



CITY OF  
**Ames**™

**DRAFT**



# **PROGRAM BUDGET**

## **CITY OF AMES - 2020-2021**





CITY OF  
**Ames**™

## *A Powerful Past*

The theme for this year's Budget is the electric utility. For a small town that had been little more than a settlement on the Iowa prairie, the lure of the modern convenience offered by electricity must have been strong. In January of 1895, a committee was appointed by the mayor of Ames to investigate the possibility of bringing electric lights to the community.

On March 2, 1896, by a vote of 298 to 40, the citizens approved establishing an electric utility and \$12,000 was earmarked for this purpose. That decision, made nearly 125 years ago, means that today there are 28,000 homes and businesses in Ames that benefit from low-cost, reliable, customer-oriented electric service.

Over the years, the utility has made innovative choices and additional means of electricity generation. In 1975, the power plant began to burn a mixture of Refuse Derived Fuel and coal (replaced with natural gas in 2015). The newest and largest generator at the power plant was placed in service in 1981 at a cost of \$46.7 million. This generator, together with the City's wind resources and soon-to-be completed solar farm, will provide the utility customers reliable energy for years to come.



**PROGRAM BUDGET**  
**CITY OF AMES - 2020-2021**



January 31, 2020

To: Mayor and Ames City Council Members:

I am attaching for your review and approval my recommended budget for FY 2020/21 which reflects expenditures of \$263,300,236 to fund the wide variety of services that are provided to our citizens as well as our most recent expenditure estimates for FY 2019/20.

The Executive Leadership Team dedicates itself each year to developing a budget that assures exceptional customer service by continuing to seek improvements to our services where possible. At the same time, they are well aware of the financial impact that the budget will have on property taxes as well as the various fees that support our utilities. Therefore, they work very hard to balance these two objectives, exceptional service at the best price.

I have attempted to present below some of the more significant highlights of my recommended budget. You will note that the recommended budget responds to some of the issues raised in the annual Citizen Satisfaction Survey as well as to the City Council goals.

**PROPERTY TAXES – A 1.2% Increase In Overall Tax Rate From \$10.02 to \$10.14**

Each year seems to pose a unique challenge as we formulate the budget, and FY 2020/21 is no exception. An important factor in generating General Fund revenues is our property tax revenue, which is influenced by the taxable valuation. While over the past five years the taxable valuation has increased annually by an average of 5.6%, the taxable valuation in our community will increase by only 1.1% for FY 2020/21. This is our lowest rate of increase in taxable valuation since FY 2008/09 (0.4%), which was during a nationwide recession brought on by a global financial crisis. There are several factors influencing the low growth rate, including the reduction in the State mandated rollback rate which reduces the taxable value of residential and multi-residential property by \$73,520,427. This fact, coupled with the value of properties which are benefiting from tax exemptions (\$48,234,000) granted by the City or State, more than offsets the taxable value gained from properties new to the tax roll (\$105,756,594).

This reduction in taxable valuation was offset by the revaluation of commercial properties which will ultimately result in most commercial properties experiencing an increase in their City property tax bill while most residential property will experience a decrease in City property taxes. This is just the opposite from the past two years when residential revaluation and

increases in residential rollback rates resulted in lower levy rates but increased City tax bills for residential property and decreased City tax bills for commercial property.

To meet this challenge, two important factors helped significantly. First, our department heads and their staffs who rely on General Fund monies presented budgets that increased by only 3.1%. Second the additional local option sales tax revenue (60% is earmarked to the General Fund) that is being collected for the first time on internet sales has allowed us to earmark more funds than in the past to be directed towards property tax relief.

The recommended budget reflects an increase in the overall property tax rate from \$10.02 per every \$1,000 of taxable valuation to \$10.14 per every \$1,000 of taxable valuation. This 1.2% tax rate increase is estimated to yield the 2.52%, or \$782,389, in additional property tax revenue needed to fund the FY 2020/21 budget.

In addition, the recommended budget reflects the Council's goal for a 25% ending balance in the General Fund, plus 95% of the State's "Backfill" revenue total. While the Iowa Department of Management has recommended that city budgets assume that the State Legislature will reduce their funding by 25%, we have chosen to increase property taxes to absorb 5% loss of the State Backfill revenue in FY 2020/21. Should the ultimate action by the State require us to absorb more, sufficient funds (\$924,549) will remain available in the fund balance to respond to this action.

## **PUBLIC SAFETY**

### **Law Enforcement**

A new Police Officer position has been included in the budget in keeping with my strategy to increase our police force gradually over time as the city continues to grow. This position will be added to the Patrol Division in FY 2020/21 to address calls for service from the community.

A great deal of effort is being devoted to installing our own County-wide radio system, StoryComm, to improve coverage throughout the city, assure interoperability among all emergency responders in Story County as well as city departments, and stabilize the costs for radio purchases and radio tower fees. It is hoped that a temporary system can be in place in early 2020, with the permanent system in operation in early 2021.

Beginning in 2019, the Ames Community School District (ACSD) provided teacher aides to perform crossing guard duties at all but two of the needed locations. Since it has been very difficult to hire individuals who want to work the odd schedules required of a crossing guard, this new initiative on the part of the ACSD is greatly appreciated and will better assure the safety of their students.

In keeping with the City Council's goal to expand our sustainability efforts, we have placed six hybrid patrol vehicles into service. Since the majority of the fuel consumption for these police vehicles is related to the idling time required in the normal course of business, we are excited about the significant decrease in carbon emissions that is expected from the use of these hybrid vehicles.

The City Council's commitment to diversity and inclusion is important for all departments, but none more important than the Police Department. Towards this end, a multi-year training effort

that included such programs as Implicit Bias, Fair and Impartial Policing, Cultural Diversity/Racial Profiling, and LGBTQIA+ Awareness will continue in the department.

The staff is currently evaluating new handheld parking ticket writing equipment administered through a third party system. This new type of partnership should provide more security for those who pay fines with a credit card and allow the City Council to adopt a policy that excuses first time offenders.

### **Animal Control**

An additional .45 FTE has been added to an existing Animal Control Officer position. The increase will allow for 30 hours per week of enhanced coverage in the field and shelter operations as well as improved oversight of the dog park, which was previously handled by the Parks and Recreation Department. Because of the knowledge and close proximity to the dog park, it is believed this switch will better ensure public and animal safety at the park.

Our current Animal Control Shelter is in need of significant improvements to adequately house the growing number of animals brought to the facility, meet the state/national standards, provide an appropriate environment for our professional staff, and welcome visitors to the shelter. Because of these factors, we are currently reviewing concepts to renovate the existing building or construct a new building. Once the cost estimates are completed and concepts finalized, the City Council will need to decide how this facility fits into plans for future bond issues.

In keeping with our commitment to continuous improvement, pet adoption applications are now available online at the Shelter website.

### **Fire Safety**

Included in the FY 2020/21 budget is an additional Firefighter position. It is my intent to add firefighters gradually over the coming years in anticipation of staffing a fourth fire station, rather than incurring a significant budget impact in one year to staff this additional station. In the interim, this position will be assigned as needed to fill short-term firefighter vacancies (caused by injuries, retirements, resignations, etc.) across all three shifts.

We currently are in discussions with representatives from Mary Greeley Medical Center (MGMC) to improve upon our partnership where we provide assistance to their emergency medical response service. In anticipation of MGMC approving an updated contract with the City to pay for training, incentive pay, drug/materials, and defibrillators; we hope to upgrade from First Responder to a Provisional Emergency Medical Technician status beginning in FY 2020/21. This upgrade will allow firefighters on scene to perform more advanced emergency medical services before the arrival of a MGMC ambulance.

Other highlights include the progress being made on the construction of our own fire training facility through the very cost-effective use of shipping containers rather than building a very expensive structure. In response to a City Council initiative, funds have been included in FY 2019/20 to prepare a conceptual plan for the relocation of Fire Station #2. Finally, to better prepare us to respond to disasters, we are initiating planning for the first county-wide, full scale, all hazard exercise.

## **Building Safety – No Increase in Building Permit Fees or Rental Housing Fees**

The Inspection staff is continuing their emphasis on outreach to the general public and to the building/trades professionals who routinely interact with the division. It is their goal to be viewed by customers as a resource that assists in completing a project rather than being seen as an enforcement agency that is only attempting to identify violations.

To accomplish this commitment, the Inspection staff attends the Ames Home Builder's Association, Ames Property Manager's Network, Central Iowa Board of Realtors, and League of Women Voters meetings to learn more about our customers' needs and share how we can partner with them to ensure a safe and successful project.

In response to the City Council's goal of strengthening our neighborhoods, a new initiative, the Neighborhood Blitz, was recently launched where Inspections staff teams up with employees from the Police Department, Planning & Housing Department, and ISU's Department of Student Conduct to inform residents in the near campus neighborhoods on how they can become good neighbors.

It should be emphasized that the FY 2020/21 budget does not call for any increases in building permit or rental housing fees.

## **ELECTRIC UTILITY – NO RATE INCREASE**

Our current long-range financial forecast indicates that we will not need a rate increase for the next five years to cover our annual operating expenses and project costs contained in our Capital Improvement Plan (CIP). This trend is made possible once again, because the operating expenditures included in the FY 2020/21 budget represent a very nominal increase, only 1.2% over the previous adopted budget.

Previously, the Demand Side Management program was shifted from the CIP to the Electric Services operating budget. A focus this year will be on revamping this important program to improve the amount of benefit that is received from the \$1,000,000 investment in incentives. Changes to be explored include eliminating eligibility for residential light bulbs and raising the efficiencies needed for air condition rebates, as well as looking to add electric vehicle charging equipment, heat pumps, water heaters, and solar hot water heaters to the program.

In keeping with the City Council's goal to expand our sustainability efforts, we intend to apply for grant funding for four additional electric vehicle charging stations. In addition, we intend to pursue a pilot partnership with a developer to create a "neighborhood" ground source heat pump system to serve all of the homes in a subdivision.

At the conclusion of FY 2020/21 we hope to have:

- Two full-functioning, modernized RDF burning base load power generation units in operation
- A forward looking Demand Side Management program in place
- A Community Solar Project in operation
- A Waste to Energy Options Study completed.

## **WATER UTILITY – 2% RATE INCREASE**

The FY 2020/21 budget reflects a 2% increase in rates for the customers in this utility. While efforts have been made to hold down expenditures in the Water Utility, the fund has been negatively impacted by a number of very wet years which resulted in less revenue from customer usage than anticipated; and to a lesser degree by the estimated price tag for a large water supply expansion project (the North River Valley Well Field project) exceeding the initial expectations on which previous rate models were based. In an attempt to make up for this lost revenue, finance the needed capital improvements in the utility, and attain our desired ending balance in this enterprise fund; we are anticipating the need for rate increases in each of the next five years. It is important to note that our current rates are at the bottom 33% of the median water bills for the largest municipal water utilities in the state and are projected to remain well below the statewide median over the next 10 years.

With the conclusion of the warranty period for the new Water Treatment Plant, the focus of this project will now shift to finalizing the as built drawings and closing out the State Revolving Fund loan process.

A “Risk and Resilience Assessment” is scheduled to be completed in FY 2020/21. The assessment will help us prepare for malicious acts, cyberattacks, and natural disasters against the Water Utility.

We are proud to announce that the new treatment plant received a Leadership in Energy and Environmental Design (LEED) certification.

A new position has been added in the budget that will be shared by the Water Distribution System Maintenance and Sanitary Sewer System Maintenance activities. This new employee will help improve our response to water main breaks, sanitary sewer repairs, and snow and ice control efforts.

## **SANITARY SEWER UTILITY – 5% INCREASE IN RATES**

A 5% rate increase has been incorporated into the FY 2020/21 budget, with a projected need for additional increases every other year for the next five years. Increases in the first four years are essentially to keep pace with inflation. Larger increases are expected in the following years as Phase 1 of the Nutrient Reduction project begins. Currently, our sewer rates are within the bottom 25% of the median bill for the largest municipal sewer utilities in the state. Just as for drinking water, the sewer rates are also projected to remain well under the statewide median throughout our ten-year projection.

Another accomplishment that we should be proud of is the fact that the Ames Water Pollution Control facility has surpassed the 30 year mark with perfect compliance with our NPDES permit, making us the second longest compliance record in the nation.

The Laboratory Division is continuing a partnership with the Squaw Creek Watershed Management Authority by providing free analysis which can be counted as the local match for grants for which the Authority might apply.

**STORM SEWER UTILITY – NO INCREASE IN FEE**

Our current long-range financial analysis indicates that no increase in our current monthly Storm Water Utility fee of \$4.95 per Equivalent Residential Unit (ERU) will be needed until FY 2022/23.

You will remember that a major concern expressed by our residents in the Annual Citizen Satisfaction Survey deals with overland flooding from storm water runoff and sanitary sewer backups. The FY 2020/21 budget has been increased to respond to this feedback. A second, larger Jet Vac Truck has been purchased which will allow us to provide a higher level of service for storm sewer cleaning to prevent backups and more timely responses once backups have occurred. This new vehicle will be shared with the Sanitary Sewer System Maintenance activity to assure improved service related to sanitary sewer backups as well.

In addition, two new temporary positions will be added; one devoted to maintaining the rain gardens/bio-swales on City property to assure their effectiveness in controlling storm water and one to promote adoption of Smart Watershed techniques by private property owners. An existing intern will continue to assist with the storm water erosion and sediment control inspections.

Funds have been included to work with Prairie Rivers of Iowa to complete a water quality monitoring plan, soil health analysis, education plan, and water quality project implementation plan.

**RESOURCE RECOVERY UTILITY  
NO INCREASE IN THE PER CAPITA SUBSIDY  
NO INCREASE IN THE TIPPING FEE**

The FY 2020/21 budget maintains the same Per Capita subsidy of \$10.50 for every entity in Story County that contracts with the City for solid waste disposal as well as the same tipping fee of \$58.75 per ton for customers who deliver their waste directly to our facility. It is currently projected that these fees will not have to be increased until FY 2022/23.

The City's portion of the property tax subsidy for this utility is planned to be \$522,533 or 63% of the total subsidy needed to fund the Resource Recovery system in FY 2020/21. You will note that the overall budget for the Resource Recovery is less than the previous year. With the conclusion of the boiler tube repairs on Power Plant Unit #7, we are expecting less downtime resulting in more burning of solid waste material and a corresponding decrease in the cost to transport rejects to the Boone Landfill.

Since the mid-1970s, the City has been burning refuse derived fuel (RDF) in our Power Plant Units #7 and #8 as an alternate fuel source to produce electricity and to reduce the amount of Story County waste that is buried in a landfill. While this strategy has benefitted the environment, it sometimes requires us to produce electricity internally by burning RDF in our boilers rather than taking advantage of the market and purchasing electricity at a lower cost than we can produce. Over the coming year, staff will partner with a consulting firm to explore



options for burning our RDF either in our existing Power Plant boilers as we currently do, or in a new separate boiler at a different location.

## TRANSPORTATION

### **Street System/Traffic**

Another area of improvement that our citizens requested in our Annual Satisfaction Survey deals with street maintenance. In response to this request, funds have been included in the FY 2020/21 budget to upgrade seven of our dump trucks in the Street System Maintenance activity. These units will be outfitted with new wing plow mounts, underbody plows, laser guided systems, and swap loading capabilities. These upgrades will result in faster snow and ice control response times and improved efficiency in street maintenance activities.

While a new skid steer is being purchased, we will retain the old equipment to double our capabilities to improve snow removal service in residential areas because of the maneuverability of these vehicles.

In addition, to take advantage of the recent purchase on a new pavement marking truck to improve driver safety, we have increased our contract costs in both FY 2019/20 and FY 2020/21 for water blasting services to remove paint markings from our streets.

### **CyRide**

CyRide poses our latest challenge. The three major entities that financially support our public transportation system are the City of Ames, ISU Administration, and the ISU student body. When the students' request to switch to a fare free system was approved, it was done with the understanding that their financial obligation would be paid from their student fees. As the enrollment skyrocketed over the recent years, the fees did not have to increase to cover their share of the system. In fact, extra funds were deposited in a trust account to accommodate future obligations. A problem presented itself as the trust account balance was drawn down to support additional services as student enrollment began to decrease. Ridership has decreased along with the corresponding revenue.

In response to this challenge, the staff has worked very hard to control expenditures in the transit operations by requesting a 1.1% decrease from the previous year's appropriated level. However, with an aging fleet, we have opted at this point not to reduce our capital spending for new buses for the system. Therefore, this budget will necessitate a 2.2% increase in property tax revenue, for a total of \$2,037,720, to support CyRide in FY 2020/21.

During the coming year, the Transit Board will be working with staff to right size the system to reconcile the most recent ISU enrollment estimates for the coming years with the semester fees approved by the student government.

**COMMUNITY ENRICHMENT**

**Parks & Recreation**

This past year we experienced an inordinate amount of turnover with our Recreation Manager positions causing extended vacancies that left us shorthanded. We found that requiring these positions to be on call seven days a week throughout the year was causing burnout and an inability for these employees to maintain a work/life balance. Therefore, the major highlight in FY 2020/21 budget is the personnel changes we are making to help rectify this turnover situation. First, a new Recreation Coordinator position has been added to oversee weekend and night recreation programs. In addition, this entry level position will serve as a promotional opportunity for succession planning. Second, two shift leader positions will be created in Aquatics to supervise temporary staff in the concessions and pool deck areas at the Furman Aquatics Center. Third, a new .75 FTE Shift Leader will be added to the Ames/ISU Ice Arena to assist the facility manager with supervisory responsibilities. Fourth, the allocation of time for an existing Recreation Manager will be modified to reflect that 30% of his time being assigned to various recreation programs and 70% of their time to Homewood Golf Course.

**Library Services**

The most recent user data indicates that the popularity of electronic and audio books continues to increase. This trend is exemplified in Adult Services where there has been a noticeable shift from physical materials to electronic materials. In order to continue to upgrade the quality of our over collection, the FY 2020/21 budget provides for an 8.8% increase in the amount available to acquire additional books and materials for the Library.

A new initiative introduced by our new Director is a comprehensive process to update the Library's Strategic Plan which will identify future programming for the Library. An extensive public outreach campaign has been initiated to collect citizen input.

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Special thanks are due to the following team members who have helped compile this important budget document: Duane Pitcher, Finance Director; Nancy Masteller, Budget Manager; Amy Crabbs, Budget Analyst; Shannon Andersen, Finance Secretary; Deb Schildroth, Assistant City Manager and Brian Phillips, Assistant City Manager.

Respectfully submitted,



Steven L. Schainker  
City Manager

# **CITY OF AMES, IOWA**

## **2020/2021 PROGRAM BUDGET**

**ADOPTED BY THE CITY COUNCIL  
FEBRUARY 11, 2020**

**MAYOR  
JOHN HAILA**

**COUNCIL MEMBERS**  
BRONWYN BEATTY-HANSEN  
GLORIA BETCHER  
AMBER CORRIERI  
TIMOTHY GARTIN  
RACHEL JUNCK  
DAVID MARTIN

**CITY MANAGER  
STEVEN L. SCHANKER**

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Ames**

**Iowa**

For the Fiscal Year Beginning

**July 1, 2019**

*Christopher P. Morill*

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Ames, Iowa for its annual budget for the fiscal year beginning July 1, 2019. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communication device.

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

# HOW TO USE THIS BUDGET DOCUMENT

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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.

PROGRAM	SUB-PROGRAM	ACTIVITY
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,

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

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budget decisions are made for each of the activities. The summary of activities into sub-programs and of sub-programs into programs then provides us with a comprehensive program of all of those services which are provided by the City.

## **FUND ACCOUNTING AND MAJOR FUNDS**

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

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

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

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

## **SERVICE OBJECTIVES**

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

The service objectives reported in the budget should:

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

## **SERVICE ACCOMPLISHMENTS**

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

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

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

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- Outcome – qualitative results of service; ultimate benefit to customer

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

### **HIGHLIGHTS**

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

### **EXPENDITURES**

The columns of financial information include:

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

### **TYPES OF EXPENDITURES**

Five types of expenditures are noted.

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

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

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- Other Expenditures include:  
Bond and interest payments, insurance claims, refunds, and transfers.

## **FUNDING SOURCES**

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

## **FUND SUPPORT**

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

When specific revenues cannot 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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State statute requires a municipality to certify its budget by March 31. This general schedule is followed each fiscal year in order to ensure that the March 31 deadline is met. A goal during the entire process is to encourage citizen involvement in the annual budget decision making process through public hearings and informational meetings.

SPRING

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

AUGUST  
SEPTEMBER

Departments prepare Capital Improvement Project (CIP) information for the 5-year plan and begin preparation of amended 2019/20 and proposed 2020/21 operational budgets. Resident Satisfaction Survey results are presented to the City Council.

OCTOBER

**October 29 – Public town budget meeting** to receive input from residents for budget service levels and projects. The meeting is televised and the public can call in and email questions.

DECEMBER

**December 10 – City Council budget meeting** to review issues, priorities, and preferences in service levels for the 2020/21 budget. Staff drafts 5-year CIP. PROBE meetings (Productive Review of Budget Entries) are conducted with Assistant City Managers, Finance Director, Budget Officer, and City departments. All revenues, operational program costs, and current year CIP adjustments are reviewed.

JANUARY

The City Manager holds budget review meetings with departments. The City Manager’s recommended draft budget document is prepared. **January 21 – CIP workshop** with City Council. **January 28 – Public hearing** for resident input on CIP.

JANUARY  
FEBRUARY

**January 31 & February 4, 5, 6, 11** – City Council reviews entire program budget with department heads in five **public meetings**. **February 25**-the City Council holds a **Maximum Levy Public Hearing**.

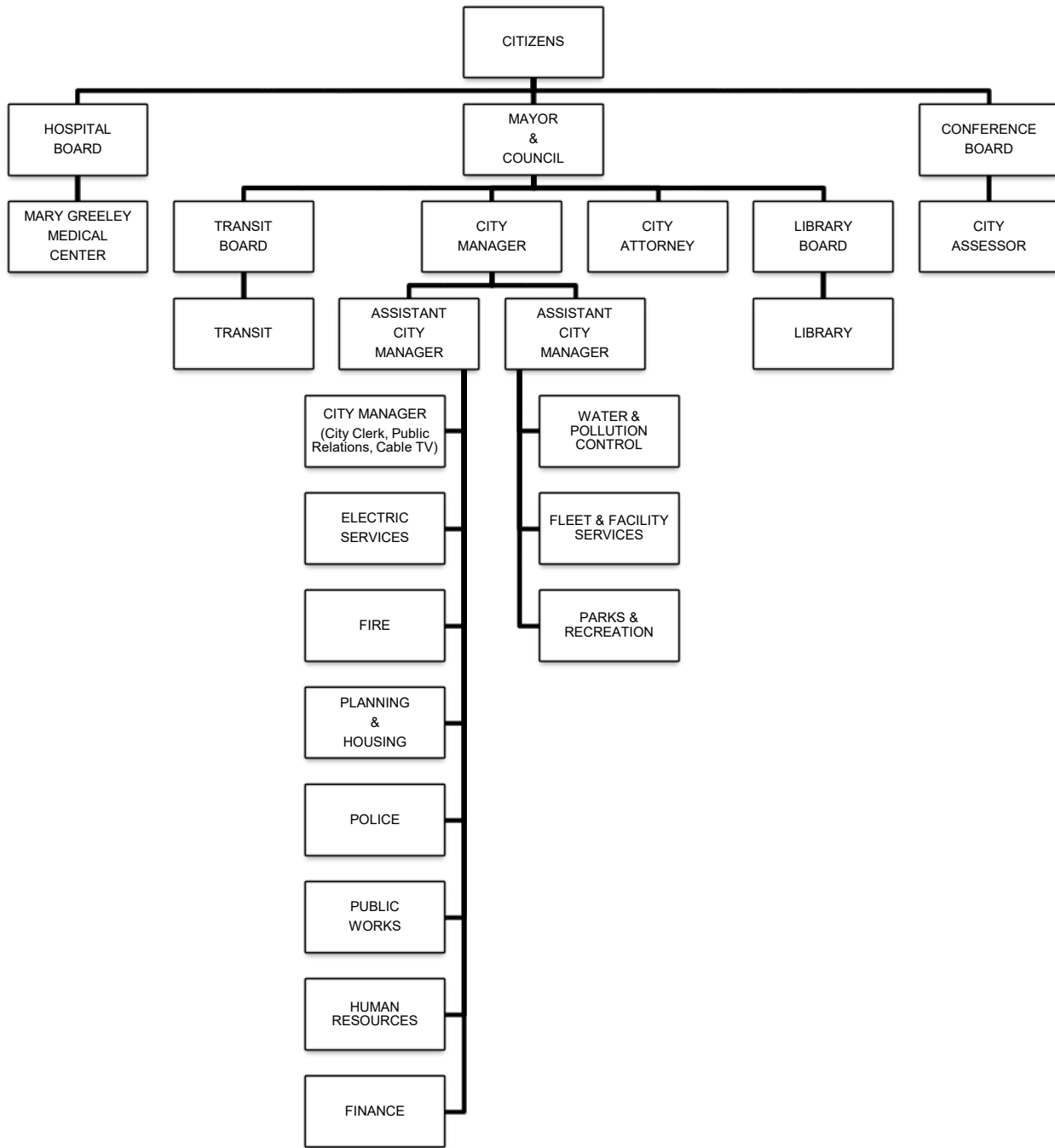
MARCH

**March 10 – Final budget hearing** and adoption of amended 2019/20 budget and 2020/21 budget. **State statute requires the budget be certified with the County Auditor by March 31.**

MAY

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

# CITY OF AMES, IOWA ORGANIZATIONAL CHART



## **AMES CITY COUNCIL APPOINTEES**

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<b>NAME</b>	<b>TITLE</b>	<b>PHONE NUMBER</b>
Steve Shinker	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 Higgens	Fire	515-239-5414
Corey Mellies	Fleet Svcs/Facilities	515-239-5520
Bethany Jorgenson	Human Resources	515-239-5199
Sheila Schofer	Library	515-239-5630
Keith Abraham	Parks & Recreation	515-239-5350
Kelly Diekmann	Planning & Housing	515-239-5400
Chuck Cychosz	Police	515-239-5130
John Joiner	Public Works	515-239-5162
Barbara Neal	Transit (CyRide)	515-239-5565
John Dunn	Water & Pollution Control	515-239-5150

# CITY OF AMES, IOWA FY 2020/21 PROPERTY TAX LEVY

Taxable Valuation \$ 3,112,286,020

% Change From FY 2019/20 1.1%

LEVY REQUIRED	LEVY PER \$1,000 VALUATION	DOLLAR AMOUNT	RATE		DOLLAR	
			CHANGE	%	CHANGE	%
Total Requirement	7.47031	23,249,726	0.18323	2.51	806,199	3.59
Less:						
State Replacement Tax	0.16039	499,179	(0.01022)	5.99	(26,273)	(5.00)
Local Option Property Tax	1.65356	5,146,361	0.06218	(3.91)	245,065	5.00
<b>Net General Levy</b>	<b>5.65635</b>	<b>17,604,186</b>	<b>0.13126</b>	<b>2.38</b>	<b>587,407</b>	<b>3.45</b>
Trust and Agency Levy (Partial Police/Fire Benefits)	.69970	2,177,651	0.02047	3.01	85,681	4.10
Transit Levy	.63633	1,980,445	0.00822	1.31	45,924	2.37
<b>Total Before Debt Service</b>	<b>6.99238</b>	<b>21,762,282</b>	<b>0.15995</b>	<b>2.34</b>	<b>719,012</b>	<b>3.42</b>
Debt Service Levy	3.15027	10,043,500	(0.04287)	(1.34)	63,377	0.64
<b>Grand Total Tax Levy</b>	<b>10.14265</b>	<b>31,805,782</b>	<b>0.11708</b>	<b>1.17</b>	<b>782,389</b>	<b>2.52</b>

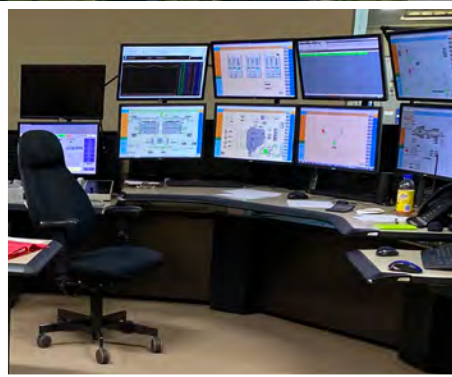
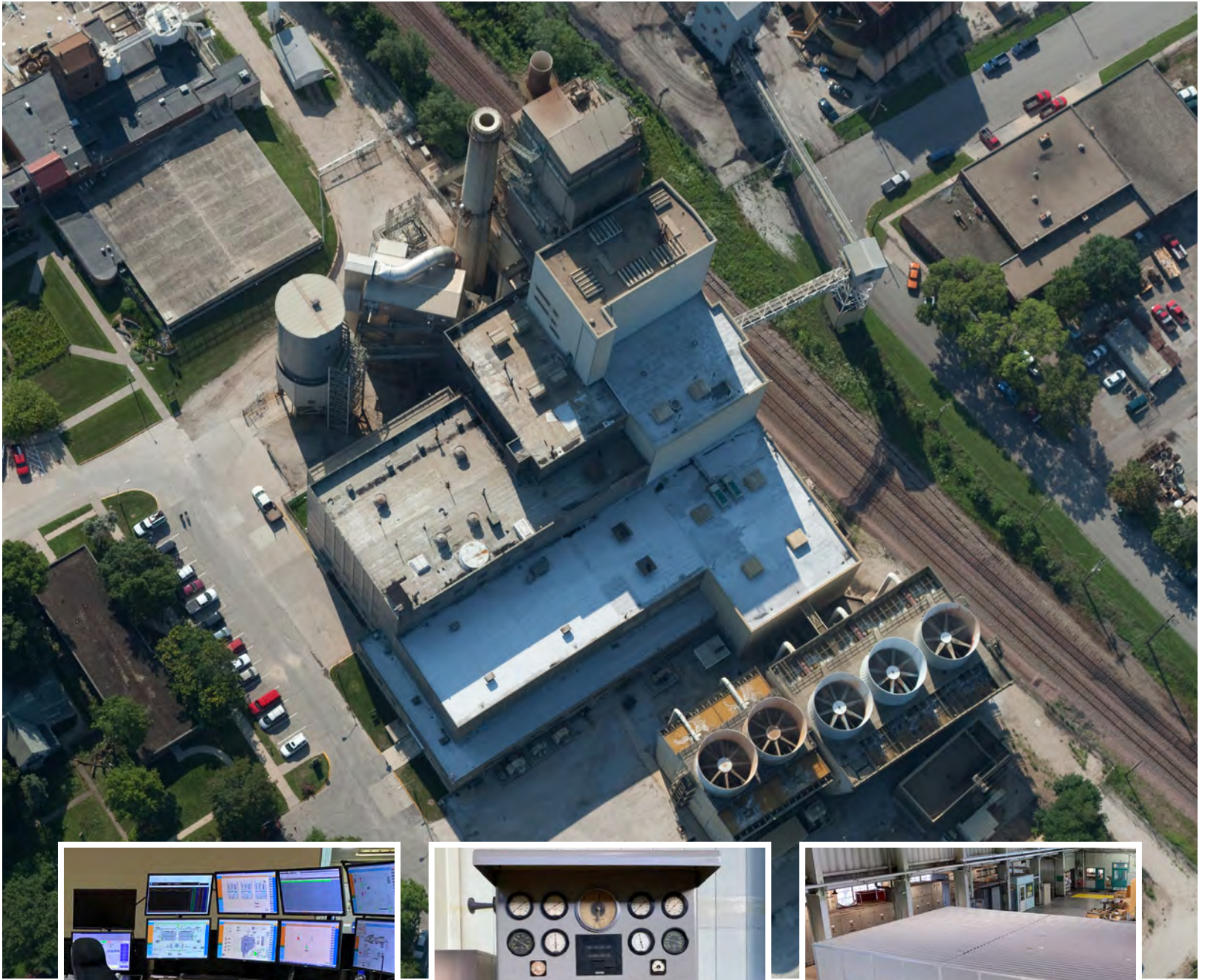
Ag Levy – Valuation: \$4,011,995 x 3.00375 = \$12,051

TIF valuation available for Debt Service - \$75,857,137





CITY OF  
**Ames**™



# FINANCIAL SUMMARIES

# FINANCIAL SUMMARIES

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# REVENUE SUMMARY

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change From Adopted
<b>Property Taxes</b>	30,275,616	32,156,046	32,166,046	33,553,791	4.4%
<b>Other Taxes:</b>					
State Replacement Tax	928,713	973,210	973,210	924,549	-5.0%
Local Option Sales Tax	7,991,618	8,168,827	8,470,509	8,577,268	5.0%
Hotel/Motel Tax	2,520,920	2,450,000	2,450,000	2,523,500	3.0%
<b>Total Other Taxes</b>	11,441,251	11,592,037	11,893,719	12,025,317	3.7%
<b>Licenses &amp; Permits</b>	1,556,989	1,652,904	1,651,604	1,646,077	-0.4%
<b>Intergovernmental Revenue:</b>					
State Road Use Tax	7,663,780	7,164,247	7,429,590	7,488,555	4.5%
Federal Grants	3,910,999	3,663,358	5,432,074	3,718,975	1.5%
State Grants/SRF Funding	7,773,551	13,907,474	24,561,774	11,873,854	-14.6%
County Contributions	154,241	155,000	155,000	155,000	0.0%
Other Intergovernmental Revenue	6,538,812	7,186,812	7,200,572	7,351,792	2.3%
<b>Total Intergovernmental Revenue</b>	26,041,383	32,076,891	44,779,010	30,588,176	-4.6%
<b>Charges for Services:</b>					
Utility Charges	89,198,864	92,312,149	93,860,302	89,619,650	-2.9%
Other Charges for Services	8,938,406	10,501,038	9,676,305	10,295,148	-2.0%
<b>Total Charges for Services</b>	98,137,270	102,813,187	103,536,607	99,914,798	-2.8%
<b>Fines, Forfeit, &amp; Penalty</b>	539,808	708,600	649,600	631,200	-10.9%
<b>Use of Money &amp; Property:</b>					
Interest Revenue	5,123,928	1,268,000	2,027,750	1,879,850	48.3%
Other Uses of Money/Property	982,579	1,080,275	1,088,953	1,123,610	4.0%
<b>Total Use of Money &amp; Property</b>	6,106,507	2,348,275	3,116,703	3,003,460	27.9%
<b>Miscellaneous Revenue:</b>					
Proceeds from Bonds	8,100,152	11,154,204	11,154,204	13,181,900	18.2%
Other Miscellaneous Revenue	1,839,102	1,198,269	1,741,427	586,243	-51.1%
<b>Total Miscellaneous Revenue</b>	9,939,254	12,352,473	12,895,631	13,768,143	11.5%
<b>Internal Service Revenue</b>	19,181,814	18,504,494	18,516,911	18,998,812	2.7%
<b>Total Before Transfers</b>	203,219,892	214,204,907	229,205,831	214,129,774	0.0%
<b>Transfers</b>	23,670,125	23,371,112	24,644,642	23,631,465	1.1%
<b>Total Revenues</b>	226,890,017	237,576,019	253,850,473	237,761,239	0.1%



## EXPENDITURES BY PROGRAM

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change From Adopted
<b>Operations:</b>					
<b>Public Safety:</b>					
Law Enforcement	9,660,495	10,218,431	10,364,029	10,596,148	3.7%
Fire Safety	7,026,819	7,565,200	7,335,537	7,814,863	3.3%
Building Safety	1,330,116	1,615,765	1,595,551	1,670,718	3.4%
Animal Control	539,103	490,899	551,007	533,845	8.8%
Other Public Safety	857,810	972,747	892,311	917,344	-5.7%
<b>Total Public Safety</b>	<b>19,414,343</b>	<b>20,863,042</b>	<b>20,738,435</b>	<b>21,532,918</b>	<b>3.2%</b>
<b>Utilities:</b>					
Electric Services	55,926,464	58,824,151	59,317,832	59,507,515	1.2%
Water and Pollution Control	7,506,468	8,407,541	8,414,261	8,555,217	1.8%
Water Distribution System	1,645,778	1,497,450	1,448,762	1,579,364	5.5%
Sanitary Sewer System	907,745	901,631	900,198	1,010,513	12.1%
Storm Water Management	566,808	680,101	705,701	835,795	22.9%
Resource Recovery	3,642,043	4,446,952	3,965,816	4,033,384	-9.3%
Utility Customer Service	1,634,688	1,695,458	1,727,786	1,804,394	6.4%
<b>Total Utilities</b>	<b>71,829,994</b>	<b>76,453,284</b>	<b>76,480,356</b>	<b>77,326,182</b>	<b>1.1%</b>
<b>Transportation:</b>					
Street/Traffic System	6,076,901	6,114,583	6,264,879	6,410,670	4.8%
Transit System	11,154,591	12,219,372	11,770,380	12,085,908	-1.1%
Parking System	927,857	1,057,378	1,059,545	1,006,263	-4.8%
Airport Operations	170,194	138,749	163,627	154,021	11.0%
<b>Total Transportation</b>	<b>18,329,543</b>	<b>19,530,082</b>	<b>19,258,431</b>	<b>19,656,862</b>	<b>0.7%</b>
<b>Community Enrichment:</b>					
Parks and Recreation	4,559,274	4,774,523	4,864,209	4,950,550	3.7%
Library Services	4,673,827	4,891,104	4,948,334	4,995,871	2.1%
Human Services	1,482,912	1,490,234	1,490,659	1,551,213	4.1%
Art Services	196,605	214,898	264,656	229,898	7.0%
Cemetery	192,548	185,993	190,983	187,793	1.0%
Housing Programs	754,576	1,216,623	2,709,713	1,088,778	-10.5%
Economic Development	2,356,691	2,300,472	2,300,084	2,729,772	18.7%
<b>Total Community Enrichment</b>	<b>14,216,433</b>	<b>15,073,847</b>	<b>16,768,638</b>	<b>15,733,875</b>	<b>4.4%</b>

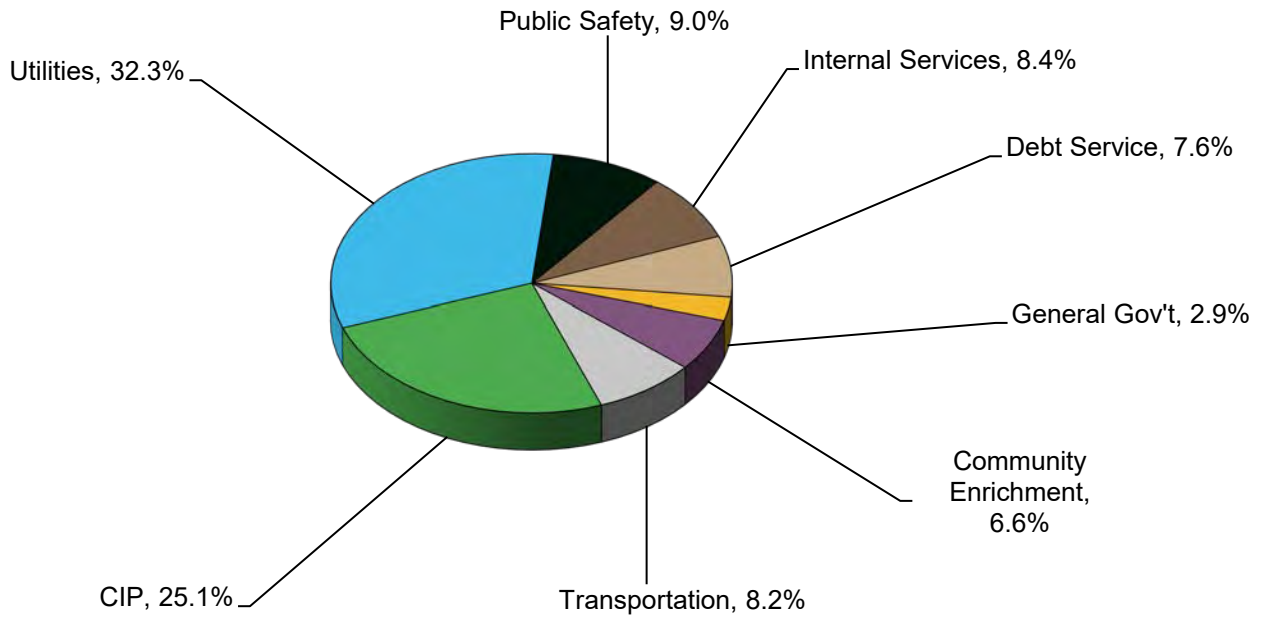
## EXPENDITURES BY PROGRAM (continued)

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mrg Rec	% Change From Adopted
<b>General Government:</b>					
City Council	458,443	457,893	873,257	456,480	-0.3%
City Clerk	373,870	436,923	442,634	443,797	1.6%
City Manager	840,575	801,995	753,537	782,757	-2.4%
Public Relations	201,969	217,556	232,062	223,216	2.6%
Media Production Services	149,960	163,473	153,183	185,501	13.5%
Planning Services	854,508	890,712	1,064,877	887,461	-0.4%
Financial Services	1,803,421	1,990,079	1,964,355	2,065,888	3.8%
Legal Services	741,310	801,687	826,387	849,598	6.0%
Human Resources	561,076	586,703	588,243	617,953	5.3%
Facilities	392,762	459,595	501,117	459,548	0.0%
<b>Total General Government</b>	<b>6,377,894</b>	<b>6,806,616</b>	<b>7,399,652</b>	<b>6,972,199</b>	<b>2.4%</b>
<b>Total Operations</b>	<b>130,168,207</b>	<b>138,726,871</b>	<b>140,645,512</b>	<b>141,222,036</b>	<b>1.8%</b>
<b>CIP:</b>					
Public Safety CIP	503,208	1,750,000	2,606,354	1,375,000	-21.4%
Utilities CIP	14,428,055	29,683,100	62,784,616	32,456,100	9.3%
Transportation CIP	11,482,636	19,815,169	47,618,062	25,089,173	26.6%
Community Enrichment CIP	389,745	933,000	5,636,125	1,019,750	9.3%
General Government CIP	64,791	50,000	901,586	100,000	100.0%
Internal Services CIP	0	250,000	291,959	-	
<b>Total CIP</b>	<b>26,868,435</b>	<b>52,481,269</b>	<b>119,838,702</b>	<b>60,040,023</b>	<b>14.4%</b>
<b>Debt Service:</b>					
General Obligation Bonds	11,976,904	12,055,352	12,074,254	12,519,230	3.9%
Electric Revenue Bonds	964,556	965,306	965,306	969,306	0.4%
SRF Loan Payments	4,718,147	5,044,439	4,764,252	4,763,894	-5.6%
Bond Costs	97,595	-	-	-	
<b>Total Debt Service</b>	<b>17,757,202</b>	<b>18,065,097</b>	<b>17,803,812</b>	<b>18,252,430</b>	<b>1.0%</b>
<b>Internal Services:</b>					
Fleet Services	3,384,499	3,372,056	5,362,210	4,739,095	40.5%
Information Technology	2,588,303	2,625,976	3,043,444	2,801,532	6.7%
Risk Management	2,135,560	2,508,721	2,455,440	2,577,215	2.7%
Health Insurance	9,169,624	9,198,125	9,279,657	10,036,440	9.1%
<b>Total Internal Services</b>	<b>17,277,986</b>	<b>17,704,878</b>	<b>20,140,751</b>	<b>20,154,282</b>	<b>13.8%</b>
<b>Total Expenditures Before Transfers</b>	<b>192,071,830</b>	<b>226,978,115</b>	<b>298,428,777</b>	<b>239,668,771</b>	<b>5.6%</b>
<b>Transfers:</b>	<b>23,670,125</b>	<b>23,371,112</b>	<b>24,644,642</b>	<b>23,631,465</b>	<b>1.1%</b>
<b>Total Expenditures</b>	<b>215,741,955</b>	<b>250,349,227</b>	<b>323,073,419</b>	<b>263,300,236</b>	<b>5.2%</b>

# EXPENDITURES BY PROGRAM (continued)

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## WHERE THE MONEY IS SPENT... 2020/21 MANAGER RECOMMENDED

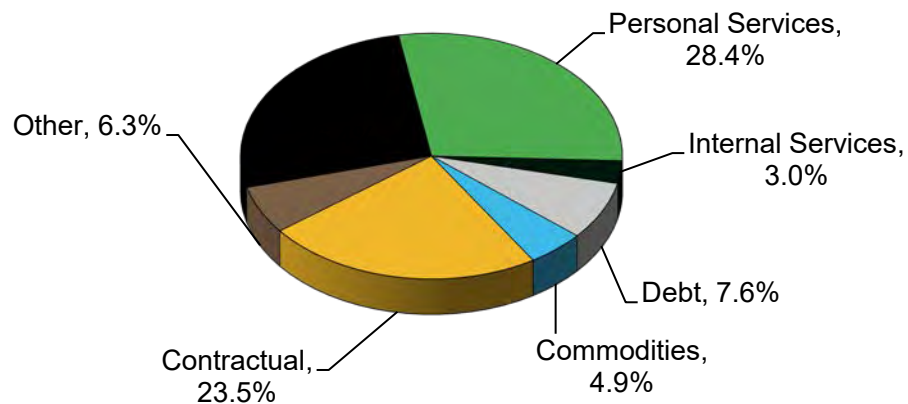


Excluding Transfers

# EXPENDITURES BY CATEGORY

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change From Adopted
Personal Services	60,228,012	66,285,495	63,959,763	68,038,629	2.6%
Internal Services	8,215,046	6,718,306	6,726,748	7,152,949	6.5%
Contractual	57,179,668	56,881,916	59,088,506	56,346,335	-0.9%
Commodities	10,891,518	11,355,703	11,714,227	11,649,331	2.6%
Capital	24,178,437	53,707,566	124,427,506	63,155,410	17.6%
Debt	17,757,202	18,065,097	17,803,812	18,252,430	1.0%
Other (Refunds, Insurance Claims, etc)	13,621,947	13,964,032	14,708,215	15,073,687	8.0%
<b>Total Expenditures Before Transfers</b>	192,071,830	226,978,115	298,428,777	239,668,771	5.6%
Transfers	23,670,125	23,371,112	24,644,642	23,631,465	1.1%
<b>Total Expenditures</b>	215,741,955	250,349,227	323,073,419	263,300,236	5.2%

## BREAKDOWN BY MAJOR EXPENSE CATEGORY 2020/21 MANAGER RECOMMENDED



# ***AUTHORIZED EMPLOYMENT LEVELS (F.T.E.)***

(Full-Time Equivalents)

	<b>2018/19 Actual</b>	<b>2019/20 Adopted</b>	<b>2019/20 Adjusted</b>	<b>2020/21 Adopted</b>
Department				
City Manager/City Clerk	10.50	10.50	10.50	10.50
Legal Services	6.00	6.00	6.00	6.00
Human Resources	8.00	8.00	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	41.00	41.00	41.00	41.00
Fleet Services/Facilities	9.50	9.50	9.50	9.50
Transit	84.50	85.50	85.50	85.50
Fire/Building Safety	71.00	72.00	72.00	73.00
Police/Animal Control	82.15	83.15	83.15	84.60
Library	36.50	36.50	37.00	37.00
Parks and Recreation	25.00	25.00	25.00	26.75
Water & Pollution Control	40.00	40.00	40.00	40.00
Electric Services	81.00	81.00	81.00	81.00
Public Works:				
Administration	2.00	2.00	2.00	2.00
Traffic	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	12.00	12.00	13.00
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>75.75</b>	<b>75.75</b>	<b>76.75</b>
<b>Total</b>	<b>581.90</b>	<b>585.90</b>	<b>586.40</b>	<b>591.60</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 2019/20 Adjusted Budget and 2020/21 Manager Recommended Budget are as follows:

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## **2019/20 Adjusted: 586.40 FTEs (0.50 increase)**

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- + 0.50 FTE Two Youth Services positions at the Library have been increased from .50 FTE positions to .75 FTE positions to support high demand programming, increase teen area hours and allow more outreach with local schools.

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## **2020/21 Manager Recommended: 591.60 FTEs (5.20 increase)**

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- + 1.00 FTE An additional Police Officer position has been added to the Patrol division.
- + 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.
- + 0.45 FTE A .30 FTE in Animal Control has been increased to a .75 FTE to provide additional coverage in the field and shelter operations. The increase will also provide dog park oversight to ensure public and animal safety.
- + 1.75 FTE A reorganization of staffing among Parks and Recreation's various activities has resulted in a 1.75 FTE increase. The increase affects Instructional Programs, Athletic Programs, Aquatics, the Community Center, Public Wellness, the Ames/ISU Ice Arena and Homewood Golf Course.
- +1.00 FTE An additional Maintenance Worker 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.

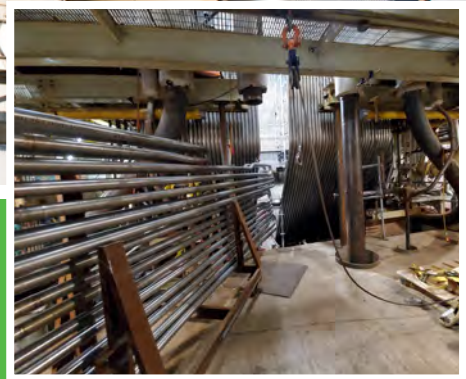




CITY OF  
Ames™



PUBLIC SAFETY



**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.

	2018/19	2019/20	2019/20	2020/21	% Change
<i>Expenditures by Activity:</i>	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Law Enforcement	9,660,495	10,218,431	10,364,029	10,596,148	3.7%
Fire Safety	7,026,819	7,565,200	7,335,537	7,814,863	3.3%
Building Safety	1,330,116	1,615,765	1,595,551	1,670,718	3.4%
Animal Control	539,103	490,899	551,007	533,845	8.8%
Other Public Safety	857,810	972,747	892,311	917,344	-5.7%
<b>Total Operations</b>	19,414,343	20,863,042	20,738,435	21,532,918	3.2%
Public Safety CIP	503,208	1,750,000	2,606,354	1,375,000	-21.4%
<b>Total Expenditures</b>	19,917,551	22,613,042	23,344,789	22,907,918	1.3%
<i>Authorized FTEs</i>	151.65	153.65	153.65	156.10	

# PUBLIC SAFETY

<i>Expenditures by Category:</i>	2018/19	2019/20	2019/20	2020/21	% Change From
	Actual	Adopted	Adjusted	Mgr Rec	Adopted
Personal Services	16,110,342	17,422,734	17,075,798	18,178,628	4.3%
Internal Services	1,313,318	1,471,195	1,455,023	1,484,798	0.9%
Contractual	1,545,341	1,671,705	1,666,781	1,598,709	-4.4%
Commodities	296,094	295,908	403,989	269,283	-9.0%
Capital	144,747	-	135,344	-	
Other	4,501	1,500	1,500	1,500	
<b>Total Operations</b>	<b>19,414,343</b>	<b>20,863,042</b>	<b>20,738,435</b>	<b>21,532,918</b>	<b>3.2%</b>
Public Safety CIP	503,208	1,750,000	2,606,354	1,375,000	-21.4%
<b>Total Expenditures</b>	<b>19,917,551</b>	<b>22,613,042</b>	<b>23,344,789</b>	<b>22,907,918</b>	<b>1.3%</b>
<b>Funding Sources:</b>					
Program Revenues	3,510,989	3,782,405	3,721,130	3,820,587	1.0%
General Fund	15,762,467	17,001,337	16,911,005	17,621,531	3.7%
Forfeiture/Donations/Grants	140,887	79,300	106,300	90,800	14.5%
<b>Total Operations Funding</b>	<b>19,414,343</b>	<b>20,863,042</b>	<b>20,738,435</b>	<b>21,532,918</b>	<b>3.2%</b>
<b>Public Safety CIP Funding:</b>					
G.O. Bonds	464,227	1,520,000	2,192,773	1,375,000	-9.5%
General Fund	8,948	-	337,314	-	
Local Option Sales Tax	33	-	76,267	-	
Police/Fire Grants	-	230,000	-	-	
<b>Total CIP Funding</b>	<b>503,208</b>	<b>1,750,000</b>	<b>2,606,354</b>	<b>1,375,000</b>	<b>-21.4%</b>
<b>Total Funding Sources</b>	<b>19,917,551</b>	<b>22,613,042</b>	<b>23,344,789</b>	<b>22,907,918</b>	<b>1.3%</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 the Mental Health Advocate. 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.)

<b>Expenditures by Activity:</b>	<b>2018/19 Actual</b>	<b>2019/20 Adopted</b>	<b>2019/20 Adjusted</b>	<b>2020/21 Mgr Rec</b>	<b>% Change From Adopted</b>
Administration/Records	935,302	983,210	1,046,689	1,027,749	4.5%
Police Services	7,442,849	7,876,364	7,958,911	8,171,183	3.7%
Emergency Communications	1,282,344	1,358,857	1,358,429	1,397,216	2.8%
<b>Total Expenditures</b>	<b>9,660,495</b>	<b>10,218,431</b>	<b>10,364,029</b>	<b>10,596,148</b>	<b>3.7%</b>
 <i>Authorized FTEs</i>	 76.25	 77.25	 77.25	 78.25	

# LAW ENFORCEMENT

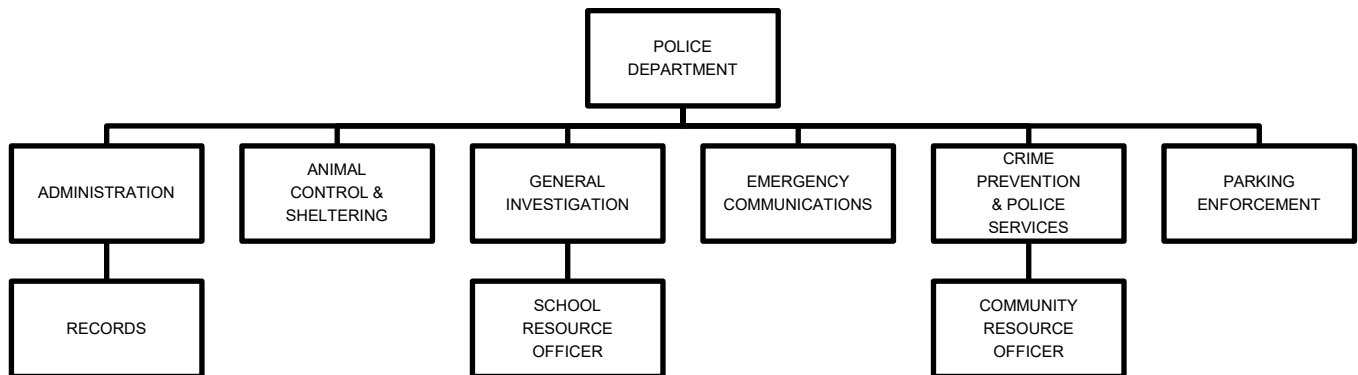
<b>Expenditures by Category:</b>	<b>2018/19 Actual</b>	<b>2019/20 Adopted</b>	<b>2019/20 Adjusted</b>	<b>2020/21 Mgr Rec</b>	<b>From Adopted</b>
Personal Services	8,304,003	8,912,231	8,894,619	9,298,828	4.3%
Internal Services	674,381	789,920	777,600	800,355	1.3%
Contractual	367,442	348,885	390,495	346,165	-0.8%
Commodities	170,563	165,895	225,777	149,300	-10.0%
Capital	139,705	-	74,038	-	
Other Expenditures	4,401	1,500	1,500	1,500	
<b>Total Expenditures</b>	<b>9,660,495</b>	<b>10,218,431</b>	<b>10,364,029</b>	<b>10,596,148</b>	<b>3.7%</b>

## Funding Sources:

### Police Revenues:

Ames Community Schools	46,037	90,567	90,567	93,932	3.7%
Municipal Fines/Fees	34,115	45,000	35,000	35,000	-22.2%
Charges for Services	112,323	100,252	106,815	90,226	-10.0%
Police Forfeiture	13,112	7,000	7,000	7,000	0.0%
Police Grants	62,038	48,000	48,000	48,000	
Police Donations	-	-	-	-	
<b>Total Revenues</b>	<b>267,625</b>	<b>290,819</b>	<b>287,382</b>	<b>274,158</b>	<b>-5.7%</b>

General Fund Support	9,392,870	9,927,612	10,076,647	10,321,990	4.0%
<b>Total Funding Sources</b>	<b>9,660,495</b>	<b>10,218,431</b>	<b>10,364,029</b>	<b>10,596,148</b>	<b>3.7%</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.

	2018/19	2019/20	2019/20	2020/21	% Change
<b>Expenditures by Category:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
Personal Services	789,155	832,633	822,815	857,955	3.0%
Internal Services	84,243	90,683	89,195	93,214	2.8%
Contractual	52,390	51,669	75,579	67,255	30.2%
Commodities	9,514	8,225	9,225	9,325	13.4%
Capital	-	-	49,875	-	
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>935,302</b>	<b>983,210</b>	<b>1,046,689</b>	<b>1,027,749</b>	<b>4.5%</b>

<b>Funding Sources:</b>					
General Fund	935,302	983,210	1,046,689	1,027,749	4.5%
<b>Total Funding Sources</b>	<b>935,302</b>	<b>983,210</b>	<b>1,046,689</b>	<b>1,027,749</b>	<b>4.5%</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	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 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	55	56	57	57
		Cases created	6,818	6,812	6,589	6,600
	Provide timely, accurate reports and public information	Record checks processed	1,802	1,369	1,979	1,800
		Attorney requests for information	2,051	1,934	1,712	2,000
		Public records requests	244	282	235	250
	Build trust within the community	% of citizens very or somewhat satisfied with police services	95%	91%	90%	90%

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- The work of a contemporary law enforcement agency is supported by advanced technologies. The integration of technology into the daily work environment has provided work place efficiencies for officers, Records staff, dispatchers and others. Information transfer is no longer limited to radio transmissions. The long-term investment in technology has been critical to effective operations.
- A citywide project to replace the voice radio system is underway. Funding for the project is through a CIP but the effort and energy supporting this project is part of the daily operations. The replacement will come in two phases with a temporary and then a permanent radio system. The temporary replacement radio towers will take the City users to a temporary system in early 2020. The permanent system towers sites will transition users to a final radio system in late 2020 or early 2021. The radios needed for the City have been ordered and the configuration of those radios is underway. The radio project will also facilitate the steps toward FirstNet, the nationwide public safety data network.
- Technology that is shared with local law enforcement agencies has allowed for cost savings as well as pooling of shared expertise.

## RECENT ACCOMPLISHMENTS

- A new three year labor agreement was concluded in the late fall of 2019. It provides for wage increases and changes in training and officer assignment language in the contract.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- Funds are available in the FY 2020/21 budget for a new employee scheduling program. Staff is exploring whether goals can be better accomplished through a shared city-wide system or separate police program.
- Records staff are evaluating software programs that allow for on-line requests for information and some official records.



# 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, 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.

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.

<b>Expenditures by Activity:</b>	<b>2018/19 Actual</b>	<b>2019/20 Adopted</b>	<b>2019/20 Adjusted</b>	<b>2020/21 Mgr Rec</b>	<b>% Change From Adopted</b>
Patrol	6,229,160	6,566,903	6,583,016	6,742,955	2.7%
Investigations	1,213,689	1,309,461	1,375,895	1,428,228	9.1%
<b>Total Expenditures</b>	<b>7,442,849</b>	<b>7,876,364</b>	<b>7,958,911</b>	<b>8,171,183</b>	<b>3.7%</b>

<b>Expenditures by Category:</b>	<b>2018/19 Actual</b>	<b>2019/20 Adopted</b>	<b>2019/20 Adjusted</b>	<b>2020/21 Mgr Rec</b>	<b>% Change From Adopted</b>
Personal Services	6,388,640	6,897,436	6,890,679	7,222,772	4.7%
Internal Services	491,579	582,311	571,782	585,642	0.6%
Contractual	261,828	253,247	270,035	234,164	-7.5%
Commodities	156,696	141,870	200,752	127,105	-10.4%
Capital	139,705	-	24,163	-	
Other Expenditures	4,401	1,500	1,500	1,500	
<b>Total Expenditures</b>	<b>7,442,849</b>	<b>7,876,364</b>	<b>7,958,911</b>	<b>8,171,183</b>	<b>3.7%</b>

<b>Funding Sources:</b>	<b>2018/19 Actual</b>	<b>2019/20 Adopted</b>	<b>2019/20 Adjusted</b>	<b>2020/21 Mgr Rec</b>	<b>% Change From Adopted</b>
Ames Community Schools	46,037	90,567	90,567	93,932	3.7%
Police Forfeiture Funds	13,112	7,000	7,000	7,000	0.0%
Police Grant Funds	62,038	48,000	48,000	48,000	0.0%
Police Donations	-	-	-	-	
<b>Total Revenues</b>	<b>121,187</b>	<b>145,567</b>	<b>145,567</b>	<b>148,932</b>	<b>2.3%</b>

General Fund Support	7,321,662	7,730,797	7,813,344	8,022,251	3.8%
<b>Total Funding Sources</b>	<b>7,442,849</b>	<b>7,876,364</b>	<b>7,958,911</b>	<b>8,171,183</b>	<b>3.7%</b>

<i>Authorized FTEs</i>	56.00	57.00	57.00	58.00
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# CRIME PREVENTION AND POLICE SERVICES

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2017/18	2018/19	2019/20	2020/21
			Actual	Actual	Adjusted	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	330	337	407	*350
		Theft cases	910	735	866	*850
		Sexual Assaults	71	94	77	*80
		Domestic calls for service	264	314	320	*300
		OWI, public intox and other liquor arrests	610	574	524	*600
		Noise complaints	1,213	1,008	961	*1,000
		# of mental health contacts	1,636	1,907	1,734	1,800
		Incidents recorded	32,600	32,706	32,063	32,500
	Enhance trust within the community by building relationships and communicating effectively	Incidents per sworn position	572	584	562	570
		Public Education Events	156	127	162	150
		Facebook Likes		20,541	22,963	23,000
		Facebook page engagements		381,572	436,988	440,000

\*Forecasting based on historic trends and averages

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- An additional Police Officer position has been added to the Patrol Division for FY 2020/21. A new officer will be assigned to general patrol duties to address calls for service from the community.
- A department-wide peer support program has been initiated that provides employees with outreach services in times of difficulty.
- A second School Resource Officer (SRO) was added in the summer of 2019. One SRO is assigned to the high school while the other SRO is assigned to the middle school. They also divide their time at the elementary schools in the community. The goal of this program continues to be developing strong and positive relationships not only with students but also with their parents and school staff. A formal agreement with the Ames School District provides that that the school district will pay half of the salary of the two SRO's for the nine months of the year that school is in session. Additional costs, including an additional vehicle and training costs, are included in the budget. Although the School District will provide internet access, the City must provide the additional laptop for the second SRO.
- In the past the Police Department has hired and managed all the Ames school crossing guards. Beginning in the fall of 2019, the Ames School District took over responsibility for all but two of the locations. The Police Department does continue to staff and manage two Crossing Guard locations.
- The frequency of mass casualty incidents has given rise to the need for more formalized threat assessment training. A program to designate a specific officer to complete a threat assessment certification program is budgeted. The training will be coupled with renewed active shooter training for both officers and dispatchers.
- There is an ongoing commitment to diversity and inclusion education. Department personnel have attended, and will continue to support, a local diversity focused seminar. Police Departments around the country must continue to address public concerns around fair and impartial policing. Specialized training in these areas is included in the budget.
- The current Ford Explorers used as patrol vehicles will be changed out to the Ford Explorer Hybrids. While the Hybrids are more expensive to acquire, fuel savings are expected offset those costs. Police vehicles spend a significant amount of time idling. The Hybrids will utilize the battery during those times, saving fuel and engine wear and tear.

# ***CRIME PREVENTION AND POLICE SERVICES***

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## **RECENT ACCOMPLISHMENTS**

- A new software-based policy management program from Lexipol has been implemented. As a nationally recognized firm, Lexipol provides a solid framework for police department policy development, review, and training. Over a period of years, the Department will transition all existing policies to the Lexipol format. That process is already over 50% complete. A review and sign off process and continuing education opportunities will help assure that officers and employees know and understand the content, implications, and applications of department policies. Lexipol implementation services cost \$17,693 in FY 2018/19. Annual on-going maintenance fees will be \$16,189 for FY 2019/20. The strength of Lexipol's program caused ICAP to provide police departments with a financial incentive to move to this format. In August of 2019 the Department received a \$7,500 grant from ICAP to offset the cost of Lexipol. The ICAP grant program will provide another \$5,000 in FY 2020/21 and FY 2021/22 when progress on our policy transition is documented.
- Shooting range improvements were made and will continue into the spring. The impact zones were recently filled, new target stands were acquired, and a new target wall was built, replacing the old one which had begun to fail.

## **IN-PROGRESS AND UPCOMING ACTIVITIES**

- A team of independent researchers have concluded a traffic stop data study and have completed the process of analysis. The results will be presented to both the City Council and the public in early 2020.
- The Police Department continues to be a strong partner with the mental health community, the Story County Mental Health Task Force, and the Mobile Crisis Response Team. The Task Force is a cooperative endeavor comprised of area mental health professionals, county service agencies, and other area law enforcement officers. The department's Mental Health Advocate (MHA) acts as a liaison between law enforcement, consumers, service organizations and providers. The MHA works to help educate and provide services and support for those struggling with a variety of mental health issues and their families. The MHA has facilitated seven Mental Health First Aid trainings in the community this year. The MHA has also partnered with Wings of Refuge to help provide support to human trafficking victims.
- An officer is assigned to the Central Iowa Drug Task Force on a full-time basis. Marijuana continues to be a prevalent illicit drug within our community. There has been an increase in shipments of high grade marijuana and edibles into the state from other states where marijuana has been legalized. The task force officers continue to see large amounts of high grade and low cost methamphetamine in our community. The influx of meth has been a driving force behind various types of crimes such as domestic abuse, burglaries, thefts, and assaults. Officers have also observed more meth-induced psychosis.
- Patrol Officers continue to administer Narcan for suspected opioid overdoses. However, there appears to be a reduction in use of the opioids treatable by Narcan and a rise in the use of other drug types, most notably methamphetamine.
- The forfeiture process exists for the purpose of removing profit from the criminal enterprise. All forfeitures are reviewed by the court and only occur following a judicial order. Forfeiture funds continue to support 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 regular budget. Examples of items recently purchase include a forensic computer software system and radio adaptors that will allow the Police Department to transition existing ear pieces to a new radio system.
- Grant funding supplements the budget and provides an opportunity to address specific concerns and needs. Recently awarded grants include: from the Iowa Alcoholic Beverages Division for enforcement of tobacco, alternative nicotine, and vapor devices laws; from the Governor's Traffic Safety Bureau for the highway traffic safety enforcement; from the U.S. Department of Justice Bulletproof Vest Partnership to assist in purchase of bulletproof vests; and from the U.S. Department of Justice a Byrne Memorial Justice Assistance Grant to improve the local public safety network.

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# 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, receives 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.

	2018/19	2019/20	2019/20	2020/21	% Change
<i>Expenditures by Category:</i>	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Personal Services	1,126,208	1,182,162	1,181,125	1,218,101	3.0%
Internal Services	98,559	116,926	116,623	121,499	3.9%
Contractual	53,224	43,969	44,881	44,746	1.8%
Commodities	4,353	15,800	15,800	12,870	-18.5%
Capital	-	-	-	-	
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>1,282,344</b>	<b>1,358,857</b>	<b>1,358,429</b>	<b>1,397,216</b>	<b>2.8%</b>

<i>Funding Sources:</i>					
General Fund	1,282,344	1,358,857	1,358,429	1,397,216	2.8%
<b>Total Funding Sources</b>	<b>1,282,344</b>	<b>1,358,857</b>	<b>1,358,429</b>	<b>1,397,216</b>	<b>2.8%</b>

Authorized FTEs	13.00	13.00	13.00	13.00
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# EMERGENCY COMMUNICATIONS

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 Estimated
Provide quality programs in an efficient and fiscally responsible manner	Provide prompt and accurate emergency communications services for police, fire, and emergency medical services	Emergency 911 calls	18,270	16,552	17,000	18,000
		Non-emergency calls	103,154	107,774	105,000	106,000
		Emergency medical dispatch calls	4,488	4,161	4,300	4,400
		911 calls answered within 10 seconds	91%	90%	91%	92%
		Non-emergency calls answered within 10 seconds	94%	93%	93%	94%

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- Emergency Medical Dispatch (EMD) allows dispatchers to provide callers with information about patient management before emergency responders arrive and provide emergency responders with advance information while they are enroute. EMD is supported by computer software from Priority Dispatch. The annual maintenance agreement with Priority Dispatch was changed this year to provide a wider range of services and support activities. The change included an increased cost.
- The Computer Aided Dispatch (CAD) software used in the Communications Center is supported by CentralSquare. Originally known as OSSI, the product has been titled Superior and OneSolution and was most recently acquired by CentralSquare Technologies. CentralSquare has publicly committed to continuing support of the CAD software for the foreseeable future.

## RECENT ACCOMPLISHMENTS

- The MultiAgency Public Safety Group (MAPSG) manages the information management system 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 centers. Network access and security is managed through NetMotion, a software package designed for that purpose. Reconfiguration of the NetMotion system in the late summer of 2019 improved security and redundancy while maintaining efficient access to the network.
- In conjunction with the NetMotion project, the MAPSG users adopted a new two-factor authentication process required by the Criminal Justice Information System (CJIS) for access to criminal history databases. The process requires two steps to access CJIS systems and greatly increases the security of the public safety network.
- As part of a radio system replacement project, new radio equipment that facilitates communication with the state radio system was installed in the Communications Center. The state provided the equipment at no cost and local funds were used to complete the installation.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- A new backup process for the data on the MAPSG servers is underway.
- As part of the EMD maintenance contract change, a new on-line training tool for dispatchers was implemented. The tool provides on-demand training modules relevant to dispatchers' daily work, including topics such as dispatcher stress, obvious and unexpected deaths, determining the status of breathing, and overdose and poison response.

# ***FIRE SAFETY***

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## **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><i>Activities:</i></b>	<b>2018/19 Actual</b>	<b>2019/20 Adopted</b>	<b>2019/20 Adjusted</b>	<b>2020/21 Mgr Rec</b>	<b>% Change From Adopted</b>
Administration/Support	1,094,432	1,206,298	1,116,989	1,214,772	0.7%
Suppression/Emergency Action	5,784,048	6,201,598	6,053,524	6,441,535	3.9%
Prevention/Safety Education	148,339	157,304	165,024	158,556	0.8%
<b><i>Total Expenditures</i></b>	<b>7,026,819</b>	<b>7,565,200</b>	<b>7,335,537</b>	<b>7,814,863</b>	<b>3.3%</b>
 <i>Authorized FTEs</i>	 58.75	 59.75	 59.75	 60.70	



# FIRE SAFETY

<b>Expenditures by Category:</b>	<b>2018/19 Actual</b>	<b>2019/20 Adopted</b>	<b>2019/20 Adjusted</b>	<b>2020/21 Mgr Rec</b>	<b>% Change From Adopted</b>
Personal Services	6,443,985	6,916,005	6,609,422	7,186,302	3.9%
Internal Services	331,125	343,274	351,264	347,711	1.3%
Contractual	181,523	207,058	225,489	193,617	-6.5%
Commodities	70,186	98,863	139,362	87,233	-11.8%
Capital	-	-	10,000	-	
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>7,026,819</b>	<b>7,565,200</b>	<b>7,335,537</b>	<b>7,814,863</b>	<b>3.3%</b>

<b>Funding Sources:</b>					
<i>Fire Revenues:</i>					
Iowa State University	1,755,969	1,884,183	1,826,908	1,946,093	3.3%
MGMC	26,740	28,467	27,904	30,491	7.1%
Miscellaneous Revenue	2,524	-	-	-	
<b>Total Revenues</b>	<b>1,785,233</b>	<b>1,912,650</b>	<b>1,854,812</b>	<b>1,976,584</b>	<b>3.3%</b>
General Fund Support	5,241,586	5,652,550	5,480,725	5,838,279	3.3%
<b>Total Funding Sources</b>	<b>7,026,819</b>	<b>7,565,200</b>	<b>7,335,537</b>	<b>7,814,863</b>	<b>3.3%</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.

	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	<b>% Change</b>
<b><i>Expenditures by Category:</i></b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
Personal Services	937,676	1,024,185	918,396	1,036,473	1.2%
Internal Services	93,759	99,081	100,162	103,350	4.3%
Contractual	58,487	74,782	85,417	65,749	-12.1%
Commodities	4,510	8,250	13,014	9,200	11.5%
Capital	-	-	-	-	
Other Expenditures	-	-	-	-	
<b><i>Total Expenditures</i></b>	<b>1,094,432</b>	<b>1,206,298</b>	<b>1,116,989</b>	<b>1,214,772</b>	<b>0.7%</b>

<b><i>Funding Sources:</i></b>					
General Fund	804,844	904,723	837,742	911,079	0.7%
Iowa State University	289,588	301,575	279,247	303,693	0.7%
<b><i>Total Funding Sources</i></b>	<b>1,094,432</b>	<b>1,206,298</b>	<b>1,116,989</b>	<b>1,214,772</b>	<b>0.7%</b>

<i>Authorized FTEs</i>	6.75	6.75	6.75	6.70
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# FIRE ADMINISTRATION & SUPPORT

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 Estimated
Provide quality programs in an efficient and fiscally responsible manner	Provide a professional, community- focused, efficient and effective fire department	Citizen Satisfaction Survey results (Very/Somewhat Satisfied)	97.1%	99.4%	99.5%	99.5%
		ISO rating	3	3	3	3
		# of followers on Fire's Facebook page	3,500	4320	4826	5368
	Provide quality training opportunities for Fire Department supervisors	# of leadership training hours	1,019	565	1,015	1,158
		# of newly acquired state and/or national emergency services certifications	6	4	6	8
	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%	100%

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- In August of 2019, the Training Officer voluntarily demoted to an open Lieutenant position, creating a vacancy within the division, which is in the process of being filled.
- State pension contribution rates are projected to increase slightly from 24.41% to 25.31% for FY 2020/21 for all three fire divisions, which increased personal services costs.
- Commodities are projected to have an 11.5% increase, which is due to consolidation efforts between the suppression and administration budgets to improve expenditure tracking.
- FTEs were adjusted from 6.75 to 6.70 to reflect shifting time commitments from Fire Administration & Support to Building Safety.

## RECENT ACCOMPLISHMENTS

- Working closely with the department's Peer Fitness Team, the City's Health Promotion Coordinator, and McFarland Clinic Occupational Medicine, a new preventative health care screening process was implemented for firefighters and lieutenants in the department.
- In conjunction with Story County Emergency Management, two, multi-day National Incident Management System certification trainings were provided to over 50 City of Ames and Story County officials on how to manage emergency operation centers and large scale emergency incidents.
- In 2019, Ames Fire provided First Aid, CPR and AED training and certification to 24 City employees.
- The Ames Fire Department conducted three strategic planning community outreach events, reaching 68 different representative groups. The feedback from these events has been outstanding and is being used to craft the department's first ever strategic plan.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- The Ames Fire department is working closely with ISU's Environmental Health & Safety and Power Plant divisions to improve confined space response and standby capabilities for the University.
- The department is preparing to move from an Emergency Medical Responder (EMR) level to a provisional Emergency Medical Technician (EMT) level Emergency Medical Service (EMS) provider. This increase in service level will allow firefighters to perform more advanced EMS skills while on scene, prior to an ambulance arrival. This move will continue the partnership with Mary Greeley Medical Center (MGMC). The additional costs for this service level increase will be paid for by MGMC.

# ***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>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	<b>% Change</b>
<b><i>Expenditures by Category:</i></b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
Personal Services	5,373,406	5,754,945	5,554,123	6,009,146	4.4%
Internal Services	230,393	237,024	244,040	237,228	0.1%
Contractual	120,502	126,166	134,598	122,528	-2.9%
Commodities	59,747	83,463	110,763	72,633	-13.0%
Capital	-	-	10,000	-	
Other Expenditures	-	-	-	-	
<b><i>Total Expenditures</i></b>	<b>5,784,048</b>	<b>6,201,598</b>	<b>6,053,524</b>	<b>6,441,535</b>	<b>3.9%</b>

<b><i>Funding Sources:</i></b>					
General Fund	4,325,222	4,629,849	4,519,215	4,808,283	3.9%
Iowa State University	1,429,562	1,543,282	1,506,405	1,602,761	3.9%
MGMC	26,740	28,467	27,904	30,491	7.1%
Miscellaneous	2,524	-	-	-	
<b><i>Total Funding Sources</i></b>	<b>5,784,048</b>	<b>6,201,598</b>	<b>6,053,524</b>	<b>6,441,535</b>	<b>3.9%</b>

<i>Authorized FTEs</i>	51.00	52.00	52.00	53.00
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# FIRE SUPPRESSION & EMERGENCY ACTION

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 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	46	45	45	45	
		# of emergency medical incidents	2,795	2,857	3,018	3,050	
		Emergency response within 5 minutes within city limits	86.9%	84.1%	84.3%	83.9%	
		Turnout Time Non-Medical (Goal: 80 Sec)	94 Sec	86 Sec	83 Sec	80 Sec	
		Turnout Time Medical (Goal: 60 Sec)	82 Sec	76 Sec	72 Sec	60 Sec	
		Firefighter Training Hours	5,791	3,792	4,792	5,800	
	Provide quality training opportunities for firefighters and support firefighters receiving/maintaining professional certifications	Firefighters with hazardous materials technical status	49	53	53	54	
		Firefighters with Emergency Medical Responder vs./ Emergency Medical Technician	31/27	31/27	31/29	17/44	
		Work with businesses to perform inspections and prepare pre-plans to provide information to firefighters	# of business pre-plan inspections	387	237	250	250
			# of hours spent preparing business pre-plans	307	178	188	188

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- A new full-time firefighter position has been added for FY 2020/21 at a cost of \$90,776. This position will be 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.
- Current year contractual costs have been adjusted in order to replace aging equipment. The department's Ice Rescue Suits have reached the point where repairs are no longer feasible and suits need to be replaced. Additionally, the department's Thermal Imaging Cameras that are used for search and rescue operations are starting to fail and lack the functionality needed in today's fire environment.
- We will be purchasing a water/pump unit for our Rescue 1 pickup truck. This equipment will increase wildland urban/rural interface service capabilities and allow us to better service the surrounding ISU farm properties.

## RECENT ACCOMPLISHMENTS

- The Ames Fire Department received a Hometown Safety Grant from the Alliant Energy Foundation, which was used to help purchase new particulate firefighting hoods.
- Ames Firefighters teamed up with the Inspection Division, Ames Police, and the Office of Student Conduct from ISU to handout informational "good neighbor" bags to 250 students from 98 different rental properties.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- The Ladder Truck Replacement Team has started developing specification, in conjunction with Fleet Services and the Purchasing Division, in preparation for the replacement and refurbishment of the current ladder truck in FY 2020/21.
- Live fire training is scheduled to start early next year at the City's new Fire & Police Training Site.

# ***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.

	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	<b>% Change</b>
<b><i>Expenditures by Category:</i></b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
Personal Services	132,903	136,875	136,903	140,683	2.8%
Internal Services	6,973	7,169	7,062	7,133	-0.5%
Contractual	2,534	6,110	5,474	5,340	-12.6%
Commodities	5,929	7,150	15,585	5,400	-24.5%
Capital	-	-	-	-	
Other Expenditures	-	-	-	-	
<b><i>Total Expenditures</i></b>	<b>148,339</b>	<b>157,304</b>	<b>165,024</b>	<b>158,556</b>	<b>0.8%</b>

<b><i>Funding Sources:</i></b>					
General Fund	111,520	117,978	123,768	118,917	0.8%
Iowa State University	36,819	39,326	41,256	39,639	0.8%
<b><i>Total Funding Sources</i></b>	<b>148,339</b>	<b>157,304</b>	<b>165,024</b>	<b>158,556</b>	<b>0.8%</b>

<i>Authorized FTEs</i>	1.00	1.00	1.00	1.00
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# ***FIRE PREVENTION & SAFETY EDUCATION***

<b>City Mission/ Council Goal</b>	<b>Department Goals and Core Services</b>	<b>Indicators</b>	<b>2017/18 Actual</b>	<b>2018/19 Actual</b>	<b>2019/20 Adjusted</b>	<b>2020/21 Estimated</b>
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	Ensure that fire protection systems are installed, updated, and maintained according to recognized code standards	# of commercial inspections	345	303	354	350
		# of residential inspections	113	161	200	150
		# of educational inspections	18	23	20	20
		# of plan reviews	88	109	129	150
		# of violations	373	200	141	170
	Perform public outreach about fire safety and prevention	# of Ames elementary schools holding Fire Prevention Week presentations	8	8	8	8
		# of fire safety presentations	1,347	1,177	1,200	1,200
		# of adults attending presentations	8,999	9,104	10,500	10,000
		# of children attending presentations	6,386	8,011	7,789	8,500
		# of people trained to use a fire extinguisher	522	673	600	675
		# of people trained how to do a fire drill	726	381	638	660

## **ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS**

- The department’s only fire extinguisher training prop is no longer reliable. Our continued relationship with ISU EH&S has allowed us to borrow their system during repairs, but we have budgeted additional money for FY 2019/20 adjusted budget to replace the failing prop.

## **RECENT ACCOMPLISHMENTS**

- Completed fire inspector certification training for all Ames Fire company officers.
- Implemented “fire company level” Fire Safety Inspections at commercial and multi-family residential properties.
- Installed 83 carbon monoxide detectors in at-risk homes throughout Ames in conjunction with the Elks Lodge of Ames and a grant they received.
- This fall, 128 smoke detectors were installed in 52 at-risk homes throughout Ames, by teaming with the American Red Cross.

## **IN-PROGRESS AND UPCOMING ACTIVITIES**

- Over the next year, through our partnership with the Elks Lodge of Ames, a goal has been set to distribute an additional 100 carbon monoxide detectors to those in need throughout Ames.
- A free online crowd management training program will soon be available for those hosting large events in Ames.



# 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 Letters 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.

	2018/19	2019/20	2019/20	2020/21	% Change
<b>Expenditures by Activity:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
Structural Code Enforcement	841,452	1,029,727	998,356	1,053,583	2.3%
Rental Housing Program	404,829	459,342	451,126	464,318	1.1%
Community Codes Liaison	83,835	126,696	146,069	152,817	20.6%
<b>Total Expenditures</b>	<b>1,330,116</b>	<b>1,615,765</b>	<b>1,595,551</b>	<b>1,670,718</b>	<b>3.4%</b>

<b>Expenditures by Category:</b>					
	2018/19	2019/20	2019/20	2020/21	% Change
Personal Services	987,971	1,202,114	1,180,182	1,280,895	6.6%
Internal Services	282,453	310,287	298,598	307,028	-1.1%
Contractual	57,518	95,464	108,871	75,295	-21.1%
Commodities	2,174	7,900	7,900	7,500	-5.1%
Capital	-	-	-	-	
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>1,330,116</b>	<b>1,615,765</b>	<b>1,595,551</b>	<b>1,670,718</b>	<b>3.4%</b>

<b>Funding Sources:</b>					
	2018/19	2019/20	2019/20	2020/21	% Change
Inspections Revenue:					
Building Permits	710,071	736,051	736,051	739,274	0.4%
Electrical Permits	138,303	207,753	207,753	182,424	-12.2%
Mechanical Permits	68,872	75,000	75,000	73,251	-2.3%
Plumbing Permits	108,234	118,000	118,000	128,148	8.6%
Sign Permits	12,782	13,000	13,000	13,430	3.3%
Rental Housing Fees	473,194	459,342	459,342	464,318	1.1%
Miscellaneous Revenue	53	-	-	-	
<b>Total Revenues</b>	<b>1,511,509</b>	<b>1,609,146</b>	<b>1,609,146</b>	<b>1,600,845</b>	<b>-0.5%</b>

Support from (contribution to) General Fund	(181,393)	6,619	(13,595)	69,873	955.6%
<b>Total Funding Sources</b>	<b>1,330,116</b>	<b>1,615,765</b>	<b>1,595,551</b>	<b>1,670,718</b>	<b>3.4%</b>

Authorized FTEs	12.25	12.25	12.25	12.30
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# BUILDING SAFETY

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 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	# permits issued	3,807	3,546	3,500	3,500
		# of inspections performed	7,764	7,159	7,200	7,300
	Assist customers in maintaining safe dwellings through periodic rental inspections	# of inspections per inspector	1,553	1,432	1,400	1,460
		# of rental housing units registered	14,507	15,078	15,150	15,300
	Promote safe and attractive neighborhoods	# of rental housing units inspected	2,069	2,445	2,800	2,500
		# of neighborhood complaints	301	223	275	250
<b>Promote economic development</b>	Promote partnerships and encourage successful construction projects	# of neighborhood inspections	357	191	275	290
		New Construction Valuation Commercial	\$42M	\$65M	\$83M	\$63M
	New Construction Valuation Residential	\$36M	\$27M	\$17M	\$26M	

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- The FY 2019/20 adjusted and estimated new commercial valuation does not include the value of the new high school, which is currently valued at \$110M for the entire project.
- A Plans Examiner was hired and began employment at the end of October. The Division is now fully staffed.
- FTEs were adjusted from 12.25 to 12.30 to reflect shifting time commitments to Building Safety from Fire Administration & Support.

## RECENT ACCOMPLISHMENTS

- The Citizen Self Service Portal went live and has provided our customers with 24/7 access to submit/manage permits and request inspections. The new payment processing method (customers now pay prior to receiving their permit rather than being invoiced after the permit was issued) has greatly reduced the amount of staff time used for billing and collecting money.
- The inaugural Neighborhood Blitz was held in August to welcome students back. Inspections teamed up with the Ames Fire Department, the Ames Police Department, Planning, and the ISU Department of Student Conduct, and went door-to-door in the Near Campus Neighborhoods speaking to residents about being a good neighbor.
- Inspections continues to attend the Ames Home Builder's Association meetings monthly, and has met with several other local groups (Ames Property Manager's Network, Central Iowa Board of Realtors, Ames Middle School Lego League, League of Women Voters, and the ISU Homebuilder's Club) to learn more about our customer's needs and share with them how we can partner together to ensure a safe and successful building project.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- 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 learn from our customers and help explain 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 only an enforcement branch of local government.

# 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 places 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 animal services, special programs, and projects at the shelter.

	2018/19	2019/20	2019/20	2020/21	% Change
<i>Expenditures by Category:</i>	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Personal Services	372,494	388,449	387,640	408,668	5.2%
Internal Services	25,163	27,506	27,289	29,399	
Contractual	91,533	56,694	58,822	75,528	33.2%
Commodities	49,813	18,250	25,950	20,250	11.0%
Capital	-	-	51,306	-	
Other Expenditures	100	-	-	-	
<b>Total Expenditures</b>	<b>539,103</b>	<b>490,899</b>	<b>551,007</b>	<b>533,845</b>	<b>8.8%</b>

<i>Funding Sources:</i>					
Charges for Services	21,772	24,790	24,790	24,000	-3.2%
Animal Shelter Donations	65,737	24,300	51,300	35,800	47.3%
<b>Total Revenues</b>	<b>87,509</b>	<b>49,090</b>	<b>76,090</b>	<b>59,800</b>	<b>21.8%</b>
General Fund Support	451,594	441,809	474,917	474,045	7.3%
<b>Total Funding Sources</b>	<b>539,103</b>	<b>490,899</b>	<b>551,007</b>	<b>533,845</b>	<b>8.8%</b>

<i>Authorized FTEs</i>	4.40	4.40	4.40	4.85
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# ANIMAL SHELTERING AND CONTROL

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 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	847	836	900	850
		Cat/dog live release rate (%)	98%	97%	98%	97%
	Assist citizens in responding to wildlife issues	Calls for field activity services	2,579	2,398	2,500	2,600
		Rescue calls – animals left in vehicles	141	115	125	100
	Promote quality of life improvements for animals in the community	Deceased animals picked up	627	473	525	600
		Community outreach talks/tours	15	18	22	20
		# of volunteer services hours	626	921	1,200	1,300

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- Recent animal hoarding/cruelty cases have stretched Shelter resources in addressing cases which at times involve mental health issues in the community. From the cost to care for these animals to the individual housing and space requirements and the specialized care and specialty diets, these cases create unique issues for the Shelter.
- As exotic pet adoptions such as guinea pigs, rabbits, hamsters, etc., increase in popularity, the Shelter is often faced with housing and caring for these animals when the owner can no longer commit to caring for them.
- Increased expenditures on enhanced veterinary services and procedures at private veterinary hospitals have exceeded budgeted amounts. Increases in both general fund and donations expenses have been added in the FY 2020/21 budget to provide for these enhanced care services.
- The proposed budget includes a .45 FTE increase in the Animal Control Division. The existing part-time animal control officer position is currently less than 20 hours per week. The increase will allow for 30 hours per week of enhanced coverage to handle duties such as dog park oversight, to help ensure public and animal safety. This also provides additional coverage in the field and shelter operations.

## RECENT ACCOMPLISHMENTS

- Community support for the Shelter remains high with over \$65,000 donated in FY 2018/19. Staff also receives hundreds of in-kind donations of goods and supplies each year.
- Live Release Rates continue to exceed No-Kill standards with FY 2018/19 rates at: Cats 95.83%, kittens 96.27%, dogs 98.91%, puppies & rabbits 100% and other type animals (including wildlife) at 77.72%.
- A dog shade structure was constructed by a local Eagle Scout that will provide shade and comfort to potential adopters, volunteers, staff, and our dogs while in the outdoor exercise yard.
- The shelter online donation portal is now active and donors can make easy monetary donations to help support the Shelter. In the first 30 days of operation, over \$2,300 was donated.
- To help promote a professional image and consistency, staff have updated uniforms for Shelter and field operations staff.
- To enhance the customer service process with pet adoptions, pet adoption applications are now available online at the shelter website, AmesAnimalShelter.org.
- To more efficiently coordinate the growing volunteer program, a new web-based database has been implemented. It provides a communication tool for staff and volunteers on important issues, tracks volunteer service hours, training, recognition, and discipline, and other application data.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- A Shelter Feasibility Study analyzed the cost of updating the existing facility versus building a new facility. The current facility often cannot meet the needs of the community. The study focused on facility design that would support contemporary animal management standards including animal housing, disease control, and care needs. Staff safety and public interaction were also key parts of the review. Funds are included in FY 2020/21 to further refine the options outlined in the study and determine the next steps.

## ***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>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	<b>% Change</b>
<b><i>Expenditures by Activity:</i></b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
Street Lights	846,014	955,500	875,000	900,000	-5.8%
Storm Warning System	11,796	17,247	17,311	17,344	0.6%
<b>Total Expenditures</b>	<b>857,810</b>	<b>972,747</b>	<b>892,311</b>	<b>917,344</b>	<b>-5.7%</b>

<b><i>Expenditures by Category:</i></b>					
Personal Services	1,889	3,935	3,935	3,935	0.0%
Internal Services	196	208	272	305	
Contractual	847,325	963,604	883,104	908,104	-5.8%
Commodities	3,358	5,000	5,000	5,000	0.0%
Capital	5,042				
Other Expenditures					
<b>Total Expenditures</b>	<b>857,810</b>	<b>972,747</b>	<b>892,311</b>	<b>917,344</b>	<b>-5.7%</b>

<b><i>Funding Sources:</i></b>					
General Fund	857,810	972,747	892,311	917,344	-5.7%
<b>Total Funding Sources</b>	<b>857,810</b>	<b>972,747</b>	<b>892,311</b>	<b>917,344</b>	<b>-5.7%</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	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 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	7,896	7,896	8,069	8,150
		% of street lights converted to LED	30%	42%	49%	60%
		Cost of activity per street light	\$107	\$121	\$108	\$110
	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 2019/20 AND 2020/21 BUDGETS

- The adopted expenditures for street light operation in the current year was higher than the City is actually experiencing due to cost efficiencies. Current year adjusted and FY 2020/21 requested budgeted amounts have been lowered to reflect the new forecast, which explains the decrease even though the number of lights has increased.
- As the city continues to grow, staff is expanding the number of storm sirens in the City to make sure there is proper coverage. A new siren was installed in the new industrial park east of Interstate 35 in FY 2019/20. A second siren will be installed in FY 2020/21 to support growth in the ISU Research Park area.

### RECENT ACCOMPLISHMENTS

- The radio system that communications with the storm sirens was updated.
- The City has reached 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.

<i>Activities:</i>	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change From Adopted
<b>Law Enforcement:</b>					
City-Wide Radio System	386,759	1,750,000	2,155,503	-	
<b>Fire Safety:</b>					
Station 2 Relocation Study	-	-	35,000	-	
Fire Station Improvements	99,763	-	342,207	-	
Fire Apparatus Replacement	-	-	-	1,375,000	
<b>Total Fire Safety CIP</b>	<b>99,763</b>		<b>377,207</b>	<b>1,375,000</b>	
<b>Other Public Safety:</b>					
Outdoor Storm Warning System	16,686	-	73,644	-	
<b>Total Public Safety CIP</b>	<b>503,208</b>	<b>1,750,000</b>	<b>2,606,354</b>	<b>1,375,000</b>	<b>-21.4%</b>

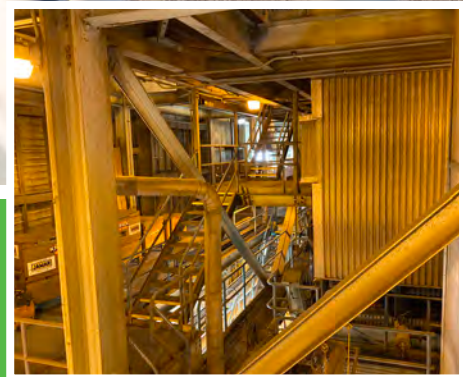




CITY OF  
Ames™



UTILITIES



**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.

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change From Adopted
<b>Expenditures by Activity:</b>					
Electric Services	55,926,464	58,824,151	59,317,832	59,507,515	1.2%
Water and Pollution Control	7,506,468	8,407,541	8,414,261	8,555,217	1.8%
Water Distribution System	1,645,778	1,497,450	1,448,762	1,579,364	5.5%
Sanitary Sewer System	907,745	901,631	900,198	1,010,513	12.1%
Storm Water Management	566,808	680,101	705,701	835,795	22.9%
Resource Recovery	3,642,043	4,446,952	3,965,816	4,033,384	-9.3%
Utility Customer Service	1,634,688	1,695,458	1,727,786	1,804,394	6.4%
<b>Total Operations</b>	<b>71,829,994</b>	<b>76,453,284</b>	<b>76,480,356</b>	<b>77,326,182</b>	<b>1.1%</b>
Utilities CIP	14,428,055	29,683,100	62,784,616	32,456,100	9.3%
<b>Total Expenditures</b>	<b>86,258,049</b>	<b>106,136,384</b>	<b>139,264,972</b>	<b>109,782,282</b>	<b>3.4%</b>
<i>Authorized FTEs</i>	161.66	162.66	162.66	163.66	

# UTILITIES

	2018/19	2019/20	2019/20	2020/21	% Change
<i>Expenditures by Category:</i>	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Personal Services	16,904,714	19,179,635	18,298,043	19,788,186	3.2%
Internal Services	4,101,542	4,129,067	4,057,086	4,418,569	7.0%
Contractual	44,015,215	45,606,965	46,354,735	45,053,153	-1.2%
Commodities	5,434,659	5,945,376	5,943,444	6,481,564	9.0%
Capital	531,122	455,000	666,000	495,000	8.8%
Other Expenditures	842,742	1,137,241	1,161,048	1,089,710	-4.2%
<b>Total Operations</b>	<b>71,829,994</b>	<b>76,453,284</b>	<b>76,480,356</b>	<b>77,326,182</b>	<b>1.1%</b>
Utilities CIP	14,428,055	29,683,100	62,784,616	32,456,100	9.3%
<b>Total Expenditures</b>	<b>86,258,049</b>	<b>106,136,384</b>	<b>139,264,972</b>	<b>109,782,282</b>	<b>3.4%</b>
<b>Funding Sources:</b>					
Electric Utility Fund	56,707,136	59,635,309	60,160,823	60,386,519	1.3%
Water Utility Fund	6,056,263	6,438,886	6,323,873	6,552,383	1.8%
Sewer Utility Fund	4,835,894	5,234,036	5,303,643	5,497,401	5.0%
Storm Sewer Utility Fund	571,788	683,101	710,701	840,995	23.1%
Resource Recovery Fund	3,642,043	4,446,952	3,965,816	4,033,384	-9.3%
Project Share Donations	16,870	15,000	15,500	15,500	3.3%
<b>Total Operations Funding</b>	<b>71,829,994</b>	<b>76,453,284</b>	<b>76,480,356</b>	<b>77,326,182</b>	<b>1.1%</b>
<b>Utilities CIP Funding:</b>					
G.O. Bonds	427,803	1,000,000	2,164,448	2,500,000	150.0%
State Revolving Fund	2,176,146	5,434,000	9,012,717	6,374,000	17.3%
Road Use Tax	97,917	-	-	-	
Electric Utility Fund	5,873,227	17,760,000	26,683,917	9,440,000	-46.9%
Water Utility Fund	1,394,269	2,536,000	9,196,745	8,464,000	233.8%
Sewer Utility Fund	3,708,747	920,000	9,606,521	833,000	-9.5%
Storm Water Utility Fund	594,495	1,312,000	4,552,919	680,000	-48.2%
Storm Water Grant Funding	-	368,000	1,041,000	3,780,000	927.2%
Resource Recovery Fund	155,451	353,100	526,349	385,100	9.1%
<b>Total CIP Funding</b>	<b>14,428,055</b>	<b>29,683,100</b>	<b>62,784,616</b>	<b>32,456,100</b>	<b>9.3%</b>
<b>Total Funding Sources</b>	<b>86,258,049</b>	<b>106,136,384</b>	<b>139,264,972</b>	<b>109,782,282</b>	<b>3.4%</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.

	2018/19	2019/20	2019/20	2020/21	% Change
<b>Expenditures by Activity:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
Electric Administration	1,088,348	1,142,325	1,176,033	1,252,419	9.6%
Demand-Side Management	804,836	1,200,000	1,150,309	1,070,471	-10.8%
Electric Production	11,284,854	12,044,282	11,991,472	12,659,249	5.1%
Fuel/Purchased Power	36,740,834	36,657,558	37,347,955	36,381,140	-0.8%
Distribution/Operations	4,501,460	5,715,930	5,717,585	5,987,279	4.8%
Electric Technical Services	977,401	1,095,068	1,086,855	1,148,660	4.9%
Electric Engineering	528,731	968,988	847,623	1,008,297	4.1%
<b>Total Expenditures</b>	<b>55,926,464</b>	<b>58,824,151</b>	<b>59,317,832</b>	<b>59,507,515</b>	<b>1.2%</b>

<i>Authorized FTEs</i>	81.00	81.00	81.00	81.00
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# ELECTRIC SERVICES

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<b>Expenditures by Category:</b>	<b>2018/19 Actual</b>	<b>2019/20 Adopted</b>	<b>2019/20 Adjusted</b>	<b>2020/21 Mgr Rec</b>	<b>% Change From Adopted</b>
Personal Services	8,907,168	10,533,983	9,927,816	10,802,404	2.6%
Internal Services	1,572,207	1,658,247	1,637,648	1,720,436	3.8%
Contractual	40,457,892	41,055,313	41,989,204	40,939,302	-0.3%
Commodities	3,777,414	4,089,083	4,113,626	4,599,335	12.5%
Capital	503,618	455,000	616,000	495,000	8.8%
Other Expenditures	708,165	1,032,525	1,033,538	951,038	-7.9%
<b>Total Expenditures</b>	<b>55,926,464</b>	<b>58,824,151</b>	<b>59,317,832</b>	<b>59,507,515</b>	<b>1.2%</b>

<b>Funding Sources:</b>					
Electric Utility Fund	55,926,464	58,824,151	59,317,832	59,507,515	1.2%
<b>Total Funding Sources</b>	<b>55,926,464</b>	<b>58,824,151</b>	<b>59,317,832</b>	<b>59,507,515</b>	<b>1.2%</b>

# ***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.

	2018/19	2019/20	2019/20	2020/21	% Change
<b><i>Expenditures by Activity:</i></b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
Electric Administration	959,247	947,843	977,161	1,066,360	12.5%
Energy Services	129,101	194,482	198,872	186,059	-4.3%
<b>Total Expenditures</b>	<b>1,088,348</b>	<b>1,142,325</b>	<b>1,176,033</b>	<b>1,252,419</b>	<b>9.6%</b>

<b><i>Expenditures by Category:</i></b>					
Personal Services	718,837	790,222	766,387	812,281	2.8%
Internal Services	42,389	36,850	38,280	39,672	7.7%
Contractual	315,054	289,928	333,628	374,228	29.1%
Commodities	10,530	21,800	22,200	21,700	-0.5%
Capital	-	-	11,000	-	
Other Expenditures	1,538	3,525	4,538	4,538	28.7%
<b>Total Expenditures</b>	<b>1,088,348</b>	<b>1,142,325</b>	<b>1,176,033</b>	<b>1,252,419</b>	<b>9.6%</b>

<b><i>Funding Sources:</i></b>					
Electric Utility Fund	1,088,348	1,142,325	1,176,033	1,252,419	9.6%
<b>Total Funding Sources</b>	<b>1,088,348</b>	<b>1,142,325</b>	<b>1,176,033</b>	<b>1,252,419</b>	<b>9.6%</b>

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

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 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	(20.5%)	(20.5%)	(20.5%)	(25%)
		% of commercial rates above (below) rates of neighboring utilities	(12.1%)	(12.1%)	(4.0%)	(8%)
		% industrial rates above (below) rates of neighboring utilities	(5.7%)	(5.7%)	2%	(2%)
		% of customers very or somewhat satisfied with electric service	96%	96%	96%	96%
	Maintain peak demand below 130.7 MW/Improve off peak usage responsibly	Peak Demand (in MWh)	125.1	124.8	128.8	127.6
		Energy Usage (in MWh)	609,041	603,865	605,000	606,000
		Load Factor	55.6%	55.3%	53.6%	54.3%
	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 2019/20 AND 2020/21 BUDGETS

- The system peak thus far for FY 2019/20 was 128.8 MW on July 19, 2019. The current historical peak is 130.7, which occurred on July 25, 2012.
- Expenditures are up in Admin due to work required on the building HVAC system and NERC dues.

## RECENT ACCOMPLISHMENTS

- Power Plant Unit #7 completed an extensive boiler tube replacement project. The new tubes were coated with Inconel to give them longer life against the corrosion from burning RDF.
- The Top-O-Hollow substation upgrade was completed, which isolated each of the transmission lines.
- Electric Services, together with Water Pollution Control, Public Works, and other City offices, hosted the 9<sup>th</sup> annual Eco Fair in the spring of 2019 to showcase the City's dedication to the environment and sustainability. The 10<sup>th</sup> annual Eco Fair has already been planned for April 25.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- Throughout 2019, staff has been promoting the development of a community solar farm called "SunSmart Ames". On July 23, the City Council authorized construction. At the end of December 2019, over 75% of the farm has been spoken for.
- The Unit 8 superheater tube replacement project and the Waste-to-Energy study will begin in 2020.

# 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.

	2018/19	2019/20	2019/20	2020/21	% Change
<b>Expenditures by Activity:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
DSM Administration	58,378	111,600	61,909	64,671	-42.1%
Prime Time Power	256,158	290,900	290,900	290,800	0.0%
Energy Audits	34,908	40,000	40,000	40,000	0.0%
Rebate Program	455,392	757,500	757,500	675,000	-10.9%
<b>Total Expenditures</b>	<b>804,836</b>	<b>1,200,000</b>	<b>1,150,309</b>	<b>1,070,471</b>	<b>-10.8%</b>

<b>Expenditures by Category:</b>					
	2018/19	2019/20	2019/20	2020/21	% Change
Personal Services	12,957	11,758	11,809	14,171	20.5%
Internal Services	42	200	200	500	150.0%
Contractual	85,057	159,742	110,000	110,000	-31.1%
Commodities	153	-	-	-	
Capital	-	-	-	-	
Other Expenditures	706,627	1,028,300	1,028,300	945,800	-8.0%
<b>Total Expenditures</b>	<b>804,836</b>	<b>1,200,000</b>	<b>1,150,309</b>	<b>1,070,471</b>	<b>-10.8%</b>

<b>Funding Sources:</b>					
	2018/19	2019/20	2019/20	2020/21	% Change
Electric Utility Fund	804,836	1,200,000	1,150,309	1,070,471	-10.8%
<b>Total Funding Sources</b>	<b>804,836</b>	<b>1,200,000</b>	<b>1,150,309</b>	<b>1,070,471</b>	<b>-10.8%</b>

<i>Authorized FTEs</i>	0.00	0.00	0.00	0.00
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# DEMAND SIDE MANAGEMENT

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 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 2019/20 AND 2020/21 BUDGETS

- Staff has reviewed all rebate programs. Program changes and new programs were incorporated into the FY 2020/21 budget to maintain the effectiveness of the Demand Side Management program.
- The Prime Time Power program used to control electric peak caused by air conditioners is being evaluated for improvements.

## RECENT ACCOMPLISHMENTS

- In June 2019, a new Energy Services Coordinator was hired to manage the Demand Side Management program, outreach from Electric Services, and special projects.
- The Smart Business Challenge held the second annual recognition luncheon in 2019, and continues to support commercial energy efficiency and sustainability in the community.
- Demand Side Management programs used by customers reduced summer peak by nearly 2 megawatts.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- Electric Services continues to evaluate methods to better support residential solar installations.
- Staff is exploring the possible methods to encourage greater adoption of geothermal heat pumps as a highly efficient alternative to traditional heating and cooling equipment. This includes a pilot for a neighborhood ground source heat pump.
- Staff prepared applications for grant money from the Volkswagen Settlement Environmental Mitigation Trust to cover up to 90% of the cost of installing DC Fast Chargers and Level 2 Community chargers in Ames. Locations under consideration for Fast Chargers are on 13<sup>th</sup> Street off of Interstate 35, and Dayton Avenue off of Highway 30. Level 2 community chargers are being considered in several locations on or near Main Street and on the ISU campus.

# 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.

	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	<b>% Change</b>
<i><b>Expenditures by Category:</b></i>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
Personal Services	5,018,309	5,753,874	5,516,441	5,824,802	1.2%
Internal Services	885,559	926,234	910,857	967,950	4.5%
Contractual	3,591,011	3,586,174	3,636,174	3,801,497	6.0%
Commodities	1,481,830	1,728,000	1,728,000	1,990,000	15.2%
Capital	308,145	50,000	200,000	75,000	50.0%
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>11,284,854</b>	<b>12,044,282</b>	<b>11,991,472</b>	<b>12,659,249</b>	<b>5.1%</b>

<b>Funding Sources:</b>					
Electric Utility Fund	11,284,854	12,044,282	11,991,472	12,659,249	5.1%
<b>Total Funding Sources</b>	<b>11,284,854</b>	<b>12,044,282</b>	<b>11,991,472</b>	<b>12,659,249</b>	<b>5.1%</b>

<i>Authorized FTEs</i>	44.00	44.00	44.00	44.00
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# ELECTRIC PRODUCTION

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 Estimated
Provide quality programs in an efficient and fiscally responsible manner	Provide reliable, low-cost energy for customers	Annual net system peak load (MW)	125.1	124.8	128.8	127.6
		Annual net system load (MWh)	609,041	603,865	604,678	606,700
		Annual gross generation (MWh)	247,669	189,882	203,098	315,894
		Number of reportable accidents	0	0	0	0
		Number of lost time accidents	1	0	0	0
		Unit 7 forced outages	21	2	2	2
		Unit 8 forced outages	14	29	10	2
		Unit 7 availability	71.7%	33.1%	47.2%	97.5%
		Unit 8 availability	57.8%	51.3%	28.8%	97.5%

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- Unit 8 tube leaks continued in the first half of FY 2019/20, but dollars spent were much less than the previous year. Unit availability is very poor because of corrosion of the boiler tubes.
- The increase in the FY 2020/21 budget is due to increase in expenditures in three areas, asbestos removal and insulating work, replacement of the sootblowers, and repair to the generator step-up transformers that started showing signs of oil leaking.

## RECENT ACCOMPLISHMENTS

- As of January 1, 2020, the Power Plant has operated for 1005 days without a lost time accident, which is a very impressive number for our industry.
- This year staff instituted an internship program in the Power Plant. Working directly with ISU, the plant brought in two engineering students that lead numerous engineering projects throughout the plant while gaining great on-the-job experience.
- In areas where tubes will not be replaced in Unit #8, metal spray coating on lower waterwall tubes has been tested for durability. After six months, the results exceeded staff's expectations.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- Staff will be going out for bid to replace the Unit #8 superheater section with Inconel-coated tubes. Work should be completed by the end of 2020.
- A new Computerized Maintenance Management Software (CMMS) was purchased and installed. The new software, once populated with data, will greatly increase equipment maintenance tracking and asset health.
- New, more detailed training materials for power plant personnel are being developed to provide detailed descriptions with pictures for all equipment in the plant.
- A project to replace the outer skin of the Refuse Derived Fuel bin will be put out for bid.

# 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.

	2018/19	2019/20	2019/20	2020/21	% Change
<i>Expenditures by Activity:</i>	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Transmission/MISO	954,701	750,000	1,001,500	1,001,500	33.5%
Wind	5,383,199	5,900,000	5,900,000	5,950,000	0.9%
Fuel	17,491,257	17,710,000	17,137,000	17,105,000	-3.4%
Purchased Power	10,273,887	9,415,558	10,427,455	9,439,640	0.3%
Transmission/ISU	131,287	132,000	132,000	135,000	2.3%
Wind/ISU	1,076,640	1,250,000	1,250,000	1,250,000	0.0%
Purchased Power/ISU	1,429,863	1,500,000	1,500,000	1,500,000	0.0%
<b>Total Expenditures</b>	<b>36,740,834</b>	<b>36,657,558</b>	<b>37,347,955</b>	<b>36,381,140</b>	<b>-0.8%</b>

<i>Expenditures by Category:</i>					
Personal Services	226,313	200,005	210,596	220,346	10.2%
Internal Services	2,557	2,553	3,159	4,094	60.4%
Contractual	35,341,983	35,470,000	36,149,200	34,926,700	-1.5%
Commodities	1,169,981	985,000	985,000	1,230,000	24.9%
Capital	-	-	-	-	
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>36,740,834</b>	<b>36,657,558</b>	<b>37,347,955</b>	<b>36,381,140</b>	<b>-0.8%</b>

<i>Funding Sources:</i>					
Electric Utility Fund	36,740,834	36,657,558	37,347,955	36,381,140	-0.8%
<b>Total Funding Sources</b>	<b>36,740,834</b>	<b>36,657,558</b>	<b>37,347,955</b>	<b>36,381,140</b>	<b>-0.8%</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	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 Estimated
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	Provide reliable, low-cost energy for customers	Natural gas consumed (in dekatherms)	2,640,295	1,957,269	2,500,000	3,500,000
		Market energy purchased (in MWh)	386,620	503,127	400,000	300,000
		Fuel cost per MWh of energy produced	\$53.70	\$39.21	\$36.14	\$36.00
		Average purchased power cost	\$28.97	\$29.63	\$26.50	\$26.50
<b>Expand sustainability efforts</b>	Maintain a diversified generation portfolio that contains renewable energy resources	Wind renewable energy (MWh)	102,784	97,616	100,000	105,000
		Retail solar energy purchased (MWh)	358	379	348	1,500
		RDF consumed (in tons)	16,849	15,754	14,500	17,000
		Percent of energy provided by Renewables	16.2%	15.3%	15.8%	16.5%

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 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 \$36,381,140 for FY 2020/21. This is a 0.8% decrease from the FY 2019/20 adopted budget resulting from a decrease in natural gas prices, which more than offset other cost increases. The major expenditures include 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%.

## RECENT ACCOMPLISHMENTS

- The City Council approved an extension to the gas contract, which lowered plant gas costs by 8.5%.
- 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 goal to expand sustainability efforts, the City completed its ninth year of a 20-year contract with NextEra for the purchase of 36 megawatts (MW) of wind resources. In FY 2018/19, renewable energy from purchased wind power accounted for 14.1% of the City's electric usage. Similarly, the City produces renewable energy from the burning of RDF, which accounts for an additional 1.2% of our energy portfolio. In addition, the wind farm produces Renewable Energy Credits (RECs) which are sold in the REC market. In FY 2018/19, RECs generated \$63,713 in sales.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- The City is currently in the fifth year of an 8-year natural gas contract (with extension). Natural gas prices will remain flat for the remainder of the contract term.
- The City's natural gas delivery costs will drop in the sixth year (2021) of the contract with Alliant (IPL). These cost savings will be passed along to the City's electric customers through the 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.

	2018/19	2019/20	2019/20	2020/21	% Change
<i>Expenditures by Activity:</i>	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Distribution Operations	2,862,387	3,411,802	3,299,885	3,494,832	2.4%
Extensions/Improvements	1,639,073	2,304,128	2,417,700	2,492,447	8.2%
<b>Total Expenditures</b>	4,501,460	5,715,930	5,717,585	5,987,279	4.8%
<b><i>Expenditures by Category:</i></b>					
Personal Services	1,831,354	2,363,913	2,168,543	2,442,468	3.3%
Internal Services	473,724	521,730	525,170	529,098	1.4%
Contractual	1,043,015	1,268,837	1,432,420	1,439,261	13.4%
Commodities	957,894	1,180,750	1,195,752	1,180,752	0.0%
Capital	195,473	380,000	395,000	395,000	4.0%
Other Expenditures	-	700	700	700	0.0%
<b>Total Expenditures</b>	4,501,460	5,715,930	5,717,585	5,987,279	4.8%
<b><i>Funding Sources:</i></b>					
Electric Utility Fund	4,501,460	5,715,930	5,717,585	5,987,279	4.8%
<b>Total Funding Sources</b>	4,501,460	5,715,930	5,717,585	5,987,279	4.8%
<i>Authorized FTEs</i>	18.00	18.00	18.00	18.00	

# ELECTRIC DISTRIBUTION

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 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	721	529	156	250
		# of service interruptions per year	165	169	125	<70
		Average minutes of system out/interruption (SAIDI)	44.8	43.0	23.47	< 20
		# of wood poles installed/replaced	104	98	150	100
		# of street light Poles installed/replaced	59	52	105	75
		Miles of primary line installed/ replaced	11.9	15	11.5	12
		Miles of new/relocated transmission line	1.3	.3	0	0
<b>Expand sustainability efforts</b>	Convert street lights to LED	# of LED street lights installed	1419	997	512	500
		% of street lights converted to LED	30%	42%	49%	60%

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND FY 2020/21 BUDGETS

- Tree trimming continues to be one of the largest budget items for this activity. The FY 2020/21 contract for this activity is budgeted at \$337,260.
- The increase in contractual expenditures is to purchase additional transformers and equipment for both replacement and new construction.
- One of the biggest challenges the department faces is planning for and managing seasonal storms.
- In response to a challenge to fill lineworker positions, two apprentice positions were created in previous years. Staff is now using a recruiting firm to assist with filling other vacant positions.

## RECENT ACCOMPLISHMENTS

- The Top-O-Hollow Substation has been placed back in service after a year-long breaker installation.
- Poles and overhead conductor were relocated for the Hickory Drive road improvement project.
- Street lights were installed on Bloomington Road west of the railroad tracks.
- System improvements and reconfiguration were accomplished for the new Fareway store.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- Street lighting is planned to be installed for the South Grand extension to South 16<sup>th</sup> Street.
- A new overhead primary distribution line along State Avenue will be constructed.
- Pole replacements have been identified on several overhead inspections reports, and will be replaced in the older neighborhoods.
- The need for system improvements and maintenance activities remains high, as much of the Ames electrical system is over 30 years old.

# ***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.

	2018/19	2019/20	2019/20	2020/21	% Change
<b><i>Expenditures by Activity:</i></b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
Substation Maintenance	544,968	530,205	549,096	555,831	4.8%
Electric Meter Service	432,433	564,863	537,759	592,829	5.0%
<b>Total Expenditures</b>	<b>977,401</b>	<b>1,095,068</b>	<b>1,086,855</b>	<b>1,148,660</b>	<b>4.9%</b>

<b><i>Expenditures by Category:</i></b>					
Personal Services	689,761	748,711	716,712	793,360	6.0%
Internal Services	82,210	83,333	82,978	88,542	6.3%
Contractual	49,019	94,766	109,766	95,150	0.4%
Commodities	156,411	168,258	177,399	171,608	2.0%
Capital	-	-	-	-	
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>977,401</b>	<b>1,095,068</b>	<b>1,086,855</b>	<b>1,148,660</b>	<b>4.9%</b>

<b><i>Funding Sources:</i></b>					
Electric Utility Fund	977,401	1,095,068	1,086,855	1,148,660	4.9%
<b>Total Funding Sources</b>	<b>977,401</b>	<b>1,095,068</b>	<b>1,086,855</b>	<b>1,148,660</b>	<b>4.9%</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	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 Estimated
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	Provide reliable, low-cost energy for customers	# of electric meters in service	27,324	27,348	27,504	27,746
		Cost of Operating Budget/meter (\$/meter)	\$35.77	\$40.04	\$39.52	\$42.40
		# of meters tested per year	2,667	3,266	3,234	3,176
		% of meters tested (goal is 10% tested annually)	9.8%	11.9%	11.7%	11.4%

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- Substation transformer oil reconditioning was halted so that staff could be redirected to reduce delays in the Top-O-Hollow substation construction completion. This resulted in a carryover of \$15,000 from last year's budget and staff will be attempting to complete the aggressive schedule of re-conditioning 3 substation transformers this coming year.
- The one year increase in the budget to replenish transformer oil supplies to normal levels will need to be extended to a second year as an unforeseen issue in the Top-O-Hollow tap changer required replacement of close to 400 gallons of the purchased 500 gallons, leaving us still well below our normal levels of transformer oil.
- Staff training progression from apprentice to journey level resulted in the larger than normal rise in the personal services expenditures.

## RECENT ACCOMPLISHMENTS

- Metering has installed an additional 1,216 Automated Meter Reading (AMR) meters for a total of 3,345 AMR meters, or 12.23% of all meters.
- The Top-O-Hollow Substation construction has been completed and the substation is now in service.
- Technical Services has become fully staffed for the first time since the spring of 2015.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- Work on replacement of 69kV breakers at Haber Road (HR61), Haber Road (HR64), Ames Plant (AP64), and Stange Road (SR65) will be starting shortly.
- Staff will be reconditioning oil in 3 Substation Transformers as well as other maintenance and repair while those transformers are off-line.
- In the coming year, installation of commercial metering services will be completed in 2 additional hotels, the new El Azteca, B-Bops, and Kum & Go locations, and 6 additional apartment buildings at Bricktowne, as well as the Clubhouse for the apartments.
- Staff doubled the yearly change-out output of Automated Meter reading (AMR) meters on the system. Staff continues to work with the Meter Readers to identify and change hard to access and remote locations.

# 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.

	2018/19	2019/20	2019/20	2020/21	% Change
<i>Expenditures by Category:</i>	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Personal Services	409,637	665,500	537,328	694,976	4.4%
Internal Services	42,990	43,632	33,998	43,632	0.0%
Contractual	32,753	185,866	218,016	192,466	3.6%
Commodities	615	5,275	5,275	5,275	0.0%
Capital	-	25,000	10,000	25,000	0.0%
Other Expenditures	-	-	-	-	
<b>Expenditures Subtotal</b>	485,995	925,273	804,617	961,349	3.9%
<i>Plus: Expenditures allocated from another program/activity:</i>					
Public Works GIS	42,736	43,715	43,006	46,948	7.4%
<b>Total Expenditures</b>	528,731	968,988	847,623	1,008,297	4.1%
<b>Funding Sources:</b>					
Electric Utility Fund	528,731	968,988	847,623	1,008,297	4.1%
<b>Total Funding Sources</b>	528,731	968,988	847,623	1,008,297	4.1%

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

<i>City Mission/ Council Goal</i>	<i>Department Goals and Core Services</i>	<i>Indicators</i>	<b>2017/18 Actual</b>	<b>2018/19 Actual</b>	<b>2019/20 Adjusted</b>	<b>2020/21 Estimated</b>
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	Provide reliable, low-cost energy for customers	Job orders prepared	147	116	135	130
		Line inspections (poles)	250	660	655	554
		Miles of new overhead distribution line	0.6	0.4	0.57	0.97
		Miles of overhead distribution line replaced	0.6	0.2	0.82	0.3
		Miles of new underground distribution line	2.5	2.6	3.39	2.96
		Miles of replaced underground line	1.0	0.6	0.5	0.2
		Miles of new and relocated overhead transmission line	1.25	0.25	0.25	0.5
		Interconnection Applicants (PV Solar Systems)	5	2	7	5

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- The need for system improvements and maintenance activities remains high as much of the Ames electrical system is over 30 years old, with work in the following areas:
  - Replacement of failing underground cable and ducts in residential neighborhoods.
  - Replacement of deteriorated overhead facilities in older residential neighborhoods.

## RECENT ACCOMPLISHMENTS

- Engineering staff spent a large percentage of staff time supervising the reconstruction of the Top-O-Hollow Substation (CIP).
- Within new subdivisions, Engineering designed streetlights for Birch Meadows 2nd addition, Quarry Estates 4<sup>th</sup> addition, Scenic Valley 4<sup>th</sup> & 5<sup>th</sup> additions, and Sunset Ridge 9<sup>th</sup> & 10<sup>th</sup> additions.
- Working closely with Public Works and the Police Department, Engineering designed and oversaw the installation of LED street lights along Bloomington Road & S.E. 16<sup>th</sup> Street.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- Engineering will play a large role in the interconnection of the Community Solar Project, with new construction on South Duff Avenue & South 16<sup>th</sup> Street, relocation of overhead poles and wires to accommodate intersection improvements (CIP), and by completing Mortensen Road Substation Feeder upgrades.

# 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.

<b>Expenditures by Activity:</b>	<b>2018/19 Actual</b>	<b>2019/20 Adopted</b>	<b>2019/20 Adjusted</b>	<b>2020/21 Mgr Rec</b>	<b>% Change From Adopted</b>
W & PC Administration	873,203	949,467	813,161	939,123	-1.1%
Water Plant Operations	2,696,428	3,176,520	3,162,170	3,157,002	-0.6%
WPC Facility Operations	2,248,449	2,590,703	2,666,788	2,692,358	3.9%
W & PC Laboratory	610,206	659,435	719,358	686,176	4.1%
W & PC Metering Services	1,078,182	1,031,416	1,027,334	1,080,558	4.8%
<b>Total Expenditures</b>	<b>7,506,468</b>	<b>8,407,541</b>	<b>8,388,811</b>	<b>8,555,217</b>	<b>1.8%</b>

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

	2018/19	2019/20	2019/20	2020/21	% Change
<b>Expenditures by Category:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
Personal Services	4,184,973	4,474,949	4,315,111	4,601,905	2.8%
Internal Services	473,797	501,800	491,215	524,347	4.5%
Contractual	1,706,128	2,139,833	2,281,426	2,118,223	-1.0%
Commodities	1,122,748	1,280,743	1,240,199	1,299,770	1.5%
Capital	8,056	-	50,000	-	
Other Expenditures	10,766	10,216	10,860	10,972	7.4%
<b>Total Expenditures</b>	<b>7,506,468</b>	<b>8,407,541</b>	<b>8,388,811</b>	<b>8,555,217</b>	<b>1.8%</b>

<b>Funding Sources:</b>					
Water Utility Fund	3,981,642	4,493,811	4,429,416	4,506,249	0.3%
Sewer Utility Fund	3,524,826	3,913,730	3,959,395	4,048,968	3.5%
<b>Total Funding Sources</b>	<b>7,506,468</b>	<b>8,407,541</b>	<b>8,388,811</b>	<b>8,555,217</b>	<b>1.8%</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.

	2018/19	2019/20	2019/20	2020/21	% Change
<b>Expenditures by Category:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
Personal Services	722,462	797,176	683,343	796,780	-0.1%
Internal Services	50,225	46,145	44,418	49,786	7.9%
Contractual	94,765	101,246	80,500	88,857	-12.2%
Commodities	5,751	4,900	4,900	3,700	-24.5%
Capital	-	-	-	-	
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>873,203</b>	<b>949,467</b>	<b>813,161</b>	<b>939,123</b>	<b>-1.1%</b>

<b>Funding Sources:</b>					
Water Utility Fund	436,601	474,734	406,581	469,561	-1.1%
Sewer Utility Fund	436,602	474,733	406,580	469,562	-1.1%
<b>Total Funding Sources</b>	<b>873,203</b>	<b>949,467</b>	<b>813,161</b>	<b>939,123</b>	<b>-1.1%</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	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 Estimated
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	Provide safe, good tasting water to Ames residents at a reasonable price	Typical Iowa residential monthly water/sewer bill	\$59.08	\$62.39	\$64.13	\$67.35
		Typical Ames residential monthly water/sewer bill	\$51.03	\$52.64	\$54.37	\$56.32
		Typical Iowa commercial monthly water/sewer bill	\$749.34	\$794.05	\$819.83	\$860.99
		Typical Ames commercial monthly water/sewer bill	\$565.64	\$583.50	\$604.01	\$624.88
		% of citizens very/somewhat satisfied with water service	93%	96%	95%	90+%
		% of citizens very/somewhat satisfied with sewer service	93%	96%	94%	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 2019/20 AND 2020/21 BUDGETS

- Staffing vacancies have resulted in a temporary drop in Personal Services in the current year.
- A two-year team development activity concluded in the prior fiscal year. The Contractual expenses have returned to a more typical level in the current year (FY 2019/20).

## RECENT ACCOMPLISHMENTS

- Staff is continuing to stay on track with a fast-paced Capital Improvements Plan (\$39.8 million over the next five years).
- 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.
- The number of marketing and outreach events the department participates in each year continues to grow, with many employees from throughout the department helping to educate our community on the importance of clean and safe water, both from the tap and in the waterways.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- Members of the Administration Division continue to meet with various educational and non-profit groups, seeking partners for a watershed-based nutrient reduction program.
- With the warranty period for the new Water Treatment Plant's conclusion at the end of calendar year 2019, the final focus of the project shifts to wrapping up the record drawings and closing out the State Revolving Fund loan process.

# 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.

	2018/19	2019/20	2019/20	2020/21	% Change
<b>Expenditures by Activity:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
Water Plant Administration	301,704	318,581	327,739	340,378	6.8%
Water Conservation/Marketing	44,481	53,268	53,268	54,009	1.4%
Water Production	340,908	384,848	377,491	389,485	1.2%
Water Treatment	1,463,829	1,695,256	1,540,815	1,635,693	-3.5%
Lime Sludge Disposal	256,547	334,850	518,510	389,717	16.4%
Water Pumping	288,959	389,717	344,347	347,720	-10.8%
<b>Total Expenditures</b>	<b>2,696,428</b>	<b>3,176,520</b>	<b>3,162,170</b>	<b>3,157,002</b>	<b>-0.6%</b>

<b>Expenditures by Category:</b>					
	2018/19	2019/20	2019/20	2020/21	% Change
Personal Services	1,071,416	1,124,177	1,040,850	1,117,244	-0.6%
Internal Services	140,557	150,339	146,106	157,899	5.0%
Contractual	918,112	1,188,545	1,297,993	1,180,117	-0.7%
Commodities	564,541	710,493	673,949	698,470	-1.7%
Capital	-	-	-	-	
Other Expenditures	1,802	2,966	3,272	3,272	10.3%
<b>Total Expenditures</b>	<b>2,696,428</b>	<b>3,176,520</b>	<b>3,162,170</b>	<b>3,157,002</b>	<b>-0.6%</b>

<b>Funding Sources:</b>					
	2018/19	2019/20	2019/20	2020/21	% Change
Water Utility Fund	2,696,428	3,176,520	3,162,170	3,157,002	-0.6%
<b>Total Funding Sources</b>	<b>2,696,428</b>	<b>3,176,520</b>	<b>3,162,170</b>	<b>3,157,002</b>	<b>-0.6%</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	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 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	2.20	2.07	2.10	2.10	
		Average day pumpage to system, MGD (15MGD capacity)	6.15	5.80	6.00	6.00	
		Peak day pumpage to system, MGD	9.48	9.02	9.00	9.00	
		Overall energy efficiency (kW-hr/ MG treated)	2,347	2,463	2,400	2,400	
		Operating budget (\$ per MG pumped)	\$1,261	\$1,303	\$1,506	\$1,502	
	Provide drinking water that meets all Federal and State standards	# of months in compliance with water quality standards	12	12	12	12	
		# of months in compliance with reporting standards	12	12	12	12	
		Rehabilitate wells on a regular schedule to maintain capacity	Number of wells rehabilitated/ total number of wells	5/22	4/22	4/22	4/22
	<b>Expand sustainability efforts</b>	Sustainably recycle lime solids	Wet tons/year recycled	26,267	18,280	37,720	28,000

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- Recent retirements have resulted in short-term Personnel Services savings.
- A one-time carryover of funds from FY 18/19 into FY 19/20 for Lime Sludge Disposal was necessary due to a very wet fall of 2018 that greatly slowed the land application of the material.
- The past two years of wetter than normal weather has resulted in lower than projected revenues.
- From 2017/18 to 2018/19, natural gas expenses have dropped by 62%, as staff have learned how to operate the HVAC system more efficiently.

## RECENT ACCOMPLISHMENTS

- The Water Plant received its Leadership in Energy and Environmental Design (LEED) certification during the past year.
- The consulting team of FOX Engineering, HDR Engineers, and BARR Engineering was recognized for excellence by the American Consulting Engineers Council for their work on the new Ames Water Treatment Plant. The project received the “Grand Prize” award in the Water/Wastewater category, and also won the prestigious “Grand Conceptor” award that spans all categories of engineering design work.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- The water utility is required to complete a “Risk and Resilience Assessment.” The assessments are based on an All Hazards Consequence Management Approach, including malevolent acts, natural hazards, and any other risk that may impact any operation of a utility. The assessments must include cyber security risks. The assessment must be completed by December 31, 2020.
- Higher than anticipated bid prices resulted in a short-term delay in the construction of the new North River Valley Well Field. A redesign to help reduce costs, and a shift to the State Revolving Fund could result in up to a two-year delay in bringing the new wells on line.

# ***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.

	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	<b>% Change</b>
<b><i>Expenditures by Activity:</i></b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
WPC Plant Administration	386,507	414,860	410,051	437,501	5.5%
Flood Warning System	15,241	19,581	19,581	20,021	2.3%
Plant Maintenance	551,872	765,793	774,651	799,848	4.5%
Plant Operations	1,266,506	1,325,469	1,401,167	1,373,538	3.6%
WPC Farm Operations	28,323	65,000	61,338	61,450	-5.5%
<b>Total Expenditures</b>	<b>2,248,449</b>	<b>2,590,703</b>	<b>2,666,788</b>	<b>2,692,358</b>	<b>3.9%</b>

<b><i>Expenditures by Category:</i></b>					
Personal Services	1,314,940	1,418,473	1,452,524	1,502,248	5.9%
Internal Services	214,031	231,222	227,009	241,300	4.4%
Contractual	564,447	717,758	763,667	714,510	-0.5%
Commodities	147,697	216,000	216,000	226,600	4.9%
Capital	-	-	-	-	
Other Expenditures	7,334	7,250	7,588	7,700	6.2%
<b>Total Expenditures</b>	<b>2,248,449</b>	<b>2,590,703</b>	<b>2,666,788</b>	<b>2,692,358</b>	<b>3.9%</b>

<b><i>Funding Sources:</i></b>					
Sewer Utility Fund	2,248,449	2,590,703	2,666,788	2,692,358	3.9%
<b>Total Funding Sources</b>	<b>2,248,449</b>	<b>2,590,703</b>	<b>2,666,788</b>	<b>2,692,358</b>	<b>3.9%</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	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 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)	5.87	7.42	6.80	6.80	
		% of design cap, 8.6 MGD	68%	86%	79%	79%	
		Biochemical Oxygen Demand (BOD <sub>5</sub> ) loading as a % of plant capacity	81.4%	86%	83%	83%	
		% removal efficiency BOD <sub>5</sub> (85% required by permit)	95%	94%	>85%	>85%	
		Cost per MG treated	\$1,042	\$830	\$1,074	\$1,085	
		Meet the municipal discharge limits set by the facility's National Pollutant Discharge Elimination System (NPDES) permit	% compliance (out of 2,341 numeric limits)	100%	100%	100%	100%
			Consecutive years with 100% permit compliance	28	29	30	31
<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)	603	1006	600	600	
		Methane gas production (million cubic feet/year – estimated)	27.6	25.8	28	28	
		On-site Electricity Production, as % of total plant demand	18.5%	16.1%	20%	20%	
		Energy Efficiency – Total (kW-hr/MG treated)	2,540	2,148	2,300	2,300	

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- The on-site production of methane gas is lower as a result of the digesters being periodically out-of-service for the digester rehabilitation project. Conversely, the anticipated volume of biosolids being recycled is up in the current year budget due to cleaning of digesters, also necessary for the rehabilitation work.

## RECENT ACCOMPLISHMENTS

- The Ames Water Pollution Control Facility surpassed the 30 year mark with perfect compliance with its NPDES permit. According to the National Association of Clean Water Agencies, this is the second-longest compliance record in the nation.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- An open house of the WPC Facility is budgeted to occur in the spring of 2021.



# **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.

	2018/19	2019/20	2019/20	2020/21	% Change
<b>Expenditures by Category:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
Personal Services	484,591	515,182	522,168	545,939	6.0%
Internal Services	22,008	23,679	23,592	25,046	5.8%
Contractual	64,808	75,474	82,498	73,391	-2.8%
Commodities	38,799	45,100	41,100	41,800	-7.3%
Capital	-	-	50,000	-	
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>610,206</b>	<b>659,435</b>	<b>719,358</b>	<b>686,176</b>	<b>4.1%</b>

<b>Funding Sources:</b>					
Water Utility Fund	213,572	230,802	251,775	240,162	4.1%
Sewer Utility Fund	396,634	428,633	467,583	446,014	4.1%
<b>Total Funding Sources</b>	<b>610,206</b>	<b>659,435</b>	<b>719,358</b>	<b>686,176</b>	<b>4.1%</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	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 Estimated
Provide quality programs in an efficient and fiscally responsible manner	Maintain Environmental Laboratory Certification	Consecutive years Lab Certified	21	22	23	24
		Drinking water quality samples collected	1,125	1,585	1,300	1,300
		River water quality samples collected	211	194	175	175
		Industrial pretreatment samples collected	93	81	90	90
	Perform sampling and analysis in support of City facilities/programs	WPC Plant samples collected	1,677	1,593	1,600	1,600
		Total samples processed	3,268	3,221	3,200	3,200
		Total analyses	10,890	11,427	11,400	11,400
		% of analyses completed in- house	95%	94%	96%	96%
		Average cost per analysis	\$54.27	\$53.40	\$63.10	\$60.19

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- Funds were allocated by Council to purchase a replacement Furnace Atomic Absorption Spectrophotometer (Furnace AA). This specialized equipment is used to detect heavy metal parameters in the parts per billion range. This creates a one-time \$50,000 bump in Capital expenses in the current year (FY 2019/20).

## RECENT ACCOMPLISHMENTS

- The final round of annual lead and copper testing for the drinking water system was completed. 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 annual to once every three years.
- A laboratory analyst developed a new database for the lab. It has greatly increased capabilities and flexibility.
- A long sought discount from two of our supply vendors with free shipping was attained this past fiscal year.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- The laboratory has been collaborating with the State Hygienic Laboratory to help validate an assay method to use a new human bacteria molecular primer which was designed to detect human-derived fecal effluent in water. Primers for other mammals are anticipated. Being able to easily and reliably identify the sources of contamination could significantly help target water quality improvement efforts.
- The Laboratory Services Division continues to assist the Squaw Creek Watershed Management Authority by performing analyses at no cost.

# 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%).

	2018/19	2019/20	2019/20	2020/21	% Change From
<b>Expenditures by Activity:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>Adopted</b>
Meter Services	958,068	904,496	902,032	951,366	5.2%
Cross Connection Control	120,114	126,920	125,302	129,192	1.8%
<b>Total Expenditures</b>	<b>1,078,182</b>	<b>1,031,416</b>	<b>1,027,334</b>	<b>1,080,558</b>	<b>4.8%</b>

<b>Expenditures by Category:</b>					
Personal Services	591,564	619,941	616,226	639,694	3.2%
Internal Services	46,976	50,415	50,090	50,316	-0.2%
Contractual	63,996	56,810	56,768	61,348	8.0%
Commodities	365,960	304,250	304,250	329,200	8.2%
Capital	8,056	-	-	-	
Other Expenditures	1,630	-	-	-	
<b>Total Expenditures</b>	<b>1,078,182</b>	<b>1,031,416</b>	<b>1,027,334</b>	<b>1,080,558</b>	<b>4.8%</b>

<b>Funding Sources:</b>					
Water Utility Fund	635,041	611,755	608,890	639,524	4.5%
Sewer Utility Fund	443,141	419,661	418,444	441,034	5.1%
<b>Total Funding Sources</b>	<b>1,078,182</b>	<b>1,031,416</b>	<b>1,027,334</b>	<b>1,080,558</b>	<b>4.8%</b>

Authorized FTEs	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	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 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	18,346	18,464	18,620	18,800
		# of yard meters in service	1,481	1,398	1,352	1,322
		% of meters converted to Automatic Meter Reading (AMR) technology	35.9%	47.5%	56.5%	59.5%
		Average operating cost per meter in service	\$42.77	\$45.64	\$45.16	\$47.28
		Meter installations from new construction	229	212	200	200
		Non-routine meter changes	181	125	200	200
	Maintain unaccounted for water below 10% of water delivered to mains	Water loss as a % of delivered water	6.1%	5.0%	5.0%	5.0%
	Reduce the potential for contamination of drinking water from cross-connections	# of backflow devices in service	2,883	2,946	3,018	3,086
		# of irrigation systems in service with backflow prevention	754	774	786	798

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- The FY 2020/21 operating budget includes a projected 400 meters for new construction and non-routine meter changes annually and 1,200 meters for routine replacement of older meters; an increase of 200 meters compared to FY 2019/20. Additionally, 1,000 meters are budgeted in the Capital Improvements Plan through FY 2022/23 to complete the Automatic Meter Reading (AMR) conversion.

## RECENT ACCOMPLISHMENTS

- Implementation of the Cross Connection Control Program, intended to protect the drinking water distribution system from unintentional backwards contamination by a customer, continues with a high level of customer support.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- In the 2019/20 Fiscal year, the AMR conversion project will exceed the 50% mark of locations converted

# 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.

	2018/19	2019/20	2019/20	2020/21	% Change
<i>Expenditures by Category:</i>	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Personal Services	835,070	831,531	789,851	907,153	9.1%
Internal Services	244,277	216,318	207,937	207,420	-4.1%
Contractual	38,092	40,261	43,761	43,261	7.5%
Commodities	184,965	109,100	113,600	110,600	1.4%
Capital					
Other Expenditures					
<b>Expenditure Subtotal</b>	1,302,404	1,197,210	1,155,149	1,268,434	6.0%
<i>Plus: Expenditures allocated from another program/activity:</i>					
Public Works Administration	120,255	133,021	129,240	134,740	1.3%
Public Works Engineering	223,119	167,219	164,373	176,190	5.4%
<b>Total Allocations</b>	343,374	300,240	293,613	310,930	3.6%
<b>Total Expenditures</b>	1,645,778	1,497,450	1,448,762	1,579,364	5.5%
<b>Funding Sources:</b>					
Water Utility Fund	1,645,778	1,497,450	1,448,762	1,579,364	5.5%
<b>Total Funding Sources</b>	1,645,778	1,497,450	1,448,762	1,579,364	5.5%

Authorized FTEs	7.81	8.60	8.60	9.39
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# WATER DISTRIBUTION SYSTEM MAINTENANCE

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 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	248	250	253	254
		# of water main breaks	33	46	30	30
		% of City water main breaks vs National Average (0.2 breaks/mile)	66%	92%	60%	60%
		# of rust water complaints	15	18	20	20
		# of Ames on the Go reports	-	25	25	25
		Avg # Days to close Ames on the Go report	-	2.9	2.8	2.5
	Maintain fire hydrants in good working order for emergency situations	# of fire hydrants in system	2,946	2,977	2,997	3,017
		# of valves in system	3,600	3,625	3,640	3,655
		# of valves tested	157	958	900	900
		# of hydrants repaired	10	26	10	10
	Perform utility locates to ensure safety	# of locates performed	7,113	6,932	7,500	7,500
		Cost per locate performed	\$15.36	\$15.74	\$18.02	\$18.37

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- A new FTE (\$74,900) has been included in the budget that will be split between the Water Distribution Program (79%) and the Sanitary Sewer Maintenance Program (21%). This position is needed to respond to the increasing workload for water main breaks and sanitary sewer repairs, and assist with snow and ice control.

## RECENT ACCOMPLISHMENTS

- City staff responded to a 50% increase in the number of water main breaks in FY 2018/19. The increase remained below national averages for the number of main breaks for a system the size of the City of Ames. The winter weather during that period was very severe and staff expects water main break numbers to return to a more normal level in FY 2019/20.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- During FY 2019/20 and FY 2020/21, reorganization of existing staff will continue. This reorganization will allow maintenance staff to organize according to work activities, promoting a more efficient response to emergencies and customer inquiries.
- Staff began proactively exercising and testing water valves again in FY 2018/19, and plans to continue in future years. Approximately 25% of the valves in the water distribution system were operated. This maintenance activity aids in identifying weaknesses that can then be repaired, and it increases confidence in City staff's ability to control the water distribution system in times of emergency or planned shutdowns.

# 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.

	2018/19	2019/20	2019/20	2020/21	% Change
<b>Expenditures by Category:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
Personal Services	304,897	365,228	369,655	389,733	6.7%
Internal Services	134,701	136,562	133,153	208,504	52.7%
Contractual	34,428	44,381	44,881	44,881	1.1%
Commodities	33,711	27,350	31,500	27,100	-0.9%
Capital	19,448	-	-	-	
Other Expenditures	-	-	-	-	
<b>Expenditure Subtotal</b>	<b>527,185</b>	<b>573,521</b>	<b>579,189</b>	<b>670,218</b>	<b>16.9%</b>
<i>Plus: Expenditures allocated from another program/activity:</i>					
Public Works Administration	120,255	133,021	129,240	134,740	1.3%
Public Works Engineering	260,305	195,089	191,769	205,555	5.4%
<b>Total Allocations</b>	<b>380,560</b>	<b>328,110</b>	<b>321,009</b>	<b>340,295</b>	<b>3.7%</b>
<b>Total Expenditures</b>	<b>907,745</b>	<b>901,631</b>	<b>900,198</b>	<b>1,010,513</b>	<b>12.1%</b>
<b>Funding Sources:</b>					
Sewer Utility Fund	907,745	901,631	900,198	1,010,513	12.1%
<b>Total Funding Sources</b>	<b>907,745</b>	<b>901,631</b>	<b>900,198</b>	<b>1,010,513</b>	<b>12.1%</b>
 <i>Authorized FTEs</i>	 2.96	 3.17	 3.17	 3.38	



# SANITARY SEWER SYSTEM MAINTENANCE

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 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	212	215	216
		# of manholes in collection system	4,248	4,280	4,300	4,320
		Lineal feet of sewer cleaned	298,183	272,896	300,000	300,000
		% of sanitary sewer collection system cleaned	27%	24%	25%	25%
		# of Ames on the Go reports	-	12	15	15
	Perform utility locates to ensure safety	Avg # Days to resolve Ames on the Go report	-	0.9	0.8	0.8
		# of locates performed	7,113	6,932	7,500	7,500
		Cost per locate performed	\$15.36	\$15.74	\$18.02	\$18.37

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- Funds are budgeted in FY 2020/21 to upgrade the City's hydro excavating machine to a trailer mounted combination jet/vac. This upgrade will assist in more efficient cleaning of sanitary and storm sewers. The upgrade will also allow for a more timely response during sanitary and storm sewer backups, which was indicated as a concern in the Citizen Satisfaction Survey. Half of the upgrade cost (\$67,500) is included in Sanitary Sewer Maintenance and the other half in Storm Sewer Maintenance.
- A new FTE (\$74,900) has been included in the budget that will be split between the Water Distribution Program (79%) and the Sanitary Sewer Maintenance Program (21%). This position is needed to respond to the increasing workload for water main breaks and sanitary sewer repairs, and assist with snow and ice control.

## RECENT ACCOMPLISHMENTS

- Staff continued to perform proactive jetting and acoustic inspection of sanitary sewer lines to ensure sanitary sewer lines continue to function properly. Staff also performed maintenance near a washed out manhole west of North Dakota Avenue to keep clear water from entering into the sanitary sewer system.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- During FY 2019/20 and FY 2020/21, reorganization of existing staff will continue. This reorganization will allow maintenance staff to organize according to work activities and promote more efficient response 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.

	2018/19	2019/20	2019/20	2020/21	% Change
<i>Expenditures by Category:</i>	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Personal Services	197,277	214,621	231,031	252,322	17.6%
Internal Services	8,992	11,359	11,788	11,911	4.9%
Contractual	29,748	36,810	50,410	50,410	37.0%
Commodities	7,984	17,700	14,800	18,300	3.4%
Capital	-	-	-	-	
Other Expenditures	2,863	17,500	12,500	20,000	14.3%
<b>Expenditure Subtotal</b>	<b>246,864</b>	<b>297,990</b>	<b>320,529</b>	<b>352,943</b>	<b>18.4%</b>
<i>Less: Expenditures allocated to other programs/activities:</i>					
CIP Projects	(29,680)	(20,000)	(20,000)	(20,000)	0.0%
<b>Total Expenditures</b>	<b>217,184</b>	<b>277,990</b>	<b>300,529</b>	<b>332,943</b>	<b>19.8%</b>
<b>Funding Sources:</b>					
Storm Water Utility Fund	217,184	277,990	300,529	332,943	19.8%
<b>Total Funding Sources</b>	<b>217,184</b>	<b>277,990</b>	<b>300,529</b>	<b>332,943</b>	<b>19.8%</b>

Authorized FTEs	1.90	1.90	1.90	1.90
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# STORM WATER PERMIT PROGRAM

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 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	385	479	425	400
		# of stormwater management (SWM) plans approved	8	9	8	8
		# of SWM as-built records completed	4	4	10	10
Expand sustainability efforts	Public Education and Outreach for Community Stormwater Initiatives	# of Science Nights (STEM) events	3	5	5	5
		# rain barrel rebates	24	11	20	20
		# composter rebates	-	19	25	25
		# rain garden rebates	1	0	1	1
		# native landscape rebates	4	1	3	4
		# soil quality restoration rebates	3	1	5	10

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- Included in the FY 2019/20 and 2020/21 budgets are Interns for Urban Conservation, Stormwater Erosion & Sediment Control inspections, and Smart Watersheds marketing. Also included in these budgets are professional services with Prairie Rivers of Iowa to complete watershed projects including creation and implementation of a 10-year water quality monitoring plan, soil health analysis and educational campaign, and the creation of a 10-year water quality project implementation plan in collaboration with City departments (Public Works, Water & Pollution Control, and Parks & Recreation) and Story County Conservation.
- 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 South Skunk River Watershed). Education about water quality and soil health improvements has been a primary focus. Staff attends numerous outreach opportunities each year to educate citizens.

## RECENT ACCOMPLISHMENTS

- Engineering staff 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. This grant application is still being considered by FEMA to be funded.
- Several drainage improvement projects were completed in FY 2019/20, including bank stabilization in the Kinyon-Clark subdivision, cunette and drainage tile maintenance and creation of a stormwater basin in Teagarden residential area, and the removal of excess sediment and enlargement of stormwater management basin in the Somerset Subdivision. All of these projects help to manage stormwater flows and to improve the water quality in our community.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- Staff is working with the Iowa Department of Agriculture and Land Stewardship for urban water quality funding on the South Grand Avenue Extension for a stormwater wetland, as well as the Campustown Improvement Project on Welch Avenue for tree trenches.
- 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. April 25, 2020 marks the 10<sup>th</sup> annual EcoFair, which is being planned to be bigger than ever before.

# 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.

	2018/19	2019/20	2019/20	2020/21	% Change From
<b>Expenditures by Category:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>Adopted</b>
Personal Services	120,686	187,538	185,465	194,541	3.7%
Internal Services	53,728	74,492	74,349	157,045	110.8%
Contractual	30,835	27,671	28,871	28,871	4.3%
Commodities	32,816	28,800	34,300	34,300	19.1%
Capital	-	-	-	-	
Other Expenditures	-	-	-	-	
<b>Expenditure Subtotal</b>	<b>238,065</b>	<b>318,501</b>	<b>322,985</b>	<b>414,757</b>	<b>30.2%</b>
<i>Plus: Expenditures allocated from another program/activity:</i>					
Public Works Engineering	111,559	83,610	82,187	88,095	5.4%
<b>Total Expenditures</b>	<b>349,624</b>	<b>402,111</b>	<b>405,172</b>	<b>502,852</b>	<b>25.1%</b>
<b>Funding Sources:</b>					
Storm Water Utility Fund	349,624	402,111	405,172	502,852	25.1%
<b>Total Funding Sources</b>	<b>349,624</b>	<b>402,111</b>	<b>405,172</b>	<b>502,852</b>	<b>25.1%</b>
 <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	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 Estimated
Provide quality programs in an efficient and fiscally responsible manner	Provide uninterrupted storm water drainage	Miles of storm sewer in system	278	278	279	279
		Lineal footage cleaned and/or televised	17,792	26,688	30,000	40,000
		% of miles televised	1.2%	1.8%	2.0%	2.7%
		System blockages cleaned	220	46	100	100
		Intakes inspected and cleaned	746	455	500	500
		Intakes/manholes repaired by City crews	26	38	40	40
		# of Ames on the Go reports	-	64	70	70
		Avg # Days to resolve Ames on the Go report	-	3.4	3.0	3.0

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- Funds are budgeted in FY 2020/21 to upgrade the City's hydro excavating machine to a trailer mounted combination jet/vac. This upgrade will assist in more efficient cleaning of sanitary and storm sewers. The upgrade will also allow for a more timely response during sanitary and storm sewer backups, which was indicated as a concern in the Citizen Satisfaction Survey. Half of the upgrade cost (\$67,500) is included in Sanitary Sewer Maintenance and the other half in Storm Sewer Maintenance.
- An increase of \$5,500 in structural materials in this work area is included as maintenance crews continue to upgrade storm sewer intakes to efficiently take on more water.

## RECENT ACCOMPLISHMENTS

- Staff spent significant time in this work area following the heavy flash flooding events during the summer of 2019 to ensure storm sewers were functioning properly and taking storm water.
- There was a decrease in the number of system blockages cleaned as crews work to maintain the storm water system.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- Staff will continue to inspect and repair storm sewer intakes and pipes to ensure storm water flows as efficiently as possible during rain events.

# 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, and 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.

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change From Adopted
<b>Expenditures by Activity:</b>					
Resource Recovery Operations	2,475,511	2,869,096	2,719,441	2,878,194	0.3%
Waste Diversion Study	190	-	-	-	
Solid Waste Study	-	25,000	-	-	
FWD Pilot Program	787	-	7,800	9,000	
Reject Disposal	1,002,280	1,360,000	1,050,000	950,000	-30.2%
Yard Waste Management	33,000	34,700	34,700	36,400	4.9%
Landfill Monitoring	10,020	25,135	24,635	25,050	-0.3%
<b>Total Expenditures</b>	<b>3,521,788</b>	<b>4,313,931</b>	<b>3,836,576</b>	<b>3,898,644</b>	<b>-9.6%</b>
<b>Expenditures by Category:</b>					
Personal Services	1,405,383	1,573,260	1,496,030	1,597,472	1.5%
Internal Services	352,207	352,173	346,352	353,598	0.4%
Contractual	1,497,360	2,017,698	1,644,894	1,575,274	-21.9%
Commodities	266,838	370,800	349,300	372,300	0.4%
Capital	-	-	-	-	
Other Expenditures	-	-	-	-	
<b>Expenditure Subtotal</b>	<b>3,521,788</b>	<b>4,313,931</b>	<b>3,836,576</b>	<b>3,898,644</b>	<b>-9.6%</b>
<i>Plus: Expenditures allocated from another program/activity:</i>					
Public Works Administration	120,255	133,021	129,240	134,740	1.3%
<b>Total Expenditures</b>	<b>3,642,043</b>	<b>4,446,952</b>	<b>3,965,816</b>	<b>4,033,384</b>	<b>-9.3%</b>
<b>Funding Sources:</b>					
Resource Recovery Fund	3,642,043	4,446,952	3,965,816	4,033,384	-9.3%
<b>Total Funding Sources</b>	<b>3,642,043</b>	<b>4,446,952</b>	<b>3,965,816</b>	<b>4,033,384</b>	<b>-9.3%</b>
<i>Authorized FTEs</i>	15.00	15.00	15.00	15.00	

# RESOURCE RECOVERY

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 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	51,364	53,775	52,000	52,000
		Tons of MSW processed	37,124	33,173	28,000	40,000
		% of MSW processed	72.28%	61.69%	53.84%	76.92%
		Tons of MSW to landfill	14,131	20,285	24,000	12,000
		Landfill disposal cost/ton	\$60.01	\$60.16	\$61.66	\$68.00
		Tons of Construction Debris to landfill	17,476	16,764	19,848	21,000
<b>Expand sustainability efforts</b>	Provide responsible, sustainable, local solutions for solid waste disposal	Tons RDF sold to Electric Utility	17,048	15,439	17,000	18,040
		Pounds of glass recycled	263,660	346,540	270,000	280,000
		Pounds of metal recycled	2,706,000	2,238,000	2,180,000	3,250,000
		Pounds of household hazardous materials collected	25,850	22,918	27,000	27,000
		Pounds diverted by Rummage RAMPAGE	77,520	102,550	116,400	120,000

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 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 RDF sales to the Electric Utility due to boiler maintenance and increased downtime.
- A study to evaluate optimizing the RRP process and associated Electric Services activities was added to the FY 2019/20 Budget (\$50,000). The cost of the study will be split by RRP Operations and Electric Services.
- Reject disposal is expected to decrease in FY 2020/21 due to returning to more normal operations.

## RECENT ACCOMPLISHMENTS

- Over 7,700 pounds of pumpkins were disposed of during the fall of 2019's Great Pumpkin Disposal Program.
- The City hosted the fourth annual Rummage RAMPAGE in conjunction with the ISU Office of Sustainability, resulting in 116,400 pounds of waste diverted from the landfill.
- Through the continuing education program, staff received training to make significant plant and equipment repairs including the C-8 slide bed modification and repair, replacing #2 mill hopper and hammers, replacing the C-12 and C-3B conveyor belts, rebuilding the entire air lock feeder (new liners, blades, retainers, knives, bearings, and seals), replacing the PDS breaker, replacing the sprockets and chain on the screwfeeder, repairing the C-5 conveyor, C-7 air knife flaps, and C-20 stack repairs.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- As a result of the Waste Diversion study, the Food Waste Diversion pilot project began July 1, 2019. Within the first 6 months, 85 food waste buckets have been sold.
- Plans are underway for the fifth annual Rummage RAMPAGE.
- Outreach efforts include 725 visitors, 47 Tours, 11 speaking engagements with 263 participants, and 12 events.



# 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.

	2018/19	2019/20	2019/20	2020/21	% Change
<b>Expenditures by Activity:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
Utility Customer Service	1,215,416	1,262,124	1,290,404	1,358,221	7.6%
Meter Reading	380,755	413,566	417,307	425,807	3.0%
Project Share	22,956	19,768	20,075	20,366	3.0%
Utility Deposit Interest	15,561	-	-	-	
<b>Total Expenditures</b>	<b>1,634,688</b>	<b>1,695,458</b>	<b>1,727,786</b>	<b>1,804,394</b>	<b>6.4%</b>

<b>Expenditures by Category:</b>					
Personal Services	949,260	998,525	983,084	1,042,656	4.4%
Internal Services	335,565	353,135	348,595	381,248	8.0%
Contractual	220,732	244,998	271,288	252,931	3.2%
Commodities	8,183	21,800	20,669	19,859	-8.9%
Capital	-	-	-	-	
Other Expenditures	120,948	77,000	104,150	107,700	39.9%
<b>Total Expenditures</b>	<b>1,634,688</b>	<b>1,695,458</b>	<b>1,727,786</b>	<b>1,804,394</b>	<b>6.4%</b>

<b>Funding Sources:</b>					
Electric Utility Fund	780,672	811,158	842,991	879,004	8.4%
Water Utility Fund	428,843	447,625	445,695	466,770	4.3%
Sewer Utility Fund	403,323	418,675	418,600	437,920	4.6%
Storm Sewer Utility Fund	4,980	3,000	5,000	5,200	73.3%
Project Share Donations	16,870	15,000	15,500	15,500	3.3%
<b>Total Funding Sources</b>	<b>1,634,688</b>	<b>1,695,458</b>	<b>1,727,786</b>	<b>1,804,394</b>	<b>6.4%</b>

<i>Authorized FTEs</i>	10.90	10.90	10.90	10.90
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# UTILITY CUSTOMER SERVICE

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 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	131	134	135	135
		Average seconds to answer phone	16.9	16.9	17.0	17.0
		% of customer service requests received over the internet	33.2%	34.2%	34.5%	35.0%
		Average # of payments processed per day	1,278	1,300	1,310	1,315
		% of utility payments received electronically	53.5%	55.4%	55.7%	56.0%
		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	\$4.28	\$4.37	\$4.63	\$4.76
	Provide accurate and efficient customer meter reading services	Maintain the # of days accounts are receivable to less than 21 days	17.6	17.4	17.5	17.5
		Average # of meter readings per day	2,436	2,468	2,490	2,512
		% of accounts with billing periods equal to or less than 34 days	98.0%	99.5%	98.5%	99.0%
		Maintain accuracy rate of no more than 5 misread meters per 1,000 reads	Yes	Yes	Yes	Yes
		Average cost per meter reading	\$0.60	\$0.62	\$0.67	\$0.68

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- The number of customers having trouble paying their bills in a timely manner is trending up. This trend is reflected in various statistics including the number of delinquent notices being mailed, number of customers on payment plans, and net write-offs as a percentage of sales. The dollar amount of write-offs in FY 2018/19 was \$88,517. The estimate for the FY 2019/20 adjusted is \$88,650 which is \$26,650 higher than the amount adopted. The estimate for FY 2020/21 is \$92,200.
- Data Services are projected to increase \$31,425 in FY 2020/21 over the amount adopted for FY 2019/20. The increase is the result of a change in how Data Service costs will be allocated and the planned upgrade to Windows 365.

## RECENT ACCOMPLISHMENTS

- Utility Customer Services has contracted with a third party to provide customers with the ability to pay their bills online or by telephone with a debit or credit card or electronic check. During the past year, PayPal, PayPal Credit, and Venmo were added as payment methods. In addition, the maximum payment per transaction was increased from \$350 to \$450 without increasing the transaction fee charged to the customer.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- Construction of the Sun Smart community solar farm is scheduled to begin in the spring of 2020 with production beginning in the summer of 2020. Utility Customer Service and Information Technology staffs are working with our utility billing Software Company to modify the system so it can apply the solar energy credits on participating customer accounts. It is estimated it will cost \$12,000 to modify the billing system.

# 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>	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change From Adopted
<b>Electric Services:</b>					
Top-O-Hollow Substation	2,190,247	-	1,313,948	-	
69kV Transmission Reconstruction	69,415	520,000	265,980	70,000	
Mortensen Road Underground	58,221	-	546,727	-	
Ontario Substation	-	-	-	200,000	
Electric Svcs Storage Building	-	-	54,978	-	
Electric Distribution Roof	-	-	-	-	
Street Light LED Retrofits	137,416	250,000	150,000	150,000	
Line/Street Light Relocations	63,671	250,000	1,093,322	225,000	
Electric Distribution Parking Lot	5,892	-	5,000	320,000	
Units 7 and 8 Fuel Conversion	3,525	-	256,183	-	
Power Plant Fire Protection	25,217	-	707,045	-	
69kV Switchyard Relay/Control	418	-	9,053	-	
CT 1 Inspection/Overhaul	9,983	-	60,432	-	
CEMS Monitoring System	588,249	-	40,137	-	
Power Plant Roof Replacement	18,330	-	208,697	-	
Unit 7 Boiler Tube Repair	2,322,576	8,400,000	6,122,588	-	
Power Plant Relay/Control System	-	125,000	-	125,000	
Unit 7 Generator/Turbine Overhaul	13,861	-	2,454,130	-	
RDF Bin Renovation	15,417	-	100,000	3,500,000	
Ash Pond Modifications	165,597	2,200,000	2,265,806	3,000,000	
Power Plant Building Modifications	161,324	-	208,854	-	
Unit 7 Surface Condenser Tube	-	-	-	-	
Unit 8 Superheat Replacement	3,423	2,000,000	6,531,037	-	
Power Plant Inventory Building	-	-	200,000	-	
Unit 8 Generator/Turbine Overhaul	-	3,000,000	3,000,000	-	
Underground Storage Tank Removal	-	15,000	15,000	-	
Unit 8 Precipitator Reconstruction	-	1,000,000	1,000,000	-	
Waste to Energy Study	-	-	75,000	175,000	
Waste Water Treatment	-	-	-	200,000	
DSC Hardware Upgrade	-	-	-	375,000	
Unit 7 Condenser Tubes	-	-	-	800,000	
Fuel Oil Piping Replacement	-	-	-	150,000	
GT1 Foundation Replacement	-	-	-	150,000	
<b>Total Electric Services CIP</b>	<b>5,852,782</b>	<b>17,760,000</b>	<b>26,683,917</b>	<b>9,440,000</b>	<b>-46.8%</b>
<b>Water Production/Treatment:</b>					
New Water Treatment Plant	(351,735)	-	364,169	-	
Water Supply Expansion	139,183	-	1,336,500	6,078,000	
North River Valley Low Head Dam	242,739	-	689,292	-	
Ada Hayden Water Quality	10,007	-	-	-	
AMR/AMI Meter Conversion	102,170	204,000	298,830	211,000	

# UTILITIES CIP

Old Water Plant Demolition	21,750	1,750,000	1,763,250	2,572,000	
Lime Lagoon Improvements	-	-	-	125,000	
<b>Total Water Production/Treatment CIP</b>	<b>208,971</b>	<b>2,461,000</b>	<b>5,991,023</b>	<b>8,986,000</b>	<b>265.1%</b>

<b>Activities:</b>	<b>2018/19 Actual</b>	<b>2019/20 Adopted</b>	<b>2019/20 Adjusted</b>	<b>2020/21 Mgr Rec</b>	<b>% Change From Adopted</b>
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<b>Water Pollution Control:</b>					
Plant Facility Improvements	183,040	95,000	226,212	150,000	
Electrical System Improvements	7,951	-	-	-	
Residuals Handling Improvements	-	-	637,188	-	
Cogeneration System	161,102	-	1,803,000	-	
Lift Station Improvements	1,850	-	200,900	-	
Digester Improvements	1,692,895	-	1,473,000	183,000	
Clarifier Maintenance	528,512	-	176,049	-	
Bar Screen Improvements	273,037	-	-	-	
Plant Structural Rehabilitation	645,161	-	-	-	
WPC Headworks Modifications	-	150,000	150,000	-	
Nutrient Reduction Modifications	184,524	-	-	-	
Watershed Nutrient Reduction	-	200,000	200,000	200,000	
<b>Total Water Pollution Control CIP</b>	<b>3,678,072</b>	<b>445,000</b>	<b>4,866,349</b>	<b>533,000</b>	<b>19.8%</b>

<b>Water Distribution:</b>					
Water System Improvements	834,156	1,400,000	3,743,810	1,500,000	
East Industrial Utility Extension	21,708	-	1,005,049	-	
Campustown Public Improvements	97,917	1,550,000	425,000	-	
Cherry Avenue Water Main	-	-	-	550,000	
<b>Total Water Distribution CIP</b>	<b>953,781</b>	<b>2,950,000</b>	<b>5,173,859</b>	<b>2,050,000</b>	<b>-30.5%</b>

<b>Sanitary Sewer System:</b>					
Sanitary Sewer Improvements	2,362,058	3,934,000	7,779,504	4,052,000	
Clear Water Diversion	2,621	100,000	124,490	50,000	
East Industrial Utility Extension	192,021	-	3,781,208	-	
Campustown Public Improvements	-	-	125,000	-	
East 13th Street Sewer Extension	-	-	-	2,500,000	
<b>Total Sanitary Sewer System CIP</b>	<b>2,556,700</b>	<b>4,034,000</b>	<b>11,810,202</b>	<b>6,602,000</b>	<b>63.7%</b>

<b>Storm Water:</b>					
Flood Response/Mitigation	-	-	1,043,281	-	
River Flooding Mitigation	50,772	-	965,894	4,280,000	
Teagarden Area Improvements	54,265	-	1,206,490	-	
Low Point Drainage Improvements	119,091	200,000	646,146	-	
Storm Water Improvements	74,282	250,000	428,385	-	
Storm Water Erosion Control	704,160	800,000	2,078,136	-	
Storm Water Facility Rehabilitation	14,763	150,000	629,835	-	
Gateway Hotel Pond Rehab	-	-	125,165	-	
Storm Water Quality Improvements	3,965	100,000	96,035	-	
Storm Water System Analysis	1,000	180,000	539,000	180,000	
<b>Total Storm Water CIP</b>	<b>1,022,298</b>	<b>1,680,000</b>	<b>7,758,367</b>	<b>4,460,000</b>	<b>165.5%</b>

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CITY OF  
**Ames**™



**TRANSPORTATION**

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.

	2018/19	2019/20	2019/20	2020/21	% Change
<b>Expenditures by Activity:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
Public Works Administration	120,254	133,021	129,238	134,741	1.3%
Public Works Engineering	148,747	111,479	109,582	117,461	5.4%
Traffic Engineering/Operations	1,163,533	1,295,881	1,328,782	1,362,084	5.1%
Street Maintenance	4,644,367	4,574,202	4,697,277	4,796,384	4.9%
Transit System	11,154,591	12,219,372	11,770,380	12,085,908	-1.1%
Parking System	927,857	1,057,378	1,059,545	1,006,263	-4.8%
Airport Operations	170,194	138,749	163,627	154,021	11.0%
<b>Total Operations</b>	<b>18,329,543</b>	<b>19,530,082</b>	<b>19,258,431</b>	<b>19,656,862</b>	<b>0.7%</b>
Transportation CIP	11,482,636	19,815,169	47,618,062	25,089,173	26.6%
<b>Total Expenditures</b>	<b>29,812,179</b>	<b>39,345,251</b>	<b>66,876,493</b>	<b>44,746,035</b>	<b>13.7%</b>
<i>Authorized FTEs</i>	135.83	136.83	136.83	136.83	

# TRANSPORTATION

	2018/19	2019/20	2019/20	2020/21	% Change
<i>Expenditures by Category:</i>	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Personal Services	13,221,789	14,633,006	14,101,270	14,756,002	0.8%
Internal Services	2,582,207	2,507,083	2,482,258	2,629,483	4.9%
Contractual	194,141	(264,321)	3,279	(205,543)	-22.2%
Commodities	2,115,660	2,579,314	2,527,824	2,448,820	-5.1%
Capital	9,134	75,000	143,200	27,500	-63.3%
Other Expenditures	206,612	-	600	600	
<b>Total Operations</b>	<b>18,329,543</b>	<b>19,530,082</b>	<b>19,258,431</b>	<b>19,656,862</b>	<b>0.7%</b>
Transportation CIP	11,482,636	19,815,169	47,618,062	25,089,173	26.6%
<b>Total Expenditures</b>	<b>29,812,179</b>	<b>39,345,251</b>	<b>66,876,493</b>	<b>44,746,035</b>	<b>13.7%</b>
<b>Funding Sources:</b>					
General Fund	357,515	260,685	294,363	289,805	11.2%
Road Use Tax Fund	5,918,197	5,992,647	6,186,643	6,274,886	4.7%
Transit Fund	11,127,947	12,219,372	11,770,380	12,085,908	-1.1%
Transit Student Government Trust	26,644	-	-	-	
Parking Fund	899,240	1,057,378	1,007,045	1,006,263	-4.8%
<b>Total Operations Funding</b>	<b>18,329,543</b>	<b>19,530,082</b>	<b>19,258,431</b>	<b>19,656,862</b>	<b>0.7%</b>
<b>Transportation CIP Funding:</b>					
G.O. Bonds	5,253,276	8,634,204	21,395,577	9,306,900	7.8%
Local Option Sales Tax	344,297	1,207,000	2,930,413	686,000	-43.2%
Road Use Tax	1,627,642	1,507,750	4,006,913	2,128,300	41.2%
Bike License Fund	-	-	8,450	-	
Street Construction Fund	2,694,551	4,096,912	13,780,585	6,219,700	51.8%
Airport Construction Fund	216,138	-	102,362	397,600	0.0%
Water Utility Fund	7,326	75,000	222,792	75,000	0.0%
Sewer Utility Fund	2,500	75,000	145,000	75,000	0.0%
Storm Water Utility Fund	26,204	50,000	152,585	50,000	0.0%
Transit Capital Reserve	1,310,702	4,169,303	4,873,385	6,150,673	47.5%
<b>Total CIP Funding</b>	<b>11,482,636</b>	<b>19,815,169</b>	<b>47,618,062</b>	<b>25,089,173</b>	<b>26.6%</b>
<b>Total Funding Sources</b>	<b>29,812,179</b>	<b>39,345,251</b>	<b>66,876,493</b>	<b>44,746,035</b>	<b>13.7%</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.

	2018/19	2019/20	2019/20	2020/21	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
<b>Expenditures by Category:</b>					<b>Adopted</b>
Personal Services	288,367	303,469	299,660	313,547	3.3%
Internal Services	165,442	193,210	179,343	188,059	-2.7%
Contractual	24,054	32,105	34,655	34,055	6.1%
Commodities	3,156	3,300	3,300	3,300	0.0%
Capital	-	-	-	-	
Other Expenditures	-	-	-	-	
<b>Expenditure Subtotal</b>	<b>481,019</b>	<b>532,084</b>	<b>516,958</b>	<b>538,961</b>	<b>1.3%</b>
<i>Less: Expenditures allocated to Utilities Program:</i>					
Water Distribution System	(120,255)	(133,021)	(129,240)	(134,740)	1.3%
Sanitary Sewer System	(120,255)	(133,021)	(129,240)	(134,740)	1.3%
Resource Recovery	(120,255)	(133,021)	(129,240)	(134,740)	1.3%
<b>Total Allocation</b>	<b>(360,765)</b>	<b>(399,063)</b>	<b>(387,720)</b>	<b>(404,220)</b>	<b>1.3%</b>
<b>Total Transportation Program Expenditures</b>	<b>120,254</b>	<b>133,021</b>	<b>129,238</b>	<b>134,741</b>	<b>1.3%</b>
<b>Funding Sources:</b>					
Road Use Tax	120,254	133,021	129,238	134,741	1.3%
<b>Total Funding Sources</b>	<b>120,254</b>	<b>133,021</b>	<b>129,238</b>	<b>134,741</b>	<b>1.3%</b>
 <i>Authorized FTEs</i>	 2.00	 2.00	 2.00	 2.00	

# PUBLIC WORKS ADMINISTRATION

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 Estimated
Provide quality programs in an efficient and fiscally responsible manner	Oversee and coordinate Public Works activities	# of Public Works employees	74.75	74.75	74.75	75.75
	Develop and manage Public Works capital improvement projects	Transportation CIP projects budget	\$34,458,308	\$14,409,000	\$25,561,850	\$35,940,600
		Dollars received as grants	\$9,954,400	\$6,776,725	\$8,645,712	\$14,380,500
		Overall outside funding	\$12,810,400	\$11,475,000	\$11,360,462	\$18,253,800
	Coordinate outreach efforts and act as a centralized point of contact for customer service	Mobile Requests Resolved	NA	865	900	900
		Average time to acknowledge requests	NA	0.6 days	0.5 days	0.5 days

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- The Ames on the Go mobile and website application continues to expand with other department users requiring new licenses. The Public Works Administration budget had added these users without charging back to the departments at this time.
- The Public Works Administration budget has budget allocations to fund the shared support team of Administrative Services.

## RECENT ACCOMPLISHMENTS

- Currently, there are 26 employees that are users in the system who respond to requests for Ames on the Go Mobile. The City of Ames continues to have leading response metrics to citizen requests for service within the See Click Fix market of local government users.
- There were 865 requests made through the system in FY 2018/19 and the average acknowledgement time was 0.5 days with the average resolution and close of 2.8 days. The resolution average is down from 3.5 days.
- Ames on the Go expanded into Inspections, Electric, Storm Water, Parks and Recreation in FY 2018/19 and FY 2019/20, allowing users to make requests or reports directly to personnel in these new divisions or departments.
- Public Works Administration has worked collaboratively to coordinate outreach for major projects including the Metropolitan Transportation Plan 2045 and Community Survey, Campustown Public Improvements Design for Welch Avenue, Campustown Public Improvements Construction Plan, Snow and Ice Control, FY 2019/20 Construction Season, and Ames on the Go user outreach.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- Public Works Administration will be working to support the divisions for a major 2020 construction season that will include the South Grand Avenue Extension projects and Campustown Public Improvements on Welch Avenue. Additionally, the EcoFair 2020 commemorating the 10<sup>th</sup> Anniversary has started planning to include expanded events to highlight sustainability in Ames. Public Works Administration will support the efforts with outreach and partner events.

# 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.

	2018/19	2019/20	2019/20	2020/21	% Change
<i>Expenditures by Category:</i>	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Personal Services	1,457,914	1,557,741	1,515,422	1,631,312	4.7%
Internal Services	115,312	183,869	179,930	157,315	-14.4%
Contractual	101,160	121,295	127,795	150,175	23.8%
Commodities	19,729	20,800	24,050	21,050	1.2%
Capital	-	44,000	45,200	7,500	-83.0%
Other Expenditures	-	-	-	-	
<b>Expenditure Subtotal</b>	<b>1,694,115</b>	<b>1,927,705</b>	<b>1,892,397</b>	<b>1,967,352</b>	<b>2.1%</b>
<i>Less: Expenditures allocated to Utilities Program and CIP:</i>					
CIP Projects	(907,649)	(1,326,593)	(1,301,480)	(1,333,103)	0.5%
Water Distribution System	(223,119)	(167,219)	(164,373)	(176,190)	5.4%
Sanitary Sewer System	(260,305)	(195,089)	(191,769)	(205,555)	5.4%
Storm Water System	(111,559)	(83,610)	(82,187)	(88,095)	5.4%
Electric Services	(42,736)	(43,715)	(43,006)	(46,948)	7.4%
<b>Total Allocation</b>	<b>(1,545,368)</b>	<b>(1,816,226)</b>	<b>(1,782,815)</b>	<b>(1,849,891)</b>	<b>1.9%</b>
<b>Total Transportation Program Expenditures</b>	<b>148,747</b>	<b>111,479</b>	<b>109,582</b>	<b>117,461</b>	<b>5.4%</b>
<b>Funding Sources:</b>					
General Fund	38,617	23,000	28,000	28,000	21.7%
Road Use Tax	110,130	88,479	81,582	89,461	1.1%
<b>Total Funding Sources</b>	<b>148,747</b>	<b>111,479</b>	<b>109,582</b>	<b>117,461</b>	<b>5.4%</b>
<i>Authorized FTEs</i>	12.85	12.85	12.85	12.85	

# PUBLIC WORKS ENGINEERING

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 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	20	22	25	20
		# of plans and specifications finalized for CIP projects	20	15	25	20
		Projects bid under engineer's estimate	70%	75%	80%	85%
		Projects bid over 10% of engineer's estimate	0%	13%	16%	10%
		Projects completed within 10% of original bid	80%	80%	73%	85%
		Projects completed on time	95%	90%	90%	95%
		# of subdivision public infrastructure projects inspected	12	13	9	10
		# of construction site erosion and sediment control inspections	385	524	450	460
		% of as-built records completed	96%	94%	100%	100%

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- Capital in the FY 2019/20 budget includes the Open Roads Software Upgrade (\$23,200), survey equipment (\$22,000), and the cost for an additional land survey vehicle (\$36,000).
- The FY 2020/21 budget includes Pavement Management System data collection (\$25,000) for the first time, which used to be paid by the Iowa DOT.

## RECENT ACCOMPLISHMENTS

- Public Works Engineering assignments for 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 2019 construction season included several CIP projects being inspected by Senior Engineering Technicians, including street improvements on Hickory Drive, downtown alleys, and water system improvements on 10<sup>th</sup> Street, 12<sup>th</sup> Street, Burnett Avenue, and Gray Avenue. Stormwater improvements were inspected in the Teagarden area, as well as the Somerset and Kinyon-Clark subdivisions.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- GIS dependency continues to grow at a steady pace, with approximately 260 outside registered customers with the City's online GIS portal.
- Staff is continuing 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.
- Final design toward spring 2020 construction for S. Grand Ave. Extension, S. 5<sup>th</sup> St. Extension, East Industrial Area Utilities, ISU Research Park Phase IV, Campustown Public Improvements (Welch Ave.), 13<sup>th</sup> St. (Wilson Ave. to Duff Ave.), Bloomington Rd., 14<sup>th</sup> St., 15<sup>th</sup> St., Des Moines Ave., Center Ave., E. 3<sup>rd</sup> St., E 2<sup>nd</sup> St., 5<sup>th</sup> St., Douglas Ave., Gaskill Dr., and Crawford 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.

	2018/19	2019/20	2019/20	2020/21	% Change
<i>Expenditures by Activity:</i>	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Traffic Engineering	226,279	260,430	256,138	274,438	5.4%
Transportation Planning	95,379	111,409	78,609	120,208	7.9%
<b>Total Expenditures</b>	<b>321,658</b>	<b>371,839</b>	<b>334,747</b>	<b>394,646</b>	<b>6.1%</b>

<i>Expenditures by Category:</i>					
Personal Services	264,325	280,437	246,072	304,934	8.7%
Internal Services	27,428	25,159	25,565	26,322	4.6%
Contractual	28,787	64,643	61,510	61,790	-4.4%
Commodities	1,118	1,600	1,600	1,600	0.0%
Capital	-	-	-	-	
Other Expenditures	-	-	-	-	
<b>Expenditure Subtotal</b>	<b>321,658</b>	<b>371,839</b>	<b>334,747</b>	<b>394,646</b>	<b>6.1%</b>

Less: Expenditures reflected directly in another activity or CIP project	(96,283)	(96,000)	(96,000)	(96,000)	0.0%
<b>Total Expenditures</b>	<b>225,375</b>	<b>275,839</b>	<b>238,747</b>	<b>298,646</b>	<b>8.3%</b>

<i>Funding Sources:</i>					
MPO Reimbursement	76,303	89,127	62,887	96,166	7.9%
Road Use Tax Fund	149,072	186,712	175,860	202,480	8.5%
<b>Total Funding Sources</b>	<b>225,375</b>	<b>275,839</b>	<b>238,747</b>	<b>298,646</b>	<b>8.3%</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	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 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	\$1,344,181	\$3,560,546	\$1,180,00	\$1,935,300
		Crash rate per million VMT (5-year average)	366.6 (402.2)	409.1 (397.0)	399.9 (395.6)	399.4 (391.8)
		Bike/pedestrian crash rate per million VMT (5-year average)	11.5 (13.8)	8.9 (12.3)	11.6 (12.8)	7.8 (10.5)
		Mean travel time to work in minutes (5-year average)	18.3 (18.0)	17.9 (18.0)	17.5 (17.9)	17.5 (17.8)
<b>Expand sustainability efforts</b>	Build energy efficiency strategies into transportation planning	% mode share of non-vehicle trips (5-year average)	22.5% (21.4%)	22.4% (21.9%)	23.1% (22.2%)	23.5% (22.6%)
<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)	\$3,194,373	\$1,510,000	\$2,611,500	\$1,545,000
		Miles of bike/ped infrastructure	N/A	N/A	78.3	82.3

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 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.
- The Transportation Planner position has been vacant for several months in FY 2019/20 which has reduced personnel expenses. Additionally, the vacancy affects estimated expenses in FY 2020/21.

## RECENT ACCOMPLISHMENTS

- Staff has finalized the installation of 35 permanent count stations, which provide hourly traffic data to use in traffic modeling and forecasting.
- Staff has completed 108 pedestrian safety/crossing studies, traffic calming, and traffic signal warrant studies, which have originated from citizen requests or City Council referrals.
- Projects completed include South Duff Avenue Widening (Kitty Hawk to Ken Maril), Traffic Signal Replacement (Lincoln Way & Hyland), Skunk River Trail (Bloomington to Ada Hayden).

## IN-PROGRESS AND UPCOMING ACTIVITIES

- The Traffic Network Communication Master Plan is in progress with anticipated completion by the end of calendar year 2019.
- Intelligent Transportation Systems (ITS) projects (Traffic Adaptive, High-Resolution Controller Data, and Real-Time monitoring of the transportation system) will be implemented.
- Staff will continue 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.
- Staff will continue the 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.

	2018/19	2019/20	2019/20	2020/21	% Change
<i>Expenditures by Activity:</i>	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Traffic Signal Maintenance	388,107	495,318	559,041	498,058	0.6%
Traffic Sign Maintenance	253,577	339,707	312,106	334,052	-1.7%
Pavement Markings	278,215	175,208	207,270	219,710	25.4%
Outside Traffic Control	18,259	9,809	11,618	11,618	18.4%
<b>Total Expenditures</b>	<b>938,158</b>	<b>1,020,042</b>	<b>1,090,035</b>	<b>1,063,438</b>	<b>4.3%</b>

<i>Expenditures by Category:</i>					
	2018/19	2019/20	2019/20	2020/21	% Change
Personal Services	490,271	616,401	611,754	630,095	2.2%
Internal Services	255,654	127,854	134,549	151,101	18.2%
Contractual	61,602	93,613	102,808	131,842	40.8%
Commodities	130,631	151,174	169,924	130,400	-13.7%
Capital	-	31,000	71,000	20,000	-35.5%
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>938,158</b>	<b>1,020,042</b>	<b>1,090,035</b>	<b>1,063,438</b>	<b>4.3%</b>

<i>Funding Sources:</i>					
	2018/19	2019/20	2019/20	2020/21	% Change
General Fund	18,259	9,809	11,618	11,618	18.4%
Road Use Tax Fund	919,899	1,010,233	1,078,417	1,051,820	4.1%
<b>Total Funding Sources</b>	<b>938,158</b>	<b>1,020,042</b>	<b>1,090,035</b>	<b>1,063,438</b>	<b>4.3%</b>

<i>Authorized FTEs</i>	5.15	5.15	5.40	5.40
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# TRAFFIC MAINTENANCE

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 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	70	72	74
		Average # of service calls per signalized intersection	4.5	4.0	5.0	5.0
		# of City signs	10,000	10,484	10,700	10,900
		# of signs installed (new & replacement)	400	800	450	500
		# of signs serviced	2,400	1,400	2,500	2,500
	Enhance roadway markings on pavement with an emphasis on bike lane, detection, and shared use markings	Average # of sign repairs/week	45	26	48	48
		# of lane miles painted	76	80	81	82
		# of crosswalks painted	745	750	760	770
		Gallons of traffic paint used (mainline & pedestrian)	745	2,330	2,500	2,800
		Pounds of reflective beads used	15,000	12,000	13,000	13,500

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- The budget will allow for the replacement of failed LED signal lights, updating signage, and transitioning painted pavement markings to permanent markings.
- Advanced Traffic Controller cabinet technology will require a new Central Office Software platform for controller data management (estimated cost \$30,000).
- The effort to update pavement markings will add \$20,000 to FY 2019/20 and \$30,000 to FY 2020/21 for water blasting services.
- An internal allocation of personnel time has been evaluated and reallocated between Parking Operations and Traffic Maintenance programs starting in the adjusted FY 2019/20 budget.

## RECENT ACCOMPLISHMENTS

- Staff implemented a skill-based pay plan to promote technical development of internal staff in support of new and emerging technologies.
- An inclusive crosswalk was installed at 5<sup>th</sup> Street and Douglas Avenue.
- The replacement of the signal was completed at Lincoln Way and Hyland Avenue. A dynamic feedback sign was installed on Ontario Street near Garfield Avenue.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- The traffic network master plan for a citywide communication network was completed. The ADA Signal Enhancement retrofit program continues to update signals and radar systems to serve citizens with disabilities and alternative transportation to current standards.
- Installing new red and green LED's in signal heads to replace those that have reached the end of their projected lifecycle.
- Staff continues to analyze retroreflectivity data on City signs and replace any that fall below minimum requirements (provided by FHWA) or our own appearance standards.

# 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.

	2018/19	2019/20	2019/20	2020/21	% Change
<i>Expenditures by Category:</i>	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Personal Services	1,099,357	1,148,560	1,131,059	1,186,762	3.3%
Internal Services	496,587	560,248	559,548	590,473	5.4%
Contractual	160,211	146,976	153,076	134,986	-8.2%
Commodities	350,944	332,250	361,525	357,150	7.5%
Capital	9,134	-	-	-	
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>2,116,233</b>	<b>2,188,034</b>	<b>2,205,208</b>	<b>2,269,371</b>	<b>3.7%</b>

<i>Funding Sources:</i>					
General Fund	5,731	-	-	-	
Road Use Tax Fund	2,110,502	2,188,034	2,205,208	2,269,371	3.7%
<b>Total Funding Sources</b>	<b>2,116,233</b>	<b>2,188,034</b>	<b>2,205,208</b>	<b>2,269,371</b>	<b>3.7%</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	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 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	630	630	632	634
		Cost per lane mile street maintenance	\$3,359	\$3,473	\$3,490	\$3,575
		% of citizens rating major street surfaces as good or very good	86%	73%	85%	85%
		% of citizens rating neighborhood streets as good or very good	84%	73%	85%	85%
		Miles of off-street bike paths maintained	54	70	71	72
		% of citizens rating bike path maintenance as good or very good	90%	85%	90%	90%
		# of sidewalk repair letters issued	27	107	70	70
		# of Ames on the Go reports	-	141	150	160
		Avg # Days to Close Ames on the Go report	-	1.8	1.8	1.8

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND FY 2020/21 BUDGETS

- Funds are budgeted in FY 2020/21 to upgrade replacements to 6 of the City's single axle dump trucks. Upgrades include new wing plow mounts, underbody plows, laser guidance systems, and swap loading capabilities. These upgrades will make the trucks safer for operators and the public and increase the efficiency of each truck resulting in an improved response time in snow and ice control and street maintenance activities. These areas are identified in the City Satisfaction Survey as areas of concern for the public. Half of the upgrade cost (\$35,000) is included in Snow and Ice Control and the other half in Street Maintenance.
- The budget also includes purchasing a new skid steer while keeping the existing skid steer loader as a backup during summer maintenance activities, and utilizing it during snow and ice control to plow snow (split between Street System Maintenance and the Snow & Ice Control).

## 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.
- Staff sent out 107 sidewalk repair letters in FY 2018/19. These concerns are reported by citizens and the enforcement process helps keep the City's sidewalk accessible for pedestrians.
- The increase in off street bike paths is due to updated inventory efforts and is reflected in the City's Geographical Information System (GIS).

## IN-PROGRESS AND UPCOMING ACTIVITIES

- The biennial bridge inspection will occur in the spring of 2020 to evaluate the conditions of the City's bridge infrastructure and provide recommendations for future CIP projects.

# 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.

	2018/19	2019/20	2019/20	2020/21	% Change
<i>Expenditures by Category:</i>	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Personal Services	115,019	165,964	163,968	172,066	3.7%
Internal Services	115,306	113,134	112,980	121,599	7.5%
Contractual	35,569	40,054	40,054	40,054	0.0%
Commodities	415	200	200	200	0.0%
Capital	-	-	-	-	
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	266,309	319,352	317,202	333,919	4.6%

<i>Funding Sources:</i>					
Road Use Tax Fund	266,309	319,352	317,202	333,919	4.6%
<b>Total Funding Sources</b>	266,309	319,352	317,202	333,919	4.6%

<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	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 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	1,351	1,426	1,500	1,500
		Miles of residential streets cleaned	5,366	5,392	5,400	5,400
		Miles of Business District streets cleaned	417	345	400	400
		% of street miles cleaned by City crews	78%	79%	80%	80%
		% of citizens rating Business District street cleaning as good or very good	93%	90%	95%	95%
		% of citizens rating neighborhood street cleaning as good or very good	85%	80%	90%	90%
		# of Ames on the Go reports	-	18	30	40
		Avg # Days to Resolve Ames on the Go report	-	1.3	0.6	0.6

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND FY 2020/21 BUDGETS

- FY 2019/20 and FY 2020/21 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.
- The Public Works Department can provide very responsive service when requested from customers using the Ames on the Go reporting application.

## RECENT ACCOMPLISHMENTS

- The unseasonable cold of early November 2019 resulted in many trees dropping all of their leaves at one time. This caused an increase in requests from citizens for street sweeping and leaf pickup. Leaf pickup continued at high levels during that time, however street sweeping was limited due to the water that is used in the street sweeping being at risk of freezing in the sweeper during the cold 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 the 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.

	2018/19	2019/20	2019/20	2020/21	% Change
<i>Expenditures by Category:</i>	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Personal Services	569,208	500,284	500,015	522,526	4.5%
Internal Services	495,110	384,278	389,856	460,406	19.8%
Contractual	193,899	156,873	155,123	153,123	-2.4%
Commodities	179,733	225,500	223,625	220,500	-2.2%
Capital	-	-	-	-	
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>1,437,950</b>	<b>1,266,935</b>	<b>1,268,619</b>	<b>1,356,555</b>	<b>7.1%</b>

<i>Funding Sources:</i>					
Road Use Tax Fund	1,437,950	1,266,935	1,268,619	1,356,555	7.1%
<b>Total Funding Sources</b>	<b>1,437,950</b>	<b>1,266,935</b>	<b>1,268,619</b>	<b>1,356,555</b>	<b>7.1%</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	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 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	44.5	52.5	36	36	
		Lane miles of streets maintained	630	630	632	634	
		# of snow/ice control operations	25	20	20	20	
		Cost of snow/ice removal per inch of accumulation per lane mile of street	\$40.43	\$43.47	\$55.74	\$59.32	
		Gallons of salt brine used	1,000	10,800	30,000	30,000	
		Tons of sodium chloride applied	3,158	1,974	2,500	2,500	
		Gallons of calcium chloride applied	3,800	1,000	2,000	2,000	
		% of citizens rating snow plowing on major city streets as good or very good	87%	76%	90%	90%	
		% of citizens rating snow plowing in neighborhoods as good or very good	72%	54%	75%	75%	
		% of citizens rating ice control at intersections as good or very good	80%	59%	80%	80%	
		Crews plow snow at 2" for arterial, collector, and business areas					
		3" of snow to clear residential streets					
4" of snow to clear alleys							

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- Funds are budgeted in FY 2020/21 to upgrade replacements to 6 of the City's single axle dump trucks. Upgrades include new wing plow mounts, underbody plows, laser guidance systems, and swap loading capabilities. These upgrades will make the trucks safer for operators and the public, and increase the efficiency of each truck resulting in an improved response time in snow and ice control and street maintenance activities. These areas are identified in the City Satisfaction Survey as top priorities for Ames Citizens. Half of the upgrade cost (\$35,000) is included in Snow and Ice Control and the other half in Street Maintenance.
- The budget also includes purchasing a new skid steer and keeping the existing skid steer loader as a backup during summer maintenance activities and utilizing it during snow and ice control to plow snow (split between Street System Maintenance and the Snow & Ice Control).

## RECENT ACCOMPLISHMENTS

- Staff provided notices to 582 property owners or managers regarding sidewalk snow removal during the winter of 2018/19. This is a 50% increase from 388 notices during 2017/18. Staff sent a reminder to the properties that had multiple violations in 2018/19 about their duties to keep the sidewalks clear.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- In FY 2019/20 and FY 2020/21, City crews will utilize 28 units (pickups, trucks, road graders, skid steers, backhoes, etc.) for snow and ice control activities. In addition, \$94,825 is budgeted for contractors including 8 tractors with plows and 9 skid steer loaders/pickups to supplement City crews in snow and ice removal activities.

# ***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.

	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	<b>% Change</b>
<b><i>Expenditures by Activity:</i></b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
Turf Maintenance	251,027	275,647	251,880	266,683	-3.3%
Tree Maintenance	364,907	357,744	353,000	367,228	2.7%
ROW Snow Removal	55,399	-	55,000	55,000	
EAB Program	121,631	166,490	246,368	147,628	-11.3%
Hazardous ROW Tree Removal	30,911	-	-	-	
<b>Total Expenditures</b>	<b>823,875</b>	<b>799,881</b>	<b>906,248</b>	<b>836,539</b>	<b>4.6%</b>
<b><i>Expenditures by Category:</i></b>					
Personal Services	356,904	371,139	369,186	390,169	5.1%
Internal Services	162,480	155,395	155,579	158,020	1.7%
Contractual	270,431	237,347	343,783	250,250	5.4%
Commodities	34,060	36,000	37,700	38,100	5.8%
Capital	-	-	-	-	
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>823,875</b>	<b>799,881</b>	<b>906,248</b>	<b>836,539</b>	<b>4.6%</b>
<b><i>Funding Sources:</i></b>					
General Fund	30,911	-	-	-	
Road Use Tax Fund	792,964	799,881	906,248	836,539	4.6%
<b>Total Funding Sources</b>	<b>823,875</b>	<b>799,881</b>	<b>906,248</b>	<b>836,539</b>	<b>4.6%</b>

<i>Authorized FTEs</i>	3.74	3.74	3.74	3.74
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# RIGHT-OF-WAY MAINTENANCE

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 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	135	128	130	130
		# of trees removed under EAB program	228	130	68	65
		# of trees planted under EAB program	232	130	68	65
		% of citizens rating appearance of medians and parkways as good or very good	90%	90%	91%	91%

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- The Emerald Ash Borer (EAB) Response Plan and Urban Forest Diversification & Reforestation Program continues in FY 2019/20. City crews will again remove as many trees as possible within the capabilities of the equipment. A contractor will remove the majority of trees as well as complete the stump removal and replanting. There is \$199,486 allocated in FY 2019/20 to plant 198 replacement trees and remove 68 trees and stumps. In FY 2020/21, \$100,000 is budgeted for removing 65 as trees and planting 195 replacement trees. Tree plantings for both fiscal years include The Ames Foundation plantings.
- A new Right-of-Way (ROW) Snow Removal account was set up for all snow removal activities that occur in the ROW. In FY 2019/20 and FY 2020/21, \$55,000 has been budgeted for those activities. The budgeted funds were reallocated from other accounts in the ROW program.

## RECENT ACCOMPLISHMENTS

- In FY 2018/19, staff pruned approximately 3,200 trees and 36 hazardous trees were removed.
- The Ames Foundation again partnered with the City in FY 2018/19 to plant 128 trees across selected city neighborhoods. Like past years, the City incurs the costs for the trees, but the Ames Foundation organized the volunteers and the training.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- In FY 2019/20 and FY 2020/21, \$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, soliciting volunteers, and sharing the costs of the trees.

# TRANSIT SYSTEM

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**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.

<b>Expenditures by Activity:</b>	<b>2018/19 Actual</b>	<b>2019/20 Adopted</b>	<b>2019/20 Adjusted</b>	<b>2020/21 Mgr Rec</b>	<b>% Change From Adopted</b>
Administration/Support	2,187,848	2,212,819	2,154,662	2,240,821	1.3%
Fixed Route Service	8,806,064	9,824,414	9,433,579	9,658,396	-1.7%
Dial-a-Ride Service	160,679	182,139	182,139	186,691	2.5%
<b>Transit Operations</b>	<b>11,154,591</b>	<b>12,219,372</b>	<b>11,770,380</b>	<b>12,085,908</b>	<b>-1.1%</b>
 <i>Authorized FTEs</i>	 84.50	 85.50	 85.50	 85.50	

# TRANSIT SYSTEM

	2018/19	2019/20	2019/20	2020/21	% Change
<i>Expenditures by Category:</i>	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Personal Services	7,892,836	8,873,070	8,492,539	8,802,340	-0.8%
Internal Services	585,563	611,199	608,738	640,926	4.9%
Contractual	1,137,437	980,453	1,016,353	1,011,942	3.2%
Commodities	1,332,143	1,754,650	1,652,150	1,630,100	-7.1%
Capital	-	-	-	-	
Other Expenditures	206,612	-	600	600	
<b>Total Expenditures</b>	<b>11,154,591</b>	<b>12,219,372</b>	<b>11,770,380</b>	<b>12,085,908</b>	<b>-1.1%</b>

<i>Funding Sources:</i>					
Transit Fund	11,127,947	12,219,372	11,770,380	12,085,908	-1.1%
Transit Student Govt Trust	26,644	-	-	-	
<b>Total Funding Sources</b>	<b>11,154,591</b>	<b>12,219,372</b>	<b>11,770,380</b>	<b>12,085,908</b>	<b>-1.1%</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.

	2018/19	2019/20	2019/20	2020/21	% Change
<i>Expenditures by Activity:</i>	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Transit Administration	1,432,477	1,369,642	1,304,676	1,354,795	-1.1%
Transit Safety/Training	366,497	446,963	450,152	465,161	4.1%
Transit Promotion	755	8,400	8,400	8,400	0.0%
Transit Building/Grounds	388,119	387,814	391,434	412,465	6.4%
<b>Total Expenditures</b>	<b>2,187,848</b>	<b>2,212,819</b>	<b>2,154,662</b>	<b>2,240,821</b>	<b>1.3%</b>

<i>Expenditures by Category:</i>					
	2018/19	2019/20	2019/20	2020/21	% Change
Personal Services	1,235,813	1,445,806	1,388,095	1,437,061	-0.6%
Internal Services	351,806	370,735	369,389	388,593	4.8%
Contractual	316,118	322,053	322,953	340,542	5.7%
Commodities	77,966	74,225	74,225	74,625	0.5%
Capital	-	-	-	-	
Other Expenditures	206,145	-	-	-	
<b>Total Expenditures</b>	<b>2,187,848</b>	<b>2,212,819</b>	<b>2,154,662</b>	<b>2,240,821</b>	<b>1.3%</b>

<i>Funding Sources:</i>					
	2018/19	2019/20	2019/20	2020/21	% Change
Transit Fund	2,161,204	2,212,819	2,154,662	2,240,821	1.3%
Student Government Trust	26,644	-	-	-	
<b>Total Funding Sources</b>	<b>2,187,848</b>	<b>2,212,819</b>	<b>2,154,662</b>	<b>2,240,821</b>	<b>1.3%</b>

<i>Authorized FTEs</i>	9.80	10.80	10.80	10.80
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# TRANSIT ADMINISTRATION & SUPPORT

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 Estimated
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	Connecting people to their community with safe and efficient transit service that exceeds expectations	CyRide annual ridership	6,572,066	6,121,023	6,000,000	6,000,000
		Passenger trips per capita	100.0	93.0	90.0	90.0
		Passenger trips per revenue hour	49.9	46.8	45.0	45.0
		Operating expenses per passenger	\$1.31	\$1.43	\$1.48	\$1.48
		Average fleet age in years	10.6	10.7	11.0	11.2
		% of citizens rating CyRide service as good or very good	94.6%	89.0%	90.0%	90.0%

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- Decreased enrollment at Iowa State University and large, student-oriented apartment complexes within walking distance to the university are believed to have contributed to a 7% decline in ridership.
- Declining ridership and lower university enrollment have led to decreasing revenues, and threaten federal and state operating funds that are based on ridership and efficiencies.
- A complete restructuring of routes (CyRide 2.0) has made it difficult to identify changes in ridership patterns and adjust service levels to stabilize ridership.

## RECENT ACCOMPLISHMENTS

- CyRide was named third in the nation as the "Area with the Most Transit Travel" based on rides per capita, behind only New York and San Francisco.
- Secured grant funding to purchase three new 40' buses, one new 60' articulated bus, and two battery electric buses, along with funding for major facility renovations. New buses will allow the fleet age to be reduced and will improve sustainability.
- Another grant award allowed CyRide to replace the bus wash and maintain the facility in a state of good repair as mandated by the Federal Transit Administration.
- Successful deployment of new bus technology that includes Automatic Voice Annunciators (AVA), and an upgraded Automatic Vehicle Location (AVL) system. The combined system announces key bus stop locations for new Ames residents and assists the disabled community.
- Completion of federally required Equity Analysis regarding possible second site facility locations west of Ames.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- Replacement of six minibuses with federal funding.
- Hire new full-time Chief Safety Officer to administer the new federally required public transportation agency safety plan.
- Deployment of technology enhancements to improve efficiency, safety and security, and the riding experience. CyRide will deploy Automatic Passenger Counter (APC) systems on CyRide's busiest route to allow customers to board and exit the bus through any door, which will reduce travel time for customers. Additionally, CyRide will work on deploying technology that will allow stop level boarding data, allowing a faster response to ridership changes.
- Based on Transit Board of Trustees 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.

	2018/19	2019/20	2019/20	2020/21	% Change From
<i>Expenditures by Activity:</i>	Actual	Adopted	Adjusted	Mgr Rec	Adopted
Fixed Route	6,436,124	6,996,188	6,682,559	6,889,233	-1.5%
Fixed Route Maintenance	2,369,940	2,828,226	2,751,020	2,769,163	-2.1%
<b>Total Expenditures</b>	<b>8,806,064</b>	<b>9,824,414</b>	<b>9,433,579</b>	<b>9,658,396</b>	<b>-1.7%</b>

<i>Expenditures by Category:</i>					
Personal Services	6,648,575	7,418,335	7,095,515	7,356,798	-0.8%
Internal Services	233,640	240,354	239,239	252,223	4.9%
Contractual	669,505	488,300	523,300	496,300	1.6%
Commodities	1,253,877	1,677,425	1,574,925	1,552,475	-7.5%
Capital	-	-	-	-	
Other Expenditures	467	-	600	600	
<b>Total Expenditures</b>	<b>8,806,064</b>	<b>9,824,414</b>	<b>9,433,579</b>	<b>9,658,396</b>	<b>-1.7%</b>

<i>Funding Sources:</i>					
Transit Fund	8,806,064	9,824,414	9,433,579	9,658,396	-1.7%
<b>Total Funding Sources</b>	<b>8,806,064</b>	<b>9,824,414</b>	<b>9,433,579</b>	<b>9,658,396</b>	<b>-1.7%</b>

<i>Authorized FTEs</i>	74.60	74.60	74.60	74.60
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# FIXED ROUTE SERVICE

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 Estimated
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	Connecting people to their community with safe and efficient transit service that exceeds expectations	Passengers per complaint	117,358	124,919	118,000	118,000
		Miles per preventable accident	23,910	28,079	25,000	25,000
		Average # of drivers employed per month	145.6	138.8	145.0	145.0
		# of passengers transferring buses	38,974	32,774	33,000	33,000
		# of major mechanical failures	30	32	32	32
		Miles per shop road call	27,496	37,907	35,000	35,000

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- In the FY 2019/20 budget CyRide added over \$160,000 of additional services to the new route structure created under CyRide 2.0. Additional services were added based on customer feedback to address unanticipated needs under the new system.
- CyRide has ended a contract with a private party to provide service to a portion of the circulator route system. This resulted in a small budget savings and a large reduction in staff time monitoring the subcontractor per federal requirements.
- CyRide increased starting wages and on-call pay, plus implemented a mechanic certification program under the union contract in an effort to fill vacancies likely caused by low unemployment in the Ames area.
- Most CyRide employees are subject to federal regulations on drug and alcohol testing. The federal government raised drug testing thresholds from 25% to 50% of a transit system's employees throughout the year. This change has increased CyRide's expenditures in this area.

## RECENT ACCOMPLISHMENTS

- CyRide 2.0 modified route structures to allow customers to more easily utilize the system, and increase service efficiency. Common requests were addressed in the FY 2019/20 budget, which have filled in some of the service gaps identified by CyRide customers.
- A CyRide driver won the 2019 State Large Bus Rodeo competition and will compete in the 2020 national competition, representing both the State of Iowa and CyRide.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- CyRide will be working on the radio project to replace an obsolete radio system at cost of \$345,640, in order to make it compatible with City of Ames departments and Story County emergency management.
- CyRide will continue to recommend modifications to the Transit Board to modify the new route structure to address needs identified by customers.
- CyRide will test and monitor newly acquired technology projects, including the Automated Annunciators and Automatic Passenger Counters.
- CyRide was recently awarded a Low No Grant for \$1.6 million to implement battery electric buses into the fleet. Significant facility improvements will be made to support this sustainability effort.
- CyRide is working to increase the articulated bus fleet from six articulated buses to ten between 2020 and 2023. Federal grant funding approved by the Ames Area MPO has allowed CyRide to upgrade one 40' bus purchase to a 60' bus purchase over the next four years.

# 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.

	2018/19	2019/20	2019/20	2020/21	% Change
<b>Expenditures by Category:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
Personal Services	8,448	8,929	8,929	8,481	-5.0%
Internal Services	117	110	110	110	0.0%
Contractual	151,814	170,100	170,100	175,100	2.9%
Commodities	300	3,000	3,000	3,000	0.0%
Capital	-	-	-	-	
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>160,679</b>	<b>182,139</b>	<b>182,139</b>	<b>186,691</b>	<b>2.5%</b>

<b>Funding Sources:</b>					
Transit Fund	160,679	182,139	182,139	186,691	2.5%
<b>Total Funding Sources</b>	<b>160,679</b>	<b>182,139</b>	<b>182,139</b>	<b>186,691</b>	<b>2.5%</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	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 Estimated
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	Connecting people to their community with safe and efficient transit service that exceeds expectations	Dial-A-Ride ridership	8,903	8,380	8,200	8,200
		Passengers per revenue hour	2.7	2.1	2.4	2.4
		Farebox revenue as percentage of program expenses	8.3%	8.0%	8.0%	8.0%
		Program cost per passenger	\$18.82	\$18.97	\$20.00	\$20.00
		# of rides before/after 10 min. pickup window	350	300	300	300
		Passengers per comment	1,620	4,451	1,600	1,600
		On-time performance	95.6%	94.8%	95.0%	95.0%

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- CyRide currently contracts with the Heart of Iowa Regional Transit Agency (HIRTA) to provide Dial-A-Ride service through June 30, 2021. HIRTA increased its weekday contract renewal rate for FY 2019/20 by 6.5%. There is a potential for increased expenditure in FY 2020/21 if ridership continues to decline.
- Dial-A-Ride ridership has been declining over the past several years. This is a trend statewide in urban areas. HIRTA has hired a half-time Outreach Coordinator in an attempt to reverse this trend and to raise awareness of transit options in Story County.
- HIRTA increased their fares for county transportation from \$2.00 to \$2.50 on October 1, 2019. This has caused an increase in the number of applications for CyRide's ADA service, since it is now more economical to the customer.

## RECENT ACCOMPLISHMENTS

- HIRTA recently implemented a new online reservation and payment system.
- HIRTA has also introduced a new mobile application called AMBLE to enable riders with smartphones to have easy access to Dial-A-Ride services. These options make scheduling rides and payment of fares more convenient.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- In FY 2020/21, the Dial-a-Ride program anticipates providing approximately 8,200 rides. This reflects decreasing ridership levels due to fewer residents signing up for the program.
- CyRide and HIRTA staffs will identify additional marketing efforts to reach out to eligible individuals 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.

	2018/19	2019/20	2019/20	2020/21	% Change
<i>Expenditures by Activity:</i>	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Parking Administration	69,054	68,235	66,792	71,013	4.1%
Parking Study	17,500	-	52,500	-	
Residential Parking	32,874	51,113	32,138	32,384	-36.6%
Meter Maintenance	242,476	214,362	201,184	207,806	-3.1%
Parking Lot Maintenance	8,072	5,500	5,500	5,000	-9.1%
<b>Total Expenditures</b>	<b>369,976</b>	<b>339,210</b>	<b>358,114</b>	<b>316,203</b>	<b>-6.8%</b>

<i>Expenditures by Category:</i>					
	2018/19	2019/20	2019/20	2020/21	% Change
Personal Services	228,762	243,932	217,519	227,489	-6.7%
Internal Services	29,245	25,975	18,692	20,970	-19.3%
Contractual	64,085	30,453	83,553	33,394	9.7%
Commodities	47,884	38,850	38,350	34,350	-11.6%
Capital	-	-	-	-	
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>369,976</b>	<b>339,210</b>	<b>358,114</b>	<b>316,203</b>	<b>-6.8%</b>

<i>Funding Sources:</i>					
	2018/19	2019/20	2019/20	2020/21	% Change
General Fund	17,500	-	28,231	-	
Road Use Tax	11,117	-	24,269	-	
Parking Fund	341,359	339,210	305,614	316,203	-6.8%
<b>Total Funding Sources</b>	<b>369,976</b>	<b>339,210</b>	<b>358,114</b>	<b>316,203</b>	<b>-6.8%</b>

<i>Authorized FTEs</i>	2.40	2.40	2.15	2.15
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# PARKING MAINTENANCE

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 Estimated
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	Provide safe, available, and well-maintained parking opportunities for the public	# of parking stalls	2,929	2,929	2,929	2,920
		# of parking stalls painted	2,929	2,929	2,929	2,920
		% of reserved parking stalls rented	90%	95%	95%	95%
		# of electronic parking meters in use	935	942	942	933
		# of SmartCard parking meters in use	750	920	942	933
		% meter system receiving preventative maintenance checks	100%	100%	100%	100%
		# of parking meter operational complaints	300	156	160	160

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- The Welch Avenue reconstruction project is expected to affect parking revenues, with the removal of 9 meters on the 100 block of Welch Avenue.
- An internal allocation of personnel time has been evaluated and reallocated between Parking Operations and Traffic Maintenance programs starting in the adjusted FY 2019/20 budget.

## RECENT ACCOMPLISHMENTS

- The downtown parking study was completed in FY 2019/20. As a result of the study in the downtown area, meter rates were maintained at \$0.50 per hour, the duration was increased to 3 hours, and the employee hang tags were retained.
- The Ames on the Go app has made it easier for the public to report issues, which allows staff to perform targeted maintenance and increase response times to citizen complaints.
- All meters have been converted to smart card capability in 2019.
- Gameday signage was installed prior to the beginning of the 2019 football season.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- Staff has been purchasing and installing new double meter mechanisms. These mechanisms are capable of accommodating two parking stalls and reduce the cost per space for mechanisms/mounting hardware and reduce collection frequency due to having larger coin capacity.
- During the next two years, staff will collect data and analyze the infrastructure and capital needs of the parking lot system.



# ***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.

	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	<b>% Change</b>
<b><i>Expenditures by Category:</i></b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
Personal Services	348,428	444,159	428,766	443,698	-0.1%
Internal Services	58,192	71,605	52,741	46,534	-35.0%
Contractual	8,290	16,029	16,342	19,389	21.0%
Commodities	2,484	5,600	5,600	3,500	-37.5%
Capital	-	-	27,000	-	
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>417,394</b>	<b>537,393</b>	<b>530,449</b>	<b>513,121</b>	<b>-4.5%</b>

<b><i>Funding Sources:</i></b>					
Parking Fund	417,394	537,393	530,449	513,121	-4.5%
<b>Total Funding Sources</b>	<b>417,394</b>	<b>537,393</b>	<b>530,449</b>	<b>513,121</b>	<b>-4.5%</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	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 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	21,519	21,005	18,327	20,000
		# of overtime parking citations issued	17,279	11,706	11,073	15,000
		Total # of parking citations issued	38,789	32,711	29,400	35,000
		Cost per citation	\$14.47	\$18.49	\$25.42	\$22.47

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- The continued direction from Council to perform education as well as enforcement in the neighborhoods south of the University has brought about better compliance. A decrease in the number of citations resulted from this continued daily activity. Both categories of citations (illegal parking and meters) were down. Additional focus on enforcement in the coming year will likely increase the number of citations issued.
- In the fall of 2019, an RFP for the replacement of the handheld ticket writing equipment was issued. The current ticket writers are no longer supported by the vendor. More sophisticated fine schedules, first time warning citations, permit management, and support of the ParkMobile program all drove the need to replace not only the ticket writers, but also the software that supports their operation. A new system will be implemented in 2020.
- An increased parking fine (\$40.00) for special events and game day violations was implemented in the fall of 2019. The increase was accompanied by an extraordinary effort to educate the public about the change.

## RECENT ACCOMPLISHMENTS

- All three of the Parking trucks have been replaced in the past 2 years.
- Parking office space was reconfigured and relocated. The new arrangement provides better access and more efficient work space for the 1 full-time and 13 part-time employees.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- Community Safety Officers' (CSO) duties include enforcing illegal and overtime parking regulations and managing parking response during snow emergencies (81.5% of effort this year). They also assist Patrol Division with the following functions: funeral escorts, motorist assistance, special events (parades, ISU football games, etc.), prisoner transports, delivering and picking up the community's block party trailer, and transporting evidence (18.5% of effort this year, up 2.5% from last year). 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. This year there has been more turnover, and then retraining, with CSO staff. The process has also impacted the total number of citations written.
- The fulltime Parking Enforcement Coordinator completed her first year of service and has increased public education, outreach, and customer service activities.

# ***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.

	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	<b>% Change</b>
<b><i>Expenditures by Category:</i></b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
Personal Services	73,392	92,920	90,720	94,887	2.1%
Internal Services	23,301	24,344	24,006	25,211	3.6%
Contractual	42,122	60,321	52,656	54,471	-9.7%
Commodities	1,672	3,190	3,600	2,370	-25.7%
Capital	-	-	-	-	
Other Expenditures	-	-	-	-	
<b><i>Total Expenditures</i></b>	<b>140,487</b>	<b>180,775</b>	<b>170,982</b>	<b>176,939</b>	<b>-2.1%</b>

<b><i>Funding Sources:</i></b>					
Parking Fund	140,487	180,775	170,982	176,939	-2.1%
<b>Total Funding Sources</b>	<b>140,487</b>	<b>180,775</b>	<b>170,982</b>	<b>176,939</b>	<b>-2.1%</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	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 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	30,977	25,432	25,000	25,000
		# of overpayments processed	189	181	180	180
		% of payments made by credit card	64.0%	68.8%	69.0%	70.0%
		Maintain an accuracy rate of no more than 1 misapplied payment per 1,000 processed	Yes	Yes	Yes	Yes
		Average cost per payment processed	\$5.27	\$5.52	\$6.88	\$7.12
		# of reminder notices mailed	14,418	11,836	11,000	11,000
		% of reminder notices mailed on date generated	100.0%	100.0%	100.0%	100.0%
		# of tickets referred to collection	7,208	5,390	5,400	5,450
		% 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 2019/20 AND 2020/21 BUDGETS

- The number of parking tickets being issued has declined significantly the last two fiscal years. The total number of tickets issued during FY 2018/19 was 15,388 less than the number of tickets issued during FY 2016/17. It is projected the number of tickets issued will decline slightly in FY 2019/20. The estimate for collection services and postage is being lowered in FY 2019/20 by \$8,000 from the amounts adopted because of the decrease in the number of tickets being issued.
- The percentage of parking tickets paid online has increased from 9.2% in FY 2004/05 to 68.8% in FY 2018/19 and is projected to reach 70.0% by FY 2020/21. The merchant fees associated with processing the debit and credit card payments are estimated to be \$9,300 in FY 2019/20 and \$9,900 in FY 20/21.

## RECENT ACCOMPLISHMENTS

- The City of Ames uses Click2Gov, a third party application, to process online parking ticket payments. The City use to maintain its own web server to communicate with the Click2Gov application. To enhance security, the City migrated to a web-based version of the application. The web-based system offers multiple layers of security.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- The cashier's work station is being upgraded from a traditional work station to a sit-to-stand work station. Certain tasks, such as processing over-the-counter payments, can be performed more efficiently while standing. The sit-to-stand work station gives the cashier the ability to set the work station height to the best position for the task being performed.

# 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 can be 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.

	2018/19	2019/20	2019/20	2020/21	% Change
<i>Expenditures by Activity:</i>	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Airport Operations	165,284	123,749	148,627	139,021	12.3%
Airport Farm	4,910	15,000	15,000	15,000	0.0%
<b>Total Expenditures</b>	<b>170,194</b>	<b>138,749</b>	<b>163,627</b>	<b>154,021</b>	<b>11.0%</b>

<i>Expenditures by Category:</i>					
	2018/19	2019/20	2019/20	2020/21	% Change
Personal Services	37,006	34,930	34,590	36,177	3.6%
Internal Services	52,587	30,813	40,731	42,547	38.1%
Contractual	68,910	66,806	82,106	69,097	3.4%
Commodities	11,691	6,200	6,200	6,200	0.0%
Capital	-	-	-	-	
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>170,194</b>	<b>138,749</b>	<b>163,627</b>	<b>154,021</b>	<b>11.0%</b>

<i>Funding Sources:</i>					
<i>Airport Revenues:</i>					
Charges for Services	164,198	180,596	169,975	178,281	-1.3%
Airport Farm	65,611	56,043	68,505	68,505	22.2%
<b>Total Revenues</b>	<b>229,809</b>	<b>236,639</b>	<b>238,480</b>	<b>246,786</b>	<b>4.3%</b>
General Fund Support	(59,615)	(97,890)	(74,853)	(92,765)	-5.2%
<b>Total Funding Sources</b>	<b>170,194</b>	<b>138,749</b>	<b>163,627</b>	<b>154,021</b>	<b>11.0%</b>

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

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 Estimated
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	Provide reliable aviation services to Ames and to the surrounding central Iowa region	# of General Aviation Operations	47,900	48,600	49,300	50,000
		# of based single engine aircraft	64	51	59	60
		# of based multi- engine aircraft	6	4	4	5
		# of based jets	3	4	4	5
		# of based gliders	15	13	5	8
		# of based ultra- light aircraft	3	3	0	2
		Gallons of Av Gas	51,050	48,389	53,050	56,500
		Gallons of Jet fuel	173,223	196,799	204,350	227,900

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- The adjusted budget for FY 2019/20 and the requested budget for FY 2020/21 is focused on supporting maintenance activities performed by the FBO, Central Iowa Air Service, as well as upkeep of aging facilities at the airport, both on the airfield and the building facilities operated by the FBO.
- 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. The costs to provide this equipment are included in the Airport budget.
- Changes in contractual and commodities expenses reflect the ongoing costs to maintain the airport facilities. This will continue to be more of a budgetary priority as facilities continue to age.

## 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 a substantial increase in fuel sales. There has been a 94% increase in overall fuel sales since taking over as FBO (2017), which is one of the most reliable indicators of the economic health of the airport.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- The Airport Master Plan Update is in progress with the anticipated completion in the spring of 2020. The Master Plan update will establish future goals for the Airport that may include runway extensions, hangar expansions, airfield lighting, and apron improvements.

# 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>	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change From Adopted
<b>Street Improvements:</b>					
Grand Avenue Extension	997,685	2,000,000	17,666,760	-	
South Duff Avenue Improvements	2,270,228	-	111,821	-	
ISU Research Park Phase IV Campustown Public Improvements	54,329	3,352,116	3,297,787	-	
Cherry Street Extension	-	300,000	300,000	2,400,000	
Arterial Street Improvements	1,390,401	2,500,000	2,828,080	2,500,000	
Collector Street Improvements	545,056	500,000	2,180,045	1,400,000	
CyRide Route Improvements	-	-	-	600,000	
Downtown Street Improvements	11,702	-	230,872	-	
Asphalt Street Improvements	387,558	1,000,000	2,366,033	1,400,000	
Concrete Pavement Improvements	912,111	2,800,000	2,837,028	2,400,000	
Seal Coat Improvements	461,156	-	352,064	750,000	
Tripp Street Extension	-	-	307,144	-	
Other Street Improvement Projects	-	-	603,459	-	
Right-of-Way Restoration	90,546	325,000	636,121	325,000	
<b>Total Street Improvements CIP</b>	<b>7,120,772</b>	<b>12,777,116</b>	<b>34,766,797</b>	<b>11,775,000</b>	<b>-7.8%</b>
<b>Shared Use Path System:</b>					
Skunk River Trail	329,804	521,000	1,589,443	-	
Shared Use Path Expansion	96,994	620,000	1,424,436	620,000	
Multi-Modal Improvements	4,795	180,000	681,959	100,000	
Shared Use Path Maintenance	42,921	125,000	426,301	125,000	
<b>Total Shared Use Path System CIP</b>	<b>474,514</b>	<b>1,446,000</b>	<b>4,122,139</b>	<b>845,000</b>	<b>-41.6%</b>
<b>Traffic Improvements:</b>					
US 69 Improvements	33,294	50,000	140,000	1,230,000	
South Dayton Improvements	-	-	-	1,100,000	
Traffic Signal Program	670,017	370,750	1,117,088	389,500	
Accessibility Enhancements	281,147	200,000	229,668	200,000	
Intelligent Transportation System	52,523	-	67,477	1,838,400	
Traffic Calming Program	22,157	12,000	24,506	-	
Regional Transportation Counts	33,341	50,000	93,943	120,000	
Lincoln Way Pedestrian Crossings	44,328	-	-	-	
Traffic Engineering Studies	45,480	-	500,950	-	
<b>Total Traffic Improvements CIP</b>	<b>1,182,287</b>	<b>682,750</b>	<b>2,173,632</b>	<b>4,877,900</b>	<b>614.4%</b>



# TRANSPORTATION CIP

<i>Activities:</i>	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change From Adopted
<b>Street Rehabilitation:</b>					
Bridge Rehabilitation Program	936,447	120,000	120,000	375,000	
Pavement Restoration Program	164,970	250,000	397,490	250,000	
Main Street Paver Replacement	-	190,000	532,000	88,000	
Right-of-Way Enhancements	76,806	30,000	47,407	30,000	
Neighborhood Curb Program	-	150,000	482,850	300,000	
<b>Total Street Rehabilitation CIP</b>	<b>1,178,223</b>	<b>740,000</b>	<b>1,579,747</b>	<b>1,043,000</b>	<b>40.9%</b>
<b>Transit System:</b>					
Vehicle Replacement	452,241	2,347,600	2,407,600	5,203,900	
Facility Improvements	648,256	766,303	857,062	726,373	
Technology Improvements	-	860,000	1,085,000	125,000	
Bus Stop Improvements	-	45,000	45,000	25,000	
Shop/Office Equipment	210,205	150,400	478,723	70,400	
<b>Total Transit System CIP</b>	<b>1,310,702</b>	<b>4,169,303</b>	<b>4,873,385</b>	<b>6,150,673</b>	<b>47.5%</b>
<b>Airport:</b>					
Airport Master Plan Update	216,138	-	102,362	397,600	
<b>Total Airport CIP</b>	<b>216,138</b>		<b>102,362</b>	<b>397,600</b>	
<b>Total Transportation CIP</b>	<b>11,482,636</b>	<b>19,815,169</b>	<b>47,618,062</b>	<b>25,089,173</b>	<b>26.6%</b>

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CITY OF  
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**COMMUNITY ENRICHMENT**

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.

	2018/19	2019/20	2019/20	2020/21	% Change
<i>Expenditures by Activity:</i>	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
Parks & Recreation	4,559,274	4,774,523	4,864,209	4,950,550	3.7%
Library Services	4,673,827	4,891,104	4,948,334	4,995,871	2.1%
Human Services	1,482,912	1,490,234	1,490,659	1,551,213	4.1%
Art Services	196,605	214,898	264,656	229,898	7.0%
Cemetery	192,548	185,993	190,983	187,793	1.0%
Housing Programs	754,576	1,216,623	2,709,713	1,088,778	-10.5%
Economic Development	2,356,691	2,300,472	2,300,084	2,729,772	18.7%
<b>Total Operations</b>	<b>14,216,433</b>	<b>15,073,847</b>	<b>16,768,638</b>	<b>15,733,875</b>	<b>4.4%</b>
Community Enrichment CIP	389,745	933,000	5,636,125	1,019,750	9.3%
<b>Total Expenditures</b>	<b>14,606,178</b>	<b>16,006,847</b>	<b>22,404,763</b>	<b>16,753,625</b>	<b>4.7%</b>
<i>Authorized FTEs</i>	59.19	59.19	59.69	61.44	

# COMMUNITY ENRICHMENT

	2018/19	2019/20	2019/20	2020/21	% Change From
<i>Expenditures by Category:</i>	Actual	Adopted	Adjusted	Mgr Rec	Adopted
Personal Services	6,371,763	6,836,463	6,622,248	6,978,597	2.1%
Internal Services	761,379	727,299	697,638	708,661	-2.6%
Contractual	1,719,806	2,599,924	2,498,159	2,242,767	-13.7%
Commodities	1,081,738	1,056,693	1,282,338	1,108,954	5.0%
Capital	534,821	52,000	1,772,233	410,595	689.6%
Other Expenditures	3,746,926	3,801,468	3,896,022	4,284,301	12.7%
<b>Total Operations</b>	<b>14,216,433</b>	<b>15,073,847</b>	<b>16,768,638</b>	<b>15,733,875</b>	<b>4.4%</b>
Community Enrichment CIP	389,745	933,000	5,636,125	1,019,750	9.3%
<b>Total Expenditures</b>	<b>14,606,178</b>	<b>16,006,847</b>	<b>22,404,763</b>	<b>16,753,625</b>	<b>4.7%</b>
<b>Funding Sources:</b>					
Program Revenue	2,017,120	2,118,464	2,068,807	2,113,837	-0.2%
General Fund Support	6,354,891	6,651,994	6,684,326	6,967,384	4.7%
Local Option Sales Tax	1,707,990	1,735,272	1,785,709	1,812,993	4.5%
Hotel/Motel Tax	1,952,765	1,902,800	1,902,800	1,955,300	2.8%
Aquatic Center Trust Fund	-	6,450	12,200	5,250	-18.6%
Homewood Golf Course	252,042	270,439	259,252	298,485	10.4%
Ames/ISU Ice Arena	554,408	565,649	567,386	584,508	3.3%
City-Wide Housing Fund	43,976	43,265	78,126	25,603	-40.8%
CDBG Funds	708,350	572,094	1,401,869	581,207	1.6%
HOME Funds	2,250	601,264	1,229,718	481,968	-19.8%
TIF Funds	333,475	325,427	325,427	700,058	
Donations/Grants	289,166	280,729	453,018	207,282	-26.2%
<b>Total Operations Funding</b>	<b>14,216,433</b>	<b>15,073,847</b>	<b>16,768,638</b>	<b>15,733,875</b>	<b>4.4%</b>
<b>CIP Funding:</b>					
General Fund	7,476	-	1,623,348	-	
Local Option Sales Tax	366,388	843,000	3,403,398	919,750	9.1%
Park Development Fund	10,213	80,000	397,372	-	-100.0%
Ice Arena Capital Reserve	-2,242	10,000	133,642	100,000	900.0%
Homewood Golf Course	-	-	10,000	-	
Parks & Rec Donations/Grants	7,910	-	68,365	-	
<b>Total CIP Funding</b>	<b>389,745</b>	<b>933,000</b>	<b>5,636,125</b>	<b>1,019,750</b>	<b>9.3%</b>
<b>Total Funding Sources</b>	<b>14,606,178</b>	<b>16,006,847</b>	<b>22,404,763</b>	<b>16,753,625</b>	<b>4.7%</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.

	2018/19	2019/20	2019/20	2020/21	% Change
<b><i>Expenditures by Activity:</i></b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
Administration	347,315	373,056	437,958	390,010	4.5%
Instructional Programs	223,452	237,786	231,082	260,688	9.6%
Athletic Programs	150,957	170,796	144,354	187,607	9.8%
Aquatics Programs	884,246	933,960	911,388	948,458	1.6%
Community Center/Auditorium	358,896	374,962	367,941	393,027	4.8%
Wellness Programs	311,926	311,690	329,168	334,888	7.4%
Homewood Golf Course	252,042	270,439	259,252	298,485	10.4%
Ames/ISU Ice Arena	554,408	565,649	567,386	584,508	3.3%
Park Maintenance	1,476,032	1,536,185	1,615,680	1,552,879	1.1%
<b><i>Total Expenditures</i></b>	<b>4,559,274</b>	<b>4,774,523</b>	<b>4,864,209</b>	<b>4,950,550</b>	<b>3.7%</b>

<i>Authorized FTEs</i>	20.02	20.02	20.02	21.77
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# ***PARKS AND RECREATION***

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<b><i>Expenditures by Category:</i></b>	<b>2018/19 Actual</b>	<b>2019/20 Adopted</b>	<b>2019/20 Adjusted</b>	<b>2020/21 Mgr Rec</b>	<b>From Adopted</b>
Personal Services	2,831,527	3,011,225	2,925,489	3,189,451	5.9%
Internal Services	489,778	533,068	503,963	510,388	-4.3%
Contractual	892,614	878,325	938,992	914,945	4.2%
Commodities	335,797	345,905	483,749	332,647	-3.8%
Capital	9,558	6,000	12,016	3,119	-48.0%
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>4,559,274</b>	<b>4,774,523</b>	<b>4,864,209</b>	<b>4,950,550</b>	<b>3.7%</b>

<b><i>Funding Sources:</i></b>					
Program Revenue	1,491,013	1,653,314	1,588,527	1,623,717	-1.8%
Local Option Sales Tax	28,473	30,140	30,394	31,882	5.8%
Aquatic Center Trust Fund	-	6,450	12,200	5,250	-18.6%
Homewood Golf Course	252,042	270,439	259,252	298,485	10.4%
Ames/ISU Ice Arena	554,408	565,649	567,386	584,508	3.3%
Donations/Grants	21,391	10,100	135,997	15,150	50.0%
<b>Total Revenues</b>	<b>2,347,327</b>	<b>2,536,092</b>	<b>2,593,756</b>	<b>2,558,992</b>	<b>0.9%</b>
General Fund Support	2,211,947	2,238,431	2,270,453	2,391,558	6.8%
<b>Total Funding Sources</b>	<b>4,559,274</b>	<b>4,774,523</b>	<b>4,864,209</b>	<b>4,950,550</b>	<b>3.7%</b>

# PARKS AND 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.

	2018/19	2019/20	2019/20	2020/21	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
<b>Expenditures by Activity:</b>					
Parks & Rec Administration	344,429	366,388	402,970	386,610	5.5%
Block Party Trailer Program	2,886	1,668	2,257	1,900	13.9%
P&R Donations	-	5,000	19,316	-	
P&R Scholarship Donations	-	-	13,415	1,500	
<b>Total Expenditures</b>	<b>347,315</b>	<b>373,056</b>	<b>437,958</b>	<b>390,010</b>	<b>4.5%</b>
<b>Expenditures by Category:</b>					
Personal Services	244,910	255,286	254,824	266,324	4.3%
Internal Services	34,972	36,655	35,972	39,593	8.0%
Contractual	64,835	73,140	111,362	79,893	9.2%
Commodities	2,598	7,975	35,800	4,200	-47.3%
Capital	-	-	-	-	
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>347,315</b>	<b>373,056</b>	<b>437,958</b>	<b>390,010</b>	<b>4.5%</b>
<b>Funding Sources:</b>					
Donations	482	5,100	33,220	1,600	
Miscellaneous Revenue	6,351	6,500	6,500	6,500	0.0%
<b>Total Revenues</b>	<b>6,833</b>	<b>11,600</b>	<b>39,720</b>	<b>8,100</b>	<b>-30.2%</b>
General Fund Support	340,482	361,456	398,238	381,910	5.7%
<b>Total Funding Sources</b>	<b>347,315</b>	<b>373,056</b>	<b>437,958</b>	<b>390,010</b>	<b>4.5%</b>

Authorized FTEs	1.85	1.85	1.85	1.85
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# PARKS AND RECREATION ADMINISTRATION

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 Estimated
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	Provide quality City parks, facilities, and recreation programming at an efficient cost	# of City parks	37	36	38	38
		# of acres of City parks	1,209	1,209	1,215	1,215
		# of recreation programs	196	200	203	204
		# of recreation program registrations	11,486	11,825	11,900	11,900
		Maintain a tax subsidy level for Parks and Recreation activities at less than 60%	60%	60%	59%	60%
		Maintain at least 95% user satisfaction rating with Parks and Recreation services	96%	95%	95%	95%
<b>Encourage Healthy Lifestyles</b>		Complete 100% of authorized CIP projects within authorized fiscal year	27%	25%	82%	100%

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 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 2019/20 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.
- 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 implemented to increase wages to be more competitive, however, it continues to be a challenge to hire enough quality staff.
- FY 2019/20 includes \$10,000 to conduct a community wide survey to gather public feedback on programs, parks, facilities, and services provided by the Department.
- The FTE increases included in the department budget reflect the need to supervise programming and activities seven days per week as well as provide promotional opportunities for staff.

## RECENT ACCOMPLISHMENTS

- Over \$90,000 in donations have been received for the development of Tahira and Labh Hira Park, Sunset Ridge Park, Homewood Clubhouse, and memorial benches throughout the park system.
- A Memorandum of Understanding was approved with the newly formed Friends of Brookside Park.
- The first annual Ames Triathlon was held at Ada Hayden Heritage Park in which the Parks and Recreation Commission waived the no swimming rule for this event.

## 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 The Ames Foundation, who are continuing to raise funds and overs the construction of the facility.
- Discussions have begun regarding a new indoor aquatic center and a consultant is expected to be hired to develop conceptual designs, capital cost projection, and operational expense projections.

# 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.

	2018/19	2019/20	2019/20	2020/21	% Change
<i>Expenditures by Category:</i>	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Personal Services	158,988	169,096	161,557	195,740	15.8%
Internal Services	10,272	10,550	10,544	9,095	-13.8%
Contractual	43,629	44,300	44,162	44,473	0.4%
Commodities	10,563	13,840	14,819	11,380	-17.8%
Capital	-	-	-	-	
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>223,452</b>	<b>237,786</b>	<b>231,082</b>	<b>260,688</b>	<b>9.6%</b>

<i>Funding Sources:</i>					
Program Revenue	176,761	193,285	176,887	180,491	-6.6%
Miscellaneous	-	-	-	-	
<b>Total Revenues</b>	<b>176,761</b>	<b>193,285</b>	<b>176,887</b>	<b>180,491</b>	<b>-6.6%</b>
General Fund Support	46,691	44,501	54,195	80,197	80.2%
<b>Total Funding Sources</b>	<b>223,452</b>	<b>237,786</b>	<b>231,082</b>	<b>260,688</b>	<b>9.6%</b>

<i>Authorized FTEs</i>	0.95	0.95	0.95	1.30
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# INSTRUCTIONAL PROGRAMS

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 Estimated
Provide quality programs in an efficient and fiscally responsible manner  Encourage healthy lifestyles	Provide quality instructional programs for youth and adults	# of programs	75	74	75	75
		# of new programs offered	2	2	1	1
		# of program registrations	2,677	2,791	2,734	2,727
		% of programs instructor/ participant ratios adhered to	100%	100%	100%	100%
		Classes rated 4 or higher out of a scale of 5	90%	90%	95%	95%
		Instructional Programs operational subsidy	17%	21%	23%	31%
		Total cost per registration	\$78.58	\$80.06	\$84.52	\$95.60
		Subsidy per registration	\$13.53	\$16.73	\$19.82	\$29.41
		# of youth sport sponsors	-	-	-	15
		Youth sport sponsor revenue	-	-	-	\$3,000

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- In FY 2019/20 and FY 2020/21, instructional program revenue is expected to cover all direct program costs and contribute to the overhead costs of this activity.
- The FTE increase is due to 35% of Recreation Coordinators time added to this program.

## RECENT ACCOMPLISHMENTS

- A partnership with SportsIowa to offer summer morning camps at their facility continues to be successful. In FY 2018/19, 177 campers participated compared to 57 the previous fiscal year.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- Staff continues to develop a partnership with Courage League Sports to bring the program to Ames with the goal of starting in spring 2020. 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.

	2018/19	2019/20	2019/20	2020/21	% Change
<b>Expenditures by Category:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
Personal Services	124,487	139,192	114,740	159,012	14.2%
Internal Services	575	675	525	525	-22.2%
Contractual	11,925	14,054	12,983	13,270	-5.6%
Commodities	13,970	16,875	16,106	14,800	-12.3%
Capital	-	-	-	-	
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>150,957</b>	<b>170,796</b>	<b>144,354</b>	<b>187,607</b>	<b>9.8%</b>

<b>Funding Sources:</b>					
Program Revenue	139,602	139,472	138,599	143,246	2.7%
Concessions	7,157	9,900	7,000	7,500	-24.2%
<b>Total Revenues</b>	<b>146,759</b>	<b>149,372</b>	<b>145,599</b>	<b>150,746</b>	<b>0.9%</b>
Support from (contribution to) General Fund	4,198	21,424	(1,245)	36,861	72.1%
<b>Total Funding Sources</b>	<b>150,957</b>	<b>170,796</b>	<b>144,354</b>	<b>187,607</b>	<b>9.8%</b>

<i>Authorized FTEs</i>	0.60	0.60	0.60	1.00
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# ATHLETIC PROGRAMS

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 Estimated
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	Provide quality athletic programs for youth and adults	# of programs	12	12	12	12
		# of teams	331	326	321	322
		# of program registrations	3,718	3,324	3,326	3,253
		% of direct program costs covered by fees	100%	100%	100%	100%
		Athletic Programs tax subsidy	10%	3%	0%	20%
<b>Encourage healthy lifestyles</b>		Total cost per registration	\$39.70	\$45.41	\$43.40	\$57.67
		Subsidy per registration	\$4.05	\$1.26	(\$0.37)	\$11.33

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- In FY 2019/20, athletic program revenue is projected to cover all program costs and contribute to reducing the Department's overall tax subsidy.
- In FY 2020/21, athletic program revenue is expected to cover all direct program costs and contribute to the overhead costs of this activity.
- The adjusted FY 2019/20 and FY 2020/21 budgets include increased revenue in Adult volleyball. The number of teams is projected to increase by a minimum of five from the previous fiscal year.
- The adjusted FY 2019/20 and FY 2020/21 budgets include decreased temporary salaries in Adult softball. The number of teams dropped in FY 2018/19 by only one from the previous fiscal year, but FY 2019/20 includes a projected drop of seven teams.
- The FTE increase is due to 35% of Recreation Coordinator's time added and 5% of Recreation Manager's time reallocated to this program.

## RECENT ACCOMPLISHMENTS

- In fall FY 2019/20, adult volleyball participation increased by five teams from the FY 2018/19 fall season. A total of 52 teams participated compared to 47 teams.

## 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.

	2018/19	2019/20	2019/20	2020/21	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
<b>Expenditures by Activity:</b>					
Furman Aquatic Center	631,711	664,365	652,411	680,105	2.4%
Municipal Pool	134,622	141,010	136,151	139,246	-1.3%
Brookside Wading Pool	7,861	8,854	7,667	9,243	4.4%
Lessons Program	110,052	119,731	115,159	119,864	0.1%
<b>Total Expenditures</b>	<b>884,246</b>	<b>933,960</b>	<b>911,388</b>	<b>948,458</b>	<b>1.6%</b>
<b>Expenditures by Category:</b>					
Personal Services	612,527	655,775	620,897	665,346	1.5%
Internal Services	34,906	35,892	35,899	37,340	4.0%
Contractual	163,908	163,018	168,949	169,847	4.2%
Commodities	72,905	79,275	85,643	75,925	-4.2%
Capital	-	-	-	-	
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>884,246</b>	<b>933,960</b>	<b>911,388</b>	<b>948,458</b>	<b>1.6%</b>
<b>Funding Sources:</b>					
Furman Aquatic Center	493,957	597,024	560,214	572,569	-4.1%
Municipal Pool	36,630	44,907	40,386	42,608	-5.1%
Brookside Wading Pool	2,310	2,125	2,475	2,475	16.5%
Lesson Program	106,422	118,000	118,000	118,000	0.0%
<b>Total Revenues</b>	<b>639,319</b>	<b>762,056</b>	<b>721,075</b>	<b>735,652</b>	<b>-3.5%</b>
<b>General Fund Support:</b>					
Furman Aquatic Center	137,754	60,891	79,997	102,286	68.0%
Municipal Pool	97,992	96,103	95,765	96,638	0.6%
Brookside Wading Pool	5,551	6,729	5,192	6,768	0.6%
Lessons Program	3,630	1,731	(2,841)	1,864	7.7%
<b>Total General Fund Support</b>	<b>244,927</b>	<b>165,454</b>	<b>178,113</b>	<b>207,556</b>	<b>25.5%</b>
Aquatic Center Trust Fund	-	6,450	12,200	5,250	
<b>Total Funding Sources</b>	<b>884,246</b>	<b>933,960</b>	<b>911,388</b>	<b>948,458</b>	<b>1.6%</b>
Authorized FTEs	1.80	1.80	1.80	1.95	

# AQUATICS

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 Estimated
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	Provide safe and sanitary swimming facilities for all users at an efficient cost	# of visits to Furman Aquatic Center	80,845	76,648	82,099	82,568
		Subsidy per Aquatic Center visit	\$1.14	\$1.80	\$0.97	\$1.24
		# of visits to Municipal Pool	51,293	45,968	48,534	48,821
		Subsidy per Municipal Pool visit	\$1.87	\$2.13	\$1.97	\$1.98
		# of visits to Brookside Wading Pool	1,629	1,553	1,486	1,593
		Subsidy per Brookside Wading Pool visit	\$2.03	\$3.57	\$3.49	\$4.25
		% of Aquatics program funded by tax support	22%	28%	20%	22%
		# of swim lesson registrations	1,889	1,751	1,850	1,950
		# of private swim lessons	665	238	400	600

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- The FY 2019/20 adjusted budget includes daily admissions at Furman Aquatic Center to decrease by \$18,348 and in FY 2020/21 to decrease by \$12,078. This is based on FY 2018/19 and year to date actuals.
- The FY 2019/20 adjusted budget includes summer season passes to decrease by \$14,887 and in FY 2020/21 to decrease by \$7,002. This is based on FY 2018/19 and year to date actuals.
- The FTE increase is due to 10% of Recreation Coordinator's time added and 5% of Recreation Manager's time reallocated to this program.

## RECENT ACCOMPLISHMENTS

- An end of season summer pass was added in summer 2019 with it being valid August 1 - September 2, 2019. This was very successful with 24 end of season passes sold. Eighteen were family passes.
- Furman Aquatic Center celebrated its 10<sup>th</sup> Birthday in summer 2019 by hosting a party with discounted admissions, concessions specials and combo meals, and yard games.

## 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 the 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 2020, staff will be soliciting feedback from residents regarding location, amenities, etc.
- Staff is exploring options for additional shade structure(s) at the Furman Aquatic Center. The new structure(s) 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.

	2018/19	2019/20	2019/20	2020/21	% Change
<i>Expenditures by Activity:</i>	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Gymnasium	200,595	203,747	199,629	218,063	7.0%
Auditorium	127,650	138,158	135,393	140,321	1.6%
Bandshell Programming	2,178	2,917	2,525	2,761	-5.4%
Municipal Band	28,473	30,140	30,394	31,882	5.8%
<b>Total Expenditures</b>	<b>358,896</b>	<b>374,962</b>	<b>367,941</b>	<b>393,027</b>	<b>4.8%</b>

<i>Expenditures by Category:</i>					
	2018/19	2019/20	2019/20	2020/21	% Change
Personal Services	246,648	266,843	259,521	278,197	4.3%
Internal Services	21,758	22,484	22,440	23,257	3.4%
Contractual	86,365	78,960	77,890	85,198	7.9%
Commodities	4,125	6,675	8,090	6,375	-4.5%
Capital	-	-	-	-	
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>358,896</b>	<b>374,962</b>	<b>367,941</b>	<b>393,027</b>	<b>4.8%</b>

<i>Funding Sources:</i>					
	2018/19	2019/20	2019/20	2020/21	% Change
Gymnasium	41,697	39,500	41,000	40,000	1.3%
Auditorium	108,507	115,042	113,042	118,077	2.6%
Bandshell	9,194	10,000	7,000	8,500	-15.0%
Miscellaneous	1,319	700	656	600	-14.3%
<b>Total Revenues</b>	<b>160,717</b>	<b>165,242</b>	<b>161,698</b>	<b>167,177</b>	<b>1.2%</b>

<i>General Fund Support:</i>					
	2018/19	2019/20	2019/20	2020/21	% Change
Gymnasium	157,579	163,547	157,973	177,463	8.5%
Auditorium	19,143	23,116	22,351	22,244	-3.8%
Bandshell Programming	(7,016)	(7,083)	(4,475)	(5,739)	-19.0%
<b>Total General Fund Support</b>	<b>169,706</b>	<b>179,580</b>	<b>175,849</b>	<b>193,968</b>	<b>8.0%</b>

Local Option/Municipal Band	28,473	30,140	30,394	31,882	5.8%
<b>Total Funding Sources</b>	<b>358,896</b>	<b>374,962</b>	<b>367,941</b>	<b>393,027</b>	<b>4.8%</b>

Authorized FTEs	1.90	1.90	1.90	2.00
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# COMMUNITY CENTER, AUDITORIUM, & BANDSHELL

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 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	12,607	13,083	13,000	13,000
		# of weight room drop-in visits	11,756	11,596	12,000	12,000
		# of total Community Center visits	88,817	89,113	90,000	90,000
		Tax subsidy per CC user visit	\$1.79	\$1.77	\$1.76	\$1.98
		Total CC tax subsidy	\$158,555	\$158,329	\$158,629	\$178,063
		% of Community Center funded by tax support	82%	79%	79%	82%
		# of Auditorium events	116	124	127	130
		# of Auditorium visits	43,978	48,692	48,000	50,000
		# of days/year Auditorium in use	203	221	220	225
		# of hours/year Auditorium in use	1,627	1,349	1,700	1,750
		Tax subsidy per AUD user visit	\$0.59	\$0.39	\$0.47	\$0.44
		Total AUD tax subsidy	\$25,863	\$19,143	\$22,351	\$22,244
		% of Auditorium funded by tax support	21%	15%	17%	16%
<b>Strengthen Downtown and Campustown</b>	Provide Bandshell programming to promote Downtown Ames	# of Bandshell rentals	26	31	26	28

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- In FY 2019/20, the majority of Ames Community Arts Council (ACAC) members are paying the non-profit rates in the Auditorium.
- In September 2019, Hope Lutheran Church added a second service Sunday mornings in the Auditorium. Their continued growth and success has led to rentals of other Community Center spaces as well.
- The FTE increase is due to 10% of Recreation Coordinators time added to this program.

## RECENT ACCOMPLISHMENTS

- Increased gymnasium rentals by Auditorium users led to increased revenue and a subsidy reduction for the Community Center.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- The Auditorium, Bandshell, & Community Center Manager is collaborating with other venues in central Iowa to block book events for FY 2020/21 to reduce artist fees and maximize the Auditorium Productions budget.

# 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.

	2018/19	2019/20	2019/20	2020/21	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
<b>Expenditures by Activity:</b>					
Wellness Administration	179,152	185,826	195,702	201,075	8.2%
Fitness Classes	104,687	95,052	103,969	103,509	8.9%
Personal Training	24,723	27,950	25,745	26,511	-5.2%
Weight Room	3,364	2,862	3,752	3,793	32.5%
<b>Total Expenditures</b>	<b>311,926</b>	<b>311,690</b>	<b>329,168</b>	<b>334,888</b>	<b>7.4%</b>
<b>Expenditures by Category:</b>					
Personal Services	245,889	254,418	263,358	280,062	10.1%
Internal Services	5,884	5,937	6,060	6,578	10.8%
Contractual	39,260	40,015	38,888	39,137	-2.2%
Commodities	15,887	5,320	8,846	5,992	12.6%
Capital	5,006	6,000	12,016	3,119	-48.0%
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>311,926</b>	<b>311,690</b>	<b>329,168</b>	<b>334,888</b>	<b>7.4%</b>
<b>Funding Sources:</b>					
Fitness Classes	214,563	224,759	222,118	225,741	0.4%
Personal Training	40,815	41,600	42,000	43,260	4.0%
Weight Room	34,974	30,900	34,800	34,800	12.6%
Merchandise Sales	228	500	250	250	-50.0%
Wellmark 3-Point Play Funds	10,128	-	2,404	-	
<b>Total Revenues</b>	<b>300,708</b>	<b>297,759</b>	<b>301,572</b>	<b>304,051</b>	<b>2.1%</b>
Support from (contribution to) General Fund	11,218	13,931	27,596	30,837	121.4%
<b>Total Funding Sources</b>	<b>311,926</b>	<b>311,690</b>	<b>329,168</b>	<b>334,888</b>	<b>7.4%</b>
Authorized FTEs	1.35	1.35	1.35	1.45	

# WELLNESS PROGRAM

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 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	59	59
		# of wellness programs	71	71	73	73
		# of wellness registrations	6,579	6,511	6,510	6,510
		Total cost per registration	\$15.06	\$15.38	\$16.65	\$17.06
		# of new programs created	10	9	9	9
	To operate Wellness at break even	% of ISU Forker Aqua Program revenues exceeding direct expenses	39%	21%	17%	15%
		# of weight room visits per year	11,756	11,700	11,700	11,700
		Total Wellness Program tax subsidy	\$14,528	\$11,218	\$27,596	\$30,837

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- The number of wellness registrations was down a total of 68 in FY 2018/19 compared to the previous fiscal year. The FY 2019/20 adjusted numbers are projected to level off. The continuing 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.
- Capital funding for FY 2019/20 includes a treadmill and elliptical, and FY 2020/21 includes an upright bike.
- The FTE increase is due to 10% of Recreation Coordinators time added to this program.

## RECENT ACCOMPLISHMENTS

- To stay current and on top of fitness industry trends, new fitness classes offered in FY 2019/20 include BogaFit Aqua Class, Boxing Bootcamp, SocaFit Dance Fitness, Restorative Yoga, Ashtanga Yoga, Beginning TRX, and Dynamic Aging.

## 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 982 registrations in FY 2018/19.

# 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.

	2018/19	2019/20	2019/20	2020/21	% Change
<b>Expenditures by Category:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
Personal Services	276,242	307,873	303,059	329,392	7.0%
Internal Services	50,292	46,946	48,038	49,478	5.4%
Contractual	192,823	165,380	177,839	170,688	3.2%
Commodities	35,051	45,450	38,450	34,950	-23.1%
Capital	-	-	-	-	
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>554,408</b>	<b>565,649</b>	<b>567,386</b>	<b>584,508</b>	<b>3.3%</b>

<b>Funding Sources:</b>					
Admissions	58,507	71,700	66,000	67,500	-5.9%
Facility Rentals	385,745	429,814	406,143	426,325	-0.8%
Equipment Rental/Fees	30,945	34,900	33,100	33,100	-5.2%
Merchandise Sales	1,492	2,500	2,000	2,000	-20.0%
Concessions	30,704	38,700	35,700	35,700	-7.8%
Dasher Board Advertising	7,230	7,750	7,750	7,500	-3.2%
Interest Revenue	7,601	2,000	2,000	2,000	0.0%
Miscellaneous	1,094	900	7,900	900	0.0%
<b>Total Revenues</b>	<b>523,318</b>	<b>588,264</b>	<b>560,593</b>	<b>575,025</b>	<b>-2.3%</b>

Support from (contribution to)

Ice Arena Fund balance	31,090	(22,615)	6,793	9,483	-141.9%
<b>Total Funding Sources</b>	<b>554,408</b>	<b>565,649</b>	<b>567,386</b>	<b>584,508</b>	<b>3.3%</b>

Authorized FTEs	2.38	2.38	2.38	2.78	
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# AMES/ISU ICE ARENA

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 Estimated
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	Provide a quality ice arena for the community in a fiscally responsible manner	# prime-time ice hours rented (winter)	1,156	1,244	1,336	1,300
		# non-prime-time ice hours rented (winter)	377	341	302	305
		# prime-time public session hours (winter)	411	436	435	435
		# winter public skate session user visits	10,585	9,439	9,500	9,750
		% of utilized prime-time ice (winter)	58%	62%	65%	64%
		# ice hours rented (summer)	326	347	299	300
		# public session hours (summer)	336	309	320	325
		# summer public skate session user visits	1,751	2,626	2,500	2,500
		% of utilized ice (summer)	62%	63%	60%	60%
		Maintain fund balance of at least 15% of operating expenses	40%	34%	32%	29%

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- The FY 2019/20 budget includes \$14,000 for conceptual design services for expansion and partial remodeling of the Ice Arena. The study will focus on additional locker rooms and storage space. ISU is splitting the cost of the study.
- The FY 2019/20 ice rink rental revenue (taxable and nontaxable) was adjusted down due to two user groups renting less ice on a weekly basis.
- The FY 2020/21 budget reflects a 5% increase in ice rental rates to offset the increase in expenses.
- The FTE increase is due to adding a 3/4 time Ice Arena Coordinator and reallocating a Recreation Manager's time to other funds.

## RECENT ACCOMPLISHMENTS

- The ice resurfer is scheduled to be replaced this year and bid specifications will include a propane fueled machine with a laser leveling system for ice making. In addition, the REALice system will continue to be used which eliminates the need for hot water to resurface the ice, thus reducing energy costs.
- The Arena partnered with ISU Men's Hockey to promote a Paws & Pucks fundraising night where spectators could bring their dogs to the game. Proceeds from the fundraising activities were donated to Ames Animal Shelter.
- Adaptive Sports Iowa increased the amount of ice rented to provide Sled Hockey for individuals with disabilities.

## 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.

	2018/19	2019/20	2019/20	2020/21	% Change
<i>Expenditures by Category:</i>	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Personal Services	120,820	135,670	135,505	172,690	27.3%
Internal Services	47,390	57,286	49,060	51,057	-10.9%
Contractual	45,710	45,408	46,507	45,363	-0.1%
Commodities	38,122	32,075	28,180	29,375	-8.4%
Capital	-	-	-	-	
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>252,042</b>	<b>270,439</b>	<b>259,252</b>	<b>298,485</b>	<b>10.4%</b>

<i>Funding Sources:</i>					
Fees/Season Passes	146,741	161,500	153,610	158,110	-2.1%
Equipment Rental	32,626	40,000	35,000	35,000	-12.5%
Merchandise Sales	1,888	2,000	1,900	1,900	-5.0%
Concessions	20,475	28,000	22,000	22,000	-21.4%
Cell Tower Lease	39,400	37,000	40,510	41,096	11.1%
Interest Revenue	6,387	1,000	3,000	3,000	200.0%
Miscellaneous	658	-	-	850	
<b>Total Program Revenues</b>	<b>248,175</b>	<b>269,500</b>	<b>256,020</b>	<b>261,956</b>	<b>-2.8%</b>

Support from (contribution to)

Homewood Fund balance	3,867	939	3,232	36,529	3790.2%
<b>Total Funding Sources</b>	<b>252,042</b>	<b>270,439</b>	<b>259,252</b>	<b>298,485</b>	<b>10.4%</b>

<i>Authorized FTEs</i>	0.99	0.99	0.99	1.24
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# HOMEWOOD GOLF COURSE

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 Estimated
Provide quality programs in an efficient and fiscally responsible manner	Provide a quality municipal golf course for the community in a fiscally responsible manner	# of rounds of golf played	16,701	13,983	18,000	18,000
		# of golf leagues	5	5	5	5
		# of user group meetings held	6	6	6	6
		% of respondents rating course conditions as "very good" or "good"	96%	92%	96%	96%
		% of respondents rating courtesy of staff as "very good" or "good"	98%	83%	100%	100%
Encourage healthy lifestyles		Maintain fund balance of at least 25% of operating expenses	93%	85%	82%	59%

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- Budgeted revenue includes fee increases of approximately 6% for season passes for the 2020 golf season. Currently, there are eight different price levels for season passes. Homewood is in year five 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 \$41,000 in FY 2020/21. Currently, this funding is used to offset operational expenses. Even with the cell tower lease revenue, Homewood is still projected to operate at a loss in FY 2019/20 and FY 2020/21. 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.
- The FY 2020/21 budget doesn't include any revenues or expenses for the new Clubhouse being operated year round.
- The FTE increase is due to 25% of Recreation Manager's time reallocated to this program.

## RECENT ACCOMPLISHMENTS

- Design for the new clubhouse is completed. Construction bids will be received in February 2020 with the goal of opening the new clubhouse in April 2021.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- In anticipation of the new clubhouse being opened in 2021, 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.

	2018/19	2019/20	2019/20	2020/21	% Change
<i>Expenditures by Activity:</i>	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Parks Administration	327,149	333,635	335,981	344,619	3.3%
Turf Maintenance	235,450	280,908	250,512	259,467	-7.6%
Tree Maintenance	171,524	216,250	223,446	224,503	3.8%
EAB Program	15,162	17,000	16,000	16,000	-5.9%
Structural Maintenance	678,772	637,871	646,472	655,708	2.8%
Dog Park Operations	18,847	21,659	19,270	14,540	-32.9%
Mosquito Control	18,347	23,862	23,626	24,492	2.6%
Donation Improvements	10,781	5,000	100,373	13,550	171.0%
<b>Total Expenditures</b>	<b>1,476,032</b>	<b>1,536,185</b>	<b>1,615,680</b>	<b>1,552,879</b>	<b>1.1%</b>

<i>Expenditures by Category:</i>	2018/19	2019/20	2019/20	2020/21	% Change
Personal Services	801,016	827,072	812,028	842,688	1.9%
Internal Services	283,729	316,643	295,425	293,465	-7.3%
Contractual	244,159	254,050	260,412	267,076	5.1%
Commodities	142,576	138,420	247,815	149,650	8.1%
Capital	4,552	-	-	-	
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>1,476,032</b>	<b>1,536,185</b>	<b>1,615,680</b>	<b>1,552,879</b>	<b>1.1%</b>

<i>Funding Sources:</i>	2018/19	2019/20	2019/20	2020/21	% Change
Shelter/Facility Rentals	35,024	45,400	41,700	43,400	-4.4%
Dog Park Fees	30,915	28,200	30,700	30,700	8.9%
Concessions	948	1,300	1,000	1,000	-23.1%
Donations	10,781	5,000	100,373	13,550	
Miscellaneous	3,639	4,200	4,200	4,000	
<b>Total Revenues</b>	<b>81,307</b>	<b>84,100</b>	<b>177,973</b>	<b>92,650</b>	<b>10.2%</b>

General Fund Support	1,394,725	1,452,085	1,437,707	1,460,229	0.6%
<b>Total Funding Sources</b>	<b>1,476,032</b>	<b>1,536,185</b>	<b>1,615,680</b>	<b>1,552,879</b>	<b>1.1%</b>

Authorized FTEs	8.20	8.20	8.20	8.20
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# PARK MAINTENANCE

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 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	37	36	38	38		
		# of acres in City parks	1,209	1,209	1,215	1,215		
		# of developed acres	285	285	291	291		
		# 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	\$1,297	\$1,221	\$1,329	\$1,284		
		Frequency of mowing (Goal: 7 to 10 days)	8 days	8 days	8 days	8 days		
		# of trim free parks	10	11	13	15		
		<b>Encourage healthy lifestyles</b>		% of respondents rating as "very good" or "good":				
				Park appearance	98%	98%	98%	98%
Wooded areas	97%			92%	95%	95%		
Playground equipment	96%			94%	96%	96%		
Park restrooms	85%			74%	85%	85%		
Hard surface trails	96%			94%	96%	96%		
Tennis courts	94%			91%	95%	95%		
Shelters	96%			91%	95%	95%		
Picnic areas	95%	95%	95%	95%				

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- The FY 2020/21 budget includes funds for the removal of invasive vegetation at Ada Hayden Heritage Park, conversion of park shelter lighting and controls, installation of a park sign at Christopher Gartner Park, replacement grills, additional trash receptacles, and electrical improvements for equipment used for the Mosquito Control program.
- The FY 2020/21 budget includes an increase for rental costs due to the new radio system, as well as an increase in playground parts and supplies due to the costs of Mutt Mitts and parts for playgrounds.
- The FY 2019/20 and 2020/21 budgets include a reduction in Fleet Replacement and Maintenance due to the reallocation of a portion of those costs to Right-of-Way Snow Removal.
- The FY 2019/20 shows in an increase in Donation Improvements, which notates available funds. Unused funds will be carried over each year.

## RECENT ACCOMPLISHMENTS

- A new two bay swing was installed in Country Gables Park to replace the single bay swing.
- Path mile markers and wayfinding signage donated by the Friends of Ada Hayden Heritage Park were installed at Ada Hayden Heritage Park. Over 40 flower beds were planted by volunteers as part of the Adopt a Flower Program with flowers donated by Holubs Garden & Greenhouse.
- Staff replaced the lighting inside the shelter at Daley Park from florescent to LED.
- Over 1,300 ISU Greek Community students participated in brush removal, landscape cleanup, and garbage pickup at the Furman Aquatic Center, Moore Memorial, Brookside, Stuart Smith, and Gateway Hills Parks as part of 2019 ISU Homecoming. Over 1,300 participated in the event along with the Friends of Brookside Park. City staff completed the brush cutting prior to the event.

## 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 six of the plan, staff has been removing trees at an accelerated rate and has already removed 490 of 500 ash trees.

# 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

	2018/19	2019/20	2019/20	2020/21	% Change
<i>Expenditures by Activity:</i>	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Administration	1,388,648	1,439,905	1,447,934	1,445,178	0.4%
Resource Services	1,046,445	1,022,732	1,078,562	1,110,177	8.6%
Youth Services	765,787	852,772	861,720	835,276	-2.1%
Adult Services	586,291	635,540	614,127	619,747	-2.5%
Customer Account Services	886,656	940,155	945,991	985,493	4.8%
<b>Total Expenditures</b>	4,673,827	4,891,104	4,948,334	4,995,871	2.1%

<i>Authorized FTEs</i>	36.50	36.50	37.00	37.00
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# LIBRARY SERVICES

<b>Expenditures by Category:</b>	<b>2018/19 Actual</b>	<b>2019/20 Adopted</b>	<b>2019/20 Adjusted</b>	<b>2020/21 Mgr Rec</b>	<b>From Adopted</b>
Personal Services	3,222,693	3,446,625	3,370,246	3,451,840	0.2%
Internal Services	141,011	143,071	142,634	147,640	3.2%
Contractual	537,269	600,920	646,965	629,634	4.8%
Commodities	159,102	161,365	199,180	164,112	1.7%
Collection Materials	573,268	538,423	588,609	601,945	11.8%
Capital	40,100	-	-	-	
Other Expenditures	384	700	700	700	0.0%
<b>Total Expenditures</b>	<b>4,673,827</b>	<b>4,891,104</b>	<b>4,948,334</b>	<b>4,995,871</b>	<b>2.1%</b>

<b>Funding Sources:</b>					
Charges for Services	107,957	105,750	105,750	105,800	0.1%
State of Iowa	55,468	56,000	56,000	56,000	0.0%
Story County	154,241	155,000	155,000	155,000	0.0%
Library Friends Foundation	218,413	219,564	287,256	186,011	-15.3%
Direct State Aid	15,229	-	14,500	14,500	
Donations/Grants	49,362	51,065	29,765	6,121	-88.0%
<b>Total Revenues</b>	<b>600,670</b>	<b>587,379</b>	<b>648,271</b>	<b>523,432</b>	<b>-10.9%</b>
General Fund Support	4,073,157	4,303,725	4,300,063	4,472,439	3.9%
<b>Total Funding Sources</b>	<b>4,673,827</b>	<b>4,891,104</b>	<b>4,948,334</b>	<b>4,995,871</b>	<b>2.1%</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.

	2018/19	2019/20	2019/20	2020/21	% Change
<i>Expenditures by Category:</i>	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Personal Services	749,007	775,537	725,709	749,077	-3.4%
Internal Services	126,282	127,814	127,391	132,247	3.5%
Contractual	442,611	465,959	508,249	486,124	4.3%
Commodities	57,158	70,595	86,585	77,730	10.1%
Capital	13,590	-	-	-	
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>1,388,648</b>	<b>1,439,905</b>	<b>1,447,934</b>	<b>1,445,178</b>	<b>0.4%</b>
<b>Funding Sources:</b>					
Library Friends Foundation	43,588	63,745	72,031	59,750	-6.3%
Direct State Aid	-	-	3,600	3,600	
Library Donations/Grants	8,465	10,000	11,500	-	-100.0%
<b>Total Revenues</b>	<b>52,053</b>	<b>73,745</b>	<b>87,131</b>	<b>63,350</b>	<b>-14.1%</b>
General Fund Support	1,336,595	1,366,160	1,360,803	1,381,828	1.2%
<b>Total Funding Sources</b>	<b>1,388,648</b>	<b>1,439,905</b>	<b>1,447,934</b>	<b>1,445,178</b>	<b>0.4%</b>
<i>Authorized FTEs</i>	6.75	6.75	6.75	6.75	

# LIBRARY ADMINISTRATION

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 Estimated	
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	To serve the community as a:	# of Library visits	508,918	485,929	500,000	505,000	
		# of items available for circulation*	329,708	360,634	365,000	370,000	
		# of items circulated in millions*	1.22	1.22	1.23	1.27	
		Visits per capita**	8.6	8.2	8.5	8.6	
	Center for Information Access	Circulation per capita	20.7	20.7	20.9	21.5	
		# of Program Partners	73	120	125	130	
		# of public computer & iPad sessions	63,072	62,465	61,000	60,000	
	<b>Promote a sense of one community</b>	Heart of discovery and creativity	# of people attending programs	67,190	62,693	65,950	68,750
			# of meeting room uses	11,814	12,347	13,000	13,800
		Place for literacy and lifelong learning	# of people using meeting rooms	83,072	78,464	85,000	91,000
# of Library volunteers			526	511	520	530	
# of volunteer hours			15,866	16,943	18,000	19,000	

\* Physical and virtual materials

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

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- Hired a new Director and Admin Secretary after the retirement of previous staff.
- Funding is included for multiple national and regional conferences. The American Library Association (ALA) annual conference will be held in Chicago in 2020 and 2021; additional staff members are able to attend due to the close proximity. We have staff members assigned to committees and in leadership roles in both public library and state Associations. The new Director will be building relationships and amplifying Ames accomplishments at the national level.

## RECENT ACCOMPLISHMENTS

- During FY 2019/20, an A/C unit was installed in the server room after an energy audit showed this limited area was triggering the chiller to run more frequently than needed for the rest of the building. This will result in energy cost savings during summer months moving forward.
- Updated public computers and software to provide much needed access.
- Refreshed teen space with new shelving and paint to create a welcoming environment.
- The Ames Public Library was ranked 2<sup>nd</sup> in "building traffic per capital" at 8.24 when compared to other Iowa urban public libraries.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- The Library is embarking on a heavily staff and community-engaged strategic planning process. They are incorporating a total city perspective by utilizing resources from Mary Greeley Medical Center, the City of Ames Resident Satisfaction Survey best practices, City GIS for mapping data, and ISU STATCOM for survey design and tabulation. This will provide staff development opportunities and important community engagement while also promoting fiscal stewardship by not using costly consultants.
- The library Director is acclimating. She attended City Onboarding Training and Creating the Culture Leadership Development. She joined Rotary and is actively engaging with local initiatives such as Census 2020, Ames Community Institute, Ames Chamber of Commerce, United Way of Story County, and with other community organizations and events.
- The APL Friends Foundation Novel Idea program will include more mentoring and staff development opportunities.

# 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, and 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.

	2018/19	2019/20	2019/20	2020/21	% Change
<i>Expenditures by Category:</i>	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Personal Services	372,633	404,616	411,129	423,690	4.7%
Internal Services	2,378	2,528	2,479	2,479	-1.9%
Contractual	39,060	42,810	41,965	46,733	9.2%
Commodities	32,212	33,655	33,680	34,630	2.9%
Collection Materials	573,268	538,423	588,609	601,945	11.8%
Capital	26,510	-	-	-	
Other Expenditures	384	700	700	700	0.0%
<b>Total Expenditures</b>	<b>1,046,445</b>	<b>1,022,732</b>	<b>1,078,562</b>	<b>1,110,177</b>	<b>8.6%</b>
<b>Funding Sources:</b>					
Library Friends Foundation	93,545	25,718	45,929	40,261	56.6%
Library Donations/Grants	4,713	2,000	3,000	-	-100.0%
<b>Total Revenues</b>	<b>98,258</b>	<b>27,718</b>	<b>48,929</b>	<b>40,261</b>	<b>45.3%</b>
General Fund Support	948,187	995,014	1,029,633	1,069,916	7.5%
<b>Total Funding Sources</b>	<b>1,046,445</b>	<b>1,022,732</b>	<b>1,078,562</b>	<b>1,110,177</b>	<b>8.6%</b>
<i>Authorized FTEs</i>	5.25	5.25	5.25	5.25	

# LIBRARY RESOURCE SERVICES

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 Estimated
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	Curate responsive collections	# of physical items available for circulation*	259,411	256,613	255,000	250,000
		# of virtual items available for circulation	70,297	1,000,000	1,000,000	1,000,000
		# of new items processed	29,212	21,866	20,343	20,000
	Expand access to Library services	% of new items processed within 24 hours	40%	63%	65%	65%
		% of new items processed within one week	98%	100%	100%	100%
	Expand promotion of Library services	Items processed per FTE	6,510	4,169	3,875	3,810
		# of collection items repaired	13,034	14,035	20,919	18,000
		# of social media followers	4,578	4,922	5,300	5,800

\* Excludes newspapers, magazines, and uncatalogued paperbacks

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- The pilot year of Kanopy, funded by the Ames Public Library Friends foundation (APLFF), was successful. Funding for other electronic resources like Hoopla (eBook, eAudio, and movies) has been increased to meet continued demand. The library has access to the vendor's entire collection which has increased from 500,000 to 850,000 items since late 2018. Allowing multiple users to access the same title at the same time helps meet patron requests and reduces long hold waits. The Library will continue to evaluate its offerings as electronic media platforms and pricing models evolve. Circulation of electronic resources increased by 37.7% in FY 2018/19 and is expected to continue to increase.

## RECENT ACCOMPLISHMENTS

- A new Library website was implemented in January 2019. The Resource Services Manager, Community Relations Specialist, and Library Marketing Assistant collaborated with the design firm and representatives from all Library workgroups to redesign and upgrade the website, calendar, and room reservation system to meet ADA standards, the City's branding guidelines, and customer needs for a responsive, intuitive website. Funding for the redesign was provided by APLFF.
- Facilitated non-traditional circulation through custom cataloging and processing of Park Packs, Science, Technology, Engineering, and Math (STEM) kits, and Wi-Fi hot spots.
- Developed procedures and cataloged new juvenile world language collection in five languages.
- Collaborated with the Youth Services workgroup to add a new family TV series in the DVD collection through the re-cataloging and processing of existing material. This distinct collection checks out for 21 days, mirrors the TV series collection in Adult Services, and better meets customers' needs.
- Successfully recruited and hired two new staff that have made an immediate impact on collections and services.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- A Library-wide initiative to address collection size is in process. This will address collection size and format, and ensures the collections are maintained at a size that welcomes browsing and ease of use.
- The Resource Services workgroup is partnering with Adult Services to support the development of a world language and welcome collection.
- An in-depth review of marketing and promotions is planned, to develop best practices for reaching customers.

# 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.

<b>Expenditures by Activity:</b>	<b>2018/19 Actual</b>	<b>2019/20 Adopted</b>	<b>2019/20 Adjusted</b>	<b>2020/21 Mgr Rec</b>	<b>% Change From Adopted</b>
Youth Services	692,684	742,507	740,255	794,155	7.0%
Books for Babies	4,290	4,000	4,000	4,000	0.0%
Project Smyles	32,496	30,000	31,000	31,000	3.3%
Small Talk Program	32,688	71,200	81,200	-	-100.0%
H. Barnes Reading Academy	3,629	5,065	5,265	6,121	20.9%
<b>Total Expenditures</b>	<b>765,787</b>	<b>852,772</b>	<b>861,720</b>	<b>835,276</b>	<b>-2.1%</b>

<b>Expenditures by Category:</b>					
Personal Services	691,639	766,631	768,776	766,779	0.0%
Internal Services	4,282	4,353	4,356	4,461	2.5%
Contractual	14,932	37,358	29,758	32,059	-14.2%
Commodities	54,934	44,430	58,830	31,977	-28.0%
Capital	-	-	-	-	
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>765,787</b>	<b>852,772</b>	<b>861,720</b>	<b>835,276</b>	<b>-2.1%</b>

<b>Funding Sources:</b>					
Library Friends Foundation	69,933	114,595	140,015	59,500	-48.1%
Direct State Aid	10,731	-	4,000	4,000	
Library Donations/Grants	36,184	39,065	15,265	6,121	-84.3%
<b>Total Revenues</b>	<b>116,848</b>	<b>153,660</b>	<b>159,280</b>	<b>69,621</b>	<b>-54.7%</b>

General Fund Support	648,939	699,112	702,440	765,655	9.5%
<b>Total Funding Sources</b>	<b>765,787</b>	<b>852,772</b>	<b>861,720</b>	<b>835,276</b>	<b>-2.1%</b>

<i>Authorized FTEs</i>	7.75	7.75	8.25	8.25
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# LIBRARY YOUTH SERVICES

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 Estimated
<b>Provide quality programs in an efficient and fiscally responsible manner</b>		# of youth/family in-Library programs offered	1,053	999	1,025	1,050
		Youth/family in-Library program attendance	40,317	35,540	38,000	40,000
	Encourage early literacy skill development	# of youth/family outreach programs offered	825	985	1000	1000
		Youth/family outreach program attendance	14,873	15,694	15,750	15,750
	Engage community members	# of teen programs offered	124	177	180	185
		Teen program attendance	2,680	3,102	3,200	3,500
	Enhance strategic partnerships	# of physical youth collection items circulated	615,367	607,351	600,000	592,000
		Circulation per capita (youth population)	77.9	76.9	75.9	74.9
		# participants in summer reading programs	1,801	2,287	2,500	2,750

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- .5 FTE hours were added to Youth Library Assistant positions to provide better cover, to support high demand programming for youth and families, to make the teen area available more hours, and to allow more outreach and partnering with local schools.
- Direct State Aid funds were spent to replace select furniture in the “tween” area. In a building that sees an average of over 1,300 visitors a day, refreshing the furniture is key to providing a welcoming space. Staff will continue to map out a plan to replace other worn furniture in the entire library with a combination of city, state and Friends Foundation funding.
- The Small Talk research grant project in partnership with ISU Extension has wrapped up. Over 200 families went through the project, which paired word tracking devices with curricula about the value of talking with your babies. The library is working out ways to continue offering this critical programming that has been featured in academic journals and at conferences, and will be seen as a national model.

## Recent accomplishments

- We ranked 1<sup>st</sup> in "Attendance at Children's Programs" with 51,234, in comparison to other Iowa urban public libraries.
- The Teen Librarian was selected to participate in a national Young Adult Library Services Association (YALSA) initiative "Transforming Teen Services, a Train the Trainer Approach" and will now lead trainings tailored to the needs of Iowa.
- We hosted the Iowa Library Association's Youth Services Kids Matter conference event for over 200 youth services librarians from across Iowa. It featured keynote speakers and multiple break-out sessions on youth development and library best practices.
- Youth Staff participated in training with ChildServe on best practices for programming that is mindful and accommodating to children and families with Autism and Sensory needs.

## In-progress and upcoming activities

- We are creating welcoming and inclusive spaces with the world language collection. In partnership with local English as a Second Language (ESL) teachers, language learning programs have been added to the calendar with a great response from the community.
- Expand current partnerships with school visits, library card sign-up, book talking, resource sharing.
- New STEM kits are in the works after the first batch has proved popular with kids and families.

# 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.

<b>Expenditures by Category:</b>	<b>2018/19 Actual</b>	<b>2019/20 Adopted</b>	<b>2019/20 Adjusted</b>	<b>2020/21 Mgr Rec</b>	<b>% Change From Adopted</b>
Personal Services	564,886	604,141	570,025	576,835	-4.5%
Internal Services	3,761	3,913	3,916	3,986	1.9%
Contractual	11,967	20,906	33,106	31,676	51.5%
Commodities	5,677	6,580	7,080	7,250	10.2%
Capital	-	-	-	-	
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>586,291</b>	<b>635,540</b>	<b>614,127</b>	<b>619,747</b>	<b>-2.5%</b>

<b>Funding Sources:</b>					
Library Friends Foundation	11,347	14,000	26,500	26,500	
<b>Total Revenues</b>	<b>11,347</b>	<b>14,000</b>	<b>26,500</b>	<b>26,500</b>	<b>89.3%</b>
General Fund Support	574,944	621,540	587,627	593,247	-4.6%
<b>Total Funding Sources</b>	<b>586,291</b>	<b>635,540</b>	<b>614,127</b>	<b>619,747</b>	<b>-2.5%</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	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 Estimated
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	Strengthen relationship with ISU Community	# of adult programs offered	635	642	650	650
		Adult program attendance	9,636	8,357	9,000	9,500
	Advance digital literacy	# of physical adult collection items circulated	520,715	482,143	477,143	415,143
		# of virtual collection items circulated	94,899	130,688	185,000	259,000
	Curate responsive collections and programs	% change in circulation of physical collection materials	-10.5%	-7.4%	-7.2%	-7.2%
		% change in circulation of virtual collection materials	36.9%	37.7%	38.2%	40.0%
	Engage community members	# virtual readers advisory/reference engagements	2,900	3,151	3,200	3,600
		# of items sent to senior living facilities and homebound	9,272	9,711	10,000	11,000

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND FY 2020/21 BUDGETS

- Customer demand for virtual collection materials continues to require staff evaluation of new digital services, training and promotion of new resources, and additional efforts to curate responsive collections within the current budget. The demand for eBooks and streaming video content has increased while print circulation has declined.

## RECENT ACCOMPLISHMENTS

- After the retirement of a long-term Librarian, we successfully recruited and hired 2 new Librarians who are making an immediate impact on collections and services.
- The Community Engagement Specialist position has integrated into Adult Services programming work flow, resulting in more diverse program offerings, connections with the ISU faculty, staff, and students, and an increase in the number of community partners by more than 60%.
- Through an annual partnership with AARP, we more than doubled the availability of free tax preparation appointments scheduled by Adult Services staff, providing a valuable resource to more than 200 seniors and people with limited income.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- Outreach to seniors and homebound residents has increased with development of 1 on 1 Tech Tutor sessions, staff visits to senior living residents to demonstrate new technology, and deepening relationships with activity directors at local assisted living residences.
- The Black Arts & Music Festival, a celebration of African and African American art and performance, has successfully reached a community of artists who wish to participate in the first festival in February. Partnerships with ISU, the City of Ames, the Ames branch of the National Association for the Advancement of Colored People, and the Ames Community Arts Council illustrate the Library's commitment to inclusive programs focused on underrepresented members of our community.
- Programing for 19th Amendment Commemoration will include a series of Library-sponsored book discussions, films, and lectures in partnership with the League of Women Voters Ames-Story County, the Ames History Museum, and ISU's Carrie Chapman Catt Center for Women and Politics.
- Partnering with the City of Ames to host Eco Chats leading up to the 10<sup>th</sup> anniversary of the Eco Fair in April.
- Staff is developing welcome collections for new to the English language and those seeking U.S. citizenship.

# ***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.

	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	<b>% Change</b>
<b><i>Expenditures by Category:</i></b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
Personal Services	844,528	895,700	894,607	935,459	4.4%
Internal Services	4,308	4,463	4,492	4,467	0.1%
Contractual	28,699	33,887	33,887	33,042	-2.5%
Commodities	9,121	6,105	13,005	12,525	105.2%
Capital	-	-	-	-	
Other Expenditures	-	-	-	-	
<b><i>Total Expenditures</i></b>	<b>886,656</b>	<b>940,155</b>	<b>945,991</b>	<b>985,493</b>	<b>4.8%</b>
<b><i>Funding Sources:</i></b>					
Library Friends Foundation	-	1,506	2,781	-	-100.0%
Direct State Aid	4,498	-	6,900	6,900	
<b><i>Total Revenues</i></b>	<b>4,498</b>	<b>1,506</b>	<b>9,681</b>	<b>6,900</b>	<b>358.2%</b>
General Fund Support	882,158	938,649	936,310	978,593	4.3%
<b><i>Total Funding Sources</i></b>	<b>886,656</b>	<b>940,155</b>	<b>945,991</b>	<b>985,493</b>	<b>4.8%</b>
 <i>Authorized FTEs</i>	 9.75	 9.75	 9.75	 9.75	

# LIBRARY CUSTOMER ACCOUNT SERVICES

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 Estimated
Provide quality programs in an efficient and fiscally responsible manner	Ensure excellent customer service  Develop welcoming and accessible destinations  Expand access to Library services	# of registered Library borrowers	46,868	44,194	45,000	50,000
		New borrowers added	4,448	4,278	4,500	5,000
		# of computer use accounts	660	567	600	625
		# of Bookmobile visitors	12,508	11,649	12,010	12,500
		# of physical items circulated through Bookmobile	50,468	42,602	45,000	46,000
		# of holds processed	134,135	134,425	135,000	136,000
		# of interlibrary loans to other libraries	4,462	5,267	6,300	7,000
		# of interlibrary loan items borrowed for APL customers	1,988	2,116	2,655	2,900
		# of physical items checked in/reshelved	847,604	824,018	805,000	790,000
		# of physical items checked in/reshelved per hour open	232.86	226.38	221.15	217.03
		Fines/fees collected	\$97,117	\$95,281	\$92,000	\$89,000
		# customers participating in fine alternative options	31	39	45	55

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- Fine and fee revenue continues to decrease as customers transition to the use of eResources.
- Staff have had conversations about fine and fee impacts and opportunities, barriers to service, and best practices providing service, and helping to ensure people have access to resources. Decline in fine and fee revenue is likely.
- Staff are evaluating workflow and activity as interlibrary loan (ILL) continues to be increasingly popular, which has a corresponding impact on multiple budget lines and staff time. The new Iowa Share State Library materials movement rolling out in fall 2019 may further increase ILL loans but lessen mailing costs.

## RECENT ACCOMPLISHMENTS

- The Customer Account Services (CAS) Manager worked with HR Interns on an internal staff satisfaction survey with 90% participation. Overall, staff engagement and satisfaction with work remains high and has either increased or remained consistent from the previous survey in 2016.
- The CAS Manager participated on the City Safety Team and provided safety tours of the library, as well as detailed information about safety measures in relation to City guidelines.
- The CAS Manager served on the Director Search Committee and helped coordinate staff input and involvement with the successful search for a director, including coordinating staff input sessions during search material creation to ensure staff voices were heard on the needs for a new Director. Staff participation was over 90%.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- Evaluating opportunities to provide library card sign up at events and outreach opportunities.
- Evaluating communication with customers to ensure that our messaging is consistent, positive, and proactive.
- Hotspot demand funded by Direct State Aid continues to be high. Staff is reviewing the best ways to help meet this need.

# 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.

	2018/19	2019/20	2019/20	2020/21	% Change
<i>Expenditures by Category:</i>	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Personal Services	98,565	107,749	104,932	109,523	1.7%
Internal Services	44,664	29,895	30,135	28,850	-3.5%
Contractual	40,970	39,299	46,816	40,620	3.4%
Commodities	8,349	9,050	9,100	8,800	-2.8%
Capital	-	-	-	-	
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	192,548	185,993	190,983	187,793	1.0%
<b>Funding Sources:</b>					
Charges for Services	145,507	141,400	142,030	150,820	6.7%
Interest Revenue	47,705	7,000	7,000	8,000	14.3%
<b>Total Revenues</b>	193,212	148,400	149,030	158,820	7.0%
General Fund Support	(664)	37,593	41,953	28,973	-22.9%
<b>Total Funding Sources</b>	192,548	185,993	190,983	187,793	1.0%
Authorized FTEs	1.24	1.24	1.24	1.24	

# CEMETERY

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 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	48	46	50	50
		# of cremains interments	45	61	70	70
		# of infant interments	1	2	2	2
		# of disinterments	0	0	0	0
		# of cemetery lots sold	117	149	125	125
		# of columbarium lots sold	3	1	3	3
		# of markers/monuments set	54	66	68	68
		% of tax support (goal of 0%)	32%	0%	22%	20%

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- FY 2020/21 includes an additional \$8,000 to replace the furnace and air conditioning units in the office.
- The cemetery mowing contract expires June 30, 2020, so staff will be soliciting bids for a new contract for FY 2020/21.
- The budgeted revenue for FY 2020/21 reflects a seven percent increase. Staff will be presenting fee increases to City Council in the coming months.

## RECENT ACCOMPLISHMENTS

- Staff worked with volunteers and the Ames Historical Society to complete and install an interpretive sign highlighting the history of the Ames Municipal Cemetery. Also installed was a stamped concrete pad and a bench.
- Staff worked with an electrical contractor to install a new electric service connecting the office to the maintenance building.
- Staff worked with the United States Military and a local funeral home for the final burial of Army Corporal Ralph Bennett, who died in World War II and his remains were recently discovered this past year, more than 70 years after his death.



## IN-PROGRESS AND UPCOMING ACTIVITIES

- A master plan has been finalized 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 a consultant in finalizing plans for a scatter garden to be incorporated into the Cemetery. Staff will be working over the winter months, FY 2019/20, to remove any trees/brush that are not included as part of the plan.

# 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.

	2018/19	2019/20	2019/20	2020/21	% Change
<b>Expenditures by Activity:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
Public Art Program	33,485	46,000	95,758	46,000	0.0%
Art Agency Funding	163,120	168,898	168,898	183,898	8.9%
<b>Total Expenditures</b>	<b>196,605</b>	<b>214,898</b>	<b>264,656</b>	<b>229,898</b>	<b>7.0%</b>

<b>Expenditures by Category:</b>					
Personal Services	468	-	-	-	
Internal Services	178	-	-	-	
Contractual	10,789	-	-	-	
Commodities	5,000	-	-	-	
Capital	17,050	46,000	95,758	46,000	0.0%
Other Expenditures	163,120	168,898	168,898	183,898	8.9%
<b>Total Expenditures</b>	<b>196,605</b>	<b>214,898</b>	<b>264,656</b>	<b>229,898</b>	<b>7.0%</b>

<b>Funding Sources:</b>					
Local Option Sales Tax	196,605	214,898	264,656	229,898	7.0%
Public Art Donations	-	-	-	-	
<b>Total Funding Sources</b>	<b>196,605</b>	<b>214,898</b>	<b>264,656</b>	<b>229,898</b>	<b>7.0%</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	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 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	17	14	16	18
		% increase of COTA funds over prior year's funding	5%	0%	3%	8.8%
	Expand public art awareness throughout the entire community	# of COTA agencies requesting a Spring or Fall Special Project Grant	3	10	8	9
		# of requests for Neighborhood Art	6	6	8	14
		# of entries submitted in for the Ames Annual Outdoor Sculpture Exhibition	47	45	40	44
		# of art acquisitions	5	3	4	8

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- The Commission on the Arts (COTA) was allocated \$168,898 by the City Council in FY 2019/20, an increase of 3% over the FY 2018/19 allocation. For FY 2020/21, the City Council authorized an 8.8% (\$15,000) increase over the FY 2019/20 allocation.
- The Public Art Commission (PAC) has requested \$46,000 in funding for FY 2020/21. PAC requested the same level of funding in FY 2019/20.

## RECENT ACCOMPLISHMENTS

- A total of 18 organizations submitted applications for COTA funding for FY 2020/21 compared to 16 in FY 2019/20. Central Iowa Touring Ensemble made a first-time request for FY 2020/21 funding. Dancenter Dancer Company Foundation did not apply for funding in FY 2018/19 but have applied for annual funding in FY 2020/21.
- The Public Art Commission held its 23<sup>rd</sup> Annual Outdoor Sculpture Exhibition (AAOSE) beginning in June 2019. Nine sculptures were exhibited downtown.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- At the October 22 City Council meeting, the City Council directed staff to hold a workshop regarding the Arts in Ames.



# ART SERVICES

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

<b>Agency:</b>	<b>2018/19 Actual</b>	<b>2019/20 Adopted</b>	<b>2019/20 Adjusted</b>	<b>2020/21 Mgr Rec</b>	<b>% Change From Adopted</b>
ACTORS	18,950	17,177	17,177		-100.0%
AIOFA	9,700	9,760	9,760		-100.0%
Ames Chamber Artists	3,770	4,048	4,048		-100.0%
Ames Children's Choirs	13,850	13,770	13,770		-100.0%
Ames Choral Society	3,690	3,878	3,878		-100.0%
Ames Community Arts Council	10,750	10,391	10,391		-100.0%
Central Iowa Symphony	9,750	9,474	9,474		-100.0%
Co'Motion Dance Theater	-	3,000	3,000		-100.0%
Dancercenter Dancer Co Foundation	1,830	-	-		
Des Moines Area Opera Guild	-	1,225	1,225		-100.0%
Good Company	1,950	1,950	1,950		-100.0%
India Cultural Association	-	6,054	6,054		-100.0%
KHOI Radio	3,000	3,000	3,000		-100.0%
Kids Co'Motion	3,000	3,000	3,000		-100.0%
Octagon Center for the Arts	48,100	47,220	47,220		-100.0%
Story Theater Company	10,560	11,251	11,251		-100.0%
Town & Gown Chamber Music	18,200	18,140	18,140		-100.0%
<b>Total Agency Allocations</b>	<b>157,100</b>	<b>163,338</b>	<b>163,338</b>		<b>-100.0%</b>
Mini-Grants	6,020	5,560	5,560		-100.0%
<b>Total Allocations</b>	<b>163,120</b>	<b>168,898</b>	<b>168,898</b>	<b>183,898</b>	<b>8.9%</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%).

	2018/19	2019/20	2019/20	2020/21	% Change
<i>Expenditures by Activity:</i>	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Administration	23,201	24,032	24,457	26,363	9.7%
Human Services Funding	1,459,711	1,466,202	1,466,202	1,524,850	4.0%
<b>Total Expenditures</b>	1,482,912	1,490,234	1,490,659	1,551,213	4.1%

<i>Expenditures by Category:</i>					
	2018/19	2019/20	2019/20	2020/21	% Change
Personal Services	16,974	17,720	18,145	19,363	9.3%
Internal Services	-	-	-	-	
Contractual	6,227	6,312	6,312	7,000	10.9%
Commodities	-	-	-	-	
Capital	-	-	-	-	
Other Expenditures	1,459,711	1,466,202	1,466,202	1,524,850	4.0%
<b>Total Expenditures</b>	1,482,912	1,490,234	1,490,659	1,551,213	4.1%

<i>Funding Sources:</i>					
	2018/19	2019/20	2019/20	2020/21	% Change
Local Option Sales Tax	1,482,912	1,490,234	1,490,659	1,551,213	4.1%
<b>Total Funding Sources</b>	1,482,912	1,490,234	1,490,659	1,551,213	4.1%

<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	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 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	6%	5%	3%	4%
		% of Council-authorized funding recommended by volunteers	100%	100%	100%	100%
		% of awarded funds drawn down by agencies	98.3%	97%	99%	99%

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- For FY 2020/21, the City Council has authorized a 4% increase in ASSET funds (\$1,524,850 total). City ASSET funds requested by agencies total \$1,625,097, up \$158,895 or 10.83% over the current FY 2019/20 contracted services of \$1,466,202.

## RECENT ACCOMPLISHMENTS

- The ASSET human service agencies are required to use the Clear Impact Scorecard to report their program outcomes. Agencies are now in their third year of data collection and reporting and information from the Clear Impact Scorecard will be incorporated during the ASSET Panel Work Sessions in January 2020. The outcome measurements and trend lines are intended to identify where funds may make the most improvement in clients' lives, rather than focusing on outputs, such as the number of people served.
- The City Council continued a partnership with United Way of Story County (UWSC) to administer a human services capital funding program. \$250,000 was authorized by Council and UWSC approved proposals at three local human services agencies. A balance in the amount of \$121,500 remains, so UWSC is planning a second round of RFPs in January 2020.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- The ASSET volunteers meet in January 2020 to make FY 2020/21 funding recommendations for ASSET agencies.
- A follow up report will be provided by UWSC regarding the human services agency capital grant program.
- The Community Needs Assessment is underway and anticipated to be completed by the end of calendar year 2020. The assessment assists the ASSET Joint Funders with understanding the needs in the community and identifying gaps in services.
- The ASSET Joint Funders are working towards a set of joint priority areas.

# HUMAN SERVICES

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

<b>Agency:</b>	<b>2018/19 Actual</b>	<b>2019/20 Adopted</b>	<b>2019/20 Adjusted</b>	<b>2020/21 Mgr Rec</b>	<b>% Change From Adopted</b>
ACCESS	100,761	98,599	98,599		-100.0%
All Aboard For Kids	1,700	1,881	1,881		-100.0%
American Red Cross	9,800	9,933	9,933		-100.0%
Ames Community Preschool	152,025	100,145	100,145		-100.0%
ARC of Story County	8,515	10,400	10,400		-100.0%
Boys & Girls Club	111,111	113,800	113,800		-100.0%
Campfire USA	7,284	7,519	7,519		-100.0%
Center for Creative Justice	58,293	59,479	59,479		-100.0%
ChildServe	21,000	23,975	23,975		-100.0%
Emergency Residence Project	88,964	102,046	102,046		-100.0%
Good Neighbor	21,077	21,872	21,872		-100.0%
Heartland Senior Services	185,735	190,362	190,362		-100.0%
HIRTA	41,000	39,988	39,988		-100.0%
Legal Aid Society	88,032	98,888	98,888		-100.0%
Lutheran Services in Iowa	5,700	5,700	5,700		-100.0%
MGMC Home Health Services	31,114	32,500	32,500		-100.0%
Mid-Iowa Community Action	114,982	120,271	120,271		-100.0%
National Alliance for Mentally Ill	7,000	7,163	7,163		-100.0%
Raising Readers	22,789	23,337	23,337		-100.0%
RSVP	30,325	30,593	30,593		-100.0%
The Salvation Army	47,277	48,804	48,804		-100.0%
University Community Childcare	60,649	63,195	63,195		-100.0%
Volunteer Center of Story County	11,174	11,173	11,173		-100.0%
Youth & Shelter Services	233,404	244,579	244,579		-100.0%
<b>Total Allocations</b>	<b>1,459,711</b>	<b>1,466,202</b>	<b>1,466,202</b>	<b>1,524,850</b>	<b>4.0%</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.

	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	<b>% Change</b>
<b><i>Expenditures:</i></b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
Personal Services	29,932	26,152	16,519	6,786	-74.1%
Internal Services	12,913	13,100	13,917	14,454	10.3%
Contractual	1,011	3,413	11,963	3,513	2.9%
Commodities	120	600	850	850	41.7%
Capital	-	-	34,877	-	
Other Expenditures	-	-	-	-	
<b><i>Total Expenditures</i></b>	<b>43,976</b>	<b>43,265</b>	<b>78,126</b>	<b>25,603</b>	<b>-40.8%</b>
<b><i>Funding Sources:</i></b>					
City-Wide Housing Fund	43,976	43,265	78,126	25,603	-40.8%
<b><i>Total Funding Sources</i></b>	<b>43,976</b>	<b>43,265</b>	<b>78,126</b>	<b>25,603</b>	<b>-40.8%</b>
<i>Authorized FTEs</i>	0.20	0.10	0.10	0.05	

# CITY-WIDE HOUSING PROGRAMS

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 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	3	3	3
		# of attendees at community housing programs/events/ presentations	30	150	175	200
Address housing needs						

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 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 and non-profit organizations, and administration of non-CDBG federal, state, county and/or local programs.
- Due to the recent receipt of HOME program funding, an additional 5% of the Housing Coordinator's salary and benefits will shift from the City-Wide Housing program 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 and 2019 Rental Housing Survey, \$8,500 has been allocated to contract with the Institute for Design, Research and Outreach at Iowa State University.
- In collaboration with the Inspections Division, one-time funds from this program are being used to purchase, remove asbestos from, and demolish a "dangerous buildings" property located at 1417 Douglas Ave. The cost for the three activities was \$34,877. This program will be reimbursed upon sale of the property.

## RECENT ACCOMPLISHMENTS

- Community education programs were held during Hunger and Homelessness Awareness Week at City Council and through other public awareness events.
- The first statewide webinars were hosted on Zoom for Access Points for Coordinated Entry and Trauma Informed Care trainings for area human services organizations that provide services to homeless individuals and families.
- The first Housing RentWise training was hosted by staff in collaboration with the Two Rivers Housing Committee.
- Staff continued to host quarterly meetings for the Two Rivers Housing Committee.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- In FY 2019/20 and FY 2020/21, 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.

	2018/19	2019/20	2019/20	2020/21	% Change
<b>Expenditures by Activity:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
CDBG Administration	112,256	114,418	116,241	116,241	1.6%
Renter Affordability Program	31,541	-	-	-	
Property Purchases/Rehab	31,199	-	500,000	-	
321 State Avenue NRSA	533,354	-	484,815	-	
Homebuyer Assistance	-	-	300,813	-	
CDBG Programs	-	457,676	-	464,966	1.6%
<b>Total Expenditures</b>	<b>708,350</b>	<b>572,094</b>	<b>1,401,869</b>	<b>581,207</b>	<b>1.6%</b>

<b>Expenditures:</b>					
Personal Services	100,891	103,773	103,809	108,585	4.6%
Internal Services	70,862	5,263	5,264	5,604	6.5%
Contractual	65,824	462,208	657,131	466,418	0.9%
Commodities	102	850	850	600	-29.4%
Capital	468,113	-	634,815	-	
Other Expenditures	2,558	-	-	-	
<b>Total Expenditures</b>	<b>708,350</b>	<b>572,094</b>	<b>1,401,869</b>	<b>581,207</b>	<b>1.6%</b>

<b>Funding Sources:</b>					
CDBG Fund	708,350	572,094	1,401,869	581,207	1.6%
<b>Total Funding Sources</b>	<b>708,350</b>	<b>572,094</b>	<b>1,401,869</b>	<b>581,207</b>	<b>1.6%</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	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 Estimated
Address the Housing and Community Development needs of the City.	<b>Goal 1:</b> Utilize and leverage CDBG Funds for <b>Low and Moderate</b> Income Persons through private and public partnerships as follows: 1. Increase supply of single family or two family housing for ownership in the Neighborhood Revitalization Strategy Area (NRSA); 2.Reduce the cost burden for low income households to access or maintain rental housing citywide; 3. Increase the affordability, quality, and availability of owner housing for homeowners citywide.	% of program expenditures in LMI* households and/or neighborhoods (goal: 70% or 3year period)	100%	100%	100%	100%
		# of LMI single-family units constructed	3	0	1	5
		# of LMI owner-occupied units rehabilitated	1	1	1	2
		# of LMI households receiving Rental Affordability Assistance (deposit, one month rent, transportation, etc.)	77	51	0	0
		# of LMI census tracts or NRSA receiving infrastructure improvements	1	1	1	1
		# of existing properties purchased for LMI housing, and/or demolished	1	0	1	1
		# of houses/Land sold/leased to non-profits for rehabilitation or new construction	0	1	1	1
		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
		Administer the CDBG program in compliance with Federal regulations				
Provide quality programs in an efficient and fiscally responsible manner	<b>Goal 2:</b> Utilize and leverage CDBG Funds for <b>NON Low and Moderate-Income</b> Persons through private and public partnerships as follows: 1. Integrate affordable and market rate residential developments; 2. Remove blight and deteriorated housing to reuse into new housing; 3. Support and address code enforcement of deteriorated housing; 4. Remove blight and deteriorated housing in flood plain and other hazardous areas.					

\*Low and Moderate Income

# **COMMUNITY DEVELOPMENT BLOCK GRANT**

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## **ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS**

- The City of Ames received its 16<sup>th</sup> allocation of Community Development Block Grant (CDBG) funding in the amount of \$581,207 for FY 2019/20. Additionally, \$462,820 in CDBG funding was carried over from FY 2018/19 and \$357,842 is anticipated to be realized from program income. In addition to CDBG funding, \$250,000 is available as the HOME local match funds from General Obligation Bonds (GO).
- The CDBG allocation for the City of Ames for FY 2020/21 has not yet been announced. For budgeting purposes, the FY 2019/20 allocation of \$581,207 is being projected for FY 2020/21.

## **RECENT ACCOMPLISHMENTS**

- The City received approval from HUD for its 2019-23 Five Year Consolidated Plan and 2019-20 Annual Action Plan.
- 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) was completed.
- A sidewalk installation on the south side of the Tripp Street extension was completed.
- The 2019 update to the CDBG Analysis to Fair Housing Impediments Study was completed.

## **IN-PROGRESS AND UPCOMING ACTIVITIES**

- In FY 2019/20, the City will be submitting its FY 2020/21 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.
- In FY 2019/20, the City amended its FY 2019/20 Annual Action Plan to facilitate the installation of a Public Facility Shared Use Bike Path project activity. The activity involved purchase, relocation, and demolition of a rental unit. Funding was transferred from the ongoing Acquisition/Reuse Program activity.
- For FY 2020/21 the CDBG Annual Action Plan activities have not been determined.
- The budget allocates 20% of the CDBG allocation be used for administrative expenses, with the remaining 80% to be used for programming.
- For FY 2019/20, the programs to be administered include the public infrastructure improvements for the development of 321 State Avenue as a mixed-income housing subdivision such as: sidewalk installation, subdivision platting, new home construction, and neighborhood sustainability programs such as home acquisition/rehabilitation, home buyer assistance, shared use bike path installation, including the hiring of a civil engineering firm to complete the layout design and the platting of the site.

# 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 are 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 nonprofit groups. Cities receiving HOME funding are called Participating Jurisdictions (PJs). Up to 10% of the funding can be allocated for program administration. A portion of the Housing Coordinator position is being allocated to administer HOME program activities.

Some special conditions apply to the use of HOME funds. PJs must provide a 25% local dollar match of nonfederal funds (except for administration) on projects. PJs must reserve at least 15% of their allocations to fund housing to be owned, developed, or sponsored by experienced, community-driven nonprofit groups designated as Community Housing Development Organizations (CHDOs). PJs must also ensure that HOME-funded housing units remain affordable in the long term (20 years for new construction of rental housing and 5-15 years for construction of homeownership housing and housing rehabilitation, depending on the amount of the HOME subsidy).

	2018/19	2019/20	2019/20	2020/21	% Change
<i>Expenditures by Activity:</i>	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
HOME Administration	2,250	60,126	120,947	48,197	-19.8%
CHDO Allocation	-	90,241	184,795	72,295	-19.9%
Single Family Housing	-	-	923,976	-	
HOME Future Allocation	-	450,897	-	361,476	-19.8%
<b>Total Expenditures</b>	2,250	601,264	1,229,718	481,968	-19.8%

<i>Expenditures:</i>					
Personal Services	2,250	52,626	12,976	20,360	-61.3%
Internal Services	-	1,250	-	-	-100.0%
Contractual	-	456,647	37,180	27,837	-93.9%
Commodities	-	500	-	-	-100.0%
Capital	-	-	994,767	361,476	
Other Expenditures	-	90,241	184,795	72,295	-19.9%
<b>Total Expenditures</b>	2,250	601,264	1,229,718	481,968	-19.8%

<i>Funding Sources:</i>					
CDBG Fund	2,250	601,264	1,229,718	481,968	-19.8%
<b>Total Funding Sources</b>	2,250	601,264	1,229,718	481,968	-19.8%

<i>Authorized FTEs</i>	0.00	0.10	0.10	0.15
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# HOME INVESTMENT PARTNERSHIP PROGRAM

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 Estimated
<b>Provide quality programs in an efficient and fiscally responsible manner to address housing needs in the community</b>	Build a minimum of 18 affordable single family housing units in the designated Neighborhood Revitalization Strategy Area (NRSA)	% of program expenditures in LMI* households and/or neighborhoods (goal: 70% or 3year period)		0%	100%	100%
		# of LMI single-family units constructed		0	3	6
	Administer the HOME program in compliance with Federal regulations	Demonstrated compliance with HUD's monitoring of program reports, etc.		Yes	Yes	Yes
		Biannual program audit meets Federal compliance standards		Yes	Yes	Yes

\*Low and Moderate Income

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- The City of Ames has received its second allocation of HOME funding in the amount of \$481,968 for FY 2019/20. Of this amount \$48,197 is designated for program administration and \$433,771 is available for programming. Additionally, \$747,750 is being rolled over from 2018/19. Of this amount, \$72,500 is for program administration and \$675,000 is available for programming. However, HUD requires that 15% of each allocation (\$112,500 for FY 2018/19 and \$72,295 for FY 2019/20 for a total of \$184,795) must be set aside for a local Community Housing Development Organization (CHDO), if designated by the City. This leaves an available balance of \$923,976 that will be budgeted in FY 2019/20 for programs in support of the City Council's goal to address various housing/development needs in the community.
- HOME also requires a 25% local match (\$187,500) contribution for FY 2018/19 and \$120,492 for FY 2019/20. 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 City will need to identify funds in future years.
- The HOME allocation for the City of Ames for FY 2020/21 has not yet been announced. For budgeting purposes, the second year funding allocation for FY 2019/20 of \$481,968 is being projected for FY 2020/21.
- For FY 2020/21, an additional 5% of the Housing Coordinator's salary and benefits will be shifted to the HOME program from the City-Wide Housing Program.

## RECENT ACCOMPLISHMENTS

- Received approval from HUD of the City's 2019-23 Five-Year Consolidated and 2019/20 Annual Action Plans to be able to utilize HOME funding.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- For FY 2019/20, the program to be implemented using the HOME Block Grant dollars will begin the anticipated construction of three homes for low income households as part of a mixed-income housing subdivision at 321 State Avenue. The program anticipates construction of six homes in FY 2020/21. State Avenue is located in the City's designated Neighborhood Revitalization Strategy Area (NRSA).
- For local match funding for the HOME Block Grant Program in future years, staff will investigate the possible use of the City-wide Housing Program fund balance, 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.

	2018/19	2019/20	2019/20	2020/21	% Change
<i>Expenditures by Activity:</i>	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
ACVB Pass-through	1,799,937	1,750,000	1,750,000	1,802,500	3.0%
Econ Development/City Staff	70,451	72,245	71,857	74,414	3.0%
Econ Development/AEDC	150,000	150,000	150,000	150,000	0.0%
Chamber of Commerce Dues	2,828	2,800	2,800	2,800	0.0%
Kingland Tax Rebate	321,216	325,427	325,427	316,476	-2.8%
Barilla Tax Rebate	12,259	-	-	383,582	
<b>Total Expenditures</b>	<b>2,356,691</b>	<b>2,300,472</b>	<b>2,300,084</b>	<b>2,729,772</b>	<b>18.7%</b>

<i>Expenditures by Category:</i>					
	2018/19	2019/20	2019/20	2020/21	% Change
Personal Services	68,463	70,593	70,132	72,689	3.0%
Internal Services	1,973	1,652	1,725	1,725	4.4%
Contractual	165,102	152,800	152,800	152,800	0.0%
Commodities	-	-	-	-	
Capital	-	-	-	-	
Other Expenditures	2,121,153	2,075,427	2,075,427	2,502,558	20.6%
<b>Total Expenditures</b>	<b>2,356,691</b>	<b>2,300,472</b>	<b>2,300,084</b>	<b>2,729,772</b>	<b>18.7%</b>

<i>Funding Sources:</i>					
	2018/19	2019/20	2019/20	2020/21	% Change
Hotel/Motel Tax	1,952,765	1,902,800	1,902,800	1,955,300	2.8%
General Fund	70,451	72,245	71,857	74,414	3.0%
TIF/Kingland Systems	321,216	325,427	325,427	316,476	-2.8%
TIF/Barilla	12,259	-	-	383,582	
<b>Total Funding Sources</b>	<b>2,356,691</b>	<b>2,300,472</b>	<b>2,300,084</b>	<b>2,729,772</b>	<b>18.7%</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	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 Estimated
<b>Promote economic development</b>	Support growth of tax base and high paying employment	State programs sponsored	2	2	1	2
		City revolving loans originated	-	0	1	1
		Community Investment Fund loans originated	1	0	1	1
		Ames MSA Unemployment Rate	1.1%	1.5%	-	-
		Population Census Estimate	66,498	67,154	-	-

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- All currently active Tax Increment Financing (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. The large increase in the FY 2020/21 budget reflects the addition of the Barilla TIF Rebate.

## RECENT ACCOMPLISHMENTS

- Finalized the establishment of an additional TIF district with the ISU Research Park Urban Renewal Area to facilitate funding of infrastructure improvements for business expansion including a John Deere research and design facility.
- Provided local endorsement and an economic development agreement with SmartAg to add 40 new jobs. The agreement was ultimately canceled and the company proceeded without government assistance.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- Establishment of an Urban Renewal Area and TIF district to support development of the East 13<sup>th</sup> Street Industrial Area
- Finalize an economic development agreement with Vertex software; to support commercial rollout of their cloud based manufacturing design system.

# COMMUNITY ENRICHMENT PROGRAM

## CAPITAL IMPROVEMENTS

<i>Activities:</i>	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change From Adopted
<b><i>Parks &amp; Recreation:</i></b>					
Park/Facility Improvements	165,154	440,000	1,815,550	505,000	14.8%
Municipal Pool Improvements	12,645	25,000	179,008	25,000	0.0%
Playground/Park Equipment	1,891	143,000	172,881	64,750	-54.7%
Furman Aquatic Center	425	-	55,077	-	
Ada Hayden Improvements	-	60,000	61,000	-	-100.0%
Ice Arena Improvements	(2,242)	10,000	133,642	100,000	900.0%
Homewood Golf Course	45,182	-	1,013,973	150,000	
Miracle Playground/Field Design	7,500	-	5,000	-	
Healthy Life Center Study	7,476	-	-	-	
ADA Transition Plan Improvements	17,423	25,000	-	25,000	0.0%
Sunset Ridge Park Development	1,773	-	93,092	-	
Franklin Park Improvements	-	-	80,000	-	
Hira Park Development	7,580	80,000	82,420	-	-100.0%
Indoor Aquatic Center Study	-	-	75,000	-	
<b>Total Parks and Recreation CIP</b>	<b>264,807</b>	<b>783,000</b>	<b>3,766,643</b>	<b>869,750</b>	<b>11.1%</b>
<b><i>Library Services:</i></b>					
Front Door Replacement	-	-	30,000	-	
<b>Total Library CIP</b>			<b>30,000</b>		
<b><i>Cemetery:</i></b>					
Columbarium Expansion	-	-	60,000	-	
Scattering Garden	6,500	-	18,500	-	
<b>Total Cemetery CIP</b>	<b>6,500</b>		<b>78,500</b>		
<b><i>Neighborhood Improvement:</i></b>					
Downtown Façade Program	60,038	50,000	155,962	50,000	0.0%
Campustown Façade Program	49,000	50,000	155,020	50,000	0.0%
Neighborhood Improvement Program	9,400	50,000	50,000	50,000	0.0%
Human Svc Agency Capital Grants	-	-	250,000	-	
Downtown/Campustown Plazas	-	-	1,100,000	-	
<b>Total Neighborhood Imp CIP</b>	<b>118,438</b>	<b>150,000</b>	<b>1,710,982</b>	<b>150,000</b>	<b>0.0%</b>
<b>Total Community Enrichment CIP</b>	<b>389,745</b>	<b>933,000</b>	<b>5,586,125</b>	<b>1,019,750</b>	<b>9.3%</b>

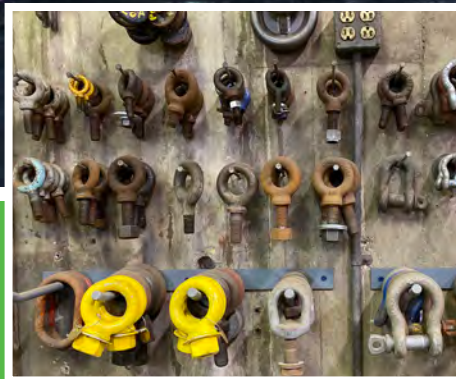


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CITY OF  
Ames™

GENERAL GOVERNMENT



**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**.

	2018/19	2019/20	2019/20	2020/21	% Change
<b>Expenditures by Activity:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
City Council	458,443	457,893	873,257	456,480	-0.3%
City Clerk	373,870	436,923	442,634	443,797	1.6%
City Manager	840,575	801,995	753,537	782,757	-2.4%
Public Relations	201,969	217,556	232,062	223,216	2.6%
Media Production Services	149,960	163,473	153,183	185,501	13.5%
Planning Services	854,508	890,712	1,064,877	887,461	-0.4%
Financial Services	1,803,421	1,990,079	1,964,355	2,065,888	3.8%
Legal Services	741,310	801,687	826,387	849,598	6.0%
Human Resources	561,076	586,703	588,243	617,953	5.3%
Facilities	392,762	459,595	501,117	459,548	0.0%
<b>Total Operations</b>	<b>6,377,894</b>	<b>6,806,616</b>	<b>7,399,652</b>	<b>6,972,199</b>	<b>2.4%</b>
General Government CIP	64,791	50,000	901,586	100,000	100.0%
<b>Total Expenditures</b>	<b>6,442,685</b>	<b>6,856,616</b>	<b>8,301,238</b>	<b>7,072,199</b>	<b>3.1%</b>
<i>Authorized FTEs</i>	52.42	52.42	52.42	52.42	

# GENERAL GOVERNMENT

	2018/19	2019/20	2019/20	2020/21	% Change
<i>Expenditures by Category:</i>	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Personal Services	5,304,006	5,883,760	5,651,096	6,009,939	2.1%
Internal Services	(304,877)	(386,076)	(361,340)	(362,121)	-6.2%
Contractual	1,001,951	919,723	1,522,289	942,853	2.5%
Commodities	113,227	126,735	179,829	126,155	-0.5%
Capital	2,400	-	56,896	-	
Other Expenditures	261,187	262,474	350,882	255,373	-2.7%
<b>Total Operations</b>	<b>6,377,894</b>	<b>6,806,616</b>	<b>7,399,652</b>	<b>6,972,199</b>	<b>2.4%</b>
General Government CIP	64,791	50,000	901,586	100,000	100.0%
<b>Total Expenditures</b>	<b>6,442,685</b>	<b>6,856,616</b>	<b>8,301,238</b>	<b>7,072,199</b>	<b>3.1%</b>
<b>Funding Sources:</b>					
Fees/Outside Charges	155,988	173,211	172,062	172,333	-0.5%
General Fund	3,493,864	3,621,932	4,094,515	3,713,342	2.5%
Local Option Sales Tax	157,492	200,474	240,119	208,373	3.9%
Hotel/Motel Tax	-	15,000	140,000	-	-100.0%
Road Use Tax	149,744	164,341	162,902	170,110	3.5%
G.O. Bond Funds	6,377	7,661	7,364	8,009	4.5%
Water Utility Fund	434,442	472,350	464,846	485,900	2.9%
Sewer Utility Fund	378,168	413,479	404,310	423,452	2.4%
Electric Utility Fund	1,277,084	1,397,004	1,368,883	1,436,051	2.8%
Parking Fund	69,645	74,409	74,957	77,162	3.7%
Storm Water Utility Fund	10,008	10,954	10,706	11,336	3.5%
Resource Recovery	245,082	255,801	258,988	266,131	4.0%
<b>Total Operations Funding</b>	<b>6,377,894</b>	<b>6,806,616</b>	<b>7,399,652</b>	<b>6,972,199</b>	<b>2.4%</b>
<b>CIP Funding:</b>					
General Fund	19,825	-	683,775	-	
Local Option Sales Tax	37,466	50,000	217,811	100,000	100.0%
Storm Water Utility Fund	7,500				
<b>Total CIP Funding</b>	<b>64,791</b>	<b>50,000</b>	<b>901,586</b>	<b>100,000</b>	<b>100.0%</b>
<b>Total Funding Sources</b>	<b>6,442,685</b>	<b>6,856,616</b>	<b>8,301,238</b>	<b>7,072,199</b>	<b>3.1%</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.

	2018/19	2019/20	2019/20	2020/21	% Change
<b>Expenditures by Activity:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
City Council	167,869	166,049	172,966	171,737	3.4%
Human Relations	578	1,370	1,370	1,370	0.0%
City Council Contingency	43,904	50,000	118,802	50,000	0.0%
<b>Total Expenditures</b>	<b>212,351</b>	<b>217,419</b>	<b>293,138</b>	<b>223,107</b>	<b>2.6%</b>

<b>Expenditures by Category:</b>					
	2018/19	2019/20	2019/20	2020/21	% Change
Personal Services	77,520	77,521	77,521	77,521	0.0%
Internal Services	17,989	16,399	16,738	18,759	14.4%
Contractual	54,639	47,179	53,757	49,507	4.9%
Commodities	24,563	26,320	66,359	27,320	3.8%
Capital	-	-	-	-	
Other Expenditures	37,640	50,000	78,763	50,000	0.0%
<b>Total Expenditures</b>	<b>212,351</b>	<b>217,419</b>	<b>293,138</b>	<b>223,107</b>	<b>2.6%</b>

<b>Funding Sources:</b>					
	2018/19	2019/20	2019/20	2020/21	% Change
General Fund	212,351	217,419	293,138	223,107	2.6%
<b>Total Funding Sources</b>	<b>212,351</b>	<b>217,419</b>	<b>293,138</b>	<b>223,107</b>	<b>2.6%</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	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 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	\$2,113	\$2,207	\$2,385	\$2,395
		Property tax rate/\$1,000 valuation	\$10.38	\$10.07	\$10.03	\$10.14
		General levy rate/\$1,000 valuation	\$5.65	\$5.50	\$5.53	\$5.66
		# of events sponsored	5	7	7	7
		Total outstanding debt per capita	\$1,110	\$1,073	\$1,091	\$1,143
		# of ordinances adopted	45	44	25	30
		# of resolutions passed	694	665	661	673
		% of City Council goal-setting tasks completed	75%	83%	87%	95%
		# of Mayoral Proclamations issued	14	21	23	22

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- Each year, the Ames Chamber of Commerce assembles a delegation of approximately 30 community leaders to visit a peer city and to learn best practices. In October 2019, 2 Councilmembers and the Mayor visited the City of Fort Collins along with other community members. Intercity Visits are an opportunity for Chamber members and staff, elected officials, business leaders, and city staff to gather ideas and insights from cities overcoming challenges similar to the City of Ames.

## RECENT ACCOMPLISHMENTS

- In July 2019, the City Council unanimously approved an Energy Services Agreement with ForeFront Power of San Francisco, California to construct and maintain a two-megawatt Community Solar Farm. The approval of this agreement supports the City Council's goal to expand the City's sustainability efforts.
- In August 2019, the City Council entered into an agreement with Ames-based Renewable Energy Group (REG) to participate in its B100 Pilot Program. The B100 Pilot Program will test and evaluate the use of B100 (Biodiesel) as a year-round fuel supply for 5 City trucks for the purpose of reducing vehicle carbon emissions.
- On November 11, 2019, the City Council approved the award of contract with PaleBLUEdot of Maplewood, MN for a Community Greenhouse Gas (GHG) Inventory, Forecasting, and Recommendations Report.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- Following several discussions regarding a plan to address possible improvements in internet options for residents, in August 2019 a privately-operated internet service provider (MetroNet) announced it will enter the Ames market. In September 2019, the City Council directed staff to prepare an RFP for an internet services consulting contract, which would include the evaluation of a variety of approaches to achieve the Council's goals related to internet services.



# 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.

	2018/19	2019/20	2019/20	2020/21	% Change
<i>Expenditures by Activity:</i>	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
<b>Council Grant Program:</b>					
Ames Partner City Association	8,792	6,000	10,775	0	-100.0%
Ames Historical Society	42,600	45,512	45,512	0	-100.0%
Main Street Cultural District	44,300	47,297	47,297	0	-100.0%
Hunziker Youth Sports Complex	29,650	30,700	30,700	0	-100.0%
Campustown Action Association	60,250	32,965	32,965	0	-100.0%
Story County Housing Trust	34,000	35,000	69,870	0	-100.0%
Ames Foundation	0	0	20,000	0	
<b>Council Grant Program Total</b>	<b>219,592</b>	<b>197,474</b>	<b>257,119</b>	<b>205,373</b>	<b>4.0%</b>
Sustainability Coordinator	25,000	25,000	25,000	25,000	0.0%
Greenhouse Gas Inventory	-	-	25,000	-	
Climate Action Plan	-	-	130,000	-	
Internet Improvements Study	-	-	125,000	-	
Ames Econ Dev Commission	-	15,000	15,000	-	-100.0%
AHRC Special Events	1,500	3,000	3,000	3,000	0.0%
<b>Total Expenditures</b>	<b>246,092</b>	<b>240,474</b>	<b>580,119</b>	<b>233,373</b>	<b>-3.0%</b>
<b>Expenditures by Category:</b>					
Personal Services	-	-	-	-	
Internal Services	-	-	-	-	
Contractual	25,000	25,000	305,000	25,000	0.0%
Commodities	500	3,000	3,000	3,000	0.0%
Capital	-	-	-	-	
Other Expenditures	220,592	212,474	272,119	205,373	-3.3%
<b>Total Expenditures</b>	<b>246,092</b>	<b>240,474</b>	<b>580,119</b>	<b>233,373</b>	<b>-3.0%</b>
<b>Funding Sources:</b>					
General Fund	63,600	-	175,000	-	
Local Option Sales Tax	157,492	200,474	240,119	208,373	3.9%
Hotel/Motel Tax	-	15,000	140,000	-	-100.0%
Water Utility Fund	6,250	6,250	6,250	6,250	0.0%
Sewer Utility Fund	6,250	6,250	6,250	6,250	0.0%
Electric Utility Fund	6,250	6,250	6,250	6,250	0.0%
Resource Recovery	6,250	6,250	6,250	6,250	0.0%
<b>Total Funding Sources</b>	<b>246,092</b>	<b>240,474</b>	<b>580,119</b>	<b>233,373</b>	<b>-3.0%</b>
Authorized FTEs	-	-	-	-	

# CITY COUNCIL SPECIAL ALLOCATIONS

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 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	8	8	8	7
		# of applicants awarded grant funding	8	8	8	7

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- In FY 2019/20, the City Council allocated \$197,474 from the Local Option Sales Tax Fund to six community groups. Routine requests were received from the Ames Historical Society (\$45,512), Ames International Partner Cities Association (\$6,000), Campustown Action Association (\$32,965), Hunziker Youth Sports Complex (\$30,700), Ames Main Street (\$47,297), and the Story County Housing Trust Fund (\$35,000).
- Additional funding was awarded during the FY 2019/20 budget wrap-up session. These allocations included \$15,000 to the Ames Economic Development Commission for its Workforce Solutions Program (from the Hotel/Motel Tax Fund) and \$15,000 to the Community Academy for the renovation of Audubon Trail in Brookside Park (from City Council Contingency).
- For FY 2020/21, seven community groups requested \$237,400 in funding. City Council authorized a 4% (205,373) increase over its FY 2019/20 allocation. Requests were received from the Ames Historical Society (\$49,500), Ames International Partner Cities Association (\$7,000), Campustown Action Association (\$37,000), Hunziker Youth Sports Complex (\$32,000), Ames Main Street (\$60,000), Story County Housing Trust Fund (\$36,500), and the Ames Economic Development Commission (\$15,000).

## RECENT ACCOMPLISHMENTS

- The Ames International Partner Cities Association has been exploring a new partnership with the City of Podujeva, Kosovo. At the December 10, 2019 City Council meeting, the City Council authorized the Mayor to indicate Ames' interest in partnering with the City of Podujevo, Kosovo.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- In February 2020, 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.

	2018/19	2019/20	2019/20	2020/21	% Change
<b>Expenditures by Activity:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
City Clerk	367,045	407,688	392,850	434,362	6.5%
Elections	-	20,000	40,479	-	-100.0%
Files Management System	6,515	8,585	8,585	8,585	0.0%
Zoning Board of Adjustment	310	650	720	850	30.8%
<b>Total Expenditures</b>	<b>373,870</b>	<b>436,923</b>	<b>442,634</b>	<b>443,797</b>	<b>1.6%</b>

<b>Expenditures by Category:</b>					
Personal Services	291,451	348,087	333,719	372,291	7.0%
Internal Services	18,505	19,311	19,037	21,902	13.4%
Contractual	60,062	67,450	87,803	47,554	-29.5%
Commodities	3,852	2,075	2,075	2,050	-1.2%
Capital	-	-	-	-	
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>373,870</b>	<b>436,923</b>	<b>442,634</b>	<b>443,797</b>	<b>1.6%</b>

<b>Funding Sources:</b>					
Licenses and Permits	96,810	90,400	89,500	89,500	-1.0%
General Fund	202,279	259,139	264,607	265,537	2.5%
Water Utility Fund	18,695	21,846	22,132	22,190	1.6%
Sewer Utility Fund	18,695	21,846	22,132	22,190	1.6%
Electric Utility Fund	37,391	43,692	44,263	44,380	1.6%
<b>Total Funding Sources</b>	<b>373,870</b>	<b>436,923</b>	<b>442,634</b>	<b>443,797</b>	<b>1.6%</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	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 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	73	75	80
		# of resolutions finalized	694	584	639	640
		# of legal notices published	272	262	267	270
		# of documents recorded	150	141	145	140
		# of insurance certificates tracked	246	254	250	250
		# of Letters of Credit tracked	131	142	140	140
		# of licenses/permits processed	635	752	693	690
		# of open records requests processed	82	96	90	90
		# of cemetery deeds issued	77	77	75	75
		# of election petitions accepted	9	0	9	0

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- For the FY 2019/20 budget, \$20,000 was included to pay for the cost of the Regular City Election for City Council members. This was the first year for a combined City/School Election. The cost of the City's portion of that Election was \$11,580.88. A Special Election regarding a Bond Referendum for a Healthy Life Center was held on September 10, 2019, which cost \$16,898.30. The Regular City Election resulted in a need for a Run-Off Election for Ward 4, which was held on December 3, 2019. As of the preparation of this document, the bill for that Election has not been received from the Commissioner of Elections; however, it is anticipated to be approximately \$12,000. Therefore, the FY 2019/20 Budget will need to be amended to nearly double the amount originally anticipated.

## 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 2018/19.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- There are now over 120,000 official documents in the Files Management System that have been scanned, indexed, and linked.
- Currently, 53 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.

	2018/19	2019/20	2019/20	2020/21	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
					Adopted
<b>Expenditures:</b>					
Personal Services	741,161	735,093	682,836	712,775	-3.0%
Internal Services	31,305	32,492	31,959	34,155	5.1%
Contractual	54,579	22,510	25,235	23,927	6.3%
Commodities	13,530	11,900	13,507	11,900	0.0%
Capital	-	-	-	-	
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>840,575</b>	<b>801,995</b>	<b>753,537</b>	<b>782,757</b>	<b>-2.4%</b>
<b>Funding Sources:</b>					
General Fund	480,809	458,742	431,023	447,736	-2.4%
Water Utility Fund	87,420	83,407	78,368	81,407	-2.4%
Sewer Utility Fund	87,420	83,407	78,368	81,407	-2.4%
Electric Utility Fund	184,926	176,439	165,778	172,207	-2.4%
<b>Total Funding Sources</b>	<b>840,575</b>	<b>801,995</b>	<b>753,537</b>	<b>782,757</b>	<b>-2.4%</b>
<i>Authorized FTEs</i>	4.53	4.53	4.53	4.53	

# CITY MANAGER

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 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	124	147	121	122
		% of referrals to City Manager’s Office	15%	16%	17%	16%
		% of referrals to Planning & Housing	40%	34%	33%	34%
		% of referrals to Public Works	23%	26%	23%	24%
		% of referrals to other City departments	22%	24%	23%	22%
# of union contracts negotiated	0	3	2	0		

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- In June 2019, the Assistant City Manager vacancy was filled following the retirement of Bob Kindred.

## RECENT ACCOMPLISHMENTS

- Recruitments to fill three vacancies in the City Manager’s Executive Leadership Team (ELT) were conducted in FY 2019/20. These recruitments resulted in the promotion of Barb Neal (Transit Director) and the hiring of Sheila Schofer (Library Director) and Deb Schildroth (Assistant City Manager).
- A retreat among the City Manager’s Executive Leadership Team was held in October 2019. The retreat provided members an opportunity to grow in relationship with each other and serves to increase members understanding of trust and its impact.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- Collective bargaining has been completed with the Public, Professional and Maintenance Employees (Police) unit. Bargaining is in progress with the International Brotherhood of Electrical Workers (Electric Distribution) bargaining unit.
- A team of staff from the City Manager’s Office, Legal, and Human Resources is reviewing and revising the City’s employment policies. An outside law firm has been hired to assist in this review. It is expected that the revised policies will be ready for City Council review and approval in late winter 2020. The new policies will be placed in an online Policy Library where they can be accessed digitally and searched.

# 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.

	2018/19	2019/20	2019/20	2020/21	% Change
<b>Expenditures by Activity:</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
Public Relations	195,499	217,556	216,369	223,216	2.6%
Brand Marketing	6,470	-	15,693	-	
<b>Total Expenditures</b>	<b>201,969</b>	<b>217,556</b>	<b>232,062</b>	<b>223,216</b>	<b>2.6%</b>

<b>Expenditures by Category:</b>					
Personal Services	152,143	167,566	164,478	172,358	2.9%
Internal Services	14,302	17,050	17,051	17,818	4.5%
Contractual	34,576	32,090	49,683	32,190	0.3%
Commodities	948	850	850	850	0.0%
Capital	-	-	-	-	
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>201,969</b>	<b>217,556</b>	<b>232,062</b>	<b>223,216</b>	<b>2.6%</b>

<b>Funding Sources:</b>					
General Fund	104,220	108,778	123,877	111,607	2.6%
Water Utility Fund	19,550	21,756	21,637	22,322	2.6%
Sewer Utility Fund	19,550	21,756	21,637	22,322	2.6%
Electric Utility Fund	39,099	43,510	43,274	44,643	2.6%
Resource Recovery	19,550	21,756	21,637	22,322	2.6%
<b>Total Funding Sources</b>	<b>201,969</b>	<b>217,556</b>	<b>232,062</b>	<b>223,216</b>	<b>2.6%</b>

Authorized FTEs	1.15	1.15	1.15	1.15	1.15
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# PUBLIC RELATIONS

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 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	188	165	186	185
		# of City-assisted public events	5	5	6	8
		# of marketing campaigns developed	5	5	4	5
		# of City ribbon cuttings/ recognition events	8	8	5	6
		# of City of Ames Facebook followers	5,670	6,300	7,520	8,300
		# of City of Ames Twitter followers	6,765	8,082	8,981	9,500
		# of City of Ames Instagram followers	-	-	1,640	2,100
		# of survey participants who subscribe to Mediacom*	44%	41%	41%	54%
		Usefulness of Ames website as a news source*	2.5	2.4	2.4	2.3
		Usefulness of the City Side utility bill insert as a news source*	2.4	2.3	2.3	2.2

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

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- Census 2020 campaign will kick-off in mid-January and continue through the end of April. This will be a collaborative effort between the City of Ames, Iowa State University, student and community volunteers, and numerous community partners.

## RECENT ACCOMPLISHMENTS

- Completed updates with 90 employees as part of annual Public Relations Team meetings
- Worked to educate residents about the Healthy Life Center initiative through extensive public education campaign

## IN-PROGRESS AND UPCOMING ACTIVITIES

- Supporting the Council goal to “Expand Sustainability Efforts,” marketing materials by promoting the SunSmart Ames community solar project, the new residential food composting rebate; water and electric conservation programs and rebate programs; and glass recycling.
- The 10<sup>th</sup> anniversary of EcoFair and the 50<sup>th</sup> anniversary of Earth Day are providing opportunities for multiple City department participation, community collaboration, and an expanded event.
- Greenhouse Gas Inventory continues with the expectation of providing a foundation for a Climate Action Plan
- Continue to work with Office of Sustainability and Resource Recovery Plant to extend the dates of the enormously successful annual Rummage RAMPage

# ***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>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	<b>% Change</b>
<b><i>Expenditures by Activity:</i></b>	<b>Actual</b>	<b>Adopted</b>	<b>Adjusted</b>	<b>Mgr Rec</b>	<b>From Adopted</b>
Government Access	149,035	161,448	145,824	183,476	13.6%
Public Access	925	2,025	2,025	2,025	0.0%
<b>Total Expenditures</b>	<b>149,960</b>	<b>163,473</b>	<b>147,849</b>	<b>185,501</b>	<b>13.5%</b>

<b><i>Expenditures by Category:</i></b>					
	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	<b>% Change</b>
Personal Services	110,158	120,373	93,553	127,962	6.3%
Internal Services	30,600	30,740	30,886	33,979	10.5%
Contractual	3,159	5,985	16,435	16,335	172.9%
Commodities	6,043	6,375	6,975	7,225	13.3%
Capital	-	-	-	-	
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>149,960</b>	<b>163,473</b>	<b>147,849</b>	<b>185,501</b>	<b>13.5%</b>

<b><i>Funding Sources:</i></b>					
	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	<b>% Change</b>
General Fund	149,960	163,473	147,849	185,501	13.5%
<b>Total Funding Sources</b>	<b>149,960</b>	<b>163,473</b>	<b>147,849</b>	<b>185,501</b>	<b>13.5%</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	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 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	122	120	99	100
		# of original Media Production Services videos	251	245	282	290
		# of live/archive meeting online views (Granicus Total Page Views)	48,732	48,000	5,738	6,000
		# of original program YouTube views	281,200	38,900	34,113	35,000
		# of City of Ames Facebook main page video views	278,000	152,200	104,600	125,000
		# of City of Ames Animal Shelter video views	N/A	N/A	126,400	130,000
		% of citizens who report viewing Channel 12	25%	31%	30%	30%
		% of citizens who report viewing City social media	52%	63%	62%	65%

## **ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS**

- Staff are continuing to monitor a lawsuit filed by 46 cities against the FCC over a ruling that allows cable companies to subtract the market value of cable-related, non-monetary contributions such as public-access channels and free advertising slots from the franchise fee payment. The lawsuit will likely be consolidated into an appeals court.

## **RECENT ACCOMPLISHMENTS**

- Facebook Live was utilized at Rummage RAMPage and Council Night at the Bandshell to draw attention to events where people have the opportunity to participate immediately. Staff continued to showcase Rummage RAMPage through promotional pieces to encourage participation prior to the event, focusing on both donating and shopping.
- Staff worked with the Ames Police Department to launch an extensive Game Day Parking campaign letting ISU football fans know that parking ticket fines increase to \$40 on game days.
- Staff worked with the City's Electric Services Department to produce a series of educational videos promoting the purchase of SunSmart PowerPacks to support the community solar farm.

## **IN-PROGRESS AND UPCOMING ACTIVITIES**

- A new Media Production Services Coordinator will be hired.
- New cameras have been ordered for the Council Chambers.
- "Claim Ames" Census 2020 public outreach campaign will require significant MPS resources to ensure a complete and accurate population count for Ames.
- A second drone will be purchased to be used for City produced videos, but also assists Police, Public Works, and other departments in their operations that aren't necessarily for public presentation. MPS is seeing a significant increase in requests for drone video footage.

# 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.

	2018/19	2019/20	2019/20	2020/21	% Change
<i>Expenditures by Category:</i>	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Personal Services	309,824	410,912	381,076	399,150	-2.9%
Internal Services	16,174	16,610	16,613	18,151	9.3%
Contractual	33,933	2,481	2,350	2,350	-5.3%
Commodities	2,189	4,000	3,000	3,800	-5.0%
Capital	-	-	-	-	
Other Expenditures	-	-	-	-	
<b>Expenditure Subtotal</b>	362,120	434,003	403,039	423,451	-2.4%
<i>Less: Expenditures reflected directly in another activity:</i>					
Fire Administration	(30,056)	(36,022)	(33,452)	(35,146)	-2.4%
Building Safety	(68,803)	(82,461)	(76,577)	(80,456)	-2.4%
Rental Housing	(57,939)	(69,440)	(64,486)	(67,752)	-2.4%
Public Works Administration	(132,898)	(159,279)	(147,915)	(155,407)	-2.4%
City-Wide Housing	(7,242)	(8,680)	(8,061)	(8,469)	-2.4%
Planning Services	(65,182)	(78,121)	(72,548)	(76,221)	-2.4%
<b>Total Expenditures</b>	-	-	-	-	
 <i>Authorized FTEs</i>	 5.00	 5.00	 5.00	 5.00	

# ADMINISTRATIVE SUPPORT SERVICES

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 Estimated
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	Building Safety support	# of building and trade permits processed	3,774	3,577	4,000	3,500
		# of building and trade inspections scheduled	7,764	7,171	7,500	7,500
		# of rental housing inspections scheduled	2,067	2,964	3,000	3,000
	Public Works support	# of Ames issues being acknowledged by division via mobile application	N/A	14	150	150
		# of driveway/curb cut applications processed	61	30	40	40
		# of parking waivers processed	35	21	30	30
		# of meter hood rentals processed	37	23	30	30
	Planning support	# of Development Review Committee (DRC) cases distributed	144	156	160	160
		# of other Planning cases (final plats, flood plain permits, ZBA, etc.) distributed	186	127	160	160
		# of board/commission meetings staffed	32	25	35	35

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- In April of 2019, the division concluded its services with the Palmer Group for a temporary staff member. A new full-time staff member was hired in that same month. The division is now completely staffed with 4 full-time Principal Clerk positions.

## RECENT ACCOMPLISHMENTS

- Administrative Services now assists with taking in citizen requests for code violations reported through the Ames on the Go mobile application. Administrative Services is now able to acknowledge, report, and log code complaints sent through the mobile application to our Fire – Inspections division. Additionally, for the first time in some years, the division is now fully staffed to best support their associated divisions and the City as a whole.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- Administrative Services will be assisting with the implementation and organization of the City's Guest Lodging licensing.

# 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.

	2018/19	2019/20	2019/20	2020/21	% Change
<i>Expenditures by Activity:</i>	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Planning Services	767,599	888,712	924,230	885,461	-0.4%
Historic Preservation	556	2,000	2,000	2,000	0.0%
Comprehensive Plan Update	86,353	-	138,647	-	
<b>Total Expenditures</b>	<b>854,508</b>	<b>890,712</b>	<b>1,064,877</b>	<b>887,461</b>	<b>-0.4%</b>

<i>Expenditures by Category:</i>					
	2018/19	2019/20	2019/20	2020/21	% Change
Personal Services	639,429	736,946	694,277	735,102	-0.3%
Internal Services	100,944	116,170	109,997	112,696	-3.0%
Contractual	111,600	34,021	257,028	36,063	6.0%
Commodities	2,535	3,575	3,575	3,600	0.7%
Capital	-	-	-	-	
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>854,508</b>	<b>890,712</b>	<b>1,064,877</b>	<b>887,461</b>	<b>-0.4%</b>

<i>Funding Sources:</i>					
	2018/19	2019/20	2019/20	2020/21	% Change
Charges for Services	16,382	21,000	21,000	21,000	0.0%
General Fund	838,126	869,712	1,043,877	866,461	-0.4%
<b>Total Funding Sources</b>	<b>854,508</b>	<b>890,712</b>	<b>1,064,877</b>	<b>887,461</b>	<b>-0.4%</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	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 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)	2 (55)	2 (66)	2(55)	2	
		# final plats completed (avg. days)	10 (28)	1 (57)	10 (20)	5	
		# minor site dev. plans (avg. days)	26 (27)	22 (29)	30 (25)	35	
		# major site dev. plans and PRDs (avg. days)	5 (45)	4 (57)	5 (60)	6	
		#ZBA Cases (avg. days)	18 (24)	15 (25)	33(25)	20	
		#Flood Plain Permits	23	10	20	20	
	Provide reliable and high quality long range planning services	# of LUPP Map/Text amendments completed	3	0	2	2	
		# of property rezonings completed	6	2	5	4	
		# of zoning text amendments completed	10	8	6	7	
		# of City Council referral issues	37	28	16	15	
		# of City Council referrals completed	29	24	10	10	
		# of Council Priorities	9	11	2	5	
	<b>Strengthen Downtown and Campustown</b>	Implement the Council's Façade programs	# of Downtown façade grants awarded	6	4	3	3
	<b>Strengthen Downtown and Campustown</b>	Implement the Council's Façade programs	# of Campustown façade grants awarded	1	0	2	2
Workshops/ Meetings for studies and planning reports			2	4	2	2	
<b>Address Housing Needs</b>	Housing Development Approvals	FY-Single-family lots final platted	85	21	80	85	
		Annual*- Multi-Family Housing bedrooms completed	1,367	1,619	419	452	
		FY- Acres Annexed Growth Area lands	68	156	230	0	

**Indicators:**

The indicated processing time is the average number of calendar days to process a citizen-initiated proposal from the date of submitting a complete application to the date of staff or Council's approval or first reading. This excludes calendar days while waiting for an applicant's response.

Referrals are Council directives and may include memorandums, staff reports, text amendments, and workshops. Most referrals are not itemized as Council priorities set for the Planning Workplan.

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



# PLANNING SERVICES

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## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- The City initiated the Comprehensive Plan update process by contracting with RDG as a primary consultant to lead the project. There is \$225,000 set aside for the project with funding carrying over to FY 2020/21. Continuing work on the Comprehensive Plan is the number one priority for the Planning Division.

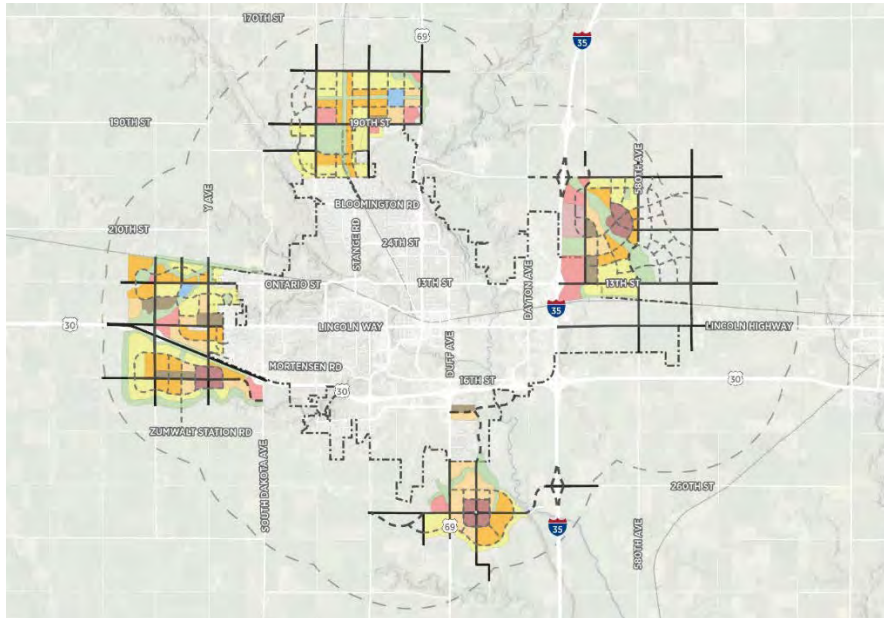


- The FY 2019/20 adjusted budget includes \$80,795 of carryover funding to be used for outside consulting and professional assistance on projects involving Council priorities.
- Residential development of both apartments and single-family homes has slowed from the three-year trend.
- Commercial development is projected to continue at a level consistent with recent activity, with the exception of not adding a significant new large format big box store that occurred in the past year.
- Commercial and mixed-use development is projected for the Downtown Gateway area in 2020.
- City-wide industrial and office development is projected to continue at average levels with a mix of small and medium-size sites in the ISU Research Park and in east Ames.
- East Industrial (Prairie View) zoning standards are a City Council priority for the upcoming year, pending decisions on infrastructure extensions.
- More staff time has been devoted to long range planning activities in the past year to address the Ames Plan 2040 and the adoption of new short term lodging standards. There has been a surge in Zoning Board of Adjustment applications in FY 2019/20 due to guest lodging.
- Staff worked with various development interests on options for the Downtown Gateway Commercial Area during the past year as a Council priority. Staff will continue to work with developers to formulate a development concept that meets the goals of the City identified in the Lincoln Way Corridor Plan and in support of downtown.

# PLANNING SERVICES

## RECENT ACCOMPLISHMENTS

- The City has adopted new guest lodging regulations and licensing requirements.
- The City Council supported downtown investment with new neighborhood commercial zoning standards for the downtown Fareway reconstruction.
- The City Council reviewed parking duration and plaza options for Campustown during 2019. The City Council moved forward with parking changes and deferred a decision on a plaza until the status of Fire Station 2 is resolved.
- Retail development had an uptick in activity with the approval of new buildings at North Grand Mall, renovation of the former K-Mart, and the opening of Menards.
- The Burgason/South Ames Annexation of 156 acres was completed in the summer of 2019. This allows for approximately 60 acres of land to begin to be developed in 2020, with additional land available for future development.
- The Ames Plan 2040 Kick-Off event occurred in February 2019. The Ames Plan 2040 to date has included a public input phase on issues and priorities for the community, defining a growth target to accommodate 15,000 people, and evaluation of four growth scenarios and tiers of development options. City Council has held seven workshops in support of this activity.



Scenarios- Ames Plan 2040

# 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.

	2018/19	2019/20	2019/20	2020/21	% Change
<i>Expenditures by Category:</i>	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Personal Services	340,534	480,204	431,197	491,709	2.4%
Internal Services	32,978	28,623	33,333	34,181	19.4%
Contractual	6,425	8,133	11,706	14,806	82.1%
Commodities	862	1,375	1,375	1,375	0.0%
Capital	-	-	-	-	
Other Expenditures	-	-	-	-	
<b>Expenditure Subtotal</b>	<b>380,799</b>	<b>518,335</b>	<b>477,611</b>	<b>542,071</b>	<b>4.6%</b>
Less: Expenditures reflected directly in another activity	(7,615)	(10,367)	(9,552)	(10,841)	4.6%
<b>Total Expenditures</b>	<b>373,184</b>	<b>507,968</b>	<b>468,059</b>	<b>531,230</b>	<b>4.6%</b>
<b>Funding Sources:</b>					
General Fund	76,160	103,668	95,522	108,413	4.6%
G.O. Bond Funds	3,808	5,183	4,776	5,421	4.6%
Water Utility Fund	57,120	77,750	71,642	81,311	4.6%
Sewer Utility Fund	57,120	77,750	71,642	81,311	4.6%
Electric Utility Fund	159,936	217,701	200,597	227,670	4.6%
Parking Fund	3,808	5,183	4,776	5,421	4.6%
Resource Recovery	15,232	20,733	19,104	21,683	4.6%
<b>Total Funding Sources</b>	<b>373,184</b>	<b>507,968</b>	<b>468,059</b>	<b>531,230</b>	<b>4.6%</b>
 <i>Authorized FTEs</i>	 2.84	 3.84	 3.84	 3.84	

# FINANCE ADMINISTRATION

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 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	\$212,038,425	\$215,741,955	\$323,073,419	\$263,300,236
		General Fund balance at year end	\$11,602,832	\$12,730,725	\$9,865,175	\$9,865,175
		General Fund balance meets Council-approved minimum fund balance requirement	Yes	Yes	Yes	Yes
		General Obligation (G.O.) Bond indebtedness	\$65,480,000	\$63,290,000	\$64,305,000	\$67,418,175
		Bond rating (Moody's)	Aa1	Aa1	Aa1	Aa1
		Utility revenue bond indebtedness	\$7,420,000	\$6,735,000	\$6,015,000	\$5,255,000
		# of years received GFOA's Distinguished Budget Award	31	32	33	34
		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 2019/20 AND 2020/21 BUDGETS

- The contractual services expense category is up slightly in FY 2020/21 due to color printing with the new budget format, additional information technology expenses, and increased training expense for new employees.

## 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.

	2018/19	2019/20	2019/20	2020/21	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
<b>Expenditures by Activity:</b>					<b>Adopted</b>
Accounting Services	856,389	826,133	862,722	862,646	4.4%
Payroll Services	104,503	107,975	114,001	115,880	7.3%
Treasury Service	133,062	148,296	140,983	144,734	-2.4%
Reimbursements	(130,211)	(129,778)	(133,993)	(134,887)	3.9%
<b>Total Expenditures</b>	<b>963,743</b>	<b>952,626</b>	<b>983,713</b>	<b>988,373</b>	<b>3.8%</b>
<b>Expenditures by Category:</b>					
Personal Services	775,498	751,904	787,127	777,910	3.5%
Internal Services	219,980	226,595	225,939	242,816	7.2%
Contractual	88,670	99,780	95,015	98,909	-0.9%
Commodities	6,851	4,125	9,625	3,625	-12.1%
Capital	-	-	-	-	
Other Expenditures	2,955	-	-	-	
<b>Expenditure Subtotal</b>	<b>1,093,954</b>	<b>1,082,404</b>	<b>1,117,706</b>	<b>1,123,260</b>	<b>3.8%</b>
Less: Expenditures reflected directly in another activity	(130,211)	(129,778)	(133,993)	(134,887)	3.9%
<b>Total Expenditures</b>	<b>963,743</b>	<b>952,626</b>	<b>983,713</b>	<b>988,373</b>	<b>3.8%</b>
<b>Funding Sources:</b>					
General Fund	344,166	338,433	351,940	353,379	4.4%
Road Use Tax	19,499	19,807	19,990	20,177	1.9%
G.O. Bond Funds	2,569	2,478	2,588	2,588	4.4%
Water Utility Fund	81,047	80,537	82,777	83,240	3.4%
Sewer Utility Fund	57,018	57,882	58,691	59,250	2.4%
Electric Utility Fund	304,927	303,601	311,405	313,241	3.2%
Parking Fund	21,879	21,649	22,354	22,466	3.8%
Resource Recovery	132,638	128,239	133,968	134,032	4.5%
<b>Total Funding Sources</b>	<b>963,743</b>	<b>952,626</b>	<b>983,713</b>	<b>988,373</b>	<b>3.8%</b>
<i>Authorized FTEs</i>	9.00	8.00	8.00	8.00	

# ACCOUNTING SERVICES

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 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
		# of years GFOA award for Excellence in Financial Reporting received	40	41	42	43
	Process financial transactions in a timely, efficient, and accurate manner	Average monthly # of checks issued to vendors	1,272	1,204	1,100	1,000
		Average monthly # of electronic payments to vendors	56	66	150	250
		% of payments to vendors issued within 7 days of appropriate internal approval	100%	100%	100%	100%
		% of employees using direct deposit	93%	98%	99%	99%
		# of W-2 forms issued	1,357	1,379	1,380	1,390
		% of accurate payroll reports filed on a timely basis	100%	100%	100%	100%
		Average rate of return on investments	1.79%	2.35%	2.10%	1.8%
		Quarterly investment reports in compliance with investment policy	4/4	4/4	4/4	4/4

## RECENT ACCOMPLISHMENTS

- Implemented policy to encourage more employees to use direct deposit. This cuts down on costs to print and reconcile checks, and decreases number of checks sent to the state for unclaimed property.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- Implementation of an electronic document management system is underway. The system attaches source documentation to transactions in the City's financial software and allows users throughout the City to quickly access the documents. Previously, all source documentation was kept in the Finance department.
- Planning is underway to shift more vendor payments from paper checks to electronic payments. Like the direct deposit policy above, this should decrease both costs and staff 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.

	2018/19	2019/20	2019/20	2020/21	% Change
<i>Expenditures by Activity:</i>	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Purchasing Services	510,134	582,332	563,636	600,974	3.2%
Messenger Service	91,876	99,442	96,395	100,427	1.0%
Printing Services	106,658	115,717	118,682	122,201	5.6%
Reimbursements	(242,174)	(268,006)	(266,130)	(277,317)	3.5%
<b>Total Expenditures</b>	466,494	529,485	512,583	546,285	3.2%

<i>Expenditures by Category:</i>					
Personal Services	618,763	667,898	635,897	692,315	3.7%
Internal Services	42,952	45,118	43,068	44,104	-2.3%
Contractual	31,123	62,785	77,053	65,368	4.1%
Commodities	15,830	21,690	22,695	21,815	0.6%
Capital	-	-	-	-	
Other Expenditures	-	-	-	-	
<b>Expenditure Subtotal</b>	708,668	797,491	778,713	823,602	3.3%

Less: Expenditures reflected directly in another activity	(242,174)	(268,006)	(266,130)	(277,317)	3.5%
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<b>Total Expenditures</b>	466,494	529,485	512,583	546,285	3.2%
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<i>Funding Sources:</i>					
Outside Printing Services	5,197	3,000	3,000	3,000	0.0%
Outside Messenger Service	2,176	2,385	2,312	2,408	1.0%
General Fund	33,160	37,852	36,635	39,064	3.2%
Road Use Tax	53,054	60,563	58,618	62,501	3.2%
Water Utility Fund	38,260	43,675	42,273	45,073	3.2%
Sewer Utility Fund	17,855	20,382	19,727	21,034	3.2%
Electric Utility Fund	280,573	320,283	310,000	330,536	3.2%
Parking Fund	510	582	564	601	3.3%
Storm Water Utility Fund	5,101	5,823	5,636	6,010	3.2%
Resource Recovery	30,608	34,940	33,818	36,058	3.2%
<b>Total Funding Sources</b>	466,494	529,485	512,583	546,285	3.2%

Authorized FTEs	7.00	7.00	7.00	7.00	
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# PURCHASING SERVICES

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 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	126	127	127	128
		Value of bids (in millions)	\$15.0	\$24.0	\$20.0	\$20.0
		Value of purchase orders (in millions)	\$40.9	\$54.3	\$40.0	\$40.0
		Savings realized through bidding process	44%	44%	40%	40%
		Value of p-card transactions (in millions)	\$0.9	\$1.0	\$1.1	\$1.2
	Provide quality, timely, and economical design, printing and copy services to City Programs and to agencies eligible for City funding	# of Print Shop impressions	739,234	866,700	700,000	700,000
		% of printing orders that require additional Print Shop services	66%	72%	70%	70%
		Average cost of black and white impression	\$.045	\$.05	\$.06	\$.065
		Average cost of color impression	\$.25	\$.25	\$.30	\$.35
	Provide reliable, timely, and cost effective distribution of US mail, internal mail and parcels	Outgoing US mail sent via discount	88.3%	84.2%	86%	86%
		Savings from discounted mail programs	\$9,310	\$20,209	\$7,000	\$7,000

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- Changes in staff and minor changes in other costs resulted in a budget that increased 3.2% compared to the prior year.

## RECENT ACCOMPLISHMENTS

- Provided procurement training to new staff.
- Replaced postage machine which allows continued savings for library parcels and additional savings for other City parcels.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- Vendor management and electronic bidding system to be implemented to improve communication, transparency and record-keeping regarding our vendors; limiting the risk of a non-compliant bid and eliminating incomplete or unsigned bids.
- Implement electronic document management system tied to the Finance software.
- Revise Purchasing Policies as needed.
- Equipment upgrades for the Print Shop.

# 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.

	2018/19	2019/20	2019/20	2020/21	% Change
	Actual	Adopted	Adjusted	Mgr Rec	From
<b>Expenditures:</b>					Adopted
Personal Services	670,999	704,828	714,991	745,947	5.8%
Internal Services	30,699	32,691	32,667	33,157	1.4%
Contractual	45,453	73,763	78,950	80,794	9.5%
Commodities	2,665	2,200	6,898	2,200	0.0%
Capital	2,400	-	5,040	-	
Other Expenditures	-	-	-	-	
<b>Expenditure Subtotal</b>	<b>752,216</b>	<b>813,482</b>	<b>838,546</b>	<b>862,098</b>	<b>6.0%</b>
Less: Expenditures reflected directly in another activity	(10,906)	(11,795)	(12,159)	(12,500)	6.0%
<b>Total Expenditures</b>	<b>741,310</b>	<b>801,687</b>	<b>826,387</b>	<b>849,598</b>	<b>6.0%</b>
<b>Funding Sources:</b>					
Charges for Services	22,281	40,250	40,250	40,250	0.0%
General Fund	409,115	426,282	440,656	454,164	6.5%
Water Utility Fund	71,461	77,281	79,662	81,899	6.0%
Sewer Utility Fund	71,461	77,281	79,662	81,899	6.0%
Electric Utility Fund	113,585	122,836	126,620	130,177	6.0%
Parking Fund	34,602	37,420	38,573	39,657	6.0%
Resource Recovery	18,805	20,337	20,964	21,552	6.0%
<b>Total Funding Sources</b>	<b>741,310</b>	<b>801,687</b>	<b>826,387</b>	<b>849,598</b>	<b>6.0%</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	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 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:	516	503	444	444
		Electric Dept.	24	22	18	18
		HR	28	16	14	14
		Planning	43	36	46	46
		Police	45	30	26	26
		Public Works	92	96	90	90
		WPC	16	15	6	6
		Other (includes trials)	300	288	244	244
		# of legal matters closed (includes new and old matters)	320	313	356	356
		# of other events/ legal services requiring review	3,956	1,853	1,392	1,392
# of documents created/ reviewed	13,728	8,399	8,624	8,624		

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- One Assistant City Attorney has completed the requirements to be promoted to Assistant City Attorney II. This higher classification reflects increased experience within the City of Ames Legal Department.
- Staff attended the first Annual IMLA University Cities Summit in 2019, which focuses on legal issues specific to college communities.

## RECENT ACCOMPLISHMENTS

Large projects in FY 2019/20 included:

- Land acquisition work, closings, and eminent domain for the South Grand Avenue Extension
- Easement acquisition work and closings for the East Industrial Annexation
- Coordination with outside counsel on litigation matters involving civil rights and tort claims
- Legal Services assisted the City Assessor's Office with 9 appeals, 4 of these filed in District Court, resulting from property assessment
- Support for collective bargaining negotiations
- Drafting of the Massage Therapy Business ordinance
- Development and completion of Rental Cap and Hardship ordinances
- Preparation of the Guest Lodging licensing scheme
- Selection of the service provider for StoryComm; 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
- Review of Civil Service Commission Policies and Procedures

## IN-PROGRESS AND UPCOMING ACTIVITIES

- Preparation of agreements and roadway easements for the South Grand Avenue Extension
- Development of incentives to convey rental units back to owner-occupied housing
- Ongoing review of legal documents and other materials as requested for StoryComm
- Support for the Electric Utility Boundary petition by USDA
- Review of the contract with Mary Greeley Medical Center for emergency medical dispatch and services
- Review of the Personnel Policies and Procedures and drafting of revised policies
- Contracts and property transaction with Metro FiberNet
- Assistance with Police Department policy review
- Preparation of numerous easements for Public Works

# 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.

	2018/19	2019/20	2019/20	2020/21	% Change
<i>Expenditures by Activity:</i>	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Human Resources	601,495	615,948	613,537	652,488	5.9%
Employee Development	21,653	47,690	47,150	45,350	-4.9%
Employee Assistance	9,750	8,610	8,640	8,640	0.4%
ETP Program	77,978	70,900	75,700	75,700	6.8%
HR Reimbursement	(149,800)	(156,445)	(156,784)	(164,325)	5.0%
<b>Total Expenditures</b>	<b>561,076</b>	<b>586,703</b>	<b>588,243</b>	<b>617,853</b>	<b>5.3%</b>

<i>Expenditures by Category:</i>					
Personal Services	436,685	535,290	507,144	552,538	3.2%
Internal Services	31,967	32,887	33,676	38,424	16.8%
Contractual	236,630	162,721	191,312	181,921	11.8%
Commodities	5,594	12,250	12,895	9,395	-23.3%
Capital	-	-	-	-	
Other Expenditures	-	-	-	-	
<b>Expenditure Subtotal</b>	<b>710,876</b>	<b>743,148</b>	<b>745,027</b>	<b>782,278</b>	<b>5.3%</b>

Less: Expenditures reflected directly in another activity	(149,800)	(156,445)	(156,784)	(164,325)	5.0%
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<b>Total Expenditures</b>	<b>561,076</b>	<b>586,703</b>	<b>588,243</b>	<b>617,953</b>	<b>5.3%</b>
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<i>Funding Sources:</i>					
General Fund	307,523	321,571	325,120	341,541	6.2%
Road Use Tax	53,005	55,425	56,058	58,889	6.3%
Water Utility Fund	34,484	36,059	36,575	38,422	6.6%
Sewer Utility Fund	26,675	27,894	27,377	28,760	3.1%
Electric Utility Fund	110,087	115,115	113,636	119,375	3.7%
Parking Fund	6,427	6,720	5,866	6,163	-8.3%
Storm Sewer Utility Fund	4,907	5,131	5,070	5,326	3.8%
Resource Recovery	17,968	18,788	18,541	19,477	3.7%
<b>Total Funding Sources</b>	<b>561,076</b>	<b>586,703</b>	<b>588,243</b>	<b>617,953</b>	<b>5.3%</b>

Authorized FTEs	5.10	5.10	5.10	5.10	
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# HUMAN RESOURCES

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2017/18 Actual	2018/19 Adjusted	2019/20 Estimated	2020/21 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)	62	64	68	70
		# of applications (open/promotional)	2,200	3,000	3,200	3,300
		# of external hires (full and part-time)	55	50	53	55
		# of internal promotions	18	15	15	15
		% of diverse applicants	14%	14%	14%	15%
		% of diverse applicants including women	45%	45%	45%	45%
		# of hours leadership and management development training offered	32.0	30.0	30.0	30.0
		% of employees attending training through Employee Development	47%	40%	40%	40%
		% of City employees rating training programs as above average or better	88%	88%	88%	88%

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- \$70,000 was added to the operating budget to fund ongoing costs of a Human Resources Information System, which provides for compliant employee information retention, accurate reporting, increased efficiency, and more streamlined processes from recruitment to performance evaluation.
- Additional funding (\$70,500) has continued to be added to support the City's Excellence Through People (ETP) program through program development and delivery.

## RECENT ACCOMPLISHMENTS

- A Human Resources Information System (HRIS) will be selected and will be implemented in FY 2019/20.
- Human Resources has reviewed and revised the recruitment process, with the goal of increasing efficiency, reducing redundancy, and reducing overall cycle time.
- Human Resources is now fully staffed for the first time in 5 years.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- The review and update of the employee handbook (personnel policies and procedures) is underway, with completion expected in January of 2020.
- Human Resources staff is assisting with the collective bargaining process on two 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.

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change From Adopted
<b>Expenditures by Activity:</b>					
City Hall/Veterans Memorial	389,532	459,595	454,595	459,548	0.0%
City Hall Special Projects	3,230	-	46,522	-	
<b>Total Expenditures</b>	<b>392,762</b>	<b>459,595</b>	<b>501,117</b>	<b>459,548</b>	<b>0.0%</b>

<b>Expenditures by Category:</b>					
	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change From Adopted
Personal Services	139,841	147,138	147,280	152,361	3.6%
Internal Services	23,259	25,808	25,353	27,233	5.5%
Contractual	216,102	275,825	270,962	268,129	-2.8%
Commodities	27,265	27,000	27,000	28,000	3.7%
Capital	-	-	46,522	-	
Other Expenditures	-	-	-	-	
<b>Expenditure Subtotal</b>	<b>406,467</b>	<b>475,771</b>	<b>517,117</b>	<b>475,723</b>	<b>0.0%</b>

Less: Expenditures reflected directly in another activity	(13,705)	(16,176)	(16,000)	(16,175)	0.0%
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<b>Total Expenditures</b>	<b>392,762</b>	<b>459,595</b>	<b>501,117</b>	<b>459,548</b>	<b>0.0%</b>
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<b>Funding Sources:</b>					
	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change From Adopted
City Assessor	13,142	16,176	16,000	16,175	0.0%
General Fund	272,395	316,863	359,937	316,832	0.0%
Road Use Tax	24,186	28,546	28,236	28,543	0.0%
Water Utility Fund	20,155	23,789	23,530	23,786	0.0%
Sewer Utility Fund	16,124	19,031	18,824	19,029	0.0%
Electric Utility Fund	40,310	47,577	47,060	47,572	0.0%
Parking Fund	2,419	2,855	2,824	2,854	0.0%
Resource Recovery	4,031	4,758	4,706	4,757	0.0%
<b>Total Funding Sources</b>	<b>392,762</b>	<b>459,595</b>	<b>501,117</b>	<b>459,548</b>	<b>0.0%</b>

Authorized FTEs	1.25	1.25	1.25	1.25	
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# FACILITIES

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 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)	\$5.40	\$6.26	\$6.29	\$6.26
		# of Public Art pieces installed by Facilities staff	7	8	8	7

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- Utility costs for electricity and natural gas are expected to increase slightly in FY 2020/21.

## RECENT ACCOMPLISHMENTS

- Outside doors were painted to extend the life.
- Working with several departments on furniture purchases.
- Completed a Courthouse Security Plan with Story County and the State of Iowa. Will build off that plan for a City Hall Safety and Security Plan.

## 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 the winter of 2019 in City Hall. This project also includes systems for the Fire Stations and the Power Plant.



# GENERAL GOVERNMENT CIP

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## Description:

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

<i>Activities:</i>	<b>2018/19 Actual</b>	<b>2019/20 Adopted</b>	<b>2019/20 Adjusted</b>	<b>2020/21 Mgr Rec</b>	<b>% Change From Adopted</b>
<b><i>Facilities:</i></b>					
City Hall Improvements	37,466	50,000	217,811	100,000	
City Hall Parking Lot	7,500	-	-	-	
City Hall Building Security	19,825	-	283,775	-	
Auditorium HVAC System	-	-	400,000	-	
<b><i>Total Facilities CIP</i></b>	<b>64,791</b>	<b>50,000</b>	<b>901,586</b>	<b>100,000</b>	<b>100.0%</b>
<b><i>Total General Government CIP</i></b>	<b>64,791</b>	<b>50,000</b>	<b>901,586</b>	<b>100,000</b>	<b>100.0%</b>



CITY OF  
**Ames**™



DEBT SERVICE



**DEBT SERVICE**

# ***DEBT SERVICE***

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# 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.

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change From Adopted
<b>Use of Funds:</b>					
General Obligation Bonds	11,976,904	12,055,352	12,074,254	12,519,230	3.9%
Electric Revenue Bonds	964,556	965,306	965,306	969,306	0.4%
SRF Loan Payments	4,718,147	5,044,439	4,764,252	4,763,894	-5.6%
Bond Costs	97,595	-	-	-	
<b>Total Expenditures</b>	<b>17,757,202</b>	<b>18,065,097</b>	<b>17,803,812</b>	<b>18,252,430</b>	<b>1.0%</b>

<b>Funding Sources:</b>					
Debt Service Fund	11,976,904	12,055,352	12,074,254	12,519,230	3.9%
G.O. Bond Funds	97,595	-	-	-	
Electric Sinking Fund	964,556	965,306	965,306	969,306	0.4%
Water Sinking Fund	4,214,070	4,216,307	4,229,815	4,229,095	0.3%
Sewer Sinking Fund	504,077	828,132	534,437	534,799	-35.4%
<b>Total Funding Sources</b>	<b>17,757,202</b>	<b>18,065,097</b>	<b>17,803,812</b>	<b>18,252,430</b>	<b>1.0%</b>

## Debt Service Principal and Interest Breakdown:

<b>G.O. Bonds</b>					
Principal	9,680,000	9,665,528	9,760,000	10,068,824	4.2%
Interest	2,296,904	2,389,824	2,314,254	2,450,406	2.5%
Issuance Costs	97,595	-	-	-	
<b>Total G.O. Bonds</b>	<b>12,074,499</b>	<b>12,055,352</b>	<b>12,074,254</b>	<b>12,519,230</b>	<b>3.9%</b>

<b>Electric Revenue Bonds</b>					
Principal	685,000	720,000	720,000	760,000	5.6%
Interest	279,556	245,306	245,306	209,306	-14.7%
<b>Total G.O. Bonds</b>	<b>964,556</b>	<b>965,306</b>	<b>965,306</b>	<b>969,306</b>	<b>0.4%</b>

<b>State Revolving Fund Loans</b>					
Principal	3,341,250	3,636,000	3,401,332	3,469,000	-4.6%
Interest	1,376,897	1,408,439	1,362,920	1,294,894	-8.1%
<b>Total SRF Loans</b>	<b>4,718,147</b>	<b>5,044,439</b>	<b>4,764,252</b>	<b>4,763,894</b>	<b>-5.6%</b>

<b>Total Debt Service</b>	<b>17,757,202</b>	<b>18,065,097</b>	<b>17,803,812</b>	<b>18,252,430</b>	<b>1.0%</b>
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# DEBT SERVICE

## DEBT SERVICE COST ALLOCATION FOR 2020/21 BUDGET

Taxable Valuation for Debt Service: \$3,188,143,157

<b>Use of Bond Proceeds</b>	<b>Allocated Debt Service</b>	<b>Debt Service Abatements</b>	<b>Property Tax Support</b>	<b>Rate Per \$1,000 Valuation</b>
Airport	70,976	70,976	-	
Fire Department Apparatus	54,005	13,501	40,504	0.01270
Fire Facilities	13,148	-	13,148	0.00412
Public Safety Radio	253,424	29,051	224,373	0.07038
Library	1,206,700	-	1,206,700	0.37850
Ada Hayden Heritage Park	258,375	-	258,375	0.08104
City Hall Improvements	14,892	-	14,892	0.00467
Aquatic Center	-	-	-	
Water Projects	128,905	128,905	-	
Sewer Projects	384,724	384,724	-	
Resource Recovery	160,387	160,387	-	
Urban Renewal - TIF	442,468	442,468	-	
Storm Sewer	144,681	-	144,681	0.04538
Streets	7,746,705	-	7,746,705	2.42985
Special Assessments	315,559	315,559	-	
2020/2021 CIP G. O. - Less Abated	1,073,126	-	1,073,126	0.33660
<b>TOTAL G. O. DEBT</b>	<b>12,268,075</b>	<b>1,545,571</b>	<b>10,722,504</b>	<b>3.36324</b>
<b>Less: State Replacement Tax</b>			<b>304,004</b>	<b>0.09535</b>
<b>Use of Fund Balance</b>	<b>-</b>	<b>-</b>	<b>375,000</b>	<b>0.11762</b>
<b>TOTAL DEBT SERVICE COST</b>	<b>12,268,075</b>	<b>1,545,571</b>	<b>10,043,500</b>	<b>3.15027</b>
<b>FY 2020/2021 Debt Service Levy</b>			<b>10,043,500</b>	<b>3.15027</b>
<b>2020/2021 CIP G.O. ISSUE</b>				
Fire Apparatus Replacement	1,375,000			
Cherry Avenue Extension	510,000			
Arterial Street Pavement Improvements	900,000			
Collector Street Pavement Improvements	1,400,000			
Concrete Pavement Improvements	2,300,000			
Asphalt Street Pavement Improvements	1,400,000			
CyRide Route Pavement Improvements	600,000			
Seal Coat Street Pavement Improvements	750,000			
US Highway 69 Improvements	230,000			
South Dayton Improvements	700,000			
Intelligent Transportation System	141,900			
Bridge Rehabilitation Program	375,000			
<b>Tax Supported Bonds</b>	<b>10,681,900</b>			
East 13th Street Sewer Extension TIF	2,500,000			
<b>Abated Bonds</b>	<b>2,500,000</b>			



# DEBT SERVICE

## CITY OF AMES, IOWA PROJECTION OF DEBT CAPACITY

	2020/21 PROJECTED	2021/22 PROJECTED	2022/23 PROJECTED	2023/24 PROJECTED	2024/25 PROJECTED
1. Total Actual Valuation	5,022,730,334	5,173,412,244	5,328,614,611	5,488,473,049	5,653,127,240
2. State Mandated Debt Limit	251,136,517	258,670,612	266,430,731	274,423,652	282,656,362
3. City Reserve (25% of Limit)	62,784,129	64,667,653	66,607,683	68,605,913	70,664,091
Un-Reserved Debt Capacity	188,352,388	194,002,959	199,823,048	205,817,739	211,992,271
4. Outstanding Debt	55,165,000	47,035,000	39,320,000	32,050,000	25,600,000
5. Proposed Issues	13,181,900	11,055,400	12,231,200	10,670,700	10,436,600
6. Balance of Proposed Issues	-	12,253,076	21,572,800	31,154,418	38,344,169
Total Debt Subject to Limit	68,346,900	70,343,476	73,124,000	73,875,118	74,380,769
7. Available Un-Reserved Debt Capacity (\$)	120,005,488	123,659,483	126,699,048	131,942,621	137,611,502
8. Available Un-Reserved Debt Capacity (%)	63.71%	63.74%	63.41%	64.11%	64.91%
9. Total Debt Capacity (\$)	182,789,617	188,327,136	193,306,731	200,548,534	208,275,593
10. Total Debt Capacity (%)	72.78%	72.81%	72.55%	73.08%	73.69%

### 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% percent 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, 2019 FOR THE CITY OF AMES

Bond Type	Date of Issue	Interest Rates	Maturity Date	Amount Originally Issued	Outstanding June 30, 2019
<b>General Obligation Bonds - Government Activities:</b>					
Corporate purpose	2010	2.00-2.500	2022	6,690,000	1,915,000
Refunding	2011	2.00-3.350	2021	5,980,000	495,000
Corporate purpose	2011	1.00-2.400	2023	6,675,000	2,405,000
Corporate purpose	2012	1.50-3.000	2032	11,325,000	6,325,000
Corporate purpose/refunding	2013	2.00-3.125	2032	21,220,000	12,840,000
Corporate purpose	2014	2.00-2.500	2026	9,395,000	5,530,000
Corporate purpose/refunding	2015	3.00-5.000	2035	16,585,000	8,385,000
Corporate purpose	2016	2.00-5.000	2028	9,020,605	6,069,988
Corporate purpose/refunding	2017	2.00-5.000	2029	10,975,000	8,015,000
Corporate purpose	2018	3.00-5.000	2030	7,490,000	6,915,000
				105,355,605	58,894,988
<b>General Obligation Bonds - Business-Type Activities:</b>					
Corporate purpose	2012	1.50-3.00	2024	1,335,000	610,000
Corporate purpose	2013	2.00-3.00	2025	1,320,000	700,000
Corporate purpose	2014	2.00-2.50	2024	300,000	160,000
Corporate purpose/refunding	2015	3.00-5.00	2027	2,061,714	1,365,000
Corporate purpose/refunding	2016	2.00-5.00	2028	2,629,395	1,560,012
				7,646,109	4,395,012
<b>Revenue Bonds</b>					
Hospital improvement and refunding	2012	2.070	2027	26,000,000	10,185,000
Electric	2015	2.125-5.000	2027	9,500,000	6,735,000
Hospital refunding	2016	3.000-5.000	2036	64,790,000	62,725,000
				100,290,000	79,645,000
<b>TOTAL ALL BONDS</b>				213,291,714	142,935,000



# DEBT SERVICE

## SUMMARY OF BONDS PAYABLE – PRINCIPAL & INTEREST AT JUNE 30, 2019 FOR THE CITY OF AMES

As of June 30, 2019, annual debt service requirements of **governmental activities** to maturity are as follows:

General Obligation Bonds		
Year Ending June 30	Principal	Interest
2020	8,113,882	1,882,776
2021	7,811,484	1,584,673
2022	6,754,044	1,332,008
2023	6,276,562	1,108,810
2024	5,804,036	902,116
2025-2029	19,614,980	2,131,174
2030-2034	4,460,000	270,356
2035-2039	60,000	1,950
<b>Total</b>	<b>58,894,988</b>	<b>9,213,863</b>

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

As of June 30, 2019, annual debt service requirements of **enterprise fund activities** to maturity are as follows:

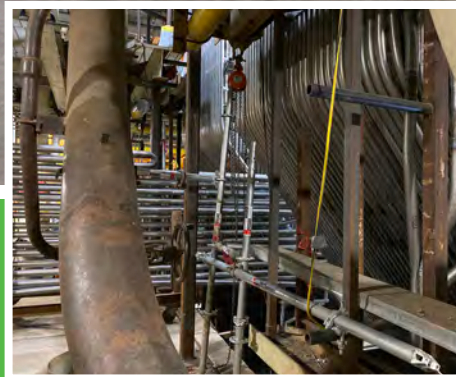
Year Ending June 30	General Obligation Bonds		Revenue Bonds	
	Principal	Interest	Principal	Interest
2020	786,118	148,898	4,050,000	3,162,017
2021	553,516	120,501	4,180,000	3,034,525
2022	565,956	107,461	4,310,000	2,901,998
2023	593,438	89,328	4,445,000	2,764,290
2024	605,964	70,252	4,650,000	2,555,225
2025-2029	1,290,020	159,945	23,390,000	9,721,941
2030-2034	-	-	23,795,000	4,910,206
2035-2039	-	-	10,825,000	653,800
<b>Total</b>	<b>4,395,012</b>	<b>696,385</b>	<b>79,645,000</b>	<b>29,704,002</b>



CITY OF  
**Ames**™



INTERNAL SERVICE  
& TRANSFERS



**INTERNAL SERVICE & TRANSFERS**

# ***INTERNAL SERVICES AND TRANSFERS***

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# 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.

<i>Expenditures by Activity:</i>	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change From Adopted
Fleet Services	3,384,499	3,372,056	5,362,210	4,739,095	40.5%
Information Technology	2,588,303	2,625,976	3,043,444	2,801,532	6.7%
Risk Management	2,135,560	2,508,721	2,455,440	2,577,215	2.7%
Health Insurance	9,169,624	9,198,125	9,279,657	10,036,440	9.1%
<b>Total Operations</b>	17,277,986	17,704,878	20,140,751	20,154,282	13.8%
Internal Services CIP	-	250,000	291,959	-	
<b>Total Expenditures</b>	17,277,986	17,954,878	20,432,710	20,154,282	12.3%
<i>Authorized FTEs</i>	21.15	21.15	21.15	21.15	

# INTERNAL SERVICES

	2018/19	2019/20	2019/20	2020/21	% Change
<i>Expenditures by Category:</i>	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Personal Services	2,118,653	2,330,397	2,211,308	2,365,277	1.5%
Internal Services	749,848	580,527	662,118	623,170	7.4%
Contractual	3,520,974	3,841,631	3,871,600	4,169,285	8.5%
Commodities	1,148,793	1,286,277	1,377,303	1,172,055	-8.9%
Capital	1,216,735	1,054,697	3,360,456	2,532,292	140.1%
Other Expenditures	8,522,983	8,611,349	8,657,966	9,292,203	7.9%
<b>Total Operations</b>	<b>17,277,986</b>	<b>17,704,878</b>	<b>20,140,751</b>	<b>20,154,282</b>	<b>13.8%</b>
Internal Services CIP	-	250,000	291,959	-	
<b>Total Expenditures</b>	<b>17,277,986</b>	<b>17,954,878</b>	<b>20,432,710</b>	<b>20,154,282</b>	<b>12.3%</b>
<b>Funding Sources:</b>					
Fleet Services Fund	2,246,010	2,343,456	2,282,717	2,402,395	2.5%
Fleet Reserve Funds	1,138,489	1,028,600	3,079,493	2,336,700	127.2%
Information Technology Fund	1,864,361	1,912,531	1,942,562	2,062,416	7.8%
Technology Reserve Funds	514,166	457,204	844,641	468,092	2.4%
Shared Communications Fund	209,776	256,241	256,241	271,024	5.8%
Risk Insurance Fund	2,135,560	2,508,721	2,455,440	2,577,215	2.7%
Health Insurance Fund	9,169,624	9,198,125	9,279,657	10,036,440	9.1%
<b>Total Operations Funding</b>	<b>17,277,986</b>	<b>17,704,878</b>	<b>20,140,751</b>	<b>20,154,282</b>	<b>13.8%</b>
<b>CIP Funding:</b>					
Fleet Reserve Fund		250,000	291,959		
<b>Total CIP Funding</b>	<b>-</b>	<b>250,000</b>	<b>291,959</b>	<b>-</b>	
<b>Total Funding Sources</b>	<b>17,277,986</b>	<b>17,954,878</b>	<b>20,432,710</b>	<b>20,154,282</b>	<b>12.3%</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.

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change From Adopted
<b>Expenditures by Activity:</b>					
Fleet Administration	475,201	518,278	490,530	530,409	2.3%
Fleet Maintenance	1,627,242	1,664,235	1,631,356	1,706,858	2.6%
Motor Pool Services	43,313	45,750	45,750	45,750	0.0%
Fleet Maintenance Facility	100,254	115,193	115,081	119,378	3.6%
Fleet Acquisitions	1,138,489	1,028,600	3,079,493	2,336,700	127.2%
<b>Total Expenditures</b>	<b>3,384,499</b>	<b>3,372,056</b>	<b>5,362,210</b>	<b>4,739,095</b>	<b>40.5%</b>

<b>Expenditures by Category:</b>					
Personal Services	845,347	915,302	889,766	942,225	2.9%
Internal Services	284,928	269,937	266,926	274,627	1.7%
Contractual	416,792	310,067	320,075	322,793	4.1%
Commodities	854,281	888,650	859,450	897,250	1.0%
Capital	995,620	988,100	3,025,993	2,302,200	133.0%
Other Expenditures	(12,469)	-	-	-	
<b>Total Expenditures</b>	<b>3,384,499</b>	<b>3,372,056</b>	<b>5,362,210</b>	<b>4,739,095</b>	<b>40.5%</b>

<b>Funding Sources:</b>					
Fleet Services Fund	2,246,010	2,343,456	2,282,717	2,402,395	2.5%
Fleet Reserve Funds	1,138,489	1,028,600	3,079,493	2,336,700	127.2%
<b>Total Funding Sources</b>	<b>3,384,499</b>	<b>3,372,056</b>	<b>5,362,210</b>	<b>4,739,095</b>	<b>40.5%</b>

<i>Authorized FTEs</i>	8.25	8.25	8.25	8.25
------------------------	------	------	------	------

# FLEET SERVICES

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 Estimated
<b>Provide quality programs in an efficient and fiscally responsible manner</b>	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	60%	59%	60%	60%
		# of billable hours	7,016	6,823	6,900	7,000
		% of replacements completed	89%	82%	90%	95%
		# of preventative maintenance work orders	1362	1128	1250	1250
<b>Expand sustainability efforts</b>	Maintain a fleet with 20% of vehicles considered to be "green". Reduce carbon footprint	% of fleet considered "green"	20%	21%	22%	24%
		Gallons of fuel purchased	178,499	184,311	184,000	184,000

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- The City's shop rate will increase from \$73.24/hour to \$75.40/hour (2.9% increase in FY 2020/21). 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 2020/21.
- Average fuel costs are projected to decrease in the FY 2019/20 adjusted budget from \$2.45 to \$2.25/gallon with the FY 2020/21 estimated at \$2.45/gallon. Fuel remains the largest component of the Fleet Maintenance operating budget, with \$516,950 budgeted for FY 2020/21.

## RECENT ACCOMPLISHMENTS

- The City has ordered 6 hybrid Police patrol units that will go into service in the fall and winter of 2019.

## 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.
- The City is working on a pilot project with REG to install systems that will allow for snow plow trucks to run on 100% biodiesel.
- Fleet Services is partnering with Public Works to install fabric buildings at the Maintenance Facility for vehicle storage and flexibility in operations.
- The FY 2020/21 budget includes a new A/C repair machine and a new vehicle diagnostic tool for the shop.
- Fleet Services will be using interest earning to install a new carwash system at the Maintenance Facility. The new system will allow for the use of hot water which will be beneficial to the maintenance of vehicles.



# 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.

	2018/19	2019/20	2019/20	2020/21	% Change
<i>Expenditures by Activity:</i>	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Data Services	1,609,809	1,650,369	1,650,369	1,795,223	8.8%
Cyber Security Study	-	-	25,000	-	
Phone System Operations	254,552	262,162	267,193	267,193	1.9%
Technology Replacement	514,166	457,204	844,641	468,092	2.4%
Shared Communications	209,776	256,241	256,241	271,024	5.8%
<b>Total Expenditures</b>	<b>2,588,303</b>	<b>2,625,976</b>	<b>3,043,444</b>	<b>2,801,532</b>	<b>6.7%</b>

<i>Expenditures by Category:</i>					
Personal Services	966,999	1,074,583	989,857	1,073,089	-0.1%
Internal Services	445,130	292,529	376,548	328,901	12.4%
Contractual	664,901	802,490	833,228	903,535	12.6%
Commodities	290,158	389,777	509,348	265,915	-31.8%
Capital	221,115	66,597	334,463	230,092	245.5%
Other Expenditures	-	-	-	-	
<b>Total Expenditures</b>	<b>2,588,303</b>	<b>2,625,976</b>	<b>3,043,444</b>	<b>2,801,532</b>	<b>6.7%</b>

<i>Funding Sources:</i>					
Information Technology Fund	1,864,361	1,912,531	1,942,562	2,062,416	7.8%
Technology Reserve Funds	514,166	457,204	844,641	468,092	2.4%
Shared Communications Fund	209,776	256,241	256,241	271,024	5.8%
<b>Total Funding Sources</b>	<b>2,588,303</b>	<b>2,625,976</b>	<b>3,043,444</b>	<b>2,801,532</b>	<b>6.7%</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	2017/18 Actual	2018/19 Actual	2019/20 Actual	2020/21 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	570	575
		Computers supported	502	502	560	580
		Printers supported	171	171	184	178
		Tablets supported	64	64	72	75
		Servers supported	53	57	59	78
		Service requests logged by Help Desk	2,007	2,107	2,039	1,848
		Computers replaced	27	143	119	78
	Phone extensions	426	423	420	433	
	Provide efficient and reliable voice communication system	Department phone extension charge	\$571	\$588	\$604	\$604
		Equivalent outside extension cost	\$612	\$612	\$606	\$606

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- Internal Services increased in FY 2019/20 due to increased contribution to replacement of IT equipment to transition to cloud services which will provide better security, ease-of-administration, and flexibility when evaluating managed technical service providers.

## RECENT ACCOMPLISHMENTS

- The first phase of the FY 2019/20 cybersecurity assessment by the Department of Homeland Security was completed at no cost to the City.
- The transition to next-generation anti-malware service was completed.
- The City transitioned to the Click2Gov cloud solution to improve security of the Parking Division payment system.

## IN-PROGRESS AND UPCOMING ACTIVITIES

- Completion of the FY 2019/20 schedule of city employee computer replacement.
- Transition of enterprise email, calendar, and scheduling systems to Office 365 with Outlook.
- Replacement of firewalls to deliver next-generation capabilities to mitigate ransomware threat.
- Implementation of dual-factor authentication to protect login passwords from email attacks.
- Development of new 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.

<b>Expenditures by Activity:</b>	<b>2018/19 Actual</b>	<b>2019/20 Adopted</b>	<b>2019/20 Adjusted</b>	<b>2020/21 Mgr Rec</b>	<b>% Change From Adopted</b>
Risk Administration	131,195	153,622	152,622	163,445	6.4%
Property Insurance	631,042	675,951	667,971	746,171	10.4%
Liability Insurance	196,805	314,836	287,233	303,247	-3.7%
Liability Claims	159,369	150,000	150,000	150,000	0.0%
Auto Insurance	65,713	67,700	66,934	70,950	4.8%
Transit Insurance	206,259	212,447	210,127	222,735	4.8%
Professional Liability Insurance	38,649	41,000	42,108	44,634	8.9%
Police Professional Insurance	34,495	36,565	34,511	36,582	0.1%
Workers Compensation	537,809	702,000	689,765	696,051	-0.9%
Internal Safety Training	134,224	154,600	154,169	143,400	-7.2%
<b>Total Expenditures</b>	<b>2,135,560</b>	<b>2,508,721</b>	<b>2,455,440</b>	<b>2,577,215</b>	<b>2.7%</b>

<b>Expenditures by Category:</b>					
Personal Services	121,907	140,045	138,377	147,948	5.6%
Internal Services	7,149	7,538	7,556	7,991	6.0%
Contractual	1,472,681	1,698,888	1,647,257	1,759,026	3.5%
Commodities	739	250	250	250	0.0%
Capital	-	-	-	-	
Other Expenditures	533,084	662,000	662,000	662,000	0.0%
<b>Total Expenditures</b>	<b>2,135,560</b>	<b>2,508,721</b>	<b>2,455,440</b>	<b>2,577,215</b>	<b>2.7%</b>

<b>Funding Sources:</b>					
Risk Insurance Fund	2,135,560	2,508,721	2,455,440	2,577,215	2.7%
<b>Total Funding Sources</b>	<b>2,135,560</b>	<b>2,508,721</b>	<b>2,455,440</b>	<b>2,577,215</b>	<b>2.7%</b>

Authorized FTEs	1.25	1.25	1.25	1.25
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# RISK MANAGEMENT

City Mission/ Council Goal	Department Goals and Core Services	Indicators	2017/18 Actual	2018/19 Actual	2019/30 Adjusted	2020/21 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	\$690.936	\$718,573
		% increase in property insurance from prior year	2%	-8%	2%	4%
	Cultivate a safety culture to promote a safe work environment and minimize claims	# of Worker's Comp claims	40	34	36	38
		# of Police/Fire injury claims	24	23	24	25
		# of safety training classes held	102	104	106	109
	Maintain a fund balance of at least \$1,000,000 for deductibles and retained risk	# of lost time injuries	5	4	4	5
		Risk Insurance fund balance (in millions)	\$2.160	\$2.248	\$2.352	\$2.352

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- Weather-related losses across the country forced property insurers to raise rates higher than originally expected.
- Additional training opportunities have been discovered and included in the FY 2020/21 budget.

## RECENT ACCOMPLISHMENTS

- A Safety Job Analysis has been completed at Fleet Services.
- A chemical inventory has been completed at the Power Plant. Additional locations have been identified, and these inventories are continuing throughout the organization.
- 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 800 days without a lost time injury.

## IN-PROGRESS AND UPCOMING ACTIVITY

- Chemical inventories continue at various City locations. These inventories help the City maintain safety standards and will continue until all locations have a current inventory.
- Staff will take the life insurance and long-term disability insurance to market to ensure the City is experiencing maximum value for these benefits.
- Staff is reviewing contracts for liability insurance and property insurance this fiscal year to determine if a bid process will benefit the City in the future.

# 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.

	2018/19	2019/20	2019/20	2020/21	% Change
<i>Expenditures by Activity:</i>	Actual	Adopted	Adjusted	Mgr Rec	From Adopted
Health Administration	108,388	113,422	110,939	117,209	3.3%
Medical Claims	5,941,830	5,575,620	5,638,851	6,095,879	9.3%
Dental Claims	403,451	427,934	416,552	438,801	2.5%
Pharmacy Claims	1,659,559	1,947,786	1,942,554	2,097,401	7.7%
Excess Insurance	385,498	396,456	456,367	535,953	35.2%
Other Health Insurance	396,266	410,643	401,979	416,371	1.4%
Health Promotion Program	274,632	326,264	312,415	334,826	2.6%
<b>Total Expenditures</b>	<b>9,169,624</b>	<b>9,198,125</b>	<b>9,279,657</b>	<b>10,036,440</b>	<b>9.1%</b>

<i>Expenditures by Category:</i>					
	2018/19	2019/20	2019/20	2020/21	% Change
Personal Services	184,400	200,467	193,308	202,015	0.8%
Internal Services	12,641	10,523	11,088	11,651	10.7%
Contractual	966,600	1,030,186	1,071,040	1,183,931	14.9%
Commodities	3,615	7,600	8,255	8,640	13.7%
Capital	-	-	-	-	
Other Expenditures	8,002,368	7,949,349	7,995,966	8,630,203	8.6%
<b>Total Expenditures</b>	<b>9,169,624</b>	<b>9,198,125</b>	<b>9,279,657</b>	<b>10,036,440</b>	<b>9.1%</b>

<i>Funding Sources:</i>					
	2018/19	2019/20	2019/20	2020/21	% Change
Health Insurance Fund	9,169,624	9,198,125	9,279,657	10,036,440	9.1%
<b>Total Funding Sources</b>	<b>9,169,624</b>	<b>9,198,125</b>	<b>9,279,657</b>	<b>10,036,440</b>	<b>9.1%</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	2017/18 Actual	2018/19 Actual	2019/20 Adjusted	2020/21 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)	6.17	5.74	5.62	6.08
		total dental claims paid (in millions)	.383	.403	.417	.439
		total pharmacy claims paid (in millions)	1.53	1.66	1.94	2.09
		Health insurance rate increases	4%	5%	2%	3.9%
		Health insurance fund balance	4,568,861	5,391,908		
<b>Encourage healthy lifestyles</b>	Improve the health status of all City employees	Eligible employees participating in wellness programs	74.2%	79.0%	82%	84%
		% of employees receiving flu vaccination through the Health Promotion program	-	67%	68%	69%
		Healthy4Life Incentive Program-participants met health baseline measures	94%	93%	93%	93%

## ISSUES AND FACTORS AFFECTING THE FY 2019/20 AND 2020/21 BUDGETS

- Contribution rates for City departments, employees, and retirees are projected to increase 3.9% for FY 2020/21. Holding the increase to 3.9% in FY 2020/21 is expected to use a modest amount of the Health Insurance Fund's balance, but the fund will retain a healthy balance with adequate coverage.
- Funding for an outside consultant is included in both the FY 2019/20 (\$37,000) and FY 2020/21 (\$40,000) 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).
- Based on consultant assistance, the budgeting of claims for FY 2019/20 and FY 2020/21 includes only net claims. This is due to the recovery of funds for each individual whose claims went above the stop-loss limit (\$125K) being an unknown amount each year.
- In FY 2018/19, specialty drugs (approximately equivalent to 2% of the total number of prescriptions filled) represent 43% of total prescription costs.

# ***HEALTH INSURANCE MANAGEMENT***

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## **RECENT ACCOMPLISHMENTS**

- Utilization of generic medications has continued to improve annually. In FY 2018/19, those prescriptions that could be substituted with a generic medication were less than 2 percent (1.9%). This was a 1.1% improvement from the previous fiscal year and nearly 3% improvement from FY 2016/17.
- Since 2016, the City has maintained an average total claim cost increase of 5.4% per year for pharmacy and medical, and remains 4% below the Wellmark City/County benchmark.
- The Healthy4Life program (a participation and outcomes-based year-long wellness program) continues to increase in the number of participants that successfully meet national standards for cardiovascular and metabolic well-being. From FY 2014/15 to FY 2018/19 participants in the Healthy4Life program with critical results or uncontrolled chronic conditions improved by 67% (well above the industry benchmark of 50%). Additionally, 96% of those with one or more risk factors maintained or improved during the same time period.
- The City conducted a competitive RFP process to select a new vendor for the administration of flexible spending accounts, which was implemented in December 2019 and January 2020.

## **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 City has made a decision to move offered medical plans to a non-grandfathered status, which will allow for potential changes to address the rising costs of ongoing medical care. This would include adding zero cost share to employees for preventive services for all of our plans, not just our HMO plan.
- The employee Health Insurance Advisory Committee (HIAC) changed to the Benefit Advisory Team (BAT) at the end of FY 2018/19, and continues to play a vital role in the communication and understanding of health benefits and employee health throughout the organization.



# 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>	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change From Adopted
<b><i>Fleet Services:</i></b>					
Maintenance Facility Improvements	-	-	41,959	-	
Fleet Services Fabric Structure	-	250,000	250,000	-	
<b><i>Total Fleet Services</i></b>	-	250,000	291,959	-	
<b><i>Total Internal Services CIP</i></b>	-	250,000	291,959	-	

# TRANSFERS

## Description:

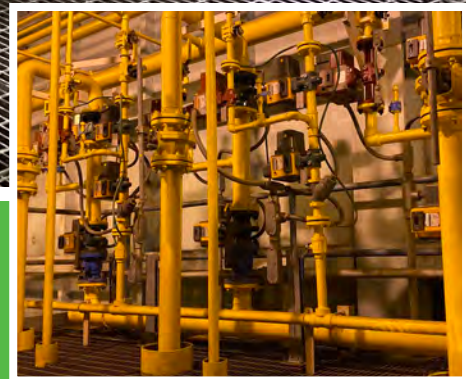
This program accounts for the transfer of money between the various City funds. Transfers are shown both as an expense and as a revenue in the respective funds.

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change From Adopted
<b>Expenditures:</b>					
Transfers	23,670,125	23,371,112	24,644,642	23,631,465	1.1%
<b>Total Expenditures</b>	23,670,125	23,371,112	24,644,642	23,631,465	1.1%

<b>Funding Sources:</b>					
	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change From Adopted
General Fund	5,075,979	5,079,366	5,091,828	5,208,234	2.5%
Local Option Sales Tax	4,914,971	5,021,296	5,202,305	5,266,361	4.9%
Hotel/Motel Tax	360,492	350,000	350,000	360,500	3.0%
Road Use Tax	-	25,000	35,490	-	-100.0%
Employee Benefit Property Tax	2,146,034	2,159,434	2,159,434	2,241,742	3.8%
Police/Fire Retirement	38,000	-	-	75,000	
Library Friends Foundation	36,000	30,000	-	-	-100.0%
TIF/South Bell	114,841	110,837	110,837	110,243	-0.5%
TIF/ISU Research Park	304,700	303,700	303,700	302,200	-0.5%
TIF/ISU Research Park Dist 2	-	32,038	7,212	30,025	-6.3%
TIF/East 13th Sewer Extension	-	-	-	251,155	
Special Assessments	490,869	321,415	321,415	315,559	-1.8%
Summer 2014 G.O. Bonds	-	-	97,000	-	
Summer 2015 G.O. Bonds	-	-	165,000	-	
Water Utility Fund	4,656,261	4,626,624	4,651,859	4,363,528	-5.7%
Sewer Utility Fund	918,475	1,239,334	957,279	925,003	-25.4%
Electric Utility Fund	3,185,156	3,108,880	3,112,917	3,175,966	2.2%
Parking Operations	-	-	353,903	45,562	
Transit Operations	1,026,455	800,000	1,264,178	800,000	0.0%
Transit Student Govt Trust	235,904	-	297,097	-	
Resource Recovery	165,988	163,188	163,188	160,387	-1.7%
<b>Total Funding Sources</b>	23,670,125	23,371,112	24,644,642	23,631,465	1.1%



CITY OF  
**Ames**™



# 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.

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Revenues:</b>					
<b>Property Taxes:</b>					
General Levy	15,964,605	16,973,463	16,973,463	17,584,396	3.6%
Utility Excise Tax	41,087	43,316	43,316	47,232	9.0%
Other Taxes	32,723	31,777	31,777	34,701	9.2%
State Replacement Tax	476,912	525,452	525,452	499,179	-5.0%
Transit Levy	1,841,184	1,929,598	1,929,598	1,975,136	2.4%
Transit Excise Tax	4,732	4,923	4,923	5,309	7.8%
Transit State Replacement Tax	54,926	60,290	60,290	57,275	-5.0%
<b>Total Property Taxes</b>	<b>18,416,169</b>	<b>19,568,819</b>	<b>19,568,819</b>	<b>20,203,228</b>	<b>3.2%</b>
<b>Other Revenues:</b>					
Hotel/Motel Tax	2,520,920	2,450,000	2,450,000	2,523,500	3.0%
Other Governmental Revenue	161,265	91,200	91,200	91,200	0.0%
Metropolitan Planning Organization	76,303	89,127	62,887	96,166	7.9%
Cable TV Franchise	402,889	390,000	390,000	400,000	2.6%
Cell Tower Lease	23,138	23,580	23,580	23,580	0.0%
ISU/Airport Abated Debt	70,979	70,979	70,979	70,976	0.0%
City Clerk Licenses/Permits	96,810	90,400	89,500	89,500	-1.0%
Planning Fees	16,382	21,000	21,000	21,000	0.0%
Purchasing Services	7,906	5,385	5,312	5,408	0.4%
Legal Services	22,281	40,250	40,250	40,250	0.0%
Fire Services	1,785,233	1,912,650	1,854,812	1,976,584	3.3%
Building Permits	1,040,737	1,149,804	1,149,804	1,136,527	-1.2%
Rental Housing Fees	470,772	459,342	459,342	464,318	1.1%
Police Services	192,475	235,819	232,382	219,158	-7.1%
Animal Control	21,772	24,790	24,790	24,000	-3.2%
Library Services	317,666	316,750	316,750	316,800	0.0%
Facilities	13,367	16,176	16,000	16,175	0.0%
Parks and Recreation	1,491,013	1,653,314	1,588,527	1,623,717	-1.8%
Cemetery	193,212	148,400	152,030	159,820	7.7%
Airport	229,809	236,639	238,480	246,786	4.3%
Public Works	71,455	31,000	36,000	28,000	-9.7%
Interest Revenue	812,442	250,000	325,000	275,000	10.0%
Miscellaneous Revenue	16,429	-	-	-	
<b>Total Other Revenues</b>	<b>10,055,255</b>	<b>9,706,605</b>	<b>9,638,625</b>	<b>9,848,465</b>	<b>1.5%</b>
<b>Total Before Transfers</b>	<b>28,471,424</b>	<b>29,275,424</b>	<b>29,207,444</b>	<b>30,051,693</b>	<b>2.7%</b>

**GENERAL FUND, continued**

	<b>2018/19 Actual</b>	<b>2019/20 Adopted</b>	<b>2019/20 Adjusted</b>	<b>2020/21 Mgr Rec</b>	<b>% Change from Adopted</b>
<b>Transfers:</b>					
Local Option Sales Tax	4,794,971	4,901,296	5,082,305	5,146,361	5.0%
Hotel/Motel Tax	216,295	210,000	210,000	216,300	3.0%
Electric Utility (In Lieu of Taxes)	2,220,537	2,143,240	2,143,240	2,188,899	2.1%
Employee Benefit Taxes	2,146,034	2,159,434	2,159,434	2,214,300	2.5%
Police/Fire Retirement	38,000	-	-	75,000	
<b>Total Transfers</b>	<b>9,415,837</b>	<b>9,413,970</b>	<b>9,594,979</b>	<b>9,840,860</b>	<b>4.5%</b>
<b>Total Revenues</b>	<b>37,887,261</b>	<b>38,689,394</b>	<b>38,802,423</b>	<b>39,892,553</b>	<b>3.1%</b>
<b>Expenses:</b>					
<b>Operations:</b>					
Law Enforcement	9,585,345	10,163,431	10,309,029	10,541,148	3.7%
Fire Safety	7,026,819	7,565,200	7,335,537	7,814,863	3.3%
Building Safety	1,330,116	1,615,765	1,595,551	1,670,718	3.4%
Animal Control	473,366	466,599	499,707	498,045	6.7%
Street Lights	846,014	955,500	875,000	900,000	-5.8%
Storm Warning System	11,796	17,247	17,311	17,344	0.6%
Public Works Engineering	38,617	23,000	28,000	28,000	21.7%
Traffic Control	100,293	98,936	74,505	107,784	8.9%
Parking Maintenance	17,500	-	28,231	-	
Hazardous ROW Tree Removal	30,911	-	-	-	
Airport Operations	170,194	138,749	163,627	154,021	11.0%
Parks and Recreation	3,702,960	3,891,745	3,858,980	4,015,275	3.2%
Library Services	4,390,823	4,620,475	4,616,813	4,789,239	3.7%
Cemetery	192,548	185,993	190,983	187,793	1.0%
Economic Development	70,451	72,245	71,857	74,414	3.0%
City Council	168,410	167,419	174,336	173,107	3.4%
City Council Contingency	43,904	50,000	118,802	50,000	0.0%
City Council Special Allocations	63,600	-	175,000	-	
City Clerk	299,126	349,539	354,107	355,037	1.6%
City Manager	480,809	458,742	431,023	447,736	-2.4%
Public Relations	97,750	108,778	108,184	111,607	2.6%
Brand Marketing	6,470	-	15,693	-	
Media Production Services	149,960	163,473	153,183	185,501	13.5%
Planning Services	768,157	890,712	926,230	887,461	-0.4%
Comprehensive Plan Update	86,353	-	138,647	-	
Financial Services	420,326	442,101	447,462	461,792	4.5%
Purchasing Services	40,533	43,237	41,947	44,472	2.9%
Legal Services	431,396	466,532	480,906	494,414	6.0%
Human Resources	307,523	321,571	325,120	341,541	6.2%
Facilities	282,307	333,039	329,415	333,007	0.0%
City Hall Space Needs	3,230	-	46,522	-	
<b>Total Operations</b>	<b>31,637,607</b>	<b>33,610,028</b>	<b>33,931,708</b>	<b>34,684,319</b>	<b>3.2%</b>



**GENERAL FUND, continued**

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>CIP:</b>					
City -Wide Radio System	22,262	-	-	-	
Fire Station #1 Generator	-	-	50,000	-	
Fire Station Keyless Entry	-	-	39,000	-	
Fire Station 1 HVAC System	-	-	110,000	-	
Fire Station 3 Concrete Repair	-	-	40,000	-	
Fire Station 2 Relocation Design	-	-	35,000	-	
Outdoor Storm Warning System	16,686	-	63,314	-	
Healthy Life Center Study	7,476	-	-	-	
Brookside Park Improvements	-	-	24,348	-	
Homewood Golf Course	-	-	250,000	-	
Indoor Aquatic Facility Design	-	-	75,000	-	
Auditorium LED Stage Lights	-	-	34,000	-	
Library Front Door Replacement	-	-	30,000	-	
Cemetery Columbarium	-	-	60,000	-	
Human Svc Agency Capital Grants	-	-	50,000	-	
Downtown/Campustown Plazas	-	-	1,100,000	-	
City Hall Building Security	19,825	-	283,775	-	
Auditorium HVAC System	-	-	400,000	-	
<b>Total CIP</b>	66,249	-	2,644,437	-	
<b>Total Before Transfers</b>	31,703,856	33,610,028	36,576,145	34,684,319	3.2%
<b>Transfers:</b>					
Hotel/Motel Tax	2,520,920	2,450,000	2,450,000	2,523,500	3.0%
TIF/Kingland Systems		-			
Transit Levy	1,900,843	1,994,811	1,994,811	2,037,720	2.2%
Resource Recovery	522,533	522,533	522,533	522,533	0.0%
Airport Construction	60,701	41,043	53,505	53,505	30.4%
Debt Service	70,982	70,979	70,979	70,976	0.0%
<b>Total Transfers</b>	5,075,979	5,079,366	5,091,828	5,208,234	2.5%
<b>Total Expenses</b>	36,779,835	38,689,394	41,667,973	39,892,553	3.1%
<b>Fund Balance:</b>					
Net Change in Fund	1,107,426	-	(2,865,550)	-	
Beginning Balance	11,623,299	9,381,065	12,730,725	9,865,175	5.2%
<b>Ending Balance</b>	12,730,725	9,381,065	9,865,175	9,865,175	5.2%
<i>Minimum fund balance target:</i>					
25% of revenues less pass-throughs				<u>8,832,833</u>	
Unreserved fund balance				<u><u>1,032,342</u></u>	

## 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.

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Revenues:</b>					
Property Tax Relief (60%)	4,794,971	4,901,296	5,082,305	5,146,361	5.0%
Community Betterment (40%)	3,196,647	3,267,531	3,388,204	3,430,907	5.0%
<b>Total Before Transfers</b>	<b>7,991,618</b>	<b>8,168,827</b>	<b>8,470,509</b>	<b>8,577,268</b>	<b>5.0%</b>
<b>Transfers:</b>					
Hotel/Motel Tax	144,197	140,000	140,000	144,200	3.0%
<b>Total Revenues</b>	<b>8,135,815</b>	<b>8,308,827</b>	<b>8,610,509</b>	<b>8,721,468</b>	<b>5.0%</b>
<b>Expenses:</b>					
<b>Operations:</b>					
Municipal Band	28,473	30,140	30,344	31,882	5.8%
Human Services Administration	23,201	24,032	24,457	26,363	9.7%
Human Service Agency Funding	1,459,711	1,466,202	1,466,202	1,524,850	4.0%
Public Art	33,485	46,000	95,758	46,000	0.0%
Art Agency Funding	163,120	168,898	168,898	183,898	8.9%
City Council Grant Program	157,492	200,474	240,119	208,373	3.9%
<b>Total Operations</b>	<b>1,865,482</b>	<b>1,935,746</b>	<b>2,025,778</b>	<b>2,021,366</b>	<b>4.4%</b>
<b>CIP:</b>					
Fire Safety	33	-	65,937	-	
Storm Warning System	-	-	10,330	-	
Street Engineering	17,885	-	2,500	-	
Shared Use Path System	231,457	1,107,000	2,781,285	586,000	-47.1%
Traffic Engineering	94,955	100,000	136,308	100,000	0.0%
Street Maintenance	-	-	10,320	-	
Parks and Recreation	241,450	693,000	2,823,916	769,750	11.1%
Cemetery	6,500	-	18,500	-	
Downtown Façade Program	60,038	50,000	155,962	50,000	0.0%
Campustown Façade Program	49,000	50,000	155,020	50,000	0.0%
Neighborhood Improvement	9,400	50,000	50,000	50,000	0.0%
Human Svc Agency Capital	-	-	200,000	-	
Facilities	37,466	50,000	217,811	100,000	100.0%
<b>Total CIP</b>	<b>748,184</b>	<b>2,100,000</b>	<b>6,627,889</b>	<b>1,705,750</b>	<b>-18.8%</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	4,794,971	4,901,296	5,082,305	5,146,361	5.0%
Park Development 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>	4,914,971	5,021,296	5,202,305	5,266,361	4.9%
<b>Total Expenses</b>	7,528,637	9,057,042	13,855,972	8,993,477	-0.7%
<b>Fund Balance:</b>					
Net Change in Fund	607,178	(748,215)	(5,245,463)	(272,009)	-63.6%
Beginning Balance	6,499,405	2,096,915	7,106,583	1,861,120	-11.2%
<b>Ending Balance</b>	7,106,583	1,348,700	1,861,120	1,589,111	17.8%

<i>Minimum fund balance target:</i>	
25% of expenses less 60% pass-through	<u>961,779</u>
Unreserved fund balance	<u><u>627,332</u></u>

## SPECIAL REVENUE – HOTEL/MOTEL TAX

Hotel/Motel tax revenues are collected in the General Fund and transferred to the Hotel/Motel Tax Fund. Of the 7¢ per dollar tax, 5¢ is provided to the Ames Convention & Visitors Bureau for community attractions, 1¢ replaces the local option tax and is split 60% for tax reduction and 40% for community betterment projects. The remaining 1¢ remains in this fund for economic development activities.

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Revenues:</b>					
Hotel/Motel Tax	2,520,920	2,450,000	2,450,000	2,523,500	3.0%
<b>Total Revenues</b>	<b>2,520,920</b>	<b>2,450,000</b>	<b>2,450,000</b>	<b>2,523,500</b>	<b>3.0%</b>
<b>Expenses:</b>					
<b>Operations:</b>					
ACVB Pass Through	1,799,937	1,750,000	1,750,000	1,802,500	3.0%
Economic Development	150,000	150,000	150,000	150,000	0.0%
Chamber of Commerce Dues	2,828	2,800	2,800	2,800	0.0%
AEDC/Council Grant Program	-	15,000	140,000	-	-100.0%
<b>Total Operations</b>	<b>1,952,765</b>	<b>1,917,800</b>	<b>2,042,800</b>	<b>1,955,300</b>	<b>2.0%</b>
<b>Transfers:</b>					
General Fund	216,295	210,000	210,000	216,300	3.0%
Local Option Sales Tax	144,197	140,000	140,000	144,200	3.0%
<b>Total Transfers</b>	<b>360,492</b>	<b>350,000</b>	<b>350,000</b>	<b>360,500</b>	<b>3.0%</b>
<b>Total Expenses</b>	<b>2,313,257</b>	<b>2,267,800</b>	<b>2,392,800</b>	<b>2,315,800</b>	<b>2.1%</b>
<b>Fund Balance:</b>					
Net Change in Fund	207,663	182,200	57,200	207,700	14.0%
Beginning Balance	871,268	1,053,467	1,078,931	1,136,131	7.8%
<b>Ending Balance</b>	<b>1,078,931</b>	<b>1,235,667</b>	<b>1,136,131</b>	<b>1,343,831</b>	<b>8.8%</b>

## 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.

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Revenues:</b>					
Road Use Tax	7,663,780	7,164,247	7,429,590	7,488,555	4.5%
<b>Total Revenues</b>	7,663,780	7,164,247	7,429,590	7,488,555	4.5%
<b>Expenses:</b>					
<b>Operations:</b>					
Public Works Administration	120,254	133,021	129,238	134,741	1.3%
Public Works Engineering	110,130	88,479	81,582	89,461	1.1%
Traffic Engineering	149,072	186,712	175,860	202,480	8.4%
Traffic Maintenance	919,899	1,010,233	1,078,417	1,051,820	4.1%
Street Maintenance	2,110,502	2,188,034	2,205,208	2,269,371	3.7%
Street Cleaning	266,309	319,352	317,202	333,919	4.6%
Snow and Ice Control	1,437,950	1,266,935	1,268,619	1,356,555	7.1%
Right-of-Way Maintenance	792,964	799,881	906,248	836,539	4.6%
Parking Maintenance	11,117	-	24,269	-	
Financial Services	19,499	19,807	19,990	20,177	1.9%
Purchasing Services	53,054	60,563	58,618	62,501	3.2%
Human Resources	53,005	55,425	56,058	58,889	6.2%
Facilities	24,186	28,546	28,236	28,543	0.0%
<b>Total Operations</b>	6,067,941	6,156,988	6,349,545	6,444,996	4.7%
<b>CIP:</b>					
Water Distribution	97,917	-	-	-	
Street Engineering	506,172	125,000	484,391	225,000	80.0%
Shared Use Path System	4,795	180,000	694,734	100,000	-44.4%
Traffic Engineering	854,899	582,750	1,378,361	1,135,300	94.8%
Street Maintenance	261,776	620,000	1,449,427	668,000	7.7%
<b>Total CIP</b>	1,725,559	1,507,750	4,006,913	2,128,300	41.2%
<b>Total Before Transfers</b>	7,793,500	7,664,738	10,356,458	8,573,296	11.9%
<b>Transfers:</b>					
Fleet Services	-	25,000	35,490	-	
<b>Total Expenses</b>	7,793,500	7,689,738	10,391,948	8,573,296	11.5%
<b>Fund Balance:</b>					
Net Change in Fund	(129,720)	(525,491)	(2,962,358)	(1,084,741)	106.4%
Beginning Balance	6,663,586	2,785,232	6,533,866	3,571,508	28.2%
<b>Ending Balance</b>	6,533,866	2,259,741	3,571,508	2,486,767	10.0%

Minimum fund balance target:

10% of operating expenses

644,500

Unreserved fund balance

1,842,267

## 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.

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Revenues:</b>					
Police Forfeiture	25,930	7,000	21,067	7,000	0.0%
Police Grants	62,193	48,000	26,069	48,000	0.0%
Radio System Grant	-	230,000	-	-	
Animal Shelter Donations	67,193	16,200	17,500	18,200	12.3%
Miscellaneous Donations	100	-	-	-	
<b>Total Revenues</b>	155,416	301,200	64,636	73,200	-75.7%
<b>Expenses:</b>					
<b>Operations:</b>					
Police Forfeiture	13,112	7,000	7,000	7,000	0.0%
Police Grants	62,038	48,000	48,000	48,000	0.0%
Animal Shelter	65,737	24,300	51,300	35,800	47.3%
<b>Total Operations</b>	140,887	79,300	106,300	90,800	14.5%
<b>CIP:</b>					
City-Wide Radio System	-	230,000	-	-	
<b>Total Expenses</b>	140,887	309,300	106,300	90,800	-70.6%
<b>Fund Balance:</b>					
Net Change in Fund	14,529	(8,100)	(41,664)	(17,600)	117.3%
Beginning Balance	317,070	281,419	331,598	289,934	3.0%
<b>Ending Balance</b>	331,598	273,319	289,934	272,334	-0.4%

## 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.

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Revenues:</b>					
Loan Repayments	-	-	-	-	
Sale of Homes/Property	-	-	34,877	-	
Miscellaneous Revenue	5,000	-	-	-	
<b>Total Revenues</b>	5,000	-	34,877	-	
<b>Expenses:</b>					
Housing Programs	43,976	43,265	78,126	25,603	-40.8%
<b>Total Expenses</b>	43,976	43,265	78,126	25,603	-40.8%
<b>Fund Balance:</b>					
Net Change in Fund	(38,976)	(43,265)	(43,249)	(25,603)	-40.8%
Beginning Balance	555,433	502,139	516,457	473,208	-5.8%
<b>Ending Balance</b>	516,457	458,874	473,208	447,605	-2.5%



## 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.

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Revenues:</b>					
CDBG Funding	704,182	572,094	581,207	581,207	1.6%
CDBG Rollover	-	-	462,820	-	
Program Repayments	3,139	-	2,842	-	
Sale of Homes	-	-	355,000	-	
Miscellaneous Revenue	-	-	-	-	
<b>Total Revenues</b>	<b>707,321</b>	<b>572,094</b>	<b>1,401,869</b>	<b>581,207</b>	<b>1.6%</b>
<b>Expenses:</b>					
<b>Operations:</b>					
CDBG Administration	112,256	114,418	116,241	116,241	1.6%
CDBG Programs	596,094	457,676	1,285,628	464,966	1.6%
<b>Total Expenses</b>	<b>708,350</b>	<b>572,094</b>	<b>1,401,869</b>	<b>581,207</b>	<b>1.6%</b>
<b>Fund Balance:</b>					
Net Change in Fund	(1,029)	-	-	-	
Beginning Balance	21,623	24,475	20,594	20,594	-15.9%
<b>Ending Balance</b>	<b>20,594</b>	<b>24,475</b>	<b>20,594</b>	<b>20,594</b>	<b>-15.9%</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.

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Revenues:</b>					
HOME Funding	-	601,264	481,968	481,968	-19.8%
HOME Rollover			750,000		
Miscellaneous Revenue	-	-	-	-	
<b>Total Revenues</b>	-	601,264	1,231,968	481,968	
<b>Expenses:</b>					
<b>Operations:</b>					
HOME Administration	2,250	60,126	120,947	48,197	-19.8%
CHDO Allocation		90,241	184,795	72,295	-19.9%
HOME Programs	-	450,897	923,976	361,476	-19.8%
<b>Total Expenses</b>	2,250	601,264	1,229,718	481,968	
<b>Fund Balance:</b>					
Net Change in Fund	(2,250)	-	2,250	-	
Beginning Balance	-	-	(2,250)	-	
<b>Ending Balance</b>	(2,250)	-	-	-	

## 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.

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Revenues:</b>					
Property Taxes	2,078,681	2,086,642	2,086,642	2,171,833	4.1%
Utility Excise Tax	5,342	5,328	5,328	5,818	9.2%
State Replacement Tax	62,011	67,464	67,464	64,091	-5.0%
<b>Total Revenues</b>	<b>2,146,034</b>	<b>2,159,434</b>	<b>2,159,434</b>	<b>2,241,742</b>	<b>3.8%</b>
<b>Expenses:</b>					
<b>Transfers:</b>					
General Fund	2,146,034	2,159,434	2,159,434	2,241,742	3.8%
<b>Total Expenses</b>	<b>2,146,034</b>	<b>2,159,434</b>	<b>2,159,434</b>	<b>2,241,742</b>	<b>3.8%</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.

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Revenues:</b>					
Interest Revenue	10,832	4,000	4,000	2,500	-37.5%
<b>Total Revenues</b>	10,832	4,000	4,000	2,500	-37.5%
<b>Expenses:</b>					
<b>Transfers:</b>					
General Fund	38,000	-	-	75,000	
<b>Total Expenses</b>	38,000	-	-	75,000	
<b>Fund Balance:</b>					
Net Change in Fund	(27,168)	4,000	4,000	(72,500)	
Beginning Balance	347,607	313,607	320,439	324,439	3.5%
<b>Ending Balance</b>	320,439	317,607	324,439	251,939	-20.7%

## 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.

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Revenues:</b>					
Donations	21,033	11,600	79,965	11,600	0.0%
ISU/Moore Park Farmland	3,050	3,050	3,050	3,050	0.0%
Interest Revenue	3,801	750	1,400	1,100	46.7%
<b>Total Revenues</b>	<b>27,884</b>	<b>15,400</b>	<b>84,415</b>	<b>15,750</b>	<b>2.3%</b>
<b>Expenses:</b>					
<b>Operations:</b>					
Parks & Rec Donations	-	-	82,731	1,500	
Block Party Trailer	482	100	489	100	0.0%
Wellmark 3-Point Play Program	10,128	-	2,404	-	
Municipal Band	-	-	50	-	
Park System Improvements	10,781	10,000	100,373	13,550	35.5%
<b>Total Operations</b>	<b>21,391</b>	<b>10,100</b>	<b>186,047</b>	<b>15,150</b>	<b>50.0%</b>
<b>CIP:</b>					
Roosevelt Park	7,910	-	-	-	
Sunset Ridge Park	-	-	17,365	-	
Ada Hayden Park	-	-	1,000	-	
<b>Total Expenses</b>	<b>29,301</b>	<b>10,100</b>	<b>204,412</b>	<b>15,150</b>	<b>50.0%</b>
<b>Fund Balance:</b>					
Net Change in Fund	(1,417)	5,300	(119,997)	600	-88.7%
Beginning Balance	122,312	124,084	120,895	898	-99.3%
<b>Ending Balance</b>	<b>120,895</b>	<b>129,384</b>	<b>898</b>	<b>1,498</b>	<b>-98.8%</b>

## SPECIAL REVENUE – LIBRARY DIRECT STATE AID

This fund is used to account for Direct State Aid.

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Revenues:</b>					
Library Direct State Aid	15,229	-	14,500	14,500	
<b>Total Revenues</b>	15,229	-	14,500	14,500	
<b>Expenses:</b>					
<b>Operations:</b>					
Administration	-	-	3,600	3,600	
Youth Services	6,500	-	-	-	
Customer Account Services	4,498	-	6,900	6,900	
Books for Babies	4,231	-	4,000	4,000	
<b>Total Expenses</b>	15,229	-	14,500	14,500	
<b>Fund Balance:</b>					
Net Change in Fund	-	-	-	-	
Beginning Balance	-	-	-	-	
<b>Ending Balance</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.

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Revenues:</b>					
Library Friends Foundation	172,626	172,500	172,500	170,750	-1.0%
Small Talk Grant	22,401	68,700	68,700	-	-100.0%
Large Print Book Bequest	10,000	10,000	10,251	10,261	2.6%
Library Merchandise Sales	739	1,000	1,000	1,000	0.0%
Interest Revenue	3,527	-	1,800	3,500	
<b>Total Revenues</b>	<b>209,293</b>	<b>252,200</b>	<b>254,251</b>	<b>185,511</b>	<b>-26.4%</b>
<b>Expenses:</b>					
<b>Operations:</b>					
Administration	40,062	63,745	72,031	59,750	-6.3%
Resource Services	83,567	15,718	35,668	30,000	90.9%
Youth Services	37,245	43,395	37,815	28,500	-34.3%
Adult Services	11,347	14,000	26,500	26,500	89.3%
Customer Account Services	-	1,506	2,781	-	-100.0%
Library Improvements	3,267	-	-	-	
Small Talk Program	32,947	71,200	71,200	-	-100.0%
Large Print Book Bequest	9,978	10,000	10,261	10,261	
Project Smyles	-	-	31,000	31,000	
<b>Total Before Transfers</b>	<b>218,413</b>	<b>219,564</b>	<b>287,256</b>	<b>186,011</b>	<b>-15.3%</b>
<b>Transfers:</b>					
Library Donations Fund	36,000	30,000	-	-	-100.0%
<b>Total Expenses</b>	<b>254,413</b>	<b>249,564</b>	<b>287,256</b>	<b>186,011</b>	<b>-25.5%</b>
<b>Fund Balance:</b>					
Net Change in Fund	(45,120)	2,636	(33,005)	(500)	
Beginning Balance	131,732	30,198	86,612	53,607	77.5%
<b>Ending Balance</b>	<b>86,612</b>	<b>32,834</b>	<b>53,607</b>	<b>53,107</b>	<b>61.7%</b>



## SPECIAL REVENUE – LIBRARY DONATIONS AND GRANTS

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

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Revenues:</b>					
Donations	5,243	2,000	3,000	3,000	50.0%
Project Smyles Donations	386	500	500	500	0.0%
H Barnes Reading Academy	5,065	5,065	5,065	5,065	0.0%
Library Direct State Aid	-	14,000	-	-	-100.0%
Interest Revenue	2,557	-	1,000	2,500	
Miscellaneous Revenue		-	-	-	
<b>Total Before Transfers</b>	<b>13,251</b>	<b>21,565</b>	<b>9,565</b>	<b>11,065</b>	<b>-48.7%</b>
<b>Transfers:</b>					
Library Friends Foundation	36,000	30,000	-	-	-100.0%
<b>Total Revenues</b>	<b>49,251</b>	<b>51,565</b>	<b>9,565</b>	<b>11,065</b>	<b>-78.5%</b>
<b>Expenses:</b>					
<b>Operations:</b>					
Donation Purchases	6,992	12,000	14,500	-	-100.0%
Books for Babies	59	4,000	-	-	-100.0%
Project Smyles	32,496	30,000	-	-	-100.0%
Small Talk Program	-	-	10,000	-	
Library Improvements	6,186	-	-	-	
H Barnes Reading Academy	3,629	5,065	5,265	6,121	20.8%
<b>Total Operations</b>	<b>49,362</b>	<b>51,065</b>	<b>29,765</b>	<b>6,121</b>	<b>-88.0%</b>
<b>Transfers:</b>					
Library Future Needs Fund		-	-	-	
<b>Total Expenses</b>	<b>49,362</b>	<b>51,065</b>	<b>29,765</b>	<b>6,121</b>	<b>-88.0%</b>
<b>Fund Balance:</b>					
Net Change in Fund	(111)	500	(20,200)	4,944	888.8%
Beginning Balance	63,734	45,965	63,623	43,423	-5.5%
<b>Ending Balance</b>	<b>63,623</b>	<b>46,465</b>	<b>43,423</b>	<b>48,367</b>	<b>4.1%</b>

## SPECIAL REVENUE – LIBRARY FUTURE NEEDS

This fund accounts for funds being set aside for future Library expansion or improvement projects.

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Revenues:</b>					
Interest Revenue	5,623	1,000	2,000	1,500	
<b>Total Before Transfers</b>	5,623	1,000	2,000	1,500	
<b>Transfers:</b>					
Library Donations/Grants		-			
<b>Total Revenues</b>	5,623	1,000	2,000	1,500	
<b>Expenses:</b>					
<b>CIP:</b>					
Library Improvements	-	-	-	-	
<b>Total Expenses</b>	-	-	-	-	
<b>Fund Balance:</b>					
Net Change in Fund	5,623	1,000	2,000	1,500	
Beginning Balance	180,186	181,186	185,809	187,809	
<b>Ending Balance</b>	185,809	182,186	187,809	189,309	

## SPECIAL REVENUE – UTILITY ASSISTANCE

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

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Revenues:</b>					
Alternative Energy Donations	624	-	-	-	
Project Share Donations	16,980	15,000	15,500	15,500	3.3%
<b>Total Revenues</b>	17,604	15,000	15,500	15,500	3.3%
<b>Expenses:</b>					
<b>Operations:</b>					
Utility Assistance	16,870	15,000	15,500	15,500	3.3%
<b>Total Expenses</b>	16,870	15,000	15,500	15,500	3.3%
<b>Fund Balance:</b>					
Net Change in Fund	734	-	-	-	
Beginning Balance	11,654	11,654	12,388	12,388	6.3%
<b>Ending Balance</b>	12,388	11,654	12,388	12,388	6.3%

## SPECIAL REVENUE – MISCELLANEOUS DONATIONS

This fund accounts for donations and revenues received that are designated for specific projects.

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Revenues:</b>					
Donations		-	-	-	
Interest Revenue		-	-	-	
<b>Total Revenues</b>	-	-	-	-	
<b>Expenses:</b>					
<b>Operations:</b>					
Public Art	-	-	8,450	-	
<b>Total Expenses</b>	-	-	8,450	-	
<b>Fund Balance:</b>					
Net Change in Fund	-	-	(8,450)	-	
Beginning Balance	10,187	1,737	10,187	1,737	0.0%
<b>Ending Balance</b>	10,187	1,737	1,737	1,737	0.0%

## SPECIAL REVENUE – DEVELOPER PROJECTS

This fund accounts for funds received from developers to be used for City infrastructure.

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Revenues:</b>					
Developer Releases	40,110	-	-	-	
Interest Revenue	1,469	-	-	-	
<b>Total Revenues</b>	<b>41,579</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Expenses:</b>					
<b>CIP:</b>					
Oakwood Road Path		-	-	-	
<b>Total Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Fund Balance:</b>					
Net Change in Fund	41,579	-	-	-	
Beginning Balance	184,517	187,653	226,096	226,096	20.5%
<b>Ending Balance</b>	<b>226,096</b>	<b>187,653</b>	<b>226,096</b>	<b>226,096</b>	<b>20.5%</b>

## 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.

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Revenues:</b>					
Loan Repayments	5,205	-	-	-	
<b>Total Revenues</b>	<b>5,205</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Expenses:</b>					
<b>Operations:</b>					
Community Investment Fund	-	-	-	-	
<b>Total Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Fund Balance:</b>					
Net Change in Fund	5,205	-	-	-	
Beginning Balance	541,961	541,961	547,166	547,166	1.0%
<b>Ending Balance</b>	<b>547,166</b>	<b>541,961</b>	<b>547,166</b>	<b>547,166</b>	<b>1.0%</b>

## 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.

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Revenues:</b>					
Property Taxes	821,057	1,100,876	1,110,876	1,713,308	55.6%
State Replacement Tax	49,262	-	-	-	
Interest Revenue	(8,243)	-	-	-	
Miscellaneous Revenue	-	-	-	-	
<b>Total Before Transfers</b>	<b>862,076</b>	<b>1,100,876</b>	<b>1,110,876</b>	<b>1,713,308</b>	<b>55.6%</b>
<b>Transfers:</b>					
General Fund		-	-	-	
<b>Total Revenues</b>	<b>862,076</b>	<b>1,100,876</b>	<b>1,110,876</b>	<b>1,713,308</b>	<b>55.6%</b>
<b>Expenses:</b>					
<b>Operations:</b>					
Kingland Systems	321,216	325,427	325,427	316,476	-2.8%
Barilla	12,259	-	-	383,582	
<b>Total Before Transfers</b>	<b>333,475</b>	<b>325,427</b>	<b>325,427</b>	<b>700,058</b>	
<b>Transfers:</b>					
Debt Service	419,541	446,575	421,749	693,623	55.3%
<b>Total Expenses</b>	<b>753,016</b>	<b>772,002</b>	<b>747,176</b>	<b>1,393,681</b>	<b>80.5%</b>
<b>Fund Balance:</b>					
Net Change in Fund	109,060	328,874	363,700	319,627	-2.8%
Beginning Balance	(802,158)	(750,631)	(693,098)	(329,398)	-56.1%
<b>Ending Balance</b>	<b>(693,098)</b>	<b>(421,757)</b>	<b>(329,398)</b>	<b>(9,771)</b>	<b>-97.7%</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.

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Revenues:</b>					
Assessments	321,318	321,415	321,415	-	-100.0%
<b>Total Revenues</b>	321,318	321,415	321,415	-	-100.0%
<b>Expenses:</b>					
<b>Transfers:</b>					
Debt Service	490,869	321,415	321,415	315,559	-1.8%
<b>Total Expenses</b>	490,869	321,415	321,415	315,559	-1.8%
<b>Fund Balance:</b>					
Net Change in Fund	(169,551)	-	-	(315,559)	
Beginning Balance	(348,435)	(348,435)	(517,986)	(517,986)	48.7%
<b>Ending Balance</b>	(517,986)	(348,435)	(517,986)	(833,545)	139.2%

## 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.

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Revenues:</b>					
Traffic Grant Funding	199,222	-	664,873	2,570,700	
Street MPO/Grant Funding	900,859	3,937,912	14,011,653	3,490,000	-11.4%
Bike Trail MPO/Grant Funding	166,269	159,000	711,731	159,000	0.0%
Developer Contributions	314,109	-	-	-	
<b>Total Revenues</b>	<b>1,580,459</b>	<b>4,096,912</b>	<b>15,388,257</b>	<b>6,219,700</b>	<b>51.8%</b>
<b>Expenses:</b>					
<b>CIP:</b>					
Street Engineering	2,363,960	3,937,912	12,483,952	3,490,000	-11.4%
Shared Use Path System	238,262	159,000	637,670	159,000	0.0%
Traffic Engineering	92,329	-	658,963	2,570,700	
<b>Total Expenses</b>	<b>2,694,551</b>	<b>4,096,912</b>	<b>13,780,585</b>	<b>6,219,700</b>	<b>51.8%</b>
<b>Fund Balance:</b>					
Net Change in Fund	(1,114,092)	-	1,607,672	-	
Beginning Balance	(158,611)	329,534	(1,272,703)	334,969	1.6%
<b>Ending Balance</b>	<b>(1,272,703)</b>	<b>329,534</b>	<b>334,969</b>	<b>334,969</b>	<b>1.6%</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.

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Revenues:</b>					
FAA Funding	-	-	286,650	357,800	
Federal and State Grants	-	-	-	-	
Miscellaneous Revenue	-	-	-	-	
<b>Total Before Transfers</b>	-	-	286,650	357,800	
<b>Transfers:</b>					
General Fund	60,701	41,043	53,505	53,505	30.4%
<b>Total Revenues</b>	60,701	41,043	340,155	411,305	
<b>Expenses:</b>					
<b>CIP:</b>					
Airport	216,138	-	102,362	397,600	
<b>Total Expenses</b>	216,138	-	102,362	397,600	
<b>Fund Balance:</b>					
Net Change in Fund	(155,437)	41,043	237,793	13,705	-66.6%
Beginning Balance	399,207	137,738	243,770	481,563	249.6%
<b>Ending Balance</b>	243,770	178,781	481,563	495,268	177.0%

## 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.

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Revenues:</b>					
Interest Revenue	82,868	10,000	35,000	25,000	150.0%
<b>Transfers:</b>					
Local Option Sales Tax	100,000	100,000	100,000	100,000	0.0%
<b>Total Revenues</b>	182,868	110,000	135,000	125,000	13.6%
<b>Expenses:</b>					
<b>CIP:</b>					
Parks and Recreation	10,213	80,000	397,372	-	-100.0%
<b>Transfers:</b>					
Water Utility Fund		-	-	-	
<b>Total Expenses</b>	10,213	80,000	397,372	-	-100.0%
<b>Fund Balance:</b>					
Net Change in Fund	172,655	30,000	(262,372)	125,000	316.7%
Beginning Balance	2,596,786	2,538,285	2,769,441	2,507,069	-1.2%
<b>Ending Balance</b>	2,769,441	2,568,285	2,507,069	2,632,069	2.5%

## 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.

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Revenues:</b>					
Bond Proceeds	8,100,152	11,154,204	11,154,204	13,181,900	18.2%
Interest Revenue	435,168	-	-	-	
<b>Total Revenues</b>	<b>8,535,320</b>	<b>11,154,204</b>	<b>11,154,204</b>	<b>13,181,900</b>	<b>18.2%</b>
<b>Expenses:</b>					
<b>Operations:</b>					
Bond Issuance Costs	97,595	-	-	-	
Financial Services	6,377	7,661	7,364	8,009	4.5%
<b>Total Operations</b>	<b>103,972</b>	<b>7,661</b>	<b>7,364</b>	<b>8,009</b>	<b>4.5%</b>
<b>CIP:</b>					
Law Enforcement	364,497	1,520,000	2,155,503	-	
Fire Safety	99,730	-	37,270	1,375,000	
Water Distribution	-	1,000,000	1,000,000	-	
Storm Water	427,803	-	2,164,448	-	
Street Engineering	4,196,725	8,514,204	20,275,577	375,000	
Traffic Engineering	140,104	-	-	1,071,900	
Street Maintenance	916,447	120,000	120,000	7,860,000	
Sanitary Sewer	-	-	-	2,500,000	
<b>Total CIP</b>	<b>6,145,306</b>	<b>11,154,204</b>	<b>25,752,798</b>	<b>13,181,900</b>	<b>18.2%</b>
<b>Total Before Transfers</b>	<b>6,249,278</b>	<b>11,161,865</b>	<b>25,760,162</b>	<b>13,189,909</b>	<b>18.2%</b>
<b>Transfers:</b>					
Water Utility Fund	-	-	-	-	
Sewer Utility Fund	-	-	-	-	
Debt Service Fund	-	-	262,000	-	
<b>Total Transfers</b>	<b>-</b>	<b>-</b>	<b>262,000</b>	<b>-</b>	
<b>Total Expenses</b>	<b>6,249,278</b>	<b>11,161,865</b>	<b>26,022,162</b>	<b>13,189,909</b>	<b>18.2%</b>
<b>Fund Balance:</b>					
Net Change in Fund	2,286,042	(7,661)	(14,867,958)	(8,009)	4.5%
Beginning Balance	13,033,380	154,837	15,319,422	548,464	
<b>Ending Balance</b>	<b>15,319,422</b>	<b>147,176</b>	<b>451,464</b>	<b>540,455</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.

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Revenues:</b>					
Sale of Cemetery Lots	20,460	18,880	18,880	-	-100.0%
<b>Total Revenues</b>	20,460	18,880	18,880	-	-100.0%
<b>Expenses:</b>					
Perpetual Care	-	-	-	-	
<b>Total Expenses</b>	-	-	-	-	
<b>Fund Balance:</b>					
Net Change in Fund	20,460	18,880	18,880	-	-100.0%
Beginning Balance	978,183	997,063	998,643	1,017,523	2.1%
<b>Ending Balance</b>	998,643	1,015,943	1,017,523	1,017,523	0.2%

## 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.

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Revenues:</b>					
Interest Revenue	35,717	9,000	15,000	12,000	33.3%
<b>Total Revenues</b>	35,717	9,000	15,000	12,000	33.3%
<b>Expenses:</b>					
Furman Aquatic Center	-	6,450	12,200	5,250	-18.6%
<b>Total Expenses</b>	-	6,450	12,200	5,250	
<b>Fund Balance:</b>					
Net Change in Fund	35,717	2,550	2,800	6,750	164.7%
Beginning Balance	1,131,951	1,135,201	1,167,668	1,170,468	3.1%
<b>Ending Balance</b>	1,167,668	1,137,751	1,170,468	1,177,218	3.5%

## 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.

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Revenues:</b>					
Metered Sales	9,477,117	10,557,500	10,368,650	10,420,250	-1.3%
Contract Sales	746,970	952,000	949,000	1,049,000	10.2%
Fees/Service Charges	175,421	208,000	186,000	140,000	-32.7%
Cell Tower Lease	19,239	20,988	20,988	20,988	0.0%
Farm Land Rental	14,474	14,248	14,474	14,474	1.6%
Sprint PCS Land Rental	38,326	40,944	40,944	42,134	2.9%
Low Head Dam Grant/Donations	290,111	-	42,290	-	
Interest Revenue	707,689	150,000	250,000	200,000	33.3%
Miscellaneous Revenue	16,835	8,700	15,489	7,012	-19.4%
<b>Total Before Transfers</b>	<b>11,486,182</b>	<b>11,952,380</b>	<b>11,887,835</b>	<b>11,893,858</b>	<b>-0.5%</b>
<b>Transfers:</b>					
G.O. Bond Proceeds		-	-	-	
Local Option Sales Tax		-	-	-	
Park Development Fund		-	-	-	
<b>Total Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total Revenues</b>	<b>11,486,182</b>	<b>11,952,380</b>	<b>11,887,835</b>	<b>11,893,858</b>	<b>-0.5%</b>
<b>Expenses:</b>					
<b>Operations:</b>					
W & PC Administration	436,601	474,733	406,581	469,561	-1.1%
Water Plant Operations	2,696,428	3,176,520	3,162,170	3,157,002	-0.6%
W & PC Meter Services	635,041	611,755	608,890	639,524	4.5%
W & PC Laboratory	213,572	230,802	251,775	240,162	4.1%
Public Works Administration	120,255	133,021	129,240	134,740	1.3%
Public Works Engineering	223,119	167,219	164,373	176,190	5.4%
Distribution System Maintenance	1,302,404	1,197,210	1,155,149	1,268,434	5.9%
Customer Service	428,843	447,625	445,695	466,770	4.3%
City Council/Sustainability	6,250	6,250	6,250	6,250	0.0%
City Clerk	18,695	21,846	22,132	22,190	1.6%
City Manager	87,420	83,407	78,368	81,407	-2.4%
Public Relations	19,550	21,756	21,637	22,322	2.6%
Financial Services	138,167	158,287	154,419	164,551	4.0%
Purchasing Services	38,260	43,675	42,273	45,073	3.2%
Legal Services	71,461	77,281	79,662	81,899	6.0%
Human Resources	34,484	36,059	36,575	38,422	6.6%
Facilities	20,155	23,789	23,530	23,786	0.0%
<b>Total Operations</b>	<b>6,490,705</b>	<b>6,911,235</b>	<b>6,788,719</b>	<b>7,038,283</b>	<b>1.8%</b>

**ENTERPRISE – WATER UTILITY, continued**

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>CIP:</b>					
Water Production/Treatment	538,405	711,000	4,022,886	6,414,000	802.1%
Water Distribution System	855,864	1,825,000	5,173,859	2,050,000	12.3%
Right-of-Way Restoration	7,326	75,000	222,792	75,000	0.0%
<b>Total CIP</b>	1,401,595	2,611,000	9,419,537	8,539,000	227.0%
<b>Total Before Transfers</b>	7,892,300	9,522,235	16,208,256	15,577,283	63.6%
<b>Transfers:</b>					
Debt Service	440,224	385,377	386,614	134,425	-65.1%
Water Sinking	4,216,037	4,216,247	4,229,755	4,229,103	0.3%
Fleet Services	-	25,000	35,490	-	
<b>Total Transfers</b>	4,656,261	4,626,624	4,651,859	4,363,528	-5.7%
<b>Total Expenses</b>	12,548,561	14,148,859	20,860,115	19,940,811	40.9%
<b>Fund Balance:</b>					
Net Change in Fund	(1,062,379)	(2,196,479)	(8,972,280)	(8,046,953)	266.4%
Beginning Balance	21,832,346	9,094,817	20,769,967	11,797,687	29.7%
<b>Ending Balance</b>	20,769,967	6,898,338	11,797,687	3,750,734	-45.6%

*Minimum fund balance target:*

10% of operating expenses

703,828

Unreserved fund balance

3,046,906

## ENTERPRISE – WATER CONSTRUCTION

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

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Revenues:</b>					
State Revolving Loan Fund	1,156,771	1,750,000	1,750,000	-	-100.0%
<b>Total Revenues</b>	1,156,771	1,750,000	1,750,000	-	-100.0%
<b>Expenses:</b>					
<b>CIP:</b>					
New Water Treatment Plant	(371,629)	-	169,387	-	
Old Water Plant Demolition	21,750	1,750,000	1,763,250	2,572,000	47.0%
<b>Total Expenses</b>	(349,879)	1,750,000	1,932,637	2,572,000	47.0%
<b>Fund Balance:</b>					
Net Change in Fund	1,506,650	-	(182,637)	(2,572,000)	
Beginning Balance	(4,126,493)	-	(2,619,843)	(2,802,480)	
<b>Ending Balance</b>	(2,619,843)	-	(2,802,480)	(5,374,480)	

## ENTERPRISE – WATER SINKING

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

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Revenues:</b>					
<b>Transfers:</b>					
Water Utility Fund	4,216,037	4,216,247	4,229,755	4,229,103	0.3%
<b>Total Revenues</b>	4,216,037	4,216,247	4,229,755	4,229,103	0.3%
<b>Expenses:</b>					
<b>Debt Service:</b>					
SRF Loan Payments	4,214,070	4,216,307	4,229,815	4,229,095	0.3%
<b>Total Expenses</b>	4,214,070	4,216,307	4,229,815	4,229,095	0.3%
<b>Fund Balance:</b>					
Net Change in Fund	1,967	(60)	(60)	8	-113.3%
Beginning Balance	350,518	347,481	352,485	352,425	1.4%
<b>Ending Balance</b>	352,485	347,421	352,425	352,433	1.4%



## 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.

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Revenues:</b>					
Metered Charges	7,094,651	7,281,000	7,111,000	7,492,000	2.9%
Contract Charges	1,862,284	2,020,500	1,860,000	1,227,800	-39.2%
Fees/Service Charges	261,059	254,400	265,900	247,700	-2.6%
Flood Warning System	9,552	11,749	9,500	9,500	-19.1%
Farm Land Income	69,895	100,000	89,600	89,600	-10.4%
Interest Revenue	407,199	60,000	150,000	250,000	316.7%
Miscellaneous Revenue	78,286	-	-	-	
<b>Total Before Transfers</b>	<b>9,782,926</b>	<b>9,727,649</b>	<b>9,486,000</b>	<b>9,316,600</b>	<b>-4.2%</b>
<b>Transfers:</b>					
G.O. Bond Proceeds		-	-	-	
<b>Total Revenues</b>	<b>9,782,926</b>	<b>9,727,649</b>	<b>9,486,000</b>	<b>9,316,600</b>	<b>-4.2%</b>
<b>Expenses:</b>					
<b>Operations:</b>					
W & PC Administration	436,602	474,734	406,580	469,562	-1.1%
WPC Plant Operations	2,248,449	2,590,703	2,666,788	2,692,358	3.9%
W & PC Meter Services	443,141	419,661	418,444	441,034	5.1%
W & PC Laboratory	396,634	428,633	467,583	446,014	4.1%
Public Works Administration	120,255	133,021	129,240	134,740	1.3%
Public Works Engineering	260,305	195,089	191,769	205,555	5.4%
Collection System Maintenance	527,185	573,521	579,189	670,218	16.9%
Customer Service	403,323	418,675	418,600	437,920	4.6%
City Council/Sustainability	6,250	6,250	6,250	6,250	0.0%
City Clerk	18,695	21,846	22,132	22,190	1.6%
City Manager	87,420	83,407	78,368	81,407	-2.4%
Public Relations	19,550	21,756	21,637	22,322	2.6%
Financial Services	114,138	135,632	130,333	140,561	3.6%
Purchasing Services	17,855	20,382	19,727	21,034	3.2%
Legal Services	71,461	77,281	79,662	81,899	6.0%
Human Resources	26,675	27,894	27,377	28,760	3.1%
Facilities	16,124	19,031	18,824	19,029	0.0%
<b>Total Operations</b>	<b>5,214,062</b>	<b>5,647,516</b>	<b>5,682,503</b>	<b>5,920,853</b>	<b>4.8%</b>
<b>CIP:</b>					
Water Pollution Control	3,405,035	445,000	4,866,349	533,000	19.8%
Water Production/Treatment	-	-	35,500	-	
Water Distribution System	-	125,000	-	-	
Sanitary Sewer System	303,712	350,000	4,730,122	300,000	-14.3%
Right-of-Way Restoration	2,500	75,000	145,000	75,000	0.0%
<b>Total CIP</b>	<b>3,711,247</b>	<b>995,000</b>	<b>9,776,971</b>	<b>908,000</b>	<b>-8.7%</b>
<b>Total Before Transfers</b>	<b>8,925,309</b>	<b>6,642,516</b>	<b>15,459,474</b>	<b>6,828,853</b>	<b>2.8%</b>

**ENTERPRISE – SEWER UTILITY, continued**

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Transfers:</b>					
Debt Service	387,855	386,452	387,961	390,244	1.0%
Sewer Sinking	530,620	827,882	533,828	534,759	-35.4%
Fleet Services	-	25,000	35,490	-	
<b>Total Transfers</b>	918,475	1,239,334	957,279	925,003	-25.4%
<b>Total Expenses</b>	9,843,784	7,881,850	16,416,753	7,753,856	-1.6%
<b>Fund Balance:</b>					
Net Change in Fund	(60,858)	1,845,799	(6,930,753)	1,562,744	-15.3%
Beginning Balance	16,093,351	6,374,323	16,032,493	9,101,740	42.8%
<b>Ending Balance</b>	16,032,493	8,220,122	9,101,740	10,664,484	29.7%

*Minimum fund balance target:*  
10% of operating expenses

592,085

Unreserved fund balance

10,072,399

## ENTERPRISE – SEWER IMPROVEMENTS

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

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Revenues:</b>					
State Revolving Loan Fund	3,505,829	3,684,000	3,684,000	-	-100.0%
<b>Total Revenues</b>	3,505,829	3,684,000	3,684,000	-	-100.0%
<b>Expenses:</b>					
<b>CIP:</b>					
Water Pollution Control	273,037	-	-	-	
Sanitary Sewer System	2,252,988	3,684,000	7,080,080	3,802,000	3.2%
<b>Total Expenses</b>	2,526,025	3,684,000	7,080,080	3,802,000	3.2%
<b>Fund Balance:</b>					
Net Change in Fund	979,804	-	(3,396,080)	(3,802,000)	
Beginning Balance	(5,411,894)	-	(4,432,090)	(7,828,170)	
<b>Ending Balance</b>	(4,432,090)	-	(7,828,170)	(11,630,170)	

## ENTERPRISE – SEWER SINKING

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

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Revenues:</b>					
<b>Transfers:</b>					
Sewer Utility Fund	530,620	827,882	533,828	534,759	-35.4%
<b>Total Revenues</b>	530,620	827,882	533,828	534,759	-35.4%
<b>Expenses:</b>					
<b>Debt Service:</b>					
SRF Loan Payments	504,077	828,132	534,437	534,799	-35.4%
<b>Total Expenses</b>	504,077	828,132	534,437	534,799	-35.4%
<b>Fund Balance:</b>					
Net Change in Fund	26,543	(250)	(609)	(40)	-84.0%
Beginning Balance	18,632	69,012	45,175	44,566	-35.4%
<b>Ending Balance</b>	45,175	68,762	44,566	44,526	-35.2%

## 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.

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Revenues:</b>					
Metered Sales	55,545,743	59,000,000	59,000,000	57,000,000	-3.4%
Iowa State University	2,966,909	3,085,600	3,221,852	3,025,600	-1.9%
MEC Zonal Transmission	1,907,033	2,000,000	2,000,000	2,000,000	0.0%
BP Canada Gas Sales	6,313,905	4,000,000	6,000,000	4,000,000	0.0%
Street Lights	844,302	955,500	875,000	900,000	-5.8%
Security Lighting Rental	149,632	150,000	150,000	155,000	3.3%
Subdivision Construction	32,023	50,000	30,000	30,000	-40.0%
Fees/Service Charges	505,440	316,500	398,000	378,000	19.4%
Renewable Energy Credits	77,994	50,000	75,000	80,000	60.0%
Interest Revenue	1,457,516	550,000	825,000	750,000	36.4%
Miscellaneous Revenue	81,827	15,000	40,000	15,000	0.0%
<b>Total Revenues</b>	<b>69,882,324</b>	<b>70,172,600</b>	<b>72,614,852</b>	<b>68,333,600</b>	<b>-2.6%</b>
<b>Expenses:</b>					
<b>Operations:</b>					
Electric Administration	1,088,348	1,142,325	1,176,033	1,252,419	9.6%
Demand-Side Management	804,836	1,200,000	1,150,309	1,070,471	
Electric Production	11,284,854	12,044,282	11,991,472	12,659,249	5.1%
Fuel/Purchased Power	36,740,834	36,657,558	37,347,955	36,381,140	-0.8%
Distribution/Operations	2,862,387	3,411,802	3,299,885	3,494,832	2.4%
Distribution/Improvements	1,639,073	2,304,128	2,417,700	2,492,447	8.2%
Electric Technical Services	977,401	1,095,068	1,086,855	1,148,660	4.9%
Electric Engineering	485,995	925,273	804,617	961,349	3.9%
Customer Service	765,111	811,158	842,991	879,004	8.4%
City Council/Sustainability	6,250	6,250	6,250	6,250	0.0%
City Clerk	37,391	43,692	44,263	44,380	1.6%
City Manager	184,926	176,439	165,778	172,207	-2.4%
Public Relations	39,099	43,510	43,274	44,643	2.6%
Financial Services	464,863	521,302	512,002	540,911	3.8%
Purchasing Services	280,573	320,283	310,000	330,536	3.2%
Legal Services	113,585	122,836	126,620	130,177	6.0%
Human Resources	110,087	115,115	113,636	119,375	3.7%
Facilities	40,310	47,577	47,060	47,572	0.0%
Public Works GIS	42,736	43,715	43,006	46,948	7.4%
Utility Deposit Interest	15,561	-	-	-	
<b>Total Operations</b>	<b>57,984,220</b>	<b>61,032,313</b>	<b>61,529,706</b>	<b>61,822,570</b>	<b>1.3%</b>

**ENTERPRISE – ELECTRIC UTILITY, continued**

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>CIP:</b>					
Electric Services	5,852,782	17,760,000	26,683,917	9,440,000	-46.8%
W&PC TSC Improvements	20,445	-	-	-	
<b>Total CIP</b>	5,873,227	17,760,000	26,683,917	9,440,000	-46.8%
<b>Total Before Transfers</b>	63,857,447	78,792,313	88,213,623	71,262,570	-9.6%
<b>Transfers:</b>					
General Fund (In Lieu of Taxes)	2,220,537	2,143,240	2,143,240	2,188,899	2.1%
Electric Sinking Fund	964,619	965,640	965,640	969,056	0.4%
	-	-	4,037	18,011	
<b>Total Transfers</b>	3,185,156	3,108,880	3,112,917	3,175,966	2.2%
<b>Total Expenses</b>	67,042,603	81,901,193	91,326,540	74,438,536	-9.1%
<b>Fund Balance:</b>					
Net Change in Fund	2,839,721	(11,728,593)	(18,711,688)	(6,104,936)	-47.9%
Beginning Balance	50,511,621	38,626,544	53,351,342	34,639,654	-10.3%
<b>Ending Balance</b>	53,351,342	26,897,951	34,639,654	28,534,718	6.1%

*Minimum fund balance target:*

Based on contingency for casualty in  
power generation or distribution

10,100,000

Unreserved fund balance

18,434,718

## ENTERPRISE – ELECTRIC SINKING

This fund is used to account for principal and interest payments for Electric Revenue Bonds.

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Revenues:</b>					
<b>Transfers:</b>					
Electric Utility Fund	964,619	965,640	965,640	969,056	0.4%
<b>Total Revenues</b>	964,619	965,640	965,640	969,056	0.4%
<b>Expenses:</b>					
<b>Debt Service:</b>					
Bond Principal and Interest	964,556	965,306	965,306	969,306	0.4%
<b>Total Expenses</b>	964,556	965,306	965,306	969,306	0.4%
<b>Fund Balance:</b>					
Net Change in Fund	63	334	334	(250)	-174.9%
Beginning Balance	80,379	80,442	80,442	80,776	0.4%
<b>Ending Balance</b>	80,442	80,776	80,776	80,526	-0.3%

## 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.

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Revenues:</b>					
Illegal Parking	289,697	400,000	380,000	380,000	-5.0%
Overtime Parking	68,197	120,000	80,000	80,000	-33.3%
East District - Downtown	389,943	313,066	380,280	387,880	23.9%
West District - Campustown	238,422	268,500	245,600	257,900	-3.9%
Collection Agency Revenue	13,310	20,000	20,000	20,000	0.0%
Interest Revenue	15,970	3,000	5,500	7,000	133.3%
Miscellaneous Revenue	12,035	350	350	350	0.0%
<b>Total Revenues</b>	1,027,574	1,124,916	1,111,730	1,133,130	0.7%
<b>Expenses:</b>					
<b>Operations:</b>					
Parking Enforcement	417,394	537,393	530,449	513,121	-4.5%
Parking Operations	341,359	339,210	305,614	316,203	-6.8%
Customer Service	140,487	180,775	170,982	176,939	-2.1%
Financial Services	25,687	26,832	27,130	27,887	3.9%
Purchasing Services	510	582	564	601	3.3%
Legal Services	34,602	37,420	38,573	39,657	6.0%
Human Resources	6,427	6,720	5,866	6,163	-8.3%
Facilities	2,419	2,855	2,824	2,854	0.0%
<b>Total Operations</b>	968,885	1,131,787	1,082,002	1,083,425	-4.3%
<b>Transfers:</b>					
Parking Capital Reserve	-	-	353,903	45,562	
<b>Total Expenses</b>	968,885	1,131,787	1,435,905	1,128,987	-0.2%
<b>Fund Balance:</b>					
Net Change in Fund	58,689	(6,871)	(324,175)	4,143	-160.3%
Beginning Balance	376,186	120,050	434,875	110,700	-7.8%
<b>Ending Balance</b>	434,875	113,179	110,700	114,843	1.5%

Minimum fund balance target:  
10% of operating expenses

108,343



## 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.

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Revenues:</b>					
Interest Revenue	-	-	-	-	
<b>Transfers:</b>					
Parking Operations	-	-	353,903	45,562	
<b>Total Revenues</b>	-	-	353,903	45,562	
<b>Expenses:</b>					
<b>CIP:</b>					
Parking	-	-	-	-	
<b>Total Expenses</b>	-	-	-	-	
<b>Fund Balance:</b>					
Net Change in Fund	-	-	353,903	45,562	
Beginning Balance	-	335,983	-	353,903	
<b>Ending Balance</b>	-	335,983	353,903	399,465	

## 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%.

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Revenues:</b>					
Federal/State Funding	3,596,230	3,365,000	3,215,000	3,190,000	-5.2%
ISU Administration	836,332	874,804	874,804	893,621	2.2%
ISU Student Fees	5,191,896	5,741,486	5,741,486	5,864,986	2.2%
Fees/Service Charges	758,313	950,772	870,772	770,023	-19.0%
Metro Planning Organization	32,291	30,000	30,000	30,000	0.0%
Interest Revenue	92,271	15,000	35,000	30,000	100.0%
Miscellaneous Revenue	72,168	33,000	33,000	33,000	0.0%
<b>Total Before Transfers</b>	<b>10,579,501</b>	<b>11,010,062</b>	<b>10,800,062</b>	<b>10,811,630</b>	<b>-1.8%</b>
<b>Transfers:</b>					
General Fund (Transit Levy)	1,900,843	1,994,811	1,994,811	2,037,720	2.2%
Student Government Trust	235,904	-	297,097	-	
<b>Total Transfers</b>	<b>2,136,747</b>	<b>1,994,811</b>	<b>2,291,908</b>	<b>2,037,720</b>	<b>2.2%</b>
<b>Total Revenues</b>	<b>12,716,248</b>	<b>13,004,873</b>	<b>13,091,970</b>	<b>12,849,350</b>	<b>-1.2%</b>
<b>Expenses:</b>					
<b>Operations:</b>					
Transit Administration	2,161,204	2,212,819	2,154,662	2,240,821	1.3%
Fixed Route Service	8,806,064	9,824,414	9,433,579	9,658,396	-1.7%
Dial-A-Ride Service	160,679	182,139	182,139	186,691	2.5%
<b>Total Operations</b>	<b>11,127,947</b>	<b>12,219,372</b>	<b>11,770,380</b>	<b>12,085,908</b>	<b>-1.1%</b>
<b>Transfers:</b>					
Transit Capital Reserve	800,000	800,000	800,000	800,000	0.0%
Student Government Trust	226,455	-	464,178	-	
<b>Total Transfers</b>	<b>1,026,455</b>	<b>800,000</b>	<b>1,264,178</b>	<b>800,000</b>	<b>0.0%</b>
<b>Total Expenses</b>	<b>12,154,402</b>	<b>13,019,372</b>	<b>13,034,558</b>	<b>12,885,908</b>	<b>-1.0%</b>
<b>Fund Balance:</b>					
Net Change in Fund	561,846	(14,499)	57,412	(36,558)	152.1%
Beginning Balance	4,280,177	4,180,360	4,842,023	4,899,435	17.2%
<b>Ending Balance</b>	<b>4,842,023</b>	<b>4,165,861</b>	<b>4,899,435</b>	<b>4,862,877</b>	<b>16.7%</b>
<i>Minimum fund balance target:</i>					
Reserve for cash flow				2,000,000	
10% of operating expenses				<u>1,208,591</u>	
Unreserved fund balance				<u><u>1,654,286</u></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.

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Revenues:</b>					
Interest Revenue	16,179	6,000	6,000	6,000	0.0%
<b>Transfers:</b>					
Transit Operations	226,455	-	464,178	-	
<b>Total Revenues</b>	242,634	6,000	470,178	6,000	0.0%
<b>Expenses:</b>					
<b>Transfers:</b>					
Transit Administration	26,644	-	-	-	
Transit Operations	235,904	-	297,097	-	
<b>Total Expenses</b>	262,548	-	297,097	-	
<b>Fund Balance:</b>					
Net Change in Fund	(19,914)	6,000	173,081	6,000	0.0%
Beginning Balance	609,886	615,886	589,972	763,053	23.9%
<b>Ending Balance</b>	589,972	621,886	763,053	769,053	23.7%

## ENTERPRISE – TRANSIT CAPITAL RESERVE

This fund accounts for CyRide grant and capital activities.

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Revenues:</b>					
Federal/State Funding	806,187	2,707,362	2,859,970	4,565,442	68.6%
ISU Parking	17,000	17,000	17,000	17,000	0.0%
Interest Revenue	55,030	7,000	8,500	7,000	0.0%
Miscellaneous Revenue	-	-	-	-	
<b>Total Before Transfers</b>	<b>878,217</b>	<b>2,731,362</b>	<b>2,885,470</b>	<b>4,589,442</b>	<b>68.0%</b>
<b>Transfers:</b>					
Transit Operations	800,000	800,000	800,000	800,000	0.0%
GSB Transit Trust		-			
<b>Total Transfers</b>	<b>800,000</b>	<b>800,000</b>	<b>800,000</b>	<b>800,000</b>	<b>0.0%</b>
<b>Total Revenues</b>	<b>1,678,217</b>	<b>3,531,362</b>	<b>3,685,470</b>	<b>5,389,442</b>	<b>52.6%</b>
<b>Expenses:</b>					
<b>CIP:</b>					
Transit	1,310,702	4,169,303	4,873,385	6,150,673	47.5%
<b>Total Expenses</b>	<b>1,310,702</b>	<b>4,169,303</b>	<b>4,873,385</b>	<b>6,150,673</b>	<b>47.5%</b>
<b>Fund Balance:</b>					
Net Change in Fund	367,515	(637,941)	(1,187,915)	(761,231)	19.3%
Beginning Balance	1,604,544	1,090,068	1,972,059	784,144	-28.1%
<b>Ending Balance</b>	<b>1,972,059</b>	<b>452,127</b>	<b>784,144</b>	<b>22,913</b>	<b>-94.9%</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.

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Revenues:</b>					
Storm Water Fees	1,807,775	1,785,000	1,785,000	1,805,000	1.1%
Federal/State Grants		-			
Permits and Plan Reviews	21,700	25,000	25,000	22,750	-9.0%
Fees/Service Charges	12,753	7,500	7,500	7,700	2.7%
Interest Revenue	136,166	45,000	58,000	50,000	11.1%
Miscellaneous Revenue		-			
<b>Total Revenues</b>	<b>1,978,394</b>	<b>1,862,500</b>	<b>1,875,500</b>	<b>1,885,450</b>	<b>1.2%</b>
<b>Expenses:</b>					
<b>Operations:</b>					
Storm Sewer Maintenance	245,565	318,501	322,985	414,757	30.2%
Storm Water Permit Program	217,184	277,990	300,529	332,943	19.8%
Storm Water Engineering	111,559	83,610	82,187	88,095	5.4%
Customer Service	4,980	3,000	5,000	5,200	73.3%
Purchasing Services	5,101	5,823	5,636	6,010	3.2%
Human Resources	4,907	5,131	5,070	5,326	3.8%
<b>Total Operations</b>	<b>589,296</b>	<b>694,055</b>	<b>721,407</b>	<b>852,331</b>	<b>22.8%</b>
<b>CIP:</b>					
Storm Water	594,495	1,312,000	4,552,919	680,000	-48.2%
Right-of-Way Restoration	26,204	50,000	152,585	50,000	0.0%
City Hall Parking Lot		-			
<b>Total CIP</b>	<b>620,699</b>	<b>1,362,000</b>	<b>4,705,504</b>	<b>730,000</b>	
<b>Total Expenses</b>	<b>1,209,995</b>	<b>2,056,055</b>	<b>5,426,911</b>	<b>1,582,331</b>	<b>-23.0%</b>
<b>Fund Balance:</b>					
Net Change in Fund	768,399	(193,555)	(3,551,411)	303,119	-256.6%
Beginning Balance	3,985,233	865,639	4,753,633	1,202,222	38.9%
<b>Ending Balance</b>	<b>4,753,633</b>	<b>672,084</b>	<b>1,202,222</b>	<b>1,505,341</b>	<b>124.0%</b>

Minimum fund balance target:

10% of operating expenses

85,233

Unreserved fund balance

1,420,108

## ENTERPRISE – STORM WATER IMPROVEMENTS

This fund is used to account for grant and developer funding related to storm water capital improvement projects.

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Revenues:</b>					
Federal/State Grants	-	-	-	-	
SRF Grant Program	-	368,000	368,000		
<b>Total Revenues</b>	-	368,000	368,000	-	-100.0%
<b>Expenses:</b>					
<b>CIP:</b>					
Storm Water	-	368,000	1,041,000	3,780,000	
<b>Total Expenses</b>	-	368,000	1,041,000	3,780,000	
<b>Fund Balance:</b>					
Net Change in Fund	-	-	(673,000)	(3,780,000)	
Beginning Balance	-	-	-	(673,000)	
<b>Ending Balance</b>	-	-	(673,000)	(4,453,000)	

## ENTERPRISE – AMES/ISU ICE ARENA

This fund accounts for the operation of the Ice Arena.

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Revenues:</b>					
Admissions	58,507	71,700	66,000	67,500	-5.9%
Ice Rink Rental	385,745	429,814	406,143	426,325	-0.8%
Equipment Rental	27,605	30,100	30,100	30,100	0.0%
Skate Sharpening	3,340	4,800	3,000	3,000	-37.5%
Dasher Board Advertising	7,230	7,750	7,750	7,500	-3.2%
Pro Shop Sales	1,492	2,500	2,000	2,000	-20.0%
Concessions	30,704	38,700	35,700	35,700	-7.8%
Interest Revenue	7,601	2,000	2,000	2,000	0.0%
Miscellaneous Revenue	1,094	900	7,900	900	0.0%
<b>Total Revenues</b>	<b>523,318</b>	<b>588,264</b>	<b>560,593</b>	<b>575,025</b>	<b>-2.3%</b>
<b>Expenses:</b>					
<b>Operations:</b>					
Ice Arena Operations	554,408	565,649	567,386	584,508	3.3%
<b>Total Expenses</b>	<b>554,408</b>	<b>565,649</b>	<b>567,386</b>	<b>584,508</b>	<b>3.3%</b>
<b>Fund Balance:</b>					
Net Change in Fund	(31,090)	22,615	(6,793)	(9,483)	-141.9%
Beginning Balance	216,949	211,983	185,859	179,066	-15.5%
<b>Ending Balance</b>	<b>185,859</b>	<b>234,598</b>	<b>179,066</b>	<b>169,583</b>	<b>-27.7%</b>

*Minimum fund balance target:*  
15% of operating expenses

87,676

Unreserved fund balance

81,907

## 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.

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Revenues:</b>					
Iowa State University	20,000	20,000	20,000	20,000	0.0%
Interest Revenue	3,581	-	-	-	
<b>Total Before Transfers</b>	23,581	20,000	20,000	20,000	0.0%
<b>Transfers:</b>					
Local Option Sales Tax	20,000	20,000	20,000	20,000	0.0%
<b>Total Revenues</b>	43,581	40,000	40,000	40,000	0.0%
<b>Expenses:</b>					
<b>CIP:</b>					
Ice Arena Improvements	(2,242)	10,000	133,642	100,000	900.0%
<b>Total Expenses</b>	(2,242)	10,000	133,642	100,000	900.0%
<b>Fund Balance:</b>					
Net Change in Fund	45,823	30,000	(93,642)	(60,000)	-300.0%
Beginning Balance	185,992	104,593	231,815	138,173	32.1%
<b>Ending Balance</b>	231,815	134,593	138,173	78,173	-41.9%



## ENTERPRISE – HOMEWOOD GOLF COURSE

This fund accounts for the operation of a 9-hole municipal golf course.

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Revenues:</b>					
Green Fees	88,450	95,000	91,000	93,730	-1.3%
Season Passes/Punchcards	55,862	64,500	60,000	61,770	-4.2%
Entry Fees	2,429	2,000	2,610	2,610	30.5%
Equipment Rental	32,626	40,000	35,000	35,000	-12.5%
Pro Shop Sales	1,888	2,000	1,900	1,900	-5.0%
Concessions	20,475	28,000	22,000	22,000	-21.4%
Cell Tower Lease	39,400	37,000	40,510	41,096	11.1%
Interest Revenue	6,387	1,000	3,000	3,000	200.0%
Miscellaneous Revenue	10,000	-	-	-	
	658	-	-	850	
<b>Total Revenues</b>	<b>258,175</b>	<b>269,500</b>	<b>256,020</b>	<b>261,956</b>	<b>-2.8%</b>
<b>Expenses:</b>					
<b>Operations:</b>					
Administration/Concessions	128,666	141,469	137,237	173,661	22.8%
Golf Course Maintenance	123,376	128,970	122,015	124,824	-3.2%
<b>Total Operations</b>	<b>252,042</b>	<b>270,439</b>	<b>259,252</b>	<b>298,485</b>	<b>10.4%</b>
<b>CIP:</b>					
New Homewood Clubhouse	-	-	10,000	-	
<b>Total CIP</b>	<b>-</b>	<b>-</b>	<b>10,000</b>	<b>-</b>	
<b>Total Expenses</b>	<b>252,042</b>	<b>270,439</b>	<b>269,252</b>	<b>298,485</b>	<b>10.4%</b>
<b>Fund Balance:</b>					
Net Change in Fund	6,133	(939)	(13,232)	(36,529)	3790.2%
Beginning Balance	208,549	210,588	214,682	201,450	-4.3%
<b>Ending Balance</b>	<b>214,682</b>	<b>209,649</b>	<b>201,450</b>	<b>164,921</b>	<b>-21.3%</b>

Minimum fund balance target:

25% of operating expenses

74,621

Unreserved fund balance

90,300

## 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.

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Revenues:</b>					
Commercial Accounts	1,626,826	2,643,758	2,073,000	2,643,750	0.0%
Iowa State University	237,574	275,424	200,000	275,424	0.0%
Other Contracts	6,999	5,540	5,540	5,540	0.0%
Public Fees	80,007	79,500	79,500	79,500	0.0%
FDW Pilot Program	40	-	2,000	1,000	
Per Capita Revenue	305,025	305,025	305,025	305,025	0.0%
Electric RDF Revenue	865,092	900,000	900,000	900,000	0.0%
Power Plant Down Charge	-	25,000	43,389	-	
Sale of Metals	83,276	95,000	77,500	77,500	-18.4%
IDNR Waste Diversion Grant	(10,284)	-	-	-	
Interest Revenue	22,360	10,000	7,000	6,500	-35.0%
Miscellaneous Revenue	935	2,400	2,400	2,400	0.0%
<b>Total Before Transfers</b>	<b>3,217,850</b>	<b>4,341,647</b>	<b>3,695,354</b>	<b>4,296,639</b>	<b>-1.0%</b>
<b>Transfers:</b>					
General Fund (Ames Per Capita)	522,533	522,533	522,533	522,533	0.0%
<b>Total Revenues</b>	<b>3,740,383</b>	<b>4,864,180</b>	<b>4,217,887</b>	<b>4,819,172</b>	<b>-0.9%</b>
<b>Expenses:</b>					
<b>Operations:</b>					
Public Works Administration	120,255	133,021	129,240	134,740	1.3%
Resource Recovery Operations	2,475,511	2,869,096	2,719,441	2,878,194	0.3%
Reject Disposal	1,002,280	1,360,000	1,050,000	950,000	-30.1%
Yard Waste Management	33,000	34,700	34,700	36,400	4.9%
Landfill Monitoring	10,020	25,135	24,635	25,050	-0.3%
Waste Diversion Study	190	-	-	-	
Solid Waste Study	-	25,000	-	-	
FDW Pilot Program	787	-	7,800	9,000	
City Council/Sustainability	6,250	6,250	6,250	6,250	0.0%
Public Relations	19,550	21,756	21,637	22,322	2.6%
Financial Services	147,870	148,972	153,072	155,715	4.5%
Purchasing Services	30,608	34,940	33,818	36,058	3.2%
Legal Services	18,805	20,337	20,964	21,552	6.0%
Human Resources	17,968	18,788	18,541	19,477	3.7%
Facilities	4,031	4,758	4,706	4,757	0.0%
<b>Total Operations</b>	<b>3,887,125</b>	<b>4,702,753</b>	<b>4,224,804</b>	<b>4,299,515</b>	<b>-8.6%</b>

**ENTERPRISE – RESOURCE RECOVERY, continued**

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>CIP:</b>					
Resource Recovery	155,451	353,100	526,349	385,100	9.1%
<b>Total Before Transfers</b>	4,042,576	5,055,853	4,751,153	4,684,615	-7.3%
<b>Transfers:</b>					
Debt Service	165,988	163,188	163,188	160,387	-1.7%
<b>Total Expenses</b>	4,208,564	5,219,041	4,914,341	4,845,002	-7.2%
<b>Fund Balance:</b>					
Net Change in Fund	(468,181)	(354,861)	(696,454)	(25,830)	-92.7%
Beginning Balance	1,510,034	892,009	1,041,853	345,399	-61.3%
<b>Ending Balance</b>	1,041,853	537,148	345,399	319,569	-40.5%

*Minimum fund balance target:*

10% of operating expenses

429,952

Unreserved fund balance

(110,383)

## 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.

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Revenues:</b>					
Property Taxes	9,462,171	9,955,106	9,955,106	10,017,246	0.6%
Excise Tax	24,034	25,017	25,017	26,254	4.9%
State Replacement Tax	285,602	320,004	320,004	304,004	-5.0%
Iowa State University	13,144	13,277	13,277	13,501	1.7%
Interest Revenue	156,989	30,000	35,000	30,000	0.0%
Bond Proceeds	-	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-
<b>Total Before Transfers</b>	<b>9,941,940</b>	<b>10,343,404</b>	<b>10,348,404</b>	<b>10,391,005</b>	<b>0.5%</b>
<b>Transfers:</b>					
General Fund (Airport Terminal)	70,982	70,979	70,979	70,976	0.0%
TIF/South Bell	114,841	110,837	110,837	110,243	-0.5%
TIF/ISU Research Park	304,700	303,700	303,700	302,200	-0.5%
TIF/John Deere	-	32,038	7,212	30,025	-
TIF/E 13th St Sewer Ext	-	-	-	251,155	-
Special Assessments	490,869	321,415	321,415	315,559	-1.8%
G.O. Bonds	-	-	262,000	-	-
Water Utility Fund	440,224	385,377	386,614	134,425	-65.1%
Sewer Utility Fund	387,855	386,452	387,961	390,244	1.0%
Electric Utility Fund	-	-	4,037	18,011	-
Resource Recovery	165,988	163,188	163,188	160,387	-1.7%
<b>Total Transfers</b>	<b>1,975,459</b>	<b>1,773,986</b>	<b>2,017,943</b>	<b>1,783,225</b>	<b>0.5%</b>
<b>Total Revenues</b>	<b>11,917,399</b>	<b>12,117,390</b>	<b>12,366,347</b>	<b>12,174,230</b>	<b>0.5%</b>
<b>Expenses:</b>					
<b>Debt Service:</b>					
G.O. Bond Principal	9,680,000	9,665,528	9,760,000	10,068,824	4.2%
G.O. Bond Interest	2,296,904	2,389,824	2,314,254	2,450,406	2.5%
G.O. Bond Costs	-	-	-	-	-
<b>Total Expenses</b>	<b>11,976,904</b>	<b>12,055,352</b>	<b>12,074,254</b>	<b>12,519,230</b>	<b>3.8%</b>
<b>Fund Balance:</b>					
Net Change in Fund	(59,505)	62,038	292,093	(345,000)	-656.1%
Beginning Balance	987,953	840,881	928,448	1,220,541	45.2%
<b>Ending Balance</b>	<b>928,448</b>	<b>902,919</b>	<b>1,220,541</b>	<b>875,541</b>	<b>-3.0%</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.

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Revenues:</b>					
Fleet Maintenance Charges	2,113,532	2,220,858	2,160,177	2,277,705	2.6%
Maintenance Facility Charges	47,254	57,598	57,540	59,690	3.6%
Motor Pool Charges	59,689	65,000	65,000	65,000	0.0%
Miscellaneous Revenue	18,819	-			
<b>Total Revenues</b>	<b>2,239,294</b>	<b>2,343,456</b>	<b>2,282,717</b>	<b>2,402,395</b>	<b>2.5%</b>
<b>Expenses:</b>					
<b>Internal Services:</b>					
Fleet Administration	475,201	518,278	490,530	530,409	2.3%
Fleet Maintenance	1,627,242	1,664,235	1,631,356	1,706,858	2.6%
Fleet Maintenance Facility	100,254	115,193	115,081	119,378	3.6%
Motor Pool Operations	43,313	45,750	45,750	45,750	0.0%
<b>Total Expenses</b>	<b>2,246,010</b>	<b>2,343,456</b>	<b>2,282,717</b>	<b>2,402,395</b>	<b>2.5%</b>
<b>Fund Balance:</b>					
Net Change in Fund	(6,716)	-	-	-	
Beginning Balance	256,716	250,000	250,000	250,000	0.0%
<b>Ending Balance</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>0.0%</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.

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Revenues:</b>					
Fleet Replacement Funds	2,005,587	1,846,137	1,876,256	2,024,415	9.7%
Sale of Equipment	88,962	200,000	200,000	-	-100.0%
Interest Revenue	312,209	60,000	125,000	100,000	66.7%
Miscellaneous Revenue	1,713	-	-	-	-
<b>Total Before Transfers</b>	<b>2,408,471</b>	<b>2,106,137</b>	<b>2,201,256</b>	<b>2,124,415</b>	<b>0.9%</b>
<b>Transfers:</b>					
Road Use Tax	-	25,000	35,490	-	-
Water Utility Fund	-	25,000	35,490	-	-
Sewer Utility Fund	-	25,000	35,490	-	-
Fleet Services Fund	-	-	-	-	-
<b>Total Transfers</b>	<b>-</b>	<b>75,000</b>	<b>106,470</b>	<b>-</b>	<b>-</b>
<b>Total Revenues</b>	<b>2,408,471</b>	<b>2,181,137</b>	<b>2,307,726</b>	<b>2,124,415</b>	<b>-2.6%</b>
<b>Expenses:</b>					
<b>Internal Services:</b>					
Fleet Acquisitions	1,128,748	1,028,600	3,079,493	2,336,700	127.2%
Fleet Disposal	9,741	-	-	-	-
<b>Total Internal Services</b>	<b>1,138,489</b>	<b>1,028,600</b>	<b>3,079,493</b>	<b>2,336,700</b>	<b>127.2%</b>
<b>CIP:</b>					
Fleet Facility Improvements	-	250,000	291,959	-	-
<b>Total Expenses</b>	<b>1,138,489</b>	<b>1,278,600</b>	<b>3,371,452</b>	<b>2,336,700</b>	<b>82.8%</b>
<b>Fund Balance:</b>					
Net Change in Fund	1,269,982	902,537	(1,063,726)	(212,285)	-123.5%
Beginning Balance	9,626,519	9,345,500	10,896,501	9,832,775	5.2%
<b>Ending Balance</b>	<b>10,896,501</b>	<b>10,248,037</b>	<b>9,832,775</b>	<b>9,620,490</b>	<b>-6.1%</b>

## INTERNAL SERVICES – INFORMATION TECHNOLOGY

Information Technology accounts for all information technology and communication services provided to City departments.

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Revenues:</b>					
Data Charges	1,608,409	1,649,019	1,649,019	1,793,873	8.8%
Communications Charges	254,552	262,162	267,193	267,193	1.9%
Miscellaneous Revenue	1,400	1,350	1,350	1,350	
<b>Total Revenues</b>	<b>1,864,361</b>	<b>1,912,531</b>	<b>1,917,562</b>	<b>2,062,416</b>	<b>7.8%</b>
<b>Expenses:</b>					
<b>Internal Services:</b>					
Data Processing	1,609,809	1,650,369	1,650,369	1,795,223	8.8%
Cyber Security Study	-	-	25,000	-	
Phone Operations	254,552	262,162	267,193	267,193	1.9%
<b>Total Expenses</b>	<b>1,864,361</b>	<b>1,912,531</b>	<b>1,942,562</b>	<b>2,062,416</b>	<b>7.8%</b>
<b>Fund Balance:</b>					
Net Change in Fund	-	-	(25,000)	-	
Beginning Balance	147,544	122,541	147,544	122,544	0.0%
<b>Ending Balance</b>	<b>147,544</b>	<b>122,541</b>	<b>122,544</b>	<b>122,544</b>	<b>0.0%</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.

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Revenues:</b>					
Technology Replacement Funds	636,621	439,602	439,602		-100.0%
Interest Revenue	54,413	20,000	20,000	18,000	-10.0%
Miscellaneous Revenue	-	-	-	-	
<b>Total Revenues</b>	691,034	459,602	459,602	18,000	-96.1%
<b>Expenses:</b>					
<b>Internal Services:</b>					
Technology Replacement	342,794	323,143	560,178	293,000	-9.3%
IT Technology Replacement	109,345	90,061	240,463	175,092	94.4%
Phone System	62,027	44,000	44,000	-	-100.0%
<b>Total Expenses</b>	514,166	457,204	844,641	468,092	2.4%
<b>Fund Balance:</b>					
Net Change in Fund	176,868	2,398	(385,039)	(450,092)	
Beginning Balance	2,179,301	1,918,211	2,356,169	1,971,130	2.8%
<b>Ending Balance</b>	2,356,169	1,920,609	1,971,130	1,521,038	-20.8%



## 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.

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Revenues:</b>					
Iowa State University	57,449	70,011	70,011	74,405	6.3%
Story County	57,449	70,011	70,011	74,405	6.3%
E911 Board	37,784	43,200	43,200	44,650	3.4%
Ames Police Department	60,150	70,011	3,008	3,159	-95.5%
Ames Fire Department	3,008	3,008	70,011	74,405	2373.6%
<b>Total Revenues</b>	215,840	256,241	256,241	271,024	5.8%
<b>Expenses:</b>					
<b>Internal Services:</b>					
Shared Communication System	209,776	256,241	256,241	271,024	5.8%
<b>Total Expenses</b>	209,776	256,241	256,241	271,024	5.8%
<b>Fund Balance:</b>					
Net Change in Fund	6,064	-	-	-	
Beginning Balance	(6,064)	-	-	-	
<b>Ending Balance</b>	-	-	-	-	

## 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.

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Revenues:</b>					
Departmental Charges	2,508,379	2,607,482	2,576,671	2,716,185	4.2%
Interest Revenue	55,033	6,000	25,000	20,000	233.3%
Miscellaneous Revenue		-			
<b>Total Revenues</b>	<b>2,563,412</b>	<b>2,613,482</b>	<b>2,601,671</b>	<b>2,736,185</b>	<b>4.7%</b>
<b>Expenses:</b>					
<b>Internal Services:</b>					
Risk Administration	131,195	153,622	152,622	163,445	6.4%
Liability Insurance	196,805	314,836	287,233	303,247	-3.7%
Liability Claims	159,369	150,000	150,000	150,000	0.0%
Automobile Insurance	65,713	67,700	66,934	70,950	4.8%
Transit Insurance	206,259	212,447	210,127	222,735	4.8%
Property Insurance	631,042	675,951	667,971	746,171	10.4%
Professional Liability Insurance	38,649	41,000	42,108	44,634	8.9%
Police Professional Insurance	34,495	36,565	34,511	36,582	0.0%
Internal Safety Training	134,224	154,600	154,169	143,400	-7.2%
Workers Compensation	537,809	702,000	689,765	696,051	-0.8%
<b>Total Expenses</b>	<b>2,135,560</b>	<b>2,508,721</b>	<b>2,455,440</b>	<b>2,577,215</b>	<b>2.7%</b>
<b>Fund Balance:</b>					
Net Change in Fund	427,852	104,761	146,231	158,970	51.7%
Beginning Balance	2,159,672	2,247,543	2,587,524	2,733,755	21.6%
<b>Ending Balance</b>	<b>2,587,524</b>	<b>2,352,304</b>	<b>2,733,755</b>	<b>2,892,725</b>	<b>23.0%</b>

*Minimum fund balance target:*

Reserved for deductibles and retained risk 1,000,000

Unreserved fund balance 1,892,725

## 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.

	2018/19 Actual	2019/20 Adopted	2019/20 Adjusted	2020/21 Mgr Rec	% Change from Adopted
<b>Revenues:</b>					
Department Contributions	7,953,375	8,066,607	8,112,441	8,428,827	4.5%
Employee Contributions	681,341	701,693	684,968	711,682	1.4%
Retiree Contributions	380,252	378,873	388,490	403,642	6.5%
City Assessor Contributions	128,254	97,859	130,795	135,896	38.9%
COBRA Contributions	38,607	25,000	25,000	25,975	3.9%
Medicare Supplement	5,268	8,200	5,428	5,757	-29.8%
Stop Loss Recoveries	323,221	-	-	-	
Refunds	83,610	-	-	-	
Pharmacy Refunds	288,980	-	-	-	
Interest Revenue	170,500	20,000	75,000	65,000	225.0%
Miscellaneous Revenue	-	-	-	-	
<b>Total Revenues</b>	<b>10,053,408</b>	<b>9,298,232</b>	<b>9,422,122</b>	<b>9,776,779</b>	<b>5.1%</b>
<b>Expenses:</b>					
<b>Internal Services:</b>					
Health Insurance Administration	108,388	113,422	110,939	117,209	3.3%
Medical Claims	5,941,830	5,575,620	5,638,851	6,095,879	9.3%
Dental Claims	403,451	427,934	416,552	438,801	2.5%
Pharmacy Claims	1,659,559	1,947,786	1,942,554	2,097,401	7.7%
Other Insurance/Fees	781,764	807,099	858,346	952,324	18.0%
Health Promotion Program	274,632	326,264	312,415	334,826	2.6%
<b>Total Expenses</b>	<b>9,169,624</b>	<b>9,198,125</b>	<b>9,279,657</b>	<b>10,036,440</b>	<b>9.1%</b>
<b>Fund Balance:</b>					
Net Change in Fund	883,784	100,107	142,465	(259,661)	-359.4%
Beginning Balance	4,568,553	5,075,533	5,452,337	5,594,802	10.2%
<b>Ending Balance</b>	<b>5,452,337</b>	<b>5,175,640</b>	<b>5,594,802</b>	<b>5,335,141</b>	<b>3.1%</b>
<i>Minimum fund balance target:</i>					
				976,294	
				650,863	
				199,465	
				<u>3,508,519</u>	

# ***ACKNOWLEDGMENTS***

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