>	2.10%

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

## FY 2018/19 PROPERTY TAX LEVY COMPARISONS

CITY	POPULATION	GENERAL LEVY PER \$1,000	TOTAL LEVY PER \$1,000	TOTAL LEVY PER CAPITA
Council Bluffs *	62,230	\$8.10	\$18.26	\$798.53
Waterloo *	68,406	8.10	17.46	579.18
Des Moines	203,433	8.10	17.24	634.42
Davenport *	99,685	8.10	16.78	728.35
Iowa City	67,862	8.10	16.18	872.32
Sioux City *	82,684	8.10	16.07	535.48
Cedar Rapids	126,326	8.10	15.22	804.12
West Des Moines	56,609	8.10	11.79	996.78
Ankeny	45,582	6.25	10.75	452.18
Cedar Falls *	39,260	8.10	11.22	379.05
Dubuque *	57,637	8.10	10.59	351.20
<b>Ames *</b>	<b>58,965</b>	<b>5.50</b>	<b>10.07</b>	<b>497.78</b>
Urbandale	39,463	7.24	10.02	741.05
<b>Average</b>		<b>\$7.69</b>	<b>\$13.97</b>	<b>\$688.46</b>

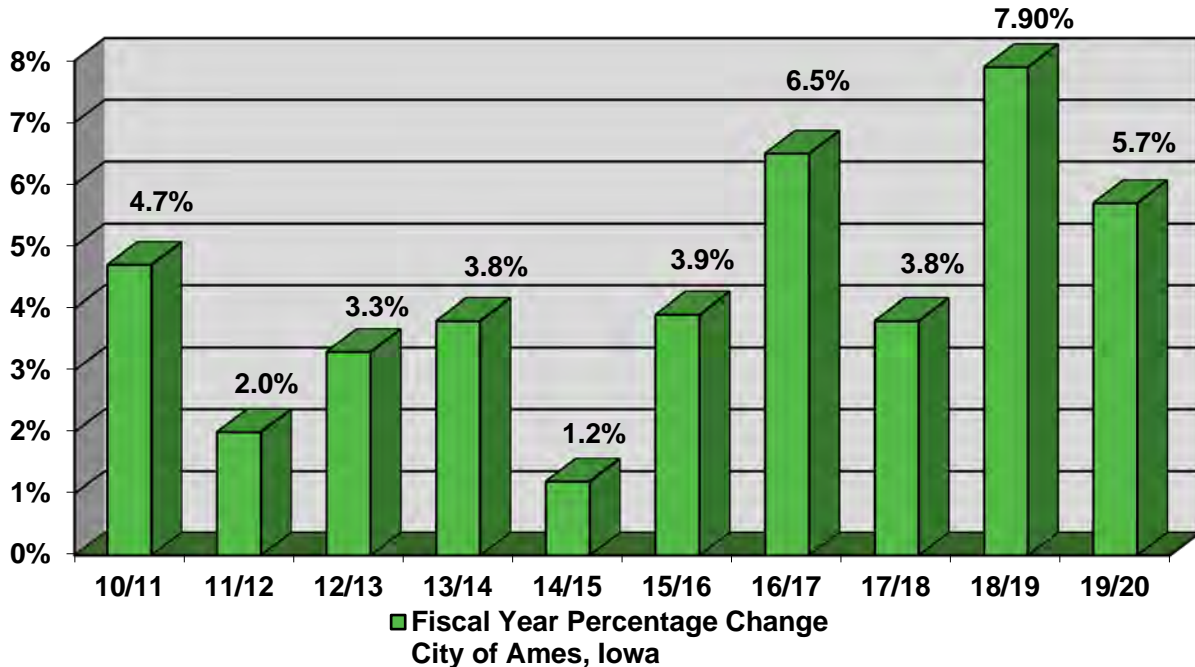
\* Cities that collect local option sales tax

Iowa law limits a city's tax levy for the general fund to no more than \$8.10 per \$1,000 valuation in any tax year, except for specific levies authorized outside the limit. The City of Ames general fund levy for 2017/18 was \$5.65.



# VALUATION GROWTH

## VALUATION PERCENTAGE INCREASE



The FY 2019/20 budget is based on a \$213,300,874, or 7.9%, increase in the City's taxable valuation. The average annual valuation increase over the last ten years is 3.4%. The total taxable valuation of \$2,914,741,622 is made up of the following components:

	Taxable Valuation	Percentage of Valuation	Change From Prior Year
Residential property	2,017,582,235	65.4%	5.8%
Commercial property	898,197,320	29.2%	5.5%
Industrial property	142,098,648	4.6%	2.6%
Utilities	14,191,683	0.5%	12.5%
Utilities subject to excise	7,838,712	0.3%	9.3%
	3,079,908,598	100.0%	5.7%

## FACTORS IMPACTING VALUATION GROWTH

The taxable valuation for the FY 2019/20 budget is based on property valuation as of January 1, 2018. The three primary factors impacting taxable valuation are additions or removals of taxable property, change in valuation of existing property, and changes in the state-mandated rollback rate. The total growth in taxable valuation was \$165.2 million, or a 5.7% increase over the prior year and included increased valuation for all property classifications. The increase was primarily due to two factors; new taxable property contributed approximately \$132.9 million, and the adjustment to the rollback rate which increased value by \$43.5 million. These increases were partially offset by reductions in taxable value due to temporary exemptions from taxation on new property, the continued implementation of rollback for taxable valuation for the multi-residential class of property, and shifting of property from a commercial to a residential classification which is taxed at a lower rate. The City's tax base is expected to continue to grow over the long term due to ongoing commercial, residential, and industrial development as well as the institutional stability provided by Iowa State University.

# CITY OF AMES, IOWA

## FY 2019/20 PROPERTY TAX LEVY

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Taxable Valuation \$ 3,079,908,598  
 % Change From FY 2018/19 5.7%

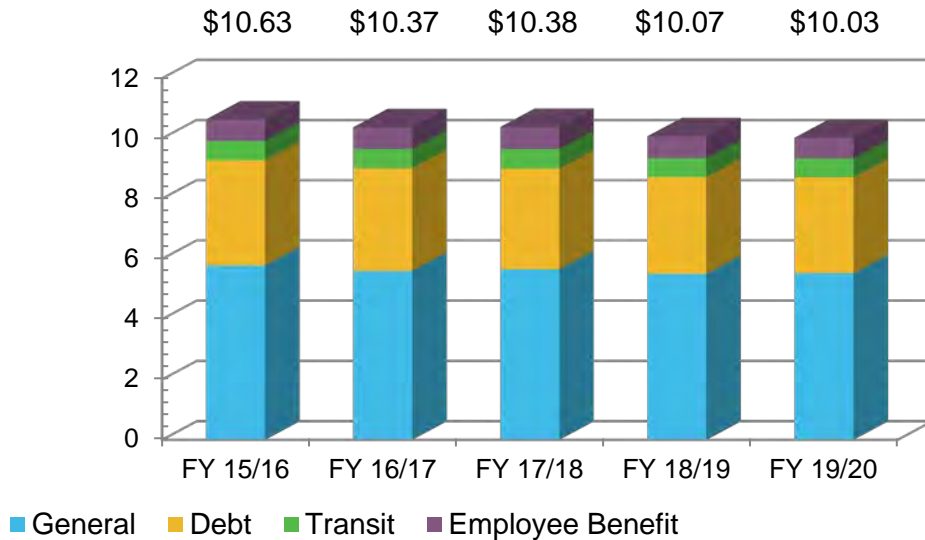
LEVY REQUIRED	LEVY PER \$1,000 VALUATION	DOLLAR AMOUNT	RATE		DOLLAR	
			CHANGE	%	CHANGE	%
Total Requirement	7.28708	22,443,527	(0.02727)	(0.37)	1,124,099	5.27
<b>Less:</b>						
State Replacement Tax	0.17061	525,452	0.00966	(5.36)	-	0.00
<b>Local Option Property Tax</b>	<b>1.59138</b>	<b>4,901,296</b>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

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

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

# PROPERTY TAX LEVIES

All property taxes collected for the City are levied on the assessed valuation of real and personal property as determined by the City Assessor. The FY 2019/20 total tax levy is \$31,023,393, a 5.31% increase over the FY 2018/19 total tax levy of \$29,458,490. Total property tax revenue of \$32,156,046, as shown on the revenue summary page, also includes \$8,977 for ag land, \$2,800 for military tax credits, \$20,000 for mobile home taxes, and \$1,100,876 for TIF related tax collections. The City's overall levy is made up of four individual levies as described below.



Total Tax Levy/\$1,000 Taxable Valuation

### General Levy

The general levy, which is used to fund many basic City services such as police and fire protection, park maintenance, and library services, is limited by the State of Iowa to \$8.10 per \$1,000 of assessed valuation. The City of Ames' general levy for FY 2019/20 is \$5.52509, a slight increase from the FY 2018/19 rate of \$5.50149. The \$2.57491 difference between the City's general levy and the State limit could be used to fund operations in the future if it became necessary. Sixty percent of the City's local option sales tax is applied to property tax relief which creates a credit of \$1.59/\$1,000 valuation for FY 2019/20. A total of \$525,452 will also be received in State Replacement Tax for FY 2019/20.

### Transit Levy

A transit levy can be implemented without voter approval to fund the operations of a municipal transit system. This levy may not exceed \$0.95/\$1,000 valuation. The levy is collected in the General Fund, and then transferred to the Transit Fund. The FY 2019/20 levy of \$0.62811 will generate \$1,934,521, a 4.75% increase over the amount collected for FY 2018/19. A total of \$60,290 will also be received in State Replacement Tax for FY 2019/20.

### Trust and Agency Levy

A trust and agency levy is available to fund all payroll benefits, but is used by the City only for the cost of the state police/fire retirement system. Of the total FY 2019/20 obligation of \$2,159,434, \$2,091,970 will be funded by the trust and agency levy and \$67,464 will be funded by State Replacement Tax.

# PROPERTY TAX LEVIES

## Debt Service Levy

The debt service levy is used to collect the funds necessary to pay the principal and interest on the City's general obligation debt. The tax amount required for FY 2019/20 is \$9,980,123, with an additional \$320,004 funded by State Replacement Tax revenue. The levy of \$3.19314/\$1,000 valuation for FY 2019/20 is slightly lower than the rate of \$3.21813 required for FY 2018/19.

## EFFECT OF LOCAL OPTION SALES TAX ON PROPERTY TAX LEVY/\$1,000 VALUATION



On November 4, 1986, the citizens of Ames approved a Local Option Tax of 1% to be used for property tax relief (60%) and community betterment (40%). The property tax relief portion of this tax is expected to generate \$4,901,296 in FY 2019/20, which will lower the total necessary tax levy by \$1.59. The chart above illustrates what the total levy would need to be if the Local Option Sales Tax had not been approved. Adjusted local option sales tax revenue for FY 2018/19 is projected to be \$7,930,900, which is the amount that was originally adopted for the fiscal year. Local option sales tax revenue for FY 2019/20 is being budgeted at \$8,168,827, a 3% increase over FY 2018/19.

# **CITY OF AMES, IOWA**

## **PROPERTY TAX COST OF SERVICES PER RESIDENCE**

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### **3-YEAR COMPARISON**

	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>
<b>Streets/Traffic</b>	148	141	149
<b>Police Protection</b>	136	133	135
<b>Fire Protection</b>	89	84	85
<b>Library</b>	75	70	70
<b>Parks and Recreation</b>	50	46	41
<b>Transit</b>	37	35	36
<b>General Support Services</b>	24	23	27
<b>Planning Services</b>	10	10	10
<b>Resource Recovery</b>	6	6	6
<b>Animal Control</b>	5	5	5
<b>Facilities/Cemetery</b>	5	4	4
<b>Storm Water Management</b>	5	3	3
<b>Building Safety</b>	1	-	-
	<b>591</b>	<b>560</b>	<b>571</b>
<b>Assessed Value</b>	100,000	100,000	100,000
<b>Rollback</b>	56.9391	55.6209	56.9180
<b>Taxable Value</b>	56,939	55,621	56,918
<b>Tax Rate per \$1,000</b>	10.3759	10.0686	10.0258
<b>Calculated Tax</b>	591	560	571

All categories reflect their applicable amounts for debt service

# OTHER REVENUE CLASSIFICATIONS

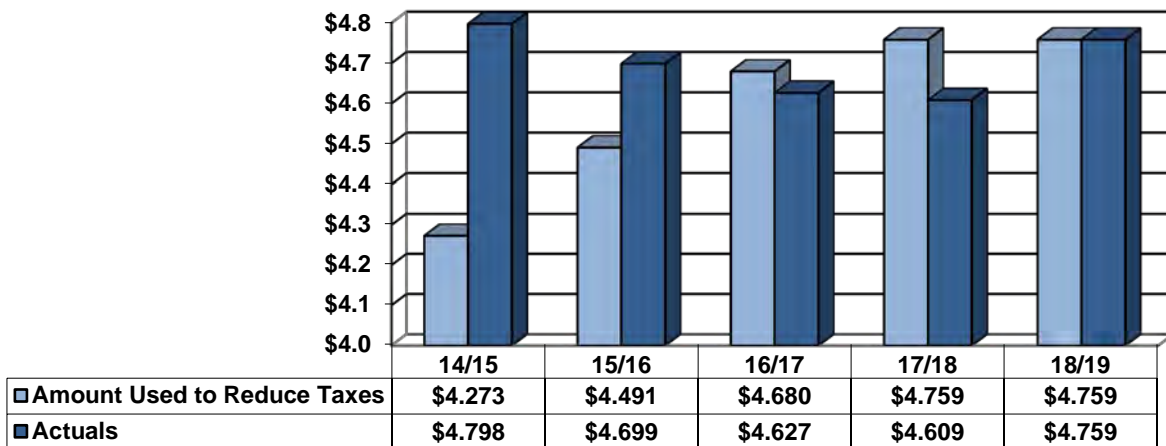
## OTHER TAXES

### Local Option Sales Tax

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

The State of Iowa collects all sales tax and makes monthly remittances of Local Option Sales Tax to the City based on 95% of their estimate of monthly receipts. In November of each year, the State performs a reconciliation of Local Option Sales Tax for the prior fiscal year and makes an adjusting payment to the City to reflect actual receipts.

**LOCAL OPTION TAXES  
FOR PROPERTY TAX REDUCTION**



The November 2018 adjustment payment received from the State was on target with adopted revenue projections, resulting in no change between the adopted and the amended FY 2018/19 budgets. Local option sales tax receipts for FY 2019/20 are projected to increase by \$237,927, a 3% increase over FY 2018/19.

### Hotel/Motel Tax

The hotel/motel tax is a 7% tax levied upon the occupancy of any room furnished by a hotel or motel in the City. Out of the \$0.07/\$1.00 tax, \$0.05 goes to the Ames Convention and Visitors Bureau, \$0.01 goes to the local option tax fund to replace the \$0.01 local option tax, and \$0.01 goes to economic development activities. The portion which goes to the local option tax fund is split 60% to the general fund for property tax relief and 40% for community betterment projects. Revenues for FY 2019/20 are projected to remain flat at \$2,450,000. Hotel/Motel Tax revenue projections are based on two quarters of actual receipts in FY 2018/19.

## LICENSES AND PERMITS

Fees from licenses and permits include cable TV franchise fees, beer and liquor licenses, cigarette permits, garbage hauling licenses, service connections, and building, electrical, mechanical, plumbing, sign, and sidewalk permits. Licenses and permits are budgeted to increase by only 0.1% in FY 2019/20, largely due to a slow down in building permit revenue.

# **OTHER REVENUE CLASSIFICATIONS**

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## **INTERGOVERNMENTAL REVENUE**

### ***Road Use Tax***

Road Use Tax (RUT) is collected by the State of Iowa on motor vehicle fuel sales and allocated to local governments on a per capita basis. The City's allocation is budgeted to remain flat at \$7,164,247 for FY 2019/20, based on projections received from the Iowa Department of Transportation. Estimates are revised annually based on actual experience and reflect changes in fuel prices and general economic activity.

### ***Other Intergovernmental Revenue***

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

Revenues are also received from Story County for library services, Iowa State University Government of the Student Body (GSB) and Iowa State University for transit services, and Iowa State University for fire protection.

## **CHARGES FOR SERVICES**

### ***Utility Charges***

The largest revenue area for the City is metered charges for electricity, water, sanitary sewer service, and storm water collection.

A rate increase of 4% was implemented for the Electric Utility on July 1, 2017. This was the first comprehensive rate increase for the Electric Utility since July 2009. At this time, no rate increases are expected to be necessary for the next four years.

Water utility rates will increase by 7% for FY 2019/20. This increase, plus two additional increases projected over the next four years, will be used to fund the additional operating costs of the new water treatment plant, upgrade distribution mains in older sections of the City, and build the balance in the Water Utility Fund to a new goal of 25% of operating expenses.

The Sewer Utility is not budgeting a rate increase for FY 2019/20. Estimates at this time indicate two further increases over the next four years will also be necessary in this utility to finance the cost of operations and necessary capital improvements. The fund balance in the Sewer Utility fund is also being built up over time to a new goal of 25% of operating expenses.

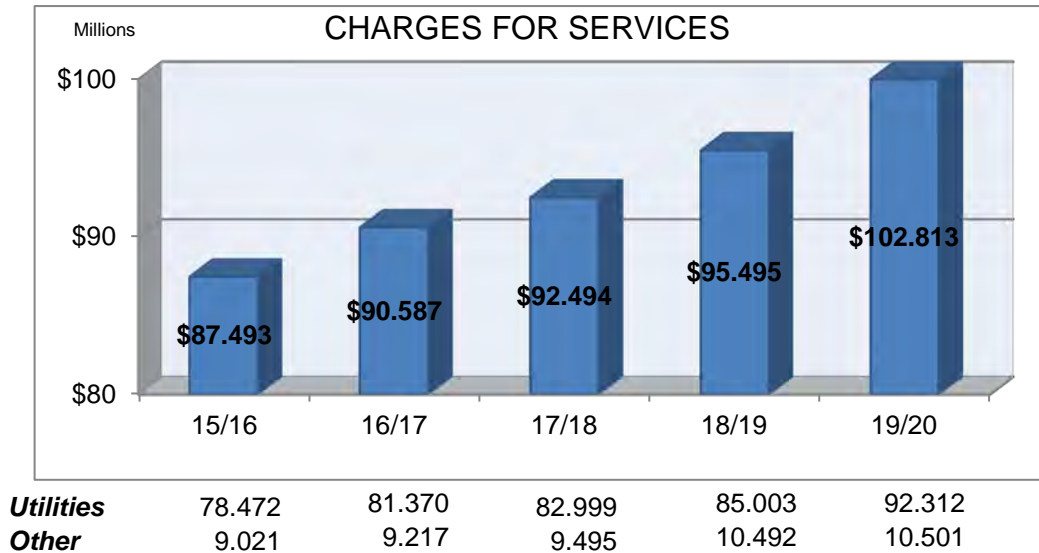
The storm water rate structure is based on impervious surface area. The monthly rate for each tier was increased for FY2017/18 to help finance the many storm water improvement projects needed in the community. No further increases are expected to be necessary for the next four years.



# OTHER REVENUE CLASSIFICATIONS

## Other Charges for Services

This category includes charges for other City services exclusive of utilities, such as transit services, parking rental, recreation facility fees and programs, library services, rental housing fees, and charges at the Ames Municipal Cemetery. The largest change in this category is a restructuring of parking meter and rental fees that will be implemented in FY 2019/20. Fees will also increase slightly in FY 2019/20 for some increases in animal shelter and recreation program and facility charges.



## FINES, FORFITURES, AND PENALTIES

Revenue included in this category is derived from fines and penalties such as municipal court fines, and overtime and illegal parking. No fine or penalty increases have been implemented for FY 2019/20, and a 8.4% decrease is anticipated in this revenue category, largely due to a decrease in the number of municipal fines being written. A new outreach program has also been implemented in the neighborhoods around Iowa State University which has resulted in a reduction in the number of parking tickets being written in that area.

## USE OF MONEY AND PROPERTY

### Interest Revenue

Interest is earned on investments and pooled cash accounts managed by the City Treasurer. Projections are computed using actual and projected cash and investment balances and current and expected interest rates. Because of anticipated interest rate increases and larger than anticipated fund balances, interest earnings are projected to increase by 44.9% to \$1,268,000 in FY 2019/20.

### Other Uses of Money and Property

Rental of City-owned property, such as farmland and land leased for cell tower use, is accounted for in this revenue category, which is expected to increase by 4.3% for FY 2019/20.



# **OTHER REVENUE CLASSIFICATIONS**

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## **MISCELLANEOUS REVENUE**

### ***Bond Proceeds***

Proceeds from the sale of general obligation bonds are used to fund large City projects. A \$11,154,204 general obligation bond issue to be repaid from the debt service levy is planned to fund projects included in the FY 2019/20 CIP.

### ***Other Miscellaneous Revenue***

Other miscellaneous revenue includes revenues of a non-recurring nature which are not assigned to another specific revenue category. Examples include donations, insurance reimbursements, damage claims, and the sale of capital assets.

## **INTERNAL SERVICES**

Internal service revenue is earned by departments that operate as internal service funds and perform services for other City departments. These services include fleet maintenance, data processing, phone and communication systems, and risk and health insurance. Total internal service revenue is projected to be \$18,504,494 for FY 2019/20, a 2.5% increase over the adopted budget for FY 2018/19.

## **TRANSFERS**

Transfers between City funds are projected to be \$23,371,112 in FY 2019/20. This total includes \$2,143,240 from the Electric Utility to the General Fund as a payment in lieu of taxes. This payment is calculated annually by applying the current year's tax levy to the historical capital value of the Electric Utility as stated in the previous year's audited financial statements.

# ***FY 2019/20 EXPENDITURE DISCUSSION***

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## **EXPENDITURES BY CATEGORY 2019/20 Adopted Budget Compared to 2018/19 Adopted Budget**

### ***Personal Services: \$2,391,952 (3.7%) Increase***

Personal Services includes salaries and benefits for all full-time, permanent part-time, and temporary employees, including overtime, vacation, sick leave, and compensatory time. For FY 2019/20, an increase of 3.0% has been budgeted for all salaried employees, and another 2% has been projected for merit increases. Health insurance contributions are budgeted to increase by 2% in 2019/20. Four new positions have also been included in the FY 2019/20 budget: an additional full-time police officer, an additional full-time firefighter, a full-time Senior Heavy Equipment Operator in the Utility Maintenance division of Public Works, and a full-time Chief Safety Officer at CyRide.

### ***Internal Services: \$145,247 (2.2%) Increase***

Internal Service expenditures include payments for services performed internally by other City departments, such as fleet maintenance, data services, legal services, messenger service, and risk insurance charges. Due to no significant changes in the operating budgets of the internal service departments, internal service charges remain fairly stable for FY 2018/19.

### ***Contractual: \$3,169,056 (5.9%) Increase***

Contractual expenditures include payments for services performed by outside vendors, such as consulting services, outside attorney services, and repairs and maintenance charges. This category also includes utility charges, paid either to the City for electricity, water, and sewer, or to outside utilities for gas and phone service. The larger than normal expenditure increase in this category is due to larger energy purchases by the City's Power Plant (\$2,445,000) and the addition of expenditures for the City's newly created HOME program (\$450,897).

### ***Commodities: \$207,521 (1.9%) Increase***

Commodities include equipment and supplies that are noncapital in nature. This category includes such diverse items as office supplies, chemicals for the Electric, Water, and Sewer Utilities, fuel and vehicle parts for fleet equipment, tools, computers, and Library materials. There are no significant changes projected in this category for FY 2019/20.

### ***Capital: \$9,742,996 (22.2%) Increase***

Capital expenditures include large capital projects, such as street and utility improvements, as well as specific capital equipment costing over \$5,000, such as vehicles and large pieces of equipment. The 22.2% increase projected in this category is due to several new projects included in the Capital Improvements Plan for FY 2019/20. These include boiler tube repairs at the City's Power Plant (\$8,400,000), and the demolition of the old Water Treatment Plant (\$1,750,000).

### ***Debt: \$445,063 (2.5%) Increase***

Debt includes principal and interest payments made on general obligation bonds and Electric revenue bonds, as well as payments made on loans received through the State's Revolving Loan Fund (SRF) program. Debt service expenditures are up slightly for FY 2019/20 due to the repayment of SRF loans for the Water and Sewer Utilities, and a larger principal payment on Electric revenue bonds.

### ***Other: \$267,955 (2.0%) Increase***

Expenditures in this category include health and liability insurance claims, pass-through funds such as Hotel/Motel Tax, energy efficiency rebates offered through the City utilities, and grants awarded to human service agencies, arts programs, and civic and neighborhood associations. The 2% increase in this category is due to an expected increase in insurance claims (\$109,744), budgeted increases in grant programs (\$57,028), and a set-aside requirement in the City's new HOME program (\$90,241),

## ***FY 2019/20 EXPENDITURE DISCUSSION***

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### ***Transfers: \$155,848 (-0.7.2%) Decrease***

Transfers are the shifting of dollars between City funds. Most are routine in nature, such as the transferring of a percentage of local option tax receipts to the General Fund for property tax relief. A complete listing of transfers is included on page 330.

### ***Total Expenditure Change: \$16,213,942 (6.9%) Increase***

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

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	2017/18 Actual	2018/19 Adopted	2018/19 Adjusted	2019/20 Adopted
<b>Department</b>				
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	36.5	36.5
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
<b>Public Works:</b>				
Administration	2.00	2.00	2.00	2.00
Traffic	8.00	8.00	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
<b>Public Works Total</b>	<b>74.75</b>	<b>74.75</b>	<b>74.75</b>	<b>75.75</b>
<b>Total</b>	<b>577.65</b>	<b>581.15</b>	<b>581.90</b>	<b>585.90</b>

# **CHANGES IN EMPLOYMENT LEVELS (F.T.E.)**

(Full-Time Equivalents)

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

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## **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 the Finance Department 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.

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## **2019/20 Adopted: 585.90 FTEs (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.

# **ADJUSTED BUDGET FOR FY 2018/19 COMPARED TO ADOPTED BUDGET FOR FY 2018/19**

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2018/19 Adopted	2018/19 Adjusted	Change	% Change From Adopted
\$234,135,285	\$304,391,327	\$70,256,042	30.0%
<b>CIP Project Carryovers and Adjustments:</b>			
Public Safety		\$ 267,831	
Electric Services		10,953,247	
Water Production/Treatment		8,750,641	
Water Pollution Control		3,523,667	
Water Distribution System		2,952,223	
Sanitary Sewer System		6,362,902	
Storm Water		5,559,655	
Resource Recovery		9,900	
Street Engineering		16,956,349	
Shared Use Path System		2,711,526	
Traffic Engineering		1,475,276	
Street Maintenance		1,530,906	
Transit System		10,974	
Airport		318,500	
Parks and Recreation		1,939,473	
Cemetery		60,000	
Downtown/Campustown Façade Grants		370,020	
Human Service Agency Capital Grant Program		250,000	
Downtown/Campustown Plazas		400,000	
City Facilities		890,169	
<b>Subtotal</b>			<b>\$65,293,259</b>
<b>Other Significant Changes:</b>			
Police/Fire/Animal Shelter project carryovers		\$ 375,846	
Electric projects/equipment delayed from FY 2017/18		889,242	
CDBG program carryover from FY 2017/18		595,531	
New HOME Investment Partnership program		750,000	
Fleet equipment purchases delayed from FY 2017/18		1,205,000	
Funding for Comprehensive Plan update and other			
Council projects carried over from FY 2017/18		478,576	
<b>Subtotal</b>			<b>4,294,195</b>
Remaining Change (0.5% of total operations of \$132,586,156)			668,588
<b>Difference between FY 2018/19 Adopted and Adjusted budgets</b>			<b>70,256,042</b>

## CAPITAL SUMMARY

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The City's capital budget for FY 2019/20 of \$53,707,566 is composed of operating capital and capital improvement projects:

<b>Operating Capital</b>	\$ 1,636,697
<b>CIP (capital portion only) *</b>	52,070,869
	<b>\$53,707,566</b>

\* The CIP totals \$52,506,269 and includes \$25,000 that is the responsibility of Ames Community Schools and not included in the budget. The CIP also includes \$410,400 in non-capital items:

- Non-capital items in Transit CIP (\$260,400)
- Neighborhood Improvement Program (\$50,000)
- Downtown and Campustown facade and neighborhood grant programs (\$100,000)

## OPERATING CAPITAL

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Operating capital includes both purchases that occur each year and purchases that are more non-routine in nature:

### Recurring Capital Purchases:

Fleet purchases	\$ 988,100
Electric transformers	380,000
Computer and software purchases	66,597
Public Art acquisitions	46,000
Community Center fitness equipment	6,000
<b>Total Recurring Capital</b>	<b>\$ 1,486,697</b>

### Non-Recurring Capital Purchases:

Electric Services hardware and software upgrades	75,000
Traffic Maintenance testers/locator	31,000
Public Works/Engineering software upgrade	23,200
Public Works/Engineering GPS receiver	20,800
<b>Total Non-Recurring Capital</b>	<b>150,000</b>

<b>Total Operating Capital</b>	<b>\$ 1,636,697</b>
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# CAPITAL IMPROVEMENTS PLAN (CIP)

The City's five-year Capital Improvement Program, contained in a separate document, is used to plan for major changes to the City's infrastructure and other major capital improvements. **The FY 2019/20 approved capital projects are incorporated into the budget as capital programs. They are found at the end of each applicable program section.**

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

Departments evaluate the need for CIP projects and submit proposed project sheets in the fall of each year. The City Manager and Assistants tour the projects and discuss them with the departments. In mid-November, after the operational budgets are submitted, fund projections are prepared to determine funding for the proposed projects. A draft CIP is prepared by the end of December. In January, the City Council holds a CIP workshop followed a week later by a public hearing for citizen input. The CIP is approved in March with the operating budget.

## RECONCILIATION OF CAPITAL PROGRAMS FOR FY 2019/20 TO THE CIP DOCUMENT

<b>FY 2019/20 total per the Capital Improvements Plan</b>		<b>\$ 52,506,269</b>
CIP projects for the Municipal Pool are split equally with Ames Community Schools and its half is not shown in the budget.		(25,000)
<b>Total CIP in Budget Document</b>		<b>\$ 52,481,269</b>
Public Safety CIP	Page 120	\$ 1,750,000
Utilities CIP	Page 166	29,683,100
Transportation CIP	Page 208	19,815,169
Community Enrichment CIP	Page 272	933,000
General Government CIP	Page 308	50,000
Internal Services CIP	Page 328	250,000
		<b>52,481,269</b>

The totals by program vary slightly between the budget document and the Capital Improvements Plan. In the Capital Improvements Plan document, Community Enrichment, General Government and Internal Services projects are combined into the Community Enrichment section for simplification. The projects are shown in their separate program areas in the budget document.



# ***FIVE-YEAR CAPITAL IMPROVEMENTS PLAN DISCUSSION***

The Capital Improvements Plan for FY 2019/20 through FY 2023/24 reflects a commitment of \$208,312,498 over five years in the following areas that will improve the quality of life for those who choose to live in or visit the City of Ames.

	<b>Total</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>
<b>Expenditures:</b>						
Public Safety	3,912,000	1,750,000	1,375,000	40,000	747,000	-
Utilities	109,420,650	29,683,100	20,148,100	12,918,850	21,256,100	25,414,500
Transportation	89,139,098	19,815,169	20,302,200	19,226,418	15,890,358	13,904,953
Community Enrichment	5,290,750	958,000	1,029,750	830,000	1,295,500	1,177,500
General Government	300,000	50,000	100,000	50,000	50,000	50,000
Internal Services	250,000	250,000	-	-	-	-
<b>Total Expenditures</b>	<b>208,352,498</b>	<b>52,546,269</b>	<b>42,955,050</b>	<b>33,065,268</b>	<b>39,238,958</b>	<b>40,546,953</b>
<b>Funding Sources:</b>						
Debt	97,160,204	16,588,204	16,727,000	15,817,000	21,875,000	26,153,000
City	83,009,599	28,437,191	14,834,370	12,577,164	14,714,964	12,445,910
Other	28,182,695	7,520,874	11,393,680	4,671,104	2,648,994	1,948,043
<b>Total Funding Sources</b>	<b>208,352,498</b>	<b>52,546,269</b>	<b>42,955,050</b>	<b>33,065,268</b>	<b>39,238,958</b>	<b>40,546,953</b>

Funding for the five-year Capital Improvements Plan is from a combination of debt issuance, City revenues, and outside funding. Proposed debt issuance for the five-year plan includes \$54,442,000 in general obligation bonds, \$594,204 in abated debt, and \$42,124,000 in state revolving fund loans that will be used to finance water and sanitary sewer projects..

## **PUBLIC SAFETY - \$3,912,000**

### ***Law Enforcement - \$1,750,000***

The new **City-Wide Radio** System project is progressing as scheduled. This approximately \$2,700,000 project will ensure 1) interoperability among City departments as well as other Story County agencies, 2) an upgrade in radio technology, and 3) improved reliability to increase the safety of City employees. Discussions are underway with Story County, Iowa State University, and other Story County communities to finalize a partnership agreement to determine the funding allocation for the project. While it is currently anticipated that the City's share of the total cost of the new system will be \$2,784,000 (with \$1,034,000 expensed or budgeted in FY 2017/18 and FY 2018/19), the City's share of the project and/or the identified funding sources may change as further analysis is conducted.

### ***Fire Safety - \$2,162,000***

The City's goal is to keep front line fire apparatus for a minimum of 15 years. Depending on the condition of the vehicle or the availability of replacement parts, this timeframe can sometimes be extended. Funding in the CIP for **Fire Apparatus Replacement** includes the replacement of Truck 3 (\$1,250,000), the refurbishment of Truck 3 to be used as a reserve vehicle (\$125,000), and the replacement of Engine 1 (\$747,000). The CIP also includes \$40,000 in funding for the **Fire Station #3 Concrete Patching** project. All of these projects will be funded through the issuance of general obligation bonds.

# ***FIVE-YEAR CAPITAL IMPROVEMENTS PLAN DISCUSSION***

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## **UTILITIES - \$109,420,650**

### ***Electric Utility - \$31,325,000***

In order to ensure the continued reliability of the City's Power Plant and increase its output, a number of large projects have been either advanced in the CIP or had their budgets increased significantly. Projects that have been advanced to the first year of the plan include the **Unit 8 Superheat Replacement** (\$2,000,000), the **Unit 8 Precipitator Reconstruction** (\$1,000,000), and the **Unit 8 Turbine Generator Overhaul** (\$3,000,000). In addition, the **Unit 7 Boiler Tube Repair** project was increased to \$8,400,000 to reflect the updated cost of the project.

In order to avoid a rate increase caused by advancing these projects, several other production, transmission, and distribution projects have been delayed.

The **Demand Side Management** program, which provides incentives to customers who initiate energy conservation or efficiency measures that reduce the system's peak load demand, was traditionally included in the City's capital improvement plan. As the original project has become an ongoing City program, its budget was moved in FY 2018/19 from the CIP to the Electric Services operating budget.

### ***Water Utility - \$25,413,000***

Now that the City's new Water Treatment Plant is operational, the **Old Water Treatment Plant Demolition** project has been included in the CIP. This \$3,485,000 project will be accomplished over two years beginning in FY 2019/20. While the filter building, chemical feed building, external treatment basins, 750,000 gallon storage reserve, and administrative offices will be removed, the Technical Services Complex that houses the Water Meter and Laboratory divisions will remain.

With the expected completion of water and sanitary sewer extensions to serve the newly annexed industrial area east of Interstate 35, the City anticipates enough growth in the area to include the **East Industrial Elevated Tank** in the CIP. This \$4,610,000 water tank project will be delayed if the development of the area is slower than currently anticipated.

The **SAM Pump Station Improvements** project will add a fourth pump and standby power to the facility at State Avenue and Mortensen Road. This new \$300,000 project is included in the last year of the CIP in anticipation of expected growth in that area of the City.

The CIP reflects the City's ongoing commitment to replace water distribution lines, predominantly in older City neighborhoods. The \$8,150,000 investment over the next five years in the **Water System Improvements** program will reduce rusty water situations and improve fire-fighting capabilities in the lines.

The **Campustown Public Improvements** project will replace water lines, storm sewer, sanitary sewer, streets, and sidewalks in the highly congested commercial and residential Campustown area.

### ***Sanitary Sewer Utility - \$38,249,000***

The City plans to spend \$21,206,000 over the next five years for **Sanitary Sewer System Improvements**. The goal of this program is to identify and remove major sources of inflow/infiltration as a means to decrease wet weather flow of clean water through the City's WPC plant. This can be accomplished through the rehabilitation/reconstruction of deficient sanitary sewers and deteriorated manholes throughout the system.

The financial commitment to the **Clear Water Diversion** program is being increased to \$300,000 in this CIP in response to a growing number of complaints about ice and algae blooms where footing drains are discharging directly into streets. The City currently has a waiting list of residents who have requested collector lines in the right-of-way in front of their homes.

# ***FIVE-YEAR CAPITAL IMPROVEMENTS PLAN DISCUSSION***

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## ***Sanitary Sewer Utility Continued -***

With the assistance of a consulting team, the City has developed a strategy for meeting the Iowa Department of Natural Resources' nutrient removal requirements. This costly State mandate will be accomplished with approximately \$40,000,000 (\$5,650,000 in this CIP) earmarked for the **Nutrient Reduction Modifications** program. This strategy calls for a three phase approach over the next 20 years that will involve the removal of the existing trickling filters and the conversion to an activated sludge/biological nutrient removal process.

In addition to the mechanical changes planned at the WPC facility to meet the State requirements, a new **Watershed-Based Nutrient Reduction** program has been incorporated into the CIP. This \$1,000,000 program will provide funding to implement best land management practices upstream that could yield the additional benefits of flood risk reduction, drinking water protection, increased wildlife habitat, and recreational opportunities.

A new project in the CIP is the **WPC Headworks Modifications** project. Scheduled for the last year of the CIP, this \$10,618,000 project will completely replace the area at the facility where the first treatment steps take place.

## ***Storm Water Utility - \$12,862,000***

As the City continues to expand and develop, more impervious surfaces are being constructed. Because of this, there is a growing need to address storm water issues in the community. In previous CIPs, there was a focus on protecting the City's infrastructure. The CIP includes projects that are more geared to protecting homes from erosion and overland flooding. The **Storm Water Erosion Control, Low Point Drainage Improvements, Storm Water Improvements, and Storm Water Facility Rehabilitation** programs will help address these issues with an investment of \$7,722,000 over the next five years.

The **Storm Water Quality Improvements** program will set aside \$500,000 to incorporate best management practices such as bioretention cells, vegetated swales, native landscapes, rain gardens, and soil quality restoration into public improvement projects.

The **Storm Water System Analysis** will provide accurate GIS storm sewer system data and hydraulic modeling of the network. Ultimately, this data will allow the City to identify deficiencies in the storm sewer system and plan for corrective projects to incorporate into future CIPs.

## ***Resource Recovery - \$1,571,650***

The **Resource Recovery System Improvements** program budgets \$1,571,650 for the purchase of new and replacement components and equipment at the facility. This program also provides funding for the two annual preventative maintenance projects: replacing the rotary disc screen rollers and rebuilding the system's conveyors.

## **TRANSPORTATION - \$89,139,098**

### ***Street System - \$58,712,116***

The **Grand Avenue Extension** project continues to headline the Transportation section of the CIP. Due to construction cost increases related to materials and the bridges included in the project, the total cost is now estimated at \$20,153,000. In order to accommodate this additional \$1,400,000 in costs, other projects in **Arterial Street Pavement Improvements, CyRide Route Pavement Improvements, and Seal Coat Street Pavement Improvements** have been delayed.

# ***FIVE-YEAR CAPITAL IMPROVEMENTS PLAN DISCUSSION***

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## ***Street System Continued -***

Once again the City's annual Citizen Satisfaction Survey indicates that street improvement projects are the highest rated category for expending City funds on capital improvements. As a result, in addition to the Grand Avenue Extension project, the CIP earmarks an additional \$51,735,000 for street system improvements over the next five years.

With an agreement with Iowa State University recently completed, the **ISU Research Park Phase IV** project has been introduced in the CIP. This project calls for \$3,487,116 to be expended for street and utility extensions to serve this latest extension to the Research Park.

## ***Shared Use Path System - \$5,324,800***

This year's Capital Improvements Plan Invests \$3,741,800 in the **Shared Use Path System Expansion** program, \$958,000 in **Multi-Modal Roadway Improvements**, and \$625,000 in **Shared Use Path Maintenance**. Another \$3,408,000 committed to shared use paths is included in street engineering, utility, or street maintenance project budgets to be constructed in conjunction with those projects. This brings the five year CIP commitment to shared use paths and on-street bike routes to \$8,732,800, or an average of \$1,746,560 per year. This amount exceeds the City Council directive to spend an average of \$1,200,000 annually on shared use path projects.

## ***Traffic - \$5,859,250***

An allocation of \$1,889,250 to the **Traffic Signal Program** will allow the City to replace outdated traffic signals as well install signals at new locations that warrant them.

Funding is also allocated in the Traffic portion of the CIP for **U.S. Highway 69 Improvements**, **Accessibility Enhancements**, and the **Regional Transportation Count**, **Traffic Calming**, and **Intelligent Transportation System** programs.

## ***Street Maintenance - \$3,778,000***

Under the **Bridge Rehabilitation** program, repairs will be made over the next five years to the 6<sup>th</sup> Street bridge over the Union Pacific Railroad, the Minnesota Avenue bridge over the Union Pacific Railroad, the Lincoln Way bridge over Squaw Creek, the South 4<sup>th</sup> Street bridge over Squaw Creek, and the East 13<sup>th</sup> Street bridge over the Skunk River.

Other street maintenance programs include **Pavement Restoration**, **Main Street Sidewalk Paver Replacement**, **Right-of-Way Appearance Enhancements**, and the **Neighborhood Curb Replacement** program.

## ***Transit - \$13,007,632***

Even though ridership on CyRide has begun to stabilize, and the introduction of CyRide 2.0 has reduced the number of buses needed to service the routes, the existence of an aging bus fleet continues to necessitate a substantial investment in new buses. With the assistance of state and federal funding, the **CyRide Vehicle Replacement** program will provide funding for the replacement of 17 buses.

The **CyRide Building Expansion and Modernization** program will provide funding for the replacement of the bus wash system, air conditioning system, and concrete around the existing building, as well as begin the construction over time of a new facility to house the bus fleet. During the life of the CIP, \$1,230,000 will also be spent on **CyRide Technology Improvements**. This program will provide funding for a new automated annunciator system, an upgraded radio system, automated passenger counters, and new maintenance software. In response to customer demand, the **Bus Stop Improvements** program includes funding for two to three new bus shelter each year.

# **FIVE-YEAR CAPITAL IMPROVEMENTS PLAN DISCUSSION**

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## ***Parking - \$860,000***

The new **Parking System Improvements** program will identify needed parking lot reconstruction or rehabilitation projects. The condition of CBD Lot Z makes its reconstruction a high priority location for the first project in this program.

## ***Airport - \$1,597,300***

**Airport Improvements** will continue as reflected in the CIP. The \$1,597,300 allocated to the program will be used to demolish the old airport terminal building, rehabilitate the south apron, and repair the T hangars.

## **COMMUNITY ENRICHMENT – \$5,290,750**

### ***Parks and Recreation - \$4,465,750***

The \$1,990,000 earmarked in the **Park System/Facility Improvements** program will provide the necessary funding to address maintenance issues in the City's park system. A more aggressive strategy to replace older play equipment is highlighted in the **Playground Equipment Improvements** program, where \$795,750 has been allocated.

The development of two new parks, **Edwards Park**, and **Rose Prairie Park**, is included in the CIP through the use of \$280,000 from the Park Development Fund. An on-going commitment to some of the City's other major facilities is being made as well, with \$760,000 in improvements planned for the **Municipal Pool**, **Ames/ISU Ice Arena**, **Homewood Golf Course**, and **Furman Aquatics Center**.

In anticipation of the completion of an assessment of the City's park system and facilities, \$125,000 is being allocated in the **ADA Transition Plan Improvements** program. This funding will be used to make any recommended improvements identified in the assessment to bring the City's facilities into compliance with the Americans with Disabilities Act (ADA) standards.

### ***Other Community Enrichment - \$825,000***

The **Ames Municipal Cemetery Improvements** program provides funding to enhance the appearance and amenities at the Ames Municipal Cemetery. The CIP allocates \$75,000 to construct a funeral pavilion that will allow families to conduct a ceremony when weather conditions make it difficult to access a grave site.

For many years, the City Council has been committed to strengthening the City's residential and commercial neighborhoods. The **Neighborhood Improvement Program** provides \$250,000 in grants to accomplish physical improvements to individual neighborhoods. The **Downtown Façade Improvement Program**, and the **Campustown Façade Improvement Program** each provide \$250,000 in grant funding for businesses to rehabilitate their facades in the City's two major commercial areas.

## **GENERAL GOVERNMENT – \$300,000**

The **City Hall Improvements** program provides \$300,000 in funding over the five years of the CIP for major improvements to City Hall, the Veterans Memorial, and the City Hall parking lots.

## **INTERNAL SERVICES – \$250,000**

The City's Maintenance Facility is currently used by Fleet Services and the Street Maintenance, Utility Maintenance, and Traffic divisions of Public Works. The building has reached its capacity to store equipment, especially during the snow season. The **Maintenance Facility Fabric Structure** project will construct a fabric structure to free up maintenance facility space by creating snow plow parking and a cold storage area.



# CIP TOTALS FOR FY 2018/19 COMPARED TO FY 2019/20

	2018/19 Adopted	2019/20 Adopted	Change	% Change
<b>Public Safety Projects:</b>	1,137,000	1,750,000	613,000	53.9%
New City-Wide Radio System project			750,000	
Increase in Fire Safety projects			(137,000)	
			613,000	
<b>Utilities Projects:</b>	23,472,600	29,683,100	6,210,500	26.5%
New Unit 7 Boiler Tube project			8,400,000	
New Unit 8 Generator/Turbine Overhaul project			3,000,000	
New Ash Pond Modifications project			2,200,000	
Decrease in other Electric Services CIP projects			(4,045,000)	
Increase in Old Water Treatment Plant Demolition			1,715,000	
Completion of Water Supply Expansion project			(577,500)	
Decrease in other Water Production CIP projects			(296,000)	
Completion of WPC Digester Improvements			(2,600,000)	
Completion of WPC Cogeneration project			(1,515,000)	
Decrease in other WPC Plant CIP projects			(1,573,000)	
Increase in Campustown Improvements project			1,450,000	
Increase in other Water Distribution CIP projects			100,000	
Increase in Sanitary Sewer System CIP projects			189,000	
Decrease in Storm Water Erosion Control program			(200,000)	
Decrease in Resource Recovery CIP projects			(37,000)	
			6,210,500	
<b>Transportation Projects:</b>	16,814,400	19,815,169	3,000,769	17.8%
Decrease in Grand Avenue Extension project			(5,725,000)	
New ISU Research Park Phase IV project			3,352,116	
Increase in other Street Engineering CIP projects			3,450,000	
Increase in Shared Use Path Expansion program			711,000	
Decrease in Traffic Engineering CIP projects			(690,250)	
Increase in Street Maintenance CIP projects			139,000	
Increase in Transit CIP projects			1,763,903	
			3,000,769	
<b>Community Enrichment Projects:</b>	1,260,000	933,000	(327,000)	-26.0%
Completion of Homewood Golf Course clubhouse			(750,000)	
Increase in other Parks & Recreation CIP projects			448,000	
Completion of Cemetery scattering garden project			(25,000)	
			(327,000)	
<b>General Government:</b>	50,000	50,000	-	0.0%
<b>Internal Services:</b>	-	250,000	250,000	
New Fleet Services fabric structure			250,000	
<b>Total CIP Change</b>	<b>42,734,000</b>	<b>52,481,269</b>	<b>9,747,269</b>	<b>22.8%</b>

## CIP ANNUAL OPERATING BUDGET IMPACT

Many capital improvement projects impact the City's operating budget by requiring additional personnel, increasing maintenance costs, or increasing debt service costs to fund the projects. Other projects actually reduce maintenance costs by improving systems or processes. Below is a summary of the effect of the FY 2019/20 Capital Improvements Plan on the City's operating budget.

Program	2019/20 Capital Budget	Personal Services	Operational Capital	Other Operations	Debt Service	Revenue Increases	Total
Public Safety	1,750,000				131,950		1,881,950
Utilities	29,683,100			(150,000)			29,533,100
Transportation	19,815,169			35,235	991,728		20,842,132
Community Enrichment	933,000	1,702		3,179			937,881
General Government	50,000						50,000
Internal Services	250,000						250,000
<b>Total Expenditures</b>	<b>52,481,269</b>	<b>1,702</b>	<b>-</b>	<b>(111,586)</b>	<b>1,123,678</b>	<b>-</b>	<b>53,495,063</b>

Electric Services began a five year program in FY 2016/17 to replace City street lights with Light Emitting Diode (LED) fixtures. The six year program, which will replace the lights as part of routine maintenance programs, expects to spend an average of \$250,000 per year. The LED fixtures have an expected life of at least 20 years compared to the current 5 to 10 years for high pressure sodium (HPS) or Mercury Vapor (MV) street light fixtures. This project is expected to generate a return on investment within 10 years, based on projected energy and maintenance savings.

Edwards Park will be developed on the site of the former Edwards Elementary School. The addition of the park will add approximately \$4,881 in operating costs to the Park Maintenance budget for mowing, snow removal, play equipment maintenance, and utilities at the park.

Paved roads and extensions to the shared use path system created by FY 2019/20 CIP projects will add approximately \$35,235 to Street Maintenance's operating budget for additional maintenance and snow removal expenses.

### **Other Effects on Operations**

Although not a CIP project for 2019/20, the City's new water treatment plant, which became operational in the summer of 2017, continues to have a significant impact on operating costs in the Water Utility for FY 2019/20. The facility was constructed to a LEED-certified standard, but due to its larger size and capacity, is projected to increase operating costs for water treatment by approximately \$232,000 annually.

# CIP PLANNING

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Many studies and plans are utilized by City officials and department heads in developing the Capital Improvements Plan.

## Utilities:

The **Source Water Protection Plan** was introduced in the CIP for the first time in FY 2015/16. This plan is being used to develop processes to protect the alluvial aquifer that supplies the City's municipal drinking water. The plan will assess the specific susceptibility of the City's water supply to contamination, and identify strategies that can be implemented to minimize or mitigate that risk.

The **Long-Range WPC Facility Plan** is a comprehensive evaluation of the current WPC facility that was completed in FY 2013/14. The purpose of the study was to evaluate the condition of structural and mechanical elements at the facility, estimate their remaining useful lives, and propose a prioritized schedule of major replacement needs. The study also evaluated the capacity of the facility to determine the timing of any necessary capacity expansion needs over a projected 20-year period. Several CIP projects are a result of the study, including the Flow Equalization Expansion project and the WPC facility's Structural Rehabilitation program.

Sanitary system improvements have been identified through the **Sanitary Sewer System Evaluation (SSSE)** completed over the last several years. Through manhole inspections, smoke testing, and televising, severe structural defects have been identified as priorities in the Capital Improvement Plan. The study estimated that there are \$25.7 in improvements to be made in the system, which may take 10 years to complete. The goal of the SSSE was to identify and remove major sources of inflow/infiltration as a means of lowering the peak wet weather flow at the treatment plant.

The location of Ames at the confluence of Squaw Creek and the South Skunk River creates challenges with flooding in the community. Major floods occurred in 1965, 1975, 1990, twice in 1993, 1996, 2007, 2008, and 2010. The most recent flood was severe and affected many Ames businesses and residents. The flood of 2010 motivated the Ames City Council to undertake the **Flood Mitigation Study**, which was completed in 2013 and developed a list of recommendations to reduce the impact of future flooding in the Ames community. Many of the recommendations continue to be used to develop Storm Water capital improvement projects.

Localized flash flooding has also occurred at various locations during high rainfall events. The **Storm Sewer System Analysis**, which began in FY 2017/18, will establish an accurate GIS storm sewer system and hydraulic modeling of the network. This information will be used to analyze the system and program improvements to prevent future flash flooding.

## Transportation:

In September 2015, the Ames Area Metropolitan Planning Organization (MPO) adopted the **Ames Mobility 2040 Long Range Transportation Plan**. Ames Mobility 2040 is a 25-year planning document for the Ames region establishing a vision, goals, and objectives for the area's transportation network. Projects identified by the Plan are classified as Short-Term, Mid-Term, Long-Term, or Illustrative based on the priority of the project and possible funding constraints.

Included in the Long Range Transportation Plan is a commitment to the Complete Streets concept. A **Complete Streets Master Plan** was developed in FY 2015/16 and FY 2016/17 to guide the design of City streets to accommodate vehicles, bicycles, and pedestrian traffic.

The Capital Improvement Plan included funding in FY 2018/19 to begin the process to update the **Long Range Transportation Plan**. The plan, which is federally required to be updated every five years, will be used to identify future traffic and street related capital improvement projects. The plan takes approximately 24 months to complete, and will need to be adopted by October 2020.

The Airport's capital improvements are determined by the **Airport Master Plan**, which details airport development needs for a ten-year period. The Master Plan update was last completed in 2007. Funding for a partial update was included in the 2017/18 CIP and is currently underway.



# ***FY 2019/20 PROGRAM OPERATIONS BY FUND***

The following table summarizes the relationship between the City's programs presented in the budget document and the City's fund structure.

<b>Funds:</b>	<b>Public Safety</b>	<b>Utilities</b>	<b>Transportation</b>	<b>Community Enrichment</b>	<b>General Government</b>	<b>Total</b>
<b>General Fund *</b>	20,783,742	-	260,685	8,770,458	3,795,143	33,610,028
<b>Special Revenue Funds:</b>						
Local Option Sales Tax	-	-	-	1,735,272	200,474	1,935,746
Hotel/Motel Tax	-	-	-	1,902,800	15,000	1,917,800
Road Use Tax	-	-	5,992,647	-	164,341	6,156,988
Public Safety Spec Rev	79,300	-	-	-	-	79,300
City-Wide Housing	-	-	-	43,265	-	43,265
CDBG Program	-	-	-	1,173,358	-	1,173,358
P&R Donations/Grants	-	-	-	10,100	-	10,100
Library Friends Foundation	-	-	-	219,564	-	219,564
Library Donations/Grants	-	-	-	51,065	-	51,065
Utility Assistance	-	15,000	-	-	-	15,000
TIF Funds	-	-	-	325,427	-	325,427
<b>Total Spec Rev Funds</b>	<b>79,300</b>	<b>15,000</b>	<b>5,992,647</b>	<b>5,460,851</b>	<b>379,815</b>	<b>11,927,613</b>
<b>Capital Projects Fund *</b>	-	-	-	-	7,661	7,661
<b>Enterprise Funds:</b>						
Water Utility *	-	6,438,885	-	-	472,350	6,911,235
Sewer Utility *	-	5,234,037	-	-	413,479	5,647,516
Electric Utility *	-	59,635,309	-	-	1,397,004	61,032,313
Parking	-	-	1,057,378	-	74,409	1,131,787
Transit	-	-	12,219,372	-	-	12,219,372
Storm Water Utility	-	683,101	-	-	10,954	694,055
Ames/ISU Ice Arena	-	-	-	565,649	-	565,649
Homewood Golf Course	-	-	-	270,439	-	270,439
Resource Recovery	-	4,446,952	-	-	255,801	4,702,753
<b>Total Enterprise Funds</b>	<b>-</b>	<b>76,438,284</b>	<b>13,276,750</b>	<b>836,088</b>	<b>2,623,997</b>	<b>93,175,119</b>
<b>Total Operations</b>	<b>20,863,042</b>	<b>76,453,284</b>	<b>19,530,082</b>	<b>15,073,847</b>	<b>6,806,616</b>	<b>138,726,871</b>

*\*Indicates a major fund or fund group*

# **SUMMARY OF CHANGES IN ENDING FUND BALANCES FOR THE 2019/20 ADOPTED BUDGET**

**Fund Balance** is defined as the net assets of a fund calculated on a budgetary basis and used as a measure of the financial resources available in the fund. The following is an overview of the changes in the City's fund balances based on the adopted FY 2019/20 budget. Explanations of changes in fund balances greater than 10% are summarized on the following page.

	FY 2019/20 Adopted Beginning Fund Balance	FY 2019/20 Adopted Ending Fund Balance	Change in Fund Balance	% Change	Comment
<b>General Fund *</b>	9,381,065	9,381,065	-	0.0%	
<b>Special Revenue Funds:</b>					
Local Option Tax	2,096,915	1,348,700	(748,215)	-35.7%	A
Hotel Motel Tax	1,053,467	1,235,667	182,200	17.3%	B
Road Use Tax	2,785,232	2,259,741	(525,491)	-18.9%	C
Public Safety Special Revenues	281,419	273,319	(8,100)	-2.9%	
City-Wide Housing	502,139	458,874	(43,265)	-8.6%	
CDBG Program	24,475	24,475	-	0.0%	
Employee Benefit Property Tax	-	-	-	0.0%	
Fire/Police Pension	313,607	317,607	4,000	1.3%	
Parks & Rec Donations/Grants	124,084	129,384	5,300	4.3%	
Library Friends Foundation	30,198	32,834	2,636	8.7%	
Library Donations/Grants	45,965	46,465	500	1.1%	
Utility Assistance	11,654	11,654	-	0.0%	
Miscellaneous Donations	1,737	1,737	-	0.0%	
Developer Projects	187,653	187,653	-	0.0%	
Economic Development	541,961	541,961	-	0.0%	
Tax Increment Financing (TIF)	(750,631)	(421,757)	328,874	-43.8	D
<b>Total Special Revenue Funds</b>	7,431,061	6,630,500	(800,561)	-10.8%	
<b>Capital Project Funds: *</b>					
Special Assessments	(348,435)	(348,435)	-	0.0%	
Street Construction	329,534	329,534	-	0.0%	
Airport Construction	137,738	178,781	41,043	29.8%	E
Park Development	2,538,285	2,568,285	30,000	1.2%	
Bond Proceeds	154,837	147,176	(7,661)	-4.9%	
<b>Total Capital Project Funds</b>	2,811,959	2,875,341	63,382	2.3%	
<b>Permanent Funds:</b>					
Cemetery Perpetual Care	997,063	1,015,943	18,880	1.9%	
Aquatic Center Trust	1,135,201	1,137,751	2,550	0.2%	
<b>Total Permanent Funds</b>	2,132,264	2,153,694	21,430	1.0%	

# ***SUMMARY OF CHANGES IN ENDING FUND BALANCES FOR THE 2019/20 ADOPTED BUDGET***

	FY 2019/20 Adopted Beginning Fund Balance	FY 2019/20 Adopted Ending Fund Balance	Change in Fund Balance	% Change	Comment
<b>Enterprise Funds:</b>					
Water Utility *	9,442,298	7,245,759	(2,196,539)	-23.3%	F
Sewer Utility *	6,443,335	8,288,884	1,845,549	28.6%	G
Electric Utility *	38,706,986	26,978,727	(11,728,259)	-30.3%	H
Parking	456,033	449,162	(6,871)	-1.5%	
Transit	5,886,314	5,239,874	(646,440)	-11.0%	I
Storm Water Utility	865,639	672,084	(193,555)	-22.4%	J
Ames/ISU Ice Arena	316,576	369,191	52,615	16.6%	K
Homewood Golf Course	210,588	209,649	(939)	-0.4%	
Resource Recovery	892,009	537,148	(354,861)	-39.8%	L
<b>Total Enterprise Funds</b>	<b>63,219,778</b>	<b>49,990,478</b>	<b>(13,229,300)</b>	<b>-20.9%</b>	
<b>Debt Service</b>	<b>840,881</b>	<b>902,919</b>	<b>62,038</b>	<b>7.4%</b>	
<b>Internal Service Funds:</b>					
Fleet Services	9,595,500	10,498,037	902,537	9.4%	
Information Technology	2,040,752	2,043,150	2,398	0.1%	
Risk Management	2,247,543	2,352,304	104,761	4.7%	
Health Insurance	5,075,533	5,175,640	100,107	2.0%	
<b>Total Internal Service Funds</b>	<b>18,959,328</b>	<b>20,069,131</b>	<b>1,109,803</b>	<b>5.9%</b>	
<b>Totals</b>	<b>104,776,336</b>	<b>92,003,128</b>	<b>(12,773,208)</b>	<b>-12.2%</b>	

***\*Indicates a major fund or fund group***

Some funds, such as the Utility funds, Transit, Parking, and Fleet Services, contain separate sinking or reserve funds. The funds are shown in aggregate in this table; the separate components making up each fund are shown in the Fund Summaries section beginning on page 331.

The Tax Increment Financing (TIF) fund and Special Assessments fund have negative fund balances because the funds begin to pay debt service on the bonds issued for projects that will be abated through either tax revenues or special assessments. The special assessments and tax revenue on TIF projects that are collected over time is then used to repay the negative balance caused by the debt service.

# ***SUMMARY OF CHANGES IN ENDING FUND BALANCES FOR THE 2019/20 ADOPTED BUDGET***

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## **Explanation of Changes in Fund Balance Greater than 10%:**

**A) Local Option Sales Tax Fund:** Local Option Sales Tax Fund expenses include additional projects approved out of the unreserved fund balance.

**B) Hotel Motel Tax Fund:** Hotel/Motel revenues are projected to increase for 2019/20, while expenses have been held relatively level.

**C) Road Use Tax Fund:** Road Use Tax Fund expenses include additional projects approved out the unreserved fund balance.

**D) Tax Increment Financing (TIF) Fund:** Property tax revenue on several TIF districts are increasing faster than expense obligations as planned, reducing the negative fund balance.

**E) Airport Construction Fund:** Net revenues from airport operations are transferred each year from the General Fund to the Airport Construction Fund to be used as the local match for grants received for future airport construction projects.

**F) Water Utility Fund:** The Water Utility's fund balance is being drawn down as principal payments begin to be made on SRF funded debt that was used to finance the new Water Treatment Plant. Operating expenses at the new facility are also significantly higher than at the old plant.

**G) Sewer Utility Fund:** The Sewer Utility's fund balance is being built up over time for future capital improvements.

**H) Electric Utility Fund:** The Electric Utility's fund balance is being drawn down to finance several large capital improvements at the City's Power Plant.

**I) Transit Fund:** Transit's fund balance decreases in FY 2019/20 due to the use of reserve funds for capital improvements and increased operating expenses.

**J) Storm Water Utility Fund:** The Storm Water Utility's fund balance is being drawn down to finance capital improvements planned for 2018/19.

**K) Ames/ISU Ice Arena:** The Ice Arena's fund balance will be increased as only a small capital improvement project is planned for FY 2019/20.

**L) Resource Recovery Fund:** Resource Recovery's revenues have been impacted by the conversion of the City's power plant from coal to natural gas and the declining prices available in the metals market. These impacts were partially offset by an increase in the tipping fee charged to garbage haulers that was implemented in FY 2017/18 and an increase in the per capita charge for communities participating in the system for calendar year 2018. A new model is being developed for pricing the Resource Derived Fuel (RDF) sold to the power plant, as well as other strategies to improve operating revenues at the facility.

# LONG-RANGE FINANCIAL PLANNING

In addition to the Budget and the Capital Improvements Plan, the City, as part of its budget process, prepares long-range plans for City-owned utilities, debt service, and several of the special revenue funds. These plans are used to forecast projected necessary rate increases, to level debt and necessary tax increases, and to schedule large capital projects. These plans are revised annually in response to the strategic goals set by the City Council at its annual goal-setting session.

## GENERAL FUND

The City does not prepare a five-year projection for the General Fund. This fund is used primarily for operating expenses, with significant capital only funded when excess balances are available. The operating costs and associated revenue have remained quite stable, and most changes are in response to service improvements or reductions. The Mayor and Council have maintained a long term policy of a balanced budget in the General Fund, with the exception of one time use of excess balances. The City has also maintained significant revenue raising flexibility within the General Fund. With the general levy at \$5.50, well under the State-imposed cap of \$8.10, and with most employee benefits levied in the General Fund but eligible to be moved to the employee benefits levy outside the \$8.10 limit, the City could nearly double tax revenue if needed.

## OTHER FUNDS

LOCAL OPTION SALES TAX FUND						
	Adjusted 2018/19	Adopted 2019/20	2020/21	2021/22	2022/23	2023/24
<b>Revenues:</b>						
Local Option Sales Tax	7,930,900	8,168,827	8,413,892	8,666,309	8,926,298	9,194,087
Hotel/Motel Tax Transfer	140,000	140,000	142,800	145,656	148,569	151,541
<b>Total Revenues</b>	<b>8,070,900</b>	<b>8,308,827</b>	<b>8,556,692</b>	<b>8,811,965</b>	<b>9,074,867</b>	<b>9,345,628</b>
<b>Expenses:</b>						
Property Tax Relief	4,758,540	4,901,296	5,048,335	5,199,785	5,355,779	5,516,452
Other Program Expenses	2,117,206	2,055,746	2,106,190	2,158,647	2,212,686	2,268,356
<b>Total Expenses</b>	<b>6,875,746</b>	<b>6,957,042</b>	<b>7,154,525</b>	<b>7,358,432</b>	<b>7,568,465</b>	<b>7,784,808</b>
Net Increase (Decrease)	1,195,154	1,351,785	1,402,167	1,453,533	1,506,402	1,560,820
Beginning Balance	6,499,404	2,096,915	1,348,700	1,035,117	886,850	472,752
<b>Available for CIP</b>	<b>7,694,558</b>	<b>3,448,700</b>	<b>2,750,867</b>	<b>2,488,650</b>	<b>2,393,252</b>	<b>2,033,572</b>
CIP Projects	5,597,643	2,100,000	1,715,750	1,601,800	1,920,500	1,902,500
<b>Ending Balance</b>	<b>2,096,915</b>	<b>1,348,700</b>	<b>1,035,117</b>	<b>886,850</b>	<b>472,752</b>	<b>131,072</b>

**Assumptions:** Local Option Sales tax revenue increases 3% each year and the Hotel/Motel Tax transfer increases 2% each year. Property tax relief increases 3% each year and other program expense increases vary by expense. CIP project expenses are based on the adopted 2019–2024 Capital Improvements Plan.

# LONG-RANGE FINANCIAL PLANNING

## HOTEL/MOTEL TAX FUND

	Adjusted 2018/19	Adopted 2019/20	2020/21	2021/22	2022/23	2023/24
<b>Revenues:</b>						
<b>Hotel/Motel Tax</b>	2,450,000	2,450,000	2,499,000	2,548,980	2,599,960	2,651,959
<b>Expenses:</b>						
Pass-through to ACVB	1,750,000	1,750,000	1,785,000	1,820,700	1,857,114	1,894,256
Property Tax Relief Transfer	210,000	210,000	214,200	218,484	222,854	227,311
Community Betterment Transfer	140,000	140,000	142,800	145,656	148,569	151,540
Other Program Expenses	167,800	167,800	167,800	167,800	167,800	167,800
<b>Total Expenses</b>	2,224,942	2,267,800	2,309,800	2,352,640	2,396,337	2,440,907
Net Increase (Decrease)	182,200	182,200	189,200	196,340	203,623	211,052
Beginning Balance	871,267	1,053,467	1,235,667	1,424,867	1,621,207	1,824,830
<b>Ending Balance</b>	<b>1,053,467</b>	<b>1,235,667</b>	<b>1,424,867</b>	<b>1,621,207</b>	<b>1,824,830</b>	<b>2,035,882</b>

**Assumptions:** Hotel/Motel tax receipts increase 2% each year; the pass through to Ames Convention and Visitors Bureau and the transfers for property tax relief and community betterment also increase by 2% each year. Other program expenses remain unchanged each year.

## ROAD USE TAX FUND

	Adjusted 2018/19	Adopted 2019/20	<i>New Census</i>			
			2020/21	2021/22	2022/23	2023/24
<b>Revenues:</b>						
Road Use Tax	7,193,730	7,164,247	7,223,213	7,540,445	7,691,254	7,845,079
<b>Expenses:</b>						
<b>Operating Expenses</b>	6,048,164	6,156,988	6,280,128	6,405,731	6,533,846	6,664,523
Net Increase (Decrease)	1,145,566	1,007,259	943,085	1,134,714	1,157,408	1,180,556
Beginning Balance	6,666,153	2,785,232	2,259,741	1,396,126	1,082,440	784,848
<b>Available for CIP</b>	<b>5,026,487</b>	<b>1,532,750</b>	<b>1,806,700</b>	<b>1,448,400</b>	<b>1,455,000</b>	<b>1,555,800</b>
CIP Projects	5,026,487	1,532,750	1,806,700	1,448,400	1,455,000	1,555,800
<b>Ending Balance</b>	<b>2,785,232</b>	<b>2,259,741</b>	<b>1,396,126</b>	<b>1,082,440</b>	<b>784,848</b>	<b>409,604</b>

**Assumptions:** Revenue estimated using IDOT rates, assuming no population changes, and recurring operating expenses increasing by 2% each year. Some operating costs remain fixed, and operating expenses related to the emerald ash borer program are included in projected costs. CIP project expenses are based on the adopted 2019–2024 Capital Improvement Plan.

# LONG-RANGE FINANCIAL PLANNING

WATER UTILITY FUND						
	Adjusted 2018/19	7% Rate Increase Adopted 2019/20	2020/21	9% Rate Increase 2021/22	2022/23	9% Rate Increase 2023/24
<b>Revenues:</b>						
Water Utility Revenues	11,165,762	11,952,380	11,952,380	13,288,094	13,028,094	14,758,622
SRF Loan Proceeds	6,130,489	1,750,000	1,735,000	-	553,000	4,057,000
Grant Revenue	325,401	-	678,000	-	-	-
<b>Total Revenues</b>	<b>17,621,652</b>	<b>13,702,380</b>	<b>14,365,380</b>	<b>13,288,094</b>	<b>13,581,094</b>	<b>18,815,622</b>
<b>Expenses:</b>						
Operating Expenses	6,677,016	6,911,235	7,125,483	7,346,373	7,574,111	7,808,908
Debt Service	4,652,193	4,601,684	4,569,000	4,302,000	4,295,000	4,317,000
<b>Total Expenses</b>	<b>11,329,209</b>	<b>11,512,919</b>	<b>11,694,483</b>	<b>11,648,373</b>	<b>11,869,111</b>	<b>12,125,908</b>
Net Increase (Decrease)	6,292,443	2,189,461	2,670,897	1,639,721	1,711,983	6,689,714
Beginning Balance	17,898,440	9,442,298	7,245,759	5,444,656	3,719,877	1,044,860
<b>Available for CIP</b>	<b>24,190,883</b>	<b>11,631,759</b>	<b>10,009,432</b>	<b>7,121,782</b>	<b>5,670,360</b>	<b>8,204,166</b>
<b>CIP:</b>						
SRF Funded Projects	1,944,997	1,750,000	1,735,000	-	553,000	4,057,000
Other CIP Projects	12,803,588	2,636,000	2,737,000	3,364,500	3,834,000	2,275,000
<b>Ending Balance</b>	<b>9,442,298</b>	<b>7,245,759</b>	<b>5,444,656</b>	<b>3,719,877</b>	<b>1,044,860</b>	<b>1,402,574</b>

**Assumptions:** Charges for services include projected rate increases, Iowa State University contract payments fluctuate with projected capital payments, interest revenue varies with the projected fund balance, and operating expenses increase by approximately 3.0% each year. State Revolving Fund loan proceeds, debt service expense, and CIP project expenses are based on the adopted 2019-2024 Capital Improvement Plan. Demand for water may decrease due to rate increases.

# LONG-RANGE FINANCIAL PLANNING

SEWER UTILITY FUND						
	Adjusted 2018/19	Adopted 2019/20	5% Rate Increase 2020/21	2021/22	5% Rate Increase 2022/23	2023/24
<b>Revenues:</b>						
Sewer Utility Revenues	9,869,500	9,727,649	9,845,000	9,802,000	10,976,000	10,282,000
SRF Loan Proceeds	11,890,532	3,684,000	3,802,000	3,922,000	9,900,000	12,721,000
<b>Total Revenues</b>	<b>21,760,032</b>	<b>13,411,649</b>	<b>13,816,031</b>	<b>13,936,031</b>	<b>20,164,733</b>	<b>22,995,733</b>
<b>Expenses:</b>						
Operating Expenses	5,464,129	5,647,516	5,916,941	6,194,449	6,480,282	6,674,690
Debt Service	681,763	1,214,584	1,552,000	1,784,000	2,026,000	2,272,000
<b>Total Expenses</b>	<b>6,145,892</b>	<b>6,862,100</b>	<b>7,468,941</b>	<b>7,978,449</b>	<b>8,506,282</b>	<b>8,946,690</b>
Net Increase (Decrease)	15,614,140	6,549,549	6,178,059	5,745,551	12,369,718	14,056,310
Beginning Balance	10,887,254	6,443,335	8,288,884	9,706,943	10,486,994	11,489,712
<b>Available for CIP</b>	<b>26,501,394</b>	<b>12,992,884</b>	<b>14,466,943</b>	<b>15,452,494</b>	<b>22,856,712</b>	<b>25,546,022</b>
<b>CIP:</b>						
SRF Funded Projects	6,665,805	3,684,000	3,802,000	3,922,000	9,900,000	12,721,000
Other CIP Projects	13,392,254	1,020,000	958,000	1,043,500	1,467,000	675,000
<b>Ending Balance</b>	<b>6,443,335</b>	<b>8,288,884</b>	<b>9,706,943</b>	<b>10,486,994</b>	<b>11,489,712</b>	<b>12,150,022</b>

**Assumptions:** Charges for services increase .5% in years without rate increases, Iowa State University revenue varies with contract terms, and interest revenue varies with the projected fund balance. Operating expenses increase 3% each year. State Revolving Fund loan proceeds, bond proceeds, debt service, and CIP project expenses are based on the adopted 2019-2024 Capital Improvements Plan.

ELECTRIC UTILITY FUND						
	Adjusted 2018/19	Adopted 2019/20	2020/21	2021/22	2022/23	2023/24
<b>Revenues:</b>						
Electric Utility Revenues	71,018,877	70,172,600	68,610,761	69,028,025	69,481,802	70,103,202
Revenue Bond Proceeds	-	-	-	-	-	-
<b>Total Revenues</b>	<b>71,018,877</b>	<b>70,172,600</b>	<b>68,610,761</b>	<b>69,028,025</b>	<b>69,481,802</b>	<b>70,103,202</b>
<b>Expenses:</b>						
Operating Expenses	62,483,011	63,175,553	63,996,466	64,956,413	66,897,169	66,919,720
Debt Service	964,557	965,306	969,056	966,327	966,410	964,923
<b>Total Expenses</b>	<b>63,447,568</b>	<b>64,140,859</b>	<b>64,965,522</b>	<b>65,922,740</b>	<b>67,863,579</b>	<b>67,884,643</b>
Net Increase (Decrease)	7,571,309	6,031,741	3,645,239	3,105,285	1,618,223	2,218,559
Beginning Balance	50,325,311	38,706,986	26,978,727	26,019,566	26,215,451	24,232,274
<b>Available for CIP</b>	<b>57,896,620</b>	<b>44,738,727</b>	<b>30,623,966</b>	<b>29,124,851</b>	<b>27,833,674</b>	<b>26,450,833</b>
CIP Projects	19,189,634	17,760,000	4,604,400	2,909,400	3,601,400	1,935,000
<b>Ending Balance</b>	<b>38,706,986</b>	<b>26,978,727</b>	<b>26,019,566</b>	<b>26,215,451</b>	<b>24,232,274</b>	<b>24,515,833</b>

**Assumptions:** Growth in demand is estimated at 1% annually. Interest revenue varies with the fund balance and other revenues are projected individually. Operating expenses are projected to increase 1.5% each year. Revenue bond proceeds, debt service expense, and CIP project expenses are based on the adopted 2019-2024 Capital Improvements Plan.



# LONG-RANGE FINANCIAL PLANNING

## STORM WATER UTILITY FUND

	Adjusted 2018/19	Adopted 2019/20	2020/21	2021/22	2022/23	2023/24
<b>Revenues:</b>						
Storm Water Revenues	1,814,278	1,862,500	1,849,116	1,866,558	1,887,703	1,898,156
Grant Revenue	1,020,250	368,000	4,160,000	392,000	400,000	400,000
<b>Total Revenues</b>	<b>4,062,763</b>	<b>2,128,278</b>	<b>2,157,242</b>	<b>2,184,353</b>	<b>2,213,403</b>	<b>2,240,388</b>
<b>Expenses:</b>						
Operating Expenses	672,180	694,055	714,877	736,323	758,413	781,165
<b>Total Expenses</b>	<b>672,180</b>	<b>694,055</b>	<b>714,877</b>	<b>736,323</b>	<b>758,413</b>	<b>781,165</b>
Net Increase (Decrease)	2,162,348	1,536,445	5,294,239	1,522,235	1,529,290	1,516,991
Beginning Balance	3,985,233	865,639	672,084	126,323	256,558	185,848
<b>Available for CIP</b>	<b>6,147,581</b>	<b>2,402,084</b>	<b>5,966,323</b>	<b>1,648,558</b>	<b>1,785,848</b>	<b>1,702,839</b>
CIP Projects	5,281,942	1,730,000	5,840,000	1,392,000	1,600,000	2,550,000
<b>Ending Balance</b>	<b>865,639</b>	<b>672,084</b>	<b>126,323</b>	<b>256,558</b>	<b>185,848</b>	<b>(847,161)</b>

**Assumptions:** Charges for services increase 1% each year, interest revenue varies with the projected fund balance, and operating expenses increase 3.0% each year. Grant proceeds and CIP project expenses are based on the adopted 2019-2024 Capital Improvements Plan. The plan currently shows a negative fund balance in year five. However, this utility has consistently performed better than budget. We will continue to monitor and will make adjustments to rates and/or CIP if needed.

## RESOURCE RECOVERY FUND

	<i>Per Capita \$9.10 to \$10.50</i>	<i>Tipping Fee \$55.00 to \$58.75</i>			<i>Tipping Fee \$58.75 to \$62.50</i>	
	Adjusted 2018/19	Adopted 2019/20	2020/21	2021/22	2022/23	2023/24
<b>Revenues:</b>						
Charges for Services	3,643,104	4,036,622	4,134,774	4,073,284	4,152,082	4,218,124
Per Capita Support	827,558	827,558	827,558	1,071,000	1,071,000	1,071,000
<b>Total Revenues</b>	<b>4,470,662</b>	<b>4,864,180</b>	<b>4,962,332</b>	<b>5,144,284</b>	<b>5,223,082</b>	<b>5,289,124</b>
<b>Expenses:</b>						
Operating Expenses	4,522,701	4,702,753	4,705,652	4,675,997	4,779,352	4,885,807
Debt Service	165,988	163,188	160,387	161,487	167,437	167,437
<b>Total Expenses</b>	<b>4,688,689</b>	<b>4,865,941</b>	<b>4,866,039</b>	<b>4,837,484</b>	<b>4,946,789</b>	<b>5,053,244</b>
Net Increase (Decrease)	(218,027)	(1,761)	96,293	306,800	276,293	235,880
Beginning Balance	1,510,036	892,009	537,148	300,341	240,291	199,484
<b>Available for CIP</b>	<b>1,292,009</b>	<b>890,248</b>	<b>633,441</b>	<b>607,141</b>	<b>516,584</b>	<b>435,364</b>
CIP Projects	400,000	353,100	333,100	366,850	317,100	201,500
<b>Ending Balance</b>	<b>892,009</b>	<b>537,148</b>	<b>300,341</b>	<b>240,291</b>	<b>199,484</b>	<b>233,864</b>

**Assumptions:** Charges for most services increase 2% each year, other revenues are unchanged, and operating expenses increase 2.2% each year. Bond proceeds, debt service expense, and CIP project expenses are based on the adopted 2019-2024 Capital Improvements Plan.

# LONG-RANGE FINANCIAL PLANNING

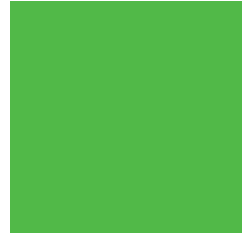
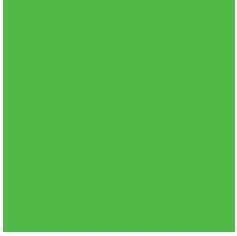
DEBT SERVICE FUND						
	Adjusted 2018/19	Adopted 2019/20	2020/21	2021/22	2022/23	2023/24
<b>Debt Service Issues:</b>						
Current	9,986,229	9,176,449	8,655,654	7,451,742	6,764,751	6,086,199
Proposed 2019/20	-	1,123,678	1,123,678	1,123,678	1,123,678	1,123,678
Proposed 2020/21	-	-	1,157,985	1,157,985	1,157,985	1,157,985
Proposed 2021/22	-	-	-	1,240,255	1,240,255	1,240,255
Proposed 2022/23	-	-	-	-	1,181,995	1,181,995
Proposed 2023/24	-	-	-	-	-	970,162
<b>Total Debt Service</b>	<b>9,986,229</b>	<b>10,300,127</b>	<b>10,937,317</b>	<b>10,973,660</b>	<b>11,468,664</b>	<b>11,760,274</b>
<b>Less:</b>						
State Replacement Tax	320,004	320,004	320,004	320,004	320,004	320,004
Use of Fund Balance	175,000	-	325,000	60,000	225,000	190,000
<b>Net Debt Service</b>	<b>9,491,225</b>	<b>9,980,123</b>	<b>10,292,313</b>	<b>10,593,656</b>	<b>10,923,660</b>	<b>11,250,270</b>
<b>Debt Service Levy</b>	<b>3.21813</b>	<b>3.19314</b>	<b>3.19711</b>	<b>3.19487</b>	<b>3.19844</b>	<b>3.19813</b>

**Assumptions:** 3% annual growth in taxable value of property; state replacement tax remains level.. Debt service projections are based on the adopted 2019-2024 Capital Improvements Plan. Future debt service is estimated using a term of 12 years and an interest rate of 3%. Tax supported debt only is included in the projection; abated debt is excluded.

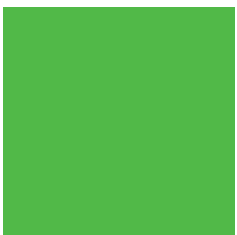
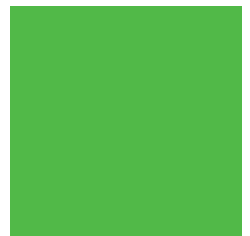
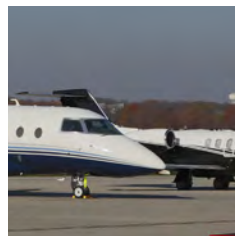
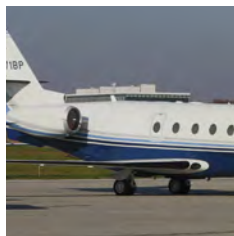
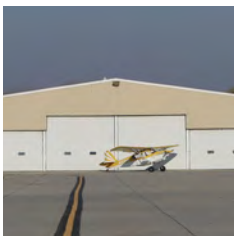
HEALTH INSURANCE FUND						
	Adjusted 2018/19	Adopted 2019/20	2020/21	2021/22	2022/23	2023/24
			<i>2% Rate Increase</i>	<i>5% Rate Increase</i>	<i>5% Rate Increase</i>	<i>5% Rate Increase</i>
<b>Revenues:</b>						
Employer Contributions	7,908,438	8,066,607	8,469,937	8,893,434	9,338,106	9,805,011
Employee Contributions	687,934	701,693	736,778	773,617	812,298	852,913
Other Revenue	520,584	529,932	556,429	584,250	613,463	644,136
<b>Total Revenues</b>	<b>9,116,956</b>	<b>9,298,232</b>	<b>9,763,144</b>	<b>10,251,301</b>	<b>10,763,867</b>	<b>11,302,060</b>
<b>Expenses:</b>						
Health Insurance	8,299,547	8,871,861	9,315,454	9,781,227	10,270,288	10,783,802
Employee Wellness	306,612	326,264	336,052	346,134	356,518	367,214
<b>Total Expenses</b>	<b>8,383,705</b>	<b>9,113,137</b>	<b>9,562,992</b>	<b>10,035,165</b>	<b>10,530,768</b>	<b>11,050,966</b>
Net Increase(Decrease)	510,797	100,107	111,638	123,940	137,061	151,044
<b>Beginning Balance</b>	<b>4,564,736</b>	<b>5,075,533</b>	<b>5,175,640</b>	<b>5,287,278</b>	<b>5,411,218</b>	<b>5,548,279</b>
<b>Ending Balance</b>	<b>5,075,533</b>	<b>5,175,640</b>	<b>5,287,278</b>	<b>5,411,218</b>	<b>5,548,279</b>	<b>5,699,323</b>

**Assumptions:** Health insurance premiums charged to departments and employees will need to increase 5% each year; other revenues are estimated individually. Health insurance operating expenses are projected to increase 5% each year. The Health Promotion Program is projected to increase 3% each year. **Since the City is self-insured, the projected fund balance is evaluated each year and projected premium rate increases are adjusted to maintain the desired fund balance.**

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# PUBLIC SAFETY



# **PUBLIC SAFETY**

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# PUBLIC SAFETY

## 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.

<i>Expenditures by Activity:</i>	2017/18 Actual	2018/19 Adopted	2018/19 Adjusted	2019/20 Adopted	% Change From Adopted
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%
<b>Total Operations</b>	18,540,422	20,082,139	20,275,058	20,863,042	3.9%
Public Safety CIP	11,744	1,137,000	1,404,831	1,750,000	53.9%
<b>Total Expenditures</b>	18,552,166	21,219,139	21,679,889	22,613,042	6.6%
 <i>Authorized FTEs</i>	 149.15	 151.65	 151.65	 153.65	



# PUBLIC SAFETY

	2017/18	2018/19	2018/19	2019/20	% Change From Adopted
<b>Expenditures by Category:</b>					
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	
<b>Total Operations</b>	<b>18,540,422</b>	<b>20,082,139</b>	<b>20,275,058</b>	<b>20,863,042</b>	<b>3.9%</b>
Public Safety CIP	11,744	1,137,000	1,404,831	1,750,000	53.9%
<b>Total Expenditures</b>	<b>18,552,166</b>	<b>21,219,139</b>	<b>21,679,889</b>	<b>22,613,042</b>	<b>6.6%</b>
<b>Funding Sources:</b>					
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%
<b>Total Operations Funding</b>	<b>18,540,422</b>	<b>20,082,139</b>	<b>20,275,058</b>	<b>20,863,042</b>	<b>3.9%</b>
<b>Public Safety CIP Funding:</b>					
G.O. Bonds	-	1,137,000	1,137,000	1,520,000	33.7%
General Fund	11,469	-	191,531	-	
Local Option Sales Tax	275	-	76,300	-	
Police/Fire Grants	-	-	-	230,000	
<b>Total CIP Funding</b>	<b>11,744</b>	<b>1,137,000</b>	<b>1,404,831</b>	<b>1,750,000</b>	<b>53.9%</b>
<b>Total Funding Sources</b>	<b>18,552,166</b>	<b>21,219,139</b>	<b>21,679,889</b>	<b>22,613,042</b>	<b>6.6%</b>

# LAW ENFORCEMENT

## Description:

Law Enforcement activities comprise four areas: **Administration and Records** includes departmental supervision, finance, and records systems. **Crime Prevention and Police Services** includes the uniformed patrol sub-activity, which is responsible for emergency response, the Safe Neighborhoods Team, traffic enforcement, and school crossing safety. Crime Prevention and Police Services also includes Investigations, which 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.)

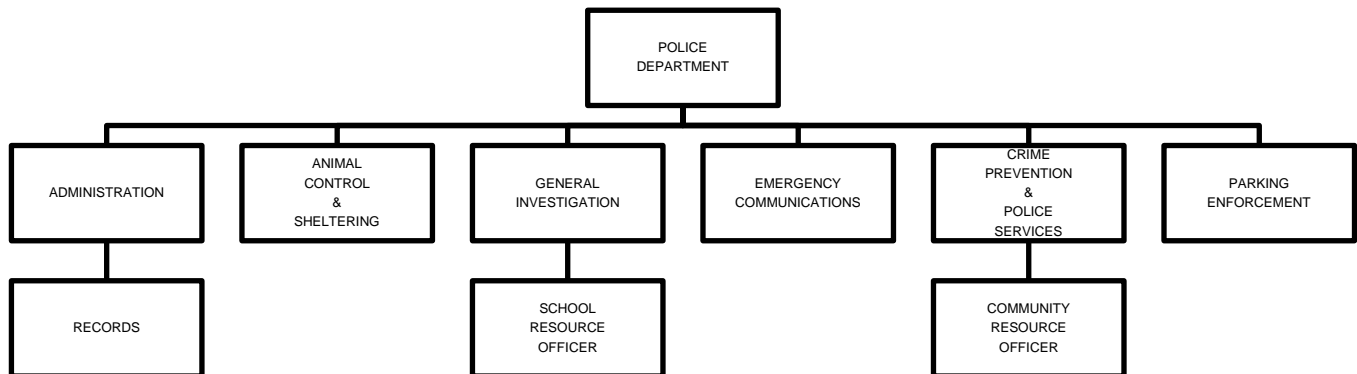
	2017/18	2018/19	2018/19	2019/20	% Change
<i>Expenditures by Activity:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
Administration/Records	909,449	960,126	987,825	983,210	2.4%
Police Services	7,004,719	7,508,924	7,749,490	7,821,364	4.2%
Emergency Communications	1,233,406	1,314,835	1,316,532	1,358,857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



# LAW ENFORCEMENT

<i>Expenditures by Category:</i>	2017/18 Actual	2018/19 Adopted	2018/19 Adjusted	2019/20 Adopted	% Change From Adopted
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	
<b>Total Expenditures</b>	<b>9,206,461</b>	<b>9,838,885</b>	<b>10,108,847</b>	<b>10,218,431</b>	<b>3.9%</b>

<b>Funding Sources:</b>					
<i>Police Revenues:</i>					
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%
<b>Total Revenues</b>	<b>279,992</b>	<b>288,157</b>	<b>254,837</b>	<b>290,819</b>	<b>0.9%</b>
General Fund Support	8,926,469	9,550,728	9,854,010	9,927,612	4.0%
<b>Total Funding Sources</b>	<b>9,206,461</b>	<b>9,838,885</b>	<b>10,108,847</b>	<b>10,218,431</b>	<b>3.9%</b>



# 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	2018/19	2018/19	2019/20	% Change
<i>Expenditures by Category:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
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	-	-	-	-	
<b>Total Expenditures</b>	<b>909,449</b>	<b>960,126</b>	<b>987,825</b>	<b>983,210</b>	<b>2.4%</b>

<i>Funding Sources:</i>					
General Fund	909,449	960,126	987,825	983,210	2.4%
<b>Total Funding Sources</b>	<b>909,449</b>	<b>960,126</b>	<b>987,825</b>	<b>983,210</b>	<b>2.4%</b>

<i>Authorized FTEs</i>	7.25	7.25	7.25	7.25
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# 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
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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
		Record checks processed	1,334	1,802	1,400	1,500
	Provide timely, accurate reports and public information	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	2018/19	2018/19	2019/20	% Change
<i>Expenditures by Activity:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
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%
<b>Total Expenditures</b>	<b>7,004,719</b>	<b>7,508,924</b>	<b>7,749,490</b>	<b>7,821,364</b>	<b>4.2%</b>

<i>Expenditures by Category:</i>					
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	-	-	-	-	
<b>Total Expenditures</b>	<b>7,004,719</b>	<b>7,508,924</b>	<b>7,749,490</b>	<b>7,821,364</b>	<b>4.2%</b>

<i>Funding Sources:</i>					
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%
<b>Total Funding Sources</b>	<b>7,004,719</b>	<b>7,508,924</b>	<b>7,749,490</b>	<b>7,821,364</b>	<b>4.2%</b>

<i>Authorized FTEs</i>	55.00	56.00	56.00	57.00
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# 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
	Enhance trust within the community by building relationships and communicating effectively	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
		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 2<sup>nd</sup> 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	2018/19	2018/19	2019/20	% Change
<i>Expenditures by Category:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
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	-	-	-	-	
<b>Total Expenditures</b>	<b>1,233,406</b>	<b>1,314,835</b>	<b>1,316,532</b>	<b>1,358,857</b>	<b>3.4%</b>

<i>Funding Sources:</i>					
General Fund	1,233,406	1,314,835	1,316,532	1,358,857	3.4%
<b>Total Funding Sources</b>	<b>1,233,406</b>	<b>1,314,835</b>	<b>1,316,532</b>	<b>1,358,857</b>	<b>3.4%</b>

<i>Authorized FTEs</i>	13.00	13.00	13.00	13.00
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# EMERGENCY COMMUNICATIONS

<i>City Mission/ Council Goal</i>	<i>Department Goals and Core Services</i>	<i>Indicators</i>	<b>2016/17 Actual</b>	<b>2017/18 Actual</b>	<b>2018/19 Adjusted</b>	<b>2019/20 Estimated</b>
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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	2018/19	2018/19	2019/20	% Change
<i>Expenditures by Category:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
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%
<b>Total Expenditures</b>	<b>58,887</b>	<b>55,000</b>	<b>55,000</b>	<b>55,000</b>	<b>0.0%</b>
<b>Funding Sources:</b>					
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	-	-	-	-	
<b>Total Funding Sources</b>	<b>58,887</b>	<b>55,000</b>	<b>55,000</b>	<b>55,000</b>	<b>0.0%</b>
Authorized FTEs	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>	<b>2016/17 Actual</b>	<b>2017/18 Actual</b>	<b>2018/19 Adjusted</b>	<b>2019/20 Estimated</b>
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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

## Description:

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

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

<b>Activities:</b>	<b>2017/18 Actual</b>	<b>2018/19 Adopted</b>	<b>2018/19 Adjusted</b>	<b>2019/20 Adopted</b>	<b>% Change From Adopted</b>
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%
<b>Total Expenditures</b>	<b>6,777,814</b>	<b>7,283,577</b>	<b>7,208,020</b>	<b>7,565,200</b>	<b>3.9%</b>
 <i>Authorized FTEs</i>	 57.75	 58.75	 58.75	 59.75	

# FIRE SAFETY

	2017/18	2018/19	2018/19	2019/20	%
<i>Expenditures by Category:</i>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>Change From Adopted</b>
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	-				
<b>Total Expenditures</b>	<b>6,777,814</b>	<b>7,283,577</b>	<b>7,208,020</b>	<b>7,565,200</b>	<b>3.9%</b>
<b>Funding Sources:</b>					
<i>Fire Revenues:</i>					
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	-	-	-	
<b>Total Revenues</b>	<b>1,723,740</b>	<b>1,841,619</b>	<b>1,822,391</b>	<b>1,912,650</b>	<b>3.9%</b>
General Fund Support	5,054,074	5,441,958	5,385,629	5,652,550	3.9%
<b>Total Funding Sources</b>	<b>6,777,814</b>	<b>7,283,577</b>	<b>7,208,020</b>	<b>7,565,200</b>	<b>3.9%</b>

# 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	2018/19	2018/19	2019/20	% Change
<b>Expenditures by Category:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From Adopted</b>
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	-	-	-	-	
<b>Total Expenditures</b>	<b>1,104,841</b>	<b>1,196,622</b>	<b>1,093,473</b>	<b>1,206,298</b>	<b>0.8%</b>

<b>Funding Sources:</b>					
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%
<b>Total Funding Sources</b>	<b>1,104,841</b>	<b>1,196,622</b>	<b>1,093,473</b>	<b>1,206,298</b>	<b>0.8%</b>

<i>Authorized FTEs</i>	6.75	6.75	6.75	6.75
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# 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.

<b>Expenditures by Category:</b>	<b>2017/18 Actual</b>	<b>2018/19 Adopted</b>	<b>2018/19 Adjusted</b>	<b>2019/20 Adopted</b>	<b>% Change From Adopted</b>
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	-	-	-	-	
<b>Total Expenditures</b>	<b>5,564,312</b>	<b>5,934,812</b>	<b>5,960,943</b>	<b>6,201,598</b>	<b>4.5%</b>

<b>Funding Sources:</b>					
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	-	-	-	
<b>Total Funding Sources</b>	<b>5,564,312</b>	<b>5,934,812</b>	<b>5,960,943</b>	<b>6,201,598</b>	<b>4.5%</b>

<i>Authorized FTEs</i>	50.00	51.00	51.00	52.00
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# 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
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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
		# of business pre-plan inspections	347	387	276	270
	Work with businesses to perform inspections and prepare pre-plans to provide information to firefighters	# 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	2018/19	2018/19	2019/20	% Change
<i><b>Expenditures by Category:</b></i>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From Adopted</b>
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	-	-	-	-	
<b>Total Expenditures</b>	<b>108,661</b>	<b>152,143</b>	<b>153,604</b>	<b>157,304</b>	<b>3.4%</b>

<i><b>Funding Sources:</b></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%
<b>Total Funding Sources</b>	<b>108,661</b>	<b>152,143</b>	<b>153,604</b>	<b>157,304</b>	<b>3.4%</b>

<i>Authorized FTEs</i>	1.00	1.00	1.00	1.00
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# 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 Adopted	% Change From Adopted
<b>Expenditures by Activity:</b>					
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 Liason	78,352	137,030	114,941	126,696	-7.5%
<b>Total Expenditures</b>	<b>1,241,989</b>	<b>1,571,653</b>	<b>1,474,546</b>	<b>1,615,765</b>	<b>2.8%</b>

<b>Expenditures by Category:</b>					
	2017/18 Actual	2018/19 Adopted	2018/19 Adjusted	2019/20 Adopted	% Change From Adopted
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	-	-	-	-	
<b>Total Expenditures</b>	<b>1,241,989</b>	<b>1,571,653</b>	<b>1,474,546</b>	<b>1,615,765</b>	<b>2.8%</b>

<b>Funding Sources:</b>					
	2017/18 Actual	2018/19 Adopted	2018/19 Adjusted	2019/20 Adopted	% Change From Adopted
<b>Inspections Revenue:</b>					
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	-	
<b>Total Revenues</b>	<b>1,485,066</b>	<b>1,600,284</b>	<b>1,665,284</b>	<b>1,609,146</b>	<b>0.6%</b>

Support from (contribution to) General Fund	(243,077)	(28,631)	(190,738)	6,619	-123.1%
<b>Total Funding Sources</b>	<b>1,241,989</b>	<b>1,571,653</b>	<b>1,474,546</b>	<b>1,615,765</b>	<b>2.8%</b>

Authorized FTEs	12.25	12.25	12.25	12.25	
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# BUILDING SAFETY

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2016/17 Actual	2017/18 Actual	2018/19 Adjusted	2019/20 Estimated
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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
	Assist customers in maintaining safe dwellings through periodic rental inspections	# of inspections per inspector	1,931	1,553	1,600	1,500
		# 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
<b>Promote economic development</b>	Promote partnerships and encourage successful construction projects	# of neighborhood inspections	357	357	650	650
		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	2018/19	2018/19	2019/20	% Change
<i>Expenditures by Category:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
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	-	-	-	-	
<b>Total Expenditures</b>	<b>463,444</b>	<b>463,524</b>	<b>557,345</b>	<b>490,899</b>	<b>5.9%</b>
<b>Funding Sources:</b>					
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%
<b>Total Revenues</b>	<b>47,260</b>	<b>34,850</b>	<b>81,450</b>	<b>49,090</b>	<b>40.9%</b>
General Fund Support	416,184	428,674	475,895	441,809	3.1%
<b>Total Funding Sources</b>	<b>463,444</b>	<b>463,524</b>	<b>557,345</b>	<b>490,899</b>	<b>5.9%</b>
<i>Authorized FTEs</i>	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
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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
	Promote quality of life improvements for animals in the community	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.

	<b>2017/18</b>	<b>2018/19</b>	<b>2018/19</b>	<b>2019/20</b>	<b>% Change</b>
<b><i>Expenditures by Activity:</i></b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From Adopted</b>
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%
<b>Total Expenditures</b>	<b>850,714</b>	<b>924,500</b>	<b>926,300</b>	<b>972,747</b>	<b>5.2%</b>

<b><i>Expenditures by Category:</i></b>					
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	-	-	-	-	
<b>Total Expenditures</b>	<b>850,714</b>	<b>924,500</b>	<b>926,300</b>	<b>972,747</b>	<b>5.2%</b>

<b><i>Funding Sources:</i></b>					
General Fund	850,714	924,500	926,300	972,747	5.2%
<b>Total Funding Sources</b>	<b>850,714</b>	<b>924,500</b>	<b>926,300</b>	<b>972,747</b>	<b>5.2%</b>

<i>Authorized FTEs</i>	0.00	0.00	0.00	0.00
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## OTHER COMMUNITY PROTECTION

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2016/17 Actual	2017/18 Actual	2018/19 Adjusted	2019/20 Estimated
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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

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## 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.

<b>Activities:</b>	<b>2017/18 Actual</b>	<b>2018/19 Adopted</b>	<b>2018/19 Adjusted</b>	<b>2019/20 Adopted</b>	<b>% Change From Adopted</b>
<b>Law Enforcement:</b>					
City-Wide Radio System	11,469	1,000,000	1,022,531	1,750,000	75.0%
<b>Fire Safety:</b>					
Fire Station Improvements	275	137,000	291,970	-	-100.0%
<b>Other Public Safety:</b>					
Outdoor Storm Warning System	-	-	90,330	-	
<b>Total Public Safety CIP</b>	<b>11,744</b>	<b>1,137,000</b>	<b>1,404,831</b>	<b>1,750,000</b>	<b>53.9%</b>



# ***PUBLIC SAFETY PROGRAM CAPITAL IMPROVEMENTS***

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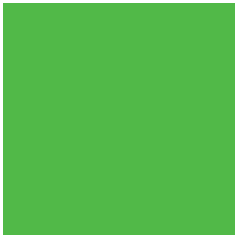
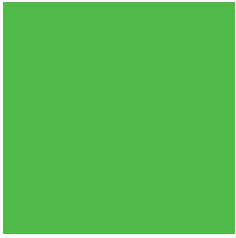
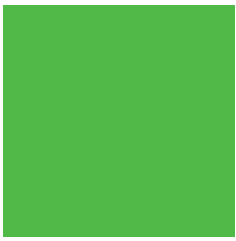
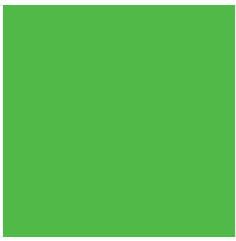
## **Law Enforcement (\$1,750,000)**

The City currently uses an analog 800 Mhz trunked voice radio system. Although the system provides a high degree of county-wide interoperability, it is based on very old technology. Performance and coverage issues have begun to create significant problems for radio users. A consulting firm hired by the Story County 911 Board to evaluate the radio system provided a preliminary cost estimate of \$8,000,000 for a new system in December of 2017. The new system would be shared and funded by the E911 System, Story County, Iowa State University, and the City of Ames. Vendor responses to an RFP that were received in December of 2018 indicate that the final cost of a new radio system will be higher than what was originally estimated. The City budgeted \$1,000,000 in FY 2018/19 for its share of the infrastructure for the new system. The current CIP commits an additional \$1,750,000 under the ***City-Wide Radio System*** project for completing the necessary infrastructure, purchasing the radios, and managing the overall project.

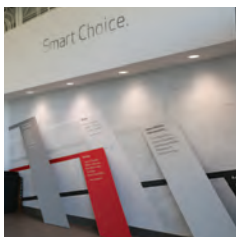
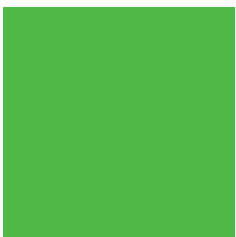
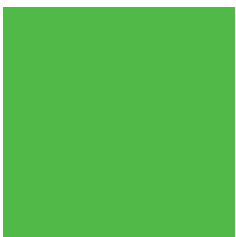
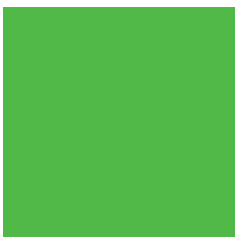
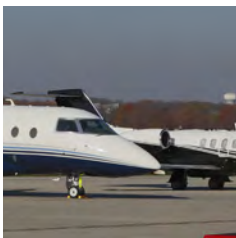
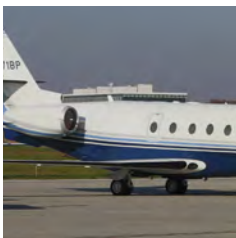
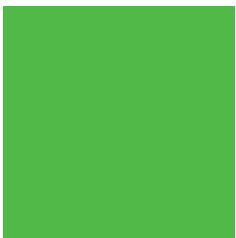
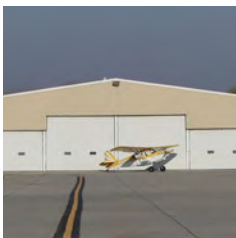
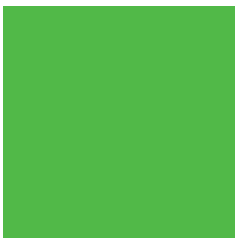
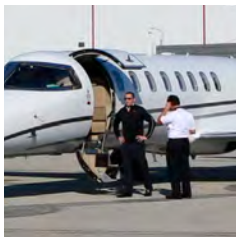
## **Storm Warning System (\$40,000)**

Staff from the City's Police and Electric Services departments analyze sound propagation maps for the City's storm siren system and compare it to recent and expected growth in the City. Two locations for additional outdoor warning sirens have recently been identified. In FY 2018/19, \$40,000 has been added to the adjusted budget to purchase and install a new siren in the recently annexed area east of Interstate 35. In FY 2019/20, \$40,000 has been allocated under the ***Outdoor Storm Warning System*** project to add a second new siren in the Iowa State University Research Park area. Funding of \$10,330 has also been added to the FY 2018/19 adjusted budget to upgrade the system controller software to meet current standards.

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# UTILITIES



# UTILITIES

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# UTILITIES

## 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 Adopted	% Change From Adopted
<b>Expenditures by Activity:</b>					
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%
<b>Total Operations</b>	<b>69,622,039</b>	<b>73,164,579</b>	<b>75,193,184</b>	<b>76,453,284</b>	<b>4.5%</b>
Utilities CIP	8,620,104	23,472,600	61,584,845	29,683,100	26.5%
<b>Total Expenditures</b>	<b>78,242,143</b>	<b>96,637,179</b>	<b>136,778,029</b>	<b>106,136,384</b>	<b>9.8%</b>
<i>Authorized FTEs</i>	161.51	161.51	161.76	162.76	

# UTILITIES

	2017/18	2018/19	2018/19	2019/20	% Change
<i>Expenditures by Category:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
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%
<b>Total Operations</b>	<b>69,622,039</b>	<b>73,164,579</b>	<b>75,193,184</b>	<b>76,453,284</b>	<b>4.5%</b>
Utilities CIP	8,620,104	23,472,600	61,584,845	29,683,100	26.5%
<b>Total Expenditures</b>	<b>78,242,143</b>	<b>96,637,179</b>	<b>136,778,029</b>	<b>106,136,384</b>	<b>9.8%</b>
<b>Funding Sources:</b>					
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%
<b>Total Operations Funding</b>	<b>69,622,039</b>	<b>73,164,579</b>	<b>75,193,184</b>	<b>76,453,284</b>	<b>4.5%</b>
<b>Utilities CIP Funding:</b>					
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%
<b>Total CIP Funding</b>	<b>8,620,104</b>	<b>23,472,600</b>	<b>61,584,845</b>	<b>29,683,100</b>	<b>26.5%</b>
<b>Total Funding Sources</b>	<b>78,242,143</b>	<b>96,637,179</b>	<b>136,778,029</b>	<b>106,136,384</b>	<b>9.8%</b>

# ELECTRIC SERVICES

## 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** includes programs, designed to reduce peak consumption and use energy more wisely. **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 and extending the electric transmission and distribution systems which deliver electricity to the community, as well as street lighting installation/maintenance and emergency weather notification system maintenance. **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.

<b>Expenditures by Activity:</b>	<b>2017/18 Actual</b>	<b>2018/19 Adopted</b>	<b>2018/19 Adjusted</b>	<b>2019/20 Adopted</b>	<b>% Change From Adopted</b>
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%
<b>Total Expenditures</b>	<b>54,301,669</b>	<b>56,128,678</b>	<b>58,173,034</b>	<b>58,824,151</b>	<b>4.8%</b>

<i>Authorized FTEs</i>	81.00	81.00	81.00	81.00
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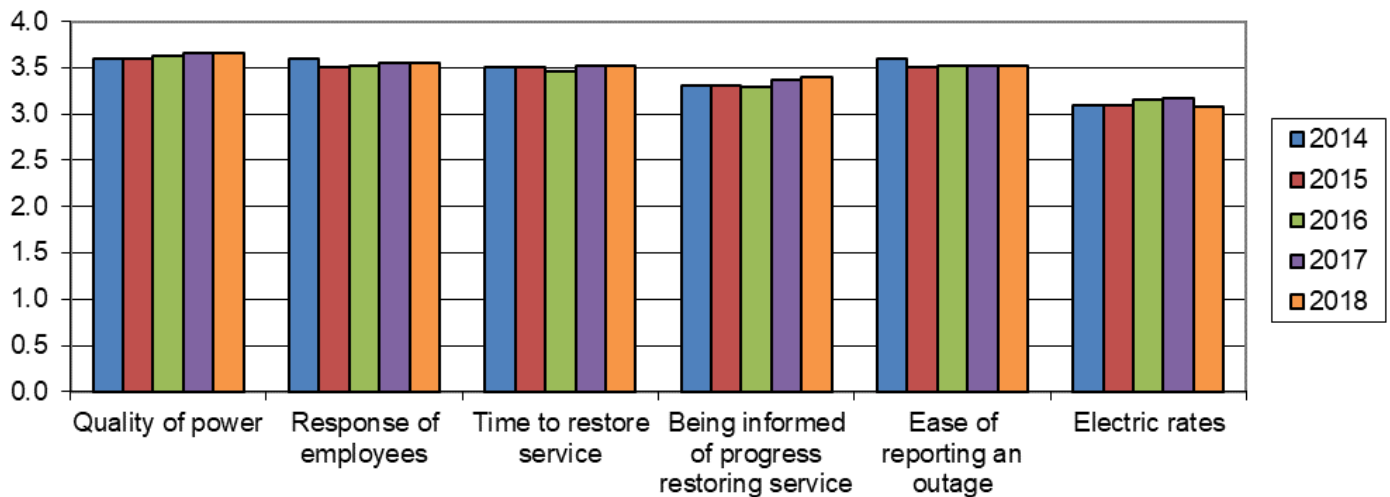


# ELECTRIC SERVICES

<i>Expenditures by Category:</i>	2017/18 Actual	2018/19 Adopted	2018/19 Adjusted	2019/20 Adopted	% Change From Adopted
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%
<b>Total Expenditures</b>	<b>54,301,669</b>	<b>56,128,678</b>	<b>58,173,034</b>	<b>58,824,151</b>	<b>4.8%</b>

<i>Funding Sources:</i>					
Electric Utility Fund	54,301,669	56,128,678	58,173,034	58,824,151	4.8%
<b>Total Funding Sources</b>	<b>54,301,669</b>	<b>56,128,678</b>	<b>58,173,034</b>	<b>58,824,151</b>	<b>4.8%</b>

Satisfaction with City Electric Department services





# 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	2018/19	2018/19	2019/20	% Change
<i>Expenditures by Activity:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
Electric Administration	890,906	934,983	923,039	947,843	1.4%
Energy Services	235,601	174,402	200,536	194,482	11.5%
<b>Total Expenditures</b>	<b>1,126,507</b>	<b>1,109,385</b>	<b>1,123,575</b>	<b>1,142,325</b>	<b>3.0%</b>
<b><i>Expenditures by Category:</i></b>					
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%
<b>Total Expenditures</b>	<b>1,126,507</b>	<b>1,109,385</b>	<b>1,123,575</b>	<b>1,142,325</b>	<b>3.0%</b>
<b><i>Funding Sources:</i></b>					
Electric Utility Fund	1,126,507	1,109,385	1,123,575	1,142,325	3.0%
<b>Total Funding Sources</b>	<b>1,126,507</b>	<b>1,109,385</b>	<b>1,123,575</b>	<b>1,142,325</b>	<b>3.0%</b>
 <i>Authorized FTEs</i>	 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	
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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	
	<b>Expand sustainability efforts</b>	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 8<sup>th</sup> 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 9<sup>th</sup> 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	2018/19	2018/19	2019/20	% Change From Adopted
<b>Expenditures by Activity:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	
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%
<b>Total Expenditures</b>	<b>1,505,382</b>	<b>1,200,000</b>	<b>1,200,000</b>	<b>1,200,000</b>	<b>0.0%</b>

<b>Expenditures by Category:</b>					
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%
<b>Total Expenditures</b>	<b>1,505,382</b>	<b>1,200,000</b>	<b>1,200,000</b>	<b>1,200,000</b>	<b>0.0%</b>

<b>Funding Sources:</b>					
Electric Utility Fund	1,505,382	1,200,000	1,200,000	1,200,000	0.0%
<b>Total Funding Sources</b>	<b>1,505,382</b>	<b>1,200,000</b>	<b>1,200,000</b>	<b>1,200,000</b>	<b>0.0%</b>

<i>Authorized FTEs</i>	5.00	5.00	5.00	5.00
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# 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	2018/19	2018/19	2019/20	% Change
<b>Expenditures by Category:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From Adopted</b>
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	-	-	-	-	
<b>Total Expenditures</b>	<b>11,245,313</b>	<b>12,179,746</b>	<b>12,028,911</b>	<b>12,044,282</b>	<b>-1.1%</b>

<b>Funding Sources:</b>					
Electric Utility Fund	11,245,313	12,179,746	12,028,911	12,044,282	-1.1%
<b>Total Funding Sources</b>	<b>11,245,313</b>	<b>12,179,746</b>	<b>12,028,911</b>	<b>12,044,282</b>	<b>-1.1%</b>

<i>Authorized FTEs</i>	45.00	45.00	44.00	44.00
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# 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 15<sup>th</sup>, 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	2018/19	2018/19	2019/20	% Change
<b>Expenditures by Activity:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From Adopted</b>
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%
<b>Total Expenditures</b>	<b>34,761,487</b>	<b>34,221,542</b>	<b>36,180,597</b>	<b>36,657,558</b>	<b>7.1%</b>

<b>Expenditures by Category:</b>					
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	-	-	-	-	
<b>Total Expenditures</b>	<b>34,761,487</b>	<b>34,221,542</b>	<b>36,180,597</b>	<b>36,657,558</b>	<b>7.1%</b>

<b>Funding Sources:</b>					
Electric Utility Fund	34,761,487	34,221,542	36,180,597	36,657,558	7.1%
<b>Total Funding Sources</b>	<b>34,761,487</b>	<b>34,221,542</b>	<b>36,180,597</b>	<b>36,657,558</b>	<b>7.1%</b>

<i>Authorized FTEs</i>	2.00	2.00	2.00	2.00
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# 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.

	2017/18	2018/19	2018/19	2019/20	% Change From
<i>Expenditures by Activity:</i>	Actual	Adopted	Adjusted	Adopted	Adopted
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%
<b>Total Expenditures</b>	<b>4,079,475</b>	<b>5,412,276</b>	<b>5,731,315</b>	<b>5,715,930</b>	<b>5.6%</b>

<i>Expenditures by Category:</i>					
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					-11.6%
	316,959	430,000	405,000	380,000	
Other Expenditures	-	700	700	700	0.0%
<b>Total Expenditures</b>	<b>4,079,475</b>	<b>5,412,276</b>	<b>5,731,315</b>	<b>5,715,930</b>	<b>5.6%</b>

<i>Funding Sources:</i>					
Electric Utility Fund	4,079,475	5,412,276	5,731,315	5,715,930	5.6%
<b>Total Funding Sources</b>	<b>4,079,475</b>	<b>5,412,276</b>	<b>5,731,315</b>	<b>5,715,930</b>	<b>5.6%</b>

<i>Authorized FTEs</i>	17.00	17.00	18.00	18.00
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# ELECTRIC DISTRIBUTION

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2016/17 Actual	2017/18 Actual	2018/19 Adjusted	2019/20 Estimated
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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
<b>Expand sustainability efforts</b>	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 16<sup>th</sup>.
- 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	2018/19	2018/19	2019/20	% Change
<i>Expenditures by Activity:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
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%
<b>Total Expenditures</b>	<b>949,688</b>	<b>1,050,130</b>	<b>988,970</b>	<b>1,095,068</b>	<b>4.3%</b>

<i>Expenditures by Category:</i>					
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	-	-	-	-	
<b>Total Expenditures</b>	<b>949,688</b>	<b>1,050,130</b>	<b>988,970</b>	<b>1,095,068</b>	<b>4.3%</b>

<i>Funding Sources:</i>					
Electric Utility Fund	949,688	1,050,130	988,970	1,095,068	4.3%
<b>Total Funding Sources</b>	<b>949,688</b>	<b>1,050,130</b>	<b>988,970</b>	<b>1,095,068</b>	<b>4.3%</b>

<i>Authorized FTEs</i>	7.00	7.00	7.00	7.00
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# ELECTRIC TECHNICAL 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, 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 arrester failed on the Boone Tie-Line and had to be replaced. Staff found this type of arrester is shown to have a known failure rate as it ages. For reliability reasons, staff decided to begin changing all of these Tie-Line arresters 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	2018/19	2018/19	2019/20	% Change
<i>Expenditures by Category:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
Personal Services	500,786	634,299	563,755	665,500	4.9%
Internal Services	41,122	42,741	42,713	43,632	2.1%
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	-	-	-	-	
<b>Expenditures Subtotal</b>	<b>592,106</b>	<b>913,411</b>	<b>877,609</b>	<b>925,273</b>	<b>1.3%</b>
<i>Plus: Expenditures allocated from another program/activity:</i>					
Public Works Engineering	41,711	42,188	42,057	43,715	3.6%
<b>Total Expenditures</b>	<b>633,817</b>	<b>955,599</b>	<b>919,666</b>	<b>968,988</b>	<b>1.4%</b>
<b>Funding Sources:</b>					
Electric Utility Fund	633,817	955,599	919,666	968,988	1.4%
<b>Total Funding Sources</b>	<b>633,817</b>	<b>955,599</b>	<b>919,666</b>	<b>968,988</b>	<b>1.4%</b>

<i>Authorized FTEs</i>	5.00	5.00	5.00	5.00
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# ELECTRIC ENGINEERING

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2016/17 Actual	2017/18 Actual	2018/19 Adjusted	2019/20 Estimated
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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. 16<sup>th</sup> Street between S. Duff and Dayton Ave.
- Bricktowne Ames – 2<sup>nd</sup> 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	2018/19	2018/19	2019/20	% Change
<b>Expenditures by Activity:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From Adopted</b>
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%
<b>Total Expenditures</b>	<b>7,415,757</b>	<b>8,157,061</b>	<b>8,189,370</b>	<b>8,407,541</b>	<b>3.1%</b>

<i>Authorized FTEs</i>	40.00	40.00	40.00	40.00
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# WATER AND POLLUTION CONTROL

	2017/18	2018/19	2018/19	2019/20	% Change
<i>Expenditures by Category:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
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%
<b>Total Expenditures</b>	<b>7,415,757</b>	<b>8,157,061</b>	<b>8,189,370</b>	<b>8,407,541</b>	<b>3.1%</b>

<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%
<b>Total Funding Sources</b>	<b>7,415,757</b>	<b>8,157,061</b>	<b>8,189,370</b>	<b>8,407,541</b>	<b>3.1%</b>



# 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	2018/19	2018/19	2019/20	% Change
<b>Expenditures by Category:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From Adopted</b>
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	-	-	-	-	
<b>Total Expenditures</b>	<b>856,115</b>	<b>903,051</b>	<b>921,712</b>	<b>949,467</b>	<b>5.1%</b>

<b>Funding Sources:</b>					
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%
<b>Total Funding Sources</b>	<b>856,115</b>	<b>903,051</b>	<b>921,712</b>	<b>949,467</b>	<b>5.1%</b>

<i>Authorized FTEs</i>	6.00	6.00	6.00	6.00
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# 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	2018/19	2018/19	2019/20	% Change
<i>Expenditures by Activity:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
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%
<b>Total Expenditures</b>	<b>2,773,159</b>	<b>3,108,454</b>	<b>3,112,071</b>	<b>3,176,520</b>	<b>2.2%</b>

<i>Expenditures by Category:</i>					
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	
<b>Total Expenditures</b>	<b>2,773,159</b>	<b>3,108,454</b>	<b>3,112,071</b>	<b>3,176,520</b>	<b>2.2%</b>

<i>Funding Sources:</i>					
Water Utility Fund	2,773,159	3,108,454	3,112,071	3,176,520	2.2%
<b>Total Funding Sources</b>	<b>2,773,159</b>	<b>3,108,454</b>	<b>3,112,071</b>	<b>3,176,520</b>	<b>2.2%</b>

<i>Authorized FTEs</i>	9.00	9.00	9.00	9.00
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# 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
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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
	Provide drinking water that meets all Federal and State standards	Operating budget (\$ per MG pumped)	\$1,225	\$1,261	\$1,415	\$1,444
		# 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
<b>Expand sustainability efforts</b>	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	2018/19	2018/19	2019/20	% Change
<i>Expenditures by Activity:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
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%
<b>Total Expenditures</b>	<b>2,232,086</b>	<b>2,553,700</b>	<b>2,493,737</b>	<b>2,590,703</b>	<b>1.5%</b>
<b><i>Expenditures by Category:</i></b>					
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%
<b>Total Expenditures</b>	<b>2,232,086</b>	<b>2,553,700</b>	<b>2,493,737</b>	<b>2,590,703</b>	<b>1.5%</b>
<b><i>Funding Sources:</i></b>					
Sewer Utility Fund	2,232,086	2,553,700	2,493,737	2,590,703	1.5%
<b>Total Funding Sources</b>	<b>2,232,086</b>	<b>2,553,700</b>	<b>2,493,737</b>	<b>2,590,703</b>	<b>1.5%</b>

<i>Authorized FTEs</i>	14.00	14.00	14.00	14.00
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# 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	
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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 <sub>5</sub> ) loading as a % of plant capacity	78%	81.4%	81%	83%	
		% removal efficiency BOD <sub>5</sub>	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	
	<b>Expand sustainability efforts</b>	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
<b>Expenditures by Category:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From Adopted</b>
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	-	-	-	-	
<b>Total Expenditures</b>	<b>591,010</b>	<b>607,559</b>	<b>643,110</b>	<b>659,435</b>	<b>8.5%</b>

<b>Funding Sources:</b>					
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%
<b>Total Funding Sources</b>	<b>591,010</b>	<b>607,559</b>	<b>643,110</b>	<b>659,435</b>	<b>8.5%</b>

<i>Authorized FTEs</i>	5.00	5.00	5.00	5.00
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# 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
<i>Expenditures by Activity:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
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%
<b>Total Expenditures</b>	<b>963,387</b>	<b>984,297</b>	<b>1,018,740</b>	<b>1,031,416</b>	<b>4.8%</b>

<i>Expenditures by Category:</i>					
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	-	-	-	-	
<b>Total Expenditures</b>	<b>963,387</b>	<b>984,297</b>	<b>1,018,740</b>	<b>1,031,416</b>	<b>4.8%</b>

<i>Funding Sources:</i>					
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%
<b>Total Funding Sources</b>	<b>963,387</b>	<b>984,297</b>	<b>1,018,740</b>	<b>1,031,416</b>	<b>4.8%</b>

<i>Authorized FTEs</i>	6.00	6.00	6.00	6.00
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# 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
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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%
	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	2018/19	2018/19	2019/20	% Change
<i>Expenditures by Category:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
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	-	-	-	-	
<b>Expenditure Subtotal</b>	<b>1,184,813</b>	<b>1,150,283</b>	<b>1,117,546</b>	<b>1,197,210</b>	<b>4.1%</b>
<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%
<b>Total Allocations</b>	<b>269,148</b>	<b>281,019</b>	<b>281,185</b>	<b>300,240</b>	<b>6.8%</b>
<b>Total Expenditures</b>	<b>1,453,961</b>	<b>1,431,302</b>	<b>1,398,731</b>	<b>1,497,450</b>	<b>4.6%</b>
<b>Funding Sources:</b>					
Water Utility Fund	1,453,961	1,431,302	1,398,731	1,497,450	4.6%
<b>Total Funding Sources</b>	<b>1,453,961</b>	<b>1,431,302</b>	<b>1,398,731</b>	<b>1,497,450</b>	<b>4.6%</b>

<i>Authorized FTEs</i>	7.81	7.81	7.81	8.60
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# 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
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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
	Maintain fire hydrants in good working order for emergency situations	# of fire hydrants in system	2,906	2,946	2,975	3,000
		# 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.

<b>Expenditures by Category:</b>	<b>2017/18 Actual</b>	<b>2018/19 Adopted</b>	<b>2018/19 Adjusted</b>	<b>2019/20 Adopted</b>	<b>% Change From Adopted</b>
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	-	-	-	-	-
<b>Expenditure Subtotal</b>	<b>507,589</b>	<b>560,958</b>	<b>576,783</b>	<b>573,521</b>	<b>2.2%</b>
<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%
<b>Total Allocations</b>	<b>294,764</b>	<b>307,432</b>	<b>307,564</b>	<b>328,110</b>	<b>6.7%</b>
<b>Total Expenditures</b>	<b>802,353</b>	<b>868,390</b>	<b>884,347</b>	<b>901,631</b>	<b>3.8%</b>
<b>Funding Sources:</b>					
Sewer Utility Fund	802,353	868,390	884,347	901,631	3.8%
<b>Total Funding Sources</b>	<b>802,353</b>	<b>868,390</b>	<b>884,347</b>	<b>901,631</b>	<b>3.8%</b>
 <i>Authorized FTEs</i>	 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	2018/19	2018/19	2019/20	% Change
<i>Expenditures by Category:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
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%
<b>Expenditure Subtotal</b>	<b>179,405</b>	<b>307,919</b>	<b>291,942</b>	<b>297,990</b>	<b>-3.2%</b>
<i>Less: Expenditures allocated to other programs/activities:</i>					
CIP Projects	(28,600)	(20,000)	(20,000)	(20,000)	0.0%
<b>Total Expenditures</b>	<b>150,805</b>	<b>287,919</b>	<b>271,942</b>	<b>277,990</b>	<b>-3.5%</b>
<b>Funding Sources:</b>					
Storm Water Utility Fund	150,805	287,919	271,942	277,990	-3.5%
<b>Total Funding Sources</b>	<b>150,805</b>	<b>287,919</b>	<b>271,942</b>	<b>277,990</b>	<b>-3.5%</b>
 <i>Authorized FTEs</i>	 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	2018/19	2018/19	2019/20	% Change
<i>Expenditures by Category:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
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	-	-	-	-	
<b>Expenditure Subtotal</b>	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%
<b>Total Expenditures</b>	303,514	379,679	386,810	402,111	5.9%
<b>Funding Sources:</b>					
Storm Water Utility Fund	303,514	379,679	386,810	402,111	5.9%
<b>Total Funding Sources</b>	303,514	379,679	386,810	402,111	5.9%
 <i>Authorized FTEs</i>	 2.09	 2.09	 2.09	 2.09	

# STORM WATER SYSTEM MAINTENANCE

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2016/17 Actual	2017/18 Actual	2018/19 Adjusted	2019/20 Estimated
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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 Zearing.

	2017/18 Actual	2018/19 Adopted	2018/19 Adjusted	2019/20 Adopted	% Change From Adopted
<b>Expenditures by Activity:</b>					
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%
<b>Total Expenditures</b>	<b>3,507,491</b>	<b>4,141,045</b>	<b>4,144,687</b>	<b>4,313,931</b>	<b>4.2%</b>

<b>Expenditures by Category:</b>					
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	-	-	-	-	
<b>Expenditure Subtotal</b>	<b>3,507,491</b>	<b>4,141,045</b>	<b>4,144,687</b>	<b>4,313,931</b>	<b>4.2%</b>

Plus: Expenditures allocated  
from another program/activity:

Public Works Administration	115,454	122,543	122,912	133,021	8.6%
<b>Total Expenditures</b>	<b>3,622,945</b>	<b>4,263,588</b>	<b>4,267,599</b>	<b>4,446,952</b>	<b>4.3%</b>

<b>Funding Sources:</b>					
Resource Recovery Fund	3,622,945	4,263,588	4,267,599	4,446,952	4.3%
<b>Total Funding Sources</b>	<b>3,622,945</b>	<b>4,263,588</b>	<b>4,267,599</b>	<b>4,446,952</b>	<b>4.3%</b>

Authorized FTEs	15.00	15.00	15.00	15.00	
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# RESOURCE RECOVERY

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2016/17 Actual	2017/18 Actual	2018/19 Adjusted	2019/20 Estimated
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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
<b>Expand sustainability efforts</b>	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	2018/19	2018/19	2019/20	% Change
<i>Expenditures by Activity:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
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	-	-	-	
<b>Total Expenditures</b>	<b>1,571,035</b>	<b>1,647,962</b>	<b>1,621,351</b>	<b>1,695,458</b>	<b>2.9%</b>

<i>Expenditures by Category:</i>					
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%
<b>Total Expenditures</b>	<b>1,571,035</b>	<b>1,647,962</b>	<b>1,621,351</b>	<b>1,695,458</b>	<b>2.9%</b>

<i>Funding Sources:</i>					
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%
<b>Total Funding Sources</b>	<b>1,571,035</b>	<b>1,647,962</b>	<b>1,621,351</b>	<b>1,695,458</b>	<b>2.9%</b>

<i>Authorized FTEs</i>	10.65	10.65	10.90	10.90
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# 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
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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

## 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 Adopted	% Change From Adopted
<b>Electric Services:</b>					
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 Replacement	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	
<b>Total Electric Services</b>	<b>1,005,046</b>	<b>8,205,000</b>	<b>19,158,247</b>	<b>17,760,000</b>	<b>116.5%</b>
<b>Water Production/Treatment:</b>					
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	
<b>Total Water Production/Treatment</b>	<b>2,068,043</b>	<b>1,619,500</b>	<b>10,370,141</b>	<b>2,461,000</b>	<b>52.0%</b>



# UTILITIES CIP

<i>Activities:</i>	2017/18 Actual	2018/19 Adopted	2018/19 Adjusted	2019/20 Adopted	% Change From Adopted
<b>Water Pollution Control:</b>					
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	
<b>Total Water Pollution Control</b>	<b>1,704,302</b>	<b>6,133,000</b>	<b>9,656,667</b>	<b>445,000</b>	<b>-92.7%</b>
<b>Water Distribution:</b>					
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	
<b>Total Water Distribution</b>	<b>1,033,265</b>	<b>1,400,000</b>	<b>4,352,223</b>	<b>2,950,000</b>	<b>110.7%</b>
<b>Sanitary Sewer System:</b>					
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	-	
<b>Total Sanitary Sewer System</b>	<b>1,832,052</b>	<b>3,845,000</b>	<b>10,207,902</b>	<b>4,034,000</b>	<b>4.9%</b>
<b>Storm Water Management:</b>					
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	1,506	-	-	-	
Protection					
Storm Water System Analysis	-	180,000	360,000	180,000	
Storm Water Quality Improvements	-	100,000	100,000	100,000	
<b>Total Storm Water Management</b>	<b>786,654</b>	<b>1,880,000</b>	<b>7,439,665</b>	<b>1,680,000</b>	<b>-10.6%</b>
<b>Resource Recovery:</b>					
System Improvements	175,776	390,100	370,000	353,100	
Exterior Enhancements	14,966	-	-	-	
Waste Diversion Enhancements	-	-	30,000	-	
<b>Total Resource Recovery</b>	<b>190,742</b>	<b>390,100</b>	<b>400,000</b>	<b>353,100</b>	<b>-9.5%</b>
<b>Total Utilities CIP</b>	<b>8,620,104</b>	<b>23,472,600</b>	<b>61,584,845</b>	<b>29,683,100</b>	<b>26.5%</b>



# UTILITIES PROGRAM CAPITAL IMPROVEMENTS

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## Electric Services (\$17,760,000)

The **69 kV Transmission Reconstruction** project is a multi-year project to reconstruct the older, deteriorated portions of the 69 kV pole lines in increments of between one and two line-miles per year. The actual length and cost per mile will vary by terrain, accessibility, and attachments. For FY 2019/20, \$520,000 is budgeted for this project.

The **Street Light LED Retrofits** program allocates \$250,000 annually for the replacement of existing street light fixtures with Light Emitting Diode (LED) fixtures during routine maintenance activities. This project, which began in FY 2017/18, is replacing approximately 7,500 roadway and security lights over a five year period. LED lights have a longer life and use significantly less energy, which will result in lower maintenance costs, reduced energy usage, a reduced carbon footprint, and less light contamination of the night sky.

The **Street Light and Line Relocations** program allocates funding each year for street light, service line, and transmission line relocations that need to be made in conjunction with Public Works street construction projects. Funding of \$250,000 has been set aside for these relocations in FY 2019/20.

The **Unit 7 Boiler Tube Repair** project will replace the tubing in the water wall and superheat sections of the Unit 7 boiler. After the Power Plant's conversion from coal to natural gas, the tubes were found to be degrading much faster than had been anticipated. The high moisture created during the combustion of natural gas combined with the chlorides and acidic gases produced during Resource Derived Fuel (RDF) combustion cause the metal tube surface to corrode very quickly. The current boiler tube section thicknesses have been dramatically reduced and need to be replaced. An Inconel coating will be added to the new tubes to help them withstand the harsh environment. Engineering for this project was completed in FY 2015/16 to FY 2017/18 at a cost of \$180,946. In FY 2018/20, \$8,400,000 is budgeted for the actual replacement of the boiler tubes.

Existing relays at the City's Power Plant are obsolete electro-mechanical devices which are becoming difficult to maintain and repair, especially as replacement parts are no longer available. Under the **Power Plant Relay/Control System** project, modern, programmable relays and updated controls will be installed to improve the long-term reliability of the system. This project, which began in FY 2017/18, will continue in FY 2019/20 with a budgeted allocation of \$125,000.

In response to Environmental Protection Agency (EPA) ash handling regulations, the City's ash impoundment site will be undergoing significant changes and modifications. By October 2020, the City plans to reclaim and restore as much of the original ash impoundment site as possible. This will involve dewatering, excavating, and moving the ash material from approximately 2/3 of the site before filling in the remaining 1/3. The 2/3 area cleared of all ash will be re-lined with clay and/or a composite material so that it can hold ash from burning Resource Derived Fuel (RDF) in the future. Engineering for this project began in FY 2017/18 and will continue into FY 2019/20. The **Ash Pond Modifications** project budgets an additional \$200,000 for engineering in FY 2019/20 and \$2,000,000 for construction of the project.

The **Unit 8 Superheat Replacement** project will replace the tubing in the superheats section of the Unit 8 boiler. Similar to the Unit 7 boiler tubes, the tubes in the Unit 8 superheat were found to be degrading much faster than expected after converting the City's Power Plant from coal to natural gas. This project allocates \$2,000,000 to replace the superheat tubes with new tubes with an Inconel coating to better withstand the harsh environment created by burning natural gas and Resource Derived Fuel (RDF).

# UTILITIES PROGRAM CAPITAL IMPROVEMENTS

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## Electric Services Continued (\$17,760,000)

Under the **Unit 8 Turbine Generator Overhaul** project, the Unit 8 turbine generator will be disassembled and inspected. The disassembly is required to inspect the turbine, replace worn parts, and inspect the generator for repairs that may be necessary to prevent catastrophic equipment failure. This project, budgeted at \$3,000,000 in FY 2019/20, is recommended by boiler and machinery insurance carriers and follows accepted industry standards.

There are two 42,000 gallon underground tanks at the Power Plant that were used to store fuel oil for Unit 7 and Unit 8. Now that the plant has been converted to natural gas, these tanks are no longer needed and should be removed from the ground to prevent a possible future leak and expensive cleanup. The **Underground Storage Tank Removal** project allocates \$15,000 in FY 2019/20 for engineering for the project, with the actual tank removal expected to occur in FY 2020/21.

The **Unit 8 Precipitator Reconstruction** project allocates \$1,000,000 to replace the lagging, insulation, and support steel on the 33-year old precipitator. Numerous repairs have been made over the years, but the outer lagging and insulation are now in need of complete replacement. The support steel is also failing due to rusting and fatigue. Due to the precipitator's large size, the project will require scaffolding and be a costly repair.

## Water Production and Treatment (\$2,461,000)

**AMR/AMI Meter Conversion** is a multi-year project to convert the water meter reading system from the existing generator/remote technology to the current industry standard of Automated Reading/Advanced Metering Infrastructure (AMR/AMI). The cost to convert the entire inventory of water meters to the new reading technology is estimated at approximately \$1,914,000 for equipment, installation, software, and training. This cost is being spread over a 7 to 8 year period, with \$204,000 budgeted for this program in FY 2019/20.

The **Water Plant Facility Improvements** program allocates \$457,000 to two projects in FY 2019/20. Modifications and improvements to the Supervisory Control and Data Acquisition (SCADA) and security systems at the new Water Treatment Plant (\$100,000) are necessary to address issues that have come to light after utilizing these systems for approximately two years. A distributed antenna system (\$357,000) will be installed to address a code requirement to extend public safety radio coverage throughout the facility, as well as to extend cellular phone coverage to the interior of the facility to meet operational and safety needs.

Each year, the Water Plant's operating budget includes funds to rehabilitate four or five of the Utility's wells. This routine rehabilitation focuses on the below-ground portions of the wells, such as the screens, casings, and pumps. The **Wellhead Rehabilitation** project, which began in FY 2018/19, focuses primarily on replacing and updating the well controls in seven wells. Funding of \$370,000 was budgeted for this program in FY 2018/19. Additional funding of \$50,000 is being allocated in FY 2019/20 to replace the antennas that are used to communicate between the wells and the Water Plant.

The new Water Treatment Plant began operation during the summer of 2017. Now that the facility has been fully commissioned and is performing reliably, the treatment structures at the old plant can be torn down. The **Old Water Treatment Plant Demolition** project will demolish the filter building, the chemical feed building, external treatment basins, administrative offices, and ¾ million gallon ground storage reservoir. The Technical Services Complex that houses the Water Meter and Laboratory Services divisions will remain. Demolition work will occur over a two-year period, with \$1,750,000 budgeted for the project in FY 2019/20.

# UTILITIES PROGRAM CAPITAL IMPROVEMENTS

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## Water Pollution Control (\$445,000)

The **WPC Plant Facility Improvements** program is the annual program to repair, replace, and upgrade equipment at the Water Pollution Control Plant. For FY 2019/20, \$95,000 is budgeted for two projects at the facility. A new grain storage bin is needed in conjunction with the anticipated acquisition of additional farm ground needed for biosolids disposal (\$45,000). The samplers at the Raw Water Pump Station will also be upgraded to provide increased safety and improved equipment life (\$50,000).

The headworks at the WPC facility is where the very first treatment steps take place, including the capture and removal of rags and large debris, as well as the removal of heavy sand and grit. These materials can plug downstream valves and equipment, and are extremely abrasive to pumps and piping. The **WPC Headworks Modifications** project allocates \$150,000 in FY 2019.20 for a temporary lining of the grit splitter box. The complete replacement of the headworks system will occur over two years, beginning in FY 2023/24.

The WPC facility is being converted to a nutrient removal treatment technology over a period of 20 years. Separate from the work that will occur inside the treatment plant, watershed-based improvements performed by the City can be included in the Iowa Nutrient Reduction Exchange. Staff is currently working with the Iowa League of Cities and other large utilities to encourage the Iowa Department of Natural Resources to allow these off-site nutrient reductions to be “banked” as credit towards any future, more stringent nutrient reduction requirements imposed on the WPC facility. The **Watershed-Based Nutrient Reduction** program allocates \$200,000 annually, beginning in FY 2019/20, to use for urban watershed improvements that have a nutrient reduction component.

## Water Distribution System (\$2,950,000)

**Water System Improvements** is the annual program for installing larger distribution mains in areas that have a large concentration of 4” supply lines, transferring water services from 4” water mains in streets where larger water mains exist, and abandoning 4” water mains. Eliminating duplicate water mains and installing larger distribution lines improves water flow and helps eliminate rusty water. For FY 2019/20, \$1,400,000 is budgeted under this program.

The water mains, sanitary sewers, and storm sewers in Campustown date back to the early 1900s. Considering the age of the infrastructure, as well as the increased demand caused by redevelopment, the **Campustown Public Improvements** project will update the area’s water, sanitary, and storm water mains. Pavement improvements will also be made to Welch Avenue. Engineering for this project, which began in FY 2017/18, is scheduled to continue into FY 2019/20, with construction also expected to occur in FY 2019/20. Total funding allocated for engineering and construction in FY 2019/20 is \$1,550,000.

## Sanitary Sewer System (\$4,034,000)

**Sanitary Sewer System Improvements** is the annual program for the rehabilitation or reconstruction of deficient sanitary sewers and deteriorated manholes at various locations throughout the City. System improvement locations have been identified through the Sanitary Sewer System Evaluation (SSSE) over the last several years. Through manhole inspections, smoke testing, and televising, severe structural defects have been identified as priorities within this program. In addition to the \$250,000 allocated annually to this program through the Sewer Utility Fund, \$3,684,000 in State Revolving Funds (SRF) will be used in FY 2019/20 to address these structural deficiencies.

# UTILITIES PROGRAM CAPITAL IMPROVEMENTS

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## Sanitary Sewer System Continued (\$4,034,000)

**Clear Water Diversion** is the annual program providing for the diversion of footing drain discharge from sanitary sewers to storm sewers. Clear water from footing drains causes overloading and backups in the sanitary sewer system, as well as increasing the volume of clean water that is treated at the sewage treatment facility. Funding of \$100,000 has been allocated to this program for FY 2019/20 due to the many citizen requests for collector line installation throughout the community.

## Storm Water Management (\$1,680,000)

**Low Point Drainage** is the annual program for drainage improvements to decrease flooding at low points throughout the community. For FY 2019/20, \$200,000 is allocated under this program to address issues on Top-O-Hollow Road, 28<sup>th</sup> Street, and Kennedy Street.

The **Storm Water Improvement Program** is the annual program to replace deteriorated storm sewer pipes and intakes. The budget includes \$250,000 for this program annually.

The **Storm Water Erosion Control Program** provides funding for the stabilization of areas that have become eroded in streams, channels, swales, gullies, or drainage ways that are a part of the storm sewer system. This program provides a more permanent control of the erosion and will reduce occurring maintenance costs in the affected areas. For FY 2019/20, \$800,000 has been earmarked in this program to stabilize the bank along Squaw Creek in various locations from 6<sup>th</sup> Street to 13<sup>th</sup> Street.

New developments in the community are required to maintain storm water runoff at pre-developed conditions through the use of extended detention and/or retention. Through developers' agreements, the City accepts responsibility for the long-term maintenance of many of these facilities in residential areas. As these facilities age, sediment accumulates, volunteer vegetation becomes more prevalent, erosion occurs, and structures need to be improved. **Storm Water Facility Rehabilitation**, an annual program to address these issues, budgets \$150,000 in 2019/20 for the Bloomington Heights West subdivision.

In recent years, localized flash flooding has occurred at various locations in Ames during high rainfall events. The City doesn't currently have an accurate mapping of the storm sewer system within the Geographic Information System (GIS) as it does with the other utility systems. **The Storm Water System Analysis** project allocates \$180,000 in FY 2019/20 for the third year of a multi-year project to establish an accurate GIS storm sewer system and hydraulic modeling of the network. This analysis will aid in identifying deficient storm water capacity and locations for future improvements.

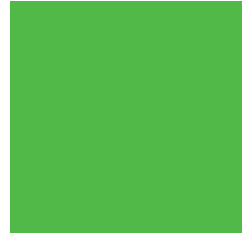
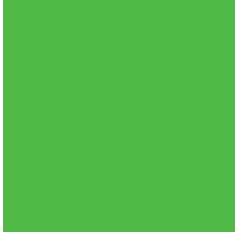
**Storm Water Quality Improvements** is a program to address the removal of sediment and nutrients before they enter waterways such as Squaw Creek or Skunk River. The program includes the installation of such features as bioretention cells, vegetated swales, native landscape, and rain gardens. Installations are located throughout the community, and will often be incorporated with street projects in FY 2019/20. Funding of \$100,000 has been budgeted for this program.

## Resource Recovery (\$353,100)

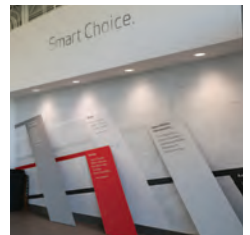
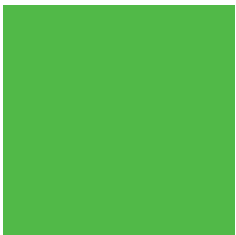
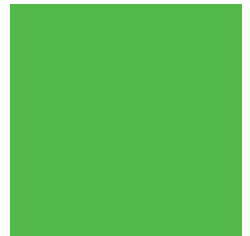
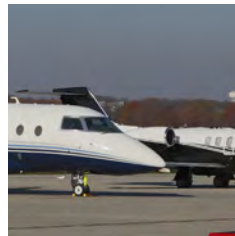
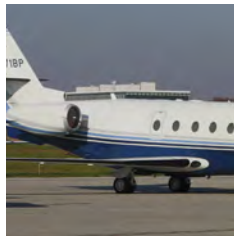
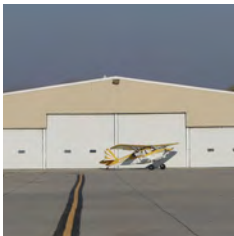
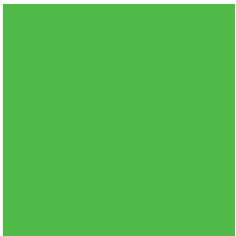
**Resource Recovery System Improvements** is an annual program to purchase new and replacement components at the Resource Recovery Plant. In FY 2019/20, \$353,100 will be used for various large maintenance projects including replacing the RDS rollers and chains, replacing the conveyor belts, and replacing the scale house on the tipping floor.

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# TRANSPORTATION



# TRANSPORTATION

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# TRANSPORTATION

## 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	2018/19	2018/19	2019/20	% Change
	Actual	Adopted	Adjusted	Adopted	From
<b>Expenditures by Activity:</b>					<b>Adopted</b>
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%
<b>Total Operations</b>	<b>16,994,677</b>	<b>18,839,248</b>	<b>18,886,222</b>	<b>19,530,082</b>	<b>3.7%</b>
Transportation CIP	13,541,832	16,814,400	39,817,931	19,815,169	17.9%
<b>Total Expenditures</b>	<b>30,536,509</b>	<b>35,653,648</b>	<b>58,704,153</b>	<b>39,345,251</b>	<b>10.4%</b>
Authorized FTEs	134.64	135.14	135.73	136.73	



# TRANSPORTATION

	2017/18	2018/19	2018/19	2019/20	% Change
<i>Expenditures by Category:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
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	-	-100.0%
<b>Total Operations</b>	<b>16,994,677</b>	<b>18,839,248</b>	<b>18,886,222</b>	<b>19,530,082</b>	<b>3.7%</b>
Transportation CIP	13,541,832	16,814,400	39,817,931	19,815,169	17.9%
<b>Total Expenditures</b>	<b>30,536,509</b>	<b>35,653,648</b>	<b>58,704,153</b>	<b>39,345,251</b>	<b>10.4%</b>
<b>Funding Sources:</b>					
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%
<b>Total Operations Funding</b>	<b>16,994,677</b>	<b>18,839,248</b>	<b>18,886,222</b>	<b>19,530,082</b>	<b>3.7%</b>
<b>Transportation CIP Funding:</b>					
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%
<b>Total CIP Funding</b>	<b>13,541,832</b>	<b>16,814,400</b>	<b>39,817,931</b>	<b>19,815,169</b>	<b>17.9%</b>
<b>Total Funding Sources</b>	<b>30,536,509</b>	<b>35,653,648</b>	<b>58,704,153</b>	<b>39,345,251</b>	<b>10.4%</b>

# 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	2018/19	2018/19	2019/20	% Change
<i>Expenditures by Category:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
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	-	-	-	-	
<b>Expenditure Subtotal</b>	<b>461,817</b>	<b>490,173</b>	<b>491,646</b>	<b>532,084</b>	<b>8.6%</b>
<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%
<b>Total Allocation</b>	<b>(346,362)</b>	<b>(367,629)</b>	<b>(368,736)</b>	<b>(399,063)</b>	<b>8.6%</b>
<b>Total Transportation Program Expenditures</b>	<b>115,455</b>	<b>122,544</b>	<b>122,910</b>	<b>133,021</b>	<b>8.6%</b>
<b>Funding Sources:</b>					
Road Use Tax	115,455	122,544	122,910	133,021	8.6%
<b>Total Funding Sources</b>	<b>115,455</b>	<b>122,544</b>	<b>122,910</b>	<b>133,021</b>	<b>8.6%</b>

Authorized FTEs	2.00	2.00	2.00	2.00
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# 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
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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 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	2018/19	2018/19	2019/20	% Change
<b>Expenditures by Category:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From Adopted</b>
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	-	-	-	
<b>Expenditure Subtotal</b>	<b>1,589,239</b>	<b>1,772,462</b>	<b>1,775,706</b>	<b>1,927,705</b>	<b>8.8%</b>
<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%
<b>Total Allocation</b>	<b>(1,485,892)</b>	<b>(1,666,812)</b>	<b>(1,670,191)</b>	<b>(1,816,226)</b>	<b>9.0%</b>
<b>Total Transportation Program Expenditures</b>	<b>103,347</b>	<b>105,650</b>	<b>105,515</b>	<b>111,479</b>	<b>5.5%</b>
<b>Funding Sources:</b>					
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%
<b>Total Funding Sources</b>	<b>103,347</b>	<b>105,650</b>	<b>105,515</b>	<b>111,479</b>	<b>5.5%</b>
<i>Authorized FTEs</i>	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
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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 13<sup>th</sup> Street, west Lincoln Way, Dawes Drive, Meadowlane, Avenue, Carr Drive, Crestwood Circle, E 16<sup>th</sup> 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	2018/19	2018/19	2019/20	% Change
<i>Expenditures by Activity:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
Traffic Engineering	174,816	228,251	250,397	260,430	14.1%
Transportation Planning	78,852	95,168	102,230	111,409	17.1%
<b>Total Expenditures</b>	<b>253,668</b>	<b>323,419</b>	<b>352,627</b>	<b>371,839</b>	<b>15.0%</b>

<i>Expenditures by Category:</i>					
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	-	-	-	-	
<b>Expenditure Subtotal</b>	<b>253,668</b>	<b>323,419</b>	<b>352,627</b>	<b>371,839</b>	<b>15.0%</b>

Less: Expenditures reflected directly in another activity or CIP project	(75,000)	(94,941)	(94,941)	(96,000)	1.1%
<b>Total Expenditures</b>	<b>178,668</b>	<b>228,478</b>	<b>257,686</b>	<b>275,839</b>	<b>20.7%</b>

<i>Funding Sources:</i>					
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%
<b>Total Funding Sources</b>	<b>178,668</b>	<b>228,478</b>	<b>257,686</b>	<b>275,839</b>	<b>20.7%</b>

Authorized FTEs	2.45	2.45	2.45	2.45	
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# TRAFFIC ENGINEERING

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2016/17 Actual	2017/18 Actual	2018/19 Adjusted	2019/20 Estimated
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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)
<b>Expand sustainability efforts</b>	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%)
<b>Encourage healthy lifestyles</b>	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 Adopted	% Change From Adopted
<b>Expenditures by Activity:</b>					
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%
<b>Total Expenditures</b>	<b>795,992</b>	<b>985,298</b>	<b>918,095</b>	<b>1,020,042</b>	<b>3.5%</b>

<b>Expenditures by Category:</b>					
	2017/18 Actual	2018/19 Adopted	2018/19 Adjusted	2019/20 Adopted	% Change From Adopted
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	-	-	-	-	
<b>Total Expenditures</b>	<b>795,992</b>	<b>985,298</b>	<b>918,095</b>	<b>1,020,042</b>	<b>3.5%</b>

<b>Funding Sources:</b>					
	2017/18 Actual	2018/19 Adopted	2018/19 Adjusted	2019/20 Adopted	% Change From Adopted
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%
<b>Total Funding Sources</b>	<b>795,992</b>	<b>985,298</b>	<b>918,095</b>	<b>1,020,042</b>	<b>3.5%</b>

<i>Authorized FTEs</i>	5.15	5.15	5.15	5.15
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# TRAFFIC MAINTENANCE

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2016/17 Actual	2017/18 Actual	2018/19 Adjusted	2019/20 Estimated
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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
	Enhance roadway markings on pavement with an emphasis on bike lane, detection, and shared use markings	Average # of sign repairs/week	43	45	47	42
		# 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. 13<sup>th</sup> and I-35, E. Lincoln Way and Dayton, S. Duff and Crystal, and 6<sup>th</sup> and Hazel.
- Accessibility enhancement projects completed at 6<sup>th</sup> and Clark, 9<sup>th</sup> and Grand, 13<sup>th</sup> and Northwestern with the 13<sup>th</sup> 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	2018/19	2018/19	2019/20	% Change
<i>Expenditures by Category:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
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	-	-	-	-	
<b>Total Expenditures</b>	<b>1,947,437</b>	<b>2,096,739</b>	<b>2,118,525</b>	<b>2,188,034</b>	<b>4.4%</b>

<i>Funding Sources:</i>					
General Fund	-	-	-	-	
Road Use Tax Fund	1,947,437	2,096,739	2,118,525	2,188,034	4.4%
<b>Total Funding Sources</b>	<b>1,947,437</b>	<b>2,096,739</b>	<b>2,118,525</b>	<b>2,188,034</b>	<b>4.4%</b>

<i>Authorized FTEs</i>	12.90	12.90	12.90	12.90
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# 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
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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	2018/19	2018/19	2019/20	% Change
<i>Expenditures by Category:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
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	-	-	-	-	
<b>Total Expenditures</b>	<b>252,752</b>	<b>311,319</b>	<b>308,850</b>	<b>319,352</b>	<b>2.6%</b>

<i>Funding Sources:</i>					
Road Use Tax Fund	252,752	311,319	308,850	319,352	2.6%
<b>Total Funding Sources</b>	<b>252,752</b>	<b>311,319</b>	<b>308,850</b>	<b>319,352</b>	<b>2.6%</b>

<i>Authorized FTEs</i>	1.91	1.91	1.91	1.91
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# 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
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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	2018/19	2018/19	2019/20	% Change
<b>Expenditures by Category:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From Adopted</b>
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	-	-	-	-	
<b>Total Expenditures</b>	<b>1,133,612</b>	<b>1,236,666</b>	<b>1,250,583</b>	<b>1,266,935</b>	<b>2.5%</b>

<b>Funding Sources:</b>					
Road Use Tax Fund	1,133,612	1,236,666	1,250,583	1,266,935	2.5%
<b>Total Funding Sources</b>	<b>1,133,612</b>	<b>1,236,666</b>	<b>1,250,583</b>	<b>1,266,935</b>	<b>2.5%</b>

<i>Authorized FTEs</i>	5.08	5.08	5.08	5.08
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# SNOW & ICE CONTROL

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2016/17 Actual	2017/18 Actual	2018/19 Adjusted	2019/20 Estimated
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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
	Crews plow snow at 2" for arterial, collector, and business areas	# 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
	3" of snow to clear residential streets	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
	4" of snow to clear alleys	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%

## 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	2018/19	2018/19	2019/20	% Change
<i>Expenditures by Activity:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
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	-	
<b>Total Expenditures</b>	<b>596,110</b>	<b>752,016</b>	<b>901,551</b>	<b>799,881</b>	<b>6.4%</b>

<i>Expenditures by Category:</i>	2017/18	2018/19	2018/19	2019/20	% Change
	Actual	Adopted	Adjusted	Adopted	From Adopted
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	-	-	-	-	
<b>Total Expenditures</b>	<b>596,110</b>	<b>752,016</b>	<b>901,551</b>	<b>799,881</b>	<b>6.4%</b>

<i>Funding Sources:</i>	2017/18	2018/19	2018/19	2019/20	% Change
	Actual	Adopted	Adjusted	Adopted	From Adopted
General Fund	44,474	-	30,526	-	
Road Use Tax Fund	551,636	752,016	871,025	799,881	6.4%
<b>Total Funding Sources</b>	<b>596,110</b>	<b>752,016</b>	<b>901,551</b>	<b>799,881</b>	<b>6.4%</b>

<i>Authorized FTEs</i>	2.99	2.99	3.74	3.74
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# 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

## 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, New Year’s Day, Memorial Day, July 4<sup>th</sup>, and Labor 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	2018/19	2018/19	2019/20	% Change
<b>Expenditures by Activity:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From Adopted</b>
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%
<b>Transit Operations</b>	<b>10,836,168</b>	<b>11,748,735</b>	<b>11,591,426</b>	<b>12,219,372</b>	<b>4.0%</b>
<i>Authorized FTEs</i>	84.00	84.50	84.50	85.50	

# TRANSIT SYSTEM

	2017/18	2018/19	2018/19	2019/20	% Change
<i>Expenditures by Category:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
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%
<b>Total Expenditures</b>	<b>10,836,168</b>	<b>11,748,735</b>	<b>11,591,426</b>	<b>12,219,372</b>	<b>4.0%</b>

<i>Funding Sources:</i>					
Transit Fund	10,836,168	11,748,735	11,591,426	12,219,372	4.0%
<b>Total Funding Sources</b>	<b>10,836,168</b>	<b>11,748,735</b>	<b>11,591,426</b>	<b>12,219,372</b>	<b>4.0%</b>

# 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	2018/19	2018/19	2019/20	% Change From
<b>Expenditures by Activity:</b>	Actual	Adopted	Adjusted	Adopted	Adopted
<i>Transit Administration</i>	1,165,323	1,391,110	1,361,658	1,369,642	-1.5%
<i>Transit Safety/Training</i>	363,672	356,351	356,626	446,963	25.4%
<i>Transit Promotion</i>	5,695	8,400	8,400	8,400	0.0%
<i>Transit Building/Grounds</i>	428,726	371,824	373,879	387,814	4.3%
<b>Total Expenditures</b>	1,963,416	2,127,685	2,100,563	2,212,819	4.0%

## Expenditures by Category:

<i>Personal Services</i>	1,178,134	1,340,234	1,340,509	1,445,806	7.9%
<i>Internal Services</i>	335,718	361,003	368,880	370,735	2.7%
<i>Contractual</i>	376,388	357,678	322,124	322,053	-10.0%
<i>Commodities</i>	73,176	68,770	69,050	74,225	7.9%
<i>Capital</i>	-	-	-	-	
<i>Other Expenditures</i>	-	-	-	-	
<b>Total Expenditures</b>	1,963,416	2,127,685	2,100,563	2,212,819	4.0%

## Funding Sources:

<b>Transit Fund</b>	1,963,416	2,127,685	2,100,563	2,212,819	4.0%
<b>Total Funding Sources</b>	1,963,416	2,127,685	2,100,563	2,212,819	4.0%

# 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
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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.

<b>Expenditures by Activity:</b>	<b>2017/18 Actual</b>	<b>2018/19 Adopted</b>	<b>2018/19 Adjusted</b>	<b>2019/20 Adopted</b>	<b>% Change From Adopted</b>
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%
<b>Total Expenditures</b>	<b>8,692,897</b>	<b>9,435,428</b>	<b>9,305,241</b>	<b>9,824,414</b>	<b>4.1%</b>

<b>Expenditures by Category:</b>					
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%
<b>Total Expenditures</b>	<b>8,692,897</b>	<b>9,435,428</b>	<b>9,305,241</b>	<b>9,824,414</b>	<b>4.1%</b>

<b>Funding Sources:</b>					
Transit Fund	8,692,897	9,435,428	9,305,241	9,824,414	4.1%
<b>Total Funding Sources</b>	<b>8,692,897</b>	<b>9,435,428</b>	<b>9,305,241</b>	<b>9,824,414</b>	<b>4.1%</b>

<i>Authorized FTEs</i>	74.10	74.60	74.60	74.60
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# 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
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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 Rodeo 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	2018/19	2018/19	2019/20	% Change
<b>Expenditures by Category:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From Adopted</b>
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	-	-	-	-	
<b>Total Expenditures</b>	<b>179,855</b>	<b>185,622</b>	<b>185,622</b>	<b>182,139</b>	<b>-1.9%</b>

<b>Funding Sources:</b>					
Transit Fund	179,855	185,622	185,622	182,139	-1.9%
<b>Total Funding Sources</b>	<b>179,855</b>	<b>185,622</b>	<b>185,622</b>	<b>182,139</b>	<b>-1.9%</b>

<i>Authorized FTEs</i>	0.10	0.10	0.10	0.10
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# DIAL-A-RIDE

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2016/17 Actual	2017/18 Actual	2018/19 Adjusted	2019/20 Estimated
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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	2018/19	2018/19	2019/20	% Change
<b>Expenditures by Activity:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From Adopted</b>
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%
<b>Total Expenditures</b>	<b>310,688</b>	<b>336,101</b>	<b>450,974</b>	<b>339,210</b>	<b>0.9%</b>

<b>Expenditures by Category:</b>					
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	-	-	-	-	
<b>Total Expenditures</b>	<b>310,688</b>	<b>336,101</b>	<b>450,974</b>	<b>339,210</b>	<b>0.9%</b>

<b>Funding Sources:</b>					
General Fund	-	-	45,731	-	
Road Use Tax	-	-	47,269	-	
Parking Fund	310,688	336,101	357,974	339,210	0.9%
<b>Total Funding Sources</b>	<b>310,688</b>	<b>336,101</b>	<b>450,974</b>	<b>339,210</b>	<b>0.9%</b>

<i>Authorized FTEs</i>	2.40	2.40	2.40	2.40
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# PARKING 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 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	2018/19	2018/19	2019/20	% Change
<i>Expenditures by Category:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
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	-	-	-	-	
<b>Total Expenditures</b>	<b>345,776</b>	<b>580,167</b>	<b>559,728</b>	<b>537,393</b>	<b>-7.4%</b>

<i>Funding Sources:</i>					
Parking Fund	345,776	580,167	559,728	537,393	-7.4%
<b>Total Funding Sources</b>	<b>345,776</b>	<b>580,167</b>	<b>559,728</b>	<b>537,393</b>	<b>-7.4%</b>

<i>Authorized FTEs</i>	1.50	1.50	1.50	1.50
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# PARKING LAW ENFORCEMENT

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 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 DMACC 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	2018/19	2018/19	2019/20	% Change
<i>Expenditures by Category:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
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	-	-	-	-	
<b>Total Expenditures</b>	<b>163,220</b>	<b>186,049</b>	<b>153,156</b>	<b>180,775</b>	<b>-2.8%</b>

<i>Funding Sources:</i>					
Parking Fund	163,220	186,049	153,156	180,775	-2.8%
<b>Total Funding Sources</b>	<b>163,220</b>	<b>186,049</b>	<b>153,156</b>	<b>180,775</b>	<b>-2.8%</b>

<i>Authorized FTEs</i>	1.10	1.10	1.10	1.10
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# 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
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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, 2018. There were 125 Parking Smart card transactions during the six months prior to the July 1<sup>st</sup> 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	2018/19	2018/19	2019/20	% Change
<i>Expenditures by Activity:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
Airport Operations	202,476	139,486	132,223	123,749	-11.3%
Airport Farm	12,976	10,000	15,000	15,000	50.0%
<b>Total Expenditures</b>	<b>215,452</b>	<b>149,486</b>	<b>147,223</b>	<b>138,749</b>	<b>-7.2%</b>

<i>Expenditures by Category:</i>	2017/18	2018/19	2018/19	2019/20	% Change
	Actual	Adopted	Adjusted	Adopted	From Adopted
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	-	-	-	-	
<b>Total Expenditures</b>	<b>215,452</b>	<b>149,486</b>	<b>147,223</b>	<b>138,749</b>	<b>-7.2%</b>

<i>Funding Sources:</i>	2017/18	2018/19	2018/19	2019/20	% Change
<i>Airport Revenues:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
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%
<b>Total Revenues</b>	<b>222,347</b>	<b>233,018</b>	<b>239,652</b>	<b>236,639</b>	<b>1.6%</b>
General Fund Support	(6,895)	(83,532)	(92,429)	(97,890)	17.2%
<b>Total Funding Sources</b>	<b>215,452</b>	<b>149,486</b>	<b>147,223</b>	<b>138,749</b>	<b>-7.2%</b>

<i>Authorized FTEs</i>	0.41	0.41	0.25	0.25
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# AIRPORT 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	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

## Description:

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

<i>Activities:</i>	2017/18 Actual	2018/19 Adopted	2018/19 Adjusted	2019/20 Adopted	% Change From Adopted
<b>Street Engineering:</b>					
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	
<b>Total Street Engineering</b>	<b>6,515,427</b>	<b>11,700,000</b>	<b>28,656,349</b>	<b>12,777,116</b>	<b>9.2%</b>
<b>Shared Use Path System:</b>					
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	
<b>Total Shared Use Path System</b>	<b>367,890</b>	<b>735,000</b>	<b>3,446,526</b>	<b>1,446,000</b>	<b>96.7%</b>
<b>Traffic Engineering:</b>					
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	-	
<b>Total Traffic Engineering</b>	<b>3,560,552</b>	<b>1,373,000</b>	<b>2,848,276</b>	<b>682,750</b>	<b>-50.3%</b>

# TRANSPORTATION CIP

<i>Activities:</i>	2017/18 Actual	2018/19 Adopted	2018/19 Adjusted	2019/20 Mgr Rec	% Change From Adopted
<b>Street Maintenance:</b>					
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	
<b>Total Street Maintenance</b>	<b>582,050</b>	<b>601,000</b>	<b>2,131,906</b>	<b>740,000</b>	<b>23.1%</b>
<b>Transit System:</b>					
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	-	-	-	
<b>Total Transit System</b>	<b>1,967,549</b>	<b>2,405,400</b>	<b>2,416,374</b>	<b>4,169,303</b>	<b>73.3%</b>
<b>Airport:</b>					
New Terminal Building	548,364	-	-	-	
Airport Master Plan Update	-	-	318,500	-	
<b>Total Airport</b>	<b>548,364</b>	<b>-</b>	<b>318,500</b>	<b>-</b>	
<b>Total Transportation CIP</b>	<b>13,541,832</b>	<b>16,814,400</b>	<b>39,817,931</b>	<b>19,815,169</b>	<b>17.8%</b>

# TRANSPORTATION PROGRAM CAPITAL IMPROVEMENTS

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## Street Engineering (\$12,777,116)

The **Grand Avenue Extension** project will complete the extension of Grand Avenue from Lincoln Way south to South 16<sup>th</sup> Street. Also included are improvements to South 5<sup>th</sup> Street (Grand Avenue to South Duff Avenue) and the South Duff/South 16<sup>th</sup> Street intersection. Extending Grand Avenue to South 16<sup>th</sup> Street will divert traffic from the US Highway 69 corridor (Grand Avenue to Lincoln Way to South Duff Avenue), which will alleviate existing congestion and allow easier access to businesses along Highway 69. In FY 2019/20, \$2,000,000 in additional funding is budgeted to complete the engineering and construction of this multi-year project with a total projected cost of \$20,153,000.

The **Iowa State University Research Park Phase IV** project will install new street infrastructure, water main, sanitary sewer, and shared use paths, as part of the Iowa State University (ISU) Research Park Phase IV expansion. The roadway improvements will be funded by a Revitalizing Iowa's Sound Economy (RISE) grant (\$1,294,354) and a Department of Commerce Economic Development Administration (EDA) grant (\$1,743,558). The EDA grant will also fund part of the utility infrastructure, and a Tax Increment Financing (TIF) District will be created to finance the remainder of the total \$3,352,116 project cost.

The City's Long Range Transportation Plan identifies the extension of Cherry Avenue south of East Lincoln Way as an important connection for the community. The **Cherry Avenue Extension** project allocates \$300,000 in FY 2019/20 to begin the land acquisition and engineering for this two-year project.

**Arterial Street Pavement Improvements** is the annual program to improve arterial streets with asphalt or concrete. In FY 2019/20, \$2,500,000 is included in the budget for improvements to 13<sup>th</sup> Street from Wilson Avenue to Duff Avenue.

**Collector Street Pavement Improvements** is the annual program to reconstruct or rehabilitate collector streets in the City. For FY 2019/20, \$500,000 is budgeted to reconstruct Bloomington Road from Grand Avenue to Hoover Avenue.

**Asphalt Street Pavement Improvements** is the annual program for the reconstruction and resurfacing of asphalt streets, typically located within residential neighborhoods. For FY 2019/20, \$1,000,000 is budgeted to reconstruct 14<sup>th</sup> Street from Burnett Avenue to Duff Avenue and 15<sup>th</sup> Street from Clerk Avenue to Duff Avenue.

**Concrete Pavement Improvements** is the annual program to rehabilitate or reconstruct concrete street sections that have deteriorated in order to prevent premature breakdown of the pavement. In FY 2019/20, \$2,800,000 is allocated in this program to rehabilitate streets in various locations throughout the City.

**Right-of-Way Restoration** is an annual program to address issues associated with restoring the right-of-way after the completion of street or utility CIP projects. In the past, this restoration work has typically been a subcontract to the main CIP project, and in areas where the right-of-way is restored using sod or seed, the success of the restoration is volatile and dependent on the weather at the time of installation. This program, with \$325,000 budgeted for FY 2019/20, enables better restoration through a separate contract with a contractor that is specialized in vegetation establishment. Conditions for each restoration area will be considered individually in order to select the most appropriate and sustainable alternative.

# **TRANSPORTATION PROGRAM CAPITAL IMPROVEMENTS**

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## **Shared Use Path System (\$1,446,000)**

The **Shared Use Path Expansion** program provides for the construction of shared use paths on street rights-of-way, adjacent to streets, and through greenbelts. The \$1,141,000 allocation for this program in FY 2019/20 will be used to pave the Skunk River Trail from Southeast 16<sup>th</sup> Street to East Lincoln Way (\$521,000) and the Vet Med Trail from South 16<sup>th</sup> Street to ISU Research Park (\$620,000).

The **Multi-Modal Roadway Improvements** program focuses on improving roadways to create a safer interaction between bicycles and automobiles. In FY 2019/20, \$180,000 is budgeted for enhanced crossings on Mortensen Road, west of South Dakota Avenue (\$80,000), and at 13<sup>th</sup> Street and Clark Avenue (\$100,000).

Shared use paths have typically been constructed with asphalt or concrete pavement, which may need to be repaired or replaced due to structural failure, drainage problems, or vegetation infringement. **The Shared Use Path Maintenance** program allocates \$125,000 annually to identify and repair these problem areas throughout the system.

## **Traffic Engineering (\$682,750)**

Intersection and corridor improvements included in the **US 69 Improvements** program are meant to alleviate congestion and reduce accidents along US Highway 69 as it passes through the community. In FY 2019/20, the Iowa Department of Transportation (IDOT) will be resurfacing Lincoln Way between Duff Avenue and Gilchrist Street. The City is responsible for the cost of curb and gutter repair and storm sewer intake repair in the project corridor. Finding of \$50,000 has been allocated in FY 2019/20 to cover these repair costs.

The **Traffic Signal** program is the annual program to replace older traffic signals and to construct new signals in the City. For FY 2019/20, the signal at the intersection of Lincoln Way and Beach Avenue will be replaced at a cost of \$370,750.

**Accessibility Enhancements** is the annual program to implement sidewalk and ADA ramp improvements, as well as accessibility upgrades at traffic signals and publicly owned parking facilities. Signal upgrades that include audible and vibrotactile components, as well as other ADA improvements identified throughout the year, will be addressed through this program, which is budgeted at \$200,000 for FY 2019/20.

The **Traffic Calming** program was created after the completion of the Neighborhood Traffic Calming Handbook. This handbook compiles nationally recognized best practices in the field of traffic calming and modifies the methods and their application to fit the context of the Ames Community. In FY 2019/20, \$12,000 is allocated in this program to determine traffic calming measures that could be applied in the Burnett Avenue neighborhood near Meeker Elementary School.

**Regional Transportation Counts** is a program created in response to an on-going need for transportation-related data in the Ames regional area. In FY 2019/20, \$50,000 is allocated to this program for the collection and management of travel demand data for all transportation modes. Data from this program will be used to track critical transportation system performance measures which are used to analyze and forecast transportation needs and priorities.

# **TRANSPORTATION PROGRAM CAPITAL IMPROVEMENTS**

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## **Street Maintenance (\$740,000)**

The **Bridge Rehabilitation** program provides funding for necessary bridge repairs recommended by the biennial Iowa Department of Transportation (IDOT) bridge inspection. For FY 2019/20, \$120,000 is budgeted in the program for repairs to the 6<sup>th</sup> Street Bridge over the Union Pacific Railroad (\$85,000) and the Minnesota Avenue Bridge over the Union Pacific Railroad (\$35,000).

**Pavement Restoration** is the annual program for preventative and proactive maintenance of City streets. Additional Road Use Tax funding has allowed the budget for this program to be increased to \$250,000 annually. The additional funds will make possible a variety of maintenance activities including slurry seal, concrete paving, asphalt patching and joint sealing. Locations for this program are coordinated with street construction to gain the best possible life cycle for City streets.

The **Main Street Sidewalk Paver Replacement** program is a multi-year program created in FY 2017/18 to replace the decorative pavers that were installed in sidewalks in the Main Street Corridor as part of the Main Street Reconstruction project in 1999. Over time, the pavers have proven difficult to maintain, and Public Works crews spend considerable time each year leveling or replacing the pavers. For FY 2019/20, \$190,000 is budgeted to replace the pavers on the north and south sides of Main Street and in the crosswalks from Kellogg Avenue to Douglas Avenue, and in Cynthia Duff Plaza.

**Right-of-Way Enhancements** is the annual program to provide funding for the enhancement of City rights-of-way, including such items as retaining walls, median enhancements, and right-of-way restoration. For FY 2018/19, \$30,000 is budgeted for projects at various locations throughout the City.

The **Neighborhood Curb Replacement** program is the annual program for replacement of deteriorated curb and gutter in selected neighborhood areas. For FY 2019/20, the \$150,000 budgeted under this program is earmarked to replace the curb and gutter on Franklin Avenue from Lincoln Way to Oakland Street.

## **Transit System (\$4,169,303)**

**Vehicle Replacement** is CyRide's annual program to replace its fleet. For FY 2019/20, \$2,347,600 is budgeted to replace three 40' buses (\$1,437,600), replace one 40' bus with a new 60' bus (\$850,000), repaint six mini-buses (\$30,000), and replace one administrative vehicle (\$30,000).

CyRide's original bus storage building is 32 years old and major components of the building are at the end of their useful lives. Additionally, the facility is housing more vehicles than it was originally designed for, creating higher wear and tear on the facility. The **Facility Improvements** project addresses these issues with a series of planned upgrades and repairs over a number of years. For FY 2019/20, \$766,303 is allocated to replace CyRide's bus wash system (\$646,303), and replace deteriorating concrete pavement (\$85,000). The \$766,303 budget also includes \$35,000 for architectural/engineering support for CyRide building construction projects.

Under the **Technology Improvements** program, \$450,000 is budgeted in FY 2019/20 for the second year of a five-year program to equip all CyRide vehicles with annunciators, which will automatically announce bus stop locations as the bus arrive to assist visually impaired riders. Also included in this program for FY 2019/20 are bus security cameras (\$60,000), a radio system upgrade (\$150,000), Automatic Passenger Counters (APCs) (\$25,000), a GPS tracking system (\$100,000), new maintenance software (\$50,000), and the addition of WiFi to CyRide's bus storage area (\$25,000).

# ***TRANSPORTATION PROGRAM CAPITAL IMPROVEMENTS***

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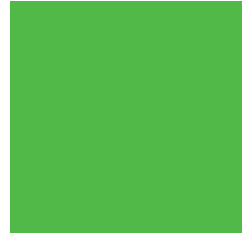
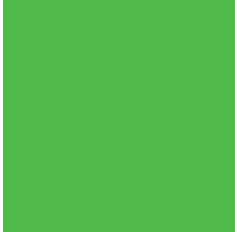
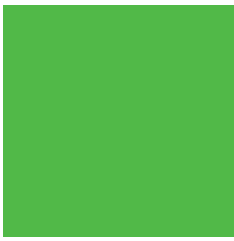
## **Transit System Continued (\$4,169,303)**

***Bus Stop Improvements*** is an annual program to improve the more than 450 bus stop locations throughout the community. Under this program, \$45,000 is budgeted in FY 2019/20 to replace concrete and signage at bus stops throughout the community.

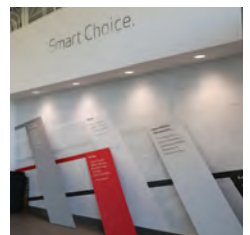
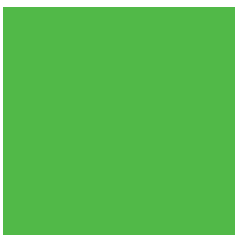
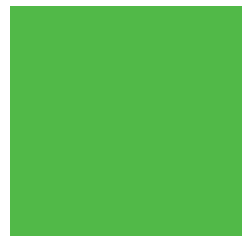
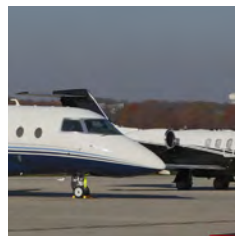
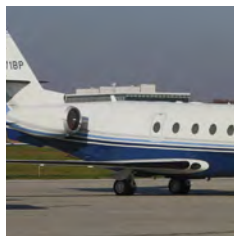
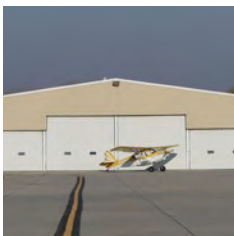
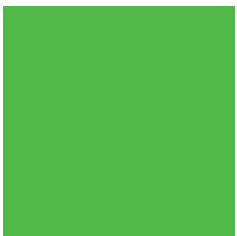
The ***CyRide Shop and Office Equipment*** program addresses the replacement of shop and office equipment used in CyRide operations. Specific shop needs are identified annually to efficiently operate CyRide and address OSHA, Department of Natural Resources, and other federal requirements as they are implemented. For FY 2019/20, \$150,400 is budgeted in this program to purchase a forklift (\$60,000) and an air compressor (\$25,000), along with miscellaneous shop equipment (\$45,000) and office equipment and computers (\$20,400).

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# COMMUNITY ENRICHMENT



# COMMUNITY ENRICHMENT

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# COMMUNITY ENRICHMENT

## 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	2018/19	2018/19	2019/20	% Change
<i>Expenditures by Activity:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
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%
<b>Total Operations</b>	<b>13,332,584</b>	<b>13,945,136</b>	<b>15,783,634</b>	<b>15,073,847</b>	<b>8.1%</b>
Community Enrichment CIP	705,496	1,260,000	4,129,493	933,000	-26.0%
<b>Total Expenditures</b>	<b>14,038,080</b>	<b>15,205,136</b>	<b>19,913,127</b>	<b>16,006,847</b>	<b>5.3%</b>
 <i>Authorized FTEs</i>	 60.13	 60.63	 60.29	 60.29	

# COMMUNITY ENRICHMENT

	2017/18	2018/19	2018/19	2019/20	% Change
<i>Expenditures by Category:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
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%
<b>Total Operations</b>	<b>13,332,584</b>	<b>13,945,136</b>	<b>15,783,634</b>	<b>15,073,847</b>	<b>8.1%</b>
Community Enrichment CIP	705,496	1,260,000	4,129,493	933,000	-26.0%
<b>Total Expenditures</b>	<b>14,038,080</b>	<b>15,205,136</b>	<b>19,913,127</b>	<b>16,006,847</b>	<b>5.3%</b>
<b>Funding Sources:</b>					
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%
<b>Total Operations Funding</b>	<b>13,332,584</b>	<b>13,945,136</b>	<b>15,783,634</b>	<b>15,073,847</b>	<b>8.1%</b>
<b>CIP Funding:</b>					
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 Donations/Grants	2,930	-	7,910	-	
<b>Total CIP Funding</b>	<b>705,496</b>	<b>1,260,000</b>	<b>4,129,493</b>	<b>933,000</b>	<b>-26.0%</b>
<b>Total Funding Sources</b>	<b>14,038,080</b>	<b>15,205,136</b>	<b>19,913,127</b>	<b>16,006,847</b>	<b>5.3%</b>

# PARKS AND RECREATION

## 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	2018/19	2018/19	2019/20	% Change
<i>Expenditures by Activity:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
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	
<b>Total Expenditures</b>	<b>4,593,801</b>	<b>4,573,922</b>	<b>4,730,495</b>	<b>4,774,523</b>	<b>4.4%</b>

<i>Authorized FTEs</i>	20.56	20.56	20.02	20.02
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# PARKS AND RECREATION

	2017/18	2018/19	2018/19	2019/20	% Change
<i>Expenditures by Category:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
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	-	-	-	-	
<b>Total Expenditures</b>	<b>4,593,801</b>	<b>4,573,922</b>	<b>4,730,495</b>	<b>4,774,523</b>	<b>4.4%</b>
<b>Funding Sources:</b>					
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%
<b>Total Revenues</b>	<b>2,316,326</b>	<b>2,475,442</b>	<b>2,471,113</b>	<b>2,536,092</b>	<b>2.5%</b>
General Fund Support	2,277,475	2,098,480	2,259,382	2,238,431	6.7%
<b>Total Funding Sources</b>	<b>4,593,801</b>	<b>4,573,922</b>	<b>4,730,495</b>	<b>4,774,523</b>	<b>4.4%</b>

# 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	2018/19	2018/19	2019/20	% Change
<i>Expenditures by Activity:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
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%
<b>Total Expenditures</b>	<b>349,500</b>	<b>360,852</b>	<b>389,889</b>	<b>367,956</b>	<b>2.0%</b>
<b><i>Expenditures by Category:</i></b>					
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	-	-	-	-	
<b>Total Expenditures</b>	<b>349,500</b>	<b>360,852</b>	<b>389,889</b>	<b>367,956</b>	<b>2.0%</b>
<b><i>Funding Sources:</i></b>					
Miscellaneous Revenue	8,029	6,000	6,000	6,500	8.3%
<b>Total Revenues</b>	<b>8,029</b>	<b>6,000</b>	<b>6,000</b>	<b>6,500</b>	<b>8.3%</b>
General Fund Support	341,471	354,852	383,889	361,456	1.9%
<b>Total Funding Sources</b>	<b>349,500</b>	<b>360,852</b>	<b>389,889</b>	<b>367,956</b>	<b>2.0%</b>

Authorized FTEs	2.00	2.00	1.85	1.85
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# 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%
		Maintain at least 95% user satisfaction rating with Parks and Recreation services	95%	96%	97%	96%
Encourage Healthy Lifestyles		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.



# 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	2018/19	2018/19	2019/20	% Change
<i>Expenditures by Category:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
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	-	-	-	-	
<b>Total Expenditures</b>	<b>210,371</b>	<b>224,680</b>	<b>226,505</b>	<b>237,786</b>	<b>5.8%</b>
<b>Funding Sources:</b>					
Program Revenue	174,147	189,301	175,890	193,285	2.1%
Miscellaneous	-	-	-	-	
<b>Total Revenues</b>	<b>174,147</b>	<b>189,301</b>	<b>175,890</b>	<b>193,285</b>	<b>2.1%</b>
General Fund Support	36,224	35,379	50,615	44,501	25.8%
<b>Total Funding Sources</b>	<b>210,371</b>	<b>224,680</b>	<b>226,505</b>	<b>237,786</b>	<b>5.8%</b>
 <i>Authorized FTEs</i>	 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
<b>Provide quality programs in an efficient and fiscally responsible manner</b>  <b>Encourage healthy lifestyles</b>	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

## 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 7<sup>th</sup>-8<sup>th</sup> 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	2018/19	2018/19	2019/20	% Change
<i>Expenditures by Category:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
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	-	-	-	-	
<b>Total Expenditures</b>	<b>147,588</b>	<b>169,737</b>	<b>162,810</b>	<b>170,796</b>	<b>0.6%</b>
<b>Funding Sources:</b>					
Program Revenue	124,455	148,837	134,163	139,472	-6.3%
Concessions	8,075	10,500	9,900	9,900	-5.7%
<b>Total Revenues</b>	<b>132,530</b>	<b>159,337</b>	<b>144,063</b>	<b>149,372</b>	<b>-6.3%</b>
Support from (contribution to) General Fund	15,058	10,400	18,747	21,424	106.0%
<b>Total Funding Sources</b>	<b>147,588</b>	<b>169,737</b>	<b>162,810</b>	<b>170,796</b>	<b>0.6%</b>

<i>Authorized FTEs</i>	0.60	0.60	0.60	0.60
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# ATHLETIC 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 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%
		Total cost per registration	\$31.84	\$39.70	\$39.83	\$41.55
Encourage healthy lifestyles		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	2018/19	2018/19	2019/20	% Change
<i>Expenditures by Activity:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
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%
<b>Total Expenditures</b>	<b>897,473</b>	<b>842,373</b>	<b>911,852</b>	<b>933,960</b>	<b>10.9%</b>
<b><i>Expenditures by Category:</i></b>					
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	-	-	-	-	
<b>Total Expenditures</b>	<b>897,473</b>	<b>842,373</b>	<b>911,852</b>	<b>933,960</b>	<b>10.9%</b>
<b><i>Funding Sources:</i></b>					
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%
<b>Total Revenues</b>	<b>700,148</b>	<b>720,817</b>	<b>728,177</b>	<b>762,056</b>	<b>5.7%</b>
<b><i>General Fund Support:</i></b>					
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%
<b>Total General Fund Support</b>	<b>197,325</b>	<b>121,556</b>	<b>177,925</b>	<b>165,454</b>	<b>36.1%</b>
Aquatic Center Trust Fund	-	-	5,750	6,450	
<b>Total Funding Sources</b>	<b>897,473</b>	<b>842,373</b>	<b>911,852</b>	<b>933,960</b>	<b>10.9%</b>
 <i>Authorized FTEs</i>	 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	2018/19	2018/19	2019/20	% Change
<i>Expenditures by Activity:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
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%
<b>Total Expenditures</b>	<b>350,773</b>	<b>352,239</b>	<b>376,306</b>	<b>374,962</b>	<b>6.5%</b>

<i>Expenditures by Category:</i>					
	2017/18	2018/19	2018/19	2019/20	% Change
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	-	-	-	-	
<b>Total Expenditures</b>	<b>350,773</b>	<b>352,239</b>	<b>376,306</b>	<b>374,962</b>	<b>6.5%</b>

<i>Funding Sources:</i>					
	2017/18	2018/19	2018/19	2019/20	% Change
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%
<b>Total Revenues</b>	<b>143,117</b>	<b>152,375</b>	<b>154,177</b>	<b>165,242</b>	<b>8.4%</b>

<i>General Fund Support:</i>					
	2017/18	2018/19	2018/19	2019/20	% Change
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%
<b>Total General Fund Support</b>	<b>180,055</b>	<b>171,915</b>	<b>192,725</b>	<b>179,580</b>	<b>4.5%</b>

Local Option/Municipal Band	27,601	27,949	29,404	30,140	7.8%
<b>Total Funding Sources</b>	<b>350,773</b>	<b>352,239</b>	<b>376,306</b>	<b>374,962</b>	<b>6.5%</b>

Authorized FTEs	1.90	1.90	1.90	1.90	
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# 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
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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%
		<b>Strengthen Downtown and Campustown</b>	Provide Bandshell programming to promote Downtown Ames	# of Bandshell rentals	26	36

## 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	2018/19	2018/19	2019/20	% Change
<b>Expenditures by Activity:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From Adopted</b>
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%
<b>Total Expenditures</b>	<b>287,434</b>	<b>298,097</b>	<b>298,322</b>	<b>311,690</b>	<b>4.6%</b>

<b>Expenditures by Category:</b>					
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	-	-	-	-	
<b>Total Expenditures</b>	<b>287,434</b>	<b>298,097</b>	<b>298,322</b>	<b>311,690</b>	<b>4.6%</b>

<b>Funding Sources:</b>					
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%
<b>Total Revenues</b>	<b>272,906</b>	<b>296,600</b>	<b>290,900</b>	<b>297,759</b>	<b>0.4%</b>

Support from (contribution to) General Fund	14,528	1,497	7,422	13,931	830.6%
<b>Total Funding Sources</b>	<b>287,434</b>	<b>298,097</b>	<b>298,322</b>	<b>311,690</b>	<b>4.6%</b>

Authorized FTEs	1.35	1.35	1.35	1.35	
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# WELLNESS PROGRAM

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2016/17 Actual	2017/18 Actual	2018/19 Adjusted	2019/20 Estimated
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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
	To operate Public Wellness at break even	% of ISU Forker Aqua Program revenues exceeding direct expenses	34%	39%	28%	26%
		# 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.

<b>Expenditures by Category:</b>	<b>2017/18 Actual</b>	<b>2018/19 Adopted</b>	<b>2018/19 Adjusted</b>	<b>2019/20 Adopted</b>	<b>% Change From Adopted</b>
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	-	-	-	-	
<b>Total Expenditures</b>	<b>546,524</b>	<b>555,353</b>	<b>582,085</b>	<b>565,649</b>	<b>1.9%</b>

<b>Funding Sources:</b>					
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%
<b>Total Revenues</b>	<b>555,096</b>	<b>579,145</b>	<b>575,694</b>	<b>588,264</b>	<b>1.6%</b>

Support from (contribution to)					
Ice Arena Fund balance	(8,572)	(23,792)	6,391	(22,615)	-5.0%
<b>Total Funding Sources</b>	<b>546,524</b>	<b>555,353</b>	<b>582,085</b>	<b>565,649</b>	<b>1.9%</b>

Authorized FTEs	2.30	2.30	2.38	2.38
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# 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
<b>Provide quality programs in an efficient and fiscally responsible manner</b>  <b>Encourage healthy lifestyles</b>	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%
		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.

<i>Expenditures by Category:</i>	2017/18 Actual	2018/19 Adopted	2018/19 Adjusted	2019/20 Adopted	% Change From Adopted
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	-	-	-	-	
<b>Total Expenditures</b>	224,401	285,110	266,792	270,439	-5.2%

<i>Funding Sources:</i>	2017/18 Actual	2018/19 Adopted	2018/19 Adjusted	2019/20 Adopted	% Change From Adopted
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%
<b>Total Program Revenues</b>	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%
<b>Total Funding Sources</b>	224,401	285,110	266,792	270,439	-5.2%

<i>Authorized FTEs</i>	1.14	1.14	0.99	0.99	
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# HOMEWOOD GOLF COURSE

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2016/17 Actual	2017/18 Actual	2018/19 Adjusted	2019/20 Estimated
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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%
		<b>Encourage healthy lifestyles</b>	Homewood Golf Course fund balance	\$181,753	\$209,030	\$210,588
	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	2018/19	2018/19	2019/20	% Change
<b>Expenditures by Activity:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From Adopted</b>
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%
<b>Total Expenditures</b>	<b>1,571,196</b>	<b>1,475,381</b>	<b>1,505,834</b>	<b>1,531,185</b>	<b>3.8%</b>

<b>Expenditures by Category:</b>					
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	-	-	-	-	
<b>Total Expenditures</b>	<b>1,571,196</b>	<b>1,475,381</b>	<b>1,505,834</b>	<b>1,531,185</b>	<b>3.8%</b>

<b>Funding Sources:</b>					
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	
<b>Total Revenues</b>	<b>78,382</b>	<b>72,500</b>	<b>77,775</b>	<b>79,100</b>	<b>9.1%</b>

General Fund Support	1,492,814	1,402,881	1,428,059	1,452,085	3.5%
<b>Total Funding Sources</b>	<b>1,571,196</b>	<b>1,475,381</b>	<b>1,505,834</b>	<b>1,531,185</b>	<b>3.8%</b>

Authorized FTEs	8.52	8.52	8.20	8.20	
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# PARK MAINTENANCE

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2016/17 Actual	2017/18 Actual	2018/19 Adjusted	2019/20 Estimated		
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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		
		<b>Encourage healthy lifestyles</b>		% 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	2018/19	2018/19	2019/20	% Change
<i>Expenditures by Activity:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
Park Improvements	8,541	10,000	10,000	10,000	0.0%
Block Party Trailer	-	100	100	100	0.0%
<b>Total Expenditures</b>	8,541	10,100	10,100	10,100	0.0%
<b>Expenditures by Category:</b>					
Personal Services	-	-	-	-	
Internal Services					
Contractual	-	-	-	-	
Commodities	8,541	10,100	10,100	10,100	0.0%
Capital	-	-	-	-	
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	8,541	10,100	10,100	10,100	0.0%
<b>Funding Sources:</b>					
Donations	8,541	10,100	10,100	10,100	0.0%
<b>Total Funding Sources</b>	8,541	10,100	10,100	10,100	0.0%
 <i>Authorized FTEs</i>	 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
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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

## 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

<i>Expenditures by Activity:</i>	<b>2017/18 Actual</b>	<b>2018/19 Adopted</b>	<b>2018/19 Adjusted</b>	<b>2019/20 Adopted</b>	<b>% Change From Adopted</b>
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%
<b>Total Expenditures</b>	<b>4,428,114</b>	<b>4,701,039</b>	<b>4,844,346</b>	<b>4,891,104</b>	<b>4.0%</b>

<i>Authorized FTEs</i>	35.75	36.25	36.50	36.50
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# LIBRARY SERVICES

	2017/18	2018/19	2018/19	2019/20	% Change
<i>Expenditures by Category:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
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%
<b>Total Expenditures</b>	<b>4,428,114</b>	<b>4,701,039</b>	<b>4,844,346</b>	<b>4,891,104</b>	<b>4.0%</b>
<b>Funding Sources:</b>					
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%
<b>Total Revenues</b>	<b>543,857</b>	<b>572,015</b>	<b>740,637</b>	<b>587,379</b>	<b>2.7%</b>
General Fund Support	3,884,257	4,129,024	4,103,709	4,303,725	4.2%
<b>Total Funding Sources</b>	<b>4,428,114</b>	<b>4,701,039</b>	<b>4,844,346</b>	<b>4,891,104</b>	<b>4.0%</b>

# 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	2018/19	2018/19	2019/20	% Change
<i>Expenditures by Category:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
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	-	-	-	-	
<b>Total Expenditures</b>	<b>1,311,889</b>	<b>1,297,088</b>	<b>1,348,295</b>	<b>1,366,160</b>	<b>5.3%</b>

<i>Funding Sources:</i>					
General Fund	1,311,889	1,297,088	1,348,295	1,366,160	5.3%
<b>Total Funding Sources</b>	<b>1,311,889</b>	<b>1,297,088</b>	<b>1,348,295</b>	<b>1,366,160</b>	<b>5.3%</b>

<i>Authorized FTEs</i>	6.75	6.75	6.75	6.75
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# LIBRARY ADMINISTRATION

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2016/17 Actual	2017/18 Actual	2018/19 Adjusted	2019/20 Estimated	
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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	
	Center for Information Access	Hub of community connections	Visits per capita**	8.9	8.6	8.8	8.9
			Circulation per capita	21.7	20.7	21.0	20.8
		Heart of discovery and creativity	# of Program Partners		73	75	78
			# of public computer & iPad sessions	66,349	63,072	65,000	66,000
<b>Promote a sense of one community</b>	Place for literacy and lifelong learning	# of people attending programs	57,183	67,190	71,466	68,720	
		# of meeting room uses	10,624	11,593	12,816	13,000	
	Place for literacy and lifelong learning	# 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.

# 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	2018/19	2018/19	2019/20	% Change
<b>Expenditures by Category:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From Adopted</b>
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	476,717	501,380	501,480	516,423	3.0%
Capital	-	-	-	-	
Other Expenditures	728	700	700	700	0.0%
<b>Total Expenditures</b>	<b>891,111</b>	<b>984,575</b>	<b>949,982</b>	<b>995,014</b>	<b>1.1%</b>

<b>Funding Sources:</b>					
General Fund	891,111	984,575	949,982	995,014	1.1%
<b>Total Funding Sources</b>	<b>891,111</b>	<b>984,575</b>	<b>949,982</b>	<b>995,014</b>	<b>1.1%</b>

Authorized FTEs	4.75	5.25	5.25	5.25
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# 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
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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
		# of new items processed	32,968	29,212	27,580	27,580
	Expand access to Library services	% of new items processed within 24 hours	40%	40%	35%	40%
		% of new items processed within one week	98%	98%	98%	98%
	Expand promotion of Library services	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	2018/19	2018/19	2019/20	% Change
<b>Expenditures by Category:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From Adopted</b>
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	-	-	-	-	
<b>Total Expenditures</b>	<b>620,042</b>	<b>646,044</b>	<b>649,596</b>	<b>699,112</b>	<b>8.2%</b>

<b>Funding Sources:</b>					
General Fund	620,042	646,044	649,596	699,112	8.2%
<b>Total Funding Sources</b>	<b>620,042</b>	<b>646,044</b>	<b>649,596</b>	<b>699,112</b>	<b>8.2%</b>

<i>Authorized FTEs</i>	7.50	7.50	7.75	7.75
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# 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
<b>Provide quality programs in an efficient and fiscally responsible manner</b>		# 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	2018/19	2018/19	2019/20	% Change
<b>Expenditures by Category:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From Adopted</b>
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	-	-	-	-	
<b>Total Expenditures</b>	<b>576,178</b>	<b>616,802</b>	<b>595,389</b>	<b>621,540</b>	<b>0.8%</b>

<b>Funding Sources:</b>					
General Fund	576,178	616,802	595,389	621,540	0.8%
<b>Total Funding Sources</b>	<b>576,178</b>	<b>616,802</b>	<b>595,389</b>	<b>621,540</b>	<b>0.8%</b>

<i>Authorized FTEs</i>	7.00	7.00	7.00	7.00
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# 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	
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	Strengthen relationship with ISU Community	# of adult programs offered	548	635	650	644	
		Adult program attendance	9,270	9,636	9,800	9,750	
		# of physical adult collection items circulated	587,919	526,761	474,000	427,000	
	Advance digital literacy	# of virtual collection items circulated	69,340	80,233	120,642	135,000	
		% change in circulation of physical collection materials	-4.1%	-10.4%	-10%	-10%	
	Curate responsive collections and programs	% 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	2018/19	2018/19	2019/20	% Change
<i><b>Expenditures by Category:</b></i>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From Adopted</b>
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	-	-	-	-	
<b>Total Expenditures</b>	<b>802,727</b>	<b>899,265</b>	<b>879,906</b>	<b>938,649</b>	<b>4.4%</b>

<i><b>Funding Sources:</b></i>					
General Fund	802,727	899,265	879,906	938,649	4.4%
<b>Total Funding Sources</b>	<b>802,727</b>	<b>899,265</b>	<b>879,906</b>	<b>938,649</b>	<b>4.4%</b>

<i>Authorized FTEs</i>	9.75	9.75	9.75	9.75
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# 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
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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
	Expand access to Library services	# of holds processed	136,485	134,135	131,000	129,000
		# 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	2018/19	2018/19	2019/20	% Change
<i>Expenditures by Activity:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
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%
<b>Total Expenditures</b>	<b>226,167</b>	<b>257,265</b>	<b>421,178</b>	<b>270,629</b>	<b>5.2%</b>

<i>Expenditures by Category:</i>					
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	-	-	-	-	
<b>Total Expenditures</b>	<b>226,167</b>	<b>257,265</b>	<b>421,178</b>	<b>270,629</b>	<b>5.2%</b>

<i>Funding Sources:</i>					
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%
<b>Total Funding Sources</b>	<b>226,167</b>	<b>257,265</b>	<b>421,178</b>	<b>270,629</b>	<b>5.2%</b>

<i>Authorized FTEs</i>	0.00	0.00	0.00	0.00
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# 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	2018/19	2018/19	2019/20	% Change
<i>Expenditures by Category:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
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	-	-	-	-	
<b>Total Expenditures</b>	<b>175,852</b>	<b>175,641</b>	<b>190,587</b>	<b>185,993</b>	<b>5.9%</b>
<b>Funding Sources:</b>					
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%
<b>Total Revenues</b>	<b>119,350</b>	<b>134,080</b>	<b>148,400</b>	<b>148,400</b>	<b>10.7%</b>
General Fund Support	56,502	41,561	42,187	37,593	-9.6%
<b>Total Funding Sources</b>	<b>175,852</b>	<b>175,641</b>	<b>190,587</b>	<b>185,993</b>	<b>5.9%</b>
Authorized FTEs	1.29	1.29	1.24	1.24	

# CEMETERY

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2016/17 Actual	2017/18 Actual	2018/19 Adjusted	2019/20 Estimated
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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	2018/19	2018/19	2019/20	% Change
<b>Expenditures by Activity:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From Adopted</b>
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%
<b>Total Expenditures</b>	<b>200,046</b>	<b>209,979</b>	<b>247,222</b>	<b>214,898</b>	<b>2.3%</b>

<b>Expenditures by Category:</b>					
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%
<b>Total Expenditures</b>	<b>200,046</b>	<b>209,979</b>	<b>247,222</b>	<b>214,898</b>	<b>2.3%</b>

<b>Funding Sources:</b>					
Local Option Sales Tax	199,886	209,979	247,222	214,898	2.3%
Public Art Donations	160	-	-	-	
<b>Total Funding Sources</b>	<b>200,046</b>	<b>209,979</b>	<b>247,222</b>	<b>214,898</b>	<b>2.3%</b>

<i>Authorized FTEs</i>	0.00	0.00	0.00	0.00
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# ART SERVICES

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2016/17 Actual	2017/18 Actual	2018/19 Adjusted	2019/20 Estimated
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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 22<sup>nd</sup> 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

<b>Agency:</b>	<b>2017/18 Actual</b>	<b>2018/19 Adopted</b>	<b>2018/19 Adjusted</b>	<b>2019/20 Adopted</b>	<b>% Change From Adopted</b>
ACTORS	17,512	18,950	18,950	17,177	-9.4%
AIOFA	8,768	9,700	9,700	9,760	0.6%
Ames Chamber Artists	2,960	3,770	3,770	4,048	7.4%
Ames Children's Choirs	11,443	13,850	13,850	13,770	-0.6%
Ames Choral Society	3,250	3,690	3,690	3,878	5.1%
Ames Community Arts Council	9,500	10,750	10,750	10,391	-3.3%
Central Iowa Symphony	9,060	9,750	9,750	9,474	-2.8%
Co'Motion Dance Theater	5,000	-	-	3,000	
Dancercenter Dancer Co Foundation	1,830	1,830	1,830	-	-100.0%
Des Moines Area Opera Guild	-	-	-	1,225	
Friends of Ames Strings	1,844	-	-	-	
Good Company	1,600	1,950	1,950	1,950	0.0%
India Cultural Association	6,542	-	-	6,054	
KHOI Radio	3,000	3,000	3,000	3,000	0.0%
Kids Co'Motion	-	3,000	3,000	3,000	0.0%
Octagon Center for the Arts	48,100	48,100	48,100	47,220	-1.8%
Story Theater Company	10,560	10,560	10,560	11,251	6.5%
Town & Gown Chamber Music	15,960	18,200	18,200	18,140	-0.3%
<b>Total Agency Allocations</b>	<b>156,929</b>	<b>157,100</b>	<b>157,100</b>	<b>163,338</b>	<b>4.0%</b>
Mini-Grants	2,000	6,879	6,879	5,560	-19.2%
<b>Total Allocations</b>	<b>158,929</b>	<b>163,979</b>	<b>163,979</b>	<b>168,898</b>	<b>3.0%</b>

# 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	2018/19	2018/19	2019/20	% Change
<i>Expenditures by Activity:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
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%
<b>Total Expenditures</b>	<b>1,277,283</b>	<b>1,444,724</b>	<b>1,521,943</b>	<b>1,490,234</b>	<b>3.2%</b>

<i>Expenditures by Category:</i>					
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%
<b>Total Expenditures</b>	<b>1,277,283</b>	<b>1,444,724</b>	<b>1,521,943</b>	<b>1,490,234</b>	<b>3.2%</b>

<i>Funding Sources:</i>					
Local Option Sales Tax	1,277,283	1,444,724	1,521,943	1,490,234	3.2%
<b>Total Funding Sources</b>	<b>1,277,283</b>	<b>1,444,724</b>	<b>1,521,943</b>	<b>1,490,234</b>	<b>3.2%</b>

<i>Authorized FTEs</i>	0.12	0.12	0.12	0.12
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# HUMAN SERVICES

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2016/17 Actual	2017/18 Actual	2018/19 Adjusted	2019/20 Estimated
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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

<b>Agency:</b>	<b>2017/18 Actual</b>	<b>2018/19 Adopted</b>	<b>2018/19 Adjusted</b>	<b>2019/20 Adopted</b>	<b>% Change From Adopted</b>
ACCESS	94,874	100,761	100,761	98,599	-2.2%
All Aboard For Kids	-	1,700	1,700	1,881	10.7%
American Red Cross	9,800	9,800	9,800	9,933	1.4%
Ames Community Preschool	36,943	97,768	152,025	100,145	2.4%
ARC of Story County	7,616	10,260	10,260	10,400	1.4%
Boys & Girls Club	105,820	111,111	111,111	113,800	2.4%
Campfire USA	7,060	7,284	7,284	7,519	3.2%
Center for Creative Justice	57,460	58,293	58,293	59,479	2.0%
ChildServe	17,331	21,000	21,000	23,975	14.2%
Emergency Residence Project	80,500	88,964	88,964	102,046	14.7%
Good Neighbor	17,250	21,077	21,077	21,872	3.8%
Heartland Senior Services	176,483	185,735	185,735	190,362	2.5%
HIRTA	41,000	41,000	41,000	39,988	-2.5%
Legal Aid Society	95,400	96,970	96,970	98,888	2.0%
Lutheran Services in Iowa	2,239	10,700	10,700	5,700	-46.7%
MGMC Home Health Services	30,000	31,114	31,114	32,500	4.5%
Mid-Iowa Community Action	99,456	114,982	114,982	120,271	4.6%
National Alliance for Mentally Ill	6,500	7,000	7,000	7,163	2.3%
Raising Readers	17,410	22,789	22,789	23,337	2.4%
RSVP	29,760	30,325	30,325	30,593	0.9%
The Salvation Army	43,638	47,277	47,277	48,804	3.2%
University Community Childcare	58,526	60,649	60,649	63,195	4.2%
Volunteer Center of Story County	9,790	11,174	11,174	11,173	0.0%
Youth & Shelter Services	210,795	235,764	256,762	244,579	3.7%
<b>Total Allocations</b>	<b>1,255,651</b>	<b>1,423,497</b>	<b>1,498,752</b>	<b>1,466,202</b>	<b>3.0%</b>



# 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	2018/19	2018/19	2019/20	% Change
	Actual	Adopted	Adjusted	Adopted	From
<b>Expenditures:</b>					Adopted
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	-	-	-	
<b>Total Expenditures</b>	<b>51,648</b>	<b>54,147</b>	<b>53,295</b>	<b>43,265</b>	<b>-20.1%</b>
<b>Funding Sources:</b>					
General Fund	2,778	-	-	-	
City-Wide Housing Fund	48,870	54,147	53,295	43,265	-20.1%
<b>Total Funding Sources</b>	<b>51,648</b>	<b>54,147</b>	<b>53,295</b>	<b>43,265</b>	<b>-20.1%</b>
<i>Authorized FTEs</i>	0.20	0.20	0.10	0.10	

# CITY-WIDE HOUSING 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	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
Address housing needs						

## 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	2018/19	2018/19	2019/20	% Change
<b>Expenditures by Activity:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From Adopted</b>
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%
<b>Total Expenditures</b>	<b>444,951</b>	<b>510,515</b>	<b>1,170,765</b>	<b>572,094</b>	<b>12.1%</b>

<b>Expenditures:</b>					
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	-	
<b>Total Expenditures</b>	<b>444,951</b>	<b>510,515</b>	<b>1,170,765</b>	<b>572,094</b>	<b>12.1%</b>

<b>Funding Sources:</b>					
CDBG Fund	444,951	510,515	1,170,765	572,094	12.1%
<b>Total Funding Sources</b>	<b>444,951</b>	<b>510,515</b>	<b>1,170,765</b>	<b>572,094</b>	<b>12.1%</b>

<i>Authorized FTEs</i>	0.80	0.80	0.80	0.80
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# 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
<b>Address the Housing and Community Development needs of the City.</b>	Goal 1: Utilize and leverage CDBG Funds for Low and Moderate Income Persons through private and public partnerships as follows:	% of program expenditures in LMI* households and/or neighborhoods (goal: 70% or 3year period)	100%	100%	100%	100%
	A1. Objective: To create, expand and maintain Affordable Housing for Homeless and Low-income persons	# of LMI single-family units constructed	3	0	1	3
		# of LMI owner-occupied units rehabilitated	1	0	0	5
	A2. Objective: To maintain the Community Development Services of the Community	# of LMI households receiving Rental Affordability Assistance (deposit, one month rent, transportation, etc.)	77	85	95	100
	Goal 2: Utilize and leverage CDBG Funds for NON Low and Moderate-Income Persons through private and public partnerships as follows:	# of LMI census tracts or NRSA receiving infrastructure improvements	1	1	1	1
		# of existing properties purchased for LMI housing	-	2	1	1
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	A1. Objective: Address Housing Needs in Non-Low and Moderate-Income Census Tracts	# of houses/Land sold/leased to non-profits for rehabilitation or new construction	-	3	2	5
	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**

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

- The City of Ames received its 15<sup>th</sup> 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 Adopted	% Change From Adopted
<b>Expenditures by Activity:</b>					
HOME Administration	-	-	75,000	60,126	
CHDO Allocation	-	-	112,500	90,241	
Single Family Housing	-	-	562,500	-	
HOME Future Allocation	-	-	-	450,897	
<b>Total Expenditures</b>	-	-	750,000	601,264	
<b>Expenditures:</b>					
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	
<b>Total Expenditures</b>	-	-	750,000	601,264	
<b>Funding Sources:</b>					
CDBG Fund	-	-	750,000	601,264	
<b>Total Funding Sources</b>	-	-	750,000	601,264	
<i>Authorized FTEs</i>	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***

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## **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	2018/19	2018/19	2019/20	% Change From
<b>Expenditures by Activity:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>Adopted</b>
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/AEDC	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%
<b>Total Expenditures</b>	<b>2,160,889</b>	<b>2,275,169</b>	<b>2,274,981</b>	<b>2,300,472</b>	<b>1.1%</b>

<b>Expenditures by Category:</b>					
	2017/18	2018/19	2018/19	2019/20	% Change From
	Actual	Adopted	Adjusted	Adopted	Adopted
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%
<b>Total Expenditures</b>	<b>2,160,889</b>	<b>2,275,169</b>	<b>2,274,981</b>	<b>2,300,472</b>	<b>1.1%</b>

<b>Funding Sources:</b>					
	2017/18	2018/19	2018/19	2019/20	% Change From
	Actual	Adopted	Adjusted	Adopted	Adopted
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%
<b>Total Funding Sources</b>	<b>2,160,889</b>	<b>2,275,169</b>	<b>2,274,981</b>	<b>2,300,472</b>	<b>1.1%</b>

<i>Authorized FTEs</i>	0.31	0.31	0.31	0.31
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# ECONOMIC DEVELOPMENT

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2016/17 Actual	2017/18 Actual	2018/19 Adjusted	2019/20 Estimated
<b>Promote economic development</b>	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

## 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 Adopted	% Change From Adopted
<b><i>Parks &amp; Recreation:</i></b>					
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	
<b>Total Parks and Recreation</b>	<b>341,876</b>	<b>1,085,000</b>	<b>3,024,473</b>	<b>783,000</b>	<b>-27.8%</b>
<b><i>Cemetery:</i></b>					
Cemetery Lane Improvements	46,845	-	-	-	
Cemetery Water Line	4,411	-	-	-	
Columbarium Expansion	-	-	60,000	-	
Scattering Garden	-	25,000	25,000	-	
<b>Total Cemetery</b>	<b>51,256</b>	<b>25,000</b>	<b>85,000</b>	<b>-</b>	<b>-100.0%</b>
<b><i>Economic Development:</i></b>					
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	-	
<b>Total Economic Development</b>	<b>56,423</b>	<b>100,000</b>	<b>720,020</b>	<b>100,000</b>	<b>0.0%</b>
<b><i>City Manager:</i></b>					
Neighborhood Improvement	5,941	50,000	50,000	50,000	
Human Svc Agency Grant Program	250,000	-	250,000	-	
<b>Total City Manager</b>	<b>255,941</b>	<b>50,000</b>	<b>300,000</b>	<b>50,000</b>	<b>0.0%</b>
<b>Total Community Enrichment CIP</b>	<b>705,496</b>	<b>1,260,000</b>	<b>4,129,493</b>	<b>933,000</b>	<b>-26.0%</b>

# COMMUNITY ENRICHMENT PROGRAM

## CAPITAL IMPROVEMENTS

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### Parks and Recreation (\$783,000)

**Park/Facility Improvements** is the annual program to add improvements and address maintenance issues in the City's park system and recreation facilities. For FY 2019/20, \$440,000 is budgeted in this program to install a bridge over Clear Creek in Emma McCarthy Lee Park (\$260,000), make improvements to the Carroll Marty Disc Golf Course at Gateway Hills Park (\$75,000), make improvements and repairs to the Parks and Recreation administrative offices (\$50,000) in Gateway Hills Park, repair the concession stand and restrooms in River Valley Park (\$20,000), install a fence adjacent to the sand volleyball courts in Inis Grove Park (\$20,000), and install railings on the stairs west of the tennis courts in Brookside Park (\$15,000).

The City's joint use agreement with Ames Community Schools for the operation of the indoor Municipal Pool located at Ames High School will expire on June 30, 2020. During the agreement period, costs in the **Municipal Pool Improvements** program have been shared equally between the City and the school district. The school district anticipates opening a new pool during the fall of 2022 and the proposed City Healthy Life Center could open during that same time frame. Therefore, shared funding for this program of \$50,000, allocated equally to the City of Ames and the Ames Community School District, is planned for only FY 2019/20, FY 2020/21, and FY 2021/22. A new agreement will be needed for FY 2020/21 and beyond until the new facilities are constructed.

**Playground Equipment Improvements** is the City's annual program to replace play equipment throughout the park system. For FY 2019/20, \$143,000 is budgeted in this program to replace equipment adjacent to the Shagbark Shelter in Inis Grove Park (\$77,500) and to install new equipment adjacent to the Red Oak Shelter in Inis Grove Park (\$65,500).

Over the past year, the accessible fishing pier at Ada Hayden Heritage Park has shown signs of heaving and sinking. A structural engineer has assessed the structure and determined that repairs are necessary to correct the problem. Therefore, \$60,000 has been allocated in the **Ada Hayden Improvements** program to remove the decking, make corrections to the structure, and install new decking, posts, and railings.

The cost of capital improvements at the **Ames/ISU Ice Arena** is shared by the City and Iowa State University. Each organization contributes \$20,000 annually to the Ice Arena Capital Reserve Fund, which is used to support necessary upgrades or larger maintenance projects at the facility. For FY 2019/20, \$10,000 will be used to begin engineering and design work for reconstructing the facility's parking lot, with actual construction to occur in FY 2020/21.

An assessment of the park system and Parks and Recreation facilities was conducted in FY 2018/19 to better understand where improvements need to be made to comply with the 2010 Americans with Disabilities Act Standards for Accessible Design. A transition plan is being developed from the study's recommendations, and the plan will be implemented through the **ADA Transition Plan Improvements** program. This program allocates \$25,000 annually for improvements to the park system and Parks and Recreation facilities, beginning in FY 2019/20.

The old Edwards school site, which is approximately six acres, is owned by the Ames Community School District. The Old Edwards Neighborhood Association has raised funds to offset demolition costs of the school by the District. In exchange for these funds, the school district has agreed to transfer the land to the City to be developed into a neighborhood park. In FY 2019/20, \$80,000 is budgeted for the **Edwards Park Development** project, which could include such amenities as a shelter, basketball pad, benches, drinking fountain, and picnic tables.

# **COMMUNITY ENRICHMENT PROGRAM CAPITAL IMPROVEMENTS**

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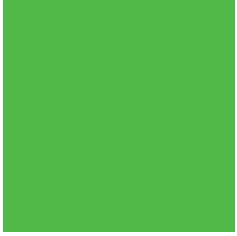
## **Economic Development (\$100,000)**

The ***Downtown Façade Improvement Program*** is the City's annual program to provide financial incentives for façade improvements consistent with the historic character of Downtown Ames. The program, which was introduced in FY 2001/02, provides up to \$15,000 in grant funds to downtown building owners. The grants are matched by building owners for such exterior elements as upper façade restorations, display windows, entrances, signs, and awnings. The annual allocation to this program is \$50,000, with 43 grants awarded over the life of the program.

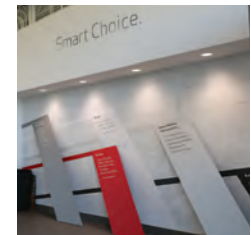
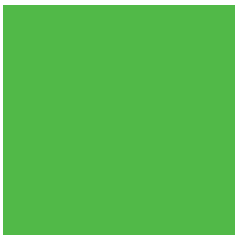
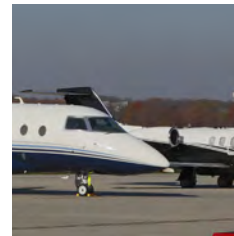
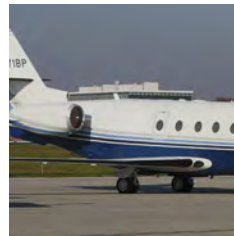
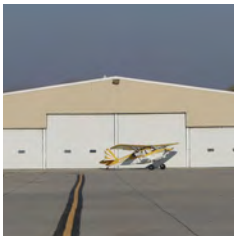
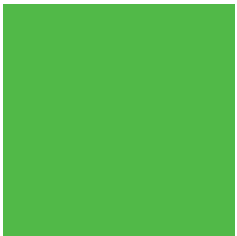
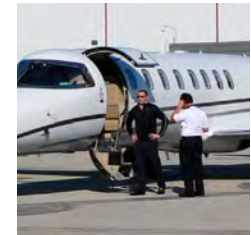
The ***Campustown Façade Improvement Program*** provides financial incentives to enhance the appearance and use of existing buildings with commercial uses in the Campustown district. The program is designed to encourage and maintain the eclectic culture and "uniqueness" of Campustown, to increase safety and security, to promote investment by property and business owners, and to add to the vitality of Campustown. Funding of \$50,000 is allocated annually to this program, which has awarded grants to six Campustown businesses since the program began in FY 2014/15.

## **City Manager (\$50,000)**

The ***Neighborhood Improvement Program*** was designed to enhance the appearance of City neighborhoods with the addition of permanent physical improvements and to promote a greater sense of community through resident participation in neighborhood projects. The program provides neighborhood grants to help residents accomplish those projects that they have identified as top priorities for their neighborhoods. Neighborhood residents are expected to provide a local match for these grants in the form of money, materials, and/or labor. Since the program was initiated in FY 1996/97, 124 projects have been funded, including such diverse projects as tree plantings, playground equipment, basketball courts, and prairie and pond restorations. The annual allocation for this program is \$50,000.



# GENERAL GOVERNMENT



# GENERAL GOVERNMENT

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# GENERAL GOVERNMENT

## 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 a wide array of support services, including **Planning Services**, **Financial Services**, and **Human Resources**.

	2017/18	2018/19	2018/19	2019/20	% Change
<i>Expenditures by Activity:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
City Council	382,678	442,296	630,734	457,893	3.5%
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%
<b>Total Operations</b>	6,120,286	6,555,054	7,111,584	6,806,616	3.8%
General Government CIP	765,174	50,000	898,210	50,000	0.0%
<b>Total Expenditures</b>	6,885,460	6,605,054	8,009,794	6,856,616	3.8%
<i>Authorized FTEs</i>	51.07	51.07	51.32	51.32	



# GENERAL GOVERNMENT

	2017/18	2018/19	2018/19	2019/20	% Change
<i>Expenditures by Category:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
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	1,416,304	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	262,474	3.7%
<b>Total Operations</b>	<b>6,120,286</b>	<b>6,555,054</b>	<b>7,111,584</b>	<b>6,806,616</b>	<b>3.8%</b>
General Government CIP	765,174	50,000	898,210	50,000	0.0%
<b>Total Expenditures</b>	<b>6,885,460</b>	<b>6,605,054</b>	<b>8,009,794</b>	<b>6,856,616</b>	<b>3.8%</b>
<b>Funding Sources:</b>					
Fees/Outside Charges	163,057	185,621	173,373	173,211	-6.7%
General Fund	3,347,326	3,464,160	4,042,795	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	15,000	0.0%
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%
<b>Total Operations Funding</b>	<b>6,120,286</b>	<b>6,555,054</b>	<b>7,111,584</b>	<b>6,806,616</b>	<b>3.8%</b>
<b>CIP Funding:</b>					
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	-	
<b>Total CIP Funding</b>	<b>765,174</b>	<b>50,000</b>	<b>898,210</b>	<b>50,000</b>	<b>0.0%</b>
<b>Total Funding Sources</b>	<b>6,885,460</b>	<b>6,605,054</b>	<b>8,009,794</b>	<b>6,856,616</b>	<b>3.8%</b>

# 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	2018/19	2018/19	2019/20	% Change
<b>Expenditures by Activity:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From Adopted</b>
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%
<b>Total Expenditures</b>	<b>154,231</b>	<b>211,226</b>	<b>282,597</b>	<b>217,419</b>	<b>2.9%</b>

<b>Expenditures by Category:</b>					
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	
<b>Total Expenditures</b>	<b>154,231</b>	<b>211,226</b>	<b>282,597</b>	<b>217,419</b>	<b>2.9%</b>

<b>Funding Sources:</b>					
General Fund	154,231	211,226	282,597	217,419	2.9%
<b>Total Funding Sources</b>	<b>154,231</b>	<b>211,226</b>	<b>282,597</b>	<b>217,419</b>	<b>2.9%</b>

<i>Authorized FTEs</i>	0.00	0.00	0.00	0.00
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# CITY COUNCIL

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2016/17 Actual	2017/18 Actual	2018/19 Adjusted	2019/20 Estimated
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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 Adopted	% Change From Adopted
<b>Expenditures by Activity:</b>					
<b>Council Grant Program:</b>					
Ames Partner City Association	433	6,000	13,567	6,000	0.0%
Ames Historical Society	40,000	42,600	42,600	45,512	6.8%
Main Street Cultural District	41,189	44,300	44,300	47,297	6.8%
Hunziker Youth Sports Complex	42,925	29,650	29,650	30,700	3.5%
Campustown Action Association	37,400	30,650	61,150	32,965	7.6%
Ames Econ Dev Commission	7,500	15,000	15,000	15,000	0.0%
Story County Housing Trust	34,000	34,870	68,870	35,000	
Ames Foundation	-	-	20,000	-	
<b>Council Grant Program Total</b>	<b>203,447</b>	<b>203,070</b>	<b>295,137</b>	<b>212,474</b>	<b>4.6%</b>
Sustainability Coordinator	25,000	25,000	25,000	25,000	0.0%
Greenhouse Gas Inventory	-	-	25,000	-	
AHRC Special Events	-	3,000	3,000	3,000	0.0%
<b>Total Expenditures</b>	<b>228,447</b>	<b>231,070</b>	<b>348,137</b>	<b>240,474</b>	<b>4.1%</b>
<b>Expenditures by Category:</b>					
Personal Services	-	-	-	-	
Internal Services	-	-	-	-	
Contractual	25,000	25,000	50,000	25,000	0.0%
Commodities	-	3,000	3,000	3,000	0.0%
Capital	-	-	-	-	
Other Expenditures	203,447	203,070	295,137	212,474	4.6%
<b>Total Expenditures</b>	<b>228,447</b>	<b>231,070</b>	<b>348,137</b>	<b>240,474</b>	<b>4.1%</b>
<b>Funding Sources:</b>					
General Fund	58,400	-	109,500	-	
Local Option Sales Tax	137,547	191,070	198,637	200,474	4.9%
Hotel/Motel Tax	7,500	15,000	15,000	15,000	0.0%
Water Utility Fund	6,250	6,250	6,250	6,250	0.0%
Sewer Utility Fund	6,250	6,250	6,250	6,250	0.0%
Electric Utility Fund	6,250	6,250	6,250	6,250	0.0%
Resource Recovery	6,250	6,250	6,250	6,250	0.0%
<b>Total Funding Sources</b>	<b>228,447</b>	<b>231,070</b>	<b>348,137</b>	<b>240,474</b>	<b>4.1%</b>

# CITY COUNCIL SPECIAL ALLOCATIONS

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 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	2018/19	2018/19	2019/20	% Change
<b>Expenditures by Activity:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From Adopted</b>
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%
<b>Total Expenditures</b>	<b>417,705</b>	<b>371,003</b>	<b>384,706</b>	<b>436,923</b>	<b>17.8%</b>

<b>Expenditures by Category:</b>					
	2017/18	2018/19	2018/19	2019/20	% Change
	Actual	Adopted	Adjusted	Adopted	From Adopted
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	-	-	-	-	
<b>Total Expenditures</b>	<b>417,705</b>	<b>371,003</b>	<b>384,706</b>	<b>436,923</b>	<b>17.8%</b>

<b>Funding Sources:</b>					
	2017/18	2018/19	2018/19	2019/20	% Change
	Actual	Adopted	Adjusted	Adopted	From Adopted
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%
<b>Total Funding Sources</b>	<b>417,705</b>	<b>371,003</b>	<b>384,706</b>	<b>436,923</b>	<b>17.8%</b>

<i>Authorized FTEs</i>	3.50	3.50	3.50	3.50
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# CITY CLERK

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2016/17 Actual	2017/18 Actual	2018/19 Adjusted	2019/20 Estimated
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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 Adopted 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	2018/19	2018/19	2019/20	% Change
<i>Expenditures:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
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	-	-	-	-	
<b>Total Expenditures</b>	<b>705,101</b>	<b>765,962</b>	<b>788,931</b>	<b>801,995</b>	<b>4.7%</b>

<i>Funding Sources:</i>					
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%
<b>Total Funding Sources</b>	<b>705,101</b>	<b>765,962</b>	<b>788,931</b>	<b>801,995</b>	<b>4.7%</b>

<i>Authorized FTEs</i>	4.53	4.53	4.53	4.53
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# CITY MANAGER

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2016/17 Actual	2017/18 Actual	2018/19 Adjusted	2019/20 Estimated
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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	2018/19	2018/19	2019/20	% Change
<b>Expenditures by Activity:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From Adopted</b>
Public Relations	188,168	204,159	202,721	217,556	6.6%
Brand Marketing	54,365	-	22,163	-	
<b>Total Expenditures</b>	<b>242,533</b>	<b>204,159</b>	<b>224,884</b>	<b>217,556</b>	<b>6.6%</b>

<b>Expenditures by Category:</b>					
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	-	-	-	-	
<b>Total Expenditures</b>	<b>242,533</b>	<b>204,159</b>	<b>224,884</b>	<b>217,556</b>	<b>6.6%</b>

<b>Funding Sources:</b>					
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%
<b>Total Funding Sources</b>	<b>242,533</b>	<b>204,159</b>	<b>224,884</b>	<b>217,556</b>	<b>6.6%</b>

<i>Authorized FTEs</i>	1.15	1.15	1.15	1.15
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# PUBLIC RELATIONS

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2016/17 Actual	2017/18 Actual	2018/19 Adjusted	2019/20 Estimated
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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.

	<b>2017/18</b>	<b>2018/19</b>	<b>2018/19</b>	<b>2019/20</b>	<b>% Change</b>
<b><i>Expenditures by Activity:</i></b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From Adopted</b>
Government Access	167,770	156,654	156,172	161,448	3.1%
Public Access	1,857	2,025	2,025	2,025	0.0%
<b>Total Expenditures</b>	<b>169,627</b>	<b>158,679</b>	<b>158,197</b>	<b>163,473</b>	<b>3.0%</b>
<b><i>Expenditures by Category:</i></b>					
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	-	-	-	-	
<b>Total Expenditures</b>	<b>169,627</b>	<b>158,679</b>	<b>158,197</b>	<b>163,473</b>	<b>3.0%</b>
<b><i>Funding Sources:</i></b>					
General Fund	169,627	158,679	158,197	163,473	3.0%
<b>Total Funding Sources</b>	<b>169,627</b>	<b>158,679</b>	<b>158,197</b>	<b>163,473</b>	<b>3.0%</b>

<i>Authorized FTEs</i>	1.10	1.10	1.10	1.10
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# 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
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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	2018/19	2018/19	2019/20	% Change
<i>Expenditures by Category:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
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	-	-	-	-	
<b>Expenditure Subtotal</b>	<b>316,355</b>	<b>416,365</b>	<b>366,284</b>	<b>434,003</b>	<b>4.2%</b>
<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%
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
Authorized FTEs	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
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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	2018/19	2018/19	2019/20	% Change
<i><b>Expenditures by Activity:</b></i>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Adopted</b>	<b>From Adopted</b>
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	-	
<b>Total Expenditures</b>	<b>759,265</b>	<b>865,415</b>	<b>1,154,218</b>	<b>890,712</b>	<b>2.9%</b>

<i><b>Expenditures by Category:</b></i>					
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	-	-	-	-	
<b>Total Expenditures</b>	<b>759,265</b>	<b>865,415</b>	<b>1,154,218</b>	<b>890,712</b>	<b>2.9%</b>

<i><b>Funding Sources:</b></i>					
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%
<b>Total Funding Sources</b>	<b>759,265</b>	<b>865,415</b>	<b>1,154,218</b>	<b>890,712</b>	<b>2.9%</b>

<i>Authorized FTEs</i>	6.00	6.00	6.00	6.00
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# PLANNING SERVICES

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2016/17 Actual	2017/18 Actual	2018/19 Adjusted	2019/20 Estimated
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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	
<b>Strengthen Downtown and Campustown</b>	Implement the Council's Façade programs	# of Downtown façade grants awarded	1	6	2	3
		# of Campustown façade grants awarded	2	1	1	2
	Conduct workshops/ meetings for studies and planning reports	# of workshops/ meetings held	2	2	4	2
<b>Address Housing Needs</b>	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

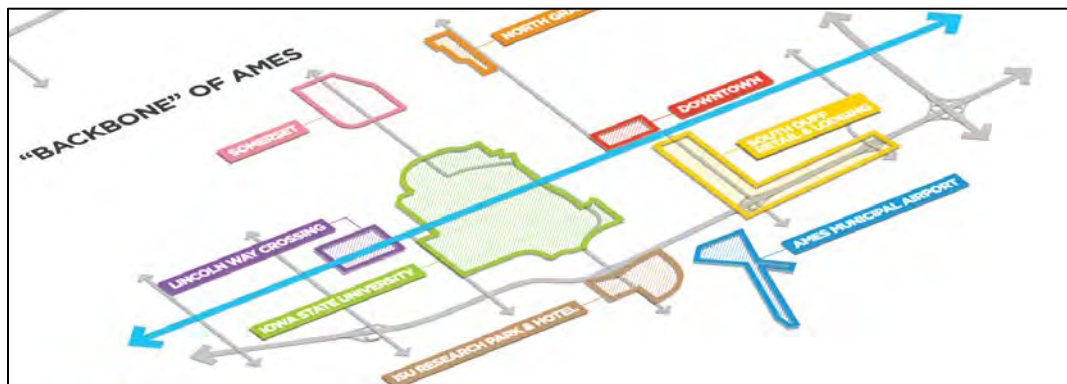
- The City has initiated the Comprehensive Plan update process by contracting with RDG as a primary consultant to lead the project. There is \$225,000 set aside in FY 2018/19 for the project. This includes \$219,293 of carryover funding from FY 2017/18 and additional funding of \$5,707. The project is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

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## 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	2018/19	2018/19	2019/20	% Change
<i>Expenditures by Category:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
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	-	-	-	-	
<b>Expenditure Subtotal</b>	<b>384,957</b>	<b>407,219</b>	<b>408,664</b>	<b>518,335</b>	<b>27.3%</b>
Less: Expenditures reflected directly in another activity	(7,696)	(8,144)	(8,173)	(10,367)	27.3%
<b>Total Expenditures</b>	<b>377,261</b>	<b>399,075</b>	<b>400,491</b>	<b>507,968</b>	<b>27.3%</b>
<b>Funding Sources:</b>					
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%
<b>Total Funding Sources</b>	<b>377,261</b>	<b>399,075</b>	<b>400,491</b>	<b>507,968</b>	<b>27.3%</b>
Authorized FTEs	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
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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	2018/19	2018/19	2019/20	% Change
	Actual	Adopted	Adjusted	Adopted	From
					Adopted
<b>Expenditures by Activity:</b>					
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%
<b>Total Expenditures</b>	<b>1,000,315</b>	<b>1,038,636</b>	<b>989,224</b>	<b>952,626</b>	<b>-8.3%</b>
<b>Expenditures by Category:</b>					
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	-	-	-	
<b>Expenditure Subtotal</b>	<b>1,134,101</b>	<b>1,177,769</b>	<b>1,122,890</b>	<b>1,082,404</b>	<b>-8.1%</b>
Less: Expenditures reflected directly in another activity	(133,786)	(139,133)	(133,666)	(129,778)	-6.7%
<b>Total Expenditures</b>	<b>1,000,315</b>	<b>1,038,636</b>	<b>989,224</b>	<b>952,626</b>	<b>-8.3%</b>
<b>Funding Sources:</b>					
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%
<b>Total Funding Sources</b>	<b>1,000,315</b>	<b>1,038,636</b>	<b>989,224</b>	<b>952,626</b>	<b>-8.3%</b>
Authorized FTEs	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
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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	2018/19	2018/19	2019/20	% Change
	Actual	Adopted	Adjusted	Adopted	From
<b>Expenditures by Activity:</b>					Adopted
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%
<b>Total Expenditures</b>	<b>413,218</b>	<b>526,008</b>	<b>510,007</b>	<b>529,485</b>	<b>0.7%</b>
<b>Expenditures by Category:</b>					
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	-	-	-	-	
<b>Expenditure Subtotal</b>	<b>640,242</b>	<b>815,088</b>	<b>769,912</b>	<b>797,491</b>	<b>-2.2%</b>
Less: Expenditures reflected directly in another activity	(227,024)	(289,080)	(259,905)	(268,006)	-7.3%
<b>Total Expenditures</b>	<b>413,218</b>	<b>526,008</b>	<b>510,007</b>	<b>529,485</b>	<b>0.7%</b>
<b>Funding Sources:</b>					
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%
<b>Total Funding Sources</b>	<b>413,218</b>	<b>526,008</b>	<b>510,007</b>	<b>529,485</b>	<b>0.7%</b>
<i>Authorized FTEs</i>	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
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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%
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	2018/19	2018/19	2019/20	% Change
	Actual	Adopted	Adjusted	Adopted	From
<b>Expenditures:</b>					Adopted
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	-	-	-	-	
<b>Expenditure Subtotal</b>	<b>758,855</b>	<b>799,444</b>	<b>802,531</b>	<b>813,482</b>	<b>1.8%</b>
Less: Expenditures reflected directly in another activity	(11,000)	(11,592)	(11,637)	(11,795)	1.8%
<b>Total Expenditures</b>	<b>747,855</b>	<b>787,852</b>	<b>790,894</b>	<b>801,687</b>	<b>1.8%</b>
<b>Funding Sources:</b>					
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%
<b>Total Funding Sources</b>	<b>747,855</b>	<b>787,852</b>	<b>790,894</b>	<b>801,687</b>	<b>1.8%</b>
<i>Authorized FTEs</i>	5.95	5.95	5.95	5.95	

# LEGAL SERVICES

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2016/17 Actual	2017/18 Actual	2018/19 Adjusted	2019/20 Estimated
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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	2018/19	2018/19	2019/20	% Change
<i>Expenditures by Activity:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
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%
<b>Total Expenditures</b>	<b>476,134</b>	<b>543,900</b>	<b>579,803</b>	<b>586,703</b>	<b>7.9%</b>

<i>Expenditures by Category:</i>					
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	-	-	-	-	
<b>Expenditure Subtotal</b>	<b>605,188</b>	<b>689,978</b>	<b>744,102</b>	<b>743,148</b>	<b>7.7%</b>

Less: Expenditures reflected directly in another activity	(129,054)	(146,078)	(164,299)	(156,445)	7.1%
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<b>Total Expenditures</b>	<b>476,134</b>	<b>543,900</b>	<b>579,803</b>	<b>586,703</b>	<b>7.9%</b>
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<i>Funding Sources:</i>					
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%
<b>Total Funding Sources</b>	<b>476,134</b>	<b>543,900</b>	<b>579,803</b>	<b>586,703</b>	<b>7.9%</b>

Authorized FTEs	4.85	4.85	5.10	5.10	
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# HUMAN RESOURCES

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2016/17 Actual	2017/18 Actual	2018/19 Adjusted	2019/20 Estimated
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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	2018/19	2018/19	2019/20	% Change
	Actual	Adopted	Adjusted	Adopted	From
<b>Expenditures by Activity:</b>					<b>Adopted</b>
City Hall/Veterans Memorial	398,966	452,069	449,743	459,595	1.7%
City Hall Special Projects	29,628	-	49,752	-	
<b>Total Expenditures</b>	<b>428,594</b>	<b>452,069</b>	<b>499,495</b>	<b>459,595</b>	<b>1.7%</b>
<b>Expenditures by Category:</b>					
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	-	-	-	-	
<b>Expenditure Subtotal</b>	<b>442,559</b>	<b>467,980</b>	<b>515,324</b>	<b>475,771</b>	<b>1.7%</b>
Less: Expenditures reflected directly in another activity	(13,965)	(15,911)	(15,829)	(16,176)	1.7%
<b>Total Expenditures</b>	<b>428,594</b>	<b>452,069</b>	<b>499,495</b>	<b>459,595</b>	<b>1.7%</b>
<b>Funding Sources:</b>					
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%
<b>Total Funding Sources</b>	<b>428,594</b>	<b>452,069</b>	<b>499,495</b>	<b>459,595</b>	<b>1.7%</b>
 <i>Authorized FTEs</i>	 1.25	 1.25	 1.25	 1.25	

# FACILITIES

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 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

**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.

	2017/18	2018/19	2018/19	2019/20	% Change
<i>Activities:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
<b>Facilities:</b>					
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		
<b>Total Facilities</b>	<b>765,174</b>	<b>50,000</b>	<b>898,210</b>	<b>50,000</b>	<b>0.0%</b>
<b>Total General Government CIP</b>	<b>765,174</b>	<b>50,000</b>	<b>898,210</b>	<b>50,000</b>	<b>0.0%</b>



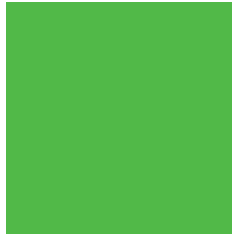
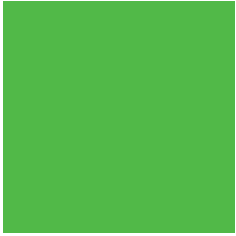
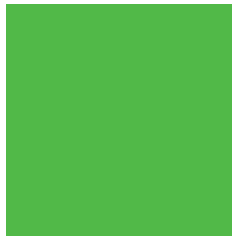
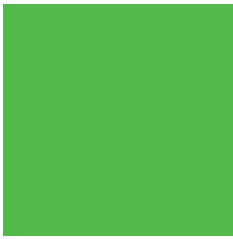
# **GENERAL GOVERNMENT PROGRAM CAPITAL IMPROVEMENTS**

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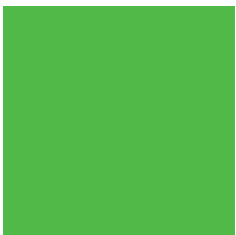
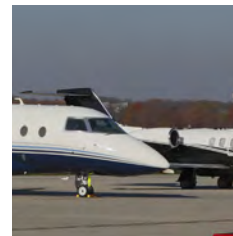
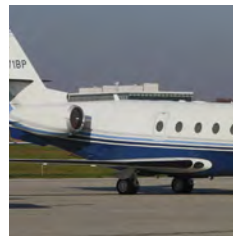
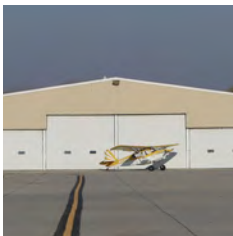
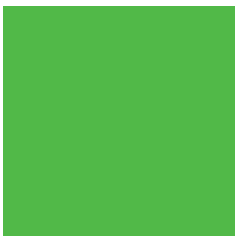
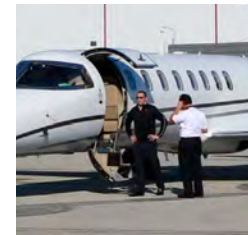
## **Facilities (\$50,000)**

The **City Hall Improvement** program is focused on major maintenance projects or the replacement of structural or decorative items in City Hall, the adjacent Veterans Memorial, or the parking lots on the east and west sides of the building. Many of the building's mechanical, electrical, and other support systems were installed during the renovation of the building in 1990. Annual funding of \$50,000 has been allocated to this program for system or equipment upgrades that are beyond the funding level of the Facilities operating budget.

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# DEBT SERVICE



# DEBT SERVICE

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**Debt Service Summary ..... 312**

**Debt Service Cost Allocation ..... 313**

**Projection of Debt Capacity..... 314**

**Summary of Bonds Payable ..... 315**

# 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.

<b>Use of Funds:</b>	<b>2017/18 Actual</b>	<b>2018/19 Adopted</b>	<b>2018/19 Adjusted</b>	<b>2019/20 Adopted</b>	<b>% Change From Adopted</b>
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	-	
<b>Total Expenditures</b>	<b>21,489,341</b>	<b>17,620,034</b>	<b>17,544,933</b>	<b>18,065,097</b>	<b>2.5%</b>

<b>Funding Sources:</b>					
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%
<b>Total Funding Sources</b>	<b>21,489,341</b>	<b>17,620,034</b>	<b>17,544,933</b>	<b>18,065,097</b>	<b>2.5%</b>

## **Debt Service Principal and Interest Breakdown:**

<b>G.O. Bonds</b>					
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	-	
<b>Total G.O. Bonds</b>	<b>16,134,443</b>	<b>11,974,832</b>	<b>12,074,499</b>	<b>12,055,352</b>	<b>0.7%</b>

<b>Electric Revenue Bonds</b>					
Principal	655,000	685,000	685,000	720,000	5.1%
Interest	312,306	279,557	279,557	245,306	-12.3%
<b>Total G.O. Bonds</b>	<b>967,306</b>	<b>964,557</b>	<b>964,557</b>	<b>965,306</b>	<b>0.1%</b>

<b>State Revolving Fund Loans</b>					
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%
<b>Total SRF Loans</b>	<b>4,387,592</b>	<b>4,680,645</b>	<b>4,505,877</b>	<b>5,044,439</b>	<b>7.8%</b>

<b>Total Debt Service</b>	<b>21,489,341</b>	<b>17,620,034</b>	<b>17,544,933</b>	<b>18,065,097</b>	<b>2.5%</b>
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# DEBT SERVICE

## 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
<b>TOTAL G. O. DEBT</b>	<b>12,055,352</b>	<b>1,755,225</b>	<b>10,300,127</b>	<b>3.29553</b>
<i>Less: State Replacement Tax</i>			320,004	0.10239
<i>Use of Fund Balance</i>		-	-	-
<b>TOTAL DEBT SERVICE COST</b>	<b>\$12,055,352</b>	<b>\$1,755,225</b>	<b>\$ 9,980,123</b>	<b>3.19314</b>
<b>FY 2019/2020 Debt Service Levy</b>			<b>\$ 9,980,123</b>	<b>3.19314</b>

### 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
<b>Tax Supported Bonds</b>	<b>\$10,560,000</b>

City-Wide Radio System (Abated)	280,000
ISU Research Park Phase IV	\$314,204
<b>Abated Bonds</b>	<b>\$594,204</b>

# DEBT SERVICE

## 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
<b>Un-Reserved Debt Capacity</b>	<b>181,402,913</b>	<b>186,845,000</b>	<b>192,450,350</b>	<b>198,223,861</b>	<b>204,170,577</b>
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
<b>Total Debt Subject to Limit</b>	<b>65,544,204</b>	<b>67,583,255</b>	<b>70,560,257</b>	<b>72,628,172</b>	<b>72,229,746</b>
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%
<b>9. Total Debt Capacity (\$)</b>	<b>176,326,347</b>	<b>181,543,412</b>	<b>186,040,210</b>	<b>191,670,309</b>	<b>199,997,690</b>
<b>10. Total Debt Capacity (%)</b>	<b>72.90%</b>	<b>72.87%</b>	<b>72.50%</b>	<b>72.52%</b>	<b>73.47%</b>

### 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.

# DEBT SERVICE

## 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
<b>General Obligation Bonds – Governmental Activities:</b>					
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
				<b>\$ 109,030,605</b>	<b>\$ 60,267,097</b>
<b>General Obligation Bonds – Business-Type Activities:</b>					
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
				<b>\$7,646,109</b>	<b>\$ 5,212,903</b>
<b>Revenue Bonds</b>					
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
				<b>\$ 100,290,000</b>	<b>\$83,565,000</b>
<b>TOTAL ALL BONDS</b>				<b>\$ 216,966,714</b>	<b>\$ 149,045,000</b>



# DEBT SERVICE

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

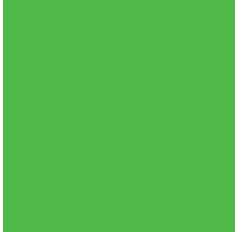
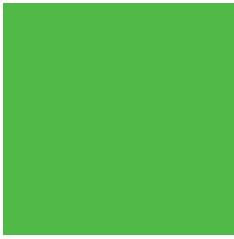
As of June 30, 2018, annual debt service requirements of **governmental activities** to maturity are as follows:

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
<b>Total</b>	<b>\$ 60,267,097</b>	<b>\$ 9,433,629</b>

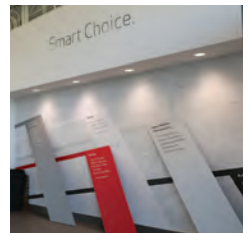
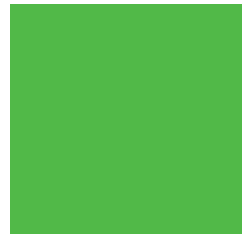
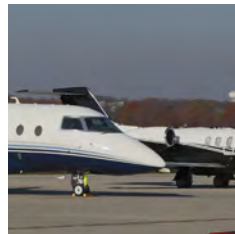
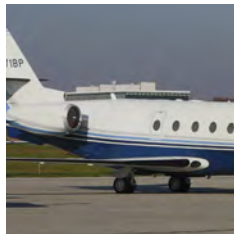
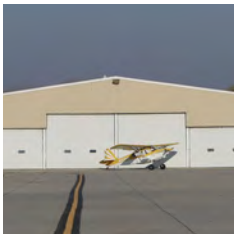
Long-term debt amounts above and below are shown without reference to applicable premiums and unamortized costs.

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
<b>Total</b>	<b>\$5,212,903</b>	<b>\$ 872,561</b>	<b>\$ 83,565,000</b>	<b>\$ 32,988,329</b>



# INTERNAL SERVICE & TRANSFERS



# **INTERNAL SERVICES AND TRANSFERS**

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**Fleet Services** ..... 320

**Information Technology**..... 322

**Risk Management**..... 324

**Health Insurance** ..... 326

**Internal Services CIP**..... 328

**Transfers**..... 330

# INTERNAL SERVICES

## 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	2018/19	2018/19	2019/20	% Change
<i>Expenditures by Activity:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
Fleet Services	3,822,804	3,446,968	4,654,974	3,372,056	-2.2%
Information Technology	2,901,642	2,586,906	2,878,814	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%
<b>Total Operations</b>	18,030,880	17,668,135	18,556,469	17,704,878	0.2%
Internal Services CIP	5,829	-	41,959	250,000	
<b>Total Expenditures</b>	18,036,709	17,668,135	18,598,428	17,954,878	1.6%
<i>Authorized FTEs</i>	21.15	21.15	21.15	21.15	

# INTERNAL SERVICES

	2017/18	2018/19	2018/19	2019/20	% Change From
<i>Expenditures by Category:</i>	Actual	Adopted	Adjusted	Adopted	Adopted
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	3,757,826	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%
<b>Total Operations</b>	<b>18,030,880</b>	<b>17,668,135</b>	<b>18,556,469</b>	<b>17,704,878</b>	<b>0.2%</b>
Internal Services CIP	5,829	-	41,959	250,000	
<b>Total Expenditures</b>	<b>18,036,709</b>	<b>17,668,135</b>	<b>18,598,428</b>	<b>17,954,878</b>	<b>1.6%</b>
<b>Funding Sources:</b>					
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	1,883,083	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%
<b>Total Operations Funding</b>	<b>18,030,880</b>	<b>17,668,135</b>	<b>18,556,469</b>	<b>17,704,878</b>	<b>0.2%</b>
<b>CIP Funding:</b>					
Fleet Reserve Fund	5,829	-	41,959	250,000	
<b>Total CIP Funding</b>	<b>5,829</b>	<b>-</b>	<b>41,959</b>	<b>250,000</b>	
<b>Total Funding Sources</b>	<b>18,036,709</b>	<b>17,668,135</b>	<b>18,598,428</b>	<b>17,954,878</b>	<b>1.6%</b>

# 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 Adopted	% Change From Adopted
<b>Expenditures by Activity:</b>					
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%
<b>Total Expenditures</b>	<b>3,822,804</b>	<b>3,446,968</b>	<b>4,654,974</b>	<b>3,372,056</b>	<b>-2.2%</b>

<b>Expenditures by Category:</b>					
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	-	-	-	
<b>Total Expenditures</b>	<b>3,822,804</b>	<b>3,446,968</b>	<b>4,654,974</b>	<b>3,372,056</b>	<b>-2.2%</b>

<b>Funding Sources:</b>					
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%
<b>Total Funding Sources</b>	<b>3,822,804</b>	<b>3,446,968</b>	<b>4,654,974</b>	<b>3,372,056</b>	<b>-2.2%</b>

Authorized FTEs	8.25	8.25	8.25	8.25
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# FLEET 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 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	2018/19	2018/19	2019/20	% Change
<i>Expenditures by Activity:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
Data Services	1,590,304	1,602,082	1,603,405	1,650,369	3.0%
Cyber Security Study	-	-	25,000	-	
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%
<b>Total Expenditures</b>	<b>2,901,642</b>	<b>2,586,906</b>	<b>2,878,814</b>	<b>2,625,976</b>	<b>1.5%</b>

<i>Expenditures by Category:</i>					
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	829,549	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	-	-	-	-	
<b>Total Expenditures</b>	<b>2,901,642</b>	<b>2,586,906</b>	<b>2,878,814</b>	<b>2,625,976</b>	<b>1.5%</b>

<i>Funding Sources:</i>					
Information Technology Fund	1,837,130	1,855,385	1,883,083	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%
<b>Total Funding Sources</b>	<b>2,901,642</b>	<b>2,586,906</b>	<b>2,878,814</b>	<b>2,625,976</b>	<b>1.5%</b>

<i>Authorized FTEs</i>	10.00	10.00	10.00	10.00
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# INFORMATION TECHNOLOGY

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2016/17 Actual	2017/18 Actual	2018/19 Adjusted	2019/20 Estimated
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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
	Provide efficient and reliable voice communication system	Phone extensions	674	689	689	699
		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	2018/19	2018/19	2019/20	% Change
	Actual	Adopted	Adjusted	Adopted	From
					Adopted
<b>Expenditures by Activity:</b>					
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%
<b>Total Expenditures</b>	<b>2,119,189</b>	<b>2,521,124</b>	<b>2,416,522</b>	<b>2,508,721</b>	<b>-0.5%</b>
<b>Expenditures by Category:</b>					
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%
<b>Total Expenditures</b>	<b>2,119,189</b>	<b>2,521,124</b>	<b>2,416,522</b>	<b>2,508,721</b>	<b>-0.5%</b>
<b>Funding Sources:</b>					
Risk Insurance Fund	2,119,189	2,521,124	2,416,522	2,508,721	-0.5%
<b>Total Funding Sources</b>	<b>2,119,189</b>	<b>2,521,124</b>	<b>2,416,522</b>	<b>2,508,721</b>	<b>-0.5%</b>
Authorized FTEs	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
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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	2018/19	2018/19	2019/20	% Change
<i>Expenditures by Activity:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
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%
<b>Total Expenditures</b>	<b>9,187,245</b>	<b>9,113,137</b>	<b>8,606,159</b>	<b>9,198,125</b>	<b>0.9%</b>
<b><i>Expenditures by Category:</i></b>					
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%
<b>Total Expenditures</b>	<b>9,187,245</b>	<b>9,113,137</b>	<b>8,606,159</b>	<b>9,198,125</b>	<b>0.9%</b>
<b><i>Funding Sources:</i></b>					
Health Insurance Fund	9,187,245	9,113,137	8,606,159	9,198,125	0.9%
<b>Total Funding Sources</b>	<b>9,187,245</b>	<b>9,113,137</b>	<b>8,606,159</b>	<b>9,198,125</b>	<b>0.9%</b>

<i>Authorized FTEs</i>	1.65	1.65	1.65	1.65
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# 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
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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)	\$0.365	\$0.383	\$0.400	\$0.430
		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
<b>Encourage healthy lifestyles</b>	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

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## Description:

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

<i>Activities:</i>	2017/18 Actual	2018/19 Adopted	2018/19 Adjusted	2019/20 Adopted	% Change From Adopted
<b><i>Fleet Services:</i></b>					
Maintenance Facility Improvements	5,829	-	41,959	-	
Fleet Services Fabric Structure	-	-	-	250,000	
<b><i>Total Fleet Services</i></b>	<b>5,829</b>	<b>-</b>	<b>41,959</b>	<b>250,000</b>	
<b><i>Total Internal Services CIP</i></b>	<b>5,829</b>	<b>-</b>	<b>41,959</b>	<b>250,000</b>	

# **INTERNAL SERVICES PROGRAM CAPITAL IMPROVEMENTS**

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## **Fleet Services (\$250,000)**

The Fleet Services maintenance facility is used by Fleet Services, and by the Street Maintenance, Utility Maintenance, and Traffic divisions of Public Works. The building has reached its capacity to store equipment, especially during the snow season. The **Maintenance Facility Fabric Structure** project allocates \$250,000 to construct a fabric structure to provide snow plow parking and a cold storage area for equipment which should be stored in a covered area.

# TRANSFERS

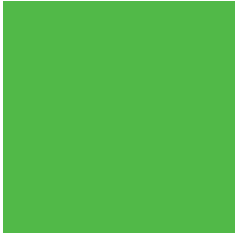
## Description:

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.

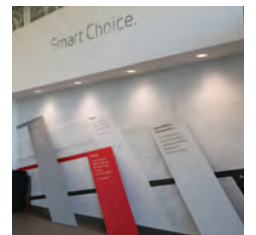
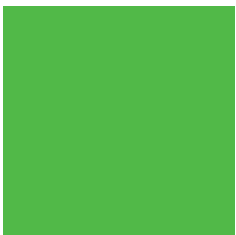
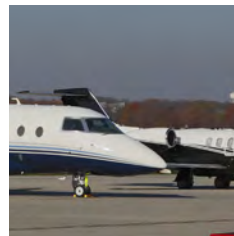
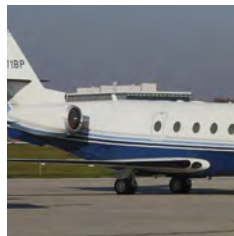
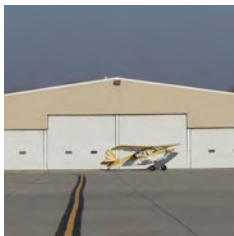
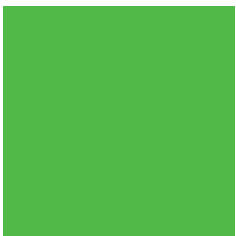
	2017/18	2018/19	2018/19	2019/20	% Change
<i>Expenditures:</i>	Actual	Adopted	Adjusted	Adopted	From Adopted
Transfers	24,258,017	23,526,960	23,252,974	23,371,112	-0.7%
<b>Total Expenditures</b>	24,258,017	23,526,960	23,252,974	23,371,112	-0.7%

<i>Funding Sources:</i>					
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	335,983	-	-100.0%
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	-	-	-	
<b>Total Funding Sources</b>	24,258,017	23,526,960	23,252,974	23,371,112	-0.7%





# FUND SUMMARIES



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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 Adopted	% Change from Adopted
<b>Revenues:</b>					
<b>Property Taxes:</b>					
General Levy	15,199,216	15,996,052	15,995,960	16,973,463	6.1%
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%
<b>Total Property Taxes</b>	<b>17,615,487</b>	<b>18,504,140</b>	<b>18,496,786</b>	<b>19,568,819</b>	<b>5.8%</b>
<b>Other Revenues:</b>					
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%
Metropolian 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	-	-	-	
<b>Total Other Revenues</b>	<b>9,166,459</b>	<b>9,463,597</b>	<b>9,586,533</b>	<b>9,706,605</b>	<b>2.6%</b>
<b>Total Before Transfers</b>	<b>26,781,946</b>	<b>27,967,737</b>	<b>28,083,319</b>	<b>29,275,424</b>	<b>4.7%</b>

**GENERAL FUND, continued**

	<b>2017/18 Actual</b>	<b>2018/19 Adopted</b>	<b>2018/19 Adjusted</b>	<b>2019/20 Adopted</b>	<b>% Change from Adopted</b>
<b>Transfers:</b>					
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%
<b>Total Transfers</b>	<b>9,105,376</b>	<b>9,359,575</b>	<b>9,359,575</b>	<b>9,413,970</b>	<b>0.6%</b>
<b>Total Revenues</b>	<b>35,887,322</b>	<b>37,327,312</b>	<b>37,442,894</b>	<b>38,689,394</b>	<b>3.6%</b>
<b>Expenses:</b>					
<b>Operations:</b>					
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 Special Allocations	58,400	-	109,500	-	-
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	-	-
<b>Total Operations</b>	<b>30,602,142</b>	<b>32,314,681</b>	<b>33,229,931</b>	<b>33,610,028</b>	<b>4.0%</b>

**GENERAL FUND, continued**

	2017/18 Actual	2018/19 Adopted	2018/19 Adjusted	2019/20 Adopted	% Change from Adopted
<b>CIP:</b>					
City-Wide Radio System	11,469	-	22,531	-	
Fire Station #1 Generator	-	-	50,000	-	
Fire Station Keyless Entry	-	-	39,000	-	
Outdoor Storm Warning System	-	-	80,000	-	
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	-	
<b>Total CIP</b>	<b>1,092,311</b>	<b>-</b>	<b>1,427,099</b>	<b>-</b>	
<b>Total Before Transfers</b>	<b>31,694,453</b>	<b>32,314,681</b>	<b>34,657,030</b>	<b>33,610,028</b>	<b>4.0%</b>
<b>Transfers:</b>					
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%
<b>Total Transfers</b>	<b>4,837,024</b>	<b>5,012,631</b>	<b>5,007,631</b>	<b>5,079,366</b>	<b>1.3%</b>
<b>Total Expenses</b>	<b>36,531,477</b>	<b>37,327,312</b>	<b>39,664,661</b>	<b>38,689,394</b>	<b>3.6%</b>
<b>Fund Balance:</b>					
Net Change in Fund	(644,155)	-	(2,221,767)	-	
Beginning Balance	12,246,987	9,154,208	11,602,832	9,381,065	2.5%
<b>Ending Balance</b>	<b>11,602,832</b>	<b>9,154,208</b>	<b>9,381,065</b>	<b>9,381,065</b>	<b>2.5%</b>

*Minimum fund balance target:*

25% of revenues less pass-throughs

8,561,146

Unreserved fund balance

819,919

## 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 Adopted	% Change from Adopted
<b>Revenues:</b>					
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%
<b>Total Before Transfers</b>	<b>7,681,518</b>	<b>7,930,900</b>	<b>7,930,900</b>	<b>8,168,827</b>	<b>3.0%</b>
<b>Transfers:</b>					
Hotel/Motel Tax	137,191	140,000	140,000	140,000	0.0%
<b>Total Revenues</b>	<b>7,818,709</b>	<b>8,070,900</b>	<b>8,070,900</b>	<b>8,308,827</b>	<b>2.9%</b>
<b>Expenses:</b>					
<b>Operations:</b>					
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%
<b>Total Operations</b>	<b>1,642,317</b>	<b>1,873,722</b>	<b>1,997,206</b>	<b>1,935,746</b>	<b>3.3%</b>
<b>CIP:</b>					
Fire Safety	275	-	65,970	-	
Storm Warning System	-	-	10,330	-	
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%
Human Svc Agency Capital Facilities	-	-	200,000	-	
	64,415	50,000	205,277	50,000	0.0%
<b>Total CIP</b>	<b>658,249</b>	<b>1,566,000</b>	<b>5,597,643</b>	<b>2,100,000</b>	<b>34.1%</b>

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

	2017/18 Actual	2018/19 Adopted	2018/19 Adjusted	2019/20 Adopted	% Change from Adopted
<b>Transfers:</b>					
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%
<b>Total Transfers</b>	<b>4,831,595</b>	<b>4,878,540</b>	<b>4,878,540</b>	<b>5,021,296</b>	<b>2.9%</b>
<b>Total Expenses</b>	<b>7,132,161</b>	<b>8,318,262</b>	<b>12,473,389</b>	<b>9,057,042</b>	<b>8.9%</b>
<b>Fund Balance:</b>					
Net Change in Fund	686,548	(247,362)	(4,402,489)	(748,215)	202.5%
Beginning Balance	5,812,856	2,255,925	6,499,404	2,096,915	-7.0%
<b>Ending Balance</b>	<b>6,499,404</b>	<b>2,008,563</b>	<b>2,096,915</b>	<b>1,348,700</b>	<b>-32.9%</b>

*Minimum fund balance target:*

25% of expenses less 60% pass-through

1,038,937

Unreserved fund balance

309,763



## 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 Adopted	% Change from Adopted
<b>Revenues:</b>					
Hotel/Motel Tax	2,398,439	2,450,000	2,450,000	2,450,000	0.0%
<b>Total Revenues</b>	2,398,439	2,450,000	2,450,000	2,450,000	0.0%
<b>Expenses:</b>					
<b>Operations:</b>					
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	15,000	0.0%
<b>Total Operations</b>	1,872,678	1,917,800	1,917,800	1,917,800	0.0%
<b>Transfers:</b>					
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%
<b>Total Transfers</b>	342,977	350,000	350,000	350,000	0.0%
<b>Total Expenses</b>	2,215,655	2,267,800	2,267,800	2,267,800	0.0%
<b>Fund Balance:</b>					
Net Change in Fund	182,784	182,200	182,200	182,200	0.0%
Beginning Balance	688,483	863,541	871,267	1,053,467	22.0%
<b>Ending Balance</b>	871,267	1,045,741	1,053,467	1,235,667	18.2%

## 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 Adopted	% Change from Adopted
<b>Revenues:</b>					
Road Use Tax	7,321,752	7,164,247	7,193,730	7,164,247	0.0%
<b>Total Revenues</b>	7,321,752	7,164,247	7,193,730	7,164,247	0.0%
<b>Expenses:</b>					
<b>Operations:</b>					
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%
<b>Total Operations</b>	5,064,791	5,879,352	6,048,164	6,156,988	4.7%
<b>CIP:</b>					
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%
<b>Total CIP</b>	2,609,846	2,409,000	5,015,997	1,507,750	-37.4%
<b>Total Before Transfers</b>	7,674,637	8,288,352	11,064,161	7,664,738	-7.5%
<b>Transfers:</b>					
Fleet Services	1,457	-	10,490	25,000	
<b>Total Expenses</b>	7,676,094	8,288,352	11,074,651	7,689,738	-7.2%
<b>Fund Balance:</b>					
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%
<b>Ending Balance</b>	6,666,153	1,965,329	2,785,232	2,259,741	15.0%
<i>Minimum fund balance target:</i>					
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 Adopted	% Change from Adopted
<b>Revenues:</b>					
Police Forfeiture	20,466	7,000	12,000	7,000	0.0%
Police Grants	36,923	48,000	48,000	48,000	0.0%
Radio System Grant	-	-	-	230,000	
Animal Shelter Donations	76,518	16,200	22,800	16,200	0.0%
Miscellaneous Donations	-	-	-	-	
<b>Total Revenues</b>	133,907	71,200	82,800	301,200	323.0%
<b>Expenses:</b>					
<b>Operations:</b>					
Police Forfeiture	18,174	7,000	7,000	7,000	0.0%
Police Grants	40,713	48,000	48,000	48,000	0.0%
Animal Shelter	31,720	16,850	63,450	24,300	44.2%
<b>Total Operations</b>	90,607	71,850	118,450	79,300	10.4%
<b>CIP:</b>					
City-Wide Radio System	-	-	-	230,000	
<b>Total Expenses</b>	90,607	71,850	118,450	309,300	330.5%
<b>Fund Balance:</b>					
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%
<b>Ending Balance</b>	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 Adopted	% Change from Adopted
<b>Revenues:</b>					
Loan Repayments	-	-	-	-	
Miscellaneous Revenue	938	-	-	-	
<b>Total Revenues</b>	938	-	-	-	
<b>Expenses:</b>					
Housing Programs	51,648	54,147	53,295	43,265	-20.1%
<b>Total Expenses</b>	51,648	54,147	53,295	43,265	-20.1%
<b>Fund Balance:</b>					
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%
<b>Ending Balance</b>	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 Adopted	% Change from Adopted
<b>Revenues:</b>					
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	-	-	-	-	
<b>Total Revenues</b>	<b>460,397</b>	<b>510,515</b>	<b>1,170,765</b>	<b>572,094</b>	<b>12.1%</b>
<b>Expenses:</b>					
<b>Operations:</b>					
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%
<b>Total Expenses</b>	<b>444,951</b>	<b>510,515</b>	<b>1,170,765</b>	<b>572,094</b>	<b>12.1%</b>
<b>Fund Balance:</b>					
Net Change in Fund	15,446	-	-	-	
Beginning Balance	9,029	102,996	24,475	24,475	-76.2%
<b>Ending Balance</b>	<b>24,475</b>	<b>102,996</b>	<b>24,475</b>	<b>24,475</b>	<b>-76.2%</b>

## 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 Adopted	% Change from Adopted
<b>Revenues:</b>					
HOME Funding	-	-	750,000	601,264	
Miscellaneous Revenue	-	-	-	-	
<b>Total Revenues</b>	-	-	750,000	601,264	
<b>Expenses:</b>					
<b>Operations:</b>					
HOME Administration	-	-	75,000	60,126	
CHDO Allocation	-	-	112,500	90,241	
HOME Programs	-	-	562,500	450,897	
<b>Total Expenses</b>	-	-	750,000	601,264	
<b>Fund Balance:</b>					
Net Change in Fund	-	-	-	-	
Beginning Balance	-	-	-	-	
<b>Ending Balance</b>	-	-	-	-	

## 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 Adopted	% Change from Adopted
<b>Revenues:</b>					
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%
<b>Total Revenues</b>	<b>2,030,316</b>	<b>2,152,498</b>	<b>2,152,498</b>	<b>2,159,434</b>	<b>0.3%</b>
<b>Expenses:</b>					
<b>Transfers:</b>					
General Fund	2,030,316	2,152,498	2,152,498	2,159,434	0.3%
<b>Total Expenses</b>	<b>2,030,316</b>	<b>2,152,498</b>	<b>2,152,498</b>	<b>2,159,434</b>	<b>0.3%</b>
<b>Fund Balance:</b>					
Net Change in Fund	-	-	-	-	
Beginning Balance	-	-	-	-	
<b>Ending Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	

## 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 Adopted	% Change from Adopted
<b>Revenues:</b>					
Interest Revenue	3,014	4,000	4,000	4,000	0.0%
<b>Total Revenues</b>	3,014	4,000	4,000	4,000	0.0%
<b>Expenses:</b>					
<b>Transfers:</b>					
General Fund	40,000	38,000	38,000	-	-100.0%
<b>Total Expenses</b>	40,000	38,000	38,000	-	-100.0%
<b>Fund Balance:</b>					
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%
<b>Ending Balance</b>	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 Adopted	% Change from Adopted
<b>Revenues:</b>					
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%
<b>Total Revenues</b>	<b>25,106</b>	<b>16,400</b>	<b>19,782</b>	<b>15,400</b>	<b>-6.1%</b>
<b>Expenses:</b>					
<b>Operations:</b>					
Park System Improvements	8,541	10,000	17,910	10,000	0.0%
Block Party Trailer	-	100	100	100	0.0%
<b>Total Operations</b>	<b>8,541</b>	<b>10,100</b>	<b>18,010</b>	<b>10,100</b>	<b>0.0%</b>
<b>CIP:</b>					
Roosevelt Park	2,930	-	-	-	
<b>Total Expenses</b>	<b>11,471</b>	<b>10,100</b>	<b>18,010</b>	<b>10,100</b>	<b>0.0%</b>
<b>Fund Balance:</b>					
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%
<b>Ending Balance</b>	<b>122,312</b>	<b>123,768</b>	<b>124,084</b>	<b>129,384</b>	<b>4.5%</b>

## 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 Adopted	% Change from Adopted
<b>Revenues:</b>					
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	-	-	-	
<b>Total Revenues</b>	<b>219,491</b>	<b>237,200</b>	<b>279,080</b>	<b>252,200</b>	<b>6.3%</b>
<b>Expenses:</b>					
<b>Operations:</b>					
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	-	
<b>Total Before Transfers</b>	<b>170,683</b>	<b>207,200</b>	<b>344,614</b>	<b>219,564</b>	<b>6.0%</b>
<b>Transfers:</b>					
Library Donations Fund	16,500	30,000	36,000	30,000	0.0%
<b>Total Expenses</b>	<b>187,183</b>	<b>237,200</b>	<b>380,614</b>	<b>249,564</b>	<b>5.2%</b>
<b>Fund Balance:</b>					
Net Change in Fund	32,308	-	(101,534)	2,636	
Beginning Balance	99,424	69,729	131,732	30,198	-56.7%
<b>Ending Balance</b>	<b>131,732</b>	<b>69,729</b>	<b>30,198</b>	<b>32,834</b>	<b>-52.9%</b>

## 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 Adopted	% Change from Adopted
<b>Revenues:</b>					
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	-	-	-	
<b>Total Before Transfers</b>	<b>28,417</b>	<b>22,065</b>	<b>22,794</b>	<b>21,565</b>	<b>-2.3%</b>
<b>Transfers:</b>					
Library Friends Foundation	16,500	30,000	36,000	30,000	0.0%
<b>Total Revenues</b>	<b>44,917</b>	<b>52,065</b>	<b>58,794</b>	<b>51,565</b>	<b>-1.0%</b>
<b>Expenses:</b>					
<b>Operations:</b>					
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%
<b>Total Operations</b>	<b>55,484</b>	<b>50,065</b>	<b>76,564</b>	<b>51,065</b>	<b>2.0%</b>
<b>Transfers:</b>					
Library Future Needs Fund	178,526	-	-	-	
<b>Total Expenses</b>	<b>234,010</b>	<b>50,065</b>	<b>76,564</b>	<b>51,065</b>	<b>2.0%</b>
<b>Fund Balance:</b>					
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%
<b>Ending Balance</b>	<b>63,735</b>	<b>181,170</b>	<b>45,965</b>	<b>46,465</b>	<b>-74.4%</b>

## 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 Adopted	% Change from Adopted
<b>Revenues:</b>					
Interest Revenue	1,660	-	1,000	1,000	
<b>Total Before Transfers</b>	1,660	-	1,000	1,000	
<b>Transfers:</b>					
Library Donations/Grants	178,526	-	-	-	
<b>Total Revenues</b>	180,186	-	1,000	1,000	
<b>Expenses:</b>					
<b>CIP:</b>					
Library Improvements	-	-	-	-	
<b>Total Expenses</b>	-	-	-	-	
<b>Fund Balance:</b>					
Net Change in Fund	180,186	-	1,000	1,000	
Beginning Balance	-	-	180,186	181,186	
<b>Ending Balance</b>	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 Adopted	% Change from Adopted
<b>Revenues:</b>					
Project Share Donations	15,987	15,000	15,000	15,000	0.0%
Alternative Energy Donations	659	-	-	-	
<b>Total Revenues</b>	16,646	15,000	15,000	15,000	0.0%
<b>Expenses:</b>					
<b>Operations:</b>					
Utility Assistance	15,760	15,000	15,000	15,000	0.0%
<b>Total Expenses</b>	15,760	15,000	15,000	15,000	0.0%
<b>Fund Balance:</b>					
Net Change in Fund	886	-	-	-	
Beginning Balance	10,768	10,768	11,654	11,654	8.2%
<b>Ending Balance</b>	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 Adopted	% Change from Adopted
<b>Revenues:</b>					
Donations	763	-	-	-	
Interest Revenue	(13)	-	-	-	
<b>Total Revenues</b>	750	-	-	-	
<b>Expenses:</b>					
<b>Operations:</b>					
Public Art	160	-	8,450	-	
<b>Total Expenses</b>	160	-	8,450	-	
<b>Fund Balance:</b>					
Net Change in Fund	590	-	(8,450)	-	
Beginning Balance	9,597	1,145	10,187	1,737	51.7%
<b>Ending Balance</b>	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 Adopted	% Change from Adopted
<b>Revenues:</b>					
Interest Revenue	404	-	-	-	
<b>Total Revenues</b>	404	-	-	-	
<b>Expenses:</b>					
<b>CIP:</b>					
Oakwood Road Path	26,817	-	-	-	
<b>Total Expenses</b>	26,817	-	-	-	
<b>Fund Balance:</b>					
Net Change in Fund	(26,413)	-	-	-	
Beginning Balance	214,066	187,249	187,653	187,653	0.2%
<b>Ending Balance</b>	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 Adopted	% Change from Adopted
<b>Revenues:</b>					
Loan Repayments	-	-	-	-	
<b>Total Revenues</b>	-	-	-	-	
<b>Expenses:</b>					
<b>Operations:</b>					
Community Investment Fund	-	-	-	-	
<b>Total Expenses</b>	-	-	-	-	
<b>Fund Balance:</b>					
Net Change in Fund	-	-	-	-	
Beginning Balance	541,961	541,961	541,961	541,961	0.0%
<b>Ending Balance</b>	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 Adopted	% Change from Adopted
<b>Revenues:</b>					
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	-	-	-	
<b>Total Before Transfers</b>	<b>628,008</b>	<b>773,287</b>	<b>773,287</b>	<b>1,100,876</b>	<b>42.4%</b>
<b>Transfers:</b>					
General Fund	2,694	-	-	-	
<b>Total Revenues</b>	<b>630,702</b>	<b>773,287</b>	<b>773,287</b>	<b>1,100,876</b>	<b>42.4%</b>
<b>Expenses:</b>					
<b>Operations:</b>					
Kingland Systems	229,455	302,218	302,218	325,427	7.7%
<b>Total Before Transfers</b>	<b>229,455</b>	<b>302,218</b>	<b>302,218</b>	<b>325,427</b>	<b>7.7%</b>
<b>Transfers:</b>					
Debt Service	414,904	419,541	419,541	446,575	6.4%
<b>Total Expenses</b>	<b>644,359</b>	<b>721,759</b>	<b>721,759</b>	<b>772,002</b>	<b>7.0%</b>
<b>Fund Balance:</b>					
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%
<b>Ending Balance</b>	<b>(802,159)</b>	<b>(712,950)</b>	<b>(750,631)</b>	<b>(421,757)</b>	<b>-40.8%</b>

## 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 Adopted	% Change from Adopted
<b>Revenues:</b>					
Assessments	564,860	490,869	490,869	321,415	-34.5%
<b>Total Revenues</b>	564,860	490,869	490,869	321,415	-34.5%
<b>Expenses:</b>					
<b>Transfers:</b>					
Debt Service	489,335	490,869	490,869	321,415	-34.5%
<b>Total Expenses</b>	489,335	490,869	490,869	321,415	-34.5%
<b>Fund Balance:</b>					
Net Change in Fund	75,525	-	-	-	
Beginning Balance	(423,960)	(423,959)	(348,435)	(348,435)	-17.8%
<b>Ending Balance</b>	(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 Adopted	% Change from Adopted
<b>Revenues:</b>					
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	-	
<b>Total Revenues</b>	<b>4,231,698</b>	<b>4,584,000</b>	<b>12,823,102</b>	<b>4,096,912</b>	<b>-10.6%</b>
<b>Expenses:</b>					
<b>CIP:</b>					
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	-	-	-	-	
<b>Total Expenses</b>	<b>2,874,499</b>	<b>4,584,000</b>	<b>12,334,955</b>	<b>4,096,912</b>	<b>-10.6%</b>
<b>Fund Balance:</b>					
Net Change in Fund	1,357,199	-	488,147	-	
Beginning Balance	(1,515,812)	328,294	(158,613)	329,534	0.4%
<b>Ending Balance</b>	<b>(158,613)</b>	<b>328,294</b>	<b>329,534</b>	<b>329,534</b>	<b>0.4%</b>

## 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 Adopted	% Change from Adopted
<b>Revenues:</b>					
FAA Funding	102,225	-	-	-	
Federal and State Grants	150,000	-	-	-	
Miscellaneous Revenue	12,371	-	-	-	
<b>Total Before Transfers</b>	<b>264,596</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Transfers:</b>					
General Fund	55,519	62,031	57,031	41,043	-33.8%
<b>Total Revenues</b>	<b>320,115</b>	<b>62,031</b>	<b>57,031</b>	<b>41,043</b>	<b>-33.8%</b>
<b>Expenses:</b>					
<b>CIP:</b>					
Airport	12,371	-	318,500	-	
<b>Total Expenses</b>	<b>12,371</b>	<b>-</b>	<b>318,500</b>	<b>-</b>	
<b>Fund Balance:</b>					
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%
<b>Ending Balance</b>	<b>399,207</b>	<b>198,925</b>	<b>137,738</b>	<b>178,781</b>	<b>-10.1%</b>

## 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 Adopted	% Change from Adopted
<b>Revenues:</b>					
Interest Revenue	22,048	10,000	10,000	10,000	0.0%
<b>Transfers:</b>					
Local Option Sales Tax	100,000	100,000	100,000	100,000	0.0%
<b>Total Revenues</b>	<b>122,048</b>	<b>110,000</b>	<b>110,000</b>	<b>110,000</b>	<b>0.0%</b>
<b>Expenses:</b>					
<b>CIP:</b>					
Parks and Recreation	21,220	90,000	168,500	80,000	-11.1%
<b>Transfers:</b>					
Water Utility Fund	40,000	-	-	-	
<b>Total Expenses</b>	<b>61,220</b>	<b>90,000</b>	<b>168,500</b>	<b>80,000</b>	<b>-11.1%</b>
<b>Fund Balance:</b>					
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%
<b>Ending Balance</b>	<b>2,596,785</b>	<b>2,526,237</b>	<b>2,538,285</b>	<b>2,568,285</b>	<b>1.7%</b>

## 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 Adopted	% Change from Adopted
<b>Revenues:</b>					
Bond Proceeds	7,587,484	7,987,000	7,987,000	11,154,204	39.7%
Interest Revenue	194,901	-	-	-	
<b>Total Revenues</b>	<b>7,782,385</b>	<b>7,987,000</b>	<b>7,987,000</b>	<b>11,154,204</b>	<b>39.7%</b>
<b>Expenses:</b>					
<b>Operations:</b>					
Bond Issuance Costs	82,276	-	97,595	-	
Financial Services	6,543	6,866	6,708	7,661	11.6%
<b>Total Operations</b>	<b>88,819</b>	<b>6,866</b>	<b>104,303</b>	<b>7,661</b>	<b>11.6%</b>
<b>CIP:</b>					
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	-	-	-	
<b>Total CIP</b>	<b>5,842,862</b>	<b>7,987,000</b>	<b>20,761,242</b>	<b>11,154,204</b>	<b>39.7%</b>
<b>Total Before Transfers</b>	<b>5,931,681</b>	<b>7,993,866</b>	<b>20,865,545</b>	<b>11,161,865</b>	<b>39.6%</b>
<b>Transfers:</b>					
Water Utility Fund	453,287	-	-	-	
Sewer Utility Fund	902,318	-	-	-	
Debt Service Fund	75,684	-	-	-	
<b>Total Transfers</b>	<b>1,431,289</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total Expenses</b>	<b>7,362,970</b>	<b>7,993,866</b>	<b>20,865,545</b>	<b>11,161,865</b>	<b>39.6%</b>
<b>Fund Balance:</b>					
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%
<b>Ending Balance</b>	<b>13,033,382</b>	<b>1,502,598</b>	<b>154,837</b>	<b>147,176</b>	<b>-90.2%</b>

## 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 Adopted	% Change from Adopted
<b>Revenues:</b>					
Sale of Cemetery Lots	15,330	13,500	18,880	18,880	39.9%
<b>Total Revenues</b>	15,330	13,500	18,880	18,880	39.9%
<b>Expenses:</b>					
Perpetual Care	-	-	-	-	
<b>Total Expenses</b>	-	-	-	-	
<b>Fund Balance:</b>					
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%
<b>Ending Balance</b>	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 Adopted	% Change from Adopted
<b>Revenues:</b>					
Interest Revenue	9,822	9,000	9,000	9,000	0.0%
<b>Total Revenues</b>	9,822	9,000	9,000	9,000	0.0%
<b>Expenses:</b>					
Furman Aquatic Center	-	-	5,750	6,450	
<b>Total Expenses</b>	-	-	5,750	6,450	
<b>Fund Balance:</b>					
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%
<b>Ending Balance</b>	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 Adopted	% Change from Adopted
<b>Revenues:</b>					
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%
<b>Total Before Transfers</b>	<b>10,938,984</b>	<b>10,545,062</b>	<b>11,491,163</b>	<b>11,952,380</b>	<b>13.3%</b>
<b>Transfers:</b>					
G.O. Bond Proceeds	453,287	-	-	-	
Local Option Sales Tax	102,684	-	-	-	
Park Development Fund	40,000	-	-	-	
<b>Total Transfers</b>	<b>595,971</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total Revenues</b>	<b>11,534,955</b>	<b>10,545,062</b>	<b>11,491,163</b>	<b>11,952,380</b>	<b>13.3%</b>
<b>Expenses:</b>					
<b>Operations:</b>					
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 Maintenance	1,184,813	1,150,283	1,117,546	1,197,210	4.1%
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%
<b>Total Operations</b>	<b>6,262,959</b>	<b>6,672,935</b>	<b>6,677,016</b>	<b>6,911,235</b>	<b>3.6%</b>

**ENTERPRISE – WATER UTILITY, continued**

	2017/18 Actual	2018/19 Adopted	2018/19 Adjusted	2019/20 Adopted	% Change from Adopted
<b>CIP:</b>					
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%
<b>Total CIP</b>	<b>1,556,949</b>	<b>2,939,500</b>	<b>12,793,098</b>	<b>2,611,000</b>	<b>-11.2%</b>
<b>Total Before Transfers</b>	<b>7,819,908</b>	<b>9,612,435</b>	<b>19,470,114</b>	<b>9,522,235</b>	<b>-0.9%</b>
<b>Transfers:</b>					
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	
<b>Total Transfers</b>	<b>4,873,455</b>	<b>4,895,391</b>	<b>4,659,646</b>	<b>4,626,624</b>	<b>-5.5%</b>
<b>Total Expenses</b>	<b>12,693,363</b>	<b>14,507,826</b>	<b>24,129,760</b>	<b>14,148,859</b>	<b>-2.5%</b>
<b>Fund Balance:</b>					
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%
<b>Ending Balance</b>	<b>21,733,414</b>	<b>6,931,988</b>	<b>9,094,817</b>	<b>6,898,338</b>	<b>-0.5%</b>

*Minimum fund balance target:*  
10% of operating expenses

691,124

Unreserved fund balance

6,207,215

## 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 Adopted	% Change from Adopted
<b>Revenues:</b>					
State Revolving Loan Fund	3,604,811	35,000	6,130,489	1,750,000	
<b>Total Revenues</b>	3,604,811	35,000	6,130,489	1,750,000	
<b>Expenses:</b>					
<b>CIP:</b>					
New Water Treatment Plant	1,528,432	-	1,909,997	-	
Old Water Plant Demolition	-	35,000	35,000	1,750,000	
<b>Total Expenses</b>	1,528,432	35,000	1,944,997	1,750,000	
<b>Fund Balance:</b>					
Net Change in Fund	2,076,379	-	4,185,492	-	
Beginning Balance	(6,261,871)	-	(4,185,492)	-	
<b>Ending Balance</b>	(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 Adopted	% Change from Adopted
<b>Revenues:</b>					
<b>Transfers:</b>					
Water Utility Fund	4,434,819	4,455,167	4,208,932	4,216,247	-5.4%
<b>Total Revenues</b>	4,434,819	4,455,167	4,208,932	4,216,247	-5.4%
<b>Expenses:</b>					
<b>Debt Service:</b>					
SRF Loan Payments	4,164,591	4,454,000	4,211,969	4,216,307	-5.3%
<b>Total Expenses</b>	4,164,591	4,454,000	4,211,969	4,216,307	-5.3%
<b>Fund Balance:</b>					
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%
<b>Ending Balance</b>	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 Adopted	% Change from Adopted
<b>Revenues:</b>					
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	-	-	-	
<b>Total Before Transfers</b>	<b>9,418,474</b>	<b>9,360,400</b>	<b>9,869,500</b>	<b>9,727,649</b>	<b>3.9%</b>
<b>Transfers:</b>					
G.O. Bond Proceeds	902,318	-	-	-	
<b>Total Revenues</b>	<b>10,320,792</b>	<b>9,360,400</b>	<b>9,869,500</b>	<b>9,727,649</b>	<b>3.9%</b>
<b>Expenses:</b>					
<b>Operations:</b>					
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%
<b>Total Operations</b>	<b>4,991,815</b>	<b>5,464,876</b>	<b>5,464,129</b>	<b>5,647,516</b>	<b>3.3%</b>
<b>CIP:</b>					
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%
<b>Total CIP</b>	<b>1,583,141</b>	<b>6,503,000</b>	<b>13,381,764</b>	<b>995,000</b>	<b>-84.7%</b>
<b>Total Before Transfers</b>	<b>6,574,956</b>	<b>11,967,876</b>	<b>18,845,893</b>	<b>6,642,516</b>	<b>-44.5%</b>

**ENTERPRISE – SEWER UTILITY, continued**

	<b>2017/18 Actual</b>	<b>2018/19 Adopted</b>	<b>2018/19 Adjusted</b>	<b>2019/20 Adopted</b>	<b>% Change from Adopted</b>
<b>Transfers:</b>					
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	
<b>Total Transfers</b>	<b>611,537</b>	<b>614,540</b>	<b>742,632</b>	<b>1,239,334</b>	<b>101.7%</b>
<b>Total Expenses</b>	<b>7,186,493</b>	<b>12,582,416</b>	<b>19,588,525</b>	<b>7,881,850</b>	<b>-37.4%</b>
<b>Fund Balance:</b>					
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%
<b>Ending Balance</b>	<b>16,093,348</b>	<b>4,515,048</b>	<b>6,374,323</b>	<b>8,220,122</b>	<b>82.1%</b>

*Minimum fund balance target:*  
10% of operating expenses

564,752

Unreserved fund balance

7,655,370

## 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 Adopted	% Change from Adopted
<b>Revenues:</b>					
State Revolving Loan Fund	134,843	3,570,000	11,890,532	3,684,000	3.2%
<b>Total Revenues</b>	134,843	3,570,000	11,890,532	3,684,000	3.2%
<b>Expenses:</b>					
<b>CIP:</b>					
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%
<b>Total Expenses</b>	1,955,713	3,570,000	6,665,805	3,684,000	3.2%
<b>Fund Balance:</b>					
Net Change in Fund	(1,820,870)	-	5,224,727	-	
Beginning Balance	(3,403,857)	-	(5,224,727)	-	
<b>Ending Balance</b>	(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 Adopted	% Change from Adopted
<b>Revenues:</b>					
<b>Transfers:</b>					
Sewer Utility Fund	223,831	226,685	344,287	827,882	265.2%
<b>Total Revenues</b>	223,831	226,685	344,287	827,882	265.2%
<b>Expenses:</b>					
<b>Debt Service:</b>					
SRF Loan Payments	223,001	226,645	293,908	828,132	265.4%
<b>Total Expenses</b>	223,001	226,645	293,908	828,132	265.4%
<b>Fund Balance:</b>					
Net Change in Fund	830	40	50,379	(250)	-725.0%
Beginning Balance	17,803	15,508	18,633	69,012	345.0%
<b>Ending Balance</b>	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 Adopted	% Change from Adopted
<b>Revenues:</b>					
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%
<b>Total Revenues</b>	<b>70,422,577</b>	<b>66,768,320</b>	<b>71,018,877</b>	<b>70,172,600</b>	<b>5.1%</b>
<b>Expenses:</b>					
<b>Operations:</b>					
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	
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	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	-	-	-	
<b>Total Operations</b>	<b>56,268,598</b>	<b>58,261,478</b>	<b>60,282,474</b>	<b>61,032,313</b>	<b>4.8%</b>

**ENTERPRISE – ELECTRIC UTILITY, continued**

	2017/18 Actual	2018/19 Adopted	2018/19 Adjusted	2019/20 Adopted	% Change from Adopted
<b>CIP:</b>					
Electric Services	1,005,046	8,205,000	19,158,247	17,760,000	116.5%
W&PC TSC Improvements	33,613	-	31,387	-	
<b>Total CIP</b>	1,038,659	8,205,000	19,189,634	17,760,000	116.5%
<b>Total Before Transfers</b>	57,307,257	66,466,478	79,472,108	78,792,313	18.5%
<b>Transfers:</b>					
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%
<b>Total Transfers</b>	3,187,440	3,165,156	3,165,156	3,108,880	-1.8%
<b>Total Expenses</b>	60,494,697	69,631,634	82,637,264	81,901,193	17.6%
<b>Fund Balance:</b>					
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%
<b>Ending Balance</b>	50,244,931	30,820,786	38,626,544	26,897,951	-12.7%

*Minimum fund balance target:*

Based on contingency for casualty in  
power generation or distribution

10,100,000

Unreserved fund balance

16,797,951

## 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 Adopted	% Change from Adopted
<b>Revenues:</b>					
<b>Transfers:</b>					
Electric Utility Fund	967,077	964,619	964,619	965,640	0.1%
<b>Total Revenues</b>	967,077	964,619	964,619	965,640	0.1%
<b>Expenses:</b>					
<b>Debt Service:</b>					
Bond Principal and Interest	967,306	964,557	964,557	965,306	0.1%
<b>Total Expenses</b>	967,306	964,557	964,557	965,306	0.1%
<b>Fund Balance:</b>					
Net Change in Fund	(229)	62	62	334	438.7%
Beginning Balance	80,609	80,380	80,380	80,442	0.1%
<b>Ending Balance</b>	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 Adopted	% Change from Adopted
<b>Revenues:</b>					
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%
<b>Total Revenues</b>	<b>833,974</b>	<b>1,530,630</b>	<b>1,224,250</b>	<b>1,124,916</b>	<b>-26.5%</b>
<b>Expenses:</b>					
<b>Operations:</b>					
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%
<b>Total Operations</b>	<b>889,470</b>	<b>1,176,339</b>	<b>1,144,314</b>	<b>1,131,787</b>	<b>-3.8%</b>
<b>Transfers:</b>					
Parking Capital Reserve	-	513,806	335,983	-	
<b>Total Expenses</b>	<b>889,470</b>	<b>1,690,145</b>	<b>1,480,297</b>	<b>1,131,787</b>	<b>-33.0%</b>
<b>Fund Balance:</b>					
Net Change in Fund	(55,496)	(159,515)	(256,047)	(6,871)	-95.7%
Beginning Balance	431,593	277,149	376,097	120,050	-56.7%
<b>Ending Balance</b>	<b>376,097</b>	<b>117,634</b>	<b>120,050</b>	<b>113,179</b>	<b>-3.8%</b>

Minimum fund balance target:  
10% of operating expenses

113,179

## 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 Adopted	% Change from Adopted
<b>Revenues:</b>					
Interest Revenue	-	-	-	-	
<b>Transfers:</b>					
Parking Operations	-	513,806	335,983	-	-100.0%
<b>Total Revenues</b>	-	513,806	335,983	-	
<b>Expenses:</b>					
<b>CIP:</b>					
Parking	-	-	-	-	
<b>Total Expenses</b>	-	-	-	-	
<b>Fund Balance:</b>					
Net Change in Fund	-	513,806	335,983	-	-100.0%
Beginning Balance	-	-	-	335,983	
<b>Ending Balance</b>	-	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 Adopted	% Change from Adopted
<b>Revenues:</b>					
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%
<b>Total Before Transfers</b>	<b>10,192,266</b>	<b>10,337,731</b>	<b>10,357,731</b>	<b>11,010,062</b>	<b>6.5%</b>
<b>Transfers:</b>					
General Fund (Transit Levy)	1,821,696	1,907,085	1,907,085	1,994,811	4.6%
Student Government Trust	94,000	-	-	-	
<b>Total Transfers</b>	<b>1,915,696</b>	<b>1,907,085</b>	<b>1,907,085</b>	<b>1,994,811</b>	<b>4.6%</b>
<b>Total Revenues</b>	<b>12,107,962</b>	<b>12,244,816</b>	<b>12,264,816</b>	<b>13,004,873</b>	<b>6.2%</b>
<b>Expenses:</b>					
<b>Operations:</b>					
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%
<b>Total Operations</b>	<b>10,836,168</b>	<b>11,748,735</b>	<b>11,591,426</b>	<b>12,219,372</b>	<b>4.0%</b>
<b>Transfers:</b>					
Transit Capital Reserve	460,000	800,000	800,000	800,000	0.0%
Student Government Trust	74,755	-	-	-	
<b>Total Transfers</b>	<b>534,755</b>	<b>800,000</b>	<b>800,000</b>	<b>800,000</b>	<b>0.0%</b>
<b>Total Expenses</b>	<b>11,370,923</b>	<b>12,548,735</b>	<b>12,391,426</b>	<b>13,019,372</b>	<b>3.8%</b>
<b>Fund Balance:</b>					
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%
<b>Ending Balance</b>	<b>4,306,970</b>	<b>3,520,501</b>	<b>4,180,360</b>	<b>4,165,861</b>	<b>18.3%</b>
<i>Minimum fund balance target:</i>					
				2,000,000	
				1,221,937	
				<u>943,924</u>	
				<u>943,924</u>	

## 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 Adopted	% Change from Adopted
<b>Revenues:</b>					
Interest Revenue	5,461	6,000	6,000	6,000	0.0%
<b>Transfers:</b>					
Transit Operations	74,755	-	-	-	
<b>Total Revenues</b>	80,216	6,000	6,000	6,000	0.0%
<b>Expenses:</b>					
<b>Transfers:</b>					
Transit Operations	94,000	-	-	-	
Transit Capital Reserve	-	-	-	-	
<b>Total Expenses</b>	94,000	-	-	-	
<b>Fund Balance:</b>					
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%
<b>Ending Balance</b>	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 Adopted	% Change from Adopted
<b>Revenues:</b>					
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	-	-	-	-	
<b>Total Before Transfers</b>	<b>1,322,948</b>	<b>1,312,000</b>	<b>1,101,899</b>	<b>2,731,362</b>	<b>108.2%</b>
<b>Transfers:</b>					
Transit Operations	460,000	800,000	800,000	800,000	0.0%
GSB Transit Trust	-	-	-	-	
<b>Total Transfers</b>	<b>460,000</b>	<b>800,000</b>	<b>800,000</b>	<b>800,000</b>	<b>0.0%</b>
<b>Total Revenues</b>	<b>1,782,948</b>	<b>2,112,000</b>	<b>1,901,899</b>	<b>3,531,362</b>	<b>67.2%</b>
<b>Expenses:</b>					
<b>CIP:</b>					
Transit	1,967,549	2,405,400	2,416,374	4,169,303	73.3%
<b>Total Expenses</b>	<b>1,967,549</b>	<b>2,405,400</b>	<b>2,416,374</b>	<b>4,169,303</b>	<b>73.3%</b>
<b>Fund Balance:</b>					
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%
<b>Ending Balance</b>	<b>1,604,543</b>	<b>865,286</b>	<b>1,090,068</b>	<b>452,127</b>	<b>-47.7%</b>

## 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 Adopted	% Change from Adopted
<b>Revenues:</b>					
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	-	-	-	
<b>Total Revenues</b>	<b>1,851,376</b>	<b>1,782,278</b>	<b>2,161,528</b>	<b>1,862,500</b>	<b>4.5%</b>
<b>Expenses:</b>					
<b>Operations:</b>					
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%
<b>Total Operations</b>	<b>466,618</b>	<b>680,644</b>	<b>672,180</b>	<b>694,055</b>	<b>2.0%</b>
<b>CIP:</b>					
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	-	
<b>Total CIP</b>	<b>641,126</b>	<b>1,584,000</b>	<b>4,608,942</b>	<b>1,362,000</b>	
<b>Total Expenses</b>	<b>1,107,744</b>	<b>2,264,644</b>	<b>5,281,122</b>	<b>2,056,055</b>	<b>-9.2%</b>
<b>Fund Balance:</b>					
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%
<b>Ending Balance</b>	<b>3,985,233</b>	<b>429,095</b>	<b>865,639</b>	<b>672,084</b>	<b>56.6%</b>

Minimum fund balance target:

10% of operating expenses

69,406

Unreserved fund balance

602,678

## 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 Adopted	% Change from Adopted
<b>Revenues:</b>					
Federal/State Grants	-	-	-	-	
SRF Grant Program	-	346,000	673,000	368,000	6.4%
<b>Total Revenues</b>	-	346,000	673,000	368,000	6.4%
<b>Expenses:</b>					
<b>CIP:</b>					
Storm Water	-	346,000	673,000	368,000	6.4%
<b>Total Expenses</b>	-	346,000	673,000	368,000	6.4%
<b>Fund Balance:</b>					
Net Change in Fund	-	-	-	-	
Beginning Balance	-	-	-	-	
<b>Ending Balance</b>	-	-	-	-	

## 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 Adopted	% Change from Adopted
<b>Revenues:</b>					
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%
<b>Total Revenues</b>	<b>555,096</b>	<b>579,145</b>	<b>575,694</b>	<b>588,264</b>	<b>1.6%</b>
<b>Expenses:</b>					
<b>Operations:</b>					
Ice Arena Operations	546,524	555,353	582,085	565,649	1.9%
<b>Total Expenses</b>	<b>546,524</b>	<b>555,353</b>	<b>582,085</b>	<b>565,649</b>	<b>1.9%</b>
<b>Fund Balance:</b>					
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%
<b>Ending Balance</b>	<b>218,374</b>	<b>239,126</b>	<b>211,983</b>	<b>234,598</b>	<b>-1.9%</b>

*Minimum fund balance target:*  
15% of operating expenses

84,847

Unreserved fund balance

149,751



## 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 Adopted	% Change from Adopted
<b>Revenues:</b>					
Iowa State University	20,000	20,000	20,000	20,000	0.0%
Interest Revenue	2,861				
<b>Total Before Transfers</b>	<b>22,861</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>0.0%</b>
<b>Transfers:</b>					
Local Option Sales Tax	20,000	20,000	20,000	20,000	0.0%
<b>Total Revenues</b>	<b>42,861</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	<b>0.0%</b>
<b>Expenses:</b>					
<b>CIP:</b>					
Ice Arena Improvements	40,934	120,000	121,400	10,000	-91.7%
<b>Total Expenses</b>	<b>40,934</b>	<b>120,000</b>	<b>121,400</b>	<b>10,000</b>	<b>-91.7%</b>
<b>Fund Balance:</b>					
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%
<b>Ending Balance</b>	<b>185,993</b>	<b>82,666</b>	<b>104,593</b>	<b>134,593</b>	<b>62.8%</b>

## 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 Adopted	% Change from Adopted
<b>Revenues:</b>					
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%
<b>Total Revenues</b>	<b>250,506</b>	<b>289,100</b>	<b>268,350</b>	<b>269,500</b>	<b>-6.8%</b>
<b>Expenses:</b>					
<b>Operations:</b>					
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%
<b>Total Expenses</b>	<b>224,401</b>	<b>285,110</b>	<b>266,792</b>	<b>270,439</b>	<b>-5.1%</b>
<b>Fund Balance:</b>					
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%
<b>Ending Balance</b>	<b>209,030</b>	<b>203,079</b>	<b>210,588</b>	<b>209,649</b>	<b>3.2%</b>

Minimum fund balance target:

25% of operating expenses

67,610

Unreserved fund balance

142,039

## 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 Adopted	% Change from Adopted
<b>Revenues:</b>					
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%
<b>Total Before Transfers</b>	<b>3,040,307</b>	<b>4,033,129</b>	<b>3,948,129</b>	<b>4,341,647</b>	<b>7.6%</b>
<b>Transfers:</b>					
General Fund (Ames Per Capita)	487,697	522,533	522,533	522,533	0.0%
<b>Total Revenues</b>	<b>3,528,004</b>	<b>4,555,662</b>	<b>4,470,662</b>	<b>4,864,180</b>	<b>6.8%</b>
<b>Expenses:</b>					
<b>Operations:</b>					
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%
<b>Total Operations</b>	<b>3,867,696</b>	<b>4,527,170</b>	<b>4,522,701</b>	<b>4,702,753</b>	<b>3.9%</b>

**ENTERPRISE – RESOURCE RECOVERY, continued**

	2017/18 Actual	2018/19 Adopted	2018/19 Adjusted	2019/20 Adopted	% Change from Adopted
<b>CIP:</b>					
Resource Recovery	190,742	390,100	400,000	353,100	-9.5%
<b>Total Before Transfers</b>	4,058,438	4,917,270	4,922,701	5,055,853	2.8%
<b>Transfers:</b>					
Debt Service	163,688	165,988	165,988	163,188	-1.7%
<b>Total Expenses</b>	4,222,126	5,083,258	5,088,689	5,219,041	2.7%
<b>Fund Balance:</b>					
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%
<b>Ending Balance</b>	1,510,036	666,684	892,009	537,148	-19.4%

*Minimum fund balance target:*  
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 Adopted	% Change from Adopted
<b>Revenues:</b>					
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	-	-	-	
<b>Total Before Transfers</b>	<b>13,828,493</b>	<b>9,854,372</b>	<b>9,854,373</b>	<b>10,343,404</b>	<b>5.0%</b>
<b>Transfers:</b>					
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%
<b>Total Transfers</b>	<b>2,038,018</b>	<b>1,975,459</b>	<b>1,975,459</b>	<b>1,773,986</b>	<b>-10.2%</b>
<b>Total Revenues</b>	<b>15,866,511</b>	<b>11,829,831</b>	<b>11,829,832</b>	<b>12,117,390</b>	<b>2.4%</b>
<b>Expenses:</b>					
<b>Debt Service:</b>					
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	-	-	-	
<b>Total Expenses</b>	<b>16,052,167</b>	<b>11,974,832</b>	<b>11,976,904</b>	<b>12,055,352</b>	<b>0.7%</b>
<b>Fund Balance:</b>					
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%
<b>Ending Balance</b>	<b>987,953</b>	<b>762,003</b>	<b>840,881</b>	<b>902,919</b>	<b>18.5%</b>

## 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 Adopted	% Change from Adopted
<b>Revenues:</b>					
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	-	-		
<b>Total Revenues</b>	<b>2,036,898</b>	<b>2,278,968</b>	<b>2,281,974</b>	<b>2,343,456</b>	<b>2.8%</b>
<b>Expenses:</b>					
<b>Internal Services:</b>					
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%
<b>Total Internal Services</b>	<b>2,036,898</b>	<b>2,278,968</b>	<b>2,281,974</b>	<b>2,343,456</b>	<b>2.8%</b>
<b>Transfers:</b>					
Fleet Reserve Fund	139,219	-	-	-	
<b>Total Transfers</b>	<b>139,219</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total Expenses</b>	<b>2,176,117</b>	<b>2,278,968</b>	<b>2,281,974</b>	<b>2,343,456</b>	<b>2.8%</b>
<b>Fund Balance:</b>					
Net Change in Fund	(139,219)	-	-	-	
Beginning Balance	389,219	400,150	250,000	250,000	-37.5%
<b>Ending Balance</b>	<b>250,000</b>	<b>400,150</b>	<b>250,000</b>	<b>250,000</b>	<b>-37.5%</b>

## 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 Adopted	% Change from Adopted
<b>Revenues:</b>					
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	-	-	-	
<b>Total Before Transfers</b>	<b>2,155,040</b>	<b>2,045,860</b>	<b>2,102,470</b>	<b>2,106,137</b>	<b>2.9%</b>
<b>Transfers:</b>					
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	-	-	-	
<b>Total Transfers</b>	<b>143,590</b>	<b>-</b>	<b>31,470</b>	<b>75,000</b>	
<b>Total Revenues</b>	<b>2,298,630</b>	<b>2,045,860</b>	<b>2,133,940</b>	<b>2,181,137</b>	<b>6.6%</b>
<b>Expenses:</b>					
<b>Internal Services:</b>					
Fleet Acquisitions	1,776,920	1,168,000	2,373,000	1,028,600	-11.9%
Fleet Disposal	8,986	-	-	-	
<b>Total Internal Services</b>	<b>1,785,906</b>	<b>1,168,000</b>	<b>2,373,000</b>	<b>1,028,600</b>	<b>-11.9%</b>
<b>CIP:</b>					
Fleet Facility Improvements	5,829	-	41,959	250,000	
<b>Total Expenses</b>	<b>1,791,735</b>	<b>1,168,000</b>	<b>2,414,959</b>	<b>1,278,600</b>	<b>9.5%</b>
<b>Fund Balance:</b>					
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%
<b>Ending Balance</b>	<b>9,626,519</b>	<b>9,457,709</b>	<b>9,345,500</b>	<b>10,248,037</b>	<b>8.4%</b>

## 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 Adopted	% Change from Adopted
<b>Revenues:</b>					
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	
<b>Total Revenues</b>	<b>1,837,130</b>	<b>1,855,385</b>	<b>1,858,083</b>	<b>1,912,531</b>	<b>3.1%</b>
<b>Expenses:</b>					
<b>Internal Services:</b>					
Data Processing	1,590,304	1,602,082	1,603,405	1,650,369	3.0%
Cyber Security Study	-	-	25,000	-	
Phone Operations	246,826	253,303	254,678	262,162	3.5%
<b>Total Expenses</b>	<b>1,837,130</b>	<b>1,855,385</b>	<b>1,883,083</b>	<b>1,912,531</b>	<b>3.1%</b>
<b>Fund Balance:</b>					
Net Change in Fund	-	-	(25,000)	-	
Beginning Balance	147,541	147,539	147,541	122,541	-16.9%
<b>Ending Balance</b>	<b>147,541</b>	<b>147,539</b>	<b>122,541</b>	<b>122,541</b>	<b>-16.9%</b>



## 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 Adopted	% Change from Adopted
<b>Revenues:</b>					
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	-	-	-	
<b>Total Revenues</b>	<b>512,620</b>	<b>443,984</b>	<b>487,097</b>	<b>459,602</b>	<b>3.5%</b>
<b>Expenses:</b>					
<b>Internal Services:</b>					
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%
<b>Total Expenses</b>	<b>869,024</b>	<b>492,100</b>	<b>748,185</b>	<b>457,204</b>	<b>-7.1%</b>
<b>Fund Balance:</b>					
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%
<b>Ending Balance</b>	<b>2,179,299</b>	<b>1,520,318</b>	<b>1,918,211</b>	<b>1,920,609</b>	<b>26.3%</b>

## 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 Adopted	% Change from Adopted
<b>Revenues:</b>					
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%
<b>Total Revenues</b>	189,424	239,421	253,610	256,241	7.0%
<b>Expenses:</b>					
<b>Internal Services:</b>					
Shared Communication System	195,488	239,421	247,546	256,241	7.0%
<b>Total Expenses</b>	195,488	239,421	247,546	256,241	7.0%
<b>Fund Balance:</b>					
Net Change in Fund	(6,064)	-	6,064	-	
Beginning Balance	-	-	(6,064)	-	
<b>Ending Balance</b>	(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 Adopted	% Change from Adopted
<b>Revenues:</b>					
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	-	-	-	
<b>Total Revenues</b>	<b>2,512,487</b>	<b>2,574,887</b>	<b>2,504,394</b>	<b>2,613,482</b>	<b>1.5%</b>

<b>Expenses:</b>					
<b>Internal Services:</b>					
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%
<b>Total Expenses</b>	<b>2,119,189</b>	<b>2,521,124</b>	<b>2,416,522</b>	<b>2,508,721</b>	<b>-0.5%</b>

<b>Fund Balance:</b>					
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%
<b>Ending Balance</b>	<b>2,159,671</b>	<b>1,858,688</b>	<b>2,247,543</b>	<b>2,352,304</b>	<b>26.6%</b>

*Minimum fund balance target:*

Reserved for deductibles and retained risk	<u>1,000,000</u>
Unreserved fund balance	<u><u>1,352,304</u></u>

## INTERNAL SERVICES – HEALTH INSURANCE

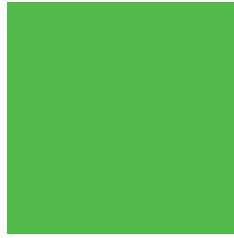
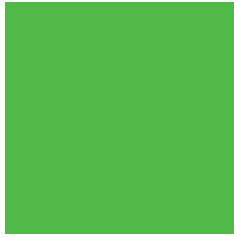
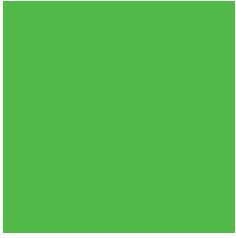
This fund accounts for City and employee contributions for the City's health benefits plan. The City began self-insurance in July 2000. The reserve for post employment health care benefits reflects the City's liability for funding post employment health care benefits.

	2017/18 Actual	2018/19 Adopted	2018/19 Adjusted	2019/20 Adopted	% Change from Adopted
<b>Revenues:</b>					
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	-	-	-	-	
<b>Total Revenues</b>	<b>9,806,779</b>	<b>9,079,851</b>	<b>9,116,956</b>	<b>9,298,232</b>	<b>2.4%</b>
<b>Expenses:</b>					
<b>Internal Services:</b>					
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%
<b>Total Expenses</b>	<b>9,187,245</b>	<b>9,113,137</b>	<b>8,606,159</b>	<b>9,198,125</b>	<b>0.9%</b>
<b>Fund Balance:</b>					
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%
<b>Ending Balance</b>	<b>4,564,736</b>	<b>4,182,143</b>	<b>5,075,533</b>	<b>5,175,640</b>	<b>23.8%</b>

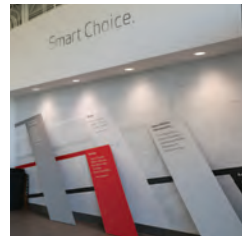
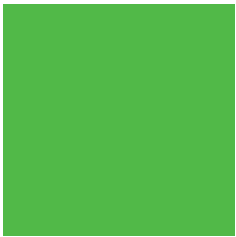
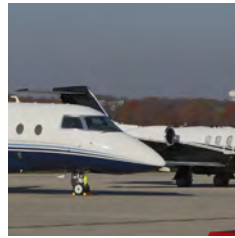
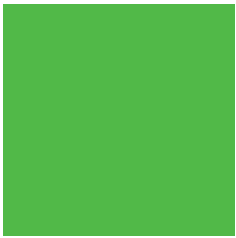
*Minimum fund balance target:*

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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# SUPPLEMENTARY INFORMATION



# **SUPPLEMENTARY INFORMATION**

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

Department	2018/19 Adopted	2018/19 Adjusted	2019/20 Adopted	Department	2018/19 Adopted	2018/19 Adjusted	2019/20 Adopted
<b>City Manager:</b>				<b>Utility Customer Service:</b>			
City Manager	1.00	1.00	1.00	Utility Accounts Supervisor	1.00	1.00	1.00
Assistant City Manager	2.00	2.00	2.00	Utility Accounts Technician	2.00	2.00	2.00
City Clerk	1.00	1.00	1.00	Utility Customer Service Clerk	2.75	3.00	3.00
Public Relations Officer	1.00	1.00	1.00	Utility Cashier	2.00	2.00	2.00
Media Services Coordinator	1.00	1.00	1.00	Senior Meter Reader	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	Meter Reader	3.00	3.00	3.00
Secretary I	2.00	2.00	2.00	<b>Customer Service Subtotal</b>	<b>11.75</b>	<b>12.00</b>	<b>12.00</b>
Principal Clerk	1.50	1.50	1.50	<b>Information Technology:</b>			
<b>City Manager Total</b>	<b>10.50</b>	<b>10.50</b>	<b>10.50</b>	IT Manager	1.00	1.00	1.00
<b>Legal Services:</b>				Systems Analyst	2.00	2.00	2.00
City Attorney	1.00	1.00	1.00	Network Administrator	1.00	1.00	1.00
Assistant City Attorney I	2.00	2.00	2.00	Network Technician	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	Client Support Coordinator	1.00	1.00	1.00
Paralegal	1.00	1.00	1.00	IT Public Safety Specialist	1.00	1.00	1.00
Legal Technician	1.00	1.00	1.00	Client Support Specialist	2.00	2.00	2.00
<b>Legal Services Total</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	Help Desk Specialist	1.00	1.00	1.00
<b>Human Resources:</b>				<b>Information Tech Subtotal</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>
Human Resources Director	1.00	1.00	1.00	<b>Purchasing:</b>			
Human Resources Officer II	1.00	1.00	1.00	Purchasing Manager	1.00	1.00	1.00
Human Resources Officer I	1.00	1.00	1.00	Procurement Specialist II	2.00	2.00	2.00
Risk Manager	1.00	1.00	1.00	Procurement Specialist I	1.00	1.00	1.00
Health Promotion Coordinator	1.00	1.00	1.00	Purchasing Clerk	1.00	1.00	1.00
Human Resources Analyst	1.00	1.00	1.00	Mail Clerk	1.00	1.00	1.00
Secretary I	1.00	1.00	1.00	Printing/Graphic Svcs Specilist	1.00	1.00	1.00
Principal Clerk	0.75	1.00	1.00	<b>Purchasing Subtotal</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>
<b>Human Resources Total</b>	<b>7.75</b>	<b>8.00</b>	<b>8.00</b>	<b>Finance Total</b>			
<b>Planning &amp; Housing:</b>					<b>40.75</b>	<b>41.00</b>	<b>41.00</b>
Planning & Housing Director	1.00	1.00	1.00	<b>Fleet/Facilities:</b>			
Housing Coordinator	1.00	1.00	1.00	Fleet/Facilities Director	1.00	1.00	1.00
Planner	5.00	5.00	5.00	Fleet Support Manager	1.00	1.00	1.00
<b>Planning &amp; Housing Total</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	Lead Fleet Technician	1.00	1.00	1.00
<b>Administrative Services:</b>				Fleet Technician	3.00	3.00	3.00
Customer Support Coordinator	1.00	1.00	1.00	Mechanic Assistant	1.00	1.00	1.00
Principal Clerk	4.00	4.00	4.00	Building Maint Specialist	1.00	1.00	1.00
<b>Administrative Services Total</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	Secretary I	1.00	1.00	1.00
<b>Finance:</b>				Principal Clerk	0.50	0.50	0.50
<b>Finance Administration:</b>				<b>Fleet/Facilities Total</b>	<b>9.50</b>	<b>9.50</b>	<b>9.50</b>
Finance Director	1.00	1.00	1.00	<b>Transit:</b>			
Budget Officer	1.00	1.00	1.00	Transit Director	1.00	1.00	1.00
Accountant	-	-	1.00	Assistant Transit Director	2.00	2.00	2.00
Secretary I	1.00	1.00	1.00	Transit Planner	1.00	1.00	1.00
<b>Finance Admin Subtotal</b>	<b>3.00</b>	<b>3.00</b>	<b>4.00</b>	Transit Coordinator	1.00	1.00	1.00
<b>Accounting:</b>				Transit Safety Officer	-	-	1.00
Assistant Finance Director	1.00	1.00	1.00	Secretary I	1.00	1.00	1.00
Investment Officer	1.00	1.00	1.00	Principal Clerk	1.50	1.50	1.50
Accountant	2.00	2.00	1.00	Transit Technology Coordinator	1.00	1.00	1.00
Payroll Coordinator	1.00	1.00	1.00	Operations Manager	3.00	3.00	3.00
Account Clerk	3.00	3.00	3.00	Transit Trainer	3.00	3.00	3.00
Treasury Cashier	1.00	1.00	1.00	Transit Dispatcher	5.75	5.75	5.75
<b>Accounting Subtotal</b>	<b>9.00</b>	<b>9.00</b>	<b>8.00</b>	Transit Driver	51.75	51.75	51.75
				Maintenance Coordinator	1.00	1.00	1.00
				Lead Mechanic	1.00	1.00	1.00
				Mechanic	5.00	5.00	5.00
				Mechanic Assistant	2.00	2.00	2.00
				Lead Lane Worker	1.00	1.00	1.00
				Lane Worker	2.50	2.50	2.50
				<b>Transit Total</b>	<b>84.50</b>	<b>84.50</b>	<b>85.50</b>



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

Department	2018/19 Adopted	2018/19 Adjusted	2019/20 Adopted
<b>Fire/Building Safety:</b>			
<b>Fire:</b>			
Fire Chief	1.00	1.00	1.00
Deputy Fire Chief	2.00	2.00	2.00
Training Officer	1.00	1.00	1.00
Shift Commander	3.00	3.00	3.00
Fire Lieutenant	9.00	9.00	9.00
Fire Inspector	1.00	1.00	1.00
Firefighter	42.00	42.00	43.00
<b>Fire Subtotal</b>	<b>59.00</b>	<b>59.00</b>	<b>60.00</b>
<b>Building Safety:</b>			
Building Official	1.00	1.00	1.00
Assistant Building Official	1.00	1.00	1.00
Plans Examiner	1.00	1.00	1.00
Building/Zoning Inspector	2.00	2.00	2.00
Electrical Inspector	1.00	1.00	1.00
Plumbing Inspector	2.00	2.00	2.00
Housing Inspector	3.00	3.00	3.00
Community Codes Liason	1.00	1.00	1.00
<b>Building Safety Subtotal</b>	<b>12.00</b>	<b>12.00</b>	<b>12.00</b>
<b>Fire/Building Safety Total</b>	<b>71.00</b>	<b>71.00</b>	<b>72.00</b>
<b>Police:</b>			
Chief of Police	1.00	1.00	1.00
Support Services Manager	1.00	1.00	1.00
Secretary II	1.00	1.00	1.00
Principal Clerk	1.00	1.00	1.00
Police Commander	2.00	2.00	2.00
Police Lieutenant	3.00	3.00	3.00
Police Sargeant	8.00	8.00	8.00
Police Officer	42.00	42.00	43.00
Mental Health Advocate	0.75	0.75	0.75
Parking Enforcement Coordinator	1.00	1.00	1.00
Emergency Comm Supervisor	1.00	1.00	1.00
Public Safety Lead Dispatcher	1.00	1.00	1.00
Public Safety Dispatcher	11.00	11.00	11.00
Police Records Supervisor	1.00	1.00	1.00
Police Records Lead Clerk	1.00	1.00	1.00
Police Records Clerk	2.00	2.00	2.00
Animal Control Supervisor	1.00	1.00	1.00
Animal Control Officer	1.60	1.60	1.60
Animal Control Vet Tech	0.50	0.50	0.50
Animal Control Clerk	1.00	1.00	1.00
Animal Control Attendant	0.30	0.30	0.30
<b>Police Total</b>	<b>82.15</b>	<b>82.15</b>	<b>83.15</b>
<b>Library:</b>			
Library Director	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Library Volunteer Coordinator	1.00	1.00	1.00
Comm Relations Specialist	0.75	0.75	0.75
Library Marketing Assistant	0.50	0.50	0.50
Principal Clerk	1.00	1.00	1.00
Resource Services Manager	1.00	1.00	1.00
Resource Services Technician	1.00	1.00	1.00
Resource Services Clerk	1.50	1.50	1.50
Youth Services Manager	1.00	1.00	1.00

Department	2018/19 Adopted	2018/19 Adjusted	2019/20 Adopted
<b>Library (continued):</b>			
Adult Services Manager	1.00	1.00	1.00
Library Reference Supervisor	1.00	1.00	1.00
Librarian	5.00	5.00	5.00
Library Assistant	10.00	10.00	10.00
Adult Services Clerk	1.00	1.25	1.25
Customer Accounts Manager	1.00	1.00	1.00
Operations Coordinator	1.00	1.00	1.00
Customer Accounts Clerk	3.00	3.00	3.00
IT Systems Administrator	1.00	1.00	1.00
Client Support Technician	1.00	1.00	1.00
Technical Services Assistant	0.50	0.50	0.50
Building Maint Supervisor	1.00	1.00	1.00
<b>Library Total</b>	<b>36.25</b>	<b>36.50</b>	<b>36.50</b>
<b>Parks and Recreation:</b>			
Parks and Recreation Director	1.00	1.00	1.00
Recreation Superintendent	1.00	1.00	1.00
Recreation Manager	2.00	2.00	2.00
Ice Arena Manager	1.00	1.00	1.00
Aquatics Coordinator	1.00	1.00	1.00
Wellness Program Manager	1.00	1.00	1.00
Auditorium/Bandshell Manager	1.00	1.00	1.00
Secretary I	1.00	1.00	1.00
Principal Clerk	2.00	2.00	2.00
Parks/Facilities Superintendent	1.00	1.00	1.00
Parks/Facilities Supervisor	1.00	1.00	1.00
City Forester	1.00	1.00	1.00
Turf Maintenance Supervisor	1.00	1.00	1.00
Parks Maintenance Specialists	2.00	2.00	2.00
Maintenance Workers	8.00	8.00	8.00
<b>Parks &amp; Recreation Total</b>	<b>25.00</b>	<b>25.00</b>	<b>25.00</b>
<b>Water and Pollution Control:</b>			
<b>W &amp; PC Administration:</b>			
W & PC Director	1.00	1.00	1.00
Assistant W & PC Director	1.00	1.00	1.00
Environmental Engineer II	2.00	2.00	2.00
Environmental Specialist	1.00	1.00	1.00
Secretary I	1.00	1.00	1.00
<b>W &amp; PC Admin Subtotal</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>
<b>Water Plant Operations:</b>			
Water Plant Superintendent	1.00	1.00	1.00
Water Plant Asst Superintendent	1.00	1.00	1.00
Water Plant Operator	5.00	5.00	5.00
Water Plant Maint Specialist	1.00	1.00	1.00
Water Plant Maint Tech II	1.00	1.00	1.00
<b>Water Plant Subtotal</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>
<b>WPC Facility Operations:</b>			
WPC Plant Superintendent	1.00	1.00	1.00
WPC Plant Asst Superintendent	1.00	1.00	1.00
WPC Plant Operator	5.00	5.00	5.00
WPC Assistan Plant Operator	1.00	1.00	1.00
WPC Plant Maint Specialist	1.00	1.00	1.00
WPC Plant Maint Tech II	2.00	2.00	2.00

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

Department	2018/19 Adopted	2018/19 Adjusted	2019/20 Adopted
<b>WPC Facility Operations, cont:</b>			
WPC Plant Maint Worker	2.00	2.00	2.00
Principal Clerk	1.00	1.00	1.00
<b>WPC Facility Subtotal</b>	<b>14.00</b>	<b>14.00</b>	<b>14.00</b>
<b>W &amp; PC Metering:</b>			
Water Meter Supervisor	1.00	1.00	1.00
Water Meter Repair Worker	3.00	3.00	3.00
Cross Connection Cntrl Coord	1.00	1.00	1.00
Principal Clerk	1.00	1.00	1.00
<b>W &amp; PC Metering Subtotal</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>
<b>W &amp; PC Laboratory:</b>			
W & PC Lab Supervisor	1.00	1.00	1.00
W & PC Lab Analyst	2.00	2.00	2.00
W & PC Lab Tech	2.00	2.00	2.00
<b>W &amp; PC Lab Subtotal</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
<b>W &amp; PC Total</b>			
	<b>40.00</b>	<b>40.00</b>	<b>40.00</b>
<b>Electric Services:</b>			
<b>Electric Administration:</b>			
Electric Services Director	1.00	1.00	1.00
Assistant Electric Director	1.00	1.00	1.00
Utility Engineer	1.00	1.00	1.00
Power Plant Engineer	2.00	2.00	2.00
Energy Markets Manager	1.00	1.00	1.00
Energy Services Coordinator	1.00	1.00	1.00
Secretary I	1.00	1.00	1.00
Principal Clerk	1.00	1.00	1.00
<b>Administration Subtotal</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>
<b>Electric Production:</b>			
Power Plant Manager	1.00	1.00	1.00
Principal Clerk	1.00	1.00	1.00
Plant Operations Supervisor	1.00	1.00	1.00
Plant Maintenance Supervisor	1.00	1.00	1.00
Instrument & Control Technician	4.00	4.00	4.00
Environmental I & C Technician	1.00	1.00	1.00
Power Plant Operator	5.00	5.00	5.00
Power Plant Auxilliary Operator	10.00	10.00	10.00
Power Plant Fireworker	5.00	5.00	5.00
Power Plant Electrician	1.00	1.00	1.00
Power Plant Maintenance Mech	8.00	8.00	8.00
Lead Coal Handler	1.00	1.00	1.00
Coal Handler	3.00	2.00	2.00
Custodian	1.00	1.00	1.00
<b>Production Subtotal</b>	<b>43.00</b>	<b>42.00</b>	<b>42.00</b>
<b>Electric Distribution:</b>			
Electric Distribution Manager	1.00	1.00	1.00
Assistant Distribution Manager	1.00	1.00	1.00
Principal Clerk	1.00	1.00	1.00
Electric Line Foreman	3.00	3.00	3.00
Electric Lineworker	6.00	6.00	6.00
Apprentice Lineworker	-	1.00	1.00

Department	2018/19 Adopted	2018/19 Adjusted	2019/20 Adopted
<b>Electric Distribution, cont:</b>			
Electric Serviceworker	2.00	2.00	2.00
Underground Serviceworker	1.00	1.00	1.00
Records/Materials Specialist	1.00	1.00	1.00
Storekeeper	1.00	1.00	1.00
<b>Distribution Subtotal</b>	<b>17.00</b>	<b>18.00</b>	<b>18.00</b>
<b>Electric Technical Services:</b>			
Technical Services Supervisor	1.00	1.00	1.00
Electric Substation Foreman	1.00	1.00	1.00
Substation Electrician	2.00	2.00	2.00
Apprentice Substation Elect	1.00	1.00	1.00
Electric Meter Repairworker	1.00	1.00	1.00
Apprentice Meter Repairworker	1.00	1.00	1.00
<b>Technical Services Subtotal</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>
<b>Electric Engineering:</b>			
Electric Engineering Manager	1.00	1.00	1.00
Electric Distribution Engineer	2.00	2.00	2.00
Electric GIS Specialist	1.00	1.00	1.00
Electric Engineering Assistant	1.00	1.00	1.00
<b>Engineering Subtotal</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
<b>Electric Services Total</b>	<b>81.00</b>	<b>81.00</b>	<b>81.00</b>
<b>Public Works:</b>			
<b>Public Works Administration:</b>			
Public Works Director	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00
<b>Administration Subtotal</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
<b>Traffic:</b>			
Traffic Engineer II	1.00	1.00	1.00
Civil Engineer I	1.00	1.00	1.00
Transportation Planner	1.00	1.00	1.00
Traffic Supervisor	1.00	1.00	1.00
Traffic Signal Lead Technician	1.00	1.00	1.00
Traffic Signal Technician	1.00	1.00	1.00
Traffic Technician	2.00	2.00	2.00
<b>Traffic Subtotal</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>
<b>Streets:</b>			
Operations Manager	1.00	1.00	1.00
Streets Operations Supervisor	1.00	1.00	1.00
Streets Maintenance Foreman	1.00	1.00	1.00
Sr Heavy Equipment Operator	4.00	4.00	4.00
Street Maintenance Lead Worker	1.00	1.00	1.00
Maintenance Worker	14.00	14.00	14.00
<b>Streets Subtotal</b>	<b>22.00</b>	<b>22.00</b>	<b>22.00</b>
<b>Public Works Engineering:</b>			
Municipal Engineer	1.00	1.00	1.00
Civil Engineer II	2.00	2.00	2.00
Civil Engineer I	1.00	1.00	1.00
GIS Coordinator	1.00	1.00	1.00
GIS Specialist	2.00	2.00	2.00
Senior Engineering Technician	4.00	4.00	4.00
Civil Design Technician	2.00	2.00	2.00
Storm Water Specialist	1.00	1.00	1.00
Storm Water Resource Analyst	0.75	0.75	0.75
<b>Engineering Subtotal</b>	<b>14.75</b>	<b>14.75</b>	<b>14.75</b>

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

<b>Department</b>	<b>2018/19 Adopted</b>	<b>2018/19 Adjusted</b>	<b>2019/20 Adopted</b>
<b>Utility Maintenance:</b>			
Operations Supervisor	1.00	1.00	1.00
Utility Maintenance Foreman	1.00	1.00	1.00
Sr Heavy Equipment Operator	2.00	2.00	3.00
Maintenance Worker	6.00	6.00	6.00
Principal Clerk	1.00	1.00	1.00
<b>Utility Maintenance Subtotal</b>	<b>11.00</b>	<b>11.00</b>	<b>12.00</b>
<b>Resource Recovery:</b>			
System Superintendant	1.00	1.00	1.00
Assistant Superintendant	1.00	1.00	1.00
Secretary I	1.00	1.00	1.00
Lead Operator	1.00	1.00	1.00
Maintenance Operator	2.00	2.00	2.00
Equipment Operator	2.00	2.00	2.00
Maintenance Technician I	1.00	1.00	1.00
Maintenance Technician II	3.00	3.00	3.00
Process Worker	3.00	3.00	3.00
<b>Resource Recovery Subtotal</b>	<b>15.00</b>	<b>15.00</b>	<b>15.00</b>
<b>Parking Maintenance:</b>			
Traffic Technician	2.00	2.00	2.00
<b>Parking Maint Subtotal</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
<b>Public Works Total</b>	<b>74.75</b>	<b>74.75</b>	<b>75.75</b>
<b>Total FTEs</b>	<b>581.15</b>	<b>581.90</b>	<b>585.90</b>

# **BUDGET GLOSSARY**

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**Accounting System:** Records and procedures which are used to record, classify, and report information on the financial status and operations of an entity.

**Accrual Basis of Accounting:** A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

**Activity:** A specific type of work or group of tasks performed by one or more organized units of the government. An example would be Crime Prevention and Patrol.

**Ad Valorem Taxes:** See Property Tax

**Amortization:** The gradual elimination of an asset or liability, such as a bond premium, over a specified period of time.

**Appropriation:** A legal authorization to incur obligations and to make expenditures for specific purposes.

**A.S.S.E.T.:** The Analysis of Social Services Evaluation Team makes recommendations to the Ames City Council for the distribution of contributions to the Human Services providers in the Ames Community. The team has representatives from several funders who have pooled their contributions.

**Assets:** Resources owned or held by the City which have a monetary value.

**Balanced Budget:** A budget for which expenses are equal to revenues.

**Bond:** A long-term commitment to pay a sum of money (the face amount of the bond) on a specific date(s) (the bond maturity date) at a specified interest rate.

**Bonding Capacity (Debt Capacity):** The State limit for general obligation debt is 5% of assessed valuation. The Ames City Council imposes a further limit which reserves 25% of that capacity.

**Budget:** A plan of financial operation and estimated expenditures for a specific period of time, and the monies to be used to finance the expenditures. The City of Ames Operating Budget is a plan for the period from July 1 through June 30.

**Capital:** Purchases of buildings, improvements other than buildings, machinery, and equipment with a value over \$5,000 and an estimated, useful life in excess of one year.

**Capital Improvements Plan (CIP):** A long-range plan for providing the capital outlays necessary to ensure that adequate services are provided the residents of the City. The plan includes improvements to, or the acquisition of, structural improvements and major equipment purchases.

**Commodities:** Commodities include various materials, parts, and supplies used for continuing operations of the City with a short life expectancy and a unit cost of under \$5,000.

# **BUDGET GLOSSARY**

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**Contingency Funds:** A reserve of monies set aside within the General Fund for emergency or unexpected expenditures. This is also called the Emergency Reserve.

**Contractual Services:** Contractual Services include all work and services performed for the City by outside individuals, businesses, or organizations.

**Debt Service:** The fund which accounts for the payment of interest and principal on all general obligation debt other than that payable from special assessments and revenue debt issued for a governmental enterprise.

**Department:** A major organizational unit of the City with responsibility for managing one or more City activities.

**Depreciation:** A method of allocating the cost of an asset over its useful life.

**Division:** A component of a department.

**Expenditures:** Funds spent in accordance with budgeted appropriations on assets or goods and services obtained.

**Enterprise Fund:** Funds established to finance and account for the acquisition, operation and maintenance of governmental operations which are predominantly self-supporting by user charges. Such operations must be run in a manner similar to a private business. Examples are the Electric Utility, Sewer Utility, and Parking Funds.

**Fiscal Year (FY):** The 12-month period to which the operating budget applies, and the period of time at the end of which the government determines its financial condition. For the City of Ames, this is July 1 through June 30.

**Full-Time Equivalent (F.T.E.):** A measure of authorized personnel calculated by equating 2,080 hours of work per year with the F.T.E. of one position.

**Fund:** An accounting term referring to a group of accounts recording all financial resources together with corresponding liabilities, which has a distinct balance and is used to segregate specific activities and functions from those of other groups of accounts.

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

**General Fund:** The General Fund is one of five governmental fund types and typically serves as the chief operating fund of a government. The General Fund is used to account for all financial resources except those required to be accounted for in another fund.

**General Obligation Bonds:** Bonds backed by the full faith and credit of the issuing government. Repayment of these bonds is based on the government's ability to tax its residents for such purposes.

# **BUDGET GLOSSARY**

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**Governmental Funds:** Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital project funds, and permanent funds.

**Interfund Transfers:** A transfer from a fund receiving the revenue, to a fund through which the authorized expenditure is to be made. An example would be a transfer of revenue from the Road Use Tax Fund to the Street Construction Fund.

**Internal Services:** Goods or services provided by one department to others within the same government or to other governments, on a user fee basis, with full costs to be recovered. An example of this would be the City's Fleet Services Department.

**Levy:** The amount of taxes, assessments or service charges imposed by a government. The maximum General Fund property tax levy allowed in Iowa is \$8.10 per \$1,000 of assessed valuation. Other levies may be imposed in addition to this.

**Local Option Sales Tax:** A tax approved by a majority of the City's registered voters, which collects revenue according to a percentage of the value of goods and services delivered within the corporate limits. In Ames, the local option sales tax applies to those goods and services to which the State of Iowa sales tax applies.

**Major Fund:** Governmental fund or enterprise fund reported as a separate column in a governmental entity's basic fund financial statements and subject to a separate opinion in the independent auditor's report.

**Modified Accrual Accounting:** The accrual basis of accounting modified to the governmental fund type spending measurement focus. Under it, revenues are recognized when they become both "measurable" and "available to finance expenditures of the current period". Expenditures are recognized when the related fund liability is incurred except for: (1) prepaid insurance and similar items; (2) accumulated unpaid vacation, sick pay, and other employee benefit amounts which need not be recognized in the current period, but for which larger-than-normal accumulations must be disclosed in the notes to the financial statements; and (3) principal and interest on long-term debt which are generally recognized when due.

**Operating Expenses:** Those expenses from a fund which are directly related to accomplishing the fund's primary functions. Payroll would be one example of an operating expense.

**Operating Revenue:** Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings, and grant revenues. Operating revenues are used to pay for day-to-day services.

**P-Card:** The City's procurement card program of credit cards for individual City employees.

**Performance Measures:** Accomplishments of a particular activity in relation to desired standards workload, effectiveness, and efficiency. These measures must be meaningful to the tasks of the activity involved, and verifiable.

# **BUDGET GLOSSARY**

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**P.R.O.B.E.:** The Productive Review Of Budget Entries meetings are the departmental budget review meetings held with the Assistant City Managers, the Finance Director, and the Budget Officer.

**Program:** A grouping of related work tasks or activities into a large organizational unit. An example of a program is the Public Safety Program.

**Program Performance Budget:** Expenditures within the budget are based upon programs of work and performance of these programs. The City of Ames' budget is a Program Performance Budget.

**Property Tax:** An ad valorem tax levied on both real and personal property according to the property's valuation and the tax rate.

**Proprietary Funds:** Funds that focus on the determination of operating income, changes in net position (or cost recovery), financial position, and cash flows. There are two types of proprietary funds: enterprise funds and internal service funds.

**Reserves:** Accounts used to hold certain portions of a fund or types of assets as unappropriated for expenditures, or as legally set aside for a specific purpose.

**Revenue:** Funds that the government receives as income. It includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, share revenues, and interest income.

**Revenue Bonds:** Bonds which are repaid in both principal and interest from the earnings of an enterprise fund operation. An example is Electric Utility Revenue bonds.

**Rollback:** The State of Iowa annually adjusts the rollback percentage which is the percentage of the residential assessed valuation which is taxable.

**Special Assessment:** A levy against a property to pay for all or part of the cost of an improvement benefitting that property.

**Special Revenue Funds:** Special revenue funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for particular purposes.

**Sub-Program:** A portion of a program comprised of several activities. Law Enforcement is a sub-program of Public Safety.

**Tax Rate:** The amount of tax stated in terms of a unit of the tax base; for example, dollars per \$1,000 of assessed valuation.

**Transfers:** Involves the movement of money between City funds.

**Trust and Agency Funds:** Funds used to account for assets held by the government in a trustee capacity, for individuals or other groups associated with the government. Agency monies or assets are held by a government acting as an agent for others, i.e. economic development state loans.

## ***BUDGET GLOSSARY***

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**Unamortized Premium and Discount:** When bonds are sold, the difference in the price above par or face value (premium) or below par (discount) is recognized over the life of the bonds. The amount of the premium or discount not yet recognized is called the unamortized premium or discount.

**Valuation:** The official value established for various properties, within set State guidelines, for taxation purposes. The assessed valuation of property is that portion of the property's value upon which taxes are levied.

**Working Capital:** Current assets minus current liabilities.



# ACRONYMS

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<b>AAMPO</b>	Ames Area Metropolitan Planning Organization
<b>AAOSE</b>	Ames Annual Outdoor Sculpture Exhibition
<b>ACA</b>	Affordable Care Act
<b>ACAC</b>	Ames Community Arts Council
<b>ACSD</b>	Ames Community School District
<b>ACVB</b>	Ames Convention & Visitors Bureau
<b>ADA</b>	Americans With Disabilities Act
<b>AEDC</b>	Ames Economic Development Commission
<b>AHHP</b>	Ada Hayden Heritage Park
<b>AHS</b>	Ames High School
<b>AIPCA</b>	Ames International Partner Cities Association
<b>ALA</b>	American Library Association
<b>A.M.E.S.</b>	Ames Municipal Electric System
<b>AMR/AMI</b>	Automated Meter Reading/Advanced Metering Infrastructure
<b>AMS</b>	Ames Middle School
<b>APC</b>	Automatic Passenger Counts
<b>APL</b>	Ames Public Library
<b>APLFF</b>	Ames Public Library Friends Foundation
<b>A.S.S.E.T.</b>	Analysis of Social Services Evaluation Team
<b>BGY</b>	Billion Gallons Per Year
<b>BOD</b>	Biochemical Oxygen Demand
<b>BRET</b>	Bloomington Road Elevated Tank
<b>BTU</b>	British Thermal Unit
<b>BWC</b>	Body Worn Cameras
<b>CAA</b>	Campustown Action Association
<b>CAD</b>	Computer Aided Design
<b>CAFR</b>	Comprehensive Annual Financial Report
<b>CBD</b>	Central Business District
<b>CDBG</b>	Community Development Block Grant
<b>CHDO</b>	Community Housing Development Organization
<b>CIP</b>	Capital Improvements Plan
<b>CMA</b>	Comprehensive Management Award
<b>CMMS</b>	Computerized Maintenance Management System
<b>COTA</b>	Commission on the Arts
<b>CRO</b>	Community Resource Officer
<b>CSO</b>	Community Safety Officer
<b>CT</b>	Combustion Turbine
<b>CYRIDE</b>	City of Ames Transit Service
<b>DAR</b>	Dial-A-Ride Bus System
<b>DMACC</b>	Des Moines Area Community College
<b>DNR</b>	Department of Natural Resources
<b>DRC</b>	Development Review Committee
<b>DSA</b>	Direct State Aid
<b>DSM</b>	Demand Side Management
<b>EAB</b>	Emerald Ash Borer
<b>ECA</b>	Energy Cost Adjustment
<b>EDA</b>	Economic Development Administration
<b>EMD</b>	Emergency Medical Dispatching
<b>EMS</b>	Emergency Medical Services
<b>EOC</b>	Emergency Operations Center
<b>EPA</b>	Environmental Protection Agency
<b>ERT</b>	Emergency Response Team
<b>ETP</b>	Excellence Through People
<b>EUORAB</b>	Electric Utility Operation Review & Advisory Board
<b>FAA</b>	Federal Aviation Administration
<b>FACES</b>	Families of Ames Celebrate Ethnicities
<b>FACT</b>	Fair and Accurate Credit Transactions
<b>FBO</b>	Fixed Base Operator – Airport

# ACRONYMS, CONTINUED

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<b>FD</b>	Fire Department
<b>FEMA</b>	Federal Emergency Management Agency
<b>FHWA</b>	Federal Highway Agency
<b>FMS</b>	File Management System
<b>FOG</b>	Food, Oil, Grease
<b>FTA</b>	Federal Transit Administration
<b>FTE</b>	Full-Time Equivalent
<b>FY</b>	Fiscal Year (July 1 – June 30)
<b>GFOA</b>	Government Finance Officers Association
<b>GIS</b>	Geographic Information System
<b>GO</b>	General Obligation Bonds
<b>GSB</b>	Government of the Student Body at Iowa State University
<b>GT</b>	Gas Turbine
<b>GTSB</b>	Governor's Traffic Safety Bureau
<b>HAZMAT</b>	Hazardous Materials
<b>HHM</b>	Household Hazardous Materials
<b>HIAC</b>	Health Insurance Advisory Committee
<b>HIRTA</b>	Heart of Iowa Regional Transit Agency
<b>HMGP</b>	Hazard Mitigation Grant Program
<b>HOME</b>	Home Investment Partnership
<b>HPS</b>	High Pressure Sodium
<b>HR</b>	Human Resources
<b>HSS</b>	Heartland Senior Services
<b>HUD</b>	Housing and Urban Development
<b>HVAC</b>	Heating, Ventilation & Air Conditioning
<b>HYSC</b>	Hunziker Youth Sports Complex
<b>IBEW</b>	International Brotherhood of Electrical Workers
<b>ICAAP</b>	Iowa Clean Air Attainment Program
<b>IDNR</b>	Iowa Department of Natural Resources
<b>IDOT</b>	Iowa Department of Transportation
<b>ISO</b>	Insurance Services Office
<b>ISU</b>	Iowa State University
<b>IT</b>	Information Technology
<b>ITS</b>	Intelligent Transportation System
<b>kV</b>	Kilovolts
<b>KWH</b>	Kilowatt Hour
<b>LED</b>	Light Emitting Diode
<b>LEED</b>	Leadership in Energy & Environmental Design
<b>LM</b>	Load Management
<b>LMI</b>	Low and Moderate Income
<b>LOC</b>	Letters of Compliance
<b>LOT</b>	Local Option Sales Tax
<b>LRTP</b>	Long Range Transportation Plan
<b>LUPP</b>	Land Use Policy Plan
<b>MAPP</b>	Mid-America Area Power Pool
<b>MAPSG</b>	Multi-Agency Public Safety Group
<b>MEC</b>	Mid-American Energy Company
<b>MFPRSI</b>	Municipal Fire and Police Retirement System of Iowa
<b>MGD</b>	Million Gallons Per Day
<b>MGMC</b>	Mary Greeley Medical Center
<b>MHZ</b>	Megahertz
<b>MISO</b>	Midwest Independent System Operator
<b>MPO</b>	Metropolitan Planning Organization
<b>MRO</b>	Midwest Reliability Corporation
<b>MS4</b>	Municipal Separate Storm Sewer System
<b>MSCD</b>	Main Street Cultural District
<b>MSRP</b>	Manufacturer's Suggested Retail Price
<b>MSW</b>	Municipal Solid Waste
<b>MV</b>	Mercury Vapor

## **ACRONYMS, CONTINUED**

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<b>MW</b>	Megawatt
<b>NADC</b>	National Animal Disease Center
<b>NERC</b>	North American Electric Reliability Corporation
<b>NPDES</b>	National Pollutant Discharge Elimination System
<b>NRSA</b>	Neighborhood Revitalization Strategy Area
<b>OMB</b>	Office of Management and Budget
<b>OSHA</b>	Occupational Safety & Health Administration
<b>OWI</b>	Operating While Intoxicated
<b>P &amp; R</b>	Parks and Recreation
<b>P &amp; Z</b>	Planning and Zoning
<b>PAC</b>	Public Arts Commission
<b>PD</b>	Police Department
<b>PRO</b>	Public Relations Officer
<b>PROBE</b>	Productive Review of Budget Entries
<b>RDF</b>	Refuse Derived Fuel
<b>RFID</b>	Radio Frequency Identification
<b>RISE</b>	Revitalizing Iowa's Sound Economy
<b>ROW</b>	Right-of-Way
<b>RRP</b>	Resource Recovery Plant
<b>RSS</b>	Resident Satisfaction Survey
<b>RUT</b>	Road Use Tax
<b>SAM</b>	State and Mortensen Water Tank
<b>SCADA</b>	Supervisory Control & Data Acquisition
<b>SCBA</b>	Self-Contained Breathing Apparatus
<b>SRF</b>	State Revolving Fund
<b>SRO</b>	School Resource Officer
<b>SSSE</b>	Sanitary Sewer System Evaluation
<b>STEM</b>	Science, Technology, Engineering, and Math
<b>STP</b>	Surface Transportation Program
<b>SWM</b>	Storm Water Management
<b>SWPPP</b>	Storm Water Pollution Prevention Plan
<b>TIF</b>	Tax Increment Financing
<b>TIS</b>	Traffic Impact Studies
<b>TSC</b>	Technical Services Complex
<b>UPPCC</b>	Universal Public Procurement Certification Council
<b>UPRR</b>	Union Pacific Railroad
<b>W &amp; PC</b>	Water and Pollution Control
<b>WPC</b>	Water Pollution Control
<b>WTP</b>	Water Treatment Plant
<b>YSS</b>	Youth & Shelter Services
<b>ZBA</b>	Zoning Board of Adjustment

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Emily Johnson, Finance Administration Secretary

Amy Crabbs, Accountant

Desiree Fuller, Purchasing Clerk

Courtney Hinders, Print Services Technician

For more information, contact:

Duane Pitcher  
Finance Director  
515-239-5114  
[dpitcher@city.ames.ia.us](mailto:dpitcher@city.ames.ia.us)

Nancy Masteller  
Budget Officer  
515-239-5122  
[nmasteller@city.ames.ia.us](mailto:nmasteller@city.ames.ia.us)